



Planning Commission Meeting Minutes

Wednesday, July 2, 2025, at 7:00 PM

Open of the Meeting: Commission Chair Drew Foulk called the meeting to Order at 7:02 pm.

Planning Commission Roll Call: *Drew Foulk, Simon Farivar, Alison Miller, James Whitesides and Elizabeth Sall; absent: Colin Forsyth. Position #2 is vacant.*

City Staff: Maggie Boles, Community Development Director; Andrea Fischer, City Clerk; Matthew "Selby", City Administrator

Community Present (in person and online): none

Mayor Florea called the City Council meeting to order at 7:03 pm.

City Council Roll Call: *Mayor Florea, Sharon Waters, Anne Hessburg, Zeke Reister, Shane Thayer, Travis McMaster and Mike Bedard.*

Joint Meeting with the City Council

Drew Foulk explained that the objective of the joint meeting with the City Council was to review the current 2025 docket, look at the remaining items for the rest of the year, re-evaluate priorities and see if there were any additional items to bring to attention.

Community Development Director Maggie Boles provided an update on the 2025 docket items:

- Review Manufactured Housing regulations: A public hearing was held, but a few changes might still be needed due to ADU code changes. This item has been on hold.
- UGA Boundary "Swap": This was sent to the county for review and consideration, but no response has been received yet.
- Comprehensive Plan update: This is a major goal for the year and will continue into next year. Consultants are still doing background work, with more to be presented to the Planning Commission in the fall and winter. They are currently working on the parks and recreation plan in collaboration with Parks Supervisor John Schons.
- 2026 Development Regulation updates: Maggie suggested reprioritizing this item as it's not due until December of next year. She proposed moving it down as a priority to focus on other items.
- Inclusionary Zoning: An RFP was sent out with a due date in April, but no proposals were received. One consulting company mentioned that the \$50,000 budget wasn't enough for the feasibility and nexus study. Maggie asked for direction on how to proceed, suggesting starting with a feasibility study or looking at other techniques and incentives that might be more suitable for a community of Leavenworth's size.
- Parking: Maggie requested more input from the council on this topic.
- Changes for accessory dwelling units (ADUs) for House Bill 1337: A public hearing was held with no comments received. This will be discussed at the next council meeting on July 22, with a potential hearing in August.
- Evaluating triplexes: This item has not been addressed yet, as the focus has been on ADUs.

Maggie asked the group to reprioritize items if needed and to suggest any additions to the docket.

Discussion on new items to be added to the docket

Chair Foulk opened the floor for discussion on the docket items and any potential new additions. The City Council and Planning Commission members engaged in a detailed discussion about several items:

- **Inclusionary Zoning and impact fees:** The group discussed the challenges of implementing inclusionary zoning due to the lack of large-scale developments in Leavenworth. They explored the possibility of transitioning to an impact fee model instead. Director Boles was directed to resubmit an RFP for a nexus study only, moving away from the term "inclusionary zoning" and focusing on a fee program. The Council emphasized the importance of working with the city attorney to review the legal aspects of implementing such a fee.
- **Parking:** The discussion centered on off-street parking requirements, particularly in the downtown area. Councilmember Hessburg suggested eliminating the exemption for parking development in the central commercial zone. The group discussed the potential for implementing a fee in lieu of parking and how to calculate such a fee. They also touched on the need to address snow storage requirements for parking.
- **ADU regulations (HB 1337):** The Planning Commission presented the draft language for ADU regulations, including changes to parking requirements and lot coverage. The Council asked questions and provided feedback on these changes and discussed potential impacts on neighborhoods.
- **Triplexes:** While some City Council members expressed concerns about the impact of triplexes on neighborhood aesthetics, others highlighted the potential for creating more affordable housing options. The group agreed to consider implementing design standards for triplexes to ensure they fit well within existing neighborhoods.
- **Historic lot sizes and R3 zoning:** The Planning Commission brought up the issue of non-conforming lots in historic areas of Leavenworth, suggesting the creation of an R3 zoning category to address lots smaller than 6,000 square feet. The Councilmembers showed interest in exploring this option further.
- **Conditional Use Permit (CUP) criteria:** Director Boles highlighted the need for specific CUP criteria, especially for projects in the urban growth area. The Councilmembers agreed to prioritize this item above the R3 zoning discussion.

Based on the discussions, the group agreed to reprioritize the docket items as follows:

- Continue work on the Comprehensive Plan update
- Proceed with the nexus study for impact fees (formerly inclusionary zoning)
- Address parking regulations and fee structures
- Finalize ADU regulations (HB 1337)
- Develop Conditional Use Permit (CUP) criteria
- Explore R3 zoning for historic lots
- Consider triplex regulations and design standards
- Review other docket items as time allows

Mayor Florea adjourned the City Council meeting at 8:40 pm.

Review and approval of Minutes: The minutes for May 7, 2025, and June 4, 2025 were reviewed. Simon Farivar motioned to approve; Alison Miller seconded. Motion carried by all.

Future Meeting: August 6, 2025

Adjournment: Chair Drew Foulk adjourned the meeting at 8:42 pm.

Respectfully Submitted,
Andrea Fischer, City Clerk