

DRAFT MINUTES
Planning Commission Meeting
Monday, May 9th, 2022
6:00 PM

Commissioners: Acting Planning Commission Chair Auguste Zettler, Commissioners Davy Ray, Anne Keesee.

Staff: Community Development Director Ben Shumaker

Public attendees: Mary Repar, Bolton Minister

Acting Chair Zettler called the meeting to order at 6:03 p.m.

A. Preliminary Matters

1. Public Comment Expectations:

Commissioner Zettler explained the methods to participate for audience members. Please raise hand to comment. Individual comments should be limited to 3 minutes. Remote participants were reminded to use *6 to mute/unmute and *9 to raise hand.

>Mary Repar spoke about light pollution in Stevenson and suggestions to reduce it.

2. Minutes: Approval of April 11thth, 2022 Planning Commission Meeting minutes as presented.

MOTION to approve the minutes from the April 11thth, 2022 Planning Commission meeting as presented was made by **Commissioner Ray**, seconded by **Commissioner Keesee**.

- **Voting aye: Commissioners Zettler, Ray, Keesee.**

B. New Business

3. Conditional Use Permit Review: (CUP2022-01 54.40 Sign of Outstanding Design): 54:40 Beer Lodge at the site of the former Andrew's Pizza, 310 SW Second Street in Stevenson.

-Appearance of Fairness Doctrine

The Appearance of Fairness Doctrine is a rule of law requiring government decision-makers to conduct non-court hearings and proceedings in a way that is fair, impartial and unbiased in both appearance and fact.

Decision makers need to be fair and impartial, with determinations and findings based on facts.

Any conflicts of interest must be disclosed to ensure fairness and impartiality. Disclosures include any financial interest in the final outcome, any outside (ex parte) communications made with any party of interest or anything else that could be construed as a conflict or affects any decision making. Decision makers can be challenged by applicants regarding any perceived conflicts of interest.

When asked by **Community Development Director Ben Shumaker**, no Planning Commissioners disclosed any ex-parte communications concerning the application, and none reported any financial conflicts or biases that would impede a fair and impartial decision.

-Presentation by Staff

Shumaker provided background information on the locale and the design of the sign in the application before the Commission and the design consultation process preceding the

application. He described the criteria in place to help the Planning Commission determine approval or denial of the application for the sign.

-Presentation by Applicant

Bolton Minister, representing the applicant, further described details of the sign and its placement and understanding of Public Works review needs to determine any safety hazards.

-Public Hearing Comments

- **In-favor**

Commissioners were in favor of the sign design and placement.

- **Opposed**

No Planning Commissioner expressed any opposition.

- **Neutral**

No comments were offered.

-Planning Commission Deliberation

Planning Commissioners held a very brief discussion regarding the application.

A prepared motion was not available.

-Decision:

Community Development Director Shumaker advised the motion would be to grant approval and direct staff to prepare final document for approval.

MOTION to grant approval of the Conditional Use Permit 2022-01 and direct planning staff to prepare a final document detailing the conditions for approval was made by **Commissioner Zettler**, seconded by **Commissioner Ray**.

Voting aye: Commissioners Zettler, Ray and Keesee.

C. Old Business

4. Comprehensive Plan Amendment & Zoning Code Amendment: Integrating SMP with Comp Plan & Zoning Code, Performing Periodic Zoning Code Amendment.

Community Development Director Shumaker reviewed the recent discussions and agreements from preceding Planning Commission meetings on the Shoreline Management Program integration, document maintenance and text revisions, and amending setbacks within the PR district.

Further discussion was held regarding how to define and or locate Right-of-Ways in order to determine a starting point for a 20' setback in the PR district. Property lines, edges of roadways, paved areas, areas of travel and other options were discussed. It was determined finally to include the term 'existing street' to aid in clarifying where a Right-of-Way begins.

MOTION to recommend the Stevenson City Council approve Ordinance 2022-1182 with the changes agreed to was made by **Commissioner Keesee**, seconded by **Commissioner Zettler**.

- **Voting aye: Commissioners Ray, Zettler, Keesee**

5. Comprehensive Plan Amendment: Continued Workshop to review 2019 Amendment Application on Capital Facility Planning

Community Development Director Shumaker highlighted recommendations from prior meetings regarding Capital Facility Planning within the Comprehensive Plan and pointed to areas that needed additional review. There are thirteen categories left.

Commissioners held an extended discussion regarding minimal levels of urban services. Sidewalks, potential walking routes to schools, septic to sewer connections, local improvement districts, stormwater control and broadband/communications were considered. **Commissioner Zettler** requested the term 'temporary installation' be included in Goal 8 regarding septic systems.

Managing expectations for services was seen to be a conundrum. **Shumaker** suggested establishing a capital improvement plan to maintain or exceed the Comprehensive Plan, and to consider the level of service when land use changes are proposed.

Further discussion included minor text revisions within the Comprehensive Plan document to reflect date changes and participation by a Planning Commissioner.

D. Discussion

6. Thought of the Month: Annexation.

Community Development Director Shumaker introduced a general discussion regarding developing an annexation policy for the City of Stevenson. He provided a brief explanation of the current method of initiating annexation (Notice of Intent to Annex and Petition to Annex.) It was agreed the Planning Commission could be a valuable resource for zoning guidance with the City Council when annexation proposals arise.

>Mary Repar commented that looking at the Boundary Review Board's RCW policies to help in developing one for the City may be advisable. Looking at neighboring cities in regards to their policy was also suggested.

7. Staff & Commission Reports:

Interviews for the vacant Planning Commissioner position will be held in June.

There are a number of local construction projects taking place.

The Waste Water Treatment Plant upgrade is moving forward.

Mary Repar noted the Grange will be holding a seed swap May 21st at the Stevenson Library.

E. Adjournment

Acting PC Chair Zettler declared the meeting adjourned at 8:20

Minutes recorded by Johanna Roe