



**CITY OF WHITE SALMON**  
**Planning Commission Meeting - Wednesday, March 9, 2022**

**COMMISSION AND ADMINISTRATIVE PERSONNEL PRESENT**

**Commission Members:**

Greg Hohensee, Chairman  
Seth Gilchrist  
Tom Stevenson  
Michael Morneault  
Ross Henry (Zoom'd in at 5:36 p.m.)

**Staff:**

Brendan Conboy, City Land-Use Planner  
Erika Castro Guzman, City Associate Planner

**CALL TO ORDER/ ROLL CALL**

Chairman Greg Hohensee called the meeting to order at 5:30 p.m. A quorum of planning commissioner members was present. Five audience members attended by teleconference.

**APPROVAL OF MINUTES**

1. **Approval of Meeting Minutes – February 9, 2022**
2. **Approval of Meeting Minutes – February 23, 2022**

**Moved by Michael Morneault. Seconded by Tom Stevenson.**

**Motion to approve minutes of February 9 and February 23, 2022, as written.**

**CARRIED 4–0. Morneault – Aye, Stevenson – Aye, Gilchrist – Aye, Hohensee – Aye.**

**DISCUSSION ITEMS**

1. **Edits to WSMC Ch. 17.75 (R-PUD) Residential Planned Unit Developments**

Land-use Planner Conboy presented the revisions to WSMC Ch. 17.75 (R-PUD) Residential Planned Unit Development to the Planning Commission. The Planning Commission generally agreed that they would be interested in creating a similar tool for R2 and R3 zones as the current R-PUD tool primarily caters to RL and R1 zones.

The Planning Commission agreed to the following changes to WSMC Ch. 17.75 (R-PUD) Residential Planned Unit Development:

- 17.78.030 A-4.** Stormwater and erosion control standards within the gross development area as a whole.
- 17.75.030 B.** Modifications of setbacks and other standards in the underlying zones must be shown clearly on a binding site plan prior to final plat recordation.
- 17.75.040 A-2.** The subject lot or tract of land must be located in a ~~residential zone~~ RL or R-1 zone.
- 17.75.040 B-1-a.** Maximum dwelling unit density shall not exceed ~~eight~~ nine units per acre (max density likely to be accommodated in R1, ~~R-2, or R-3~~ zones);

- 17.75.040 B-2-c.** Determine the permitted number of dwelling units—divide the net development area (in acres) by ~~eight~~ nine.
- 17.75.040 B-2-d.** ~~Eight~~ Nine units per acre is the maximum permitted density for an R-PUD approved in the R-L and R-1 low density residential zones.
- 17.75.040 B-4.** Density bonus of up to twenty percent (rounded to the nearest whole number) over R-PUD density permitted by this subsection (see B.1. and 2. for the RL zone), may be allowed for provision of affordable housing for low and moderate income families (those who have family income of not more than ~~sixty eight~~ percent of Klickitat County median household income), with appropriate recorded CC&Rs and/or deed restrictions which define such affordable housing as follows and require that the housing remain affordable. ~~For the purpose of this chapter, such affordable housing is defined as residential housing for home ownership where the occupants pay no more than thirty percent of said gross family income for total housing costs, including utilities other than telephone and cable/satellite television.~~ R-PUDs in the R1, R2, and R3 zone are also eligible for this density bonus above the base density permitted in these zones.

Commissioner Gilchrist requested Land-Use Planner Conboy to review that eighty percent of the County's median household income aligns with the City's definition of affordable and attainable housing.

- 17.75.040 B-5.** Protection of Trees. Master planning a larger site provides the opportunity to maintain some valuable native vegetation. A tree inventory shall be completed and submitted with the preliminary master plan. Native trees measuring eight inch caliper or greater measured four feet from ground level (dbh) shall be shown on the inventory and clearly identified for preservation or removal. Large native trees should be preserved wherever practicable in the common areas. Where the ~~decision maker~~ administrator determines it is impracticable or unsafe to preserve these larger trees, the applicant may be allowed to remove the trees.
- 17.75.040 C-2.** If streets within the R-PUD are determined to be low volume local roads and emergency vehicle access and safety and traffic flow issues are addressed, then alternate street standards may be deemed acceptable if approved by the public works director. The possibility of flexibility in street design standards shall be considered initially in a preapplication conference prior to completing an application. Notwithstanding, private streets shall have a minimum improved width of ~~ten feet for each lane of traffic~~ that meets Washington State fire code, not to include street parking and one way streets shall be required to provide for fourteen feet of lane width not to include parking.
- 17.75.040 D-1.** In any R-PUD a minimum of fifteen percent of the net development area shall be established, maintained and preserved as open space and community facilities by the landowner until such obligations are vested in ~~the~~ a R-PUD homeowners' association pursuant to RCW Chapter 64.38, or through a development agreement with an authorized and willing entity per RCW 36.70B.170 and this chapter. If a homeowners' association is required ~~The landowner shall establish a Washington nonprofit corporation' for the R-PUD homeowners' association. and W~~ within three years of R-PUD approval, ownership and maintenance of all open space, common areas and common

facilities shall be vested in the homeowners' association. Common area or amenities established by easement over private lots, may be considered part of the open space and community facility calculation if such easements provide continuing irrevocable community benefits. Articles and bylaws of the homeowners' association and CC&Rs in a form acceptable to the city attorney shall be recorded with the county auditor and shall be binding on all heirs, successors and transferees of landowner, guaranteeing the following:

**17.75.050 C.** The streets, buildings, open space, public facilities and landscaping are designed and located to preserve existing trees, topography and natural drainage; Building design may be met through the provision of clear design guidelines and setback standards.

**17.75.060 B-5.** Total number of dwelling units proposed or lots created;

**17.75.060 B-12.** Preliminary location and function of all buildings, including heights, nearest setbacks and closest distance between structures, or building envelopes based upon setback standards;

The Planning Commission suggested adding the definition of building envelope in 17.75.060.

**17.75.060 B-18.** Initial lighting diagram indicating areas of the site to be lighted at night and/or lighting design guidelines for individual lots. ~~a qualitative discussion of the type of lighting planned for those areas;~~ All lighting shall conform to the standards of WSMC Ch8.040 Outdoor Lighting.

**17.75.060 J.** A preliminary binding site plan of an R-PUD and all accompanying documents, together with CC&Rs or development agreement approved by the city attorney. Prior to recordation of Final Plat, a binding site plan ~~the site to development~~ in accordance with all the terms and conditions of approval shall be recorded by the county auditor, at the applicant's expense.

**17.75.110.** The R-PUD ordinance is created to support design innovation. Design standards and approval criteria provide essential guidance to applicants and administrators but not every circumstance can be anticipated in the drafting of standards and criteria. The city recognizes that cottages and ADUs, in particular, could be designed in alternate ways that still achieve the overall objectives of the R-PUD. An applicant may request approval of a variation on specific standards during R-PUD review. A specific request for variation is not subject to variance criteria. Approval of a specific variation may only be granted with findings that the specific variation requested meet or exceeds ~~provides for an equal or better way to meet~~ the purpose of the written standard.

**Moved by Seth Gilchrist. Seconded by Michael Morneault.**

**Motion to move WSMC Ch. 17.75 (R-PUD) Residential Planned Unit Developments, as amended, forward for city council's review.**

**CARRIED 5-0. Morneault – Aye, Henry – Aye, Stevenson – Aye, Gilchrist – Aye, Hohensee – Aye.**

2. **Edits to WSMC Ch. 17.81 Site and Building Plan Review**

Land-use Planner Conboy presented the edits to WSMC Ch. 17.81 Site and Building Plan Review and its reference specifically to the proposed updates to WSMC 19.10.040 and WSMC 19.10.230.

The Planning Commission agreed to the following changes to WSMC Ch. 17.81 Site and Building Plan Review:

**17.81.010.**

Land-use Planner Conboy suggested adding the definition of building envelope in 17.81.010.

**17.81.040 C.** Construction of ~~any~~ new buildings or structures;

**17.81.030.** The planning commission is designated as the site plan review committee ~~The site plan review committee review~~ for site plans referred to the committee as a Type II project review per Chapter 19.10.230. The city council is designated as the site plan review committee for site plans referred to the committee as a Type III project review per Chapter 19.10.230. The planning administrator shall decide site plan review for applications specified in Section 17.81.060.

**17.81.060 A.** An application for a site and building plan review ~~may~~ shall be processed according to Type I-b by the Planning Administrator or their designee after a determination and regarding land use decisions established in Chapter 19.10, Land Use Administrative Procedures for projects that the following:

1. ~~Comply with the permitted uses for the subject zone district~~ Site preparation, e.g., grading, or construction of improvements;
2. Remodeling of an existing building, structure, roadway and parking area within the city;
3. ~~Clearly require no modification or alteration of applicable standards~~ Short plat subdivisions in residential zones.

The Planning Administrator or their designee may choose to elevate an application to Type II review before the Planning Commission, or Type III review before the city council at their discretion.

**17.81.060 B.** An application for a site and building plan review shall be processed according to Type II land use decisions established in Chapter 19.[10], Land Use Administrative Procedures for projects that include:

1. ~~Include a use classified as a use permitted subject to standards and/or site plan review;~~ A significant change in use of a building or other structure;
2. Construction of any new building or structure less than or equal to 10,000 square feet Gross Floor Area;
3. Short plat subdivision in a Commercial zone;
4. Significant change in use of a site; or
5. Include a use classified as a conditional use in its zone district.

The Planning Administrator or their designee may choose to elevate an application to Type III review before the city council at their discretion.

**17.81.060 C.** An application for a site and building plan review shall be processed according to Type III land use decisions established in Chapter 19.[10], Land Use Administrative Procedures for projects that include:

1. Construction of any new building or structure greater than 10,000 square feet Gross Floor Area;
2. Involve a Planned Unit Development (PUD) or other review process triggering the need for a binding site plan;
3. Requiring a change in zone;

**17.81.060 CD.** In addition to review under all requirements of Chapter [19.10], based on comments from city departments and applicable agencies, the city shall review the proposal subject to the criteria contained in this chapter, and shall approve any such proposal only when consistent with all of the provisions of this chapter.

**17.81.060 DE.** Amendment of Site Plan. A site plan approved by the city may be amended by the same procedures provided under this chapter for original plan approval. The fee may be waived for amendments submitted within one year of the date of approval on the original site plan and for relatively minor new work including, but not limited to work such as, a fence, refuse enclosure, or other minor changes. If a building permit has been issued for an approved project, an amended site plan shall require a new building permit unless waived by the building official, (Ord. 839 § 3, 2003: Ord. 710 § 040, 1994).

**Moved by Michael Morneault. Seconded by Tom Stevenson.**

**Motion to move WSMC Ch. 17.81 Site and Building Plan Review, as amended, forward for city council's review.**

**CARRIED 5-0. Morneault – Aye, Henry – Aye, Stevenson – Aye, Gilchrist – Aye, Hohensee – Aye.**

3. **Edits to WSMC Title 19 Administration of Land Development Regulations**

Land-use Planner Conboy presented the edits to WSMC Title 19 Administration of Land Development Regulations to the Planning Commission. The proposed updates included WSMC 19.10.040 and WSMC 19.10.230.

The Planning Commission agreed to the following changes to WSMC Title 19 Administration of Land Development Regulations:

**19.10.040.**

**Table 1—Permits/Decisions**

Type I-A	Type I-B	Type II	Type III	Type IV	Type V
Building permits	Site and building plan review (1)	Site and building plan review (2)	<a href="#">Site and building plan review (3)</a>	Final plat	Development regulations
Short plat (simple)	Boundary line adjustment	Short plat (defer to PC)	Preliminary PUD	Final PUD	Zoning text and map amendments
Grading permits	Conditional use (simple)	Conditional use	Site specific rezone		Comprehensive plan text and map amendments
Manufactured home placement permit		<a href="#">Zoning variances</a>	Preliminary plat for full subdivision		Shoreline Master Program amendments
Permitted uses not requiring notice of application			Shoreline permits: substantial development, conditional use, or variances		Annexations

Procedure Project Permit Applications (Type I – IV)						Legislative
	Type I-A	Type I-B	Type II	Type III	Type IV	Type V
Notice of application:	No	Yes	Yes	Yes	Yes	Yes
Recommendation made by: <a href="#">commission</a>	N/A	N/A	Administrator	Planning commission	Administrator	<a href="#">Planning commission</a>
Final decision made by:	Administrator	Administrator	Planning commission (2)	City council	City council	City council

(1) The administrator may makes the final decision on some site and building plan review applications considering the degree of discretion to be employed as specified in Chapter 17.81. ~~Implementation of clear and objective standards and review of site plans for uses already approved for land use permits will typically be subject to type I-B review while site plans addressing more subjective concerns and criteria will follow type II procedures.~~

Table 2—Action Type

- (2) ~~The administrator may make the final decision on some application, specified in Chapter 17.81~~ The planning commission shall make the final determination for all site plan review within the parameters of Type II review as specified in Chapter 17.81.
  
- (3) The city council shall make the final determination for all site plan review within the parameters of Type III review as specified in Chapter 17.81. Open record hearings will be held before the planning commission to make recommendations to city council.

**Moved by Tom Stevenson. Seconded by Michael Morneault.**

**Motion to move WSMC Title 19 Administration of Land Development Regulations, as amended, forward for city council’s review.**

**CARRIED 5–0. Morneault – Aye, Henry – Aye, Stevenson – Aye, Gilchrist – Aye, Hohensee – Aye.**

**4. Possible (DC) Downtown Core Commercial District**

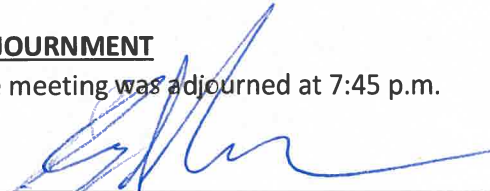
The Planning Commission tabled the possible downtown core commercial district discussion item.

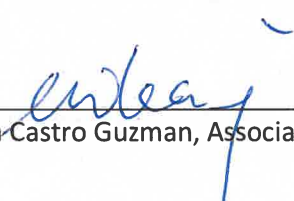
The Planning Commission thanked the audience for their attendance and encouraged them to attend the upcoming workshops.

Land-use Planner Conboy shared that the City received a \$25,000.00 grant from the Department of Commerce for a housing action plan. He also stated that the City is one of the eight finalists competing in Strongtowns.org.

**ADJOURNMENT**

The meeting was adjourned at 7:45 p.m.

  
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Greg Hohensee, Chairman

  
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Erika Castro Guzman, Associate Planner