

**Planning Commission
Agenda
September 16, 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
AMANDA HAHNEMANN
JONATHAN CORNELIUS
MARC KIRKPATRICK
COLIN BRISSEY - VICE-CHAIR
PAUL KANTWILL - CHAIR
IAN STEELE

COUNCIL LIASON - CASSIDY
BUECHLE-CURTIS

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. August 19, 2025
4. **Business Requiring Public Hearings**
 - a. None Scheduled
5. **Planning Update**
 - a. Planning Consultant Colleda Monick, Staff Announcements
6. **New Business**
 - a. CEMC 17.04.040 Nonconforming Uses
7. **Next Meeting Agenda Development**
 - a. CEMC 14.30.140 Site and Design Review
8. **Commissioner Comments and Discussion**
9. **Adjourn**

Upcoming Meetings:

Public Safety & Health Committee Meeting September 17, 2025, at 2:00 p.m.

Regular Council Meeting September 23, 2025, at 6:00 p.m.

General Government Committee Meeting September 24, 2025, at 8:30 a.m.

Planning Commission Agenda September 16, 2025

119 W FIRST STREET
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Planning Commission Meeting September 30, 2025, at 6:00 p.m.

Public Works & Community Development Committee Meeting October 1, 2025, at 8:30 a.m.

Coal Mines Trail Commission Meeting October 6, 2025, at 4:00 p.m.

Lodging Tax & Event Committee Meeting October 8, 2025, at 8:30 a.m.

Historical Preservation Commission Meeting October 21, 2025, at 3:00 p.m.

City of Cle Elum
Planning Commission (CEPC) Meeting Minutes
City Council Chambers
August 19, 2025 | 6:00 PM

Call to Order

Chair Kantwill called the meeting to order at 6:00 PM

Roll Call

CEPC Members Present: Paul Kantwill, Gary Berndt, Jon Cornelius, and Ian Steele (remote)

CEPC Members Absent: Marc Kirkpatrick, Colin Brissey and Amanda Hahnemann. **Commissioner Cornelius made a motion to excuse Commissioner Kirkpatrick, Brissey, and Hahnemann. Berndt seconded. Motion carried.**

Council Liaison: Cassidy Buechele-Curtis

Staff Present: Colleda Monick

Public Comment

None.

Adoption of Minutes

Commissioner Berndt motioned to accept the August 5th, 2025 minutes as presented. Commissioner Cornelius seconded. Motion carried.

Public Hearing- City Planning

None.

Commission and Staff Reports

Colleda Monick, Staff Announcements:

- **Historic Preservation Commission Openings:** There is still a vacancy on the Historic Preservation Commission.
- **Fall Clean Up** – September 1-30 for city residents only
- **Pangrazi Award** – Nominations are open and close on September 25th, 2025. This award is established to recognize and thank other community-minded citizens, who aspire as Paul did, to make the Upper County a quality place to live. (Commissioner Berndt was a recent recipient of the award and spoke about his great respect of Mr. Pangrazi and some of the history of the award.)
- **Wildwood** – MDNS issued, comment period closes on August 29th, 2025.
- **Comprehensive Plan** - The Department of Commerce has sent draft contracts for Year 2 (7/1/25-6/30/26) and the Extension (7/1/26-12/31/26) for city review.
 - The initial contracts did not include any funding in Year 2 to start drafting the required track changes to the Development Regulations or CAO.
 - All funding was allocated to the Extension grant, which does not provide enough time to complete the work.
 - We have proposed modifications to the drafts to include those tasks to start in Year 2 and conclude in the Extension, similar to the rest of the Comp Plan update.

- Once the draft contract language is accepted by Commerce, the contracts will be finalized and sent to the city for signature.

New Business

1. Comp Plan Priorities & Visions

Chair Kantwill shared his Comprehensive Plan priorities and vision with the Commission, including a draft motto and vision statement, as well as several facts to serve as a discussion starter. He also referenced the podcast on [Detroit's bankruptcy](#), previously shared with Commissioners, and highlighted several key takeaways he felt were applicable to Cle Elum:

- Focus on the next five years and pursue achievable “quick wins.”
- Encourage downtown office conversions into residential units to bring people and businesses back into the city.
- Revitalize education and workforce opportunities, such as exploring a trade school, community college, or satellite campus.
- Build private-sector partnerships and strengthen collaboration with nonprofits and philanthropic organizations.
- Pursue funding strategies that directly address community needs.
- Promote mixed-use development along key corridors.

Commissioner Berndt emphasized the importance of regional planning and identified two critical infrastructure improvements that he believes will shape Cle Elum’s future development: completing the Oak Street overpass and adding another bridge across the river. These improvements would allow the City to plan for growth on the opposite side of the river.

Chair Kantwill reiterated the importance of managing traffic and congestion and integrating transportation considerations into regional planning efforts.

Commissioner Cornelius stressed the need for stronger joint planning efforts, collaboration with Roslyn and Ronald, and more intentional outreach to ensure broader participation. He noted the distinction between vision and actionable items, encouraging the Commission to focus on concrete goals over the next five years.

Commissioner Berndt added that planning in isolation would not be effective, reinforcing the need for regional cooperation.

Councilmember Steve Cook, the City’s representative on the Conference of Governments (COG), provided an update on countywide regional planning discussions. He noted that while there has historically been a level of antagonism between jurisdictions, cooperation has improved. He cited examples such as:

- Increased support for countywide dialogue and collaboration on growth issues.
- Exploration of hiring a federal lobbyist to represent all jurisdictions collectively, reducing competition for resources.
- Productive conversations at COG about housing allocations, with the County seeking proportional approaches rather than imposing mandates.

Councilmember Cook shared that the next COG meeting is scheduled for August 21, 2025, at 5:30 p.m. in the Commissioners' Auditorium at the Kittitas County Courthouse, Ellensburg.

Citizen Comments on Agenda Items

None

Next Meeting Agenda Development

- a. CEMC 17.04.040 Nonconforming
- b. Comp Plan Updates

Commissioner Comments and Discussion

Commissioners had a discussion about September meeting dates due to low summer attendance and the upcoming Labor Day holiday. Commissioners concluded that they would cancel the September 2, 2025 meeting and pick up the fifth Tuesday in September. The Commission will meet on the 16th and 30th of September at 6 PM in Council Chambers.

Corneilus has questions about Council's recent action on a moratorium relating to prohibiting or restricting locations of "smoke shops" in the City's Downtown Commercial zoning district. Staff provided that at this time, there is no action needed by the Planning Commission.

Adjournment

Chair Kantwill adjourned the meeting at 7:23. The Commission will reconvene on, at 6:00 p.m. September 16, 2025.

Chair Kantwill

Date

City of Cle Elum Planning Commission

August 5, 2025

Subject – Nonconforming Uses

Staff Narrative: These changes are being proposed to provide greater flexibility for home and property owners to modify lawfully established nonconforming uses.

17.04.040 Nonconforming uses.

The lawful use of any building, structure, land or sign in existence at the time of the passage of the ordinance codified in this title, although such use does not conform to the provisions of this title, may be continued subject to the limitations of this section.

A. Expansion – No existing building, structure or land ~~devoted containing~~ to a nonconforming use shall be expanded, enlarged, reconstructed, intensified or structurally altered unless the ~~use thereof is changed to a use permitted in the zoning district in which the building, structure, or land is located.~~ following standards are met:

- ~~1.~~ Degree of nonconformity is not increased...
- ~~2.~~ Building or use expansion shall not exceed 50% of existing...
- ~~1-3.~~ All other applicable standards of the underlying zone are met...

B. Change – When authorized by the planning director, a nonconforming use may be changed to a use of a like nature or use that is more in conformance with the existing regulations.

C. Extension – When authorized by the planning director, a nonconforming use may be extended throughout those parts of a building which were manifestly designed or arranged for such use prior to the date when such use of the building became nonconforming, if no structural alterations except those required by law are made therein.

D. Discontinuance – When a nonconforming use of land or a nonconforming use of all or part of a structure is discontinued or abandoned for a period of one year, such use shall be considered abandoned and lose its nonconforming status. Normal seasonal cessation of use, or temporary discontinuance for purposes of maintenance or improvements, shall not be included in determination of the one-year period of discontinuance.

E. Reversion – If a nonconforming use is changed to a permitted use, the nonconforming use shall not be resumed.

F. Residential exception – Legally established residential uses located in any ~~residential~~-zoning district shall not be deemed nonconforming for the purposes of residential alteration, residential enlargement or residential expansion provided:

1. The residential use was legally established.

~~2. The residential use was established at least fifty years prior to the adoption of this regulation.~~

~~32. The residential use has been continuous and has never lapsed for more than twelve consecutive months.~~

~~43. The residential use shall comply with the development standards of the underlying zone in which it is located.~~

~~5. A declaration of covenant between the property owner and the city of Cle Elum must be completed and executed prior to the issuance of a building permit, and shall be recorded with the Kittitas County Auditors Office, stating generally:~~

~~The current Residential use and proposed expansion, enlargement or alteration is not located within a residential zone and is therefore subject to noise, dust, vibration, smoke, activity, and the like associated with legally permitted uses in the zoning district. Legally permitted uses in compliance with Cle Elum Municipal Code in any zone have the right to continue without hindrance.~~

17.04.050 Nonconforming buildings and structures.

A building or structure in existence at the time of the passage of the ordinance codified in this title, although such use does not conform to the provisions of this title, may be maintained subject to the limitations of this section.

A. Expansion – A nonconforming structure may not be changed, altered, replaced, added to or expanded in any manner, except as provided in ~~subsection B of this section and unless such change or alteration does not increase the degree of nonconformity or would bring the structure into conformity with provisions of the zoning code.~~CEMC 17.04.040(A).

B. Repair – ~~Such Normal structural~~ repair and maintenance work as required to keep the structure in sound condition may be made, ~~including replacement of walls, fixtures and plumbing provided no structural alterations shall be made except such as are required by law or ordinance or authorized by the planning director.~~

C. Reconstruction of a Nonconforming Structure - In case of damage or destruction by fire or other causes ~~requiring expenditures for repair in excess of one-half of the assessed value as shown on the county assessor's records~~ the structure can be rebuilt as it was immediately prior to destruction, ~~the structure or structures, other than residential dwellings, shall not be rebuilt unless~~

~~they conform to all requirements of the zoning code, the damage or in a manner that is less nonconforming.~~ Permits to repair the damage must be applied for within one year and construction must be completed within two years of the damage occurring or the legal nonconforming status will be lost.

GD. Any nonconforming structures shall be maintained in usable condition or the nonconforming status shall be lost.