

City of Cle Elum
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SUMMARY OF PRE-APPLICATION REVIEW MEETING

CEMC 17.100.050(D)

PREAP-2020-004

T-Mobile Tower

Pre-Application Meeting

August 17, 2020

This is a pre-application meeting summary with estimates and draft projections based upon the amount of information the City has been provided. Formal review of the project and associated mitigation or required actions will take place once applicable project applications are received.

1. Summary of the application

Application

The applicant, Vertical Bridge and T-Mobile c/o Technology Associates EC Inc., submitted a Pre-Application Review (CEMC 17.100.050) application via email and hard copy on July 27, 2020.

The proposed project is on parcel 303134 adjacent to Oakes Avenue west of the I-90 overpass, and includes the following components:

1. 160 foot monopole telecommunication tower
2. 500 square foot ground lease
3. Ground mechanical equipment enclosed behind an obscuring fence

Pre-Application Review Meeting

The Pre-Application Review meeting took place at 9:30 am on August 11, 2020 for 0.5 hours. The following people were in attendance:

- Applicant
 - Meghan Howey, Technology Associates
- City of Cle Elum
 - Rob Omans, Administrator/Building Official
 - Lucy Temple, Planner
 - Mike Engelhart, Public Works Director

2. Identify the relevant approval criteria, development standards and other relevant laws and policies

Review of the proposed project will follow a Type III permitting process ([CEMC 17.100.040\(B\)](#)), however all permit types are listed below for reference. All applications may be submitted concurrently. Staff will consolidate permit review processes to increase efficiency and produce a single combined staff report, where applicable ([CEMC 17.100.040\(B\)](#)).

Once application and fees have been received, the applications will be reviewed for completeness ([CEMC 17.100.060](#)) and processing. When applications are deemed complete, the application materials will be reviewed per the criteria and standards found in CEMC 17.100, or elsewhere in the code as applicable.

- **[Pre-Application Meeting](#)**
 - Complete August 11, 2020
- **[State Environmental Policy Act \(SEPA\) Checklist](#)** (Type III)
 - This project is not exempt per WAC 197-11-800, and therefore requires a SEPA Checklist to be submitted to the City of Cle Elum ([RCW 43.21C](#), [WAC 197-11](#))
 - Download from Washington State Department of Ecology [SEPA webpage](#)
- **[Variance](#)** (Type III) - [Application](#)
 - The Variance process requires a hearing before the Cle Elum Planning Commission, which may take several weeks from receiving the application to holding the hearing, depending on the timing of the application and scheduled Planning Commission meetings.
 - The variance anticipated would be a request to deviate from the 35-foot height limit within City limits.
- **[Site & Design Review](#)** (Type II) - [Application](#)
 - The Site & Design Review process includes review of the project property and
 - [CEMC 17.76.040\(F\)](#) *Criteria for Design Review Approval*
 - [CEMC 17.76.050](#) *Supplementary development standards.*
- **[Floodplain permit](#)** (Type II) – [Application](#)
 - The site is within the floodplain of the Yakima River and requires a floodplain permit.
 - The applicant should start with an Elevation Certificate from a certified engineer.
- **[Building permit](#)** (Type I) - [Application](#)
 - While the applicant may choose to submit the building permit application concurrently with the other permits, the Certificate of Occupancy will only be issued after the other permits are complete.
 - The building permit must meet all requirements of the International Building Code, as adopted by the City.
- **Ground Lease**
 - The applicant and City will also review and execute an amendment of the existing executed ground lease.

Other agency permitting may include, but not be limited to:

- [**DNR Forest Practices Application**](#)
 - Depends on how many trees are removed.
 - Contact Marty Mauney, (509) 856-7054, martin.mauney@dnr.wa.gov
- [**Ecology Construction Stormwater General Permit**](#)
 - Depends on area of disturbed ground (> 1-acre)
 - Contact Wendy Neet, (509) 571-6733, wnee461@ECY.WA.GOV

3. Evaluate information supplied by the applicant and identify any changes that may be necessary to comply with the approval criteria and development standards

- Site Prep
 - Dust control and haul plan must be coordinated with Public Works
 - Tree removal shall be coordinated with Public Works.
- Site access
 - Access to the site must be coordinated through Public Works.
 - Access to the tower is proposed to be constructed east of the existing gravel access driveway, which is closer to the overpass ramp. The existing gravel entrance is aligned across from the entrance of Swiftwater Blvd and the proposed entrance would be offset next to the guardrail. Because this is a private driveway with one trip per month, the access location is acceptable conditioned on approval by WSDOT, as this may be within the turnback jurisdiction.
 - CEMC 17.56.050 requires parking/driveway surfacing to be concrete, asphalt, or other hard surfaces approved by Public Works. A compacted gravel surface may be acceptable for this application due to minimal trips and associated minimal parking. This must be coordinated through Public Works.
- Stormwater
 - All stormwater must be retained onsite consistent with the City's Construction Standards and Stormwater Management Manual for Eastern Washington. A stormwater report is not required as the impervious area is less than 2,000 square feet.
- [Landscaping](#)
 - Landscaping will be required for site restoration per [CEMC 17.64](#).
- Sewer & Water
 - A fire hydrant is located on Oakes Avenue within 300 feet of the tower, no additional hydrants are needed.
 - The plans do not reference or show the existing water and sewer mains that traverse the site, serving Whispering Pines. We recommend adding these facilities to the site plan to identify any potential conflicts.
- Building
 - FAA review/approval may be required due to height of tower.
- Zoning

- The property is appropriately zoned industrial.

4. Applicable application fees

Note: per [CEMC 17.150](#) (Ordinance 1550), the Applicant will be responsible for reimbursing the City for staff and/or the costs of consultants, should consultants be required. All invoices must be paid within 20 days of the date on the invoice. The Applicant and the City executed a developers reimbursement agreement in January, 2020.

This [link](#) provides hourly rates city staff. Permit fees may be found [here](#).

- Pre-Application
 - The applicant will be invoiced for the following staff time for application review, including meeting preparation, the pre-application meeting, and post-meeting recap preparation:
 - Administrator: 0.5 hours
 - Planner: 3.5 hours
 - Public Works Director: 1.5 hours
 - Civil Engineer: 1 hour
- SEPA Checklist \$800 fee + \$175* publication costs
- Variance \$600 fee + \$175* publication costs
- Site & Design Review \$350
- Floodplain Permit \$1,000 + \$175* publication costs
- Building Permit fee to be determined

**The \$175 publication costs can be consolidated into a single \$175 fee if submitted concurrently*

5. Public facilities and improvements necessary to serve the development

- The applicant may need to make improvements to and regularly maintain the access driveway into the property from Oakes Avenue, which will be directed by the Public Works Director.

6. Current utility connection charges

- If the applicant chooses to have water, sewer, or garbage services, charges will need to be discussed with Utility Clerk Audrey Casassa at 509-674-2262 or audrey@cityofcleelum.com
 - An irrigation-only meter is an option for larger landscaping areas

7. Physical development limitations

- There do not appear to be development limitations other than the locations of existing utilities, wells, or other site topography.
- Bear in mind that floodplain fill requires an equal amount of floodplain excavation, which will be discussed and determined during the floodplain permitting process.