



City of Stevenson

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7121 E Loop Road, PO Box 371
Stevenson, Washington 98648

February 2023 Planning Commission Meeting

Monday, February 13, 2023

6:00 PM

A. Preliminary Matters

1. Public Comment Expectations:

In Person: Attendees at City Hall should follow current CDC and State guidance regarding use of masks, social distancing, and attendance.

Webinar: <https://us02web.zoom.us/j/85637388112> Conference Call: +1 253 215 8782
or +1 346 248 7799 ID #: 856 3738 8112

Commenters must raise their hand and be acknowledged by the Chair. Individual comments may be cut off after 3 mins.

Tools: *6 to mute/unmute & *9 to raise hand

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

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

4. Minutes: December 12th, 2022 Planning Commission Meeting Minutes

B. New Business

5. Parking Determination: Evaluating the parking demand of Utility & Communication Facilities and determining the number of spaces required under the Zoning Code

C. Old Business

6. Subcommittee Reports: Updates from Subcommittee leads and discussions on Shoreline Access, Downtown Parking, and Annexation Policy

D. Discussion

7. **Staff & Commission Reports:** Planning & Public Works Assistant, Broadband, Permit Applications & Systems, East Loop Road Water & Street Project

8. **Thought of the Month:** Zoning Reform
Discussion https://www.planning.org/podcast/arbitrary-lines-author-nolan-gray-on-zoning-reform-and-hitting-plannings-reset-button/?utm_medium=email&_hsmi=241263764&_hsenc=p2ANqtz-8d1NmPO7pWTob4nr72SA478SqRVKZ7fK9PDwwzijSFdX08Rr-uDj_lzFbSiNbxQZLAJGKdmChQS7pvdRwt6mdlFTG56g&utm_content=241263764&utm_source=hs_email

E. Adjournment

DRAFT MINUTES
Stevenson Planning Commission Meeting
Monday, December 12, 2022
6:00 PM

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

Planning Commission Chair Jeff Breckel called the meeting to order at 6:05 p.m.

Attending: City Development Director Ben Shumaker; Planning Commission Chair Jeff Breckel, Commissioners Auguste Zettler, Charles Hales. A quorum was present.

Public attendees: Mary Repar, Mike Beck

A. PRELIMINARY MATTERS

1. Public Comment Expectations:

PC Chair Breckel asked **Community Development Director Ben Shumaker** to provide participants information on providing public comments. Commenters must raise their hand and be acknowledged by the Chair. Individual comments may be limited to 3 minutes. He explained the 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 and Mike Beck commented on snow removal procedures in Stevenson.

The Planning Commission agreed to have **Community Development Director Shumaker** send a letter to the City Council detailing their concerns about snow removal within the City. **Planning Commission Chair Breckel** suggested contacting the business community and the Stevenson Downtown Association regarding sidewalk snow removal in front of businesses.

>Mary Repar reported the upcoming Columbia Gorge Commission meeting would be addressing climate change issues. She asked what plans the city of Stevenson and/or the Planning Commission had regarding climate change.

Planning Commission Chair Breckel related only water resources had been considered. **Community Development Director Shumaker** advised the city monitors Gorge Commission actions that directly affect Stevenson, such as the urban area boundary policies. A brief discussion followed on the benefits of participation in future Commission meetings to stay informed of their policy work.

3. Minutes: October 10th and November 14th, 2022 Planning Commission Meeting Minutes

MOTION to approve the minutes from the October 10th, 2022 Planning Commission meetings was made by **Commissioner Hales**, seconded by **Commissioner Zettler**.

- Voting aye: **Commissioners Breckel, Zettler, Hales**.

The minutes from the Nov. 14th, 2022 Planning Commission were approved following a motion by **Commissioner Zettler**, seconded by **Commissioner Hales**.

B. New Business

None presented

C. Old Business

4. Annexation Policy Kickoff: Consider Scope and Conscientious Public Involvement Expectations for Annexation Policy Development

Planning Commission Chair Breckel noted he had reviewed past Planning Commission efforts on annexation and highlighted work done previously.

Community Development Director Shumaker pointed to page 12 of the meeting packet regarding how to best encourage public involvement in the current annexation discussions. He relayed the staff recommendation to have a policy in place by mid-2023.

> Mike Beck and Mary Repar shared comments regarding annexation.

All determined a cooperative, coordinated undertaking between the city and the county in developing a clear policy and framework for property owners wishing to pursue annexation was important. Addressing concerns about cost and extension of services/infrastructure was discussed, as well as what benefits property owners could gain through annexation.

Commissioner Zettler stressed the importance of presenting annexation as a voluntary rather than mandatory process. He suggested a checklist or set of criteria for property owners interested in annexation to use would be valuable.

Community Development Director Shumaker will compose a letter to Skamania County planning officials inviting them to a meeting with city officials to jointly discuss annexation.

PC Chair Breckel proposed a series of listening sessions be held, and suggested questions focusing on annexation be asked to initiate public response. It was agreed extensive public involvement for all city and county residents should be encouraged. Contacting those that recently indicated interest in the subject was seen as a good place to begin the public dialogue.

MOTION to establish an annexation sub-committee chaired by **Commissioner Hales** in order to further define the issue and recommend an appropriate public engagement strategy was made by **Commissioner Zettler**, seconded by **Commissioner Hales**.

- Voting aye: **Commissioners Breckel, Hales, Zettler**.

Community Development Director Shumaker added a brief update to the agenda on broadband work. The state Department of Commerce has contracts available to help develop specific projects that work to expand internet access. He will be working with Skamania County Community Development to outline possible projects in order to seek further funding.

5. Columbia Street Realignment Preference: Reviewing building massing and streetscape preferences (Carry-over from November).

Community Development Director Shumaker led the Commission in a discussion on the various options possible for the realignment and development of Columbia Street.

Three concepts were presented at a recent public meeting to gauge public interest and preferences. A feasibility study is underway to assess if adjacent development would justify the cost through increased tax revenue. The public input is helping Community Development learn what residents would like to see in the downtown area. It's also seen as a way to facilitate future Planning Commission discussions on urban designs that consider how buildings and streets interact.

Parking, building height, density, curb usage, landscape plantings and accessory design features were all considered. **Shumaker** reported soil testing may indicate needed site remediation, which could significantly affect the project's cost. Commissioners then asked for information on the status of negotiations with affected property owners and on potential funding sources for the project, noting specific design details could be decided later.

D. Discussion

6. Staff & Commission Reports:

Downtown Parking

Community Development Director Shumaker provided an update on the parking discussions taking place. Achieving balance between parking needs and increasing commercial development was noted to be an ongoing problem with no easy answers.

Reducing onsite space requirements, paying a fee to a city parking fund in lieu of providing on-site parking, and relaxing overnight street parking prohibitions are all under consideration. Parking time limitations on 2nd Street have been requested by some business owners. Shifting ADA parking sites to corners are possible ways to improve visibility.

The parking sub-committee will be reviewing these options.

HEALING SCARS program

He will be asking the City Council if they would support the HEALing SCARS program that would establish a fund to help property owners pay the cost of connecting to the sewer system. It would need to be set up as a loan program for individuals not qualifying as low-income or disabled.

Shoreline Access

The Planning Commission adopted a public involvement plan in November concerning the Shoreline Access Plan. The consultants are hoping to schedule a public workshop sometime in January 2023. Questions on partnering with the Port of Skamania County and funding capital facilities and or maintenance projects were addressed.

Transportation Grants

Shumaker pointed to the last page of the meeting packet that showed the number of successful transportation improvement grants awarded to the City by the Transportation Improvement Board. He highlighted the efforts of **Carolyn Sourek, Public Works Director** in Stevenson, in getting these grants.

- **Loop Street, Columbia Av to E C/L** (City of Stevenson): Rebuild, resurface, and add sidewalks. Total project cost \$487,998, with a TIB grant award of \$460,422.
- **2022 Seal Coat Award** – (City of Stevenson): Chip seal. Total project cost \$152,534, with a TIB grant award of \$144,907.
- **McEvoy Lane Overlay.** (City of Stevenson): Overlay. Total project cost \$78,049, with a TIB grant award of \$74,146.

7. Thoughts of the Month:

Steigerwald Project: story map

<https://storymaps.arcgis.com/stories/aee7fb7fbd74407bf447101ae7d76c0>

E-Bike Perspectives:

<https://www.cnu.org/publicsquare/2022/11/09/e-bikes-are-technology-15-minute-city>

Shumaker briefly recapped discussions held and decisions arrived at during the meeting.

E. Adjournment

It was unanimously agreed to adjourn following a **MOTION** made by **Commissioner Zettler**, seconded by **Commissioner Hales**.

Minutes produced by Johanna Roe



City of Stevenson

Planning Department

(509)427-5970

7121 E Loop Road, PO Box 371
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TO: Planning Commission
FROM: Ben Shumaker
DATE: February 13th, 2023
SUBJECT: Parking Determination: Utility or Communication Facility (Unstaffed)

Introduction

The Stevenson Planning Commission is asked to determine the number of parking spaces required for "Utility or Communication Facility" a use not currently specified in SMC Table 17.42.090-1: Off-Street Vehicle Parking Requirements. When a use does not appear in that table, it provides the Planning Commission with the authority to determine the standard. This request is made by Planning Department staff in anticipation of several permit requests from the Public Works Department for this type of use.

Staff Recommendation

The Planning Commission should adopt Attachment 1 to a) distinguish between staffed and unstaffed facilities and b) not require off-street parking for unstaffed facilities, and c) consider staffed facilities at a later date.

Guidance from City Policies

Zoning Code

The Zoning Code provides authority but does not specify criteria or decision making process for the Planning Commission to determine the amount of parking unlisted uses require. In such cases, the Comprehensive Plan is referred to.

Table 17.42.090-1: Off-Street Vehicle Parking Requirements		
Use	Spaces Required	
	C1 District	Unspecified or All Other Districts
... Offices not providing customer services on premises	... 1 for each 400 square feet of net floor area	... 1 for each 400 square feet of gross floor area
Warehouse, storage and wholesale business	1 for each 2 employees	
... Manufacturing uses, research, testing and processing, assembly, all industries	... 1 for each 2 employees on the maximum working shift and not less than 1 for each 800 square feet of net floor area	... 1 for each 2 employees on the maximum working shift and not less than 1 for each 800 square feet of gross floor area
... Uses not specified	... Determined by planning commission	

SMC 17.12.030: Administration Commensurate with Comprehensive Plan: It shall be the duty of the Planning Commission, Board of Adjustment, City Council and zoning administrator to interpret and/or administer the provisions of this title in such a way as to carry out the intent and purpose of the comprehensive plan. Where zoning regulations are not clear, or where there are inconsistencies within this title, the comprehensive plan shall be referred to for interpretation and guidance.

Table 17.13.040-1: Transportation, Communication, and Utility Uses		
Use	Description	Reference
...
5. Utility or Communication Facility	Any staffed or unstaffed location designed for the transmission, distribution, collection, treatment, and/or routing of water, wastewater, gas, electrical power, wired telecommunications or similar commodities or wastes. This category generally includes substations, transfer stations, pump stations, lift stations, booster pumps, reservoirs, switchboards, and storage facilities. This category generally excludes a Wireless Telecommunications Facility, storm water ponds, overhead elements and cables, underground cables, pipelines, vaults and the like.	
...

Comprehensive Plan

The following provisions of the Comprehensive Plan provide context for the Planning Commission determination.

Community & Schools

- 1.4 Develop a high level of coordination among all levels of government.
- 1.5 Ensure that the plans and actions related to land use by special districts, County, State, and federal agencies are consistent with the Stevenson Comprehensive Plan.

Urban Development

- 2.14 Ensure development review processes are prompt, predictable, open, and uncomplicated.
- 2.15 Minimize the impacts of abutting conflicting land uses by subjecting the more intensive land use or the site being developed to special site development standards.

Housing

- 3.8 Review all development proposals for compatibility with surrounding established residential areas. Policies related to land use, transportation, public facilities, and utilities should seek to maintain and enhance the quality of these areas.

Transportation & Circulation

- 7.11 Manage on-street parking to permit the safe and efficient operation of the transportation system.
- 7.12 Review and revise parking policies to facilitate efficient short-term parking and minimize off-street parking requirements.
- 7.12-1 Consider a shared parking program to utilize underused parking lots, such as the Courthouse, schools, and churches.

Guidance from other Communities

Attachment 2 includes a collection of parking requirements from other communities. The information is now dated; it was collected in 2002. Its guidance also focuses mainly on staffed facilities.

Prepared by,

Ben Shumaker
Community Development Director

Attachment

- Draft Determination
- Planning Advisory Service Report Excerpt (3 pages)



City of Stevenson
Planning Department

(509)427-5970

7121 E Loop Road, PO Box 371
Stevenson, Washington 98648

Planning Commission Determination

Utility or Communication Facility (Unstaffed) Parking (ZON2023-01)

February 13, 2023

Issue:

In SMC 17.42.090, the Zoning Code currently lists a number of use classifications and the corresponding parking requirement for each use. Requirements for the Utility or Communication Facility use are not listed. The Planning Commission is given the authority to determine the parking requirement for uses that are not specified.

Findings:

1. The Planning Commission supports the Comprehensive Plan's objectives related to minimizing the impacts of development and to facilitating efficient short-term parking and minimizing off-street parking requirements.
2. When impacts of parking at Unstaffed Utility or Communication Facilities occur, they are minimal, intermittent and short in duration.

Determination:

For the purpose of SMC 17.42.090, "Table of Minimum Standards—Off-Street Parking", Utility or Communication Facilities (Unstaffed) do not require any spaces in any district.

For the Planning Commission:



Parking Standards

Edited by
Michael Davidson and Fay Dolnick



American Planning Association

Planning Advisory Service
Report Number 475.11

U, V

undertaker's establishment (see also *caskets and casket supplies establishment; funeral home; mortuary*)

- At least 1 parking space for each 2 employees, plus 5 spaces for each chapel (*Dover, Del., pop. 31,135*)
- Either 1 space for each 4 permanent seats in the main auditorium or meeting hall, or 1 space for each 40 square feet of floor area in the main auditorium or meeting hall, whichever provides the greater number of spaces (*Lafayette, Calif., pop. 23,908*)
- Parking or storage space for all vehicles directly in the conduct of the business, plus 1 parking space for every 2 persons regularly employed on the premises during peak shift and 1 space for every 6 seats in the establishment (*Conemaugh Township, Pa., pop. 2,145*)
- 1 for each 100 square feet of floor area (*Memphis, Tenn., pop. 650,100*)
- 6 parking spaces shall be provided for each chapel or parlor, or 1 for each 50 square feet of floor area used for services, whichever is greater, plus 1 parking space for each funeral vehicle kept on the premises (*Gurnee, Ill., pop. 28,834*)
- 15 per funeral unit (*Shasta County, Calif., pop. 163,256*)
 - Minimum:* 1 per 4 seats
 - Maximum:* 1 per 2 seats (*San Antonio, Tex., pop. 1,144,646*)

union hall

- 1 for each 40 square feet of floor area in principal area(s) of assembly (*Gainesville, Fla., pop. 95,447*)
- 1 for each 3 persons allowed within the maximum occupancy load as established by local, county, or state fire, building or health codes (*Lansing, Mich., pop. 119,128*)

- 1 parking space for every 5 potential occupants of the building (*Cedar Falls, Iowa, pop. 36,145*)
- 1 parking space required per 250 square feet of gross building area (*Coral Gables, Fla., pop. 42,249*)
- 1 space for every 5 seats or 5 feet of bench seating in a portion of the building to be used for service or public assemblies; and 1 space for every 300 square feet of net floor area designed to be used for activities other than services or assemblies (such as classrooms, offices and meeting rooms) (*Roanoke, Va., pop. 94,911*)
- 1 per 3 members based on the design capacity of the facility (*Staunton, Va., pop. 23,853*)
- 1 parking space for each 4 members or 1 space per 50 square feet used for assembly, dining, meetings, or other specific use of the club facilities, whichever yields the greater number of spaces (*Downington Borough, Pa., pop. 7,589*)

Minimum: 1 space for each 150 square feet of gross floor area

Maximum: 1 space for each 75 square feet of gross floor area (*Jefferson County, Ky., pop. 693,604*)

upholstering shop (see also *furniture repair shop*)


- 1 space for each 400 square feet of floor area (*Cincinnati, Ohio, pop. 331,285; Urbana, Ill., pop. 36,395*)
- 1 space per each 200 square feet of sales per office area, plus 1 space for each workstation or 1 space per 1,000 square feet of employee area (*Baton Rouge, La., pop. 227,818*)
- 4.5 parking spaces per each 1,000 square feet of gross floor area (*Naperville, Ill., pop. 128,358*)

utility facility

- Parking for approved conditional use utility facilities, the purpose of which does not include or require vehicular access by the public, shall be adequate for a specific facility, but in no case be less than 2 spaces. Parking maneuvering and drive space for such facilities, under the above circumstances, may be other than hard surface and dust free (*Benbrook, Tex., pop. 20,208*)



utility facility

- 0.6 per employee (*Hickory, N.C., pop. 37,222*)
 - 1 stall per 300 square feet of office area, plus 1 stall for each company vehicle (*Ogden, Utah, pop. 77,226*)
 - 1 space per 1,000 square feet of gross floor area (*Rome, N.Y., pop. 34,950*)
 - 1 per employee (*Gaithersburg, Md., pop. 52,613*)
 - 1 per vehicle normally required to service each facility (*York, Pa., pop. 40,862*)
 - 1 parking space shall be provided for each 600 square feet of floor area, plus 1 space for each vehicle used by the establishment (*Park Ridge, Ill., pop. 37,775*)
 - 1 parking space for each employee. With customer service facilities, a minimum of 5 additional spaces (*Nags Head, N.C., pop. 2,700*)
 - 1 space for every 5,000 square feet of floor area (*Cincinnati, Ohio, pop. 331,285*)
 - 1 parking space for each 1,500 square feet of roof area (*Sioux Falls, S.Dak., pop. 123,975*)
 - 1 space per 300 square feet of gross floor area (*Clemson, S.C., pop. 11,939*)
 - 2 parking spaces per each 3 employees (*Naperville, Ill., pop. 128,358*)
 - Minimum:* 1 space or 0.8 space per each employee on largest shift
 - Maximum:* 1 space per each employee on largest shift (*Gresham, Ore., pop. 90,205*)
 - Minimum:* 1 per employee of largest shift
 - Maximum:* 1.25 per employee of largest shift (*Glennville, N.Y., pop. 28,183*)
-  Bicycle Parking Standard: 1 space per 2,000 square feet of office floor area (*Gresham, Ore., pop. 90,205*)

variety store (see also **notions store; retail use, unless otherwise specified**)

- Under 2,000 square feet of floor area: No spaces required; 2,000 square feet of floor area or more: 1 space for each 250 square feet (*Cincinnati, Ohio, pop. 331,285*)
- 1 space per 200 square feet of customer service area (*Ft. Smith, Ark., pop. 80,268*)
- 1 off-street parking space for each 200 square feet of floor area (*Westmont, Ill., pop. 24,554*)
- 1 per 160 square feet sales area (*Holland, Mich., pop. 35,048*)
- 1 off-street parking space provided for each 200 square feet of gross floor area contained in any structure containing a use by right (*Denver, Colo., pop. 554,636*)
- 4 per 1,000 square feet (*Hickory, N.C., pop. 37,222*)
 - Minimum:* 1 per 300 square feet of gross floor area
 - Maximum:* 1 per 200 square feet of gross floor area (*San Antonio, Tex., pop. 1,144,646; Glennville, N.Y., pop. 28,183*)

vehicle emission testing station

- 1 space per 300 square feet of gross floor area excluding service bays, plus 2 spaces per service bay (*Minneapolis, Minn., pop. 382,618*)
- 1 space per 500 square feet (*Palm Beach County, Fla., pop. 1,131,184*)
 - Minimum:* 1 per 500 square feet of gross floor area including service bays, wash tunnels, and retail areas
 - Maximum:* 1 per 375 square feet of gross floor area including service bays, wash tunnels and retail areas (*San Antonio, Tex., pop. 1,144,646*)

vehicle repair (see **motor vehicle repair service establishment**)

veterinary clinic (see **animal hospital**)

video arcade (see also **amusement enterprise, indoor; game room**)

- 1 space for each 100 square feet of gross floor area, in addition to 1 space for each employee on the maximum shift (*Las Cruces, N.Mex., pop. 74,267*)
- 1 space for every 100 square feet of floor area used for assembly or recreation (*Cincinnati, Ohio, pop. 331,285*)
- 1 parking space for each 25 square feet of customer area (*St. Louis Park, Minn., pop. 44,126*)
- 1 space per 200 square feet of gross floor area, plus 1 space per 3 persons at maximum capacity (*Las Vegas, Nev., pop. 478,434*)
- 2 spaces per machine, plus, 1 space for each employee (*Grosse Ile Township, Mich., pop. 10,894*)
 - Minimum:* 4 spaces per 1,000 square feet of floor area
 - Maximum:* 5 spaces per 1,000 square feet of floor area (*Gresham, Ore., pop. 90,205*)



Bicycle Parking Standard: 0.4 space per 1,000 square feet of floor area (*Gresham, Ore., pop. 90,205*)

video rental/sales store (see also **commercial use, unless otherwise specified; retail use, unless otherwise specified**)

- 1 per 200 square feet of gross floor area (*Ft. Lauderdale, Fla., pop. 152,397*)
- 1 per each 100 square feet of usable floor area (*Royal Oak, Mich., pop. 60,062*)
- 1 space per 300 square feet of gross floor area (*Minneapolis, Minn., pop. 382,618*)
- 1 parking space for each 150 square feet of gross floor area (*Niles, Ill., pop. 30,068*)
- 1 space per each 100 square feet of gross floor area, plus 1 per each employee (*Grand Rapids Township, Mich., pop. 14,056*)
- 1 space per 75 square feet of net floor area (*Big Rapids, Mich., pop. 10,849*)