



City of Stevenson

Planning Department

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TO: Planning Commission
FROM: Ben Shumaker, Community Development Director
DATE: 8/11/2025
SUBJECT: Land Division Code Review

Introduction

During and after the COVID lockdown in 2019-2021, the Planning Commission held a series of discussions on potential amendments to the Land Division Code. Several of the amendments were accomplished during a 2022 amendment to the Boundary Line Adjustment regulations, however, upon adoption of those, the remaining amendments were not further considered. General discussion is expected tonight on the rationale behind the amendments and whether the project should continue. No specific policy guidance points will be addressed.

Public Involvement

At the November 2019 meeting, the Planning Commission chose to defer establishing public involvement expectations until a later date. Preliminary planning commission reviews did not anticipate final action on any portion of the proposal, and several sections were reviewed and set aside for a "Public Release Draft". No expectations have been set for the manner of input to be sought when the full Public Release Draft is prepared.

Code Structure

The Land Division Code (SMC Title 16) is divided into 2 Articles and includes introductory provisions related to both articles. Article I deals with Short Plats (land divisions of 4 lots or less). Article II deals with Subdivisions (land divisions of 5 lots or more). Article II also includes Boundary Line Adjustments (moving previously platted/established lot lines).

Attachment 1 provides each of the sections within the Land Division Code, where amendments had been considered, adopted, or proposed as part of the earlier review.

Amendment Rationale

Inconsistent Framework

The separate articles of the Code were adopted nearly 20 years apart, and little integration occurred between the regulations. The lack of integration produces illogical results during reviews, frustrating applicants and staff as they try to abide by the Council's will.

Example #1- Each article contains directs how lot width should be calculated. Each calculation method is different. The dimensions of a lot are measured differently depending on how many lots were in the original development. There is no conceivable justification for maintaining two different methods.

Example #2- The regulations applicable to lot sizes when land is divided via subdivision conflict with the same regulations in the Zoning Code. There is no conceivable justification for maintaining this known conflict.

Outdated

The articles of the Code were adopted prior to several statewide permitting modernization efforts and prior to the development community's embrace of recent technological advances. Adhering to the older codes makes Stevenson's permitting practices difficult for applicants.

Example #1- Application review timelines are either non-existent or incomplete. Review time for a proposed short plat is measured in days. Review time for a proposed boundary line adjustment is measured in working days. There is no conceivable justification to maintain the system that is in place.

Example #2- The application submittal requirements involve paper and/or Mylar copies of proposals. Paper copies are no longer necessary based on available application review software. Mylar copies are not necessary until a final approval is possible, and even then, only for certain types of proposals. There is no conceivable justification for maintaining these unnecessary requirements.

Next Steps

Decision Point #1- Does the Planning Commission wish to reengage this amendment review process?

If so, staff will come to the September Planning Commission meeting with:

- The draft regulations to be considered
- A draft a review schedule for Planning Commission and Council deliberation
- Decision points related to the public involvement framework for this review.

Thank you,

Ben Shumaker

City of Stevenson Land Division Administrator

Attachments

- 1- Annotated Code Structure (as of 2022)

ARTICLE I Provisions Applicable to All Proposals	ARTICLE I Short Plats	ARTICLE II Subdivisions	New Article V Subsequent Approvals
SMC 16.01.005 – Purpose	SMC 16.02.005 – Purpose	SMC 16.14.005 – Purpose	SMC 16.70 – Subsequent Approvals, Generally
SMC 16.01.010 – Definitions	SMC 16.02.010 – Definitions	SMC 16.14.010 – Administration	SMC 16.70.010 – Authority
SMC 16.01.015 – Administrative Provisions	SMC 16.02.020 – Applicability of Chapter Provisions	SMC 16.14.015 – Interpretation of Provisions	SMC 16.71 – Boundary Line Adjustment
SMC 16.01.020 – Preliminary Responsibilities & Inquiries	SMC 16.02.030 – Exemptions from Chapter Applicability	SMC 16.14.020 Compliance Required-Resubdivision of Short Subdivision Permitted When.	SMC 16.71.010 – Approval Required.
SMC 16.01.025 – Applications- Contents Generally	SMC 16.02.040 – Resubdivision Restrictions	SMC 16.14.030 – Exemptions	SMC 16.71.020 – Exemptions
SMC 16.01.030 – Fees	SMC 16.02.050 – Application-Contents Generally	SMC 16.16.010—230 – Definitions	SMC 16.71.030 – Application
SMC 16.01.055 – Application Acceptance—Determination of Completeness	SMC 16.02.060 – Application Form	SMC 16.18.010 – Notification Form-Submittal	SMC 16.71.040 – Review Procedures
SMC 16.01.055 – Application Acceptance—Notices & Distribution of Copies	SMC 16.02.070 – Application-Map and Survey Requirements	SMC 16.18.020 – Preliminary Conference	SMC 16.71.050 – Review Criteria
	SMC 16.02.080 – Application-Title Report	SMC 16.18.025 – Site Evaluation-Critical Areas	SMC 16.71.060 – Effect of Approved Boundary Line Adjustment
BOLD GREEN – New, Adopted 9/2022	SMC 16.02.090 – Application-Fee	SMC 16.18.030 – Preliminary Responsibilities and Inquiries	SMC 16.73– Lot Line Elimination
BOLD RED – Repealed, Adopted 9/2022	SMC 16.02.100 – Application Review-Administrator’s Authority	SMC 16.18.040 – Preliminary Plat-Submittal, Acceptance and Distribution of Copies	SMC 16.73.010 – Approval Required.
	SMC 16.02.110 – Application Procedures-Receipt and Distribution of Copies	SMC 16.18.050 – Preliminary Plat-Fees	SMC 16.73.020 – Exemptions
	SMC 16.02.120 – Application Procedures-Findings and Comments	SMC 16.18.060 – Preliminary Plat-Hearing-Held When	SMC 16.73.030 – Application
Green – Proposed New	SMC 16.02.130 – Application Procedures-Summary Determination of Compliance	SMC 16.18.070 – Preliminary Plat-Hearing-Notice	SMC 16.73.040 – Review Procedures
Red – Proposed Repeal	SMC 16.02.140 – Application Procedures-Conditional Approval	SMC 16.18.080 – Preliminary Plat-Distribution of Copies	SMC 16.73.050 – Review Criteria
Blue – Proposed Amendment	SMC 16.02.150 – Application Procedures-Final Approval and Recording	SMC 16.20.010 – Scope and Continuance	SMC 16.73.060 – Effect of Approved Lot Line Elimination
Highlighting – Draft ready for Public Release	SMC 16.02.160 – Application Procedures-Unapproved Short Plats Shall Not be Recorded	SMC 16.20.020 – Recommendation by Agencies	SMC 16.75 – Plat Alteration
	SMC 16.02.165 –Disapproval—Resubmittal—Additional Fee.	SMC 16.20.030 – Facility Improvement Considerations	SMC 16.75.010 – Approval Required.
	SMC 16.02.170 – Application Procedures-Appeal of Administrator’s Decision	SMC 16.20.040 – Hearing Records-Inspection by Public	SMC 16.75.020 – Exemptions
	SMC 16.02.180 – Review Standards-Design Requirements	SMC 16.20.050 – Report to Board after Hearing	SMC 16.75.030 – Application
	SMC 16.02.190 – Review Standards-Lot Sizes, Dimensions and Proportions	SMC 16.20.060 – Disapproval-Resubmittal-Additional Fee	SMC 16.75.040 – Review Procedures
	SMC 16.02.195 – Review Standards-Through Lots	SMC 16.22.010 – Preliminary Plat Hearing-Date	SMC 16.75.050 – Review Criteria
	SMC 16.02.200 – Review Standards-Access	SMC 16.22.020 – Preliminary Plat Hearing-Acceptance or Rejection of Recommendation	SMC 16.75.060 – Effect of Approved Plat Alteration
	SMC 16.02.210 – Review Standards-Public and Private Roads	SMC 16.22.030 – Rejected Preliminary Plat-Public Hearing	SMC 16.77 – Plat Vacation
	SMC 16.02.220 – Review Standards-Water Supply and Sanitary Sewer Systems	SMC 16.22.040 – Preliminary Plat Procedures-Recording	SMC 16.77.010 – Approval Required.
	SMC 16.02.230 – Review Standards-Utility and Drainage Easements	SMC 16.24.010 – Effect of Approval	SMC 16.77.020 – Exemptions
	SMC 16.02.240 – Review Standards-Sidewalks	SMC 16.24.020 – Expiration of Approval-Forfeiture of Fees	SMC 16.77.030 – Application
	SMC 16.02.250 – Ancillary Proceedings-Variances	SMC 16.24.030 – Approval not to Authorize Further Divisions or Transfers	SMC 16.77.040 – Review Procedures
	SMC 16.02.260 – Ancillary Proceedings-Plat Alteration Involving a Public Dedication	SMC 16.26.010 – Filing of Final Plat-Time Limit	SMC 16.77.050 – Review Criteria
	SMC 16.02.270 – Ancillary Proceedings-Plat Vacation	SMC 16.26.020 – Administrator Review and Acceptance Criteria	SMC 16.77.060 – Effect of Approved Plat Vacation
ZONING CODE TITLE 17	SMC 16.02.280 - Enforcement	SMC 16.26.030 – Performance Bone-In lieu of Completion of Improvements	SMC 16.79 – Tax Parcel Segregation
SMC 17.10.420 – Lot		SMC 16.26.040 – Copy Distribution Prior to Approval	SMC 16.79.010 – Approval Required.
SMC 17.10.422 – Lot, Corner		SMC 16.26.050 – Submittal to Board	SMC 16.79.020 – Deed Notice, Exemption, and Release
			SMC 16.79.030 – Enforcement, Remedy.
SMC 17.10.423 – Lot, Interior		SMC 16.26.060 – Approval or Disapproval-Considerations	
SMC 17.10.425 – Lot, Through		SMC 16.26.070 – Recording Time Limit	
SMC 17.10.430 – Lot Area		SMC 16.26.080 – Recording Fee	
SMC 17.10.450 – Lot Depth		SMC 16.26.090 – Final Plat Approval-Extensions	
SMC 17.10.460 – Lot Width		SMC 16.28.010 – Indication on Plats	
SMC 17.10.570 – Lot Area, Net		SMC 16.28.020 – Required Dedication Provisions	
SMC 17.10.780 –Street		SMC 16.28.030 – Protective Improvements-Dedication Required	
SMC 17.38.015 – Combination of Lots Authorized		SMC 16.28.040 – Private Roads-Landowner Responsibility	
		SMC 16.28.050 – Lot Access Required	
		SMC 16.28.060 – Public Water Access Requirements	
		SMC 16.28.070 – Conveyance to Corporation Requirements	
		SMC 16.28.080 – Acquisition by Public Agency Requirements	
		SMC 16.28.090 – Reserved Land Development	
		SMC 16.30.010 – General Standards	
		SMC 16.30.020 – Protective Improvements Required When-Denotation on Final Plat Required	
		SMC 16.30.030 – Lot Size and Dimensions	
		SMC 16.30.040 – Blocks	
		SMC 16.30.050 – Reverse Frontage Lots	
		SMC 16.30.060 – Lot Access	
		SMC 16.30.070 – Utility Easement	
		SMC 16.30.080 – Underground Utility Installations	
		SMC 16.30.090 – Drainage and Storm Sewer Easements	
		SMC 16.30.100 – Water Supply and Sanitary Sewer Systems	
		SMC 16.30.120 – Roads	
		SMC 16.30.140 – Street Right-of-Way Widths	
		SMC 16.32.010 – Test Standards	
		SMC 16.32.020 – Tests Required When	
		SMC 16.32.030 – Submittal of Test Data	
		SMC 16.34.010 – Required-Standards-Certification	
		SMC 16.34.020 – Data Required	
		SMC 16.34.030 – Section Reference Points Required	
		SMC 16.34.040 – Monument Reference under State Plane Coordinate System	
		SMC 16.34.050 – Permanent Control Monuments-Required Locations-Standards	
		SMC 16.34.060 – Permanent Control Monuments in Roads	
		SMC 16.34.070 – Lot Corner Demarcation	
		SMC 16.34.080 – Property Contiguous to Water-Demarcation	
		SMC 16.36.010 – Preliminary Plat Standards and Specifications	
		SMC 16.36.020 – Final Plat-Standards Generally	
		SMC 16.36.030 – Final Plat-Map-Required-Contents	
		SMC 16.36.040 – Final Plat-Section Reference Map-Required-Contents	
		SMC 16.36.050 – Final Plat-Required Written Data and Documents	
		SMC 16.37.010 – Purpose of Provisions and Conditions for Adjustment	
		SMC 16.37.020 – Definitions	
		SMC 16.37.030 – Approval Required	
		SMC 16.37.040 – Application Requirements	
		SMC 16.37.050 – Administrative Review	
		SMC 16.37.055 - Monumentation	
		SMC 16.37.060 – Recording	
		SMC 16.37.070 – Violations-Penalties	
		SMC 16.38.010 – Variances-General Criteria	
		SMC 16.38.020 – Variances to More Restrictive Standards	
		SMC 16.40.010 – Plat Acceptance Refusal-Appeal Procedure	
		SMC 16.40.020 – Plat Final Decision-Appeal Procedure-Time Limit	
		SMC 16.40.030 – Writ of Review-Application-Transcription Costs	
		SMC 16.42.010 – Development Permit Issuance-Planning Commission Approval Required-Approval Criteria	
		SMC 16.42.020 – Development Permit Issuance-Council Approval Required-Approval Criteria	
		SMC 16.44.010 – Violation Deemed Misdemeanor	
		SMC 16.44.020 – Illegal Transfer Designated	
		SMC 16.44.030 – Violations-Penalty	
		SMC 16.44.010 – Purchaser Damage Recovery	