



## Planning Commission Meeting Minutes

City Hall Council Chambers  
700 Highway 2, Leavenworth, WA

**Wednesday, January 8, 2020 at 7:00 PM**

**OPEN OF THE MEETING:** Acting Chair Anne Hessburg called the meeting to order at 7:00 PM.

**ROLL CALL:** Pete Olson, Chuck Reppas, Steven Booher, and Andy Lane. Larry Hayes was absent.

**COMMUNITY MEMBERS:** F. Margo Hornback, Zeke Reister, Sharon Waters, Tim Seaman, Alison Miller, Colin Forsyth, Jordan McDevitt, Bob Fallon, Alan Hunt, Duane Goehner, and Robert R. Stroup.

### **Review and approval of December 4, 2019 Planning Commission Minutes**

Commissioner Steven Booher motioned to approve the December 4, 2019 Planning Commission Minutes. The motion was seconded by Commissioner Pete Olson and passed unanimously.

#### **1. Missing Middle (continued 10/16/2019, 11/6/2019, 12/4/2019 discussions)**

- a. Public Workshop Draft Presentation** – Development Services Manager Lilith Vespier began with a slide show, which displayed the early plats in the town of Leavenworth. She noted that the first plat was recorded in 1892; the lots were 30 feet by 100 ft, the equivalent density of 14-15 units per acre. She went on to display historic plats and how they were developed in the early 1900's and compared those to the current build out of those same plats.

She went on to provide and display of construction by decade. She noted that most of the historic development was within the City limits and most of the current housing is being built outside of the City limits. There was discussion of the high cost of the new homes being sold and whether or not those were second homes. It was stated that Leavenworth is 36% second home ownership based on the Housing Assessment completed in 2017. There was discussion of tiny home communities and the States definition, regulations, and standards; the topic will be further discussed at the upcoming workshop. There was a final discussion regarding the upcoming workshop on Housing that will be scheduled in March at Cascade High School; discussion included historical data, the visual presentation, and engaging the public.

- b. Remanded Development Standards** – Ms. Vespier introduced the remanded item. There was discussion with Commissioners and attendees about whether or not the standards should be reviewed at the Housing Workshop. The general agreement was that too much change at one time may be overwhelming for those attending the workshop. This topic will be further discussed following the Housing Workshop.

- c. **Housing Action Plan – Objectives for the Scope of Work** – Ms. Vespier addressed the draft Scope of Work; 1.) Quantify existing and projected housing needs for all income levels, 2.) Define the boundary of the study area, 3.) Development strategies to increase the supply of housing needed for those by income level, 4.) Impacts to neighborhood housing, 5.) Population and employment trends, and 6.) Review of the current Comprehensive Plan Housing Element, looking for potential conflicts with goals and policies, and ensuring good support strategies.

There was discussion of including study on second homes, strategies to minimize displacement of low-income residents, minimal living conditions, average home size, and how housing will be supplied based on expected population growth.

## **2. 2020 Draft Docket**

- a. **Rating Forms and Process** – Ms. Vespier addressed the rating sheets that were completed by Commissioners. Discussion followed and the Planning Commission asked if all the Transportation items could be combined. Ms. Vespier noted the requested change and confirmed that the Joint Meeting with the Planning Commission would be held on January 28, 2020 during the regular City Council meeting. She said that the priorities from the Council members and Planning Commissioners will be tallied prior to the meeting and discussed at the Joint Meeting.

## **3. Draft Upcoming Meeting Topics**

- a. January 28, 2020 – Special Joint Meeting with City Council review 2020 Docket
- b. February 5, 2020 – Missing Middle Open House

## **4. Open Discussion Items, at the Chair’s discretion**

- a. Meeting hours – Do you want to keep the 7pm or match the City Council at 6:30 or do something different? This topic will be discussed once two new Planning Commissioners have been appointed.

## **Adjournment**

Meeting adjourned at 9:13 PM

*(Meeting recording available on request)*

Respectfully Submitted,

Sue Z. Cragun  
Executive Assistant  
City of Leavenworth