



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

Call to Order/Roll Call

Approval of Minutes

[Minutes](#) of June 26, 2019

Discussion Items

[Comprehensive](#) Plan Update: Conversation Kit

Adjournment

Item Attachment Documents:

Minutes of June 26, 2019



CITY OF WHITE SALMON
Planning Commission Meeting - Wednesday, June 26, 2019
DRAFT

COMMISSION AND ADMINISTRATIVE PERSONNEL PRESENT

Commission Members:

David Lindley
 Tom Stevenson
 Ross Henry
 Michael Morneault

Staff Present:

Erika Castro Guzman, City Associate Planner
 Jan Brending, Clerk Treasurer
 Ken Woodrich, City Attorney

Not present:

Anne Medenbach

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 June 12, 2019*

Moved by Michael Morneault, seconded by Ross Henry.
 Motion to approve minutes of June 12, 2019. CARRIED 4 – 0

PUBLIC HEARING

2. *Proposed Variance 2019.003*

Applicant: Kabe and Roberta Grant, 480 NW Michigan Avenue

Public hearing for Variance 2019.003 was opened at 5:32 PM. Chairman Lindley recited the Appearance of Fairness Doctrine. No concern or objection was voiced by Commissioners nor applicant to participation.

The public hearing proceeded with a visual presentation and reading of the staff report by Associate Planner, Erika Castro Guzman, and Clerk-Treasurer, Jan Brending (in place for the City Administrator, Patrick Munyan).

Orientation and Background

The applicant is seeking to obtain a variance from the density provisions of White Salmon Municipal Code 17.28.040, for their lot located at 480 NW Michigan Avenue, White Salmon. The Applicant is seeking an 18-ft relief from the minimum 50-ft lot width requirement, with the intent to move forward with short platting one additional lot.

Commissioner Comments

Commissioner Michael Morneault requested clarification regarding the determination of a heritage tree. Brending stated WSMC 18.10.317—Special Provisions Heritage Trees, where it specifically identifies White Oaks and any tree larger than a specified diameter. Brending also stated that variances from the Critical Areas Ordinance are heard by the City Council. Chairman Lindley clarified the application being heard is a Variance to lot width, and any site plan or separate variance application should not be a deciding factor. Attorney Ken Woodrich stated that he understands why the heritage tree ordinance is mentioned in the staff report, as a precaution that there is a further application beyond the variance presented today, but agrees it should not be a deciding factor as the

Planning Commission is not the decisionmaker. Commissioner Tom Stevenson further discussed that trees may be viewed as unnatural restrictions as apposed to lots that do not have trees.

Staff clarified the interpretation of the new proposed lot width and how the lot width is calculated by definition. Commissioner Stevenson shared his interpretation of the code and believes that it may mean a diagonal line may measure the irregular shape with the length of the angling line, similar to the measurement of a building height. Chairman Lindley identified WSMC 17.08.290 to disagree that the code speaks to angles as it states, "Lot width means the distance between side lot lines, measured at the front yard building line; in case of irregular-shaped lots, the lot shall be measured at a point midway between the front and rear lot lines."

Attorney Woodrich initially requested the Applicant to request his engineer to provide a line table for Attachment B, the most resent dated work, but then cleared his request with the finding of a line table on Attachment C.

Applicant Comments

Kabe Grant, Applicant and Property Owner of 480 NW Lincoln Street

Kabe Grant stated that he and his wife purchased the property a few years ago as two lots; Lot 6 and Lot 7 that were combined into one lot. He said the house was built in 1894 and it's main entrance is on the north side of the home. Grant stated the primary residence and garage slightly share a roof line and identified the existing driveway that provides access to the garage and main door. He said he understands that if the garage were to be demolished, there would not be a need for a variance. Kabe said the garage was built in 1940 into the hillside and is made of giant basalt rooks and heavy timber. He said he believes the garage is unique and special, although not on the historical register, and that it is the only garage for the property as there would be no other space to rebuild. Grant said it is his goal is to create a lot to build their new home and rent the existing or vise versa. He said he believes there is adequate amount of room to build a larger home than the existing, regardless of the lot's narrowness and irregular shape.

Grant presented a plat from WS-SP-2016.03 to add to the record as support for a recent lot approved by the City that does not meet the appropriate zoning lot depth.

Grant stated he understands that a structure is not considered a hardship, but believes it is a practical hardship as it is built into the side of the hill and because with the lack of a garage where could items be stored. He said he sees it as a practical hardship. Grant said he is requesting the Planning Commission approve the variance as the land was originally plated as two lots and would like to continue its use of the property as such.

Commissioner Morneault asked how the lot is legally considered today. Attorney Woodrich answered the lot is one, additionally commenting that in building requirements, the garage would have not been permitted, even in the 1940s, because it crosses a boundary line. Commissioner Morneault clarified, by asking the applicant, no licensed archeologist or historian has viewed the garage.

Clerk-Treasure Brending, in response to WS-SP-2016.03, read WSMC definitions of lot depth and lot width, emphasizing staff reviewed a number of irregular shaped lots that were created before the adoption of these codes in 2012.

Commissioner Henry asked if the Applicant would consider creating an accessory dwelling unit as a second option for housing. Grant answered he may consider it; but states it may be small considering

the existing home is roughly 1,200 square-feet, in which the maximum unit size per code would be about 600 square-feet. Further discussion entailed the potential home placement on the new lot and grade of the property.

Commissioner Morneau questions the applicant as he was aware the property was purchased as is, so when the idea of short-platting the property commence. Grant answered it looked like a good opportunity to place a second home with the allowable zoning density there being R-2.

Public Testimony

There was no public testimony.

Public Hearing Closed at 6:28 PM.

Deliberation

Commissioners discussed the unique property in an area that is designed for medium development, other factors that the property developer may be facing and whether or not this decision, if approved, would be a precedent. There was consensus of the commission agreed that a structure, unless registered as historical, is not a hardship.

Additionally in reference to the plat associated with previously approved WS-SP-2016.03, Attorney Woodrich stated there is unknown information related to that application that set forth approval of the short plat with the lot depth reduction. Chairman Lindley stated that the facts related to that approval are not similar to the variance request before the commission.

Attorney Woodrich and Chairman Lindley requested that any motion put forth strike reference to heritage trees as it does not pertain to the decision of the variance.

Moved by Michael Morneau, seconded by Ross Henry

Motion to adopt Staff's facts and findings and conclusion, with the exception of WSMC 17.80.058 5c, directing staff to rewrite the finding be to remove reference of heritage trees according to the official record (Page 7 of 9). CARRIED 4 – 0

Further Deliberation

Chairman Lindley confirmed Staff will need to rewrite the section regarding the variance's would be materially detrimental to the public welfare. Commissioner Henry expressed his concern that an approval of a variance such as the one proposed would set a precedent.

Moved by Michael Morneau, seconded by Ross Henry

Motion to deny Variance 2019.003. CARRIED 4 – 0

ADJOURNMENT

The meeting was adjourned at 6:45 p.m.

David Lindley, Chairman

Erika Castro Guzman, Associate Planner

Item Attachment Documents:

Comprehensive Plan Update: Conversation Kits and Survey

WHITE SALMON 2040 – COMPREHENSIVE PLAN UPDATE

SUMMER, 2019



COMMUNITY CONVERSATION KIT

Updated June 13, 2019





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Preparation and Follow-Up Checklist	2
Presenters Guide (60 minutes)	3
Discussion Leader Tips	4
Discussion Questions	5
Sign-In Sheets	7





INTRODUCTION

Thank you for your interest in hosting a White Salmon 2040 Community Conversation or Block Party!

The City of White Salmon is launching **White Salmon 2040**, a year-long effort to update the city's Comprehensive Plan. The Comprehensive Plan directs all activities related to land use and the future of natural and man-made systems and services in White Salmon.

The first step in this process is to create a Community Vision. A Community Vision is an aspirational document that describes the desired White Salmon in the year 2040. The Community Vision guides the Comprehensive Plan Update, including goals, policies and implementation measures that in turn will guide future growth and development in the city.

The Community Vision is based on extensive outreach to learn community preferences for the future of White Salmon. These conversations are one way the City is working with community members to identify what makes White Salmon unique, what is important to protect for the future, and what White Salmon should look like in 2040. Our goal is to meet with people in their neighborhoods, work places, schools, churches, civic organizations, restaurants and many other places where they already spend their time.

How to use this guide.

Recognizing that there are many ways to talk about the future of White Salmon, we have created two guides with different approaches for different situations.

Guide 1: Community Conversation

- A 30-60 minute conversation at the regular/monthly meeting of an organization.
- The conversation begins with a brief presentation from the host about the purpose of the project and is followed by a facilitated conversation.
- Participants are engaged solely on the conversation for the time allotted.

Guide 2: Block Party

- A less formal opportunity where people are gathered for everyday activities (i.e. shopping center, restaurant, bar, neighborhood block party).
- A more passive activity is organized so people can participate in less than five minutes.
- Questionnaires are available if people want to spend up to ten minutes.
- Information about the project, including the website, is available if people prefer to participate at a later date.

You have downloaded the **Community Conversation Kit**. If you prefer the Block Party Kit, visit the project website at: <https://www.white-salmon.net/bc-pc/page/comprehensive-plan-update>. THANK YOU!





COMMUNITY CONVERSATION PREPARATION AND FOLLOW-UP CHECKLIST

<u>Before the Event</u> Be familiar with all the items in this guide. Contact Erika Castro-Guzman, City of White Salmon (509-493-1133 x209,) with questions.	(√)
<u>Logistics:</u> <ul style="list-style-type: none"> • Confirm the meeting time and location. • Confirm your place on the agenda and how much time you have. • What is the room size and layout? • What is the expected number of participants? 	
<u>Print materials:</u> <ul style="list-style-type: none"> • Community Conversation Kit • Separate sign-in sheet • Discussion Questions (enough copies to hand out) • Meeting Agenda (if available) 	
<u>Bring supplies:</u> <ul style="list-style-type: none"> • Based on room layout and number of participants, choose between a flipchart and easel (see Erika) or notepad. Flipcharts are generally appropriate for larger rooms and groups. • Markers or pens • Extra pens • Name tag for facilitator if you are not known to the group 	
<u>After Event (within one week of event)</u> Send the following materials to Erika (ErikaC@ci.white-salmon.wa.us): <ul style="list-style-type: none"> • Sign-in sheet • Typed up notes • Photo 	





PRESENTER'S GUIDE (60 Minutes)

Please review this guide prior to leading your discussion. Adjust times accordingly if you have less than 60 minutes, leaving a majority of the time for discussion. If less than 30 minutes, consider omitting the final question (How do we get there?).

Presentation

0 – 15 minutes: Introduction and Overview

- Distribute sign-in sheet. Invite participants to indicate on that form whether they want to sign up for the project email list.
- Introduce yourself and your role in the City/project. If there are two of you, one will facilitate the discussion and the other will take notes and track the conversation on the flipchart.
- Provide a brief contextual overview of the 2040 White Salmon Comprehensive Plan Update and your role. Sample blurb below:

The City of White Salmon is launching White Salmon 2040, a year-long effort to update the city's Comprehensive Plan. The first step in this process is to create a community vision. The City is working with community members to identify what makes White Salmon unique, what is important to protect for the future, and what White Salmon should look like in 2040. The subsequent development of Comprehensive Plan goals and policies and implementation measures will implement the vision and guide future growth and development in the city.

Thank you for taking the time to talk with us!

15 – 45 minutes: Listening and Discussion.

- Lead the group discussion around the questions in this kit.
- For frequently mentioned themes, ideas or topics, place a check mark for each mention in your notes.

5 – 15 minutes: Report Back and Next Steps.

- Have participants affirm that the notes that you are taking on the flipchart/notepad reflect their comments and the direction of the discussion. "Is what I wrote in the notes what you were saying" or "Is that accurate"
- Ask for additional questions and comments.
- Thank participants for the discussion.
- Direct participants to the project website (<https://www.white-salmon.net/bc-pc/page/comprehensive-plan-update>.) for access to materials and updates on meetings, events and surveys.
- Collect all your materials and flipchart/notepad notes.
- Summarize your notes soon after your discussions. You'll remember more the sooner you write your notes down.

Thank You!





DISCUSSION LEADER TIPS

General Principles

As the presenter and discussion leader, your role is to help create an open and collegial environment so that all participants have the opportunity to speak. "Prompts" are shown in quotes and italicized print below. There is no need for consensus or agreement.

General Guidelines

- Start and end on time.
- Be an active listener.
- Stick to the agenda and gently keep the conversation moving by summarizing and synthesizing.
- Encourage everyone to participate but do not allow anyone to dominate.
- Resist the temptation to voice your own opinions or to be the "expert" on the subject.
- Have fun!

Specific Guidelines

- Emphasize that there are no "right" or "wrong" answers. Everyone's opinion is valid.
- Give credence to differences, but do not dwell on them. *"It's important that we have an open discussion. There are no right or wrong answers."*
- Do not hesitate to say you do not know the answers to a specific question. Make note of the question and ask the individual to see you later. *"That's a good question that I don't know the answer to right now. If you leave your contact information I can get back to you with more information or put you in touch with someone who can help answer your question."*
- If the discussion goes off-topic, write the comments down, but guide the discussion back to the question at hand. *"That's a good question/idea/issue, I'll write it down to make sure we don't forget that point."*
- Move the group along politely but firmly. *"I see we have only a few minutes left and we have more discussion questions to cover"* or *"Thank you for your suggestion"*.
- Make sure each participant has a chance to speak. *"Who else has something to add?"*
- Summarize the discussion as you go along, validating it with participants. *"Have I captured all key points?"*
- Five minutes before the discussion ends, summarize the discussion. Ask participants for any final thoughts. *"Is there anything we have missed?"*
- Thank everyone for participating. Have your contact information or project contact information available to distribute.





COMMUNITY VISIONING QUESTIONS

Visioning is an important precursor to local planning and a tool to help communities better manage growth and change. A comprehensive approach to visioning can be framed by the following bolded question themes and the many different ways to ask them.

Where are we now?

- Why do you choose to live/work in White Salmon?
- What are White Salmon's most cherished attributes?
- Where do you spend time in White Salmon? Specific parks, stores, restaurants, etc.
- What is going well in White Salmon?
- What about White Salmon makes you proud?

Use the following prompts as needed:

- | | |
|-------------------------|--------------------|
| • Neighborhoods | • Vibrant downtown |
| • Natural beauty/views | • Access to nature |
| • Small-town character | • Small streets |
| • Small geographic size | • Housing stock |

Where do we want to go?

- What do you wish you could change or improve about White Salmon?
- What, if anything, causes you concern about the future of White Salmon?
- How has White Salmon changed over the last 5 -10 years? What changes do you like? What changes do you not like?
- Looking into the future, describe your ideal White Salmon in 2040. What do you want to see in the White Salmon of 2040? What has changed from today?
- What is on the horizon that we should be sure to consider?

Use the following prompts as needed:

- | | |
|---|---|
| • New, mixed use neighborhoods | • Shared amenities (e.g. parking) to stay small |
| • Shared City/County approach to growth | • Improve road maintenance |
| • Connected park system | • Amenities for youth and seniors |
| • Focus on long-term rentals (vs. short-term) | • Variety of housing types |

How do we get there?

- What are some of the steps towards making your vision a reality?
- What do we need to work on or overcome to achieve our ideal White Salmon in 2040?

Use the following prompts as needed:

- | | |
|---|---|
| • Zoning amendments | • Secondary streets; off-road paths |
| • Small-scale, local-serving businesses | • Continue White Salmon "feel" in new urban areas |
| • Right-sized infrastructure | |



**Other**

- How would you like to be involved going forward?
- What community partners should we be sure to engage?
- What are the best ways to communicate with White Salmon community members?
- Is anyone interested in hosting a conversation with their co-workers, neighbors, civic organization, church/school group?





Venue: _____ Discussion leaders: _____

[illegible]

[illegible]

WHITE SALMON 2040 – COMPREHENSIVE PLAN UPDATE

SUMMER, 2019



BLOCK PARTY KIT

Updated June 13, 2019



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- Questionnaires are available if people want to spend up to ten minutes.
- Information about the project, including the website, is available if people prefer to participate at a later date.

You have downloaded the **Block Party Kit**. If you prefer the Community Conversation Kit, visit the project website at: <https://www.white-salmon.net/bc-pc/page/comprehensive-plan-update>. THANK YOU!





BLOCK PARTY PREPARATION AND FOLLOW-UP CHECKLIST

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<u>Logistics:</u> <ul style="list-style-type: none"> • Confirm the date, time and location. • What is the expected number of participants? 	
<u>Print materials:</u> <ul style="list-style-type: none"> • Block Party Kit • Separate sign-in sheet • Questionnaires 	
<u>Bring supplies:</u> <ul style="list-style-type: none"> • Table • Flipchart and easel • Sticky notes • Markers • Pens • Name tag for facilitator if you are not known to the audience 	
<u>After Event (within one week of event)</u> Send the following materials to Erika (ErikaC@ci.white-salmon.wa.us): <ul style="list-style-type: none"> • Sign-in sheet • Completed questionnaires • Typed up notes • Photos 	





HOST GUIDE

Please review this guide prior to leading your event. Adjust activity according to resources available and event size and type.

Display Set Up

- Set up table.
- Put out sign-in sheets, sticky notes, questionnaires and/or project postcards, and several pens and markers.
- Put out two sheets of flipchart paper on the table or on two easels.
 1. At the top of one sheet, use a marker to write "What makes White Salmon special today?"
 2. At the top of the second sheet, write "What would you like to change or improve in White Salmon?"
- Write a few of your answers to the vision questions on stick notes and stick them to the flipchart sheets.

During Event

- You're the host! Welcome people and encourage them to have fun.
- When convenient, ask people if they have a few minutes to help plan the future of White Salmon.
- Give a brief explanation of the project, for example:

The City of White Salmon is launching White Salmon 2040, a year-long effort to update the city's Comprehensive Plan. The first step in this process is to create a community vision. The City is working with community members to identify what makes White Salmon unique, what is important to protect for the future, and what White Salmon should look like in 2040. The Comprehensive Plan goals and policies will implement the vision.

- Explain to people that they can participate in a variety of ways:
 1. Answer the two vision questions by writing them on sticky notes and posting them to the sheets. 2 minutes.
 2. Complete the vision questionnaire. 5 minutes.
 3. When convenient, go to the project website to complete the online vision questionnaire. 5 minutes.
- Thank people for participating.
- Ask people to take a project postcard so they can follow the process on the project website (<https://www.white-salmon.net/bc-pc/page/comprehensive-plan-update>), including access to materials and updates on meetings, events and surveys.
- Collect all your materials, completed questionnaires and notes.
- Draft a summary of your notes soon after your meetings. You'll remember more the sooner you write them down.

Thank You!





HOST TIPS

General Principles

As the host, your role is to welcome people and encourage them to participate. In the event that people want to engage in a discussion, help create an open and collegial environment so that all participants have the opportunity to speak. "Prompts" are shown in quotes and italicized print below. There is no need for consensus or agreement.

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- Be an active listener.
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- Emphasize that there are no "right" or "wrong" answers. Everyone's opinion is valid.
- Give credence to differences, but do not dwell on them. *It's important that we have an open discussion. "There are no right or wrong answers."*
- Do not hesitate to say you do not know the answers to a specific question. Make note of the question and ask the individual to see you later. *"That's a good question that I don't know the answer to right now. If you leave your contact information I can get back to you with more information on that or put you in touch with someone who can"*
- Thank everyone for participating.
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| • Small geographic size | • Housing stock |

Where do we want to go?

- What do you wish you could change or improve about White Salmon?
- Describe your ideal White Salmon in 2040. What has changed?
- What, if anything, causes you concern about the future of White Salmon?
- How has White Salmon changed over the last 5 -10 years? What changes do you like? What changes do you not like?
- Looking into the future, what do you want to see in the White Salmon of 2040?
- What is on the horizon that we should be sure to consider?

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| • Focus on long-term rentals (vs. short-term) | • Variety of housing types |

How do we get there?

- What are some of the steps towards making your vision a reality?
- What do we need to work on or overcome to achieve our ideal White Salmon in 2040?

Use the following prompts as needed:

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|---|---|
| • Zoning amendments | • Secondary streets; off-road paths |
| • Small-scale, local-serving businesses | • Continue White Salmon "feel" in new urban areas |
| • Right-sized infrastructure | |



**Other**

- How would you like to be involved going forward?
- What community partners should we be sure to engage?
- What are the best ways to communicate with White Salmon community members?
- Is anyone interested in hosting a conversation with their co-workers, neighbors, civic organization, church/school group?





Venue: _____ Discussion leaders: _____

[illegible]

[illegible]



White Salmon 2045 Vision Survey

Welcome!

The City of White Salmon is launching **White Salmon 2045**, a year-long effort to update the city's Comprehensive Plan. The Comprehensive Plan directs all activities related to land use and the future of natural and man-made systems and services in White Salmon.

The first step in the Comprehensive Plan Update process is to create a Community Vision for the future of White Salmon.

Complete this 5-10 minute survey to share your thoughts about what makes White Salmon special today and what you'd like to see changed in the future. Your responses will help us identify key themes and develop a policy framework that allows us to realize that vision together.

Thank you for your time!



White Salmon 2045 Vision Survey

1. What makes White Salmon special? What do you want to protect or enhance?

Thoughts to consider:

- Neighborhoods
- Small geographic size
- Vibrant downtown
- Small-town character
- Public Services
- Natural beauty/views
- Small streets
- Access to nature and recreation
- Housing stock

2. What would you like to change or improve in White Salmon for the future?

Thoughts to consider:

- New, mixed-use neighborhoods
- Focus on long-term rentals
- Shared amenities (e.g. parking)
- Variety of housing types
- Amenities for youth, seniors
- Connected park system
- Improve road maintenance
- Shared City/County approach to growth

3. What actions should the City take to achieve your vision for White Salmon?

Thoughts to consider:

- Zoning amendments*
- Small-scale, local-serving businesses*
- Right-sized infrastructure*
- Secondary streets; off-road paths*
- Continue White Salmon “feel” in new urban areas*

4. How would you like to be involved in the Comprehensive Plan Update process going forward?

- ☐ Stay informed through email and newsletters
- ☐ Attend community meetings
- ☐ Host a community conversation with a group or organization
- ☐ Complete online surveys
- ☐ Follow the process through the project website



White Salmon 2045 Vision Survey

5. Is there anything else you would like to share about the future of White Salmon?

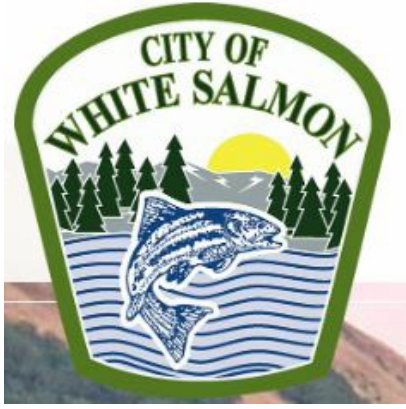
6. In what general area do you live? See attached map for reference.

- ☐ City of White Salmon (city limits)
- ☐ White Salmon Urban Exempt Area
- ☐ City of Bingen (city limits)
- ☐ Greater Klickitat County

7. If you would like to receive project updates, sign up here! Contact information will never be shared.

Name

Email Address



White Salmon 2045 Vision Survey

Thank you for your time and guidance!

If you would like more information about the project, please contact Erika Castro-Guzman, Associate Planner, at (509) 493-1133 x209 or ErikaC@ci.white-salmon.wa.us.

Visit the project website for news and updates,
project materials, and other ways to get involved!

**Please return completed surveys to the City
of White Salmon, attn: Erika Castro-
Guzman.**

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WHITE SALMON URBAN-EXEMPT AREA

KLICKITAT
COUNTY

COLUMBIA RIVER

WHITE SALMON

BINGEN

Hood River - White Salmon Bridge



0 0.25 0.5 1 Miles