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2 CITY OF CLE ELUM  
3 PLANNING COMMISSION MEETING  
4 Regular Meeting Minutes  
5 17 April 2018 6:00

6 **1. Roll Call and Call to Order**

7 The meeting was called to order at 6:00pm by **Kerry Clark**. Also in attendance were  
8 **Theo Leonard**, and **Debra Davis**. Staff present was City Planner Lucy Temple and Intern Isaac  
9 Anzlovar. *Theo Leonard made a motion to excuse Travis Harris form the meeting and it was*  
10 *seconded by Debra Davis. The motion carried unanimously.*

11 **2. Set Agenda**

12 *The commission agreed to set the agenda and proceeded with the meeting.*

13 **3. Review of the minutes**

14 • **From 3 April 2018**

15 The commission review the meeting minutes from the 3 April 2018 Planning  
16 Commission meeting. Commissioner Leonard addressed the word “Appropriateness”  
17 on page 1 line 27 and asked if it would be changed to the word “Appreciation”.

18 Leonard also addressed a miss spelled word on page 1 line 29 and asked if “Leonard”  
19 would be changed to “Leonhard”. Commissioner Davis addressed a miss spelled  
20 word on page 1 line 43 and asked for “matiness” to be changed to “maintenance”.

21 **4. Announcements, Appointments, Awards, & Recognitions**

22 None.

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

24 Devin Smith was present to announce to the Commission that she has submitted an  
25 application to fill one of the open positions on the Commission. She explained that she wants to  
26 get involved within the community and she explained that she believes that the Planning  
27 Commission is the way to do so. She continued to explain that she has experience in working  
28 with non-profits and is currently a real estate broker for Cle Elum Windermere. Planner Temple  
29 asked the Commissioner to explain to Devin what the Commission does and why they chose to  
30 become a Commissioner. Once the Commissioners finished explaining they thanked Devin for  
31 submitting an application and stated that they would take their recommendation to the Mayor.

32 **6. Public Appearances**

33 • **Rose Shriner, Kittitas Conservation District- Fire Adopted Communities**

34 Rose Shriner from the Kittitas Conservation District was present to give the  
35 Commission a presentation on the Fire Adaptive Communities Coalition. She  
36 explained that the Coalition is a new entity in Kittitas County and is made up of many  
37 member of the fire community. She further explained that the purpose coalition is to  
38 assist in public outreach, education, and helping the Kittitas County jurisdictions with  
39 fire emergency preparedness. Planner Temple explained that the reason she asked  
40 Shriner to come a present was because she want the Commission to start thing how  
41 fire preparedness could be included in the City’s Comprehensive Plan. Shriner  
42 explained that the best way promote fire preparedness is to promote better building  
43 materials, and create a city emergency plan. The Commission Thanked Shriner for  
44 giving her presentation.

45 **7. Business Requiring Open Hearing**

46 None.

1 **8. Unfinished Business**

2 • **Hope Source, Polaris Apartments- Periodic Check-In**

3 Mark Hollandsworth was present to represent Hope Source and give the quarterly  
4 report for the Polaris Affordable Housing Community. He explained that since the  
5 previous check-in there has been some physical improvements to the community,  
6 such as landscaping and painting. Also Hope Source has told the Polaris apartment  
7 managers to be a little stricter and that four tenants have been asked to leave because  
8 they were not following the rules or not paying their rent. He explained that Hope  
9 Source wants to supply affordable housing to people who need it and supplying  
10 guidance to setup the stability that those people need. The Commission was interested  
11 on how a person in need of affordable housing would get in contact with Hope  
12 Source. Hollandsworth explained that they would have to apply on the Coordinate  
13 Entry System on the Hope Source website and then Hope Source would contact them.

14 Hollandsworth was also at the 16 April 2018 Housing Open House. The  
15 Commission asked if he had any suggestions on how affordable housing could be  
16 associated in the City's Comprehensive Plan and City Code. Hollandsworth explained  
17 that constructing affordable housing is much more expensive to produce than for  
18 profit housing and suggested that there need to be grants and/or building regulation  
19 put in place to encourage affordable housing construction. He also suggested that the  
20 City find land suitable for affordable housing and rezone it so it's easier for builders  
21 to construct affordable housing. Temple also asked Hollandsworth if he had any  
22 suggestion on how public transit could be included in the Comprehensive Plan and  
23 maybe become a thing. Hollandsworth explained that Hope Source's transit is for a  
24 specific group, but to obtain a public connector from upper Kittitas County to  
25 Ellensburg the city would have to start talking to QuadCO and PTAC. The  
26 Commission thanked Hollandsworth for his Hope Source check-in and his input on  
27 the Comprehensive Plan.

28 • **Housing and Transportation Open House- Reflectance/discussion**

29 Temple gave a summary of 16 April 2018. She explained that the HLA gave a brief  
30 presentation wrapping up the City's Comprehensive Plan Parks and Recreation  
31 Element update and launching the Transportation Element's update. She also  
32 explained that BERK consulting was present to give a presentation about the Housing  
33 Study and Housing Element update that they have been hired to produce for the City.  
34 BERK also asked the public for their input on what they would like to see in the  
35 Housing Element.

36 **9. New Business**

37 • **Proposed County shop location/ plans**

38 Temple supplied the Commission with the plans for the Kittitas County's new  
39 City shop in their packets. She asked the Commission to take a look over it and be  
40 prepared for the document to come back in future meetings for further review.

41 **10. Staff Report**

42 Temple reported that Phase 1 of the downtown revitalization plan fully funded and a go.  
43 However the City did not receive any grants for phase 2 of the downtown revitalization and the  
44 City has to either fully fund it or wait to see if any other grants are received.

45 **11. Report of Committees**

46 None.

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

2 None.

3 **13. Adjournment**

4 *A motion to adjourn was made by Theo Lenard and seconded by Debra Davis. Motion*  
5 *carried unanimously. The meeting adjourned at 7:52pm on 3 April 2018. The next meeting*  
6 *will be on Tuesday 1 May 2018 from 6:00 p.m. to 8:00 p.m.*