

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

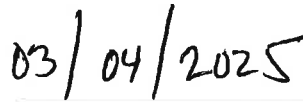
Commissioner Cornelius – thanked staff for their efforts.

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