



Planning Commission Meeting Minutes

City Hall Council Chambers
700 Highway 2, Leavenworth, WA

Wednesday, July 1, 2020 at 7:00 PM

OPEN OF THE MEETING: Chairman Andy Lane called the meeting to order at 7:03 PM.

ROLL CALL: Andy Lane, Steven Booher, Pete Olson, Allison Miller, Angela Harrison and Colin Forsythe.

STAFF: Lilith Vespier

COMMUNITY MEMBERS: Sharon Waters, Dawn Couch, BERK, Tracy Smith, Kaylin Bettinger, Mr. Reister, Katie Holmes, David Morgan, other members attending were not identified.

Review and approval of Planning Commission Minutes: Pete Olson moved to approve March 4, 2020 and June 3, 2020 (*provided separately*); Angie Harrison seconded; approved by all. May minutes to be provided at the next meeting.

Several people sent messages to staff and Commissioners stating their difficulty connecting to zoom. Chair Lane requested we wait a few minutes to start the discussion.

Review and approval of the Housing Action Plan: Chair Lane asked staff to address the draft Community Engagement and Communications Plan. Dawn Couch from BERK Consulting attended the meeting and provided the overview for the document. The purpose of the Community Engagement and Communications Plan is to clarify what the key messages are, what questions the process will focus on, and who does what in order to work together to avoid overlapping tasks. The first three pages are key messages and key questions to talk to the community about as well as what activities and events go on and how to plan going about the project/process. The remainder of the plan are appendices which provide more detail.

There was a question of why single-family residents were specifically called out. It was noted that the character of existing single-family residential neighborhoods is generally a concern for residents; therefore, the questions is intended to understand what those concerns may include. An optional question may 'What is important to them about their neighborhood and future options going forward'?

There was a lengthy discussion regarding why there was an employer survey but not an employee survey. Dawn Couch noted that most of the data regarding housing income and condition would come from other sources and that a community survey was not part of the BERK contract. Lilith Vespier noted that the City Council opted not to have a community survey and that those resources (time and money with BERK) would be directed to the final plan containing more visual images of housing types and potential impacts.

There was a question about how to reach out to Spanish speaking communities as well as special needs and homeless communities proactively, and what communication channels would be most effective. Ideas were discussed included press releases to the local radio stations, Spanish speaking flyers, and reaching out to local agencies or groups.

There was a question regarding why the City was not doing more to help affordable housing groups, such as MEND, which have the resources and ability to help the community. Dawn Couch and Chair Lane stated that the Housing Action Plan was the start of identifying community needs along with future projects and possible code amendments.

The discussion moved to when to host the community meeting and how to reach the community during these times of COVID-19. Staff noted that the community meeting could be pushed one month to September but there was an overall timeline for completing the project under the grant requirements. The State Legislature approved funds for this project which do not allow the City to move the final date for completing the Housing Action Plan.

Dawn Couch concluded her comments by reviewing the appendices and noted that the definitions provided are intended to provide a base for the community to understand what is be discussed and be able to give proper input. These are a starting point from past housing work BERK has done so it will be modified to fit the Leavenworth lingo as needed.

District Use Chart: Staff reviewed with the Planning Commission Accessory Uses, Government Uses and some Commercial Uses.

Future Meeting Considerations: The next planning commission meeting will review a potential survey option and set the community meeting, tentatively scheduled for September.

Adjournment Meeting adjourned at 9:33 PM

(Meeting recording available on request)

Respectfully Submitted,
Tessa McCormick
City Ambassador
City of Leavenworth