



Kelso Planning Commission Agenda

Meeting at 6:00p.m.

Tuesday, October 8, 2013

203 South Pacific Ave., City Hall Council Chambers

Agenda	Approved/ Denied	Remarks
Call to Order: 1. Roll Call		
Approve Minutes: 1. September 10, 2013 Meeting Minutes		
Presentation:		
Public Hearing:		
Citizen Business:		
Action/Motion Items: 1. Appoint Commission Chair 2. Appoint Commission Vice-Chair		
Commission Business: 1. Medical Marijuana Discussion – Nancy Malone 2. Comprehensive Plan Update – Goals and Policies Discussion.		
Adjournment: Next Meeting November 12, 2013 at 6:00 p.m.		

City of Kelso Community Development Department (360) 423-9922



Kelso Planning Commission Meeting Minutes Tuesday, September 10, 2013 6:02pm – 7:25pm

Commissioners Present: Dan Jones, Clark Hislop, James Webb, Rick VonRock, James Webb, Patricia VanRollins (departed 6:51pm)

Commissioners Absent: Toby Tabor, Jared Wade

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

Call to Order:

Chair Patricia VanRollins called the meeting to order at 6:02 pm.

Minutes:

Commissioner VonRock made the motion, seconded by Commissioner Jones to approve the minutes of August 13, 2013. Motion carried, all in favor.

Presentations:

1. Shoreline Master Plan (SMP) Update. Introduction of Jennifer Hughes with Parametrix and Sarah Lukas with Department of Ecology.

Sarah Lukas has been working with the city of Kelso and other cities in Cowlitz County to update their Shoreline Master Program starting June 2011. She brought general information pamphlets/handouts for citizens that point to the website with extensive information on the basic process and components to the SMP. A Frequently asked Questions page was provided. Also provided was information about the Shoreline Management Act, how it came about and a timeline about where we are now. Ms. Lukas asked the commission if there were questions.

- Commissioner Webb asked about private property owner rights?
- 200 feet ordinary high water mark clarification.
- Ms. Lukas clarified floodway and floodplain by drawing demonstration. Discussion followed.
- Commissioner Webb asked if there is a state ordinance/rule concerning private property/residential development within 200 feet of the shoreline management?
WAC 173-26-241-J. Discussion followed.

Jennifer Hughes from Parametrix. Update on the current SMP draft and how we are proceeding to move forward. There was dissatisfaction from the SMP draft based on Ecology's review. The draft was written under the former Parametrix project manager, who is no longer working on the project. Jennifer is the new project manager and contact for all jurisdictions. On Parametrix's Team: Sarah Morrisy (Junior Planner); Shane Phelps (experience with Shoreline work in WA); Richard Roche (office principle). The first order of business is Parametrix to work on the draft inventory and characterization report. This was initially issued in June 2012. It has information of what is existing, what the land uses are, trends and changes for the land use and the ecological analysis that was done. Channel Migration Zone. Further characterizing the dikes and levees systems throughout Cowlitz County and other jurisdictions to give more definition of how wide they are, where they are, which are certified, which are not. What's allowed on those dikes and

leaves so that information is in the background document to use to write how to regulate those areas. Complete the use and demand analysis.

Parametrix will work with each of the jurisdictions to find out the key points they were unhappy with the first draft produced. For some the organization was not what they were looking for. The language the way it was written was difficult to get through. There is a lot of rewriting to do and reorganization. Nancy and Jennifer have been working on a new outline. Planning on holding a meeting in the next month or two with the technical advisory committee. The public outreach for the city of Kelso – planning on holding an open house when the next draft is ready for review sometime in the comment period. This would be brought to the commission before the public outreach.

2. **Comprehensive Plan Status Overview.** Introduction of Gregg Dohrn, consultant retained by the city to update the comprehensive plan. What does Kelso want to accomplish? What do you want to see in Kelso? The comprehensive plan is a management tool to guide and help make decisions for the community. What is it we hope to achieve now and in the future? Tonight talking about and what will be the first of several discussions on the vision and goals and policies for the city. What are the important issues that need to be addressed? Did the commission have the opportunity to look at the original goals and policies written in 1980? Are there goals and policies the commission see as still relevant? Are there goals and policies that have already been accomplished or outdated or are no longer relevant or no longer apply. Are there things missing? Discussion followed.

- Commissioner VanRollins – Didn't we just do this, brochures, citizen groups?
Ms. Malone – the comprehensive plan process started when Mr. Kerins was here. There were visioning meetings. Mr. Dohrn has received all the information Mr. Kerins and the planning commission worked on. He is incorporating that information in what he is doing. Now, because we have several new commissioners we need the feedback from everyone.
- Commissioner Webb – How often should the Comprehensive Plan be updated? Kelso can update the plan as frequently or as few times as it would like.
- Commissioner Webb – How do you work annexing into a comprehensive Plan? Geography would have a lot to do with this. Where can the city reasonably provide services (water, sewer, emergency services)? Discussion followed.
- Mr. Dohrn – Parks Plan, Shoreline Master Plan, Six-Year Street Plan, Airport Master Plan, , there are a hole series of plans. At some point you have to make sure all these pieces fit together. Discussion followed.
- Ms. Malone – Typically when a comprehensive plan is updated you look at 20 years in the future. Discussion followed.
- Mr. Dohrn – In the coming weeks go through existing document and look at policies. What has been accomplished? What is relevant?
- Commissioner Hislop – Is there an audit process? How do we monitor if things were accomplished? Suggested this should be part of the plan.
- Mr. Dohrn – This will be a modified process. Some work will be done internally with city staff and with the planning commission then take the plan to the public with updated goals and policies. A timeline and schedule will be provided. He suggested the commission look at other cities and see what they have done.

Commission Business:

1. Solar Power. APA is having a webinar on solar power in October. Ms. Malone will provide commission with some information. This should be part of the comprehensive plan. Where do we want it? Will this be residential, industrial, commercial? What type of solar power? The city will need to look at windmills as well.

Adjournment:

There being no further business, Commissioner Hislop made the motion seconded by Commissioner Webb to adjourn at 7:25pm.

Rick VonRock, Planning Commission Vice-Chair

Respectfully submitted:
Stephanie L. Helem, Recording Secretary

DRAFT