



Planning Commission Meeting Minutes

City Hall Council Chambers
700 Highway 2, Leavenworth, WA

Wednesday, March 4, 2020 at 7:00 PM

1. **OPEN OF THE MEETING:** Acting Chairman Andy Lane called the meeting to order at 7:00 PM.
2. **ROLL CALL:** Pete Olson, Andy Lane, Chuck Reppas, and Steven Booher.

STAFF PRESENT: Lilith Vespier.

3. **Introduction of new members:** N/A
4. **Appointment of new Planning Commission Chair:**

Commissioner Pete Olson motioned to appoint Andy Lane as Chairman of the Planning Commission. The motion was seconded by Commissioner Chuck Reppas and passed unanimously.

5. **Review and approval of February 5, 2020 Planning Commission Minutes**

Commissioner Chuck Reppas motioned to approve the February 5, 2020 Planning Commission minutes. The motion was seconded by Commissioner Pete Olson and passed unanimously.

6. **Public Hearing – LMC Chapter 14.08 Old World Bavarian Architectural Theme and Chapter 2.38 Design Review Board**

Chairman Andy Lane opened the public hearing.

Development Services Manager Lilith Vespier noted that staff has been working with the Design Review Board on the code updates throughout 2019. Additionally, the Planning Commission and DRB Chair, Todd Smith, held a workshop February 4, 2020. She noted that the staff report included all changes requested at the workshop and provides analysis of the code amendments finding them consistent with the Leavenworth Municipal Code, state law, and the Comprehensive plan; staff is recommending approval.

Chairman Andy Lane asked if there were any comments from the public; hearing none, he closed the public hearing.

Planning Commissioners briefly noted three typographical errors within the code amendment document.

Commissioner Chuck Reppas motioned to accept the document as amended, including the staff report, findings of fact, and conclusions. The motion was seconded by Commissioner Steven Booher and passed unanimously.

7. **Public Hearing – LMC Title 17 Subdivisions and Chapter 21.90 Definitions**

Chairman Andy Lane opened the Public Hearing.

Development Services Manager Lilith Vespier stated that this is a very simple modification to the processing of subdivisions, changing a short plat from a four-lot maximum to a nine-lot maximum. She said that staff has reviewed the amendment for consistency with the Leavenworth Municipal Code, the Comprehensive Plan, and state law, and find that it is consistent and recommend approval.

Chairman Andy Lane asked if there were any comments from the public; hearing none, he closed the public hearing.

Commissioner Steven Booher motioned to accept the proposed revisions to the subdivision code for the short subdivision code, including the staff report, findings of fact and conclusions. The motion was seconded by Commissioner Chuck Reppas and passed unanimously.

8. District Use Chart – Overview

- a. Review format: Ms. Vespier noted that all existing land uses currently in the code were pulled into a new chart format. The change is intended to provide clarity of what is permitted in each zoning district; additionally, it will be a quick way to reference uses. Reviewing each land use, its definition and the zoning district is estimated to take approximately 10 months to complete, working on small sections monthly. It was noted that it is important to receive public participation throughout the process, especially for such a comprehensive change.
- b. Review existing zoning district purpose statements: Ms. Vespier noted that some of the purpose statement for each zone include outdated language. This would also be a time to ask questions about the function of each district. The Planning Commission requested that staff provide their recommended changes at the next meeting.
- c. Identify common uses: Uses will be labeled as P for permitted use, AU for accessory use, and C for conditional use. Any blank spaces would be prohibited.
- d. Discuss the amendment process – where to start (type of uses or zones, other), how/when to address controversial uses, how/when to address conditional uses, etc.: The Planning Commission and staff reviewed all the residential uses and talked about how those worked together and fit in commercial zones. There was further discussion of various housing units, apartments, and their coinciding zoning requirements and uses.

9. Prep for Missing Middle Community Workshop

- a. Overview of meeting: Ms. Vespier stated that there will be 4 stations that Commissioners will manage; 1.) History and Affordability, 2.) Accessory Dwelling Units (ADU) and Triplexes, 3.) Fourplex Units and Courtyard Bungalow, and 4.) Tiny home, either by itself or as a community development. She said that each station will also have a large writing pad and post it notes for those who wish to write their own ideas to stick on the large pad.
- b. Assigning of stations to Planning Commission members: ADU and Triplexes – Chuck Reppas; Fourplex Units and Courtyard Bungalow – Steven Booher; Pete Olson – Tiny Homes; and Andy Lane – History and Affordability.

10. Draft Upcoming Meeting Topics

- a. March 26, 2020 @ 6:30pm Community Housing Workshop @ High School
- b. April 1, 2020 – Recap of Community Workshop; District Use Chart – start review of uses

11. Open Discussion Items, at the Chair’s discretion: No discussion.

12. Adjournment

Adjournment Meeting adjourned at 8:28 PM

(Meeting recording available on request)

Respectfully Submitted,

Sue Z. Cragun
Executive Assistant
City of Leavenworth