

Planning Commission

Agenda

January 7, 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 - CHAIR
CASSIDY BUECHLE-CURTIS
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

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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. December 3, 2024
4. **Business Requiring Public Hearings**
 - a. None scheduled.
5. **Planning Update**
 - a. Chair Gary Berndt
 - b. Commissioner Cornelius - Climate Task Force Update
 - c. Commissioner Brissey - Sub-Committee: Table of Permitted Uses Update
 - d. Planning Consultant - Colleda Monick - Staff Announcements
6. **New Business**
 - a. 2024 Recap - A look back at Planning Commission Accomplishments for 2024
 - b. Comp Plan Amendments - Periodic Work Plan
 - c. CEMC 17.34 Consideration of Proposed Repeal of CEMC 17.34 - Business Park District
7. **Next Meeting Agenda Development**
 - a. Table of Permitted Uses - Update
8. **Commissioner Comments and Discussion**

Planning Commission Agenda January 7, 2025

119 W FIRST STREET
CLE ELUM, WA 98922

9. Adjournment

Upcoming Meetings:

Planning Commission Meeting: @ 6:00 p.m.

Regular Council Meeting: @ 6:00 p.m.

General Government Committee Meeting: @ 8:30 a.m.

Public Safety & Health Committee Meeting: @ 1:00 p.m.

Public Works & Community Development Committee Meeting: @ 12:00 p.m.

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

Coal Mines Trail Commission Meeting: @ 6:00 p.m.

Historical Preservation Commission Meeting: @ 3:00 p.m.

City of Cle Elum
Planning Commission (CEPC) Meeting Minutes
City Council Chambers
December 3, 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, Colin Brissey, Marc Kirkpatrick, Jon Cornelius and Cassidy Buechele-Curtis

CEPC Members Absent: Ian Steele. Commissioner Brissey made a motion to excuse Commissioner Steele. Commissioner Kirkpatrick seconded. Motion carries.

Staff Present: Colleda Monick

Public Comment

Eliza Stephenson, President of the Board of Directors for the Downtown Association and head of the Economic Vitality Committee, addressed the Planning Commission regarding outdoor facilities curtailed for the winter. She noted that previous outdoor seating areas did not comply with the code, and enforcement was inconsistent. Drawing on her 12 years of experience as a local restaurant owner with an outdoor patio space onsite, she emphasized that outdoor spaces promote gathering, benefiting individual businesses and the downtown area as a whole by attracting more visitors. Stephenson highlighted that the expansion of sidewalks downtown was intended to support such activities. She urged the Commission to find a compromise within the existing rules to allow businesses to operate outdoor spaces during the winter months.

Jordan Peterson, representing the Downtown Association, expressed support for downtown businesses and an interest in the Planning Commission's discussions regarding outdoor seating policies.

Adoption of Minutes

Commissioner Kirkpatrick motioned to accept the November 19, 2024 minutes. Commissioner Brissey seconded. Motion passed.

Public Hearing- City Planning

None Scheduled

Commission and Staff Reports

Chair Berndt – Councilmember John Glondo announced he will step down from the Council at the end of the year, creating a vacancy. Chair Berndt encouraged Commissioners to consider nominating themselves for the position, noting that the Planning Commission is an excellent introduction to serving on the Council. He also shared that the City has appointed Matt Bailey as the new Public Works Director.

Commissioner Cornelius – The Climate Task Force met yesterday to review concerning items for inclusion in their report and discussed their potential impact on the community.

Commissioner Brissey - The Sub-Committee on the Table of Permitted Uses met today and thanks Cassidy for joining the discussion. While still in the early stages, they agreed on a process and path forward. The committee may meet independently of staff in the next month to further develop their work.

Colleda Monick - Staff announced that a draft Work Plan for the Comprehensive Plan Update will be presented to the Commission in January, along with a year-in-review recap highlighting the Commission's 2024 accomplishments. Additionally, a Public Hearing for a Conditional Use Permit for Snowy River Equipment is scheduled for Wednesday, marking the culmination of updates initiated by the Commission earlier this year.

New Business

1. **17.24, Old Town Commercial**, Staff presented changes previously reviewed by the Commission, clarifying that the ongoing discussions regarding the Design Standards would maintain their current status. However, the updated purpose statement, which includes zoning map changes, would proceed along with the parking requirements for multi-family buildings that the Commission deemed appropriate.
2. **17.90, Sidewalk Sales and Service of Food and Beverage**, Staff presented clarifying language addressing outdoor space requirements during winter, along with providing clearer guidance on mobile vendor regulations, particularly concerning time limits and permitted locations. Commissioners were pleased with the clarifications and expressed interest in reviewing updates to the Sidewalk Permit should the changes to be adopted.

Citizen Comments on Agenda Items

None

Next Meeting Agenda Development

1. Comprehensive Plan: Draft Work Plan
2. Table of Permitted Uses – Sub-committee update
3. CECM 17.34 – Repeal of Business Park Zoning District
4. Year in review recap

Commissioner Comments and Discussion

None.

Adjournment

Chair Berndt called for a motion to adjourn. Commissioner Kirkpatrick motioned and Commissioner Brissey seconded to adjourn the meeting at 6:50 p.m. and to reconvene on January 7th, 2025 at 6:00 p.m.

Vice Chair Kantwill

Date



CITY OF CLE ELUM PLANNING COMMISSION
2024 HIGHLIGHTS
January 7, 2025

1. PLANNING COMMISSION BY THE NUMBERS

- a. **Number of Meetings:** 19, plus one Short Course Training Session put on by the Department of Commerce
- b. **Public Hearings:** 1
- c. **Text Amendments:**
 - i. Advanced 4 text Amendments to completion: 17.16 (Residential), 15.20 (Sign), 17.32 (General Commercial), and *NEW* 17.70 (Zero Lot Line)
 - ii. Considered 3 text Amendments for consideration in 2025: 17.20 (Multi-Family Residential), 17.24 (Old Town Commercial), 17.90 (Sidewalk Sales and Service of Food and Beverage)
 - iii. Sub Committee working on a Table of Permitted Uses
- d. **Comprehensive Plan Amendments: (24126)**
 - i. Climate Element Work Group is underway with one Planning Commission liaison

2. PERMIT STATS

Planning Permit Performance Statistics by Year					
Permit Type Description	2020	2021	2022	2023	2024
Annexation		1		1	
Boundary Line Adjustment	7	5	3	2	4
Conditional Use	1				3
Final Plat			3		
Franchises		2		4	
Planned Mixed Use					3
Pre-Application Meeting	7	12	7	13	6
Rezone			1		
Rezone w-Amendment		1			
SEPA	9	4	4	1	5
Short Plat		1	1		
Short Term Rentals		5	3	5	1
Sidewalk Use Permit				3	
Sign Permits	11	12	8	8	8
Site Design Review	7	4	3	3	4
Special Use Permit				2	2
Subdivisions	1	1	1	3	4
Vacations	1	1		3	2
Totals	44	48	34	48	43

3. 2025 WORK PLAN

a. Text Amendments:

- i. Prepare text amendments (17.20, 17.24, 17.34 (repeal), and 17.90) for Notice, Public Hearing, and Council Recommendation
- ii. Finalize Table of Permitted Uses
- iii. Others TBD

b. Comp Plan Amendments:

- i. Climate Element
- ii. GMA Periodic Update
- iii. Title 18: Critical Areas Amendments with Department of Fish and Wildlife

City of Cle Elum

Periodic Update

Work Plan

Draft

January 2025



Background

The City of Cle Elum is a “fully planning” jurisdiction, subject to the requirements of the Washington State Growth Management Act (GMA). The GMA was adopted in 1990 and required cities to develop a comprehensive plan and development regulations to guide future growth. These plans and regulations are periodically updated to incorporate new requirements in state law. Per the GMA, the City of Cle Elum is required to conduct its periodic update every ten (10) years. The periodic update includes the vision, goals and policies contained in the Comprehensive Plan, along with the implementing zoning designations and development regulations.

During this periodic update cycle, due by June 30, 2026, the Washington State Department of Commerce allocated \$100,000 to the City of Cle Elum to review its Comprehensive Plan, Development Regulations, and Critical Areas Ordinance to determine updates necessary to maintain compliance with the GMA.

Work Plan

Cle Elum will be updating its Comprehensive Plan and Development Regulations to plan for an accommodate the next 20 years of anticipated population growth. The GMA Periodic Update includes several phases and corresponding deliverables, beginning with development of this Work Plan and a Public Participation Plan to help guide the process and receive public comment. The initial review components of the Periodic Update include completing Commerce-developed Checklists and developing a population/housing allocation and land capacity analysis. The completion of these Year 1 Tasks will provide Cle Elum with the information necessary to draft the necessary Critical Areas, Development Regulations, and Comprehensive Plan documents for approval in Year 2.

This Work Plan includes a draft timeline when Year 1 and Year 2 deliverables are expected to be ready for review and completion.

Timeline: Draft and adopt Q3-Q4 2024

Outcome: Completed Periodic Update Work Plan

Public Participation Plan

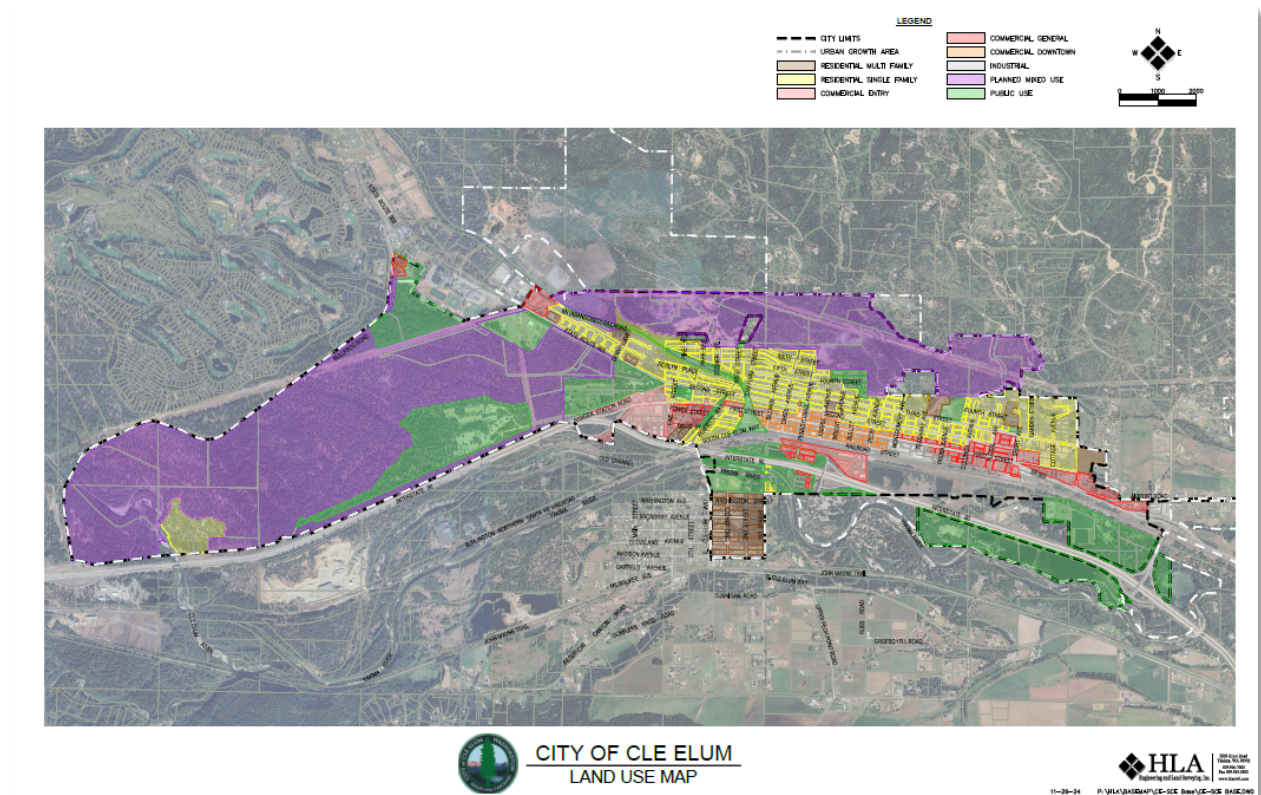
The City of Cle Elum will develop a public engagement plan that will identify activities and events, including how engagement will be used to inform the periodic update. Public engagement will occur throughout the process and will include multiple opportunities for the

Land Capacity Analysis

To assess the available land for development in Cle Elum, the population and housing allocations previously completed will be analyzed in comparison to the vacant land available within the city limits. GIS data will be used to identify and categorize parcels as vacant, partially vacant, underutilized, and developed. This information will be further examined by zoning district to identify available land for future residential, commercial, industrial, and public development.

Timeline: Q1-Q2 2025

Outcome: Completed land capacity analysis to be utilized in drafting the Comprehensive Plan elements.



Critical Areas Ordinance

The City of Cle Elum's Critical Areas Ordinance (CAO), CEMC Title 18, was last updated in 2023 via Ordinance 1653. The CAO will be reviewed using the Department of Commerce March 2024 [Checklist for Critical Areas](#) to determine areas that need to be updated. Draft documents will be sent to the Department of Ecology (DOE) and Department of Fish and Wildlife (WDFW), in addition to the full list of State Environmental Policy Act (SEPA) agencies, for review and comment prior to adoption.

Timeline: Checklist Q4 2024-Q1 2025. Draft Q3-Q4 2025

Outcome: Completed CAO Checklist, Draft Ordinance, Adopted Ordinance.

Development Regulations

The City of Cle Elum's Development Regulations are contained in CEMC Title 14 (Unified Development Code, Title 16 (Subdivisions), and Title 17 (Zoning). Development regulations will be reviewed using the Department of Commerce June 2024 [Periodic Update Checklist for Fully-Planning Cities](#) to determine areas that need to be updated.

Timeline: Checklist Q4 2024-Q1 2025. Draft Q3-Q4 2025 or Q1 2026.

Outcome: Completed Checklist, Draft Ordinance, Adopted Ordinance.

Comprehensive Plan

The City of Cle Elum's Comprehensive Plan was last updated in 2019. The Comprehensive Plan will be reviewed using the Department of Commerce June 2024 [Periodic Update Checklist for Fully-Planning Cities](#) to determine areas that need to be updated.

RCW 36.70A.070 includes the following mandatory elements for the Comprehensive Plan:

- Land Use
- Housing
- Capital Facilities
- Utilities
- Transportation
- Economic Development
- Parks and Recreation
- Climate Change and Resiliency (This is in-process under a separate grant and will be complete by June 30, 2025)

In addition to the checklist, these elements will be reviewed and updated for consistency with RCW 36.70A.070. The elements will be examined using several tools and data points, including but not limited to, the following:

- Kittitas County population and housing projections
- Housing for All Planning Tool (HAPT)
- Capital Facilities updates – water, sewer, city facilities, etc.
- Transportation counts and updated projects
- Recent building permit activity
- Updated FEMA maps (if applicable)
- Parks and Recreation Inventory

Timeline: Checklist Q4 2024-Q1 2025. Draft Q3-Q4 2025 or Q1 2026.

Outcome: Completed Checklist, Draft Ordinance, Adopted Ordinance.

Environmental Review

Later in the process (potentially Q4 2025) the SEPA Environmental Review process will begin. This will include public notification to SEPA agencies, Tribes, and interested parties. The SEPA review will include the draft comprehensive plan, development regulations, and critical areas ordinance revisions identified in the checklists.

Timeline: Draft SEPA Checklist Q3-Q4 2025. Begin public and agency review process Q1 2026.

Outcome: SEPA Threshold Determination.

Grant Scope and Deliverable Due Dates

Department of Commerce funding for this project is available over the next two years, with half available in each year of the biennium. The following tasks will be completed in accordance with grant requirements:

Department of Commerce funding for this project is available over the next two years, with half available in each year of the biennium. The following tasks will be completed in accordance with grant requirements in Fiscal Years 25 and 26:

Year 1: State Fiscal Year 2025 (FY25) - July 1, 2024 to June 30, 2025

Task	Deliverable	Due Date	FY25 \$
Develop periodic update work plan	Periodic update work plan	June 13, 2025	\$7,500
Develop a public participation plan	Public participation plan	June 13, 2025	\$7,500
Complete critical areas analysis	Critical Areas Checklist	June 13, 2025	\$7,500
Complete comp plan analysis and development regulations	Comprehensive Plan Checklist	June 13, 2025	\$10,000
Population allocation and Housing allocation	Population allocation and Housing allocation	June 13, 2025	\$7,500
Land Use Study	Land Capacity Analysis	June 13, 2025	\$10,000

Year 2: State Fiscal Year 2026 (FY26) - July 1, 2025 to June 30, 2026

Task	Deliverable	Due Date	FY26 %*
Draft Critical Areas Ordinance amendment	Draft Critical Areas Ordinance	June 12, 2026	\$5,000
Critical Areas Ordinance amendment sent to Council	Critical Areas Ordinance sent to Council	June 12, 2026	\$7,500
Draft comprehensive plan amendment	Draft Comprehensive Plan	June 12, 2026	\$10,000
Comprehensive plan amendment sent to Council	Comprehensive Plan sent to Council	June 12, 2026	\$7,500
Draft development regulations ordinance	Draft Development Regulations Ordinance	June 12, 2026	\$7,500
Development regulations ordinance sent to Council	Development Regulations Ordinance sent to Council	June 12, 2026	\$7,500
Public Participation Report	Report detailing public meetings: date/times, topic(s) covered, and summary of public input	June 12, 2026	\$5,000

REPEAL

~~Chapter 17.34~~ **~~BUSINESS PARK DISTRICT~~**

Sections:

- ~~17.34.005 Purpose.~~
- ~~17.34.010 Permitted uses.~~
- ~~17.34.020 Accessory uses.~~
- ~~17.34.030 Conditional uses.~~
- ~~17.34.040 Front yard.~~
- ~~17.34.050 Rear yard.~~
- ~~17.34.060 Side yard.~~
- ~~17.34.070 Site area.~~
- ~~17.34.080 Height limit.~~
- ~~17.34.090 Lot coverage.~~
- ~~17.34.100 Landscaping and screening.~~
- ~~17.34.110 Design guidelines.~~

~~17.34.005 Purpose.~~

~~The purpose of the business park district is to provide areas for light manufacturing, wholesale trade, warehousing, business and professional services, research and related activities enclosed within buildings and with high standards for development.~~

~~(Ord. 1163 § 1, 2001)~~

~~17.34.010 Permitted uses.~~

~~No building or premises shall be used, and no building shall hereafter be erected, moved into the district or structurally altered, unless otherwise provided in this title, except for one or more of the following uses:~~

- ~~A. Catalog or Internet sales;~~
- ~~B. Business and professional offices;~~
- ~~C. Commercial testing laboratories;~~
- ~~D. Research and development laboratories;~~
- ~~E. Research, financial or information processing offices;~~
- ~~F. Scientific research, testing, developmental and experimental laboratories;~~
- ~~G. Vocational/technical schools;~~
- ~~H. Manufacturing, processing, assembling and packaging of articles, products or merchandise from previously prepared natural or synthetic materials;~~
- ~~I. Manufacturing, processing, treating, assembling and packaging of articles, products or merchandise from previously prepared ferrous, nonferrous or alloyed metals (such as bar stock sheets, tubes, and wire and other extrusions);~~
- ~~J. Printing, publishing and allied industries;~~
- ~~K. Warehousing and distribution facilities, when enclosed within a building;~~
- ~~L. Wireless communication facilities.~~

(Ord. 1163 § 1, 2001)

17.34.020—Accessory uses.

The following uses shall be permitted within the BP District when accessory to an outright permitted use and intended to serve employees of the BP district:

- ~~A. Cafeteria, sandwich and coffee shops;~~
- ~~B. Daycare centers;~~
- ~~C. Health clubs;~~

~~D. Dwelling unit for caretaker or watchman;~~

~~E. Outdoor uses customarily appurtenant to permitted uses enclosed within buildings, including off-street parking areas, loading and unloading areas, etc.~~

~~(Ord. 1163 § 1, 2001)~~

~~17.34.030 — Conditional uses.~~

~~The following purposes and uses of buildings shall be allowed only upon approval of a conditional use permit in accordance with the provisions of CEMC Section 14.30.170:~~

~~A. Public/community facilities;~~

~~B. Any outright permitted use whose operations are predominately conducted out of doors, rather than completely enclosed within a building.~~

~~(Ord. 1163 § 1, 2001)~~

~~17.34.040 — Front yard.~~

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

~~(Ord. 1163 § 1, 2001)~~

~~17.34.050 — Rear yard.~~

~~There shall be a rear yard having a minimum depth of fifteen feet, except when abutting an “R” residential or “RM” multi-family residential district in which case the rear yard shall be a minimum of twenty-five feet.~~

~~(Ord. 1163 § 1, 2001)~~

~~17.34.060 — Side yard.~~

~~There shall be an interior side yard or side-street side yard of not less than fifteen feet in width on each side of a building. Side yards abutting any "R" residential or "RM" multi-family residential district shall be not less than thirty feet in width.~~

~~(Ord. 1163 § 1, 2001)~~

~~17.34.070 — Site area.~~

~~For every building hereafter erected or structurally altered or moved into the district there shall be provided a lot area of not less than twenty thousand square feet.~~

~~(Ord. 1163 § 1, 2001)~~

~~17.34.080 — Height limit.~~

~~No building hereafter erected or structurally altered within or moved into the district shall exceed three stories or thirty-six feet in height.~~

~~(Ord. 1163 § 1, 2001)~~

~~17.34.090 — Lot coverage.~~

~~The lot area covered by structures shall not exceed forty percent of the lot area.~~

~~(Ord. 1163 § 1, 2001)~~

17.34.100—Landscaping and screening.

~~A. Loading docks, service bays and associated maneuvering areas shall be located outside the public right-of-way and shall be landscaped as necessary to screen said loading areas from any adjacent public right-of-way.~~

~~B. A minimum fifteen foot landscaped strip shall be provided adjacent to all street rights-of-way.~~

~~C. A minimum twenty-five foot fenced landscape strip shall be provided adjacent to any residentially-zoned property.~~

~~D. Off-street parking areas shall be located to the side or in the rear of buildings and shall be screened from adjacent public rights-of-way and adjacent residential areas by sight-obscuring landscaping or a fence. Landscaping requirements within the parking area are described in Section 17.64.040.~~

~~E. All required yards, parking areas, storage areas, operations yards, and other open uses on the site shall be maintained in a neat and orderly manner appropriate for the district at all times.~~

(Ord. 1163 § 1, 2001)

17.34.110—Design guidelines.

(To be developed)

~~The Cle Elum Municipal Code is current through Ordinance 1680, passed September 10, 2024.~~

~~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.~~

City Website: cityofcleelum.com

City Telephone: (509) 674-2262

Hosted by General Code.