



SKAMANIA COUNTY PLANNING COMMISSION

AGENDA

Tuesday, September 4, 2018 @ 6:00 PM

SKAMANIA COUNTY COURTHOUSE ANNEX, LOWER MEETING ROOM
170 NW VANCOUVER AVENUE, STEVENSON, WA 98648

I. CALL TO ORDER

II. ROLL CALL

III. AGENDA ITEMS

1. Approval of minutes from the July 17, 2018, Planning Commission Meeting.
2. Review of meeting summary from August 7, 2018, Planning Commission Meeting.
3. PUBLIC WORKSHOP to discuss possible zoning text amendments regarding temporary dwelling units and recreational vehicle occupancy.

IV. PLANNING COMMISSION BUSINESS

V. ADJOURN



Skamania County Planning Commission

PLANNING COMMISSION MEETING MINUTES

Tuesday, July 17, 2018
Skamania County Annex
170 N Vancouver Avenue
Stevenson, WA 98648

Planning Commission Members:
Present:
Lesley Haskell, John Prescott,
Dee Bajema, Tony Coates
Cliff Nutting

Community Development Department Staff
Present:
Alan Peters, Andrew Lembrick, Mike Beck
Teri Wyckoff
Marlon Morat, Building Inspector

Absent: Cyndi Soliz, Paul Hendricks

AUDIENCE

See attached sign-in sheet.

PROCEEDINGS

Meeting was called to order at 6:04 P.M. by Chair, Lesley Haskell
Quorum was met. Cliff Nutting joined the meeting at 6:09 P.M.

AGENDA ITEMS

1. Approve Minutes from the July 3, 2018 meeting.
 - a. Motion was made by John Prescott and seconded by Tony Coates to approve the Minutes of the July 3, 2018 meeting. Motion passed 4-0.
 2. Public Workshop to discuss possible zoning text amendments regarding temporary dwelling units and recreational vehicle occupancy.
 - a. Alan Peters, Assistant Planning Director, presented an overview of the existing regulations regarding RV occupancy and "tiny homes" throughout the County.
 - b. Building Inspector, Marlon Morat, addressed building code, code enforcement and possible liability to the County.
 - c. After further discussion by the Planning Commission the consensus was that this is an important issue to be addressed and further discussion would be needed. Staff discussed various options available to the Planning Commission should they determine that code changes were necessary.
 - d. Alan Peters will schedule a meeting with the work group, Cliff Nutting, Cyndi Soliz and Paul Hendricks, prior to the next Planning Commission meeting. Staff
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did request the members bring a list of concerns and ideas to the next meeting for discussion.

3. Planning Commission Business.
 - a. Planning Commission meeting to further discuss Temporary Dwelling Units and RV Occupancy will take place on Tuesday, August 7, 2018.
4. MEETING ADJOURNED at 7:20 PM

ATTEST

Planning Commission Chair

Secretary



Skamania County Planning Commission

PLANNING COMMISSION MEETING SUMMARY (NO QUORUM)

**Tuesday, August 7, 2018
Skamania County Annex
170 N Vancouver Avenue
Stevenson, WA 98648**

Planning Commission Members:
Present:
John Prescott, Dee Bajema, Cyndi Soliz

Community Development Department Staff
Present:
Alan Peters, Andrew Lembrick, Mike Beck
Teri Wyckoff

Absent: Leslie Haskell, Paul Hendricks,
Tony Coates, Cliff Nutting

PROCEEDINGS

1. Meeting was called to order at 6:15 P.M. by Vice Chair, John Prescott. There was no quorum so the Planning Commission did not take any actions.
 2. Alan Peters, Assistant Planning Director, gave presentation on temporary dwellings/RV occupancy for the benefit of those members of the public in the audience. Mr. Peters discussed the existing code restrictions and some staff recommendations.
 3. The Planning Commission allowed the the audience to provide comment. Comments were made by the following:
 1. Mary Repar
 2. Kevin Waters
 4. Mr. Prescott adjourned the meeting at 7:00 P.M.
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Skamania County

Community Development Department

Building/Fire Marshal • Environmental Health • Planning

Skamania County Courthouse Annex

Post Office Box 1009

Stevenson, Washington 98648

Phone: 509-427-3900 Inspection Line: 509-427-3922

MEMORANDUM

TO: Planning Commission
FROM: Alan Peters, Assistant Planning Director
DATE: August 29, 2018
RE: Workshop on Temporary Dwelling Units and RV Occupancy

The Planning Commission held its first workshop on RV occupancy and temporary dwelling units on July 17, 2018. A work group of three Planning Commission members: Cliff Nutting, Cyndi Soliz, and Paul Hendricks, met with Planning Staff on August 1, 2018. Based on these meetings, Staff proposes three recommendations for the Planning Commission:

- 1. Define "tiny home".**
- 2. Allow park model RVs (PMRVs) to be used as permanent dwellings.**
- 3. Expand opportunities for RVs (except PMRVs) to be used as temporary dwellings.**

While the Planning Commission should carefully consider all three recommendations, the third recommendation to expand opportunities for RVs to be used as temporary dwellings may require the most deliberation.

Staff has prepared a draft of a revised temporary dwelling ordinance that achieves this objective both by increasing opportunities for "outright" allowed RV occupancy and occupancy allowed by a temporary dwelling permit. The proposed draft would allow temporary RV occupancy for up to two years with a permit, with renewals allowed only for hardships. The approval process is substantially the same the one currently in place, but the Planning Commission may consider using the Administrative Review process that is used for some other land use applications.

1. Define "tiny home".

There is no official definition of "tiny home" in the Skamania County Code. Defining what a tiny home is would clarify where and under what circumstances they are allowable in the County.

A tiny home is a dwelling unit that is 400 sq. ft. or less. A tiny home must meet State Building Code requirements (RCW 19.27.031), Park Model RV requirements, RV requirements (RCW 43.22.340), or the HUD Manufactured Home Construction and Safety Standard (CFR 3280) and are regulated by construction type. For example, a tiny

home that is constructed as a Park Model RV is subject to the requirements for Park Model RVs under this Title.

2. Allow park model RVs (PMRVs) to be used as permanent dwellings.

If located outside of an RV park, a PMRV would be subject to zoning restrictions and other permit requirements for dwellings. These would likely be permitted like manufactured or mobile home placements and require water, septic, and being tied-down on a foundation. The specific permit requirements would be determined by the Building Official.

This would also allow for PMRVs to be used as accessory dwellings. "Tiny homes" which are classified as PMRVs would be regulated in the same manner.

Accommodating this change would require amending definitions for "dwellings" and "recreational vehicles" within Title 21.

"Recreational vehicle" means a vehicle or trailer designed or used for recreational camping or travel use, whether self-propelled or mounted on or drawn by another vehicle, or any structure inspected, approved and designated a recreational vehicle by and bearing the insignia of the state of Washington or any other state or federal agency having the authority to approve recreational vehicles. Recreational vehicles include any dependent or independent recreational vehicle which is described as follows:

1. "Dependent recreational vehicle" means any tent, trailer, camper, motor home or similar recreational vehicles that do not have self-contained sewer, water or electrical systems, which are dependent upon a service building for toilet and lavatory facilities.

2. "Independent recreational vehicle" means any trailer, camper, motor home, or similar recreational vehicles, which can operate independent of connections to sewer, water and electrical systems. The vehicle may contain a water-flushed toilet, lavatory, shower or kitchen sink, all of which are connected to water storage and sewage holding tanks located within the vehicle.

Any dependent park trailer or park model trailer located on any individual lot outside of an approved mobile home or recreational vehicle park shall be considered a dwelling unit.

3. Expand opportunities for RVs (except PMRVs) to be used as temporary dwellings.

Section 21.70.120 of the Zoning Code allows temporary RV occupancy under one of three situations:

1. Up to fourteen consecutive days and up to 120 days during a calendar year on any parcel.
2. A temporary hardship dwelling.
3. During construction of a dwelling.

Staff recommends that the Planning Commission divide temporary RV occupancy into three tiers:

1. Outright permitted temporary occupancy.

- a. Revise to allow RVs (not PMRVs) to be occupied on any property for sixty days within any consecutive twelve-month period.

- b. Allow temporary RV occupancy during duration of building permit for a single-family dwelling
- 2. Two-year temporary dwelling permit.**
 - a. Retain current application process for hardship dwellings or Administrative Review Use for a two-year temporary dwelling permit.
 - i. Meet setbacks
 - ii. Adequate water and septic
 - iii. Cannot create a nuisance
 - iv. Must be licensed and registered with state
- 3. Periodic renewals of temporary dwelling permit.**
 - a. Retain current application process for hardship dwellings.
 - b. Annual renewal for other two-year temporary dwelling permits. After initial two-year period, additional requirements could be imposed:
 - i. Approved water and septic
 - ii. Inspection

1 **21.70.120 Temporary dwellings.**

2 The purpose of this section is to allow temporary dwellings ~~options under certain circumstances~~
3 ~~to satisfy personal, but not financial hardships through the use of recreational vehicles that are~~
4 ~~sanitary, safe, and maintain the rural character of the surrounding area. Because such hardships or~~
5 ~~needs are personal and generally transitory,~~ the approval of temporary dwellings does not
6 constitute a long-term use commitment that conflicts with the comprehensive plan and
7 implementing ordinances.

8
9 Primary residency within permanent residential structures is encouraged, but temporary residency of
10 recreational vehicles shall be allowed according to the following standards.

11
12 A. An owner of a parcel ~~shall not~~ may allow a recreational vehicle on his or her parcel to be
13 occupied for ~~more than fourteen consecutive days or more than a total of one hundred twenty~~
14 ~~days during a calendar year up to sixty days in any consecutive twelve-month period.~~
15 Recreational vehicle occupancy in excess of sixty days is allowed only under . ~~An owner of a~~
16 ~~parcel shall not allow a mobile home to be located on the parcel if such location would result in a~~
17 ~~violation of density requirements of that zone, unless a temporary dwelling permit is issued to~~
18 ~~the parcel owner. A parcel owner may apply for a temporary dwelling permit to authorize up to~~
19 ~~one temporary dwelling on his or her parcel under no more than one of the following~~
20 ~~circumstances and when current registration is maintained:~~

21 ~~1. An occupant of the recreational vehicle or mobile home will receive continuous care or~~
22 ~~assistance from someone who resides in a dwelling unit located on the parcel at issue, or~~
23 ~~such occupant will administer such care or assistance to someone else residing on the parcel~~
24 ~~at issue; or~~

25 1. Seasonal use: The owner or owners of a parcel with no permanent dwelling thereon may
26 occupy a recreational vehicle for up to ninety days in any consecutive twelve-month period.

27 2. Overnight guests: Overnight stays in a recreational vehicle are permitted for non-paying
28 guests of the occupants of a permanent dwelling on a parcel, not to exceed a total of ninety
29 days in any consecutive twelve-month period.

30 23. Construction of a dwelling: The owner or owners of a parcel are in the process of
31 building or placing a dwelling intended for the owner's occupancy on the parcel may occupy
32 a recreational vehicle as long as an active building permit is maintained.

33 4. Temporary dwelling permit: The owner or owners of a parcel have obtained a temporary
34 dwelling permit under Section 21.70.120(B).

35 B. To apply for a temporary dwelling permit a parcel owner shall submit a completed application
36 on a form supplied by the ~~planning~~ Community Development Department. The application
37 shall be accompanied by:

38 1. A site plan drawn to a scale large enough to allow determination of the following:

39 a. The size and boundaries of the parcel;

- 1 b. The size and location of access, including driveways and access easements, from the
2 parcel to a county, state road;
- 3 c. The location and size of all existing structures on the parcel; and
- 4 d. The proposed location and size of the temporary dwelling.

5 2. A description of the proposed dwelling and provisions for water and septic.;

6 ~~3. A notarized statement signed by all owners of the parcel (excluding lien holders) setting~~
7 ~~forth the circumstances which necessitate the temporary dwelling; and~~

8 ~~4.~~ 3. A nonrefundable fee as set by resolution of the Board of County Commissioners.

9 ~~5. A statement from a physician substantiating a need for a person residing on the parcel to~~
10 ~~receive or administer continuous care and assistance, if applying pursuant to SCC subsection~~
11 ~~(A)(1) of this section.~~

12 C. Every temporary dwelling authorized in accordance with this chapter shall meet the following
13 minimum criteria:

14 1. The temporary dwelling shall not be used as a short-term vacation rental.

15 ~~2.~~ 2. The temporary dwelling shall be designed, constructed ~~placed~~ and maintained in a manner
16 which will facilitate its removal ~~or conversion to an approved permanent structure~~ on
17 expiration or termination of the permit.;

18 ~~3.~~ 3. A current vehicular license shall be maintained for the recreational vehicle used as a
19 temporary dwelling.

20 ~~4.~~ 4. There shall be no more than one temporary dwelling per parcel.

21 ~~5.~~ 5. No rent, fee or payment of any kind may be paid to the parcel owner for the placement
22 and/or occupancy of the temporary dwelling.

23 ~~6.~~ 6. The ~~placement of the~~ temporary dwelling must ~~meet the Skamania County health~~
24 ~~department requirements.~~ include adequate provisions for delivery of water and disposal of
25 sewage. While connection to an approved on-site septic system is encouraged, the
26 Community Development Department may approve alternative accommodations such as
27 evidence of a septic pumping contract.

28 ~~7.~~ 7. Setback requirements applicable to other structures in the same zone classification shall
29 be met.

30 ~~8.~~ 8. The Department may impose any conditions it deems necessary to maintain the rural
31 character of the surrounding area. Such conditions may include ensuring adequate buffers with
32 surrounding uses, visual screening, and limiting the size and number of accessory structures.

33 D. A permit for a temporary dwelling shall be issued by the ~~planning director~~ Community
34 Development Department after receipt of a completed application if ~~he or she finds grounds exist~~

1 ~~for the application under subsection A of this section and the criteria in subsection C are met.~~the
2 criteria under Sections 21.70.120(B) and (C) are met).

3 ~~E. If, after reviewing the completed application, the planning director~~ If it is determined~~s~~ that the
4 applicant does not meet the requirements of this chapter, ~~he or she shall deny the request~~the
5 application shall be denied and the application shall be informed ~~and inform the applicant in~~
6 writing of the reasons for the denial.

7 E. The applicant shall maintain the approved temporary dwelling permit on the premises at all
8 times.

9 F. Permit Term, Renewal and Revocation.

10 1. Term. A temporary dwelling ~~permit issued to an applicant based on subsection A of this~~
11 ~~section~~ shall be valid for ~~one year~~two years, ~~or until the cessation of the facts creating the~~
12 ~~basis for the application, whichever occurs first.~~ Temporary dwelling permits may be
13 renewed only under the circumstances set forth below.

14 2. Renewal.

15 ~~a.~~ A request for renewal of a temporary dwelling permit ~~issued under Section~~
16 ~~21.70.110(A)(1) of this chapter~~ shall be submitted by the applicant at least thirty days prior
17 to the expiration of the permit. Permits may be renewed only when the temporary dwelling is
18 occupied by a person who is to receive from or administer to a resident of the principal
19 dwelling, continuous care and assistance necessitated by advanced age or infirmity. That
20 request must be made by filing a statement from a physician substantiating a need for a
21 person residing on the parcel to receive or administer continuous care and assistance, and a
22 ~~notarized~~ statement listing any changes in the information provided on the application for the
23 original permit. Such temporary dwelling permit may be renewed for twelve-month intervals
24 if the then existing conditions for renewal are met. ~~However, if a request for renewal of a~~
25 ~~temporary dwelling permit under this subsection is not received thirty days prior to the~~
26 ~~expiration of the permit, the permit shall become null and void.~~

27 ~~b.~~ A request for renewal of a temporary dwelling permit issued under subsection (A)(2)
28 ~~of this section shall be submitted at least thirty days prior to the expiration of the permit.~~
29 ~~That request must be accompanied by a notarized statement showing that the conditions~~
30 ~~authorizing the temporary dwelling continue to exist and listing any changes in the~~
31 ~~information provided on the application for the original permit. A temporary dwelling~~
32 ~~permit may be renewed only once and for a term no longer the term of the initial~~
33 ~~temporary dwelling permit.~~

34 3. Revocation. If the ~~planning director~~Community Development Department determines
35 that:

- 36 a. Any of the requirements of this chapter have not been satisfied;
- 37 b. Any of the conditions attached to the permit have not been met; ~~or~~

1 c. The temporary dwelling is the cause of a nuisance as enumerated in SCC Chapter
2 8.30; or

3 ed. The grounds authorizing the permit no longer exist.

4 The temporary dwelling permit may be revoked after notice to the holder of the permit. If the
5 permit holder has not demonstrated to the ~~planning director~~Community Development
6 Department within seven days of the mailing of such notice that no grounds for revocation
7 exist, then the permit may be revoked and the matter referred to code enforcement for
8 appropriate action pursuant to SCC Chapter 21.100.

9 4. Expiration. Occupancy of a temporary dwelling shall cease immediately upon expiration
10 of a temporary dwelling permit and within fourteen days after mailing, by certified mail, of
11 notification of revocation; all utilities shall be disconnected within thirty days after the date
12 of expiration or revocation; ~~and, if the temporary dwelling is a mobile home it shall be~~
13 ~~removed from the parcel within thirty days after the date of expiration or revocation,~~ unless
14 prior to such deadlines the parcel owner can demonstrate to the ~~planning director~~Community
15 Development Department that grounds did not exist for revocation. An unoccupied
16 recreation vehicle may be stored on the property with all utilities disconnected, except for
17 electrical power.

18 5. An appeal of ~~the planning director's~~ decision made by the Community Development
19 Department under this chapter shall be processed and heard pursuant to SCC Section
20 21.16.070(D).

21

B. Administrative Review Uses. Uses which are allowed, with administrative review by the department for consistency with standards placed upon those uses under this title and the following:

1. Submit a completed application and fee.
2. Submit a site plan which includes the following:
 - a. North arrow;
 - b. Scale;
 - c. Boundaries, dimensions, and size of subject parcel;
 - d. Significant terrain features or landforms;
 - e. Existing vegetation;
 - f. Watercourses/drainage;
 - g. Location and size of existing and proposed structures;
 - h. Location and width of existing and proposed roads, driveways and trails;
 - i. Location of existing and proposed services, including water, sewage, power and telephone;
 - j. Location and depth of all grading and ditching.
3. Notice to all adjacent property owners within three hundred feet.
4. Fourteen-day comment period (calendar days).
5. An appeal of the planning director's decision shall be processed and heard pursuant to SCC 21.16.070(D).
6. The subject request will be reviewed for compliance with the following:
 - a. Compatibility with the surrounding development/area;
 - b. Sufficient off-street parking;
 - c. Clear and safe routes of ingress and egress;
 - d. Adequate buffers with surrounding uses to assure visual and audible screening. Buffers may include but are not limited to open space, vegetation, and fencing.