

**Minutes**  
**Stevenson Planning Commission Regular Meeting**  
**Monday, October 11, 2021**  
**6:00 PM**

In person attendees at City Hall followed current CDC and State guidance regarding use of masks and social distancing.  
Webinar: <https://us02web.zoom.us/j/85637388112>

Attending: Planning Commission Chair Valerie Hoy-Rhodehamel Valerie; Commissioners Jeff Breckel, Davy Ray, Mike Beck, Auguste Zettler and Community Development Director Ben Shumaker.  
Public participants included Mary Repar, Ann and others unidentified.

**Vice-Chair Zettler** opened the meeting at 6:02 p.m as **Chair Valerie Hoy-Rhodehamel** was running late. Corrections were made to the September 2021 Planning Commission meeting minutes adding **Commissioners Hoy-Rhodehamel and Zettler** to the ‘aye’ vote regarding approval of the PC meeting minutes from July 2021.

**A. Preliminary Matters**

1. Approval of Minutes: September 13, 2021 Planning Commission meeting

**MOTION** to approve the minutes from the September 13th, 2021 Planning Commission meeting with revisions was made by **Commissioner Breckel**, seconded by **Commissioner Beck**.

- **Voting aye: Commissioners Beck, Breckel, Zettler, Ray**

2. Public Comment Expectations:

**Vice-Chair Auguste Zettler** provided information on participating for remote attendees: Please raise hand to comment, and identify yourself for the record. Use the tools \*6 to mute/unmute & \*9 to raise hand. Individual comments should be limited to 3 minutes.

3. Public Comment Period: (For items not located elsewhere on the agenda)  
> No comments were received.

**B. New Business**

4. Zoning Amendment: Suburban Residential District: Setback Caveats

**Community Development Director Ben Shumaker** explained the City’s receipt of an application to amend the text of the Zoning Code. The proposal requests revising the rear interior yard setback requirements of the SR Suburban Residential District to allow a 5 ft setback for residential outbuildings that are both 12 ft in height or less, and 200 sq ft in size or less. This caveat is permitted in other residential districts.

He pointed to a memo in the meeting packet that provides additional information, and asked the Planning Commission to consider initiating a public involvement plan to discuss the proposal in line with the Commission's draft bylaws. He noted two decision points:

- What methods of Public Involvement are appropriate for the review of this proposed change?
- Who is responsible for undertaking the Public Involvement methods selected?

After reviewing the information, Commissioners entered into an extensive discussion. It was agreed by all that while the change requested was relatively minor, public engagement was important based on the recent public feedback regarding the Planning Commission's decision making process.

**Commissioner Ray** stated he was reluctant to make any decision without community input. **Commissioner Zettler** commented he would like to see any protective covenants regarding outbuildings in place prior to making changes. **Commissioner Beck** noted Home Owner Associations may have restrictive rules in place, but questioned how they affect Planning Commission decisions.

**(Planning Commission Chair Valerie Hoy-Rhodehamel joined the meeting at 6:06 p.m.)**

>Ann, one of the co-applicants spoke on the issue and noted there were no HOA's in place.

Further consideration of the issue and how to initiate the public engagement process led to the following action:

**MOTION** to invite public engagement by having **Community Development Director Shumaker** send postcards to property owners in the SR district and adjoining property owners notifying them of the proposed change; and publish a notice/ad in the local paper announcing a public hearing on the issue to be scheduled for the December 2021 Planning Commission meeting was made by **Commissioner Beck**, seconded by **Commissioner Ray**.

- Voting aye: **Commissioners Beck, Hoy-Rhodehamel, Ray, Zettler and Breckel.**

### **C. Old Business**

#### **5. Planning Commission Bylaws: Conscientious Public Involvement Amendment (2nd Review)**

Following a brief review by **Community Development Director Ben Shumaker** on the proposed amendment adopting the Public Involvement process into the Planning Commission by-laws, the following action occurred:

**MOTION** to adopt the amendment to the Planning Commission by-laws regarding public involvement was made by **Commissioner Breckel** with a second by **Commissioner Zettler**. Prior to the vote **Commissioner Beck** asked to amend the motion in order to remove the word 'change' from advertising flyers and replace it with the word 'revise'. **Shumaker** stated it could be added to a portfolio of options, and **Commissioner Beck** noted he was in support of that.

- Voting aye: **Commissioners Beck, Hoy-Rhodehamel, Ray, Zettler and Breckel.**

#### 6. Zoning Amendment: Increasing Residential Building Capacity: Public Involvement Expectations

**Community Development Director Ben Shumaker** provided background information on the previous work performed on the issue. There is a need to form a sub-committee to move forward.

**Commissioner Breckel** then led a discussion on how to determine the make-up of the sub-committee (IRBC) in order to have good representation from all interested sectors and to help clearly define a response to local housing needs. He asked how members could be solicited in order to keep the sub-committee size manageable, and suggested public notices and or self-nominations. He advised the community at large needs resolution, with zoning being only part of the answer.

**Commissioner Breckel** asked which questions needed to be developed by the sub-committee in order to learn specific answers. Who has a stake in the issue? How are lands being used? What demand is there, and what is holding developers back?

He suggested a number of possible members, including developers, lenders, apartment managers, those on housing waiting lists, business owners, current property owners, renters, and realtors, and asked who else might be considered. **Shumaker** commented it is important to recognize who is being left out, and noted transit systems, seniors and those interested in ADA issues are not represented in the draft list.

**Commissioner Beck** pointed out the Planning Commission had just adopted a public involvement policy to reach out to people. He proposed using the next two months to conduct outreach for sub-committee members, and asked to have workers struggling to find housing be included. He also advised setting a definite timeline and suggested the sub-committee finish work by the end of 2022.

**Commission Chair Valerie Hoy-Rhodehamel** agreed with **Beck**, stating workers needed their voices heard, and questioned how to make the meetings convenient for their schedules.

**Community Development Director Shumaker** then asked if it would be possible to convene the sub-committee on community involvement prior to the December or January meetings in order to draft some guidelines the sub-committee on Increasing Residential Building Capacity could use.

**Commissioner Beck** noted it was a great opportunity to put the public engagement process to a test.

**Commissioner Breckel** stated the sub-committee (IRBC) would need basic parameters spelled out, with deliverables defined. It was agreed the sub-committee (IRBC) would be advisory only, providing recommendations to the Planning Commission regarding affordable housing.

#### **D. Discussion**

#### 7. Thought of the Month:

**Commissioner Beck** thanked **Community Development Director Shumaker** for taking a messy process and refining it for inclusion in the by-laws in order for the Planning Commission to move forward.

8. Staff & Commission Reports:

**Community Development Director Ben Shumaker** updated Commission members on the following topics:

- Downtown Parking Study

Alex Ralston, UW intern, has nearly finished. He is finalizing the various aspects of the study. The report will contain five chapters analysing existing parking conditions in Stevenson. Once finished the report will be turned over to transportation consultants for using in determining future parking policy. The goal is to present a preliminary report at the October 2021 City Council meeting.

- Shoreline Management Program(SMP)

**Shumaker** is still waiting for the Department of Ecology to provide a list of changes (required and recommended) which will go to the Shoreline Advisory Committee for their review and recommendations. From there they will send City Council their recommendations.

**Commissioner Ray** asked about the Cascade Street realignment. It is not impacted by the SMP. The date for the project start is contingent on getting a grant agreement from the City of Stevenson and Department of Ecology. Once the grant agreement is in place, it will initiate public involvement for the project. There may be further environmental considerations regarding the site, including additional remediation such as capping or isolating sections. The assessment will go through 2022.

**Commissioner Beck** asked if the site was eligible for county brownfield funds and was informed some funding was used by an adjoining private property owner who shared sampling results with the City.

- Chinidere Mountain Estates Phases 2-4

Phase 4 will not be taking place as the permit has expired. Phase 2 & 3 has seen some preliminary work, but the construction window ends on October 31, 2021 and will not re-open until March or April 2022.

#### **E. Adjournment**

The meeting was declared adjourned at 7:12 p.m. by **Commission Chair Valerie Hoy-Rhodehamel**.

Minutes recorded by Johanna Roe