



White Salmon Planning Commission Meeting

A G E N D A

June 25, 2025 – 5:30 PM

119 NE Church Ave and Zoom Teleconference

Meeting ID: [843 1299 7659](#)

Call in Number: 1 (253) 215-8782 US (Tacoma)

Call to Order/Roll Call

Approval of Minutes

- [1.](#) Meeting Minutes – June 11, 2025

Presentations

- [2.](#) Short Course videos

Discussion Items

- [3.](#) Proposed Ordinance for Unit Lot Subdivision

Action Items

- [4.](#) Annual Work Plan (draft #2)
 - a. Presentation
 - b. Discussion
 - c. Action

Adjournment



File Attachments for Item:

1. Meeting Minutes – June 11, 2025



DRAFT

CITY OF WHITE SALMON
Planning Commission Meeting - Wednesday, June 11, 2025

COMMISSION AND ADMINISTRATIVE PERSONNEL PRESENT

Commission Members:

Carl Trabant, Chair
Michael Morneault
Nate Loker
Brendan Brown (Zoom)
Erika Price (Phone 5:35)

Staff:

Erika Castro Guzman, Project Coordinator
Rowan Fairfield, Planner
Kelly Hickok, Legal Counsel

CALL TO ORDER/ ROLL CALL

Chair Carl Trabant called the meeting to order at 5:30 p.m. A quorum of planning commissioner members was present. Two members of the community attended the meeting, either in person or via teleconference.

Moved by Brendan Brown. Seconded by Nate Loker.

Move to excuse the absence of Commissioner Erika Price from the June 11 Planning Commission meeting.

MOTION CARRIED. 4-0

Morneault – Aye, Loker – Aye, Brown – Aye, Trabant – Aye.

APPROVAL OF MINUTES

1. **Meeting Minutes – December 11, 2024**
2. **Meeting Minutes – March 12, 2025**
3. **Workshop Minutes – April 9, 2025**
4. **Meeting Minutes – April 9, 2025**

Moved by Michael Morneault. Seconded by Nate Loker.

Motion to approve the meeting minutes from December 11, 2024, March 12, 2025, April 9, 2025, and the workshop minutes of April 9, 2025, as presented.

MOTION CARRIES 4-0.

Morneault – Aye, Loker – Aye, Brown – Aye, Trabant – Aye.

DISCUSSION ITEMS

5. **Welcome Commissioner Nate Loker**

Chair Carl Trabant welcomed new Commissioner Nate Loker to his first Planning Commission meeting, noting it had been a while since the group last met. Commissioner Loker expressed his excitement to be part of the commission.

Chair Trabant also introduced Rowan Fairfield, attending their first Planning Commission meeting as the new City Planner. Planner Fairfield mentioned they had already attended a City Council

meeting but were glad to be joining the Planning Commission as well. Chair Trabant welcomed them and expressed appreciation for their presence.

6. **Proposed Ordinance for Unit Lot Subdivision**

Possible exclusion of the Single-Family Large Lot (RL) Zone

The inclusion of Residential Low-Density (RL) zones in the Unit Lot Subdivision (ULS) ordinance initially raised concerns about potential increases in housing density. However, it was clarified during the meeting that the ULS process does not increase the number of dwelling units permitted on a parcel. Instead, it provides greater flexibility in ownership and land use configurations.

Current RL zoning allows for a maximum of three units per parcel: one primary residence and up to two accessory dwelling units (ADUs). With this clarification, the Planning Commission concluded that there is no compelling reason to exclude RL zones from ULS eligibility. However, the City Council retains the discretion to exclude RL zones from the ordinance if it determines that doing so better serves the public interest.

Revision of Chapter 16.66.020 "Purpose"

The Commission found the current purpose statement for the ULS ordinance to be overly brief and lacking in clarity. During the meeting, several revised drafts were reviewed, including submissions from local developers and Councilor Patty Fink. The Commission identified the following key concepts to incorporate into the updated purpose statement:

- Providing an alternative to traditional land division and condominium ownership
- Supporting fee-simple ownership of attached or detached dwellings on a single parent lot
- Encouraging infill development and small-scale subdivisions with shared access/infrastructure
- Clarifying that development standards apply to the parent lot as a whole, not individual unit lots
- Reinforcing that ULS does not increase allowable density

Planner Rowan Fairfield was assigned to draft a revised purpose statement incorporating these elements.

Other clarifications

The Commission recommended including definitions or cross-references within the ordinance to clarify key terminology—specifically, that the term "zoning lot" is equivalent to "parent lot," and "record lot" corresponds to a "unit lot." This clarification is intended to eliminate ambiguity and promote consistency throughout the document.

Additionally, the Commission advised staff to review Senate Bill 5559 to identify any recent legislative changes or new requirements that could affect the ordinance. Incorporating relevant updates from state law will help ensure the ordinance remains compliant with current legal standards.

Finally, the Commission agreed that the ordinance should explicitly state that the parent lot remains subject to applicable zoning standards, even after unit lots are established through a Unit Lot Subdivision. This provision ensures that the overall development continues to meet zoning requirements, regardless of how individual lots are divided or owned.

7. **Annual Work Plan**

Unit Lot Subdivision Ordinance

The Planning Commission will continue discussion on the Unit Lot Subdivision (ULS) ordinance at its June 25th meeting to consider additional revisions based on feedback from the most recent session. A public hearing is tentatively scheduled for July 9th.

Operational Review of the Planning Commission

An operational review of the Planning Commission will also be conducted. This includes the required annual update of the Commission's bylaws, which is currently overdue. The updates will clarify the regular meeting schedule—typically the second Wednesday of each month, with additional meetings on the fourth Wednesday as needed. The review will also define the roles and responsibilities of the Planning Commission, establish clearer expectations, and outline the types of projects and issues appropriate for Commission consideration.

Exploration of Shared Utilities Possibilities

The Commission will begin evaluating the feasibility of shared utility systems within the city. This effort will include reviewing the legal flexibility permitted under current state and local codes, examining how similar systems have been implemented in other jurisdictions, and assessing potential cost savings alongside operational and implementation challenges.

Additional Notes on the Work Plan

The City Council is expected to review the Planning Commission's work plan and may recommend additional items for inclusion. Commissioners are encouraged to review the current bylaws and mission statement in advance of the next meeting to support a focused and productive discussion. Formal adoption of the revised work plan is scheduled for the Commission's next meeting, with the order of priorities subject to adjustment based on Council feedback or evolving needs.

ADJOURNMENT

The meeting was adjourned at 6:42 p.m.

Carl Trabant, Chair

Erika Castro Guzman, Project Coordinator

File Attachments for Item:

2. Short Course videos

Short Course videos from the Washington Department of Commerce

Roles and Responsibilities in Planning (7 minutes)

<https://www.youtube.com/watch?v=bEC-z3wsVNI>

Public Participation and Effective Meetings

<https://www.youtube.com/watch?v=-eO8KC5vqmA>

File Attachments for Item:

3. Proposed Ordinance for Unit Lot Subdivision

Summary of Staff's Changes:

16.66.010 Definitions. Added sentence to reference “zoning lot” and “record lot”, which are already in the Title 17 definitions.

16.66.020 Purpose. Modified (**bold**=new, ~~strikethrough~~=delete)

This chapter is established to provide an alternative to the traditional method of land division for creating sellable lots for detached and attached dwellings, such as single-family homes, townhomes, and cottage housing developments. ~~The~~ **A** unit lot subdivision (ULS) ~~process~~ provides opportunities for fee-simple ownership of land **and may include common areas or structures**. Unit lot subdivisions apply zoning development standards to the parent lot as a whole, allowing ~~increased~~ **greater** flexibility for individual unit lots.

16.66.080 Decision. Added 3 notes and modified 1 note to be recorded on the face of the plat, to align with SB 5559, Section 2, Subsection 3a.

Note: I did not add the provisions in SB 5559, Section 2, Subsection 3b. These are required for GMA-planning cities, which White Salmon is not, and deal with:

- No pre-application meeting is required
- Mailing notice to property owners within 250 feet
- Be subject to the maximum time periods established elsewhere in RCW
- Apply only clear and objective standards

**CITY OF WHITE SALMON
ORDINANCE NO. ____**

**AN ORDINANCE OF THE CITY OF WHITE SALMON, WASHINGTON, AMENDING TITLE 16
TO ADD CHAPTER 16.66; SEVERABILITY AND AN EFFECTIVE DATE**

WHEREAS, the City of White Salmon (“City”) acknowledges the need to provide legal mechanisms to implement its Housing Action Plan, to provide more infill housing opportunities, and to accommodate more diverse and affordable housing; and

WHEREAS, the City recognizes the current barriers to infill development, including the current limitations of its subdivision procedures; and

WHEREAS, the City recognizes the State of Washington RCW 58.17.060(3) requires that “All cities, towns, and counties shall include in their short plat regulations procedures for unit lot subdivisions allowing division of a parent lot into separately owned unit lots;” and

WHEREAS, the unit lot subdivision process is well-established in a number of other Washington cities, offering effective models for implementation in White Salmon; and

WHEREAS, the City has conducted public outreach and gathered public comments in accordance with the City’s Public Participation Plan, sufficient to establish regulations in accordance with RCW 36.70A;

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF WHITE SALMON DOES
ORDAIN AS FOLLOWS:**

That the following amendments be made to White Salmon Municipal Code Title 16:

**SECTION 1. Amendment to Title 16, adding Chapter 16.66, “Unit Lot
Subdivisions.”**

Chapter 16.66 UNIT LOT SUBDIVISIONS

16.66.010 Definitions.

The following definitions apply to this chapter:

- A. "Lot, parent" means a lot which is subdivided into unit lots through the unit lot subdivision process. A parent lot is also called a "zoning lot", consistent with WSMC 17.08.700.
- B. "Lot, unit" means a lot created from a parent lot and approved through the unit lot subdivision process. A unit lot is also called a "record lot", consistent with WSMC 17.08.700.
- C. "Unit lot subdivision" means the division of a parent lot into two or more unit lots within a development and approved through the unit lot subdivision process.

16.66.020 Purpose.

This chapter is established to provide an alternative to the traditional method of land division for creating sellable lots for detached and attached dwellings, such as single-family homes, townhomes, and cottage housing developments. A unit lot subdivision (ULS) provides opportunities for fee-simple ownership of land and may include common areas or structures. Unit lot subdivisions apply zoning development standards to the parent lot as a whole, allowing greater flexibility for individual unit lots.

16.66.030 Applicability.

- A. Unit Lot Subdivisions are permitted in any zone that allows for the development of single-family detached dwellings.
- B. In the event of a conflict between this chapter and any other provisions of Titles 16 or 17, the requirements of this chapter shall control.

16.66.040 Development Standards.

- A. A lot developed or to be developed with two or more attached or detached dwellings may be subdivided into individual unit lots as provided herein. Each unit lot shall contain one dwelling, and no dwellings shall be stacked on another dwelling or another use.
- B. Development as a whole on the parent lot, rather than individual unit lots, shall comply with applicable design and development standards.

- C. Portions of the parent lot not subdivided for individual unit lots shall be owned in common by the owners of the individual unit lots, or by a homeowners' association comprised of the owners of the individual unit lots.
- D. Access easements, joint use and maintenance agreements, and covenants, conditions and restrictions (CC&Rs) identifying the rights and responsibilities of property owners and/or the homeowners' association shall be executed for use and maintenance of common garage, parking and vehicle access areas; underground utilities; common open space; shared interior walls; exterior building facades and roofs; and other similar features shall be recorded with the county auditor.
- E. Within the parent lot, required parking for a dwelling unit may be provided on a different unit lot than the lot with the dwelling unit, as long as the right to use the parking is formalized by an easement set forth on the face of the plat and recorded with the county auditor.
- F. Subsequent platting actions, additions, or modifications to the structure(s) may not create or increase any nonconformity of the parent lot.

16.66.050 Application Requirements.

- A. Unit lot subdivisions follow the application procedures for a short subdivision (4 or fewer lots) or subdivision (more than 4 lots), depending on the number of lots.
- B. All developments using the unit lot process are required to submit a site plan for review and approval as part of the land division application.

16.66.060 Approval Criteria.

Unit lot subdivisions shall be given preliminary approval, including preliminary approval subject to conditions, upon finding by the city that all the following have been satisfied:

- A. The proposed unit lot subdivision conforms to all applicable city, state and federal zoning, land use, environmental and health regulations and plans, including, but not limited to, the following:
 - 1. White Salmon comprehensive plan;
 - 2. White Salmon zoning code (Title 17) and land division code (Title 16), unless superseded by provisions in this chapter.
 - 3. Engineering design standards;
 - 4. Critical areas ordinance (Chapter 18.10 WSMC);
 - 5. City trees ordinance (Chapter 18.35 WSMC) and heritage trees ordinance (Chapter 18.40 WSMC)
- B. Utilities and other public services necessary to serve the needs of the proposed unit lot subdivision shall be made available, including open spaces, drainage ways, streets, alleys, and other public ways.

- C. The probable significant adverse environmental impacts of the proposed unit lot subdivision, together with any practical means of mitigating adverse impacts, have been considered such that the proposal will not have an unacceptable adverse effect upon the quality of the environment, in accordance with Title 18 WSMC and Chapter 43.21C RCW;
- D. Approving the proposed unit lot subdivision will serve the public use and interest and adequate provision has been made for public health, safety, and the general welfare.

16.66.070 Review Process.

- A. An application for a unit lot subdivision with four (4) or fewer units shall be processed according to the procedures for Type I-B land use decisions established in Chapter 19.10 WSMC, Land Development Administrative Procedures. An application for a unit lot subdivision with more than four (4) units shall be processed according to the procedures for a Type III land use decision.
- B. The city planner shall solicit comments from the public works director, fire chief or designee, local utility providers, police chief, building official, school district, adjacent jurisdictions if the proposal is within one mile of another city or jurisdiction, Washington State Department of Transportation if the proposal is adjacent to a state highway, and any other state, local or federal officials as may be necessary.
- C. Based on comments from city departments and applicable agencies and other information, the city shall review the application subject to the criteria of WSMC 16.45 and 16.60, unless superseded by provisions herein, and the criteria in Section 16.66.060.
- D. An applicant for a unit lot subdivision may request that certain requirements established or referenced by this chapter be modified. Such requests shall be processed according to the procedures for modifications of standards in Chapter 16.65.075 WSMC.

16.66.080 Decision.

- A. The city shall approve, approve with conditions, or deny the unit lot subdivision within the applicable time requirements. The decision shall be in writing and shall set forth findings of fact supporting the decision.
- B. Effect of Preliminary Approval.
 - 1. Preliminary approval constitutes authorization for the applicant to develop the required facilities and improvements, upon review and approval of construction drawings by the public works department.
 - 2. Approval or approval with conditions shall authorize the applicant to proceed with preparation of the final unit lot subdivision, following the applicable procedures of WSMC 16.65.
- C. If the preliminary approval of the unit lot subdivision requires the meeting of conditions, construction of private roads, utilities and/or water systems, or the

applicant needs time to obtain required certifications, then the applicant's unit lot subdivision shall be granted conditional approval for up to a two-year period, or as otherwise provided by state law, to provide time to complete the conditions.

- D. Upon fulfillment of the conditions of approval, and upon acceptance of such proof by the city, the city shall then authorize the recording of the unit lot subdivision.
- E. Recording.
 - 1. Notes shall be placed on the face of the plat as recorded with the county auditor to state the following:
 - a. The title of the plat shall include the phrase "Unit Lot Subdivision."
 - b. Approval of the design and layout of the unit lot's housing development project was granted based on detailed review of that specified project, as a whole, on the parent lot, including specific reference to the applicable permit or file number for that specified project;
 - c. Subsequent subdivision actions, additions, or modifications to the unit lot housing development project's structures may not create or increase any nonconformity of the parent lot as a whole, and shall conform to the approved unit lot housing development project or to the land use and development standards in effect at the time of the proposed actions, additions, or modifications;
 - d. If a structure or portion of a structure within the unit lot housing development project has been damaged or destroyed, any repair, reconstruction, or replacement of any structure shall conform to the approved unit lot housing development project or to the land use and development standards in effect at the time the proposed repair, reconstruction, or replacement project's permit application becomes vested; and,
 - e. Additional development or redevelopment of the individual unit lots may be limited as a result of the application of development standards to the parent lot.
 - 2. It is the responsibility of the unit lot subdivision applicant to record the unit lot subdivision map with the county auditor. The unit lot subdivision applicant shall pay the current recording fee.
 - 3. Upon recording the unit lot subdivision, the city shall obtain one copy of the unit lot subdivision for city records.
- F. The applicant shall not submit to the county auditor any unit lot subdivision plat that does not bear the city's certificate of approval. Filing a unit lot subdivision plat without the city's certificate of approval shall be a violation of this chapter.

- G. Revision and Expiration. Unit lot subdivisions with four (4) or fewer units shall follow the revision and expiration procedures for a short subdivision, and those with more than four (4) units follow the revision and expiration procedures for a long subdivision.

SECTION 2. Severability / Validity. The provisions of this ordinance are declared separate and severable. If any section, paragraph, subsection, clause or phrase of this ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this ordinance.

SECTION 3. Effective Date. This ordinance shall take effect and be in force five (5) days after its approval, passage and publication as required by law.

SECTION 4: Transmittal to the State. Pursuant to RCW 36.70A.106, a complete and accurate copy of this ordinance shall be transmitted to the Department of Commerce within ten (10) days of adoption.

PASSED this ____ day of _____ by the City Council of the City of White Salmon, Washington, and signed in authentication of its passage.

Marla Keethler, Mayor

ATTEST:

City Clerk/Treasurer

APPROVED AS TO FORM:

City Attorney

File Attachments for Item:

4. Annual Work Plan (draft #2)



Annual Work Plan 2025

White Salmon Planning Commission

Goal 1: Approve the meeting minutes at the very next meeting

Goal 2:

Activity 1: Proposed Ordinance for Unit Lot Subdivisions

Item	Notes	Timeline	Who
City Council Public Hearing	Council remanded the proposed Ord. back to Planning Commission.	May 21, 2025	Council
Staff revisions	Revisions for consistency and organization of sections (nothing substantive)	Before June 25	Staff
Planning Commission workshop	Check staff's revisions, then affirm or change as needed. Discuss substantive issues, revise the "Purpose" statement, and more.	June 11 and June 25	Commission & staff
Staff revisions	Based on PC's directions	Before July 2	Staff
Planning Commission public hearing	Public hearing for the revised Ordinance	July 9	Commission & staff

Activity 2: Operational review of the Commission			
Item	Notes	Timeline	Who
Review & revise the bylaws and other documentation	Especially with regards to the date & frequency of the PC meeting. Would be a business item on a PC agenda.	July or August	Commission
Define the role and responsibilities of the PC	Clarify questions like: Does PC only take direction from Council? Can PC set its own priorities for research or proposed ordinances?	July or August	Commission
Activity 3: Explore the possibility of shared utilities			
Item	Notes	Timeline	Who
Basic research memo	Questions like: what other jurisdictions allow shared utilities, and why does that work for them (or not)? What are the pros and cons? What would it take if WS wanted to explicitly allow them?	August or September	Staff
PC Workshop ?	tbd	September	Commission
Activity 4:			
Item	Notes	Timeline	Who