



## Planning Commission Meeting Minutes

City Hall Council Chambers  
700 Highway 2, Leavenworth, WA

**Wednesday, August 19, 2020 at 7:00 PM**

**OPEN OF THE MEETING:** Andy Lane, Chair, called the meeting to order at 7:01 PM.

**ROLL CALL:** Andy Lane (Chair), Pete Olson, Angie Harrison, and Colin Forsyth

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

**COMMUNITY MEMBERS:** Sharon Waters, Duane Goehner, Carolyn Wilson, Kendra Breiland, Kara Hall, Peter Keenan, Jennifer Saugen, Bob Fallon, Maren Montgomery, Marty Fallon, Chris Clark, Zeke Reister, and Anne Hessburg

**Transportation Element:** Ms. Vespier introduced Kendra Breiland, for a presentation on the Transportation Element Update. Ms. Breiland lead the presentation, starting with an introduction of project members, Kara Hall, and Jennifer Saugen. The presentation started with the definition of peak hours and levels of service (LOS). Peak hours times are when there is a heavy flow of traffic, and levels of service is a qualitative measurement of the need for service for traffic to move smoothly.

The presentation touched on the Washington State Growth Management Act (GMA) requires for transportation to accommodate growth at a specific LOS. To meet those adopted LOS, the transportation plan will identify projects which the GMA requires to be reviewed as financially realistic. Chair Lane, added that the financially realistic projects are divided into two lists – 20-year projects (hopeful) and 6-year projects (active projects).

Peter Keenan asked if the element would address the incoming apartments behind Safeway in Leavenworth feeding new traffic into the intersection. Ms. Breiland answered that they would be looking at the forecast for this development and other new development options in the area.

The State does not require how LOS is measured but it is more about the community measuring the “right things” to meet the community desires. There are also many ways to measure LOS, such as intersection delay, transit, bicycle facilities, and pedestrian safety, etc.

Leavenworth defines LOS at intersections and along arterials and collector roadways. Leavenworth’s level of service has been rated as a “D Level” which means it takes more time for traffic to move through major intersections, using a traditional average weekday (Tuesday – Thursday) PM Peak Hour, typically between 4-6pm. The City regulations do provide an option for additional analysis covering other time periods based on the development type/location.

The current Leavenworth review has some pro’s and con’s. The pro’s include measuring average delay to intersections during evening commutes. Another pro is the City is not building for the peak of the peak, highest uses – like a shopping mall at Christmas. The con’s include a lack of measurement for walking, biking and transit use, no measurement of driver experience between intersections and no measurement of other (weekend/festival) delays.

Ms. Breiland, moved on to examples of communities similar to Leavenworth, in Washington State and nationally. Most similar to Leavenworth, may include Tahoe and Aspen. These communities use a range of multimodal (bike and pedestrian) measurements. Ms. Vespier noted that the community values walking and biking options but current development has not been measured for those facilities. The multimodal review may help address those issues. Maren Montgomery asked, how many of the visitors come only for the day? That data has not been collected. Ms. Montgomery was concerned that if visitor’s only come for the day, we may not have addressed the impacts if we don’t know the travel pattern (day versus weekend). Ms. Breiland, talked about how to capture those users (local or visitor).

Chair Lane, noted that multimodal requirements (or any mitigation) could result in shared costs between the City and the developer or result in development not being feasible. Ms. Breiland noted that there are “fair-shared” costs (what a developer contributes based on project impacts) and just projects. Projects and services that the City has defined as specific improvement areas based on community need.

Councilmember Reister, asked about the impact times, currently defined as Tuesday – Thursday PM. Ms. Breiland noted that the current policy has pro’s (affordable). The shift to another time should be weighted with LOS and review of projects/costs for maintaining LOS and meeting GMA growth. The costs will impact both the developer and the City, for development and maintenance. Councilmember Reister, talked about the quality life issues that needs to be recognized. Ms. Breiland noted that is the next, and very important step, to be addressed in future meetings – review of the critical goals, specifically, what are the need to have and nice to have components? Generally, need to have generally include quality of life, safety and financial well-being. But the need to have items will be determined by the City. Chair Lane noted that if the LOS is not met that the City has to deny a project or have a way of meeting the LOS. This could be a challenge with any project, including housing projects.

Ms. Breiland went on to discuss a corridor-level delay measurement which reviews a LOS averaged over the length of a corridor. One section may fail but if the whole remains at an adopted LOS. This provides more options for improvements throughout the length of the corridor.

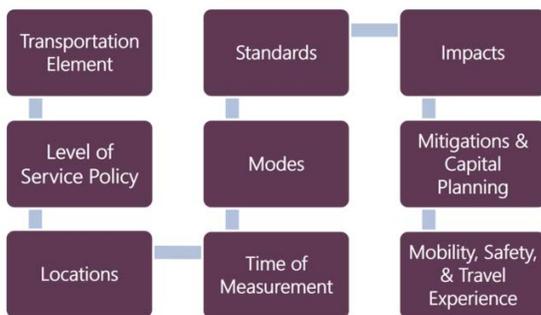
Ms. Breiland discussed other tourist community’s use of alternative peak hour times, such as Tahoe uses Friday PM in August. Chair Lane asked about how concurrency would work with alternative peak hour. Ms. Breiland clarified that a community would use the adopted standard and the developer would have to review during the communities adopted peak hour. Ms. Breiland recommends that communities measure for a specific time (not the A-F grading).

Chair Lane asked about having multiple concurrency timelines for different uses (multi-family vs tourist business). Ms. Breiland noted that under the current regulations, the City staff can make this request. She went on to clarify this is a review of the “generator,” the use which is generating traffic. The review is done through a traffic impact analysis. Discussion about the impacts and costs continued.

Devyn Walter asked about access for emergency services, such as access to the hospital. Ms. Breiland noted that this goes back to the need to have versus the nice to have elements which will be part of developing any policy.

Ms. Breiland discussed the current peak hour pro’s/con’s and the option of using a season peak. The use of a seasonal peak would need to consider lower LOS, would result in developers being partially responsible for large, expensive improvements, result in a transportation system built for peak use, and higher ongoing maintenance costs for City and Washington State Department of Transportation. Ms. Breiland talked about the decision-tree for the next steps.

### LOS DECISION-TREE



Commissioner Olsen asked about who will be determining the LOS. Ms. Vespier noted that it will be the City making other decisions to meet the City vision. Ms. Hall talked about the next Visioning meeting and forecasting to ensure the vision can be meet.

Commissioner Harrison stated a concern about measuring on weekdays, missing weekend tourism impacts, and the need to address the pedestrian and bike impacts. Ms. Breiland stated that they could propose a different peak hour time that is of more concern so that they were getting those measurements but need to review the delay timelines for LOS too. Ms. Vespier noted that the highway is a main concern for traffic in the community

but the City doesn’t have a lot of control over the highway. Ms. Hall stated that they are trying to communicate with WSDOT to address movement through Highway 2. Ms. Breiland noted that WSDOT has a new strategy to work with communities for options to address needs.

Mr. Keenan, asked about his traffic analysis data, sent to the City. Ms. Vespier noted that she received the document and would provide it to the consultants for their review. He was concerned about how we measure the delays and impacts. The consultants are also completing data collection and analysis that will be part of the final report.

Ms. Vespier ended the conversation stating that the Commission would be talking about the Transportation Element every third Wednesday at the Planning Commission meetings for anyone who wanted to participate.

**Capital Facilities:** Ms. Vespier reviewed the draft Capital Facilities element amendments. The element had been identified by the Department of Commerce as not meeting the GMA. Ms. Vespier has added more information to the element and is working with staff for a comprehensive project lists, which will be reviewed in October.

**Adjournment** Meeting adjourned at 9:12 PM

*(Meeting recording available on request)*

Respectfully Submitted,  
Devyn Walter, Intern  
City of Leavenworth