



City of Leavenworth

## Department of Development Services

### Staff Report – Design Permit Application

**To:** Leavenworth Design Review Board  
**From:** City of Leavenworth Development Services Department  
**Date of Report:** December 15, 2021  
**Subject:** Architectural Design Permit – “Wanderlust Hotel”  
**Permit:** DRB 2021-034  
**Hearing Date:** December 22, 2021

#### I. PROJECT INFORMATION

**Applicant/Owner**  
 Josh Fletcher  
 9704 Rainier Ave S  
 Seattle, WA 98118

**Architect/Designer**  
 Mark Ward, AIA  
 815 Seattle Blvd, South #321  
 Seattle, WA 98134

**Location of Project:** The project site is located at 1117 Front Street, Leavenworth, Washington within the Central Commercial zoning district. The Chelan County Assessor’s Tax Parcel Number is 241701676020.

**Request and Analysis:** The Applicant seeks an architectural design permit to modify the exterior elements of an existing commercial building, as follows:

- A) **Hot Tub Enclosure Fencing** – The Applicant proposes to install a new five-foot tall wood fence with Penofin Red Label Transparent Hickory stain. The fence will be setback three feet from the property line along the front of Unit 16.
  - a. The Applicant failed to provide details on the lumber dimensions and hardware.
  - b. The fence material is consistent with LMC 14.08.040(B)(7).
  - c. Fencing must comply with LMC 15.06; A separate fence permit is required.
    - 1. The Applicant has submitted a fence permit, BLD2021-115, which is pending approval of this architectural design application.

**Staff Conclusion/Recommendation:** Staff seeks a recommendation from the Board regarding the fence style and its consistency with the Old World Bavarian Alpine theme. Additional details are necessary and should be provided prior to or at the time of the hearing. Upon approval by the Design Review Board, staff will issue the fence permit.

- B) **Door & Window Installation** – The Applicant proposes installation of a new door and window to be added to the existing building, for a new rental unit. The door will be designed to mimic the existing doors on the building; a six-panel, paint-grade wood door, painted red. The window will also be designed to mimic the existing windows, with a 2’-9 ½” x 4’-4” window (undisclosed material), with a painted green sash and new single shutter (same design and color as those existing on building).
  - a. The Applicant failed to provide window material detail.
  - b. Pursuant to LMC 14.08.040(F), when shutters are used, they shall be proportional to the window and appear operable.

- i. The proposed shutter is inconsistent with the code. While it matches the others shutters on site, staff cannot recommend approval of a noncompliant element for *new* construction.
- c. Window mounting details have not been provided. Flush-mounted windows are unacceptable.

Staff Conclusion/Recommendation: Ultimately, the Board has the discretion to approve, condition, or deny this proposal. Staff recommends modification of the shutter, for consistency with the code; or removal of the shutter and the inclusion of a different window treatment option, per LMC 14.08.040(F). Staff further recommends the Applicant provide information regarding the window mounting and materials.

- C) PTAC Unit – The Applicant is proposing to install a new PTAC unit under the new window. The unit will be screened by an exterior decorative shroud, to mimic the existing screening onsite. It will be colored green with red detail.
  - a. The screening appears to include Old World Bavarian elements.
  - b. Green and red are listed as approved Old World Bavarian Colors.
  - c. The PTAC unit may require standard clearances, in accordance with the manufacturer’s instructions. Changes to the screening may be necessary.

Staff Conclusion/Recommendation: Staff seeks a recommendation from the Board regarding the consistency of the screening with the Old World Bavarian Theme. If approved, modifications may be necessary to ensure clearances around the unit are met. Any changes shall be reviewed and approved by City Staff.

City of Leavenworth Staff find the project in compliance with LMC 14.08 and 14.10 and recommends any approval of Design Permit No. **DRB2021-034** be subject to the following recommended Conditions of Approval.

Pursuant to LMC 21.09.050(B) (6&7), within 10 working days after the date the public record closes, the Design Review Board shall issue a written decision regarding the application(s). The Design Review Board may approve, approve with conditions or deny the application and shall mail the notice of its decision to the applicant, the applicant’s designated representative, the property owner(s), and any other parties.

The applicant may choose to appeal the decision as stated in LMC 21.11.025 Appeal of design review board decisions.

### **III. RECOMMENDED CONDITIONS OF APPROVAL**

1. All conditions imposed herein shall be binding on the “Applicant,” which term shall include the owner or owners of the property, representatives, heirs, assigns, and successors.
2. This approval is limited to the proposed design as described within the application materials, dated, December 1 and December 9, 2021, as received by the City, as reviewed by the Leavenworth Design Review Board, and as described in the Staff Report and attached Exhibits, except as conditioned herein. Where a Condition of Approval does not alter a design element as reviewed by the Board, such design element shall be approved for use as shown within the application materials.

**The design is approved as proposed, with the following required conditions:**

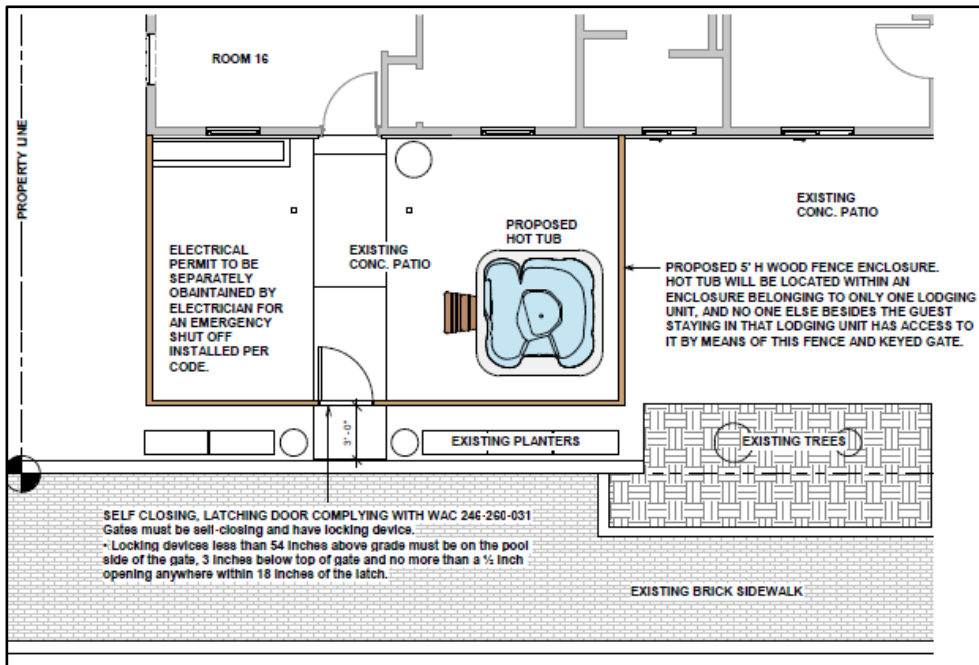
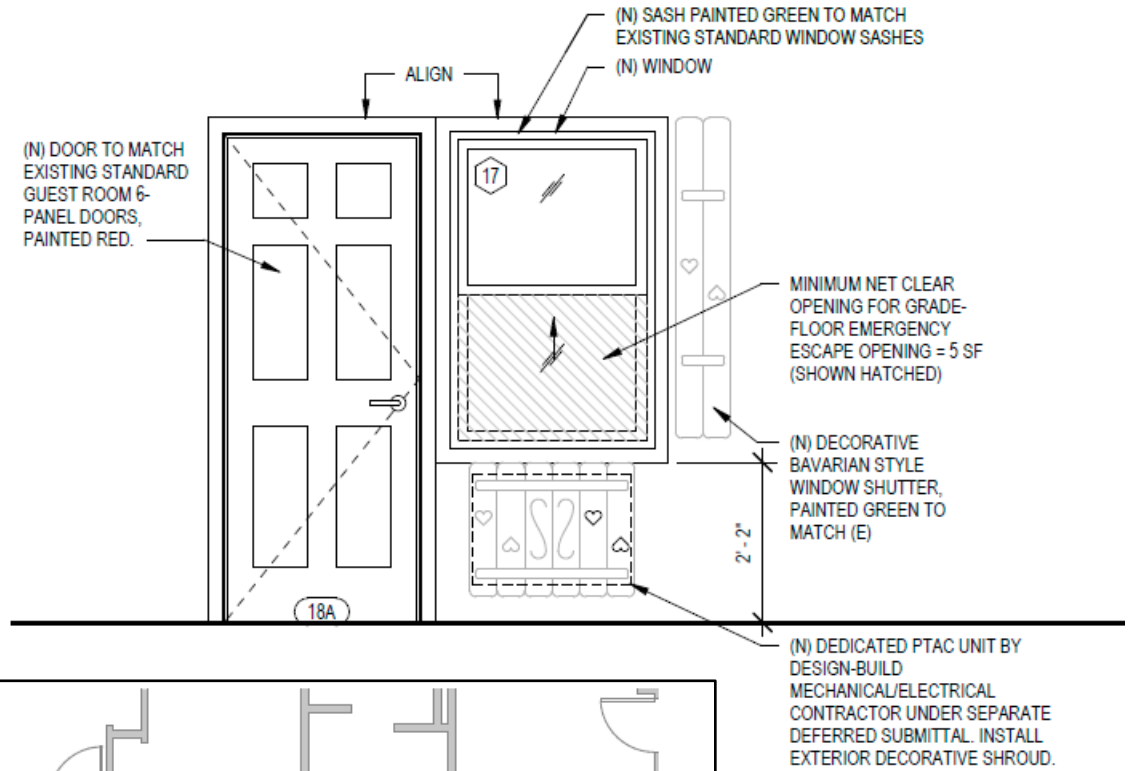
- 2.1. The Applicant shall provide fence hardware details to the City for review and Administrative Approval, prior to installation.**
- 2.2. The proposed shutter shall be modified to be proportional to the window and appear operable; or, the shutter shall be removed and replaced with a different window treatment option, per LMC 14.08.040(F).**
- 2.3. The Applicant shall provide City Staff with window mounting and material details. The new window shall be recessed (preferably 3 inches), and the window trim shall be wood or wood in appearance.**
- 2.4. The PTAC unit screening may require minor modification, to ensure clearances around the unit are met (per the manufacturer’s installation guide). Any changes to the approved screening shall be reviewed and approved by City Staff prior to installation.**
3. Construction shall not commence until all related building permits have been issued. This includes permits for the fence, hot tub, and interior alteration.

4. Architectural design, as approved herein, shall comply with all applicable federal, state, and local regulations relating to signs, including, without limitation, the provisions of the building code. If any provision of this code is found to be in conflict with any provision of any zoning, building, fire, safety or health ordinance or code of the City, the provision which establishes the higher standard shall prevail.
  5. The approved architectural design shall be installed and maintained in conformance with this permit approval and Leavenworth Municipal Code Chapter 14.08.
  6. Design Review Board approved permits shall expire in conformance with LMC 15.04.030.
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**Attachments:**

Exhibit A - Colored Renditions and Plan Set

# EXHIBIT A



LOCATION OF NEW WINDOW



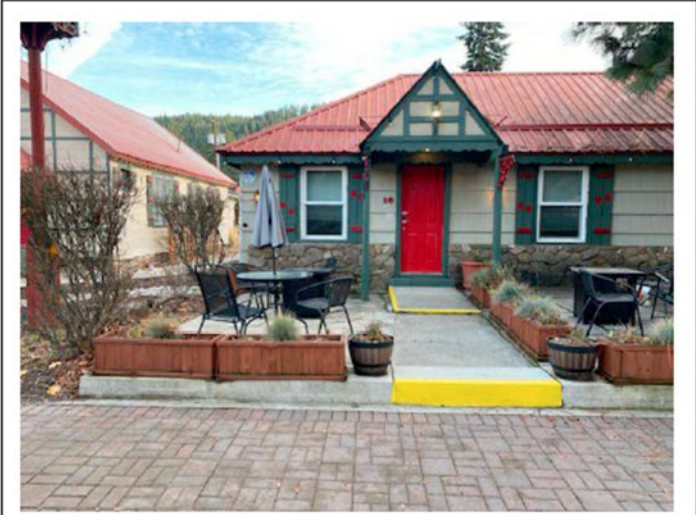
EXISTING WINDOWS AND DOORS - FOR MATCHING



PTAC SHROUD



EXISTING WANDERLUST FRONT STREET FACADE



EXISTING



VERTICAL FENCING BOARDS  
WITH PENOFIN RED LABEL TRANSPARENT HICKORY



PROPOSED