



City of Stevenson

Phone (509) 427-5970
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7121 E Loop Road, PO Box 371
Stevenson, Washington 98648

July 2021 Regular Planning Commission Meeting

Monday, July 12, 2021

6:00 PM

A. Preliminary Matters

1. Public Comment Expectations:

In Person: Attendees at City Hall should follow current CDC 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

2. Minutes: June 14, 2021 Meeting Minutes

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

B. New Business

4. Short Plat Review: SP2021-02 Feeley Short Plat Planning Commission Optional Review

C. Old Business

5. Subcommittee Report: Public Involvement

6. Zoning Amendment: Increasing Residential Building Capacity: Public Involvement Expectations

D. Discussion

7. **Thought of the Month:** Community Submission: Kate Raworth: A healthy economy should be designed to thrive, not grow
https://www.ted.com/talks/kate_raworth_a_healthy_economy_should_be_designed_to_thrive_not_grow

8. **Staff & Commission Reports:** ICMA Fellowship (Parking Intern), Utility Service Outside City Limits

E. Adjournment

June 2021 Stevenson Planning Commission MINUTES

Monday, June 14, 2021 6:00 PM

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

Attending: Planning Commission Chair Valerie Hoy-Rhodehamel; Commissioners Auguste Zettler, Davy Ray, Jeff Breckel, Mike Beck; Community Development Director Ben Shumaker.

Public attendees: Hannah Joy, Mary Repar, Rick May, Annie McHale, Julie Fitzpatrick-May, Dave Cox, Kelly McKee, Sarah Fuller and other unidentified participants.

Planning Commission Chair Valerie Hoy-Rhodehamel opened the meeting at 6:00 p.m.

A. Preliminary Matters

1. Public Comment:

PC Chair Valerie Hoy-Rhodehamel explained the public comment process and how to use the online tools to remotely participate. Please raise hand to comment. Individual comments should be limited to 3 minutes. For virtual attendees use *6 to mute/unmute & *9 to raise hand.

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

>Mary Repar: Port's Shoreline Mitigation Project was done as mitigation for work in Rock Creek in 2007. Not a beach, to be used for fish and wildlife rehabilitation and conservation.

>Sarah Fuller asked to have the agendas sent out earlier in order to have time to read it. She was advised the most recent agenda was updated from the original sent out earlier in the week.

3. Minutes: May 10, 2021 Meeting Minutes

MOTION to approve the minutes from the May 10th, 2021 Stevenson Planning Commission Meeting as presented was made by **Commissioner Beck**, seconded by **Commissioner Zettler**.

Voting aye: **Commissioners Valerie Hoy-Rhodehamel, Auguste Zettler, Davy Ray, Jeff Breckel, Mike Beck.**

B. Old Business

4. Zoning Amendment: Increasing Residential Building Capacity Subcommittee Report: Public Involvement

Commissioner Breckel provided information and background regarding the subcommittee he is heading. The main focus of the group is developing an effective communication process that routinely promotes positive public engagement and encourages residents, property owners, developers, business owners, renters and others to become aware of and provide their input in topics that come before the Planning Commission. A number of questions remain to be answered-how to effectively reach people and get them interested? How much information should be provided (and in what format), as too much can overwhelm people? How to explain why the Planning Commission is considering certain actions or changes?

He stated being sensitive to the Comprehensive Plan and quality of life issues in ways that take care of current needs and plan for future needs is important. **Commissioner Breckel** highlighted outreach was essential to those who are underserved, who need housing and cannot find it locally. He noted there had been multiple emails and communications between members of the groups with ideas and comments regarding goals and expectations, with a meeting held last week. Now the next step is to organize all the information received into a more specific and focused plan of action. He anticipates workshop and public forums to gather information, process it and develop recommendations, but stressed they would need to be welcoming and inclusive to avoid strong personalities dominating conversations.

Commissioner Beck spoke about adding greater definition to the public input process in order to satisfy the community's needs and ensure they are being heard. He envisions the subcommittee coming up with a model public participation process that can be used as a template.

Commissioner Ray agreed outreach was important so everyone is connected and communicated with. He thanked **Commissioner Breckel** for his coverage of the issue.

Commissioner Zettler stated it seemed to be going in a good direction, and he was all in support of public involvement.

Planning Commission Chair Hoy-Rhodehamel asked about the outreach efforts to those people working in Stevenson but living elsewhere due to lack of affordable housing. **Breckel** suggested reaching out to property managers and employers as a way to find information.

Commissioners Breckel and Beck pointed out where **Community Development Director Shumaker** had successfully used a variety of outreach methods even during the COVID-19 restrictions on public gatherings, noting a questionnaire he sent out had generated a lot of public interest. **Commissioner Breckel** said even with those efforts, people would comment they had never heard about an issue, so he sees the need to be more proactive.

Community Development Director Shumaker commended the efforts, and highlighted how they could be used to create a decision making model for both the City Council and the Planning Commission either broadly or for individual issues. He expressed interest in seeing the process work initially to address the current zoning situation.

PC Chair Valerie Hoy-Rhodehamel open the meeting for comments at 6:27 p.m. Following is a summary of the comments received:

>Rick May thanked the Commission members for taking on the issue. He questioned what is driving the need (increasing residential building capacity) and if it would solve or create a problem or opportunity.

>Mary Repar asked several questions on the purpose of the zoning change and advocated for policies to assist with rent control, incentives for landlords, etc.

>Rick May asked about recommendations in the 2020 Housing Needs study and the Johnson report regarding density in R1.

Commissioner Breckel agreed zoning is not the sole answer to affordable housing, and asked what developers, financial backers and builders are doing. What role zoning plays in addressing affordable housing is a complex issue.

>Dave Cox commented that landowners may not want to develop their land, and

Commissioner Breckel concurred, noting you will not always get development due to economics.

>Mary Repar stated pushback occurs. Just because something is allowed does not mean it will happen.

City Administrator Leana Kinley stated the city is not wanting or forcing landowners to do it. She pointed out the process is working, as feedback is being received to the questions being asked.

>Dave Cox spoke about the choices landowners have between keeping large lots or separating and building another house for money.

>Annie McHale commented even if this would go through, it's only offering options.

Commissioner Breckel noted that **Community Development Director Shumaker** was working to increase flexibility, and if the increase in residential building capacity was allowed, some people could do it and others won't.

PC Chair Valerie Hoy-Rhodehamel suggested providing the Housing Needs Analysis online or at the library so people could review it in depth, with a 'Cliff Notes' version prepared to highlight points.

>Rick May complimented Commission members for reading the study and being prepared.

Commission Zettler noted the flexibility created in R1 still does not give those in R2 the same opportunity, and questioned why a less developed zone gets more benefits.

C. New Business

5. Planning Commission Work Plan: Scheduling the Remainder of 2021

Community Development Director Ben Shumaker pointed to his staff report in the meeting packet. Included were emails/attachments for concepts submitted by the public, the City Council's goals, and the objectives of the Comprehensive Plan. He asked Commissioners to review and decide what projects they would want to work on for the remainder of 2021. Some need to be acted on, others are optional.

Projects included: Zoning discussions regarding increasing residential building capacity, the Shoreline Master Plan final review and recommendations, an amendment to the Comprehensive Plan, downtown planning, parking evaluations, Columbia Avenue realignment project, conditional use permit reviews, and addressing a petition from residents in the Iman Cemetery area. Public requests to help plan for a new city cemetery site and review the Critical Area Ordinance were also considered.

D. Discussion

Commissioners held a detailed discussion as they reviewed the project options presented.

>Mary Repar asked about the state of the city's infrastructure. **City Administrator Leana Kinley** responded by sharing information on the city's Water and Sewer System Master Plans and their timelines. A new program tracks plans and upgrades for facilities.

>Rick May asked about upgrades to the sewer system prior to any zoning changes to allow property owners that can't use septic systems to connect to the sewer system. **City Administrator Kinley** explained those who hook-up to the system will have to pay the costs. Questions were raised regarding permits, wetland buffers, setbacks and seasonal streams that fall under the Critical Areas Ordinance.

Commissioner Beck observed the work plan shows the Planning Commission has ongoing business to tend to. He suggested using the information in place with common sense, as it will not always be possible to know everything, and waiting for studies is not always manageable. **PC Chair Valerie Hoy-Rhodehamel** questioned the reason to charge permit fees for activities such as clearing Himalayan blackberries and asked about waivers.

Community Development Director Ben Shumaker explained for an expedited review process, a small fee is charged with the application submitted. The city needs to act within seven days or it is considered approved. He noted the City Council approves the fees.

>Dave Cox asked about permits being used to establish a paper trail and document restoration efforts.

>Rick May stated flexibility was needed in regarding streams and buffers, as there was inconsistency in how setbacks and buffers were being used.

Community Development Director Ben Shumaker observed flexibility is in the specific code he had sent to Mr. May.

>Pat Rice expressed concerns he had regarding how the city determines stream setbacks and buffers.

PC Chair Valerie Hoy-Rhodehamel asked about on-site visits. **Community Development Director Shumaker** explained the city permitting and application process puts the responsibility of having onsite visits by qualified professionals put in the hands of homeowners in order to reduce distrust of city decisions.

Commissioner Beck shared that the city did not have the authority or obligation to map every critical area. He opposed revising the Critical Areas Ordinance. He proposed a motion to fill the Planning Commission's calendar with existing/ongoing projects, and to pursue support of Opportunity Zones for Stevenson.

The motion did not receive a second, but **Planning Commission Chair Hoy-Rhodehamel** asked for a show of hands regarding issues proposed for the Planning Commission work calendar. It was agreed to add 2 community suggested projects (Opportunity Zones and Rock Creek Public Access) to the list of Ongoing Planning Commission Projects.

>Dave Cox commended **Community Development Director Shumaker** regarding communication efforts on Owl Creek. **Shumaker** advised the ordinance process allows buffers to be reduced and following what is spelled out in the ordinance is important.

Commissioner Ray mentioned climate refuges, and to think about the future.

6. Thought of the Month: None

> Mary Repar invited people to a Grange book discussion on living in a society with limited resources.

7. Staff & Commission Reports

Community Development Director Ben Shumaker provided updates and information on the following items:

- ICMA Fellowship-the parking intern initially hired took another offer. Other options are being considered.
- First Street Overlook-WASDOT has decided to do a different level of design review, and since they acquired the ROW they are going to a higher level of scrutiny. The city is still figuring out that that will mean.
- He advised the Planning Commission can expect a future agenda item on utility services outside city limits, which is another component of annexation and increasing residential building capacity.
- **Commissioner Zettler** asked several questions regarding placement of the sidewalk on the First St. Overlook. **City Administrator Kinley** shared there are geological constraints to building the sidewalk, and when the initial discussion was taking place that information was not available.
- **Commissioner Breckel** spoke about multiple issues overlapping zoning, and is trying to coordinate having someone from the City Council participate in the workgroups.
- **PC Chair Valerie Hoy-Rhodehamel** noted it would be helpful to know the reasons why the City Council occasionally overturns Planning Commission decisions.
- **Commissioner Zettler** urged caution on having City Councilmembers participate in Planning Commission work, stating it means integrating different parts of the decision making process. He expressed concern it could be viewed by the public as rubber stamping decisions because they engaged in the decision making process, and then voted on the decision.
- **Commissioner Breckel** pointed out during the downtown planning both the Planning Commission and City Councilmembers participated. He suggested they would be asked only to come to workshops, and also be involved in public outreach.
- **Commissioner Zettler** cautioned transparency is important, and to ensure Commission members and City Councilmembers do not use their positions to influence decisions.
- **City Administrator Kinley** provided a brief update on the traffic study, noting the recording of vehicles does not involve driver ID. There will be a public meeting to share more information.

E. Adjournment

The meeting was declared adjourned at 8:00 p.m. by **Planning Commission Chair Valerie Hoy-Rhodehamel**.

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, Short Plat Administrator
DATE: July 12th, 2021
SUBJECT: Proposed Short Plat (SP2021-02)

Introduction

The Planning Department has received a short plat application for a lot along upper Willard Street. The tax lot number for the property is 03-07-36-2-4-1502. The property address is 249 NW Willard Street and is developed with a single-family detached dwelling in the R1 Single-Family Residential District. Per the city code, the Planning Commission is to be notified and given the opportunity to review the application.

The proposal involves division of one 14,000+ sf property into 2 lots of 7,534 and 6,751 square feet in area.

Staff Recommendation

Staff recommends that the Planning Commission bypass its review of the short plat and entrust the decision on the application to the Short Plat Administrator.

Relevant City Policies

SMC 16.02.110(C): After the short plat administrator determines that the proposed short plat application and map contain the required information and data, the short plat administrator shall distribute copies of the short plat application and map to the following as is necessary:...

4. City Planning Commission.

SMC 16.02.120(F): The Planning Commission may submit any findings and recommendations to the administrator for any short plat applications it has decided to review.

Thank you,

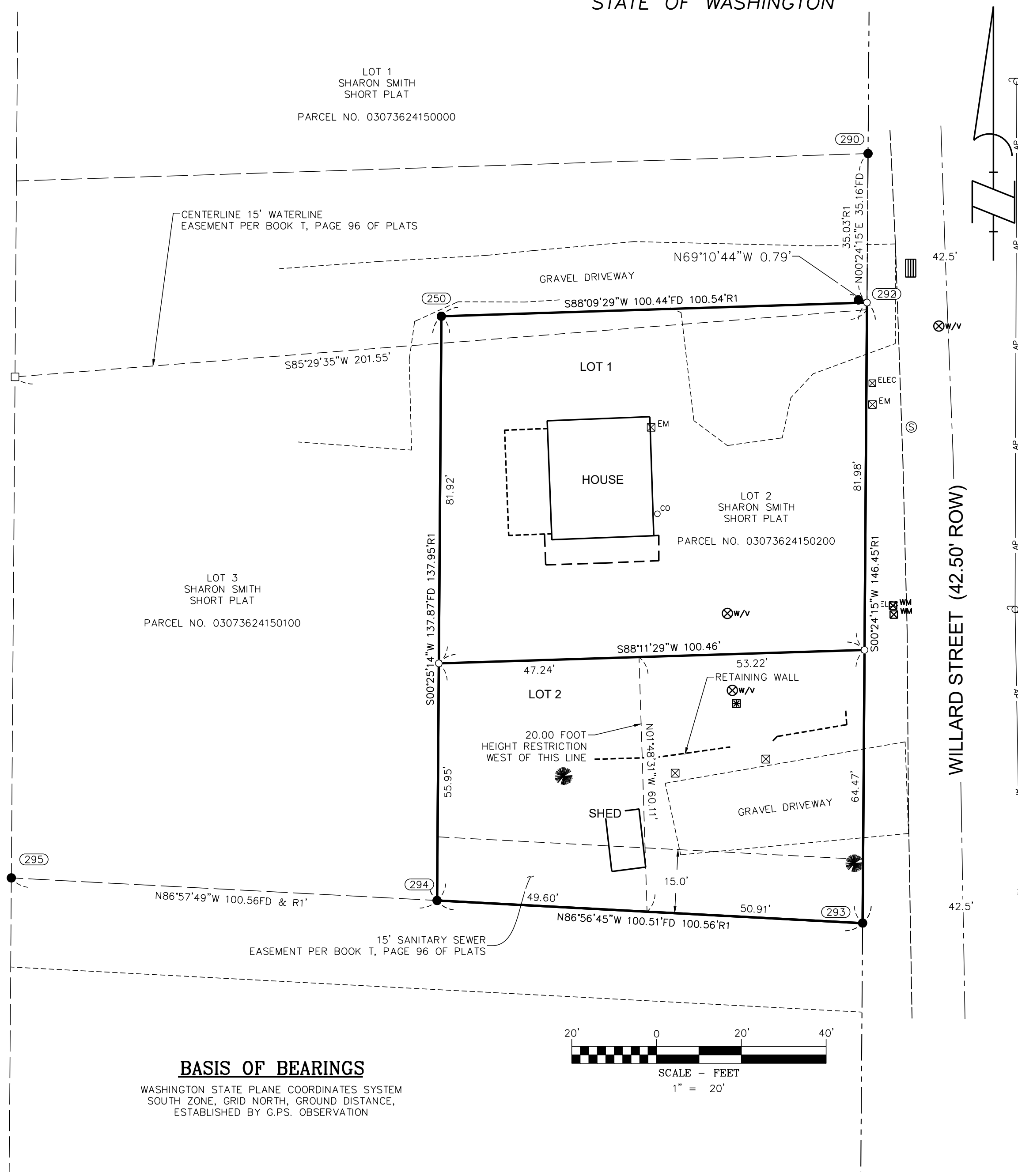
Ben Shumaker

Attachments

- Proposed Plat map

PROPOSED FREELY SHORT PLAT

LOT 2 OF SHARON SMITH SHORT PLAT
 LOCATED IN NW 1/4 SE 1/4 SECTION 36, T. 3N., R. 7E., W.M.
 CITY OF STEVENSON, SKAMANIA COUNTY,
 STATE OF WASHINGTON



- LEGEND**
- PROPOSED SET 5/8" X 24" REBAR WITH 1 1/4" ORANGE PLASTIC CAP (KA WA 51797)
 - FOUND MONUMENT AS NOTED IN DESCRIPTIONS
 - COMPUTED ANGLE POINT, NOT MONUMENTED
 - A.F.N. AUDITOR'S FILE NUMBER
 - R1 RECORD DATA PER RECORD OF SURVEY NO.
 - FD FOUND DATA
 - Y.P.C. YELLOW PLASTIC CAP
 - EDGE OF ASPHALT
 - EDGE OF GRAVEL
 - TRAVELED CENTERLINE
 - W WATER MAIN
 - AP AERIAL POWER LINE
 - ⊗ W/V WATER VALVE
 - ⊗ WM WATER METER
 - ⊗ SPIGOT
 - ⊙ SANITARY SEWER MANHOLE
 - ⊙ CO SANITARY SEWER CLEANOUT
 - ⊗ SEWER RISER
 - ⊗ CATCH BASIN
 - ⊗ POWER POLE
 - ⊗ ELEC ELECTRIC PEDESTAL
 - ⊗ EM ELECTRIC METER
 - ⊗ EVERGREEN TREE

- MONUMENT INFORMATION**
- (250) FOUND 5/8" IRON ROD WITH Y.P.C. STAMPED "WYEAST SURVEYS PLS 29288". HELD.
 - (290) FOUND 5/8" IRON ROD WITH Y.P.C. STAMPED "WYEAST SURVEYS PLS 29288". HELD.
 - (292) FOUND 5/8" IRON ROD WITH Y.P.C. STAMPED "WYEAST SURVEYS PLS 29288" FOUND N70°50'36"W, 0.78' FROM CALCULATED POSITION NOT HELD.
 - (293)-(295) FOUND 5/8" IRON ROD WITH Y.P.C. STAMPED "WYEAST SURVEYS PLS 29288".

- REFERENCED SURVEYS**
- R1. SHARON SMITH SHORT PLAT PERFORMED BY WYEAST SURVEYS FOR SHARON SMITH, RECORDED AUGUST 15, 1995 IN BOOK T, PAGE 96 OF CITY PLATS;
 - R2. BOUNDARY LINE ADJUSTMENT PERFORMED BY KLEIN & ASSOCIATES INC. FOR SARAH FULLER, RECORDED SEPTEMBER 7, 2007; AUDITOR'S FILE NO. 2007167625
 - R3. FULLER SHORT PLAT PERFORMED BY KLEIN & ASSOCIATES INC. FOR SARAH FULLER, RECORDED FEBRUARY 22, 2008; AUDITOR'S FILE NO. 2008169066

REFERENCED DEEDS
 STATUTORY WARRANTY DEED RECORDED IN DOCUMENT NO. 2017000727, SKAMANIA COUNTY RECORDS.

NARRATIVE
 THE PURPOSE OF THIS SURVEY IS TO SHORT PLAT THAT TRACT OF LAND DESCRIBED IN STATUTORY WARRANTY DEED RECORD IN A.F.N. 20170727.

SAID TRACT WAS ORIGINALLY SURVEYED IN THE SHARON SMITH SHORT PLAT IN 1995. EXTERIOR CORNERS WERE VERIFIED AND HELD FOR THIS SURVEY.

PROCEDURES
 A CLOSED LOOP TRAVERSE WAS PERFORMED USING A TRIMBLE S6 TOTAL STATION AND A TSC7 DATA COLLECTOR. NO ADJUSTMENT MADE, MEETS MINIMUM STANDARDS AS DESIGNATED IN WAC 332-130-090

NOTICE
 LAND WITHIN THIS SHORT PLAT SUBDIVISION SHALL NOT BE FURTHER SUBDIVIDED FOR A PERIOD OF FIVE (5) YEARS UNLESS A FINAL (LONG) PLAT IS FILED PURSUANT TO THE STEVENSON CITY CODE, TITLE 16, SUBDIVISIONS, CHAPTERS 16.14 THROUGH 16.44 INCLUSIVE, OR UNLESS A SHORT PLAT IS ALLOWED PURSUANT TO STEVENSON CITY CODE, TITLE 16, SUBDIVISIONS, CHAPTER 16.02

DEDICATION
 WE, THE OWNERS OF THE HEREIN SHOWN TRACT OF LAND, HEREBY DECLARE AND CERTIFY THIS SHORT PLAT TO BE TRUE AND CORRECT TO THE BEST OF OUR ABILITIES AND THAT THIS SHORT SUBDIVISION HAS BEEN MADE WITH OUR FREE CONSENT AND IN ACCORDANCE WITH OUR DESIRES. FURTHER, WE DEDICATE ALL ROADS AS SHOWN, NOT NOTED AS PRIVATE, AND WAIVE ALL CLAIMS FOR DAMAGES AGAINST ANY GOVERNMENT AGENCY ARISING FROM THE CONSTRUCTION AND MAINTENANCE OF SAID ROADS. FURTHERMORE, WE GRANT ALL EASEMENT SHOWN FOR THEIR DESIGNATED PURPOSE.

EDWARD J. FEELEY _____ DATE _____

SUBSCRIBED AND SWORN TO ON THIS _____ DAY OF _____, 2021
 PERSONALLY APPEARED BEFORE ME, _____, AND
 WHO EXECUTED THIS SHORT PLAT BY PLACING SIGNATURES HEREON.

NOTARY PUBLIC IN AND FOR THE STATE OF WASHINGTON RESIDING AT _____, (STATE) _____
 MY COMMISSION EXPIRES _____ NUMBER _____

CITY WATER AND SEWER UTILITIES ARE AVAILABLE TO THE LOTS IN THIS SHORT PLAT OR THE LOTS CONTAIN ADEQUATE AREA AND PROPER SOIL, TOPOGRAPHIC AND DRAINAGE CONDITIONS TO BE SERVED BY AN ON SITE SEWAGE DISPOSAL SYSTEM UNLESS OTHERWISE NOTED ON THE SHORT PLAT MAP.

CITY OF STEVENSON SANITARIAN _____ DATE _____

I HEREBY CERTIFY THAT THE CITY ROAD ABUTTING THE PROPOSED SUBDIVISION IS OF SUFFICIENT WIDTH TO MEET CURRENT CITY STANDARDS 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 CITY SEWER AND WATER SERVICES ARE AVAILABLE TO THE PROPOSED SHORT SUBDIVISION

CITY PUBLIC WORKS DIRECTOR _____ DATE _____

I CERTIFY THAT THE TAXES AND ASSESSMENTS ON THE PROPERTY INVOLVED WITH THIS SHORT PLAT HAVE BEEN PAID, DISCHARGED, OR SATISFIED THROUGH _____ FOR TAX PARCEL NUMBER 03073624150200

SKAMANIA COUNTY TREASURER _____ DATE _____

CITY OF STEVENSON TREASURER _____ DATE _____

I HEREBY CERTIFY THAT THIS SHORT SUBDIVISION COMPLIES WITH THE STEVENSON SHORT PLAT ORDINANCE AND IS APPROVED SUBJECT TO PROPERLY BEING RECORDED AND FILED WITH THE SKAMANIA COUNTY AUDITOR WITHIN 30 DAYS OF THIS SUMMARY APPROVAL

SHORT PLAT ADMINISTRATOR _____ DATE _____

SURVEYOR'S CERTIFICATE
 THIS MAP CORRECTLY REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECTION IN CONFORMANCE WITH THE REQUIREMENTS OF THE SURVEY RECORDING ACT AT THE REQUEST OF EDWARD J. FEELEY, DATEXXXXX



CRAIG McCONNELL
 PROFESSIONAL LAND SURVEYOR, PLS. NO. 51797

RECORDING
 STATE OF WASHINGTON) PLOTTED: 6/23/2021
 COUNTY OF SKAMANIA) SAVED: 6/23/2021

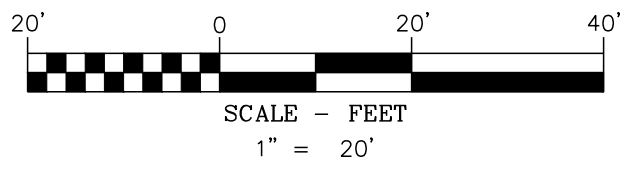
I HEREBY CERTIFY THAT THE WITHIN INSTRUMENT OF WRITING WAS FILED FOR RECORD AT THE REQUEST OF _____ THIS _____ DAY OF _____, 2021, AT _____ M

AUDITORS FILE NO. _____

RECORDER OF SKAMANIA COUNTY, WASHINGTON _____

SKAMANIA COUNTY AUDITOR _____

BASIS OF BEARINGS
 WASHINGTON STATE PLANE COORDINATES SYSTEM
 SOUTH ZONE, GRID NORTH, GROUND DISTANCE,
 ESTABLISHED BY G.P.S. OBSERVATION



AREA NOTE:

PARCEL	ORIGINAL AREA	NEW AREA
LOT 1	14,285 SQ. FT. .33 ACRES	7,534 SQ. FT. .17 ACRES
LOT 2		6,751 SQ. FT. .15 ACRES

OWNER
 EDWARD FEELEY

KLEIN & ASSOCIATES, MAKES NO WARRANTY AS TO MATTERS OF UNWRITTEN TITLE, ADVERSE POSSESSION, ESTOPPEL, ACQUIESCENCE.

SURVEY PERFORMED FOR:
 EDWARD FEELEY
 DATE OF MONUMENT: XXX, 2021
 PROJECT: 21-05-26 DRAFT: BTB
 FILE: 210526SP.DWG LAYOUT TAB: SKAMANIA SP

Klein & Associates, Inc.
 ENGINEERING • SURVEYING • PLANNING
 1411 13th Street • Hood River, OR 97031
 TEL: 541-386-3322 • FAX: 541-386-2515

SHEET 1 OF 1
 WILLAMETTE MERIDIAN
 SKAMANIA COUNTY, WASHINGTON

1/4 SEC	T.	R.
36	3N.	7E.



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: July 12th, 2021
SUBJECT: Planning Commission Public Involvement Framework

Introduction

This memo introduces the results of the discussion of public involvement expectations related to the Planning Commission activities. At the May 10th, 2021 meeting the Planning Commission appointed Commissioner Jeff Breckel to head a public involvement subcommittee. The subcommittee consists of:

- Mike Beck (Planning Commissioner)
- Jeff Breckel (Planning Commissioner)
- Phil Crawford (Resident/Property Owner)
- Tracy Gratto (Resident/Property Owner)
- Brian McNamara (Resident/Property Owner)
- Julie May (Resident/Property Owner)
- Rick May (Resident/Property Owner)
- Pat Rice (Resident/Property Owner)
- Ben Shumaker (City staff)

The subcommittee has met via a series of emails (Attachment) and held face-to-face meetings on Friday, June 11th at 5:00pm, Thursday, July 1st at 5:00pm, and Thursday, July 8th at 5:00pm.

Subcommittee Recommendation

Verbal reports on the attachments will occur at tonight's meeting by members of the subcommittee.

Prepared by,

Ben Shumaker
Community Development Director

Attachment

- Draft Submission of Public Involvement Framework for Review
- Example Project Flow Chart
- Engagement Methods/Analysis - Draft

**Planning Commission Public Involvement Taskforce
Draft Submission of Public Involvement Framework for Review**

Submitted by: Commissioner Breckel, Commissioner Beck, Rick May, Julie May, Pat Rice, Phil Crawford, Brian McNamara, Tracy Gratto, **Staff:** Ben Shoemaker

Draft Visual of Workflow

 **PE workflow.pptx**

DEFINE ISSUE

- **Define problem clearly with the following considerations:**
 - **How was the problem identified and by whom**
 - **Identify who is driving? Who's impacted?**
 - **Available Information, Observations, Public Concerns, Data (Adequate? More Required?)**

Issue/Opportunity Definition Process

- 1) **Decision to proceed step - Yes or No to the following:**
 - a) **problem accepted, city agency/ability to impact, city responsibility, city capacity**
- 2) **Determining Stakeholders**
 - a) **who identifies problem**
 - b) **who benefits/suffers from problem**
 - c) **who benefits/suffers from solution**
- 3) **Proposing solutions - what to propose, who proposes, how many proposals**
- 4) **Selecting Involvement Strategy -**
 - a) **Who is involved**
 - b) **How are they involved**
 - c) **What tactics are used**
- 5) **Assess Capacity Needed for Engagement (see Public Involvement Workflow)**

INFORM/EDUCATE/OUTREACH - *uni-directional information sharing* - notification and education

Important Step: **Make the invitation and/or early education Accessible, Understandable, Timely, Compelling**

- **Simple information sharing for broad outreach with access to more detailed information available.**
- **Make available Source documents - reference materials**

Surface Latent Stakeholders

MENU of METHODS - Timeframe = 1 month effort of outreach (general guide)

- Physical media - poster or informational flyer, ad in Pioneer/newspaper, postings on bulletin boards (laundry, apts, post office, workplaces, school/gov/semi-public spaces)
- Targeted media - postcards with links, invites to participate
- Requests for neighborhood/group participation
- Electronic media - facebook page, nextdoor, websites of partners and City
- Press release, interviews, guest editorial
- Sandwich boards - Downtown Stevenson Association office front, front lawns
- Guest appearances at events and meetings
- Informal community and interest networks
- concise, short and well written flyers delivered to resident's front door by volunteers - See example of outreach comm below

ENGAGE - *bi-directional information exchange* between the public and city staff/elected officials

The level of engagement should match the need for input assessing the impact of the change. It should be a multifaceted approach.

Public Engagement Methods

REFINE -

Iterations of the problem statement and possible solutions are expected given major issues are complex.

Goals:

- We aim to solicit input and expertise that builds upon the work of City staff and elected officials
- We want to be responsive to the public and this input will improve upon or help inform the final decision.

CHECK-IN - Once input has been collected, this will be distilled by staff and electeds to inform next steps and / or a decision.

Next steps could include a feedback loop to the public or participants and/or further public engagement as determined necessary.

DECIDE

- Document and Communicate broadly

Flier example

ZONING - Your neighborhood could change

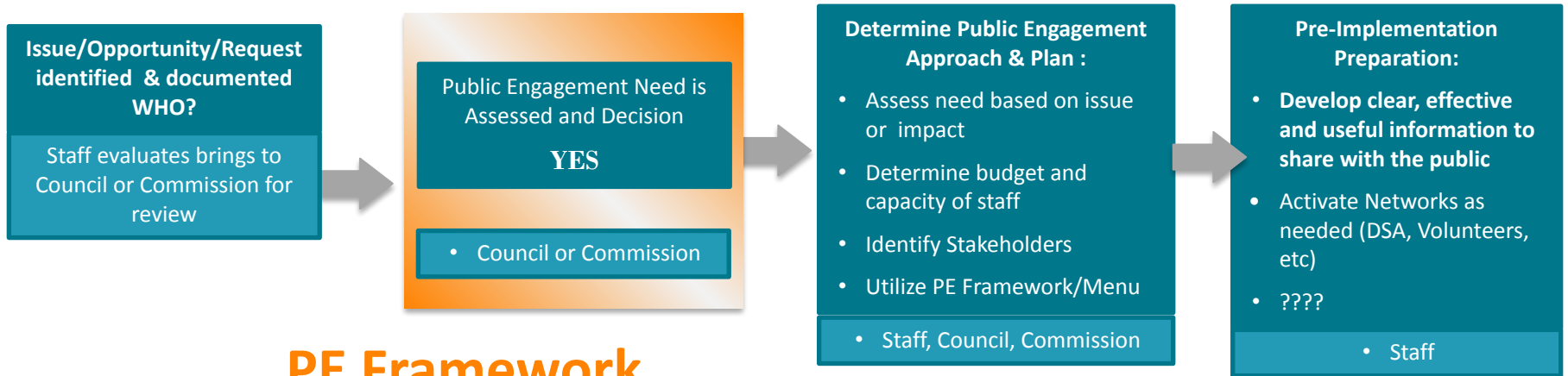
We will be discussing how it might change at a meeting next week. Please come.

Then we'd give the time and place where the meeting was going to be held.

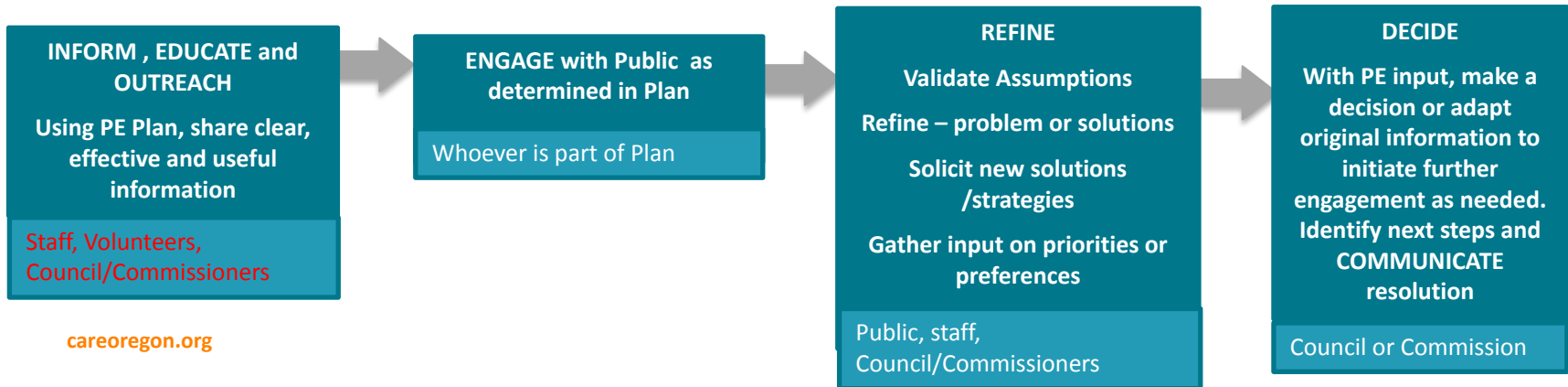
Then we would have ended the flyer this way:

For more information on the proposed changes contact _____. *Then we'd give three ways to contact this person.*

Public Engagement Decision



PE Framework



Engagement Methods / Analysis - draft

Engagement - bi-directional information exchange between the public and city staff/elected officials

Below is a range of simple to more complex engagement methods with an attempt to identify the impact and cost associated with each one.

This would be attached to an Issue Report as a tool for the Planning Commission and (as applicable) shared out to the public to inform of the current process steps of involvement and future engagement/outreach efforts. *This is a living document and may be edited during the Refinement process if additional input is needed.*

Method	Impact	Resource Needed \$, \$\$, \$\$\$	Notes	YES/NO
1. Public Workshops -	H	\$\$\$	Accessible and welcoming to all	
2. Survey Monkey	?	\$	Special attention to language and readability needed	
3. Meet & Greets with staff or elected officials	H	\$	Requires data collected and staffing of elected, along with public notice	
4. City/Commissioner meetings with focused methods for input/dialogue	H/M	\$	Build upon Commission meetings and allow for back and forth between electeds and community. Add more time for PE. Change physical arrangement. Actively promote/welcome PE	
5. Town Hall - debates or educational forums	?	\$\$\$	Cross talk between electeds, experts, staff with Q&A from audience	
6. Story boards - data collection or voting	H	\$\$	Placing story boards in key location to collect input about very specific things OR to get votes on X or Y preference Mimicking this on social media also *Key to have right issue and right language	
7. Listening sessions	H	\$		

between staff/electeds and public				
8. Attend existing meetings of currently organized groups, events and board meetings.	M-H	\$	Social service agencies, neighborhood groups, special interest networks, etc	
9. Attend large employers meetings (as applicable)	M-H	\$		
10. Pioneer articles from Council/Commission with key topics needing to be discussed and solicitation of questions for next issue to be answered	M	Free?		
11. Form task forces, interest groups, focus groups, etc	H	\$		
12. Pizza party/cook off - casual event	M	\$\$		
13. Postcards soliciting input	L	\$\$		



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: July 12th, 2021
SUBJECT: Increasing Residential Building Capacity – Public Involvement

Introduction

This memo asks the Planning Commission to establish a public involvement framework for the continuation of the Increasing Residential Building Capacity discussion. The memo is largely a placeholder and staff expects discussion of the overall public involvement framework to lead into this topic.

Prepared by,

Ben Shumaker
Community Development Director



City of Stevenson

Planning Department

(509)427-5970

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

TO: City Council
FROM: Ben Shumaker
DATE: July 15th, 2021
SUBJECT: Zoning Code Amendment – Trade Districts Code Update

Introduction

This memo addresses the City Council request to discuss whether/how properties outside of city limits should be allowed to connect to City utility services. The memo presents several policy questions, and asks the City Council for guidance on how these policy questions should be addressed. This discussion is funded through a \$25,000 grant from the Washington Department of Commerce aimed to increase residential building capacity.

What is being Discussed?

After verbal presentation of this topic and discussion at its May, 2021 meeting, the Council requested to review three options related to the provision of City utilities beyond city limits. The options are presented in discussion draft format in Attachment 1 and include:

- Maintain the status quo or defer decision (Black Text)
- Allow new connections on existing public mains (Red Text)
- Allow new connections and new public mains (Red and Blue Text)

Why Discuss this?

Three fundamental conclusions have been reached by recent studies:

- 1) Growth is expected,
- 2) Residential growth is expected to occur at a faster rate than that seen in the preceding 10 years, and
- 3) The type of housing necessary to accommodate residential growth differs from that being provided by the market.

Implications of these studies' first 2 conclusions pressure the City's provision of services at-large and its provision of utility services specifically. This discussion relates specifically to the pressure to provide water and sewer utilities to areas outside of city limits. Implications of all 3 conclusions pressure the community to cope with its values in the face of change. Planning Commission discussions are underway which address some components of these pressures.

At the same time, persistent anecdotal evidence is repeatedly heard by City staff that new developments outside city limits are unable to demonstrate availability of productive water sources and existing developments water sources are inadequate to provide year-round water supply.

What Additional Information would Assist this Discussion?

Upon request, City staff is prepared to provide the following information to assist the Council's discussion:

- A summary of the 2019 Water System Plan's analysis of capacity
- A summary of the 2017 General Sewer Plan and Wastewater Facilities Plan analysis of capacity

- A synthesis of the growth projections used in the water plan, the sewer plan, the 2019 Stevenson Residential Market Analysis, and the 2020 Skamania County Housing Needs Analysis.
- Other information as requested.

When should a Decision be made on this Discussion?

To satisfy the grant deliverable, Attachment 2 has been submitted to the Department of Commerce for reimbursement. At the time of this writing (June 30th, 2021), reimbursement for this deliverable has not been received, however the decision timeline, not the decision itself is the deliverable. An inability to meet this timeline may delay staff work on other projects but is acceptable if necessary.

Who should be Involved in this Discussion?

To ensure the discussion draft changes incorporates public input and occurs within a manageable timeline, the City Council is asked to review the following and select the public involvement strategies that best fit this effort. The options below are general in nature and available for selection during any amendment process.

Public Involvement Strategy		
Public Hearing: City Council hearing prior to adoption of amending ordinance	Legal Notice in Paper: Two notices published not less than 8 days before City Council public hearing Optional- Additional notices published as needed	Planning Commission Recommendation: Planning Commission review for consistency with Comprehensive Plan and implementing ordinances
Task Force: A small group convened to provide direct guidance and input from highly affected stakeholder groups	Special Meeting/Workshop: Special meeting designed to allow stakeholders to get into deeper detail on a draft ordinance	Survey/Questionnaire: Questionnaire designed to solicit specific and general feedback on the topic and/or draft ordinance
Press Release: Press release in paper more fully explaining City's intent and/or progress Optional- Press release soliciting specific and general feedback on the topic and/or draft ordinance	Iterative Workshops: A series of special meetings designed to allow stakeholders to provide policy guidance on the evolving draft ordinance.	Other Tool: -Additional engineering analysis -Site visits -Joint City/County workgroup

What Else is being Done?

Attachment 3 summarizes recommendations of the 2020 Skamania County Housing Needs Analysis, the draft Downtown Plan for SUCCESS!, and other topics related to increasing residential building capacity. The attachment was originally prepared for the Planning Commission and evaluates the status of actions in that context.

Next Steps

At the conclusion of this meeting, staff will initiate the requested public involvement strategies and prepare staff-draft amendments for consideration during the public involvement phase. The Planning Commission should expect to see this topic again on its September meeting agenda.

Prepared by,

Ben Shumaker
Community Development Director

Attachment

1. Discussion Draft Ordinance
2. Project Adoption Schedule
3. Increasing Residential Building Capacity-Concept Status

Chapter 13.16 – WATER SERVICE

13.16.010 – Required Use of City Water.

[No change]

(Ord. No. 2019-1137, § 1, 2-21-2019)

13.16.020 – Refusal to Connect—Connection by City—Cost Assessment—Lien.

[No change]

(Ord. No. 2019-1137, § 1, 2-21-2019)

13.16.030 – Reserved.

[No change]

(Repealed by Ord. No. 2017-1110, § 2)

13.16.040 – Service Outside City Limits.

Upon written application to the city, surplus water from the city's water system shall be made available to ~~applicants residing developments~~ outside the municipal limits of the city upon the following conditions:

A. The applicant shall have filed with the city ~~petition in proper form an agreement with the city, which conditions the provision of the service on the following terms:~~

1. ~~Calling for an election to vote upon the annexation of the subject property pursuant to RCW 35A.14.020; or The agreement shall be recorded against the property in the Skamania County auditor's office, and shall constitute a covenant running with the land. All covenants and provisions of the agreement shall be binding on the owner and all other persons subsequently acquiring any right, title or interest in or to said property. Failure to record said document shall not invalidate the agreement.~~
2. ~~Calling for the annexation of the subject property pursuant to RCW 35A.14.120, and said petition shall have been denied. The owner of the property, who shall also warrant that he/she is authorized to enter into such agreement, shall execute the agreement.~~
3. ~~The owner shall agree to pay all costs of design, engineering and construction of the extension, which shall be accomplished to city standards and conform to plans approved by the city engineer. The owner shall also pay the costs of plan review and construction inspection pursuant to the city's fee schedule.~~
4. ~~The owner shall secure and obtain at the owner's sole cost and expense, all permits, easements and licenses necessary to construct the extension or connection.~~
5. ~~The owner shall agree to dedicate all water facilities constructed as part of the water extension (such as water main lines, pump stations, wells, meters and boxes, etc.), at no cost to the city, upon the completion of construction, approval and acceptance by the city. Additionally, utility easements over these facilities shall be dedicated to the city.~~
6. ~~The owner shall agree to pay the connection charges set by the city in SMC Chapter 13.10 (as that chapter now exists or may hereafter be amended), as a condition of connecting to the city water system. Such connection charges shall be calculated at the rate schedules applicable at the time of actual connection.~~
7. ~~The owner shall sign a no protest agreement for annexation of the property to the city in a form acceptable to the city.~~

- ~~8. If, at the time of execution of the agreement, the city has plans to construct certain improvements that would specially benefit the owner's property, the agreement shall specifically describe the improvement. The owner shall agree to sign a petition for the formation of an LID or ULID for the specified improvements at the time one is circulated, and to waive his/her right to protest formation of any such LID or ULID.~~
- ~~9. In addition to all other remedies available to the city for the owner's noncompliance with the terms of the agreement, the city shall have the ability to disconnect the utility, and for that purpose may at any time enter upon the property.~~
- B. ~~The applicant shall be the owner of a residence existing as of the date of the ordinance codified in this section located outside the city limits which would be benefited by the use of city water.~~
- C. The property on which the residence is situated shall be contiguous to an existing city—owned water main.
- D. The applicant shall agree to pay in advance all costs of installing and maintaining a water line from the nearest existing city water line to the residence to be served.
- E. The ~~residence development~~ to be served shall be ~~served approved for service~~, at the time of application, by either a septic system ~~approved at the time of application by the Southwest Washington Health District conforming to local health district standards~~ or a municipal sewer system.
- F. The applicant shall agree at the time of application to the immediate termination of water supply by the city at any time that the city determines that a surplus of water no longer exists.
- G. The applicant shall agree at the time of application to the termination of water supply by the city at any time, upon thirty days' notice in writing, for any reason other than the nonexistence of a surplus of water.
- ~~H. The applicant shall verify in writing, under oath, that no other source of potable water is available for the residence to be benefited.~~
- I. Public Water Construction.
 1. No person shall construct, extend or connect to any public water line without first obtaining a written permit from the City. The provisions of this section requiring permits shall not be construed to apply to contractors constructing water facilities under contracts awarded and entered into by the City.
 2. The application for a permit for public water construction shall be accompanied by complete plans, profiles and specifications complying with all applicable ordinances, rules and regulations of the City. Prepared by a registered civil engineer showing all details of the proposed work based on an accurate survey of the ground. The application, together with the plans, profiles and specifications, shall be examined by an authorized representative of the City who shall within 10 days approve them as filed or require them to be modified to demonstrate compliance.
 3. All water work plans, specifications and construction procedure shall conform to City standards and regulations.
 4. Prior to issuance of a permit for public water construction, the applicant shall furnish to the City a performance bond, or cash deposit in the amount of the total estimated cost of the work. Such performance bond, or cash deposit, shall be conditioned upon the performance of the terms and conditions of the permit, and, shall guarantee the correction of faulty workmanship and replacement of defective materials for a period of one year from the date of acceptance of the work by the City.
 5. Except as provided, the extension of the public water facilities to serve any parcel or tract of land shall be done by and at the expense of the owner. The size of all water mains and other water facilities shall be as required by the City. An installer of a water line who is required by the City to install water facilities larger than that required for the site development, to accommodate other users, will be

reimbursed by the City for the difference in cost between the size of the water facilities and that which would be required for the site development.

6. Where special conditions exist in the opinion of the City relating to any reimbursement agreement pursuant to the provisions of this section, the City may, either in addition to or in lieu of any of the provisions of this section, authorize a special reimbursement contract between the City and the person or persons constructing public water facilities. Such special reimbursement agreement shall be made and entered into prior to the issuance of a permit for the work by the City.

(Ord. 778, 1981)

13.16.050 – Cross-Connections and Backflow Devices.

[No change]

(Ord. 955 §§1, 2, 1999)

Attachment 3 – Scope/Status of Potential Amendment

Potential Amendment Topic	Status
2020 Skamania County Housing Needs Analysis	
Expand Accessory Dwelling Unit Flexibility Allow Duplexes in R1 Align Zoning with Water/Sewer Plans & Improvements Consolidate R2 & R3 Districts Reduce Minimum Lot Size in R2, R3, & CR Districts Permit Senior Housing Options in R3 Conditionally Permit Senior Housing Options in R2 Permit Live/Work Spaces in C1 District Allow Lot Size Averaging Reduce Setbacks Increase Maximum Lot Coverage Develop Shadow Platting Requirements Rezone Areas near Frank Johns Road, Loop Road, Vancouver Avenue, School Street Allow Utility Extension Beyond City Limits Subject to Annexation Agreements Jointly Plan with Skamania County through an Intergovernmental Agreement Perform City/County Fiscal Analyses of Annexation Jointly Pursue Funding for Utility Extensions Identify Publicly-owned Properties Suitable for Housing Acquire Tax-Delinquent Properties Pursue Community Land Trust Develop Regional [Wetland] Mitigation Banking Lobby Legislature for Homestead Taxation Authority	Not Considered Not Considered Being Discussed Being Discussed Adopted (R3/CR) Being Discussed (R2) Considered, Rejected Not Considered To Be Discussed Adopted Adopted (R3) Being Discussed (R2) Adopted (R3) Being Discussed (R2) To Be Discussed Being Discussed Being Discussed Not Considered Unrelated to Zoning Unrelated to Zoning Unrelated to Zoning Unrelated to Zoning Unrelated to Zoning Unrelated to Zoning Unrelated to Zoning
Draft Downtown Plan for SUCCESS!	
Establish Sub-Zones within Downtown Area to Guide Location of Housing Reduce Residential Parking Requirements Conditionally Approve Parking Reductions for Senior and Affordable Housing Conditionally Approve Other Parking Reductions Develop Fee-in-Lieu of On-Site Parking Requirements Incentivize Mixed-Use via Parking Reductions Reduce Parking for Food Service Uses & Retail Stores Expand Off-Site Parking Options for Hotels Develop Shared Parking Lots Improve Walking/Biking Routes to Shared Parking Lots Expand Options for Joint-Use of Parking Agreements Facilitate Innovation through Bikeshares, Employee Cash-out Programs, etc. Establish Minimum Densities for new Housing Development	To Be Discussed Adopted Adopted Adopted Adopted Adopted Adopted Adopted Future Discussion Future Discussion Adopted Not Considered To Be Discussed
Others (Incomplete List of Planning Commission-,Public- & Staff-Led Topics)	
Expand R2 & R3 Near Schools Protect Pedestrians Near Driveways Align Loop Road & Frank Johns Road Zoning with Comprehensive Plan Rezone Split-Zoned Parcels	Being Discussed Adopted (R3) Being Discussed (R2) Being Discussed Being Discussed