



White Salmon City Council & Planning Commission Joint Workshop

A G E N D A

September 24, 2025 – 6:00 PM

119 NE Church Ave and Zoom Teleconference

[Meeting ID: 862 1578 1747](#)

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

Call to Order/Roll Call

Discussion Items

- [1.](#) Review the PC 2025 Workplan
- [2.](#) Discuss the role of the Planning Commission:
 - a. What is the Commission's authority from WSMC §2.20.020?
 - b. How is work assigned to the Commission?
 - c. How does the Commission interact with Council's set priorities?
 - d. How does the Commission interact with other boards and committees?
- [3.](#) Discuss how we move forward:
 - a. How should new items be added (mid-year) to the Workplan?
 - b. What can we do better in the next year?

Adjournment



File Attachments for Item:

1. Review the PC 2025 Workplan



Annual Work Plan 2025

White Salmon Planning Commission

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

Goal 2: TBD

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 - August	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.	August or September	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?	August or September	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?	October to December	Staff
PC Workshop ?	tbd	tbd	Commission
Activity 4: TBD			
Item	Notes	Timeline	Who

File Attachments for Item:

2. Discuss the role of the Planning Commission:

What is the Commission's authority from WSMC §2.20.020?

How is work assigned to the Commission?

How does the Commission interact with Council's set priorities?

How does the Commission interact with other boards and committees?

WSMC 2.20.020 Commissions.

B. Planning Commission.

1. **Created—Membership.** There is created a city planning commission to be known as the "White Salmon City Planning Commission," pursuant to the provisions of RCW 35.63.020, et seq., which planning commission shall consist of five members to be appointed by the mayor and confirmed by the city council, and that not more than one-third of which number of appointees may be ex officio members by virtue of office held in the city, pursuant to the provisions of RCW 35.63.030. At least three members of the planning commission shall be residents of the City of White Salmon. If a matter is scheduled to come before the city planning commission, and there is not a meeting held to consider the matter, the matter shall be referred directly to the city council at its next regularly scheduled meeting, which allows for proper notice as required by Washington statutes and city ordinances.
2. **Appointment—Terms.** Members of the planning commission shall be appointed or reappointed for terms of four years. All appointments and/or reappointments provided for herein shall be made by the mayor and confirmed by the city council. Upon the resignation or removal of any planning commission, the successor shall be appointed for the remainder of the unexpired term.
3. **Powers and duties—Statutory authority.** There is vested in the planning commission the statutory powers as set forth under RCW 35A.63.020 and the following additional powers and duties:
 - a. Hold public hearings and make findings and recommendations to the city council on subdivision applications, comprehensive plan amendments and zone changes.
 - b. 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.
4. **Operation.**
 - a. The planning commission shall elect its own chair and vice chair annually.
 - b. The commission will have two regular monthly meeting dates 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.
 - c. Written record shall be kept of all meetings, transactions, findings, and determinations, which record shall be of public record.

(Ord. No. 2021-04-1077, § 2, 4-21-2021; Ord. No. 2023-12-1156, § 1, 12-20-2023)

File Attachments for Item:

3. Discuss how we move forward:

How should new items be added (mid-year) to the Workplan?

What can we do better in the next year?

Councilor Fink's idea: standard format for Planning Commission reports to Council

1. Summary of the Proposal

- A brief overview of the proposed code or policy.
- The intended purpose and goals of the change.
- Any relevant background on why the change is being considered.

2. Technical Presentation Key Points

- A summary of the technical aspects presented to the Planning Commission.
- Any data, analysis, or professional recommendations provided.

3. Public Hearing Summary

- A record of public comments, including major themes or concerns.
- A record of any input from other Council Committees
- A summary of support and opposition, noting any significant stakeholders.
- Any modifications or considerations resulting from public input.

4. Planning Commission Discussion & Key Concerns

- The major points debated by commissioners
- Any concerns raised regarding implementation, unintended consequences, or legal considerations.
- Alternative approaches discussed, if any - and if no alternative approaches were discussed why not?

5. Commission's Final Recommendation

- The final motion and vote outcome.
- Any conditions, modifications, or stipulations added to the recommendation.
- How other Council Committee recommendations or ideas were incorporated in the outcome, or if they were not, why not
- A rationale for the recommendation, including how it aligns with town goals, zoning principles, or planning priorities.

6. Minority Opinions (if applicable)

- If there was a split vote, a brief explanation of dissenting views can be useful for Council's deliberation.

7. Supporting Documents (links should be provided for Council review)

- Staff reports, maps, or technical documents referenced in the discussion.
- The official minutes (or a summary of key points)
- Actual transcripts of all public testimony.