



Planning Commission Agenda

Wednesday, September 2, 2020 at 6:30 PM
City Hall Council Chambers
700 Highway 2, Leavenworth, WA

Join the Zoom Meeting using one of the three options:

(1) connect via the Zoom app: Meeting ID: 861 8562 3369 Passcode: 224455

(2) use the web link:

<https://us02web.zoom.us/j/86185623369?pwd=YUVBQ2UxUEtlVFZlVFEwMWVmZ2FGcWtPQT09> OR

(3) call in: 1-253-215-8782. Alternative call-in phone numbers may be used, visit zoom website for more information: <https://us02web.zoom.us/u/kOFTNV2hD>

The public is encouraged to attend via zoom. However, City Hall will be open if the public wants to attend in person. Social distancing and a mask will be required for those that choose to attend. Space may be limited.

Staff will open the zoom hosting site approximately 10 minutes prior to the meeting for people to assemble. The public is encouraged to submit written comments prior to the meeting by sending to the Development Services Manager - dsmanager@cityofleavenworth.com; comments via email will need to be submitted by no later than 6:00 PM on the meeting day, in order for them to be received and prepared for submission into the record. Comments received through US Mail or delivered to City Hall will be included if they are received prior to the meeting.

1. Call Meeting to Order, 6:30 pm

2. Roll Call: *Planning Commission Chair: Andy Lane (position #3 – expiration 2020)*

Planning Commission Commissioners: Steven Booher (#1 - 2022), Chuck Reppas (#2 - 2023), Pete Olson (#4 - 2021), Angie Harrison (#5 - 2021), Colin Forsyth (#6 - 2022) and Alison Miller (#7 - 2022)

3. Review and approval of Minutes – August 5, 2020 and August 19, 2020 (*provided separately*)

4. Joint Meeting with City Council

a. Roll Call of City Council Members

b. Update on the 2020 Docket List

5. Public Housing Workshop – Where have we been? Where are we at? Where are we going?

6. Future Meeting Considerations

a. September 16th Meeting: Transportation– Leavenworth’s Vision & Layered Network (pedestrian, bike, etc) and Shoreline Master Program Workshop – What is required to change? What do we want to change?

b. October 7th Meeting: Housing Action Plan – Needs Assessment Update and Capital Facilities Element Workshop/Hearing

7. Open Discussion Items, at the Chair’s discretion

8. Adjournment

All Planning Commission meetings are open to the public

Planning Commission Docket

2020 Cycle of Amendments

The Planning Commission Docket is intended to provide a priority list of Comprehensive Plan and Development Regulation projects to be reviewed within the next year by the Planning Commission. The focus of the amendments is first with State required updates then City Council amendments, studies or reports. Pursuant to Leavenworth Municipal Code Section 21.03.040, the Docket only addresses amendments to the Comprehensive Plan and amendments to Title 17, Subdivisions, Title 18 Zoning and Title 16 Critical Areas, excluding Chapter 16.04 SEPA. Additional actions may be requested by the City Council.

The Docket is compiled each November/December with input from the Planning Commission, the City Council, the public and City staff. In January, the City Council hosts a meeting with the Planning Commission to review and prioritize the Docket.

Priority Items

- A. Transportation Element
 - 1. Parking Study finding and recommendations may be incorporated with the Transportation Element.
 - 2. Transportation Element Policy 3 - Review of Peak Traffic (Friends of Leavenworth, City sponsored).
 - 3. Transportation Element – Update the 20-year Transportation Improvement Plan (TIP) to match proposed project and funding sources. This amendment will update the “Transportation Improvement Project List” which summarizes the list of transportation improvement projects and cost estimates for the next six years.
 - 4. Corridor Study findings and project inclusion with City Comprehensive Plan.
- B. A Housing Action Plan grant was awarded to the City from the Department of Commerce October 30, 2019. The goal of any such housing plan must be to encourage construction of additional affordable and market rate housing in a greater variety of housing types and at prices that are accessible to a greater variety of incomes, including strategies aimed at the for-profit single-family home market. The housing action plan should: (a) Quantify existing and projected housing needs for all income levels, including extremely low income households, with documentation of housing and household characteristics, and cost burdened households; (b) Develop strategies to increase the supply of housing, and variety of housing types, needed to serve the housing needs identified in (a) of this subsection; (c) Analyze population and employment trends, with documentation of projections; (d) Consider strategies to minimize displacement of low-income residents resulting from redevelopment; (e) Review and evaluate the current housing element adopted pursuant to RCW 36.70A.070, including an evaluation of success in attaining planned housing types and units, achievement of goals and policies, and implementation of the schedule of programs and actions; (f) Provide for participation and input from community members, community groups, local builders, local realtors, nonprofit housing advocates, and local religious groups; and (g) Include a schedule of programs and actions to implement the recommendations of the housing action plan. Housing Action Plan – Due June 15, 2021
- C. Fire Code Amendments – Wildland Urban Interface and other fire protection standards (Titles 14, 15 and 18)
- D. Osborn Property Ideas/Planning – Potential uses may require rezoning. Initial public discussions/workshops may be joint Council and Planning Commission.
- E. District Use Chart – including definition of uses such as commercial amusement (Title 18 and 21)

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- F. Chapter 14.12 Off-Street Loading and Parking, including parking requirements, landscaping requirements (exempt alley parking lots), residential standards (14.12.160.A vs. 14.12.160.E) and parking lot standards (Title 14)
 - 1. Residential Parking and Access Requirements including Alley Access (Titles, 14, 15 and 18)
 - 2. Parking Requirements for the Commercial Zones - Request to review and consider requiring parking within the commercial zones. (primarily Title 14)
- G. Alley Access Whitepaper – Discussion about use of alleys (primary residence and/or commercial use), development and maintenance of alleys (feasibility), vacation of alleys, etc.
- H. Code Inconsistencies, Clarifications & Incorporation of Policies and Interpretations
 - 1. Height calculation – review and graphic examples (Titles 18, 14 and 21)
 - 2. LMC Title 17 Subdivision – permitting nine lot short plats per RCW 58.17 (Title 17)
 - 3. Various code errors – such as, Adult Family Home reference RCW 70.128.175 change to 70.128.010 (includes Title 18)
 - 4. Public Works Development Standards – unify and review requirements, add utilities placed in the center of right of way, no cut policy, as-built requirements, ½ street improvement standard (Titles 12, 13, 14 and 15)

Secondary Items

- I. The Shoreline Master Program is both a planning document (Comprehensive Plan) and a regulatory (code) document. State law requires that it be reviewed and updated, as necessary, every eight years. The City has received grant funds from the Department of Ecology to support this update process. The primary goal of the update will be to address any changes in State law and to simplify the regulations and processes (streamline) where feasible. Shoreline Master Program Update – **Due June 1, 2021**
- J. Housing Task Force Recommendations (primarily Title 18); hold for Housing Action Plan
 - 1. Missing Middle Housing Options
 - 2. Affordable Housing Tools (Garten Haus and other types of options)
 - 3. Development Standards (residential - remanded item still to be reviewed, on hold Ordinance 1589) (Title 18)
 - 4. LMC 18.24 Supplementary Residential Districts Regulations –review of fence requirements and gabled modern vs. eave overhang (Title 15 and 18) including sight distance triangle (Title 14 and 18)
- K. Design Review Board, request for clarifying code updates, including adoption of additional “approved” samples. Design Review Board Request to update LCM 14.08 to clarify the use of vinyl, umbrellas, temporary structures, awnings, flags and logos. The DRB has been reviewing potential changes most of 2019 and hope to have final changes for the Council consideration in 2020.
- L. Commercial District Mixed Use Incentives, codified in LMC Chapter 18.35. The mixed-use incentive district is not addressed within the Comprehensive Plan creating a consistency concern. The addition of the overlay to the Comprehensive Plan will include a purpose statement and potential benefits and may result in modification to the LMC regulations.
- M. Coordinate Capital Facilities Plan - Request to coordinate the City’s Water System Plan with the Capital Facilities element, including review of project costs and funding and consistency with the Utility Element.

Planning Commission Docket

2020 Cycle of Amendments

- N. General Updates – add history to introduction, format changes, reduction in number of policies/goals, updating any identified split designation properties, etc.
- O. Housing Element Update based on Housing Action Plan & PC Housing Review
- P. Chelan County PUD discussion regarding underground power lines policy (Feb/March Study Session)
- Q. RV Park and Campground regulations (Title 18)
- R. LMC 18.74 Wireless Facilities - Small Cell Facilities (5-G) - In September 2018, the FCC adopted a declaratory ruling affecting local regulation of wireless facilities, specifically small cell systems, limiting the processing time for applications and the cost of permits. The rules became effect on January 14, 2019. The FCC declaratory ruling clarified that jurisdictions are permitted to include provisions that specifically address aesthetics.
- S. Code Inconsistencies, Clarifications & Incorporation of Policies and Interpretations
 - 5. Stormwater – removing conflicting references to the implementation of the 2016 Stormwater Plan (Titles 13, 14, and 15)
 - 6. Commercial Setback requirements – eave overhangs in commercial zone, zero or 5’ in commercial, etc. (Title 15 and 18)
 - 7. Right of Entry – addressed 12 times in code – unify language (as appropriate) and add for land use applications (new text Title 18 or 21)
 - 8. Title 15 Building and Construction, building codes – pools with or without power covers require fence, exemptions, time limit for demo permits, other clarifications; and clarify of Municipal Works Standards (Titles 12, 13 and 14)
 - 9. Violation process LMC 12.08 should reference LMC 21.13.

Placeholders – Urban Growth Area amendments due in March and development code amendments which may be submitted from the general public throughout the year for consideration.