



City of Stevenson

Phone (509) 427-5970
Fax (509) 427-8202

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

October 2021 Regular Planning Commission Meeting

Monday, October 11, 2021

6:00 PM

A. Preliminary Matters

- 1. Minutes:** September 13, 2021 Meeting Minutes
- 2. 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

Please raise hand to comment. Individual comments should be limited to 3 mins.

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

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

B. New Business

- 4. Zoning Amendment:** Suburban Residential District: Setback Caveats

C. Old Business

- 5. Planning Commission Bylaws:** Conscientious Public Involvement Amendment (2nd Review)
- 6. Zoning Amendment:** Increasing Residential Building Capacity: Public Involvement Expectations

D. Discussion

7. **Thought of the Month:** None

8. **Staff & Commission Reports:** Downtown Parking Study, Shoreline Management Program, Chinidere Mountain Estates Phases 2-4

E. Adjournment

Stevenson Regular Planning Commission Meeting Minutes
Monday, September 13, 2021
6:00 PM

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

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 and others unidentified.

Planning Commission Chair Valerie Hoy-Rhodehamel opened the meeting at 6:12 p.m.

A. Preliminary Matters

1. Ceremonial Meeting Opening

Planning Commission Chair Valerie Hoy-Rhodehamel asked commission members if they had preferences on how to open the meeting. It was decided to discuss the matter further at the October 2021 Planning Commission meeting.

2. Public Comment Expectations:

Planning Commission Chair Valerie Hoy-Rhodehamel 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. Minutes: July 12, 2021 & August 9, 2021 Meeting Minutes

MOTION to approve the minutes from July 12, 2021 as presented made by **Commissioner Breckel** seconded by **Commissioner Ray**. (It was determined there was no need to approve August 2021 minutes since the meeting was canceled.)

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

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

> Mary Repar informed the Commission on upcoming events planned by the Stevenson Grange. On September 28th there will be a presentation from a planner from the Portland Planning Commission speaking on the 'doughnut' theory of economics and sustainability. It will be held at the Stevenson Community Library. She also announced there would be a garden swap event sponsored by the Grange in early November.

B. New Business

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

Community Development Director Ben Shumaker provided background information on the bylaw amendment. He explained it is a draft amendment and will need to be reviewed twice by the Planning Commission prior to adoption. The changes grew out of requests to Community Development staff for increased public involvement following the issue of residential building capacity.

The proposed amendment creates a new article in the bylaws specifically addressing public involvement and a detailed Appendix related to the topic with sample language.

Commissioners provided comments, expressing appreciation for the work and the visuals.

Commissioner Beck questioned the use of the word ‘change’ in the suggested flyer language and proposed it be replaced. He also asked if the Planning Commission was empowered to call for public referendum votes as detailed in Appendix B.

Planning Commission Chair Valerie Hoy-Rhodehamel asked a question regarding the order of speaking and how new materials could be introduced. It was explained by Shumaker that within the structure of public hearings opportunities for presenting information are provided, but at some point new submissions need to end. He noted if relevant new information was provided the hearing could be continued.

Shumaker reminded Commissioners the bylaws could be amended anytime with two months notice and review if further changes were needed. Time will tell how smooth the process will be. He highlighted the text of Exhibits B2 and B3 which allowed for more frequent changes as necessary.

C. Old Business

None.

D. Discussion

6. Thought of the Month:

Community Submission: Concerns about Vacation Rentals reemerge:

<https://survivingtomorrow.org/an-open-letter-to-airbnb-8b1b58b4ad33>

<https://www.npr.org/sections/money/2021/08/24/1030151330/a-unicorn-startup-is-turning-houses-into-corporations>

<https://www.youtube.com/watch>

<https://twitter.com/BourbonPlanner/status/1415041449553534988>

[Taxes developed by new dev vs services required](#)

Community Development Director Ben Shumaker verified the links work. Commissioners expressed appreciation for the links provided and noted interesting information was available through them regarding housing.

7. Staff & Commission Reports:

- Downtown Parking Analysis

Community Development Director Shumaker updated Commission members on the parking study in Stevenson being performed by Alex Ralston, the UW intern organizing the data/info/volunteers. He is inventorying all the parking spaces in the downtown area and creating a usage study. A gap analysis will also be developed to show where additional parking could be provided. The information will be provided to traffic consultants to help them determine costs of potential additions to the public

parking supply. The study overall will later be used to help in asses impacts of new developments on parking and how to establish a fee structure when addressing parking requirements. **Commissioner Beck** is working with the project and noted safety concerns were raised regarding parking on Second Street. Using the information from the survey may help guide future parking regulations.

- Columbia Avenue Realignment

The contract to finalize the consultant's work will be before the City Council at their next meeting. It is for initial services related to the Integrated Planning Grant received by the Department of Ecology to evaluate the concept of the Columbia Ave Realignment project brownfield sites.

The intent is to ascertain if the project will be viable, and will include additional soil testing, feasibility of soil remediation if contaminants are found, architectural/engineering drawings, and a market/cost benefit analysis to determine the potential return on investment for developers. The Scope of Work with DOE still needs to be developed.

- Increasing Residential Capacity

The proposed changes have been put on hold while the public involvement process work is finalized. **Commissioner Breckel** reported the sub-committee agreed to at the July PC meeting has not met yet. Discussions on who should be on the committee in order to increase/broaden representation is continuing. He noted a primary challenge is to define what the real problem is, and to build trust among those with different interests.

>Mary Repar commented it was important to ask if local residents would benefit from any increase in residential housing capacity or would it provide more housing stock for wealthier individuals with no vested interest in the community. **Commissioner Breckel** agreed and pointed out that speaks to the complexity of the problem. Mary then asked if people from other Skamania County communities should be asked to participate in the sub-committee.

- Utility Service Outside City Limits

Community Development Director Shumaker relayed the subject has been and will continue to be reviewed by the City Council. Commission members then held an extended discussion on the convoluted and contentious issue of providing adequate water to a growing population and how to address the problem. Water rights, linking building permits to water resources, increased capture and storage of water and recent legal decisions were all discussed. It was agreed the topic was pressing and solutions will be complicated.

- Feeley Short Plat

This was presented to the Planning Commission at the July 2021 meeting. Community Development staff reviewed and approved, and the property owner quickly met conditions. There are now 2 lots on upper Willard St where there was only one.

- Conditional Use Reviews

October is when conditional permits need to be reviewed. Additional conditions can be attached at that time if deemed necessary. **Community Development Director Shumaker** advised a new one may be possible, and if so, expect at a review at the October meeting.

- **Shoreline Master Program**

The approved Shoreline Master Program, submitted to the state for its approval in 2018, is nearing a point where the state will issue a set of recommended and required changes to the program. The Shoreline Advisory Committee and the Planning Commission will review the changes, and then send it on to the City Council for approval possibly in October or November 2021. An ordinance will be needed to adopt the revised SMP. Shumaker discussed suggestions to clean up text/typos and provide greater clarity and consistency.

E. Adjournment

Chair Valerie Hoy-Rhodehamel declared the meeting adjourned at 7:25

Minutes prepared by Johanna Roe



City of Stevenson

Planning Department

(509)427-5970

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

TO: Planning Commission
FROM: Ben Shumaker
DATE: October 11th, 2021
SUBJECT: Zoning Code Amendment – SR District Setback Caveats

Introduction

The City has received an application to amend the text of the Zoning Code. The proposal addresses the rear yard setback requirements of the SR Suburban Residential District. This memo introduces the requested amendment and asks the Planning Commission to establish a conscientious public involvement plan for its discussion. Decision points included in the memo are:

- Decision Point #1 - What methods of Public Involvement are appropriate for the review of this proposed change?
- Decision Point #2 - Who is responsible for undertaking the Public Involvement methods selected?

Proposed Amendment

See Attachment 1. The proposed amendment would modify SMC Table 17.15.060-1 Residential Dimensional Standards. The current text of the table is included below. A copy of the City of Stevenson Zoning Map is included as Attachment 2. The SR Suburban Residential District is largely based on the west side of Rock Creek where the recent Angel Heights and Hidden Ridge subdivisions have been constructed.

District	Maximum Height of Building	Minimum Setbacks				
		Front	Side, Interior	Side, Street	Rear, Interior Lot	Rear, Through Lot
R1	35 ft	20 ft	5 ft	15 ft	20 ft ¹	20 ft
R2	35 ft	20 ft	5 ft	15 ft	20 ft ¹	20 ft
R3	35 ft	10 ft ^{3,4}	5 ft ²	15 ft	20 ft ¹	20 ft
MHR	35 ft	30 ft	15 ft	20 ft	20 ft ¹	20 ft
SR	35 ft	30 ft	15 ft	20 ft	20 ft	20 ft

1-5ft for residential outbuildings that are both 12 ft in height or less and 200 sq ft in size or less
 2-A 10-foot setback is required when adjacent to an R1 or R2 district.
 3-See also SMC 17.15.130.B.3.
 4-However, no structure shall be located within a pedestrian visibility area (SMC 17.10.632).

The darkest shaded cells of the table show where the changes are being requested. The lighter shading provides context within and between zones. The proposal would apply Note 1 to the Minimum Interior Site Setback and the Minimum Interior Lot Rear Yard Setback.

Conscientious Public Involvement

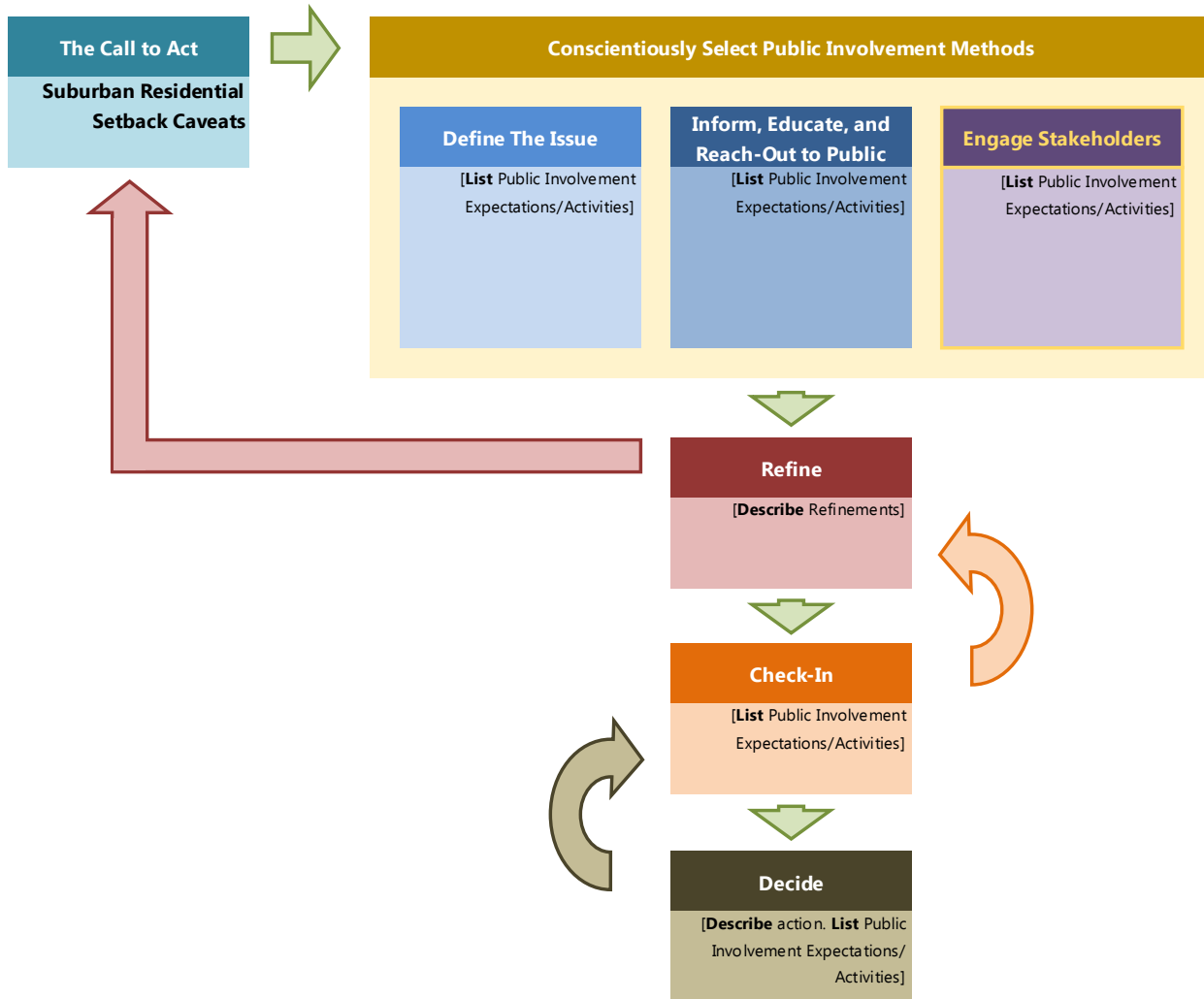
To ensure any proposed changes to the Zoning Code incorporate public input and occur within a manageable timeline, the Planning Commission’s [draft] bylaws include expectations for public involvement. These

expectations ask the Planning Commission to conscientiously choose, implement, and communicate public involvement techniques from a menu of options (Attachment 3).

Decision Point #1: What methods of Public Involvement are appropriate for the review of this proposed change?

Decision Point #2: Who is responsible for undertaking the Public Involvement methods selected?

The figure below provides context for the implementation of whichever methods are selected, with the current expectation being to work through the 3 boxes under the gold umbrella.



Comprehensive Plan Context

Guidance and guardrails relating to the review of this change are present in the Comprehensive Plan. An incomplete selection of relevant components:

Community & Schools

- 1.2 Provide opportunities for citizens to participate and express their views to City officials.
 - 1.2-1 Solicit and use citizen knowledge and ideas in the development of City policies, goals, and objectives.
- 1.17 Provide a clean, visually attractive community.

Urban Development

- 2.1 Protect the natural and scenic qualities of the area by regulating land use and carefully managing urban change.
- 2.4 Establish landscaping standards and guidelines.
 - 2.4-2 Consider developing landscaping guidelines for residential areas.

- 2.12 Facilitate and encourage the use of innovative building types and land development patterns that encourage conservation of energy and other resources.
- 2.13 Establish standards for urban development that encourage mixtures of land uses and intensities.
- 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

- 3.1 Periodically review and revise land development regulations for residential areas to accommodate changing social and economic needs of residents.
- 3.2 Encourage a range of residential land uses, housing sizes, types, and price ranges and establish appropriate development criteria.
- 3.7 Ensure major residential developments and high density residential areas provide adequate open space and recreation areas.
- 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.

Zoning Context

When originally implemented as part of the 1975 Zoning Ordinance, the development standards for the SR zone contained no provisions for lots served by both public water and sewer. As sewer was extended into those areas, lot sizes were no longer dependent on septic system installation. The 1994 Zoning Ordinance added some new provisions to account for the new possibilities. These provisions were modified in 1996 to increase lot dimensions when both water and sewer were unavailable. In 2008, maximum lot coverage was increased for lots served by both water and sewer. In 2013 an apparent—but important—typo was corrected changing the *maximum* lot area to *minimum* lot area. In 2017, the code was reformatted but maintained the previous regulations.

Next Steps

After selecting the public involvement components,

Prepared by,

Ben Shumaker
Community Development Director

Attachment

- 1. Application
- 2. Zoning Map
- 3. Draft Public Involvement Framework



ZONING CHANGE APPLICATION

PO Box 371 Stevenson, Washington 98648 Phone: (509)427-5970 Fax: (509)427-8202

Request: Intent to Rezone Map Boundary Change Text Amendment

Applicant/Contact: KATHRYN SIMPSON
Mailing Address: 1180 NW IMAN LOOP RD, STEVENSON WA 98648
Phone: 503-358-5174 Fax: _____
E-Mail Address (Optional): tammerkat@gmail.com

Property Owner: KATHRYN SIMPSON & TAMMY BRAATEN
Mailing Address: 1180 NW IMAN LOOP RD, STEVENSON, WA 98648
Phone: 503-358-5174 Fax: _____

If There are Additional Property Owners, Please Attach Additional Pages and Signatures as Necessary *

Subject Property Address (Or Nearest Intersection): 1180 NW Iman Loop Rd 98648
Tax Parcel Number: _____ Current Zoning: SR
Lot Size: _____ Proposed Zoning: SR w/footnote

Brief Narrative of Request: _____
We request a 5 foot setback for residential outbuildings that are both 12 ft in height or less and 200 sq ft in size or less, from the Rear Interior and Side interior property lines

Water Supply Source: City Sewage Disposal Method: Sewer

I/we hereby provide written authorization for the City to reasonably access to the subject property to examine the proposal and carry out the administrative duties of the Stevenson Municipal Code.

I/we hereby certify my/our awareness that application fees are non-refundable, there is no guarantee that a permit will be issued, and that any permit issued as a result of this application may be revoked if at any time in the future it is determined that the statements in support of this application are false or misleading.

Incomplete applications will not be accepted. • Please ensure that all submittals are included

Signature of Applicant: Kathryn Simpson Date: 9/13/2021

Signature of Property Owner: Kathryn Simpson & Tammy Braaten Date: 9/13/2021

For Official Use Only: Date Application Received _____ • Date Application Complete _____



SUBMIT TO:
City Hall
7121 NE Loop Road

Zoning Change Submittal Requirements

Zoning Amendments are permitted according to the criteria and procedures in SMC 17.48 and SMC 17.50. Zoning Amendments are reviewed by the Planning Commission, which makes a recommendation to the City Council.

The following information is required for all Zoning Change Applications. Applications without the required information will not be accepted. Site plans are to be prepared by a qualified professional, submitted on 8½"x11" or 11"x17" paper, and drawn to a standard engineering scale (e.g. 1"=10', 1"=20', ¼"=1', etc.).

- Application Fee (Amount: \$1500 Date: _____ Receipt #: _____)
 - Completed and Signed Zoning Change Application
 - Copies of the Property Title or Other Proof of Ownership
 - Descriptions of Any Existing Restrictive Covenants or Conditions
 - Two (2) Copies of a Site Plan, Clearly Showing the Following:
 - The Location and Dimensions of All Existing and Proposed Structures
 - A North Arrow and Scale
 - The Location and Dimensions of Any Drainfields, Public Utilities, Easements, Rights-of-Way or Streets within or Adjacent to Any Affected Lot
 - The Location and Dimensions of All Parking Areas
 - The Existing Zoning of All Adjacent Lands
 - A Letter Requesting the Desired Zoning Amendment and Stating the Reasons for the Request
 - A List of the Names and Mailing Addresses of All Property Owners Within 300 Feet of the Subject Property (Obtainable Through the Skamania County Assessor's Office)
- ALL PROPERTIES W/ SR DISTRICT

ZONING CHANGE APPLICATION

HIDDEN RIDGE SUBDIVISION, STEVENSON WA 98648

As homeowners in the Hidden Ridge Subdivision*, we request that the residential dimensional standards (setbacks) be changed to 5 feet for residential outbuildings that are both 12 ft in height or less and 200 sq ft in size or less. We request this change for the Rear, Interior lot and for the Side, Interior property lines. Under the current setbacks, the small size and various shapes of the lots make the addition of a small outbuilding, such as a shed, problematic.

After the footprint of the house is determined, there is a limited area left for a shed on these small lots, under the current setbacks. Several homeowners have steep terrain along their Rear lot line, and only have space on the side of their house for a shed. Given the current Side, Interior setbacks, they are left without any reasonable options. There are several lots that are pie shaped or with angled lot lines, making the placement of a shed under the current setbacks extremely limited**.

For these reasons, we believe that our request is reasonable and appropriate. Thank you for considering our request,

Kathryn Simpson & Tammy Braaten

Lot 5, Hidden Ridge Subdivision

*See attached list of Hidden Ridge property owners.

**See attached site example, and subdivision schematic.

REFERENCES

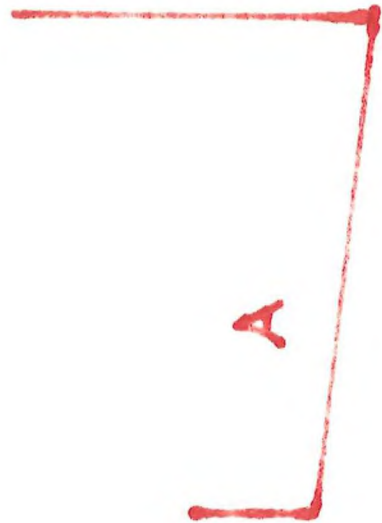
City of Stevenson-Code of Ordinances-Title 17. 17.15.060 Residential Dimensional Standards

Table 17.15.060-1

Footnote 1. 5 ft for residential outbuildings that are both 12 ft in height or less and 200 sq ft in size or less

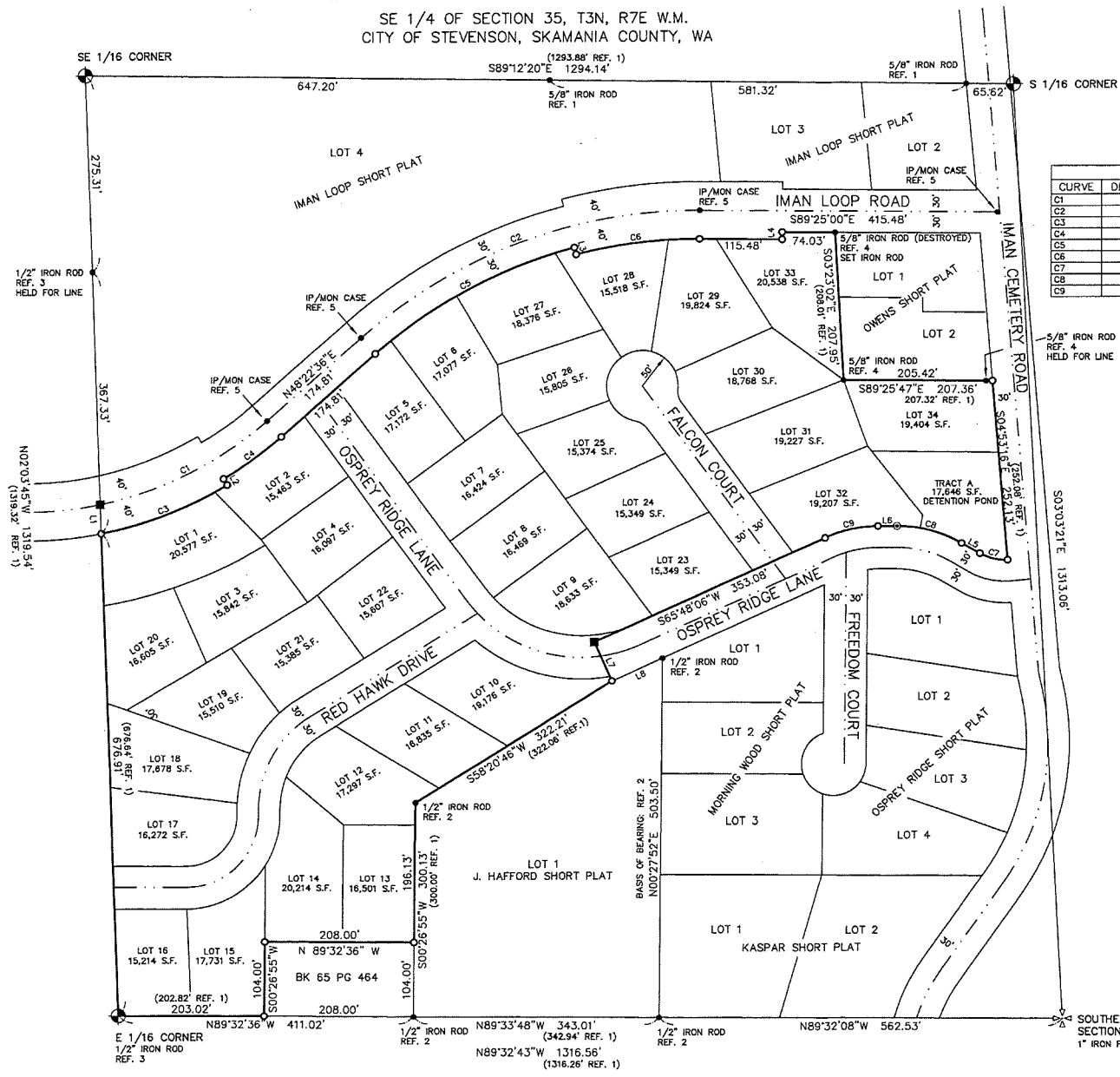
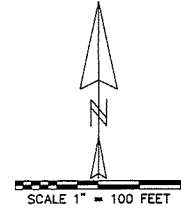
List of Property Owners Requesting Zoning Change

1. Kathryn Simpson & Tammy Braaten, 1180 NW Iman Loop Rd, Stevenson, WA 98648
2. Terri Crotteau, 1164 Iman Loop Rd, Stevenson, WA 98648
3. Linda Lawing, 1142 Iman Loop Rd, Stevenson, WA 98648
4. Janette Skarda & Chris Burzio, 3400 Cherry Dr, Hood River, OR 97031
5. Mary Shaima, PO Box 736, Stevenson, WA 98648
6. Patricia Price, PO Box 905, Stevenson, WA 98648
7. Julie Skarda & Ellen Byrne, 687 S. Elizabeth St, Maple Park, IL 60151
8. Hoby & Mariza Hansen, 146 NW Falcon Ct, Stevenson, WA 98648
9. Marsha Hamilton, PO Box 2, Stevenson, WA 98648
10. Anne Keese, 317 N 47th CIR, Camas, WA 98607
11. Gregg & Marcia Leion, 20638 Sierra Dr., Bend, OR 97701



HIDDEN RIDGE SUBDIVISION

SE 1/4 OF SECTION 35, T3N, R7E W.M.
CITY OF STEVENSON, SKAMANIA COUNTY, WA



CURVE TABLE						
CURVE	DELTA ANGLE	RADIUS	ARC	TANGENT	CHORD	CHORD BEARING
C1	30°06'08"	500.00	262.89	134.45	259.68	N63°24'41"E
C2	42°27'24"	700.00	515.65	270.15	504.07	S69°28'48"W
C3	20°01'49"	540.00	189.78	95.36	187.82	N69°10'13"E
C4	10°46'43"	530.00	99.70	50.00	99.56	N43°45'58"E
C5	27°06'12"	670.00	316.94	161.49	313.99	S61°55'42"W
C6	15°06'11"	660.00	173.98	87.50	173.47	S83°01'54"W
C7	32°32'36"	78.00	40.31	20.73	39.75	S78°29'42"E
C8	22°53'59"	180.00	94.25	48.23	93.17	N75°00'00"W
C9	24°11'54"	180.00	76.02	38.59	75.46	S77°54'03"W

LINE TABLE		
LINE	LENGTH	BEARING
L1	40.51	N02°03'45"W
L2	10.00	N32°29'40"W
L3	10.00	S14°31'12"E
L4	10.00	N00°30'01"E
L5	29.35	N60°00'01"W
L6	26.55	N90°00'00"W
L7	60.00	S24°11'54"E
L8	77.24	S65°48'06"W

LEGEND

- SET 5/8" X 30" IRON ROD WITH YELLOW PLASTIC CAP MARKED "WYEAST SURVEYS PLS 29288"
- SET BRASS SCREW IN ROCK
- FOUND MONUMENT AS NOTED
- CALCULATED POSITION



SHEET 2 OF 4

WYEAST SURVEYS
KEVIN DOWD
4399 WOODWORTH DRIVE
MT HOOD, OR 97041
(541) 352-6065

HIDDEN RIDGE SUBDIVISION

SE 1/4 OF SECTION 35, T3N, R7E W.M.
 CITY OF STEVENSON, SKAMANIA COUNTY, WA

LEGAL DESCRIPTION

LOT 1, IMAN LOOP SHORT PLAT, AFN 2006160461
 LOCATED IN THE SE 1/4 OF THE SE 1/4 OF SECTION 35
 TOWNSHIP 3 NORTH, RANGE 7 EAST OF THE WILLAMETTE MERIDIAN
 IN THE CITY OF STEVENSON, COUNTY OF SKAMANIA AND STATE OF WASHINGTON

SUBJECT TO:
 DEED BOOK 32 PAGE 331, RECORDED APRIL 4, 1949
 DEED BOOK 41 PAGE 99, RECORDED FEBRUARY 6, 1956
 DEED BOOK 62 PAGE 441, RECORDED DECEMBER 8, 1970
 DEED BOOK 122 PAGE 481, RECORDED MARCH 11, 1991
 DEED BOOK 207 PAGE 674, RECORDED MARCH 19, 2001
 AFN 2005159180, RECORDED OCTOBER 21, 2005
 AFN 2006160461, RECORDED FEBRUARY 3, 2006
 AFN 2015001790, RECORDED AUGUST 25, 2015

REFERENCES

1. IMAN LOOP SHORT PLAT, AFN 2006160461
2. J. HAFFORD SHORT PLAT, AFN 110935
3. BK 1, PG 146 OF SURVEYS
4. OWENS SHORT PLAT, AFN 2004151958
5. CRP 70-39 AND CRP 71-8
6. OSPREY RIDGE SHORT PLAT, AFN 2005159290
7. MORNING WOOD SHORT PLAT, AFN 2005159291

INDEX

- SHEET 1. NOTES, VICINITY MAP AND APPROVALS
 SHEET 2. PLAT BOUNDARY
 SHEET 3. LOTS 1-4 AND LOTS 10-22
 SHEET 4. LOTS 5-9 AND LOTS 23-34

THIS SUBDIVISION COMPLIES WITH CITY REQUIREMENTS AND IS APPROVED SUBJECT TO ANY SPECIAL CONDITIONS INSCRIBED HEREON AND SUBJECT TO BEING RECORDED WITH THE SKAMANIA COUNTY AUDITOR'S OFFICE.

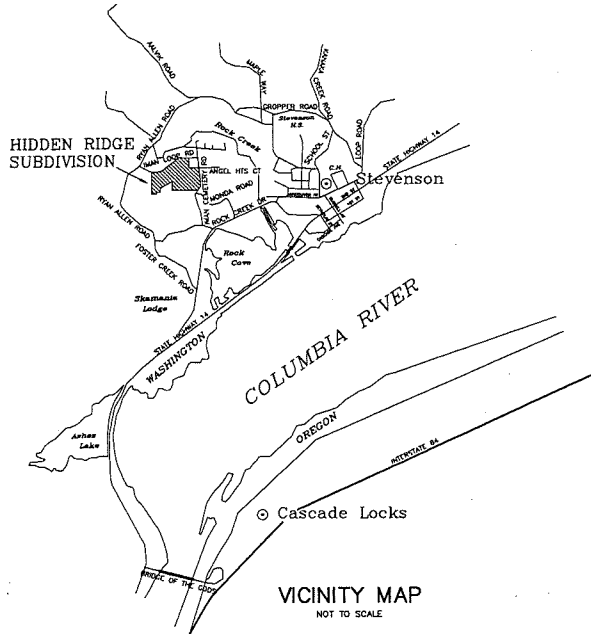
SPECIAL CONDITIONS

DECLARATION OF PROTECTIVE COVENANTS, CONDITIONS, RESTRICTIONS AND EASEMENTS FOR HIDDEN RIDGE
 RECORDED MAY 18, 2007 AS AFN 2007166154

ROADWAY/DRAINAGE MAINTENANCE AGREEMENT
 RECORDED NOVEMBER 13, 2017 AS AFN 2017002369
 AGREEMENT BETWEEN LOTS 29 AND 33

ROADWAY/DRAINAGE MAINTENANCE AGREEMENT
 RECORDED NOVEMBER 13, 2017 AS AFN 2017002370
 AGREEMENT BETWEEN LOTS 13 AND 14

ROADWAY/DRAINAGE MAINTENANCE AGREEMENT
 RECORDED NOVEMBER 13, 2017 AS AFN 2017002371
 AGREEMENT BETWEEN LOTS 3, 19, 20 AND 21



NOTES

PLAT AREA = 16.101 ACRES
 PUBLIC EASEMENTS ARE AS NOTED. ALL OTHER EASEMENTS ARE PRIVATE.

LAMPLIGHT CAPITAL AND ASSET MANAGEMENT, LLC, A TEXAS LIMITED LIABILITY COMPANY, AS VESTED OWNER CERTIFIES AND ACKNOWLEDGES A TWO (2) YEAR WARRANTY ON ALL HIDDEN RIDGE INFRASTRUCTURE FROM DATE OF PLAT RECORDING.

EACH INDIVIDUAL LOT TO PROVIDE TWO (2) OFF STREET PARKING SPACES EXCEPT FOR LOTS 1, 2, 6, 27, 33 AND 34 WHICH ARE TO PROVIDE FOUR (4) OFF STREET PARKING SPACES.

HOMEOWNERS ASSOCIATION SHALL BE RESPONSIBLE FOR ALL REPAIRS AND MAINTENANCE OF THE STORM WATER SYSTEM, INCLUDING TRACT "A" DETENTION POND, IF THE CITY PERFORMS ANY REPAIRS OR MAINTENANCE ON THE SYSTEM, THE OWNER, ASSOCIATION AND SUCCESSORS AGREE IT SHALL BE PERMITTED TO FIX A SYSTEM MAINTENANCE CHARGE TO THE HOMEOWNERS CONTRIBUTING STORM WATER TO THE SYSTEM AS PROVIDED IN RCW 35.67.190.

HOMEOWNERS ASSOCIATION SHALL BE RESPONSIBLE FOR ALL REPAIRS AND MAINTENANCE OF THE PEDESTRIAN WALKWAY AND ROCK WALLS WITHIN THE PUBLIC SIDEWALK EASEMENT LOCATED IN LOTS 26, 27 AND 28.

We, owners of the described tract of land hereby declare and certify this Plat to be true and correct to the best of our abilities, and that this subdivision has been made with our free consent and in accordance with our desires. Further we dedicate Osprey Ridge Lane, Falcon Court, Red Hawk Drive, Tract A and all public easements as identified on this plat (Sheets 1 through 4) to the use of the public forever and waive all claims arising from the construction and maintenance of said roads. Furthermore we warrant easements shown for their designated purposes.

Chad Boton 1/8/18
 CHAD BOTON, PRESIDENT-REAL ESTATE Date
 LAMPLIGHT CAPITAL AND ASSET MANAGEMENT, LLC
 A TEXAS LIMITED LIABILITY COMPANY

This is to certify that on the 4th day of January, 2018 Before me personally appeared: *Chad Boton*
 To me known to be the individual(s) described in and who executed the foregoing instrument and acknowledged to me that they signed the same as their free and voluntary act for the use and purpose set forth herein.

Christina L. Jukes
 Notary Public in and for the State of Texas



I hereby certify that the city road abutting the proposed subdivision is of sufficient width to meet current city standards without requiring additional right of way and that road right of ways upon or abutting the proposed subdivision are of sufficient width to assure maintenance and to permit future utility installations. I further certify that the proposed private roads meet current city standards and that city water and sewer services are available to the proposed subdivision.

Eric Wamb 2/5/18
 Public Works Director Date

03073544080000

I hereby certify that the taxes and assessments have been duly paid, discharged or satisfied in regard to the lands involved with the proposed subdivision.

PD MEU 2017 2-6-18
Paul G. Wood Date
 Skamania County Treasurer

X 1/30/18
 City Clerk/ Treasurer Date

This subdivision complies with City requirements and is approved subject to property being recorded with the Skamania County Auditor's office.

Kevin Dowd 01/26/18
 Mayor, City of Stevenson Date

I, Kevin Dowd, registered as a land surveyor by the State of Washington certify that this plat is based on an actual survey of the land described herein, conducted by me or under my supervision during the period of April 2007 through October 2007; that the distances, courses and angles are shown hereon correctly, and that monuments other than those approved for setting at a later date, have been set and lot corners staked on the ground as depicted on the plat.

Kevin Dowd 12-11-17
 Registered Professional Land Surveyor PLS NO. 29288 Date

STATE OF WASHINGTON
 COUNTY OF SKAMANIA

I hereby certify that the within instrument of writing Lamplight Capital and Asset Management, LLC
 by *Chad Boton* of Skamania County
 on *02-05-18* 2018 at *11:57 AM* (M/P)

was recorded in Auditor's File No. *2018000254*

Marybeth Waymire
 Recorder of Skamania County, Washington

Robert Waymire
 County Auditor

SHEET 1 OF 4

WYEAST SURVEYS
 KEVIN DOWD
 4399 WOODWORTH DRIVE
 MT HOOD, OR 97041
 (541) 352-6065

B. Exceptions. The following exceptions are permitted to the standards of Table 17.15.050-1:

1. Properties receiving approval to deviate from standards according to SMC 17.38 - Supplementary Provisions.
2. Properties obtaining variance approval in accordance with SMC 17.46 - Adjustments, Variances, and Appeals.
3. Properties receiving modification approval in accordance with SMC 17.17 - Residential Planned Unit Developments.
(Ord. No. 1103, § 5, 2-16-2017; Ord. No. 1104, § 3.B,C, 6-15-2017)

17.15.060 Residential dimensional standards.

A. Compliance Required. All structures in residential districts must comply with:

1. The applicable dimensional standards contained Table 17.15.060-1: Residential Dimensional Standards.
2. All other applicable standards and requirements contained in this title.

Table 17.15.060-1: Residential Dimensional Standards						
District	Maximum Height of Building	Front	Minimum Setbacks			
			Side, Interior	Side, Street	Rear, Interior Lot	Rear, Through Lot
R1	35 ft	20 ft	5 ft	15 ft	20 ft ¹	20 ft
R2	35 ft	20 ft	5 ft	15 ft	20 ft ¹	20 ft
R3	35 ft	15 ft	5 ft ²	15 ft	20 ft ¹	20 ft
MHR	35 ft	30 ft	15 ft	20 ft	20 ft ¹	20 ft
SR	35 ft	30 ft	15 ft	20 ft	20 ft	20 ft

~~1~~ 1-5 ft for residential outbuildings that are both 12 ft in height or less and 200 sq ft in size or less

2-A 10-foot setback is required when adjacent to an R1 or R2 district.

B. Exceptions. The following exceptions are permitted to the standards of Table 17.15.060-1:

1. Properties receiving approval to deviate from standards according to SMC 17.38 - Supplementary Provisions.
2. Properties obtaining variance approval in accordance with SMC 17.46 - Adjustments, Variances, and Appeals.

Receipt: 8197 09/13/2021
Acct #: 25038 COPY
City Of Stevenson
7121 E. Loop Rd.
PO Box 371
Stevenson, WA 98648
(509) 427-5970

Planning Permits

Stevenson, WA 98648

Planning Fees
Memo: ZON2021-01 Simpson etal
Zoning Text Change

ZON2021-01 Simpson etal	50.00
Zoning Text Change-Braaten/Simpson	
Non Taxed Amt:	<u>50.00</u>
Total:	50.00
Chk: 7997	<u>50.00</u>
Ttl Tendered:	50.00
Change:	0.00

Issued By: Mary C.
09/13/2021 13:58:25

Receipt: 8198 09/13/2021
Acct #: 25038
City Of Stevenson
7121 E. Loop Rd.
PO Box 371
Stevenson, WA 98648
(509) 427-5970

Planning Permits

Stevenson, WA 98648

Planning Fees

Memo: ZON2021-01 Simpson etal
 Zoning Text Change

ZON2021-01 Simpson etal 150.00
Zoning Text
Change-Crotteau

Non Taxed Amt: 150.00

Total: 150.00

Chk: 1003 150.00

Ttl Tendered: 150.00

Change: 0.00

Issued By: Mary C.
 09/13/2021 13:59:27

Receipt: 8199 09/13/2021
Acct #: 25038
City Of Stevenson
7121 E. Loop Rd.
PO Box 371
Stevenson, WA 98648
(509) 427-5970

Planning Permits

Stevenson, WA 98648

Planning Fees

Memo: ZON2021-01 Simpson etal
 Zoning Text Change

ZON2021-01 Simpson etal	100.00
Zoning Text Change-Lawing	
Non Taxed Amt:	<u>100.00</u>
Total:	100.00
Chk: 2653	<u>100.00</u>
Ttl Tendered:	100.00
Change:	0.00

Issued By: Mary C.
 09/13/2021 14:00:39

Receipt: 8200 09/13/2021
Acct #: 25038
City Of Stevenson
7121 E. Loop Rd.
PO Box 371
Stevenson, WA 98648
(509) 427-5970

Planning Permits

Stevenson, WA 98648

Planning Fees

Memo: ZON2021-01 Simpson etal
 Zoning Text Change

ZON2021-01 Simpson etal	150.00
Zoning Text Change-Skarda	
Non Taxed Amt:	<u>150.00</u>
Total:	150.00
Chk: 1604	<u>150.00</u>
Ttl Tendered:	150.00
Change:	0.00

Issued By: Mary C.
 09/13/2021 14:01:48

Receipt: 8201 09/13/2021
Acct #: 25038
City Of Stevenson
7121 E. Loop Rd.
PO Box 371
Stevenson, WA 98648
(509) 427-5970

Planning Permits

Stevenson, WA 98648

Planning Fees

Memo: ZON2021-01 Simpson etal
 Zoning Text Change

ZON2021-01 Simpson etal 150.00
Zoning Text
Change-Shaima

Non Taxed Amt: 150.00

Total: 150.00

Chk: 1094 150.00

Ttl Tendered: 150.00

Change: 0.00

Issued By: Mary C.
 09/13/2021 14:02:37

Receipt: 8202 09/13/2021
Acct #: 25038
City Of Stevenson
7121 E. Loop Rd.
PO Box 371
Stevenson, WA 98648
(509) 427-5970

Planning Permits

Stevenson, WA 98648

Planning Fees

Memo: ZON2021-01 Simpson etal
 Zoning Text Change

ZON2021-01 Simpson etal	150.00
Zoning Text Change-Price	
Non Taxed Amt:	<u>150.00</u>
Total:	150.00
Chk: 235	<u>150.00</u>
Ttl Tendered:	150.00
Change:	0.00

Issued By: Mary C.
 09/13/2021 14:03:22

Receipt: 8203 09/13/2021
Acct #: 25038
City Of Stevenson
7121 E. Loop Rd.
PO Box 371
Stevenson, WA 98648
(509) 427-5970

Planning Permits

Stevenson, WA 98648

Planning Fees

Memo: ZON2021-01 Simpson etal
 Zoning Text Change

ZON2021-01 Simpson etal	150.00
Zoning Text Change-Skarda	
Non Taxed Amt:	<u>150.00</u>
Total:	150.00
Chk: 9331	<u>150.00</u>
Ttl Tendered:	150.00
Change:	0.00

Issued By: Mary C.
 09/13/2021 14:04:00

Receipt: 8204 09/13/2021
Acct #: 25038
City Of Stevenson
7121 E. Loop Rd.
PO Box 371
Stevenson, WA 98648
(509) 427-5970

Planning Permits

Stevenson, WA 98648

Planning Fees

Memo ZON2021-01 Simpson etal
 Zoning Text Change

ZON2021-01 Simpson etal 150.00
Zoning Text
Change-Hansen

Non Taxed Amt: 150.00

Total: 150.00

Chk: 5007 150.00

Ttl Tendered: 150.00

Change: 0.00

Issued By: Mary C.
 09/13/2021 14:04:45

Receipt: 8205 09/13/2021
Acct #: 25038
City Of Stevenson
7121 E. Loop Rd.
PO Box 371
Stevenson, WA 98648
(509) 427-5970

Planning Permits

Stevenson, WA 98648

Planning Fees

Memo: ZON2021-01 Simpson etal
 Zoning Text Change

ZON2021-01 Simpson etal	150.00
Zoning Text Change-Hamilton	
Non Taxed Amt:	<u>150.00</u>
Total:	150.00
Chk: 171	<u>150.00</u>
Ttl Tendered:	150.00
Change:	0.00

Issued By: Mary C.
 09/13/2021 14:05:31

Receipt: 8206 09/13/2021
Acct #: 25038
City Of Stevenson
7121 E. Loop Rd.
PO Box 371
Stevenson, WA 98648
(509) 427-5970

Planning Permits

Stevenson, WA 98648

Planning Fees

Memo: ZON2021-01 Simpson etal
 Zoning Text Change

ZON2021-01 Simpson etal	150.00
Zoning Text Change-Keesee	
Non Taxed Amt:	<u>150.00</u>
Total:	150.00
Chk: 103	<u>150.00</u>
Ttl Tendered:	150.00
Change:	0.00

Issued By: Mary C.
 09/13/2021 14:06:10

Receipt: 8207 09/13/2021
Acct #: 25038
City Of Stevenson
7121 E. Loop Rd.
PO Box 371
Stevenson, WA 98648
(509) 427-5970

Planning Permits

Stevenson, WA 98648

Planning Fees

Memo: ZON2021-01 Simpson etal
 Zoning Text Change

ZON2021-01 Simpson etal	150.00
Zoning Text Change-Leion	
Non Taxed Amt:	<u>150.00</u>
Total:	150.00
Chk: 127	<u>150.00</u>
Ttl Tendered:	150.00
Change:	0.00

Issued By: Mary C.
 09/13/2021 14:07:01



Zoning Map

City of Stevenson

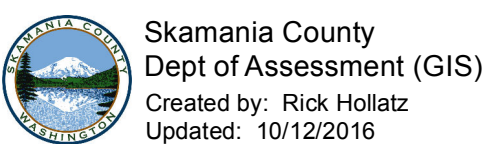
- Commercial (C1)
- Education District (ED)
- Commercial Recreation (CR)
- Light Industrial (M1)
- Public Use and Recreation (PR)
- Single Family Residential (R1)
- Two Family Residential (R2)
- Multi-Family Residential (R3)
- Multi-Family Residential Overlay (R3)
- Suburban Residential (SR)

- Stream
- Parcel
- City Limits
- Urban Area

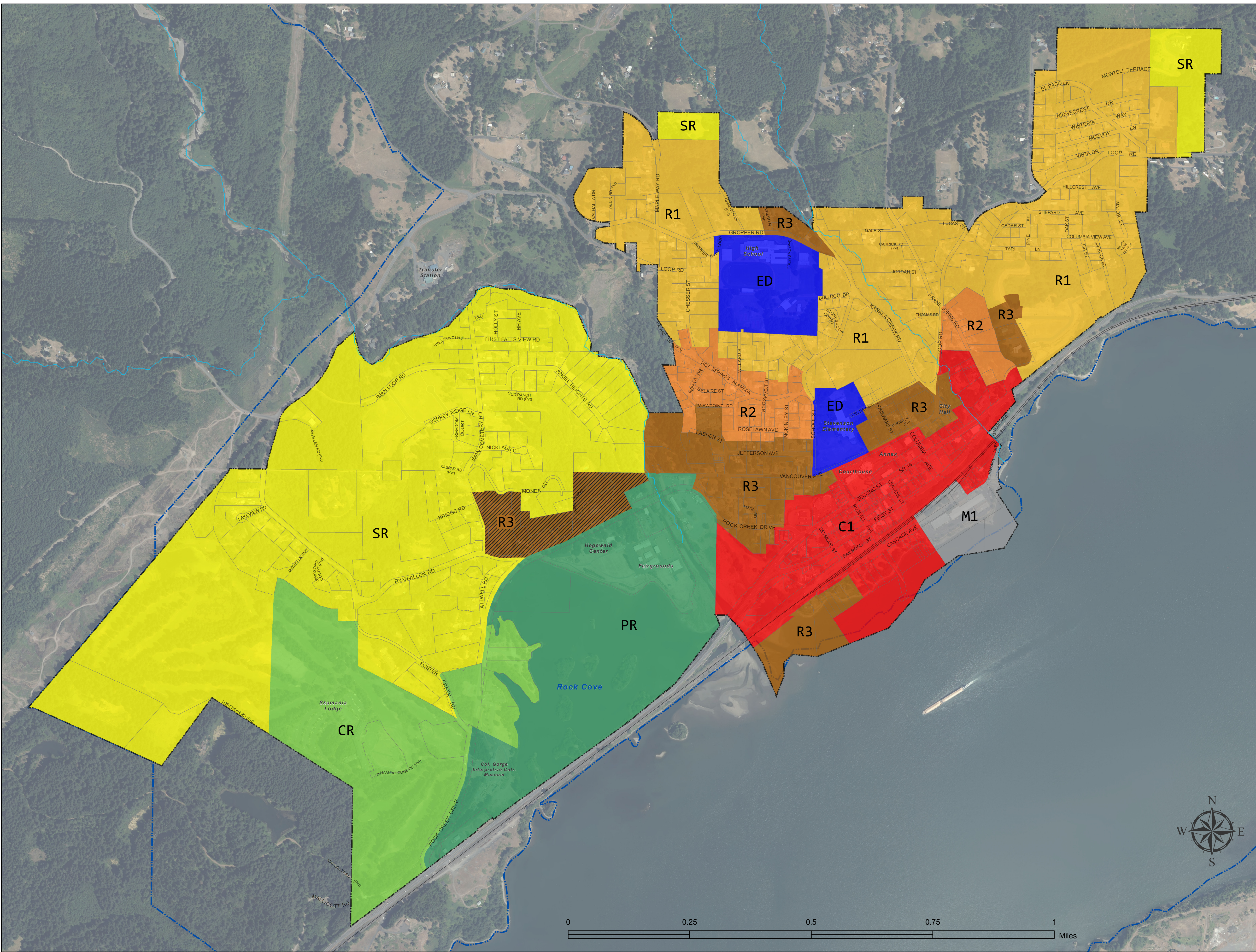
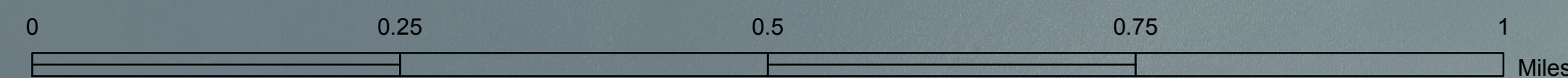
<hr style="border: none; border-top: 1px solid black;"/>	<hr style="border: none; border-top: 1px solid black;"/>
Mayor	Date
<hr style="border: none; border-top: 1px solid black;"/>	<hr style="border: none; border-top: 1px solid black;"/>
Clerk - Treasurer	Date
<hr style="border: none; border-top: 1px solid black;"/>	<hr style="border: none; border-top: 1px solid black;"/>
Attorney	Date



Notes:
 When Printed to ANSI D (22"x34"): 1 inch = 500 feet
 Absolute scale: 1:6,000
 Aerial Photo Date: 7/6/2015
 Projected Coordinate System: NAD 1983 HARN StatePlane
 Washington FIPS 4602 Feet
 Projection Name: Lambert Conformal Conic
 Planar Units: US Survey Feet



Skamania County
 Dept of Assessment (GIS)
 Created by: Rick Hollatz
 Updated: 10/12/2016



Appendix B – Public Involvement Framework

The following represents a recommended procedure to evaluate and establish topic-specific public involvement plans. As used in this appendix, “Public Involvement” is an umbrella term incorporating a broad range of ways in which the Planning Commission interacts with the public. This range begins with the minimum requirements established by State statutes where information is shared in a uni-directional manner to ensure public awareness of Commission actions. The Public Involvement umbrella embraces bi-directional dialogue wherein the public informs decisions through their meaningful input. At another end of the range, Public Involvement could result in direct decision-making by the public via referendum to the voters. Along the way the term Public Involvement embraces other public participation methods, whether they are suggested in this appendix or not.

This Public Involvement Framework was recommended in summer 2021 by a subcommittee of the Planning Commission. The committee was composed of residents, property owners, Planning Commissioners, and City staff.

The Public Involvement Framework incorporates 7, non-linear, categories of action beginning with a “Call to Act”. As appropriate within this framework the Planning Commission should “Conscientiously Select Public Involvement Methods” to “Define” the issue identified in the “Call”, “Inform/Educate/Reach-Out” to the public about the issue, and “Engage” community stakeholders to exchange information on the issue. These conscientious efforts allow the Commission to “Refine” the issue based on information received, “Check-in” with the public after the issue is refined, and to eventually “Decide” on an action to address the “Call”.

The intent of the Framework is to allow the Planning Commission to conscientiously evaluate each “Call to Action”, right-size its approach to the action, and communicate its expectations and actions to the public. The non-linear aspect of the framework means that the Planning Commission can evaluate and establish independent Public Involvement expectations for each category in the framework and can reevaluate established expectations as necessary.

Documents assisting this conscientious effort include:

- Exhibit B.1 – Visual Public Involvement Workflow Template. During any topic the Planning Commission chooses to address, this template can be edited and used to convey the established topic-specific public involvement plan and update its progress while the topic is being address.
- Exhibit B.2 – Menu of Public Involvement Methods. This exhibit is not intended to be static. As time goes on, this menu of methods may be supplemented, refined, or edited without a formal amendment to the Planning Commission bylaws.

- Exhibit B.3 – Example Public Involvement Materials. Like the menu of methods, the example materials of this exhibit are not static. Dynamic updates to the example materials can be added at any time without amending these bylaws.

Framework Components

Component	Actors	Actions
Call to Act		
<p>The Call to Act is the instant when an issue is identified. The Call to Act can be considered the identification of an Issue or a Need. The Call results from a disturbance, an opportunity, a problem, a request, or any other catalytic moment when the Planning Commission is asked to act.</p>	<p>The Caller can be anyone from the community:</p> <ul style="list-style-type: none"> • A City elected official • A Planning Commissioner • City staff • Consultants • A partner agency or interest groups, etc. 	<p>Determine whether to answer the Call:</p> <ul style="list-style-type: none"> • Determine whether Issue or Need is accepted • Assess City agency/ability to impact • Assess City responsibility to impact • Assess City capacity
Define the Issue		
<p>Defining the Issue creates clarity by exploring how the Call to Action was created and by whom, identifying who is driving and who is impacted, and identifying available information, observations, public concerns, and determining whether existing data is adequate or more data is required. Defining the issue leads to a reconsideration of whether to answer the Call. Doing so transforms Need into Purpose.</p>	<p>The Planning Commission identifies Potential Stakeholders as necessary. Potential Stakeholders include:</p> <ul style="list-style-type: none"> • Businesses • City officials • Developers • Low Income and/or under represented • Long-term residents • New residents • Those Privileged and Disadvantaged by the issue/topic • Property Owners • Renters, etc. 	<p>Determine Stakeholders:</p> <ul style="list-style-type: none"> • Understand who the Caller represents • Understand who benefits/suffers from the Issue or Need • Understand who benefits/suffers from the Solution to the Issue or Need <p>Propose Solutions</p> <ul style="list-style-type: none"> • Determine when a solution is proposed • Determine who proposes solutions • Determine how many solutions are proposed <p>Select Public Involvement Strategies</p> <ul style="list-style-type: none"> • Assess City capacity to implement individual Public Involvement Methods. • Establish who should be involved • Select level of involvement (Inform, Educate, Engage, Ask) • Select specific Public Involvement Methods (Exhibit B.2)
Inform, Educate, and Reach-Out to Public		
<p>Informing, Educating, and Reaching Out to Stakeholders provides <i>uni-directional information sharing</i> from</p>	<p>The Planning Commission and City staff activate Networks (e.g., SDA,</p>	<p>Make Materials Accessible, Understandable, Timely, and Compelling</p>

<p>the City to the Public. The sharing of information could be a preamble to the Engaging Stakeholders or could stand alone as a form of open governance. Informing, Educating, and Reaching-Out to the Public shares the Purpose with the community to generate greater Communal Understanding.</p>	<p>Volunteers, WAGAP, etc.) to help reach-out to identified Potential Stakeholders.</p>	<ul style="list-style-type: none"> • Share simple information broadly • Provide access to more detailed information • Make available source documents and reference materials <p>Surface Latent Stakeholders</p> <ul style="list-style-type: none"> • Provide opportunities for the Public-At-Large to become more involved
<p>Engage Stakeholders</p>		
<p>Engaging Stakeholders provides <i>bi-directional information exchange</i> between the public and city staff/elected officials. Engaging Stakeholders results supplements Communal Understanding with Collective Wisdom.</p>	<p>The Planning Commission and City staff activate Networks to help engage identified Potential Stakeholders and previously Latent Stakeholders.</p>	<p>Match the Level of Engagement to the Need for Input and the Impact of Change.</p> <ul style="list-style-type: none"> • Share simple information broadly • Provide access to more detailed information • Make available source documents and reference materials <p>Ensure Engagement is Multi-Faceted.</p> <ul style="list-style-type: none"> • Select specific Public Involvement Methods (Exhibit B.2) <p>Solicit Input and Expertise Building upon Work of City Officials.</p>
<p>Refine</p>		
<p>Refining involves validating or reconsidering decisions made in earlier steps. Refining applies Communal Understanding and Collective Wisdom to the Purpose. If the issue is complex, refining may involve several iterations of earlier steps and/or offer widening ranges of options. At one end of this range, refining could even lead the Planning Commission to reconsider whether to answer the original Call to Act.</p>	<p>The Planning Commission and City staff respond to stakeholders based on input received.</p>	<p>Distill stakeholder input for Planning Commission to inform next steps and/or a decision.</p>
<p>Check-In</p>		
<p>Checking-In reconnects Stakeholders with the Need and Purpose, and updates the Communal Understanding with the Collective Wisdom gained through implementation of the Public Involvement Plan.</p>	<p>The Planning Commission and City staff re-activate networks, updating stakeholders on the issue's evolution through the Public Involvement efforts.</p>	<p>Create a feedback loop to determine whether additional Public Involvement is necessary before a decision can be made.</p> <p>Respond to Stakeholders to Improve Upon or Help Inform the Final Decision.</p>
<p>Decide</p>		
<p>Deciding involves advancing an Action to address a Need the Purpose. The</p>		<p>Document the Decision</p> <p>Communicate the Decision Broadly</p>

<p><u>action should integrate the Collective Wisdom received through implementation of the Public Involvement Plan. Through Action a Need is addressed, the Seed of Community is born and the ground is prepared to receive the next Call.</u></p>		
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Exhibit B.1 – Visual Public Involvement Workflow Template

The following template can be customized to document the topic-specific Public Involvement Plans.

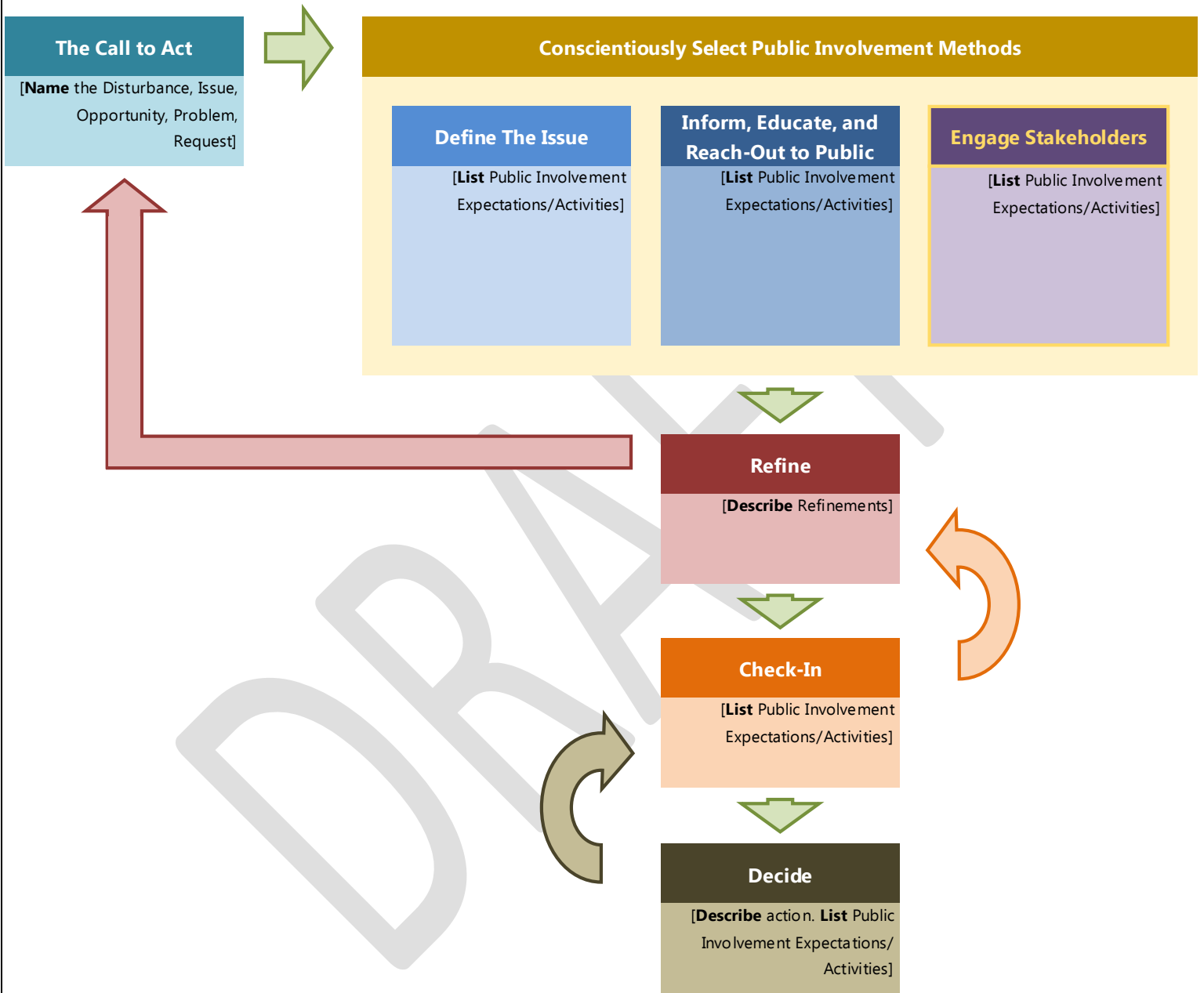


Exhibit B.1 – Menu of Public Involvement Methods.

This exhibit presents several public involvement methods. Some are simple, some more complex. A basic assessment of the impact and associated costs associated with each method is included. This list is dynamic and will grow according to more input and testing of methods.

The menu can be attached to early issue report as a tool for the Planning Commission and shared with the public to share expectations on each Public Involvement Plan.

In general, selected methods to Inform, Educate, and Reach-Out should provide an 1-month timeframe.

Method	Impact	Resource Need	Notes	Included in Plan?
Methods to Inform, Educate, Reach-Out				
<u>Physical Media (posters, informational flyers, newspaper ads)</u>	<u>L M H</u>	<u>\$ \$ \$ \$ \$</u>	<u>Consider posting on bulletin boards and around town (laundry, apartments, post office, workplaces, school/government/semi-public spaces)</u>	<u>Y or N</u>
<u>Targeted Media (postcards with links, invitations to participate)</u>	<u>L M H</u>	<u>\$ \$ \$ \$ \$</u>		<u>Y or N</u>
<u>Requests for neighborhood/group participation</u>	<u>L M H</u>	<u>\$ \$ \$ \$ \$</u>	<u>Planning Commissioners and/or Staff</u>	<u>Y or N</u>
<u>Electronic Media (Facebook page, nextdoor, websites of partners and City)</u>	<u>L M H</u>	<u>\$ \$ \$ \$ \$</u>		<u>Y or N</u>
<u>Press Release, Interviews, Guest Editorial</u>	<u>L M H</u>	<u>\$ \$ \$ \$ \$</u>		<u>Y or N</u>
<u>Sandwich Boards</u>	<u>L M H</u>	<u>\$ \$ \$ \$ \$</u>	<u>Consider placing at Stevenson Downtown Association office, front lawns</u>	<u>Y or N</u>
<u>Guest appearances at events and meetings</u>	<u>L M H</u>	<u>\$ \$ \$ \$ \$</u>	<u>Planning Commissioners and/or Staff</u>	<u>Y or N</u>
<u>Informal community and interest networks</u>	<u>L M H</u>	<u>\$ \$ \$ \$ \$</u>		<u>Y or N</u>
<u>Concise, short and well written flyers delivered to resident's front door by volunteers</u>	<u>L M H</u>	<u>\$ \$ \$ \$ \$</u>		<u>Y or N</u>
Methods to Engage				
<u>Public Workshops</u>	<u>L M H</u>	<u>\$ \$ \$ \$ \$</u>	<u>Accessible and welcoming to all</u>	<u>Y or N</u>
<u>Survey Monkey</u>	<u>L M H</u>	<u>\$ \$ \$ \$ \$</u>	<u>Special attention to language and readability needed</u>	<u>Y or N</u>
<u>Meet & Greets with staff or elected officials</u>	<u>L M H</u>	<u>\$ \$ \$ \$ \$</u>	<u>Requires data collected and staffing of elected, along with public notice</u>	<u>Y or N</u>
<u>Council/Commissioner meetings with focused methods for input/dialogue</u>	<u>L M H</u>	<u>\$ \$ \$ \$ \$</u>	<u>Build upon Commission meetings and allow for back and forth between electeds and community. Add more time for PI (Public Involvement).</u>	<u>Y or N</u>

			<u>Change physical arrangement. Actively promote/welcome PI</u>	
<u>Town Hall - debates or educational forums</u>	<u>L M H</u>	<u>\$ \$ \$ \$ \$</u>	<u>Cross talk between electeds, experts, staff with Q&A from audience</u>	<u>Y or N</u>
<u>Story boards - data collection or voting</u>	<u>L M H</u>	<u>\$ \$ \$ \$ \$</u>	<u>Placing story boards in key location to collect input about very specific things OR to get votes on X or Y preference</u> <u>Mimicking this on social media also</u> <u>*Key to have right issue and right language</u>	<u>Y or N</u>
<u>Listening sessions between staff/electeds and public</u>	<u>L M H</u>	<u>\$ \$ \$ \$ \$</u>	<u>Planning Commissioners and/or Staff</u>	<u>Y or N</u>
<u>Attend existing meetings of currently organized groups, events and board meetings.</u>	<u>L M H</u>	<u>\$ \$ \$ \$ \$</u>	<u>Social service agencies, neighborhood groups, special interest networks, etc</u>	<u>Y or N</u>
<u>Attend large employers meetings (as applicable)</u>	<u>L M H</u>	<u>\$ \$ \$ \$ \$</u>	<u>Planning Commissioners and/or Staff</u>	<u>Y or N</u>
<u>Pioneer articles from Council/Commission with key topics needing to be discussed and solicitation of questions for next issue to be answered</u>	<u>L M H</u>	<u>\$ \$ \$ \$ \$</u>		<u>Y or N</u>
<u>Form task forces, interest groups, focus groups, etc</u>	<u>L M H</u>	<u>\$ \$ \$ \$ \$</u>	<u>Planning Commissioners and/or Staff</u>	<u>Y or N</u>
<u>Pizza party/cook off - casual event</u>	<u>L M H</u>	<u>\$ \$ \$ \$ \$</u>	<u>Planning Commissioners and/or Staff</u>	<u>Y or N</u>
<u>Postcards soliciting input</u>	<u>L M H</u>	<u>\$ \$ \$ \$ \$</u>		<u>Y or N</u>

Exhibit B.1 – Example Public Involvement Materials.

This exhibit presents examples of public involvement materials to effectively implement public involvement plans. These examples will change and supplements will be added in response to the implementation of topic specific public involvement plans.

List of Examples

- Flyer Example.

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Flyer Example

ZONING - Your neighborhood could change
We will be discussing how it might change at a meeting next week. Please come.
Then we'd give the time and place where the meeting was going to be held.
Then we would have ended the flyer this way:
For more information on the proposed changes contact _____ . Then we'd
give three ways to contact this person.

DRAFT



City of Stevenson

Planning Department

(509)427-5970

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

TO: Planning Commission
FROM: Ben Shumaker
DATE: October 11th, 2021
SUBJECT: Proposed Planning Commission Bylaws Amendment

Introduction

This memo presents a potential amendment to the Planning Commission Bylaws to more fully establish public involvement expectations.

As discussed at previous meetings, Tracy Gratto assisted in the preparation of this proposed amendment. Ms. Gratto participated on the public involvement subcommittee created earlier this summer, and this proposal incorporates the suggestions of that committee.

Amendment Content

The proposed amendment creates a new article specifically addressing public involvement and a detailed Appendix related to the topic. In the appendix, the public involvement framework is described and 3 exhibits are available for inclusion as part of any policy discussion initiated by the Planning Commission. These exhibits are intended to be dynamic and if adopted, the Planning Commission should expect to make decisions on them as part of the kick-off report for future topics.

Process

As described in the bylaws, amendments must be presented in writing at a regular meeting and cannot be voted on until a subsequent regular meeting. This draft was presented at the September meeting and can be adopted tonight if desired.

Prepared by,

Ben Shumaker
Community Development Director

Attachment

- Draft Bylaw Amendment

Stevenson Planning Commission

Statement of Purpose

~~February~~October 811, 2021

The purpose of the Planning Commission is:

To study and plan for the physical development and needs of the community through comprehensive planning; initiatives;

To consider the community's Cornerstone Principles (High Quality of Life, Natural/Scenic Beauty, Healthy Economy, Active Waterfront) when developing land use plans, development standards and ordinances, and establishing goals and policies for future development;

To thoughtfully review all development proposals (whether public or private) fairly, openly and on their merits;

To provide the Mayor and City Council with sound advice and guidance concerning development proposals and community planning matters;

To be receptive to the community's directions and changes and to be willing to reexamine plans, procedures and rules so they address the present;

To be well informed and in close touch with the staff, to have high expectations and to remain independently critical;

To perform such other powers and duties specified in RCW 35A.63 or assigned to the Commission by ordinance of the City Council.

Bylaws

City of Stevenson Planning Commission

We, the members of the Planning Commission of the City of Stevenson, State of Washington, pursuant to Ordinance 1029 passed on June 18th, 2009 by the City of Stevenson, do hereby adopt, publish and declare the following bylaws:

Article I – Membership, Terms and Vacancies

- A. City residency is required for four of the Commission's five positions. City residency is not required for the fifth position and may be filled by an individual residing elsewhere in Skamania County and having some business or other interest in the planning and development of Stevenson.
- B. In the case of a vacancy of a Commission position, after advertising for interested parties in accordance with SMC 2.12.020(E), the Commission shall submit the name of a candidate to the Mayor and City Council for approval.
- C. The six (6) year terms of office shall be reviewed annually at the time of election of officers.
- D. Ex officio members appointed to the Commission by the Mayor are non-voting members, except as discussed in RCW 35A.63.020.

Article II – Organization, Meetings and Records

- A. Officers
 - 1. The Chair and Vice-Chair of the Commission shall be elected as the first order of business at the first meeting in January of each year.
 - 2. In the case of vacancy of the Commission member serving as the Chair or Vice-Chair, the vacancy shall be filled following an election at the next regular meeting of the Commission.
- B. Meetings
 - 1. All meetings of the Commission shall be open to the public.
 - 2. Pursuant to Resolution 243a adopted by the City of Stevenson, regular meetings shall be held at 6:00 PM on the second Monday of each month. At the discretion of the Chair, meetings lasting later than 8:30 may be continued from such a meeting to a stated later date.
 - 3. Official or continued meetings may be adjusted to avoid conflict with a major or legal holiday. Special meetings may be called by the Chair as provided by RCW 42.30.080.

4. Meeting location shall be at Stevenson City Hall unless prior public notice of an alternate location is advertised.
5. Meetings may be cancelled due to lack of an agenda with the approval of the Chair.
6. Official action of the Commission shall be made by vote, and only at official meetings.

C. Quorum

1. A quorum consists of a majority of the membership (excluding vacant seats). Actions are taken by the majority vote of the members present, a quorum being present. A member present may abstain from voting for cause.

D. Agenda

1. Agendas will be finalized and made available by 12:00PM on the Thursday prior to the meeting. The agenda will be posted on the City's website and at City Hall and provided to the Commission in advance of the meeting to allow the Commission members an opportunity to review prior to the meeting.
2. The suggested format for the agenda is as follows:
 - a. Introduction of Invited Guests
 - b. Minutes
 - c. Public Comment Period
 - d. New Business
 - e. Old Business
 - f. Staff Reports
 - g. Discussion
 - h. Adjournment
3. The printed agenda of a regular meeting may be modified, supplemented or revised by the majority affirmative vote of the Commission members present. The agenda may be divided into sections and scheduled for continued meetings when it is apparent that one meeting will not be able to complete the eligible cases.

E. Attendance

1. Attendance at regular meetings is expected of all Commission members.
2. Occasionally a Commission member will not be able to physically attend a meeting due to personal or work conflicts. Provided that the Commission member received a full meeting packet and is prepared, interested, and able to participate in the meeting, the Chair may allow the member to participate via conference call, video conference, or similar electronic mechanism.
3. Any member anticipating absence from an official meeting should notify staff in advance.
4. Any absence may be excused by the Chair even for an extended period. After three (3) consecutively missed regular meetings, the member will be contacted and asked to

reaffirm to their fellow Commission members their desire to remain on the Commission

F. Operation

1. Meeting operations are carried out according to RCW 42.30-Open Public Meetings, RCW 42.32-Meetings, and RCW42.36-Appearance of Fairness Doctrine—Limitations.
2. Under the Open Public Meetings Act the public must be allowed to attend Commission meetings, but the Act does not require the public be allowed to speak during Commission meetings. To foster both public participation and meeting efficiency, the Chair shall select one of the following public participation options prior to commencing any meeting or agenda item:
 - a.Option 1- Each speaker will be offered three (3) minutes to express their thoughts during the general public comment period and tree (3) minutes to comment during each public hearing period. Under certain circumstances the Chair may announce a change in a meeting's time limits. Speakers may not convey or donate their allotted time to another speaker. Written comments may also be submitted for the record.
 - b.Option 2- After being acknowledged by the Chair, any member of the public may participate in discussion throughout the meeting. Participants should keep comments brief, respectfully, and related to the agenda topic. Written comments may also be submitted for the record.
3. Certain decisions of the Commission, such as decisions on conditional uses, variances, and subdivision recommendations are quasi-judicial in nature. In these cases, the Commission acts "as if it were a judge" and must base its decisions on the "record" of the matter. The "record" consists of all testimony or comment presented at the hearing and all documents and exhibits that have been submitted. In quasi-judicial hearings, Commission members shall comply with all applicable laws and be guided by Appendix A of these bylaws.

G. Records

1. Official files and records of the Commission shall be maintained in accordance with the State records retention schedule.

H. Official Action

1. The Commission shall act as a body in making its decisions and in announcing them. The Chair or the Chair's designated spokesman will speak for the group in a public meeting.
2. All Commission discussions and motions may be guided by Robert's Rules of Order, Newly Revised at the Chair's discretion.
3. Method of presenting official recommendations to the City Council:

- a. An official recommendation to the City Council must be moved, seconded and passed by majority vote of the Commission.
- b. Official recommendations shall be recorded by staff in the Commission minutes.
- c. Official recommendations shall be transmitted to the City Council for their next scheduled meeting.
- d. Special reports or recommendations to the City Council may be made by a designated Commission member or staff person.
- e. The Chair or a member may be designated to represent the Commission at special functions, seminars or meetings of interest to the Commission.
- f. Minority reports may accompany any report or recommendation of the Commission to the City Council.

Article III – Committees

- A. From time to time the Commission will identify the need for greater citizen participation on a wide variety of subjects. Advisory committees may be created in these instances to aid the Commission's decision making process. Advisory committees should contain at least one Commission member but shall never contain a quorum of the Commission.

Article IV – Public Involvement

- A. Certain decisions of the Commission (e.g., recommendations to adopt or amend plans, ordinances, standards or guidelines) are policy-based in nature. In these cases, the Commission acts in an advisory capacity on behalf of the community at-large.
- B. When undertaking a policy discussion, Commission members should establish a Public Involvement Plan guided by Appendix B of these bylaws.

Article IV – Public Relations

- A. The Commission should, in most cases, defer to the City Council to represent the City in the press and other public spheres.
- B. If a Commission member appears on behalf of the Commission before another governmental agency, community organization, or through the media, for the purpose of commenting on an issue, the Commission member shall state the majority position of the Commission, if known, on such issues. Personal opinions and comments that differ from the Commission majority may be expressed if the Commission member clarifies that these statements do not represent the Commission's position.

- C. Commission members shall have other Commissioner members' concurrence before officially representing any Commission member's views. As a matter of courtesy, any letters to the editor, interviews or other communication by a Commission member of a controversial nature that do not reflect the Commission's majority opinion should be presented to the Commission and City Council prior to publication so that the Commission and Council members may be prepared.

Article VI – Expenditures

- A. The expenditures of the Commission shall be within the budget appropriations for the Commission and with the approval by the Council.

Article VII – Duties and Powers of the Commission

- A. Chair
 1. Shall preside at all Commission meetings and have the powers generally assigned such office in conducting the meetings.
 2. Shall see that the transaction of Commission business is in accord with law, ordinances, these Bylaws and Roberts' Rules of Order.
 3. May appoint standing committees or special committees and assign one or more members to such committees.
 4. Shall, at the opening of the hearing on each subject, state the purpose of the hearing and may read aloud any pertinent written communications contained in the case file. Prior to a presentation, the Chair may establish a time limit on discussion on any said subject.
- B. Vice-Chair
 1. Shall assume the duties and power of the Chair in the Chair's absence, vacancy or attendance by conference call.
- C. City Staff
 1. The staff shall ensure that the following tasks are accomplished:
 - a. Keep the minutes of all regular and special meetings of the Commission.
 - b. Give notice of all special meetings to all Commission members at least 24 hours prior to the meeting.
 - c. Prepare an agenda for all special and regular meetings.
 - d. Serve proper and legal notice of all public hearings.
 - e. Draft the routine correspondence of the Commission.
 - f. Maintain files of all studies, plans, reports, recommendations and official records of the Commission.

- g. Maintain records of Commission expenses.
 - 2. The ~~Planning-Community Development~~ Director shall attend all regular meetings of the Commission unless excused. -If the ~~Planning~~ Director has an excused absence, a staff person shall be designated to attend in the Director's absence. -The ~~Planning~~ Director may make recommendations to the Commission and take part in discussions but shall have no vote.
 - 3. The City Attorney may be invited to attend certain quasi-judicial or other meetings to provide opinions, answer legal questions, or ensure the Commission adheres to appropriate legal procedures.
- D. Commission Voting Members
- 1. Shall informally elect a Chair Pro-tem in the absence of the Chair and Vice-Chair.

Article VIII – Conflict of Interest

- A. Any member of the Commission who, in that member's own opinion, has an interest in any matter before the Commission that would tend to prejudice the member's actions shall so publicly indicate and shall step down and refrain from voting.

Article ~~VIII~~ IX – Amendments

- A. These Bylaws may be amended at any regular meeting by the affirmative vote of three (3) members of the Planning Commission; provided that the proposed amendments have been submitted in writing at the previous regular meeting.

Adopted in regular session this _____ day of _____, _____.

Chair

Secretary

Ayes:

Nays:

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Appendix A – Public Hearing Procedures Script for Quasi-Judicial Issues

The following represents a recommended procedure as a general instruction for the conduct of quasi-judicial hearings and may be followed or departed from in the Chair's discretion. Failure to follow this recommended procedure shall not constitute a *prima facie* failure of Due Process.

Opening

- The Chair shall open the public hearing by stating the name of the application.
- The Chair shall direct any persons wishing to be heard to sign in on the sign-in sheet.

Rules of Order Presented by the Chair

- The Chair shall explain that the public hearing will proceed in an orderly manner and ask that members of the public respect the process.
- The Chair shall ensure that everyone will be given an opportunity to be heard. The Chair shall ask that all comments be made standing, at a speaker's rostrum if available, or in an otherwise noticeable fashion. All speakers must first give their name and address for the officially recorded transcript of the hearing. The Chair shall further explain that if there is an appeal, the court must make its decision on the basis of what is said at this meeting.
- The Chair shall ascertain if anyone will require special accommodation in order to speak so that arrangements can be made.
- In fairness to all in attendance, each person wishing to speak will be given an opportunity to address the Commission. Depending on the number of people in attendance, the Chair may limit the initial period of time allowed. If additional time is needed, the Chair may allow additional time after all interested parties have had an opportunity to speak.
- There should be no demonstrations (clapping, cheering, booing) during or at the conclusion of anyone's presentation.
- This public hearing is the time for presentation of testimony, not an opportunity for debate between or among the presenter, the applicant, or the Commission.
- The Commission is interested in promoting an orderly public hearing to give all persons in attendance an opportunity to be heard.

Appearance of Fairness and Conflicts of Interest

- Quasi-judicial actions are defined as actions of the Commission which determine legal rights, duties, or privileges of specific parties in a hearing. The public hearing for these actions must fair in three respects: form, substance and appearance.
- All Commission members should give consideration as to whether they have:
 - A demonstrated bias or prejudice for or against any party to the proceedings;
 - A direct or indirect monetary interest in the outcome of the proceedings;

- A prejudgement of the issue prior to hearing the facts on the record; or
- *Ex parte* contact with any individual, excluding administrative staff, and whether the individual supports or opposes the issue.

Each Commission member must disclose whether any of the factors listed above are at issue and respond to the question "Do you have an Appearance of Fairness or Conflict of Interest issue or disclosure to make?"

- After making any such disclosures, the members in the audience are asked if there are any objections to any Commission members' participation in the proceedings.

Order of Speaking Presented by the Chair

- Staff presentation;
- Request to staff in there were any written materials submitted and summary of any such materials;
- Comments from applicant;
- Comments from proponents;
- Comments from opponents;
- Comments from any others wishing to speak;
- Comments from applicants in response/rebuttal. New material may not be introduced;
- Response from staff to any subjects raised by any of the speakers, or any additional clarifications;
- Questions from Commission members to any speaker or staff person who made comment;
- The Chair may ask if anyone in the audience has any comments to clarify an item raised by a Commission member's questions. No new items can be presented nor should the speaker repeat testimony given previously. This is purely an opportunity for clarification.

Commission Discussion

- The Chair, making certain there is no further testimony, closes the public testimony portion of the hearing.
- Commission discussion is held – Commission should consider discussing issues in terms of findings and potential conditions.
- Request for any further recommendations or comments from staff.
- Chair calls on the Commission members to make a motion (take action) or postpone. If action taken, Chair directs staff to prepare findings and decision.

Appendix B – Public Involvement Framework

The following represents a recommended procedure to evaluate and establish topic-specific public involvement plans. As used in this appendix, “Public Involvement” is an umbrella term incorporating a broad range of ways in which the Planning Commission interacts with the public. This range begins with the minimum requirements established by State statutes where information is shared in a uni-directional manner to ensure public awareness of Commission actions. The Public Involvement umbrella embraces bi-directional dialogue wherein the public informs decisions through their meaningful input. At another end of the range, Public Involvement could result in direct decision-making by the public via referendum to the voters. Along the way the term Public Involvement embraces other public participation methods, whether they are suggested in this appendix or not.

This Public Involvement Framework was recommended in summer 2021 by a subcommittee of the Planning Commission. The committee was composed of residents, property owners, Planning Commissioners, and City staff.

The Public Involvement Framework incorporates 7, non-linear, categories of action beginning with a “Call to Act”. As appropriate within this framework the Planning Commission should “Conscientiously Select Public Involvement Methods” to “Define” the issue identified in the “Call”, “Inform/Educate/Reach-Out” to the public about the issue, and “Engage” community stakeholders to exchange information on the issue. These conscientious efforts allow the Commission to “Refine” the issue based on information received, “Check-in” with the public after the issue is refined, and to eventually “Decide” on an action to address the “Call”.

The intent of the Framework is to allow the Planning Commission to conscientiously evaluate each “Call to Action”, right-size its approach to the action, and communicate its expectations and actions to the public. The non-linear aspect of the framework means that the Planning Commission can evaluate and establish independent Public Involvement expectations for each category in the framework and can reevaluate established expectations as necessary.

Documents assisting this conscientious effort include:

- Exhibit B.1 – Visual Public Involvement Workflow Template. During any topic the Planning Commission chooses to address, this template can be edited and used to convey the established topic-specific public involvement plan and update its progress while the topic is being address.
- Exhibit B.2 – Menu of Public Involvement Methods. This exhibit is not intended to be static. As time goes on, this menu of methods may be supplemented, refined, or edited without a formal amendment to the Planning Commission bylaws.

- Exhibit B.3 – Example Public Involvement Materials. Like the menu of methods, the example materials of this exhibit are not static. Dynamic updates to the example materials can be added at any time without amending these bylaws.

Framework Components

Component	Actors	Actions
Call to Act		
<p>The Call to Act is the instant when an issue is identified. The Call to Act can be considered the identification of an Issue or a Need. The Call results from a disturbance, an opportunity, a problem, a request, or any other catalytic moment when the Planning Commission is asked to act.</p>	<p>The Caller can be anyone from the community:</p> <ul style="list-style-type: none"> • A City elected official • A Planning Commissioner • City staff • Consultants • A partner agency or interest groups, etc. 	<p>Determine whether to answer the Call:</p> <ul style="list-style-type: none"> • Determine whether Issue or Need is accepted • Assess City agency/ability to impact • Assess City responsibility to impact • Assess City capacity
Define the Issue		
<p>Defining the Issue creates clarity by exploring how the Call to Action was created and by whom, identifying who is driving and who is impacted, and identifying available information, observations, public concerns, and determining whether existing data is adequate or more data is required. Defining the issue leads to a reconsideration of whether to answer the Call. Doing so transforms Need into Purpose.</p>	<p>The Planning Commission identifies Potential Stakeholders as necessary. Potential Stakeholders include:</p> <ul style="list-style-type: none"> • Businesses • City officials • Developers • Low Income and/or under represented • Long-term residents • New residents • Those Privileged and Disadvantaged by the issue/topic • Property Owners • Renters, etc. 	<p>Determine Stakeholders:</p> <ul style="list-style-type: none"> • Understand who the Caller represents • Understand who benefits/suffers from the Issue or Need • Understand who benefits/suffers from the Solution to the Issue or Need <p>Propose Solutions</p> <ul style="list-style-type: none"> • Determine when a solution is proposed • Determine who proposes solutions • Determine how many solutions are proposed <p>Select Public Involvement Strategies</p> <ul style="list-style-type: none"> • Assess City capacity to implement individual Public Involvement Methods. • Establish who should be involved • Select level of involvement (Inform, Educate, Engage, Ask) • Select specific Public Involvement Methods (Exhibit B.2)
Inform, Educate, and Reach-Out to Public		
<p>Informing, Educating, and Reaching Out to Stakeholders provides <i>uni-directional information sharing</i> from</p>	<p>The Planning Commission and City staff activate Networks (e.g., SDA,</p>	<p>Make Materials Accessible, Understandable, Timely, and Compelling</p>

<p>the City to the Public. The sharing of information could be a preamble to the Engaging Stakeholders or could stand alone as a form of open governance. Informing, Educating, and Reaching-Out to the Public shares the Purpose with the community to generate greater Communal Understanding.</p>	<p>Volunteers, WAGAP, etc.) to help reach-out to identified Potential Stakeholders.</p>	<ul style="list-style-type: none"> • Share simple information broadly • Provide access to more detailed information • Make available source documents and reference materials <p>Surface Latent Stakeholders</p> <ul style="list-style-type: none"> • Provide opportunities for the Public-At-Large to become more involved
<p>Engage Stakeholders</p>		
<p>Engaging Stakeholders provides <i>bi-directional information exchange</i> between the public and city staff/elected officials. Engaging Stakeholders results supplements Communal Understanding with Collective Wisdom.</p>	<p>The Planning Commission and City staff activate Networks to help engage identified Potential Stakeholders and previously Latent Stakeholders.</p>	<p>Match the Level of Engagement to the Need for Input and the Impact of Change.</p> <ul style="list-style-type: none"> • Share simple information broadly • Provide access to more detailed information • Make available source documents and reference materials <p>Ensure Engagement is Multi-Faceted.</p> <ul style="list-style-type: none"> • Select specific Public Involvement Methods (Exhibit B.2) <p>Solicit Input and Expertise Building upon Work of City Officials.</p>
<p>Refine</p>		
<p>Refining involves validating or reconsidering decisions made in earlier steps. Refining applies Communal Understanding and Collective Wisdom to the Purpose. If the issue is complex, refining may involve several iterations of earlier steps and/or offer widening ranges of options. At one end of this range, refining could even lead the Planning Commission to reconsider whether to answer the original Call to Act.</p>	<p>The Planning Commission and City staff respond to stakeholders based on input received.</p>	<p>Distill stakeholder input for Planning Commission to inform next steps and/or a decision.</p>
<p>Check-In</p>		
<p>Checking-In reconnects Stakeholders with the Need and Purpose, and updates the Communal Understanding with the Collective Wisdom gained through implementation of the Public Involvement Plan.</p>	<p>The Planning Commission and City staff re-activate networks, updating stakeholders on the issue's evolution through the Public Involvement efforts.</p>	<p>Create a feedback loop to determine whether additional Public Involvement is necessary before a decision can be made.</p> <p>Respond to Stakeholders to Improve Upon or Help Inform the Final Decision.</p>
<p>Decide</p>		
<p>Deciding involves advancing an Action to address a Need the Purpose. The</p>		<p>Document the Decision</p> <p>Communicate the Decision Broadly</p>

<p><u>action should integrate the Collective Wisdom received through implementation of the Public Involvement Plan. Through Action a Need is addressed, the Seed of Community is born and the <u>ground is prepared to receive the next Call.</u></u></p>		
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Exhibit B.1 – Visual Public Involvement Workflow Template

The following template can be customized to document the topic-specific Public Involvement Plans.

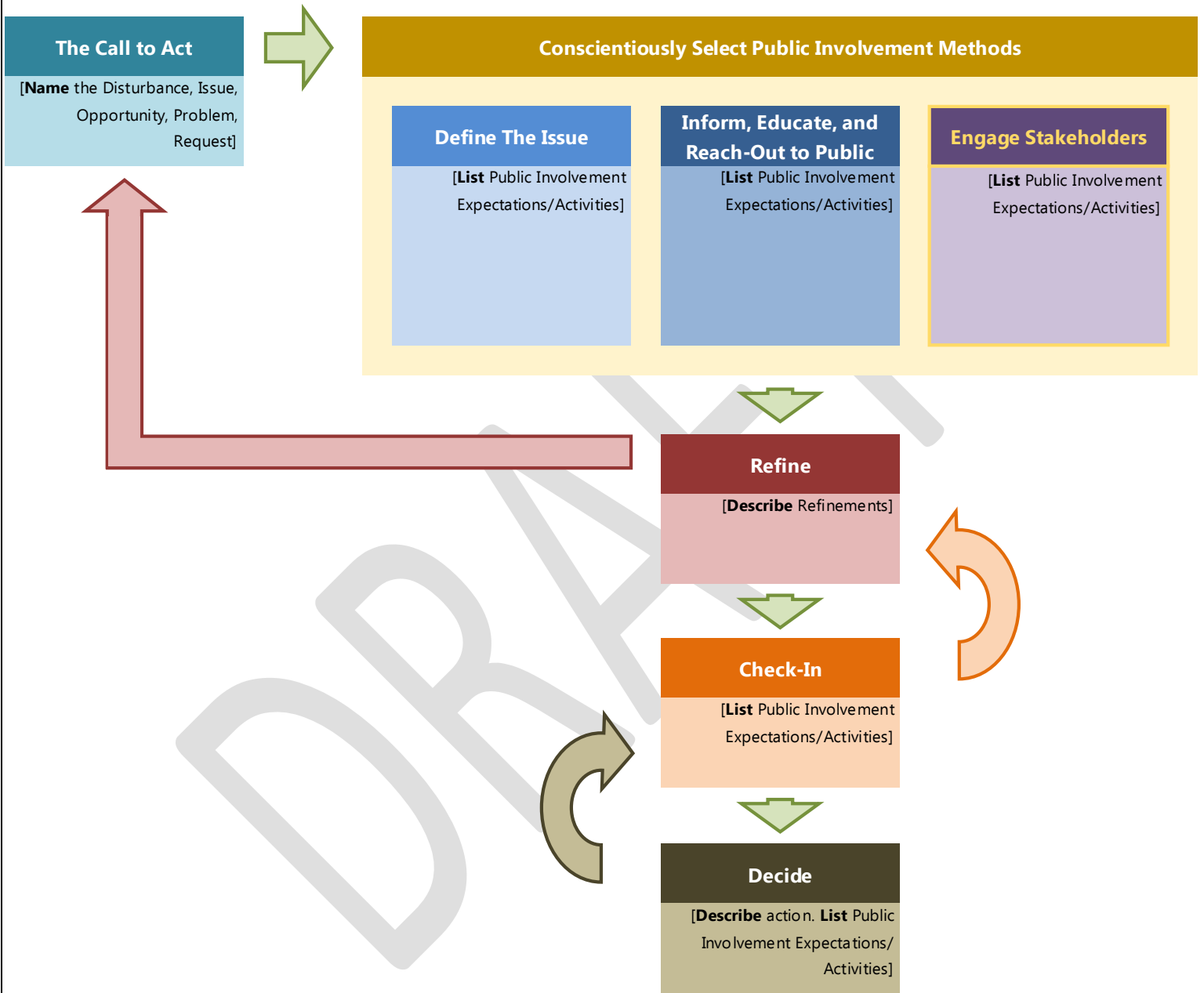


Exhibit B.2 – Menu of Public Involvement Methods.

This exhibit presents several public involvement methods. Some are simple, some more complex. A basic assessment of the impact and associated costs associated with each method is included. This list is dynamic and will grow according to more input and testing of methods.

The menu can be attached to early issue report as a tool for the Planning Commission and shared with the public to share expectations on each Public Involvement Plan.

In general, selected methods to Inform, Educate, and Reach-Out should provide an 1-month timeframe.

Method	Impact	Resource Need	Notes	Included in Plan?
Methods to Inform, Educate, Reach-Out				
<u>Physical Media (posters, informational flyers, newspaper ads)</u>	<u>L M H</u>	<u>\$ \$ \$ \$ \$</u>	<u>Consider posting on bulletin boards and around town (laundry, apartments, post office, workplaces, school/government/semi-public spaces)</u>	<u>Y or N</u>
<u>Targeted Media (postcards with links, invitations to participate)</u>	<u>L M H</u>	<u>\$ \$ \$ \$ \$</u>		<u>Y or N</u>
<u>Requests for neighborhood/group participation</u>	<u>L M H</u>	<u>\$ \$ \$ \$ \$</u>	<u>Planning Commissioners and/or Staff</u>	<u>Y or N</u>
<u>Electronic Media (Facebook page, nextdoor, websites of partners and City)</u>	<u>L M H</u>	<u>\$ \$ \$ \$ \$</u>		<u>Y or N</u>
<u>Press Release, Interviews, Guest Editorial</u>	<u>L M H</u>	<u>\$ \$ \$ \$ \$</u>		<u>Y or N</u>
<u>Sandwich Boards</u>	<u>L M H</u>	<u>\$ \$ \$ \$ \$</u>	<u>Consider placing at Stevenson Downtown Association office, front lawns</u>	<u>Y or N</u>
<u>Guest appearances at events and meetings</u>	<u>L M H</u>	<u>\$ \$ \$ \$ \$</u>	<u>Planning Commissioners and/or Staff</u>	<u>Y or N</u>
<u>Informal community and interest networks</u>	<u>L M H</u>	<u>\$ \$ \$ \$ \$</u>		<u>Y or N</u>
<u>Concise, short and well written flyers delivered to resident's front door by volunteers</u>	<u>L M H</u>	<u>\$ \$ \$ \$ \$</u>		<u>Y or N</u>
Methods to Engage				
<u>Public Workshops</u>	<u>L M H</u>	<u>\$ \$ \$ \$ \$</u>	<u>Accessible and welcoming to all</u>	<u>Y or N</u>
<u>Survey Monkey</u>	<u>L M H</u>	<u>\$ \$ \$ \$ \$</u>	<u>Special attention to language and readability needed</u>	<u>Y or N</u>
<u>Meet & Greets with staff or elected officials</u>	<u>L M H</u>	<u>\$ \$ \$ \$ \$</u>	<u>Requires data collected and staffing of elected, along with public notice</u>	<u>Y or N</u>
<u>Council/Commissioner meetings with focused methods for input/dialogue</u>	<u>L M H</u>	<u>\$ \$ \$ \$ \$</u>	<u>Build upon Commission meetings and allow for back and forth between electeds and community. Add more time for PI (Public Involvement).</u>	<u>Y or N</u>

			<u>Change physical arrangement. Actively promote/welcome PI</u>	
<u>Town Hall - debates or educational forums</u>	<u>L M H</u>	<u>\$ \$ \$ \$ \$</u>	<u>Cross talk between electeds, experts, staff with Q&A from audience</u>	<u>Y or N</u>
<u>Story boards - data collection or voting</u>	<u>L M H</u>	<u>\$ \$ \$ \$ \$</u>	<u>Placing story boards in key location to collect input about very specific things OR to get votes on X or Y preference</u> <u>Mimicking this on social media also</u> <u>*Key to have right issue and right language</u>	<u>Y or N</u>
<u>Listening sessions between staff/electeds and public</u>	<u>L M H</u>	<u>\$ \$ \$ \$ \$</u>	<u>Planning Commissioners and/or Staff</u>	<u>Y or N</u>
<u>Attend existing meetings of currently organized groups, events and board meetings.</u>	<u>L M H</u>	<u>\$ \$ \$ \$ \$</u>	<u>Social service agencies, neighborhood groups, special interest networks, etc</u>	<u>Y or N</u>
<u>Attend large employers meetings (as applicable)</u>	<u>L M H</u>	<u>\$ \$ \$ \$ \$</u>	<u>Planning Commissioners and/or Staff</u>	<u>Y or N</u>
<u>Pioneer articles from Council/Commission with key topics needing to be discussed and solicitation of questions for next issue to be answered</u>	<u>L M H</u>	<u>\$ \$ \$ \$ \$</u>		<u>Y or N</u>
<u>Form task forces, interest groups, focus groups, etc</u>	<u>L M H</u>	<u>\$ \$ \$ \$ \$</u>	<u>Planning Commissioners and/or Staff</u>	<u>Y or N</u>
<u>Pizza party/cook off - casual event</u>	<u>L M H</u>	<u>\$ \$ \$ \$ \$</u>	<u>Planning Commissioners and/or Staff</u>	<u>Y or N</u>
<u>Postcards soliciting input</u>	<u>L M H</u>	<u>\$ \$ \$ \$ \$</u>		<u>Y or N</u>

Exhibit B.3 – Example Public Involvement Materials.

This exhibit presents examples of public involvement materials to effectively implement public involvement plans. These examples will change and supplements will be added in response to the implementation of topic specific public involvement plans.

List of Examples

- Flyer Example.

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Flyer Example

ZONING - Your neighborhood could change
We will be discussing how it might change at a meeting next week. Please come.
Then we'd give the time and place where the meeting was going to be held.
Then we would have ended the flyer this way:
For more information on the proposed changes contact _____ . Then we'd
give three ways to contact this person.

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City of Stevenson

Planning Department

(509)427-5970

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

TO: Planning Commission
FROM: Ben Shumaker, Community Development Director
DATE: October 11th, 2021
SUBJECT: Increasing Residential Building Capacity – Defining the Problem

Introduction

This memo asks for Planning Commission discussion on a subcommittee to define why increasing residential building capacity is an issue being considered for action. Commissioner Breckel has been designated by the Planning Commission to lead this consideration.

Committee Make-Up, Questions

The following groups have been identified for inclusion in the subcommittee and the key questions are suggested to assist Planning Commission consideration of this topic:

- 1) Business Community. Several local businesses have indicated that they are having difficulty hiring new employees due to the lack of affordable housing. Do they have any information or data that could help understand the scope and extent of the problem? What's "affordable" mean to them?
- 2) Apartment Owners. What demand are apartment owners experiencing? How has that demand changed over the past several years? Do they have vacancies or waiting lists? Are current rent levels "affordable"? Are people looking for apartments not finding units they can afford?
- 3) Owners of Rental Housing (single family or duplexes). What is the demand for rental houses? Are people looking for full time residences or part-time seasonal rentals? What is the rental price range?
- 4) Owner Occupied Housing. What are their concerns regarding opening their neighborhoods to a broader range of housing types and densities?
- 5) Realtors. What demands are realtors seeing for housing, both rentals and owner-occupied. How would they characterize demand in terms of housing type, location, size, and cost?
- 6) Developers/Builders. How do they characterize the housing demand and market? How would they characterize demand in terms of housing type, location, size, and cost? What are the barriers or disincentives they see to building multi-family or lower cost housing?
- 7) Financial Institutions. How would they characterize the trends in housing demand? Are developers experiencing difficulty in securing financing for multi-family housing projects?
- 8) Owners of Under-Utilized or Vacant Lands zoned for multi-family or high-density residential development. Are these landowners open to developing multi-family or high-density development? Are there barriers or issues that prevent them from pursuing such projects on their lands?
- 9) The City. What is the inventory of under-utilized or vacant lands zoned for housing? What are the housing trends within the city based on building permits and other information? Have landowners/developers/builders been approaching the city regarding multi-family or high-density development projects? If they are opting not to pursue such projects, why?
- 10) The Community At-large. What do you value about Stevenson? What kind of community do you want Stevenson to become over-time? Retirement community, all-inclusive community, a community for families? What are your observations about the impact of COVID on the housing market?