



City of Stevenson

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7121 E Loop Road, PO Box 371

Stevenson, Washington 98648

August 2025 Planning Commission Meeting

Monday, August 11, 2025

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/84522187605> Conference Call: +1 253 215 8782 or +1 346 248 7799 ID #: 845 2218 7605

Commenters must raise their hand and be acknowledged by the Chair. Individual comments may be cut off after 3 mins. Disruptive individuals may be required to leave the meeting. Persistent disruptions may result in the meeting being recessed and continued at a later date.

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

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

3. Minutes: May 12, 2025 Planning Commission Meeting Minutes

B. New Business

C. Old Business

4. Vacation Rental Listening Session: Collect public impressions of the current program.

5. Land Division Code Review: Reintroducing several potential amendments to clean-up and modernize the Land Division Code.

D. Discussion

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6. Thought of the Month:

-Housing Price Dynamics: <https://www.strongtowns.org/journal/2025/7/21/what-happens-when-housing-prices-go-down-because-they-are>

7. Staff & Commission Reports: Sewer Ordinance, Cascade Avenue, Sewer System Projects, Sewer Capital Improvement Plan

E. Adjournment

DRAFT Minutes
Stevenson Planning Commission Meeting
Monday, May 12th, 2025
6:00 PM

Following the resolution of audio difficulties, Planning Commission Chair Jeff Breckel called the meeting to order at 6:10 p.m. A quorum was present.

MEMBERS PRESENT

PC Chair Jeff Breckel; Commissioners Anne Keesee, Charles Hales. Commissioner Tony Lawson and Vice-Chair Auguste Zettler were absent.

STAFF PRESENT

Community Development Director Ben Shumaker, Planning & Public Works Assistant Tiffany Andersen, Stevenson City Administrator Wesley Wooten

GUESTS PRESENT

Dana Hendricks, Janet Campbell

PUBLIC PRESENT

None

A. Preliminary Matters

1. Public Comment Expectations

Shumaker explained use of tools for remote and public participants: For remote, *6 to mute/unmute & *9 to raise hand, or raise the hand icon. Commenters must raise their hand and be acknowledged by the Chair. Individual comments may be limited to 3 minutes. Disruptive individuals may be required to leave the meeting. Persistent disruptions may result in the meeting being recessed and continued at a later date.

2. Public Comment Period:

None received.

3. Approval of Minutes:

April 14th, 2025, Stevenson Planning Commission meeting minutes were approved unanimously following a motion by **Commissioner Keesee**, seconded by **Commissioner Hales**. There were no changes or corrections.

B. New Business

4. Vacation Rentals

Establish Public Involvement Expectations for a topic referred to the Planning Commission by the City Council.

Ben Shumaker, Community Development Director provided a staff report on the topic of vacation rentals. Since Washington State changed its registration system in 2020, the city of Stevenson has lost the ability to accurately track the number and locations of vacation rentals taking place within Stevenson. **Planning & Public Works Assistant Tiffany Andersen** shared the state reports 27 active rental sites, yet Stevenson has had only 3 permit application packages submitted. **Commissioner Keesee** also noted large discrepancies in the number of rentals advertised online with the numbers known to Stevenson.

C. Discussion

Planning Commissioners held a discussion on the issue. Guests Dana Hendricks and Janet Campbell shared concerns and information about the loss of housing stock within Stevenson and the effect vacation rentals have on the community as a whole. **Commissioner Hales** pointed out erosion of the housing supply was within the Planning Commission's scope to address.

It was determined a review of the existing ordinance was in order to explore changes to the policies about vacation rentals. Best approaches to maximizing public outreach for input were considered. A workshop will be scheduled for June or July, with draft changes to the ordinance potentially available for review in August.

D. Old Business

5. Short Plat Review

Planning Commission Review/Recommendation of Rock Cove plat alteration.

The Planning Department has received a proposed short plat for alteration of a plat along Rock Creek Drive. The two properties involved are currently vacant and the site of a development proposal. The tax lot numbers for the properties are 02-07-01-0-0-1302 and -1303. Per the city code, the Planning Commission is to be notified and given the opportunity to review the application.

The proposal involves a) consolidation of the 2 lots into 1 and b) relocation of a public access easement on the site.

Ben Shumaker, Community Development Director recommended the Planning Commission recommend the Stevenson City Council approval of the plat alteration as consistent with the Shoreline Substantial Development Permit issued in 2024. The action proposed is formally enforcing what has already been approved.

MOTION: Following a brief discussion, the Commissioners unanimously approved a motion by

Commissioner Hales, seconded by **Commissioner Keesee**, to recommend the Stevenson City Council approve the Rock Cove plat alteration.

6. Joint Meeting Review

Preparing for joint meeting with Skamania County Planning Commission on the Critical Areas Ordinance update.

Ordinance update.

A June 12th, 2025 meeting is scheduled to begin the work of updating the required Critical Areas Ordinance. Stevenson is intending to adopt the same regulations as Skamania County.

7. Thought of the Month:

-Adaptive Reuse:

<https://www.planning.org/planning/2025/apr/unlock-suburban-housing-potential-and-put-empty-office-to-work/>

-Skinny Houses:

<https://www.cnu.org/publicsquare/2025/05/02/benefits-skinny-houses>

8. Staff & Commission Reports

Ben Shumaker, Community Development Director welcomed **Wes Wootten** as the new **Stevenson City Administrator**.

Shumaker reported the city staff held a long exercise on the Capital Facilities Plan and Comprehensive Plan regarding annual reviews, amendments and incorporation of the plans in decision-making.

E. Adjournment

PC Chair Breckel declared the meeting adjourned at 7:40 p.m. There were no objections.

Minutes recorded by
Johanna Roe



City of Stevenson

Planning Department

(509)427-5970

7121 E Loop Road, PO Box 371
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TO: Planning Commission
FROM: Ben Shumaker
DATE: August 11th, 2025
SUBJECT: Vacation Rental Homes – Community Listening Session

Introduction

The Planning Commission asked to invite the broader public to discuss the existing vacation rental licensing program before determining whether to make changes thereto. Tonight's meeting is structured as a listening session to understand how the regulations are experienced by the community.

Recommended Action

None at this time.

Regulatory Framework

The City's [Vacation Rental Home](#) Program was developed 9 years ago. An open and far ranging public involvement process assisted the City's development of its regulatory program. One public commenter's urge to "begin with an assumption of trust" inspired much of that program. The City Council asked the Planning Commission to review the program to determine whether citizen-inspired changes are appropriate.

The public purposes served by the 2016 policies are listed in the column on the left. The tools employed by the draft regulations appear in the center column. Staff interpretation of newly proposed tools are shown in maroon text.

At tonight's listening session, staff encourages the Planning Commission to explore 1) whether the Public Purposes sought in 2016 match the purposes heard from the community today, 2) whether other Public Purposes should be advanced by the program, and 3) whether the public's experience with the program justifies fewer or additional tools for consideration.

Regulatory Intent and Tools		
Public Purpose	Tools	Additional/Newly Suggested Tools
Avoid Neighborhood Disruptions	<ul style="list-style-type: none">Annual License RenewalRevocable LicenseNeighborhood NoticeLocal ManagementStaff InspectionsInterior Informational PostingAdded Parking StandardsComplaint Log/Action Log	<ul style="list-style-type: none">Proof of ResidencyOn-site Ownership Preference
Reduce Housing Speculation	<ul style="list-style-type: none">Revocable LicenseAnnual License Renewal	<ul style="list-style-type: none">Proof of Residency
Reduce Vacation Rental Proliferation	<ul style="list-style-type: none">Revocable LicenseAnnual License Renewal	<ul style="list-style-type: none">Proof of ResidencyDistrict-Specific Allowance
Ensure Market Fairness and Taxation	<ul style="list-style-type: none">Annual License RenewalTaxation Required	
Protect Guests	<ul style="list-style-type: none">Annual Renewal	<ul style="list-style-type: none">On-site Ownership Preference

	<ul style="list-style-type: none"> • Local Management • Interior Informational Posting • Staff Inspections • Fire Code Compliance • Added Parking Standards 	
Reduce Administrative Burden & Barriers to Entry	<ul style="list-style-type: none"> • Revocable License • Annual License Renewal • Neighborhood Notice • Staff Inspections • Taxation • Fire Code Compliance • Complaint/Action Log 	<ul style="list-style-type: none"> • Water Shutoff Penalty
Benefit Economy	<ul style="list-style-type: none"> • Local Management • Fire Code Compliance 	<ul style="list-style-type: none"> • On-site Ownership Preference
7 Total Intents	10 Total Tools: 8 Required (bold text), 2 Advisory	

Public Involvement

This issue was brought to the Planning Commission by the public. To ensure any proposed changes incorporate public input, the Planning Commission requested this listening session. Commissioner Hales worked with City staff to create the message behind the outreach. That message was intentionally neutral. Notice of the meeting was distributed to the public at large via 3 Facebook posts, to past and present license holders, and to the neighbors of past/present license holders.

Next Steps

At this meeting, staff will assist the Planning Commission in synthesizing the feedback received. The Planning Commission will then be asked whether they want to consider the amendments proposed by the public, consider other potential amendments, or maintain the status quo.

Prepared by,

Ben Shumaker
Community Development Director



City of Stevenson

Planning Department

(509)427-5970

7121 E Loop Road, PO Box 371
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TO: Planning Commission
FROM: Ben Shumaker, Community Development Director
DATE: 8/11/2025
SUBJECT: Land Division Code Review

Introduction

During and after the COVID lockdown in 2019-2021, the Planning Commission held a series of discussions on potential amendments to the Land Division Code. Several of the amendments were accomplished during a 2022 amendment to the Boundary Line Adjustment regulations, however, upon adoption of those, the remaining amendments were not further considered. General discussion is expected tonight on the rationale behind the amendments and whether the project should continue. No specific policy guidance points will be addressed.

Public Involvement

At the November 2019 meeting, the Planning Commission chose to defer establishing public involvement expectations until a later date. Preliminary planning commission reviews did not anticipate final action on any portion of the proposal, and several sections were reviewed and set aside for a "Public Release Draft". No expectations have been set for the manner of input to be sought when the full Public Release Draft is prepared.

Code Structure

The Land Division Code (SMC Title 16) is divided into 2 Articles and includes introductory provisions related to both articles. Article I deals with Short Plats (land divisions of 4 lots or less). Article II deals with Subdivisions (land divisions of 5 lots or more). Article II also includes Boundary Line Adjustments (moving previously platted/established lot lines).

Attachment 1 provides each of the sections within the Land Division Code, where amendments had been considered, adopted, or proposed as part of the earlier review.

Amendment Rationale

Inconsistent Framework

The separate articles of the Code were adopted nearly 20 years apart, and little integration occurred between the regulations. The lack of integration produces illogical results during reviews, frustrating applicants and staff as they try to abide by the Council's will.

Example #1- Each article contains directs how lot width should be calculated. Each calculation method is different. The dimensions of a lot are measured differently depending on how many lots were in the original development. There is no conceivable justification for maintaining two different methods.

Example #2- The regulations applicable to lot sizes when land is divided via subdivision conflict with the same regulations in the Zoning Code. There is no conceivable justification for maintaining this known conflict.

Outdated

The articles of the Code were adopted prior to several statewide permitting modernization efforts and prior to the development community's embrace of recent technological advances. Adhering to the older codes makes Stevenson's permitting practices difficult for applicants.

Example #1- Application review timelines are either non-existent or incomplete. Review time for a proposed short plat is measured in days. Review time for a proposed boundary line adjustment is measured in working days. There is no conceivable justification to maintain the system that is in place.

Example #2- The application submittal requirements involve paper and/or Mylar copies of proposals. Paper copies are no longer necessary based on available application review software. Mylar copies are not necessary until a final approval is possible, and even then, only for certain types of proposals. There is no conceivable justification for maintaining these unnecessary requirements.

Next Steps

Decision Point #1- Does the Planning Commission wish to reengage this amendment review process?

If so, staff will come to the September Planning Commission meeting with:

- The draft regulations to be considered
- A draft a review schedule for Planning Commission and Council deliberation
- Decision points related to the public involvement framework for this review.

Thank you,

Ben Shumaker

City of Stevenson Land Division Administrator

Attachments

- 1- Annotated Code Structure (as of 2022)

ARTICLE I Provisions Applicable to All Proposals	ARTICLE I Short Plats	ARTICLE II Subdivisions	New Article V Subsequent Approvals
SMC 16.01.005 – Purpose	SMC 16.02.005 – Purpose	SMC 16.14.005 – Purpose	SMC 16.70 – Subsequent Approvals, Generally
SMC 16.01.010 – Definitions	SMC 16.02.010 – Definitions	SMC 16.14.010 – Administration	SMC 16.70.010 – Authority
SMC 16.01.015 – Administrative Provisions	SMC 16.02.020 – Applicability of Chapter Provisions	SMC 16.14.015 – Interpretation of Provisions	SMC 16.71 – Boundary Line Adjustment
SMC 16.01.020 – Preliminary Responsibilities & Inquiries	SMC 16.02.030 – Exemptions from Chapter Applicability	SMC 16.14.020 Compliance Required-Resubdivision of Short Subdivision Permitted When.	SMC 16.71.010 – Approval Required.
SMC 16.01.025 – Applications- Contents Generally	SMC 16.02.040 – Resubdivision Restrictions	SMC 16.14.030 – Exemptions	SMC 16.71.020 – Exemptions
SMC 16.01.030 – Fees	SMC 16.02.050 – Application-Contents Generally	SMC 16.16.010—230 – Definitions	SMC 16.71.030 – Application
SMC 16.01.055 – Application Acceptance—Determination of Completeness	SMC 16.02.060 – Application Form	SMC 16.18.010 – Notification Form-Submittal	SMC 16.71.040 – Review Procedures
SMC 16.01.055 – Application Acceptance—Notices & Distribution of Copies	SMC 16.02.070 – Application-Map and Survey Requirements	SMC 16.18.020 – Preliminary Conference	SMC 16.71.050 – Review Criteria
	SMC 16.02.080 – Application-Title Report	SMC 16.18.025 – Site Evaluation-Critical Areas	SMC 16.71.060 – Effect of Approved Boundary Line Adjustment
BOLD GREEN – New, Adopted 9/2022	SMC 16.02.090 – Application-Fee	SMC 16.18.030 – Preliminary Responsibilities and Inquiries	SMC 16.73– Lot Line Elimination
BOLD RED – Repealed, Adopted 9/2022	SMC 16.02.100 – Application Review-Administrator’s Authority	SMC 16.18.040 – Preliminary Plat-Submittal, Acceptance and Distribution of Copies	SMC 16.73.010 – Approval Required.
	SMC 16.02.110 – Application Procedures-Receipt and Distribution of Copies	SMC 16.18.050 – Preliminary Plat-Fees	SMC 16.73.020 – Exemptions
	SMC 16.02.120 – Application Procedures-Findings and Comments	SMC 16.18.060 – Preliminary Plat-Hearing-Held When	SMC 16.73.030 – Application
Green – Proposed New	SMC 16.02.130 – Application Procedures-Summary Determination of Compliance	SMC 16.18.070 – Preliminary Plat-Hearing-Notice	SMC 16.73.040 – Review Procedures
Red – Proposed Repeal	SMC 16.02.140 – Application Procedures-Conditional Approval	SMC 16.18.080 – Preliminary Plat-Distribution of Copies	SMC 16.73.050 – Review Criteria
Blue – Proposed Amendment	SMC 16.02.150 – Application Procedures-Final Approval and Recording	SMC 16.20.010 – Scope and Continuance	SMC 16.73.060 – Effect of Approved Lot Line Elimination
Highlighting – Draft ready for Public Release	SMC 16.02.160 – Application Procedures-Unapproved Short Plats Shall Not be Recorded	SMC 16.20.020 – Recommendation by Agencies	SMC 16.75 – Plat Alteration
	SMC 16.02.165 –Disapproval—Resubmittal—Additional Fee.	SMC 16.20.030 – Facility Improvement Considerations	SMC 16.75.010 – Approval Required.
	SMC 16.02.170 – Application Procedures-Appeal of Administrator’s Decision	SMC 16.20.040 – Hearing Records-Inspection by Public	SMC 16.75.020 – Exemptions
	SMC 16.02.180 – Review Standards-Design Requirements	SMC 16.20.050 – Report to Board after Hearing	SMC 16.75.030 – Application
	SMC 16.02.190 – Review Standards-Lot Sizes, Dimensions and Proportions	SMC 16.20.060 – Disapproval-Resubmittal-Additional Fee	SMC 16.75.040 – Review Procedures
	SMC 16.02.195 – Review Standards-Through Lots	SMC 16.22.010 – Preliminary Plat Hearing-Date	SMC 16.75.050 – Review Criteria
	SMC 16.02.200 – Review Standards-Access	SMC 16.22.020 – Preliminary Plat Hearing-Acceptance or Rejection of Recommendation	SMC 16.75.060 – Effect of Approved Plat Alteration
	SMC 16.02.210 – Review Standards-Public and Private Roads	SMC 16.22.030 – Rejected Preliminary Plat-Public Hearing	SMC 16.77 – Plat Vacation
	SMC 16.02.220 – Review Standards-Water Supply and Sanitary Sewer Systems	SMC 16.22.040 – Preliminary Plat Procedures-Recording	SMC 16.77.010 – Approval Required.
	SMC 16.02.230 – Review Standards-Utility and Drainage Easements	SMC 16.24.010 – Effect of Approval	SMC 16.77.020 – Exemptions
	SMC 16.02.240 – Review Standards-Sidewalks	SMC 16.24.020 – Expiration of Approval-Forfeiture of Fees	SMC 16.77.030 – Application
	SMC 16.02.250 – Ancillary Proceedings-Variances	SMC 16.24.030 – Approval not to Authorize Further Divisions or Transfers	SMC 16.77.040 – Review Procedures
	SMC 16.02.260 – Ancillary Proceedings-Plat Alteration Involving a Public Dedication	SMC 16.26.010 – Filing of Final Plat-Time Limit	SMC 16.77.050 – Review Criteria
	SMC 16.02.270 – Ancillary Proceedings-Plat Vacation	SMC 16.26.020 – Administrator Review and Acceptance Criteria	SMC 16.77.060 – Effect of Approved Plat Vacation
ZONING CODE TITLE 17	SMC 16.02.280 - Enforcement	SMC 16.26.030 – Performance Bone-In lieu of Completion of Improvements	SMC 16.79 – Tax Parcel Segregation
SMC 17.10.420 – Lot		SMC 16.26.040 – Copy Distribution Prior to Approval	SMC 16.79.010 – Approval Required.
SMC 17.10.422 – Lot, Corner		SMC 16.26.050 – Submittal to Board	SMC 16.79.020 – Deed Notice, Exemption, and Release
			SMC 16.79.030 – Enforcement, Remedy.
SMC 17.10.423 – Lot, Interior		SMC 16.26.060 – Approval or Disapproval-Considerations	
SMC 17.10.425 – Lot, Through		SMC 16.26.070 – Recording Time Limit	
SMC 17.10.430 – Lot Area		SMC 16.26.080 – Recording Fee	
SMC 17.10.450 – Lot Depth		SMC 16.26.090 – Final Plat Approval-Extensions	
SMC 17.10.460 – Lot Width		SMC 16.28.010 – Indication on Plats	
SMC 17.10.570 – Lot Area, Net		SMC 16.28.020 – Required Dedication Provisions	
SMC 17.10.780 –Street		SMC 16.28.030 – Protective Improvements-Dedication Required	
SMC 17.38.015 – Combination of Lots Authorized		SMC 16.28.040 – Private Roads-Landowner Responsibility	
		SMC 16.28.050 – Lot Access Required	
		SMC 16.28.060 – Public Water Access Requirements	
		SMC 16.28.070 – Conveyance to Corporation Requirements	
		SMC 16.28.080 – Acquisition by Public Agency Requirements	
		SMC 16.28.090 – Reserved Land Development	
		SMC 16.30.010 – General Standards	
		SMC 16.30.020 – Protective Improvements Required When-Denotation on Final Plat Required	
		SMC 16.30.030 – Lot Size and Dimensions	
		SMC 16.30.040 – Blocks	
		SMC 16.30.050 – Reverse Frontage Lots	
		SMC 16.30.060 – Lot Access	
		SMC 16.30.070 – Utility Easement	
		SMC 16.30.080 – Underground Utility Installations	
		SMC 16.30.090 – Drainage and Storm Sewer Easements	
		SMC 16.30.100 – Water Supply and Sanitary Sewer Systems	
		SMC 16.30.120 – Roads	
		SMC 16.30.140 – Street Right-of-Way Widths	
		SMC 16.32.010 – Test Standards	
		SMC 16.32.020 – Tests Required When	
		SMC 16.32.030 – Submittal of Test Data	
		SMC 16.34.010 – Required-Standards-Certification	
		SMC 16.34.020 – Data Required	
		SMC 16.34.030 – Section Reference Points Required	
		SMC 16.34.040 – Monument Reference under State Plane Coordinate System	
		SMC 16.34.050 – Permanent Control Monuments-Required Locations-Standards	
		SMC 16.34.060 – Permanent Control Monuments in Roads	
		SMC 16.34.070 – Lot Corner Demarcation	
		SMC 16.34.080 – Property Contiguous to Water-Demarcation	
		SMC 16.36.010 – Preliminary Plat Standards and Specifications	
		SMC 16.36.020 – Final Plat-Standards Generally	
		SMC 16.36.030 – Final Plat-Map-Required-Contents	
		SMC 16.36.040 – Final Plat-Section Reference Map-Required-Contents	
		SMC 16.36.050 – Final Plat-Required Written Data and Documents	
		SMC 16.37.010 – Purpose of Provisions and Conditions for Adjustment	
		SMC 16.37.020 – Definitions	
		SMC 16.37.030 – Approval Required	
		SMC 16.37.040 – Application Requirements	
		SMC 16.37.050 – Administrative Review	
		SMC 16.37.055 - Monumentation	
		SMC 16.37.060 – Recording	
		SMC 16.37.070 – Violations-Penalties	
		SMC 16.38.010 – Variances-General Criteria	
		SMC 16.38.020 – Variances to More Restrictive Standards	
		SMC 16.40.010 – Plat Acceptance Refusal-Appeal Procedure	
		SMC 16.40.020 – Plat Final Decision-Appeal Procedure-Time Limit	
		SMC 16.40.030 – Writ of Review-Application-Transcription Costs	
		SMC 16.42.010 – Development Permit Issuance-Planning Commission Approval Required-Approval Criteria	
		SMC 16.42.020 – Development Permit Issuance-Council Approval Required-Approval Criteria	
		SMC 16.44.010 – Violation Deemed Misdemeanor	
		SMC 16.44.020 – Illegal Transfer Designated	
		SMC 16.44.030 – Violations-Penalty	
		SMC 16.44.010 – Purchaser Damage Recovery	