



City of Leavenworth
Department of Community Development

Planning Commission Meeting
January 21, 2010 (Thursday)
7:00 PM
City Hall Conference Room

MINUTES

1. Meeting called to order at 7:10pm
2. Members Present:
 - a. Farzan Farivar
 - b. Larry Hayes
 - c. Andy Lane
 - d. Pete Olson
3. Members Absent:
 - a. Marshall West
4. City Staff Members Present:
 - a. Connie Krueger
 - b. Nicole Hill
5. Review of Consultants' Statements of Qualifications for the Comprehensive Plan, Park Plan, and Critical Areas Ordinance Updates:
 - a. The Planning Commission and staff discussed their desired approach for choosing consultants to move forward in the selection process and their approach for choosing consultants to interview. Connie explained the review sheet that was provided to the members and the purpose of each of the review criteria categories. Connie also added a review criteria section for affordable housing because of the large amount of community interest that this section of the Comprehensive Plan Update may generate. She also explained that the possible consulting firms given to the Planning Commission were chosen from respondents to a general Request for Qualifications that was released in July 2009. These consulting firms were chosen because of their experience in Comprehensive Plan Updates, Park Plan Updates, and/or Critical Areas Ordinance Updates. Consultants with experience in one, two, or all three of the areas were provided in case the Planning Commission and City felt that it was necessary to bring multiple consultants in to work on the updates.

- b. The Planning Commission and staff then reviewed the fifteen possible consulting firms in relation to the review criteria categories. The consultants were reviewed for the following:
 - i. Experience with Comprehensive Planning pursuant to the Growth Management Act,
 - ii. Experience with Parks Planning pursuant to the Growth Management Act and Recreation and Conservation Office requirements,
 - iii. Experience with Critical Areas Planning pursuant to the Growth Management Act,
 - iv. Experience with affordable housing planning,
 - v. Experience working in Washington State,
 - vi. Experience working with the City, and,
 - vii. The City and/or Planning Commission's experience with the consulting firm and/or planners.
- c. The Planning Commission and staff decided on one consultant to research further before asking them for more information and five to request additional information from before selecting the final list of the consulting firms for interviews. The additional information that will be requested is:
 - i. Identification of who the anticipated involved staff person/s will be and the estimated percentage of time that person/s will interface with the City.
 - ii. Further information about your firm's affordable housing planning experience in relation to GMA requirements.
 - iii. Three specific references for the City to contact in regards to your relevant experience for an overall comprehensive plan update, critical areas regulations update, and park plan update.

Once the City receives and reviews the requested additional information, the Planning Commission and staff anticipate interviewing three different consulting firms.

- 6. Discuss Underground Parking:
 - a. The Planning Commission moved this agenda item to the next meeting.
- 7. Discuss LMC 14.08:
 - a. The Planning Commission moved this agenda item to the next meeting.
- 8. Approval of January 6, 2010 Minutes:
 - a. Andy suggested a change in language on page 2, number 5 of the minutes.
 - b. Andy moved to approve the minutes with the suggested amendment.
 - c. Farzan seconded Andy's motion.
 - d. The motion passed unanimously.
- 9. Approval of January 15, 2010 Minutes:
 - a. The Planning Commission moved this agenda item to the next meeting.
- 10. Elect a New Chair Person:
 - a. Andy moved to re-elect Larry Hayes as the Planning Commission Chair.

- b. Pete seconded Andy's motion.
- c. The motion passed unanimously.

11. Upcoming Meeting Schedule:

- a. The Planning Commission and staff discussed possible dates for the consultant candidate interviews and discussed whether the interviews would take place in the day or in the evening.

12. Meeting Adjourned at 8:28pm