



City of Stevenson

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7121 E Loop Road, PO Box 371

Stevenson, Washington 98648

February 2024 Planning Commission Meeting

Monday, February 12, 2024

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. 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: January 22, 2024 Planning Commission Meeting Minutes

B. New Business

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

5. Zoning Text Amendment: Review Discussion Draft and Establish Public Involvement Expectations for Street Side Setback Amendments in the R2 and R3 Districts

- 6. Floodplain Management:** Review Discussion Draft and Establish Public Involvement Expectations for a Necessary Amendment to SMC 15.24

C. Old Business

- 7. Subcommittee Reports:** Updates from Subcommittee leads and discussions on Downtown Parking and Annexation Policy

D. Discussion

- 8. Thought of the Month:**

- Critique of Suburbanization (Race-based) https://www.theatlantic.com/books/archive/2024/01/benjamin-herold-disillusioned-suburbs/677229/?apcid=0060f5c4aeb5b5bba4857800&utm_campaign=the-atlantic-am&utm_medium=email&utm_source=newsletter&utm_term=The+Atlantic+AM

- 9. Staff & Commission Reports:** Parks Plan

E. Adjournment

DRAFT Minutes
Stevenson Planning Commission Meeting
Monday, January 22, 2024
6:00 PM

Planning Commission Chair Breckel called the meeting to order at 6:01 p.m. A quorum was present.

MEMBERS PRESENT PC Chair Jeff Breckel; Commissioners Anne Keesee, Auguste Zettler and Charlie Hales.

STAFF PRESENT Community Development Director Ben Shumaker, Planning & Public Works Assistant Tiffany Andersen

GUESTS PRESENT Marina French and Chuck McDowell, DCG Watershed

PUBLIC PRESENT Lucy Lauser attended remotely

A. Preliminary Matters

- 1. Public Comment Expectations** **Shumaker** explained use of tools for remote participants: *6 to mute/unmute & *9 to raise hand. 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** (For items not located elsewhere on the agenda)
No comments were received
- 3. December 11th, 2023 Minutes** The Planning Commission meeting minutes from December 11th, 2023 were approved unanimously following a motion by **Commissioner Hales**, seconded by **Commissioner Zettler**.
- 4. Annual Elections** **Establishing a Planning Commission Chair and Vice-Chair**
Nominations:
Commissioner Hales nominated Jeff Breckel for the Planning Commission Chair, and Auguste Zettler for the Vice-Chair position.
MOTION by Commissioner August Zettler to approve Jeff Breckel remaining as Chair was seconded by **Commissioner Keesee**.
MOTION by Commissioner Keesee to approve Auguste Zettler remaining as Vice-Chair was seconded by **Commissioner Hales**.
Voting aye (on both motions): **Planning Commissioners Breckel, Hales, Keesee, Zettler**

B. New Business

- 5. Parks Plan Review** **The Planning Commission** was provided with a report from DCG-Watershed on the current parks planning effort. Marina French and Chuck McDowell, representatives from DCG Watershed explained

the coalition consisted of the City of Stevenson, Skamania County Port District, Skamania County, and the Stevenson-Carson School District. They provided PowerPoint slides of several sites, and detailed the methods used for inviting community input and opinions. They noted they were guided by City outreach processes to maximize participation.

An inventory of existing parks, recreational areas, and open spaces was conducted, followed by interviews with key stakeholders. Public workshops and surveys were also used to gain information. A presentation was also given to the Stevenson City Council at the January 18th, 2024, Council meeting. The final plan is expected to be ready for adoption by the end of February 2024. Adoption of the plan will provide for additional grant funding opportunities through the state Recreation and Conservation Office for the City and the other agencies involved.

Commissioner Hales expressed appreciation for the work. He requested more emphasis be placed on developing sites that offer play opportunities for children and youth.

PC Chair Breckel stated concerns over maintenance needs and the importance of coordinating long term maintenance of open space and recreational areas owned by different agencies.

Community Development Director Shumaker pointed out that in addition to the public agencies, several private entities (Museum, Skamania Lodge) are also exploring maintenance partnerships.

C. Old Business

6. Shoreline Permit Request:

(SHOR2023-01 Rock Cove Hospitality)

Community Development Director Shumaker noted this was not a public hearing, and no new info or testimony would be given. At the December 2023 Planning Commission meeting Commissioners approved the permit subject to conditions and findings of fact. Once change, condition of public access, adds findings of fact. One change, the condition of public access, adds findings of fact. The changes were reflected as highlighted text.

a. Appearance of Fairness Disclosures

Shumaker explained and administered the Appearance of Fairness Doctrine due quasi judicial nature of the Planning Commission decision. 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, impartial, and unbiased in both appearance and fact. Any conflicts of interest must be disclosed to ensure fairness and impartiality. Disclosures include any financial interest in the final outcome, any outside (ex-parte) communications made with any party of interest or anything else that could be

construed as a conflict or affecting any decision making. Decision makers can be challenged by applicants regarding any perceived conflicts of interest.

None of the Planning Commissioners present disclosed any ex-parte communications concerning the application, and none reported any financial conflicts or other matters that would impede a fair and impartial decision. There were no challenges by the applicant or the public.

b. Presentation by Staff

Community Development Director Shumaker explained the updated draft findings in support of the December 2024 Planning Commission decision, including findings related to.

- The permit holder demonstrated where and why an ADA compliant pathway could not be provided. An in-lieu payment will be made as mitigation.
- A state Department of Ecology concern over a mitigation sequence was resolved by reducing the number of cabins by one.
- The state Department of Fish & Wildlife concern over exiting rep-rap along the shore was addressed by providing documentation of the historical industrial use of the site and the unknown timeline of the placement of the material prior to permits being required.

c. Commission Deliberation

A short discussion of the changes presented took place. Commissioners observed the rip-rap issue had no actions required by the Department of Fish & Wildlife.

Shumaker shared information on the stormwater plan for the site, noting it addressed run off from the parking area.

d. Decision

MOTION to adopt finding justifying previous approval of the permit as drafted was made by **Commissioner Hales**, seconded by **Commissioner Keesee**.

Voting aye: **Planning Commissioners Breckel, Hales, Keesee**.

Voting nay: **Commission Zettler**.

Following the vote **Shumaker** advised the permit holder is already negotiating the amount of a payment in lieu of public access and their proportionate share of the project cost.

7. Planning Commission Work Plan: Scheduling 2024 Work based on City Council’s Strategic Plan.

A number of items were considered for the Planning Commission to work on over the next year. **Community Development Director Shumaker** suggested the City's current strategic plan may be amended due to two new Council members being seated.

The focus currently is on organizational health & sustainability, infrastructure maintenance, and improved land use and development planning. He noted a potential item could come before the Planning Commission for a small text amendments to the zoning code, including potential changes to street side yard setbacks in keeping with recent changes to the front yard.

An extensive discussion took place regarding possible work on area wide rezoning to allow greater housing development. **Shumaker** stated the current city stance has been property owners can apply for and initiate a site-specific rezone, without the rezoning necessarily being considered spot zoning.

Commissioners recalled past attempts to address the issue. A number of residents and property owners expressed resistance to increasing density. Concerns about retaining the 'small town' characteristics of a neighborhood were frequently cited.

Commissioner Zettler remarked there is underutilized space that current zoning allows for higher density, but it's not currently being used. Affordable housing is still not available. He also pointed out that an Accessory Dwelling Unit is permitted on any property.

Shumaker suggested the Planning Commission could review areas where property owners are expressing interest in increasing density rather than taking on major sections of the city. It was determined to form a sub-committee to explore the topic further. **Commissioners Breckel and Zettler** will serve on the sub- committee.

Several maps provided by Shumaker showed areas that had been previously considered for rezoning. Commissioners requested the maps be kept showing past progression by the Planning Commission.

PC Chair Breckel provided information on the sewer committee's recent work and recommendations to the City Council regarding new connections. Homeowners should be required to connect, but not be responsible for paying for installing extensions to mainlines. Incentives to hook up were discussed, and city staff is looking into what state laws allow. Questions remain regarding how to pay for mainline extensions.

8. Subcommittee Reports

Updates from Subcommittee leads were provided.

Downtown Parking: Commission Keese reported nothing new, more information is expected to be available in February.

Annexation Policy: Commissioner Hales stated the subcommittee on annexation had been waiting on the sewer committee's recommendations to incorporate into the policy.

D. Discussion

PC Chair Breckel related **Commission Ray** chose not to be re-appointed to the Planning Commission. **Breckel** expressed appreciation for **Commissioner Ray's** service on the committee and

asked if there was a way to acknowledge it. **Planning and Public Works Assistant Tiffany Andersen** shared information on a Legacy Tree program, and explained a plaque would be installed to commemorate **Commissioner Ray** for his work.

9. Thought of the Month:

None

10. Staff & Commission Reports

The following updates were provided by staff.

Septic/Sewer Discussion: See previous discussion.

Trees: Public Works is developing a program for volunteers to donate and maintain street trees.

Commission Vacancy: A notice of vacancy has been published. Interview will follow, and City Council will make an appointment.

Shumaker advised progress on broadband expansion is dependent on finding an internet provider. The City has met all pre-conditions for federal funding.

E. Adjournment

The meeting was adjourned at 8:03 p.m. following a motion by **Commissioner Zettler**, seconded by **Commissioner Keesee**. The motion was unanimously approved.

Minutes recorded by Johanna Roe.



City of Stevenson

Planning Department

(509)427-5970

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

TO: Planning Commission
FROM: Ben Shumaker
SUBJECT: Planning Commission Vacancy

Introduction

The Stevenson Planning Commission is given the opportunity to interview individuals interested in filling the current vacancy on the Planning Commission and recommend one individual for appointment by the City Council.

Selection Process

Interview Process: The Planning Commission should gauge potential members according to the answers the candidate gives on the statement of interest form, the interview questions, and/or any other factor about the candidate's suitability. The preliminary set of questions below help to guide the meeting process. The Planning Commission should feel free to deviate from the suggested questions.

1. Why do you want to be on the Planning Commission?
2. Will you be able to devote sufficient time to your duties as Planning Commissioner?
3. Is there anything about you or your activities in the City that is likely to cause conflicts of interest in the future?

Deliberation Process: After the interviews, the Planning Commission may ask the members to voluntarily leave the Planning Commission chambers to have frank discussions. Despite such a request, the candidates are not obligated to exit. However, if they do, they will be invited back into the session prior to any decision.

Recommendation Process: After deliberation, the Chair may call for or make a motion **"to recommend the City Council appointment of _____ to serve on the Stevenson Planning Commission."** If a motion carries, the Chair can move on to the next agenda item. If the Planning Commission is unable to agree on a recommendation, it can request further recruitment, or it can recommend the City Council hold its own interview process.

Attachments

- Statements of interest



City of Stevenson Planning Department

(509)427-5970
ben@ci.stevenson.wa.us

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

TO: Individuals Interested in the Stevenson Planning Commission
FROM: Ben Shumaker, Planning Director
SUBJECT: Statement of Interest

Thank You for Your Interest!

Please take a brief moment to fill in the forms on this sheet. This will give us an idea of who you are and how you will be able to help contribute to our Planning Commission.

Name: TONY LAWSON **Email Address:** tlawson517@gmail.com
Address: 722 N W ANGEL HEIGHTS RD. STEVENSON 98648
Preferred Phone: 503 481 3796 **Alternate Phone:** _____

Availability:

Are you able to attend meetings on the 2nd Monday of every month at 6:00pm? -Yes -No

Residency/Citizenship:

Are you a resident of Stevenson? -Yes -No

Are you a citizen of the United States? -Yes -No

Your Age: --25 or younger -26-35 -36-45 -46-55 -56-65 -66 or older

Areas of Interest

Please place a mark next to the topics that interest you (please limit your response to three (3) topics):

- Land Use (Subdivision/Zoning Controls) Housing
- Capital Facilities (Water/Sewer/Stormwater) Transportation (Auto/Bike/Pedestrian/Parking)
- Economic Development (Industry/Tourism) Parks, Recreation, & Open Space
- Scenery & Aesthetics (Signage/Architecture) Environment & Sustainability
- Other (please specify): _____

Background/ Statement of Interest

Please use the space below to provide us with a brief statement about yourself and why you want to be involved with the Planning Commission (attach additional sheets as necessary):

SEE ATTACHED

ANTHONY LAWSON

722 NW ANGEL HEIGHTS ROAD, STEVENSON, WA 98648

tlawson517@gmail.com / 503-481-3796

City of Stevenson Planning Commission

Ben Shumaker, Community Development Director

7121 East Loop Road
Stevenson, WA 98648

TO WHOM IT MAY CONCERN

I am interested in being considered to fill the vacant City of Stevenson Planning Commissioner position. I am providing this letter so that you might get to know me a bit better.

I am a retired, 67-year-old father of two. My wife and I moved to Stevenson from Hillsboro, Oregon almost 3 years ago. I was born in Mt. Vernon, Washington and resided in Hillsboro, Oregon for 28 years prior to moving to Stevenson.

My work experience has been:

- Construction Contractor in California
- Field Service Engineer, IBM
- Computer Operations Manager. Syntex Corporation
- National Service Manager, Syva Medical Diagnostics
- Stay at Home Dad, 12 years
- Field Service Engineer, Agilent Technologies, Cancer Diagnostics
- I have managed large groups of people and multimillion dollar budgets.

I have worked on four different nonprofit boards.

- Columbia Gorge Interpretive Center Museum (Current Treasurer)
- Bethany Village HOA
- South Redwood City Residents Association
- Frithwood School Board of Governors

My work on the various boards included budgetary oversight, arbitration with residents, lobbying the City Council, presenting capital improvement requests to the Borough Council and various management oversight.

I would be quite happy to fill the position of Planning Commissioner if you so desire.



City of Stevenson

Planning Department

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7121 E Loop Road, PO Box 371
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TO: Planning Commission
FROM: Ben Shumaker
DATE: February 12th, 2024
SUBJECT: Residential Street Side Setback Requirements; Periodic Zoning Use Review

Introduction

The Planning Commission is asked to discuss a draft zoning code text amendment. The proposal was submitted by City staff in furtherance of the work plan established in January 2024. No recommendation is expected as part of tonight's meeting. The following decision points will help determine when a recommendation can be expected:

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

Discussion Draft Amendment

See Attachment 1. A draft amendment has been prepared for preliminary discussion as the Planning Commission tailors the scope and sets public involvement expectations. The draft includes 3 potential changes:

- 1) Amending Use Allowances in the R3 Multi-Family Residential District; codifying a 2022 use interpretation related to Salons,
- 2) Amending the Street Side Yard Setback standard in the R2 Two-Family Residential District, reducing or increasing the setback on site specific bases,
- 3) Amending the Street Side Yard Setback standard in the R3 Multi-Family Residential District, reducing or increasing the setback on site specific bases and aligning it with the Front Yard Setback standard in that district.

Two areas of town are designated as R2. These areas center around lower Frank Johns Road and Hot Springs Alameda. Several areas of town are designated as R3, with portions near Cascade Avenue, Gropper Road, Jefferson Street, Lutheran Church Road, Rock Creek Drive, and Vancouver Avenue. A copy of the City of Stevenson Zoning Map is included as Attachment 2.

Salon Use Allowance

SMC 17.12.020 – Interpretation of Uses—Record of Interpretations acknowledges the impossibility of anticipating all potential uses of property and provides a process to review specific uses as they are identified over time. For 7 of the City's 10 zones, the Planning Commission performs the interpretation. For the City's 3 most permissive zones, the Zoning Administrator performs the interpretations. In all cases, a record of interpretations is kept to facilitate consistent administration of and periodic amendments to the Zoning Code. The proposal incorporates the following interpretations:

- ZON2022-04: This interpretation asked the Planning Commission whether a "Salon", considered a specific type of Personal Services use, would have been allowed in the R3 District had it been considered. The interpretation determined they would have been allowed as a conditional use. The interpretation solidified several past ad hoc allowances of Salons as conditional uses in the district. Its inclusion is drafted as part

of SMC 17.15.040 (Attachment B). A description of the use is included for discussion as part of SMC 17.13.020 (Attachment C).

Street Side Setback Flexibility

Ordinance 2020-1166 provided greater flexibility and required public sewer for development in the R3 Multi-Family Residential District. The flexibility came via reductions in minimum lot area and minimum lot dimensions. Along with the reduced dimensions, setback flexibility was provided for the front yard. This flexibility is situational, depending on the presence of driveways. Where no driveway is present, the setback was reduced from 15 feet to 10 feet. Where a driveway is present, 20 feet is necessary to accommodate a vehicle. Furthermore, structures blocking a driver’s view of pedestrians are prevented within specified dimensions from the driveway. While flexibility was added for the front yard, similar flexibility was not addressed for the street side yard setback. On its face, this appears to work at cross purposes.

Similar cross purposes are apparent between the regulations applicable to the R2 Two-Family Residential District. SMC 17.12.060 establishes a restrictiveness hierarchy between the City’s various zoning districts. Adopted with the then-new Zoning Code in 1994 (Ordinance 894), this hierarchy situated the R2 District between the R1 Single-Family Residential and R3 Multi-Family Residential districts. The R1 District regulations, however, were only more restrictive in terms of the use-based and maximum density-based provisions of the code. Beginning in 1998, a series of Accessory Dwelling Unit ordinances has eroded the distinction between the density-based provisions of the R1 and R2 Districts. 1996. The dimensional standards established by the 1994 code were actually more restrictive for the R2 and R3 Districts. This issue was partially addressed through Ordinance 2017-1104, which allowed for progressively smaller lot dimensions between the R1, R2 and R3 districts. While setback flexibility was later addressed in the R3 District, it has not yet been considered in the R2 District.

This discussion considers these apparent issues through the 2 amendments presented below (and in Attachment A). The darkest shaded cells of the table show the changes put forth for discussion. The lighter shading provides context within and between zones. The proposal would reduce the current 15-foot requirement to 10 feet and also apply notes 3 and 4 to the Minimum Street Site Setback of both the R2 and R3 districts. This discussion draft does not—but could—include altering the minimum front yard setback standard of the R2 District.

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

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

On-the-Ground Consequences

If adopted, the amendments presented above would tangibly impact several existing developments:

- **Salon:** Adoption of these provisions would allow property owners/entrepreneurs to seek case-by-case approval for a new Salon on any lot within the R3 Multi-Family Residential District. The case-by-case review is subject to the Planning Commission’s finding the 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. If not adopted, the one Salon with a valid Conditional Use Permit would be allowed to continue as a legally established non-conforming use. Continuation would not allow expansion, alteration, reestablishment after calamity, or transfer of ownership

- **Street Side Setback:** Refer to the table below. The street side setback restricts development on approximately 1/3rd of all parcels in the R2 Two-Family Residential and 1/4th of all parcels in the R3 Multi-Family Residential districts. Many of these parcels developed prior to adoption of the street side setback standard and appear not to conform thereto.

Adoption of these provisions would better align with the City’s regulations with existing development and allow greater parity between developed properties and undeveloped properties. Future development could be expected closer to streets—unless that location would impact pedestrian safety or convenience. If not adopted, the nonconforming use provisions would eventually compel conformity of existing nonconforming structures. Alteration or expansion of these developments would be difficult and reconstruction after calamity could not occur within the same footprint.

Zone	Parcels	Corner Parcels		Suspected Nonconforming Corner Parcels	
		#	%	#	%
R2	90	30	33.3%	12	40.0%
R3	113	30	26.5%	6	20.0%

The figures above are approximate based on review of aerial photographs and assessor’s parcel maps. This method has many inherent limitations.

Decision Point #1: What is the appropriate scope of amendments to propose for public review? Should it be limited to the 3 changes presented today? Should it include less? Should it also include a change to the R2 front yard setback?

Conscientious Public Involvement

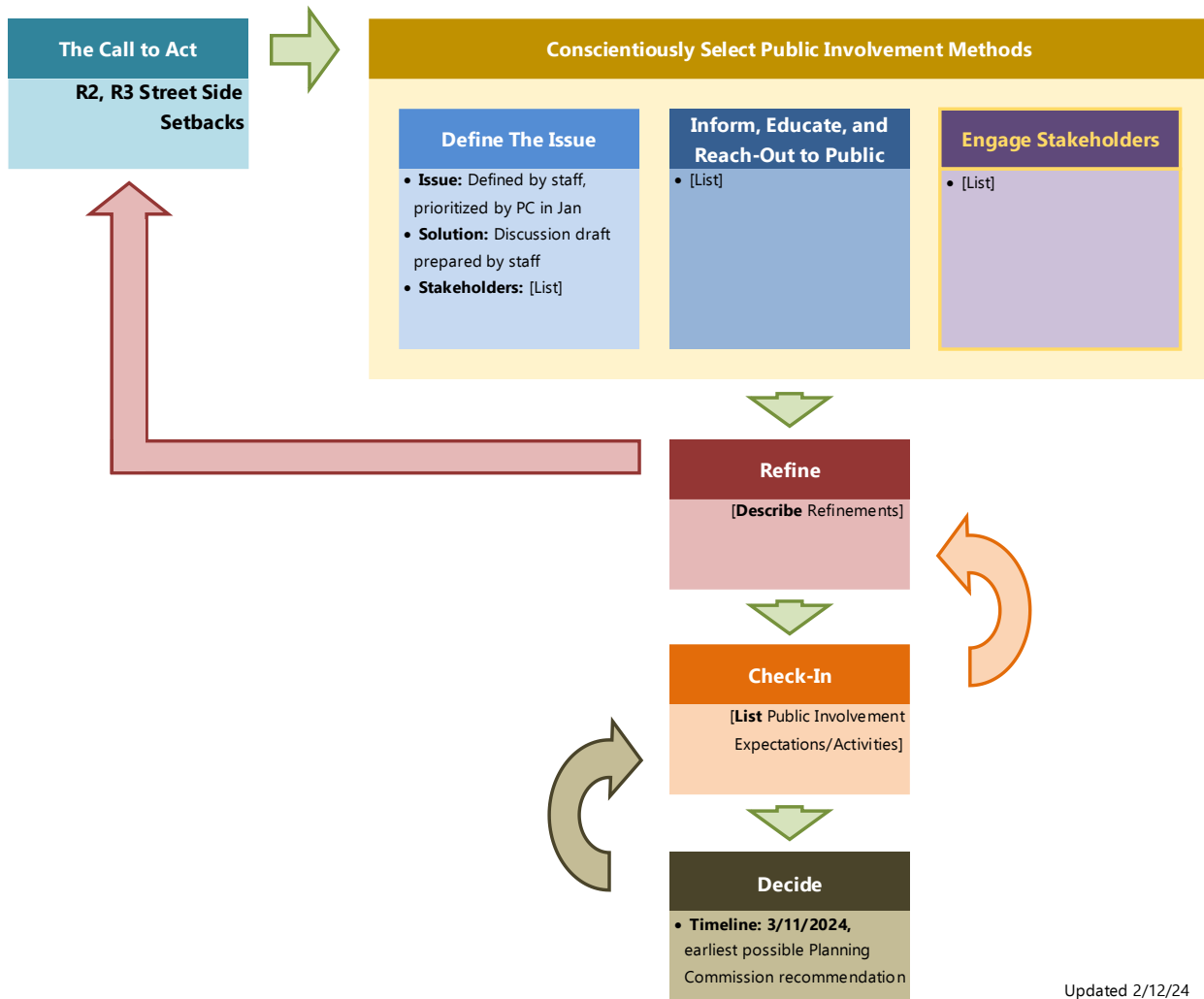
To ensure any proposed changes incorporate public input and occur within a manageable timeline, the Planning Commission’s bylaws include expectations for public involvement. These expectations ask the Planning Commission to conscientiously choose, implement, and communicate public involvement techniques from a menu of options (Attachment 3).

In advance of this meeting, staff has held brief informal discussions with less than 10 affected/potentially affected property owners.

Decision Point #2: What methods of Public Involvement are appropriate for the review of this proposed change?

Decision Point #3: Who is responsible for undertaking the Public Involvement methods selected?

The figure below provides context for the implementation of whichever methods are selected. The expectation at this phase of the review is to work through the 3 boxes under the gold umbrella.



Next Steps

The selected public involvement components will be implemented. A SEPA threshold determination will be issued for the public review draft amendments. The public review draft amendments will be introduced to the City Council as early as its February meeting. The Planning Commission could make a recommendation as early as its March meeting.

Prepared by,

Ben Shumaker
Community Development Director

Attachment

- 1- Draft Amending Ordinance
 - A. Discussion Draft Amendment, SMC 17.15.060 – Residential Dimensional Standards
 - B. Discussion Draft Amendment, SMC 17.15.040 – Uses
 - C. Discussion Draft Amendment, SMC 17.13.020 – General Sales or Service Uses
- 2- City of Stevenson Zoning Map
- 3- Planning Commission Bylaws, Public Involvement Framework

CITY OF STEVENSON
ORDINANCE 2024-

AMENDING THE STEVENSON ZONING CODE (SMC TITLE 17); PROVIDING DIMENSIONAL FLEXIBILITY NEAR STREETS IN THE R2 TWO-FAMILY RESIDENTIAL AND R3 MULTI-FAMILY RESIDENTIAL DISTRICTS; AND CODIFYING A USE INTERPRETATION RELATED TO SALONS IN THE R3 MULTI-FAMILY DISTRICT.

WHEREAS, dimensional flexibility in the R2 Two-Family and R3 Multi-Family residential districts is an important component of implementing SMC 17.12.050, which establishes these districts as less restrictive than other districts and embracing the challenge of construction/reconstruction on lots in these districts which are not as wide as lots in other districts; and

WHEREAS, dimensional flexibility near streets should not come at the expense of pedestrian convenience or safety and safeguards are required to ensure vehicles in driveways do not overhang into streets and pedestrians can be seen near driveways; and

WHEREAS, the following use interpretations conducted under SMC 17.12.020 have been reviewed for inclusion in the periodic amendment included in this ordinance:

- ZON2022-04 related to Personal Service (salon) uses in the R3 Multi-Family District; and

WHEREAS, this ordinance is adopted under the City’s municipal authority under RCW 35A.63.100; and

WHEREAS, this ordinance implements 2.12, 2.13, 2.14, 2.15, 3.1, 3.2, 3.6, and 7.2; and

WHEREAS, the City Council provided notice and held a public hearing prior to adoption of this ordinance pursuant to RCW 35A.63.070; and

WHEREAS, the City has reviewed the provisions of this ordinance according to the State Environmental Policy Act and determined it is not likely to have a significant adverse environmental impact; and

AND WHEREAS, the Stevenson City Council finds that the best interests of the public health, safety and welfare would be served by the amendments herein,

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF STEVENSON, STATE OF WASHINGTON DO ORDAIN AS FOLLOWS:

Section 1 – Section 17.13.020 – “General Sales or Service Uses” shall be amended by adding the underlined text as shown in Exhibit ‘C’. The amendments add “Salon” as a specific

subcategory of the “Personal Services” use category. All other provisions of Chapter 17.13 shall remain in effect without amendment.

Section 2 – Section 17.15.040– “Uses” shall be amended by adding the underlined text as shown in Exhibit ‘B’. The amendments establishes “Salon” uses as a conditional use in the R3 Multi-Family Residential District. Notwithstanding the amendments made via Section 3, below, all other provisions of Chapter 17.15 shall remain in effect without amendment.

Section 3 – Section 17.15.060– “Residential Dimensional Standards” shall be amended by deleting the ~~struck through~~ text and adding the underlined text as shown in Exhibit ‘A’. The amendments alter the street side yard setback in the R2 Two-Family and R3 Multi-Family residential districts. Notwithstanding the amendments made via Section 2, above, all other provisions of Chapter 17.15 shall remain in effect without amendment.

Section 4 – This ordinance affects the Stevenson Comprehensive Plan and Title 17 of the Stevenson Municipal Code only insofar as set forth herein. All other provisions of Title 17 shall remain in full force and effect, and that where the provisions of this ordinance are the same as the provisions they replace, the provisions of this ordinance shall be interpreted as a continuation of those previous provisions and not as a new enactment.

Section 5 – If any section, subsection, sentence, clause, phrase, or other portion of this Ordinance, or its application to any person, is, for any reason, declared invalid, in whole or in part by any court or agency of competent jurisdiction, said decision shall not affect the validity of the remaining portions hereof.

Section 6 – This ordinance shall become effective following passage and publication as provided by law.

Passed by a vote of _____ at the City Council meeting of _____, 2024.

SIGNED:

Scott Anderson, Mayor of Stevenson

APPROVED AS TO FORM:

ATTEST:

Robert C. Muth, City Attorney

Leana Kinley, Clerk/Treasurer

17.15.060 Residential dimensional standards.

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

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

Table 17.15.060-1: Residential Dimensional Standards						
District	Maximum Height of Building	Front	Minimum Setbacks			
			Side, Interior	Side, Street	Rear, Interior Lot	Rear, Through Lot
R1	35 ft	20 ft	5 ft	15 ft	20 ft ¹	20 ft
R2	35 ft	20 ft	5 ft	15 ft <u>10 ft^{3,4}</u>	20 ft ¹	20 ft
R3	35 ft	10 ft ^{3,4}	5 ft ²	15 ft <u>10 ft^{3,4}</u>	20 ft ¹	20 ft
MHR	35 ft	30 ft	15 ft	20 ft	20 ft ¹	20 ft
SR	35 ft	30 ft	15 ft ¹	20 ft	20 ft ¹	20 ft

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

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

3-See also SMC 17.15.130.B.3.

4-However, no structure shall be located within a pedestrian visibility area (SMC 17.10.632).

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

1. Properties receiving approval to deviate from standards according to SMC 17.38 - Supplementary Provisions.
2. Properties obtaining variance approval in accordance with SMC 17.46 - Adjustments, Variances, and Appeals.
3. Properties receiving modification approval in accordance with SMC 17.17 - Residential Planned Unit Developments.

17.15.040 Uses.

- A. Types of Uses: For the purposes of this chapter, there are 4 kinds of use:"
 - 1. A permitted (P) use is one that is permitted outright, subject to all the applicable provisions of this title.
 - 2. An accessory (A) use is permitted on properties containing permitted uses, provided that:"
 - a. The accessory use or activity may be regarded as incidental or insubstantial in and of itself or in relation to the principal use on the lot; and
 - b. The accessory use or activity is commonly or frequently associated with the principal use on the lot.
 - 3. A conditional (C) use is a discretionary use reviewed by the Planning Commission according to the process and criteria in SMC 17.39 - Conditional Uses.
 - 4. A prohibited (X) use is one that is not permitted in a zoning district under any circumstances.
 - 5. When a letter or use category is not listed in this table, an interpretation may be initiated under SMC 17.12.020.
- B. Use Table. A list of permitted, accessory, conditional and prohibited uses in residential districts is presented in Table 17.15.040-1: Residential Districts Use Table.

Table 17.15.040-1 Residential Districts Use Table					
Use	R1	R2	R3	MHR	SR
Residence or Accommodation Uses					
Dwelling					
Single-Family Detached Dwelling	P	P	P	P	P
Mobile Home	X	X	X	P	X
Travel Trailer	—	X	—	—	X
Accessory Dwelling Unit (SMC 17.40.040)	A	—	—	—	A
Multi-Family Dwelling	C ¹	P	P	C ¹	C ¹
Temporary Emergency, Construction or Repair Residence	C ²	C ²	C ²	—	C ²
Townhome (SMC 17.38.085)	—	C ⁸	P	—	—
Renting of no more than 2 rooms, rented by the month or longer, provided the parking requirements of SMC 17.42 are met.	A	A	A	A	A
Boarding House	C	C	C	—	C
Residential Care					
Adult Family Home	P	P	P	P	P
Assisted Living Facility	—	—	C	—	C
Nursing Home	—	—	C	—	—
Overnight Lodging					
Vacation Rental Home	P	P	P	P	P
Bed & Breakfast	C	C	P	C	C
Hostel	C	C	P	C	C
Hotel	X	X	C	X	C
Campground	X	X	X	C	C
Dormitory facility related to a public, private or parochial school	C	C	C	—	C
Miscellaneous Incidental Uses					
Residential Outbuilding	A/C ^{3,4}	A/C ^{3,4}	A/C ⁴	A/C ^{3,4}	A/C ³
Swimming pool, spa or hot tub, and associated equipment	A	A	A	A	A
Buildings and uses related to, and commonly associated with a mobile home park such as a recreation area, laundry, facility office, and meeting rooms	—	—	—	A	—
General Sales or Service Uses					
Electric Vehicle Station					

Restricted Access, Gradual Charging EV Station	A	A	A	A	A
Restricted Access, Rapid Charging EV Station	C	C	C	C	C
Public Access, Gradual Charging EV Station	—	—	C	—	—
Street—Side Access, Gradual Charging EV Station	—	—	C	—	—
Retail and wholesale sales of agricultural and animal products raised or produced on the premises	—	—	—	—	A
Rental Operations	—	—	—	—	—
Self-Storage Units	—	—	—	—	X
Professional Office	—	C	C	—	—
Veterinarian	—	—	—	—	C
Child Day Care Facility					
Family Day Care Home	P	P	P	P	P
Mini-Day Care Center	C	C	C	C	C
Child Day Care Center	—	C	C	C	C
<u>Personal Services</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>
<u>Salon</u>	<u>—</u>	<u>—</u>	<u>C</u>	<u>—</u>	<u>—</u>
Home Occupation	A	A	A	A	A
Transportation, Communication, and Utility Uses					
Public Transportation Stops and Shelters	—	—	—	—	C
Boating Facility or Overwater Structure ⁹	See SMP				
Parking Facility					
Accessory Parking	A	A	A	A	A
Non-Accessory Parking	—	—	—	—	C
Utility or Communication Facility	C	C	C	C ⁵	C
Wireless Telecommunications Facility⁶					
Minor Wireless Telecommunications Facility	P	P	P	P	P
Intermediate Wireless Telecommunications Facility (SMC 17.39.170)	C	C	C	C	C
Major Wireless Telecommunications Facilities (SMC 17.39.170)	C	—	—	—	C
Wind Power Generation Facility⁶					
Minor Wind Power Generation Facility (SMC 17.39.165)	C	C	C	C	C
Hazardous Waste Storage	C	C	C	C	C
Arts, Entertainment, and Recreation Uses					

Public Assembly	-	-	-	-	-
Wedding Venue	—	—	—	—	C
Park, Playground or Outdoor Recreation Area	C	C	C	C	C
Golf Course	—	—	—	—	C
Education, Public Administration, Health Care, and Other Institutions Uses					
Public, Private or Parochial School	C	C	C	—	C
Nursery School or Similar Facility	—	—	—	C	—
Library	C	C	C	—	—
Government Administration Building	—	—	C	—	—
Fire, Police, or Emergency Services Station	C	C	C	—	C
Hospital	—	—	C	—	—
Church or Other Religious or Charitable Organization	C	C	C	—	C
Cemetery or Mausoleum	—	—	—	—	C
Agriculture, Forestry, Fishing and Hunting Uses					
Subsistence or hobby type gardening	P	P	A	P	P
Indoor or Outdoor Horticultural Activity	P	P	P	P	P
Nursery	—	—	C	—	P
Farm Animals (SMC 17.40.095)	C ⁷	X	X	X	P
Urban Farm Animals (SMC 17.40.095)	A	A	A	A	P
Pets	A	A	A	A	A
Kennel	C	X	X	X	C
Miscellaneous/Other Uses					
Signs listed with a "C" in Table 17.15.145-1 and any other sign identifying and/or related to any conditional use or existing nonconforming use.	C	C	C	C	C
Signs identifying and/or related to any principal or accessory use allowed in this chapter.	A	A	A	A	A

1-Conditional use permits for Multi-Family Dwellings which exceed the maximum number of dwelling units allowed in SMC Table 17.15.050-1 are only considered when submitted as part of an R-PUD proposal under SMC 17.17 - Residential Planned Unit Developments.

2-A conditional use permit is only required for a temporary emergency, construction or repair residence after the expiration of the initial 6-month grace period.

3-Up to 4 residential outbuildings on a property is considered an accessory Use. When at least 4 residential outbuildings already exist on a lot then an additional residential outbuilding is considered a conditional use. During the conditional use review process, the planning commission may establish size, serial proliferation and other limitations on such buildings.

4-A residential outbuilding that is subordinate to the main use on the lot is considered an accessory use. A residential outbuilding which is not subordinate to the main use on the lot is considered a conditional use. During the conditional use review process, the planning commission may establish size, serial proliferation and other limitations on such buildings.

5-Despite the general exclusion of overhead elements from this use category, any utility or communication facility in the MHR district with an overhead element greater than 35 feet is considered a conditional use.

6-See also SMC 17.36-WW Wind/Wireless Overlay District.

7-In granting a conditional use request for farm animals in the R1 district, the planning commission shall find, at a minimum, that the proposal is compliant with the performance standards in SMC 17.40.095.

8-Townhomes in the R2 District are subject to review according to the density and parking requirements of the R3 Multi-Family Residential District and shall connect to the municipal sewer system.

9-See SMC 18.08 and the Shoreline Master Plan for use allowances related to this use category.

17.13.020 General sales or service uses.

General sales and service land uses comprise the vast majority of establishments typically associated with commercial land use. The general sales or service uses considered by the Stevenson Zoning Code appear in Table 17.13.020-1.

Table 17.13.020-1: General Sales or Service Uses		
Use	Description	Reference
1. Automobile Service Station	A commercial establishment for the sale on the premises of motor vehicle fuel, including electrical energy, and other petroleum products and automobile accessories, and for the servicing, lubrication and minor repair of automotive vehicles. Unless specifically listed in the district, Automobile Service Stations include Battery Exchange Stations, Vehicle Repair, Carwashes and Public Access, Rapid Charging EV Stations.	RCW 35A.63.107
a. Battery Exchange Station	A staffed or fully automated facility that will enable an electric vehicle with a swappable battery to enter a drive lane and exchange the depleted battery with a fully charged battery through a process which meets or exceeds any standards, codes, and requirements set forth by Chapter 19.28 RCW and consistent with rules adopted under RCW 19.27.540.	RCW 19.27.540, RCW 19.28
b. Carwash		
c. Vehicle Repair		
2. Electric Vehicle (EV) Station	A public or private parking space (1)served by equipment designed specifically to transfer electric energy (by conductive or inductive means) to a battery or other energy storage device in an electric vehicle, (2) meets or exceeds any standards, codes, and regulations set forth by Chapter 19.28 RCW, and (3) is consistent with rules adopted under RCW 19.27.540. Electric vehicle stations are distinguished by the following types of access and charging levels:	RCW 19.27.540, RCW 19.28, RCW 35A.63.107
a. EV Station Access	<ol style="list-style-type: none"> 1. "Public Access EV Station" is available for use by the general public and not located on a public right-of-way. Examples include stations at a park & ride lot, a public library lot or a shopping center lot. 2. "Restricted Access EV Station" is restricted to authorized users and not located on a public right-of-way. Examples include stations at a single-family home, designated employee parking areas, or fleet parking areas not accessible to the general public. 3. "Street-Side Access EV Station" is available for use by the general public and located on a public right-of-way subject to 	SMC 12.02

	the rules adopted under SMC 12.02 - Use of City Rights-of-Way.	
b. EV Station Charging Level	Charging level categorizes the indicators of electrical force, or voltage, at which an electric vehicle's battery is charged: 1. "Gradual Charging EV Station" operates on a circuit no greater than 240 volts of alternating current. This includes what the industry currently refers to as levels 1 and 2 charging stations. >2. "Rapid Charging EV Station" operates on an industrial grade outlet greater than 240 volts of alternating current. This includes what the industry currently refers to as Level 3 charging stations.	
3. Retail	Commercial establishments providing merchandise for sale directly to the consumer. Retail establishments may also provide after-sales services, such as repair and installation. Unless specifically listed in the district, Retail Sales include all subcategories listed herein.	
a. Outdoor Recreation Store	A Retail use specializing in sporting goods or equipment related to outdoor recreational endeavors (e.g., water sports, bicycling, skiing, fishing, photography, camping and hiking).	
b. Specialty Food Shop	A Retail use carrying specialty food items (e.g., coffee, tea, confectionery products, nuts, spices, gourmet foods, etc.).	
c.	Specialty Retail Shop	A Retail use specializing in one type or line of merchandise (e.g., antiques, apparel, books, games, jewelry, shoes, stationary, etc.).
d.	Retail and wholesale sales of agricultural and animal products raised or produced on the premises.	
4. Bank or Financial Institution		
5. Rental Operation	Commercial establishments providing tangible goods (e.g., personal items, consumer electronics, furniture, clothing, tools, machinery, equipment, etc.) or other items of value to customers in exchange for a periodic rental or lease payment. Unless specifically listed in the district, Rental Operation includes all subcategories listed herein.	

Exhibit C- Amendment to SMC 17.13.020

a. Recreational Equipment Rental	A Rental Operation leasing equipment for recreational activities (e.g., water sports, bicycling, skiing, fishing, photography, camping and hiking).	
b. Self-Storage Units	A Rental Operation leasing space (i.e., rooms, compartments, lockers, containers, or outdoor space) where clients store and retrieve personal property.	
c. Truck, trailer or equipment rental	A Rental Operation leasing large vehicles and equipment (e.g., trucks, moving vans, buses, semi-trailers, utility trailers, travel trailers, recreational vehicles, off-road vehicles, etc.) when drivers or operators are not provided.	
6. Professional Office	Commercial establishments performing professional, scientific, clerical, and technical services for others. Unless specifically listed in the district, Professional Office includes all subcategories listed herein.	
a. Veterinarian		
7. Food Services	Commercial establishments preparing and serving food and/or beverages for consumption on or off the premises. Unless specifically listed in the district, Food Service includes all subcategories listed herein.	
a. Drive-Through Food Service		
b. Mobile-Food Cart	A Food Service use that is conducted from a motorized vehicle, a non-motorized cart or a unit that is similarly designed to be readily movable.	
c. Tasting Room	A Food Service use conducted as an incidental use to an on-premises brewery, cidery, distillery, winery or food processing use. A Tasting Room providing food service products from the on-premises processing use may also serve food and beverages processed at off-premises establishments.	
8. Child Day Care Facility	A building or structure in which an agency, person or persons regularly provide care for a group of children for periods of less than 24 hours. Child Day Care Facility includes family day care home, mini-day care center, and child day care center.	RCW 35.63.170, RCW 35A.63.210, RCW 35A.63.215
a. Family Day Care Home	A day care home for the care of 6 or fewer children during part of the 24-hour day, located in the dwelling of the provider under whose direct care the children are placed.	
b. Mini-Day Care Center	A child day care facility providing care during part of the 24-hour day to 12 or fewer children in a facility other than the family dwelling of the person or persons under whose direct care the children are placed, or for the care of 7 through 12 children in the family dwelling of such person or persons.	

Exhibit C- Amendment to SMC 17.13.020

<p>c. Child Day Care Center</p>	<p>A day care facility that provides for the care of 13 or more children. If located in a private family residence, the portion where the children have access must be separate from the family living quarters, or that portion of where the children have access must be used exclusively for their care during the hours that the child day care center is operating.</p>	
<p>9. Personal Services</p>	<p>Commercial establishments providing individual services generally related to personal needs. Unless specifically listed in the district, Personal Services includes all subcategories listed herein.</p>	
<p>a. Recreation Services</p>	<p>A Personal Services use providing services related to recreational amenities, including lessons and tours for such activities as water sports, bicycling, skiing, fishing, photography, camping and hiking.</p>	
<p><u>b. Salon</u></p>	<p><u>A Personal Services use providing services related to barbering, hair styling, or the cosmetic arts (e.g., makeup, skin care).</u></p>	
<p>10. Home Occupation</p>	<p>A commercial activity that: (a) is conducted by a person on the same residential district or legacy home lot where such person resides; (b) provides each outside employee with a legal off-street parking space; and (d) is not so insubstantial or incidental or is not so commonly associated with the residential use as to be regarded as an accessory use (see SMC 17.10.020), but that can be conducted without any significantly adverse impact on the surrounding neighborhood.</p> <p>Without limiting the generality of the foregoing, a use may be regarded as having a significantly adverse impact on the surrounding neighborhood if: (a) goods, stock in trade, or other commodities are displayed; (b) more than 2 nonresidents on the premises are employed in connection with the purported home occupation; (c) it creates objectionable noise, fumes, odor, dust or electrical interference; (d) there is any exterior manifestation of the home occupation, except for an allowed sign no larger than 2 square feet pertaining to the home occupation; or (e) more than 25% of the total gross floor area of residential buildings plus other buildings housing the purported home occupation, or more than 500 square feet of gross floor area (whichever is less), is used for home occupation purposes.</p>	<p>SMC 17.10.020, SMC 17.13.010</p>



Zoning Map

City of Stevenson

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

- Stream
- Parcel
- City Limits
- Urban Area

Mayor _____	Date _____
Clerk - Treasurer _____	Date _____
Attorney _____	Date _____

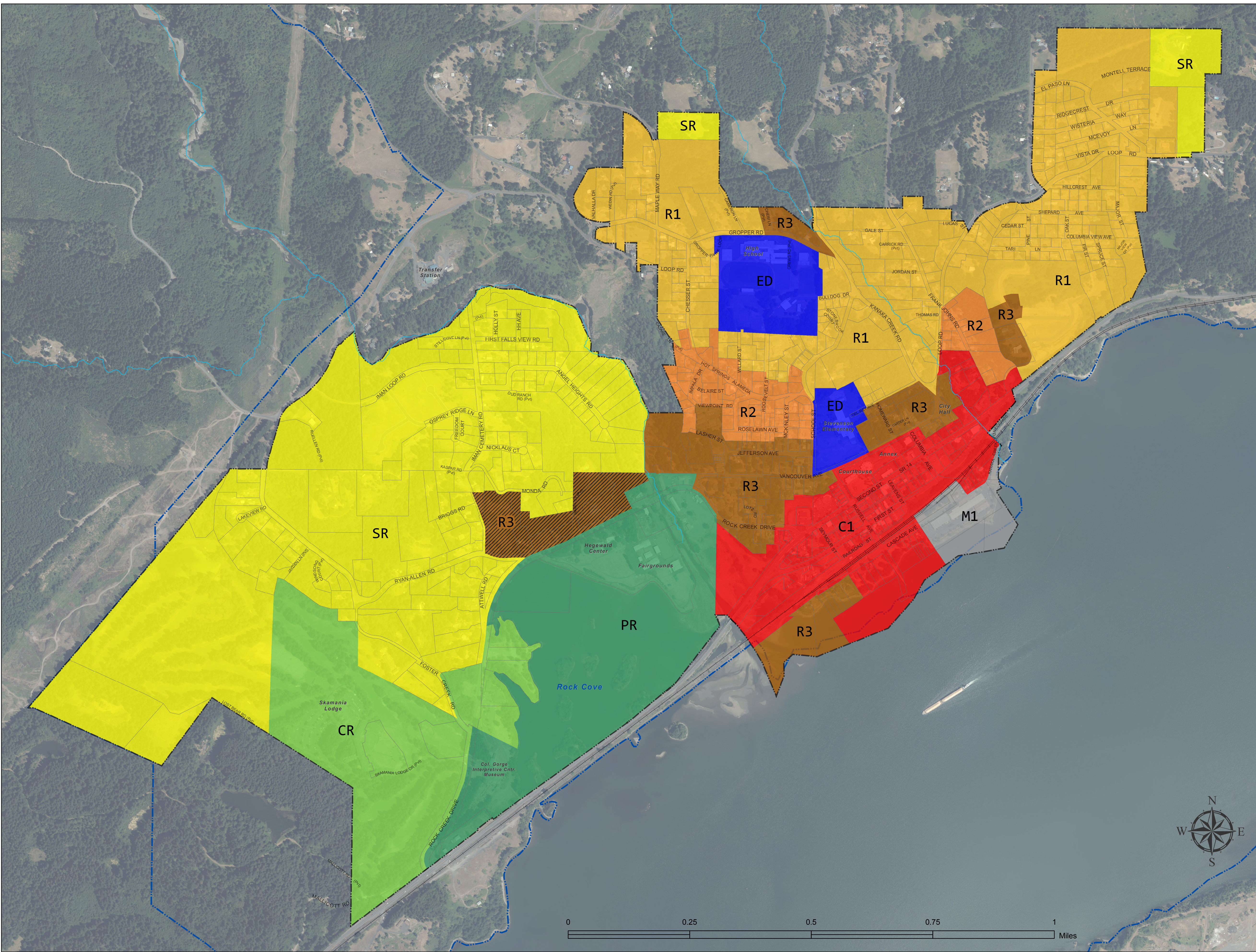
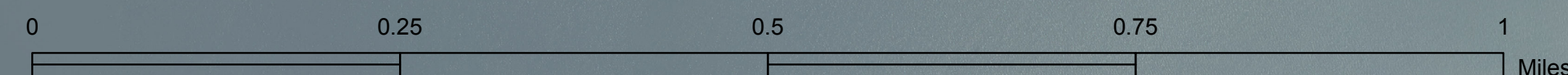


Notes:
 When Printed to ANSI D (22"x34"): 1 inch = 500 feet
 Absolute scale: 1:6,000
 Aerial Photo Date: 7/6/2015
 Projected Coordinate System: NAD 1983 HARN StatePlane
 Washington FIPS 4602 Feet
 Projection Name: Lambert Conformal Conic
 Planar Units: US Survey Feet



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

DISCLAIMER: This map product was prepared by Skamania County and is for information purposes only. It may not have been prepared for, or be suitable for, legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information.



Appendix B – Public Involvement Framework

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

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

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

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

Documents assisting this conscientious effort include:

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

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

Framework Components

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

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

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

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

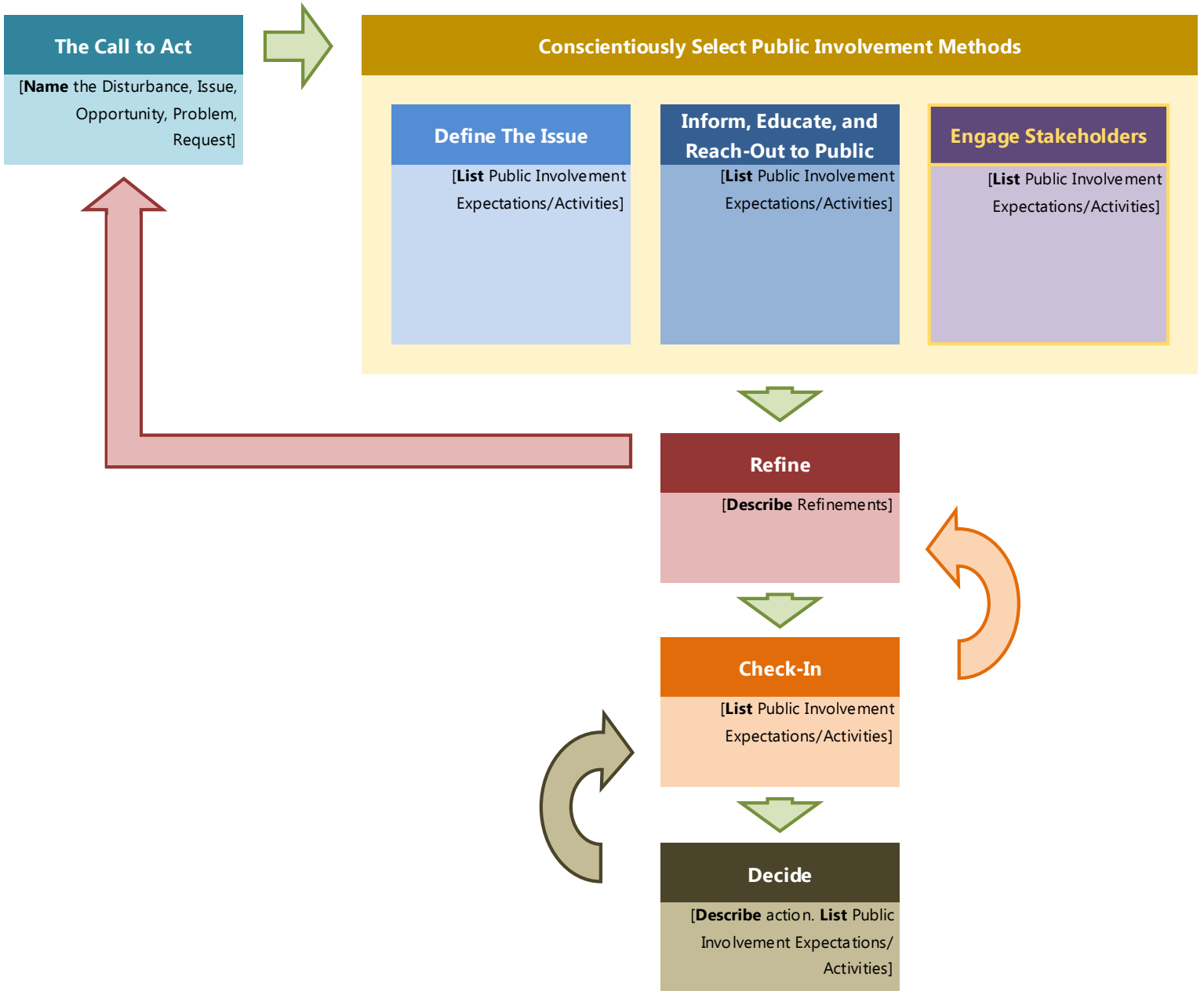


Exhibit B.2 – Menu of Public Involvement Methods.

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

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

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

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

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

Exhibit B.3 – Example Public Involvement Materials.

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

List of Examples

- Flyer Example.

Flyer Example

ZONING - Your neighborhood could change

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

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

Then we would have ended the flyer this way:

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



City of Stevenson

Planning Department

(509)427-5970

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

TO: Planning Commission
FROM: Ben Shumaker
DATE: February 12th, 2024
SUBJECT: Floodplain Management Program – Necessary Updates

Introduction

The Planning Commission is asked to discuss Federal Emergency Management Agency (FEMA)-drafted amendments to Stevenson Municipal Code Chapter 15.24 – Flood Plain Management Regulations (Attachment 1). The amendments are necessary to stay in compliance with the National Flood Insurance Program (NFIP), a federal program initiated to stabilize/create the insurance market for property threatened by flood hazards. Property owners in the City seeking coverage under this program rely on the City’s compliance with the federal regulatory program. This compliance must occur by May 22nd, 2024.

The following decision points will help determine the timeline for compliance.

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

Draft Amendment

See Attachment 1. A draft amendment has been prepared to assist the Planning Commission’s decisions. The amendment includes changes that are both mandatory and suggested. The mandatory changes broadly:

- 1) Change or add definitions to provide consistency with the Washington State Model Ordinance for floodplain management.
- 2) Adopt the recently updated floodplain maps.
- 3) Change or add regulations to provide consistency with the Code of Federal Regulations related to floodplain management.

The suggested changes broadly improve implementation of the regulations.

Scope of Applicability

Over the past several years, FEMA has been conducting a study of local waterways to determine the likelihood of flooding adjacent to them. Updated maps have been proposed, appealed, reevaluated and will soon be adopted and applicable. The existing maps were developed in the mid-1980s using the technology available at the time supplemented with local knowledge of flood conditions. The new maps are more scientifically defensible, with detailed assessments of terrain and hydrologic expectations.

	Current, 1980s-Era Maps	New, 2020s-Era Maps
Parcels in Special Flood Hazard Area	64	66
Structure in Special Flood Hazard Area	7	3
Source: FEMA Region X Mitigation Division		

For some communities the new maps expand floodplains and require insurance where it had never been required before. For Stevenson, this is not the case. Here, we could be said to exist in a flooded state already. Construction of the Bonneville Dam inundated areas that were susceptible to flooding. The table above reflects the scope of the change for Stevenson property owners. Four fewer preexisting developments will be required to obtain flood insurance. Two additional parcels will be subject to the flood plain regulations. Regulatory buffers protecting fish and wildlife habitat also avoid development in areas susceptible to flooding. Limited impacts are expected upon adoption of the draft changes.

Decision Point #1: What is the appropriate scope of amendments to propose for public review? Should the suggested changes be presented in the next draft?

Conscientious Public Involvement

To ensure any proposed changes incorporate public input and occur within a manageable timeline, the Planning Commission's bylaws include expectations for public involvement. These expectations ask the Planning Commission to conscientiously choose, implement, and communicate public involvement techniques from a menu of options (Attachment 3).

In advance of this meeting, FEMA and the City already directly engaged with all floodplain property owners, informing of their appeal rights. No appeals were filed for areas in the City.

Decision Point #2: What methods of Public Involvement are appropriate for the review of this proposed change?

Decision Point #3: Who is responsible for undertaking the Public Involvement methods selected?

Next Steps

The selected public involvement components will be implemented. A SEPA threshold determination will be issued for the public review draft amendments. The public review draft amendments will be introduced to the City Council as early as its February meeting. The Planning Commission could make a recommendation as early as its March meeting.

Prepared by,

Ben Shumaker
Community Development Director

Attachment

- 1- Discussion Draft Amendment, SMC 15.24 – Floodplain Management Regulations
- 2- Example Past Outreach

Chapter 15.24 FLOODPLAIN MANAGEMENT REGULATIONS

Sections:

15.24.010 Statement of purpose.

It is the purpose of this chapter to promote the public health, safety and general welfare, and to minimize public and private losses due to flood conditions in specific areas by methods and provisions designed for:

- A. Restricting or prohibiting uses which are dangerous to health, safety and property due to water or erosion hazards, or which result in damaging increases in erosion or in flood heights or velocities;
- B. Requiring that uses vulnerable to floods, including facilities which serve such uses, be protected against flood damage at the time of initial construction;
- C. Controlling the alteration of natural floodplains, stream channels, and natural protective barriers, which help accommodate or channel flood waters;
- D. Controlling filling, grading, dredging and other development which may increase flood damage; and
- E. Preventing or regulating the construction of flood barriers which will unnaturally divert flood waters or which may increase flood hazards in other areas.

(Ord. 864 §1(part), 1990).

15.24.020 Definitions.

Unless specifically defined in this section, words or phrases used in this chapter shall be interpreted so as to give them the meaning they have in common usage and to give this chapter its most reasonable application.

***ALTERATION OF WATERCOURSE: ANY ACTION THAT WILL CHANGE THE LOCATION OF THE CHANNEL OCCUPIED BY WATER WITHIN THE BANKS OF ANY PORTION OF A RIVERINE WATERBODY.**

"Appeal" means a request for a review of the permit administrator's interpretation of any provision of this chapter or a request for a variance.

"Area of special flood hazard" means the land in the floodplain within a community subject to a one percent or greater chance of flooding in any given year.

"Base flood" means the flood having a one percent chance of being equalled or exceeded in any given year.

***Base Flood Elevation (BFE): The elevation to which floodwater is anticipated to rise during the base flood.**

"Basement" means any area of the building having its floor sub-grade (below ground level) on all sides.

"Development" means any manmade change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials located within the area of special flood hazard.

"Elevation certificate" means the official form (FEMA Form 81-31) used to track development, provide elevation information necessary to ensure compliance with community floodplain management ordinances, and determine the proper insurance premium rate with Section B completed by community officials.

Commented [SS1]: Per the WA State Model Ordinance: Terms with 1 asterisk trigger a specific minimum requirement and must be adopted. Unless specifically defined below, terms or phrases used in this ordinance shall be interpreted so as to give them the meaning they have in common usage and to give this ordinance the most reasonable application.

"Existing manufactured home park or subdivision" means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed before the effective date of the floodplain management regulations adopted by a community.

"Expansion to an existing manufactured home park or subdivision" means the preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).

***Flood or Flooding:**

1) A general and temporary condition of partial or complete inundation of normally dry land areas from:

a) The overflow of inland or tidal waters.

b) The unusual and rapid accumulation or runoff of surface waters from any source.

c) Mudslides (i.e., mudflows) which are proximately caused by flooding as defined in paragraph (1)(b) of this definition and are akin to a river of liquid and flowing mud on the surfaces of normally dry land areas, as when earth is carried by a current of water and deposited along the path of the current.

~~"Flood" or "flooding" means a general and temporary condition of partial or complete inundation of normally dry land areas from:~~

~~1. The over flow of inland or tidal waters; and/or~~

~~2. The unusual and rapid accumulation of runoff of surface waters from any source.~~

***Flood elevation study:** An examination, evaluation and determination of flood hazards and, if appropriate, corresponding water surface elevations, or an examination, evaluation and determination of mudslide (i.e., mudflow) and/or flood-related erosion hazards. Also known as a Flood Insurance Study (FIS).

"Flood Insurance Rate Map (FIRM)" means the official map on which the Federal Insurance ~~Administration~~ Administrator has delineated both the areas of special flood hazards and the risk premium zones applicable to the community.

"Flood Insurance Study" means ~~the official report provided by the Federal Insurance Administration that includes flood profiles, the Flood Boundary Floodway Map, and the water surface elevation of the base flood~~ see Flood Elevation Study.

***Floodplain or flood-prone area:** Any land area susceptible to being inundated by water from any source. See "Flood or flooding."

***Floodplain administrator:** The community official designated by title to administer and enforce the floodplain management regulations.

***Floodproofing:** Any combination of structural and nonstructural additions, changes, or adjustments to structures which reduce or eliminate risk of flood damage to real estate or improved real property, water

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and sanitary facilities, structures, and their contents. Flood proofed structures are those that have the structural integrity and design to be impervious to floodwater below the Base Flood Elevation.

"Floodway" means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than ~~one foot~~ designated height.

***Functionally dependent use:** A use which cannot perform its intended purpose unless it is located or carried out in close proximity to water. The term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities, and does not include long-term storage or related manufacturing facilities.

***Highest adjacent grade:** The highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.

***Historic structure:** Any structure that is:

- 1) Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
- 2) Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
- 3) Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of Interior; or
- 4) Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:
 - a) By an approved state program as determined by the Secretary of the Interior; or
 - b) Directly by the Secretary of the Interior in states without approved programs.

"Lowest floor" means the lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, usable solely for parking of vehicles, building access or storage, in an area other than a basement area, is not considered a building's lowest floor, provided that such enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of this chapter found at Section 15.24.090(A)(2) of this chapter.

"Manufactured home" means a structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when attached to the required utilities. The term "manufactured home" does not include a "recreational vehicle."

"Manufactured home park or subdivision" means a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

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"New construction" means structures for which the start of construction commenced on or after the effective date of the ordinance codified in this chapter [and includes any subsequent improvements to such structures.](#)

"New manufactured home park or subdivision" means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or after the effective date of floodplain management regulations adopted by a community.

"Person" means a natural person, his heirs, executors, administrators and assigns; a firm, partnership, corporation or association, its or their successors or assigns, or the agent thereof; and state and local governments and agencies.

"Recreational vehicle" means a vehicle which is:

1. Built on a single chassis;
2. Four hundred square feet or less when measured at the largest horizontal projections;
3. Designed to be self-propelled or permanently towable by a light duty truck; and
4. Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

"Start of construction" includes substantial improvement, and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, placement or other improvement was within one hundred eighty days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the state of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. [For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.](#)

"Structure" means an edifice or building of any kind artificially built up or composed of parts joined together in some definite manner, that is principally above ground, including a gas or liquid storage tank. [For floodplain management purposes, a walled and roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a manufactured home.](#)

[*SUBSTANTIAL DAMAGE: Damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.](#)

"Substantial improvement" means any repair, reconstruction or improvement of a structure, the cost of which equals or exceeds fifty percent of the market value of the structure [before the "start of construction" of the improvement. This term includes structures which have incurred "substantial damage," regardless of the actual repair work performed. either:](#)

- ~~1. Before the improvement or repair is started; or~~
- ~~2. If the structure has been damaged and is being restored, before the damage occurred. For the purposes of this definition "substantial improvement" is considered to occur when the first alteration of any wall, ceiling,~~

~~floor or other structural part of the building commences, whether or not that alteration affects the external dimensions of the structure.~~

This term does not, however, include either:

1. A project for improvement of a structure to ~~correct previously identified existing violations of comply with existing~~ state or local health, sanitary or safety code specifications ~~that have been identified by the local code enforcement official and that which are solely the minimum~~ necessary to assure safe living conditions; or
2. Any alterations of a ~~"historic structure," provided that the alteration will not preclude the structure's continued designation as a "historic structure," a structure listed on the National Register of Historic Places or a State Inventory of Historic Places.~~

"Variance" means a grant of relief by a community from the terms of the floodplain management regulations.

(Ord. 864 §1(part), 1990; Ord. No. 1123, § 24(Exh. U), 9-20-18).

15.24.030 Lands to which this chapter applies.

This chapter shall apply to all areas of special flood hazards within the jurisdiction of the city.

(Ord. 864 §1(part), 1990).

15.24.040 Basis for establishing the areas of special flood hazard.

The areas of special flood hazard identified by the Federal Insurance ~~Administration Administrator~~ in a scientific and engineering report entitled "The Flood Insurance Study (FIS) for Skamania County and Incorporated Areas" dated May 22, 2024, and any revisions thereto, with accompanying Flood Insurance Rate Maps (FIRMs) dated May 22, 2024, as Zone A as shown on the Flood Insurance Rate Map for City of Stevenson, WA, Community No. 530161 A, Panels 01-02, dated July 17, 1986 and Skamania County Washington, Community No. 530160, Panel 425, dated August 5, 1986, including any revisions thereto, and any revisions hereafter, are adopted by reference and declared to be a part of this chapter. The ~~Flood Insurance Rate Map is~~ FIS and FIRM are on file at City Hall, 7121 East Loop Road, Stevenson, WA.

(Ord. 864 §1(part), 1990).

(Ord. No. 1123, § 24(Exh. U), 9-20-18)

3.3 Compliance

All development within special flood hazard areas is subject to the terms of this ordinance and other applicable regulations.

3.4 Penalties For Noncompliance

No structure or land shall hereafter be constructed, located, extended, converted, or

Commented [SS2]: This is the name of the study that is required to be adopted as the basis for floodplain management regulations (44CFR 59.22(a)(6); 60.2(h))

Commented [SS3]: The following sections 3.3 - 3.8 are included in the WA State Model Ordinance and were not found during the review. Please add accordingly, with updates as needed for specifics as noted

Commented [SS4]: 44CFR 60.1(b) - (d)

Commented [SS5]: 44CFR 59.2(b)

altered without full compliance with the terms of this ordinance and other applicable regulations. Violations of the provisions of this ordinance by failure to comply with any of its requirements (including violations of conditions and safeguards established in connection with conditions), shall constitute a misdemeanor. Any person who violates this ordinance or fails to comply with any of its requirements shall upon conviction thereof be fined not more than [REDACTED] or imprisoned for not more than [REDACTED] days, or both, for each violation, and in addition shall pay all costs and expenses involved in the case. Nothing herein contained shall prevent the [REDACTED] from taking such other lawful action as is necessary to prevent or remedy any violation.

3.5 Abrogation and Greater Restrictions

Commented [SS6]: 44CFR 60.1(b)

This ordinance is not intended to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where this ordinance and another ordinance, easement, covenant, or deed restriction conflict or overlap, whichever imposes the more stringent restrictions shall prevail.

3.6 Interpretation (Not mandatory)

Commented [SS7]: 44CFR 60.1(b) - (d)

In the interpretation and application of this ordinance, all provisions shall be:

- 1) Considered as minimum requirements;
- 2) Liberally construed in favor of the governing body; and,
- 3) Deemed neither to limit nor repeal any other powers granted under state statutes.

3.7 Warning And Disclaimer of Liability (Not mandatory)

Commented [SS8]: Not found in 44CFR but verbiage designed to ensure the community is not creating liability for itself by enforcing these regulations for any other flood events other than those modeled by FEMA

The degree of flood protection required by this ordinance is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. Larger floods can and will occur on rare occasions. Flood heights may be increased by man-made or natural causes. This ordinance does not imply that land outside the areas of special flood hazards or uses permitted within such areas will be free from flooding or flood damages. This ordinance shall not create liability on the part of {Community Name}, any officer or employee thereof, or the Federal Insurance Administration, for any flood damages that result from reliance on this ordinance or any administrative decision lawfully made hereunder.

3.8 Severability

This ordinance and the various parts thereof are hereby declared to be severable. Should any Section of this ordinance be declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the ordinance as a whole, or any portion thereof other than the Section so declared to be unconstitutional or invalid.

Commented [SS9]: Not found in 44CFR but general severability clause

15.24.050 Establishment of development permit.

- A. A development permit shall be obtained before construction or development begins within any area of special flood hazard established in this chapter. The permit shall be for all structures including manufactured homes and for all other development, including fill and other activities.
- B. Application for a development permit shall be made on forms furnished by the permit administrator and may include but not be limited to; plans in duplicate drawn to scale showing the nature, location, dimensions, and elevations of the area in question; existing or proposed structures, fill, storage of materials, drainage facilities, and the location of the foregoing. Specifically, the following information is required:
 - 1. Elevation in relation to mean sea level, of the lowest floor (including basement) of all structures;
 - 2. Elevation in relation to mean sea level to which any structure has been floodproofed;
 - 3. Certification by a registered professional engineer or architect that the floodproofing methods for any nonresidential structure meet the floodproofing criteria in Section 15.24.080(B); and
 - 4. Description of the extent to which a watercourse will be altered or relocated as a result of proposed development.

(Ord. 864 §1(part), 1990).

15.24.060 Designated of the permit administrator.

The building official for the city is appointed as permit administrator to administer and implement this chapter by granting or denying development permit applications in accordance with its provisions.

(Ord. 864 §1(part), 1990).

15.24.070 Duties and responsibilities of the permit administrator.

Duties of the permit administrator shall include, but not be limited to:

- A. Permit Review.
 - 1. Review all applications for development permits to determine that the permit requirements of this chapter have been satisfied;
 - 2. Review all applications for development permits to determine that all necessary permits have been obtained from those federal, state or local governmental agencies from which prior approval is required, including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 USC 1334.
- B. Use of Other Base Flood Data. When base flood elevation data has not been provided in accordance with Section 15.24.040, the permit administrator shall obtain, review and reasonably utilize any base flood elevation and floodway data available from a federal, state or other source, in order to administer Sections 15.24.090 and 15.24.100.
- C. Information to be Obtained and Maintained.

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1. Where base flood elevation data is provided through the Flood Insurance Study, FIRM, or required as in subsection B of this section, obtain and record the actual (as-built) elevation (in relation to mean sea level) of the lowest floor (including basement) of all new or substantially improved structures, and whether or not the structure contains a basement. Recorded on a current elevation certificate (FF 81-31) with Section B completed by the local official;
 2. For all new or substantially improved floodproofed nonresidential structures where base flood elevation data is provided through the FIS, FIRM, or as required in Subsection B of this section:
 - a. Obtain and record the elevation (in relation to mean sea level) to which the structure was floodproofed; and
 - b. Maintain the floodproofing certifications required in Section 15.24.050(B)(3);
 3. Maintain for public inspection all records pertaining to the provisions of this chapter.
- D. Alteration of Watercourses.
1. Notify adjacent communities and the Department of Ecology prior to any alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Insurance Administration.
 2. Assure that the flood carrying capacity of the altered or relocated portion of said watercourse is maintained. Require that maintenance is provided within the altered or relocated portion of such watercourse so that the flood carrying capacity is not diminished.
- E. Interpretation of FIRM Boundaries. Make interpretations where needed, as to exact location of the boundaries of the areas of special flood hazards (for example, where there appears to be a conflict between a mapped boundary and actual field conditions). The person contesting the location of the boundary shall be given a reasonable opportunity to appeal the interpretation. Such appeals shall be granted consistent with the standards of Section 1910.6 of the rules and regulations of the National Flood Insurance Program (24 CFR 1909, etc.).

Commented [SS10]: Verbiage changed to match the criteria in 44CFR 60.3(b)(7)

Base Flood Elevations may increase or decrease resulting from physical changes affecting flooding conditions. As soon as practicable, but not later than six months after the date such information becomes available, the Floodplain Administrator shall notify the Federal Insurance Administrator of the changes by submitting technical or scientific data in accordance with Volume 44 Code of Federal Regulations Section 65.3. Such a submission is necessary so that upon confirmation of those physical changes affecting flooding conditions, risk premium rates and floodplain management requirements will be based upon current data.

Commented [SS11]: 44CFR 65.3

Commented [SS12]: Not sure if this is the location you want to add these two paragraphs but these need to be included.

Notify the Federal Insurance Administrator in writing of acquisition by means of annexation, incorporation or otherwise, of additional areas of jurisdiction.

Commented [SS13]: 44CFR 59.22(a)(9)(v)

(Ord. 864 §1(part), 1990).

(Ord. No. 1123, § 24(Exh. U), 9-20-18)

15.24.075 Variance procedure.

- A. Appeal Board.

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1. The appeal board as established by the city council shall hear and decide appeals and requests for variances from the requirements of this chapter.
2. The appeal board shall hear and decide appeals when it is alleged that there is an error in any requirement, decision, or determination made by the permit administrator in the enforcement or administration of this chapter.
3. Those aggrieved by the decision of the appeal board, or any taxpayer, may appeal such decision to a court of competent jurisdiction.
4. In passing upon such applications, the appeal board shall consider all technical evaluations, all relevant factors, standards specified in other sections of this chapter, and;
 - a. The danger that materials may be swept onto other lands to the injury of others;
 - b. The danger to life and property due to flooding or erosion damage;
 - c. The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner;
 - d. The importance of the services provided by the proposed facility to the community;
 - e. The necessity to the facility of a waterfront location, where applicable;
 - f. The availability of alternative locations for the proposed use which are not subject to flooding or erosion damage;
 - g. The compatibility of the proposed use with existing and anticipated development;
 - h. The relationship of the proposed use to the comprehensive plan and floodplain management program for that area;
 - i. The safety access to the property in times of flood for ordinary and emergency vehicles;
 - j. The expected heights, velocity, duration, rate of rise, and sediment transport of the flood waters and the effects of wave action, if applicable, expected at the site; and
 - k. The costs of providing governmental services during and after flood conditions, including maintenance and repair of public utilities and facilities such as sewer, gas, electrical, and water systems, and streets and bridges.
5. Upon consideration of the factors set out in subsection (A)(4) of this section and the purposes of this chapter, the appeal board may attach such conditions to the granting of variances as it deems necessary to further the purposes of this chapter.
6. The permit administrator shall maintain the records of all appeal actions and report any variances to the Federal Insurance Administration upon request.

B. Conditions for Variances.

1. Variances may be issued for the reconstruction, rehabilitation, or restoration of historic structures upon a determination that the proposed repair or rehabilitation will not preclude the structure's continued designation as a historic structure and the variance is the minimum necessary to preserve the historic character and design of the structure;
~~structures listed on the National Register of Historic Places or the State Inventory of Historic Places, without regard to the procedures set forth in this section.~~
2. Variances shall not be issued within a designated floodway if any increase in flood levels during the base flood discharge would result.

Commented [SS14]: 44CFR 60.6(a)

3. Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.
4. Variances shall only be issued upon:
 - a. A showing of good and sufficient cause;
 - b. A determination that failure to grant the variance would result in exceptional hardship to the applicant;
 - c. A determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public, or conflict with existing local laws or ordinances.
 - d. [A showing that the use cannot perform its intended purpose unless it is located or carried out in close proximity to water. This includes only facilities defined in Section 2.0 \(or the numbering system used by the community\) of this ordinance in the definition of "Functionally Dependent Use."](#)
5. Variances as interpreted in the National Flood Insurance Program are based on the general zoning law principle that they pertain to a physical piece of property; they are not personal in nature and do not pertain to the structure, its inhabitants, economic or financial circumstances. They primarily address small lots in densely populated residential neighborhoods. As such, variances from the flood elevations should be quite rare.
6. Variances may be issued for nonresidential buildings in very limited circumstances to allow a lesser degree of floodproofing than watertight or dry-floodproof-ing, where it can be determined that such action will have low damage potential and otherwise complies with Section 15.24.080.
7. Any applicant to whom a variance is granted shall be given written notice that the structure will be permitted to be built with a lowest floor elevation below the base flood elevation and that the cost of flood insurance will be commensurate with the increased risk resulting from the reduced lowest floor elevation.

Commented [SS15]: 44CFR 60.6(a)(7)

[8. Records of all variance actions, including justification for their issuance, shall be maintained.](#)

Commented [SS16]: 44CFR 60.6(a)(6)

(Ord. 864 §1(part), 1990).

15.24.080 General standards for flood hazard reduction.

In all areas of special flood hazards, the following standards are required:

- A. Anchoring.
 1. All new construction and substantial improvements shall be anchored to prevent flotation, collapse or lateral movement of the structure [resulting from hydrodynamic and hydrostatic loads including the effects of buoyancy.](#)
 2. All manufactured homes must likewise be anchored to prevent flotation, collapse or lateral movement, and shall be installed using methods and practices that minimize flood damage. Anchoring methods may include but are not limited to, use of over-the-top or frame ties to ground anchors (Reference FEMA's "Manufactured Home Installation in Flood Hazard Areas" guidebook for additional techniques).
- B. Construction Materials and Methods.
 1. All new construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage.

Commented [SS17]: 44CFR 60.3(a)(3)(i)

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2. All new construction and substantial improvements shall be constructed using methods and practices that minimize flood damage.
 3. Electrical, heating, ventilation, plumbing, and air-conditioning equipment and other service facilities shall be designed and/or otherwise elevated or located so as to prevent water from entering or accumulating within the components during conditions of flooding.
- C. Utilities.
1. All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of floodwaters into the system;
 2. New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of floodwaters into the systems and discharge from the systems into floodwaters; and
 3. On-site waste disposal systems shall be located to avoid impairment to them or contamination from them during flooding.
- D. Subdivision Proposals.
1. All subdivision proposals shall be consistent with the need to minimize flood damage;
 2. All subdivision proposals shall have public utilities and facilities such as sewer, gas, electrical and water systems located and constructed to minimize flood damage;
 3. All subdivision proposals shall have adequate drainage provided to reduce exposure to flood damage; and
 4. Where base flood elevation data has not been provided or is not available from another authoritative source, it shall be generated for subdivision proposals and other proposed developments which contain at least fifty lots or five acres (whichever is less).
- E. Review of Building Permits. Where elevation data is not available either through the Flood Insurance Study or from another authoritative source, applications for building permits shall be reviewed to assure that proposed construction will be reasonably safe from flooding. The test of reasonableness is a local judgment and special consideration should be given to historical data, high water marks, and photographs of past flooding where available. The lowest floor elevation of 2 feet above highest adjacent grade will be the minimum requirement. Failure to elevate at least two feet above grade in these zones may result in higher insurance rates.

(Ord. 864 §1(part), 1990).

15.24.090 Specific standards for flood hazard reduction.

In all areas of special flood hazards where base flood elevation data has been provided as set forth in Section 15.24.080(B), the following provisions shall apply:

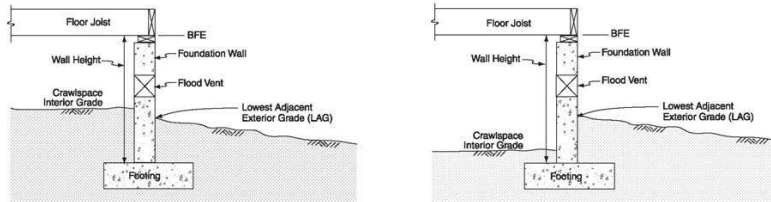
- A. Residential Construction.
1. New construction and substantial improvement of any residential structure shall have the lowest floor, including basement, elevated to or above base flood elevation.
 2. Fully enclosed areas below the lowest floor that are subject to flooding are prohibited, or if used solely for parking, access or storage shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or architect or must meet or exceed the following minimum criteria:

Commented [SS18]: Suggested language (not required) to ensure elevation of the lowest floor to a "reasonably safe from flooding" elevation in areas where a BFE has not been determined or can be found from another authoritative source.

Commented [SS19]: 44CFR 60.3(c)(5)

-
- a. A minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding shall be provided.
 - b. The bottom of all openings shall be no higher than one foot above grade.
 - c. Openings may be equipped with screens, louvers, or other coverings or devices provided that they permit the automatic entry and exit of floodwaters.
- B. Nonresidential Construction. New construction and substantial improvement of any commercial, industrial or other nonresidential structure shall either have the lowest floor, including basement, elevated one foot or more above the base flood elevation; or, together with attendant utility and sanitary facilities, shall:
- 1. Be floodproofed so that below one foot or more above the base flood level the structure is watertight with walls substantially impermeable to the passage of water;
 - 2. Have structural components capable of resisting hydrostatic and hydrodynamic loads and effects of buoyancy; and
 - 3. Be certified by a registered professional engineer or architect that the design and methods of construction are in accordance with accepted standards of practice for meeting provisions of this subsection based on their development and/or review of the structural design, specifications and plans. Such certifications shall be provided to the official as set forth in Section 15.24.070(C)(2).
 - 4. Nonresidential structures that are elevated, not floodproofed, must meet the same standards for space below the lowest floor as described in subsection (A)(2) of this section.
 - 5. Applicants who are floodproofing nonresidential buildings shall be notified that flood insurance premiums will be based on rates that are one foot below the floodproofed level (e.g. a building constructed to the base flood level will be rated as one foot below that level). Floodproofing the building an additional foot will reduce insurance premiums significantly.
- C. Manufactured Homes.
- 1. All manufactured homes to be placed or substantially improved on sites shall be elevated one foot or more above the base flood elevation and be securely anchored to an adequately anchored foundation system to resist flotation, collapse and lateral movement.
 - 2. A plan for evacuating residents of all manufactured home parks or subdivisions located within flood prone areas shall be developed and filed with and approved by appropriate community emergency management authorities.
- D. Recreational Vehicles. Recreational vehicles placed on sites within Zones A1—30, AH, and AE on the community's FIRM shall either be:
- 1. On the site for fewer than one hundred eighty consecutive days;
 - 2. Be fully licensed and ready for highway use; or;
 - 3. Meet the permit requirements of Section 15.24-.050 and the elevation and anchoring requirements for manufactured homes in Section 15.24.080(A).
- A recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices, and has no permanently attached additions.
- E. Below-Grade Crawlspace.
- 1. The interior grad of a crawlspace below the BFE must not be more than 2 feet below the lowest adjacent exterior grade, shown in FEMA Technical Bulletin 11-01 and SMC Figure 15.24.090-1.

Figure 15.24.090-1



Preferred Crawlspace Construction

Below-Grade Crawlspace Construction

2. The height of the below-grade crawlspace, measured from the interior grade of the crawlspace to the top of the crawlspace foundation wall must not exceed 4 feet at any point.
 - a. The height limitation is the maximum allowable unsupported wall height according to the engineering analyses and building code requirements for flood hazard areas. This limitation will also prevent these crawlspaces from being converted into habitable spaces.
3. There must be an adequate drainage system that removes floodwaters from the interior area of the crawlspace. The enclosed area should be drained within a reasonable time after a flood event. The type of drainage system will vary because of the site gradient and other drainage characteristics, such as soil types. Possible options include natural drainage through porous, well-drained soils and drainage systems such as perforated pipes, drainage tiles, or gravel or crushed stone drainage by gravity or mechanical means.
4. The velocity of floodwaters at the site should not exceed 5 feet per second for any crawlspace. For velocities in excess of 5 feet per second, other foundation types should be used.
5. Below-grade crawlspace construction in accordance with the requirements listed above will not be considered basements.
6. Buildings constructed with subgrade crawlspace in the Special Flood Hazard Area may have a 20% increase in flood insurance premiums.

(Ord. 864 §1(part), 1990).

(Ord. No. 1123, § 24(Exh. U), 9-20-18)

15.24.092 AE and A1—30 Zones with base flood elevation by no floodways.

In areas with base flood elevations (but a regulated floodway has not been designated), no new construction, substantial improvements, or other development (including fill) shall be permitted within Zones A1—30 and AE on the FIRM, unless it is demonstrated that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one foot at any point within the community.

(Ord. No. 1123, § 24(Exh. U), 9-20-18)

(Supp. No. 18)

Created: 2023-10-31 13:33:01 [EST]

15.24.094 Floodways.

Located within areas of special flood hazard established in SMC 15.24.040 are areas designated as floodways. Since the floodway is an extremely hazardous area due to the velocity of floodwaters that can carry debris, and increase erosion potential, the following provisions apply:

- A. Prohibit encroachments, including fill, new construction, substantial improvements, and other development unless certification by a registered professional engineer is provided demonstrating through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that the proposed encroachment would not result in any increase in flood levels during the occurrence of the base flood discharge.
- B. Construction or reconstruction of residential structures is prohibited within designated floodways, except for (i) repairs, reconstruction, or improvements to a structure which do not increase the ground floor area, and (ii) repairs, reconstruction or improvements to a structure, the cost of which does not exceed 50% of the market value of the structure either (A) before the repair, or reconstruction is started, or (B) if the structure has been damaged, and is being restored, before the damage occurred. Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions, or to structures identified as historic places, may be excluded in the 50%.
- C. If section A of this section is satisfied, all new construction and substantial improvements shall comply with all applicable flood hazard reduction provisions of this chapter.

(Ord. No. 1123, § 23(Exh. T), 9-20-18)

15.24.100 Encroachments.

The cumulative effect of any proposed development, when combined with all other existing and anticipated development, shall not increase the water surface elevation of the base flood more than one foot at any point.

(Ord. 864 §1(part), 1990).

15.24.110 Repeal of conflicting ordinances and provisions.

All ordinances or provisions of this code which are inconsistent with the provisions of this chapter shall be and the same are repealed.

(Ord. 864 §1(part), 1990).

Commented [SS20]: Not sure why this is included as this is mentioned above in 15.24.092

SKAMANIA COUNTY, WASHINGTON FLOOD INSURANCE RATE MAP UPDATE

NOVEMBER 2021

Skamania County's draft Flood Insurance Rate Map is available for review.

WHAT DOES THIS CHANGE MEAN FOR YOUR PROPERTY?

Your structure, parcel or a portion of your parcel is **now being shown as mapped within the Special Flood Hazard Area**. Please discuss the possible insurance requirements with your insurance agent or FEMA Insurance Specialist Scott Van Hoff at scott.vanhoff@fema.dhs.gov. Information about flood insurance is available at www.floodsmart.gov.

FEMA, in cooperation with the state of Washington, Skamania County, the city of Stevenson, and other affected cities and tribes, is using new data and technology to create an updated Flood Insurance Rate Map (FIRM) that more accurately represents the risk of flooding in Skamania County.

New maps help your community better understand its flood risks, which allows for more informed decisions about how to protect against damage and loss.

At this time, the updated FIRM is considered preliminary. This means that it is in draft form and open for public review and input. The preliminary FIRM will not be used for regulatory purposes. Once we have added all comments and appeals for the map, and your community has adopted the map, the new FIRM will become effective and final in your community.



MAP CHANGES AND YOUR FLOOD RISK

Flood maps identify high-risk areas of flooding—known as Special Flood Hazard Areas (SFHAs). These areas are shown on the flood maps as zones starting with the letter “A.” If your home or business is in an SFHA and you have a federally backed mortgage, your lender will require flood insurance. When the updated FIRMs go into effect, flood insurance requirements for your property may change.

To view the map online, visit:

<https://arcg.is/0bH4TC>.

To view the map on your smart phone:



To request a personalized flood map of your property and learn more about how the map was made, send an email to: PropertyIDMap@starr-team.com

The original FIRMS for Skamania County and the city of Stevenson were developed in 1986.

The new maps are developed to help your community better understand its flood risks and make more informed decisions about how to protect itself from losses and damage.

Questions?

RegionXHelpDesk@starr-team.com

(425) 329-3679





Comments and Appeals

When FEMA releases a preliminary FIRM, the agency provides a public comment and appeal period to allow constituents of affected communities to review the maps and help ensure they appropriately show the flood risk.

While collecting the latest technical information to understand flood risk involves significant work, it is important to provide an avenue for people that are affected by these maps to provide feedback and specific local knowledge about the maps. The official appeal period after the delivery of the new maps will be 90 days.

Submit any comments or appeals to your local community representative below:

SKAMANIA COUNTY	Marlon Morat, <i>Building Official</i> (509) 427-3706 building@co.skamania.wa.us
CITY OF STEVENSON	Ben Shumaker, <i>Community Development Director</i> (509) 427-3906 ben@ci.stevenson.wa.us



Flood Insurance

Flood damage is incredibly expensive, but it does not have to drain your bank account. To protect the life you've built and provide financial well-being in the event of a loss, purchase flood insurance. With flood insurance, you can recover faster and more fully.

There are two circumstances under which you are required to carry flood insurance.

1. Your lender will require you to carry flood insurance for the life of the mortgage IF:
 - Your building is within an SFHA (high-risk zone), based on the current FIRM;
 - You have a mortgage; and
 - That mortgage is federally backed (insured by the taxpayers).
2. If you live in a high-risk flood zone and you or a prior owner previously accepted disaster assistance from a federal agency for flood damage, an agreement was signed that flood insurance would be maintained for your home or building. You must maintain that flood insurance coverage to be considered for any future federal disaster aid.



If the flood zone for your home or other building will be changed to a higher risk zone with this flood map update, your flood insurance premiums may increase. You may have options for lower cost flood insurance, depending on the circumstances of your home's construction and history. To take advantage of these lower cost options, it is critical that you **contact your insurance agent at least 30 days BEFORE the map becomes effective.**

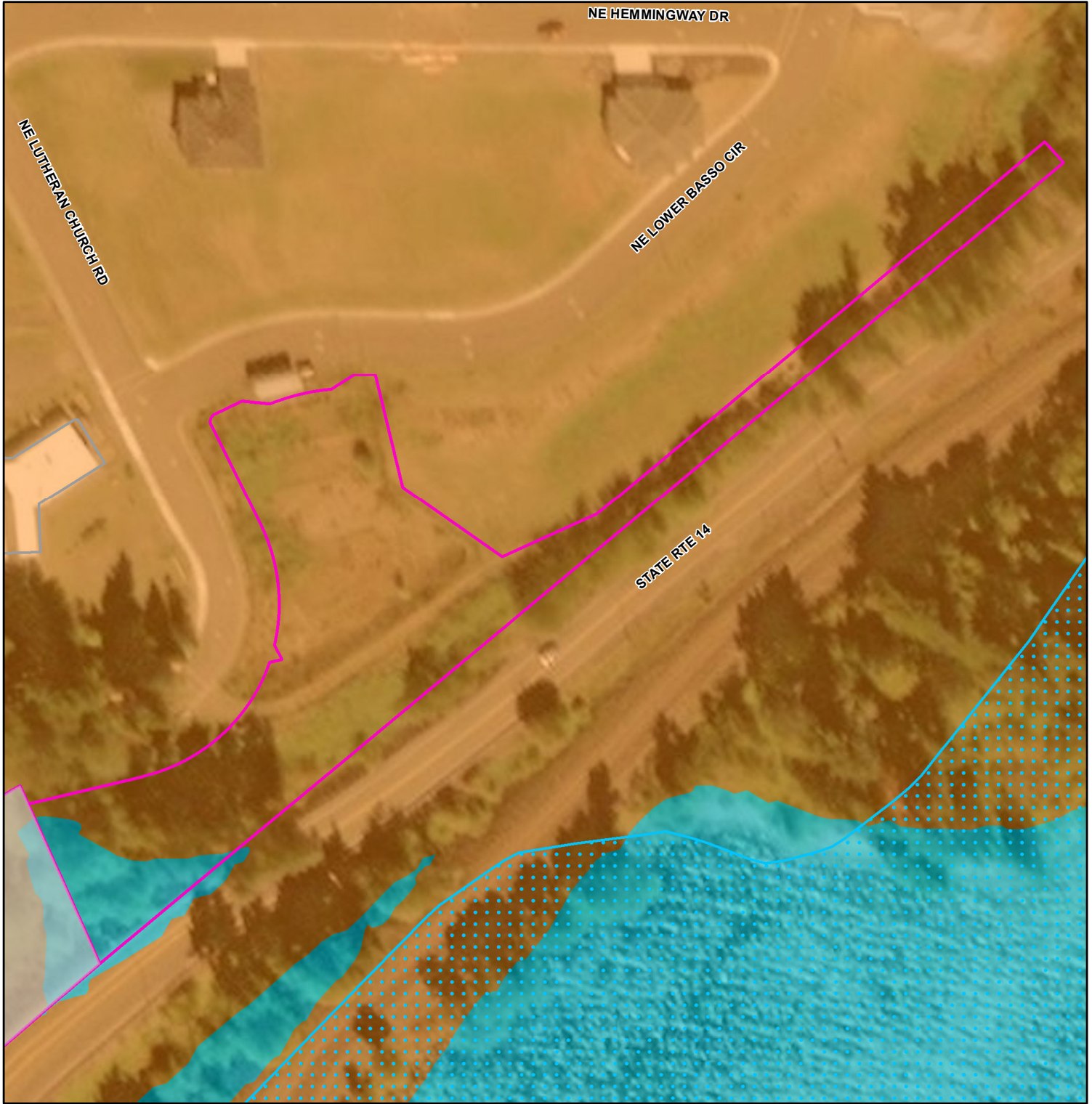
Visit <https://www.floodsmart.gov/> for more information.

RiskMAP

Property ID: 03753630129000

Map Contains:
PROPERTY IDENTIFICATION MAP
 SKAMANIA COUNTY, WA
 DATE October 2021

This is a non-regulatory product and is provided for information gathering and sharing purposes only.



BASE

Parcels & Structures

- Change - All or Portion of Parcel/Structure added to SFHA
- Change - Parcel/Structure removed from SFHA
- No Change - All or Portion of Parcel/Structure remains in SFHA
- No Change - Parcel/Structure remains outside SFHA

EFFECTIVE

Effective Flood Zone

- SFHA - Area of High Flood Risk - 1% Annual Chance Flood Event
- Moderate Flood Hazard Area - 0.2% Annual Chance Flood Event

PROPOSED

Proposed Flood Zone

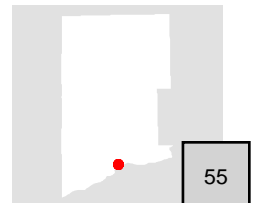
- SFHA - Area of High Flood Risk - 1% Annual Chance Flood Event
- Moderate Flood Hazard Area - 0.2% Annual Chance Flood Event

REFERENCE

1 inch = 146.7 feet 1:1,760



STUDY AREA



Appendix B – Public Involvement Framework

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

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

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

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

Documents assisting this conscientious effort include:

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

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

Framework Components

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

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

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

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

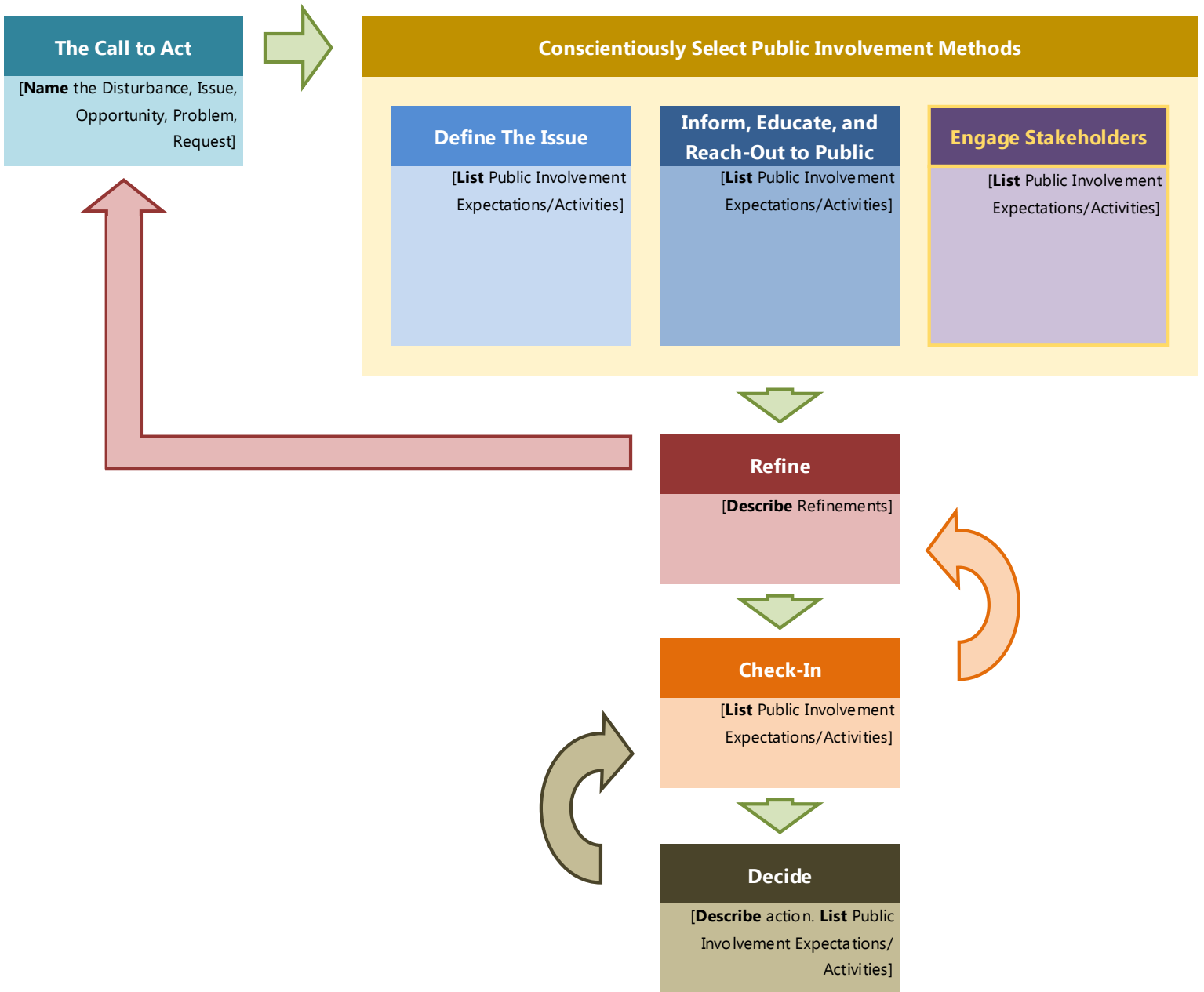


Exhibit B.2 – Menu of Public Involvement Methods.

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

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

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

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

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

Exhibit B.3 – Example Public Involvement Materials.

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

List of Examples

- Flyer Example.

Flyer Example

ZONING - Your neighborhood could change

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

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

Then we would have ended the flyer this way:

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