



**CITY OF CHELAN  
Planning Commission Meeting  
January 21, 2026**

**PLANNING COMMISSIONERS AND ADMINISTRATIVE PERSONNEL  
PRESENT**

**Commissioners:**

Joe Collins  
Vickie Heimark  
Gary Myers  
Ryan Peterson  
Gaylen Willett

**Administrative Personnel:**

Community Development Director John Ajax  
Assistant Planner Linda Jo Williams

1. CALL TO ORDER

The meeting was called to order at 5:16 P.M.

2. AGENDA CHANGES

NONE

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

<b>MOVER:</b>	Commissioner Gary Myers
<b>SECONDER:</b>	Commissioner Ryan Peterson
<b>AYES:</b>	Commissioner Gaylen Willett , Commissioner Ryan Peterson, Commissioner Joe Collins, Commissioner Vickie Heimark, Commissioner Gary Myers
<b>NAYS:</b>	None
<b>RESULT:</b>	Passed

#### 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.

The Public Hearing opened at 5:17 p.m.

Director Ajax gave an overview of the proposed revisions to the Chelan Municipal Code as it relates to **Home Occupations**:

- The proposal consolidates home occupation regulations into a single general section for consistency across zoning districts.
- The amendments establish **three tiers** of home occupation intensity:
  1. **Mailing Address Only** – No customers, no changes to the residence; permitted outright with no review.
  2. **Administrative Conditional Use Permit (ACUP)** – Allows customers by appointment; capped at **10 vehicle trips per day** (5 customers).
  3. **Expanded Home Occupation (Full CUP)** – Requires Hearing Examiner approval; allowed **only in the Special Use District**.
- General requirements remain unchanged (20% floor area limit, no structural alterations, no outward appearance of business, no stock-in-trade unless produced on-site, etc.).  
Commissioners asked clarifying questions regarding examples, signage, zoning districts allowed, and delivery thresholds.

#### Public Testimony:

- Lynette Grande, (Chelan) Asked about fees and businesses such as dance studios, violin lessons, and e-commerce resellers.

Staff clarified that appointment-based uses may qualify under ACUP if within trip limits, excessive delivery activity may trigger enforcement, and contractor-type storage or employee dispatch generally exceeds permitted thresholds unless in the Special Use District.

- Jacqueline McMullen (Chelan) Asked about home health care/assisted living. Staff clarified that these are regulated separately as **adult family homes**, allowed by state law. She also asked which zones allow home occupations; staff responded; all applicable districts were listed in the proposed code section.

<b>MOVER:</b>	Commissioner Vickie Heimark
<b>SECONDER:</b>	Commissioner Gary Myers
<b>AYES:</b>	Commissioner Gaylen Willett , Commissioner Ryan Peterson, Commissioner Joe Collins, Commissioner Vickie Heimark, Commissioner Gary Myers
<b>NAYS:</b>	None
<b>RESULT:</b>	Passed

Public Hearing Closed: 5:40 p.m.

5. MOTION CONSIDERATIONS

A) Planning Commission Chair Election

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

I move to elect Joe Collins as Chair of the Planning Commission for 2026.

<b>MOVER:</b>	Commissioner Vickie Heimark
<b>SECONDER:</b>	Commissioner Gary Myers
<b>AYES:</b>	Commissioner Gaylen Willett , Commissioner Ryan Peterson, Commissioner Joe Collins, Commissioner Vickie Heimark, Commissioner Gary Myers
<b>NAYS:</b>	None
<b>RESULT:</b>	Passed

B) Planning Commission Vice Chair Election

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

I move to elect Vicki Heimark as Vice Chair of the Planning Commission for 2026.

<b>MOVER:</b>	Commissioner Gary Myers
<b>SECONDER:</b>	Commissioner Ryan Peterson

<b>AYES:</b>	Commissioner Gaylen Willett , Commissioner Ryan Peterson, Commissioner Joe Collins, Commissioner Vickie Heimark, Commissioner Gary Myers
<b>NAYS:</b>	None
<b>RESULT:</b>	Passed

6. ADMINISTRATIVE REPORTS

Director Ajax provided the administrative report and highlighted the following items:

- State of the City will be held tomorrow at Campbell’s and will be live-streamed; the link is available on the City’s website.
- The City received a \$2.5 million federal appropriation for the Apple Blossom Center water reservoir project.
- The City also received a CHIP grant(Connecting Housing to Infrastructure Program) from the Washington State Department of Commerce.
- Funds will support construction of a sewer line serving the Chelan Valley Housing Trust’s planned affordable housing subdivision on Anderson Road (estimated 50+ homes).
- The grant was highly competitive; Chelan secured a significant portion of the regional allocation. HR & Communications Director Chad Coleman played a key role in preparing the grant.
- The City’s new City Administrator, Laura McAloon, has started. She could not attend due to a Sewer District meeting. She brings extensive experience as a municipal attorney, which is valuable for planning and legal review. She will attend next month’s meeting.

Comprehensive Plan Update progress:

- The housing chapter has been fully rewritten to align with new population allocations.
- Land capacity analysis is complete.
- The transportation consultant is updating traffic data; materials expected by late March.
- Public review opportunities and multiple hearings are anticipated.
- Another joint meeting with Chelan County is planned (similar to the kickoff meeting at the high school).

Sign Code Update will begin again:

- The City delayed updates pending a federal case law that provides clearer

guidance.

- Updates will address non-commercial free speech, sign allowances for homes and businesses, and aesthetic considerations.
- Feather flags are not allowed anywhere in the city and will be subject to active code enforcement.
- Sandwich boards remain allowed downtown; clarifications will be added.
- Staff will address issues with businesses attempting to use multiple licenses at a single entrance to circumvent sign rules.
- Outdoor seating areas may require sandwich boards to be mounted on railings.

7. CITIZEN COMMENTS

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

- Lynette Grande provided comments related to the **Comprehensive Plan update** and long-range planning issues. She wanted to emphasize the importance of the housing element, population allocations, and ensuring required elements are addressed. She requested discussion of building heights, particularly in the downtown area, and how height, density, and water rights interplay.
- John Olson provided comments focused on housing affordability and workforce housing challenges.

8. PLANNING COMMISSIONER COMMENTS

Commissioner Myers: No comment.

Commissioner Heimark: Wanted an update on the Apple Blossom Development (Weidner)

9. ADJOURNMENT

**The meeting was adjourned  
at \_\_\_\_\_ P.M.**

**Date  
Approved:**

\_\_\_\_\_  
**John Ajax  
Community Development  
Director**

\_\_\_\_\_  
**Joe Collins  
Chair**