

Lewis County Planning Commission

Public Meeting

In-Person & Virtual Meeting via Zoom

August 12, 2025 - Meeting Notes

Planning Commissioners Present: Jason Alves, District 1; Jeff Skutley, District 2; Frank Corbin, District 3; Roger Moore, At-Large; Gretchen Fritsch, District 3; Bob Russell, District 2

Staff Present: Mindy Brooks, Director of Community Development; Kylie Peckham, Office Assistant Senior

Materials Used:

- Agenda
- Draft Meeting Notes – July 22, 2025

1. Zoom Guidelines

The clerk dispensed with the Zoom Guidelines.

2. Call to Order

A. Determination of a Quorum

6 Commissioners were present; there was a quorum.

3. Approval of Agenda

The Chair entertained a motion to approve the agenda for August 12, 2025. Commissioner Moore made the motion to approve the agenda; seconded by Commissioner Russell. The motion carried unanimously.

4. Approval of Meeting Notes

The Chair entertained a motion to approve the meeting notes for July 22, 2025. Commissioner Alves made the motion to approve the agenda; seconded by Commissioner Moore. The motion carried unanimously.

5. Public Comment

There were no members of the public who wished to provide comments.

6. Continued Public Hearing

A. Comprehensive Plan Periodic Update – Development Regulations

Mindy Brooks, Director of Lewis County Community Development, gave a presentation on the Comprehensive Plan Periodic Update, Short Term Rentals. *See presentation for details.*

Commissioner Russell moved to recommend that the Board of County Commissioners approve the amendments to Lewis County Chapter 17.105 and the definition of Short Term Rental, as presented in Attachment A of the August 4 Staff Report and to use the state's definition of Short Term Rentals. The motion was seconded by Commissioner Alves. The motion passed 6-0.

Commissioner Russell asked if new unique structures could be built under the new proposed short term rental regulations. Mindy responded yes, but they may not meet the standard building code so they would need to take on the liability associated with it. However, water and septic standards must be met.

Commissioner Russell asked if they were going to review each attachment to the staff report separately. Mindy responded that each attachment is a separate code chapter, but she summarized it all in her presentation.

Commissioner Fritsch asked if county staff will be responsible for what the STR permit looks like or if there will be opportunity for further input on it later from the Planning Commission. Mindy responded that Community Development will create the applications, but they can easily be changed at any time. Mindy provided the sample application to show what it would look like to use the liability waiver for structures that don't fit the traditional model. Commissioner Skutley expressed concern about the homeowner taking on the liability. Mindy responded that STRs are required to be insured by the state.

Commissioner Fritsch noted her concern that the Good Neighbor standards are not being addressed in the proposed regulations. Mindy responded that the Planning Commissioners can make a motion to add back in some of the language about Good Neighbors or it could be addressed by the proposed Steering Committee. Commissioner Corbin responded that he feels the Steering Committee should address those concerns.

Commissioner Skutley expressed concern about the 180 day requirement. Mindy clarified the difference between the building code and zoning code regarding 180 days. The rest of the Planning Commissioners did not want to limit the number of days a residence can be used as a Short Term Rental at this time.

Commissioner Skutley expressed concern about needing more data before making decisions. Mindy responded that the proposed Steering Committee's goal is to use the data collected through the permits to determine further decisions.

Commissioner Fritsch asked if the Housing Needs Assessment – included as part of the record – is countywide or specific to Packwood. Mindy responded that both reports are being included in the supporting documentation for the Comprehensive Plan Periodic Update. Fritsch reiterated that there is data about housing for Packwood.

Mindy shared that the Planning Commissions proposal on the Comprehensive Plan Periodic Update will be moved to the Board of County Commissioners. They will hold three workshops throughout August and September and then hold a public hearing and deliberations in September. Mindy asked that two members of the Planning Commission attend the BOCC workshops on August 27th and September 10th. Commissioner Russell and Alves volunteered to attend on August 27th. Commissioners Corbin, Fritsch, and Skutley volunteered to attend September 10th.

Mindy asked what the Planning Commission would like to see recommended to the BOCC regarding the Steering Committee. Commissioner Fritsch suggested they work on the Good Neighbor agreements as well as create a phone line for complaints and requests. Commissioner Corbin does not want to see it become an HOA and be specific in scope. Commissioner Skutley would like them to discuss if future regulations are necessary and what those would look like. Commissioner Russell would like the community to tell the county what they want.

7. Good of the Order:

A. Staff

Mindy shared a quarterly permit data report that indicates the number of permits for 2025 has decreased considerably. She also provided the timeframes for permit reviews.

B. Planning Commissioners

There were no items from the Planning Commissioners for good of the order.

8. Calendar:

The next Planning Commission meeting will be on October 14, 2025, and the agenda item will be a workshop on the Critical Areas Ordinance.

9. Adjourn

Commissioner Russell made a motion to adjourn. The meeting was adjourned at 7:01pm.