

CITY OF WHITE SALMON
Planning Commission Meeting - Wednesday, December 14, 2022

COMMISSION AND ADMINISTRATIVE PERSONNEL PRESENT

Commission Members:

Greg Hohensee, Chairman
Michael Morneault
Seth Gilchrist
Tom Stevenson (via Zoom)
Ross Henry (Absent Excused)

Staff:

Jeff Broderick, 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. Four audience members attended in person and by teleconference.

APPROVAL OF MINUTES

1. **Approval of Meeting Minutes –April 13, 2022**

Moved by Michael Morneault. Seconded by Tom Stevenson.

Motion to approve minutes of April 13, 2022, as written.

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

PUBLIC COMMENT

Troy Rayburn, City Administrator

Troy Rayburn introduced himself to the Planning Commission as the new City Administrator and thanked the Commissioners for their public service.

Bill Hunsaker, City Building Official and Fire Chief

Bill Hunsaker informed the Planning Commission that he would attend the Klickitat County and the Federal Emergency Management Agency (FEMA) hosted Klickitat County Virtual Flood Risk Open House. He stated that he is the city's designated representative and would be able to assist in providing information about the updated Flood Insurance Rate Map. Fire Chief Hunsaker noted that the city's only concern for flooding is Jewett Creek, primarily near the Columbia River.

The new flood map is officially known as a Flood Insurance Rate Map. It identifies areas of flood risk (high, moderate, low). It will affect financial, planning, investment, and development decisions. Owners of structures in high-risk areas will need flood insurance if they have a loan from a federally regulated or insured lender. We encourage everyone to learn about their flood risk and purchase flood insurance. The revised map is available online for public review and comment. You can view the maps here: [Klickitat Map Viewer](#).

PUBLIC HEARING

2. Proposed Conditional Use Permit 2022.006

Public Hearing

Greg Hohensee, the Chairman, opened the public hearing at 5:34 p.m. and read the Appearance of Fairness Doctrine to the planning commissioners for the public hearing; no conflict of interests or concerns arose.

Public Comment

No written public comment or spoken testimony was made.

Staff Presentation

The Land-use Planner, Jeff Broderick, presented the conditional use permit report to the Planning Commission.

The applicant, Jenessa VanDehey, on behalf of Feast Market LLC, seeks to obtain a Conditional Use Permit as per White Salmon Municipal Code 17.48.030 to provide a commercial/residential mix located at 218 E Jewett Blvd to eventually separate a one-unit apartment for a long term rental (60%) from a food/beverage commercial business frontage (40%). The existing building is 1,107 square feet; it is a one-story structure built in 1904 and most recently renovated in 2022, with access from E Jewett Blvd and NE Tohomish St.

The property, 218 E Jewett Blvd, is located in downtown White Salmon between two mixed commercial properties. The structure is currently considered commercial use, business office space. The site has two grade levels; each generally flushes to the north and south right-of-way.

The purpose of the conditional use permit process is to provide flexibility in the city's land use regulations to accommodate uses that may be appropriate in an established zone under certain circumstances. At the time of application, a review of the location, design, configuration, and potential impact of the proposed use was conducted by comparing the use to the goals and policies established in the city's comprehensive plan and the purpose of the zoning designation and this regulation. This review determined that the proposed use should be permitted by weighing the public need and benefit derived from the use against the impact it may cause.

Recommendation: Staff recommends the Planning Commission approval with conditions Conditional Use Permit 2022.006, allowing a mix of commercial/residential use for the property address at 218 E Jewett Blvd, with the following conditions

1. Business Licenses

White Salmon Municipal Code 5.04.070

The business owner/ real property owner shall obtain and maintain a current City business license. The applicant's contractor shall obtain a City business license before the issuing of any permits. The failure to maintain a business license may result in the cancellation of the Conditional Use Permit.



2. Outside Storage

White Salmon Municipal Code 17.48.075(I)

An outside covered refuse storage area shall be illustrated on the site plan before building plan review that meets the requirements outlined in WSMC 17.48.075(N).

3. Commercial Frontage

White Salmon Municipal Code 17.48.030(4)

Street-facing, street-level residences, or the front portion of the structure facing E Jewett Avenue shall remain a commercial business and shall not be used for residential purposes of any kind; this includes short term rentals.

4. Number of Spaces for Designated Uses

White Salmon Municipal Code 17.72.090

The minimum space required for a dwelling unit is two permanently maintained, on-site parking spaces. The minimum space that is necessary for the anticipated food and beverage places with sale and consumption on premises calculates as one permanently kept, on-site parking space for every 200 square-feet of gross floor area. Therefore the minimum number of parking spaces required for this project is four.

The minimum parking space size is provided in WSMC 17.28.050; each space shall not be less than 8 feet, 6 inches wide, and 19 feet in length. The adequate four parking spaces shall be illustrated and provided on-site prior to Certificate of Occupancy.

5. Fire Safety

The City Planner accepted the Fire Chief's code recommendations as a Condition of Approval, including: 2018 International Building Code (IBC), Section 508.4. These codes outline the appropriate fire wall that shall be required for mixed use in said the structure.

6. Construction

The City Planner accepted the Building Official's code recommendation as a Condition of Approval, for which the commercial space shall provide (at a minimum) a shared bathroom that shall adhere to 2018 International Building Code (IBC), Section 2902.

Discussion

The Planning Commission discussed the conditional use permit proposal for 218 E Jewett Blvd, requesting a mix of commercial/residential use for the applicant's desires to eventually separate a one-unit apartment for long-term rental from a proposed food/beverage commercial business frontage.

Commissioner Tom Stevenson thanked Staff for their clear and comprehensive staff report; he had no questions or clarification of the presentation.

Commissioner Set Gilchrist addressed the front of the building and asked staff if there was a concern about the two entryways, that it looked like a duplex or if it was made to be used as a fronting residential area. Planner Jeff Broderick stated that the building's frontage is not a concern but may be further assessed when remodel plans are submitted to the city to assure compliance, but the applicant proposes commercial frontage use in accordance with city code and is a condition of approval.

Commissioner Michael Morneault asked if the residential unit would be proposed as a long or short-term rental. Planner Broderick stated that the proposed residential unit must be used for long-term

rental; it would not qualify for a commercial short-term rental permit application; regardless of a change in ownership, the conditional use permit runs with the property. Commissioner Morneault clarified if there was any part of the Washington State Code that amends the referenced International Building Code (IBC). Staff and Chairman Hohensee stated that Bill Hunsaker, as the Building Official, will be better at answering building code questions. Still, the city has adopted, by ordinance, the latest International Building Code standards. Commissioner Morneault said he just wanted to ensure that the city was following Washington State Building Code, which may differ from the International Building Code.

Chairman Hohensee had no questions or clarification of the staff's presentation.

Applicant Presentation

The applicant, Jenessa VanDehey, co-owner of Feast Market LLC, introduced herself and Shawn Simmons to thank the Planning Commission for hearing their conditional use permit application to get started in their new venture. She stated that they hope to open up a small ice cream shop in the front commercial space with long-term employee housing in the back.

Discussion

The Planning Commission had an opportunity to ask questions to the applicant of the application or presentation.

Commissioner Stevenson, Gilchrist, and Chairman Hohensee had no questions or clarification of the applicant's presentation.

Commissioner Morneault asked if there would be access from the rear of the building to the commercial frontage. The applicant, Jenessa VanDehey, said no; she stated that the residence and commercial space would be separate.

Motion

Moved by Tom Stevenson. Seconded by Seth Gilchrist.

Move to approve with conditions Conditional Use Permit 2022.006 allowing mix commercial/residential use for the property address at 218 E Jewett Blvd, with the conditions presented by staff.

Discussion

Commissioner Gilchrist stated that he appreciated the applicant submitting a complete application that met the city's zoning conditional use permit criteria.

Commissioner Stevenson agreed with Commissioner Gilchrist. He restated appreciation for Staff's well-presented and clear staff report motion and conditions of approval of said conditional use. Commissioner Stevenson acknowledged that this property is near Downtown's Sweet Gum Tree but has no bearing on the outcome of the conditional use permit application.

Vote

MOTION CARRIED. 4-0.

Morneault – Aye, Stevenson – Aye, Gilchrist – Aye, Hohensee – Aye.

Chairman Hohensee closed the public hearing at 5:53 p.m.

DISCUSSION ITEMS

3. Staff's Follow-up on Training Workshop from November 9, 2022

Planner Jeff Broderick presented the Development Review Team overview and proposed changes to the Planning Commission.

This discussion consisted of Staff's follow-up on the Planning Commission's Training Workshop from November 9, 2022, where the Planning Commission addressed several items that would assist applicants in being better prepared for their application decision type and expectations of the process, including a more inclusive building permit review. Planner Broderick assures there will be more internal discussions as both land use decisions and building permits move through the process to avoid arguments after a permit has been issued and ensures compliance with the decision/permit.

The Development Review Team primarily comprises city staff but may bring in other public agencies as necessary. The goal for staff is to be available and assist all proposed developers and citizens in effectively working through the city development code and standards, including following project schedules and inspections.

Planner Broderick stated that there is a weekly set time available for an applicant to meet with staff, granted that quality materials are received a week before said meeting. For a developer to get on the development team's agenda, they must first identify that this is a project they can develop, and to do so, staff will attempt to lay it out all in front of them. When the Development Review Packet forms are complete, City Community Development/ Special Project Coordinator, Erika Castro Guzman, will maintain the central record at City Hall.

The purpose of the Development Review Team is (1) to ensure proper communication, (2) development review, and (3) documentation in all situations while the city is working with development. Staff stated that this is a living document, meaning that the team will be reviewing it about every six months to ensure that it meets our outlined measures of success, which are: (1) all communication with developers is in writing and well documented in the central file, (2) developers are well satisfied and feel the city is organized and professional (3) the city has an excellent reputation for its professionalism, and (3) documents are completed as planned.

City Administrator Troy Rayburn emphasized staff's presentation by stating that these changes will increase the necessary documentation and create a more deliberative process as it applies to making a decision and reviewing any application. Furthermore acknowledged and thanked Planner Broderick and Project Coordinator Castro Guzman for their due diligence and for bringing attention to the need for a more professional approach to making decisions.


Commissioner Gilchrist said he looks forward to the upcoming documentation improvements and accountability. Commissioner Stevenson agreed with Commissioner Gilchrist.

ADJOURNMENT

The meeting was adjourned at 6:07 p.m.



Greg Hohensee, Chairman



Erika Castro Guzman, City Associate Planner