

City of Cle Elum
119 West First Street
Cle Elum, WA 98922



Phone: (509) 674-2262
Fax: (509) 674-4097
www.cityofcleelum.com

Date: July 2, 2020

To: Brett Pudists, The Blueline Group

From: Gregg Dohrn, Designated City Heights Project Manager

Subject: City Heights Phase 1 Completeness Review

A handwritten signature in black ink, appearing to be "Gregg Dohrn", is written over the "From:" line and extends into the "Subject:" line.

The City of Cle Elum has finished the preliminary review of the City Heights Phase 1 application materials, a portion of which was submitted on June 18th and the remainder on June 19th. After our review, we find that the application is not complete, and that additional information is required before we may continue to process the application. The missing information is required by provisions of the Cle Elum Municipal Code (CEMC) and/or the City Heights Development Agreement and is identified below. In addition, we thought it might be helpful to highlight some of the additional information that we anticipate will be needed to complete the next step in the process, the required consistency review.

Specifically, the following information must be submitted before the City can determine whether the application is complete and ready for further processing.

1. Tree Preservation, Clearing, and Landscaping Plan. CEMC 16.12A.060A8 Development Standards requires the submittal of a tree preservation and clearing plan with a subdivision application. In addition, CEMC 17.64.030 requires the submission of a landscaping plan drawn on the same base map as the development plans. Copies of these municipal code provisions are attached. These requirements can be satisfied in one document and if it would be helpful, you may defer the submission of site-specific landscaping plans including the identification of landscaping materials until requested by the City later in the review and approval process.
 - a. We would strongly encourage you to identify on your submittal critical areas and their buffers, other buffers and setbacks, designated open space, parks, trails, and other areas that will not be disturbed. Also please identify areas where clearing and grading may occur, including the removal of vegetation and the alteration of slopes, and where forest practices may occur.
 - b. In addition, it will expedite our review if you highlight relevant mitigation measures.
2. Preliminary Erosion Control Plan. CEMC 16.12A.060 Development Standards also requires the submission of a preliminary erosion control plan. This can be a standalone

document or integrated into the Stormwater Management Plan and/or integrated into the Tree Preservation, Clearing, and Landscaping Plan.

3. Public Dedications. CEMC 16.12A.030 requires that the preliminary plat identify the “*location and dimensions of proposed lots, tracts, reserve areas and public dedications, and lot and block numbers.*” Areas proposed for dedication to the public should be identified on the various drawings and highlighted in the Tree Preservation, Clearing, and Landscaping Plan.
4. Phasing Plan. CEMC 16.12A.030 requires that the preliminary plat contain a phasing plan if the final plat will be implemented in phases.
5. Critical Areas. CEMC 18.01 Critical Areas Protection requires that a Mitigation Plan be prepared by a qualified professional for development activities having a possible significant impact on critical areas on or near the project site. A copy of this chapter is attached. In this instance, a mitigation plan is required to address proposed development activities in wetlands and their buffers, as well as for geologically hazardous areas and their buffers, and any other areas on the project site that meets the criteria as a critical area. Each mitigation plan should include the applicable performance standards identified in CEMC 18.01.070 including the mitigation sequencing provisions. In addition, the wetlands mitigation plan should include a more detailed depiction of where wetland buffer averaging is proposed, along with documentation of how the proposed averaging will not result in a reduction of the buffer area, function, or value.

We would also like to reiterate our advisory note from the Pre-Application Meeting Summary and Analysis:

“In addition, the City strongly encourages the Project Sponsor to consult with other agencies with potential jurisdiction, including Department of Ecology and the Corps of Engineers, prior to submitting Phase 1 applications. The City Heights EIS does not address whether the affected wetlands are “waters of the U.S.” and subject to federal jurisdiction. In addition, relevant jurisdictional definitions have changed several times since 2002.”

If it would be helpful, the City would be happy to organize a meeting with representatives of local, state, and federal resource agencies to review your plans and to make sure that we all have a complete and common understanding of the laws and regulations that are applicable to the proposed development.

In addition, during our completeness review we have identified several items that we will need from you before we will be able to complete the upcoming consistency review of the application. These items are not required for a complete application determination, but we wanted to give you a head start on collecting them and to emphasize that the thoroughness of these submittals can significantly reduce the time and cost necessary to review your application for consistency with the various standards and requirements.

1. SEPA Checklist. As requested in our Pre-Application Meeting Summary and Analysis, March 25, 2020:

“To facilitate the City’s review of the application(s), and to help make a determination of the consistency of the planned action project with the information in the City Heights FEIS, the City requests that the information provided in the checklist contain a detailed, substantive narrative of what is proposed, how it relates to applicable provisions of the CEMC, how impacts identified in the EIS will be addressed in this phase of development, and the mitigation that is proposed. Lack of requested detail may necessarily extend the City’s review time.”

This is an extremely important consideration, and as previously noted will affect the time required and the cost of the consistency review. For instance, a narrative discussion of how the proposed plat complies with the Cle Elum Municipal Code and satisfies the requirements of the International Fire Code for secondary access would be extremely helpful. Another example would be a narrative discussion or matrix that highlights how each of the required mitigating measures from the EIS has been incorporated into the Phase 1 design.

2. Revised Traffic Study. During the consistency review the City must determine whether the proposed action is materially consistent with the Master Site Plan and the Development Agreement and that it does not present appreciably different environmental impacts from those identified in the City Heights EIS. In addition, the Development Agreement provides that a SEIS may be required if there is new information indicating that the project is likely to have significant adverse environmental impacts not previously analyzed. As we noted in the Pre-Application Meeting Summary and Analysis, the approval and implementation of the adjoining Cle Elum Pines West Planned Mixed Use Development appears to preclude the construction of one of the four access points required in the City Heights EIS. As a result, traffic will be concentrated on the remaining three access routes. In order for the City to determine whether this presents materially different environmental impacts, we reiterate our request that a revised traffic impact analysis must be submitted with the Phase 1 application. This study will enable us to complete the consistency analysis. As previously noted, this traffic study should:

- a. Update existing conditions.
- b. Update the assumptions regarding future traffic attributable to approved projects by the City and the County.
- c. Reallocate the distribution of trips without the Cle Elum Pines West access point.
- d. Incorporate the primary and secondary access for Phase 1.
- e. Identify and assesses the traffic impacts associated with the proposed Phase 1 development.

- f. Establish a new proposed build-out date for the entire development and identify and assesses the traffic impacts at build-out.
 - g. Review and update the list of potentially impacted intersections; and
 - h. Identify the mitigating measures necessary to protect the public health, safety, and welfare, and to meet concurrency requirements for the proposed Phase 1 development and at build-out.
3. Phase 1 Access. In addition to the number of trips generated by the 68 new residences proposed in Phase 1, we would encourage you to carefully consider the size and weight of construction equipment and trucks and the seasonal weight restrictions annually imposed on City streets. Even with the improvements to Stafford Street required in the Development Agreement, it is possible that large vehicles may not be able to access the site without further improvements, and there may be significant restrictions on when construction activities and forest practices may be permitted, which could have a significant impact on your development plans.
4. Water and Sewer Service. We will need the projected water consumption (per pressure zone) and sewer loading by user class for the proposed Phase 1 development as well as at full build-out.

We look forward to receiving the additional application materials that are required and initiating the consistency review. If you have any questions about these requirements, please do not hesitate to let me know. Also, it would be helpful for our planning purposes if you could provide us with a target date for submitting the remaining application materials, so that we can be ready to respond in a timely manner.

CC: Sean Northrop, Project Sponsor
Rob Omans, City Administrator
Mike Engelhart, City Public Works Director
Richard Weinman, City SEPA Consultant
Alexandra Kenyon, City Attorney

Mayor McGowan
Kathi Swanson, City Clerk
Lucy Temple, City Planner
Ben Annen, City Engineer