

Stevenson Planning Commission Meeting Minutes

Monday, January 11, 2021

6:00 PM

The meeting was held remotely via the Zoom platform.

Attending: Planning Commissioners Auguste Zettler, Davy Ray, Jeff Breckel, Mike Beck.

Excused Absence: Chair Valerie Hoy-Rhodehamel

City Staff: Community Development Director Ben Shumaker

Public attendees: Mary Repar

Commissioner Mike Beck volunteered to lead the meeting temporarily. He called the meeting to order at 6:07 p.m. and conducted roll call for attendance. **Commissioner August Zettler, Vice-Chair** arrived at 6:08 p.m. to chair the meeting.

A. Preliminary Matters

1. Public Comment Expectations: Chair Selects Public Comment Option

Acting Chair Zettler asked commenters to keep their remarks limited to 3 minutes. He reminded people how to use the tools provided to offer comments. (*6 to raise hand & *9 to unmute.)

2. **Motion** to approve the minutes from the December 14th, 2020 Planning Commission Meeting as presented was made by **Commissioner Breckel** with a second provided by **Commissioner Beck**.

- Voting aye: **Commissioners Breckel, Beck, Ray and Zettler.**
- Voting nay: **None**

3. Public Comment Period

>Public comment was provided by Mary Repar. She suggested taxing second homes in Stevenson to generate funds to build affordable housing for residents. She noted over 40 children considered homeless are attending school in Stevenson. She indicated she would provide additional comments regarding public access to Rock Creek through Iman Cemetery at a later time in the meeting.

B. New Business

4. Annual Elections: Establishing a Planning Commission Chair and Vice-Chair

Valerie Hoy-Rhodehamel was nominated to serve as Planning Commission Chair for 2021 by **Commissioner Beck**. **Acting Chair Zettler** seconded the motion.

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

- Voting nay: None

Auguste Zettler was nominated by **Commissioner Breckel** to serve as Planning Commission Vice-Chair for 2021. **Commissioner Beck** seconded the motion.

- Voting aye: **Commissioners Breckel, Beck, Ray and Zettler.**
- Voting nay: None

C. Old Business

5. Planning Commission Bylaws: Amendment (1st Review)

Community Development Director Ben Shumaker and Commissioners discussed several revisions to the current Planning Commission by-laws. One clarified residency requirements for Planning Commission members, including the one at-large position. A second revision provided guidance on electing a replacement Chair or Vice-Chair when a vacancy occurs. A third change corrected a minor spelling error. The proposed changes will be considered for approval at the February 2021 PC meeting. **Commissioner Zettler** received confirmation that if a current member moves they would have to resign their position.

6. Iman Cemetery Road Vacation: Draft Letter to City Council

Shumaker presented for review the draft letter to the Stevenson City Council regarding the Planning Commission's recommendations on the proposed Iman Cemetery Road Vacation. **Commissioner Breckel** requested a fourth point be added to acknowledge the PC's respect for and understanding of land owner's interests in order to avoid creating an attractive nuisance that may lead to potential trespassing.

A brief discussion between Commission members was held regarding alternative routes for the public to access Rock Creek.

>Mary Repar stated there is a need for public access to Rock Creek. She said property owners knew what they were buying when they purchased the site. She pointed out the Cemetery District had also requested the road be kept open.

Commissioner Beck pointed out the letter was intended to provide the City Council an offer from the Planning Commission to help review or establish any public access and/or property acquisition plans required by the state in order to vacate streets. Any decision would be made by the City Council.

Commissioner Ray asked if affected homeowners had been invited to provide input. **Shumaker** related there had been a subcommittee established in part to solicit public comments in order to balance multiple interests.

Commissioner Zettler requested and received a 'thumbs-up' demonstrating consensus among the Commission members to have **Shumaker** add the information requested and submit the letter to the City Council for consideration.

7. Land Division Code Amendment: Application & Review

Community Development Director Shumaker initiated general discussion on several proposed changes to SMC Title 16, (related to Short Subdivisions, Subdivisions, and Boundary Line Adjustments) and SMC Title 17 (related to Zoning.)

Shumaker noted the changes under discussion would amend timelines for decisions regarding application reviews. No specific policy guidance points were highlighted to discuss. The intent of the changes is to move to the use of calendar days only rather than the current practice of using both working days and calendar days to determine timelines. The proposed changes are explained below:

1) **Short Plats:** Currently 45 days (unspecified calendar or working), with an interim deadline of 20 working days. The proposal lengthens this timeline to 56 calendar days to incorporate the 28- calendar day period for determination of completeness, a 21-calendar day period for comments from outside the Planning Department, and the balance to incorporate comments into a decision.

2) **Subdivisions:** Currently, no timeline is specified. The proposal establishes a maximum 56- calendar day period between submittal of a fully complete application and the Planning Commission hearing.

3) **Boundary Line Adjustments:** Currently 20 working days, within an interim deadline of 10 working days. The proposal lengthens the timeline however the specifics have not yet been developed, likely to be between 35 and 42 calendar days.

After reviewing the proposed changes the Commissioners declared their approval of them, noting that clarity and certainty are important. **Commissioner Breckel** stated he was in favor of the maximum timeline set for Subdivisions. Consensus was again provided by the Commissioners through a 'thumbs-up' process.

Shumaker related when all proposed changes to the Land Division Code have been reviewed by the Planning Commission he will release the document as one packet and invite public comment on all the revisions.

D. Discussion

8. Staff & Commission Reports:

Shumaker provided an update on the following items:

1st Street Overlook/Columbia Street Realignment: A southwest connection to the footpath under the railroad has been added. A presentation on Columbia Avenue will be given at the City Council meeting on January 21st, 2021. Soil samples from under the roadway are being taken to determine if any remediation will be needed. A Department of Ecology integrated planning grant for brownfields is being sought.

C1 Parking Amendments: There has been slow progress in amending parking regulations in the C1 district. **Shumaker** reminded Commission members of the work started several months ago following recommendations made in the downtown plan.

Commissioner Beck spoke of his work with Kelly O'Malley-O'Keefe with the Stevenson Downtown Association in providing a survey to business and property owners regarding an inventory of parking sites in the area. There have been delays in getting the survey out. He shared the city would like to have the parking inventory completed to use for grant applications. The Commissioners discussed ways to distribute the survey. **Shumaker** noted he is working on an expanded spread sheet for analysis of survey results when they do come in.

Metropolitan Parks District (Pool) Proposition: A special election will be held on February 9, 2021 seeking voter approval of a metropolitan park district. The district will encompass the City of Stevenson and some portions of the surrounding area.

R3 Zoning Text Amendments: The City Council will hold a second reading on ordinance 2020-1166 with text amending the Stevenson Zoning Code (SMC Title 17) providing greater flexibility and requiring public sewer service for development in the R3 Multi-family Residential District at the January 21, 2021 Council meeting.

Planning Commission Minutes Format

A brief follow-up discussion on the Planning Commission meeting minutes format was held.

Shumaker related the Stevenson City Council will have their first set of action minutes to review at the January 21st Council meeting and he will report on their response. **Commissioner Zettler** noted he preferred having more information relating to meeting discussions in the minutes. **Zettler** asked how the public can access meeting recordings, and **Shumaker** advised he would check how the City Council provides access. He related a new City Council member will be in place soon and suggested arranging a joint meeting with the City Council to discuss local issues, noting the last joint PC/CC meeting was in 2016.

Shorelines Management Program: Shumaker reported the Washington Department of Ecology had drafted requested and required changes to Stevenson's Shoreline Management Plan. He is working with them to ensure clarity and understanding regarding their revisions.

9. Thought of the Month: **Commissioner Beck** expressed positive hope for the New Year.

E. Adjournment

Acting Chair Zettler declared the meeting adjourned at 7:08 p.m.

Minutes recorded by Johanna Roe