

**City Planning Commission Agenda**  
**August 1, 2023**  
**6:00 p.m.**

**Mayor**  
Jay McGowan  
**City Administrator**  
Robert Omans  
**City Clerk**  
Debbie Lee  
**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. **Citizen Comments on Non-Agenda Items (limited to 5 minutes).**
  3. **Adoption of Minutes:**
    - a. June 6, 2023
  4. **Public Hearing.**
    - a. None scheduled
  5. **Planning Updates.**
    - a. Update from Chair Gary Berndt
    - b. Update from Commissioner Torrey - Planning Priority Matrix
    - c. Update from Planning Consultant Colleda Monick; GMA – Comp Plan; Firewise Update; Short Term Rentals; Current Planning
  6. **New Business.**
    - a. Sign Code (redline review)
  7. **Next Meeting Agenda Development.**
    - a. Critical Areas
  8. **Commissioner Comments and Discussion.**
  9. **Adjournment.**

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

**Topic: Planning Commission**

**Time: Aug 1, 2023 06:00 PM Pacific Time (US and Canada)**

**Join Zoom Meeting**

**<https://us06web.zoom.us/j/85665231654?pwd=VFkxeHZFME1WMjhtd05Tb3lac2k2dz09>**

**Meeting ID: 856 6523 1654**

**Passcode: 926393**

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**•+1 689 278 1000 US**

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**•+1 309 205 3325 US**

**•+1 312 626 6799 US (Chicago)**

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**Passcode: 926393**

**Find your local number: <https://us06web.zoom.us/u/kdTRV0k2Px>**

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

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

*Commissioner Berndt called the meeting to order at 6:00p.m. Commissioners present; Gary Berndt (chair), Colonel Paul Kantwill, Matt Fluegge, and Elizabeth Torrey. Elizabeth Torrey made a motion to mark Colin Brissey and Ian Steele as absent and unexcused per the bylaws, Matt Fluegge seconded. Motion carries.*

*Also in attendance, Planning Consultant Gregg Dohrn and Planning Consultant Colleda Monick.*

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

Phil Hess, 4650 Airport Road, speaking on behalf of the Firewise Amendment. Noted that he is on the Fire Advisory Committee but is speaking on his own behalf. He commended the commission for making strides to adopt these new policies and goals for the Comprehensive Plan. His complete comments are recorded into record and attached with the minutes.

Chair Berndt noted that on a Catastrophic Wildfire Rating Scale – Paradise, CA was a 70+%, while Cle Elum is rated over 90%. He also noted that various insurance companies are no longer providing insurance for individuals in high fire risk areas. He noted, State Farm Insurance is no longer insuring anyone in the state of California.

Commissioner Torrey expressed the need for additional regulations related to fire safety for new developments. She suggested that evaluations for firewise should include requirements related to trees. She further noted that 15 – 20 trees per acre should be the maximum precedent and a focus should be placed on overstocked trees.

Phil Hess provided an update on the Fire Resiliency Management of Horse Park which is located on 112 acres of city property. Fire resiliency management of the property started in 2018, initial work was started in 2019. Currently, the city has a DNR grant to complete the vegetation management from the pavement to the city boundary on the north/west side. The DNR prescription for the grant work is exactly what Commissioner Torrey described. Hopefully the team will get tree counts down to around 50 trees per acre, trees in this area are currently at over 100 per acre, which poses significant fire safety risk.

**3. Adoption of Minutes**

*Commissioner Torrey motioned to accept the minutes of May 2, 2023, as presented and with no corrections, Commissioner Fluegge seconded. Motion passed.*

**4. Public Hearing**

a. Wildfire Safety/Firewise Decision, continuation of Public Hearing from April 4, 2023.

Chair Berndt met with DFW and provided additional a summary of his meeting notes with the Commission. He also noted that the Commission will allow Phil Hess's comments from this meeting to be added to the record.

Staff presented a recommendation summary regarding the process of the Firewise Amendments, followed by a discussion by Commission Members. Discussion centered around amending Policy 4, and whether or not to incorporate the comments made by the Department of Fish and Wildlife to include the International Wildland-Urban Interface in *its entirety*.

Commissioner Kantwill moved, that the commission recommends to the city council, that pursuant to the request by the Washington Department of Fish and Wildlife that appendixes A, B, F, G, of the International Wildland-Urban Interface Code (IWUIC) are incorporated into the Firewise Amendments with regards to Policy 4.

Commissioner Torrey made a recommendation to amend the motion, to adopt *all appendixes* and include them in their entirety.

Commissioner Kantwill withdrew his motion. Commissioner Kantwill then moved to recommend that pursuant to the input from the Washington Department of Fish and Wildlife, the IWUIC is incorporated *in its entirety*. Second by Fluegge. Motion carries.

New Policy 4 shall read: The City shall adopt the “2021 International Wildland-Urban Interface Code (IWUIC)” in its entirety, that is within the International Uniform Building Code and provide examples of fire-resistant construction.

## 5. **Staff Report**

a. Planning Consultant Gregg Dohrn presented past and current planning priorities. The following is a summary of recommended priorities and an update of previous items:

- Critical Areas: Incomplete. Revisions are needed before the commission can review and send to council. Dohrn does not have time to make the necessary modifications and has reached out to a firm to see if they can assist in getting the document ready for assessment.
- Zoning Maps: Completed and adopted.
- Firewise: Complete and ready for Council. Next, regulations.
- Chapter 14: In progress. The framework is in place, and it is just a matter of slowly working through updates to begin replacing Chapter 17 into Chapter 14.
- Affordable Housing: Top priority, not started. State mandates to consider,
- Comprehensive Plan Update: Cle Elum has until 2026 before it needs to start on the next major Comp Plan Amendment process. Not started, will require outside help and grant funding to complete.
- Traffic and Methodology: High priority, discussions occurring at the County level and will come before the commission at a later date.
- Unified Development Code Amendments: Sign Code; Zero Lot Line; Wireless Telecommunications and Title 12; Firewise (vegetation); Affordable Housing; ADU's; Short Term Rentals; etc.
- Joint County City Planning

- b. Update from Planning Consultant Colleda Monick regarding state legislature for HB 1110 and HB 1337.

**6. New Business**

None.

**7. Next Meeting Agenda Development:**

- a. Sign Code Amendments – A redline version will be presented to the commission for discussion at the next meeting.

**8. Commissioner Comments and Discussion**

None.

**9. Adjournment**

*Commissioner Berndt called for a motion to adjourn. Commissioner Fluegge motioned and Commissioner Kantwill seconded to adjourn the meeting. The next regular meeting is scheduled for Tuesday, August 1<sup>st</sup>, 2023, at 6 p.m.*

**City of Cle Elum, Washington**

**Planning Commission Priorities, 2023**

*The Planning Commission held two joint study sessions with the City Council on April 18, 2023, and May 2, 2023, to discuss and identify priorities.*

<b>Long Range/Comprehensive Planning</b>					
<b>Item</b>	<b>Description</b>	<b>Process</b>	<b>Status</b>	<b>Lead</b>	<b>Due Date</b>
<b>Annual Docketing Process</b>	Any member of the public, other affected jurisdictions, the planning commission or city staff may submit an application to the city for proposals to amend the plan in accordance with the criteria and schedule established in this ordinance by the city council.	Opening to allow for applications for proposals of plan amendments, per 17.122.010. The Commission decides to open the process typically in February, it is open through March 31st.	Completed and closed for 2023.	Staff	February 2024
<b>Growth Management Act Periodic Update (2026)</b>	Every county and city in the state is required to conduct a periodic update of its comprehensive plan and development regulations.	(See Checklist: <a href="https://deptofcommerce.app.box.com/s/lzqh1lwf2qn6drg964412r43tv780hh">https://deptofcommerce.app.box.com/s/lzqh1lwf2qn6drg964412r43tv780hh</a> )	Not started.	Staff/Commission	Due 2026
<b>Critical Areas Regulations</b>	Local governments must review and update their critical areas ordinance (CAO) as part of the Periodic Update under the Growth Management Act. The update should include the five critical areas, and new legislation.	In process, started by G. Dohrn in 2021; update provided 6/2023 – Dohrn does not have time to make the necessary edits. Requested document to see if staff can make revisions and finalize for commission and council. (See Checklist: <a href="https://deptofcommerce.app.box.com/s/5su5ugh9h5cmkv9oj1m3trjfq15r68c6">https://deptofcommerce.app.box.com/s/5su5ugh9h5cmkv9oj1m3trjfq15r68c6</a> )	In process; overdue	Staff	Due 2021
<b>Firewise Amendments</b>	A non-project minor amendment to the City of Cle Elum’s Comprehensive Plan. The proposed amendments aim to actively protect the city from the risk of wildfires and include new goals and policies that are not currently in the city’s Comprehensive Plan.	The Planning Commission held at least 6 study sessions for these proposed amendments on March 15, 2022; August 11, 2022; October 4, 2022; January 3, 2023; February 15, 2023; and March 7, 2023. There were two public hearings, April 4, 2023 and June 6, 2023. The Commission finalized amendments and council slated to review the ordinance on 6/26/23.	Completed. Next steps would be to set regulations related to the amendments.	Staff	TBD

**City of Cle Elum, Washington**

**Planning Commission Priorities, 2023**

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<b>Long Range/Comprehensive Planning, cont.</b>					
<b>Item</b>	<b>Description</b>	<b>Process</b>	<b>Status/Due Date</b>	<b>Lead</b>	<b>Due Date</b>
<b>Urban Growth Area</b>	Council has requested that the Commission expand the city’s UGA by incorporating Suncadia.	Process starts at the County level.	Not started	Mayor or Council lead	TBD
<b>Affordable Housing Action Plan</b>	A housing action plan defines strategies and implementing actions that promote greater housing diversity, affordability and access to opportunity for residents of all income levels. The planning process includes a review of existing policies, programs and regulations that shape local opportunities for housing development. The purpose of this review is to identify ways to encourage construction of both affordable and market-rate housing in a greater variety of types, densities and cost levels.	Look for funding opportunities to support the creation of such a plan and apply.	Not started		TBD

**City of Cle Elum, Washington**

**Planning Commission Priorities, 2023**

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<b>Unified Development Code Amendments</b>					
<b>Item</b>	<b>Description</b>	<b>Process</b>	<b>Status/Due Date</b>	<b>Lead</b>	<b>Due Date</b>
Sign Code	Major overhaul to the sign code is necessary to address several issues, including being compliant w/ state law.	Proposed changes are reviewed at a Planning Commission level. Followed by a Notice of Application, Environmental Review (DNS), and Public Hearing. Recommended changes are then submitted to Council for adoption consideration. Should be combined wherever possible. For example, several amendments should be submitted in combination.	Commission to review red-line version.	Commission	
Zero Lot Line	The City’s municipal code does not have specific provisions for zero-lot line construction. The City’s legal team has advised that it would be “preferred administratively and perhaps more legally defensible if the City adopted a zero-lot line code”.				
Prior Division of Land	The City’s municipal code does not have specific provisions for prior divisions of land or parcel segregation.				
Wireless/Telecommunications Franchise Agreements	This section of the code is outdated and does not meet state/federal law.				
Density/Dimension Standards					
Lot Coverage					
Parking Standards	Regulations are needed for new city owned parking lot.				
Shipping Containers					
Subdivisions					
Clear view triangle					
Setbacks					
*On February 28, 2022, the City Council adopted Ordinance 1621 establishing a new Title 14, the Cle Elum Unified Development Code. This ordinance repealed selected provisions in Title 15 and 17 and replaced them with new provisions in Title 14 for administering the City’s Development Regulations, including the procedures for processing land use applications. As the remaining chapters are reviewed by the Planning Commission and updated by the City Council, they will be added to the new Title 14 and the old provisions deleted, so that at the end of the process all of the City’s Development Regulations will have been reviewed, updated, and streamlined and will be found in a single, unified title of the Municipal Code.					