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2 CITY OF CLE ELUM  
3 PLANNING COMMISSION MEETING  
4 **DRAFT - Meeting Minutes**  
5 October 19, 2021 6:00pm Hybrid Meeting

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

7 Chair Berndt called the meeting to order at 6:03pm.

8 Commission members present: Chair Berndt, Commissioner Torrey,  
9 Commissioner Peterson, and Commission Fluegge

10 Commission members absent: None

11 Staff present: Meagan Hayes and Gregg Dohrn

12 **2. Set Agenda**

13 A motion was made by Commissioner Torrey and seconded by Commissioner Fluegge to  
14 accept the agenda as presented; none opposed. The motion carries and the agenda is set.

15 **3. Adoption of Minutes**

16 A motion was made by Commissioner Fluegge and seconded by Commissioner Torrey to  
17 approve the October 5, 2021, meeting minutes as presented; none opposed. Minutes  
18 approved.

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

20 No public comments were presented.

21 **5. Staff Report**

22 Dohrn briefly provided an update on current and future planning activities:

- 23 a. 2022 planning priorities are being developed and will be reviewed and presented  
24 once complete
- 25 b. The city budget for 2022 is under review. The city budget, as is currently drafted,  
26 has monies allocated for a full-time planner and a permit technician.
- 27 c. City Heights has filed a \$19 million damage claim against the city. Extensive staff  
28 and legal time are being spent on responding and preparing for the upcoming  
29 mitigation related to this claim.
- 30 d. 47 Degrees North project sponsors are currently reviewing comments, and no new  
31 actions have been taken on this project since the comment period closed.
- 32 e. There are many short-range planning permits under review and staff is quite busy.

33 **6. Unfinished Business**

- 34 a. Comprehensive Plan review – compilation of suggested revision
  - 35 i. Dohrn presented the compilation of recently developed amendments to the  
36 Comprehensive Plan that were developed alongside the revisions to the  
37 Official Zoning Map and the Future Land Use Map. Commission members  
38 generally discussed the materials, recollecting developing and approving them  
39 in previous meetings.
  - 40 ii. Commission members posed no questions contextual questions or comments  
41 related to the materials presented.
  - 42 iii. A motion was made by Commissioner Torrey and seconded by Commissioner  
43 Fluegge to recommend that the Cle Elum City Council adopt the compiled  
44 revisions to the Comprehensive Plan and the amended Future Land Use Maps  
45 and Official Zoning Map as presented; none opposed. Motion carries. Staff  
46 will prepare the final documents for the City Council.

- 1 b. Title 14 – Zoning Administration Review  
2 i. Dohrn presented the pending revisions to Title 14, recalling to the  
3 Commission that Chapters 14.10, 14.20 and 14.40 were tabled by the  
4 Commission during a previous meeting. Chapter 14.30 related to permit  
5 processing was previously recommended for approval, in which the City  
6 Council has since adopted and staff has been utilizing.  
7 ii. Commission members informed staff they will table the listed chapters until  
8 the next meeting so they can spend additional time reviewing the  
9 recommendations and materials. Staff will bring the revisions back to the  
10 Commission with intent to seek action at the next regular meeting,

11 **7. New Business**

- 12 a. Table of permitted uses  
13 i. Hayes presented the current and draft amendments to the table of permitted  
14 uses. As currently adopted, the City of Cle Elum does not have a “table” of  
15 uses, rather uses are included within the zoning district narrative. Staff  
16 recommends moving to the table format to offer ease of use, review and  
17 understanding by staff and the public.  
18 ii. Commissioner Torrey presented the following initial revisions: uses not  
19 permitted should be left blank; footnotes should be used to indicate additional  
20 information/notes at the bottom of the table versus the current formatting with  
21 parentheses; removal of “Accessory Uses”; clarification and definition on  
22 “Animals”  
23 iii. Commission members reviewed, briefly, the current suggested table. It was  
24 requested by Commissioner Torrey to further refine the tables to categorize by  
25 use type (i.e. residential, retail, industrious, etc.).  
26 iv. Staff will refine the tables and present again at the next regular meeting.

27 **8. Next Meeting Agenda Development**

- 28 a. Commission members discussed the November meeting schedule. It was agreed  
29 that the second meeting of November, scheduled for November 16, 2021, will be  
30 canceled due to conflicting meeting schedules.  
31 b. The November 2, 2021, meeting agenda should have, at a minimum, the following:  
32 Chapters 14.10, 14.20, and 14.40 review, Table of Permitted Uses, and others as  
33 identified by Planning Staff

34 **9. Commissioner Comments and Discussion**

- 35 a. Chair Berndt provided an update from a recent training event he attended, and  
36 informed the Commission that the city has budget allocated for commission  
37 members training. Chair Berndt encouraged Commission members to attend  
38 trainings as they are available.  
39 i. Hayes will sign all Commission members up for email notifications from  
40 various Planning organizations to ensure awareness of upcoming training  
41 events.  
42 b. Chair Berndt shared interest in establishing a new subcommittee with the intention of  
43 bringing more awareness to current planning activities throughout the county.  
44 i. Commissioner Torrey shared hesitation about creating another meeting and  
45 suggested inviting staff of other jurisdictions to attend a Cle Elum Planning  
46 Commission meeting to present current projects. Commission members

1                   agreed with this avenue. Commissioner Torrey will engage with Kittitas  
2                   County Planning and invite them to attend and present their current projects at  
3                   an upcoming meeting.

- 4                   c. Commission members inquired about the status of Planning Commission member  
5                   recruitment. Hayes informed Commission members that posts have been developed  
6                   and were posted on the city website. It was recommended that staff create Facebook  
7                   social media posts to reach a larger audience. Hayes will develop a post and send to  
8                   the City Administrator for publishing.

9                   **Adjournment**

10                  Commissioner Berndt called for a motion to adjourn. A motion was made by Fluegge and  
11                  seconded by Peterson to adjourn the regular meeting of the Cle Elum Planning  
12                  Commission at 7:17 pm; none opposed. Meeting adjourned.

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