



## Department of Building & Planning

207 Fourth Avenue North, Room 119

Kelso, WA 98626

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[www.co.cowlitz.wa.us/buildplan](http://www.co.cowlitz.wa.us/buildplan)

### Board of County Commissioners

Arne Mortensen District 1

Dennis P. Weber District 2

Richard R. Dahl District 3

### Meeting Agenda

May 18, 2023

Location: General Meeting Room

2:00 PM – 3:00 PM

- Call to Order
  
- Approval of Minutes
  - April 2023
  
- Updates:
  - Environmental Health
  - Public Works
  - Planning
  - Building
  
- New Business:
  - Accela update
  - VSP Program
  - Surface Mine ordinance
  - Private Road standards
  
- Commissioner Update:
  
- Adjourn

**“The Cowlitz County Building & Planning Advisory Council is responsible for review of the Department’s work plan, stakeholder and customer input practices, service levels, process performance, implantation of new technology, and developing new regulatory guidelines and standards.”**



Meeting Minutes for Mar 16, 2023

Call to Order: 2:00 PM

**BPAC:**

Name	Representing	Present
Traci Jackson	Building and Planning Department Director	Yes
Jeanette Scibelli	Lower Columbia Contractors Association	No
Kevin Bluhm	Commissioner District 3	Yes
Francis Naglich	Economic Development Council	No
Matthew Patterson	General Contractor	Yes
Tim Wines	Commissioner District 1	Yes
Travis Buck	Environmental Community	Yes
Nick Massie	Development Community	Yes
Harold L. Palmer, Jr	Commissioner District 2	Yes
Rick Dahl	County Commissioners	Yes

**STAFF:**

Name	Representing	Present
Mike Wilson	Building	Yes
Season Long	EHU	Yes
Susan Eugenis	Public Works	Yes
Mike Moss	Public Services	No
Savannah Clement	Public Services	Yes
Patrick Harbison	Public Works	Yes

**VISITORS:**

Name	Representing
Mick and Chloe Simons	Themselves
Ed Moersfelder	Themselves
Molly Gonzales	Habitat for Humanity

**APPROVAL OF MINUTES:** Motion to Approve – Harold L. Palmer, Jr Second – Nick Massie

**UPDATES:**

Name	Narrative
Public Works	Urban Areas Census data not changing this year per Dept of Ecology. Working an updating PW forms into Accella. Tim Wines and Susan Eugenis spoke to the committee about the new Business Source Control in the Urban Area . 20% of the businesses will need to comply. Susan reported that Public Works receives about 4 calls per year that get reported to ERTS (Environmental Incident Report Form).
Building	Mike Wilson Reported that permits are up 20% from this time last year. He also spoke about the New Virtual Planning Process and Notification that is now live. (Can I be sent a PDF of this to include in the minutes)?
Planning	Traci Jackson reported that Greta Holmstrom is stepping down and Wayne Nelson has been hired

Building & Planning Advisory Council  
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	as a Sr. Planner. RFQ for Hearing Examiners went out. Mark Stromeir will be retained for the next 2 years. A third party has taken over for Customer Service for Accella and things are going much better. Customer Service phone is now answered by a live person.
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**OLD BUSINESS:**

Green Planning Clearances update from Planning. With Greta leaving this information was not available this month.
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**NEW BUSINESS:**

Travis Buck brought forth discussion on issues with planning for an ADU with a SFR for Sanitary Sewer Planning. After discussion it was decided that the Terms Building "A" and Building "B". Mike Wilson noted that when applying for a permit that is only one building that even if the plan that it will be an ADU it is a SFR at permit time.
It was requested that a BPAC member take minutes to allow Tracy Jackson to focus on the meeting and not on note taking. Nick Massie volunteered and was selected for this duty.

**COMMISSIONER UPDATE:**

Rick Dahl reported on DNR Residential Land may be available to be Leased for housing. He asked the Council what they felt that their roles were. Answers were given by two members.
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**ADJOURN** – Motion by Nick Massie Second by Tim Wines

**COWLITZ COUNTY DEPARTMENT OF BUILDING & PLANNING**  
**MONTHLY BUILDING PERMIT REPORT**  
**APRIL 2023**

	Current Month	Year-to-Date	This Month Last Yr	Last Yr to Date
<b>New Single Family</b>				
Units:	15	63	19	69
Value:	\$4,650,876.00	\$21,115,701.00	\$5,366,258.00	\$18,545,215.00
<b>New Multi-Family</b>				
Two Units:	0	5	0	0
Value:	\$0.00	\$2,368,314.00	\$0.00	\$0.00
Three - Four Units:	0	0	0	0
Value:	\$0.00	\$0.00	\$0.00	\$0.00
Five or More Units:	0	0	0	0
Value:	\$0.00	\$0.00	\$0.00	\$0.00
<b>New Comm./Indust.</b>	1	5	3	7
Value:	\$250,000.00	\$36,005,000.00	\$753,920.00	\$1,231,920.00
<b>Manufactured Homes</b>	2	9	2	10
Value:	\$178,000.00	\$1,716,830.63	\$350,000.00	\$1,733,000.00
<b>Subtotal New Const.</b>	<b>18</b>	<b>82</b>	<b>24</b>	<b>86</b>
Value:	<b>\$5,078,876.00</b>	<b>\$61,205,845.63</b>	<b>\$6,470,178.00</b>	<b>\$21,510,135.00</b>
<b>Alteration /Other Resident</b>	36	114	31	111
Value:	\$2,235,847.95	\$5,878,684.45	\$1,084,268.40	\$4,143,024.82
<b>Alteration/Other Multi-Far</b>	0	0	1	1
Value:	\$0.00	\$0.00	\$53,500.00	\$53,500.00
<b>Alteration/Other Comm &amp;</b>	2	8	3	6
Value:	\$280,000.00	\$6,837,200.00	\$792,500.00	\$927,500.00
<b>Mechanical</b>	26	109	22	114
<b>Plumbing</b>	3	21	8	19
<b>Fire Code</b>	10	57	11	44
<b>Demolition</b>	2	8	12	16
<b>Grading</b>	4	13	1	3
<b>Subtotal Alterations</b>	<b>83</b>	<b>330</b>	<b>89</b>	<b>314</b>
Value:	<b>\$2,515,847.95</b>	<b>\$12,715,884.45</b>	<b>\$1,930,268.40</b>	<b>\$5,124,024.82</b>
<b>TOTAL</b>	<b>101</b>	<b>412</b>	<b>113</b>	<b>400</b>
Value:	<b>\$7,594,723.95</b>	<b>\$73,921,730.08</b>	<b>\$8,400,446.40</b>	<b>\$26,634,159.82</b>

**DEPARTMENT OF BUILDING AND PLANNING  
MONTHLY PLANNING APPLICATIONS REPORT  
APRIL 2023**

<b>Application Month</b>	<b>Current Month</b>	<b>Year-to-Date</b>	<b>This Month Last Yr</b>	<b>Last Yr to Date</b>
Accessory Dwelling Units / ADU	5	19	3	6
Addressing	0	9	2	11
Administrative Determinations	0	1	0	1
Appeals	0	0	0	0
Boundary Line Adjustments	1	19	11	34
Comp. Plan Amendments (Public Hearings)	0	0	0	0
Critical Area Permits	4	21	13	35
Floodplain	2	8	1	4
Forest Practices	0	4	2	13
Innocent Purchaser	0	0	0	0
Large Lot Subdivision	0	5	0	1
Legal Lot Determination	0	1	2	2
Long Subdivisions (Public Hearings)	0	0	0	0
Marijuana - recreational	0	0	0	0
Planning Clearance	47	175	63	276
Preapplication Meeting/Staff Consults	3	9	5	22
Private Roads	0	1	1	1
RV Parks (Campgrounds)	0	0	1	1
SEPA Determination	3	22	10	29
Shoreline Exemptions	4	14	1	7
Shorelines (SDPs)	1	4	0	0
Short Subdivisions	2	16	5	21
Special Uses (Public Hearings)	0	0	0	1
Surface Mines (Public Hearings)	0	0	0	0
Temp RV Parks (Campgrounds)	0	0	0	0
Variances	0	1	0	1
Wireless Communications	0	0	1	3
Zone Amendments (Public Hearings)	0	0	0	0
<b>TOTAL PLANNING APPLICATIONS</b>	<b>72</b>	<b>329</b>	<b>121</b>	<b>468</b>
<b>Report Completed 5/3/2023</b>				