



## Planning Commission Meeting Minutes

City Hall Council Chambers  
700 Highway 2, Leavenworth, WA

**Wednesday, August 5, 2020 at 7:00 PM**

**OPEN OF THE MEETING:** Steven Booher, Acting Chair, called the meeting to order at 7:03 PM.

**ROLL CALL:** Steven Booher, Alison Miller, Angela Harrison and Colin Forsythe. Absent: Andy Lane, Chair, Pete Olson and Chuck Reppas

**STAFF:** Lilith Vespier, Development Services Manager and Devyn Walter, Intern

**COMMUNITY MEMBERS:** Sharon Waters, T. Boyd and Jordan McDevitt

**Review and approval of Planning Commission Minutes:** Steven Booher moved to approve May 6, 2020 and July 1, 2020; Alison Miller seconded; approved by all.

**Review of Housing Action Plan:** Development Services Manager Lilith Vespier started out the evening with discussion of the Housing Action Plan new public outreach option for residents to “Share Your Housing Story,” which provides an opportunity to engage with the community without creating a survey. The Planning Commission discussed ways to get the word out, including using the city newsletter monthly instead of quarterly because of the number of projects happening in the next six months. Ms. Vespier will bring that idea forward and also draft a press release, dropping off flyers at the Post Office, email interested parties, and update the City website. Alison Miller shared concern about reaching people who work in Leavenworth but don’t live here. Discussion about including the “Share Your Housing Story” flyer with the employer survey so that employers could distribute with their staff was provided as a way to reach the working resident.

**Status of the Transportation Element Updated:** Ms. Vespier and Herb Amick are meeting with the consultant twice a month to review the project progress. She showed a draft outline of upcoming agendas. The Planning Commission asked about Capital Facilities and asked about the water meter funding. The Capital Facilities wasn’t meeting the requirements for GMA so, as part of the two-year cycle, a larger update to the Element will be reviewed by the Planning Commission. There was a question about improvements to Osborn. The type of improvements has not been identified and will not be on the capital facilities until the city purchases the property.

**District Use Chart:** Ms. Vespier and the Planning Commissioners reviewed and discussed updated to the draft District Use Chart, primarily focused on the commercial uses.

**Adjournment** Meeting adjourned at 9:03 PM

*(Meeting recording available on request)*

Respectfully Submitted,  
Devyn Walter, Intern  
City of Leavenworth