

Planning Commission

Agenda

June 18, 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 98922

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. June 4, 2024
 4. **Business Requiring Public Hearings**
 - a. None scheduled.
 5. **Planning Update**
 - a. Update from Chair Gary Berndt
 - b. Staff Announcements, Planning Consultant Colleda Monick
 6. **New Business**
 - a. Old Town Commercial Zoning District
 - b. RM Multiple Family Residential District
 7. **Next Meeting Agenda Development**
 - a. Chapter 16 Subdivision: Development Standards
 8. **Commissioner Comments and Discussion**
 9. **Adjournment**

Planning Commission Agenda June 18, 2024

119 W FIRST STREET
CLE ELUM, WA 98922

Upcoming Meetings:

Planning Commission Meeting: July 2, 2024 @ 6:00 p.m.

Regular Council Meeting: June 25, 2024 @ 6:00 p.m.

General Government Committee Meeting: June 26, 2024 @ 8:30 a.m.

Public Safety & Health Committee Meeting: July 16, 2024 @ 1:00 p.m.

Public Works & Community Development Committee Meeting: July 11, 2024 @ 12:00 p.m.

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

Coal Mines Trail Commission Meeting: July 1, 2024 @ 6:00 p.m.

City of Cle Elum
Planning Commission (CEPC) Meeting Minutes
City Council Chambers
June 4, 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, Ian Steele, Marc Kirkpatrick, Colin Brissey, Paul Kantwill and Jon Corneilus

CEPC Members Absent: Matt Fluegge. Commissioner Brissey made a motion to excuse Commissioner Fluegge. Commissioner Corneilus seconded. Motion carried.

Staff Present: Colleda Monick

Citizen Comments on Non-Agenda Items

None

Adoption of Minutes

Commissioner Steele motioned to accept the May 7, 2024 minutes as presented. Commissioner Kirkpatrick seconded. Motion passed.

Public Hearing- City Planning – Text Amendments

Chair Berndt opened the Public Hearing on file number SEP-2024-002, considering non-project text amendments to the following CEMC Chapters, 15.20, 17.16, 17.32, and a new section 17.70.

Monick presented a staff report on SEP-2024-002 regarding CEMC Titles 15, and 17. The staff report recommended approval of the text amendments. Two public comments were received prior to the drafting of the staff report. Chair Berndt opened the public comment portion of the hearing. Seeing there were no public comments, Chair Berndt closed the public comment portion of the hearing. Discussion between Commissioners and Staff regarding minor changes around the newly proposed section 17.70 and Commerce's recommendations occurred; as well as an additional permitted use in section 17.32.

Chair Berndt entertained a motion. Commissioner Steele moved to keep the public hearing open until 4 PM on June 7, 2024, and to reconvene at 6 PM on June 18, 2024, to review any additional testimony, if received. If no further comments are made, I move to recommend approval of the proposed text amendments to the city council, including the changes made to Section(s) 17.32.020 to add Veterinary Clinic as a Permitted Use, and 17.70.020 to lessen the review requirements on existing lots of record, as noted in the minutes. Commissioner Brissey seconded. The motion passed unanimously.

Staff Report

Chair Berndt

- A meeting occurred between the Conference of Governments in collaboration with CWU to continue discussions on comprehensive planning and economic development as a region.
- Climate Policy Advisory Team is still in need of participants

New Business

1. None

Citizen Comments on Agenda Items

None

Next Meeting Agenda Development

1. Continued Public Hearing on Text Amendments to the following CEMC Chapters: 15.20 – Sign Code; 17.16 – R-Residential District; 17.32 – CG General Commercial District; and creating a new chapter in the Zoning Ordinance, 17.70 – Zero Lot Line and Common Wall Developments.
2. Old Town Commercial (OTC)

Commissioner Comments and Discussion

Adjournment

Chair Berndt called for a motion to adjourn. Commissioner Kantwill motioned and Commissioner Brissey seconded to adjourn the meeting at 7:03 p.m. and to reconvene on June 18th, 2024 at 6:00 p.m.

Chair Berndt

Date

Chapter 17.24

~~OTC-OLD TOWN~~DC DOWNTOWN COMMERCIAL DISTRICT

Sections:

- 17.24.010 Purpose and design objectives.**
- 17.24.020 Permitted uses.**
- 17.24.030 Conditional uses (not fronting on First Street).**
- 17.24.040 Dimensional standards.**
- 17.24.050 Parking and loading zones.**
- 17.24.060 Landscaping.**
- 17.24.080 Lighting.**
- 17.24.090 Design standards.**

17.24.010 Purpose and design objectives.

The purpose and intent of the Downtown Commercial district is to create an active, vibrant, intense, pedestrian-orientated retail core which reflects the historic character of the City and which is a nexus for civic and community functions. Existing Historic buildings should be preserved and serve as the benchmark for new construction and infill development in the historic City core. Additionally, this zoning district is well suited for traditional mixed-use development (i.e. dwelling units on the upper floors of buildings) which promotes patronage to local businesses and further diversifies housing options. Design review standards should be established that pay special attention to signs, view shed protection, ambient lighting and landscaping, historic characteristics, and architectural consistency. The three block area along First Street extending from Oaks Avenue through Wright Avenue and from Railroad Street to Second Street encompasses the historic downtown of Cle Elum and has a large number of existing historic structures. The purposes of this district are to acknowledge this historic area; to maintain and complement existing historic buildings; to keep the small retail shop feeling on the street level and to encourage complementary uses on upper floors; and to reinforce it as a pedestrian-oriented area with a high level of pedestrian amenity; and to reestablish this area as the civic and retail core of the city. Over time it is the objective to restore the historic street facades to maintain the authentic small town feeling.

The Cle Elum Municipal Code is current through Ordinance 1653, passed September 11, 2023.

(Ord. 1163 § 1, 2001)

17.24.020 Permitted uses.

In the ~~OTC-DC~~ district or ~~Old Town-Downtown commercial-Commercial~~ district the following uses are permitted:

A. Retail stores, specialty shops and personal services that are usually needed to serve residents and visitors to a small community. These uses shall have priority on the street frontage and include:

1. Specialty grocery stores;
2. Meat shops;
3. Retail bakeries, micro-breweries and other specialty food processing when associated with an on-site retail business;
4. Banks or similar financial institutions;
5. Galleries and antique shops;
6. Personal services such as barbershops, beauty parlors, and ~~dressmaking and~~ tailoring;
7. Clothing and general merchandising stores, general retail sales of goods and merchandise;
8. Locksmiths, shoe and other clothing repair shops;
9. Open air markets;
10. Copy shops;
11. Restaurants, cafeterias and catering;
12. Taverns and cocktail lounges;
13. Fraternal organizations;
14. Theaters;

Commented [CM1]: Definition per 14.20.030, "Open air market" means an outdoor market that is seasonal in nature where local artisans or farmers sell products such as baked goods, artwork, crafts and produce. (should the city further refine the definition or use?)

Commented [CM2R1]: An open air market is a seasonal outdoor market where local artisans and farmers sell products such as baked goods, artwork, crafts, and produce from temporary stalls on public or private land. It may also include fairs, festivals, or shows with entertainment.

15. Public offices and civic buildings;
 16. Drive-through or drive-up facilities when associated with a permitted use and accessed from an alley;
 17. Professional and business offices; and
 18. Mobile food service unit.
- B. Hotels and residential uses shall be located in the upper floors of a building with only necessary entrances and lobbies at the street level.
1. Hotel, motel and inns;
 2. Studios for art, music, photography and other similar uses;
 3. Apartments or single room occupancy.
- C. Public facilities and public utility use.

(Ord. 1222 § 3 (Exh. C), 2004; Ord. 1163 § 1, 2001)

17.24.030 Conditional uses ~~(not fronting on First Street).~~

The following purposes and uses of buildings shall be allowed in the Downtown Commercial district, unless the lot or development fronts on First Street, and only upon approval of a conditional use permit in accordance with the provisions of Chapter 17.80. Conditional uses shall also require design review either in conjunction with or after the approval of a conditional use permit.

1. Undertaking establishments and crematories.
2. Printing establishments and newspaper printing.
3. Parking garages accessed from an alley.
4. Wireless communication facilities when installed on existing buildings and screened from direct view of adjacent streets.

(Ord. 1163 § 1, 2001)

17.24.040 Dimensional standards.

1. *Height.* The height of structures shall be consistent with those of existing buildings and not over three stories or thirty-~~six-five~~ feet in height. Design features consistent with the historic context of the area such as building names in the cornice or block corner turrets may exceed the height limit by ten percent if approved through design review.

2. *Yards.*

a. Buildings shall be built to the property line adjacent to a public sidewalk at the street.

b. No yards are required except for lots the side lines of which are adjacent to any "R" – Residential or "~~RMMF~~" – Multiple Family Residential district, in which case the side yard setback shall be twenty feet or ten feet, respectively. The setback area shall be fenced and landscaped.

3. *Lot Coverage.* The entire lot (one hundred percent) may be covered subject to setback, stormwater retainage, –and other requirements.

(Ord. 1163 § 1, 2001)

17.24.050 Parking and loading zones.

1. ~~The Downtown Commercial district is exempt from parking standards, except that this exemption shall not apply to property that is used for residential purposes; and further provided, that all other requirements of 17.56 shall apply to any parking provided by the applicant. No on-site parking is required; however p~~Properties may be required to participate in programs to provide common parking through fees in lieu of parking, Local Improvement Districts (LID) or other programs adopted by the city.

2. When on-site parking is provided, it must be accessed only from an alley and meet the standards of Chapter [17.56](#). In the event that alley access is not available, ~~an entry~~entry from a side street (i.e., Oaks Street) or Railroad Street) may be permitted.

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(Ord. 1163 § 1, 2001)

17.24.060 Landscaping.

Landscaping is not required except for parking areas, [if provided](#). Landscaping provided shall be consistent with Chapter [17.64](#).

(Ord. 1163 § 1, 2001)

17.24.080 Lighting.

1. Outdoor lighting shall be arranged so as not to produce direct light or glare on public roadways and/or neighboring properties; and
2. Outdoor lighting shall be directed downward and shielded to reduce unnecessary light and glare; and
3. Lighting should be used to accent key architectural elements of the buildings.

(Ord. 1163 § 1, 2001)

17.24.090 Design standards.

The objective of these design standards is to create a strong identity for the downtown ~~area,~~ [and area and](#) create interesting streets which are visually attractive and easy to use by pedestrians. These standards will be applied to a particular development during the design review process. These design standards are mandatory unless the imposition of the standards will result in construction that is less consistent with the historical character of the area.

1. Building facades facing public streets and/or sidewalks shall create a continuous, interesting facade along the length of the facade. Buildings shall be constructed adjacent to the public sidewalk with no setbacks between the right-of-way and the structure permitted.

2. New structures on corner lots shall be designed to emphasize their prominent location. Primary building entrances shall be located at the street corner.
3. Service and delivery access shall be located away from the pedestrian streets with access from the alley where possible.
4. New structures and improvements shall incorporate design elements which will maintain the integrity of the existing historic structures and respect the historic character of the downtown area. The following design characteristics shall be included for new or remodeled structures:
 - a. Reflect the cornice line of existing historic structures.
 - b. Use windows, materials and details similar to the historic properties.
 - c. Use similar building modulation and proportions.
 - d. Large ground level display windows.
 - e. Clearstory windows above the display windows should be used.
 - f. Retractable fabric or self-supported awnings. Awnings and overhangs shall be supported by the building and not by supports placed in or upon the public right-of-way. No awning or overhang shall extend more than forty percent of the distance between the property line and the outside edge of the curb and shall maintain a minimum vertical clearance of ten feet.
 - g. Flat roof with parapets.
 - h. Constructed of brick or wood frame with brick or stone facades.
 - i. Two story construction with retail on the bottom floor and office or residential uses above is encouraged.
 - j. Second story windows should be double hung windows that are taller than they are wide.
5. Protect and preserve buildings of special historic significance and merit (see [Historic Downtown Inventory List-city list](#)) by:

Commented [CM3]: Cite right of way use permit section. Sent to engineering for further input.

- a. Retaining or restoring as many historic features as possible outside and inside, if appropriate.
 - b. Maintaining or restoring original proportions, dimensions or architectural elements.
 - c. Selecting paint and materials (often brick) which are historically accurate, coordinate the entire facade, and respecting adjacent buildings.
 - d. Consulting available historic resources for assistance and detailed information.
 - e. Incorporate historical photographs and information about the building, if available.
6. Off-street parking shall be located behind buildings and screened from streets by landscaping or structural elements.

(Ord. 1163 § 1, 2001)

The Cle Elum Municipal Code is current through Ordinance 1653, passed September 11, 2023.

Disclaimer: The city clerk's office has the official version of the Cle Elum Municipal Code. Users should contact the city clerk's office for ordinances passed subsequent to the ordinance cited here.

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Chapter 17.20

RM-MF MULTIPLE FAMILY RESIDENTIAL DISTRICT

Sections:

17.20.005	Purpose.
17.20.010	Permitted uses.
17.20.020	Conditional uses.
17.20.030	Front yard.
17.20.040	Rear yard.
17.20.050	Side yard.
17.20.060	Minimum lot size/density.
17.20.070	Height limit.
17.20.080	Lot coverage.
17.20.090	Design review and design guidelines.

17.20.005 Purpose.

~~The purpose and intent of the Multiple -Family Residential district is to provide for and protect higher density urban residential areas where a mixture of multi-family residential uses development may occur. The Multiple -Ffamily Residentialresidences zone may include any sSingle Ffamily Residential-approved dwellings, duplexes, townhomes, zero-lot line, unit-lot linecommon-wall or apartment complexes,multiple-unit dwellings with a higher allowed density per acre than the sSingle fFamily rResidential zone. The purpose of the multiple family residential district is to create and maintain stable and attractive residential neighborhoods, allowing apartments and townhouse dwellings. The Multiple fFamily Rresidential districts~~ should also protect sensitive natural areas, provide for the efficient use of land and public services, reinforce more intense adjacent land uses such as retail, and provide appropriate vehicular and pedestrian access.

(Ord. 1163 § 1, 2001)

17.20.010 Permitted uses.

The following uses are permitted in the multiple family district:

- A. Single-family dwellings, ~~duplexes, townhouses~~, ~~zero lot line, common-wall, and~~ multiple-unit dwellings ~~and townhouses~~;
- B. Parks and playgrounds (including park buildings);
- C. Accessory buildings, such as are ordinarily appurtenant to ~~multiple-unit residential dwellings~~, including, but not limited to, carports and garages;
- D. Boardinghouses and lodginghouses;
- E. Nursing homes;
- F. Retirement residences;
- G. Bed and breakfast guesthouse, when accessory to the permanent residence of the operator.
- H. Accessory Dwelling Units
- I. Home Occupations meeting the criteria in CEMC 17.16.100.

(Ord. 1163 § 1, 2001)

17.20.020 Conditional uses.

The following purposes and uses of buildings shall be allowed only upon approval a conditional use permit in accordance with the provisions of Chapter [17.80](#). Conditional uses shall also require design review either in conjunction with or after the approval of a conditional use permit.

- A. Libraries;
- B. Public or private schools and churches or other houses of religious assembly;

- C. Hospitals and sanitariums, except for inebriates and persons suffering from mental diseases;
- D. Telephone exchanges, electric substations and similar installations for public service;
- E. Day care centers;
- F. Private clubs, fraternities and lodges, excepting those selling or furnishing beer, wine or intoxicating liquors, and also excepting those the chief activity of which is a service customarily carried on as a business;
- G. Municipal buildings, senior centers and community centers.

(Ord. 1163 § 1, 2001)

17.20.030 Front yard.

There shall be a front yard having a minimum depth of ten feet.

(Ord. 1163 § 1, 2001)

17.20.040 Rear yard.

There shall be a rear yard having a minimum depth of twenty feet. When a lot is served by an alley the parking, carport or garage shall have a rear yard having a minimum depth of five feet.

(Ord. 1163 § 1, 2001)

17.20.050 Side yard.

~~There shall be a side yard of not less than ten feet in width on each side of a building, and not less than five feet in width between lot side and buildings in the rear yard.~~ A side street side yard shall have a minimum width of fifteen feet. In the MF zoning district, the standard setback requirement from the side property line is shall be 10 feet. However, the following uses

may have a reduced setback of 5 feet from the side property line: single-family homes, duplexes, common-wall structures, and accessory structures.

(Ord. 1163 § 1, 2001)

17.20.060 Minimum lot size/density.

Within the multiple family residential district, the minimum lot size for multiple unit dwellings shall be fifteen thousand square feet. The minimum lot size for single-family dwellings, duplexes, zero lot line, common wall, and townhomes shall be determined by the minimum density and the ability of the proposed lots to support a dwelling and the required setbacks and parking. The minimum density shall be seven dwelling units per acre and the maximum density shall be sixteen dwelling units per acre.

(Ord. 1163 § 1, 2001)

17.20.070 Height limit.

No building hereafter erected or structurally altered within or moved into the district shall exceed thirty-five feet.

(Ord. 1163 § 1, 2001)

17.20.080 Lot coverage.

The impervious surfaces on the lot or development site, including structures, sidewalks, and driveways, shall not cover more than sixty percent of the total lot area. The lot area covered by structures shall not exceed forty-five percent of the lot area.

(Ord. 1163 § 1, 2001)

17.20.090 Design review and design guidelines.

All buildings except single-family dwellings, ~~zero lot line, common wall, and~~ duplexes and their accessory structures shall be subject to the city's site and design review process (Chapter ~~14.3017.76~~). ~~Following and the following are~~ design guidelines for the ~~RM-MF~~ district.

~~1. Maximum Building Depth. Sixty percent depth of lot.~~

2. *Front Facades.* Modulation shall be required if the width of the front facade exceeds thirty feet.

3. *Side Facades.* On corner lots, side facades that face the street shall be modulated if greater than forty feet in width.

4. *Modulation Standards.* Minimum depth of modulation shall be four feet. Minimum width of modulation shall be five feet. Maximum width of modulation shall be thirty feet.

5. *Landscaping.* A minimum landscaped area equal to fifteen percent of the lot area shall be provided. In addition, a landscaped area at least five feet in depth shall be provided along street property lines; property lines which abut a single-family zoning district; alleys across from single-family zoning district. **Street trees will be required consistent with the landscape ordinance of the city.**

Commented [CM1]: Would be helpful to locate.

6. *Light and Glare Standards.* Exterior lighting shall be shielded and directed downward, away from adjacent properties. Exterior lighting fixtures shall be consistent with the character of the structure.

7. *Parking and Access.* If alley access is available and not incompatible with adjacent single-family development, access to parking shall be from the alley. When access is provided from the street, the driveway width and location shall be approved by the city engineer.

Parking may be located in or under the structure, or in the required rear and side yards (other than a side street side yard). Parking may not be located in the required front or side street side yards except for ~~single-family dwellings, zero lot line, common wall, and duplexes~~ ~~single-family residences~~. Driveways and parking areas for more than four vehicles shall be screened from adjacent residential properties by a wall or solid evergreen hedge at least five feet in height. If parking is located in or under the structure, the parking must be screened by a front facade and a view obscuring facade or fence along the side of the structure.

(Ord. 1163 § 1, 2001)

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