

Planning Commission Agenda

March 4, 2025

6:00 PM

MAYOR
MATTHEW LUNDH

CITY ADMINISTRATOR
ROBERT OMANS

CITY PLANNER
COLLEDA MONICK

CITY CLERK
DEBBIE LEE



119 W FIRST STREET
CLE ELUM, WA 98922

PLANNING COMMISSION
GARY BERNDT
VACANT
JONATHAN CORNELIUS
MARC KIRKPATRICK
COLIN BRISSEY - VICE-CHAIR
PAUL KANTWILL - CHAIR
IAN STEELE

CITIZEN ALTERNATE
VACANT

Join Virtually with Zoom: <https://zoom.us/j/7573184018?pwd=dERndjBjVC9GdVQ1d2ISRExwZFhXZz09>
Meeting ID: 757 318 4018 Passcode: 98922

Join by Phone: 1-(253)215-8782, Meeting ID: 757 318 4018, Passcode:98922

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DISCLAIMER: The City does not guarantee that virtual or telephonic access to the City Council meeting will be available and the City does not warrant audio quality. Attendees are encouraged to attend in-person.

1. **Call to Order & Roll Call**
2. **Public Comment - Limited To 5 Minutes**
3. **Adoption of Minutes**
 - a. February 18, 2025
4. **Business Requiring Public Hearings**
 - a. None scheduled.
5. **Planning Update**
 - a. Commissioner Cornelius - Climate Task Force Update
 - b. Commissioner Brissey - Sub-Committee: Table of Permitted Uses Update
 - c. Planning Consultant Colleda Monick - Staff Announcements
6. **New Business**
 - a. 17.50 - P Public Reserve District
 - b. 16.30.040 - Final Plats
7. **Next Meeting Agenda Development**
 - a. Climate Task Force Update
 - b. 17.14 - NEW Table of Permitted Uses
 - c. 14.20.030 - Definitions
8. **Commissioner Comments and Discussion**

Planning Commission Agenda March 4, 2025

119 W FIRST STREET
CLE ELUM, WA 98922

9. Adjourn

Upcoming Meetings:

Public Works & Community Development Committee Meeting: March 5, 2025 @ 12:00 p.m.

Regular Council Meeting: March 11, 2025 @ 6:00 p.m.

Lodging Tax & Event Committee Meeting: March 12, 2025 @ 8:30 a.m.

Historical Preservation Commission Meeting: March 18, 2025 @ 3:00 p.m.

Planning Commission Meeting: March 18, 2025 @ 6:00 p.m.

Public Safety & Health Committee Meeting: March 19, 2025 @ 1:00 p.m.

General Government Committee Meeting: March 26, 2025 @ 8:30 a.m.

Coal Mines Trail Commission Meeting: April 7, 2025 @ 6:00 p.m.

City of Cle Elum
Planning Commission (CEPC) Meeting Minutes
City Council Chambers
February 18, 2025 | 6:00 PM

Call to Order

Vice Chair Brissey called the meeting to order at 6:00 PM

Roll Call

CEPC Members Present: Colin Brissey, Gary Berndt, Marc Kirkpatrick (remote), Jon Cornelius, and Ian Steele

CEPC Members Absent: Commissioner Kirkpatrick made a motion to excuse Chair Kantwill. Commissioner Berndt seconded. Motion carried, Kantwill excused.

Staff Present: Colleda Monick

Public Comment

None

Adoption of Minutes

Commissioner Cornelius motioned to accept the January 21, 2025 minutes as presented.

Commissioner Steele seconded. Motion passed.

Public Hearing- City Planning

None Scheduled

Commission and Staff Reports

Commissioner Cornelius – The Climate Task Force is scheduling a Public Hearing on March 11th 12:30 to 3:00 pm at the Senior Center. There will also be a discussion on this topic at a future Planning Commission meeting, most likely in April.

Commissioner Brissey - The Sub-Committee on the Table of Permitted Uses making progress. Going through every line in the table, utilizing the guiding principals discussed at the last meeting.

Colleda Monick - Staff announcements: City Council appointed a liaison to the Planning Commission, Councilmember Buchelle-Curtis. Still an opening on the Planning Commission and Historic Preservation Commission.

Upcoming public hearing for 4240 Bullfrog Road Apartments on 3/5/25 at 1 PM. The staff report and complete record will be made available tomorrow on 2/19.

Waiting on the HE recommendation for Bullfrog Flats. We expect a Closed Record Public Hearing to take place in front of Council at a Special Meeting at the end of March.

Whole Health Pharmacy – Variance for the use of city public right-of-way for a drive thru. Comment period closes on March 3, 2025 and staff will hopefully be able to issue a Decision very shortly thereafter. To date, the city has received approximately 180 comments, all in favor of the project.

New Business

1. Public Participation Plan: Staff provided the Commissioners with an overview of the proposed plan which describes how the City will engage the public during the 2026 Comprehensive Plan update. Next steps include taking an approved plan to Council and waiting on population and housing numbers from the county before we can move forward a land analysis.

Commissioner Berndt made a motion to approve the Public Participation Program as presented and forward to Council for consideration. Commissioner Corenlius seconded. Motion carried

2. Proposed Changes to 14.30.240, staff presented proposed changes aim to clarify notice requirements and streamline processing for projects that do not require a public hearing. The current language could be interpreted as requiring a pre-notice of a public comment period, which is unnecessary. Adjusting the notice period from fifteen to fourteen days aligns with state SEPA requirements. Additionally, recent state law (SB5290, effective January 1, 2025) mandates that projects requiring public notice but no hearing must receive a final decision within 100 days of a completeness determination. Since Cle Elum publishes legal notices in the Kittitas County Tribune, which prints weekly, removing the publishing requirement for non-hearing projects will provide greater flexibility in issuing Notices of Application.
3. Proposed Changes to 14.30040, staff presented proposed changes aim to streamline the permit approval process by eliminating redundant requirements and removing permit types that do not necessitate zoning or subdivision ordinance review. While the Type 1 process is administrative, it involves steps like a determination of completeness and consistency to ensure adequate information and alignment with the Comprehensive Plan. However, certain permits—such as building permits, Certificates of Occupancy, Certificates of Zoning Compliance, Clearing and Grading Permits, and approvals for Landscaping or Stormwater Plans—are either issued as part of an existing land use approval or do not require zoning review. As such, these permits should not be subject to additional Type 1 review.

Citizen Comments on Agenda Items

None

Next Meeting Agenda Development

1. Climate Element Update
2. Table of Permitted Uses – Sub-committee update
3. CEMC 17.50 – P Public Reserve Area District

Commissioner Comments and Discussion

Commissioner Cornelius – thanked staff for their efforts.

Adjournment

Commissioner Cornelius moved to adjourned the meeting at 6:49 p.m., with the Commission to reconvene on March 4, 2025 at 6:00 p.m. Commissioner Berndt seconded. Motion carried.

Chair Kantwill

Date

City of Cle Elum Planning Commission

3/04/2025

Subject – Chapter 17.50 P Public Reserve Area District

Staff Narrative: These changes are being proposed to provide clarification and consistency between the updated zoning map and the existing code.

- The current title, "P Public Reserve Area," no longer aligns with the city's updated zoning map. Renaming it to "PU Public Use" will ensure consistency between the zoning code and the map, providing clarity for property owners, developers, and city staff.
- Removal of outdated language and the addition of clarifying language throughout.
- 17.50.010 – Permitted uses.
 - Removal of this section, see table 17.14.030
 - Change permitted uses to Purpose statement and utilize the Comprehensive Plan to provide statement for the use of the chapter.
- 17.50.020 – Displaying of merchandise prohibited
 - Provide clarifying language.
- 17.50.030 – Structure approval required.
 - Removal of this section. The requirement for City Council approval of all structures in this district is inconsistent with the City's established review processes and creates unnecessary procedural inefficiencies. Unlike other zoning districts, where development applications are reviewed based on objective standards by staff or a hearing examiner, this provision introduces a discretionary layer that can lead to arbitrary decision-making and increased legal risk. Council denial of a project without clear, codified criteria could be more susceptible to appeal, exposing the City to challenges under state land use laws. Additionally, this process places an undue administrative burden on the Council, diverting its focus from broader policy and legislative matters. Removing this requirement does not weaken development standards but ensures they are applied consistently through the City's municipal code and comprehensive plan, providing a fair, predictable, and legally sound review process that upholds the City's vision for growth.

P PUBLIC ~~RESERVE AREA~~USE DISTRICT

Sections:

17.50.010	<u>Purpose</u> Permitted uses.
17.50.020	Displaying of merchandise prohibited.
17.50.030	Structure approval required.

17.50.010 Permitted uses.Purpose.

The purpose and intent of the Public Use district is to provide for and protect areas for government and civic functions. Such uses include parks, government buildings, hospitals, educational institutions, libraries and museums, recreational uses and schools.

In the P district or public reserve area district, no building or premises shall be used and no building shall be hereafter erected or structurally altered or moved into such district unless otherwise provided in this title, except for one or more of the following uses:

A. ~~Governmental buildings and uses, federal, state, county, municipal or other governmental subdivisions;~~

B. ~~Hospitals and sanitoriums, public and private, except those for inebriates, insane persons, or mentally diseased persons, subject to regulations of the health department;~~

C. ~~Institutions for education, philanthropic or eleemosynary charitable uses;~~

D. ~~Libraries, art galleries and museums;~~

E. ~~Parks, playgrounds, tennis courts, swimming pools, and like recreational uses;~~

F. ~~Schools, public and private.~~

17.50.020 Display of merchandise prohibited.

This district is reserved for public and semipublic uses and all forms of merchandise display, advertising devices, and manufacturing are prohibited. ~~All display of merchandise or products, all advertising devices and all manufacturing is prohibited.~~ Buildings may contain services such as food, that are typically found in ~~requiring services such as food, drugs, cigars, etc., usual to~~ a public building, office building but only or hotel, may contain same ~~within the interior~~ of the building. Entrances from streets must not display include external ~~advertising on same~~. Street deliveries are ~~prohibited restricted,~~ except during for certain designated hours or buildings shall must be so designed as to allow unloading of goods ~~from vehicles in alleys, driveways, or other loading areas that are not located along streets.~~ facilitate unloading fuel and merchandise from vehicles in an alley, or in a driveway or loading area located off the streets.

17.50.030 ——— Structure approval required.

All structures contemplated for this district must first have plans, specifications and uses approved by the city council, and no such structure shall be built, altered or moved into such district unless a permit therefor has first been obtained from the city council. Such plans, specifications and uses may be permanently filed in the office of the city clerk.

City of Cle Elum Planning Commission

3/04/2025

Subject – Chapter 16.30.040

Staff Narrative:

These changes are being proposed to streamline the Final Plat approval process, consistent with RCW 58.17.100 which allows the council, by ordinance, to delegate Final Plat approval to the administrative personnel. The Preliminary Plat approval establishes the various standards and requirements that have to be met prior to Final Plat approval, which staff is an active participant in throughout the development process.

16.30.040 Final plat procedures.

A. Filing Period. An application for final plat containing all of the required items shall be made within five years of the date of preliminary plat approval.

B. Administrative Review. The planning director shall review the proposed final plat for conformance with the preliminary plat approval by the city council. Upon approval, the director shall then forward the plans to the city engineer for review of the final plat and public improvement plans. Upon approval of the city engineer the director may authorize construction of the required improvements prior to final plat approval. Prior to filling-signing the final plat, ~~for council action~~, the planning director shall make a determination that:

1. The final plat meets all approval requirements of the preliminary plat approval, this title, and state law;
2. The proposed final plat contains all of the necessary information;
3. A title insurance report confirms that the title of the land in the proposed subdivision is vested in the name of the owners having a title interest and whose signatures appear on the plat certificate;
4. The necessary public improvements have been installed consistent with the approved engineering plans and meeting of the city requirements and/or the developer has provided any required surety in a form acceptable to the city in an amount consistent with the required improvements.

C. Bonding. All required public improvements shall be made prior to final plat approval, unless a surety in an amount acceptable to the city is made. As provided by RCW 58.17.130, necessary improvements not completed prior to council approval of the final plat shall post a bond equal to one hundred fifty percent of the estimated cost of completion as approved by the city engineer. Improvements that may be bonded are limited to sidewalks, landscaping, street lighting and final pavement lifts.

~~D. Certification and Recording. Upon approval, the director shall sign the final plat for the applicant/developer to record with the county auditor. No building permits shall be issued by the city until a recorded copy of the final plat is received.~~

ED. *Certification and Recording*. Upon approval, ~~the council shall certify its acceptance by authorizing the mayor to sign the plat. T~~he director shall sign ~~have~~ the final plat for the applicant/developer to record ~~recorded~~ with county auditor. No building permits shall be issued by the city until a recorded copy of the final plat is received.