



City of Stevenson

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

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

August 2022 Planning Commission

Monday, August 08, 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: July 11th & 18th, 2022 Planning Commission Meeting Minutes

B. New Business

4. Zoning Interpretation: Personal Services in the R3 Multi-Family Residential District

5. Conditional Use Permit Review: (CUP2022-02 Salon Building Ownership Change)

6. Conditional Use Permit Review: (CUP2022-03 City WWTP Expansion)

C. Old Business

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

8. **Staff & Commission Reports:** Capital Facilities Planning/Comprehensive Plan Amendment, Shoreline Public Access & Trail Plan, Downtown Parking

D. Discussion

E. Adjournment

DRAFT MINUTES
July 2022 Planning Commission
Monday, July 11, 2022
6:00 PM

In Person: Attendees at City Hall followed 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

Planning Commission Chair Jeff Breckel called the meeting to order at 6:00 p.m.

Attending: **Community Development Director Ben Shumaker, Planning Commission Chair Jeff Breckel, Planning Commissioners Anne Keesee, Davy Ray, August Zettler.**

Public attendees: Mary Repar, Kathleen Wilkie, Charles Hales

A. Preliminary Matters

1. Public Comment Expectations: **Community Development Director Ben Shumaker** advised participants must raise their hand and be acknowledged by the Chair. Individual comments may be limited to 3 minutes. Tools to use for remote participants: *6 to mute/unmute & *9 to raise hand.
2. Public Comment Period: (For items not located elsewhere on the agenda)
 - > Mary Repar provided comments on human spiritual connections and caring for life on earth. She also related a program on Meditation will be held at the Stevenson library.
 - > **Commissioner Ray** added comments on similar connections within life. He also initiated a discussion on having an Amtrak stop in Stevenson.
3. Minutes: Approval of June 13th, 2022 Planning Commission Meeting Minutes.

MOTION to approve minutes from the June 13th, 2022 Planning Commission meeting was made by **Commissioner Zettler**, seconded by **Commissioner Ray**.

- Voting aye: **Commissioners Breckel, Zettler, Ray, Keesee.**

B. New Business

4. Short Plat Review: SP2022-03 Standridge Short Plat Planning Commission Optional Review.

The Planning Department has received a complete short plat application for division of property on East Loop Road. The property is currently vacant and has no address. The tax lot number for the property is 03-75-36-3-0-0202-00. The property is located in the R1 Single-Family Residential District. The proposal would divide the property into 2 lots of 15,001 and 22,524 square feet. The lots would be served by public water and on-site septic systems. **Community Development Director Shumaker** reported groundwater seepage concerns were raised by an abutting property owner.

He recommended the Planning Commission review the concerns and subsequent response by Skamania County Environmental Health and provide direction on the project. **Shumaker** offered no professional guidance on this issue. He noted comments by the Commission, as representatives of the public, would be taken under advisement.

He highlighted four options, from least to most restrictive:

- 1- Make no recommendation on the proposal and entrust the decision to the administrative officials.
- 2- Recommend including a requirement to connect to City sewer when available.
- 3- Recommend including a requirement to connect to City sewer when available and a requirement to participate in the cost of the extension.
- 4- Recommend immediate extension and connection to the City sewer system.

Planning Commission Chair Jeff Breckel suggested the city develop a general policy that provides for sewer hookups on a specific timeline (as the sewer lines become available) regardless of septic system failures. It was pointed out this approach undergirds the amended Capital Improvement Plan. The Commission agreed to recommendation #3. **Shumaker** stated requiring regular pumping and inspection of septic systems to discover failing systems would be included in discussions establishing a sewer hook-up policy.

C. Old Business

5. Planning Commission Vacancy: Review Statement of Interest, Interview Candidates, & Recommend City Council Action.

Community Development Director Ben Shumaker introduced applicant Charles Hales. Mr. Hales was interviewed by the Commissioners regarding his interest in serving on the Planning Commission.

MOTION to recommend the Stevenson City Council appoint Charles Hales to the Stevenson Planning Commission and encourage Anthony Lawson to accept the ex-officio position was made by **Commissioner Zettler**, seconded by **Commissioner Ray**.

- Voting aye: **Commissioners Breckel, Keese, Ray, Zettler.**

D. Discussion

6. Thought of the Month: The 15-Minute City

<https://www.cnu.org/publicsquare/2021/02/08/defining-15-minute-city>

Community Development Director Shumaker shared information on the concept of having necessary services within 15 minutes of your locale. Pedestrian and cyclist access was highlighted.

He also encouraged the Commissioners to view a video regarding roundabouts and traffic safety.

7. Staff & Commission Reports:

- Strategic Planning with City Council provided clear goals. **Community Development Director Shumaker** will continue working on housing affordability tools, the recent parking assessment, shoreline trails planning and development regulations.
- Downtown planning is getting back on track following Covid-19 delays. A Stewards of Success meeting is planned for July 15th, 2022. Prioritization of project ideas will be taking place.

- Parking. Usage of on street parking and overcoming potential conflict points such as loading zones and employee parking are current topics. Reviews and or recommendations regarding the parking supply may come to the Planning Commission.
- A Comprehensive Plan Workshop is scheduled for July 13th, 2022 from 6-8 p.m. Prioritizing future capital facilities projects and budgeting will be topics under discussion. Undergrounding of utilities, broadband improvements and other items were also highlighted.

Commissioner Ray reminded everyone of the upcoming primary. Ballots will be received by July 15th.

E. Adjournment

Planning Commission Chair Jeff Breckel adjourned the meeting at 7:27 p.m.

DRAFT MINUTES
STEVENSON PLANNING COMMISSION SPECIAL MEETING
Monday, July 18, 2022
6:00 PM

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

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

Planning Commission Chair Jeff Breckel called the meeting to order at 6:07 p.m. A quorum was present.

Attending: Community Development Director Ben Shumaker; Planning Commission Chair Jeff Breckel, Commissioners Auguste Zettler, Anne Keese. Commissioner Davy Ray joined the meeting later.

Others in attendance: Jane Vail

A. Preliminary Matters

1. Public Comment Expectations:

Community Development Director Ben Shumaker provided information for remote and in person participants. Commenters must raise their hand and be acknowledged by the Chair. Individual comments may be limited to three minutes or less. For remote participants, use *6 to mute/unmute & *9 to raise hand

B. New Business

2. Permit Revision: SHOR2021-01 Rock Creek Pump Station: Reviewing a request to revise the permit issued to the Stevenson Public Works Department to add elements related to the Wastewater Treatment Plant.

Revisions to Shoreline Substantial Development Permits are allowed when the proposal is within the scope and intent of the original Permit. The proposal is to amend the Rock Creek Pump Station and Force Main Shoreline Substantial Development Permit approved by the City of Stevenson in March 2021. The amendment is to secure shoreline approval for those elements of the proposed upgrade to the Rock Creek Wastewater Treatment Plant that are within the 200' shoreline jurisdiction boundary.

Improvements are at the treatment plant itself. Proposed improvements are within the 200-foot shoreline jurisdiction line and include: a new UV channel, new aeration basin, and new mixed liquor splitter box. Proposed improvements outside of shoreline jurisdiction include the blower building, headworks, and gate and access driveway. All work will be conducted landward of the functionally isolated riparian buffer of Rock Creek. Permanent improvements to the WWTP will occur within the same footprint as the existing treatment plant. All proposed improvements to the WWTP are above the ordinary high water mark (OHWM) setback.

Community Development Director Ben Shumaker explained the process involved quasi-judicial action, and an Appearance of Fairness Disclosure was required. The Appearance of Fairness Doctrine is a rule of law requiring government decision-makers to conduct non-court hearings and proceedings in a way that is fair and unbiased in both appearance and fact.

Shumaker asked each Planning Commissioner if they had experienced any ex-parte communications concerning the permit revision; if they had any financial conflicts with the project; and if there was anything that could be seen to bias their ability to make a fair and impartial decision.

There were no issues noted by the commissioners, and the applicant did not have any challenges.

After a detailed review of the revisions to the permit, following a motion by Commissioner Zettler, seconded by Commissioner Keesee, the Planning Commission unanimously approved the following final order for SHOR 2021-01, subject to the following conditions:

1. Within 21 Days from Receipt of the Final Decision, the proponent shall file any appeal according to SMC 18.08.200.
2. Throughout the Duration of this Permit, the proponents shall provide reasonable access to the Shoreline Administrator to ensure enforcement of this permit and the SMP.
3. The permittee shall prepare an as-built drawing of all work completed under this permit. The as-built shall include specific information on status of Fish & Wildlife Habitat Conservation Areas to serve as a basis for future monitoring of the project compliance.
4. Throughout the Duration of this Permit, the proponents shall contact the Shoreline Administrator prior to constructing any change to the proposal to determine whether the change should be permitted and whether the permission should be through a Minor Project Authorization or a Shoreline Permit Revision.

Any person aggrieved by the granting of this permit by the Council may seek review from the Shorelines Hearings Board, pursuant to RCW 90.58.180.

Community Planning Director Shumaker will obtain the signature of the Chair of the Planning Commission and immediately forward the approved revision to the Washington State Department of Ecology. The permit becomes effective immediately.

Commissioner Ray reported on recent attempts to establish an Amtrak stop in Stevenson.

C. Adjournment

Planning Commission Chair Breckel declared the meeting adjourned at 6:38 p.m.



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: August 8th, 2022
SUBJECT: Zoning Interpretation–Personal Services (Salons) in the R3 Multi-Family Residential District

Introduction

The Stevenson Planning Commission is asked to interpret the Zoning Code to determine whether properties in the R3 Multi-Family Residential District may be put to use for Personal Services (Salons). In conducting this interpretation, the Planning Commission has the flexibility to consider this type of use either an Accessory Use, a Conditional Use or a Prohibited Use.

Recommendation

The Planning Commission should evaluate this proposal based on its understanding of a) whether Personal Services (Salons) are consistent with the purpose of the R3 District and b) and whether the use is of the same general character as other uses in the district. A draft interpretation is attached based on the assumption that Personal Services (not just Salons) could be conditionally allowed in the R3 District.

Approval Standards

Affirmative findings shall be made on the following criteria before any unlisted use is allowed in a zoning district.

1. The use (Personal Services) is consistent with the purpose of the applicable zoning district (R3 Suburban Residential);

GUIDANCE: Staff sees nothing to prevent an affirmative finding by the Planning Commission.

Use: The City lists Personal Services in its use descriptions at SMC 17.13.020:

Commercial establishments providing individual services generally related to personal needs. Unless specifically listed in the district, Personal Services includes all subcategories listed herein.

At this time, Recreation Services is the only subcategory; Salon is not separated from other types of Personal Services.

Zoning District: The City has stated the purpose of the SR Suburban Residential District as follows:

The multi-family residential district (R3) is intended to provide minimum development standards for various residential uses where complete community services are available and where residential uses are in close proximity to uses characteristic of more urban areas and separated from uses characteristic of more rural areas.

AND

2. The use is expressly allowed in a less restrictive district (MHR, SR, PR, ED, CR, C1, and M1 Districts);

GUIDANCE: An affirmative finding is appropriate for this criterion.

District Allowances: Personal Services are expressly allowed as a P – Permitted use in the C1 District. The subcategory Recreational Services are expressly allowed as a P – Permitted use in the CR District.

OR

3. The use is of the same general character as the principal and conditional uses authorized in such district.

GUIDANCE: An affirmative finding is also appropriate for this criterion.

Character of Uses: Salons have been granted permits by the Stevenson Planning Commission on 3 past occasions. The Conditional Use Permits issued by the Planning Commission were accompanied by ad-hoc interpretations by the Planning Commission which considered a salon use as a "Professional Office (Salon)". Professional offices were listed conditional uses in this zone. Personal services were not listed at that time. Those permits were issued prior to the Zoning Code reformat in 2016 which better organized uses and provided the current descriptions.

Accessory Use, Supplemental Standard

In limited circumstances, an unlisted use which satisfies the approval standards above may be interpreted as an accessory use in the district under consideration. Such circumstances require an additional affirmative finding that:

1. The proposed use (Personal Services) services a purpose customarily incidental to the instant principal use (Mixed Use: Professional Office, Residential) on the property under consideration.

GUIDANCE: Based on the discussion below, an affirmative finding cannot be made for this criterion.

Instant Principal Use: Staff will caution (repeatedly) to avoid discussion of a specific site and/or property while making a decision on this interpretation. On a district-wide basis, staff finds it hard to imagine a scenario where Personal Services could be considered an accessory use to an otherwise permitted use.

Prepared by,

Ben Shumaker
Community Development Director

Attachment

- Draft Interpretation (ZON2022-04)



City of Stevenson

Planning Department

(509)427-5970

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

Planning Commission Interpretation

Multi-Family Residential District—Personal Services (Salon) (ZON2022-04)

Issue:

The use table adopted at SMC 17.15.040 did not contemplate whether Personal Services uses would be compatible in residential districts, including the SR Suburban Residential District. The Planning Commission is asked to address this unintentional omission to determine whether the use would have been permitted had it been contemplated and whether it is compatible with the other listed uses in the district.

Guiding Policy

This interpretation is guided by SMC 17.12.020 which requires the following approval standards and considerations, for which affirmative findings are required before an unlisted use could be allowed.

- 1) SMC 17.12.020(C)(1) – The use is consistent with the purpose of the applicable zoning district;

AND
- 2) SMC 17.12.020(C)(2) – The use is expressly allowed in a less restrictive district;
OR
- 3) SMC 17.12.020(C)(3) – The use is of the same general character as the principal and conditional uses authorized in such district

AND
- 4) SMC 17.12.020(E)(1) – The proposed use serves a purpose customarily incidental to the instant principal use on the property under consideration.

Discussion

Use: The City describes Personal Services uses in SMC 17.13.020 as follows:

Commercial establishments providing individual services generally related to personal needs. Unless specifically listed in the district, Personal Services includes all subcategories listed herein.

Zoning District: The City has stated the purpose of the R3 Multi-Family Residential District as follows:

The multi-family residential district (R3) is intended to provide minimum development standards for various residential uses where complete community services are available and where residential uses are in close proximity to uses characteristic of more urban areas and separated from uses characteristic of more rural areas.



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: August 8th, 2022
SUBJECT: Conditional Use Permit – Transfer of Ownership of Existing Salon Building (CUP2022-02)

Introduction

The Stevenson Planning Commission is requested to review an application for continued use of a building as a salon following the sale of the building. The salon was authorized by the Planning Commission in 2011 as a "Professional Office (Salon)" through Conditional Use Permit #2011-02. Condition #1 of the permit limited its validity to the applicant, which was the owner. The proposal is located at 421 SW Rock Creek Drive (Tax Lot 02-07-01-1-0-1601). Pending an interpretation to be made earlier tonight, the Planning Commission can review and approve "Personal Services" as a Conditional Use Permit.

Recommended Action

Staff recommends approval of the proposal based on the findings of fact and conditions of approval in Attachment 1.

Guiding City Policies

Zoning Code

SMC Table 17.15.040-1 Residential Districts Use Table (Abbreviated)

Use	R1	R2	R3	MHR	SR
General Sales or Service Uses					
Personal Services			C*		C
Recreational Services					
*Pending					

SMC 17.39.020 Conditional Use Permit Review

- A. The Planning Commission shall review all applications for conditional use permits.
- B. In granting a conditional use request, the Planning Commission may attach to the conditional use permit such reasonable requirements as will ensure that the development in its proposed location:
 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.
- C. At least one public hearing shall be held for each complete conditional use permit application. Notice shall be given as provided in this title. To ensure adequate time for public notice, a complete application must be received at least 20 days before a hearing will be held.
- D. The Planning Commission shall reach a decision to approve or deny a conditional use request within 30 days of the last public hearing deemed necessary by the Planning Commission for the relevant application.
- E. 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.

SMC Table 17.12.030 Administration Commensurate with Comprehensive Plan

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

2013 Stevenson Comprehensive Plan

1-Community & Schools

- 1.12 Develop and enhance cultural opportunities.
 - 1.12-3 Install public art in key locations throughout the City, especially along the Columbia River waterfront.
- 1.17 Provide a clean, visually attractive community.
 - 1.17-1 Facilitate and support activities to beautify the community, such as a Community Beautification Day.

2-Urban Development

- 2.12 Facilitate and encourage the use of innovative building types and land development patterns that encourage conservation of energy and other resources.
- 2.14 Ensure development review processes are prompt, predictable, open, and uncomplicated.
- 2.15 Minimize the impacts of abutting conflicting land uses by subjecting the more intensive land use or the site being developed to special site development standards.

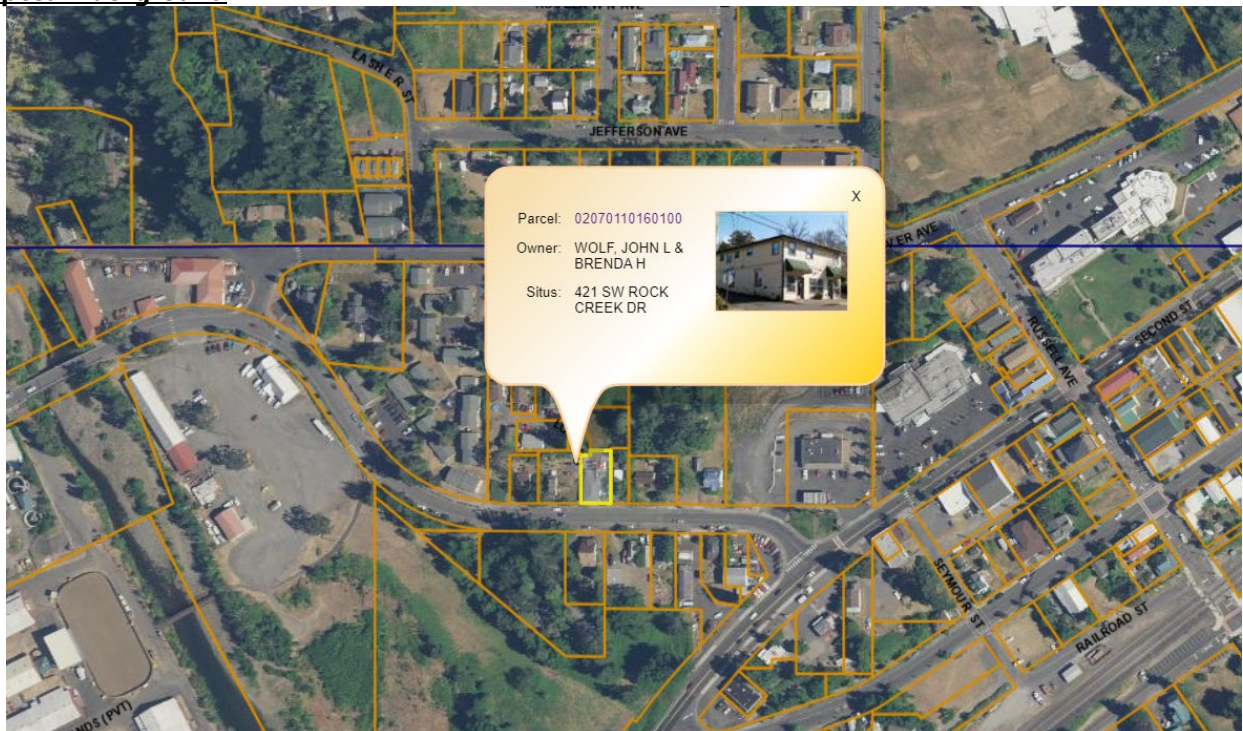
3-Housing

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

5-Business & Industry

- 5.1 Establish an economic program and strategy to support development of a healthy, diversified economy which will provide local employment and support for businesses and services.
- 5.3 Establish strategies to retain and grow existing businesses.

Proposal Background



Site Characteristics

Owner/Applicant: John & Brenda Wolf/ Matt Tackett
Purpose: To continue use of property as a salon after transfer of ownership
Location: 421 SW Rock Creek Drive
Lot size: ~7,000 sq ft

	Zoning	Land Use
Subject Property	R3 Multi-Family Residential	Mixed Use- Salon/Residential
North	R3	Single Family Residential
South	R3	Multi-Family Residential, Single Family Residential
East	R3	Single Family Residential
West	R3	Single Family Residential

Photos from 2011



Overview

A change of ownership is proposed for a property whereon a Conditional Use Permit had been issued for a "Professional Office (Salon)". The City's past involvement in this space has been heavy. The Conditional Use Permit limited its validity to the current owner. The applicants are requesting to allow the current tenant to continue after a prospective change in ownership. The current Conditional Use Permit was issued in 2011 which allowed for intensification of a salon use based on a 2007 Planning Commission action to alter a 2005 Conditional Use Permit for a Professional Office at this location.

Community Input

Notice was sent to nearby property owners and posted at 3 locations near the project site and published in the *Skamania County Pioneer*. As of this writing no verbal or written comments or questions have been received.

Alternatives

1. Deny this request based on its inability to meet the criteria of SMC 17.39.
2. Approve Conditional Use Permit 2022-02 as proposed with the specific conditions of approval as determined tonight.
3. Take some other course of action as a Commission.

Prepared by,

Ben Shumaker

Attachments

1. Draft CUP2022-02
2. Application (14)



City of Stevenson

Planning Department

(509)427-5970

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

Conditional Use Permit #2022-02

PROponent: Matt Tackett
LOCATION: 421 SW Rock Creek Drive (Tax Lot #02-07-01-1-0-1601-00)
DECISION DATE: August 8th, 2022
REVIEW DATE: The first Planning Commission meeting in October, 2024.
PURPOSE: As provided by SMC 17.39 and SMC 17.15, this Conditional Use Permit allows a Personal Services use on the first floor of the existing building.

Findings of Fact:

1. The Planning Commission has reviewed this application for a Conditional Use Permit after a duly advertised public hearing on August 8th, 2022.
2. The applicant has paid the required application fees.
3. The proposal allows for continuance of a long-standing use of the subject property which has been subject to conditions and remained in harmony with the neighborhood.

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. No outdoor speakers shall be installed in conjunction with this conditional use proposal.
4. Individual signs related to this proposal shall be limited to that allowed in SMC 17.15.
5. The use shall retain at least seven (7) off-street parking spaces in compliance with SMC 17.42.
6. The proposal shall be subject to periodic review by the Planning Commission to ensure the terms of this permit are being met, determine whether changes to these terms are warranted, and to verify satisfactory longevity of the proposal.

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 (**CUP2022-02**) FOR:

**A Personal Services use
on the first floor of a building in the R3 Multi-Family District Installation
at 421 SW Rock Creek Drive, Tax Lot # 02-07-01-1-0-1601.**

IS HEREBY ISSUED.

For the Planning Commission:

_____ Date

DRAFT

JUN 21 2022

Tracking Number: _____

CONDITIONAL USE PERMIT APPLICATION



PO Box 371 Stevenson, Washington 98648

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

Applicant/Contact: Matt Tackett
Mailing Address: 6242 SW Burlingame Ave. Portland, OR 97239
Phone: 503.385.5585 **Fax:** N/A
E-Mail Address (Optional): tackett20@gmail.com

Property Owner: John and Brenda Wolf
Mailing Address: 1190 Multnomah Rd. Hood River, OR 97031
Phone: _____ **Fax:** _____

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

Property Address (Or Nearest Intersection): 421 SW Rock Creek Dr. Stevenson, WA 98648

Tax Parcel Number: 02070110160100 **Zoning:** R-3

Lot Size: .14 acres **Current Use of Property:** Hair Salon

Brief Narrative of Request: Applicant is purchasing property and is willing to retain the tenant in the salon as requested by current property owner. Applicant requests use of current property owners required submittal documents / information currently on file for CUP approval.

Water Supply Source: public **Sewage Disposal Method:** public sewer

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

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

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

DocuSigned by:
Signature of Applicant: *Matt Tackett* **Date:** May 26, 2022 | 22:03 P
81AAD3194E354BB...

DocuSigned by: **DocuSigned by:**
Signature of Property Owner: *John and Brenda Wolf* **Date:** 5/27/2022 | 11:39
6CCEBD869B534DA... 6CCEBD869B534DA... **Date:** 5/27/2022 | 11:39

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



SUBMIT TO:
City Hall
7121 NE Loop Road

Conditional Use Permit

JUN 21 2022

Submittal Requirements

Initial:

A Conditional Use is a use listed as conditional in the relevant zoning district and permitted only after review as provided in SMC 17.39. A Conditional Use Permit is a permit issued by the Planning Commission that authorizes the recipient to make use of property in accordance with the requirements of SMC 17- Zoning as well as any additional requirements imposed by the Planning Commission.

Applications for a Conditional Use Permit are subject to review by the Planning Commission. In granting a Conditional Use Permit, the Planning Commission must find that the development in its proposed location:

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.

The following information is required for all Conditional Use Permit Applications. Applications without the required information will not be accepted. Site plans are to be prepared by a qualified professional, submitted on 8½"x11" or 11"x17" paper, and drawn to a standard engineering scale (e.g. 1"=10', 1"=20', ¾"=1', etc.).

- Application Fee (Amount: _____ Date: _____ Receipt #: _____)
- Completed and Signed Conditional Use Permit Application
- Copies of the Property Title or Other Proof of Ownership
- Descriptions of Any Existing Restrictive Covenants or Conditions
- Two (2) Copies of a Site Plan, Clearly Showing the Following:
 - The Location and Dimensions of All Existing and Proposed Structures
 - A Floor Plan of the Structure Housing the Proposed Conditional Use
 - A North Arrow and Scale
 - The Location and Dimensions of Any Drainfields, Public Utilities, Easements, Rights-of-Way or Streets within or Adjacent to Any Affected Lot
 - The Location and Dimensions of All Parking Areas
- A Narrative Discussing How the Proposal Meets the Four Criteria Described Above
- A List of the Names and Mailing Addresses of All Property Owners Within 300 Feet of the Subject Property (Obtainable Through the Skamania County Assessor's Office)
- Any Information Associated with Proposals Reviewed under SMC 17.39
- Any Other Information Requested by the Planning Director to Aid the Planning Commission in Evaluating the Conditional Use Permit Application

JLW BFW

RECEIVED

JUN 21 2022

Initial: _____

Legal Description of adjusted Wolf parcel (PARCEL 02070110160100)

That parcel described in Quit Claim Deed filed under Auditor file number 2010175623 and known as Tax Parcel Number 02070110160100 and located in Section 1, Township 2 North, Range 7 East, Willamette Meridian, City of Stevenson, Skamania County, Washington;

'A tract of land in the Northwest quarter of the Northeast quarter of Section 1, Township 2 North, Range 7 East of the Willamette Meridian, in the County of Skamania, State of Washington described as follows:

Beginning at a point 542.2 feet South of a rock marking the intersection of the West line of the Shepard D.L.C., with the North line of Section 1, Township 2 North, Range 7 East Willamette Meridian, said point being the intersection of the West line of the said Shepard D.L.C. with the North line of Second Street in the Town of Stevenson; thence Westerly along the North line of Second Street 610 feet to the True Point of Beginning; thence North 100 feet; thence East 63 feet; thence South 100 feet to the North line of Second Street; thence West 63 feet to the True Point of Beginning.'

AND WITH the following described tract:

A parcel of land in Government Lot 9 of Section 1, Township 2 North, Range 7 East of the Willamette Meridian, in the City of Stevenson, Skamania County, State of Washington;

Beginning at the most Southwest corner of Lot 1 of the John and Brenda Short Plat recorded in Auditor File Number 2007-166988;

Thence South 88°23'50" East, a distance of 43.00 feet;
thence North 00°50'52" East, a distance of 10.29 feet;
thence North 88°23'50" West, a distance of 43.00 feet;
thence South 00°50'52" West, a distance of 10.29 feet to the Point of Beginning.

Containing 442 square feet, more or less.

JUN 21 2022

Initial: _____

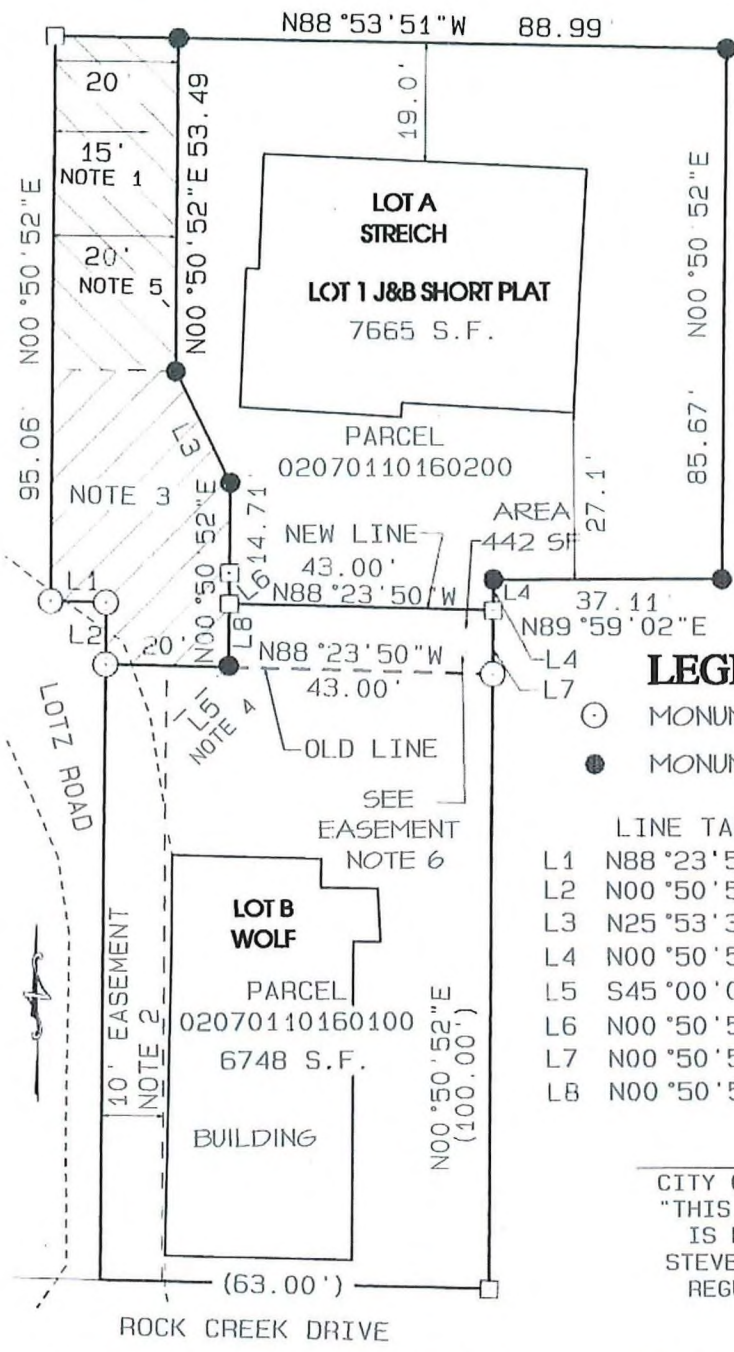


EXHIBIT B
 BOUNDARY LINE ADJUSTMENT
 PLOT PLAN
 IN LOT 1 AND 2 OF THE
 JOHN AND BRENDA SHORT PLAT
 AND TAX PARCEL 02070110160100
 GOV'T LOT 9, SEC. 1,
 T.2N., R.7E., W.M.
 CITY OF STEVENSON, WASHINGTON

SITE ADDRESS:
 427 LOTZ ROAD

OWNER:
 JEFFREY & LINDSAY STREICH
 3160 NE BRYCE STREET
 PORTLAND, OR 97212

LEGEND

- MONUMENT OF RECORD
- MONUMENT AS PER AF 2007166643

LINE TABLE

L1	N88°23'50"W	9.00'
L2	N00°50'52"E	10.00'
L3	N25°53'36"W	20.00'
L4	N00°50'52"E	5.00'
L5	S45°00'00"W	14.39'
L6	N00°50'52"E	5.00'
L7	N00°50'52"E	10.29'
LB	N00°50'52"E	10.29'

CITY OF STEVENSON ADMINISTRATOR
 "THIS BOUNDARY LINE ADJUSTMENT
 IS EXEMPT FROM THE CITY OF
 STEVENSON AND STATE PLATTING
 REGULATIONS AS PROVIDED IN
 RCW 58.17.040 (6) "

AS PER JOHN AND BRENDA SHORT PLAT:
 1. A 15' ACCESS AND UTILITY EASEMENT IS
 DEDICATED TO THE CITY OF STEVENSON:
 2. A 10' EASEMENT INGRESS, EGRESS AND
 UTILITY EASEMENT IS DEDICATED TO THE
 CITY OF STEVENSON.
 3. HATCHED AREA IS AN ACCESS AND
 UTILITY EASEMENT IN FAVOR OF LOT 1.
 4. ACCESS AND UTILITY EASEMENT IN
 FAVOR OF LOT 1 OVER TAX PARCEL
 02070110160100.

OTHER EASEMENTS:
 5. ACCESS AND UTILITY EASEMENT IN
 FAVOR OF LOT 1 OVER LOT 2 - AFN
 2019000792.
 6. ACCESS EASEMENT TO BE RETAINED FOR
 LOT 1 OF JOHN & BRENDA SHORT PLAT AND
 TAX PARCEL 02070110160000 OVER
 ADJUSTED AREA.

SCALE
 1" = 30'



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JUN 21 2022

Initial: _____

Form 22E
FIRPTA Certification
Rev. 7/19
Page 1 of 1

© Copyright 2019
Northwest Multiple Listing Service
ALL RIGHTS RESERVED

FIRPTA CERTIFICATION

The Foreign Investment in Real Property Tax Act ("FIRPTA"), 26 U.S.C. 1445, provides that a buyer of a U.S. real property interest must withhold tax if Seller is a foreign person, unless one of the exceptions in the Act applies. The following will inform Buyer and Closing Agent whether tax withholding is required.

Note: The above law applies to foreign corporations, partnerships, trusts, estates and other foreign entities, as well as to foreign individuals. If Seller is a corporation, partnership, trust, estate or other entity, the terms "I" and "my" as used below means the corporation or other entity. A "real property interest" includes full or part ownership of land and/or improvements thereon; leaseholds; options to acquire any of the foregoing; and an interest in foreign corporations, partnerships, trusts or other entities holding U.S. real estate.

SELLER CERTIFICATION. Seller hereby certifies the following:

PROPERTY. I am the Seller of real property at:

421 SW Rock Creek Drive Stevenson WA 98648
Address City State Zip

or (if no street address) legally described on the attached.

CITIZENSHIP STATUS. I AM AM NOT a non-resident alien (or a foreign corporation, foreign partnership, foreign trust, foreign estate or other foreign business entity) for purposes of U.S. income taxation.

TAXPAYER I.D. NUMBER.

My U.S. taxpayer identification number (e.g. social security number) is _____
(Tax I.D. number to be provided by Seller at Closing)

ADDRESS.

My home address is **1190 Multnomah Rd. Hood River OR 97031**
Address City State Zip

Under penalties of perjury, I declare that I have examined this Certification and to the best of my knowledge and belief it is true, correct and complete. I understand that this Certification may be disclosed to the Internal Revenue Service ("IRS") and that any false statement I have made here could be punished by fine, imprisonment, or both.

DocuSigned by:
John Wolf
5-2-22
Seller: John Wolf Date

DocuSigned by:
John Wolf
5-2-22
Seller: John Wolf Date

BUYER CERTIFICATION (Only applicable if Seller is a non-resident alien).

If Seller is a non-resident alien, and has not obtained a release from the IRS, then Closing Agent must withhold 15% of the amount realized from the sale and pay it to the IRS, unless Buyer certifies that the selected statement below is correct:

Amount Realized (\$300,000 or less) and Family Residence = No Tax. (a) I certify that the total price that I am to pay for the property, including liabilities assumed and all other consideration to Seller, does not exceed \$300,000; and (b) I certify that I or a member of my family* have definite plans to reside on the property for at least 50% of the time that the property is used by any person during each of the first two twelve month periods following the date of this sale. If Buyer certifies these statements, there is no tax.

Amount Realized (more than \$300,000, but not exceeding \$1,000,000) and Family Residence = 10% Tax. (a) I certify that the total price that I am to pay for the property, including liabilities assumed and all other consideration to Seller, exceeds \$300,000, but does not exceed \$1,000,000; and (b) I certify that I or a member of my family* have definite plans to reside on the property for at least 50% of the time that the property is used by any person during each of the first two twelve month periods following the date of this sale. If Buyer certifies these statements, then Closing Agent must withhold 10% of the amount realized from the sale and pay it to the IRS.

* (Defined in 11 U.S.C. 267(c)(4). It includes brothers, sisters, spouse, ancestors and lineal descendants).

Under penalties of perjury, I declare that I have examined this Certification and to the best of my knowledge and belief both statements are true, correct and complete. I understand that this Certification may be disclosed to the IRS and that any false statement I have made here could be punished by fine, imprisonment, or both.

Buyer _____ Date _____ Buyer _____ Date _____

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JUN 21 2022

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Site Plan

421 SW Rock Creek Drive

2022 Site Plan CUP App. Tackett-nelson

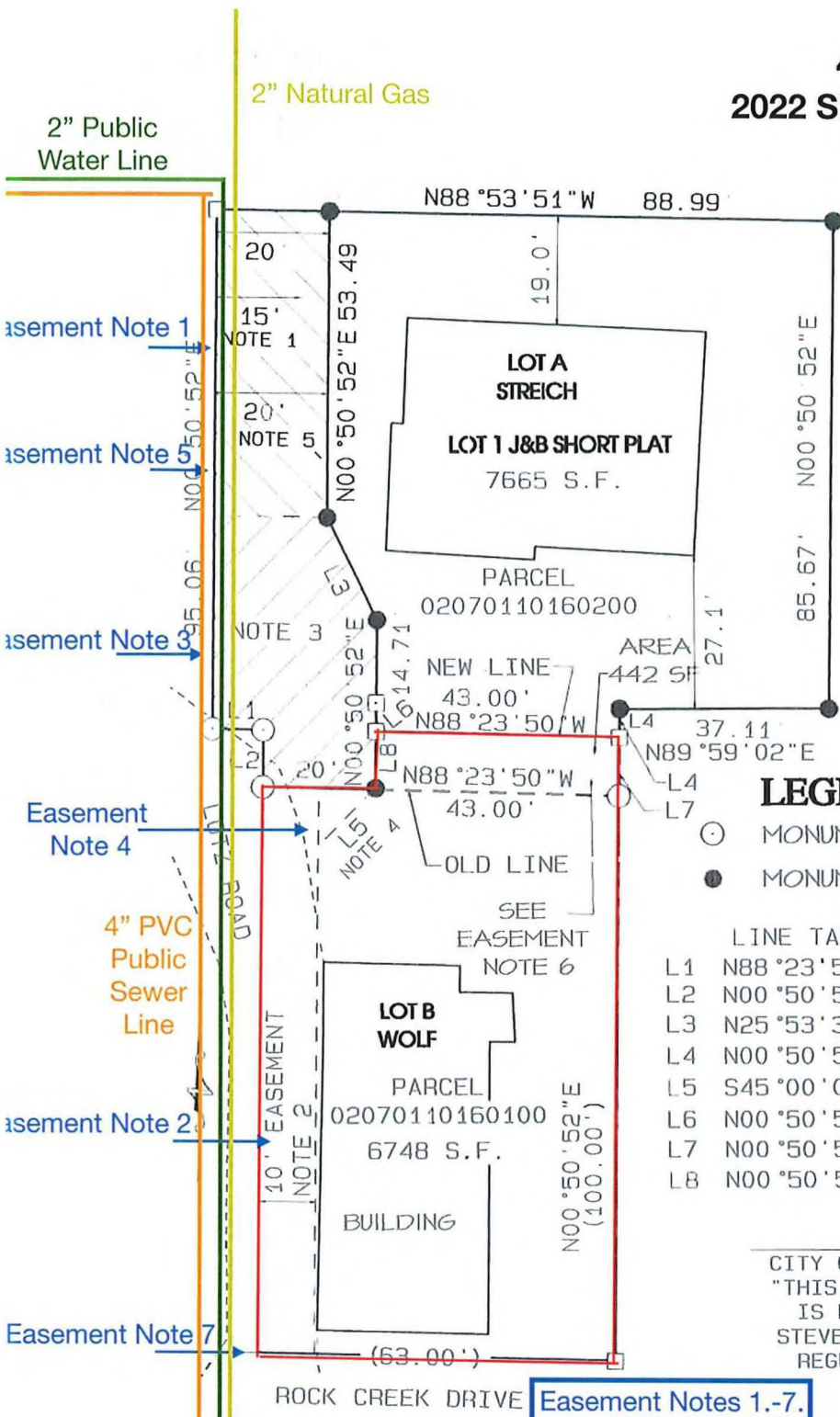


EXHIBIT B
 BOUNDARY LINE ADJUSTMENT
 PLOT PLAN
 IN LOT 1 AND 2 OF THE
 JOHN AND BRENDA SHORT PLAT
 AND TAX PARCEL 02070110160100
 GOV'T LOT 9, SEC. 1,
 T.2N., R.7E., W.M.
 CITY OF STEVENSON, WASHINGTON

SITE ADDRESS:
 427 LOTZ ROAD

OWNER:
 JEFFREY & LINDSAY STREICH
 3160 NE BRYCE STREET
 PORTLAND, OR 97212

LEGEND

- ⊙ MONUMENT OF RECORD
- MONUMENT AS PER AF 2007166643

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OTHER EASEMENTS:
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 FAVOR OF LOT 1 OVER LOT 2 - AFN
 2019000792.
 6. ACCESS EASEMENT TO BE RETAINED FOR
 LOT 1 OF JOHN & BRENDA SHORT PLAT AND
 TAX PARCEL 02070110160000 OVER
 ADJUSTED AREA.

7. Sidewalk Easement

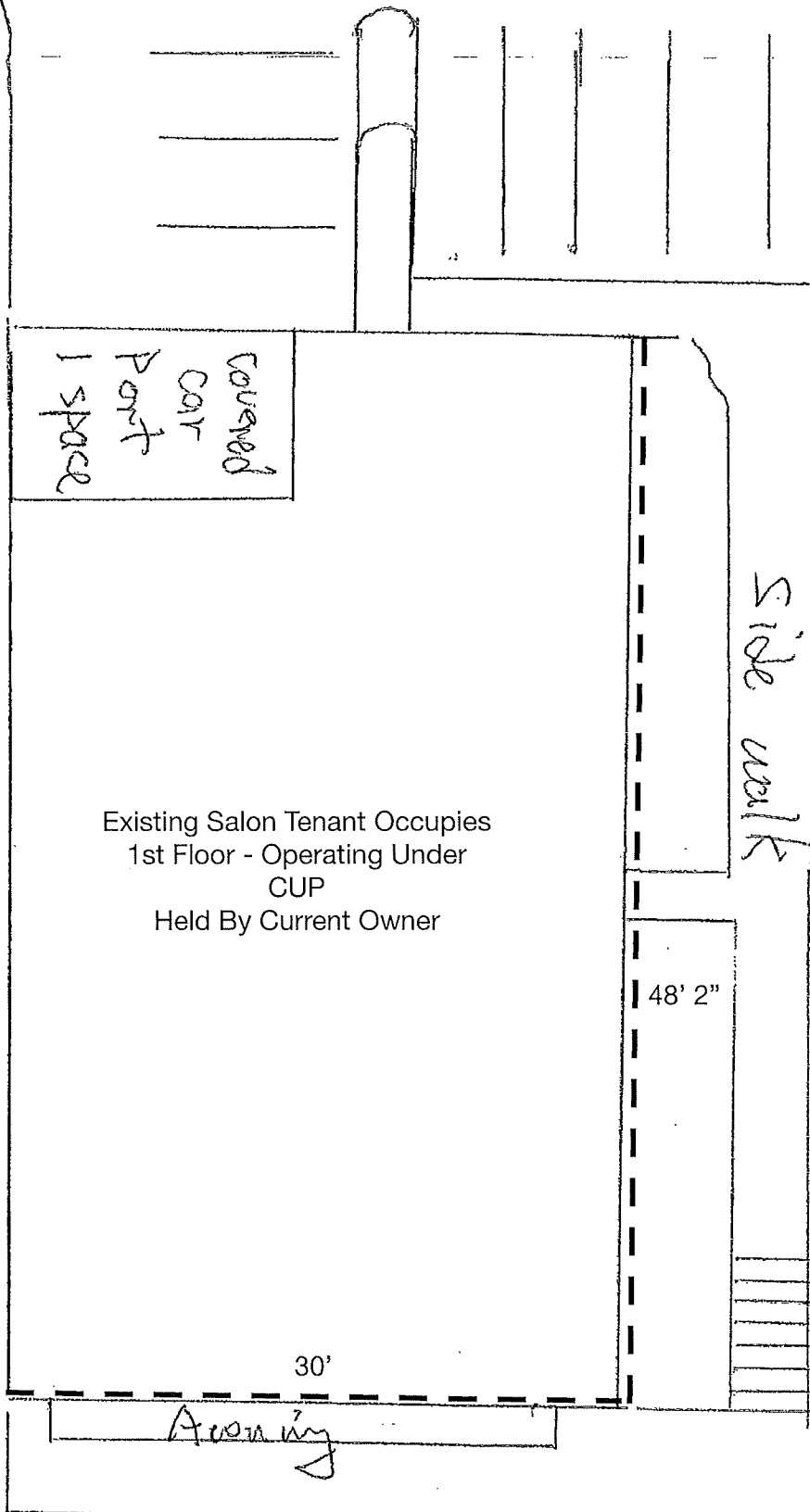
SCALE
 1" = 30'

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JUN 21 2022

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Lot 2107 Rd



Rock Creek

RECEIVED

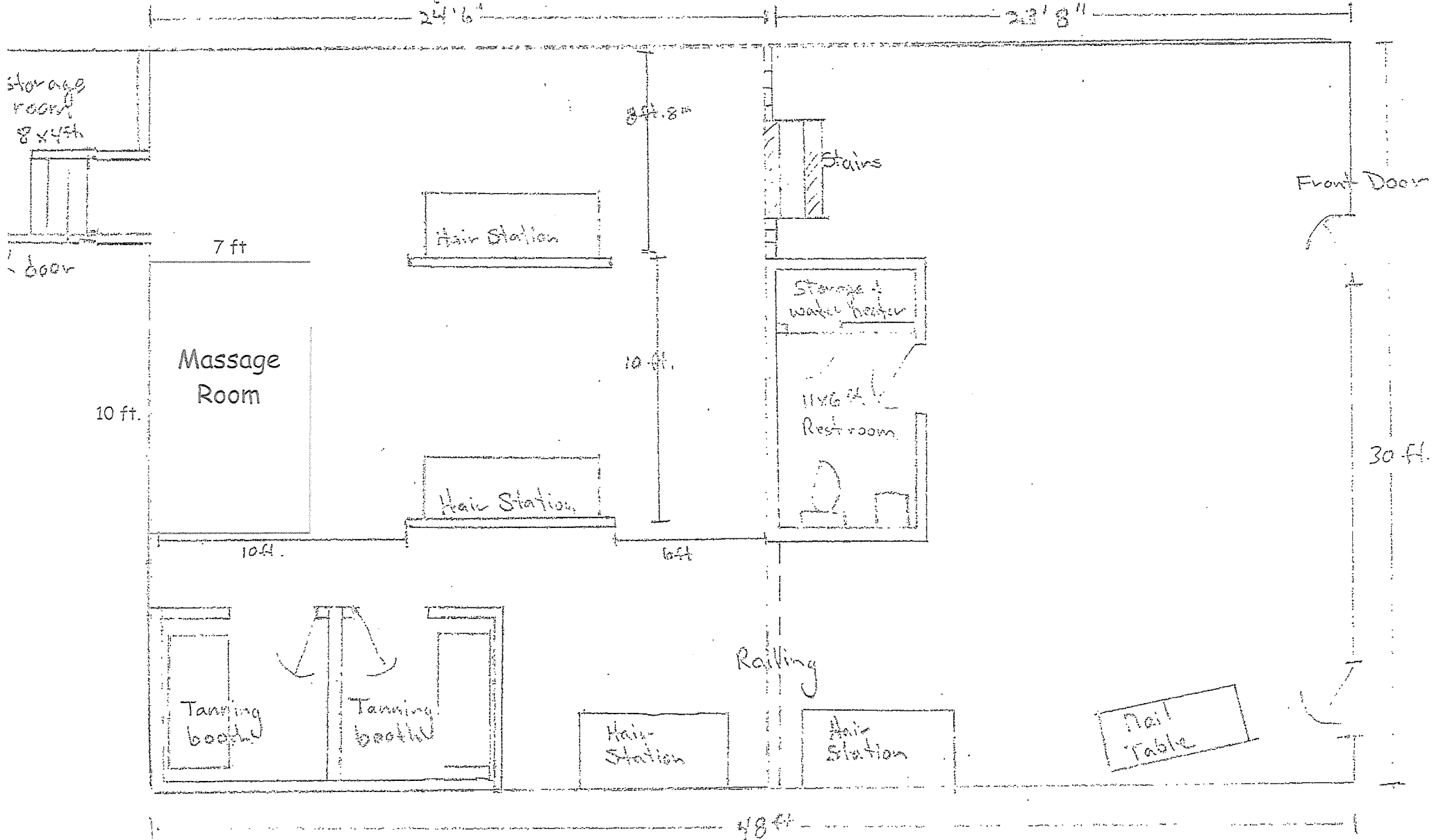
JUN 21 2022

Initial: _____

421 SW Rock Creek Dr. Stevenson, WA 1st Floor Floor Plan - 2022

Total sq. ft. 1500

Interior dimensions



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JUN 21 2022

Initial: _____

CUP Narrative - 421 SW Rock Creek Dr., Stevenson, WA Conditional Use Permit Application, June 2022. - Tackett-Nelson

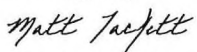
A Narrative Discussing How the Proposal Meets these Four Criteria

- 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.*

Before addressing the criteria of the conditional use permit It is worth noting this property has an approved CUP in place. I am in the process of purchasing the property and have agreed to retain the tenants, one of which operates a salon on the first floor. The continuation of use as a salon does not endanger the public, rather it enhances the community offering salon services and contributing to the local economy. The salon is not a nuisance to the neighbors and has not reduced the value of adjoining properties. I'm been told the building was originally used commercially as a milk storage facility. This is pertinent as the building appears commercial in nature and is on a corner lot of active street, it fits in with the neighborhood and does not stand out. It is in harmony with the surrounding area due to it's close proximity to downtown and the fact that the building itself houses both the salon and 2 apartments above so it is not just a stand alone business in a fully residential area. The use of the first floor as a salon currently conforms with the plans adopted by the Council and will continue to do so as no changes will be made other than ownership of the real estate and holder of the CUP.

Thank you for taking the time to review this application.

Kind Regards, Matt Tackett

DocuSigned by:

 Jun 15, 2022 | 20:02 PDT
 81AAD3194E354BB...

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JUN 21 2022

Initial: _____



City of Stevenson
 PO Box 371
 Stevenson, WA 98648
 (509) 427-5970

Tackett Matt
 6242 SW Burlingame Ave
 Portland, OR, 97239

Account Information			
Cust #:	1501		
Date:	07/07/2022	Due:	08/06/2022
Invoice #:	700		
For:	Permit Deposits		
Permit:	CS2022-02		

Item	Taxed	Quantity	Amount	Total
Permit Deposit	N	1.0000	600.00	600.00
CUP2022-02, Matt Tackett, 421 SW Rock Creek Cr			Non Taxed:	600.00
			Taxed:	0.00
			Tax @ 0.00%:	0.00
			Payments:	0.00
			Total:	600.00

Receipt: 10769 07/07/2022
Acct #: 1501
City Of Stevenson
7121 E. Loop Rd.
PO Box 371
Stevenson, WA 98648
(509) 427-5970

Tackett Matt
6242 SW Burlingame Ave
Portland, OR 97239

Building Permits
Memo: CUP2022-02, Matt Tackett, 421
SW Rock Creek Dr
Inv#: 700 Amt Paid: 600.00
CUP2022-02, Matt Tackett, 421 SW
Rock Creek Cr

Non Taxed Amt:	<u>600.00</u>
Total:	600.00
CC: 176647842PT	<u>600.00</u>
Ttl Tendered:	600.00
Change:	0.00

Issued By: Anders Sorestad
07/07/2022 15:18:19

City of Stevenson

Notice of Public Hearing

The Stevenson Planning Commission will hold a public hearing to review the following issue:

Conditional Use Proposal: Prospective purchasers of 421 SW Rock Creek Drive (02-07-01-1-0-1601) are requesting the Planning Commission allow continued use of the property as a salon. The current use was permitted by the Planning Commission in 2011 as a “Professional Office (Salon)” and limited the permit to the current owner.



These proposals are subject to review and approval by the Planning Commission as conditional uses and according to the criteria of SMC 17.39.145.

The public hearing is scheduled for 6:00pm on Monday, Aug 8, 2022.

Attendance is possible in person at City Hall, 7121 E Loop Road, Stevenson, WA, via conference call: +1-346-248-7799 (ID# 856 3738-8112), and via webinar:

<https://us02web.zoom.us/j/85637388112>.

Your attendance, comments, and inquiries are cordially invited. The proposal is available for public review at City Hall or online: www.ci.stevenson.wa.us.

City Hall is accessible to people with disabilities. Please call at least 24 hours in advance at (509) 427-5970 (TDD: 1-800-833-6388) if you require special accommodations, including handicap accessibility or interpreter services, to attend the hearing.

Publish Jul 27 & Aug 3, 2022

Mercy Properties Washington I, LLC
1600 Boradway, Suite 2000
Denver, CO 80202

Host
PO Box 311
Stevenson, WA 98648

McKenzie
PO Box 130
North Bonneville, WA 98639

Grossman
PO Box 284
Stevenson, WA 98648

Shaw
PO Box 322
Stevenson, WA 98648

Gray
1600-B SW Dash Point Road #2048
Federal Way, WA 98023

Allen & Nicholas
PO Box 250
Stevenson, WA 98648

Arp
PO Box 1413
Stevenson, WA 98648

A&J Property Mgmt, LLC
PO Box 789
Stevenson, WA 98648

Stembridge
PO Box 1356
Stevenson, WA 98648

Keene
50776 Dike Rd Slip #3A
Scappoose, OR 97056

Duckor-Nakakihra Trust
1916 Carquinez Avenue
Richmond, CA 94085

Wolf
1190 Multnomah Road
Hood River, OR 97031

Cox Family Trust
PO Box 886
Lewisburg, WV 24901

Watts
PO Box 298
Stevenson, WA 98648

Mariscal & Ortiz
PO Box 273
Stevenson, WA 98648

Thomas
PO Box 1092
Stevenson, WA 98648

Johnson
PO Box 721
Stevenson, WA 98648

Conn
PO Box 543
Carson, WA 98610

Buono Viaggio Trust
811 South Kihei Rd #4E
Kihei, HI 96753

Holzer & Elliott
PO Box 1304
Stevenson, WA 98648

Hood & Carlson
PO Box 614
Stevenson, WA 98648

Birkenfeld
PO Box 530
Carson, WA 98610

Martin & Stettler
PO Box 1003
Stevenson, WA 98648

Allen & Nicholas
PO Box 467
Stevenson, WA 98648

Barber Revocable Trust
312 Loop Road
Stevenson, WA 98648

Strandemo
PO Box 451
Stevenson, WA 98648

Risjord
PO Box 391
Stevenson, WA 98648



CITY OF STEVENSON

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

Conditional Use Permit #2011-02

ISSUED TO: John & Brenda Wolf
LOCATION: 421 SW Rock Creek Drive, (Tax Lot #02-07-01-10-1601)
EFFECTIVE DATE: September 12th, 2011
REVIEW DATE: The first Planning Commission in October, 2012
PURPOSE: As provided by SMC 17.39, SMC 17.22.020.Q, and a the precedents set by CUP07-14 and a Planning Commission interpretation on 06/11/07 this Conditional Use Permit application for a professional office (salon) is approved at 421 SW Rock Creek Drive based on the following Findings of Fact and subject to the following conditions.

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 September 12th, 2011, however an error by the *Skamania County Pioneer* omitted the second required publication. A second notice, to be published on September 14th, reminds the public of their opportunity to comment on the State Environmental Policy Act (SEPA) threshold determination.
3. Conditional Use Permit 05-01 was issued to John & Brenda Wolf for a professional office at this site on July 11, 2005. The primary condition of the permit was identification of a no parking zone at the intersection of Lotz Road and Rock Creek Drive.
4. A Planning Commission interpretation of CUP 05-01 was made on June 11th, 2007 that allowed a salon to occupy the space approved for a professional office. The interpretation loosely restricted the use to two (2) hair chairs, one (1) tanning booth, and one (1) nail technician for a maximum of three (3) employees. The proponents were informed that exceeding this amount would require a new conditional use permit review.
5. Conditional Use Permit 07-014 was issued to Gary & Jessie Daubenspeck (Salon Bella) for a professional office (salon) on October 4th, 2007. Conditions of the permit limited the number of "styling professionals" to four (4), required eight (8) off-street parking spaces, and limited signage to two (2) square feet.
6. The Planning Commission is satisfied that, as conditioned, this Conditional Use:
 - a. Will not endanger the public health or safety;
 - b. Will not substantially reduce the value of adjoining or abutting property;
 - c. Will be in harmony with the area in which it is located; and
 - d. Will be in conformity with the comprehensive plan, transportation plan, or other plan officially adopted by the council.
7. The applicant has paid the required application fees.
8. The condition requiring a no parking area along Rock Creek Drive imposed by CUP 05-01 is in place and renewed periodically by the Public Works Department.
9. One verbal public comment has requested that outdoor music not be allowed in this neighborhood setting.
10. The applicant has not requested signage that exceeds the twelve (12) square foot limit discussed in SMC 17.22.020.T and 17.22.145.A. 2 & 3
11. Additional conditions may be imposed as a result of the SEPA process to mitigate any probable significant adverse impacts to the environment.

12. SMC 17.42.030 requires all new uses to provide adequate parking.
13. This conditional use permit allows new and intensified uses.
14. The conditions imposed below are proportionate to the applicant's proposal and the impacts identified in these findings.
15. Combustibles used in the operation of a salon pose a potential safety hazard to the upstairs residents of this structure.

Conditions of Approval

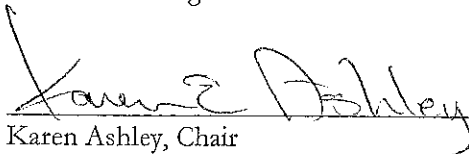
1. This Conditional Use Permit shall be valid only for the applicant at the address above.
2. The effective date of this permit shall be delayed until after the final SEPA comment period has concluded.
3. Noncompliance with the conditions of this permit or any SEPA mitigation measures associated with this proposal shall render this Conditional Use Permit invalid.
4. No outdoor speakers shall be installed in conjunction with this conditional use proposal.
5. Individual signs related to this proposal shall be limited to that allowed in SMC 17.22.145.A.2.
6. The salon use shall be limited to the four (4) hair stations, two (2) tanning booths, and one (1) nail table.
7. The new use shall provide at least seven (7) off-street parking spaces in compliance with SMC 17.42.030, 17.42.040, and 17.42.090.J.
8. Prior to occupancy by the salon, the space shall be inspected for fire safety by the City Building Inspector and any deficiencies shall be addressed.

THIS CONDITIONAL USE PERMIT (CUP2011-02) FOR:

A professional office (salon) in the R3-Multi-Family Residential District, at 421 SW Rock Creek Drive, Stevenson, WA

IS HEREBY APPROVED.

For the Planning Commission:

 9/13/11
Karen Ashley, Chair Date



CONDITIONAL USE PERMIT APPLICATION

PO Box 371 Stevenson, Washington 98648

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

Applicant/Contact: Jane Vail, P.E., Wallis Engineering

Mailing Address: 215 W 4th St., Suite 200, Vancouver, WA 98660

Phone: 360.695.7041

Fax: _____

E-Mail Address (Optional): JANE.VAIL@WALLISENG.NET

Property Owner: City of Stevenson

Mailing Address: P. O. Box 371, Stevenson, WA 98648

Phone: 509.427.5970

Fax: _____

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

Property Address (Or Nearest Intersection): 686 SW Rock Creek Drive

Tax Parcel Number: 02070120120100

Zoning: PR

Lot Size: 2.71 ac

Current Use of Property: WWTP & City PW maintenance shop

Brief Narrative of Request:

Upgrade the Stevenson Wastewater Treatment Plant. Construct new Aeration building.

Interior (not exterior) improvements to the Laboratory and RAS/WAS buildings.

Water Supply Source: City

Sewage Disposal Method: City

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

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

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

Signature of Applicant: _____

Date: _____

7/7/2022

Signature of Property Owner: _____

Date: _____

7/15/22

For Official Use Only:

Date Application Received _____

• Date Application Complete _____



SUBMIT TO:
City Hall
7121 NE Loop Road

Conditional Use Permit

Submittal Requirements

A Conditional Use is a use listed as conditional in the relevant zoning district and permitted only after review as provided in SMC 17.39. A Conditional Use Permit is a permit issued by the Planning Commission that authorizes the recipient to make use of property in accordance with the requirements of SMC 17- Zoning as well as any additional requirements imposed by the Planning Commission.

Applications for a Conditional Use Permit are subject to review by the Planning Commission. In granting a Conditional Use Permit, the Planning Commission must find that the development in its proposed location:

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.*

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

- Application Fee** (Amount: _____ Date: _____ Receipt #: _____)
- Completed and Signed Conditional Use Permit Application**
- Copies of the Property Title or Other Proof of Ownership**
- Descriptions of Any Existing Restrictive Covenants or Conditions**
- Two (2) Copies of a Site Plan, Clearly Showing the Following:**
 - The Location and Dimensions of All Existing and Proposed Structures
 - A Floor Plan of the Structure Housing the Proposed Conditional Use
 - A North Arrow and Scale
 - The Location and Dimensions of Any Drainfields, Public Utilities, Easements, Rights-of-Way or Streets within or Adjacent to Any Affected Lot
 - The Location and Dimensions of All Parking Areas
- A Narrative Discussing How the Proposal Meets the Four Criteria Described Above**
- A List of the Names and Mailing Addresses of All Property Owners Within 300 Feet of the Subject Property** (Obtainable Through the Skamania County Assessor's Office)
- Any Information Associated with Proposals Reviewed under SMC 17.39**
- Any Other Information Requested by the Planning Director to Aid the Planning Commission in Evaluating the Conditional Use Permit Application**

Conditional Use Permit
City of Stevenson WWTP Upgrade



Applicant: City of Stevenson, WA

Submitted by Wallis Engineering

July 08, 2022

APPLICANT INFORMATION

CITY OF STEVENSON

CAROLYN SOUREK, PUBLIC WORKS DIRECTOR

P.O. BOX 371

STEVENSON, WA 98648

CAROLYN@CI.STEVENSON.WA.US

509.427.5970

APPLICANT REPRESENTATIVE

JANE VAIL, PROJECT MANAGER

WALLIS ENGINEERING

215 W 4th ST., SUITE 200

VANCOUVER, WA 98660

JANE.VAIL@WALLISENG.NET

360.695.7041

PROPERTY OWNER

CITY OF STEVENSON

P.O. Box 371

STEVENSON, WA 98648

CAROLYN@CI.STEVENSON.WA.US

509.427.5970

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CITY OF STEVENSON WASTEWATER TREATMENT PLANT UPGRADE

BACKGROUND

On March 15, 2021, the City of Stevenson, Washington approved a Shoreline Substantial Development Permit (SSDP) for the Rock Creek Pump Station and Force Main. The City filed the approved permit with the Department of Ecology on March 21, 2021. The mandatory Department of Ecology appeal period ended 21-days later without an appeal. Consequently, the Rock Creek Pump Station and Force Main SSDP is final. In June 2022, the city received an application to amend the Rock Creek Pump Station and Force Main SSDP to specifically address the Shoreline implications of the improvements to the sanitary treatment plant. The amendment application is under review.

WWTP LOCATION

686 SW Rock Creek Drive Site Parcel: 02070120120100. 2.71 acres. Property Owner: City of Stevenson.

USE

Utilities, Wastewater Treatment Plant (WWTP) and Stevenson Public Works maintenance building.

ZONING

The WWTP is in the Public Use and Recreation District (PR). SMC 17.35.020. The purposes of the PR zone are to accommodate existing uses, to minimize conflicts of use, and to maintain and conserve the environmental qualities of the Rock Creek pond area. SMC 17.35.020.A. "County, City, or state public works facility, support buildings and structures, shops and yards" are a permitted (P) use in the PR zone. SMC Table 17.35.040-1 Public Districts Use Table.

PROPOSAL

The WWTP is in the western portion of parcel number [02070120120100](#) and consists of an operational wastewater treatment plant with numerous existing structures. The WWTP is bound by Rock Creek Park Road to the east and south, by Rock Creek Drive to the north, and by a rock outcropping and developed parking and existing buildings to the west. The WWTP is west of Rock Creek Park Road approximately 65 feet west of the OHWM of Rock Creek.

The WWTP was constructed in 1971 and originally consisted of a package treatment plant with a chlorine contact tank and disinfectant sludge lagoon. In 1992, the original plant was upgraded with new facilities including the oxidation ditch, secondary clarifiers, and a UV disinfection facility. Some components from the original WWTP were kept as back-up to the new facilities or for solids handling.

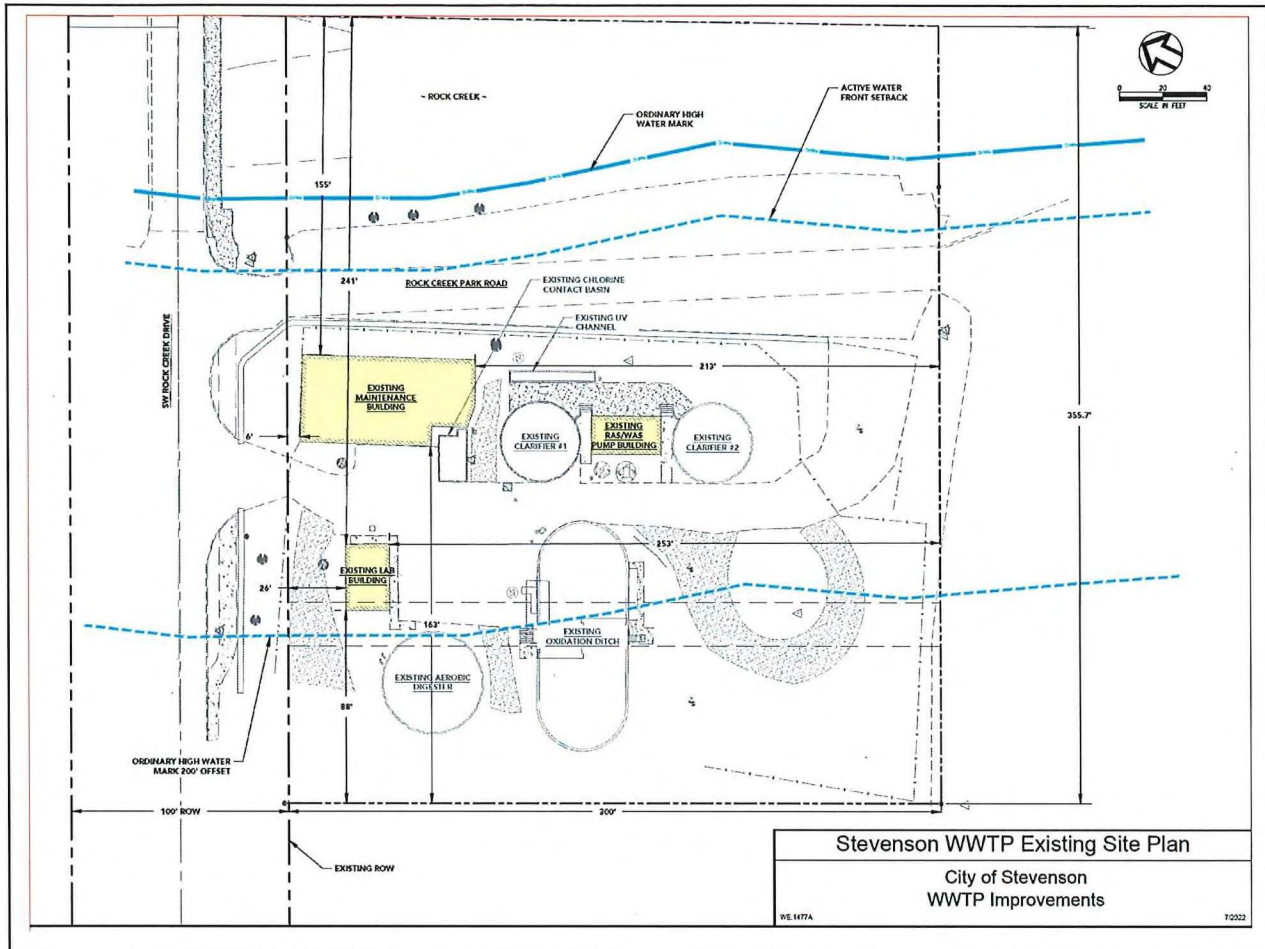
Improvements to the WWTP were identified in the city's 2017 General Sewer Plan and Wastewater Facilities Plan Update. The City obtained outside funding for the project from two federal agencies. Each agency required independent reviews under their National Environmental Policy Act (NEPA). The project has been reviewed under the State Environmental Policy Act under City File # SEPA2019-03.

Permanent improvements to the WWTP will occur within same general footprint as the existing treatment plant. All proposed improvements to the WWTP are above the ordinary high water mark (OHWM) setback. Proposed improvements include: a new UV channel, new aeration basin, and new mixed liquor splitter box. Proposed improvements outside of shoreline jurisdiction include the aeration building, headworks, and gate and access driveway. All work will be conducted landward of the functionally isolated riparian buffer of Rock Creek.

ZONING ANALYSIS

The WWTP is in the Public Use and Recreation Zoning District (PR). One purpose of the PR district is to provide space for utility programs and services demanded by the community. (SMC 19.35.010) County, city, or state public works facility, support buildings and structures, shops and yards are permitted (P) uses in the PR zone. However, "Building additions to county or city public works facilities that would increase gross floor area by more than 500 square feet or lot coverage by more than 20%" are classified as a conditional use. (Table 17.35.040-1 Public Districts Use Table)

The Stevenson Municipal Code (SMC) defines a building: "Building" means any structure built or used for the support, shelter or enclosure of any person, animals, goods, equipment or chattels and property of any kind, but does not include fences." (SMC 17.10.100) By definition, there are three (3) buildings on the 2.71 acre site. The existing buildings and structures are depicted in the Existing Conditions Site Plan below.##



Conditional use review is required for expansion of buildings that “would increase gross floor area by more than 500 square feet or lot coverage by more than 20%.” Increases to structures do not require conditional use review.¹

Response.

Buildings on site:

- The city-owned Public Works maintenance building (40 ft. x 80 ft., 3,200 sq. ft.) is not associated with the functions of the WWTP. No work is proposed on the Maintenance Building by this application.
- The WWTP laboratory is in the laboratory control building (30.4 ft. x 20.5 ft., 623.2 sq. ft.) No exterior work is proposed on the laboratory control building by this application.
- The RAS/WAS pump building (32 ft. x 17.6 ft., 563.2 sq. ft.) contains the MCC for the treatment equipment as well as the annunciator panel and auto dialer. No exterior work is proposed on the RAS/WAS pump building by this application, although technical upgrades within the interior of the building are planned.
- The proposed Aeration building is a new building and measures 52 ft. x 21.7 ft. (1,128 sq. ft.)

The Laboratory and the RAS/WAS pump buildings are each larger than 500 sq. ft. and are pre-existing conditional uses. Because no exterior work is proposed on these buildings by this application, no further discussion or analysis of the two

¹ "Structure means anything constructed or erected." (SMC 17.110.790)

buildings is necessary. The proposed 1,128 sq. ft. Aeration building is a new structure and is subject to conditional use review.

Table 17.35.050-1: Public Density Standards

Response.

- The minimum lot area in the PR zone is 10,000 sq. ft. The WWTP site is 2.71 acres. This criterion is met.
- There are no minimum lot width and lot depth standards in the PR zone.
- The maximum lot coverage in the PR zone is 35%. Lot coverage relates specifically to buildings.² The WWTP is a pre-existing development. The proposed Aeration building will be constructed within the existing impervious area footprint of the WWTP. The total lot area coverage, including the proposed Aeration building is 5%.³ This criterion is met.

Table 17.35.060-1: Public Dimensional Standards

Response. The Maintenance building is not associated with the functions of the WWTP. The proposal does not involve any improvements to the footprint or exterior existing Laboratory or RAS/WAS building, only construction of an Aeration building.

PR District	Maximum building height	Minimum Setbacks		
		Front	Side, interior	Rear, interior
	35 ft	25 ft	10 ft	10 ft
Proposed Aeration building	Less than 35 ft	137 ft	34 ft	105 ft

The proposed Aeration building will comply with the PR District dimensional standards. This criterion is met.

17.35.070 - Public districts design.

A. PR Design. "Storage shall be visually screened by landscaping barriers, fencing, walls or covering."

Response. The proposal does not involve any outdoor storage.

17.35.100 - Public districts landscaping.

PR Landscaping.

1. *Minimum landscaping shall include the area between the building line and the street right-of-way line excluding drives, parking areas and pathways.*
2. *New trees, shrubs, groundcover and other materials shall be compatible with other nearby landscaping.*
3. *New plantings shall be of such size and density that they are initially effective.*

Response. Existing foliage screens the WWTP from Rock Creek Drive. The Aeration building will be set back 173 feet from Rock Creek Drive. The existing oxidation ditch and aerobic digester are between the new Aeration building and the Rock Creek right-of-way. As a condition of approval in the Rock Creek Pump Station and Force Main SSDP and the treatment plant amendment to the SSDP, the City will implement the planting plan proposed by Ecological Land Services (ELS). The PR landscape criteria are met.

17.35.110 - Public districts maintenance and performance standards.

A. PR Maintenance and performance standards.

1. *Outdoor storage shall be maintained in a safe and orderly manner at all times.*

Response. Outdoor storage is not proposed.

17.35.130 - Public districts parking and loading.

A. PR Parking and loading.

1. *Off-street parking shall be provided in accordance with the requirements of SMC# : 175 Parking and Loading Standards.*

Response. Public parking is not proposed. Additional off street parking is not proposed. Service vehicles will enter the site via

² "Lot coverage means that portion of a lot that is occupied by the principal buildings and accessory buildings, expressed as a percentage of the lot area. It includes all projections including decks and porches but not eaves." SMC 17.10.440#

³ Lot area = 118,048 sq. ft. Combined ground floor area of the Maintenance building, Laboratory building, RAS/WAS building and proposed Aeration building is 5,512.4 sq. ft. 5,512.4 / 118,048 = 0.05.

the access gate and will park on the existing driveway. This criterion is met.

17.35.145 - Public district signs.

Response. The applicant does not propose to install any new signs.

CONDITIONAL USE REVIEW ANALYSIS

17.39.030 Submittal requirements.

- A. *Application for a conditional use permit shall be made on forms provided by the administrator.*
- B. *An application shall not be deemed complete until the following submittal requirements have been received:*
 - 1. *All materials required pursuant to this title;"*
 - 2. *Any applicable materials required pursuant to the sections of this chapter;*
 - 3. *All appropriate fees;*
 - 4. *Any additional information from the applicant that the administrator, in the administrator's sole discretion, deems necessary to adequately inform the planning commission of the proposed conditional use.*
- C. *Specific submittal requirements may be waived when the administrator, in the administrator's sole discretion, deems the information to be unnecessary for review of the proposed conditional use.*

Response. The application contains the required submittal documents.

17.39.020 Conditional use permit review.

- A. *The planning commission shall review all applications for conditional use permits.*
- B. *In granting a conditional use request, the planning commission may attach to the conditional use permit such reasonable requirements as will ensure that the development in its proposed location:*
 - 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.*

Response.

The Planning Commission will conduct a public hearing on the proposed conditional use application. The conditional use proposal is upgrade the city's WWTP necessary to maintain the safe operation of the WWTP and to ensure that wastewater is treated and disposed of consistent with city, state, and federal clean water regulations. The proposal will construct improvements on the existing WWTP property. Given the isolation of the WWTP from residential areas and proximity to other public properties, the proposed improvements will not substantially reduce the value of adjoining or abutting properties. The site has served as the locus of the city's wastewater treatment system since 1971. The proposed improvements will largely be made within the footprint of the existing facility. Therefore, the proposed improvements to the WWTP site are in harmony with the area in which it is located. The Stevenson comprehensive plan and zoning map identify the site as being capable of supporting necessary public facilities. The Stevenson 2017 General Sewer Plan and Wastewater Facilities Plan Update, adopted by the City Council, anticipate that the site will continue to be used as a WWTP.

For these reasons, the proposed conditional use application is consistent with the applicable conditional use approval criteria.

CONCLUSIONS

The proposal has identified the buildings on-site that, due to their size, are conditional uses. The Maintenance building is a city-owned property amendment and is not associated with the operation of the WWTP. The proposal does not alter the use or dimensions of the Laboratory or RWS/WAS buildings. The proposal to construct an 1,128 sq. ft. Aeration building is subject to conditional use review. The proposal has demonstrated that it meets the applicable use and dimensional requirements of the underlying PR zone. The proposal has demonstrated that it satisfies all conditional use approval criteria. For these reasons and more we ask the City of Stevenson to approve the WWTP Upgrade conditional use application.

EXHIBITS

Figure 1 City of Stevenson WWTP Existing Conditions Plan

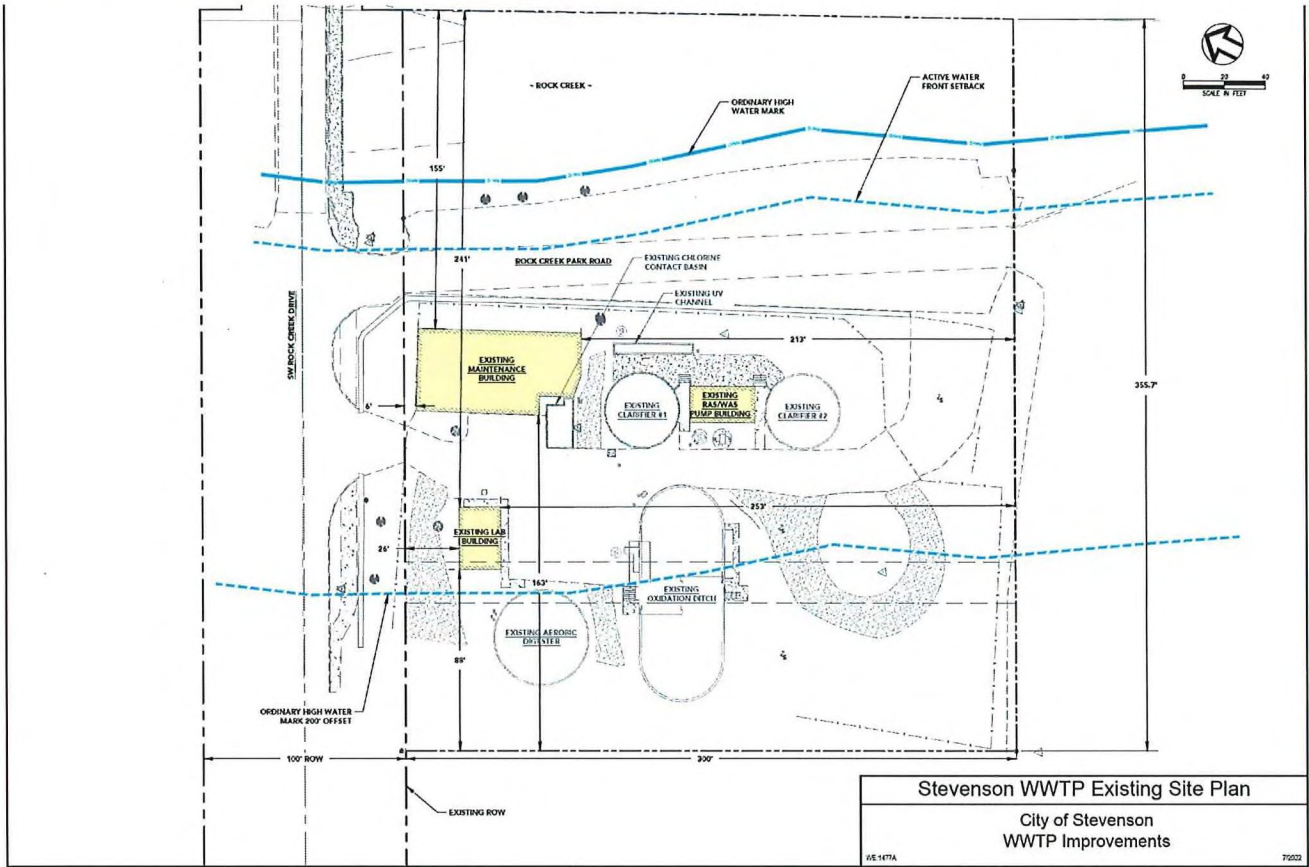


Figure 2. City of Stevenson WWTP Proposed Improvements Site Plan

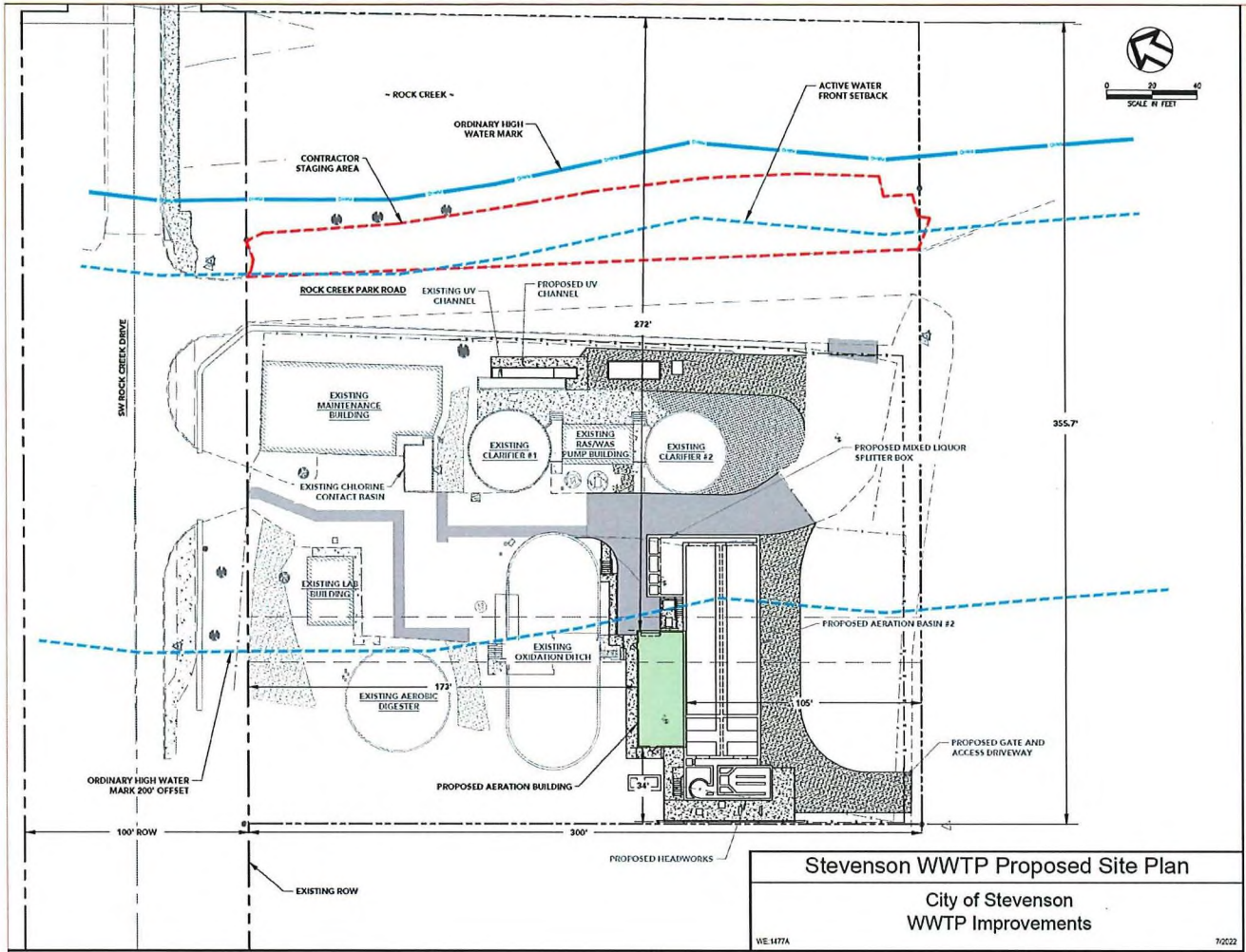


Figure 3 City of Stevenson WWTP and Rock Creek Pump Station Proposed Improvements

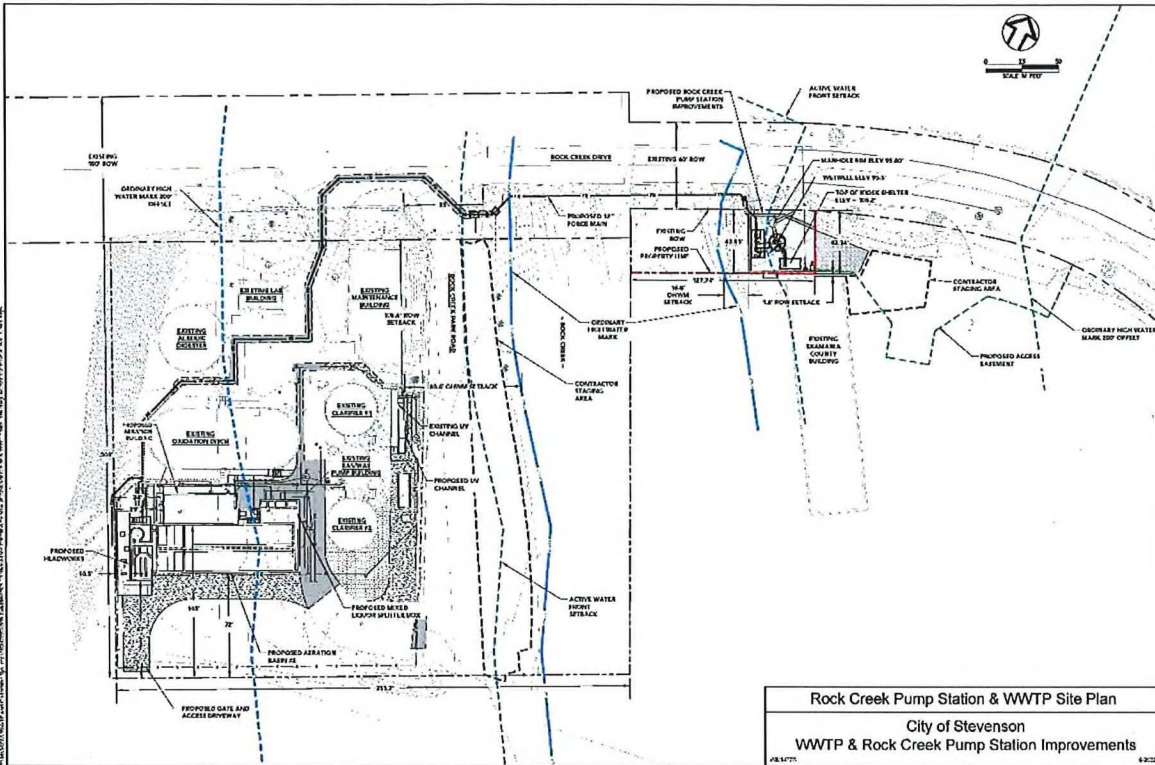
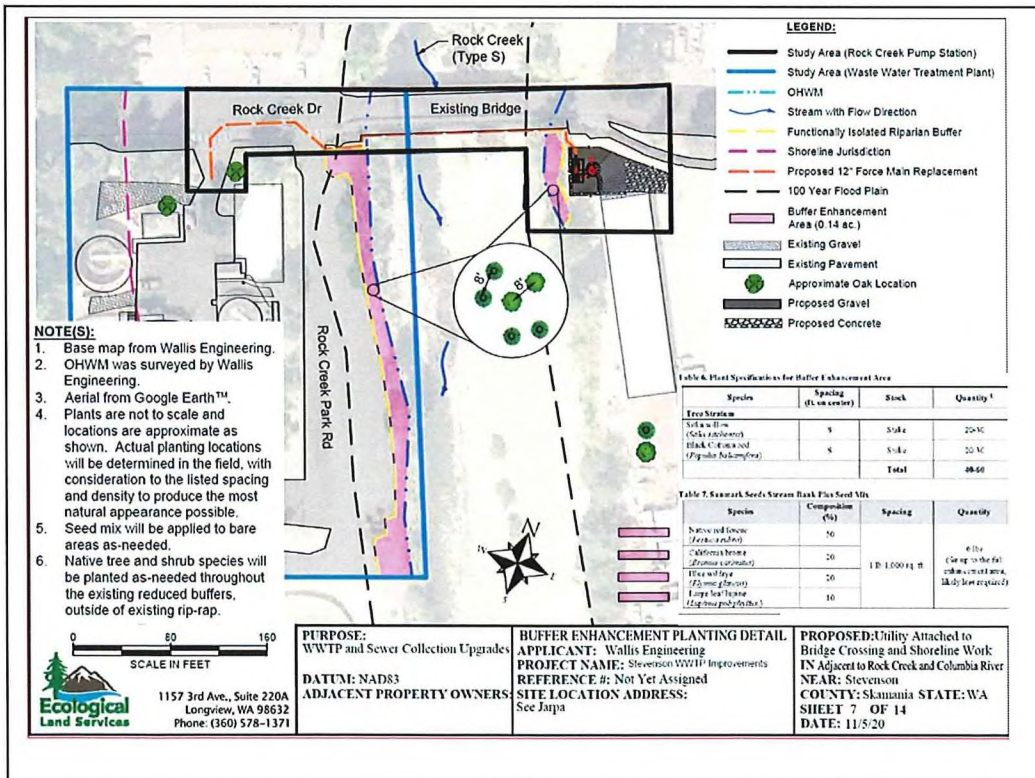


Figure 4 Rock Creek and WWTP Approved Landscape Plan

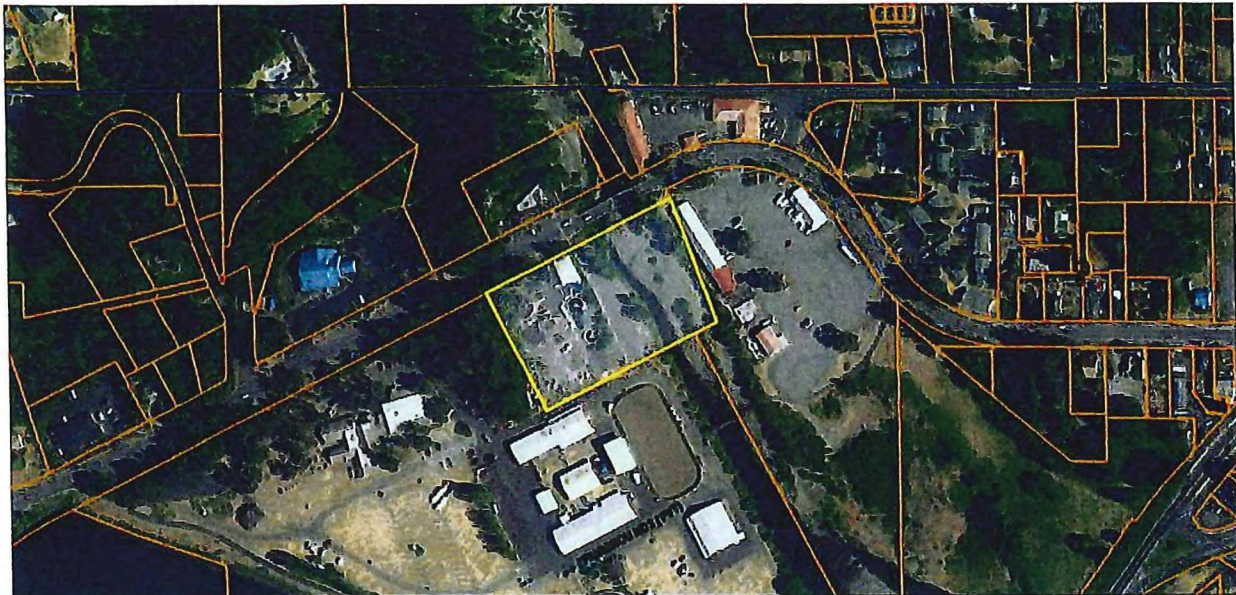


City of Stevenson

Notice of Public Hearing

The Stevenson Planning Commission will hold a public hearing to review the following issues:

Conditional Use Proposal: The Stevenson Public Works Department is requesting permission to expand the Wastewater Treatment Plant at 686 SW Rock Creek Drive (02-07-01-2-0-1201). Building additions to public works facilities require Planning Commission approval when more than 500 sf are added.



These proposals are subject to review and approval by the Planning Commission as conditional uses and according to the criteria of SMC 17.39.145.

The public hearing is scheduled for 6:00pm on Monday, Aug 8, 2022.

Attendance is possible in person at City Hall, 7121 E Loop Road, Stevenson, WA, via conference call: +1-346-248-7799 (ID# 856 3738-8112), and via webinar:

<https://us02web.zoom.us/j/85637388112>.

Your attendance, comments, and inquiries are cordially invited. The proposal is available for public review at City Hall or online: www.ci.stevenson.wa.us.

City Hall is accessible to people with disabilities. Please call at least 24 hours in advance at (509) 427-5970 (TDD: 1-800-833-6388) if you require special accommodations, including handicap accessibility or interpreter services, to attend the hearing.

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City of Stevenson

Planning Department

(509)427-5970

7121 E Loop Road, PO Box 371
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Conditional Use Permit #2022-03

PROponent:	City of Stevenson
LOCAtion:	686 SW Rock Creek Drive (Tax Lot #02-07-01-2-0-1201-00)
DECISION DATE:	August 8 th , 2022
REVIEW DATE:	The first Planning Commission meeting in October, 2024.
PURPOSE:	As provided by SMC 17.39 and SMC 17.15, this Conditional Use Permit allows expansion of a Public Works Facility by more than 500 square feet (a ~1,150 square foot blower building).

Findings of Fact:

1. The Planning Commission has reviewed this application for a Conditional Use Permit after a duly advertised public hearing on August 8th, 2022.
2. The applicant has paid the required application fees.
3. The proposal allows for continuance of a long-standing use and process improvements to a Public Works Facility by adding a new ~1,150 sf blower building.

Conditions of Approval

1. This Conditional Use Permit shall be valid only for the proponent at the location above.
2. Noncompliance with the conditions of this permit shall render this Conditional Use Permit invalid.
3. The proposal shall be subject to periodic review by the Planning Commission to ensure the terms of this permit are being met, determine whether changes to these terms are warranted, and to verify satisfactory longevity of the proposal.

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 (CUP2022-03) FOR:

**Building addition to a Public Works Facility increasing gross floor area by ~1,150 square feet,
more than 500 square feet or lot coverage by more than 20%
in the PR District
at 686 SW Rock Creek Drive, Tax Lot # 02-07-01-2-0-1201.**

IS HEREBY ISSUED.

For the Planning Commission:

_____ Date

DRAFT