



Design Review Board Agenda

Wednesday September 23, 2026, at 3:00 PM
City Hall Council Chambers
700 Highway 2, Leavenworth, WA

Meeting hosted at City Hall with option to join via zoom by:

- (1) connecting via the Zoom app: Webinar ID: 916 3335 2927 Passcode: 001122
- (2) using the web link: <https://zoom.us/j/91633352927?pwd=R0RMcFdIUENicW9DMWdEMURGZ3hSUT09>
- (3) calling: 1-253-215-8782. Alternative call-in phone numbers: <https://us02web.zoom.us/j/91633352927?pwd=R0RMcFdIUENicW9DMWdEMURGZ3hSUT09>

The Design Review Board is a quasi-judicial board responsible for reviewing the exterior elements and overall design of projects located within commercially zoned areas of the City and its UGA for consistency with the Old World Bavarian Alpine theme, outlined in Chapter 14.08 Leavenworth Municipal Code (LMC). Some projects can be reviewed and approved administratively and do not come to the Board for review. No building or structure, walkway, plaza, lighting or other miscellaneous items can be placed, constructed, changed, altered, and added to without first obtaining design review board approval and a permit.

Meeting Etiquette:

1. Have one discussion at a time and limit distractions.
2. Seek to understand before being understood.
3. Be respectful of each other; by assuming good intentions and acknowledging it is ok to disagree.
4. Focus on constructive problem solving.

Agenda

1. Call Meeting to Order, 3:00 pm

2. Roll Call: Chair: Todd Smith (position #2, expires June 2027), Oliver Brulotte (#1, June 2028), Robin John (#3, December 2026), Erika Szuster (#4, December 2029), Kevin Rieke (#5, April 2026), Mary Kornienko Morse (#6 – alternate, January 2027)

3. Review and approval of Minutes – (sent separately)

4. Public Hearing on Permit Applications

- a. **DRB2026-033 Mrs. Claus' Cottage**
Building Owner: MAKRAJY I LLC
Location: 633 Front Street, Suite C
Description: Projecting Sign

5. Consultation

- a. **DRB2026-035 Repainting building – 930 Main Street**
Building Owner: Camiekae Lynch
Location: 930 Main Street
Description: Repainting building
- b. **DRB2026-035 Maipole Christmas Lighting project**
Maipole Owner: City of Leavenworth
Location: 820 Front Street
Description: Decorate Maipole with Christmas Lights in the form of a tree

6. Other Items not on the Agenda

7. Staff Updates

8. Field Trip to Beargrass building, 122 Zelt Strasse

9. Adjournment

All Design Review Board meetings are open to the public