

Planning Commission

Agenda

October 15, 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
VACANT
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

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1. **Call to Order & Roll Call**
 2. **Adoption of Minutes**
 - a. October 1, 2024
 3. **Business Requiring Public Hearings**
 4. **Planning Update**
 - a. Chair Gary Berndt
 - b. Commissioner Cornelius - Climate Task Force
 - c. Planning Consultant Colleda Monick - Staff Announcements
 5. **New Business**
 - a. Planning Matrix Update - Quarterly Review
 - b. 17.24 Design Standards (Good-Bad-Ugly Walk - Submitted by Commissioner Kirkpatrick for Discussion)
 6. **Next Meeting Agenda Development**
 - a. Table of Permitted Uses
 7. **Commissioner Comments and Discussion**
 8. **Adjournment**

Planning Commission Agenda October 15, 2024

119 W FIRST STREET
CLE ELUM, WA 98922

Upcoming Meetings:

Planning Commission Meeting: November 5, 2024 @ 6:00 p.m.

Regular Council Meeting: October 22, 2024 @ 6:00 p.m.

General Government Committee Meeting: October 23, 2024 @ 8:30 a.m.

Public Safety & Health Committee Meeting: November 19, 2024 @ 1:00 p.m.

Public Works & Community Development Committee Meeting: November 7, 2024 @ 12:00 p.m.

Lodging Tax & Event Committee Meeting: November 12, 2024 @ 8:30 a.m.

Coal Mines Trail Commission Meeting: November 4, 2024 @ 6:00 p.m.

Historical Preservation Commission Meeting: November 19, 2024 @ 3:00 p.m.

City of Cle Elum
Planning Commission (CEPC) Meeting Minutes
City Council Chambers
October 1, 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, Vice Chair Paul Kantwill, Marc Kirkpatrick (remote), Colin Brissey, Ian Steele (remote), and Matt Fluegge

CEPC Members Absent: Jon Corneilus. Commissioner Kantwill made a motion to excuse Commissioner Corneilus. Commissioner Fluegge seconded. Motion carries.

Staff Present: Colleda Monick

Citizen Comments on Non-Agenda Items

None.

Adoption of the Agenda

Chair Berndt sought a motion to switch item B under new business with item A. *Commissioner Kantwill made a motion to amend the agenda per Chair Berndt's request and Commissioner Brissey seconded. Motion carries.*

Adoption of Minutes

Commissioner Kantwill motioned to accept the October 1, 2024 minutes as amended. Commissioner Brissey seconded. Motion passed.

Public Hearing- City Planning

None Scheduled

Staff Report

Chair Gary Berndt

- The City recently received an application for Planning Commission and the Mayor, staff, and Chair met with the interested candidate who expressed availability beginning in November.

Colleda Monick

- Climate Policy Advisory Team (CPAT) held an open house on September 24th at the Senior Center.
- Historic Preservation Committee will begin reconvening in the near future.

New Business

1. **CEMC 17.90:** At the previous Planning Commission meeting, a local business owner, representing Mike's Tavern, made a public request to amend Cle Elum Municipal Code (CEMC) 17.90, which governs Sidewalk Sales and Service of Food and Beverage, to allow for year-round

operations. Included in the meeting packet was Ordinance 1558, which originally codified this section of the code in 2019, along with a petition from Mike's Tavern that included signatures from patrons in support of the proposed change.

During the discussion, Commissioner Kantwill raised concerns about altering the code based on a single request, stating that changes in policy should reflect broader community input and common needs. He also noted that Mike's Tavern was currently using more sidewalk space than permitted by code and mentioned receiving complaints from the community regarding the business's use of public space. Commissioner Steele emphasized the importance of taking a holistic approach when reviewing the code.

Commissioner Kirkpatrick expressed support for allowing extended business operations, highlighting the importance of giving local businesses the flexibility to continue operating in the capacity they have been. He noted that the ability to adapt and maintain year-round operations is crucial for the vitality of the business community.

Overall, the Commissioners agreed to revisit the issue, considering both this request and potential broader changes to the section of code. They decided to add the item to their planning matrix for further discussion at a later date.

**Internet was lost and the Commissioners who had joined remotely no longer had participation ability.*

2. **17.24, (Downtown Commercial) Old Town Commercial Design Standards:** Due to a loss of internet connection, two Commissioners participating remotely could no longer join the meeting, and two of the Commissioners attending in person had not participated in the recent walking tour. As a result, the Commission decided to postpone the discussion until the next meeting.

Before this decision was made, Commissioner Kantwill provided a brief summary of the walking tour for those who were unable to attend. He explained that the tour focused on examining architectural elements, building materials, and the interaction between buildings and pedestrians within the district.

Staff also noted that the Historic Preservation Commission would soon be reconvening and suggested that a joint session with both commissions might be a productive opportunity to discuss the design standards in greater detail. The Planning Commission agreed to revisit the questions outlined in the meeting packet at their next meeting in way of preparing for a potential joint session.

Possible joint session meeting date of November 20th was proposed by the Commissioners.

Citizen Comments on Agenda Items

None

Next Meeting Agenda Development

1. 4th Quarter Planning Matrix Update
2. Design Standards

Commissioner Comments and Discussion

Commissioner Fluegge announced his decision to step down from the Planning Commission after nearly six years of service. He shared that his increasing work-related travel and his children's involvement in sports have made it difficult for him to continue his duties, and he requested that his resignation be effective immediately if possible. Commissioner Fluegge expressed pride in the progress the Commission has made, particularly over the past two years, and noted that he is saddened to leave at this time. Chair Berndt conveyed his heartfelt gratitude for Commissioner Fluegge's dedicated service, acknowledging the valuable worldly experience he brought to the Commission's work.

Adjournment

Chair Berndt called for a motion to adjourn. Commissioner Brissey motioned and Commissioner Fluegge seconded to adjourn the meeting at 7:16 p.m. and to reconvene on October 15th, 2024 at 6:00 p.m.

Chair Berndt

Date

City of Cle Elum, Washington

Planning Commission Priorities, 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 10/15/24 & 05/17/24)

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.	None submitted.	Staff	February 2025
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) HLA is currently working on year one requirements: Work Plan, Checklist, Public Engagement Plan, etc.	Started, city received funding and year one requirement are underway.	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 Met w/ WDFW on 9/05/24 to discuss changes required during the next Comp Plan update.	In progress	Staff	2026

City of Cle Elum, Washington

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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
Urban Growth Area	Council has requested that the Commission expand the city's UGA by incorporating Suncadia. Mayor and staff looking at expanding UGA to incorporate the Cle Elum/Roslyn School property	Process starts at the County level. Working on coordinating a meeting w/ County Planning.	Staff outreach to County	Mayor or Council lead	TBD, 2026 w/ next Comp Plan update
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.	Grant funding secured. Task Force assembled. Process underway.	In process	Staff (HLA)	2026
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	Look for funding opportunities to support the creation of such a plan and apply.	Not started		TBD

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	identify ways to encourage construction of both affordable and market-rate housing in a 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.	17.16, 17.32 Adopted 17.20 finalized, 17.24 under review 17.90 consider changes as requested	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.	Adopted	Commission	Completed
Zero Lot Line	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".	Followed by a Notice of Application, Environmental Review (DNS), and Public Hearing. Recommended changes are then submitted to Council for adoption consideration. Should be combined wherever possible. For example, several amendments should be submitted in combination.	Adopted in Residential Zone , next submittal will include Multi-Family	Staff/Commission	Completed, and underway
Wireless/Telecommunication s 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?				
Table of Permitted Uses	Create a table of permitted uses for easy review of allowable uses per zone		In progress		
Table 16.12A.060(9)	Table should be all standards, all development.		TBD		

City of Cle Elum, Washington

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**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.*



Questions for discussion:

1. Are there existing design standards that effectively contribute to the preservation of the historic character of the downtown area? If so, which ones should be prioritized for retention or even enhancement?
2. Do the current requirements for building facades and setbacks promote a pedestrian-friendly environment, or do they limit the potential for creative or varied architectural designs that could benefit the community?
3. Are the standards related to the use of specific architectural elements (e.g., cornice lines, awnings, second-story windows) too restrictive, or do they successfully maintain the integrity of historic structures? Should any adjustments be made to encourage more diverse architectural elements while respecting the historic context?
4. Would it be beneficial to restrict the design standards to a specific area within the Downtown Commercial area? If so, which areas should be prioritized, and how might this impact the overall cohesion and character of downtown?
5. Should the design standards be maintained but allow for deviations through a Conditional Use review process? How might this flexibility encourage innovative designs while ensuring that the core objectives of the standards are met?

Existing Design Standards: CEMC 17.24.090

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 city list) by:
 - 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.

GOOD, BAD, UGLY WALK

9/16/2021

Attendance: Debbie, Tina, Eliza, Adam, Amanda, Nicki, Betty, Pam, Marc

Design:

- *Perspective*
 - *Façade and Beautification grants available by CEDA*
 - *Planting*
 - *Sidewalk maintenance*
 - *Pedestrian friendly*
- **Follow Up Notes:**
 - **Update/Maintain/replace existing signage**
 - **Improve aesthetics of chainlink fence areas**
 - **More murals to update and add new**
 - **Lot next to post office is vacant – Parklet?**
 - **Sidewalks need repair/replacement in front of business entry ways.**
 - **Parking strategy around businesses**
 - **Design Standards – continuity/theme/protect investments**
 - **Vintage/Modern**
 - **Railroad town**
 - **Lighting – rooftop, lanterns, holidays, and etc.**
 - **Add Banners**
 - **Planters – more and fill empty planters**
 - **Historic buildings – Plaques, register, preserve/protect**

Economic Vitality:

- *Perspective*
 - *Store front ready*
 - *Attractive or inviting store fronts*
 - *Types of businesses – Is it out of place, need more of and etc.*

- **Follow Up Notes:**
 - **Bathroom – needs better maintenance & care**
 - **Businesses refer people to them**
 - **CEDA to partner with City?**
 - **How do we “activate” the sidewalk?**
 - **More retail, restaurants, etc.**
 - **Low tax generating businesses – New location or provide some retail?**
 - **Examples:**
 - **Professional Service Co.**
 - **Government/Non-profit buildings**
 - **Vacancies**
 - **Others?**
 - **Request all downtown businesses to have a minimum of 15% of retail space.**
 - **Business store fronts not all inviting**
 - **Signage inconsistency – buildings and A-frames**
 - **Hard to tell when businesses are open**
 - **How to tactfully advertise community posters and signs?**
 - **Abandoned vehicles**

Promotions

- *Perspective*
 - *Event perspective*
 - *What streets are good/bad for a variety of events?*
- **Follow Up Notes:**
 - **Pennsylvania and Harris are best side streets for events**
 - **Sidewalks are not in great shape**
 - **Garbage overflow is a problem – More Big Belly units?**
 - **Need areas to advertise events, markets, and etc.**

Outreach

- *Perspective*
 - *Possible partners in CEDA*
 - *How could they partner? Think outside the box.*

- **Follow Up Notes:**
 - **All businesses have a reason to partner**
 - **Businesses to provide space for pop ups/wine walk/etc.**