

City Planning Commission Agenda
March 7, 2023
6:00 p.m.

Mayor
Jay McGowan
City Administrator
Robert Omans
City Clerk
Kathi Swanson
City Planning
Colleda Monick/Virgil Amick



Planning Commissioners
Position #1-Gary Berndt, Chair
Position #2-Matt Fluegge
Position #3 - Vacant
Position #4-Elizabeth Torrey
Position #5-Colin Brissey
Position #6-Paul Kantwill
Position #7-Ian Steele

The Cle Elum Planning Commission meetings are conducted in a hybrid format, with in-person participation at City Hall and from remote locations via Zoom.

Cle Elum City Hall, 119 W. First Street, Cle Elum, WA 98922

Zoom connection information on next page; will change every meeting to ensure cybersecurity.

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1. **Call to Order and Roll Call.**
 2. **Approval of the Meeting Agenda.**
 3. **Adoption of Minutes.**
 - a. February 15, 2023
 4. **Reports.**
 - a. Chairman Berndt.
 - b. Gregg Dohrn/Colleda Monick.
 5. **Citizen Comments on Non-Agenda Items (limited to 5 minutes).**
 6. **Public Hearing.**
 7. **Unfinished Business.**
 - a. Draft revisions to the proposed Firewise amendments.
 - b. City Council request to review sewer hook-up fee waiver for affordable housing.
 - c. Possible discussion of interim revisions to the regulations governing townhomes.
 - d. Request for joint meeting with the City Council to discuss 2023 Planning Priorities.
 8. **New Business.**
 9. **Next Meeting Agenda Development.**
 - a. Set the dates for the 2023 Annual Amendment Process.
 - b. New Commissioner Training.
 10. **Commissioner Comments and Discussion.**
 11. **Adjournment.**

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

Topic: Planning Commission

Time: Mar 7, 2023 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/87512585952>

Meeting ID: 875 1258 5952

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+1 669 444 9171 US

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 360 209 5623 US

+1 386 347 5053 US

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CITY OF CLE ELUM
PLANNING COMMISSION MEETING
Meeting Minutes
February 15, 2023 | 6:00 p.m.

1. Call to Order & Roll Call

Commissioner Berndt called the meeting to order at 6:07 p.m. Commissioners present; Gary Berndt (chair), Elizabeth Torrey, Colin Brissey (zoom), and Colonel Paul Kantwill. Torrey moves to approve the absence of Matt Fluegge, Brissey seconded. Motion carries.

Set Agenda

Commissioner Kantwill motioned, and Commissioner Torrey seconded to set the agenda as presented. Motion passed.

2. Adoption of Minutes

Commissioner Torrey motioned to accept the minutes of both November and January as presented and with no corrections, Commissioner Brissey seconded. Motion passed.

**Brief introduction and welcome of new Planning Commissioner, Colonel Paul Kantwill. Kantwill provided a brief overview of his professional background, as well as his connection to and interest in participating on the commission.*

3. Staff Report

- a. Chairman Berndt provided a short report that he was asked to act as a moderator for a joint meeting between the board of county commissioners, city and mayor. Berndt took 9 action items from that joint meeting and is willing to share those with anyone interested. The city provided the county with a draft resolution in hopes of keeping forward momentum directly after the meeting.
- b. Torrey requested an update for where the commission is at in scheduling a joint study session with the Council for a discussion of priorities. Brissey seconded the need for a joint study session. Planning Consultant Dohrn to work on scheduling.
- c. Designated City Planner Gregg Dohrn – No reports.

4. Public Hearing

None scheduled.

5. Unfinished Business

- a. Wildfire Safety/Firewise, Dohrn provided an overview and update of where the commission was at in the process. Specific time was spent going over the context for why an addendum to ingress and egress for emergency vehicle access should be included into the document. He proposed that if commission is in agreement, next steps would include public notice which include, notifying state agencies and the general public; scheduling a public hearing to receive any additional comments; and then relaying recommendations to council. Commissioner Torrey requested further edits to the proposed ingress/egress policy, specifically identifying access in order to promote uniform and clear standards. Dohrn requested all further inputs to be delivered to him by February 28th, 2023. The updated document will then be brought forth at the next commission meeting for next steps.

- b. Commissioners discussed a City Council request to review sewer hook-up fee waivers for affordable housing, which was presented by Dohrn. Commissioner Torrey requested more information on what the purpose of this request is for and referenced that she still had not received answers to her previous questions that she submitted via email to commissioners. Commissioner Brissey was in agreement with Torrey and questioned if not lowering monthly costs to the actual user, rather than reducing initial set-up would be of better benefit. Brissey reiterated that the commission would benefit from a joint session with council to better understand this request and others. Chair Berndt was also in agreement with the commissioners that this proposal is lacking concrete analysis. Berndt requests that the commission submit several questions to council to obtain further direction and information along with the request for a joint study session.
 - c. Planning consultant Monick discussed the lack of municipal code providing regulations governing townhomes as it relates to approving zero lot line construction. Two members of the public provided comments regarding how this was impacting their development proposals, Mark Kirkpatrick and Jeff Stubbs. Commissioner Torrey requested that staff prepare some possible code language revisions to be presented at the next meeting for further discussion and consideration.
 - d. Discussion of potential 2023 Planning Priorities. Commissioners were in agreement that this be moved to the first agenda item for the joint discussion between the commission and council.
6. New Business - none
 7. Next Meeting Agenda Development (a, b, c will be carried over. Decisions to be made on Firewise and Critical Areas).
 8. **Citizen Comments on Non-Agenda Items (limited to 5 minutes)**
Ian Steel, NW Roots Construction, City of Cle Elum resident, and potential new planning commissioner, introduced himself by providing his professional background and interest in playing an active role in the community.
 9. **Commissioner Comments and Discussion**
No reports.
 10. **Adjournment**
Commissioner Berndt called for a motion to adjourn. Commissioner Torrey motioned and Commissioner Brissey seconded to adjourn the meeting at 7:33 pm. The next regular meeting is scheduled for Tuesday, March 7, 2023 at 6 p.m.

A joint study session between Council and Commissioners is in the process of scheduling.

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



Phone: (509) 674-2262
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**Cle Elum Comprehensive Plan
2022 Annual Amendment Process Request #1 “Firewise Amendments”
SEPA/GMA Review Draft
February 27, 2023**

Introduction:

Western or “Upper” Kittitas County, including the City of Cle Elum, is experiencing an increasing threat of catastrophic wildfires as the annual fire season becomes longer and the weather more severe. These conditions, coupled with extensive residential development in the unincorporated areas, the planned growth within the city, the projected growth within Urban Growth Areas, the high and increasing levels of recreational activities within forested areas, and proximity to I-90, make it imperative that the City adopt and actively implement policies to minimize the risk of wildfires to the greatest extent possible. Recent experiences with large fires that had the potential to devastate the entire upper county, as well as the fire scare at the entrance to the city, serve to underscore the urgency of this threat and the very real need to more actively protect our community. The City of Cle Elum realizes that wildfires do not recognize boundary lines or jurisdictional boundaries and as a result, the City and its regional partners share the wildfire risk and the responsibility to mitigate those risks. The City understands the importance of taking proactive steps to reduce wildfire impacts within the city, as well as the surrounding areas and jurisdictions across the broader Upper Kittitas County region.

The City of Cle Elum Planning Commission is now considering the addition of the following Goals and Policies to the Cle Elum Comprehensive Plan:

Potential New Goal: Actively protect the city from the risk of wildfires.

To achieve this Goal, the City of Cle Elum adopts and shall actively implement the following policies:

Potential New Policy 1: The City ~~will should~~ actively participate in and support the Kittitas County Community Wildfire Protection Plan (CWPP) that has been developed and updated through the Kittitas Fire Adapted Communities Coalition and regional partners.

Potential New Policy 2: The Cle Elum Fire Department, in partnership with all other local wildfire fire suppression entities, ~~will should~~ continue to support mutual rapid responses to ensure that timely suppression actions are employed.

Potential New Policy 3: The City hereby adopts the “National Cohesive Wildland Fire Management Strategy” (<https://www.forestsandangelands.gov/strategy/thestrategy.shtml>) to guide local efforts to address the challenges associated with:

- a. The management of vegetation and fuels for wildfires.
- b. The protection of lives and property.
- c. Managing the potential for human-caused ignitions; and
- d. Effectively and efficiently responding to fires.

New Policy 4: The City ~~shall should~~ adopt the “2021 International Wildland-Urban Interface Code (IWUIC)” that is within the International Uniform Building Code and ~~actively~~ provide examples of fire resistant construction (See <https://codes.iccsafe.org/content/IWUIC2021P1/arrangement-and-format-of-the-2021-iwuic>).

Potential New Policy 5: The City, in partnership with the Kittitas County Fire Districts, Kittitas County Departments, the City of Roslyn, and the Town of South Cle Elum (aka “Regional Partners”), ~~will should~~ prepare, adopt, and implement consistent development standards focused on minimizing the risk of wildfires. Areas of special emphasis should include, but is not limited to:

- a. Properties along the I-90 corridor.
- b. Large parcels under common ownership within the City limits, the Cle Elum UGA, and nearby properties.
- c. Forested properties.
- d. Properties that contain environmentally sensitive areas, parks, open space, and required buffer areas.
- e. Areas identified as high or extreme fire hazard including debris created as a part of land clearing or timber harvest.

Potential New Policy 6 The City will ~~should~~ apply “firesafe” vegetation management principles to City-owned properties on an ongoing basis. This shall include such measures as:

- a. Fuels reduction.
- b. Fire resistive landscaping.

- c. *Vegetation maintenance.*
- d. *Implement program to collect biomass from citizens to give a cost-effective way for citizens of the city to eliminate extra biomass.*

Potential New Policy 7: *The City ~~will should~~ engage and encourage state and federal agencies, and non-profit organizations that own or manage tracts of forested land to recognize the increasing risk of wildfires and to prepare and implement land stewardship plans that include measures to reduce the risk of wildfires.*

Potential New Policy 8: *The City ~~will should~~ require that the owners of forested property suitable for development prepare and implement a stewardship plan focusing on vegetation management that maintains fire resiliency to minimize wildland fire behavior. These plans should include primary and secondary egress, street standards that allow large emergency vehicle access, fire resistant vegetation, including landscaping, tree species selection and density, and greenbelt locations.*

Potential New Policy 9: *The City and its Regional Partners ~~will should~~ establish uniform standards for ingress and egress, emergency vehicle access, and evacuation routes as well as shared protocols for timely evacuation notification, traffic control, responder access, and emergency shelter plans for current and future development. This shall include, but is not limited to:*

a. A requirement that at least two means of effective ingress and egress for emergency vehicles in all seasons and weather conditions, as determined by local Fire Marshals, shall be provided and maintained by Project Sponsors in areas where 30 or more residences exist or can be developed. If an access road is blocked or is otherwise unusable for any reason, there shall be an alternate route for emergency vehicles to access the site and safely return to their stations and for residents to escape. No new developments shall be approved that do not permit emergency vehicle access or the evacuation of residents under any circumstances.

~~*a. This should include, but is not limited to, standards that require at least two means of effective ingress and egress for emergency vehicles in all seasons and weather conditions in areas where 30 or more residences exist or can be developed.*~~

Potential New Policy 10: *The City, in consultation with its Regional Partners and the Washington State Department of Natural Resources, ~~will should~~ develop and implement protocols to ensure that all development activities in and near forested areas are conducted in accordance with Industrial Fire Precaution Levels as determined by the Washington State Department of Natural Resources (DNR). This shall include, but is not limited to, compliance*

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Cle Elum Comprehensive Plan
2022 Annual Amendment Process Request #1 “Firewise Amendments”
SEPA/GMA Review Draft
February 27, 2023

with the DNR Handbook on Forest Fire Protection published October 2018, and as may subsequently be amended.

Potential New Policy 11: The City ~~in consultation with~~ ~~and~~ its Regional Partners ~~will~~ ~~should~~ continue to actively enforce fireworks bans and open burning rules and restrictions ~~and seek to ensure~~ a consistent approach to manage risks associated with those activities.

Potential New Policy 12: The City ~~will~~ ~~should~~ adopt and implement standards for wildland fire suppression training and certification. First responders should have adequate training, personal protective equipment, and appropriate wildland firefighting equipment to safely engage in any suppression action.

Potential New Policy 13: Within one year of the adoption these wildfire policies, City Staff, in consultation with the Firewise Advisory Committee and the City Planning Commission, ~~shall~~ prepare and present for City Council approval:

- a. Defensible space standards for new developments utilizing the three vegetation management zones of 0-5 feet, 5-30 feet, and 30- 100 feet or the property boundary, with management prescriptions for each zone.
- b. A requirement that building permits and land use approvals include a condition of approval that property owners shall maintain vegetation in accordance with City standards and shall schedule an inspection by the ~~City Fire Department Office of the City Fire Chief~~ at least once every five years.
- c. A plan for the City Fire Department to conduct periodic wildfire risk assessments and to provide property owners with recommendations to maintain their property to be fire resistant along with and fire resistive construction and retrofits to help make the community safer.

City of Cle Elum, Washington
Working Draft of Potential Amendment to CEMC 13.10.080
Reduction of Sewer Connection Charges for Low-Income Housing
February 21, 2023

The City of Cle Elum City Council has recently adopted a new schedule of charges for connecting to the Regional Wastewater Facility. The provisions that provide for a reduction in these charges for qualifying low-income housing developments were not changed and remain under review. The following is a potential revision to these provisions.

13.10.080 Low income housing facilities schedule of charges.

For development proposals designed to serve low income ~~families and individuals~~ recipients, with a qualifying income level at or below forty percent of the county median income level, the sewer connection charges for one and two bedroom units shall be as follows:

	<i>Conne- tion</i>	<i>Capital Reimb.</i>	<i>Admin.</i>	<i>Total</i>
1 bed room	\$510	\$3,348	\$100	\$3,958
2 bed room	\$540	\$3,545	\$100	\$4,185

(Ord. 1588 § 1, 2020; Ord. 1232 § 2, 2005; Ord. 1151 § 8, 2001; Ord. 1140 § 2, 2001; Ord. 1124 § 5 (part), 2000)

the City Council may, by resolution, reduce the System Connection Charge paid to the City, in accordance with the following provisions:

A. The reduction shall be based on a written finding that:

- 1. The development is designed to serve low-income families and individuals.*
- 2. The Project Sponsor has established eligibility criteria to confirm that the beneficiaries are in fact qualifying low-income families and individuals.*
- 3. The reduction in system connection charges will in fact result in more affordable housing.*

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B. The reduction shall apply only to the System Connection Charge established in CEMC 13.10.030 and shall not apply to the Capital Reimbursement Charge or the Administrative Fee established in this Chapter.

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C. The resolution of the City Council shall authorize the Mayor to execute a written agreement with the Project Sponsor documenting the terms and conditions of the reduction. A draft of this agreement shall be reviewed by the City Attorney and attached to the resolution as an exhibit. This agreement shall include, but is not limited to:

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1. A requirement that the development shall remain dedicated to serve qualifying low-income families or individuals for at least twenty years.

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2. A provision(s) that in the event that any of the housing units do not continue to serve qualifying low-income families or individuals, or that the Project Sponsor intends to convert the housing to serve others, the City shall be reimbursed for the amount of the reduced connection charges with interest.

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3. A requirement that the Project Sponsor shall submit an annual report to the City documenting the number of qualifying low-income families and individuals served.

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4. A provision that the City may, with just cause, require repayment in full, with interest and provide a means for resolving disputes.

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