

City Planning Commission Agenda
May 2, 2023
6:00 p.m.

Mayor
Jay McGowan
City Administrator
Robert Omans
City Clerk
Kathi Swanson
City Planning
Colleda Monick/Virgil Amick



Planning Commissioners
Position #1-Gary Berndt, Chair
Position #2-Matt Fluegge
Position #3 - Vacant
Position #4-Elizabeth Torrey
Position #5-Colin Brissey
Position #6-Paul Kantwill
Position #7-Ian Steele

The Cle Elum Planning Commission meetings are conducted in a hybrid format, with in-person participation at City Hall and from remote locations via Zoom.

Cle Elum City Hall, 119 W. First Street, Cle Elum, WA 98922

Zoom connection information on next page; will change every meeting to ensure cybersecurity.

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- 1. Call to Order and Roll Call.**
 - 2. Citizen Comments on Non-Agenda Items (limited to 5 minutes).**
 - 3. Adoption of Minutes:**
 - a. March 7, 2023
 - b. April 4, 2023
 - c. April 18, 2023
 - 4. Public Hearing.**
 - a. Wildfire Safety/Firewise will be continued to the next meeting on May 16, 2023.
 - 5. Planning Priority Discussion.**
 - a. Joint review between Planning Commission and City Council to discuss planning priorities for 2023.
 - 6. New Business.**
 - 7. Next Meeting Agenda Development.**
 - a. Firewise Amendments, continuation of Hearing
 - 8. Commissioner Comments and Discussion.**
 - 9. Adjournment.**

City of Cle Elum is inviting you to a scheduled Zoom meeting.

Topic: Planning Commission

Time: May 2, 2023 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/81938836028>

Meeting ID: 819 3883 6028

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+1 408 638 0968 US (San Jose)

+1 507 473 4847 US

+1 564 217 2000 US

+1 646 876 9923 US (New York)

+1 646 931 3860 US

+1 689 278 1000 US

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

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Find your local number: <https://us06web.zoom.us/j/kjKOJX5jX>

CITY OF CLE ELUM
PLANNING COMMISSION MEETING
Meeting Minutes
March 7, 2023 | 6:00 p.m.

1. Call to Order & Roll Call

Commissioner Berndt called the meeting to order at 6:04 p.m. Commissioners present; Gary Berndt (chair), Colin Brissey (zoom), Colonel Paul Kantwill, and Ian Steele. Matt Fluegge and Elizabeth Torrey both absent and excused.*

**Brief introduction and welcome of new Planning Commissioner, Ian Steele. Steele provided a brief overview of his professional background, as well as his connection to and interest in participating on the commission.*

Set Agenda

Commissioner Kantwill motioned to update the set agenda to remove item 7c, Commissioner Steele seconded. Motion passed.

2. Adoption of Minutes

Commissioner Kantwill motioned to accept the minutes of February 15, 2023, as presented and with no corrections, Commissioner Brissey seconded. Motion passed.

3. Staff Report

a. Chairman Gregg Berndt, has drafted a letter to present to council regarding scheduling a meeting with council and the commissioners to discuss priorities.

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

Discussion of an email submitted to the Commissioners by M. Kirkpatrick regarding potential code amendments as they relate to side yard setbacks and zero lot lines.

5. Public Hearing

None scheduled.

6. Unfinished Business

a. Wildfire Safety/Firewise, Berndt provided context regarding the Firewise document. Commissioner Kantwill proposed new language for commissioners to consider regarding Policy 9(a). After discussion, *Commissioner Kantwill made a motion to update Policy 9 Item A to read, "A requirement that at least two means of effective ingress and egress for emergency vehicles in all seasons and weather conditions, as determined by local fire marshals, to include but not limited to load capacity, road grade and width, emergency vehicle turnaround, and street access shall be provided and maintained by project sponsors in areas where 30 or more residences exist or can be developed. I access road is blocked or is otherwise unusable for any reason, there shall be an alternate route for emergency vehicles to access and safely return to their stations, and for residents to escape. No new developments shall be approved that do not permit emergency vehicle access or the evacuation of residence under any circumstances."* The motion was seconded by Commissioner Steele. Motion passed.

- b. Sewer Hook up rates have been put on hold, until Dohrn and Council can provide further direction.
7. **New Business** – Questions from the Commissioners were asked, regarding where the review process for updates to Critical Areas is at.
8. **Next Meeting Agenda Development**: Follow up on Critical Areas, Joint meeting w/ Council, Affordable Housing, Critical Areas, Planning Priorities, and Townhomes/Zero-Lot Line updates from Legal.
9. **Commissioner Comments and Discussion**
A motion was made by Commissioner Steele to open the 2023 annual Comp Plan Amendment process. The motion was seconded by Commissioner Kantwill. Motion carries.
10. **Adjournment**
Commissioner Berndt called for a motion to adjourn. Commissioner Kantwill motioned and Commissioner Stelle seconded to adjourn the meeting at 6:59 pm. The next regular meeting is scheduled for Tuesday, April 4, 2023, at 6 p.m.
- A joint study session between Council and Commissioners is in the process of scheduling.*

CITY OF CLE ELUM
PLANNING COMMISSION MEETING
Meeting Minutes
April 4, 2023 | 6:00 p.m.

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

Commissioner Berndt called the meeting to order at 6:01 p.m. Commissioners present; Gary Berndt (chair), Colonel Paul Kantwill (zoom), Matt Fluegge, and Elizabeth Torrey. Ian Steele and Colin Brissey both absent and unexcused.

Set Agenda

Commissioner Torrey motioned to update the agenda under, Unfinished Business, to include an update to the Critical Areas ordinance. Commissioner Flugge seconded. Motion passed.

2. **Adoption of Minutes**

Forward the adoption of minutes to the next meeting.

3. **Staff Report**

- a. Chairman Gary Berndt, confirmed that on April 18, 2023, at 6 PM there will be a joint session with the City Council to discuss Planning Commission priorities. Priority topics would include Affordable Housing.
- b. Colleda Monick, noted that the Dept. of Ecology in January of 2023 issued a new SEPA checklist and the city has made the necessary provisions to update the existing checklist. She also provided a brief project update, including status reports regarding current planning projects.

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

Phil Hess, 4650 Airport Rd. Spoke regarding concerns related to future planning regarding the Upper County. He noted that it was imperative that the city and county planning should take a combined leadership approach in land use management. He recommended a joint master development plan.

Commissioner Torrey, requested information on a previous discussion related to this public comment, regarding where the city is at related to creating a *Kittitas County Cooperative* (noted as a possible discussion topic for the April 18th joint session?)

5. **Public Hearing**

- a. Wildfire Safety/Firewise. Chair Berndt gave an outline of the Public Hearing procedure. Berndt presented a report on the Firewise text amendments.
- b. Public comments
Phil Hess, noted his position on city fire advisory committee, but expressed that he was speaking as a citizen and would be providing his own comments. Mr. Hess strongly supports the amendments. He noted that, we are in a high fire risk community. This amendment should be kept as a living document and updated frequently. He expressed that this document was critically important to adopt.

Ingrid Vimont, Hospital District, reiterated Hess's earlier comments regarding coordinating our efforts with various agencies.

Rose Beaton, Doctoral Student studying wild fire and a DNR Resiliency Coordinator, commended the commission for taking an active approach. She noted support for better integration of language.

Department of Fish and Wildlife - written comment entered into the record.

Chair Berndt closed the public comment portion of the hearing.

Commissioner Torrey, requested additional time to evaluate and give due consideration to the comments we received.

The public meeting will remain open until April 18th, 2023.

6. Unfinished Business

- a. Staff provided an update regarding the discussion of interim revisions to the regulations governing townhomes.

7. New Business –

No new business

8. Next Meeting Agenda Development:

- a. April 18th, 2023, will be a joint session with City Council and Commission to discuss Planning Priorities.

9. Commissioner Comments and Discussion

Commissioner Torrey requested an update on what is the status was on the sewer hook ups discussion. Requested to amend the priority list to include sewer rate hook up discussion to the joint session.

Commissioner Fluegge noted that setting a master plan for the community should be included as a priority – especially when it comes to land use and zoning.

10. Adjournment

Commissioner Berndt called for a motion to adjourn. Commissioner Torrey motioned and Commissioner Fluegge seconded to adjourn the meeting at 6:45 pm. The next regular meeting is scheduled for Tuesday, April 18, 2023, at 6 p.m.

City of Cle Elum
Planning Commission and City Council Special Meeting
April 18, 2023, 6:00 pm

Call to Order – Roll Call of Membership

The Special meeting of the Cle Elum Planning Commission, in conjunction with the Cle Elum City Council was called to order by Chair Gary Berndt at 6:00 p.m. Chairman Berndt reported all members of the Planning Commission were present, including Matt Fluegge, Elizabeth Torrey, Colin Brissey, Paul Kantwill and Ian Steele. Mayor McGowan reported 5 of 7 of the city council members were present, including Matthew Lundh, John Glondo, Steven Harper, Siw Bay-Hansen and Ken Ratliff. Sarah Lackey and Beth Williams were absent. The Pledge of Allegiance was recited. Other members present were Contract Planner Colleda Monick, and City Clerk Kathi Swanson.

Public Comment – Limited to 5-Minutes

None

Approval of the Meeting Agenda

A motion was made by Elizabeth Torrey and seconded by Paul Kantrell to approve the meeting agenda as presented. The motion carried unanimously.

Public Hearing

Wildfire Safety/Firewise will be continued to the next meeting on May 2, 2023.

Planning Priority Discussion

The Planning Commission has asked for clarification from city council on multiple projects, with the focus directed to the priority of the order in which to review and direct council.

- Councilmember Harper commented that many within the City believe it is a good idea to annex Suncadia into the city. New annexations must bring their own water and water storage. Developers will be required to provide this.
- Citizen Jeff Stubbs had asked the City to annex his property into the UGA, which borders the City of Cle Elum, but was told no by a former planner.
- Chairman Berndt read parts of a letter submitted by Kittitas County Department of Public Works, which comments the County is disappointed that the City has declined to consider traffic issues. Members of the council commented that they are not interested in a traffic mitigation tax or a transportation benefit district. Public safety is a higher priority than transportation. Grants are available for transportation.
- Council members asked the Planning Commission to look at the fees for low-income housing. The Planning Commission determined low-income housing should have lower monthly sewer rates. Councilmember Lundh recommended pursuing the possibility of lowering the hookup rate, but not the capital reimbursement charges. Further discussion will be required on this item.
- Members discussed the idea of updating the entire comprehensive plan rather than make simple code amendments.
- Chairman Berndt commented the numbering system of the current draft of the priorities list is good prioritization. Commissioner Fluegge asked to have the Master Plan added to the priorities List.
- Planning Commissioners would like to have information regarding Water and sewer availability. Mayor McGowan will provide that information to them.
- Recommendations to hire a full time planner as soon as possible.

- A suggestion was made by Matthew Lund to have the Planning Commission consider meeting twice per month.
- Councilmembers reported they have not had the draft list of priorities long enough to review and make recommendations. Councilmembers offered to have a discussion at their next regular meeting on April 24th, to discuss the priorities and bring back their recommendations at a future Special Meeting/Study Session. A red lined version of the discussion will be provided to the Planning Commission at a Special Meeting/Study Session scheduled for May 2, 2023 at 6:00 pm.

Motion to Adjourn

A motion was made by Matt Fluegge and seconded by Elizabeth Torrey. The motion carried unanimously and the meeting adjourned at 7:05.

The next special meeting/study session is scheduled for Tuesday May 2, 2023, at 6:00 p.m.

Planning Chair – Gary Berndt

Cle Elum Mayor – Jay McGowan

Attest – City Clerk Kathi Swanson

City of Cle Elum, Washington
Discussion Draft 2023 Planning Priorities
October 26, 2022
Revised April 24, 2023

At the request of Mayor McGowan and the Chair of the Planning Commission, the City Staff and consultants have reviewed and prepared a discussion draft of potential 2023 planning priorities for the City of Cle Elum. Activities that require a recommendation by the Planning Commission have been highlighted and upon approval by the City Council would be incorporated into the Planning Commission's 2023 workplan and meeting schedule. This priority list is subject to review and approval by the Mayor and City Council.

Long Range/Comprehensive Planning

1. Complete review and adoption of updated Critical Area Regulations (2019 GMA mandate).
 - a. Recirculate the reformatted regulations for state agency review and comment.
 - b. Circulate the corresponding Critical Area Manual for public review and comment.
 - c. Planning Commission Critical Area recommendation to the City Council.
2. Continuation of 2022 Annual Comprehensive Plan amendment docketing process.
 - a. Firewise Policies and Wildfire Prevention Regulations.
 - b. Review Housing Policies and Implementing Regulations with an emphasis on affordable housing strategies. (New state mandate.)
3. Initiate 2023 Annual Comprehensive Plan amendment docketing process.
 - a. Include request from Kittitas County Commissioners to revise traffic impact methodology.
4. Development Regulations/Unified Development Code amendments.
 - a. Complete reformatting to Title 14 and general review/update.
 - [b. Complete review and update of Table of Permitted Land Uses \(in progress\).](#)
 - [c. Sewer Rate Hook-Up Fees](#)
 - [d. Amendments to the sign code, Title 15.20](#)
 - [e. Zero-Lot Line Construction](#)
 - [f. Updates to permit fees](#)
 - [g. Wireless/Telecommunications Franchise Agreements and title 12.02 amendments](#)

Other potential priorities include as time and resources permit:

- [e-h](#). Density and dimension standards.

- ~~d.i.~~ In-fill development standards.
- ~~e.j.~~ Parking standards.
- ~~f.k.~~ Landscaping standards.
- ~~g.l.~~ Concurrency and Transportation Demand Management regulations.
- ~~h.m.~~ Regulations governing the Siting of Essential Public Facilities.
- b. Review and update subdivision regulations.
- c. Entry Commercial design standards.
- d. Others (To be determined).

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- 4. Joint City-County Interlocal Planning Agreement.
 - a. Potential UGA boundary adjustments.
 - b. Review and update County-wide Planning Policies.
 - c. Preparation and adoption of shared UGA development standards.
 - d. Preparation and implementation of Sub-area Plan(s).
 - e. Sub-regional transportation planning.
 - f. Siting and development of shared law enforcement facility.
- 5. Review and update Airport Master Plan/Preparation of Sub-Area Plan (Airport Advisory Committee).
- 6. Review and recommend Capital Facilities funding strategies.
 - a. Traffic impact mitigation fees.
 - b. Transportation improvement benefit district.
 - c. Other (To be determined).

Master Planned Developments/Annexations

- 1. City Heights Implementation.
- 2. Suncadia UGA/Annexation
- ~~3.~~ School District Property and adjacent areas UGA/Annexation
- 2. Bullfrog UGA Implementation.
 - a. 47 Degrees Major Modification application review.
 - b. Draft Development Agreement.
 - c. Ongoing consultation with the Yakama Nation.
 - d. Recruit Deputy Project Manager.
- 3. Cle Elum Pines West Closeout.
 - a. Phase 4 development review.

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- b. Dedication of parcels to the City.
- c. Closeout Development Agreement.
- 4. Forest Ridge Final Plat approval (County).
- 5. Whispering Pines Annexation.
 - a. Airport property exchange/Draft Annexation and Development Agreement (if applicable).
- 6. Weiss/Olson Annexation and Development Agreement (if applicable).

Current Planning/Development Review

- 1. Respond to daily planning inquiries.
- 2. Pre-application meeting facilitation and review.
- 3. SEPA reviews.
- 4. Administrative review of land use applications.
 - a. Administrative decision: Type 1 and Type 2 applications.
 - b. Staff review and recommendation: Type 3, 4, and 5 applications.
- 5. Planning review of other City Applications.
 - a. Building permit applications.
 - b. Business license.
 - c. Hauling permits.
- 6. City Land Use Hearings Examiner support.
- 7. City Council development review support.
- 8. Regional development project application review.
- 9. Continue to reorganize planning files.
- 10. Continue to review and update planning application forms and internal review procedures.
- 11. Review and update planning fees and charges.

Other Planning Activities

1. Continue to build City Planning Team.

2. Planning Commission support.

- a. Continue to review and update annual work program.
- b. Preparation of meeting agendas and packets.
- c. Review and update Planning Commission bylaws.
- d. New Planning Commissioner training and support.

3. Historic Preservation Commission support.

4. Community Recreation Center Task Force support.

5. City Council Parks Committee support.

6. CEDA Design Committee support.

7. Upper County Traffic Task Force support.

8. Upper County transportation planning

- a. City planning
- ~~7~~b. City/County/Friends planning

~~8-9~~ QUADCO quarterly meetings support.

~~9-10.~~ Special projects.

- a. DOE Brownfields Project.
- b. Ongoing DNR Firewising of City Property.
- c. Downtown Revitalization Project.
- d. Second Street Corridor Improvements.
- e. Coal Mine Trail Improvements.
- f. Crystal Creek supplemental flood study.
- g. Hanson Ponds FEMA Grant support.
- h. Otto's Auto/Old Visitor Center Auto-Site (and others) Clean-up Grant.
- i. Others (To be determined).

~~10-11.~~ Establish and implement stormwater management utility.

~~11-12.~~ Review and update municipal water service fees and charges.

~~12-13.~~ Review and update municipal wastewater service fees and charges.

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