



Community Development Department

203 S. Pacific Avenue, PO Box 819 Kelso, WA 98626



**Kelso Planning Commission
Meeting Minutes
Tuesday, December 13, 2022
6:00 pm**

Commissioners Present: Tim Watson, Richard McCaine, Daniel Graves, Barbara Stephenson

Commissioners Absent: Ann Hight

Staff Present: Michael Kardas, Community Development Director
Mike Murray, Building & Planning Services Manager
Traci Howard, Deputy Clerk, City of Kelso

Community Present: Kevin Valencia, Citizen
Candelario Valencia, Citizen

1 **Call to Order: 6:00 PM**

2 Vice Chair Barbara Stephenson called the meeting to order and roll call was taken.

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4 **Approve Minutes:**

5 Upon motion by Commissioner Watson, seconded by Commissioner Graves. 'Approve the minutes of the
6 November 15, 2022, Regular Meeting'. Motion passed, all voting yes.

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8 **Citizen Business:**

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11 **Public Hearings:**

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13 **Croy Street Rezone - LUA2022-0031:** The hearing was opened. Mr. Murray summarized the
14 rezone proposal. Originally requested by Kevin Valencia for one parcel to be rezoned from Neighborhood
15 Commercial to Residential Single Family 5000 (RSF-5), after review, staff recommends a rezone for all
16 three lots to RSF-5 since the other two lots are already in residential use. Commissioner Watson made the
17 motion to recommend the rezone to council for approval, seconded by Commissioner Graves. Motion
18 passed, all voting yes. Public hearing closed.

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20 **2022 Unified Development Code Update - LUA2022-0025:** The hearing was opened. Mr.
21 Murray summarized the proposal including corrections to confusing language, definitions, mislabeled
22 table columns, changes to accessory dwelling unit requirements, increased lot coverage for RSF-5 zoning,
23 updated requirements for townhouses, removal of conflicting language about the number of lots in a short
24 plat, removal of some of the requirements for a lot consolidation where an internal lot line is being
25 removed, corrections to conflicting language for comment periods so all are now 14 days to comply with
26 state law. Commissioner Watson made the motion to recommend the Unified Development Code Update
27 to council for approval, seconded by Commissioner McCaine. Motion passed, all voting yes. Public
28 hearing closed.

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30 **Downtown Design Review Overlay Removal - LUA2022-0030:** The hearing was opened. Mr.
31 Kardas summarized that this change was requested by City Council. Council expressed concerns that the
32 Downtown Design Review Overlay was outdated and had effects on development. Staff prepared the

33 language to make the change and upon recommendation from the Planning Commission, will take it
34 forward in an ordinance to city council. Commissioner McCaine made the motion to recommend the
35 Downtown Design Review Overlay removal to council for approval, seconded by Commissioner Watson.
36 Motion passed, all voting yes. Public hearing closed.

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39 **Commission Business:**

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42 **Adjournment:**

43 There being no further business, Commissioner Stephenson adjourned the meeting at 6:10 PM

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49 Barbara Stephenson, Planning Commission Vice-Chair

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53 Respectfully submitted: Amber Jacobs, Permit Specialist