



**CITY OF NAPAVINE PLANNING COMMISSION MEETING**  
**Monday – March 4, 2024 – 6:00 PM**

Deborah Graham,  
*Position 1*

Amy Hollinger  
*Position 2*

Arnold Haberstroh,  
*Position 3*

Amy Morris  
*Position 4*

Scott Collins  
*Position 5*

Bryan Morris  
PW/CD Director

- I. PLEDGE OF ALLEGIANCE**
- II. INVOCATION**
- III. CALL TO ORDER**
- IV. ROLL CALL**
- V. APPROVAL OF AGENDA – As Presented**
- VI. APPROVAL OF MINUTES**
  - 1) Planning Commission Meeting Minutes – July 3, 2023**
- VII. OLD BUSINESS**
- VIII. NEW BUSINESS**
  - 1) Complete Streets Policy (Ordinance)**
- IX. CONSIDERATION**
- X. CITIZEN COMMENT**
- XI. GOOD OF THE ORDER**
- XII. ADJOURNMENT**

**City of Napavine**  
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**City Website**  
[www.cityofnapavine.com](http://www.cityofnapavine.com)

**Planning Commission Meeting is held in person and via  
Teleconference.**

**Teleconference Information**

**Dial-in number (US): (720) 740-9753**

**Access code: 8460198**

**To join the online meeting:**

**<https://join.freeconferencecall.com/rdenham8>**



**NAPAVINE PLANNING COMMISSION MINUTES**  
**July 3, 2023 6:00 P.M.**  
**Napavine City Hall, 407 Birch Ave SW, Napavine, WA**

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**PLEDGE OF ALLEGIANCE:**

**INVOCATION:** Invocation was led by Commissioner Collins

**CALL TO ORDER:**

**Commissioner Graham** opened the regular Planning Commission meeting to order at 6:02 PM

**ROLL CALL:**

**Planning Commission present: Commissioner Graham, Commissioner Morris, Commissioner Hollinger, and Commissioner Morris. Commissioner Morris motioned to excuse Commissioner Haberstroh, seconded by Commissioner Hollinger. Vote on Motion 3 aye, 0 nay.**

**APPROVAL OF AGENDA – As presented:**

**Commissioner Hollinger motioned to approve the agenda as presented, seconded by Commissioner Collins. Vote on motion 3 aye, 0 nay.**

**APPROVAL OF MINUTES:**

**Commissioner Collins motioned to approve minutes from the Planning Commission Meeting on June 5, 2023, seconded by Commissioner Hollinger. Vote on motion 3 aye and 0 nay.**

**OLD BUSINESS:**

**1. Review Chapter 17.44.070 – Standards for recreational vehicle parks.**

**Director Morris** followed up and confirmed that Commissioner Haberstroh reached out to him and confirmed that other parks have a 20 ft road width. All other items have been addressed, and staff kept the 20 ft. road width.

**Commissioner Morris motioned to forward Chapter 17.44.070 – Standards for Recreational Vehicle Parks on to city council, seconded by Commissioner Hollinger. Vote on motion 3 aye, 0 nay.**

**NEW BUSINESS:**

**1. Adult Family Homes**

**Director Morris** explained to the Planning Commission that this is a code change required by RCW. Applicants will follow the Reasonable Accommodations code.

**Commissioner Hollinger motioned to pass Adult Family Homes code on to council, seconded by Commissioner Collins. Vote on motion 3 aye, 0 nay.**

**1. Residential Care Facilities**

**Director Morris** explained that the requirements are the same as the adult family home, just a different number of occupancies for residents. **Commissioner Collins** asked if there are requirements regarding certain individuals in half-way houses near schools? **Director Morris** stated no, it is based on state criteria and code, the city can't create a code that overrides state RCW/WACs because it may be viewed as discrimination under Federal Housing Act.

**Commissioner Morris motioned to pass Residential Care Facilities code changes on to council, seconded by Commissioner Hollinger. Vote on motion 3 aye, 0 nay.**

**2. Child Daycare Facilities**

**Director Morris** explained to the Planning Commission that this change is just removing adult family homes and residential care facilities out of this code. Everything else and conditions stay the same. **Commissioner Hollinger** asked if there is any way that they could put a stipulation to require the daycares to be away from the Residential Care Facilities and Adult Family Homes. **Director Morris** stated that then you would be limiting the Daycare Facilities.

**Commissioner Collins motioned to pass Child Daycare Facilities code changes on to council, seconded by Commissioner Morris. Vote on motion 3 aye, 0 nay.**

**3. Reasonable Accommodations**

**Director Morris** stated that the Community Development Director has authority to grant reasonable accommodations conditions to Adult Family Home and Residential Care Facilities. It requires an annual renewal; a business license will not be granted without approval.

**Commissioner Collins motioned to pass Reasonable Accommodations code on to council, seconded by Commissioner Hollinger. Vote on motion 3 aye, 0 nay.**

**CONSIDERATION:**

**Short Term Rentals**

**Director Morris** requested the Planning Commission brainstorm how the city wants to process short term rentals. After working on the short-term rentals, the Planning Commission will need to address condo codes also. The Planning Commission requested to keep Short Term Rentals under Consideration for the next meeting, staff will provide a few more codes from other cities to review.

**GOOD OF THE ORDER:**

**Director Morris** stated that LCFD #5 has a temporary fire chief for 90 days and informed him that they are not reviewing any fire codes for upcoming projects, that puts the burden back on the city. The city may need to hire a 3<sup>rd</sup> party reviewer to oversee fire codes.

**Commissioner Graham** asked to be excused from the next meeting on July 17<sup>th</sup>, she will be out of town. Director Morris stated since Commissioner Haberstroh was not in attendance to confirm if he would be in attendance or not, if Commissioner Haberstroh can't attend, the meeting will be cancelled. If the meeting is cancelled, next meeting will be July 31<sup>st</sup>.

**ADJOURNMENT** 6:51 pm

**Commissioner Hollinger** motioned to adjourn, seconded by **Commissioner Morris** Vote 3 aye, 0 nay.

*These minutes are not verbatim. If so desired, a recording of this meeting is available online at <https://fccdl.in/LiETbfi9EW>*

**Respectfully submitted,**

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Bryan Morris, Community Development/Public Works Director

Planning Commission Chairperson

**Chapter ###.##**

**COMPLETE STREETS POLICY**

**AN ORDINANCE OF THE CITY OF NAPA VINE, WASHINGTON, ADOPTING CHAPTER ###.## OF THE CITY OF NAPA VINE MUNICIPAL CODE TO ESTABLISH A “COMPLETE STREETS” PROGRAM FOR THE PURPOSE OF PROVIDING SAFE ACCESS AND ACCOMMODATIONS TO ALL USERS INCLUDING BICYCLISTS, PEDESTRIANS, MOTORISTS AND PUBLIC TRANSPORTATION USERS.**

**WHEREAS**, the city of Napavine Comprehensive Plan addresses the need for new streets to provide transportation for all modes of travel; and

**WHEREAS**, in order to ensure that the city’s Comprehensive Plan vision is implemented, adoption of a new chapter to address the criteria and procedures for Complete Streets is necessary; and

**WHEREAS**, in 2011, the Washington State Legislature passed the Complete Streets Bill (ESHB 1071), creating a complete streets grant program to encourage street designs that safely meet the needs of all users and also protect and preserve a community’s environment and character; and

**WHEREAS**, adopting a complete streets ordinance will qualify the city of Napavine to apply for the state complete streets grant program, when it is funded by the Legislature;

Sections:

- ###.##.010 Purpose.
- ###.##.020 Definitions.
- ###.##.030 Exceptions.
- ###.##.040 Projects.
- ###.##.050 Network.
- ###.##.060 Freight/truck routes.
- ###.##.070 Intergovernmental coordination.
- ###.##.080 Best practice criteria.
- ###.##.090 Performance standards.
- ###.##.100 Implementation.

**###.##.010 Purpose.**

The city of Napavine shall, to the maximum extent practical, scope, plan, design, construct, operate and maintain appropriate facilities for the safe accommodation of pedestrians, bicyclists, transit users, motorists, emergency responders, freight and users of all ages and abilities in all new construction, retrofit or reconstruction projects. Through ongoing operations and maintenance, the city of Napavine shall identify cost effective opportunities to include complete streets practices.

The vision of Napavine is a community in which all users regardless of age, ability, or preferred mode of travel can safely and efficiently use the public right-of-way to meet their transportation needs.

**##.##.020 Definitions.**

“Complete Street” means a road that is designed to be safe and accessible for all transportation users including drivers, bicyclists, transit users, freight, emergency service providers, and pedestrians of all ages and abilities.

“Complete street infrastructure” means design features that contribute to a safe, convenient, and comfortable travel experience for users, including but not limited to features such as: sidewalks; share use paths; bicycle lanes; automobile lanes; paved shoulders; landscaping; curbs; accessible curb ramps; bulb-outs; crosswalks; refuge islands; pedestrian and traffic signals, including countdown and accessible signals; signage; street furniture; bicycle parking facilities; traffic calming devices; surface treatments such as paving blocks, textured asphalt, and concrete; narrow vehicle lanes; and raised medians.

“Street” means any public right-of-way, including arterials, connectors, alleys, ways, lanes, and roadways by any other designation, as well as bridges, tunnels, and any other portions of the transportation network, that is open for use by the general public.

“Street project” means the construction, reconstruction, retrofit, maintenance, alteration, or repair of any street and includes the planning, design, approval, and implementation processes.

“Users” means individuals that use streets, including pedestrians, bicyclists, motorists, and public transportation riders and drivers.

**##.##.030 Exceptions.**

Facilities for pedestrians, bicyclists, transit users and/or people of all abilities are not required to be provided when:

- (1) A documented absence of current or future need exists;
- (2) Nonmotorized uses are prohibited by law;
- (3) Routine maintenance of the transportation network is performed that does not change the roadway geometry or operations, such as mowing, sweeping, chip seal, seal coats, and spot repair;
- (4) The cost would be disproportionate to the current need or probable future uses;
- (5) Where there are significant adverse environmental impacts to streams, wetlands, steep slopes, or other critical areas;
- (6) In instances where a documented exception is granted by the council.

**##.##.040 Projects.**

Those involved in planning and design of projects within the public right-of-way will give consideration to all users and modes of travel from the start of planning and design work. Transportation improvements shall be viewed as opportunities to create safer, more accessible streets for all users. This shall apply to new construction, reconstruction, and rehabilitation. Community engagement will be encouraged during project planning and development.

**##.##.050 Network.**

Projects should enhance the overall transportation system and its connectivity for access to parks or recreation areas, schools, downtown, existing pedestrian or bicycle networks, or regional bicycle pedestrian plans prepared by other associated groups such as Lewis County.

**##.##.060 Freight/truck routes.**

Because freight is important to the overall economy of Napavine and has unique right-of-way needs to support that role, freight will be the major priority on streets classified as truck routes. Complete street improvements that are consistent with freight mobility but also support other modes and user needs shall be considered for truck routes.

**###070 Intergovernmental coordination.**

It is a goal of the city of Napavine to foster partnerships with all Washington State transportation agencies including the Washington State Department of Transportation (WSDOT), the Federal Highway Administration, Lewis County, Napavine School District, and any funding agency to implement the complete streets ordinance.

**###080 Best practice criteria.**

The council or designee shall modify, develop and adopt policies, design criteria, standards and guidelines based upon recognized best practices in street design, construction, and operations including but not limited to the latest editions of American Association of State Highway Transportation Officials (AASHTO), Institute of Transportation Engineers (ITE) and National Association of City Transportation Officials (NACTO) while reflecting the context and character of the surrounding built and natural environments and enhance the appearance of such.

**###090 Performance standards.**

The city of Napavine shall put into place performance standards with measurable benchmarks to continuously evaluate the complete streets ordinance for success and opportunities for improvement. Performance standards may include transportation and mode shift, miles of bicycle facilities or sidewalks, public participation, number of ADA accommodations built, number of ADA accommodations retrofitted, and number of exemptions from this policy approved.

**###100 Implementation.**

This policy will primarily be implemented during the annual development of the city's six-year transportation improvement plan (STIP). The city will also work to incorporate complete streets principles into the Comprehensive plan and associated documents.

# Goal: Successful Policies

1. Sets a vision.
2. Includes all users and all modes.
3. Applies to all phases of all applicable projects.
4. Specifies and limits exceptions, with management approval required.
5. Emphasizes connectivity.
6. Is understood by all agencies to cover all roads.
7. Uses the best and latest design standards and is flexible.
8. Complements the community's context.
9. Sets performance standards.
10. Includes implementation steps.

