

Minutes from Stevenson Planning Commission Meeting
Monday, April 11, 2022
6:00 PM

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

Commissioners: Chair Jeff Breckel, Auguste Zettler, Davy Ray, Anne Keesee

Staff: Community Development Director Ben Shumaker, Public Works Director Carolyn Sourek

Public attendees: Mary Repar, Bernard Versari, Kristi McCaskell

Commissioner Breckel called the meeting to order at 6:00 p.m.

A. Preliminary Matters

1. Public Comment Expectations:

Community Development Director Ben Shumaker 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.

2. Minutes*: Approval of March 14th, 2022 Planning Commission Meeting Minutes as presented. **MOTION** to approve the minutes from the March 14th, 2022 Planning Commission meeting as presented was made by **Commissioner Zettler**, seconded by **Commissioner Ray**.

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

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

>Mary Repar shared the Association of Boundary Review Boards conference will be held in Skamania County October 12th-14th, 2022. She is the President-elect. She noted the city of Stevenson has an opening for a Boundary Review Board member.

B. New Business

4. Conditional Use Permit Review: (At the request of the applicant, this review has been delayed until May.) Commissioners were notified the applicant had a conflict and the review will be rescheduled. The public hearing will be re-advertised.

5. Comprehensive Plan Amendment & Zoning Code Amendment: Integrating Shoreline Master Plan/Program with Comprehensive Plan & Zoning Code, Performing Periodic Zoning Code Amendment.

Community Development Director Ben Shumaker requested the Planning Commission review a new proposal regarding the Comprehensive Plan amendment and zoning code text amendment to integrate the new Shoreline Master Plan (SMP) with the existing programs.

Within the review the Commission was asked to consider consolidating overlapping zoning use categories, incorporating zoning use interpretations, and better aligning PR (Public Use & Recreation District) setbacks with existing development. He explained the text colors/highlighted areas indicated specific actions or changes.

The following decision points were asked to be considered:

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

Shumaker recommended the Planning Commission establish a conscientious public involvement method to expedite completion of the review process by May 2022.

In response to a question regarding public participation, **Shumaker** noted a point of order. He explained when there is a proposal to amend the Comprehensive Plan a public hearing needs to be held, and this meeting is had been advertised as a public hearing. It is a public process, and the scope of the process decided on will depend on what the amendment is.

Shumaker, Public Works Director Carolyn Sourek and Commissioners reviewed and discussed the proposed changes outlined on the Comprehensive Plan. Several questions were raised regarding which terms to use: Shoreline Management Program, Shoreline Master Program, Shoreline Master Plan, etc.

Amendment types were organized into 5 categories:

- Document Maintenance (Pages: Cover, i, iii, vii, globally for headers/footers, 8, 95, 121-124, 127, 129-132)
- Date Corrections (Pages: i, vii)
- SMP Integration (Pages: 2, Objectives: 2.2, 2.16, 4A.2, 4A.3, 9.9, 9.10)
- Shoreline Access (Objectives: 4A.1, 4A.7)
- Shoreline Management (Objectives: 4A.2, 4A.3, 4A.4, 4A.5, 4A.6)

A number of items in the Comprehensive Plan were deemed to be minor formatting changes consisting of typo corrections, date revisions, and combinations/integration of text sections.

Commission Chair Breckel noted they were reconciling documents that had already been adopted.

Moving into a discussion on zoning changes, **Community Development Director Shumaker** advised a policy change he was recommending would consolidate a number of the use categories within the transportation, utility, and communications zoning sections. He recalled at one time there were 270 variations of use categories contained within the city's zoning code, but over the years the city has reduced that number to 110.

A second policy change would affect setbacks in the PR district containing a number of city, state and county buildings along Rock Creek. Currently if a road runs by the front of the property there is a 25' setback requirement from that road with new buildings. If a road runs to the side of a property, there is a 10' setback required.

Shumaker proposed amending the setback to 10' for all sides and applying the pedestrian visibility triangle to the property. A detailed discussion took place. Setback consistency among the districts was stated to be preferred. After consideration it was agreed via consensus to retain the pedestrian visibility triangle and to include the R3 District's 20' minimum driveway length in an updated draft.

It was agreed to include Planning as a responsible department in Comp Plan section 4A.1. A number of other revisions were discussed and agreed to, including adding a definition of the Shoreline Master Plan to the Zoning Code in areas regulated by the SMP; consolidating use categories to reference the SMP, removing duplicated sections concerning Railroad Facilities and Parking, and incorporating amendments to the use tables on occupancy of travel trailers in the R2 Two-Family Residential District and allowance of Residential Outbuildings in the C1 Commercial District.

Community Development Director Shumaker clarified two changes identified-adding a further objective to Planning's responsibility at the end of document and doing a comprehensive review of the document regarding shoreline master plan vs program.

Shumaker then requested the Planning Commission determine the level of public involvement regarding the proposed changes to the Comprehensive Plan and the zoning code. He related notices regarding the proposed setback changes had been sent to the parcel owners in the PR district but not adjacent districts.

It was agreed no further public engagement was necessary, as there were no significant changes and much of the work was to ensure consistency between the SMP and zoning. **Planning Commission Chair Breckel** pointed out the amount of input the SMP had received was substantial. The changes will need to go before the City Council for approval. **Shumaker** will verify that changes to the Comprehensive Plan will require a public hearing to be held.

C. Old Business

6. Comprehensive Plan Amendment: Continued Workshop to review steps for 2019 Amendment Application on Capital Facility Planning.

Community Development Director Shumaker initiated continuation of a discussion regarding the Comprehensive Plan amendments for Capital Facility Planning.

Carolyn Sourek, the new Public Works Director for Stevenson was introduced.

Much of the discussion initially centered on the issue of determining how and when to have homeowners with septic systems hook-up to sewers when they become available. **Shumaker** suggested draft language be developed with the focus being on how it should be, followed by the development of specific regulations. It was generally agreed to establish a phased-in approach to converting existing septic system users to sewers and to conditionally allow septic systems where sewers are not available.

A further discussion to determine and define clear levels of service for utilities within the Comprehensive Plan then took place. **PW Director Sourek** provided an example of levels of service within transportation systems. She questioned if the Comprehensive Plan was the document to set specific service levels as they may not be consistent with current standards.

Shumaker noted there were options: Define levels of service in the Comprehensive Plan and then build regulatory systems and capital improvement plans to follow or wait until other planning efforts and assessments are completed to determine what can be done. He stated the

state wants the Comprehensive Plan to be the primary planning document for cities. It was eventually agreed to refer to more specific individual service plan for details.

Shumaker shared language was now included to provide for map updates and tracking of minor changes without having to go through the process of amending the Comprehensive Plan.

D. Discussion

7. Thought of the Month:

None.

8. Staff & Commission Reports:

Downtown Planning

The 2019 draft downtown plan is being revised at the sub-committee stage. Mike Beck is now serving as Skamania County representative. Other participants include Mayor Anderson, city staff, Planning Commission Chair Breckel, Economic Development Council staff, Downtown Association members.

Sewer Projects

A number of projects are underway along Loop Road for the sewer line extension and Rock Creek Drive for the Cascade interceptor. Roads will close periodically.

Transportation Grant Concepts

Working on transportation grants, to be awarded in 2023. One is for the First St. overlook project, a second one is to install sidewalks from Cascade Village apartments to schools. May 21st from 10 a.m. to 2 p.m. the Grange will hold a plant/seed swap at Stevenson Library. Spruce Up Stevenson Day is scheduled for Saturday, April 23

E. Adjournment

PC Chair Breckel declared the meeting adjourned at 8:38 p.m.

Minutes recorded by Johanna Roe