



## City of Leavenworth

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### City Council

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November 27, 2018

### Overview of the Leavenworth Adventure Park Application Process

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#### **Prior to submittal of an application:**

1. The Leavenworth Adventure Park is a private developer's project and is not being planned or paid for by the City of Leavenworth or with City funds. The City, with the approval of the annexation, will however oversee the permitting process.
2. The action taken by the City Council on February 27, 2018 was for the annexation of the property. The property was zoned commercial and the developer did not request a rezoning.
3. Leavenworth Adventure Park is currently considering the purchase of the property along with development of the property. The site has been for sale for approximately 25 years. It was purchased by the current owner in 1990.

#### **First application highlights:**

4. Application was submitted, determined complete and noticed for comment. After the comments were reviewed and considered, the applicant withdrew the application in September 19, 2018.

#### **Second application details:**

5. An application was submitted on November 8, 2018. Staff has reviewed the file and expects to issue Determination of Complete on November 28, 2018.
6. Informational meeting with the City Council regarding the potential change of an access easement. Future meeting with applicant and the City to determine easement request.

#### **Next Steps:**

7. A Notice of Application will be issued by the City to initiate a public and agency comment period. The City anticipates the comment period to run from December 5-19, 2018. As part of the Notice of Application, all application materials will be available for review on-line or in-person at City Hall.
8. SEPA review will start after the comment period ends. Staff will review comments and the file materials to prepare a SEPA determination. There is no specific timeline for this step which may require additional materials to be submitted by the applicant, as appropriate.

- a. Additionally, the comments made by the agencies or public are provided to the applicant, and the applicant will need to further determine if and how to address those concerns. This information is then provided to the Hearing Examiner.
9. Once the SEPA Determination is made a notice will be provided and a separate 14-day comment period will start.
10. After the SEPA comment period, the Hearing Examiner will hold a hearing. After reviewing the information, taking testimony from the applicant and public, the Hearing Examiner makes a decision regarding the Conditional Use Permit based on the statutes and laws of the jurisdiction. The decision may be an outright approval, the approval with conditions, or denial. The decision however is based on the rule of law and evidence presented.
  - a. Members of the public, agencies or the developer do have the right to challenge the decision of the Hearing Examiner per LMC 21.11.020.
  - b. If the Conditional Use Permit is granted by the Hearing Examiner, the actual building and development permit will be reviewed, approved, and issued by the Development Services Department based on the following: (1) requirements and conditions of the Hearing Examiner, (2) any Development Agreement (if needed and approved by the Council), (3) the requirements of the Old World Bavarian Alpine Theme Design, as reviewed by the Design Review Board, (4) state and local law and ordinances and (5) building code requirements.

I hope the information above is helpful. Please let me know if there are additional questions.

Respectfully provided,  
Lilith Vespier, AICP  
Development Services Manager