



**Planning Commission Agenda**  
Wednesday, December 4, 2019 at 7:00 PM  
City Hall Council Chambers  
700 Highway 2, Leavenworth, WA

- 1. Call Meeting to Order, 7:00 pm**
- 2. Roll Call**  
*Planning Commission Chair: Larry Hayes (position #6 - expiration 2022)*  
*Planning Commission Commissioners: Steven Booher (#1 - 2022), Chuck Reppas (#2 - 2023), Andy Lane (#3 - 2020), Pete Olson (#4 - 2021), Scott Bradshaw (#5 - 2021) and Anne Hessburg (#7 - 2022)*
- 3. Review and approval of November 6, 2019 Planning Commission Minutes** *(provided separately)*
- 4. Missing Middle (continued 10/16/2019 & 11/6/2019 discussions)**
  - a. Options for Public Meeting
- 5. 2020 Draft Docket** *(to be provided at the meeting)*
- 6. Thank you to Anne Hessburg for 10 years of service on the Planning Commission**
- 7. Draft Upcoming Meeting Topics**
  - a. January 8, 2020 – Missing Middle, transportation, alley use and peak hour
  - b. January 21, 2020 – Special Joint Meeting with City Council review 2020 Docket
  - c. February 5, 2020 – Missing Middle, transportation, alley use and peak hour
- 8. Open Discussion Items, at the Chair’s discretion**
- 9. Adjournment**
- 10. Public Open Meeting Act Training Video (45 minutes)** for Commissioners who have not completed the OPMA training, we will play the video after the meeting.

The video is available to everyone via the State Attorney’s or the Association of Washington Cities website:

**Open Public Meetings Act Video –**

<https://wacities.org/data-resources/open-public-meetings-act-elearning>

**Public Records Act Video –**

<https://wacities.org/data-resources/public-records-act-elearning>

*All Planning Commission meetings are open to the public*

## Housing Options Meeting

The City of Leavenworth has been addressing community housing needs for the last several years, starting with the formation of the Housing Task Force in 2016, completing a Housing Needs Assessment in 2017, formation of a Council Housing Committee in 2018, diligent review with the Planning Commission in 2018, several code regulation amendments in 2019 and, moving forward with, a Housing Action Plan starting in 2020.

The following will summarize prior actions and then outline a draft of goals and options which the Planning Commission will present at a public meeting for the community to provide feedback.

The Housing Task Force was “tasked with evaluating programs and initiatives to produce affordable units and preserve existing ones; make recommendations to the City Council and Planning Commission to create initiatives and codes to promote mixed-income development in neighborhoods across the city; and ensure a vibrant mix of housing options for people of all income levels.”

The Housing Task Force concurred with the primary finding of the Housing Needs Assessment that “the City’s control over zoning, building codes, and development incentives provide it with the most effective policy levers for encouraging the production of units to serve the local workforce.” The Task Force went on to find that “although there is opportunity for partnerships, addressing the current need may be more effectively accomplished by working with the resources within the City. The Task Force desired the City to reach out to the County and other cities to seek housing opportunities.” The Task Force using the Housing Needs Assessment identified several recommendations to be reviewed by the Planning Commission before converting to a Council Housing Committee.

The Housing Committee continues to meet monthly and is charged with three goals – one, collaboration on regional housing, two, exploring funding options, and three, review, monitor and report on the effectiveness of code changes.

The Planning Commission has been reviewing recommendations from the Housing Task Force to draft changes to the City code, take public input, and make recommendation to the City Council with the intent of increasing housing inventory. This included a new code provision for Accessory Dwelling Units, Zero Lot Line Development and updated Planned Development regulations. Other discussion considered by the Planning Commission (primarily in 2018) included changing zoning districts, providing for low-income households and (in 2019) review of lot size requirements (regionally changing standards). For the last several months the Planning Commission has been reviewing Missing Middle, a term used to define a range of multi-unit or clustered housing types – compatible in scale with detached single-family homes, see [missingmiddle.com](http://missingmiddle.com). At this time, the Planning Commission is seeking an opportunity to review several concepts and get feedback from the community. The Planning Commission’s goal is to increase infill development, increase the number of long-term rentals available, provide affordable workforce building lots and housing options, increase housing. To achieve these goals for following concepts are expanded on below, (1) Add Missing Middle options, such as triplex/fourplex units and bungalow courts, (2) Expand Multi-family Zoning, and, (3) Change Zoning standards, such as Residential-Low 6,000 changing to 3,000 square foot lots. OTHERS?

1. Add Missing Middle Options - Add examples, pros/cons/other?
2. Expand Multi-family Zoning
3. Change Zoning Standards