

Kelso Planning Commission Agenda

Meeting at 7:00 p.m.

Tuesday, January 10, 2012

203 South Pacific Ave., Council Chambers

Agenda	Approved/ Denied	Remarks
Timed Items: 7:00 p.m. 1. Call to order 2. Roll Call		
Action Items: 1. Approve November 8, 2011 Minutes		
Other Business: 1. Zoning Code Discussion – Permitted Uses & Zoning Definitions: a. CSR – Commercial Specialty Retail b. CMR – Commercial Major Retail c. ILM – Industrial Light Manufacturing 2. Comprehensive Plan Status Update		
Adjournment: Next Meeting February 14, 2012 at 7:00 p.m.		

Kelso Planning Commission Meeting Minutes
Tuesday, November 8, 2011
7:02pm – 7:26pm

Members Present: Larry Peterson, Patricia VanRollins, Rick VonRock, Dan Jones, Mike Leeper, Toby Tabor

Members Absent: Mark Kirkland

Staff Present: Nancy Malone, Interim Community Development Manager; Stephanie Helem, Recording Secretary

Call to Order

Vice-Chair Patricia VonRollins called the meeting to order at 7:02p.m.

Minutes:

Commissioner VonRollins made the motion, seconded by Commissioner VonRock to approve the minutes of June 14, 2011 and September 13, 2011. Motion carried, all in favor.

Business:

1. **Comprehensive Plan.** Nancy Malone has a meeting scheduled with CWCOG to discuss the Shoreline Master Plan update and will speak with Steve Harvey about CWCOG assisting the city with the Comprehensive Plan update. A cost estimate will need to be provided and the budget approved by City Council.
 - Update from Cowlitz County – FEMA has been doing work on our flood plain maps. This work will be incorporated in our Shoreline Master Program as well as critical areas. As a result of this there will need to be an update of the city's zoning code. At that time, would like to also look at the sign code policy and associated fees, primarily for the down town area. A study session will be planned.
 - The State is doing additional updates for the city's stormwater ordinance. As a result stormwater will need to be addressed in the comprehensive plan.
 - Commissioner VanRollins: Is there a timeline/deadline? Nancy believes this will be a 2 or 3 year process and the goal is to go hand in hand with what Cowlitz County is doing overall.
 - Commissioner VonRock: The County is currently in the second year and is in the process of "Rural Outreach" to various communities such as Rose Valley and Lexington, and all unincorporated areas in trying to set up public meetings to get input from citizens on what they would like to see on land usage.
 - Nancy asked if the Commission in any of the workshops or discussions looked at a zoning map or defined outlying areas where you would like to see the city grow. Commissioners do not recall. Planning Commission will need to look at where the water lines are currently and where the expansion can go. This needs to run concurrently with any expansion the city does. This will also run hand in hand with what the County is doing with the Comprehensive Plan. Discussion followed.

2. Community Development Department Update – Nancy Malone:

a) Neighborhood Stabilization Program (NSP).

- **1412 N. 1st Ave.** – Deed has been signed and will be recorded. Property will be going to Lower Columbia CAP who will remodel house and sell to a lower income household. Discussion followed.
- **1504 N. 2nd Ave.** – House has been demolished. There was a lien on property from DSHS. Through the city attorney the lien has been released. The guardian of the estate is quit claiming property to the city. This document will be presented to council for approval at the next council meeting. Once the city is in ownership, the property will be quit claimed to CAP or Habitat for Humanity to rebuild a house for a lower income household.
- **1124 N. Pacific Ave.** – The old Terry Salvage property. Working on foreclosure of property. Paper work will be possibly filed tomorrow by city attorney. Once city has ownership of property the city has a grant from Department of Ecology to hire consultants to assess site for contamination and to come up with a redevelopment plan. Once complete, the plan will go into effect and more than likely property will be deeded to CAP for a lower income household. Discussion followed.

b) City Project Update:

- Pre-Applications Meetings Scheduled:
 - Farm Store for proposed redevelopment of old Splitz building. 200 Kelso Drive.
 - Church for proposed use of the Grizzly Casino building. 900 Ash Street.
- Grounds for Opportunity – building at corner of Ash St & S. Pacific Avenue. Plans are ready to pick up. CAP - Meals on Wheels. 413 S. Pacific Ave.
- Jack in the Box – Site plans are under review. Building plan review still awaiting information from applicant. Discussion followed.
- Starbucks – Pre-Application was held. No building permit plans have been received.
- Kelso Village – Longview-Kelso Wye status. No permit applications have been received.
- Red Lobster – Building Permit Application was received for improvements.

- ### c) Building Inspector – Mike Reynoldson is currently the city’s part-time building inspector who works 11:00am – 5:00pm Tuesdays and Thursdays. He will be assisting with nuisance abatement and writing letters. Discussion followed.

d) Nuisance Abatement:

- 905 S. Pacific – Fire damage several years ago. Owners abandoned property. Transients in and out. Garbage and storage left on site. Recently site has been cleaned up. Pictures are available before and after. House has been boarded up and lien will be placed on property. Nancy understands the bank will be taking property back.
- The Fire Department and Police Department have been helping with nuisance issues.
- 404 Burcham Street – Nancy has talked to the lending institute. A “drop dead” date has been given to get the house boarded up. Nancy’s understanding is the contractor was confused when he went to site because of the condemned notice.

Adjournment

There being no further business Commissioner VonRock motioned to adjourn and commissioner Tabor seconded to adjourn at 7:26 p.m.

Mark Kirkland, Planning Commission Chair

Respectfully submitted:
Stephanie Helem
Recording Secretary