



# City of Stevenson

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

## November 2022 Planning Commission

Monday, November 14, 2022

6:00 PM

### A. Preliminary Matters

#### 1. Public Comment Expectations:

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

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

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

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

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

#### 3. Minutes: October 10th, 2022 Planning Commission Meeting Minutes

### B. New Business

#### 4. Shoreline Public Access: Consider Draft Public Participation Plan and Establish Conscientious Public Involvement Expectations

### C. Old Business

#### 5. Conditional Use Permit Public Hearing: (CUP2020-01 Nazarene/Bridge Church)

a. Appearance of Fairness

- b. Presentation by Staff
- c. Presentation by Applicant
- d. Public Hearing
- e. Deliberation
- f. Decision

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

**7. Columbia Street Realignment Preference:** Reviewing building massing and streetscape preferences.

#### **D. Discussion**

**8. Staff & Commission Reports:** Downtown Plan, Downtown Parking, HEALing SCARS Program

**9. Thoughts of the Month:**

**Housing Policy Insights:** <https://www.cnu.org/publicsquare/2022/10/12/suburbia-was-housing-program>

#### **E. Adjournment**

# STEVENSON INTEGRATED PUBLIC ACCESS & TRAILS PLAN CITY OF STEVENSON

November 4, 2022

Prepared for:

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*Title-page image: City of Stevenson, facing north along the Columbia River (via Department of Ecology Shoreline Oblique, 2017)*

All discussions, conclusions and recommendations reflect the best professional judgment of the author(s) and are based upon information available at the time the plan was developed. All work proposed within this document does not supersede the approved scope and fee. Deliverables described will be provided within the previously agreed upon scope, budget, and timeline. No other warranty, expressed or implied, is made.



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# 1 Introduction

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The City of Stevenson’s current public access and trails system along shorelines of the state (shoreline jurisdiction) including Rock Creek, Rock Cove and the Columbia River provide environmental, health, and aesthetic benefits to the entire community. Even with quality existing public access points and trails found along these shorelines, these trails do not connect in a seamless way. As such, the City desires to further the public access goals of the Shoreline Master Program (SMP) via an Integrated Public Access and Trails Plan, providing a roadmap for incentivizing public access in-tandem with or prior to future development. This plan aims to bring community stakeholders together in evaluating existing and potential public access within shoreline jurisdiction (roughly 200-foot landward of the ordinary high water mark), surrounding Rock Cove, Rock Creek and the Columbia River. The City applied for and received a Department of Ecology SMP competitive grant to conduct this effort.

Like many cities in the greater northwest region, the Stevenson community is also faced with the need to support growth and development and provide adequate amenities to both existing residence and the robust tourism industry’s presence in Stevenson and greater Skamania County. This plan intends to provide public stakeholders with a roadmap for future public access improvements, providing the necessary documentation needed for the City to apply for future Recreation and Conservation Office (RCO) grants.

The public involvement effort will be a collaboration between the City and The Watershed Company (Watershed), in which the City will lead stakeholder identification, notification, and outreach. The City will also handle event and project promotions, incorporating messaging or content developed with Watershed, if needed. Watershed will facilitate select engagement events, in order to efficiently solicit stakeholder feedback relevant to the planning and design process. This Public Engagement Plan provides a preliminary outline of the public involvement effort.

## 1.1 Overview of Integrated Shoreline Public Access & Trails Project

The project comprises three distinct but overlapping tasks: (1) Public Access & Trail Planning, including a high-level review of the 2010 shoreline inventory and characterization report and updated constraints and opportunities analysis, (2) Draft SMP amendment, and (3) Public Involvement. Tasks 1 and 2 will yield concrete work products that are informed by the feedback and input received from the public involvement effort (Task 3). Public involvement will engage

stakeholders—both internal and external—to solicit feedback and document attitudes and perceptions about public access needs and improvements.

### 1.1.1 Engagement Goals and Strategies

The goals and strategies that will guide the public involvement effort are derived from the City's Shoreline Master Program Public Access Chapter 4.6, especially SMP public access policies 1-6 within section 4.6.2, described below:

- **Policy 1.** Continuous public pedestrian access should be provided along the City's shorelines, especially the Columbia River, Rock Cove, and Lower Rock Creek.
- **Policy 2.** The system of public physical and visual access to Stevenson's shorelines should be maintained, enhanced, and protected over time on both private and public lands.
- **Policy 3.** Public access and recreational facilities should be located in a manner that will preserve the natural characteristics and functions of the shoreline.
- **Policy 4.** Private property rights, public safety, and navigational rights should be considered when providing public access opportunities.
- **Policy 5.** New development should identify and preserve key shoreline views and avoid obstructing such views from public areas.
- **Policy 6.** The City's should develop a comprehensive and integrated public access and trail plan consistent with WAC 173-26-221(4) that identifies specific public access needs and opportunities to replace these site-by-site requirements. Such plan should identify a preference for pervious over impervious surfaces, where feasible.

Policy 6 gives clear direction in the SMP's direction towards completing an integrated public access and trail plan along and within shorelines of statewide significance. It is during this planning process through thoughtful engagement of project stakeholders and the public that the City intends to accomplish this planning effort.

### 1.1.2 Documentation of Public Involvement Effort

For the purpose of documenting community engagement and feedback for support of future funding applications, the following information will be collected throughout the public involvement effort.



Table 1. Summary of Documentation

Subject	Documentation Description	Responsible Party
Extent of outreach	<ul style="list-style-type: none"> <li>• An inventory of all outreach methods, such as posters, emails, mailings, etc., used to engage the public.</li> <li>• Approximate quantity of public contacts targeted per outreach method, such as number of households.</li> <li>• Extent of geographic area where outreach was conducted.</li> </ul>	City
Event participation	<ul style="list-style-type: none"> <li>• Number of participants/respondents, such as completed sign-in sheets from planned events or total of respondents to survey or other engagement exercise.</li> <li>• Summary of feedback received, such as formal responses received or written summary of participant discussion.</li> </ul>	Event facilitator (City or Watershed)

## 1.2 Stakeholder Outreach and Engagement

The following considerations are provided to assist the City with targeted outreach to key demographics and interest groups.

### 1.2.1 Stakeholder Identification

#### 1.2.1.1 *Demographics*

According to the Census.gov 2020 American Community Survey, Census Tract 9503, representing the City of Stevenson and a largely undeveloped area several miles to the north hosts a population of 1,898 residents across 824 households, with 792 employed. While stakeholder participation is encouraged broadly by any interested parties, the project team aims to capture feedback that reflects the specific demographics of the greater Stevenson community. Specifically, the following groups should be represented in the feedback received.

- **Working Families with School-Aged Children.** Several statistics captured by the 2020 American Community Survey conducted by the U.S. Census paint a picture of working families with school-aged children as a key demographic in Stevenson. Specifically, roughly one fifth of the population of Stevenson is under the age of 18 (17.1%) and the average persons per household is 2.25. Roughly half the population is in the civilian labor force (53.9%) and an overwhelming majority of persons over age 25 have at least a high school diploma (88.2%). Further, a large number of households have a computer with broadband internet (81.7% and 76%, respectively). Altogether, this suggests that

digital engagement and outreach to schools and workplaces could be effective means of outreach. Further, it suggests that a middle- to high-school reading level would be appropriate for use in outreach and engagement materials.

- Long-term Residents.** According to the U.S. Census data, the vast majority of residents lived in the same house a least 2 years prior to the census date (96.6%), with the largest influx of people moving into this area between 2015 and 2018 (30.9% of total residents). This is supported by the large number of owner-occupied housing units (64.1%), also captured by the Census. The number of long-term residents and owner-occupied housing units both support that direct mailing could be an effective outreach tool.
- Seasonal Residents and Tourists.** According to the U.S. Census data, approximately 15% of all residences within this census tract are vacant, denoting the potential presence of vacation rentals and/or seasonal residents. Further, numerous vacation accommodations (Skamania Lodge, for example) are located near shoreline areas and could benefit greatly from improved public access and increase public recreational amenities. Direct engagement of tourism-related businesses and organizations, such as through direct outreach or mailing, could be an effective means of engagement that could increase support for the trail planning effort.

Table 2. Summary of Demographic Engagement

Demographic Group	Potential Outreach Avenues, Liaisons, and Partners in Outreach
Working families with school-aged children	<ul style="list-style-type: none"> <li>○ Elementary, middle, and high schools</li> <li>○ Parent-Teacher organizations</li> <li>○ Youth advocacy and engagement organizations</li> <li>○ Community library and pool</li> </ul>
Long-term residents	<ul style="list-style-type: none"> <li>○ Neighborhood and community organizations</li> <li>○ Community destinations (e.g., grocery stores, retail centers, parks)</li> </ul>
Seasonal Residents and Tourists	<ul style="list-style-type: none"> <li>○ Lodging and hotel accommodations</li> <li>○ Tourism-related businesses</li> <li>○ Tourism bureaus and advocates</li> <li>○ Recreational user groups</li> </ul>

### 1.2.1.2 Interest Groups

The following is a list of preliminary stakeholder groups that may represent interests related to public access and trails along the City’s shorelines.

Table 3. Preliminary Summary of Stakeholder Interest Groups

Interest	Potential Stakeholders
Residential property owners	<ul style="list-style-type: none"> <li>○ Shoreline property owners</li> <li>○ Owners of short-term rentals (e.g., Airbnb, VRBO)</li> </ul>
Commercial, industrial, and institutional property owners	<ul style="list-style-type: none"> <li>○ Business owners and operators</li> <li>○ Commercial property management companies</li> <li>○ Lodging and Hotels (Skamania Lodge, for example)</li> <li>○ Port of Skamania County</li> <li>○ BNSF regional rail conductor</li> </ul>
Community and Recreational Groups	<ul style="list-style-type: none"> <li>○ Skamania County Lions Club</li> <li>○ Stevenson Eagles Club</li> <li>○ Columbia Gorge Running Club</li> <li>○ Skamania County Senior Services</li> </ul>
First Nations, Environmental groups and public agencies	<ul style="list-style-type: none"> <li>○ Tribes (Cowlitz Tribe, Yakama Nation and Confederated Tribes of Warm Springs)</li> <li>○ Underwood Conservation District</li> <li>○ Columbia Land Trust</li> <li>○ Washington Department of Natural Resources</li> <li>○ Columbia Basin Partnership Task Force</li> <li>○ Washington Department of Transportation</li> </ul>
Utility providers	<ul style="list-style-type: none"> <li>○ Skamania PUD</li> </ul>
Economic development groups	<ul style="list-style-type: none"> <li>○ Skamania County Chamber of Commerce</li> </ul>
City staff	<ul style="list-style-type: none"> <li>○ Planning, engineering, and development department staff</li> <li>○ Parks and recreation department staff</li> <li>○ Utility department staff</li> <li>○ Public Works department maintenance staff</li> </ul>

### 1.2.2 Outreach Strategy

The project will rely on the City’s existing network of public outreach and community engagement for project notifications. City staff will be encouraged to share opportunities for public participation through established channels and relationships, such as social media, email lists, community calendars, and other tools. Coordinated content, such as a City email blast,

graphic, or digital handout can be useful in disseminating information consistently. If desired, Watershed can assist the City with reviewing draft content or editing narrative information to engage a public audience.

### 1.2.2.1 *Stakeholder Meetings*

A series of stakeholder meetings will be held in 2023 through the design development and planning stages. Later in the project cycle, meetings will be held with the Planning Commission and City Council to discuss the draft and final planning documents, including potential code revisions and adoption. An overview of stakeholder meeting sequence and strategy is provided below.

#### **Stakeholder Meeting (1 of 3) – Public Open House**

- Attendees and format: Internal and external stakeholders, members of the public, in-person open public meeting
- Discussion: Project overview, including scope, schedule, background, purpose, and next steps of plan adoption and funding
- Watershed will develop exhibits and facilitate exercises designed to capture the following feedback:
  - Broad input from community members on existing conditions, including recreational amenities and assets, experiential assets, constraints and opportunities to inform subsequent planning efforts.
  - Community vision regarding shoreline access and identity.

#### **Stakeholder Meeting (2 of 3) – Stakeholder Charrette**

- Attendees and format: City staff and select stakeholders invited to participate in a second working session, invite-only in-person working charrette
- Discussion: Review of key takeaways and highlights from public open house, review and expansion of community vision, distill opportunities and constraints
- Watershed will develop exhibits and facilitate exercises designed to capture the following feedback:
  - Specific concerns and targets for shoreline access improvements.
  - Preliminary identification of key nodes, system gaps, and potential connections.

#### **Stakeholder Meeting (3 of 3) - Public Open House**

- Attendees and format: Internal and external stakeholders, members of the public, in-person open public meeting
- Discussion: Project update and progress, review of preliminary plan diagram and concepts, and next steps of plan adoption and funding

- Watershed will develop exhibits and facilitate exercises designed to capture the following feedback:
  - Qualitative feedback on preliminary plan diagram and concepts, including alignments, connections, design standards and recommendations, and proposed facilities.

Watershed will support City staff in preparing and presenting on project progress in support of plan review and adoption. Specifically, Watershed will support the following meetings:

- Planning Commission Virtual Meeting (1 of 2)
- Planning Commission Virtual Meeting (2 of 2)
- City Council Virtual Work Session Meeting (1)

#### 1.2.2.2 *Schedule of Public Engagement*

The following table summarizes the schedule of public engagement consistent with the overall project schedule and target for plan adoption by June 30, 2023.

Table 4. Public Engagement Schedule

<b>Date</b>	<b>Milestone / Notes</b>	<b>Responsible Party</b>
November 2022	○ Draft and finalize Public Engagement Plan (PEP)	Watershed/City
December 2022	○ Finalize date and location of first stakeholder meetings (first public open house and charrette) ○ Publish to city calendar and notify internal stakeholder ○ Send “save-the-date” or meeting invitation	City
January 2023	○ Promote public open house ○ Finalize date and location of second public open house, publish to city calendar, and send “save-the-date”	City
January 2023	○ Prepare draft meeting agenda ○ Prepare meeting materials	Watershed
Late January/ February 2023	○ Facilitate Stakeholder Meetings 1 and 2	Watershed/City
February 2023	○ Promote second public open house	City
February 2023	○ Developing draft plan diagram and concepts ○ Prepare draft meeting agenda ○ Prepare meeting materials	Watershed

Date	Milestone / Notes	Responsible Party
March 2023	<ul style="list-style-type: none"> <li>○ Facilitate Stakeholder Meeting 3</li> </ul>	Watershed/City
March 2023	<ul style="list-style-type: none"> <li>○ Revise plan diagrams and concepts</li> <li>○ Advance trail plan report</li> </ul>	Watershed
April 2023	<ul style="list-style-type: none"> <li>○ Prepare for first Planning Commission Virtual Meeting</li> <li>○ Attend first Planning Commission Virtual Meeting</li> </ul>	Watershed/City
May 2023	<ul style="list-style-type: none"> <li>○ Prepare for second Planning Commission Virtual Meeting</li> <li>○ Attend second Planning Commission Virtual Meeting</li> <li>○ Receive recommendation from Planning Commission to forward SMP Amendments to Ecology, final review</li> </ul>	Watershed/City
June 2023	<ul style="list-style-type: none"> <li>○ Prepare for and attend City Council Virtual Work Session Meeting</li> <li>○ Deliver final documents for Ordinance and Integrated Shoreline Public Access &amp; Trails Plan</li> </ul>	Watershed/City
Project Completion	<ul style="list-style-type: none"> <li>○ Final Adoption by City Council</li> </ul>	City

## References

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Census.gov, Census Tract 9503 (City of Stevenson and Vicinity).

<https://www.census.gov/acs/www/data/data-tables-and-tools/data-profiles/> Accessed October 2022.

Skamania County Chamber of Commerce. Recreational Fitness Programs.

<https://skamania.org/adult-recreational-fitness-program/#1496978876836-ab450daa-3f91>





Appendix A

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# STAKEHOLDER MEETING SUMMARIES



# STAKEHOLDER MEETING SIGN-IN SHEETS

## **Stevenson Planning Commission**

### **Statement of Purpose**

**October 11, 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 18<sup>th</sup>, 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 V – 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 Community Development Director shall attend all regular meetings of the Commission unless excused. If the Director has an excused absence, a staff person shall be designated to attend in the Director's absence. The 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 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:

## **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
<b>Call to Act</b>		
The Call to Act is the instant when an issue is identified. The Call to Act can be considered the identification of an <b>Issue</b> or a <b>Need</b> . 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.	<b>The Caller</b> can be anyone from the community: <ul style="list-style-type: none"> <li>• A City elected official</li> <li>• A Planning Commissioner</li> <li>• City staff</li> <li>• Consultants</li> <li>• A partner agency or interest groups, etc.</li> </ul>	<b>Determine whether to answer the Call:</b> <ul style="list-style-type: none"> <li>• Determine whether Issue or Need is accepted</li> <li>• Assess City agency/ability to impact</li> <li>• Assess City responsibility to impact</li> <li>• Assess City capacity</li> </ul>
<b>Define the Issue</b>		
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 <b>Need</b> into <b>Purpose</b> .	<b>The Planning Commission</b> identifies Potential Stakeholders as necessary. Potential Stakeholders include: <ul style="list-style-type: none"> <li>• Businesses</li> <li>• City officials</li> <li>• Developers</li> <li>• Low Income and/or under represented</li> <li>• Long-term residents</li> <li>• New residents</li> <li>• Those Privileged and Disadvantaged by the issue/topic</li> <li>• Property Owners</li> <li>• Renters, etc.</li> </ul>	<b>Determine Stakeholders:</b> <ul style="list-style-type: none"> <li>• Understand who the Caller represents</li> <li>• Understand who benefits/suffers from the Issue or Need</li> <li>• Understand who benefits/suffers from the Solution to the Issue or Need</li> </ul> <b>Propose Solutions</b> <ul style="list-style-type: none"> <li>• Determine when a solution is proposed</li> <li>• Determine who proposes solutions</li> <li>• Determine how many solutions are proposed</li> </ul> <b>Select Public Involvement Strategies</b> <ul style="list-style-type: none"> <li>• Assess City capacity to implement individual Public Involvement Methods.</li> <li>• Establish who should be involved</li> <li>• Select level of involvement (Inform, Educate, Engage, Ask)</li> <li>• Select specific Public Involvement Methods (Exhibit B.2)</li> </ul>
<b>Inform, Educate, and Reach-Out to Public</b>		
Informing, Educating, and Reaching Out to Stakeholders provides <i>uni-directional information sharing</i> from	The Planning Commission and City staff activate Networks (e.g., SDA,	<b>Make Materials Accessible, Understandable, Timely, and Compelling</b>

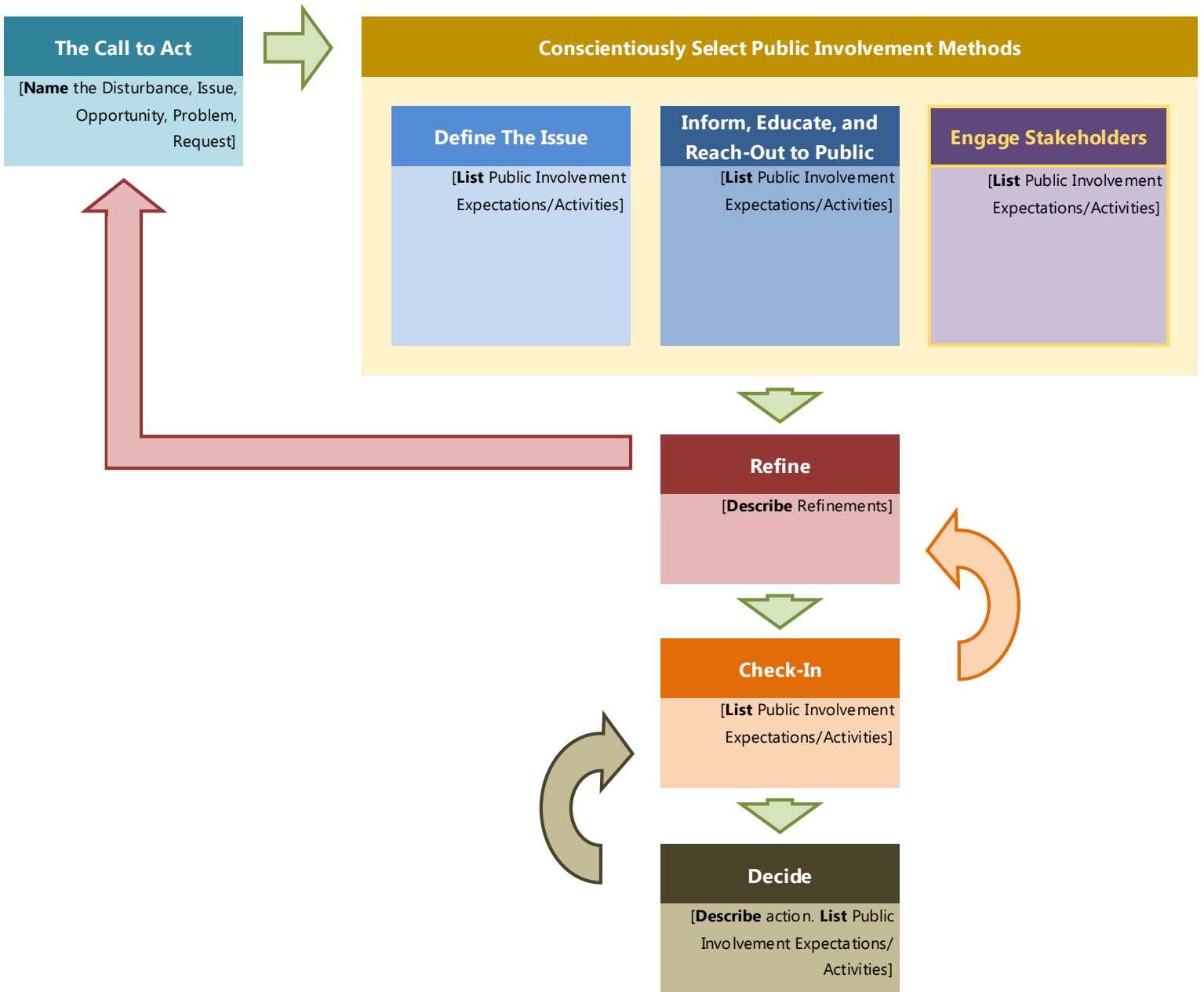
<p>the City to the Public. The sharing of information could be a preamble to the Engaging Stakeholders or could stand alone as a form of open governance. Informing, Educating, and Reaching-Out to the Public shares the <b>Purpose</b> with the community to generate greater <b>Communal Understanding</b>.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



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

			Change physical arrangement. Actively promote/welcome PI	
Town Hall - debates or educational forums	L M H	\$ \$\$\$ \$\$\$	Cross talk between electeds, experts, staff with Q&A from audience	Y or N
Story boards - data collection or voting	L M 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	Y or N
Listening sessions between staff/electeds and public	L M H	\$ \$\$\$ \$\$\$	Planning Commissioners and/or Staff	Y or N
Attend existing meetings of currently organized groups, events and board meetings.	L M H	\$ \$\$\$ \$\$\$	Social service agencies, neighborhood groups, special interest networks, etc	Y or N
Attend large employers meetings (as applicable)	L M H	\$ \$\$\$ \$\$\$	Planning Commissioners and/or Staff	Y or N
Pioneer articles from Council/Commission with key topics needing to be discussed and solicitation of questions for next issue to be answered	L M H	\$ \$\$\$ \$\$\$		Y or N
Form task forces, interest groups, focus groups, etc	L M H	\$ \$\$\$ \$\$\$	Planning Commissioners and/or Staff	Y or N
Pizza party/cook off - casual event	L M H	\$ \$\$ \$\$\$	Planning Commissioners and/or Staff	Y or N
Postcards soliciting input	L M H	\$ \$\$ \$\$\$		Y or N

**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.

**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.



# 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 10<sup>th</sup>, 2022**  
**SUBJECT: Conditional Use Permit 2020-01 – Nazarene Church, Periodic Review**

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### Introduction

The Planning Commission approved reuse of a building as a church through CUP2020-01. The permit involved a periodic review along with other permits in October 2022. At their October meeting, the Planning Commission was concerned the conditions of approval for CUP2020-01 were not being met and requested a public hearing to gather additional information on the building’s occupancy and neighborhood impact.

### Recommended Action

Staff recommends extending the review period for CUP2020-01 until the first meeting in October 2024 to reevaluate the vegetation/screening.

Draft motion: *“I move to adopt the modification to CUP2020-01 as presented.”*

### Guiding City Policies

#### *Zoning Code*

#### SMC 17.39.020: “Conditional Use Permit Review”

- A. The planning commission shall review all applications for conditional use permits...
- C. The Planning Commission may attach reasonable conditions to a permit, including but not limited to, the term of a permit’s duration and the need for periodic review to ensure that the terms of a permit are being met.

### CUP2020-01 – Nazarene Church

#### Overview

This conditional use permit was issued to the Stevenson Church of the Nazarene in July 2020. The permit included the following conditions. Staff’s assessment of compliance appears in **bold**:

1. This Conditional Use Permit shall be valid only for the applicant at the location above. **(In Compliance)**
2. Noncompliance with the conditions of this permit shall render this Conditional Use Permit invalid. **(In Compliance)**
3. The proponents of this project shall provide some form of financial assurance regarding their participation in the future street, sidewalk, and/or drainage improvements on NW Jefferson and McKinley streets. One acceptable method would be to enter into a waiver of protest agreement with the City, which will obligate their participation in any local improvement district that may be formed in the next ten (10) years for street, sidewalk, and/or drainage improvements on these streets. Alternatively, the proponents may install a sidewalk extension along the south side of NW Jefferson Street and ADA ramp at the southwest corner of the Jefferson/McKinley intersection. The extension shall comply with the Stevenson Engineering Standards and may include a Type 2 curb ramp. The

financial assurance/agreement/extension shall be complete prior to the periodic review required in Condition #7. **(In Compliance)**

4. If, after consultation with the Public Works Director, the Planning Commission finds gravel migration has been a problem, paved driveways shall be required. This shall be evaluated as part of the periodic review conducted through Condition #7, below. **(In Compliance)**
5. The parking area shall be fenced and/or screened from the street and nearby residential uses. This condition shall be satisfied as soon as possible and no later than April 4<sup>th</sup>, 2021. **(Questionable Compliance)**
6. Signage related to the use shall be limited to 24 square feet of maximum individual sign area. No street frontage shall have more than one sign larger than 12 square feet. **(In Compliance)**
7. The proposal shall be subject to periodic review by the Planning Commission to ensure the terms of this permit are being met and/ or determine whether changes to these terms are warranted. **(In Compliance)**

### Discussion



The Church has been operating since 2020. The public has not relayed concerns to the City about its operation. The sidewalk on the south side of Jefferson Street was extended to the McKinley Street intersection where there is an ADA ramp. There are 3 signs associated with this use. A building sign faces Jefferson Street. A freestanding sign is located between the building and Jefferson Street. A building-mounted cross faces Jefferson Street. Several bushes have been planted to the west and southwest of the parking lot. The bushes have yet to fully take hold and screen the parking lot and the pastor reports they have been replaced at least once.

### **Public Involvement**

Notice of the hearing was published in the Skamania County Pioneer, mailed to all owners within 300', and posted on utility poles in the vicinity. At the time of this writing, one exploratory phone call and no written comments have been received by staff.

Prepared by,

Ben Shumaker  
Community Development Director

Attachments:

- CUP2020-01
- Draft modification to CUP2020-01





# City of Stevenson

## Planning Department

(509)427-5970

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

### Conditional Use Permit #2020-01

<b>PROPONENT:</b>	Stevenson Church of the Nazarene
<b>LOCATION:</b>	347 & 363 NW Jefferson Street (Tax Lot #03-07-36-3-4-4900)
<b>DECISION DATE:</b>	July 20 <sup>th</sup> , 2020
<b>REVIEW DATE:</b>	The first Planning Commission meeting in October, 2022.
<b>PURPOSE:</b>	As provided by SMC 17.39 and SMC 17.15, this Conditional Use Permit allows use of property in the R3 Multi-Family Residential District as a "Church or Other Religious or Charitable Organization" and associated signage.

### Findings of Fact:

1. The Planning Commission has reviewed this application for a Conditional Use Permit.
2. The Planning Commission advertised and held a public hearing on July 13<sup>th</sup>, 2020 and continued the hearing until a special meeting on July 20<sup>th</sup>, 2020.
3. The applicant has paid the required application fees.
4. The proposed re-use of the church building requires a conditional use permit under SMC 17.15, but is not considered a wholly new use under SMC 17.42 or the Stevenson Engineering Standards.
5. If considered a new use under the Stevenson Engineering standards, paved driveways would be required. Paved driveways prevent migration of gravel onto public streets. Gravel on public streets can impact public safety and neighborhood harmony.
6. The property frontages on Jefferson and McKinley streets contain substandard pedestrian, vehicular, parking and storm drainage facilities, and this proposal will adversely impact those systems' abilities to serve the community at the current level of service.
7. Street frontage improvements along the subject property-only would inadequately address the substandard aspects of the adjacent street corridors. It is preferable to address the corridor through a more comprehensive improvement approach. However, a delay in improvements may lead to unacceptable impacts in the short term.
8. The proposal includes onsite parking areas visible from the street and adjacent residential uses. Visibility of these areas is out of harmony with the neighborhood setting of the area. Parking serving similar development in other districts is required to be "fenced and/or screened from the street and nearby residential uses".
9. As it relates to signage, the church building has property frontage along NW Jefferson and NW McKinley streets and the former parsonage building has property frontage along NW Jefferson Street.
10. The conditions imposed by this permit further the compelling governmental interests of mitigating this project's impacts to the neighborhood atmosphere and its traffic and stormwater systems; these conditions are the least restrictive means of furthering these interests. As a result, the City has satisfied its requirements under the RLUIPA.

**Conditions of Approval**

1. This Conditional Use Permit shall be valid only for the applicant at the location above.
2. Noncompliance with the conditions of this permit shall render this Conditional Use Permit invalid.
3. The proponents of this project shall provide some form of financial assurance regarding their participation in the future street, sidewalk, and/or drainage improvements on NW Jefferson and McKinley streets. One acceptable method would be to enter into a waiver of protest agreement with the City, which will obligate their participation in any local improvement district that may be formed in the next ten (10) years for street, sidewalk, and/or drainage improvements on these streets. Alternatively, the proponents may install a sidewalk extension along the south side of NW Jefferson Street and ADA ramp at the southwest corner of the Jefferson/McKinley intersection. The extension shall comply with the Stevenson Engineering Standards and may include a Type 2 curb ramp. The financial assurance/agreement/extension shall be complete prior to the periodic review required in Condition #7.
4. If, after consultation with the Public Works Director, the Planning Commission finds gravel migration has been a problem, paved driveways shall be required. This shall be evaluated as part of the periodic review conducted through Condition #7, below.
5. The parking area shall be fenced and/or screened from the street and nearby residential uses. This condition shall be satisfied as soon as possible and no later than April 4<sup>th</sup>, 2021.
6. Signage related to the use shall be limited to 24 square feet of maximum individual sign area. No street frontage shall have more than one sign larger than 12 square feet.
7. The proposal shall be subject to periodic review by the Planning Commission to ensure the terms of this permit are being met and/or determine whether changes to these terms are warranted.

**Conclusions of Law**

Based on these findings and conditions, the Planning Commission is satisfied that this Conditional Use proposal:

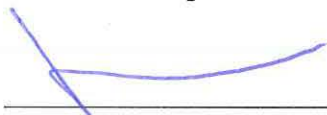
1. Will not endanger the public health or safety;
2. Will not substantially reduce the value of adjoining or abutting property;
3. Will be in harmony with the area in which it is located; and
4. Will be in conformity with the comprehensive plan, transportation plan, or other plan officially adopted by the council.

THIS CONDITIONAL USE PERMIT (CUP2020-01) FOR:

**A Church or Other Religious or Charitable Organization and associated signage in the  
R3 Multi-Family Residential District  
at 347 & 363 NW Jefferson Street, Tax Lot # 03-07-36-3-4-4900.**

IS HEREBY ISSUED.

For the Planning Commission:

  
\_\_\_\_\_  
Date

9/28/2020



# City of Stevenson

## Planning Department

(509)427-5970

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

### **REVISED Conditional Use Permit #2020-01**

<b>PROONENT:</b>	Stevenson Church of the Nazarene
<b>LOCATION:</b>	347 & 363 NW Jefferson Street (Tax Lot #03-07-36-3-4-4900)
<b>DECISION DATE:</b>	July 20 <sup>th</sup> , 2020
<b>REVIEW DATE:</b>	The first Planning Commission meeting in October, 2024.
<b>PURPOSE:</b>	As provided by SMC 17.39 and SMC 17.15, this Conditional Use Permit allows use of property in the R3 Multi-Family Residential District as a "Church or Other Religious or Charitable Organization" and associated signage.

### **Findings of Fact:**

1. The Planning Commission has reviewed this application for a Conditional Use Permit.
2. The Planning Commission advertised and held public hearings on July 13<sup>th</sup>, 2020, July 20<sup>th</sup>, 2020, and November 14<sup>th</sup>, 2022.
3. The applicant has paid the required application fees.
4. The proposed re-use of the church building requires a conditional use permit under SMC 17.15, but is not considered a wholly new use under SMC 17.42 or the Stevenson Engineering Standards.
5. If considered a new use under the Stevenson Engineering standards, paved driveways would be required. Paved driveways prevent migration of gravel onto public streets. Gravel on public streets can impact public safety and neighborhood harmony.
6. The property frontages on Jefferson and McKinley streets contain substandard pedestrian, vehicular, parking and storm drainage facilities, and this proposal will adversely impact those systems' abilities to serve the community at the current level of service.
7. Street frontage improvements along the subject property-only would inadequately address the substandard aspects of the adjacent street corridors. It is preferable to address the corridor through a more comprehensive improvement approach. However, a delay in improvements may lead to unacceptable impacts in the short term.
8. The proposal includes onsite parking areas visible from the street and adjacent residential uses. Visibility of these areas is out of harmony with the neighborhood setting of the area. Parking serving similar development in other districts is required to be "fenced and/or screened from the street and nearby residential uses".
9. As it relates to signage, the church building has property frontage along NW Jefferson and NW McKinley streets and the former parsonage building has property frontage along NW Jefferson Street.
10. The conditions imposed by this permit further the compelling governmental interests of mitigating this project's impacts to the neighborhood atmosphere and its traffic and stormwater systems; these conditions are the least restrictive means of furthering these interests. As a result, the City has satisfied its requirements under the RLUIPA.

### **Conditions of Approval**

1. This Conditional Use Permit shall be valid only for the applicant at the location above.
2. Noncompliance with the conditions of this permit shall render this Conditional Use Permit invalid.
3. The proponents of this project shall provide some form of financial assurance regarding their participation in the future street, sidewalk, and/or drainage improvements on NW Jefferson and McKinley streets. One acceptable method would be to enter into a waiver of protest agreement with the City, which will obligate their participation in any local improvement district that may be formed in the next ten (10) years for street, sidewalk, and/or drainage improvements on these streets. Alternatively, the proponents may install a sidewalk extension along the south side of NW Jefferson Street and ADA ramp at the southwest corner of the Jefferson/McKinley intersection. The extension shall comply with the Stevenson Engineering Standards and may include a Type 2 curb ramp. The financial assurance/agreement/extension shall be complete prior to the periodic review required in Condition #7.
4. If, after consultation with the Public Works Director, the Planning Commission finds gravel migration has been a problem, paved driveways shall be required. This shall be evaluated as part of the periodic review conducted through Condition #7, below.
5. The parking area shall be fenced and/or screened from the street and nearby residential uses. This condition shall be satisfied as soon as possible and no later than April 30<sup>th</sup>, 2023.
6. Signage related to the use shall be limited to 24 square feet of maximum individual sign area. No street frontage shall have more than one sign larger than 12 square feet.
7. The proposal shall be subject to periodic review by the Planning Commission to ensure the terms of this permit are being met and/or determine whether changes to these terms are warranted.

### **Conclusions of Law**

Based on these findings and conditions, the Planning Commission is satisfied that this Conditional Use proposal:

1. Will not endanger the public health or safety;
2. Will not substantially reduce the value of adjoining or abutting property;
3. Will be in harmony with the area in which it is located; and
4. Will be in conformity with the comprehensive plan, transportation plan, or other plan officially adopted by the council.

THIS CONDITIONAL USE PERMIT (**CUP2020-01**) FOR:

**A Church or Other Religious or Charitable Organization and associated signage in the  
R3 Multi-Family Residential District  
at 347 & 363 NW Jefferson Street, Tax Lot # 03-07-36-3-4-4900.**

IS HEREBY ISSUED.

For the Planning Commission:

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Date



# 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:** November 14<sup>th</sup>, 2022  
**SUBJECT:** Public Preferences—Columbia Street Realignment

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### **Introduction**

The City is considering a project identified in the 2022 Downtown Plan for SUCCESS!. The realignment of Columbia Street is identified as a catalyst to encourage development/redevelopment of an underutilized corridor. The feasibility of the realignment is being considered within the context of known/suspected contamination in the soils/groundwater (brownfields).

The City obtained an Integrated Planning Grant from the Department of Ecology to holistically evaluate the concept. With the outside funding, the City retained a consulting firm specializing in brownfields (Maul Foster Alongi) to conduct the evaluation. Feasibility of realigning the roadway's public infrastructure will depend in part on private development likely to occur adjacent to the street. The scale of private development adjacent to the street will depend in part on the public preferences for development.

The attachments were developed to help gauge public preferences. The results will be used to inform the feasibility analysis. Public preferences were gathered at an open house on November 3<sup>rd</sup>, 2022, and from walk-in clientele to City Hall from November 7<sup>th</sup> through 14<sup>th</sup>. Additional input is sought.

### **Exercise**

The attachments will be presented in poster-sized form. Attendees will be given stickers to place on their preferences and will be encouraged to provide more context through sticky notes. No exercise is available to online attendees, but the City would appreciate online attendees submitting their preferences via email or other means. Send to [planning@ci.stevenson.wa.us](mailto:planning@ci.stevenson.wa.us) or contact City Hall.

Prepared by,

Ben Shumaker  
Community Development Director

Attachments:

- Preference Boards (7)
- Sampling Program (1)

## STANDARD STREETScape PLANTINGS

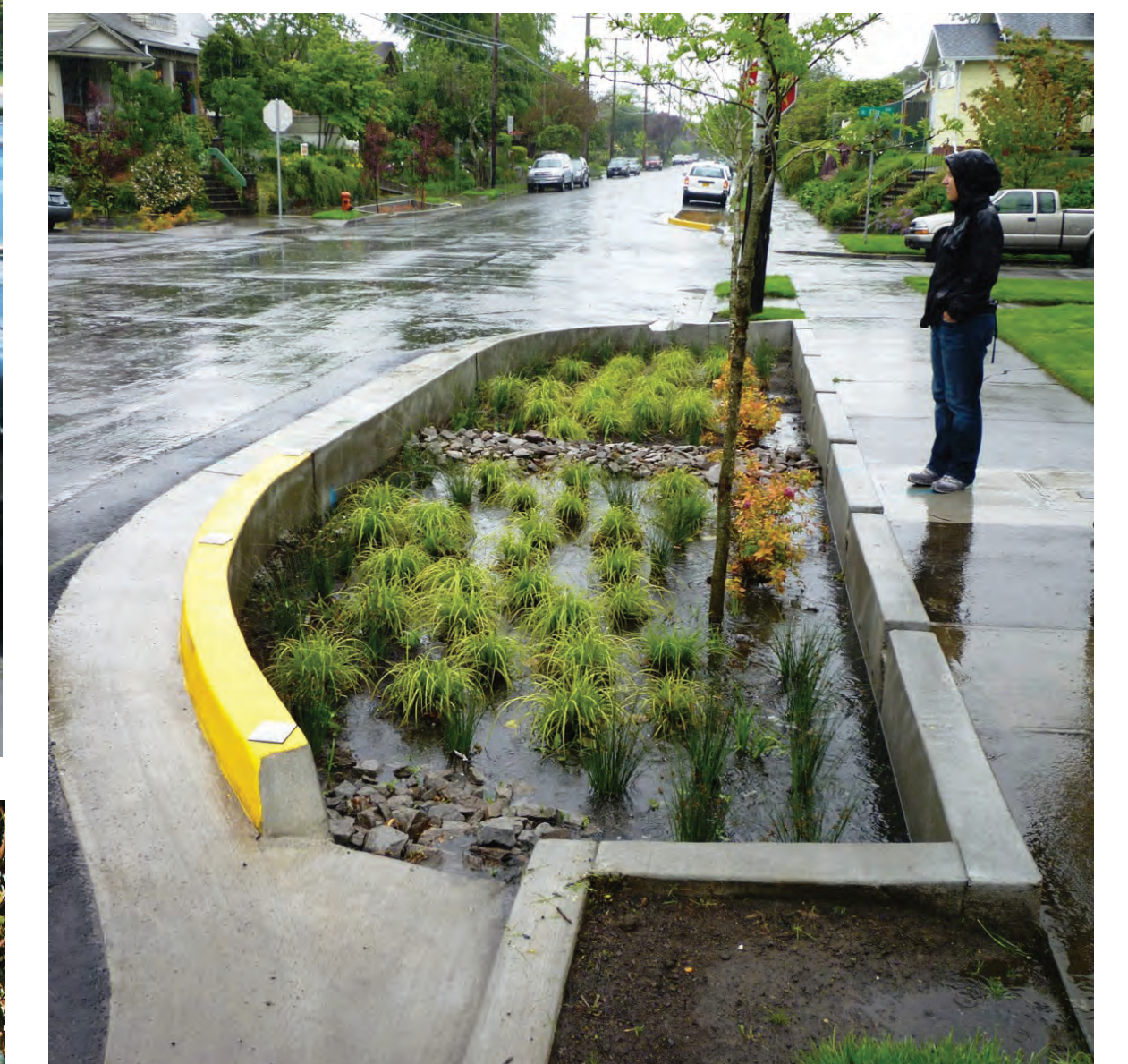
- Low maintenance landscape
- Mulch, groundcovers, flowers, and shrubs



VS

## VEGETATED CURBSIDE STORMWATER PLANTERS

- Remove urban pollutants in stormwater runoff
- Reduce stress on existing stormwater system
- Grasses, sedges, and shrubs



COLUMBIA AVENUE REALIGNMENT PROJECT  
CITY OF STEVENSON, WASHINGTON



PRECEDENT IMAGES 2

10/27/2022

## STREETSIDE SEATING

- Provides views to the Gorge
- Offers a place to rest or converse
- Incorporates pedestrian activity within the streetscape

VS

## STREETSIDE BICYCLE PARKING

- Provides a formal place to park and lock a bike
- Encourages bike transportation
- Incorporates a healthy community activity in the downtown core



COLUMBIA AVENUE REALIGNMENT PROJECT  
CITY OF STEVENSON, WASHINGTON



PRECEDENT IMAGES 3

10/27/2022

## COLUMNAR STREET TREES

- Narrow upright canopy
- Preserves view corridor
- Accentuates verticle nature of the Gorge

VS

## LARGE CANOPY STREET TREES

- Round or oval canopy
- Frames view corridor
- Provides shade



# COLUMBIA AVENUE REALIGNMENT PROJECT

CITY OF STEVENSON, WASHINGTON



## PRECEDENT IMAGES 1

10/27/2022



# Awning Types

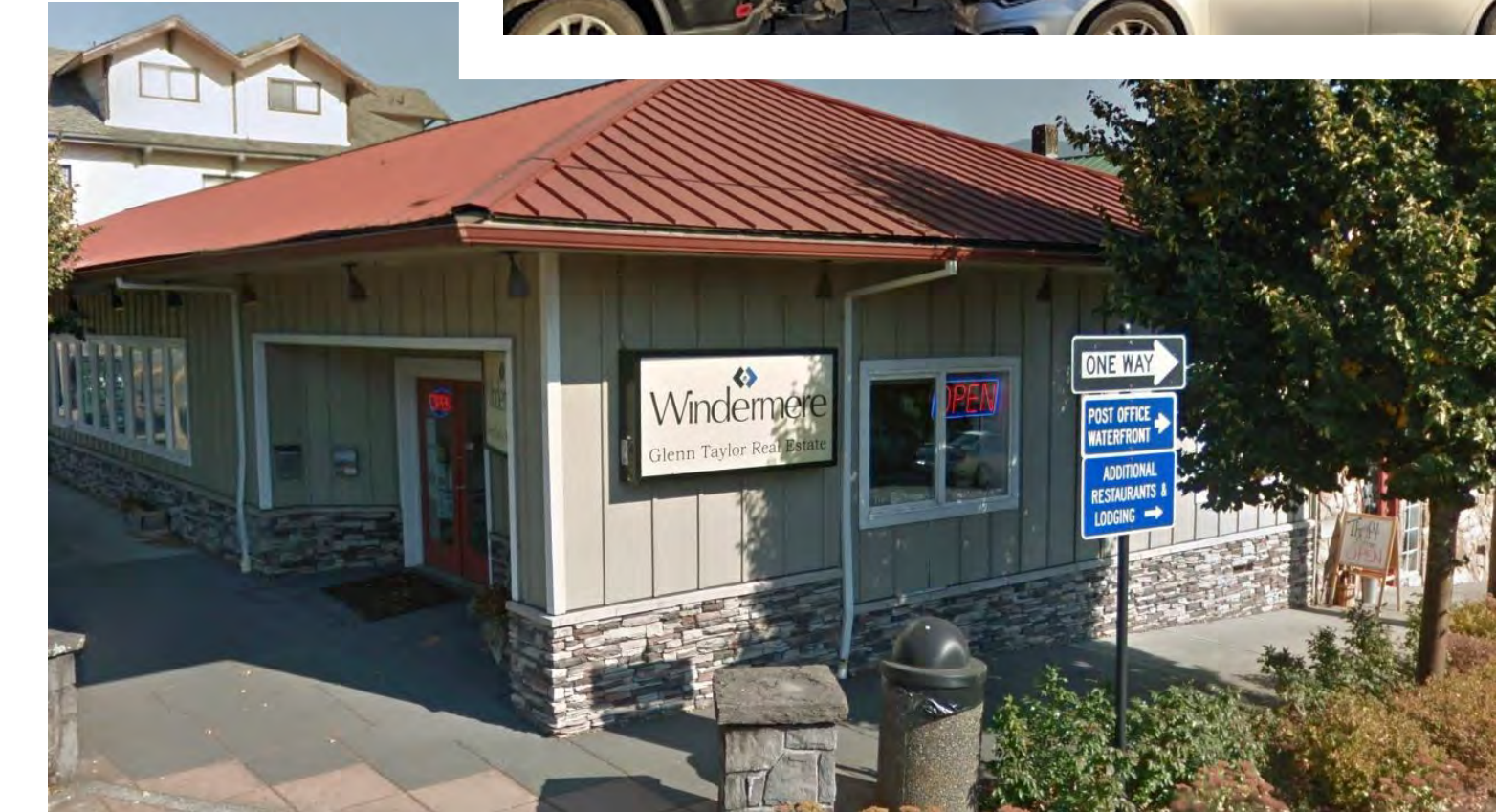
Fabric



No Awning



Corrugated Metal



Steel and Glass

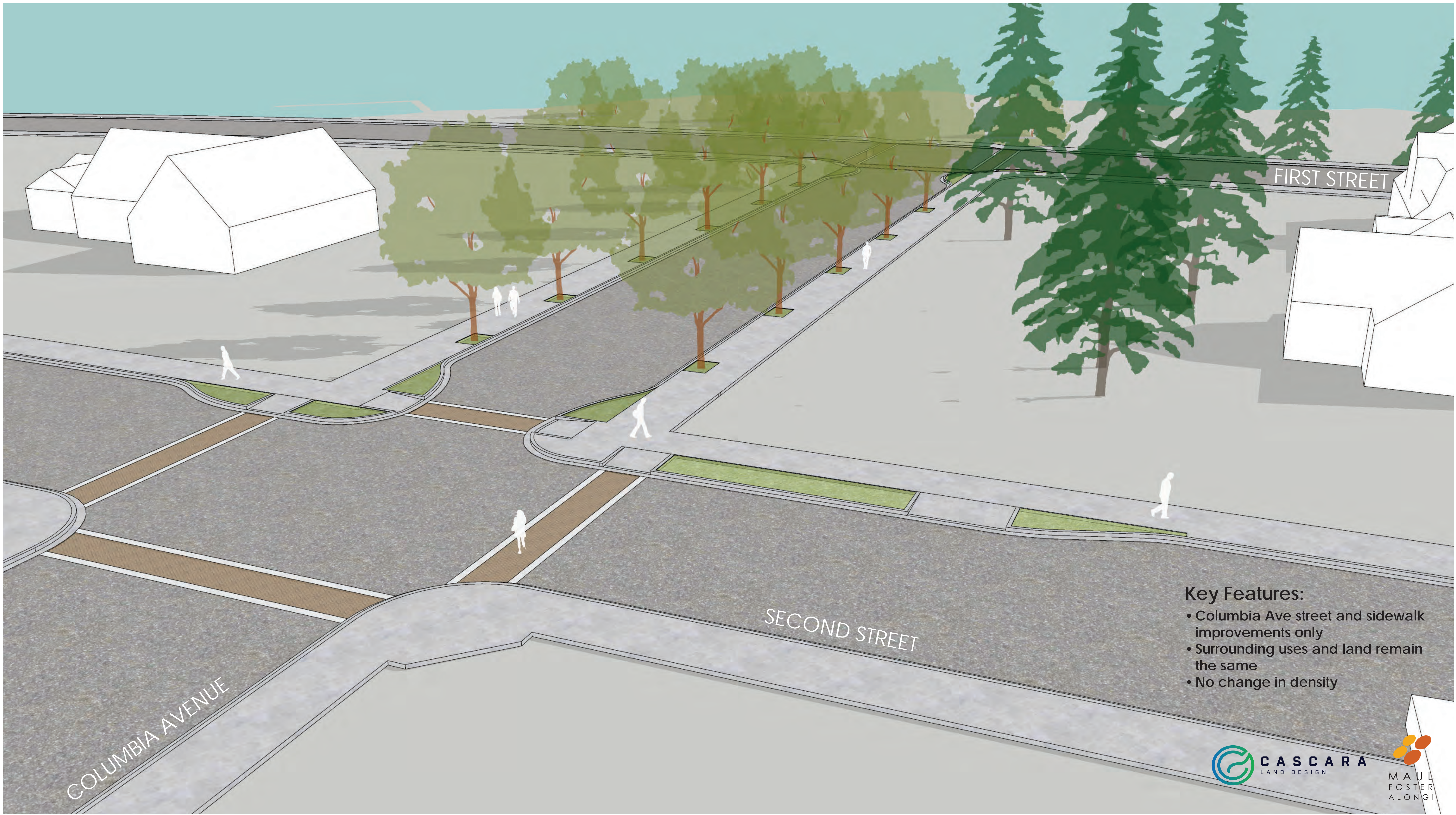


COLUMBIA AVENUE REALIGNMENT PROJECT  
CITY OF STEVENSON, WASHINGTON



PRECEDENT IMAGES 4

10/27/2022



- Key Features:**
- Columbia Ave street and sidewalk improvements only
  - Surrounding uses and land remain the same
  - No change in density



# COLUMBIA AVENUE REALIGNMENT PROJECT

CITY OF STEVENSON, WASHINGTON

**OPTION 1**  
10/27/2022



**Key Features:**

- Columbia Ave street and sidewalk improvements
- Surrounding lots are shown developed at maximum density
- Proposed buildings range from 40 to 50 feet in height



**COLUMBIA AVENUE REALIGNMENT PROJECT**  
CITY OF STEVENSON, WASHINGTON

**OPTION 2**  
10/27/2022



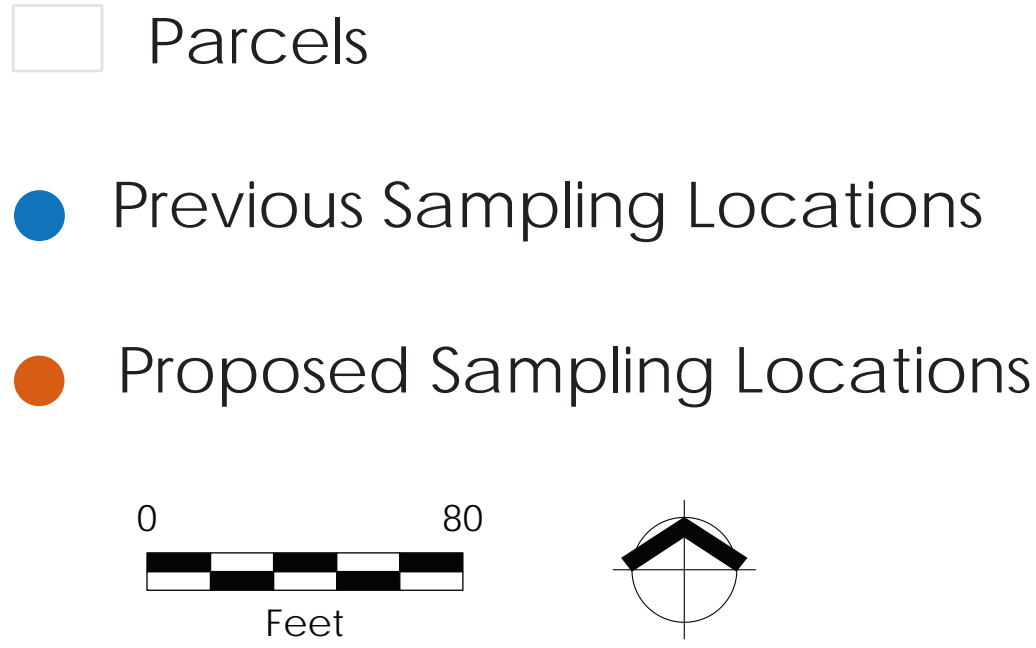
# COLUMBIA AVENUE REALIGNMENT PROJECT

CITY OF STEVENSON, WASHINGTON

## OPTION 3

10/27/2022

# Sampling Locations



## COLUMBIA AVENUE REALIGNMENT PROJECT CITY OF STEVENSON, WASHINGTON

