

CITY OF CLE ELUM
PLANNING COMMISSION MEETING
Regular Meeting Minutes
16 January 2018 6:00 PM

1. Roll Call and Call to Order

The meeting was called to order at 6:00pm by **Kerry Clark**. Also in attendance were **Marc Kirkpatrick, Travis Harris, Theo Leonard, and Debra Davis**. Staff present was City Planner Lucy Temple and Interns Savannah Hutchins and Isaac Anzlovar.

2. Set Agenda

A motion was made by Theo Leonard to accept the 16 January 2018 agenda as present and seconded by Debra Davis. Motion carried unanimously.

3. Adoption of Minutes

A spelling error of Encompass, on line 40 of page 1, was mentioned by Theo Leonard. *A motion was made by Travis Harris to accept the meeting minutes with the revised spelling for 19 December 2017 and seconded by Marc Kirkpatrick. Motion carried unanimously.*

4. Announcements, Appointments, Awards, & Recognitions

There is still a position open for a Citizen Alternate on the Planning Commission. There is currently one application. Staff will be revisiting previous applications and reviewing ways to increase the notice for the opening.

5. Citizen Comments on Non-Agenda Items (limited to 5 minutes)

None.

6. Public Appearances

None.

7. Business Requiring Open Hearings

None.

8. Unfinished Business

A. Housing Element RFP

Berk was the only responder to the Housing Element RFP and the next steps in the process for hiring Berk for the completion of the Housing Needs Assessment and Housing Element are underway. *A motion was made by Marc Kirkpatrick to recommend the approval of the Berk Housing Needs Assessment and Housing Element update to the City Council and was seconded by Debra Davis. Motion carried unanimously.*

B. Conditional Use Permit (CUP) Review Process

Planner Temple updated the Planning Commissioners on her discussion with the City's Attorney who stated that the CUP Review Process was not a part of Cle Elum's Municipal Code and CUPs should be reviewed on a complaint basis instead of annually unless otherwise conditioned in their CUP, such as Hope Source Polaris requiring a quarterly review. It was decided that the process for tracking complaints needed to be reviewed and updated and the review process for CUPs will be finalized and held on to until a CUP complaint comes up.

9. New Business

A. Fee Schedule

The current fee schedule has not been updated since 2015, when a clerical error was corrected, and there are discrepancies between the fee schedule, permits, and the code. The Commissioners were asked to review the fee schedule, especially in regards to community development and appeals section, and return comments to the Planning Department by 26

1 January so it could be discussed further at the 6 February 2018 meeting. Commissioners had
2 questions regarding the distribution of the collected fee between departments and the possibility
3 of a form/process to estimate staff time up front. Planner Temple will be gather information on
4 where the money from fees is distributed to after collection and work on an estimation process to
5 address the Commissioners concerns.

6 **B. Floodplain Development Permit Application**

7 The Commissioners were given a copy of the draft Floodplain Development Permit
8 Application, that was okayed by Ecology, for review and comments by 14 February to discuss at
9 the 20 February 2018 meeting. **It was decided by the Commission that the existing document**
10 **would be used if necessary until it needs to be updated.** The application was created because it is
11 designated as a necessity in the Cle Elum Municipal Code.

12 **C. Vehicles & Traffic Code**

13 The updated ordinances for the Vehicles & Traffic Code were presented to the Planning
14 Commissioners and they were asked to return with comments by the next meeting, 6 February
15 2018. The ordinances will update the current code to not allow motorcycles on the Coal Mines
16 Trail, which was an oversight. The applicable code for snowmobiles and motorized foot scooters
17 to identify other necessary updates, such as violations, was also included in the packets.
18 Commissioners asked for information on how Progress Path will be addressed, whether or not an
19 ADA clause is needed, how to ensure bicycles are exempt, parking on Railroad Street, for a map
20 to be included in the ordinance, and for a specific definition on snowmobiles to determine if
21 converted vehicles, such as UTVs with tracks, would be allowed. The Planning Department will
22 look for the information in question and Planner Temple will be asking the City Attorney if an
23 ADA clause needs to be added to the code to ensure the prohibition of motorized wheelchairs
24 does not occur before the next meeting.

25 **10. Staff Report – Lucy Temple**

26 The Staff Report was included as a written copy in the Planning Commissioners packets.
27 Planner Temple reviewed the updates regarding the Comprehensive Plan and the Downtown
28 Revitalization. The Parks & Recreation RCO has been distributed for review, the Transportation
29 Element is underway, and the Housing Element should begin after approval at the 23 January
30 2018 City Council Meeting. The Downtown Revitalization schedule was reviewed with the
31 Commissioners as well as the costs associated with the revitalization to the business owners and
32 the assumption that awnings with posts in the sidewalk would be removed at cost to the owners.
33 It was decided that the posts still needed to be discussed with HLA and penalties should
34 discussed for the contracted work taking longer than anticipated to ensure the opening at or
35 before the Pioneer Days Parade.

36 **11. Report of Committees**

37 None.

38 **12. Comments from Commissioners and/or Staff**

39 Commissioner Debra Davis presented her recommendation letter to the other Planning
40 Commissioners for review and comment by the 6 February 2018 meeting.

41 **13. Adjournment**

42 *A motion to adjourn was made by Debra Davis and seconded by Marc Kirkpatrick.*
43 *Motion carried unanimously. The meeting adjourned at 7:47 p.m. on 16 January 2018.* The
44 next meeting will be on **Tuesday 06 February 2018** from 6:00 p.m. to 8:00 p.m.