

# PLANNING COMMISSION

## Agenda

December 7, 2021

6:00 p.m.

MAYOR  
JAY MCGOWAN

CITY ADMINISTRATOR  
ROBERT OMANS

DESIGNATED CITY PLANNER  
GREGG DOHRN

CITY CLERK  
KATHI SWANSON



119 W FIRST STREET  
CLE ELUM, WA 98922

PLANNING COMMISSION  
GARY BERNDT  
VAN PETERSON  
MATT FLUEGGE  
VACANT  
ELIZABETH TORREY

CITIZEN ALTERNATE  
VACANT

**Planning Commission meetings are currently conducted as hybrid meetings. You may attend at City Hall or virtually. To attend via Zoom, see the second page of this agenda.**

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1. **Call to Order & Roll Call**
  2. **Set Agenda**
  3. **Adoption of Minutes**
    - a. November 2, 2021
  4. **Jeremy Johnson & Kittitas County Presentation – 30 Minutes**
  5. **Staff Report**
  6. **Citizen Comments on Non-Agenda Items (limited to 5 minutes)**
  7. **Public Appearances**
  8. **Business Requiring Open Hearings**
  9. **Unfinished Business**
    - a. Continued Review: Table of permitted uses
      - i. *Recommended action item: Schedule public hearing for January 4, 2022*
  10. **New Business**
    - a. Shelter Resources Zoning Verification Letter
      - i. *Recommended action item: Consider authorizing the issuance of a zoning verification letter for multi-family development (attached) and authorize the Chair to sign*
    - b. Review of Commission member terms
  11. **Next Meeting Agenda Development**
  12. **Report of Committees**
  13. **Commissioner Comments and Discussion**
  14. **Adjournment**

*Next Regular Commission Meeting: Tuesday, December 21, 2021, OR Tuesday, January 4, 2022 (Dec. 21 meeting may be canceled pending progress on scheduled agenda)*

City of Cle Elum is inviting you to a scheduled Zoom meeting.

Topic: Regular Meeting of the Cle Elum Planning Commission

Time: Dec 7, 2021 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/83293522358?pwd=TmpTQnphRi8zTEJGaUp2bkNWNGJuQT09>

**Meeting ID: 832 9352 2358**

**Passcode: planning**

One tap mobile

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Dial by your location

+1 253 215 8782 US (Tacoma)

CITY OF CLE ELUM  
PLANNING COMMISSION MEETING  
**DRAFT - Meeting Minutes**

November 2, 2021 6:00pm Hybrid Meeting

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

7 Chair Berndt called the meeting to order at 6:03pm.

8 Commission members present: Chair Berndt, Commissioner Torrey,  
9 Commissioner Peterson, and Commission Fluegge

10 Commission members absent: None

11 Staff present: Meagan Hayes

12 **2. Set Agenda**

13 A motion was made by Commissioner Torrey and seconded by Commissioner Fluegge to  
14 accept the agenda as presented; none opposed. The motion carries and the agenda is set.

15 **3. Adoption of Minutes**

16 A motion was made by Commissioner Fluegge and seconded by Commissioner Torrey to  
17 approve the October 19, 2021, meeting minutes as presented; none opposed. Minutes  
18 approved.

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

20 No public comments were presented.

21 **5. Staff Report**

22 The Staff Report was foregone due to the inability of the Designated City Planner (Gregg  
23 Dohrn) to attend the meeting due to an unplanned scheduling conflict. A comprehensive  
24 Staff Report will be prepared for the next regular meeting.

25 **6. Unfinished Business**

26 a. Title 14 Zoning Administration

27 i. Hayes briefly presented the proposal, recalling to the Commission that  
28 Chapter 14.10, 14.20 and 14.40 were tabled by the Commission during the  
29 previous meeting to enable a final comprehensive review of the proposal.

30 ii. Commission members presented general inquiries to the final chapters but  
31 suggested no additional revisions.

32 o A motion was made by Fluegge and seconded by Torrey to  
33 recommend to the City Council adoption of Chapters 14.10, 14.20, and  
34 14.40 as presented following final review of cited WAC's and RCW's  
35 within the Chapters to ensure accuracy and consistency within the  
36 ordinance; none opposed. Motion carries.

37 o Staff will complete a comprehensive final review and present to the  
38 City Council for adoption in an upcoming meeting.

39 b. Table of Permitted Uses

40 i. Hayes reintroduced the proposed Table of Permitted Uses to the Commission,  
41 noting revisions that were made since the previous meeting.

42 ii. Commission members discussed options to conduct review and incorporate  
43 revisions. It was determined that commission members are to independently  
44 review the draft table and submit suggestions directly to planning staff no later  
45 than Tuesday, November 30, 2021. Staff will compile the suggestions and  
46 present the compiled document at the regular meeting in December.

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**7. New Business**

None presented

**8. Next Meeting Agenda Development**

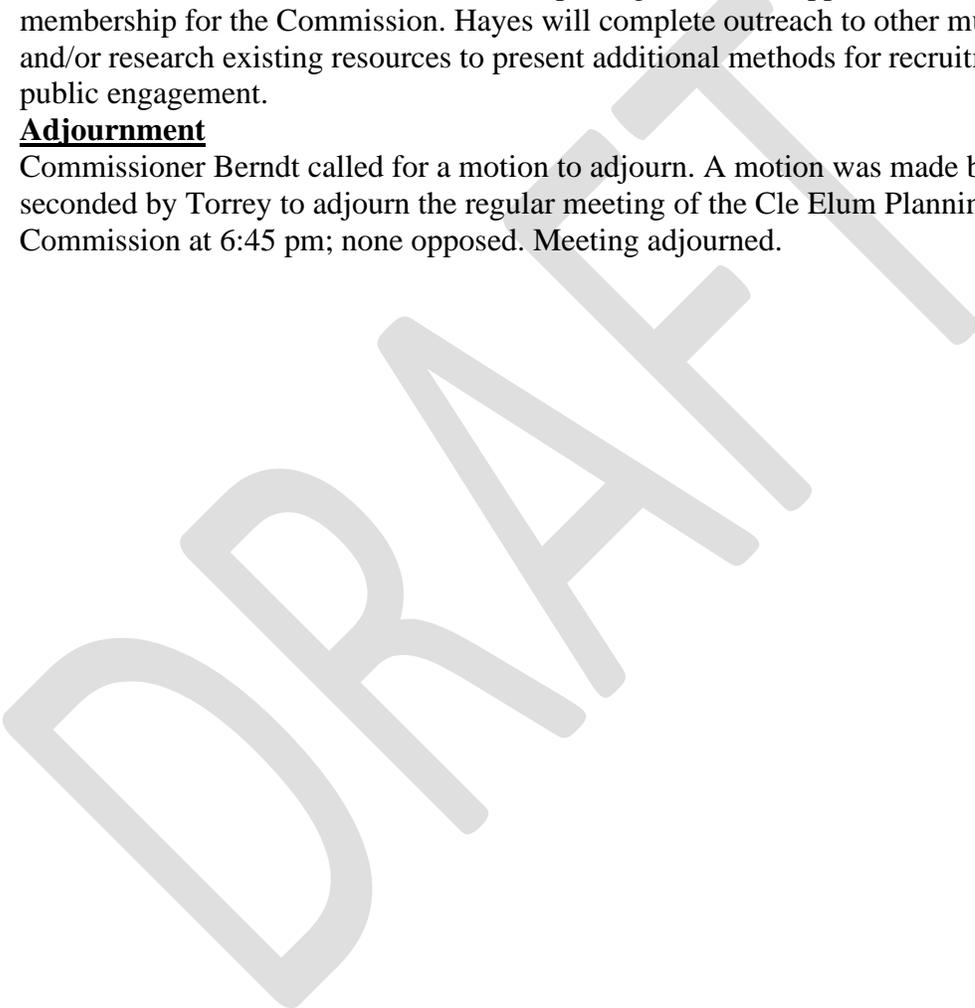
The December 7, 2021 meeting agenda is scheduled to include: final review of the draft Table of Permitted Uses, a presentation by Jeremy Johnson with Kittitas County Planning, and review of a draft support letter for a multi-family housing development proposed in the City of Cle Elum. Additional items may be scheduled by staff pending need and/or project priority.

**9. Commissioner Comments and Discussion**

Commission member shared interest in exploring additional opportunities to recruit new membership for the Commission. Hayes will complete outreach to other municipalities and/or research existing resources to present additional methods for recruitment and public engagement.

**10. Adjournment**

Commissioner Berndt called for a motion to adjourn. A motion was made by Fluegge and seconded by Torrey to adjourn the regular meeting of the Cle Elum Planning Commission at 6:45 pm; none opposed. Meeting adjourned.



**Draft Table of Permitted Uses.**

All uses in zoning districts shall either be permitted as described herein within the use chart. If a use is not listed, it is prohibited unless the designated City Planner determines that a proposed use is similar in aspects such as size, density, effect, and impact on surrounding users as a listed use. All restrictions that apply to a listed use shall apply to any use which is permitted as a similar use.

P = Permitted Outright A = Permitted as an Accessory Use C = Conditional Use Permit  
 S = Special Use Permit Blank = Not permitted

<b>Residential Uses</b>									
<b>Use</b>	<b>Residential</b>		<b>Commercial</b>			<b>Other</b>			<b>Special Conditions and Notes</b>
	<b>SFR</b>	<b>MFR</b>	<b>DTC</b>	<b>ETC</b>	<b>GC</b>	<b>I</b>	<b>PU</b>	<b>PMU</b>	
	Single Family Res.	Multi – Family Res.	Down-town Comm.	Entry-way Comm.	General Comm.	Industrial	Public Reserve	Planned Mixed Use	
Accessory Dwelling Unit (A – ADU And D-ADU)	A	A	A						
Animals, Household	A	A	A						
Retirement Residence (Nursing/Convalescent)		C	C		C				
Cottage Housing	P	P							
Dwelling, Multiple Residential Units (3+)		P	P <sup>1</sup>		P <sup>2</sup>				
Dwelling, Single Residential Unit	P	P							
Dwelling, Two Residential Units (Duplex)	P	P							
Group Home	P	P							
Manufactured Home and Park	P	P							
Mixed Use, Commercial/ Residential			P <sup>1</sup>		P			P	
Tiny Homes	P	P	P						
Townhouses/Zero Lot Line Housing	P	P							
Day Care, Child In-Home Facility	A	A							
Home Business	A	A	A		A				

(1) Multi-family dwellings in the Downtown Commercial District in existence on {insert date of adoption} are a permitted use. New multi-family developments may be permitted in the Downtown Commercial District on the upper floors.

(2) New multi-family dwellings may be permitted in the General Commercial District as a part of mixed-use Development.

<b>Commercial/Industrial Uses</b>									
<b>Use</b>	<b>Residential</b>		<b>Commercial</b>			<b>Other</b>			<b>Special Conditions and Notes</b>
	<b>SFR</b>	<b>MFR</b>	<b>DTC</b>	<b>ETC</b>	<b>GC</b>	<b>I</b>	<b>P</b>	<b>PMU</b>	
	Single Family Res.	Multi – Family Res.	Down-town Comm.	Entry-way Comm.	General Comm.	Industrial	Public Reserve	Planned Mixed Use	
Alternative Energy Infrastructure	A	A	A	A	A	P			
Antique/Secondhand Store			P	P	P				
Appliance Sales or Repair Shop			P	P	P				
Arcade/Amusement Facility				P	P				
Automobile Service/Repair				P	P	P			
Automobile Sales, New and Used				P	P	S			
Bakery			P	P	P				
Bank/Financial Institution			P	P	P				
Beauty Salon/Day Spa			P	P	P				
Brewery / Distillery / Winery			P	P	P	P			
Business Park				P	P	P			
Business/Professional Office			P	P	P				
Child Care Center				P	P				
Contractor/ Construction Yard					P	P			
Pharmacy			P	P	P				
Dry Cleaning			P	P	P				
Farmers Market			S	S	S		S		
Food/Beverage			P	P	P				
Home Business	A	A	A		A				
Industry, Light						P			
Kennel					P	P			
Laundromat			P	P	P				
Manufacturing/ Assembly, Light					P	P			
Marijuana, Processing						P			CEMC 17.10
Marijuana, Production						P			CEMC 17.10
Marijuana, Sales			P	P	P				CEMC 17.10
Mini-Storage				P	P	P			
Mobile Vendor or Food Cart			S	S	S	S	S		
Nursery/Greenhouse				P	P	P			



**Hospitality Uses**

Use	Residential		Commercial			Other			Special Conditions and Notes
	SFR	MFR	DTC	ETC	GC	I	PU	PMU	
	Single Family Res.	Multi – Family Res.	Down-town Comm.	Entry-Way Comm.	General Comm.	Industrial	Public Reserve	Planned Mixed Use	
Bed And Breakfast Inn	P	P	P						
Hotel / Motel			P	P	P				
Lodges/Fraternal/ Social Organization			P	P	P				
Vacation Rental, Short-Term	P	P	P						

<b>Public/Government Uses</b>									
<b>Use</b>	<b>Residential</b>		<b>Commercial</b>			<b>Other</b>			<b>Special Conditions and Notes</b>
	<b>SFR</b>	<b>MFR</b>	<b>DTC</b>	<b>ETC</b>	<b>GC</b>	<b>I</b>	<b>PU</b>	<b>PMU</b>	
	Single Family Res.	Multi – Family Res.	Down-town Comm.	Entry-way Comm.	General Comm.	Industrial	Public Reserve	Planned Mixed Use	
Communications Center/Facility					P	P			
Electric Vehicle Infrastructure			P	P	P	P	P		
Golf Course								P	
Government Buildings/Facilities			P	P	P	P	P	P	
Hospital/Medical Center					P				
Medical Office/Clinic			P	P	P				
Office, Government/ Non-Profit			P	P	P				
Park/Playground	P	P	P	P	P	P	P		
Park And Ride Facility			P	P	P				
Parking Lots, Public			P	P	P	P			
Post Office			P	P	P				
Recreation, Public Indoor			P	P	P	P	P		
Recreation, Public Sports Complex							P		
Religious Center	C	C	C	C	C	C	C		
School, Vocational/Trade			P	P	P				
Schools, Public/Private	C	C	C	C	C				
Temporary Homeless Encampment	S	S	S	S	S	S	S		
Public Utilities			S	S	S	S	S		

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December 7, 2021

Katherine Solan  
Project Coordinator  
Shelter Resources, Inc.  
[katherines@shelterresourcesinc.com](mailto:katherines@shelterresourcesinc.com)

RE: Zoning Verification Letter – Parcel ID #'s 113034, 123034, and 283034

Dear Ms. Katherine Solan,

This letter serves to respond to the zoning inquiry for Parcel ID #'s 113034, 123034, and 283034.

The current zoning classification of the subject properties is Multiple Family Residential (Ordinance 1620, adopted November 22, 2021, effective December 7, 2021). Per the Cle Elum Municipal Code (CEMC), Chapter 17.20, Multiple Family Residential District, permitted uses include single-family dwellings, multiple-family dwellings, and townhouses, among other uses as defined within the CEMC. In review of the proposal outline submitted via email, Shelter Resources has interest in developing the currently undeveloped properties with 48-unit multiple family housing development is include housing opportunities for families at 30% average median income, 50% average median income among others.

In review of the Cle Elum Comprehensive Plan, the Housing Element provides the following support of this described housing development (note – this is a select few goals and policies that support the development and should not be considered inclusive of all applicable policies or goals):

1. Goal H-1: The City of Cle Elum includes a diverse mix of housing types that meets the needs and are affordable to all segments of its population, especially low and moderate-income households. The range of housing types also reflect market conditions, the City's rural setting, and small-town character.
  - a. H – 1.5: Accommodate and encourage, where appropriate, moderate density residential development such as townhouses, multifamily complexes ...
  - b. H – 1.6: Promote the production of housing affordable for all incomes, through a mix of housing types, models, and densities throughout the City
2. Goal H-2: A practical palette of options and incentives encourage sustainable and attractive affordable housing in new developments ...
  - a. H – 2.2: Assist in and promote the development of innovative and affordable housing projects ...

Through review of the zoning code and the Comprehensive Plan, the City of Cle Elum Planning Commission hereby offers formal support that the proposed development described is compliant with the City's Goals and Policies and would be permissible as currently zoned. Please note that

while this letter confirms compliance with the CEMC and Comprehensive Plan, this letter shall not be considered formal approval for the development, nor shall it be considered authorization to initiate development without necessary approval or permits.

Please let me know if you have any additional questions regarding this matter. We look forward to this project progressing.

Submitted respectfully,

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Gary Berndt, Chair  
Cle Elum Planning Commission

*Attached:  
Copy of description submitted by Katherine Solan on October 18, 2021  
Cle Elum Housing Policies*

Copy of Description submitted by Katherine Solan on October 18, 2021

“To recap, as also stated below, a snapshot of this project, which is in it’s very early stages at this time is:

Currently vacant property, (Parcels 1203034, 283034, and 113034) located at about 1007 E 4th St, Cle Elum, WA 98922

- \* New construction
- \* LIHTC 50% at 30% AMI and 50% at 50% AMI
- \* ½ set aside to homeless individuals and families
- \* 20 1BR and 28 2BR plus 1 2B Manager Unit for total of 49 units
- \* No commercial space”

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## **Housing Planning**

The City's 2019 Comprehensive Plan is a guide for City operation and development. Each "Element" (aka *chapter*) contains specific data and information formulated into a plan about that topic, and includes goals and policies the City should be using as a guide for comprehensive plan implementation, as required by the Growth Management Act. All development and actions in the City are required to be consistent with the Comprehensive Plan, which is a good reason to review the plan regularly and determine whether changes need to be made to policies or practices, or whether the Plan should be amended. The comprehensive plan can be found on the City's website at: <http://cityofcleelum.com/city-servicesplanningcomprehensive-plan-update/>

The City's Housing Goals and Policies from the Comprehensive Plan should be used as a guide to implementation of the [Housing element](#). In addition to the goals and policies, this element includes information about population trends, stock requirements, housing costs and affordability and factors affecting these, and provides strategies for improving the state and availability of housing in Cle Elum.

## Housing Element Goals and Policies

**Goal H-1: The City of Cle Elum includes a diverse mix of housing types that meets the needs and are affordable to all segments of its population, especially low and moderate-income households. The range of housing types also reflect market conditions, the City's rural setting, and small-town character.**

### **Policies:**

**H – 1.1** Encourage the development of flexible lot sizes and single-family residential infill that is compatible in existing neighborhoods.

**H – 1.2** Promote the creation of housing options that are safe, affordable, and accessible for older residents.

**H – 1.3** Encourage smaller units such as one bedroom-units and studios that can meet the housing needs of a diversity of ages, household types, and household sizes.

**H – 1.4** Encourage housing strategies that allow older residents to remain in the community as their housing needs evolve.

**H – 1.5** Accommodate and encourage, where appropriate, moderate density residential developments such as townhouses, multifamily complexes, duplexes, and mixed-use residential buildings.

**H – 1.6** Promote the production of housing affordable for all incomes, through a mix of housing types, models, and densities throughout the City including: small lot single family detached, zero lot line, attached housing, accessory units, cluster housing, cottages, duplexes, townhouses, and apartments, as well as manufactured housing units, that are compatible with the neighborhoods in which they are located.

**H – 1.7** Create attractive incentives for developers and property owners to encourage the provision of various types of sustainable and affordable housing.

**H – 1.8** Consider financial tools such as levies, affordable housing sales tax, multi-family property tax exemption, Special Valuation for Historic Properties, or other programs that encourage the private sector to build housing that fulfills city goals.

**H – 1.9** Require new multi-family or mixed-use projects involving 20 dwelling units or more to provide affordable dwelling units as part of the project.

**H – 1.10** Encourage public/private partnerships to pursue housing development opportunities within the City that supply more affordable housing while providing a high quality residential living environment and preserve the character of historic housing.

**H - 1.11** Work with Kittitas County to develop more affordable housing opportunities throughout the Upper Kittitas County Region.

**H – 1.12** Develop a continuum of strategies to reduce fees and/or development standards (where practicable) to increase affordable housing opportunities.

**H – 1.13** Provide a sufficient amount of land zoned for current and projected residential needs.

**H – 1.14** Encourage a mix of housing types, including affordable housing types, to be dispersed throughout the City, rather than concentrated in a specific area(s).

**Goal H-2: A practical palette of options and incentives encourage sustainable and attractive affordable housing in new developments and historic property rehabilitations.**

**Policies:**

**H – 2.1** Promote diversity in style and cost by allowing innovative mixtures of housing types and creative approaches to housing design and development.

**H – 2.2** Assist in and promote the development of innovative and affordable housing projects by exploring alternative design, land development, infrastructure, and construction techniques.

**H – 2.3** Help create and participate in local and/or regional resource, education, and lobbying regarding housing data, housing programs, design alternatives, and funding sources.

**H- 2.4** Provide density bonuses, transfer of development rights, and other incentives for the development of affordable housing.

**H – 2.5** Review and revise or remove building and development code requirements as needed to remove unnecessary constraints on new construction and/or rehabilitation or existing structures.

**H – 2.6** Use zoning and building codes, where practicable, to encourage home ownership opportunities.

**H - 2.7** Revise Zoning and Development standards to provide options that increase the supply of affordable home ownership opportunities, such as small lot sizes, zero lot lines, townhouses, condominiums, clustering, manufactured homes, cottages, and attached single family housing.

**Goal H-3: Residential neighborhoods contain necessary public amenities and support facilities that contribute to a high quality of life in Cle Elum.**

**Policies:**

**H – 3.1** Preserve and enhance the integrity and quality of existing residential neighborhoods.

**H – 3.2** Support housing with appropriate amenities for individuals, families, and children.

**H – 3.3** Require developments to contribute their fair share of on-site and off-site improvements needed as a result of the development.

**H – 3.4** Promote functional, well designed and integrated multi-modal transportation facilities to serve neighborhoods.

**H – 3.5** Develop neighborhood amenities such as parks, trails, connections and open space that encourage and foster community and promote recognition of the historic sense of place which is Cle Elum.

**H – 3.6** Establish designated residential “neighborhoods” or “neighborhood subareas” in the Comprehensive Plan.

**H – 3.7** Balance the economic benefits created by short-term rentals with the need for a supply of long-term rental housing stock by regulating short-term rentals.

**H – 3.8** Limit new short-term rental units to primary residences and a maximum of one additional dwelling unit.

**H – 3.9** Require a Short-term Rental Operator license or similar regulatory license to operate short-term rentals.

**H – 3.10** Require Short-term Rental Operators in residential zones to establish quiet hours, notify neighbors, limit signage, and meet parking requirements.

**H – 3.11** Restrict the duration of stay at RV parks to prevent the establishment of permanent housing in areas without neighborhood amenities or appropriate infrastructure.

**H – 3.12** Coordinate with the Historic Preservation Commission to identify opportunities where historic properties can be rehabilitated or converted for housing.

**Goal H-4: The City of Cle Elum has adequate land capacity for forecasted population and residential growth targets at urban densities in its City limits and UGA in order to promote stable housing prices, foster affordability and broaden housing choices.**

**Policies:**

**H – 4.1** Ensure ongoing review and coordination between Cle Elum and Kittitas County on population and residential growth targets to ensure that Cle Elum’s incorporated limits and UGA provide adequate developable land to accommodate those targets.

**H- 4.2** Allow density bonuses in residential districts when affordable housing is provided.

**H – 4.3** Work with Kittitas County to ensure appropriate density and amenity for residential developments in the City’s Urban Growth Area.

**H – 4.4** Promote infill development that is compatible in scale, design, materials, massing, and intensity that enhances/preserves the character of existing neighborhoods while creating new housing choices. Develop and adopt design guidelines that will help infill design be compatible with existing neighborhood character.

**H – 4.5** Continue to support mixed use development and housing in the City’s Downtown Core.

**Goal H-5: The City’s existing housing stock is preserved and rehabilitated as a means of increasing the supply of affordable housing, given that existing housing is typically more affordable than new construction.**

**Policies:**

**H – 5.1** Consistently enforce building maintenance, health and safety codes for the City’s housing stock.

**H – 5.2** Encourage the preservation and enhancement of older and historic housing stock through education, coordination with the HPC, and Community Development Block Grant and other funding opportunities.

**H – 5.2** Encourage programs that offer assistance with renovations, home improvements and maintenance efforts, so that residents can continue to stay in their homes even when their housing needs change.

**H – 5.3** Work with homeowners and the applicable providers of resources, such as Hope Source and community civic organizations, such as local churches, to provide rehabilitation funds, technical assistance, or services for the City’s existing housing stock.

**Goal H-6: Housing is available for residents of Cle Elum with special housing needs, with the exception of Secure Community Transition Facilities as defined in Washington State Law.**

**Policies:**

**H – 6.1** Support the preservation and development of special needs housing in Cle Elum.

**H – 6.2** Work in partnership with employers, for-profit, and not-for profit developers to encourage the provision of seasonal housing for local workers.

**H – 6.3** Evaluate and remove regulatory barriers, redundancies and inconsistencies to ensure that codes and ordinances are compliant with The Federal Fair Housing Act (Chapter 151B) which includes protections for all individuals with special needs and states that “no individual shall be denied the opportunity for safe and independent living”, and the Washington Housing Policy Act which states that “a decent home in a healthy, safe environment for every resident of the State shall be provided” (RCW 43.185B.009).

**H – 6.4** Work in partnership with HopeSource, Housing Authority, Kittitas County, or others to facilitate the provision of housing for homeless residents and residents with special needs.

**H – 6.5** Ensure fair and equal access to housing in Cle Elum for all persons by encouraging the development of housing for all segments of the community in the City’s zoning and development regulations and by coordinating with public and private partners for special needs housing.

**Goal H-7: Actively participate in regional responses to affordable housing development needs and issues.**

**Policies:**

**H – 7.1** Participate in and promote the development of countywide resources and programs to promote a diversity of housing types.

**H – 7.2** Improve coordination among the county, other jurisdictions, housing providers, builders, developers, and the financial community to identify, promote, and implement local and regional strategies to increase housing opportunities.

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## CITY OF CLE ELUM

### 2021 PLANNING COMMISSION

*Meetings: First & Third Tuesdays, 6:00pm, City Hall*

#### COMMISSIONERS:

**Gary Berndt**  
Chair  
*Term exp. 12/31/22*

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509-304-8248

**VACANT**  
Vice Chair  
*Term exp. 12/31/26*

**Van Peterson**  
*Term exp. 12/31/24*

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**Matt Fluegge**  
*Term exp. 12/31/24*

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206-612-3401

**Elizabeth Torrey**  
*Term exp. 12/31/26*

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[etorrey@cleelum.gov](mailto:etorrey@cleelum.gov)

253-226-5427

**VACANT**  
Citizen Alternate  
*Term exp. NA*

#### CITY STAFF:

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REMOTE

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