



## ***TOWN OF LA CONNER PLANNING COMMISSION***

### **Meeting Notice**

September 2, 6PM

Upper Maple Center, La Conner WA, and Livestreamed  
Information is below and on the Town Website

Skagit County Washington  
Incorporated 1890  
[www.townoflaconner.org](http://www.townoflaconner.org)

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### **Agenda**

- I. Convene**
- II. Appointment of New Chair**
- III. Public Comments (Topics not otherwise on the Agenda) – Time Limit 3 Minutes**
- IV. Minutes:** Approve Minutes from the August 5, 2025 meeting.
- V. Old Business**
  - 1. Status Report – Public Participation Program
    - a. ADA Update Community Mingle Recap
- VI. New Business**
  - 1. LU25-39HDR Public Hearing.
  - 2. LU25-41HDR Public Hearing.
  - 3. Hello to New Commissioners/Overview of Planning Commission role
- VII. Closing Comments:**

Live Streaming Info: <https://laconnerwa.portal.civicclerk.com/>

## TOWN OF LA CONNER PLANNING COMMISSION MEETING August 5, 2025

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The Planning Commission meeting was called to order at 6:00 p.m.

Commissioners present: John Leaver and Sommer Holt in person, and Bruce Bradburn via zoom.

Staff: Ajah Eills, Jennifer Herring

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### **PUBLIC COMMENT**

There was no public comment.

### **MINUTES:**

Commissioner Holt moved to approve the minutes with typo corrections from the July 15, 2025 meeting. Seconded by Commissioner Bradburn. **Motion to approve the minutes carried unanimously.**

### **OLD BUSINESS:**

Planner Eills circulated a flyer publicizing the ADA Update Community Mingle for commission approval. General discussion of the logistics of the mingle followed. Planner Eills wants to have maps of town available for the public to pinpoint ADA improvement locations and comments.

### **NEW BUSINESS:**

Public hearing for LU25-37HDR was opened – Planner Eills explained that Caravan Gallery is replacing the windows from picture to vertical style. Commissioner Holt had some questions about the awning as it was not shown in renderings. The gallery owner, Linda Banaszak, assured the commission that the awning would still be there and was just not included in the image. **Commissioner Holt made motion to approve LU25-37HDR. Commissioner Bradburn seconded. Motion passed unanimously.**

Topic of permit fees and costs was briefly talked about. Commissioner Holt recommended looking at the last five or so applications for various permits and the associated costs as a good starting point.

Commissioner Leaver brought up Moore Clark project update. Planner Eills informed them that all inquiries on this project would need to go through the Town Administrator, Scott Thomas, and that there was no new information at this time.

**CLOSING COMMENTS:**

Commissioner Holt inquired if the vacant Planning Commission seats had been filled. Planner Eills informed them that was up the discretion of the Mayor and Town Council and they could not confirm yet as to those appointments.

Leslie Smith expressed that new appointments should come from those living in the Town and not the greater school district. Debate followed on the subject. Commissioner Bradburn expressed that planning commissioners specifically should live in the boundary of the town.

With no further business Commissioner Holt moved to adjourn the meeting at 6:37 p.m. Seconded by Commissioner Bradburn. **Motion carried unanimously.**

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Chair

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Date

## M E M O R A N D U M

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TO: Planning Commission  
FROM: Planning Staff  
SUBJECT: ADA Access and Non-Motorized Transportation Community Mingle Recap  
DATE: August 29, 2025

On August 19, the Town Staff hosted a community mingle to get feedback on ADA access and non-motorized transportation concerns from the community. There was a turn out of roughly 20 to 25 people, most of whom came over from the Retirement Inn. The conversation was wide ranging and involved both non-motorized and motorized concerns. The sticky-note representations of the concerns noted are attached to this memo.

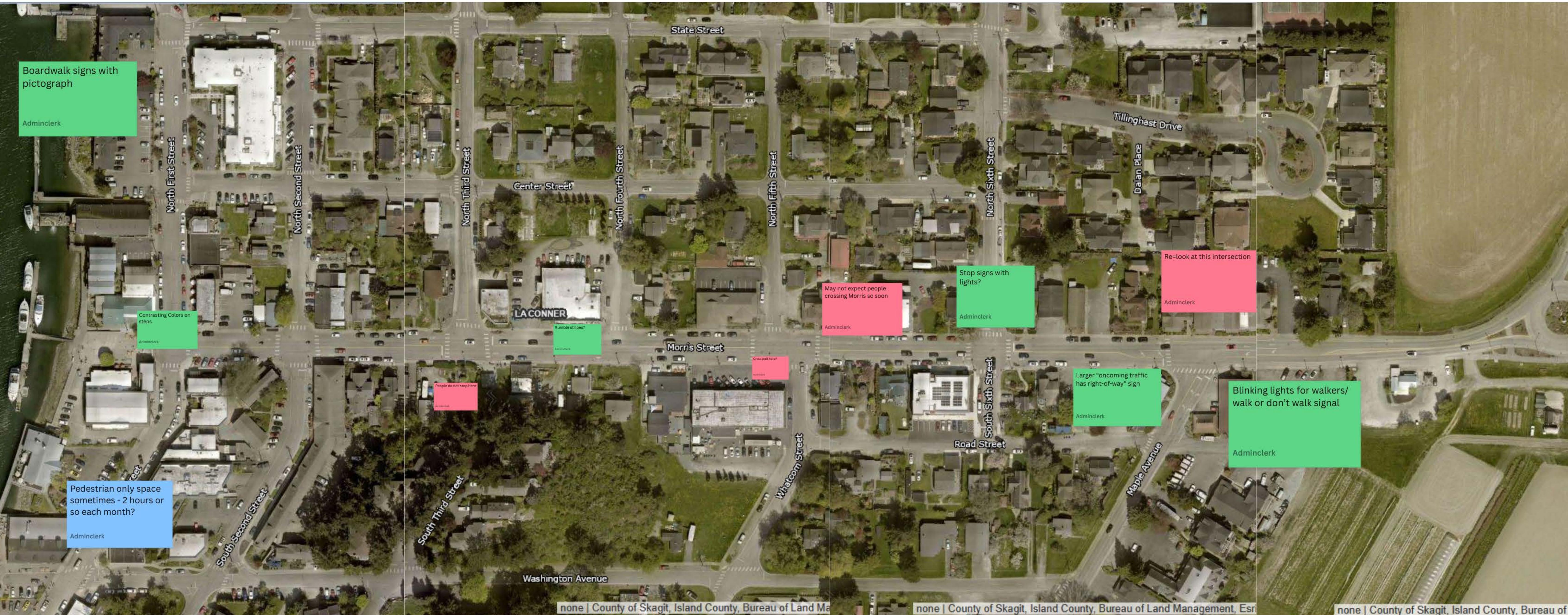
The goal of Town staff at the event was to identify fixes that could take place without a Transportation engineering study or large costs that would require additional budgeting.

Some of the fixes were as follows:

- Handrails at Gilkey Square
- Repaint marking more frequently
- Paint contrasting colors on steps
- Maintain town landscapes as such that they do not impede visibility
- Mirror at O'Neil's driveway on First Street
- Some-type of crosswalk enhancement at Maple/Morris; Center/3<sup>rd</sup>; 6<sup>th</sup>/Morris – crosswalk flags perhaps? Walk/Don't walk signs?

Also notable was the positive feedback that Public Works received.

The next step in the process is to have town staff work together to develop an implementation plan and schedule. I will keep you informed of these efforts.



Remark more frequently  
Adminclerk

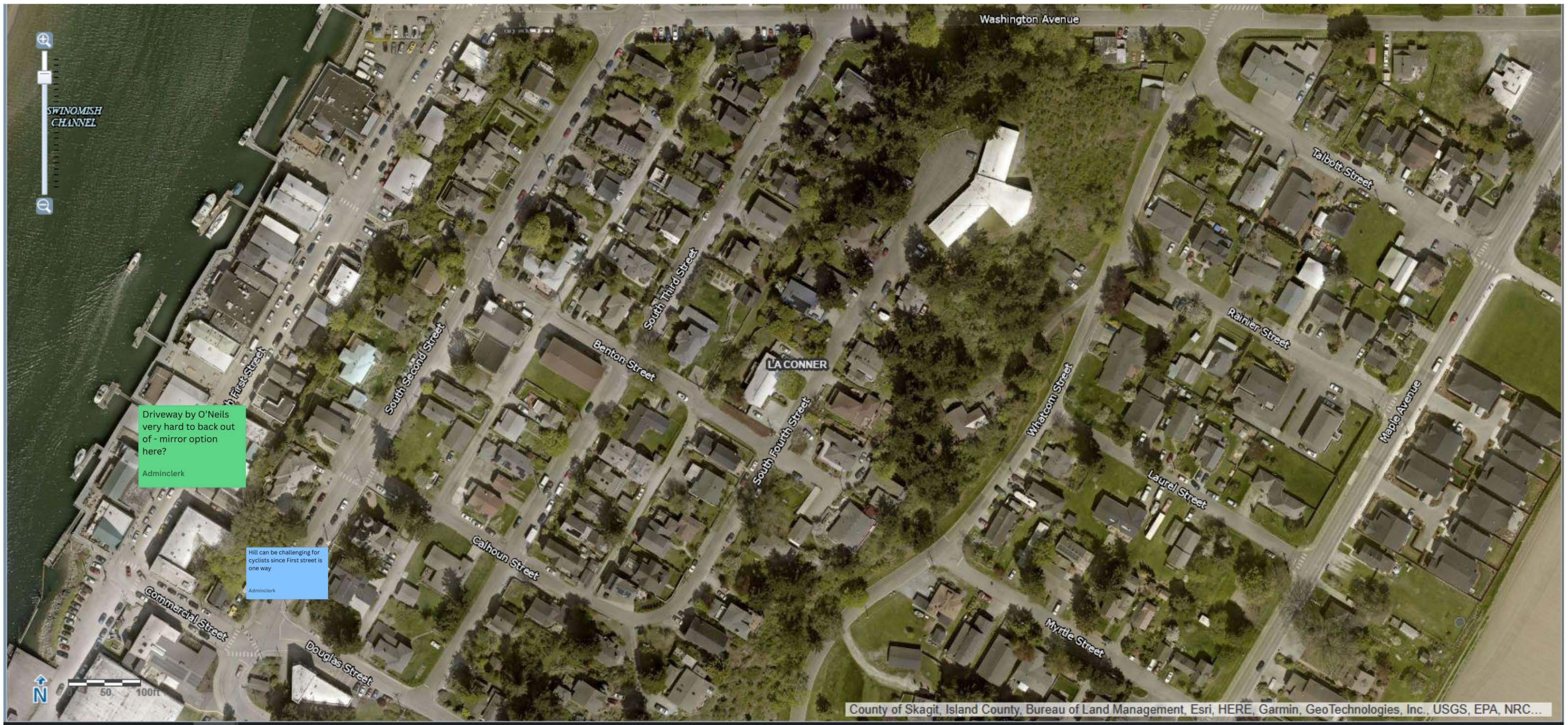
Cars parked closed to corners  
Adminclerk

Bike lanes in bright green, like Bellingham  
Adminclerk

More frequent landscape/tree and bush maintenance  
Adminclerk

Speed bumps don't always stop people  
Adminclerk

none | County of Skagit, Island County, Bureau of Land Management, Esri



Shuttle from parking lot?

Adminclerk

Annacortes has open street parties once or twice a year

Adminclerk

Horse drawn carriage as shuttle? Special events.

Adminclerk

Hay rides?

Adminclerk

Prioritizing other outdoor activities

Adminclerk

Additional public restrooms

Adminclerk

Lots of hanging wires - can we improve visibility?

Adminclerk

Encourage people to wear reflective vests

Adminclerk

Add public restrooms to apple maps

Adminclerk

Sidewalks are uneven and kind of domed

Adminclerk



# *Town of La Conner*

*Post Office Box 400  
La Conner, Washington 98257*

## *Staff Report*

**TO:** Planning Commission  
**FROM:** Ajah Eills, Planning Director  
**APPLICANT:** Lynn Laurel  
**PROPERTY OWNER:** Lynn Laurel  
**PROJECT LOCATION:** 514/516 Road Street, La Conner WA, P74389  
**DATE:** August 26, 2025  
**APPLICATION FILE#:** LU25-39HDR  
**Historic Design Review**

## PROJECT DESCRIPTION

The application is for review and approval of a new home at 514 Road Street, Parcel P74389, in the Residential Zone. This home would replace a mobile home that was previously located on this site. In addition, the applicant is applying to put a new deck on the existing home. The applicant is the property owner.

The property is 514 Road Street, La Conner, WA, parcel P74389. It is within the La Conner Floodplain and not within 200ft of the shoreline. The exterior changes proposed are to create a new 1,551.3 square foot home with associated site changes, including the relocation of the existing shed, the development of a privacy fence between the two homes, the addition of a patio, and the replacement of a gravel driveway with concrete. Please see the attachments for a site plan (attachment 1), external elevations for the new home (attachment 2), and a visual representation of the deck that will be added to the existing home (attachment 3). This review is for the application of the Historic Preservation District code to the project.

## **FINDINGS of FACT**

1. The subject property is located within the town's Residential Zone. This building is allowed under the uses of the Residential Zone.
2. The subject property is within a floodplain. The subject property is not located within 200' of the shoreline. The project will need a floodplain permit. SEPA determination is not required.
3. The following sections of the Town of La Conner Municipal Code apply to this application:
  - Chapter 15.20 Residential Zone
  - Chapter 15.50 Historic Preservation District
4. The subject property is located within the Historic Preservation District. The proposed changes are to create a new structure within the District.
5. The proposed changes would not have a negative impact on the rest of the building, or on any surrounding property.
6. The proposed siding of the home is in a vertical orientation, which is disallowed under LCMC 15.50.090 (2). Please see attachment 4 for the code language and the visual figure included in code.

7. The applicant has submitted photos of buildings within the Historic Preservation District that currently have vertical siding. Please see attachment 5 for those photos.
8. The proposed design of the new home includes horizontal windows, which LCMC 15.50.090 (5) states should be avoided. The word “should” is defined in LCMC Chapter 15.50.025 (8) as follows: “(8) “Should,” in the context of this chapter, denotes a requirement that may be modified if the applicant demonstrates that the proposal or project as designed furthers the goals and objectives of the chapter equal to or better than the requirement would.”
9. The applicant has submitted photos of buildings within the Historic Preservation that currently have horizontal windows. Please see attachment 5.
10. In order to assess the requirement for vertical windows, staff poses the following question: would horizontal windows further the goals and objectives of the chapter equal to or better than the requirement for vertical windows? The following are the listed goals and objectives in chapter 15.50, from the section 15.50.101. Staff notes are in red, following the listed goal/objective.
  - Provide for the identification and protection of structures and sites within the town that reflect special elements of the town’s architectural, artistic, aesthetic, historical, economic, and social heritage; **Not applicable to a new home**
  - Facilitate restoration and upkeep of historic structures; **Not applicable to a new home**
  - Encourage public knowledge and appreciation of the town’s history and culture; **Not applicable to a new home**
  - Foster community pride and sense of identity based on recognition and use of historic resources; **Not applicable to a new home**
  - Preserve diverse architectural styles reflecting phases of the town’s history and encourage complimentary design and construction impacting historic resources; **Applicable to the development. The HPD already has buildings with horizontal windows that are complimentary in design; the proposed horizontal windows are comparable with the existing ones, and complimentary in design to the rest of the home. Horizontal windows would in this case further this goal equally to having all vertical windows.**
  - Enhance property values and increase economic benefits to the town and its residents; **Building a new house will enhance property values, but the shape of windows will likely not affect the value of the home. Not applicable to the window orientation.**
  - Identify and resolve conflicts between the preservation of historic structures and alternative land uses; **Not applicable to a new home**
  - Integrate the requirements for historic preservation into the development review process. **Not applicable to this question.**
  - Ensure that new construction and additions respect the scale, forms and proportions of the Historic Preservation District. **Applicable to this development. This new edition contains horizontal windows, and the applicant has supplied examples within the HPD that have the same scale and proportions as the proposed windows. Based on those examples, the proposed horizontal windows respect the scale, form and proportion of the HPD equally as well to all vertically proportioned windows.**
11. The proposed palette is compatible with existing historic preservation district colors. The applicant would like to paint the home with muted yellows and white, which are well represented in both the Sherman Willians and Benjamin Moore Historic Paint Collections.

12. The applicant is proposing to add a new deck to the existing home on the property. The deck will be made of cedar wood and is consistent with the setback restrictions. Porches and decks add character to residential entryways and are encouraged by LCMC 15.50.090 (8).
13. Dimensional Requirements: Section 15.35.040 of the LCMC sets forth dimensional standards. The proposed building is consistent with the town's height limits and setback restrictions.
14. The development, as modified by the following conditions, meets the requirements of all relevant codes and statutes.

**Staff Recommendation:**

Staff has determined that this application be approved, pending review and comment by the Planning Commission. It is further recommended that the following conditions be attached to the approval of this proposal:

1. Applicant shall modify the planned siding of the home to comply with LCMC 15.50.090 (2).
2. If adjacent rights-of-way are impacted, a Right-of-Way permit shall be required.
3. All debris must be contained and removed from the site upon completion of work, with special attention paid to ensure no debris enters the waterways or Town sewer system.
4. All contractors and subcontractors must be licensed to conduct business in the Town of La Conner.
5. The permit holder must provide contact information on all contractors and subcontractors to the Town of La Conner prior to commencement of construction.
6. All contractors and subcontractors must report sales tax transactions within the Town of La Conner. The La Conner sales tax number is 2905.
7. All of the work performed shall be fully consistent in terms of colors and materials with the information provided in the applicant's submittal.

Nothing in this approval shall be construed to exempt the proposal from any Federal, State or local regulations.

Ajah Eills, Planning Director  
Town of La Conner

Attachment 1

DEVELOPED AREAS:

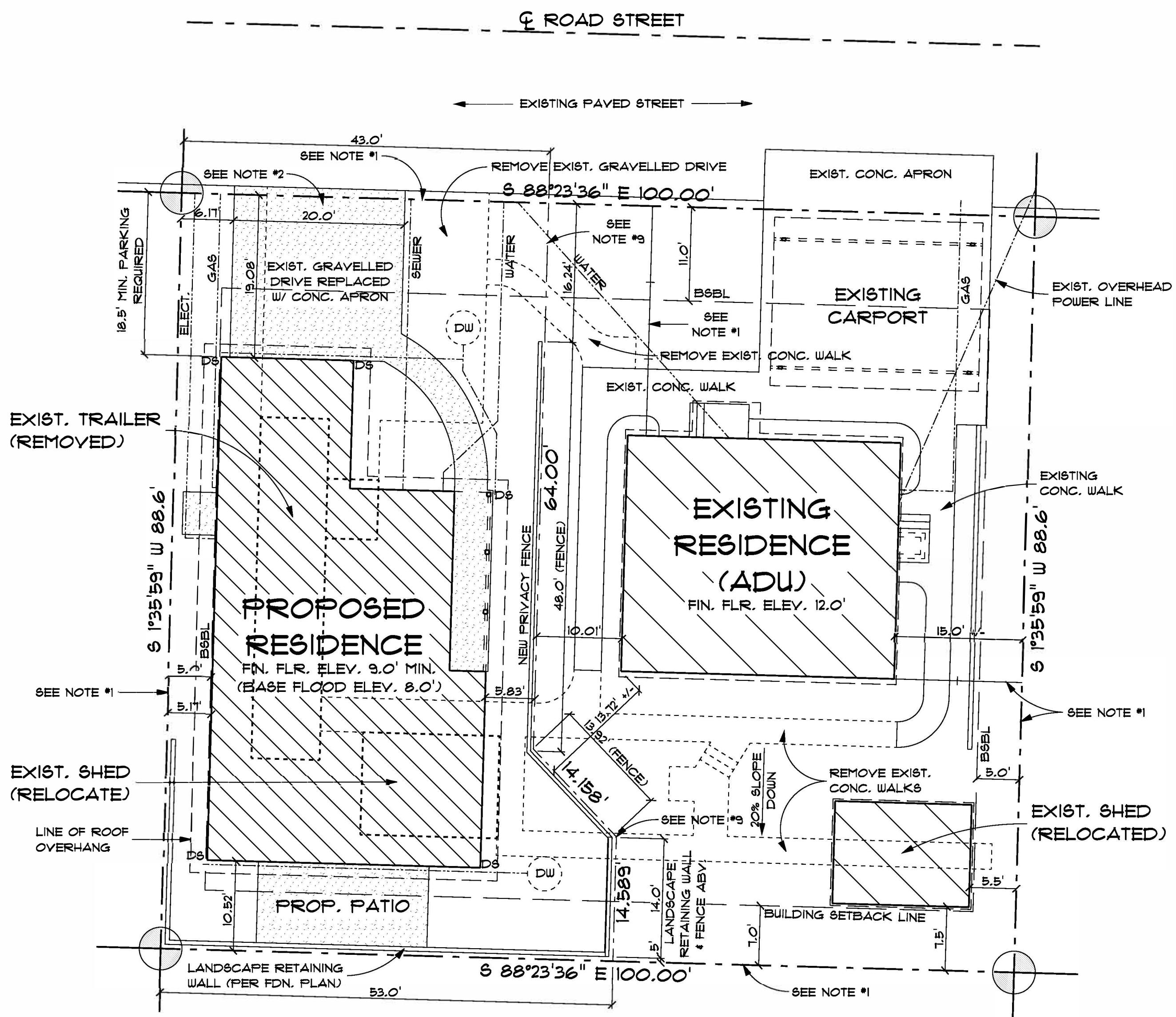
TOTAL LOT AREA: 8,860.0 S.F. (0.2034 ACRE)			
DEVELOPED AREA	EXISTING	PROP. ADDED/REMOVED	TOTALS
EXIST. RESIDENCE (ADU)	885.3 S.F. (9.99%)	-----	885.3 S.F. (9.99%)
EXIST. PORCH	21.1 S.F. (0.31%)	-----	21.1 S.F. (0.31%)
EXIST. CARPORT	346.3 S.F. (3.91%)	-----	48.5 S.F. (0.55%)
EXIST. DECKS	48.5 S.F. (0.55%)	-----	346.3 S.F. (3.91%)
EXIST. TRAILER	362.0 S.F. (4.09%)	- 362.0 S.F.	-----
EXIST. SHED	192.0 S.F. (2.17%)	-----	192.0 S.F. (2.17%)
PATIOS/WALKS/DRIVES	2,010.6 S.F. (22.69%)	- 628.4 S.F.	1,382.2 S.F. (15.60%)
PROPOSED RESIDENCE	-----	+ 1,551.3 S.F.	1,551.3 S.F. (17.51%)
PROP. COVD WALK	-----	+ 89.3 S.F.	89.3 S.F. (1.01%)
PROP. PATIO	-----	+ 256.6 S.F.	256.6 S.F. (2.89%)
TOTALS	3,812.4 S.F. (43.1%)	+ 906.8 S.F.	4,719.2 S.F. (53.94%)

IMPERVIOUS SURFACES:

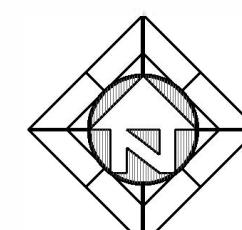
TOTAL LOT AREA: 8,860.0 S.F. (0.2034 ACRE)			
IMPERVIOUS AREA	EXISTING	PROP. ADDED/REMOVED	TOTALS
BUILDINGS *	2,091.2 S.F.	+ 1,546.6 S.F.	3,643.8 S.F.
DECK/PATIOS/WALKS/DRIVES **	1,854.3 S.F.	- 620.9 S.F.	1,163.4 S.F.
TOTALS	3,951.5 S.F.	+ 855.7 S.F.	4,807.2 S.F.

\* INCLUDING ROOF OVERHANG  
\*\* NOT COVERED BY ROOF OVERHANGSITE PLAN NOTES:

1. INSTALL SILT FENCE PER BMP C233 AT PERIMETER OF AREA DISTURBED BY CONSTRUCTION (TOTAL AREA DISTURBED BY CONSTRUCTION IS APPROXIMATELY 6,253 S.F. CLEARLY MARK PERIMETER OF NEUTRAL SLOPE/UP/SLOPE AREAS TO BE DISTURBED BY CONSTRUCTION WITH HIGH-VISIBILITY CONSTRUCTION TAPE, RIBBON OR SIMILAR METHOD. VERIFY VEGETATED STRIP (BMP C234) OR STRAW WATTLES (BMP C235) AT STORMWATER OUTLET. STORMWATER CHANNELS (IF ANY) TO BE STABILIZED PER BMP C12, C202 AND/OR C203. IF STORMWATER IS CHANNELLED TO EXISTING DRAIN INLET PROTECT PER BMP C220 & MAINTAIN AS NEEDED UNTIL CONSTRUCTION IS COMPLETED
2. EXISTING/REBUILT DRIVEWAY/PARKING TO ACT AS CONSTRUCTION ACCESS PER BMP C105
3. BARE GROUND & PROPOSED STRUCTURE, AREAS DEPOLITATED DURING CONSTRUCTION AND STOCKPILED SOIL TO BE PROTECTED WITH GROUND COVER PER BMP C120, C121, C122, C123, C124, C125, C131 AND/OR C140 TO PREVENT EROSION
4. DOWNSPOUTS (DS) TO BE CONNECTED BY TIGHTLINE TO NEW DRYWELL (DW) WHERE SHOWN PER BMP T5.10A (TOTAL ROOF AREA SERVED IS 1984.6 S.F.)
5. RUNOFF FROM DEMOLITION DEBRIS, CONC. TRUCK WASTE AND OTHER POLLUTANTS TO BE MITIGATED PER BMP C151, C152 & C153
6. SLOPE GRAVELLED/CONC. WALKS/LANDINGS AWAY FROM STRUCTURE MINIMUM 1/4" PLF (2%) TO DRAIN STORMWATER SHEET FLOW ONTO ADJACENT VEGETATED STRIP (EXIST/REPLANTED LAWN)
7. POWER, GAS, WATER & SEWER LINE LOCATIONS NOT CONFIRMED (BUILDER TO REQUEST UTILITY LOCATE PRIOR TO STARTING ANY LAND-DISTURBING ACTIVITY OR EXCAVATION WORK. BUILDER TO VERIFY LOCATIONS FOR CONNECTIONS TO CITY UTILITIES WITH CITY OF LA CONNER)
8. SITE SLOPES LESS THAN 5% IN ANY DIRECTION EXCEPT FOR SLOPED AREA SHOWN ON SITE PLAN
9. IMAGINARY PROPERTY LINE SHOWN BETWEEN EXIST. RESIDENCE (ADU) AND PROP. RESIDENCE FOR FIRE-SEPARATION PURPOSES (SEE NOTE #6 ON SHEET 4)
10. NOT ALL OF THESE ITEMS WILL APPLY TO THIS SITE. IT IS THE BUILDER'S RESPONSIBILITY (& BUILDING OFFICIAL) TO DETERMINE WHICH ITEMS ARE APPLICABLE PER THIS SITE'S UNIQUE CONDITIONS

SITE PLAN

SCALE: 1" = 10'-0"

LEGAL DESCRIPTION:

(0.2000 ac) LOTS 16 &amp; 17, BLOCK 18, MAP OF SYNDICATE ADDITION TO THE TOWN OF LA CONNER, SKAGIT CO., WASH. AS PER PLAT RECORDED IN VOLUME 2 OF PLATS, PAGE 109, RECORDS OF SKAGIT COUNTY, WASHINGTON

A PORTION OF THE SOUTHEAST 1/4 OF SECTION 36, TOWNSHIP 34 NORTH, RANGE 2 EAST, W.M., LA CONNER, WASHINGTON

PARCEL# P14389

SITE ADDRESS: 516 ROAD STREET, LA CONNER, WA 98257

© 2025  
ACCUPLAN CUSTOM  
BUILDING DESIGN  
DRAWN BY  
BJ  
DATE  
MAY 28, 2025  
JOB NUMBER  
2604  
SHEET  
1  
OF EIGHT SHEETS

**ACCUPLAN**CUSTOM BUILDING DESIGN  
NEW CONSTRUCTION • REMODELS • ADDITIONS • GARAGES • SHOPS • DECKS

7926 Delvin Hill Road, Sedro-Woolley, WA 98284

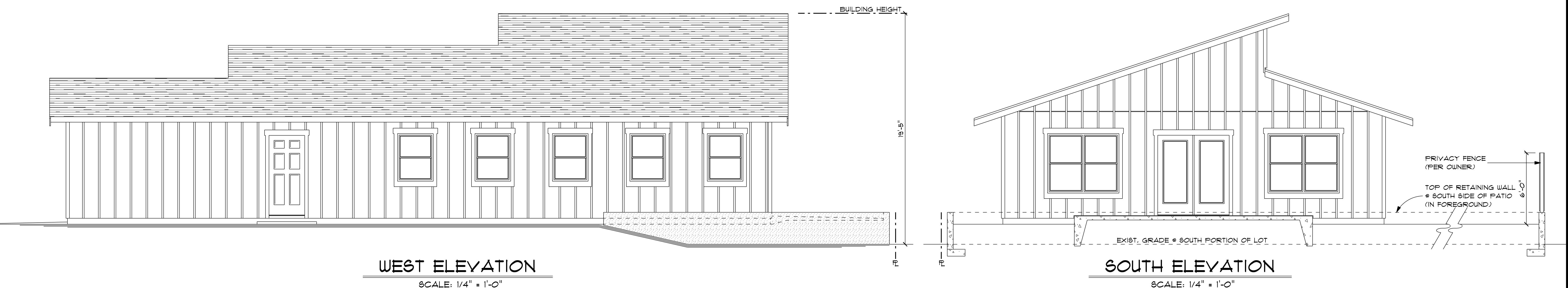
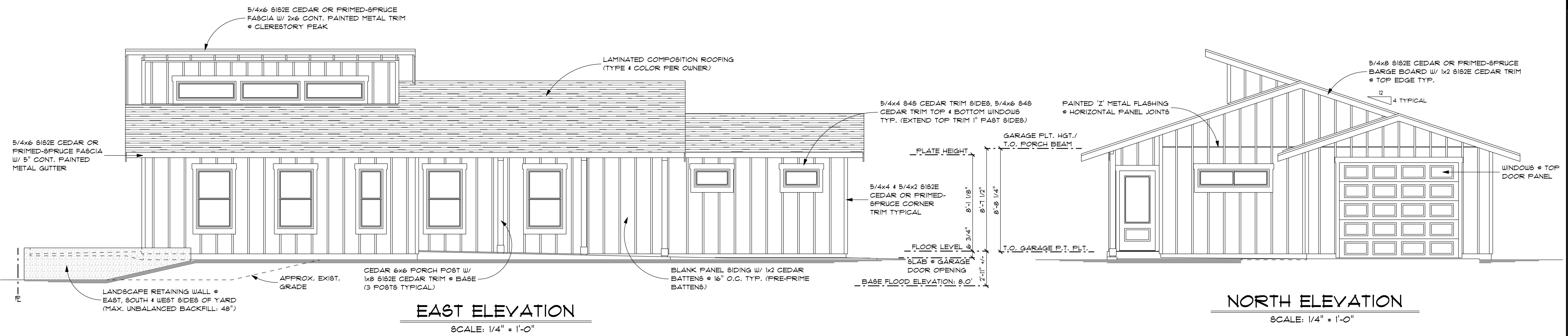
brett@accuratebuildingplans.com

**LYNN LAUREL**

516 ROAD STREET, LA CONNER, WASHINGTON

REVISIONS BY  
JUNE 26, 2025

ACCUPLAN  
CUSTOM BUILDING DESIGN  
NEW CONSTRUCTION • REMODELS • ADDITIONS • GARAGES • SHOPS • DECKS  
7926 Delvin Hill Road, Sedro-Woolley, WA 98284  
brett@accuratebuildingplans.com



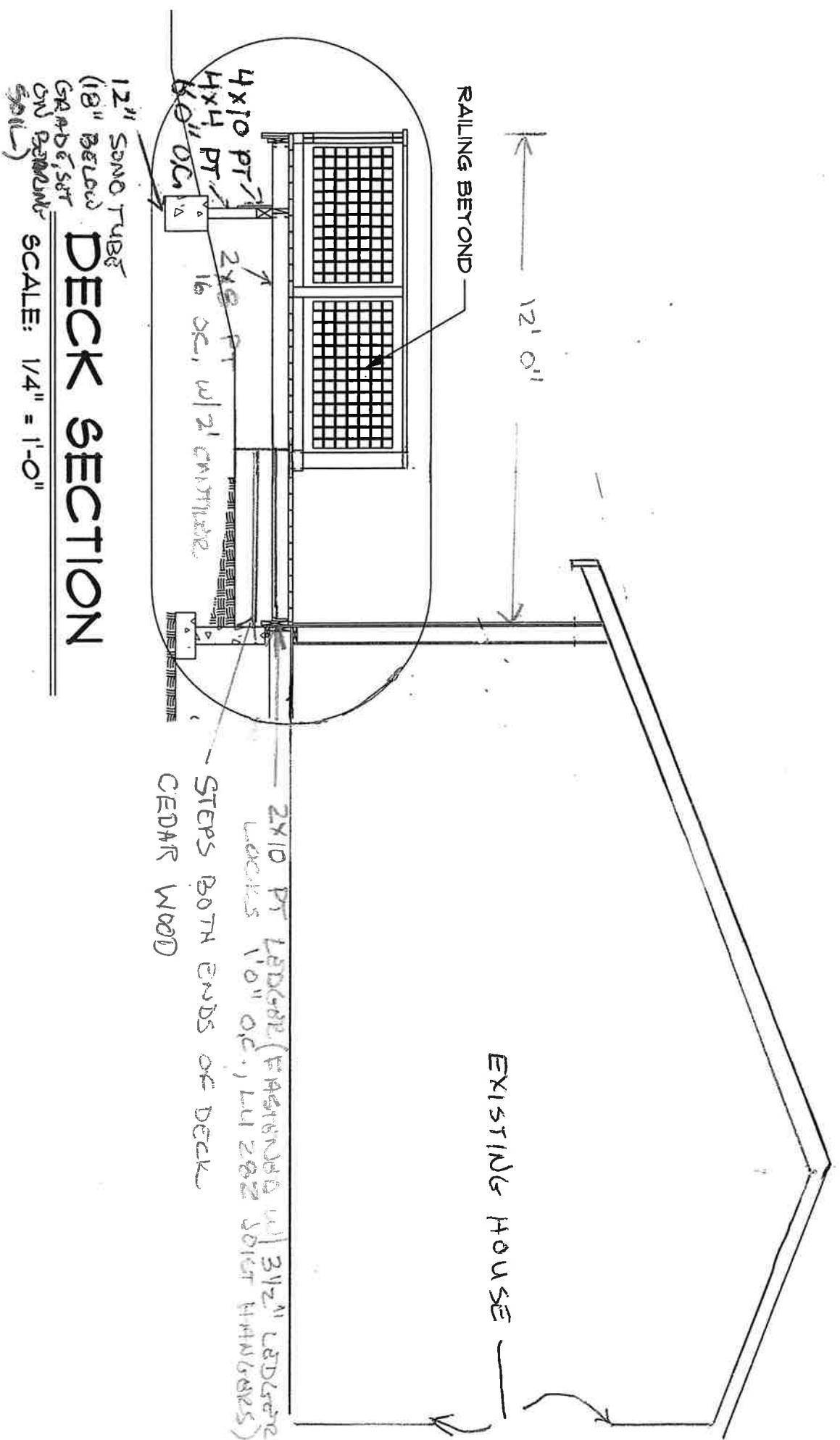
© 2025  
ACCUPLAN CUSTOM  
BUILDING DESIGN  
DRAWN BY  
BJ  
DATE  
MAY 28, 2025  
JOB NUMBER  
2804  
SHEET  
2  
OF EIGHT SHEETS

ACCUPLAN CUSTOM BUILDING DESIGN (DESIGNER) HAS TAKEN CARE TO VERIFY THE ACCURACY OF THESE PLANS. IT IS THE BUILDER'S RESPONSIBILITY TO VERIFY ALL DIMENSIONS PRIOR TO STARTING CONSTRUCTION. ALL CONSTRUCTION SHALL COMPLY WITH THE 2021 INTERNATIONAL RESIDENTIAL CODE (• ASSOCIATED 2021 CODES), 2021 WASHINGTON STATE ENERGY CODE, AND ALL APPLICABLE LOCAL STATE & FEDERAL BUILDING CODES THAT HAVE BEEN LAWFULLY ADOPTED BY THE BUILDING DEPARTMENT OF JURISDICTION. DESIGNER IS NOT RESPONSIBLE FOR ANY CHANGES MADE TO THESE PLANS, SPECIFICATIONS OR DETAILS BY OTHERS OR BY THE BUILDER ON-SITE

LYNN LAUREL

516 ROAD STREET, LA CONNER, WASHINGTON

Lynn Laird deck addition @ 516 Ross St. Belmont





## Attachment 4

**15.50.090 Building exterior.**

(1) Masonry – Brick, Stone, Terra-Cotta, Concrete, Adobe, Stucco, Mortar. Masonry features may include walls, brackets, railings, cornices, window architraves, door pediments, steps, and columns, joint unit and size, tooling and bonding patterns, coatings, and color.

(a) Masonry features should be identified, retained, preserved and protected using approved methods and techniques generally recognized for historic structures.

(b) Deteriorated mortar should be replaced with mortar which duplicates the strength, composition, color, and texture of the old mortar. Old mortar joints should be duplicated in width and in joint profile.

(2) Wood – Clapboard, Weatherboard, Shingles, **Siding**, Decorative Elements. Wood features may also include cornices, brackets, window architraves, and door-way pediments, and their paints, finishes, and colors.

(a) Wood features should be identified, retained, preserved, protected and maintained using approved methods and techniques generally recognized for historic structures.

(b) Repair may include limited replacement in kind – or with compatible substitute materials – of those extensively deteriorated or missing parts of features where there are surviving prototypes such as brackets, moldings, or sections of siding. Features of the existing structure should guide the new work.

(c) Horizontal wood siding in four-to-six-inch shiplap or clapboard is preferred. Avoid vertical or wide horizontal siding.

(d) Avoid panelized siding, batten siding and artificial stone. Wainscot is to be used only in keeping with historic architectural character of the structure.

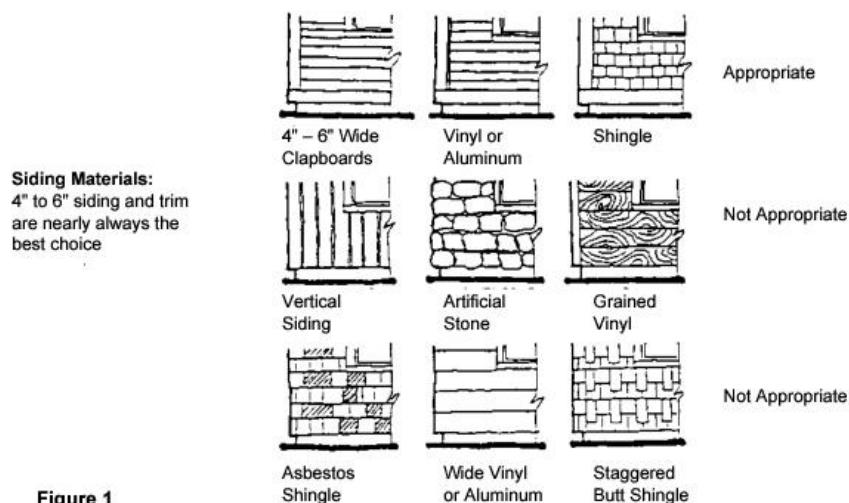


Figure 1

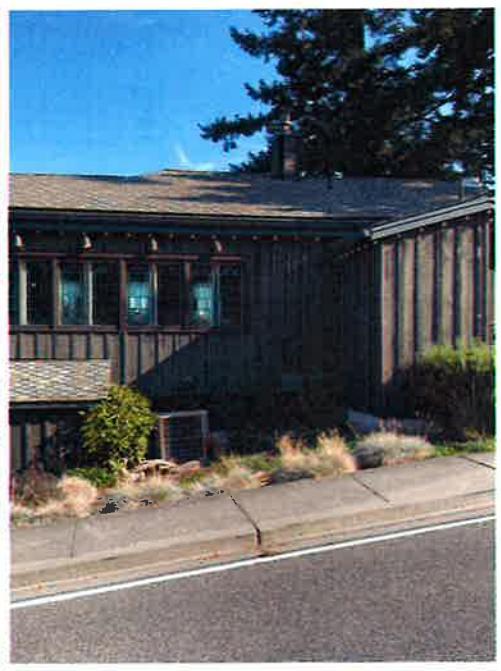




WINDOW

17

WINDOW





# Town of La Conner

*Post Office Box 400  
La Conner, Washington 98257*

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## *Staff Report*

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**TO:** Planning Commission  
**FROM:** Ajah Eills, Planning Director  
**APPLICANT:** Jason Linderman  
**PROPERTY OWNER:** Jason Linderman  
**PROJECT LOCATION:** 313 Morris Street, La Conner WA, P74144  
**DATE:** August 26, 2025  
**APPLICATION FILE#:** LU25-41HDR  
 Historic Design Review

### **PROJECT DESCRIPTION**

The application is for review and approval of exterior changes to 313 Morris Street, a mercantile building in the Commercial Zone. The applicant is the property owner.

The property is 313 Morris Street, La Conner, WA, parcel P74144. It is within the La Conner Floodplain and not within 200ft of the shoreline. The exterior changes proposed are to repaint the sides and top of the building with a dark gray, while the front exterior of FiFi's Bubble Palace to be painted a dark crimson. Rest of building to remain the same.

### **FINDINGS of FACT**

1. The subject property is located within the town's Commercial Zone. This building is allowed under the uses of the Commercial Zone.
2. The subject property is within a floodplain. The subject property is not located within 200' of the shoreline.. SEPA determination is not required.
3. The following sections of the Town of La Conner Municipal Code apply to this application:
  - Chapter 15.35 Commercial Zone
  - Chapter 15.50 Historic Preservation District
4. The subject property is located within the Historic Preservation District. The proposed changes are to an existing structure within the District.
5. The proposed changes would not have a negative impact on the rest of the building, or on any surrounding property.
6. The proposed palette is compatible with existing historic paint colors on the building.
7. Dimensional Requirements: Section 15.35.040 of the LCMC sets forth dimensional standards. The existing building is consistent with the town's height limits and setback restrictions.
8. The development, as proposed, meets the requirements of all relevant codes and statutes.

**Staff Recommendation:**

Staff has determined that this application be approved, pending review and comment by the Planning Commission. It is further recommended that the following conditions be attached to the approval of this proposal:

1. If adjacent rights-of-way are impacted, a Right-of-Way permit shall be required.
2. All debris must be contained and removed from the site upon completion of work, with special attention paid to ensure no debris enters the waterways or Town sewer system.
3. All contractors and subcontractors must be licensed to conduct business in the Town of La Conner.
4. The permit holder must provide contact information on all contractors and subcontractors to the Town of La Conner prior to commencement of construction.
5. All contractors and subcontractors must report sales tax transactions within the Town of La Conner. The La Conner sales tax number is 2905.
6. All of the work performed shall be fully consistent in terms of colors and materials with the information provided in the applicant's submittal.

Nothing in this approval shall be construed to exempt the proposal from any Federal, State or local regulations.

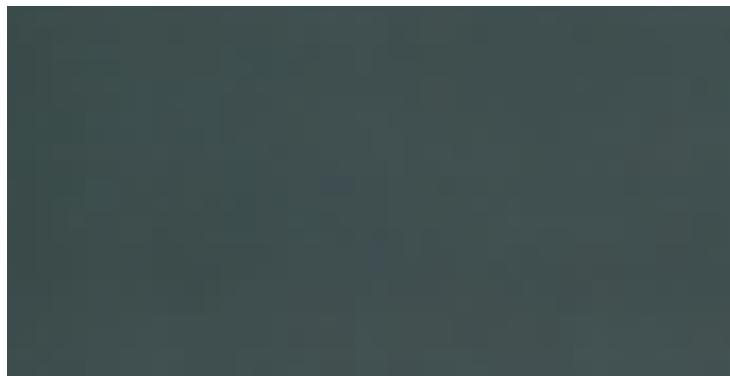
Ajah Eills, Planning Director  
Town of La Conner

Colors:

Selection of dark crimson:



Selection of gray:



**M E M O R A N D U M**

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TO: Planning Commission  
FROM: Planning Staff  
SUBJECT: Overview of Commission Role and Authority  
DATE: August 29, 2025

We have new Commission members, and I would like to start a precedent of reviewing the Planning Commissions role and authority whenever new Commissioners join.

The following is the role of the Planning Commission as outlined in LCMC 15.130.030:

**“15.130.030 Planning commission – Authority.**

- (1) The planning commission shall review and approve, approve with conditions, or deny Type III permit applications which are not consolidated with Type IV or Type V permit applications. Reference LCMC 15.135.050 for permit classifications and procedures.
- (2) The planning commission shall review and make a recommendation for approval, conditional approval or denial to the hearing examiner on Type III permit applications which are consolidated with Type IV or Type V project permit applications. The recommendation shall be made following a public meeting.”

The Planning Commission can give approval for Type III permits. The most common Type III permits that come before the Commission are demolition permits for structures within the Historic Preservation District, Historic Preservation District Permits, and Tree Removal permits.

The Planning Commission gives a recommendation to the Hearing Examiner on Type IV and to Town Council for Type V permits. The most common Type IV permits that come before the Hearing Examiner are Conditional Use permits, and Variances. The most common Type V permits that go before the Town Council are suggested changes to uniform development code or the Comprehensive Plan.

The Planning Commission plays no role in Type I or Type II permits. Type I permits are administrative permits, where the final decision can be made by the Planning or Public Works Directors, or designees. Type II permits are permits where the final decision can be made by the Planning Director or designee. If Type I or Type II permit decisions are appealed, the appeal goes to the Hearing Examiner and bypasses the Planning Commission.

Type I and Type II permits include the following: building and construction permits, lot line adjustments, sign permits, floodplain permits, change of use permits, accessory uses, shoreline exemptions, home occupation permits, shoreline substantial development, critical areas, short plats, administrative conditional use permits, temporary structures, and others.

Please let me know if you have any questions!