

Short Subdivision Ordinance Update Advisory Committee

Meeting #3: Wednesday, December 9, 2009

Cowlitz County General Meeting Room
207 Forth Avenue North, Kelso, WA 98626
3:30 pm – 5:00 pm

Approved Abbreviated Minutes

Informal Review

- The overall consensus was to keep the informal review still informal in nature; however, there should be some latitude.
- Staff should be specific on what they want (as far as materials to be submitted), and what the applicant will receive in return for coming in for the informal review
- Staff should state that the informal review is for “informational purposes only” and is not 100% conclusive, as it is based off of the information at hand.
- Informal review language – “The applicants’ proposal should include a map and a project description. Based on the information provided by the applicant, The Department will provide the applicant relevant information about any deficiencies on the project site. The result of the meeting will not be conclusive, as additional information may be needed.

Application

- Change out “Administrator” with “Director”
- Section B-3 - Certification – Change out “showing” with “identify all,” and remove “the entire” and add “parcels under” after contiguous.
- Section B-4 – remove “area is unzoned,” and replace it with “applicable.”
- Section B-9 (a-d) – should be moved under section B-7, as the preliminary supporting documents should be integrated with the preliminary application.
- Strike out “legal description of the parcel(s) being divided together with the legal description of private roads and easements therein” and replace with “most recent deed”
- Add critical areas line
- Section B-13-f – add “critical areas, shorelines and site topography”
- Section C should be stricken and moved to 18.34.150 (Final approval and recording).
- Committee had a great deal of discussion on maps and map sizes, and should an 18” x 24” map be required at the time of application. Would this put an undue burden on the applicant, prior to knowing if the project would be approved
- Committee also wondered how much of the application materials could be submitted electronically to help with application referrals and facilitate faster subdivision review times

Next Meeting

- It was discussed that the next meeting should be held on Wednesday, January 13th, 2010, from 3-5 pm.