

Planning Commission

Agenda

May 7, 2024

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 9922

PLANNING COMMISSION
GARY BERNDT - CHAIR
MATT FLUEGGE
JONATHAN CORNELIUS
MARC KIRKPATRICK
COLIN BRISSEY
PAUL KANTWILL
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

 Receive city text alert notifications: text CLEELUM to 91896

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.

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1. **Call to Order & Roll Call**
 2. **Public Comment - Limited to 5 Minutes**
 3. **Adoption of Minutes**
 - a. April 16, 2024
 4. **Public Hearing**
 - a. None Scheduled
 5. **Planning Update**
 - a. Update from Chair Gary Berndt
 - b. Staff Announcements, Planning Consultant Colleda Monick
 6. **New Business**
 - a. Climate Policy Advisory Team
 - b. Planning Matrix Review
 7. **Next Meeting Agenda Development**
 - a. Public Hearing for non-project text amendments to the following CEMC Chapters
 - 15.20 - Sign Code
 - 17.16 - R-Residential District
 - 17.32 - CG General Commercial DistrictAnd creating a new chapter in the Zoning Ordinance
 - 17.70 - Zero Lot Line and Common Wall Developments

Planning Commission Agenda May 7, 2024

119 W FIRST STREET
CLE ELUM, WA 98922

- 8. Commissioner Comments and Discussion**
- 9. Adjournment**

Upcoming Meetings:

Next Planning Commission Meeting: May 21, 2024 @ 6:00 p.m.

Regular Council Meeting: May 14, 2024 @ 6:00 p.m.

General Government Committee Meeting: May 22, 2024 @ 8:30 a.m.

Public Safety & Health Committee Meeting: May 21, 2024 @ 1:00 p.m.

Public Works & Community Development Committee Meeting: June 6, 2024 @ 12:00 p.m.

Lodging Tax & Event Committee Meeting: May 13, 2024 @ 8:30 a.m.

City of Cle Elum
Planning Commission (CEPC) Meeting Minutes
City Council Chambers
April 16, 2024 | 6:00 PM

Call to Order

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

Roll Call

CEPC Members Present: Chair Gary Berndt, Paul Kantwill, Ian Steele, Marc Kirkpatrick, and Jon Corneilus

CEPC Members Absent: Matt Fluegge and Colin Brissey. Commissioner Kirkpatrick made a motion to excuse Commissioner Fluegge, and Brissey. Commissioner Kantwill seconded. Motion carried.

Staff Present: Colleda Monick

Introduction of new Commissioner, Jon Corneilus.

Citizen Comments on Non-Agenda Items

Brian Tate, lives on Washington Street, he likes an orderly and pretty city, would like to see a concentrated effort to see greater enforcement of derelict cars, areas in need of firewising, unimproved right-of-way and alleys. Surveyed his property and found out that he has a shed in the right-of-way that he is planning on relocating once the weather warms up.

Adoption of Minutes

Commissioner Kantwill motioned to accept the April 2nd, 2024 minutes as presented. Commissioner Kirkpatrick seconded. Motion passed.

Public Hearing

None scheduled.

Staff Report

Chair Berndt

- Announcement of that Chad Bala is the new Community Development Director for Kittitas County, and Josh Fredrickson will be taking over Mark Cook's role.

Colleda Monick

- Notice of Application and Environmental Review was issued today for the Upper Kittitas County Recreation Center. Public comments for this project will close on May 1, 2024.

New Business

1. Review proposed changes to section 17.16, Residential, Home Occupation.
2. Chapter 17.32, General Commercial zoning amendments, attention to permitted and conditional uses.

3. Discussion regarding next steps for proposed text changes: SEPA, Department of Commerce (17.16 (residential), 17.32 (general commercial), 17.70 (zero lot line), and 15.20), Public Hearing, Council

Citizen Comments on Agenda Items

None

Next Meeting Agenda Development

1. Planning Priority Matrix
2. Code Amendments/Table of Permitted Uses
3. Updates on Public Hearing

Commissioner Comments and Discussion

Commissioner Kirkpatrick asked about where the city was at for filling open Committee chairs. Commissioner Corneilus asked question about the Hearing Examiner if he was a consultant or contractor. He also inquired about the Special Use Permit for 47 North.

Adjournment

Chair Berndt called for a motion to adjourn. Commissioner Cornelius motioned and Commissioner Kantwill seconded to adjourn the meeting at 7:06 p.m. and to reconvene on May 7th, 2024 at 6:00 p.m.

Chair Berndt

Date

City of Cle Elum, Washington

Planning Commission Priorities, ~~2023~~ 2024

The Planning Commission held two joint study sessions with the City Council on April 18, 2023, and May 2, 2023, to discuss and identify priorities. (Last updated 12/15/2023)

Long Range/Comprehensive Planning					
Item	Description	Process	Status	Lead	Due Date
Annual Docketing Process	Any member of the public, other affected jurisdictions, the planning commission or city staff may submit an application to the city for proposals to amend the plan in accordance with the criteria and schedule established in this ordinance by the city council.	Opening to allow for applications for proposals of plan amendments, per 17.122.010. The Commission decides to open the process typically in February, it is open through March 31st.	Open in 2024, February meeting	Staff	February 2024
Growth Management Act Periodic Update (2026)	Every county and city in the state is required to conduct a periodic update of its comprehensive plan and development regulations.	(See Checklist: https://deptofcommerce.app.box.com/s/lzqh1lwfi2qn6drg964412r43tv780hh)	Not started.	Staff/Commission	Due 2026
Critical Areas Regulations	Local governments must review and update their critical areas ordinance (CAO) as part of the Periodic Update under the Growth Management Act. The update should include the five critical areas, and new legislation.	Summarized process: Consultants drafted BAS and draft regulations 2021 > SEPA > Public Hearing > Commission Recommendation > Council Approval 2023 > Notify Commerce	Adopted* Ordinance 1653 & 1654	Staff	Due 2018, postponed for 2 years, Adopted in 2023
Critical Areas Regulations – Amendments	Department of Fish and Wildlife (WDFW) submitted comments on the recently adopted CAO expressing concerns over Stream Buffer Requirements. WDFW requested that the City either; 1) adopt the 2022 draft CAO language as provided by WDFW, 2) Adopt Site Potential Tree Height for all watercourses; or 3) Develop other riparian buffers which incorporate BAS but are tailored to Cle Elum's needs. At December PC meeting, the Commission chose option 3.	Staff to meet w/ WDFW on 1/23/24 to discuss options WDFW to present to PC on 2/20/24	In progress	Staff	TBD

City of Cle Elum, Washington

Planning Commission Priorities, ~~2023~~ 2024

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Long Range/Comprehensive Planning, cont.					
Item	Description	Process	Status/Due Date	Lead	Due Date
Firewise Amendments	A non-project minor amendment to the City of Cle Elum's Comprehensive Plan. The proposed amendments aim to actively protect the city from the risk of wildfires and include new goals and policies that are not currently in the city's Comprehensive Plan.	The Planning Commission held at least 6 study sessions for these proposed amendments on March 15, 2022; August 11, 2022; October 4, 2022; January 3, 2023; February 15, 2023; and March 7, 2023. There were two public hearings, April 4, 2023 and June 6, 2023. The Commission finalized amendments and council slated to review the ordinance on 6/26/23.	Completed. Next steps would be to set regulations related to the amendments	Staff	TBD, possible start date, Spring Winter 2024
Urban Growth Area	Council has requested that the Commission expand the city's UGA by incorporating Suncadia.	Process starts at the County level.	Not started	Mayor or Council lead	TBD
Climate Element	Legislation passed and signed into law in 2023 (HB 1181) adds a climate goal to the Growth Management Act (GMA) and requires local comprehensive plans to have a climate element with resilience and greenhouse gas emissions mitigation sub-elements.	City awarded funding; HLA awarded. Website updated. City is currently seeking applicants to participate in developing policy recommendations. Once team is seated policy writing will begin.	Climate Policy Team needed, close May 17, 2024	HLA, Joseph Calhoun	June 2025
Affordable Housing Action Plan	A housing action plan defines strategies and implementing actions that promote greater housing diversity, affordability and access to opportunity for residents of all income levels. The planning process includes a review of existing policies, programs and regulations that shape local opportunities for housing development. The purpose of this review is to identify ways to encourage construction of both affordable and market-rate housing in a	Look for funding opportunities to support the creation of such a plan and apply.	Not started		TBD

City of Cle Elum, Washington

Planning Commission Priorities, ~~2023~~ 2024

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	greater variety of types, densities and cost levels.				
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Unified Development Code Amendments					
Item	Description	Process	Status/Due Date	Lead	Due Date
Title 17 Overhaul	Significant updates are needed to bring Title 17 up to date; including, correcting zoning district name changes, conflicting code language, permitted use table, etc.	PC to create a 2024 work plan outlining changes with dates and estimated completion dates.	Review work plan on 2/6/24.	Staff	TBD
Sign Code	Major overhaul to the sign code is necessary to address several issues, including being compliant w/ state law.	Proposed changes are reviewed at a Planning Commission level. Followed by a Notice of Application,	Submitted: SEPA#2024-002. Public hearing scheduled: June 4, 2024	Staff/Commission	2024
Zero Lot Line (17.70)	The City's municipal code does not have specific provisions for zero-lot line construction. The City's legal team has advised that it would be "preferred administratively and perhaps more legally defensible if the City adopted a zero-lot line code".	Environmental Review (DNS), and Public Hearing. Recommended changes are then submitted to Council for adoption consideration. Should be combined	Submitted: SEPA#2024-002. Public hearing scheduled: June 4, 2024	Staff/Commission	2024
Residential Zoning (17.16)	Removal of outdated language and the addition of clarifying language throughout. Home Occupation section overhaul; updates to permitted/conditional uses.	wherever possible. For example, several amendments should be submitted in combination.	Submitted: SEPA#2024-002. Public hearing scheduled: June 4, 2024	Staff/Commission	2024

City of Cle Elum, Washington

Planning Commission Priorities, ~~2023~~ 2024

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General Commercial (17.32)	Removal of outdated language and the addition of clarifying language throughout. Updates to conditional uses.		Submitted: SEPA#2024-002. Public hearing scheduled: June 4, 2024	Staff/Commission	2024
Prior Division of Land	The City's municipal code does have specific provisions for prior divisions of land, 17.04.060 Nonconforming lots of record.		Found code provisions under 17.04.060		
Wireless/Telecommunications Franchise Agreements	This section of the code is outdated and does not meet state/federal law.			Council/Mayor	
Parking Standards	Regulations are needed for new city owned parking lot.			Staff	
Shipping Containers	Are regulations needed?				
*On February 28, 2022, the City Council adopted Ordinance 1621 establishing a new Title 14, the Cle Elum Unified Development Code. This ordinance repealed selected provisions in Title 15 and 17 and replaced them with new provisions in Title 14 for administering the City's Development Regulations, including the procedures for processing land use applications. As the remaining chapters are reviewed by the Planning Commission and updated by the City Council, they will be added to the new Title 14 and the old provisions deleted, so that at the end of the process all of the City's Development Regulations will have been reviewed, updated, and streamlined and will be found in a single, unified title of the Municipal Code.					