



White Salmon Planning Commission Meeting
A G E N D A
June 12, 2019 – 5:30 PM
220 NE Church Avenue, White Salmon, WA 98672

Call to Order/Roll Call

Approval of Minutes

- [1.](#) Minutes of May 22, 2019

Presentations

2. Planning Commission Oath of Office: Michael Morneault

Discussion Items

- [3.](#) Comprehensive Plan: Kick-off

Adjournment

Item Attachment Documents:

1. Minuets of May 22, 2019



CITY OF WHITE SALMON
Planning Commission Meeting - Wednesday, May 22, 2019
DRAFT

COMMISSION AND ADMINISTRATIVE PERSONNEL PRESENT

Commission Members:

David Lindley
Anne Medenbach
Tom Stevenson
Ross Henry

Staff Present:

Ken Woodrich, City Attorney
Patrick Munyan, City Administrator
Erika Castro Guzman, City Associate Planner

CALL TO ORDER/ ROLL CALL

Planning Commissioner Chairman David Lindley called the meeting to order at 5:30 PM.

MINUTES OF RECORD

1. Minutes of May 8, 2019

Moved by Tom Stevenson, seconded by Ross Henry.
Motion to approve minutes of May 8, 2019. CARRIED 3 – 0

PUBLIC HEARING

2. White Salmon Variance 2019.002 Applicant: Chris Taylor, 80 NE Estes Avenue

Public hearing for Variance 2019.001 opened at 5:35 PM. Chairman Lindley recited the Appearance of Fairness Doctrine. Commissioners did not present any concerns. The public hearing proceeded with a presentation of location and reading of the staff report by Associate Planner, Erika Castro Guzman, and City Administrator, Patrick Munyan.

Orientation and Background

The applicant is seeking to obtain a variance of the White Salmon Municipal Code (WSMC) for a lot located at 80 NE Estes Avenue, White Salmon. The applicant is seeking a three parking stall relieve from the minimum fifteen parking stall requirement establish by Conditional Use Permit 2018.002, pursuant to WSMC 17.20.090.

Planning Commission Questions for Staff

City Administrator Munyan discussed the adjacent property owner's letter of commentary to describe the vicinity's stormwater issues and explained how the proposed off-site stormwater plan and sidewalk improvements are necessary due to the nature of the existing property, in present to White Salmon Municipal Code. Additionally, existing parking versus proposed number of parking stall and size was discussed. Commissioner Henry requested Staff to consider its parking stall requirements to be in association with customer occupancy space, instead of the square footage of the structure.

Applicant's Comment

Neither the applicant, Chris Taylor, nor his representative, Jan Klimas with Wilson Architects, were present.

Public Testimony

David Dierck, 631 NE Estes Aveune

Testified as a proponent. Mr. Dierck stated he believes the applicant has presented a workable plan to improve parking on a limited lot, for which the variance is reasonable as supported by staff's report.

Public Hearing Closed at 6:20 PM.

Further Deliberation

Commissioners agree that there is a parking issue in White Salmon's downtown corridor. Commissioner Stevenson requested Staff to review the south parking lot's measurements upon building plan submission to meet standards. Commissioner Medenbach complements staff on a thorough report and presentation. Chairman Lindley requests case file numbers identified in the Staff's report for the record.

Moved by Ross Henry, seconded by Anne Medenbach

Motion to approve with conditions Variance 2019.002 and to adopt Staff's facts, findings and conclusion. CARRIED 4 – 0

Moved by Anne Medenbach, seconded by Ross Henry

Motion amend motion to specify previous conditional use permits in association with the property. CARRIED 4 – 0

DISCUSSION ITEMS

3. Comprehensive Plan Update: Planning Commission Priorities
Staff informally introduced Michael Morneault, who will be appointed to by Mayor Poucher to the Planning Commission on June 5, 2019.

Planning Commissioners summarized brain-storming engagement strategies to collect neighborhood input from those willing to participate as leaders to represent their neighbors.

Commissioner Medenbatch discussed avenues to encourage making walking more attractive within town and Commissioner Stevenson would like to emphasize focus on White Salmon's livability. Commissioners further discussed incentivizing additional parking accessible by the downtown commercial zoning.

Next Meeting: June 12, 2019 shall be the Kickoff, Data Collection, and Document Review meeting with WSP to begin updating White Salmon's Comprehensive Plan. The Planning Commissioners have agreed to bring their thoughts and desired direction of visioning for White Salmon.

ADJOURNMENT

The meeting was adjourned at 7:00 p.m.

Item Attachment Documents:

3. Comprehensive Plan: Kick-off

White Salmon Comprehensive Plan Vision Statement of Work

Task 2.0: Visioning and Community Engagement – Core Activities

Task 2.1 Visioning Kickoff

The consultant will design and facilitate a two-hour joint Visioning Session with the Planning Commission on Wednesday, June 12. The work session will achieve the following related to the Comprehensive Plan Vision:

- Participate in a vision exercise
- Discuss options and agree on desired scope of work for the Vision process
- Identify key stakeholder groups
- Discuss top priorities / vision elements to be vetted with the public through community engagement activities

Task 2.2 Visioning Outreach

We propose the following core outreach activities to engage the White Salmon community:

Community Events. Community events provide a unique opportunity to engage a large number of people in one place. We will design and prepare activities to engage adults and youth in the visioning process at community events, such as the farmers market or the 4th of July Parade and Celebration in the Park. The purpose of these activities will be to build off of the vision elements identified at the Planning Commission/City Council Visioning Work Session and gather community ideas regarding their goals and aspirations for the future.

Online Survey. We will work with City staff to develop an online survey to supplement community event activities. The survey will launch within one week following the Vision kickoff. A second online survey (optional) may be used to provide the public an opportunity to review and comment on the draft Vision Document. We will prepare content for traditional and social media in order to get the word out to the community.

Community Conversations. To broaden the reach of community engagement activities, we will prepare Community Conversation Kits for White Salmon community members to conduct their own conversations. Community Conversation Kits will be made available through the project website and distributed by email. Community members and stakeholder groups will be encouraged to engage in and record the results of a conversation about the future of White Salmon with their neighbors. Targeted individuals and groups will be identified at the kickoff and may include, but are not limited to: City Council and Planning Commission, White Salmon Valley School District and Parent Teacher Organizations, local churches, and the Mt. Adams Chamber of Commerce.

Conversation Kits will include:

- Sign-in sheet
- Project overview/fact sheet
- Discussion Questions
- Discussion leader guide
- Facilitation and note taking tips

Task 2.3 Community Vision

We will compile and analyze the information gathered through community engagement activities and prepare a vision document in line with a format preferred by the City. The Vision Document will communicate the community vision and goals in a graphically pleasing format that will set the graphic framework for the comprehensive plan. The draft Vision Document will be reviewed at the second of three joint Planning Commission/City Council workshops. We will prepare a final Vision Document that incorporates comments from the workshop.

White Salmon Visioning Schedule	2019			
	June	July	Aug	Sept
Tasks				
Task 2.1 Vision Kickoff	◆			
Task 2.2 Outreach Activities				
Task 3. Community Vision				◆

◆ Planning Commission Meeting

Task 2.0: Visioning and Community Engagement – Optional Activities

Community Profile. It is important that everyone who participates in this vision process has a shared understanding of White Salmon as it exists today. We will assess the City in terms of current demographic, social and cultural, economic, educational, recreational and other pertinent factors. We will prepare community profile in easy-to-read format using infographics to illustrate key concepts. The formatted profile will be distributed widely through various online and City mechanisms.

Stakeholder Interviews/Community Conversations. We will meet with a broad spectrum of community groups two facilitate a two-way conversation about White Salmon today and in the future. We also can conduct phone individual phone interviews with a small group of stakeholders identified by the City.

Vision Summits. We will work with City staff to design and facilitate a White Salmon Vision Summit to bring the community together and allow for face-to-face exchanges among neighbors. At the Vision Summit we will present information gathered through research and community outreach activities. Participants will engage in conversations about themes/topic areas that align with comprehensive plan chapters. The results of these conversations will be used to draft the Community Vision and topic area goals.

Communication Tools. We will work with City staff to use a variety of methods to notify residents about public events and other opportunities to be involved in Vision process. We seek a proper balance between these tools in order to achieve maximum engagement:

- Vision logo – At the outset of the project, we will create a project identity that is unique and compelling. This “look” will appear on all project materials and provide continuity and visibility for the vision process.
- Social media – We will work with City staff to use social media and networking websites and tools to increase project awareness and provide multiple avenues for community input.
- Media contacts – We will prepare media releases to local newspapers.
- Public information materials – We will prepare flyers, newsletters, facts sheets, info for the city newsletter the Sherwood Archer, and other materials to educate and inform the public.
- Electronic mailing list – The City will maintain a database of e-mail addresses of people who express interest in the planning process. We will prepare e-blasts for the City to distribute to help notify people about events and activities. Interested parties will have several opportunities to join the mailing list, such as on the project website and at public meetings and events.