

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

May 3, 2022                      6:00pm                      Hybrid Meeting

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

7 Chair Berndt called the meeting to order at 6:07pm.

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

10                      Commission members absent: Commissioner Fluegge (excused)

11                      Staff present: Planning Consultant Meagan Hayes

12 **2. Set Agenda**

13 A motion was made by Commissioner Torrey and seconded by Commissioner Kurtz to  
14 accept the agenda with revision to change the staff report from ‘Gregg Dohrn’ to  
15 ‘Meagan Hayes’; Motion carries and the meeting agenda is set.

16 **3. Adoption of Minutes**

17 A motion was made by Commissioner Torrey and seconded by Commissioner Kurtz to  
18 approve the April 19, 2022 meeting minutes as presented; none opposed. Minutes  
19 approved.

20 **4. Staff Report**

21 a. Meagan Hayes, Planning Consultant

22                      i. Update to City Planner Position

- 23                                      ○ Ms. Hayes reported no new news on the efforts to fill the position of  
24 City Planner. Three applications have been received to date.  
25                                      ○ Commissioner Torrey posed varying questions regarding the interview  
26 process and current status. Ms. Hayes was unable to offer additional  
27 information to address those questions but will discuss this with staff  
28 and present an update at the next meeting.

29                      ii. Update to Planning Commission Vacancies

- 30                                      ○ Ms. Hayes reported that the candidates that applied for appointment  
31 had not been selected. The Mayor will be sending notice soon to those  
32 applicants.  
33                                      ○ Additional applications for appointment will be sought. Commissioner  
34 Torrey suggested the City utilize Facebook to create a media  
35 advertisement to garner additional interest. Ms. Hayes will coordinate  
36 with City staff to discuss this opportunity.  
37                                      ○ Commissioner Torrey also suggested the City creating a booth for the  
38 farmers market to further outreach efforts.

39                      iii. City Heights Development

- 40                                      ○ Ms. Hayes reported that the approval of the Phase 2 Preliminary Plat  
41 would be issued on May 5, 2022. Ms. Hayes noted this was due to the  
42 binding court order which required the quick turn around.  
43                                      ○ Ms. Hayes notified the Commission that all materials would be  
44 available online on May 5, 2022 and that appeals to this decision  
45 would be accepted until May 20, 2022.  
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3 **5. New Business**

- 4 a. None scheduled.  
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6 **6. Unfinished Business**

- 7 a. Review of the 2022 Planning Commission work plan

8 i. Ms. Hayes re-introduced the draft 2022 work plan as developed by staff with  
9 strict guidance and oversight by the Mayor.

10 ii. Ms. Hayes shared that the work plan requires some flexibility, as schedules  
11 may change pending influx of current planning efforts. However, Ms. Hayes  
12 shared that the proposed work plan is manageable given the shared duties of  
13 the two consultants on staff.

- 14 ○ A motion was made by Commissioner Torrey and seconded by  
15 Commissioner Kurtz to approve the 2022 Cle Elum Planning  
16 Commission Work Plan as presented; none opposed. Motion carries  
17 and the work plan is approved.

- 18 b. Critical Areas Administrative Checklist

19 i. Ms. Hayes presented the most recent version of the critical areas checklist,  
20 which included revisions discussed at the last meeting.

- 21 ○ A motion was made by Commission Torrey and seconded by  
22 Commissioner Kurtz to approve the substantive content of the Critical  
23 Areas Checklist as presented with additional formatting or minor  
24 content modifications as deemed necessary by staff; none opposed.  
25 Motion carries and the checklist is approved.

- 26 ○ Staff will prepare this checklist for use following the adoption of the  
27 Critical Areas Ordinance, scheduled for August – September, 2022.

- 28 c. Flood Damage Prevention Ordinance

29 i. Ms. Hayes re-introduced the draft Flood Damage Prevention Ordinance.  
30 Generally, the Planning Commission worked on and reviewed the draft  
31 ordinance in 2021; however, strict time limitations allowed formal adoption of  
32 the ordinance.

33 ii. The City Council adopted the presented ordinance as an “interim zoning  
34 control measure”, and in order to ensure the provisions remain in effect and are  
35 adopted until repealed, the Planning Commission must conduct a public  
36 hearing and the City Council must re-adopt.

- 37 ○ A motion was made by Torrey and seconded by Kurtz to schedule a  
38 public hearing for the draft Flood Damage Prevention Ordinance for  
39 June 7, 2022 and for staff to initiate the public comment period as  
40 required by law; none opposed. Motion carries.  
41 ○ Staff will proceed with scheduling the public hearing and submitting  
42 the final draft for public comment via SEPA Threshold Determination  
43 and Notice to the Department of Commerce with intent to amend the  
44 adopted development regulations.  
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**7. Next Meeting Agenda Development**

- a. The next agenda will include:
  - i. Formal introduction to 2022 Comprehensive Plan Docket items
  - ii. Update to Critical Areas Ordinance (pending, depending on comments received since May 5, 2022)
  - iii. Staff report by Mr. Gregg Dohrn and/or Ms. Meagan Hayes

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

- a. None presented.

**9. Commissioner Comments and Discussion**

- a. None presented

**10. Adjournment**

Chair Berndt called for a motion to adjourn. A motion was made by Commissioner Torrey and seconded by Commissioner Kurtz to adjourn the regular meeting of the Cle Elum Planning Commission at 6:36 pm; none opposed. Meeting adjourned.

