



City of Leavenworth
Department of Community Development

Planning Commission Meeting
November 4, 2009 (Wednesday)
7:00 PM
City Hall Conference Room

MINUTES

1. Meeting called to order at 7:05pm
2. Members Present:
 - Farzan Farivar
 - Christine Jakobsen
 - Andy Lane
 - Larry Hayes
 - Pete Olson
 - Marshall West (Late – 8:25pm)
3. Members Absent:
 - Wade Bittle
4. City Staff Members Present:
 - Connie Krueger
 - Nicole Hill
5. Overview of status of latest planning efforts:
 - The Transportation Plan, Upper Valley Regional Trails Plan, Downtown Master Plan, and Chelan-Douglas Land Trust Re-zone were adopted by the City Council and are now a part of the City's Comprehensive Plan.
 - The Downtown Master Plan won the Washington American Planning Association/Planning Association of Washington's Best Physical Plan Award and the Upper Valley Regional Trails Plan won Honorable Mention for Best Transportation Plan.
 - The City Community Development Department just went through a WCIA (Washington Cities Insurance Authority) Land Use Audit and passed with flying colors – on 56 items, only missing one item, which was a disclaimer that WCIA wants placed on SEPA forms – it is not something that is mandated by State law, just desired by WCIA

- Comprehensive Plan, Critical Areas, Park Plan, Shorelines, and Other Updates
 - i. The Park Plan needs to be adopted around April 2010
 - ii. Shorelines and Critical Areas are going to be tied together somewhat, but are still separate and complementary to one another. Courts look at the two separately, but they also have to mesh really well.
 1. The Shorelines update is in need of more time. The Shorelines Cities Advisory Committee is asking for a one year extension (currently due June 2010), which Ecology seems supportive of.
 - iii. Community Development has requested money to complete the updates in 2010, but because of some budget issues, is not sure if there will be money to hire a consultant for the Comprehensive Plan, Critical Areas, and Park Plan Updates.
 1. The Planning Commission will need to review the candidates' Statement of Qualifications to decide if one candidate is qualified to complete all of the work or if it will be better to separate the work and contract with different firms.
 - iv. General Questions from Planning Commission Members:
 1. Shorelines Process
 - a. Connie gave an update on the process
 2. Implementation of adopted plans
 - a. The Downtown Plan is being implemented. The first phase is complete and the second phase is the implementation phase which includes further design, engineering, wayfinding signage strategy, and plaza planning.
 - b. Upper Valley Regional Trails Plan – The City has started the Chumstick Trail project after Community Development applied for and received a \$200,000 grant. Survey work will begin later this month. In addition, the Department has just completed permitting for the 13th Street Trail project.
 - c. Transportation Plan is starting to be implemented – development of a funding strategy is underway and the implementation of some of the projects is beginning.
 - i. Farzan brought up concerns about the rights-of-way on Emig which is being artificially obstructed and stated that the City needs to resolve that issue.
 - ii. Connie explained that the Transportation Plan identified a lack of funding for maintenance AND capital improvements over the next 20 years – the Mayor is working on trying to gather funds to cover the projects on the City's 6-year TIP, which is

one of the implementation tools for the Transportation Plan.

- iii. Farzan wants the City to start looking closer at the residential areas of the City when implementing plans instead of just the Downtown area.
 1. Connie explained that the City Council has shifted in membership and is currently working to balancing out their focus.

6. Code Amendments:

- Underground Parking in Multi-family Zone Districts
 - i. The Planning Commission reviewed the proposed code amendment from earlier this year and Lyman Boyd's request for a zero lot line instead of the 5-foot setback that was proposed.
 1. Discussion occurred around the issue of creating underground parking. When going underground, there is actually a need to dig a little farther back than normal, so if there is no setback, the excavating will actually overlap onto the neighboring property, and could create impacts, especially if there are large boulders that need to be removed. Pete provided information about how in his work as a contractor he has seen this create cave-ins, etc. A zero lot line also has the potential to create issues between property owners including nuisances from vibrations and noises. The City has experienced negative impacts related to over-excavation on City right-of-way as well.
 - a. The Planning Commission members continued to discuss the following:
 - i. Setbacks—how are they measured?
 - ii. Setbacks in residential areas
 - iii. Setbacks in commercial areas
 - iv. Visual impacts
 - v. Creating a conditional use process and criteria for the Hearing Examiner to consider in relation to shared parking between residential and commercial uses
 - vi. Entering and exiting/access allowances and related impacts to each zoning district
 - b. Planning Commission members agreed that they do not want commercial impacts on the residential areas. Connie is concerned about residential impacts on commercial areas because of the anticipated reduction to level-of-service F on Highway 2 in the future. Discussion occurred on making that a factor of the Hearing Examiner's

consideration of a conditional use permit application because the traffic will need to be controlled. Impacts are most severe on Highway 2 because of speeds, regional traffic patterns, etc. The Planning Commission discussed adding language that says, "The Hearing Examiner shall consider..." and creating criteria based on congestion impacts.

- c. Christine suggested researching traffic lights from Denmark that alert traffic to other traffic and pedestrians.

- Development Agreements
 - i. The City Council has adopted an interim control and would like to adopt a permanent control if legally required. The Planning Commission discussed this further.
- Abatement of Dangerous Building Code
 - i. Connie gave an overview of the need for adoption of the Abatement of Dangerous Building Code. Materials will be provided at a later date.
- Wetland Definitions
 - i. The Planning Commission reviewed the materials provided.
- Utility Amendments
 - i. Connie gave an update on where the utility amendments are at in the process. Updated materials will be provided at a later date.
- Rules of Procedure – Hearing Examiner
 - i. The Planning Commission reviewed the materials which were provided to them. Discussion occurred about adding language from the Hearing Examiner's Rules of Procedure to LMC Title 21.
- Vesting Dates
 - i. The Planning Commission reviewed the materials and discussed the issues surrounding the vesting of applications.
- Update SEPA Supported Documents
 - i. The Planning Commission reviewed the materials and discussed the need to add newly adopted plans to the list for SEPA review.

7. Approval of Minutes from July 16, 2009

- The Planning Commission discussed two changes.
- Andy moved to approve the minutes from July 16, 2009--as amended.
- Marshall seconded Andy's motion.
- The minutes were unanimously approved
 - i. Larry Hayes and Christine Jakobsen abstained because they were absent at that meeting.

8. Meeting Schedule:

- December 2nd and December 17th meetings

- i. Nicole will send an email to Planning Commission members if the budget is approved before the December 2nd meeting. If it is, the Planning Commission members should read through the consultant Statements of Qualifications in preparation for the December 2nd meeting.
- ii. Planning Commission members should start thinking about review criteria. The focus areas for the plan update will be as follows:
 1. Parks
 2. Critical Areas
 3. Housing
 4. General Comprehensive Plan amendments

9. Meeting Adjourned at 9:25pm