

1. CALL TO ORDER

2. AGENDA CHANGES

3. MINUTES

A) December 17, 2025 Minutes of the Planning Commission

Suggested Motion: I move to approve the December 17, 2025 Minutes of the Planning Commission

4. PUBLIC HEARINGS

A) TA2025-03 Public Hearing

Suggested motion: I move to recommend approval of the TA2025-03: Home Occupation Amendments to the City Council.

5. MOTION CONSIDERATIONS

A) Planning Commission Chair Election

Suggested Motion: I move to elect (insert name) as Chair of the Planning Commission for 2026

B) Planning Commission Vice Chair Election

Suggested motion: I move to elect (insert name) as Vice Chair of the Planning Commission for 2026.

6. ADMINISTRATIVE REPORTS

7. CITIZEN COMMENTS

Items not on the agenda. Time limited per Planning Commission Chair.

8. PLANNING COMMISSIONER COMMENTS

9. ADJOURNMENT

Our Vision

Chelan is a rural lakeside community surrounded by pristine natural beauty where generations of visitors and residents enjoy an exceptional quality of life.

Our Guiding Principles & Outcomes

Visionary & Strategic - A city that is forward-thinking, collaborative, and fiscally responsible.

Thriving & Connected - A vibrant, well-planned city where residents have a sense of home.

Healthy & Sustainable - A flourishing city that supports an active community.

Accessible & Welcoming - A safe city where everyone can find community.

The next Planning Commission meeting will be on February 18, 2026, beginning at 5:15 p.m. in Council Chambers, 135 E. Johnson Avenue, Chelan, Washington.

A City Council meeting packet is available for review on the City's Website: City of Chelan under Government - City Council - Agendas & Minutes. The City provides special accommodations, such as hearing devices and wheelchair access for City Council meetings. Anyone needing special assistance, please contact the City Clerk's office at 509-682-8019 at least three business days prior to the meeting.



CITY OF CHELAN
Planning Commission Meeting –
December 17, 2025

PLANNING COMMISSIONERS & PERSONNEL PRESENT

Commissioners

Joe Collins
Vicki Heimark
Gary Myers
Ryan Peterson - Excused Absence
Gaylen Willett - Excused Absence

Staff Present:

Community Development Director - John Ajax
Assistant Planner - Linda Jo Williams
HR/Comm. Director - Chad Coltman
PW Director - Jake Youngren
Council Member - Brad Chitty

1. CALL TO ORDER

A. Meeting called to order at 5:18pm

2. AGENDA CHANGES

A. None

3. MINUTES

A. Approve November 19, 2025 Minutes of the Planning Commission Meeting

I move to approve the November 19, 2025 Minutes of the Planning Commission Meeting.

Moved by Commissioner Myers, seconded by Commissioner Heimark.

Motion passed unanimously.

4. SPECIAL PRESENTATIONS

A. None

5. PUBLIC HEARINGS

A. None

6. MOTION CONSIDERATIONS

A. 2026 Comprehensive Plan Docket - Public Proposal (Community Development Director Ajax)

Planning Director John Ajax presented a public proposal submitted by a group of landowners regarding transportation improvements along "the Butte."

I move to forward a recommendation of the 2026 Comprehensive Plan Docket - Public Proposal, as presented by staff, to the City Council.

Moved by Commissioner Myers, seconded by Commissioner Heimark.

Motion passed unanimously.

7. ADMINISTRATIVE REPORTS

A. None

8. INFORMATIONAL ITEMS (DISCUSSION ONLY)

A. None

9. CITIZEN COMMENTS

A. **Ken Hall:** Inquired about discrepancies in road plan versions and questioned who conducts traffic counts. Staff clarified that drawings are currently conceptual and that the city will use its own independent consultant data for official reviews.

Lynette Grandy: Encouraged the Commission to evaluate wildfire threats and emergency water reservoirs for large developments. She also expressed concern regarding potential use of eminent domain for future roundabouts.

John Olson: Discussed the need for affordable housing. He suggested the city look at Leavenworth’s models, including pre-approved house plans and "Build Together" challenges, and recommended the city appoint an ombudsman to help seniors navigate the development process for ADUs.

10. PLANNING COMMISSIONER COMMENTS

11. ADJOURNMENT

The meeting was adjourned at 5:45pm

Date Approved:

John Ajax
Community Development Director

12. OUR VISION, GUIDING PRINCIPLES AND OUTCOMES

Our Vision

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Thriving & Connected - A vibrant, well-planned City where residents have a sense of home.

Healthy & Sustainable - A flourishing City that supports an active community.

Accessible & Welcoming - A safe City where everyone can find community.

The next meeting will be on January 21, 2026, beginning at 5:15 p.m. in Council Chambers, 135 E. Johnson Avenue, Chelan, Washington



City of Chelan

PLANNING COMMISSION

January 21, 2026

Subject/Title: TA2025-03 Public Hearing

Suggested motion: I move to recommend approval of the TA2025-03: Home Occupation Amendments to the City Council.

Department: Community Development

Staff Contact: Monica Libbey

Guiding Principles: Thriving & Connected

Initiatives: Diversify Housing Options

Reviewed By:

GOVERNING LEGISLATION

The planning commission shall conduct public hearings relating to the comprehensive plan and the implementation thereof, including but not limited to zoning, official map, and platting and subdivision regulations. The planning commission is also authorized to review and make recommendations on the adoption and the enforcement of coordinated plans and regulations for the physical development of the city. The planning commission shall be advisory and it shall advise the city council for city council final approval.

PREVIOUS ACTION TAKEN

OVERVIEW

Planning staff is requesting the Planning Commission conduct a public hearing to consider TA2025-03. Proposed text amendments to the city's home occupation zoning standards streamline provisions by locating home occupation standards in a new general provision section, and by removing the permit requirement for home occupations that are permitted outright. The resulting home occupation zoning landscape is broken into 3 levels of intensity:

1. Permitted Home Occupations: minimal impact, mailing address / home office businesses. No city review; permitted outright.
2. Administrative Conditional Use Permit: moderate activities, limited customers on appointment basis. Staff review, can include project specific conditions.
3. Expanded Home Occupations: requires public notice and Conditional Use Permit. Hearing Examiner review at a public hearing.

Staff have drafted proposed findings of fact in support of forwarding a recommendation of approval to the City Council for final action.

FINANCIAL IMPLICATIONS

ATTACHMENTS

1. TA2025-03 Findings of Fact
2. Home Occupation Zoning Code Draft

SUGGESTED MOTION

I move to recommend approval of the TA2025-03: Home Occupation Amendments to the City Council.

City of Chelan Planning Commission
Home Occupation Amendments - TA2025-03
Findings of Fact

1. The City of Chelan (City) desires to update specific standards for the review and approval of home occupations.
2. The City of Chelan is subject to the Growth Management Act, chapter 36.70A of the Revised Code of Washington (RCW).
3. The Chelan Municipal Code (CMC) amendments pertain to zoning provisions located under Title 17 – Zoning and the home occupation permit type under Title 19 - Administration of Development Regulations.
4. The amendments are consistent with the requirements of the Growth Management Act and the county-wide planning policies.
5. The amendments are consistent with the overall intent of the existing comprehensive plan and the other documents incorporated therein.
6. The amendments are exempt from review under the State Environmental Policy Act pursuant to WAC 197-11-800 (19) Procedural actions. The proposed amendments are limited to simplifying code text and permit procedures, and do not include substantive changes that could impact the environment.
7. A workshop regarding proposed amendments was held with the City of Chelan Planning Commission at a regular public meeting on November 19, 2025.
8. Pursuant to CMC 2.19.020(B), the planning commission shall conduct public hearings relating to the comprehensive plan and the implementation thereof, including but not limited to zoning, official map, and platting and subdivision regulations.
9. The CMC Chapter 19.14.010(A) identifies amendments to development regulations as legislative decisions.
10. The CMC section 17.04.140 details amendment procedures to Title 17 - Zoning.
11. On December 31, 2025, a notice of public hearing was published in the Lake Chelan Mirror Newspaper; announcing that the City of Chelan Planning Commission will conduct a public hearing on January 21, 2026 to consider proposed amendments and provide a recommendation to the City Council for consideration at a future public hearing.
12. The proposed Chelan Municipal Code amendments have been forwarded to the Washington State Department of Commerce with a request for expedited review.
13. No public comments have been received concerning the proposed amendments.

17.04.230 – Home Occupations.

Where permitted, home occupations shall meet the following requirements:

1. The home occupation is to be a secondary use of the dwelling;
2. Not over 20 percent of the actual total floor area of one floor is to be used for the home occupation;
3. The home occupation must be conducted entirely within the dwelling.
4. No customers or other business-related visitors to the home business;
5. No structural alteration or construction to accommodate the home occupation which would, upon the vacation of the home occupation, be of a character indicating a nonresidential use or which would not lend itself to the ordinary residential occupancy of this space formerly devoted to the home occupation, and no entrance to the space devoted to the home occupation from other than within the dwelling except when otherwise required by law will be allowed;
6. No person other than members of the immediate family and in no case more than two persons of the immediate family residing in a dwelling are to be engaged in said home occupation(s); provided, that if the planning director is given satisfactory proof of a physical disability of the individual wishing to engage in a home business or occupation, a volunteer or employee may assist in the home occupation;
7. No window display and no sample commodities displayed outside the building;
8. No stock in trade stored nor commodity kept for sale which is not produced on the premises;
9. No materials or mechanical equipment shall be used which will be detrimental to the residential use of the residence or adjoining residences because of vibration, noise, dust, smoke, odor, interference with radio or television reception or other factors;
10. No materials or commodities shall be delivered to or from the residence which are of such bulk or quantity as to require delivery by a commercial vehicle or a trailer or the parking of customers' vehicles in a manner or frequency as to cause disturbance or inconvenience to nearby residents or so as to necessitate off-street parking;

17.14.020 – Downtown Land Use Districts

RESIDENTIAL USES	DMU	TMU	DMR	DSF	Public
Home occupation ²	P	P	P ^{2,3}	P ^{2,3}	

² See 17.04.230 for requirements. Home occupations that involve no customers or other business-related visitors to the home business, no signs or other outward appearance that a business exists in the home, no delivery trucks, and no more than one individual residing within the home who is active in the home occupation business; provided, that if the director is given satisfactory proof of a physical disability of the individual wishing to engage in a home business or occupation, a volunteer or employee may assist in the home occupation. In addition, the home occupation must comply with the conditions for home occupation set forth in section 17.56.060 and the fees for a home occupation permit as established by resolution of the city council must be paid.

³ Subject use is permitted under applicable conditions set forth in chapter 17.56.

Single Family Residential District

17.20.010 - Permitted uses.

F. Home occupations. ~~See 17.04.230; that involve no customers or other business-related visitors to the home business, no signs or other outward appearance that a business exists in the home, no delivery trucks, and no more than one individual residing within the home who is active in the home occupation business; provided, that if the planning director is given satisfactory proof of a physical disability of the individual wishing to engage in a home business or occupation, a volunteer or employee may assist in the home occupation. In addition, the home occupation must comply with the conditions for home occupation set forth in section 17.56.060 and the fees for a home occupation permit as established by resolution of the city council must be paid;~~

17.20.030 - Conditional uses.

D. Home occupations, not meeting the permitted use criteria set forth in section ~~17.04.230~~~~17.20.010(F)~~, under conditions set forth in chapter 17.56.

Multi Family Residential District

17.24.010 - Permitted uses.

F. Home occupations. See [17.04.230](#);

17.24.030 - Conditional uses.

~~C. Schools and studios for group instructions under conditions set forth in chapter 17.56;~~

~~D. Home occupations, not meeting the permitted use criteria set forth in section 17.04.230, under conditions set forth in chapter 17.56.~~

Commercial Waterfront

17.40.010 - Permitted uses.

~~O. Home occupations. See [17.04.230](#); that involve no customers or other business-related visitors to the home business, no signs or other outward appearance that a business exists in the home, no delivery trucks, and no more than one individual residing within the home who is active in the home occupation business; provided, that if the planning director is given satisfactory proof of a physical disability of the individual wishing to engage in a home business or occupation, a volunteer or employee may assist in the home occupation. In addition, the home occupation must comply with the conditions for home occupation set forth in section 17.56.060 and the fees for a home occupation permit as established by resolution of the city council must be paid;~~

17.40.030 - Conditional uses.

E. Home occupations, not otherwise permitted pursuant to section ~~17.04.230~~~~17.40.010~~, under conditions set forth in chapter 17.56;

Special Use District

17.46.010 - Permitted uses.

C. Home occupations. See [17.04.230](#); that involve:

- ~~1. Customers or other business-related visitors on an appointment basis to the home business,~~
- ~~2. Home occupation signs shall meet the residential real estate sign requirements of section 17.58.050(A)(19),~~
- ~~3. No outward appearance that a business exists in the home,~~
- ~~4. No more than one individual residing within the home who is active in the home occupation business; provided, that if the planning director is given satisfactory proof of a physical disability of the individual wishing to engage in a home business or occupation, a volunteer or employee may assist in the home occupation,~~
- ~~5. The home occupation shall not generate traffic in excess of normal residential traffic. The gross vehicle weight of delivery vehicles shall not exceed 18,000 pounds, such as normal residential postal/delivery trucks,~~
- ~~6. Compliance with the conditions for home occupation set forth in section 17.56.060, and~~
- ~~7. Obtain an administrative conditional use permit. This permit shall be reviewed every year with the business license application. The planning director may hold the business license and may require a full conditional use permit if the home occupation receives complaints of code violations;~~

D. Expanded home occupations meeting the minimum conditions set forth in section 17.56.320;

17.46.030 - Conditional uses.

~~B. Home occupations not meeting the permitted use criteria set forth in section 17.20.010(F) under conditions set forth in section 17.56.060;~~

Tourist Accommodations District

17.48.010 - Permitted uses.

P. Home occupations. See [17.04.230](#);

Conditional Uses

17.56.020 - Permit—Restrictions or conditions stipulated.

B. The following uses shall be approved administratively by the planning director:

1. Expansion of the floor area or ground area by 20 percent or less of a legally established conditional use.
2. Home occupations that generate customers on an appointment basis only, ~~excluding barber and beauty shops.~~
The maximum number of vehicle trips per day for the home occupation shall not exceed 10 vehicle trips.
3. Parking lots with 20 stalls or less.
4. Alteration of an existing permitted conditional use permit that does not result in an increase of 20 percent average daily trips and does not exceed 50 daily trips. A traffic impact study may be required.

~~17.56.060 Home occupations.~~

~~Minimum conditions are as follows:~~

~~A. — Districts permitted: R-L Residential District, R-M Residential District, C-W Commercial District;~~

~~B. — Minimum conditions:~~

- ~~1. — That the use of the premises as a home occupation will qualify as to the definition of a home occupation;~~
- ~~2. — Not over 20 percent of the actual total floor area of one floor is to be used for the home occupation;~~
- ~~3. — The home occupation is to be a secondary use of the dwelling;~~
- ~~4. — No structural alteration or construction to accommodate the home occupation which would, upon the vacation of the home occupation, be of a character indicating a nonresidential use or which would not lend itself to the ordinary residential occupancy of this space formerly devoted to the home occupation, and no entrance to the space devoted to the home occupation from other than within the dwelling except when otherwise required by law will be allowed;~~
- ~~5. — No person other than members of the immediate family and in no case more than two persons of the immediate family residing in a dwelling are to be engaged in said home occupation(s);~~
- ~~6. — Reserved. (Repealed by Ord. 1022);~~
- ~~7. — No window display and no sample commodities displayed outside the building;~~
- ~~8. — No stock in trade stored nor commodity kept for sale which is not produced on the premises;~~
- ~~9. — No materials or mechanical equipment shall be used which will be detrimental to the residential use of the residence or adjoining residences because of vibration, noise, dust, smoke, odor, interference with radio or television reception or other factors;~~
- ~~10. — No materials or commodities shall be delivered to or from the residence which are of such bulk or quantity as to require delivery by a commercial vehicle or a trailer or the parking of customers' vehicles in a manner or frequency as to cause disturbance or inconvenience to nearby residents or so as to necessitate off-street parking;~~
- ~~11. — The home occupation must be conducted entirely within the dwelling.~~

~~17.56.090 — Schools and studios for group instruction.~~

~~Minimum conditions are as follows:~~

- ~~A. — Districts permitted: R-M Residential District, DSF Downtown Single-Family, DMR Downtown Mixed Residential, TMU Tourist Mixed-Use, DMU Downtown Mixed-Use.~~
- ~~B. — Minimum conditions. Same minimum conditions as specified for home occupations.~~

17.56.320 Expanded home occupation.

Conditions are:

- ~~A. — Minimum lot size shall be one acre.~~
- B. Allowed as an accessory use to the single-family dwelling and subject to conditional use review.
- C. Conducted on site by the individuals residing in the home.

- D. The number of nonresident employees will be determined by the hearing examiner with a maximum of five at one time.
- E. Accessory buildings containing expanded home occupation uses shall be limited in area to not more than 2,400 square feet.
- F. Storage of equipment and materials outside of the buildings shall be limited to a specific area not exceeding 1,200 square feet and shall be appropriately screened to be not visible from outside the property boundaries.
- G. Off-street parking shall be provided for the residential and business use in accordance with the development standards.
- H. The use shall not create additional pedestrian or automobile traffic in excess of normal amount typical for the area. The gross vehicle weight of delivery vehicles shall not exceed 18,000 pounds, such as normal residential postal/delivery trucks. A traffic study may be required by the public works director.
- I. No activity shall be allowed that creates offensive noise, dust, smoke, odor, or glare that is noticeable from beyond the property boundaries.
- J. A single freestanding or wall sign may be permitted that meets the definition and dimensions within chapter 17.58.
- K. The hours of operation may be limited as deemed necessary to minimize adverse impacts to neighboring properties.
- L. On-site retail sales and services are limited to the sale of goods and services produced on the premises. The area used for retail sales shall be limited to 400 square feet.

19.14.010 - Classification of project permit applications.

Type I	Final decision made by:	Decision-making, procedures or noticing variations	Relevant CMC chapter or section(s)
Home occupation permit	Administrator		17.14.020.C.2 Table 1 development conditions (2)



City of Chelan

PLANNING COMMISSION

January 21, 2026

Subject/Title: Planning Commission Chair Election

Suggested Motion: I move to elect (insert name) as Chair of the Planning Commission for 2026

Department: Community Development

Staff Contact:

Guiding Principles:

Initiatives:

Reviewed By:

GOVERNING LEGISLATION

Chelan Municipal Code establishes a city planning commission under Chapter 2.19. The planning commission shall have all powers and perform all duties specified for the planning agency by RCW chapter 35A.63, together with any other duties or authority which may be conferred upon them by laws of the state, or the ordinances of the city; provided, that nothing in this chapter shall be construed as limiting the right of the city to exercise any power granted to any class of city as provided by law.

PREVIOUS ACTION TAKEN

OVERVIEW

The City of Chelan Planning Commission Bylaws state: The Chair and Vice-Chair shall be elected at the first meeting of January of each year and shall serve until their successors have been elected and qualified.

FINANCIAL IMPLICATIONS

ATTACHMENTS

None

SUGGESTED MOTION

I move to elect (insert name) as Chair of the Planning Commission for 2026



City of Chelan

PLANNING COMMISSION

January 21, 2026

Subject/Title: Planning Commission Vice Chair Election

Suggested motion: I move to elect (insert name) as Vice Chair of the Planning Commission for 2026.

Department: Community Development

Staff Contact:

Guiding Principles:

Initiatives:

Reviewed By:

GOVERNING LEGISLATION

Chelan Municipal Code establishes a city planning commission under Chapter 2.19. The planning commission shall have all powers and perform all duties specified for the planning agency by RCW chapter 35A.63, together with any other duties or authority which may be conferred upon them by laws of the state, or the ordinances of the city; provided, that nothing in this chapter shall be construed as limiting the right of the city to exercise any power granted to any class of city as provided by law.

PREVIOUS ACTION TAKEN

OVERVIEW

The City of Chelan Planning Commission Bylaws state: The Chair and Vice-Chair shall be elected at the first meeting of January of each year and shall serve until their successors have been elected and qualified.

FINANCIAL IMPLICATIONS

ATTACHMENTS

None

SUGGESTED MOTION

I move to elect (insert name) as Vice Chair of the Planning Commission for 2026.