

MINUTES
Stevenson Planning Commission Meeting
Monday, October 10, 2022
6:00 PM

In Person: Attendees at City Hall followed current CDC and State guidance regarding use of masks, social distancing, and attendance.

Planning Commission Chair Jeff Breckel called the meeting to order at 6:00 p.m.

Attending: City Development Director Ben Shumaker; Planning Commission Chair Jeff Breckel, Commissioners Auguste Zettler, Davy Ray, Anne Keesee, Charles Hales.

Public attendees: Pat Rice

A. PRELIMINARY MATTERS

1. Public Comment Expectations:

Community Development Director Ben Shumaker advised participants must raise their hand and be acknowledged by the Chair. Individual comments may be limited to 3 minutes. He explained the tools to use for remote participants: *6 to mute/unmute & *9 to raise hand. PC Chair Breckel asked everyone present to introduce themselves.

2. Public Comment Period: (For items not located elsewhere on the agenda)

No comments were received.

3. Minutes: September 12th, 2022 Planning Commission Meeting Minutes

MOTION to approve the minutes from the September 12th, 2022 Planning Commission meeting was made by **Commissioner Zettler**, seconded by **Commissioner Ray**.

- Voting aye: **Commissioners Zettler, Ray, Keesee, Breckel, Hales.**

B. New Business

4. Potential Annexation Zoning: Community Development Director Shumaker presented and explained the memo evaluating zoning options for area involved in an annexation proposal-ANX2022-01 (Guide Meridian) Planning Commission members were asked to consider a Notice of Intent to Annex submitted by John F. and Julie B. Goodman. The submitted notice of intent related to a single parcel with frontage on Frank Johns Road. Their end goal is to get city water for their proposed 4-lot short plat, which are lots 1-4 in the application. The City Council will make the final decision at the October 12th, 2022 meeting.

Shumaker provided background information on the annexation request. The Stevenson City Council reviewed and discussed the annexation request at a special meeting on August 29th, 2022. At the meeting it was determined the initial annexation area was not ideal as it left a gap in street frontage for maintenance and improvements. The Council also decided to include water upgrades and sewer line extensions as part of the annexation, as well as some level of right of way improvements.

Two options modifying the geographic area in question were considered by the Council. The first one added a single lot to the original proposal in order to maintain street frontage. That option was discarded due to opposition from the one adjacent property owner. The second option expanded the area by including a number of other lots. Cost of improvements (sewer, water) for the second option was calculated and provided to those property owners to aid in their decision on whether they would like to be included as part of the annexation. All respondents opposed the costs involved in that proposal.

Shumaker noted a timeline predicament for the Planning Commission related to the City's zoning for an active annexation area. He asked Planning Commissioners for guidance on arriving at the most desirable resolution for the proposal's zoning and pointed to information in the meeting packet from the Municipal Research and Service Center on annexation statutes. Shumaker also highlighted previous actions taken by the City regarding other annexation proposals.

Following an extended and detailed discussion in which the Commissioners determined it was important to avoid developing a 'checkerboard' approach to city services, the Planning Commission agreed to recommend four points:

- Prior to considering future annexations, the City should coordinate with Skamania County on a joint plan for the area in order to have an orderly, cost-effective process.
- Should the Council proceed with the annexation, the area should be limited to the one property involved in the original request.
- Should the Council proceed with the annexation, it should apply the R1 Single-Family Residential zoning designation, and it should consider adopting a policy to automatically designate all proposed annexation areas as R1.
- Should the Council proceed with the annexation, conditions should be added to require the properties to connect to City water service immediately and agree to participate in a sewer local improvement district in the future.

>Pat Rice commented on the discussion between the Commissioners and encouraged them to go slow and take annexation seriously.

MOTION to accept the recommendations as presented was made by **Commissioner Hales**, seconded by **Commissioner Zettler**.

- Voting aye: **Commissioners Breckel, Hales, Zettler, Ray and Keesee**.

5. Planning Commission Work Plan: Community Development Director Shumaker provided information on the City Council's current (2022-2025) strategic plan. Organizational health and stability, infrastructure, and intentional development are the areas of focus.

He shared where he had laid out specific strategies, tactics and action items in play for the city to accomplish its goals, and highlighted where his work was going accordingly:

- **Modernizing the parking program**
 - Reducing the overall amount of on site parking required for development.
 - Developing a fee in-lieu option.
 - Working out details on residential and overnight parking within the downtown core.

Having a Planning Commissioner be involved will be helpful.

- **Planning for trails and shoreline area**

A steering committee is in place, **Commissioner Ray** is serving on the committee.

- **Analyzing/developing tools needed to address housing issues; coordinate efforts with City Council.**
- **Reviewing development standards to ensure various zoning codes are working.**
- **Adopting annexation codes through a joint city/county process**
- **Improving the review process for permits/updating the city website to better guide applicants.**

Additional discussion took place regarding the six topics **Community Development Director Shumaker** had presented regarding work priorities. Housing was seen to be essential, as was developing an annexation policy.

C. Old Business

6. Conditional Use Permit Reviews: Reviewing Past Permits (including those issued late 2019 through late 2021)

When the Planning Commission grant's conditional use permits, it typically attaches a review period to ensure the use is occurring as anticipated. For consistency, these reviews are generally scheduled for the first Planning Commission meeting in October of the next even-numbered year. Occasionally the review period is extended to better gauge the effects of its presence in a neighborhood.

This year, the Stevenson Planning Commission will review all permits issued in 2020 and 2021 as well as one issued in late 2019.

The Planning Commission concluded there was no need for continuation of the review period.

1. CUP2019-02: SDA Mural #2, issued December 4th, 2019 to Stevenson Downtown Association and Port of Skamania.

Overview

This conditional use permit was issued to the Stevenson Downtown Association (applicant) and Port of Skamania County (owner) in December 2019. The permit included 4 conditions and the staff report indicated compliance with all 4.

Discussion

The mural has been installed and maintained in compliance with the conditions of the permit. The public has not relayed concerns to the City about the mural. A Zoning Code change in August 2020 removed the Conditional Use Permit requirement for a mural of this type.

2. CUP2020-01: Nazarene Church, issued July 20th, 2020 to Stevenson Church of the Nazarene.

Overview

This conditional use permit was issued to the Nazarene Church. The permit included 7 conditions and the staff reports indicated compliance with 6 conditions and questionable compliance with 1 condition related to screening the parking area.

Discussion

The Church has been operating since 2020. The public has not relayed concerns to the City about its operation. The sidewalk on the south side of Jefferson Street was extended to the McKinley Street intersection where there is an ADA ramp.

Upon review and discussion, in keeping with the conditions laid out in the original permit, the Planning Commission called for a public hearing to be held at the November 14th, 2022 PC meeting to address the need for additional screening to be in compliance.

[A change in the agenda order occurred when **PC Chair Breckel** called for a motion to recommend adoption of the Downtown Plan for SUCCESS!]

MOTION to approve a recommendation to the City Council to adopt and implement the Downtown Plan for SUCCESS! was made by **Commissioner Zettler**, seconded by **Commissioner Hales**.

- Voting aye: **Commissioner Breckel, Keesee, Zettler, Hales, Ray.**

D. Discussion

7. Thoughts of the Month: It's Seahawk Season! (but soon it won't be)

<https://explorer.audubon.org/explore/species/954/migration>

sidebar=collapse&zoom=3&x=1306099.1620122588&y=2810864.562197212&hide=migration-journey-graphics&range=0.7205%2C0.7405

Shumaker explained the link led to an Audubon site for migratory bird patterns.

Localizing Development Amongst Outside Factors (long but worth it)

https://static1.squarespace.com/static/53dd6676e4b0fedfbc26ea91/t/61ae342effef3720458ff4e/1638806577230/Unleash%20the%20Swarm.pdf?apcid=0060f5c4aeb5b5bba4857800&utm_campaign=220919-monday

email&utm_content=&utm_medium=email&utm_source=ortto

8. Staff & Commission Reports:

Community Development Director Shumaker advised further reports on parking will be provided by **Commissioner Keesee**, and **Commissioner Ray** will report on the Shoreline Access and Trail Plan.

Shumaker provided details on a program he is working on called HEALing SCARS. (Helping Encourage Adjacent Landowners/Sewer Connection Stipend) It is a new stipend program that came about through the mitigation requirements of the stormwater project on Rock Creek Drive. In lieu of a mitigation project, US Fish & Wildlife granted the city permission to pay a % of the project costs to seed a fund to help property owners connect to sewers.

E. Adjournment

PC Chair Breckel adjourned the meeting at 8:07 p.m.

Minutes prepared by Johanna Roe