

City of Cle Elum
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Date: April 18, 2023

To: Bill Raffoul, Sun Communities

From: Gregg Dohrn

With Copies To: Nikki Jefferies, Spencer Crabb, Mayor Jay McGowan, Rob Omans, Alexandra Kenyon, Ben Annen, Colleda Monick, Richard Weinman, Kathi Swanson, Virgil Amick, Gary Berndt, and the Cle Elum City Council

Subject: Bullfrog UGA Master Site Plan and Development Agreement
Implementing Applications Dated March 21, 2023
Determination of Completeness

On March 21, 2023, the City received applications submitted by Sun Communities to implement and amend the Bullfrog UGA Master Site Plan and Development Agreement including:

- Proposed modifications to the Master Site Plan and the Conditions of Approval, and associated updates to the Development Agreement.
- A preliminary plat application for the residential subdivision.
- A proposed boundary line adjustment to consolidate and reconfigure existing parcels to align with the areas proposed for development as well as designated open space and conservation areas.

The City's Development Review Team has conducted the required Completeness Review of these applications in accordance with the provisions of the Cle Elum Municipal Code, the existing Bullfrog UGA Development Agreement, and the written application processing schedule provided to you by the City dated March 22, 2023. Please be advised that the City has made the following determinations:

- The application proposing to modify the Bullfrog UGA Master Site Plan and Development Agreement is complete and ready for processing. This includes the conditions of approval and modifications to the Bullfrog UGA Development Agreement that you have proposed. The City will now prepare and distribute the required Notice of Application (NOA) which will initiate an extended 30-day comment period on this application as well as the Addendum to the SEIS recently issued by the City. The target date for the issuance of this NOA is April 27, 2023, but this may change depending on your decision as to how you would

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like to proceed with the processing of your preliminary plat application, as discussed below.

- To facilitate the public review of the application requesting modifications to the approved Master Site Plan and Development Agreement, and the Consistency Review by the City's Development Review Team, please note that the City has attached a document that identifies revisions that you should consider making to the application materials. This document also includes a preliminary identification of additional data that the City will need to inform and complete the required Consistency Review. You will be advised if the Development Review Team has further questions about the application materials submitted and/or if more information is required, but given the importance of this preliminary data determination, advanced notification is provided.

- The City has determined that the preliminary plat application for the residential subdivision as submitted is not complete and ready for processing. Appendix A of this letter includes a list of the additional information that must be provided for the City to determine that the preliminary plat application is complete. At your request, the City can withhold the issuance of the NOA for the proposed modifications to the Master Site Plan and Development Agreement to allow you the time necessary to make and submit the required revisions to the preliminary plat application so that the two applications can be processed concurrently. Alternatively, the City can proceed with the issuance of the NOA for the proposed modifications and issue a separate NOA for the preliminary plat application when it is complete and ready for processing. Depending on the timing of the submittal of the additional information necessary to complete the preliminary subdivision application, it is possible that the processing of the two applications could be combined, and a single staff report issued at the conclusion of the respective Consistency Reviews. This consolidated staff report would then be distributed for public review and comment in advance of a consolidated public hearing before the City Hearings Examiner. Please let the City know how you would like to proceed with the processing of the preliminary plat application.

- The City has determined that this boundary line adjustment application is not complete and ready for processing. A list of the additional information that must be provided to complete the boundary line adjustment application is included in Appendix A of this letter. Furthermore, because the processing of an application for a boundary line adjustment involves a survey and legal descriptions that are subject to a Type 1 administrative review, the City has determined that this application will not be consolidated with the other requested approvals that are subject to a Type 4 review. Accordingly, the City will process the boundary line adjustment application separately in accordance with the provisions of the Cle Elum Municipal Code, once it is determined to be complete. Please note that the City recommends that before you submit the

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additional information that is required for a complete application, that further consideration be given to how best to reconfigure the parcels so that it is clear where development can occur, and how required open space and conservation areas will be protected. You are encouraged to schedule a meeting(s) with the City to discuss the potential adjustments of parcel boundaries in more detail as well as to join representatives of the City in further discussions with the Kittitas County Assessor's Office.

The City appreciates your cooperation to date and looks forward to engaging the public in the review process.