

Stevenson Planning Commission Meeting

DRAFT Minutes

Monday, June 13, 2022 6:00 PM

Webinar: <https://us02web.zoom.us/j/85637388112>

Conference Call: +1 253 215 8782 or +1 346 248 7799 ID #: 856 3738 8112

In Person attendees at City Hall followed current CDC and State guidance regarding use of masks, social distancing, and attendance.

In attendance: Community Development Director Ben Shumaker; Commissioners Jeff Breckel, Auguste Zettler, Davy Ray, Anne Keesee.

Public attendees: Mary Repar, Tony Lawson, Pat Rice, and other unidentified participants.

The meeting was called to order at 6:00 p.m. by **Planning Commission Chair Jeff Breckel**. Those present introduced themselves.

A. Preliminary Matters

1. Public Comment Expectations:

Community Development Director Ben Shumaker advised commenters must raise their hand and be acknowledged by the Chair. Individual comments may be cut off after 3 minutes. Tools to use for remote participants: *6 to mute/unmute & *9 to raise hand.

2. Public Comment Period: (For items not located elsewhere on the agenda)

>Mary Repar offered general comments about development and expected services.

>**Commissioner Davy Ray** provided comments on his candidacy for the 3rd Congressional District.

3. Minutes: Approval of May 9th, 2022 Planning Commission Meeting Minutes

MOTION to approve minutes from the May 9th, 2022 Planning Commission meeting was made by **Commissioner Zettler**, seconded by **Commissioner Ray**.

- Voting aye: **Commissioners Zettler, Ray, Keesee.**
- **Commissioner Breckel** abstained.

B. New Business

4. Planning Commission Vacancy: Review Statement of Interest, Interview Candidates, & Recommend City Council Action. **Agenda Note:** Only one interviewee was in attendance at the start of the meeting and the interviews were moved down the agenda.

Community Development Director Ben Shumaker explained the interview and recommendation process. He introduced applicant Anthony Lawson.

The Commissioners proceeded to interview Mr. Lawson. No recommendation was made, and Commissioners opted to schedule an interview with the candidate Charles Hale at the July 11th, 2022 Planning Commission meeting unless they learn his application is withdrawn.

Commissioner Ray commented both resumes appeared impeccable. **Commissioner Breckel** stated he didn't want to omit Charles Hale as an applicant.

5. Short Plat Review: Short Plat Planning Commission Optional Review

Community Development Director Ben Shumaker provided background information on two proposed short plats. The Planning Department has received 2 complete short plat applications for division of property on Vancouver Avenue. The tax lot numbers for the properties are 03-07-36-4-3-2201-00 and -2202-00. Three residential units are currently under construction on the properties. The proposal would be divided such that each unit is on its own lot, leaving one additional lot vacant. The proposal is served by City water and sewer and is located in the R3 Multi-Family Residential District

Shumaker recommended the Planning Commission bypass its review of the short plat and entrust the decision on the application to the Short Plat Administrator. Preliminary questions followed and involved a cursory discussion by the Commission.

MOTION to have **Community Development Director Shumaker** continue the administrative approach to the proposed short plats was made by **Commissioner Zettler**, seconded by **Commissioner Keesee**.

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

C. Old Business

7. Comprehensive Plan Amendment*: Finalize Public Release Draft and Establish Public Involvement Expectations for Proposed Capital Improvement Plan Amendment.

Community Development Director Ben Shumaker and the Commissioners held a discussion on the Public Involvement portion of the proposed amendment to the Capital Improvement Plan.

They reviewed goal statements on pages 45/47 of the Comprehensive Plan. The proposal would add two subgoals concerning level of service and services planning. It was noted most of the text struck out was added in other areas. **Shumaker** explained much of the intent is to provide for an integrated approach to facilities planning within the Comprehensive Plan. Included is project coordination with non-city utilities such as the P.U.D. and telecom service providers.

In response to questions and comments regarding rights-of-way and surveys, **Shumaker** pointed to language that will address establishing a city-wide inventory/survey of existing city ROW's. A discussion followed on establishing a GIS database of existing surveys and the inclusion of new ones to help ensure awareness of property boundaries.

To build public awareness, it was agreed by the Planning Commission to hold a public workshop concerning the Comprehensive Plan changes in July of 2022, with a public hearing on the changes scheduled for August 2022. No dates were set.

To generate public interest, an informational flyer will be developed by **City Development Director Shumaker** and other city staff and reviewed by **Planning Commission Chair Breckel** prior to distribution. Media announcements will be sent as well. Commission members were encouraged to spread the word to maximize attendance and participation by the public.

The City Council will receive the public input regarding the changes from the Planning Commission's workshop and hearing and will conduct a public hearing as well.

6. Conditional Use Permit Review*: (CUP2022-01 54.40 Sign of Outstanding Design) Ratifying Permit Document

Community Development Director Ben Shumaker provided an explanation and answered questions regarding the application for a blade sign at the 54:40 Beer Lodge in Stevenson. The application was initially presented to the Planning Commission at the May 9th, 2022 Planning Commission meeting. Following a cursory discussion, it was determined to make a condition of the permit be removal of the sign upon closure of the business. It was also noted that Brian Adams is not the applicant, so his name is to be removed from the Conditional Use Permit application.

MOTION to ratify Conditional Use Permit (CUP2022-01 54.40 Sign of Outstanding Design) and remove Brian Adams' name from the CUP application was made by **Commissioner Zettler**, seconded by **Commissioner Keesee**.

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

D. Discussion

>Mary Repar noted a number of programs and films being sponsored by the Stevenson Grange in June and July and commented on deeds that limit profits when selling a home as one way to preserve affordable housing.

8. Thought of the Month:

None

9. Staff & Commission Reports:

Community Development Director Ben Shumaker updated the Commission on the following areas:

- **Floodplains** FEMA is conducting studies and surveys to update their floodplain maps. Washington's Department of Ecology is also involved in the process. Once the draft maps are approved, a floodplain policy amendment will likely come before the Planning Commission.
- **Gateway Signs** The original gateway and informational signs installed in the Gorge by the US Forest Service 25 years ago are being replaced. There will now be maintenance agreements in place for the signs and the City Council will be addressing them. The City is proposing to change the design of the Stevenson to one with a masonry base.
- **City Council Retreat** A number of priorities were established at the recent retreat, including governmental health (outreach and internal structures), long term land use planning (including housing) and infrastructure. **Shumaker** anticipates the City Council will involve the Planning Commission in developing solutions to the housing issues.
- **Murals** Shumaker explained a mural request has been made by the local pot shop. The request has been endorsed by the Stevenson Downtown Association, which provides an opportunity for city staff to review the proposal rather than have it come before the Planning Commission.
- **Shoreline Access** The grant with DOE has been signed. This will allow the city to release a Request for Proposals from consultants to proactively develop plans for public shoreline access. An inventory of existing sites will be conducted.

E. Adjournment

Planning Commission Chair Breckel declared the meeting adjourned at @ 8:01

Minutes recorded by Johanna Roe