



White Salmon Planning Commission Meeting
A G E N D A
April 10, 2019 – 5:30 PM
220 NE Church Place, White Salmon, WA 98672

Call to Order/Roll Call

Approval of Minutes

- [1.](#) Minutes of March 27, 2019

Discussion Items

- [2.](#) City Vision and Goals

Adjournment

Item Attachment Documents:

1. Minutes of March 27, 2019



CITY OF WHITE SALMON
Planning Commission Meeting - Wednesday, March 27, 2019
DRAFT

COMMISSION AND ADMINISTRATIVE PERSONNEL PRESENT

Commission Members:

David Lindley
Tom Stevenson
Ross Henry

Staff Present:

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

Excused:

Anne Medenbach

1. CALL TO ORDER/ ROLL CALL

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

2. APPROVAL OF MINUTES

Minutes of March 13, 2019

Moved by Ross Henry, seconded by Tom Stevenson.

Motion to approve minutes of March 13, 2019. CARRIED 3 – 0

3. PRESENTATIONS

a. *BergerABAM*

Scott Keillor, Ethan Spoo, and Nicole McDermott, represented the proposed planning team to be leaders for White Salmon’s planning needs. BergerABAM reviewed their key personnel experience and listed their direct projects with the City of White Salmon’s codes and land use applications since 2009. They identified a development review process for the city’s comprehensive plan update and discussed potential avenues to engage the public. Further discussion entailed the Klickitat County’s buildable land study and how the Planning Commission seeks to move forward in incorporating their last year’s scoping progress into the city’s visioning element. BergerABAM briefly spoke on how the different elements of the comprehensive plan may be addressed by their team.

b. *Dudek*

Shannon Wages, Jamison Cavallaro, Steve Faust, Brad Kilby, and Gardner Johnson represented a portion of their team assembled to address the comprehensive plan update and their land use planning understanding for non-GMA counties. Planning Commissioners further explained their last year’s scoping progress and a brief method of approach to revising the existing comprehensive plan.

Further Deliberation

The presentations concluded with a brief discussion of the positive and negative aspects of both highly capable groups. Further deliberations addressed the Planning Commission’s evaluation of both teams; for which of 100 points possible, BergerABAM averaged 88 points, superseding Dudek’s average of 70 points.

Moved by Ross Henry, seconded by David Lindley
Motion to recommend BergerABAM to City Council as the contract land use planning consultant for 2019 and 2020. CARRIED 3 - 0

4. ADJOURNMENT

The meeting was adjourned at 8:25 PM.

David Lindley, Chairman

Erika Castro Guzman, Associate Planner

Item Attachment Documents:

2. City Vision and Goals



AGENDA MEMO

Needs Legal Review: No
Joint Meeting Date: April 10, 2019
Agenda Item: City Vision and Goals
Presented By: Pat Munyan, City Administrator

ACTION REQUIRED:

Preliminary adoption of vision and goals to submit for public comment

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.

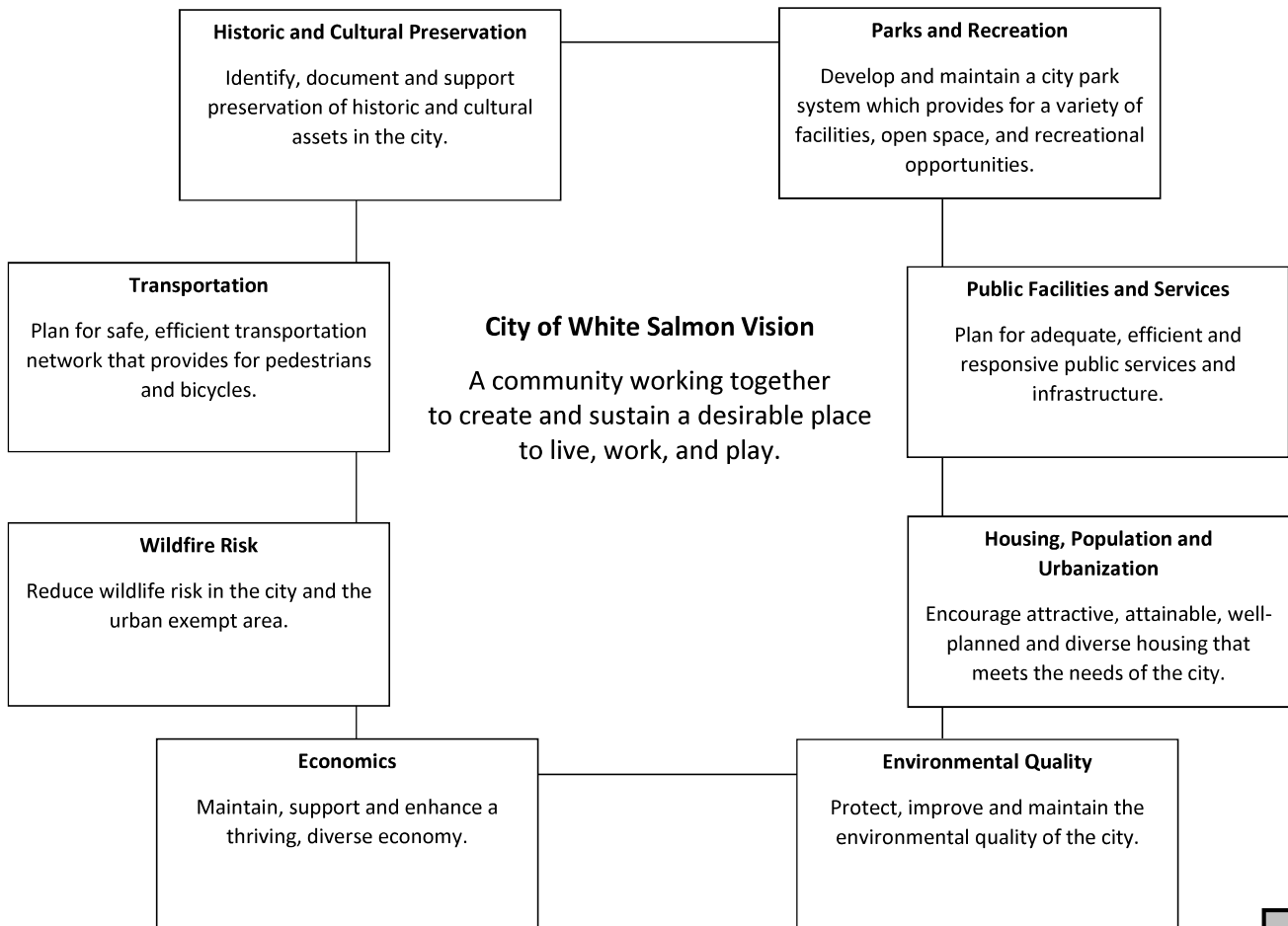
Budget:

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





TO: City of White Salmon - Planning Commission and City Council
FROM: Dotty DeVaney, Senior Planner and Nick Kraemer Lead Planner
DATE: November 13, 2018

SUBJECT: Comprehensive Plan Update – Scoping Summary

Purpose

It is our goal with this memo and presentation November 14th to share our recommendations for moving forward with high priority/immediate next steps and to layout a strategy for remaining Comprehensive Plan updates.

Overview

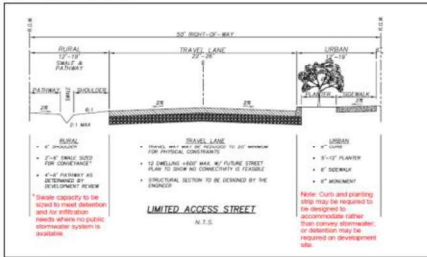
Priority Initial Actions

We want to thank you for your efforts during the scoping meetings over the 9 months. Throughout our scoping process – we kept hearing a consensus on several elements and work tasks that warrant immediate action.

- Vision Statement – Confirm community values, goals, and prioritized tasks.
- Coordination with County on Buildable Lands Update Study and Joint Management Agreement
- Transportation Element Update
- Housing –Short Term Rental policies and regulations, review clarify and simplify PUD and Cottage Infill, and support affordable housing.

These items are brought to the top because they are items that came up continuously as we reviewed each Element in the Comp Plan. They (except visioning) were also identified as priorities for continued/future action in current Comprehensive Plan, and meaningful progress can be made in these areas even before or while the Urbanization Study is being updated by County Consultants.

Figure 2 - Other City Streets



Visioning

Visioning can be done with an eye to broader issues, including land use planning and resulting in a strategic action plan for civic engagement to move a larger vision forward in White Salmon and surrounding area. This could allow for strategic planning to address the broader range of exciting issues and opportunities brought up in the preliminary visioning notes collected at the beginning of our process.



Visioning can also be done focusing primarily on City Land Use Policies as they are implemented through the Comprehensive Plan and Zoning Ordinance.

These are two very different levels of effort and expense with different outcomes and value.

- I. **Community Vision Strategic Action Plan** – to identify broad community values over a number of areas, prioritize initiatives, define City roles in varied initiatives, name key partners, establish timeframes (start and duration) for action items. Not only create a vision statement but also identify, organize, or join in with existing social efforts to coordinate social capital as well as prioritize financial investments.

First step would be to establish a coordinating committee, prepare a budget and fundraise. Typically suggested to seek funds from private and public sources. May consider partnering with other communities. Steven Ames (experienced professional in this field – inc. Sisters Work and Yakima Valley) could be available to discuss this option with you. We provided you information following our last meeting and will go through it with you tonight as well. Based on similar efforts in other communities with strategic planning professional – this type of Community Visioning effort would cost approximately \$60,000 and take 9-12 months.

- II. **Land Use Planning Vision**– to identify values around built environment, primarily impacted by land use regulations. Identify stake holders for those active in land use arena.
 - a. Develop Vision with City Council and Planning Commission in public session and public workshop – up to \$5,000 to \$8,000 [outcome: one of the one page examples provided earlier]
 - b. Develop more interactive vision, develop and follow public involvement plan – up to \$30,000 [outcome: one or two page vision statement with goals and priority actions but with broader community input]

Feasibility and Funding

Funding and needs/desires may not align. If there is a desire to take actions beyond capacity of City General fund, fund raising or partnerships may be necessary.

COUNTY COORDINATION

The City will continue to coordinate with Klickitat County on the following tasks – which directly impact the extent and applicability of the City of White Salmon Comp Plan.

- I. **Urbanization/Buildable Lands Study** - The urbanization study completed nearly 10 years ago will be updated to check statistical growth, compare to previous projection, and revise projections into the future. This will be valuable in understanding the long-term capacity for housing and development and to update projected demands.
 - a. County RFP out in next couple of months.
 - b. City will participate in RFP process and clarify objectives for updating study within City urbanization area.
 - c. Projected completion approximately 9-10 months.

Cost: Klickitat County currently has earmarked \$100,000 for completion of this study for the entire County – which would include urban growth area of White Salmon. City will participate in costs for work within City Limits – which will be negotiated with county and responding firm. A rough cost estimate would be in the \$30,000 range.

- II. **Joint Management Agreement** - The Joint Management Agreement between the City and County directly impacts what happens within the UGA, who has jurisdiction, and may require specific Comp Plan and Zoning Ordinance changes.
 - a. Continued outreach to county
 - b. Draft agreement based on key points of agreement
 - c. Mutual adoption and implementation of agreement
 - d. Draft update to Urbanization Element reflecting results and future aspirations
 - e. Projected completion – depends on political will. Approximately 6-12 months.

Cost: The cost estimate for this work is difficult – as it highly depends on who initiates the work – City or County. And further depends on how much whether City/County staff can complete this work in-house with Staff and coordination with elected officials. A rough cost estimate would be in the \$5,000 - \$10,000 range.

- III. **Bingen/WS Urban Exempt Area Plan Update-** The Urban Exempt Area outside of City Limits of White Salmon is covered by the Bingen/WS Urban Exempt Area Plan – which is part of the Klickitat County Comprehensive Plan. The Sub-Area Plan was last updated in 1991. Transportation/street policies and Joint Management Agreement policies are all currently identified in the Sub-Area Plan. The County will retain legislative authority for this area. Elected officials voted for by County residents must adopt regulations affecting those residents. Depending on the outcome of the joint management discussions with the County; administrative authority may be partially or more fully passed to the City. This Sub Area plan should be updated or replaced to reflect the outcome of the Joint Management Agreement and apply mutually agreed upon land use designations and standards in the manner mutually agreed upon.

Cost: Depends on direction of JMA and Mutual City / County agreement.

TRANSPORTATION ELEMENT UPDATE

A modest transportation system plan and locally responsive hierarchy of street standards is a topic that came up in every session and is clearly an immediate need in the City. It is not anticipated that White Salmon will be seeking to signal or broadly rebuild existing intersections. The City should seek a Transportation Planning Consultant to complete a “lite” version of a Transportation System Plan (TSP) for the entire Urban Exempt Area of White Salmon. The City should explore the option to partner with the County in this process and expense. This approach can be explored through initial JMA discussions.

Summary of Work:

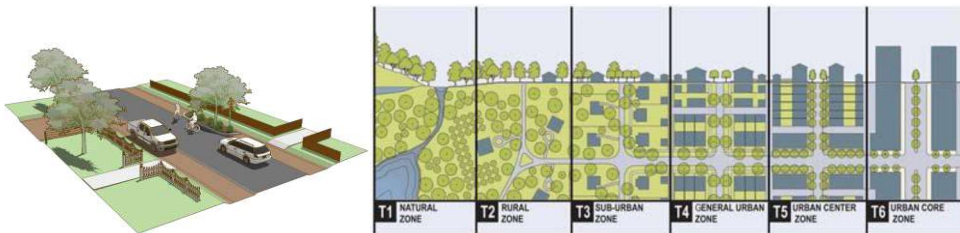
The primary goals of the TSP lite is to complete the following:

- Inventory and classify existing street system
- 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 such as: safe routes to schools, loop road route, possible connections from Mamie Gaddis to Bike Park
- Develop implementation policies around exactions to implement street standards particularly related to instances where off site substandard conditions exist.
- Identify funding mechanisms and strategies-
 - Secure and plan for direct public investment in street infrastructure
 - Plan for reasonable, predictable, and consistent exactions from private developers

Cost Estimate: We estimate a cost of approximately \$30,000 to work with a Traffic Consultant for basic update to street classifications and standards. It is likely to cost over \$60,000 to also complete updated Traffic Study at key intersections and identify bike/pedestrian connections throughout the City.

Next Steps: Create Scope of Work for TSP Lite and issue RFP for Transportation Planning Consultant.

Timeline: 9-12 months



HOUSING/LAND USE ELEMENT UPDATES

Some housing issues such as how much density is beneficial and where may be best determined with benefit of updated Buildable Lands information. Other issues such as Short Term Rental policies and regulations review to clarify and simplify PUD and Cottage Infill ordinances can and should be dealt with now.

- I. ***Short Term Rental/Vacation Rental/ADU*** policies are currently being reviewed by the City's housing committee. An immediate recommended action is to move forward with considerations for regulating short term/vacation rentals
 - a. Inventory of current short term/vacation rentals
 - b. Review best practices for regulating short term/vacation rentals
 - c. Engage public through workshop(s)
 - d. Determine when/where/how Short Term Rentals are allowed
 - e. How Enforced Sustainably, Predictably, and Consistently
 - f. Implement via zoning ordinance and other City regulations.

Cost: We estimate a cost of approximately \$8,000 to \$12,000 to work through this process with the City housing committee and engage the public through workshops. Implementation via zoning ordinance and other City regulations may take much longer depending on Community buy-in with any proposed regulations.

- II. ***Review Residential PUD Code and Cottage Infill***

- a. Review of past decision and difficulties
- b. Simplify code and correct inconsistencies
- c. Consider promoting as options to townhouse development

Cost: Again, the bulk of this work could be completed along with the City Housing Committee. We estimate a cost of approximately \$3,000 to \$5,000 to work through the process and improve the PUD code.



- III. ***Explore regional partnership*** opportunities to address affordable, workforce, and transitional housing demands.

Cost: The cost of this work highly depends on specific projects and partners. Also it depends on whether the City Staff can complete this coordination in-house with City Staff. We estimate a cost of approximately \$1,000 to \$2,500 to explore regional partnerships.

Next Steps for Housing Land Use Element Updates: Planning Consultants develop detailed scope and cost estimate. City Approve.

Timeline: This work could begin immediately. Likely 3 months of initial inventory work, 3-6 months of workshops/outreach, and 3-6 months to adopt regulations. Total 9-12 months.

OVERALL COMPREHENSIVE PLAN UPDATE TASKS

This section covers other valuable though less immediate updates identified through the scoping process. Most of these can be implemented – as feasible and some are dependent on immediate tasks being completed to fully inform their progress (ie. updated Buildable Lands data).

Work on these items will also be informed by further visioning:

- 1) If a broader Community Visioning process is pursued –these tasks will benefit from consideration relative to broader community values and community partners may be identified to assist with some tasks.
- 2) If the narrower Land Use Planning focused vision is developed –we will prioritize and complete this work in accordance with the vision for the City’s built environment and land use.

All cost estimates below are preliminary estimates for relative cost consideration. More detailed cost estimates and a work program aligned with a public involvement plan – will be developed prior to initiating work.

Overall

1. Improve overall layout of the Comprehensive Plan with more graphics and sidebars that reference overall vision and values.
2. Make it readable/approachable for average White Salmon folks
Next steps: Work with graphic designer to develop template. Incorporate these practices into any updates and standardize
Priority: High (due to low cost, relative ease, and value)
Cost: \$1,500

I. Introduction

1. Reference Vision/Values/Goals – developed as separate policy document that is updated annually or biannually
2. Add Executive Summary and document orientation
3. More detailed explanation of planning and public process for Comprehensive Plan
4. Community Profile as separate element
Next steps: Incorporate outcomes of visioning/values. Explain process.
Priority: High (due to low cost, relative ease, and value)
Cost: \$750

II. History

1. Combine History and Community Profile
2. Add more Native American History pre-settlement history
3. Add current history to show continued arc of the community
4. Relate history better with aspirations
5. Seek additional photos and maps for interest
6. Executive Summary and document orientation
7. More detailed explanation of planning and public process for Comprehensive Plan
Next steps: Identify best sources for Native American history and coordinate with key information sources to complete update.
Priority: Low (best value if initiated by volunteers)
Cost: \$2,000

III. Historical and Cultural Sites

1. Rename to Historic and Cultural Preservation
2. Encourage vs. Regulate preservation. Explore value of promoting / identifying sites (signage, maps)
3. List and map significant sites/designations in Comprehensive Plan
4. Consider design guidelines and potential funding resources to preserve historic assets and encourage new development to fit in with existing in Downtown Commercial District and Grandview neighborhoods.

Next steps: Identify best sources historic and cultural sites. Develop map and lists further. Consider design guidelines in certain areas.

Priority: Medium (best value if initiated by volunteers)

Cost: Really varies. \$750-\$2,500. Depends on availability of information and resources.

IV. Parks and Recreation

1. Update Policies with Parks Plan info and updated pool/district info
2. New Pool discussion, including new planned location
3. Expand vision for current and future parks and open space and quantify with level of service type of analysis.
4. Consider Open Space requirements and connectivity as development is proposed.
5. Consider separating Public Use Zone and Park Zone.
6. Explore Connection to waterfront (Stairs – or – walking path on Dock Grade)
7. Consider funding sources for parks and open space.

Next steps: Use findings from Urbanization study and coordinate with Parks Plan Consultant. Research funding opportunities.

Priority: High

Cost: Variable. \$1,500-\$4,000. Depends on level of detail desired for open space network mapping.

V. Economics Element

1. Add community profile data into this section regarding the economy and current trends
2. Add direct references to regional economic development plans and partners
3. STRs and Vacation Rentals policies should be referenced in here depending on outcomes of process
4. Focus economic development efforts on downtown and infill.

Next steps: Identify best sources for economic data and incorporate into update.

Priority: Low

Cost: Range of \$500 to \$1,000

VI. Environmental Quality

1. Incorporate Critical Areas updates into this section
2. Add information about Stormwater Management Plans and policies
3. Consider adding information about WWTP and needed upgrades
4. Tree Preservation policies should be added or retained as part of Critical Areas in this section.
5. Cross reference parks and open space policies in this section.

Next steps: Coordinate with City Staff to get status of Stormwater and WWTP updates.

Priority: Medium

Cost: Range of \$500 to \$1,000

VII. Transportation

1. Most topics are already covered in TSP lite proposed above.
2. Address parking demands and consider parking plan or parking policies
3. Wayfinding and streetscape strategies
4. Cross reference transportation connectivity as it relates to parks and open space in this section.
5. Update public transit options and consider public transit facilities (bus stops)
6. Add explanation of bridge replacement strategy

Next steps: Pursue TSP “lite” and move forward on lower priority tasks as feasible.

Priority: High

Cost: Overall range between \$40,000 and \$70,000. Variable depending on TSP Lite Plan, which ranges from \$30,000 to \$60,000 and additional follow on work may cost from 5,000 to \$10,000.

VIII. Public Facilities and Services & XVI. Capital Improvements Element

1. Consider combining these two elements.
2. Update services sections to accurately reflect recent changes – Hospital/Fire etc.
3. Keep policies high level and reference specific plans (Water, Wastewater etc)
4. Address Sewer capacity limitations and agreement update with Bingen.
5. Stormwater Plan and updated policies needed.
6. Consider Citywide Capital Improvement Plan (CIP) with all major projects in one place.
7. Create policies to address energy conservation and environmentally conscious ideas

Next steps: Coordinate with City Staff to get all relevant plans and make references.

Priority: Medium (High priority to understand water wastewater service capacities and limitations to consider housing suitability in given areas and possible density limitations. However, medium or low importance to reflect in Comp Plan)

Cost: Range between \$1,500 and \$3,500. Variable depending on CIP.

IX. Housing and Population & X. Urbanization

1. High priority actions identified above. Update of this section really depends on the data from the Urbanization Study and future trends analysis. In addition, the update of the Urbanization section highly depends on outcome of JMA and Sub-Area Plan related tasks.

Priority: High

Cost: Range between \$15,000 and \$25,000 for housing related actions detailed in the previous high priority section on page 5. Range between \$30,000 and \$50,000 for urbanization related actions (including urbanization study and JMA work). Total range: \$45,000 to \$75,000 (

XI. Land Use

1. Update and alter zoning as necessary to accommodate any changes in residential density allowances that may result from housing and population analysis and consider need or value of providing for neighborhood commercial nodes (particularly in expansion area).

Priority: High

Cost: Relies on Housing/Urbanization work detailed above. Range between \$1,000 and \$2,500 for updates to comp plan – if Land Use designations are changing.

XII. Resource Lands

1. None within study area. No updates needed.

XIII. Critical Areas Element

1. Currently in the update process – addressed by Berger Abam. Outcomes of that process to be adopted directly into Comprehensive Plan.

Priority: High

Cost: Range between \$500 and \$1,500 for updates to comp plan

XIV. Wildfire Risk Element

1. No major updates proposed. However we would recommend some time would be well spent to *ensure fire standards are well known, retained, and being applied through the permitting process. We propose some work with counter staff/ building codes and preparation of a short info sheet about wildfire risk.*

Priority: Medium

Cost: Range between \$500 and \$1,500 for this work.

XV. Issues Element

1. No major updates proposed or recommended yet. It will need some updates depending on outcomes of studies and other work. Current pending issues and information, partnership needs will be tracked as work proceeds.

Priority: Medium

Cost: Range between \$500 and \$1,000 for updates to comp plan

XIV. Administration Element &

1. No major updates proposed or recommended. It will need some updates depending on outcomes of studies and other work. Administration was updated to reflect state law during last update. Consistency will be verified.

Priority: Medium

Cost: Range between \$500 and \$1,000 for updates to comp plan []

OVERALL COST ESTIMATES

Using the rough estimates provided above – these are the total estimates for completion of these tasks. Again these will be refined with coordination of City Staff and consultants.

<u>Action Item</u>	<u>Low</u>	<u>High</u>
Community Vision Action Plan (Option 1)	\$60,000	\$80,000
Land Use Vision (Option 2)	\$5,000	\$30,000
Urbanization Study	\$30,000	\$50,000
JMA	\$5,000	\$10,000
Sub-Area Plan Update Coordination	\$2,500	\$5,000
TSP Lite	\$30,000	\$60,000
Housing/STR	\$12,000	\$20,000
Overall Update Tasks	\$12,750	\$29,500
TOTAL (OPTION 1)	\$152,250	\$254,500
TOTAL (OPTION 2)	\$97,250	\$204,500