



# 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 rezoning 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 rezoning 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 rezoning 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

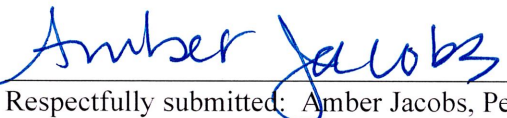
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33 language to make the change and upon recommendation from the Planning Commission, will take it  
34 forward in an ordinance to city council. Commissioner McCaine made the motion to recommend the  
35 Downtown Design Review Overlay removal to council 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