



# City of Stevenson

## Planning Department

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**TO:** Planning Commission  
**FROM:** Ben Shumaker  
**DATE:** October 10<sup>th</sup>, 2022  
**SUBJECT:** 2022-2025 Work Plan

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### Introduction

This memo presents the Planning Commission with an update on past projects, introduces the City Council's 2022-2025 Strategic Plan priorities and a list of projects for the Planning Commission to prioritize for action at their meetings.

### Projects from 2020-2021

Project priorities for 2021 were identified by the Planning Commission in June 2021. Staff turnover, COVID-19, increased development review, and the significant workload related to these projects caused many priorities to continue into 2022. Large projects include the Shoreline Master Plan, Downtown Plan Review/Implementation, Comprehensive Plan amendments, and Capital Improvement Program.

### City Council Strategic Plan

The City Council established 3 focus areas for City Hall over the next 3.5 years. Each focus area has 3 to 5 specific strategies to prioritize, and each strategy is associated with an evolving number (currently 17) of tactics and action items. The tactics are assigned to different staff leads or team members. Where the tactic below is shown in **bold**, the Planning Department is involved as a team member. Where the tactic is shown in **bold green**, the Planning Department is assigned as the lead.

#### Focus Area I – Organizational Health and Sustainability

- Strategy I: Governance
  - Strategy II: Financial Health
  - Strategy III: Internal Processes
- Tactics
    - Provide Council Training
    - **Analyze Current Revenue Sources**
    - **Provide Resources, Training and Tools for Staff**
    - Plan for Emergencies
    - **Evaluate Staffing Structure**

#### Focus Area II – Infrastructure

- Strategy I: Equipment & Assets
  - Strategy II: Multimodal Transportation
  - Strategy III: Utilities (Maintenance of Current & New Growth)
  - Strategy IV: Parks and Outdoor Space
  - Strategy V: Developments with Utility Partners (gas, electric, broadband, phone)
- Tactics
    - Replace Fire Hall
    - **Modernize Parking Program**
    - Maintain Current Utilities/Infrastructure
    - **Plan for Parks**
    - **Plan for Trails**
    - **Plan for Broadband**
    - **Plan to Underground Utilities**

### Focus Area III – Intentional Development

- Strategy I: Partnerships
  - Strategy II: Housing
  - Strategy III: Planning & Zoning
  - Strategic Land Use Planning & Development
- Tactics
    - **Establish a City/County Joint Plan**
    - **Analyze & Develop Housing Tools**
    - **Review Development Standards**
    - **Adopt Annexation Policies**
    - **Establish Infrastructure Investment Areas**

### Tactics Underway

The following projects are underway to advance these strategies:

- **Shoreline Public Access & Trails Plan** – Funded through a \$72,000 grant from the Department of Ecology, the City has hired The Watershed Company to assist in the development of this plan. Planning Commissioner Davy Ray sits on the steering committee for this project. The project kicked off last week and will be completed by mid-2023.
- **Downtown Parking Dynamics** – Not supported by external funding, the Planning Department is working on 2 projects related to parking downtown:
  - **Streamline On-Street Parking Regulations.** Assisting the Public Works Director, the Planning Department prepared a draft change to SMC Title 10 to facilitate discussion about how the City regulates on-street parking. No substantial changes are included in the preliminary draft. The project could be available for City Council approval by the end of 2022. No Planning Commission review is anticipated at this time.
  - **Fee In-Lieu of Parking Program.** Working with engineering consultants, cost estimates will be provided for the preliminary list of parking improvements. These estimates will help form the basis of a fee in-lieu of parking program. This would allow downtown developers to choose between providing any required parking on their own site or paying into a City-managed fund to add and maintain the municipal parking supply. Work on this important project often receives a lower priority. However, the City Council expects a program to be in place by the end of 2023.
  - **Parking Improvement Program.** The preliminary list of parking improvements above was identified by City staff. These improvements provide a range of options for increasing the municipal supply of parking—both on- and off-street. Development of the list was not intended to be exhaustive. It has not been prioritized, vetted by the public, or otherwise prepared as if it would be recommended for adoption by the City Council. There is a long way to go before then and it will need to be created as part of the Fee In-Lieu program. As a result, the program is expected by the end of 2023.

These efforts build on an earlier reduction of parking required for new construction downtown. A Parking Advisory Committee exists but has been inactive. The Planning Commissioner involved in that committee no longer serves, and there is room for someone to step up.

- **Permitting Process Review** – Not supported by external funding and not specifically identified as a tactic of the strategic plan, Planning staff will be updating the application forms and website content related to permitting projects. This fits within the Governance and Internal Processes strategies and will ensure recent regulatory updates are implemented well. The Planning Department’s analysis of current revenue sources (permit fees) will follow this effort. Completion is anticipated by Spring 2023.
- **Development Review** – An unknown amount of development activity will occur in the coming year. Subdivision, conditional use, and shoreline permits all involve Planning Commission review. The amount and timing of these requests cannot be predicted.

## **Tactics to Consider Prioritizing**

As the above projects are undertaken, some preliminary planning will need to occur for the next set of projects. Their scope and duration are yet to be developed and Planning Commissioner leadership can be incorporated in several ways.

- **Plan for Parks** – To be led by the Public Works Department, the City will seek outside funding to complete this plan. The Shoreline Public Access & Trails Plan will be developed to easily incorporate its projects into a parks plan.
- **Analyze & Develop Housing Tools** – Undertaking this project is likely to be a joint effort between the Planning Commission and City Council. Outside funding is not anticipated. Staff preparation will involve more fully demonstrating different housing tools and their impacts and asking for direction about which to embrace.
- **GIS Mapping Effort, Comprehensive Plan Changes** – The Public Works Department is leading this effort as part of the Provide Resources, Training and Tools for Staff tactic. Through this project, the City will have better access to information related to infrastructure and community development dynamics. Planning Staff intends to use this information to update the Background Maps in Chapter 4 of the Comprehensive Plan. Planning Commission involvement in this project will likely only require 1 meeting.
- **Downtown Plan, Comprehensive Plan Amendment** – The Stewards of SUCCESS! have recommended adoption of a downtown plan. The plan is ready for action. It is also ready to be more thoroughly reviewed. A comprehensive plan amendment related to the downtown plan would focus on Goal 4 and embrace the best, broadest, most relevant elements of the downtown plan within the comprehensive plan. Planning Commission involvement in this project can range from a deep dive into the preparation of the amendment application to review of a staff prepared application during the 2024 biennial amendment cycle. In either case, staff involvement would be front-loaded through the fall of 2023 and continue into mid-2024.
- **Adopt Annexation Policies** – As demonstrated in another agenda item tonight, the City lacks procedures to easily evaluate annexation proposals. Major policy direction is necessary on zoning map designations and infrastructure expectations. Several smaller policy needs will also be necessary, and the process would benefit from coordination with the tactic to Establish a City/County Joint Plan. Planning Commission involvement is highly desired.
- **Review Development Standards** – Any number of Land Division Code, Zoning Code, or environmental standards could fall into this category.

Prepared by,

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