



**White Salmon Joint Meeting
City Council and Planning Commission
A G E N D A
January 30, 2019 – 5:30 PM
Fire Hall, 119 NE Church Avenue**

- 1. Call to Order and Roll Call**
- 2. Business Items**
 - a. [Roles](#) of the City Council and Planning Commission
 - b. [City](#) Vision and Goals
 - c. [Comprehensive](#) Plan Update
- 3. Adjournment**



AGENDA MEMO

Needs Legal Review: No
Joint Meeting Date: January 30, 2019
Agenda Item: Roles of the City Council and Planning Commission.
Presented By: David Poucher, Mayor; Pat Munyan, City Administrator; and Jan Brending, Clerk Treasurer

ACTION REQUIRED:

None.

PROPOSED MOTION:

None.

Explanation of issue:

Staff received a request for the city council and the planning commission to discuss the roles of each body at the January 30, 2019 joint meeting. A facilitator will be available at the meeting to help facilitate the discussion. Below are a number of statutes that speak specifically to the powers and duties of the planning commission followed by information obtained from the Municipal Research and Services Center.

RCW 35.63.050 Powers of commission.

“The commission may act as the research and fact-finding agency of the municipality. To that end it may make such surveys, analyses, researches and reports as are generally authorized or requested by its council or board, or by the state with the approval of its council or board. The commission, upon such request or authority may also:

- (1) Make inquiries, investigations, and surveys concerning the resources of the county, including but not limited to the potential for solar energy development and alternative means to encourage and protect access to direct sunlight for energy system;
- (2) Assemble and analyze the data thus obtained and for late plans for the conservation of such resources and the systematic utilization and development thereof;
- (3) Make recommendations from time to time as to the best methods of such conservation, utilization, and development;
- (4) Cooperate with other commissions and with other public agencies of the municipality, state and United States in such planning, conservation, and development; and
- (5) In particular cooperate with and aid the state within its territorial limits in the preparation of the state master plan provided for in RCW 43.21A.350 and in advance planning of public works programs.

In carrying out its powers and duties, the commission should demonstrate how land use planning is integrated with transportation planning.”



RCW 35A.63.020 Planning agency – Creation – Powers and duties – Conflicts of interest.

“By ordinance a code city may create a planning agency and provide for its membership, organization, and expenses. The planning agency shall serve in an advisory capacity to the chief administrative officer or the legislative body; or both, as may be provided by ordinance and shall have such other powers and duties as shall be provided by ordinance. If any person or persons on a planning agency concludes that he or she has a conflict of interest or an appearance of fairness problem with respect to a matter pending before the agency so that he or she cannot discharge his or her duties on such an agency, he or she shall disqualify himself or herself from participating in the deliberations and the decision-making process with respect to the matter. If this occurs, the appointing authority that appoints such a person may appoint a person to serve as an alternate on the agency to serve in his or her stead in regard to such a matter.”

White Salmon Municipal Code 2.20.020 – Powers and duties-Statutory authority.

“A. There is vested in the city planning commission the statutory powers as set forth under RCWA 35A.63.020 and the following additional powers and duties:

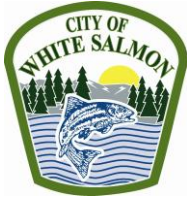
1. Hold public hearings and make final decisions concerning conditional use permits, variances to the zoning ordinance and short plats.
2. Hold public hearings and make findings and recommendations to the city council on subdivision applications, comprehensive plan amendments and zone changes.
3. Give final written permission for home occupation permits under Chapter 17.68.110 of the White Salmon Municipal Code.

B. In making final decisions concerning conditional use permits, variances to the zoning ordinance, short plats and home occupations permits, the planning commission shall be acting as the board of adjustment under Chapter 17.80 of the white Salmon Municipal Code.”

White Salmon Municipal Code 17.80.050 – Planning commission – Powers and duties.

“The planning commission shall have all the powers and perform each and all of the duties specified by Chapter 35.63 RCW, together with any other duties or authority which may hereafter be conferred upon them by laws of the state of Washington, the performance of such duties and the exercise of such authority to be subject to each and all of the limitations expressed in Chapter 35.63 RCW.

The city council may refer to the planning commission for its recommendation and report, any ordinance, resolution or other proposal relating to any of the matters and subjects referred to in Chapter 35.63 RCW, and the commission shall promptly report to the council thereon, making such recommendations and giving such counsel as it may deem proper.



The commissioner shall elect its own chair and vice chair and fill such other offices as it may determine necessary. The commission will have a regular monthly meeting date upon which it will convene to do business as necessary in response to citizen or city council requests. Business shall be conducted in accordance with state law and rules adopted by the planning commission. Written record shall be kept of all meetings, resolutions, transactions, findings, and determinations, which record shall be of public record.”

The planning commission provides citizen review and recommendations on planning-related matters to the city. Municipal Research and Services Center.

Planning commissions often have two distinct functions. The first involves preparation and revision for the city’s comprehensive plan and land use regulations, such as the zoning or subdivision code. This role is typically advisory to the local governing body, with the planning commission forwarding a recommended plan (or ordinance) to the city council for consideration. Municipal Research and Services Center.

The second, and frequently most time-consuming, function involves review of development proposals, such as site plans and subdivisions. Not all planning commissions are involved in the development review function. In Washington State, when planning commissions perform this role, typically the commission recommends a decision that the city council can approve or disapprove of or approve of with modifications. In some jurisdictions, the planning commission or hearing examiner may hold the public hearing and make a decision on certain types of land use actions. In these cases, the planning commission’s decision would be subject to appeal to the city council. Municipal Research and Services Center.

Planning commissioners are policy advisors, city elected officials are policy makers, and planning staff are policy administrators and enforcers of the plans and codes adopted by the city council. The planning commission is the first and primary body responsible for soliciting, hearing and weighing public input on land use matters. The city council is not obligated to agree with every recommendation the commission forwards, however the council should look closely and critically at the commission’s recommendations, agree when it can and disagree when it must. When the city council disagrees with a planning commission recommendation, the council should take the time to explain its decision and conclusions.

Municipal Research and Services Center suggests that annual or semi-annual joint meetings of the planning commission and the city could be helpful in that it can provide an opportunity to review progress on the planning commission’s work program, facilitate candid two-way feedback, and build the understanding, trust and mutual support that each needs to play its important role in the city’s planning process.

White Salmon Municipal Code 2.04.050 through 2.04.060 provides for committees appointed by the mayor. These committees may address issues that could have an impact on the city’s zoning ordinance or even the comprehensive plan itself. The committee should forward any recommendations it may have regarding zoning or the city’s comprehensive plan to the planning commission for consideration. In addition, the committee is required to keep the city council apprised of its work. Committees are not designed to supersede the work of the planning commission. Committees may become aware of issues or are tasked by the city council to address certain issues, that have not been brought to the attention of the planning commission. It may not be apparent in the initial discussion of the issue that an



amendment to the city's zoning and/or comprehensive plan is required. An example is the city's Community Development Committee which is tasked to address housing issues. These discussions are broader than zoning requirements. However, if the discussion begins to address zoning, the planning commission should be kept apprised of the work the committee is doing. The city council (and committees) and the planning commission should keep open lines of communication in order that all groups can work towards the betterment of the community.

Budget:

None.

Staff Recommendation:

None.



AGENDA MEMO

Needs Legal Review: No
Joint Meeting Date: January 30, 2019
Agenda Item: City Vision and Goals
Presented By: David Poucher, Mayor; Pat Munyan, City Administrator; and Jan Brending, Clerk Treasurer

ACTION REQUIRED:

Preliminary adoption of vision and goals to submit for public comment. Note: the city council and planning commission may not be ready to preliminary adopt the vision and goals at the January 30, 2019 joint meeting.

PROPOSED MOTION:

Motion to preliminarily adopt the vision and goals for the City of White Salmon and submit for public comment.

Explanation of issue:

A broad vision and broad goals can assist the city in developing and implementing plans. The development of each plan and the implementation of the plan should look back to the broad vision and broad goals to ensure the proposed plans and implementation measures fall within the vision and goals. The broad vision and broad goals would initially be used to complete the update of the city's comprehensive plan. It is important to realize that the vision and goals are very broad at this level. Once plans are developed the goals are narrowed down to more specifics.

Staff has drafted the broad vision and broad goals based on the city's current comprehensive plan and the discussions between the city council and planning commission over the last year. The vision and goals are in a draft format and staff expects the city council and planning commission to provide input.

Once there is a consensus of the city council and planning commission, the vision and goals should be submitted to the public for comment – i.e. is this what our residents and business members see as the vision and goals of our community.

The city has hired a facilitator to help facilitate the meeting on January 30. In addition, a graduate student will be attending the meeting to assist the council and planning commission in working through the vision and goals to find common ground.

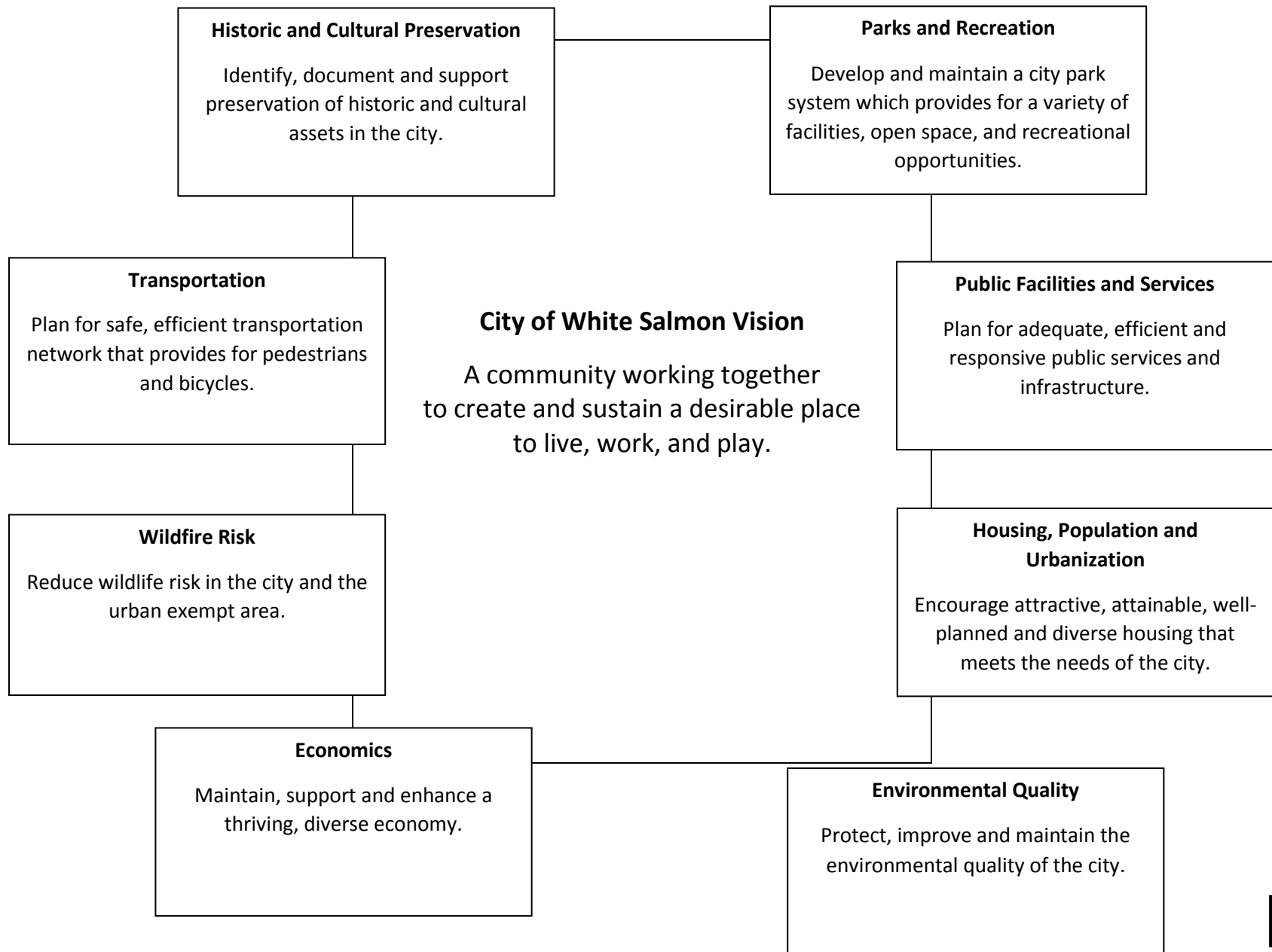
Budget:

Staff does not believe that it is necessary to hire an outside consultant to complete the vision and goals process. We believe the city council and planning commission can come to a consensus and then forward the vision and goals to the public for their input.

Staff Recommendation:

Staff recommends working through the vision and goals as a group and coming to a consensus which will then lead to the information being presented to the public.

DRAFT – As of January 23, 2019





AGENDA MEMO

Needs Legal Review: No
Joint Meeting Date: January 30, 2019
Agenda Item: Comprehensive Plan Update
Presented By: David Poucher, Mayor; Pat Munyan, City Administrator; and Jan Brending, Clerk Treasurer

ACTION REQUIRED:

Approval of process to move forward with updating the comprehensive plan update including participating in the county's urbanization/building lands study, pursuing a joint management agreement with Klickitat County and hiring a transportation planning consulting to complete a transportation system plan.

PROPOSED MOTION:

Motion to accept process to complete the comprehensive plan update including participating in the county's urbanization/building lands study, pursuing a joint management agreement with Klickitat County and hiring a transportation planning consulting to complete a transportation system plan.

Explanation of issue:

The city hired a land use planning consultant in 2018 to begin the process of updating the city's comprehensive plan. The city council and the planning commission have spent approximately the last year meeting jointly and reviewing the existing comprehensive plan.

The city council and the planning commission are also in the process of adopting a preliminary broad vision and goals for the city to be submitted to the public for input. We anticipate the vision and goals could be finalized in several months without the need to hire a consultant.

Once the city formally adopts the broad vision and goals, city staff recommends the planning commission undertake the full process of updating the city's comprehensive plan. The city is in the process of hiring a land use planner who will provide a draft work plan for completing the update. This work plan shall provide for points whereby the planning commission will check in with the city council on the work that it is doing and provide for an opportunity for comment. Ideally these points will coincide with the each of the elements of the comprehensive plan. In addition, the work plan will include a public input process.

We believe this type of process will allow the planning commission to do its work but also allow the city council, along with the public, to weigh in with comments on the update at specific junctures instead of waiting until the update is entirely completed.

In addition, there were several additional tasks that were outlined by the previous planning consultant that should be addressed.

Urbanization and Buildable Lands Study

Klickitat County is undertaking an urbanization and building lands study. It is recommended that the city should participate in the Request for Proposals Process and clarify objectives for updating information within the city's urbanization area, including the city limits and the adjacent urban exempt area. The city would be expected to pay for the expansion of the study that pertains to the City. A rough estimate of \$30,000 has been provided.



Joint Management Agreement

The city desires to enter into a joint management agreement with Klickitat County regarding lands that are in the adjacent urban exempt area. Staff will meet with Klickitat County staff and develop an initial agreement to be presented to the county, planning commission, and city council. The outcomes of this agreement may have an impact on the "Bingen/WS Urban Exempt Area Plan" which is part of the Klickitat County Comprehensive Plan. There is no need to hire a consultant for this project so there is no outlay of funds, other than staff time.

Transportation System Plan

It is recommended that the city develop a modest transportation system plan (TSP) for the city limits and the adjacent urban exempt area. It is recommended a "transportation planning consultant" be hired to assist in completing this plan. The primary goals are to inventory and classify all existing streets, create a locally appropriate hierarchy of street standards for use when permitting new developments, identify larger potential for desired street connections, incorporate identified existing and desired bike and pedestrian routes, develop implementation policies around exactions to implement street standards particularly related to instances where off site substandard conditions exist, and identify funding mechanism and strategies. The estimated cost of this project is \$30,000 to \$60,000.

Budget:

The city council's budget will need to be amended once the costs of hiring consultants is determined.

Currently the city's general fund budget provides for \$35,000 in general contractual planning services, \$75,000 for the contractual services related to updating the city's comprehensive plan and \$30,000 for updating the city's critical areas ordinance. In addition, the street fund has \$10,000 set aside for engineering services. The \$10,000 is not enough to cover the cost of engineering services related to Jewett Street improvements and the hiring of a transportation planning consultant.

Staff Recommendation:

Staff recommends the city council and planning commission agree to the proposed process for updating the city's comprehensive plan including participating in the county's urbanization/building lands study, pursuing a joint management agreement with Klickitat County and hiring a transportation planning consulting to complete a transportation system plan.