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CITY OF CLE ELUM
PLANNING COMMISSION MEETING
Meeting Minutes
February 16, 2021 6:00

1. **Call to Order & Roll Call**

Commissioner Berndt called the meeting to order at 6:00pm. All Commissioners were present.

Set Agenda

Commissioner Torrey motioned and Commissioner Fluegge seconded to set the agenda as presented. Motion passed.

2. **Review of the minutes**

Review minutes from January 19, 2021. Commissioner Hawk motioned and Commissioner Fluegge seconded to accept the minutes as presented. Motion passed.

3. **Staff Report**

Staff updated Commissioners on the most recent permit packages but deferred the staff report since the information that Gregg will be presenting under New Business will be what will come before the Planning Commission.

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

None.

5. **Public Appearances**

None.

6. **Business Requiring Open Hearing**

None.

7. **New Business**

a. **Introduce Gregg Dohrn, City Planning Consultant**

Staff introduced planning consultant who would be assisting to lead the development regulation updates.

b. **2021 City Planning Priorities & Work Plan – Gregg Dohrn**

Gregg Dohrn introduced and presented the 2021 Planning Priorities document that was requested by the Mayor and Administrator. Mr. Dohrn stated that for cities of Cle Elum's size the planning department work list is exceptionally long in comparison. Mr. Dohrn emphasized that a major item for the Planning Commission is updating the development regulations. Mr. Dohrn provided several examples of other development that might come before the Planning Commission such as a potential annexation related to the airport. Mr. Dohrn suggested the city may continue to see more permit applications than the city has seen in the past and said the city may also be using a hearings examiner in the future. Mr. Dohrn discussed the 12-acre park and Suncadia's payment of \$400,000 for planning the park facility. Mr. Dohrn presented the rest of the 3-page document and explained there is always more work than there is time to do it.

Commissioner Berndt asked Mr. Dohrn to explain staff support to the Commission. Mr. Dohrn said there would always be staff support for the Planning Commission and explained that the Commission does not need to be experts in everything but should be able to assist with the "what" and staff would assist with the "how". Mr. Dohrn

1 said he is an example of the additional resources that are being made available to the
2 City in addition to a potential parks consultant and the consultant working on the
3 Shoreline Master Program and Critical Areas Ordinance.

4 Commissioner Graham asked what the state requires and what resources are made
5 available to the City. Mr. Dohrn responded that cities and counties do not always
6 agree with the state on the resources that are required. For example, these unfunded
7 state mandates are often a topic of discussion at the Association of WA
8 Cities/Counties meetings. The burdens placed on cities are often out of balance.

9 Commissioner Torrey asked if there is room for movement of items around on the
10 priority list, specifically some of the items under item 10 on the priorities list. Mr.
11 Dohrn stated that the items on the list are not necessarily in a particular order *except*
12 item 10, which are things that could be added into the schedule once the 2021 Work
13 Plan is in place. The list is not to discourage additional work getting done.

14 Commissioner Torrey identified items 10c and 10d – establishing commission rules
15 and conduct and communication plan as items that might be better to prioritize before
16 working on the work list.

17 Commissioner Graham suggested finding additional volunteers to help.

18 Commissioner Berndt pointed out that there is nothing that would stop the
19 Commission to form separate committees and work on these items anyway. Mr.
20 Dohrn clarified that the priorities could be reorganized once the Work Plan is
21 developed and presented to the Commission.

22 Commissioner Graham asked how the list of priorities originated and was passed
23 down. Mr. Dohrn responded that it originated from the Mayor and City Council, the
24 Administrator, Planner, and others, including Mr. Dohrn. Mr. Dohrn also suggested
25 an annual meeting between the City Council and Planning Commission.

26 Commissioner Graham asked who the Planning Commission reports to, the Mayor or
27 the City Council and Mr. Dohrn responded that the Commission reports to both.

28 Commissioners Torrey and Fluegge requested some rules/handbook of how the
29 commission should conduct themselves (referring back to item 10c and 10d as
30 mentioned before.

31 Commissioners and staff highlighted how rules of conduct and communication of the
32 Commission should be brought to the top of the priority list. Mr. Dohrn agreed.

33 c. Updated Development Regulations – Gregg Dohrn

34 Mr. Dohrn introduced the next document that presents a new Title 14, as a plan to
35 update the Zoning component of the Cle Elum Municipal Code under Title 17. Title
36 14 would update and migrate Title 17 chapters piece by piece. Mr. Dohrn explained
37 how litigious and contentious city planning has become and the impacts this can have
38 on City governments, resulting in a request by the Mayor to develop code to bring on
39 a Hearing's Examiner to handle certain items that would typically go before the
40 Planning Commission, such as land use applications. This would allow the Planning
41 Commission to focus on policy and development regulations. This has allowed the
42 city to develop and highlight all the roles of the city administration, staff, council, and
43 commissions. The roles and responsibilities of the Planning Commission and City

1 Planner were shown in more detail in the document. In 2021 the two new big
2 additions to the City team would be the hearings examiner and the parks consultant.

3 Commissioner Berndt asked where in the process of codification the document was at
4 this time. Mr. Dohrn said this would be scheduled for a study session with the City
5 Council very soon followed by scheduled action by the City Council.

6 Commissioners asked whether there was previous code brought together into one
7 place. Mr. Dohrn said this was correct and that no changes had been made other than
8 for the hearings examiner section. Staff asked for clarification that the existing
9 Planning Commission resolutions currently say the Commission is directed by the
10 City Council, and the proposed Title 14 code says the Mayor and City Council. Mr.
11 Dohrn explained that state law says that the Mayor is the administrative officer for the
12 City and that the Commission effectively reports to the Mayor now, despite the
13 Commission resolutions.

14 Commissioner Berndt clarified that the Title 14 code would have a public hearing and
15 comment process. Commissioner Berndt stated that Planning Commissions typically
16 make findings of fact and conclusions of law on things they are not trained to do. Mr.
17 Dohrn explained that hearings examiners are generally lawyers.

18 d. Intro of Future Land Use Map (FLUM) and Official Zoning Map (OZM) – Gregg
19 Dohrn

20 Mr. Dohrn introduced this item as something that would stay on the agenda for quite a while
21 until it is completed. Mr. Dohrn introduced the Future Land Use Map (FLUM), zoning, and
22 the Official Zoning Map (OZM), and explained that the two maps go together. Mr. Dohrn
23 further described potential inconsistencies with the zoning and potential discussion items for
24 the downtown area. This information was provided as a preview for the next Commission
25 meeting.

26 Commissioner Berndt asked the Commission whether the meetings should have a time limit,
27 given that there will be so much on the future agendas. The Commission generally agreed to
28 1 ½ hour time limits on future meetings.

29 Mr. Dohrn said each future topic would be introduced and then discussions would follow in
30 future meetings.

31 **8. Unfinished Business**

32 None.

33 **9. Report of Committees**

34 None.

35 **10. Commissioner Comments and Discussion**

36 Commissioner Peterson said that there are a lot of things that get stuck in process because
37 of funding issues. Specifically, affordable housing will change by the state no matter
38 what the Commission does and that he's concerned that the Commission would spend a
39 significant amount of time working on something and didn't want to put it a lot of effort
40 on something that would be changed regardless.

41 Commissioners commented on the presentation made by Mr. Dohrn and presented.

42 Commissioner Berndt suggested that he draft a letter to the Mayor requesting at least one
43 joint study session with the City Council as well as a request to continue developing the
44 Planning Commission handbook/rules of conduct and would send the letter through Staff.

- 1 **11. Adjournment**
- 2 *Commissioner Berndt adjourned the meeting at 8:02pm. Next regular meeting Tuesday,*
- 3 *March 2, 2021, 6:00 pm.*