

PLANNING COMMISSION

Agenda
May 18, 2021
6:00 p.m.

MAYOR
JAY MCGOWAN

CITY ADMINISTRATOR
ROBERT OMANS

CITY PLANNER
LUCY TEMPLE

CITY CLERK
KATHI SWANSON



119 W FIRST STREET
CLE ELUM, WA 98922

PLANNING COMMISSION
GARY BERNDT
PAMELA HAWK
MATT FLUEGGE
BOBBY GRAHAM
ELIZABETH TORREY

CITIZEN ALTERNATE
VAN PETERSON

Planning Commission meetings are currently conducted virtually on Zoom

Join Zoom Meeting

Or Dial: 1 253 215 8782

Meeting ID: 952 8941 8096

<https://zoom.us/j/95289418096>

1. **Call to Order & Roll Call**
2. **Set Agenda**
3. **Adoption of Minutes**
 - a. May 4, 2021
4. **Staff Report**
5. **Citizen Comments on Non-Agenda Items (limited to 5 minutes)**
6. **Public Appearances**
7. **Business Requiring Open Hearings**
8. **Unfinished Business**
 - a. Announcements, Appointments, Awards, & Recognition
 - b. Updates to 2021 Planning Commission Work Program – Gary Berndt
 - c. Review potential Future Land Use Map amendments – Gregg Dohrn
 - d. Review potential Official Zoning Map amendments (multi-family) – Gregg Dohrn
 - e. Review map highlighting priority areas for future property acquisitions – Gregg Dohrn
9. **New Business**
 - a. Design Guidelines – Bobby Graham / Elizabeth Torrey
 - b. Introduce Table of Permitted Uses – Gregg Dohrn
 - c. Introduce potential Comprehensive Plan goals & policies amendments – Gregg Dohrn
10. **Next Meeting Agenda Development**
11. **Report of Committees**
12. **Commissioner Comments and Discussion**
13. **Adjournment**

Next Regular Commission Meeting: Tuesday, June 1, 2021

1
2 CITY OF CLE ELUM
3 PLANNING COMMISSION MEETING
4 Meeting Minutes
5 May 4, 2021 6:00

6 **1. Call to Order & Roll Call**

7 *Commissioner Berndt called the meeting to order at 6:00pm. Commissioner Fluegge was*
8 *absent. Commissioner Torrey motioned and Commissioner Hawk seconded to excuse*
9 *Commissioner Fluegge.*

10 **Set Agenda**

11 *Commissioner Torrey motioned and Commissioner Hawk seconded to set the agenda as*
12 *presented. Motion passed.*

13 **2. Adoption of Minutes**

14 *Review minutes from April 20, 2021. Commissioner Hawk motioned and Commissioner*
15 *Torrey seconded to accept the minutes as presented. Motion passed.*

16 **3. Staff Report**

17 *Staff announced the Commission's iPads will be distributed when setup is complete.*
18 *Staff reported on older developments or approvals in response to an email request from*
19 *Commissioner Torrey. Mr. Dohrn assisted with filling in details for Cle Elum Pines West*
20 *and City Heights current statuses, neither of which are likely to come before the Planning*
21 *Commission. Mr. Dohrn advised that the Commission might see the 47 Degrees North*
22 *project, which may need a public hearing for modifications to the master site plan. Mr.*
23 *Dohrn*

24 **4. Citizen Comments on Non-Agenda Items (limited to 5 minutes)**

25 *None.*

26 **5. Public Appearances**

27 *None.*

28 **6. Business Requiring Open Hearing**

29 a. Proposed Critical Areas Ordinance amendments

- 30
 - *Staff provided a brief background before the hearing on the proposed Critical*
31 *Areas Ordinance and reason for the second hearing.*
 - *Commissioner Torrey recused herself since she is an agency representative for the*
32 *Washington Department of Fish & Wildlife (WDFW) who submitted comments.*
33 *Commissioner Torrey muted her microphone and did not participate in the*
34 *discussion.*
 - *Commissioner Berndt opened the public hearing at 6:38pm.*
 - *No comments were received.*
 - *Commissioners discussed the proposed ordinance amendment.*
 - *Commissioner Berndt asked for a motion to adopt a recommended version.*
38 *Commissioner Graham moved to recommend version 2 of the Critical Areas*
39 *Ordinance to the City Council and Commissioner Hawk seconded. Motion*
40 *passed.*

41 **7. Unfinished Business**

42 a. Announcements, appointments, awards, & recognition

43
44

1 None.

2 b. Continued Review of potential Future Land Use Map amendments – Gregg Dohrn

3 Mr. Dohrn presented the potential Future Land Use Map (FLUM) and a draft of the
4 potential amendments to the goals and policies of the Comprehensive Plan that will
5 accompany the FLUM.

6 **8. New Business**

7 a. Introduce Official Zoning Map and Table of Permitted Uses – Gregg Dohrn

8 Mr. Dohrn presented the draft Official Zoning Map and will plan to provide
9 additional information at the next meeting. The next meeting will discuss potential
10 changes to the draft Zoning map and particularly multi-family zoning.

11 Mr. Dohrn will provide this information to the Commissioners and a map that
12 highlights priority areas for future property acquisition areas.

13 Time did not allow for a presentation of the Table of Permitted Uses by Mr. Dohrn.

14 **9. Report of Committees**

15 None.

16 **10. Commissioner Comments and Discussion**

17 Commissioner Berndt requested staff and Mr. Dohrn to discuss a work plan at the next
18 meeting. Commissioners brought up a design guideline priority, particularly at entrance
19 points into the City.

20 **Adjournment**

21 *Commissioner Berndt called for a motion to adjourn. Commissioner Torrey motioned*
22 *and Commissioner Hawk seconded to adjourn the meeting at 7:31pm. Next regular*
23 *meeting Tuesday, May 18, 2021, 6:00 pm.*

City of Cle Elum, Washington
Working Draft 2021 Planning Commission Work Program
~~March 12, 2021~~ May 4, 2021

This is a working draft and is subject to periodic review and update. The review and update of the City's Shoreline Master Program, Critical Areas Regulations, and Flood Hazard Regulations must be added along with training for new Planning Commissioners and other planning priorities as appropriate.

March 16, 2021 Regular Meeting

1. Review Future Land Use Map.
2. Public hearing on draft Shoreline Master Program Amendments.
3. Public hearing on draft amendments to Critical Area Regulations.

Note: March 31 is the deadline for the submission of proposed Comprehensive Plan amendments through the annual docketing process. Significant revisions to this work program may be required.

April 6, 2021 Regular Meeting

1. Review potential revisions to Future Land Use Map.
- ~~2. Introduce Official Zoning Map and Table of Permitted Uses.~~
2. Continued review of proposed Critical Area Regulations.

April 20, 2021 Regular Meeting

- ~~1. Review Official Zoning Map/Table of Permitted Uses.~~
1. Introduce proposed Comprehensive Plan amendments submitted by March 31 (if any) and discussion of staff docketing recommendations. Discussed including the Comprehensive Plan Amendment submission into the City's zoning update.
2. Ongoing review of potential revisions to Future Land Use Map.

May 4, 2021 Regular Meeting

1. Final hearing for proposed Critical Area Regulations.
2. Commission recommendation to City Council.
3. Ongoing review of potential revisions to Future Land Use Map.
4. Review/Introduce potential revisions to Official Zoning Map.
- ~~5. Introduce~~ Table of Permitted Uses.

Note: The Chair of the Planning Commission would present the SMP/CAO recommendations at the May 10th City Council meeting.

City of Cle Elum, Washington
Working Draft 2021 Planning Commission Work Program
~~March 12, 2021~~

May 4, 2021

May 18, 2021 Regular Meeting

- ~~1. Confirm public review draft Future Land Use Map and Official Zoning Map/Table of Permitted Uses.~~
- ~~2. Identify mapping priorities for future review.~~
1. Authorize City Staff to initiate integrated SEPA/GMA review process of proposed amendments to Future Land Use Map, Official Zoning Map, and Table of Permitted Uses
2. Ongoing review of potential revisions to Official Zoning Map
2. Ongoing review of Table of Permitted Uses.
3. Introduce proposed amendment to CEMC 15.24 Flood Hazard Prevention.

June 1, 2021 Regular Meeting *(Hold for scheduling adjustments.)*

1. Confirm public review process for draft Future Land Use Map and Official Zoning Map/Table of Permitted Uses.
2. Review proposed amendment to CEMC 15.24 Flood Hazard Prevention.
3. Authorize City Staff to initiate integrated SEPA process of proposed amendment to CEMC 15.24 Flood Hazard Prevention.

Commented [LT1]: Initiate Notice of Intent to adopt FLUM/OZM with Commerce for 60-day review (this must happen here to meet July/August dates)

June 15, 2021 Regular Meeting *(Hold for scheduling adjustments.)*

- ~~1. Confirm public review draft Future Land Use Map and Official Zoning Map/Table of Permitted Uses.~~
4. Identify mapping priorities for future review.
5. Authorize City Staff to initiate integrated SEPA/GMA review process of proposed amendments to Future Land Use Map, Official Zoning Map, and Table of Permitted Uses

Note: The Commerce Review period would end August 14, 2021, after which the ordinance may be adopted by City Council.

Commented [LT2]: adding 60 days from this point forward for Commerce review? this puts the adoption out to not being able to adopt until after August 14th.

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July 6, 2021 Regular Meeting *(Hold for scheduling adjustments.)*

1. Public hearing on proposed Flood Hazard Prevention Ordinance amendment.
2. Commission discussion and recommendation to City Council of proposed Flood Hazard Prevention Ordinance

Note: The Chair of the Planning Commission would present the recommendations at the July 26th City Council meeting.

Commented [LT3]: Introduce FLUM & OZM to City Council on July 12th or sooner.

July 20, 2021 Regular Meeting

1. Public hearing on proposed amendments to Future Land Use Map.
2. Public hearing on proposed amendments to Official Zoning Map.
3. Public hearing on proposed amendments to Table of Permitted Uses.

Commented [LT4]: to meet this date, the Commerce NOI would need to be sent out by May 20, 2021

City of Cle Elum, Washington
Working Draft 2021 Planning Commission Work Program
~~March 12, 2021~~

May 4, 2021

4. Prepare recommendation to City Council on amendments to Future Land Use Map.
5. Prepare recommendation to City Council on amendments to Official Zoning Map.
6. Prepare recommendation to City Council on amendments to the Table of Permitted Uses.

Note: The Chair of the Planning Commission would present the recommendations at the July 26th City Council meeting.

Commented [LT5]: Council may not adopt until Commerce 60-day review is complete.

Commented [LT6]: Council may not adopt until Commerce 60-day review is complete.

August 3, 2021 Regular Meeting (Hold for scheduling adjustments.)

August 17, 2021 Regular Meeting (Hold for scheduling adjustments. Possibly cancel meeting.)

September 7, 2021 Regular Meeting

1. Introduce review of another section of Development Regulations.

September 21, 2021 Regular Meeting (Hold for scheduling adjustments. Possibly cancel meeting.)

October 5, 2021 Regular Meeting

1. Discussion of proposed amendments to the Development Regulations.

October 19, 2021 Regular Meeting (Hold for scheduling adjustments. Possibly cancel meeting.)

November 2, 2021 Regular Meeting

1. Review proposed amendments to the Development Regulations.
2. Authorize initiation of SEPA/GMA review of proposed amendments to the Development Regulations. (Possibly request expedited 14-day review by the Washington State Department of Commerce).

November 16, 2021 Regular Meeting (Hold for scheduling adjustments. Possibly cancel meeting.)

December 7, 2021 Regular Meeting

1. Public hearing on proposed amendments to the Development Regulations.
2. Recommendation to the City Council on amended Development Regulations.

Note: The Chair of the Planning Commission would present the recommendation at the December 13th, 2021 or the January 10, 2022 City Council meeting.

December 21, 2021 Regular Meeting (Hold for scheduling adjustments. Possibly cancel meeting.)

Notes:

City of Cle Elum, Washington
Working Draft 2021 Planning Commission Work Program

~~March 12, 2021~~

May 4, 2021

1. This work program assumes that the City Council will approve the proposed amendments to the administration of the Zoning Code including the establishment of the Hearing Examiner system (new Title 14) early in 2021. If that is not the case, then this work program may need to be revised.
 - a. Upon assumption of current planning responsibilities by the Hearing Examiner, the Planning Commission should be able establish a monthly meeting schedule.
 - b. If it is determined that the Planning Commission must conduct the public hearing and make a recommendation on the proposed Major Modification to the Bullfrog Flats Master Site Plan and Development Agreement, this work program will need to be revised.
- ~~2. If there are any applications submitted by March 31 requesting an amendment to the Comprehensive Plan through the annual docketing process, this work plan will need to be revised.~~
- ~~3. Need to determine the number of meetings and timing of the final review and recommendations of the updated Critical Areas regulations and updated Shoreline Master Program.
 - a. The proposed amendments to update the City's Shoreline Master Program requires DOE approval and may take more time than the process to update the City's Critical Area regulations.~~
- ~~4. Need to determine the number of meetings and timing of the final review and recommendations of the updated Flood Hazard Regulations.~~

City of Cle Elum
Proposed Flood Hazard Prevention Ordinance
Review & Adoption Schedule
May 4, 2021

The Legislature of the state of Washington has delegated responsibility to local governmental units to adopt regulations designed to promote the public health, safety, and general welfare of its citizenry.

The purpose of the Flood Hazard Prevention chapter of the Cle Elum Municipal Code is to promote the public health, safety and general welfare, and to minimize public and private losses due to flood conditions in specific areas.

May 18, 2021 Planning Commission

1. Introduce proposed amendment to CEMC 15.24 Flood Hazard Prevention.

May 18, 2021 Notices Commerce Notice of Intent to Adopt

1. Submit a Notice of Intent to Adopt to Commerce for 60-day review.

Note: The Commerce Review period would end July 17, 2021, after which the ordinance may be adopted by City Council.

May 19, 2021 SEPA

1. Begin *draft* SEPA Checklist.

June 1, 2021 Planning Commission

1. Review proposed amendment to CEMC 15.24 Flood Hazard Prevention.
2. Authorize City Staff to initiate integrated SEPA process of proposed amendment to CEMC 15.24 Flood Hazard Prevention.

June 1, 2021 SEPA

1. After Commission meeting, send SEPA notice to Tribune to print on 6/3 & 6/10.

June 16 – 29, 2021 SEPA

1. Issue SEPA June 2
2. SEPA 14-day comment period June 3-16.

June 21, 2021 Public Notice

Move to July 5 if Commission chooses to cancel July 6 meeting.

1. Send notice to Tribune to print 7/6 hearing notice on 6/24 & 7/1.

July 6, 2021 Planning Commission

Move to July 20 meeting if Commission chooses to take this with their July 4 holiday.

1. Public hearing on proposed amendment to CEMC 15.24 Flood Hazard Prevention.
2. Commission discussion and decision to recommend to City Council of proposed Flood Hazard Prevention Ordinance.

Note: The Chair of the Planning Commission would present the recommendations at the July 26th City Council meeting.

July 12, 2021 City Council

Move to July 26th, depending upon notes in red above.

1. Introduce Ordinance amending CEMC 15.24 Flood Hazard Prevention.

July 26, 2021 City Council

Move to August 9th, depending upon notes in red above.

1. Planning Commission Chair presents recommendation for Council adoption of Ordinance amending CEMC 15.24 Flood Hazard Prevention.
2. Review of proposed ordinance.
3. Council adoption.

July 27, 2021 Notices

Move to August 10th, depending upon notes in red above.

1. Send Notice of Adoption to Commerce with final Ordinance.

**City of Cle Elum
Proposed FLUM/OZM
Review & Adoption Schedule
May 4, 2021**

This draft schedule is based upon the Working Draft 2021 Planning Commission Work Program

June 15, 2021 Planning Commission

1. Authorize City Staff to initiate integrated SEPA/GMA review process of proposed amendments to Future Land Use Map, Official Zoning Map, and Table of Permitted Uses

June 15, 2021 Submit NOI to Commerce

1. Submit a Notice of Intent to Adopt to Commerce for 60-day review.

Note: The Commerce Review period would end August 14, 2021, after which the ordinance may be adopted by City Council.

June 15, 2021 SEPA

1. Begin draft SEPA Checklist.

June 28 – July 14, 2021 SEPA

1. Send SEPA notice to Tribune to print on 7/1 & 7/8.
2. Issue SEPA June 30
3. SEPA 14-day comment period July 1-14.

July 20, 2021 Planning Commission

1. Public hearing on proposed amendments to Future Land Use Map.
2. Public hearing on proposed amendments to Official Zoning Map.
3. Public hearing on proposed amendments to Table of Permitted Uses.
4. Prepare recommendation to City Council on amendments to Future Land Use Map.
5. Prepare recommendation to City Council on amendments to Official Zoning Map.
6. Prepare recommendation to City Council on amendments to the Table of Permitted Uses.

Note: The Chair of the Planning Commission would present the recommendations at the July 26th City Council meeting.

July 6, 2021 Planning Commission

Move to July 20 meeting if Commission chooses to take this with their July 4 holiday.

Commented [LT1]: Council may not adopt until Commerce 60-day review is complete. *Note: The Commerce Review period would end August 14, 2021, after which the ordinance may be adopted by City Council.*

Commented [LT2R1]: The only way for this date to work is if the Commerce NOI is sent out by May 20, 2021.

*City of Cle Elum
Proposed 2021 Flood Hazard Prevention Ordinance
May 4, 2021*

August 16, 2021 City Council

1. Planning Commission Chair recommends adoption of FLUM and OZM to City Council.
2. City Council adoption.

August 17, 2021 Notices

1. Send Notice of Adoption to Commerce with final Ordinance.