

PLANNING COMMISSION

Agenda

June 15, 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. June 1, 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. Review draft Future Land Use Map – Gregg Dohrn
 - b. Review potential Comprehensive Plan policy amendments – Gregg Dohrn
 - c. Review draft Official Zoning Map (multi-family) – Gregg Dohrn
 - d. Review Table of Permitted Uses – Gregg Dohrn
 - e. Announcements, Appointments, Awards, & Recognition – Gary Berndt
 - f. Updates to 2021 Planning Commission Work Program – Gary Berndt
9. **New Business**
10. **Next Meeting Agenda Development**
11. **Report of Committees**
12. **Commissioner Comments and Discussion**
13. **Adjournment**

Next Regular Commission Meeting: Tuesday, July 6, 2021

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

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

7 *Commissioner Berndt called the meeting to order at 6:03pm. Commissioners Fluegge*
8 *and Graham were absent. Commissioner Hawk motioned and Commissioner Torrey*
9 *seconded to excuse Commissioners Fluegge and Graham. Motion passed.*

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 May 18, 2021. Commissioner Hawk motioned and Commissioner*
15 *Torrey seconded to accept the minutes as presented. Motion passed.*

16 **3. Staff Report**

17 *Staff and Commissioner Berndt updated the Commission on the May 24, 2021 Council*
18 *meeting presentation of the SMP and CAO. The Council passed the SMP and requested*
19 *more information on the CAO including new maps. Staff also discussed suggestions*
20 *provided to present additional information related to the CAO for the next City Council*
21 *meeting. Staff advised that no further instruction has been received for the next Council*
22 *meeting and will advise Commissioners at the next meeting.*

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

24 *None.*

25 **5. Public Appearances**

26 *None.*

27 **6. Business Requiring Open Hearing**

28 *None.*

29 **7. Unfinished Business**

30 a. Announcements, appointments, awards, & recognition

31 *None.*

32 b. Updates to 2021 Planning Commission Work Program – Gary Berndt

33 *Mr. Dohrn addressed questions related to the Council’s CAO comments and relayed*
34 *that the CAO will not be included in the next Council agenda and will be meeting*
35 *with staff and Commissioner Berndt to develop a strategy for moving forward.*
36 *Designation and typing of streams and process for reconciling differences of opinion*
37 *for reconciling differences.*

38 *Mr. Dohrn relayed that the next Planning Commission meeting will provide an update*
39 *to Commissioners on the process.*

40 *Staff also provided information on the Flood Hazard Prevention Ordinance, including*
41 *the proposed FEMA maps, and required adoption deadline. Staff committed to*
42 *sending a link to the current information and maps that have been hosted on the*
43 *City’s website and the code for several years.*

1 Mr. Dohrn introduced the Cle Elum Comprehensive Plan Draft Policy Amendments
2 document, which includes additional or amended goals and policies that would be
3 adopted within the 2021 Comprehensive Plan Amendment.

4 Mr. Dohrn highlighted Policy H (prioritization of opportunities for City acquisition of
5 open spaces and recreational areas), and Policy I (criteria for locating multi-family
6 housing), as well as Policy D (inter-local agreement with the county).

7 This will be addressed again at the next meeting.

8 c. Review potential Future Land Use Map amendments – Gregg Dohrn

9 Time did not allow for this agenda item.

10 d. Review potential Official Zoning Map amendments (multi-family) – Gregg Dohrn

11 Time did not allow for this agenda item.

12 **8. New Business**

13 a. Introduce Table of Permitted Uses – Gregg Dohrn

14 Mr. Dohrn introduced the Table of Permitted Uses which is proposed to be included
15 in the update to the municipal code alongside the Official Zoning Map. Discussion of
16 the Table will take place at the next meeting.

17 **9. Report of Committees**

18 None.

19 **10. Commissioner Comments and Discussion**

20 Mr. Dohrn will be providing several items would be provided to Commissioners before
21 the next meeting including the draft table of permitted uses, the draft goals and policies,
22 and the latest draft Commission work program.

23 **Adjournment**

24 *Commissioner Berndt called for a motion to adjourn. Commissioner Hawk motioned and*
25 *Commissioner Torrey seconded to adjourn the meeting at 7:31pm. Next regular meeting*
26 *Tuesday, June 15, 2021, 6:00 pm.*

G. R. Dohrn and Associates

Memorandum

Date: June 9, 2021

To: Cle Elum Planning Commission

From: Gregg Dohrn


Subject: Updated Future Land Use and Official Zoning Maps

At your meeting on June 15th, we will continue our review of the Future Land Use Map (FLUM) and the Official Zoning Map (OZM). Lucy will be providing you with the most recent version of each of these maps along with a draft of the potential amendments to the Comprehensive Plan policies we have been discussing and the Table of Permitted Uses that we introduced at your last meeting.


During the meeting I will be presenting an issue for your discussion regarding multi-family housing in and near the downtown. Some of you may have discussed this or related items in the past but given the importance of affordable housing in your community, I think it warrants further discussion. In particular, I would like to discuss whether multi-family development should be permitted in the downtown area and how to address existing multi-family developments in the downtown. It is not uncommon for cities to permit multi-family housing on the upper floors above commercial uses in the downtown, but there are several buildings in downtown Cle Elum that include housing on the ground floors that we will need to take into consideration.

I will elaborate on this during your meeting, but in the interim if you have an opportunity to walk around downtown that would be helpful.

**Future Land Use Map
Planning Commission Review Draft**



**CITY OF CLE ELUM
WASHINGTON**
June 6, 2021



0 0.25 0.5 Miles

Disclaimer The information on this map is intended for general reference use only. The City of Cle Elum, and those operating on their behalf, cannot guarantee the accuracy or usefulness of the information shown. The user of this map assumes all responsibility for inappropriate use of the information provided herein.

LEGEND

This map is a working draft that highlights potential revisions to the approved Future Land Use in the Cle Elum Comprehensive Plan. These potential revisions are under review by the Cle Elum Planning Commission. Any potential revisions that may be recommended by the Planning Commission as formal amendments will be distributed for public review and comment. The Planning Commission also conduct a public hearing and will consider all comments received before making a recommendation on the map amendments to the City Council.

Future Land Use Designations

- Commercial
- Industrial
- Public Use (Formerly Public Reserve)
- Planned Mixed Use
- Residential
- City Limits
- Cle Elum Urban Growth Area (UGA) Boundary
- Potential_UGA_Adjustment

Consistent Zoning Districts

The zoning districts that are consistent with each Future Land Use Designation are listed below in accordance with the provisions of the Cle Elum Comprehensive Plan.

Residential: Single Family Residential (SFR), Multi-Family Residential (MFR), and Planned Mixed Use (PMU) (subject to conditions) zoning districts.

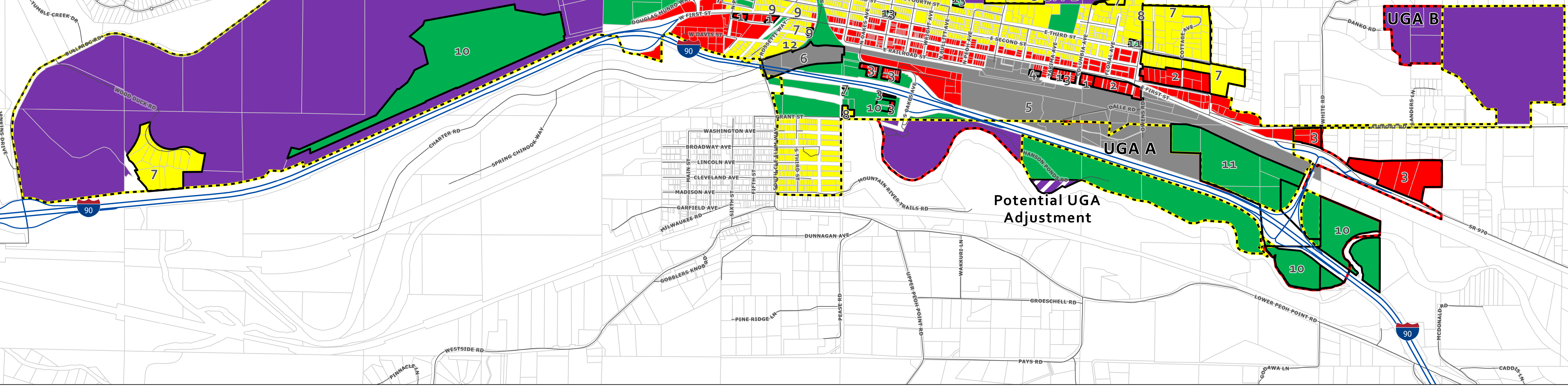
Commercial: Downtown Commercial (DTC), Entry Way Commercial (EC), General Commercial (GC), and Planned Mixed Use (PMU) (subject to conditions) zoning districts.

Industrial: Industrial (I) zoning district.

Planned Mixed Use: Single Family Residential (SFR), Multi-Family Residential (MFR), Downtown Commercial (DTC), Entry Way Commercial (EC), General Commercial (GC), and Planned Mixed Use (PMU) (subject to conditions) zoning districts.

Public Uses: Public Reserve(PR) zoning district.

Source: ESRI, Melissa County GIS



Proposed Revisions

Potential revisions to future land use designations are highlighted on the map as follows:

1. Residential to Commercial.
2. Industrial to Commercial.
3. Planned Mixed Use to Commercial.
4. Commercial to Industrial.
5. Planned Mixed Use to Industrial.
6. Public Use to Industrial.
7. Planned Mixed Use to Residential.
8. Public Use to Residential.
9. Commercial to Residential.
10. Planned Mix Use to Public Use.
11. Industrial to Public Use.
12. Public Use to Residential.
13. Residential to Public Use.

Discussion Items

City of Cle Elum, WA
Comprehensive Plan
Potential Amendments to Land Use Policies
Revised June 9, 2021

The City of Cle Elum is currently in the process of completing a review of the Future Land Use Map and the Official Zoning Map. Numerous revisions to both maps have been identified. The following draft Policies have been prepared as potential amendments to the Comprehensive Plan to provide further guidance in implementing these mapping revisions.

New Policy A: The City should research, evaluate, select, and develop a new public access to the properties south of the BNSF tracks and north of I-90. This should include, but is not limited to:

- a. Consultation with affected property owners.*
- b. Consultation with BNSF.*
- c. Consultation with emergency service providers.*
- d. Establishing a new or relocating an existing crossing of the tracks.*
- e. Constructing road improvement to City standards.*

New Policy B: Establish a new Airport zoning or overlay district applicable to the City owned airport and adjoining privately properties in the CLE Elum UGA. This should include, but is not limited to:

- a. Consultation with affected property owners and airport stakeholders.*
- b. Identification of uses that are compatible with airport operations.*

New Policy C: Prepare and implement strategies to establish and maintain distinctive entry ways into the City. This may include, but is not limited to:

- a. Consultation with affected business and property owners.*
- b. Consultation with local tourism and economic development organizations.*
- c. Establishment of public and private design standards.*
- d. A review and potential revisions to update the provisions of the Entry Commercial zoning district.*
- e. Consideration of the maintenance costs associated with public improvements.*

New Policy D: The City should execute an interlocal agreement with Kittitas County to ensure that new developments in and near the unincorporated portions of the Cle Elum Urban Growth Area are compatible with the Cle Elum Comprehensive Plan and City development standards.

New Policy E: The City should, in consultation with Kittitas County, affected property owners, and service providers, evaluate the realistic potential that areas within the unincorporated Cle Elum UGA will annex to the City over the next 20-years, and make appropriate adjustments. This may include, but is not limited:

*City of Cle Elum, WA
Comprehensive Plan
Potential Amendments to Land Use Policies
June 9, 2021*

- a. Identifying priorities for future UGA adjustments (additions and deletions).*
- b. Establishing UGA Study Areas.*
- c. Preparation of sub-area plans to guide the annexation and development activities within the Urban Growth Area.*

New Policy F: Priority consideration should be given to maintaining the areas north of Second Street for residential uses.

New Policy G: The City should prepare and implement a master plan to guide the use, development, and/or preservation of City-owned properties, including but not limited to:

- a. City parks and trails.*
- b. Open space and natural areas.*
- c. The City owned properties in the vicinity of E Fifth Street extended.*

New Policy H: The City should identify and prioritize opportunities to acquire and/or develop properties to expand the network of trails and pedestrian walkways, enhance the park system, and to protect highly vulnerable environmentally sensitive areas. Potential priorities may include:

- a. The Crystal Creek floodway and floodplain.*
- b. High function and value streams, wetlands, habitats, and connectivity corridors.*
- c. Opportunities to improve access to and between trails, parks, and public places such as schools.*

New Policy I: Areas designated as Residential on the Future Land Use Map may be rezoned Multi-Family Residential based on a finding that the proposed areas have adequate infrastructure capacity and that meets at least one or more of the following criteria:

- a. Frontage on a state highway or City arterial.*
- b. Includes or is adjacent to existing multi-family developments.*
- c. Serves as a transitional use between commercial and industrial uses and established neighborhoods characterized by single family residences.*
- d. Is compatible with neighboring uses.*

*City of Cle Elum, WA
Comprehensive Plan
Potential Amendments to Land Use Policies
June 9, 2021*

New Policy J: At least 26.2 acres within the original Bullfrog UGA Master Site Plan (2006?) fronting on SR 903 should be designated for Commercial Development on the Future Land Use Map.

New Policy K: Privately owned property designated as Public Use on the Future Land Use Map should be rezoned to be compatible with the zoning of neighboring properties.

To be discussed:

Potential New Policy: The historic character of Downtown Cle Elum should be preserved and enhanced through the implementation of a special zoning or overlay district. The boundaries of the downtown area are as follows:

- a.*
- b.*
- c.*
- d.*

Formatted: Font: Not Italic

Formatted: Font: Italic

Formatted: Indent: First line: 0.5"

**Official Zoning Map
PLANNING COMMISSION REVIEW DRAFT**



**CITY OF CLE ELUM
WASHINGTON**
June 06, 2021

0 0.25 0.5 Miles



Disclaimer The information on this map is intended for general reference use only. The City of Cle Elum, and those operating on their behalf, cannot guarantee the accuracy or usefulness of the information shown. The user of this map assumes all responsibility for inappropriate use of the information provided herein.

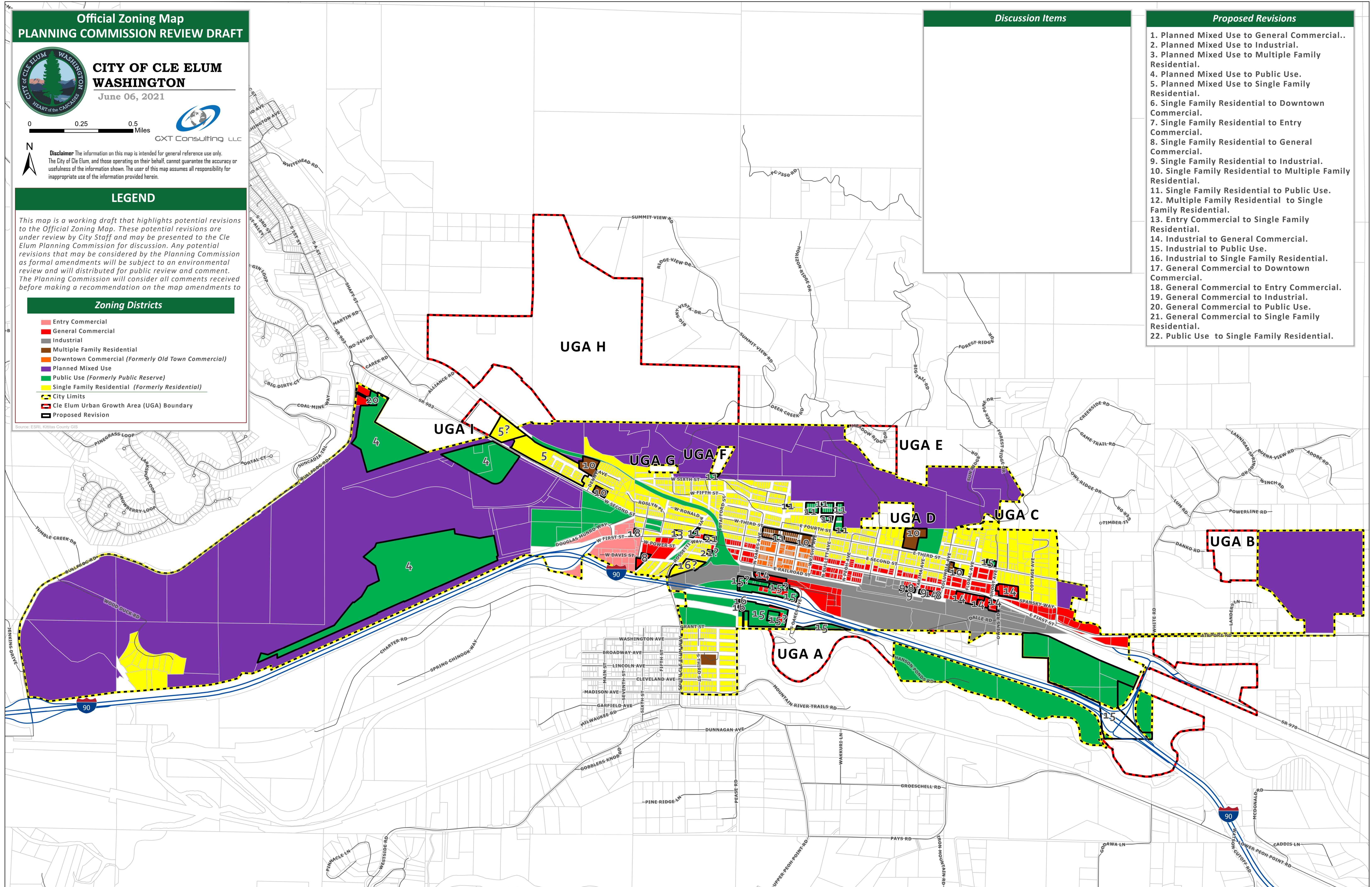
LEGEND

This map is a working draft that highlights potential revisions to the Official Zoning Map. These potential revisions are under review by City Staff and may be presented to the Cle Elum Planning Commission for discussion. Any potential revisions that may be considered by the Planning Commission as formal amendments will be subject to an environmental review and will be distributed for public review and comment. The Planning Commission will consider all comments received before making a recommendation on the map amendments to

Zoning Districts

- Entry Commercial
- General Commercial
- Industrial
- Multiple Family Residential
- Downtown Commercial (Formerly Old Town Commercial)
- Planned Mixed Use
- Public Use (Formerly Public Reserve)
- Single Family Residential (Formerly Residential)
- City Limits
- Cle Elum Urban Growth Area (UGA) Boundary
- Proposed Revision

Source: ESRI, Kittitas County GIS



Discussion Items

(This area is currently blank on the map.)

Proposed Revisions

1. Planned Mixed Use to General Commercial.
2. Planned Mixed Use to Industrial.
3. Planned Mixed Use to Multiple Family Residential.
4. Planned Mixed Use to Public Use.
5. Planned Mixed Use to Single Family Residential.
6. Single Family Residential to Downtown Commercial.
7. Single Family Residential to Entry Commercial.
8. Single Family Residential to General Commercial.
9. Single Family Residential to Industrial.
10. Single Family Residential to Multiple Family Residential.
11. Single Family Residential to Public Use.
12. Multiple Family Residential to Single Family Residential.
13. Entry Commercial to Single Family Residential.
14. Industrial to General Commercial.
15. Industrial to Public Use.
16. Industrial to Single Family Residential.
17. General Commercial to Downtown Commercial.
18. General Commercial to Entry Commercial.
19. General Commercial to Industrial.
20. General Commercial to Public Use.
21. General Commercial to Single Family Residential.
22. Public Use to Single Family Residential.

City of Cle Elum, Washington

Table of Permitted Land Uses

Based on the Zoning Code Currently in Effect

Friday, May 28, 2021

Zoning codes identify the uses that are permitted in each zoning district and establishes the standards that govern the use and development of property within each zoning district. Historically, permitted uses in each zoning district were listed separately, but more recently cities have been reformatting their lists of permitted uses into a table that more clearly presents the uses permitted in each district as well as the different zoning districts where a specific use may be permitted. The following draft table is the first step in the process of reformatting and the reviewing and updating the Table of Permitted Land Uses.

Land Use	Zoning Districts									Notes
	Residential		Commercial			Other				
	SFR	MFR	DTC	EC	GC	I	PMU	PR		
Accessory Building	P	P								
Accessory Dwelling Unit	P	P								
Adult Family Home	P									
Antique Shop			P							
Apartments/SRO			P							
Art Gallery								P		
Bank/Business				P						
Bank/Financial Institution			P		P					
Barbershop/Beauty Parlor/ Personal Service				P						
Bed and Breakfast Guesthouse	C	P								
Bed and Breakfast Inn					P					
Boardinghouse/Lodging house		P								
Commercial Amusement Place					C					
Church	C	C								

P= Permitted Use; C=Use permitted through Conditional Use Permit; S=Use permitted for a limited period through a Special Use Permit; X or blank cell=Use not permitted.

Land Use	Residential		Commercial			Other			Notes
	SFR	MFR	DTC	EC	GC	I	PMU	PR	
Clothing/General Merchandise Store			P	P	P				
Coal/Fuel Storage					C				
Commercial Nursery/Greenhouse	C								
Community Center	C	C							
Copy Company				P					
Copy/Print Shop			P						
Dancehall				C	C				
Daycare Center	P	P			P				
Daycare Center	C	C							
Daycare, Family, in home	P*	P*		P*					*In existing residential buildings (RCW 36.70A.450, WAC 365-196-865);.
Dentist	C								
Drive-Through/Drive-Up Facility			P						
Drive-Through/Drive-Up Facility			C						
Duplex	P								
Electric Substation	C	C							
Entertainment Establishment				P					
Family Daycare	P	C	P	P					
Family Daycare Center	P	P			P				
Food Carts/Trucks	S	S	S	P	P			P*	*In locations determined by the City Events Committee or the Committee's designee.
Food Processing, Specialty				C*					*When associated with a retail business.
Food and dry good processing, packaging, and distribution						P			

P= Permitted Use; C=Use permitted through Conditional Use Permit; S=Use permitted for a limited period through a Special Use Permit; X or blank cell=Use not permitted.

Land Use	Residential		Commercial			Other			Notes
	SFR	MFR	DTC	EC	GC	I	PMU	PR	
Fraternal Organization		C *	P						* Excepting those selling or furnishing beer, wine or intoxicating liquors, and also excepting those the chief activity of which is a service customarily carried on as a business.
Gardens								P	
Gallery			P						
Grocery Store			C	P	P				
Group Home	P								
Hand Laundry/Clothes Cleaning and Pressing				P	P				
Home Business	P								
Hospital, Nursing Home, Other Long-Term Care Facility	C	C	P	P	P			P	
Hotels			P						
Hotels/Motels			P	P	P				
In-Patient Treatment Center		C							
Institutions for education, philanthropic or eleemosynary charitable uses								P	
Library	C	C						P	
Lift Stations/Other Public Uses		C	C						
Locksmith			P	P	P				
Long Term Care Facility					P				
Lumber Yard/Building Materials					p*				*Providing that they are housed in buildings completely enclosed by walls and windows, and the yard regulations of this district shall be observed; and provided further that no such lumber yards, building material yards, coal and fuel stores shall be maintained closer than one hundred feet to the side lines of any residential districts.
Manufacturing, Production, or Treatment of Products				p*	p*				*Clearly incidental to the retail business conducted on the premises.

P= Permitted Use; C=Use permitted through Conditional Use Permit; S=Use permitted for a limited period through a Special Use Permit; X or blank cell=Use not permitted.

Land Use	Residential		Commercial			Other			Notes
	SFR	MFR	DTC	EC	GC	I	PMU	PR	
Manufacturing, rebuilding and/or repairing nonmetal or mineral products						P			
Markets, Open Air			P	P	P				
Meat Shop			C	P	P				
Medical/Long-Term Care Facility	C	C		P					
Medical/Other Care Facilities				P					
Micro-Brewery			P		P				
Micro-Brewery, Retail			C	P					
Mobile Food Service Unit			P		P				
Motels			C	P					
Multi-Unit Dwelling	P*	P							*Multiple-unit dwellings for up to four families are permitted in the SFR zone with site and design review, given no more than one multiple-unit dwelling may be located per street frontage per block.
Municipal Building	C	C							
Museum								P	
Nursing Home				P	P				
Other Commercial Amusement Places				C					
Park/Open Space			P						
Parking Garage			C						
Parking lot				P					
Parks/Playgrounds	P (1)	P						P*	*Including but not limited to: sports fields, and courts, bicycle tracks, hiking trails, and like recreational uses.
Personal Services			P						
Physician	C								
Printing/Newspaper Printing			C		P				
Private Club/Fraternity/Lodge		C							
Private School		C							

P= Permitted Use; C=Use permitted through Conditional Use Permit; S=Use permitted for a limited period through a Special Use Permit; X or blank cell=Use not permitted.

Land Use	Residential		Commercial			Other			Notes
	SFR	MFR	DTC	EC	GC	I	PMU	PR	
Professional Person	C								
Professional/Business Office	C*		P	P	P				*The office of a physician, dentist or other professional person when located in his or her dwelling or an existing residential structure located on an arterial street, given appropriate off-street parking is available to meet the business need;
Public Facility/Public Utility		C	P					P	
Public Office/Civic Building			P		P				
Public Office/Use				P	P	P*			*Related to permitted uses conducted on the same premises or within the industrial district.
Public School	C	C			C				
School, Public									
School, Private								P	
Residential Use			P					P	
Restaurant/Cafeteria				P					
Restaurant/Cafeteria/Catering			P		P				
Restaurants			C	P					
Retail Bakery			P						
Retail Use, Accessory						P			*Where products manufactured on site are sold to the general public.
Retail Store			P	P	P				
Retirement Homes	C								
Retirement Residence		P	P						
Sales Room or Store Room					P*				*For motor vehicles and other articles of merchandise.
Solar Panels, Rooftop	P*	P*		P*	P*			P*	*Site and design review may be required for rooftop solar installations, as determined by the City Planner.
Sanitarium	C								
Senior Center	C	C							
Service Station/Tire Repair				P					
Shoe/Clothing Repair			P	P	P				
Single Family Residential	P	P							
Skating Rink				C	C				

P= Permitted Use; C=Use permitted through Conditional Use Permit; S=Use permitted for a limited period through a Special Use Permit; X or blank cell=Use not permitted.

Land Use	Residential		Commercial			Other			Notes
	SFR	MFR	DTC	EC	GC	I	PMU	PR	
Specialty Food Processing			P						
Specialty Food Processing			C	P	P				
Specialty Grocery Store/Meat Shop			P						
Specialty Shop			P						
Studios					P				
Studios (Art, Music, Photography, etc.)			P						
Tavern				P	P				
Tavern/Cocktail Lounge			P						
Telephone Exchange	C	C						C	
Theater			P	C	P				
Townhouse		P							
Undertaker/Crematory			C		C				
Vacation Rental, Short Term					C				(CEMC 17.08.335).
Warehouse						P			
Welding and machinery repair and storage						P			
Wholesale Store					P				
Wireless Communication Facility	C	C	C	C	C			C	
Auto Repair									
Battery Shop					P				
Service Station/Tire Repair					P				
Tire Repair					P				
Motor Vehicle Sales Room					P				
Studios					P				
Commercial Day Care Center					P				
Kennel					C				
Machine Shop					C				
Mini-warehouse					C				

P= Permitted Use; C=Use permitted through Conditional Use Permit; S=Use permitted for a limited period through a Special Use Permit; X or blank cell=Use not permitted.

Land Use	Residential		Commercial			Other			Notes
	SFR	MFR	DTC	EC	GC	I	PMU	PR	
Short-Term Rental					C				
Catalog/Internet Sales									
Commercial Testing Facility									
Research and Development Laboratory									
Research, Financial, Information Processing									
Scientific Research, Testing, Developmental, Experimental Laboratories									
Vocational/Technical School									
Manufacturing, Processing, Treating, and Packaging									
Printing, Publishing, Allied Industries									
Warehousing and Distribution Facilities, Indoor									
Food Cart/Truck									
Footnotes:									
(1) The code currently permits parks and playgrounds in the SFR district, provided that:									
a. Adequate off-street parking shall be provided if the park is not a neighborhood facility.									
b. Lighting for structures and fields shall be directed away from residential areas.									
c. The bulk and scale of structures shall be compatible with the residential character of the area.									
d. Structures and service yards shall be set back a minimum of fifty feet from property lines if possible, but in no case less than the required setbacks of the residential zone.									

P= Permitted Use; C=Use permitted through Conditional Use Permit; S=Use permitted for a limited period through a Special Use Permit; X or blank cell=Use not permitted.