

**City Planning Commission Agenda**  
**October 3, 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. September 5, 2023
  4. **Public Hearing.**  
*None scheduled*
  5. **Planning Updates.**
    - a. Update from Chair Gary Berndt
    - b. Update from Planning Consultant Colleda Monick; CAO; Planning Priority Matrix
  6. **New Business.**
    - a. Zero Lot Line
  7. **Next Meeting Agenda Development.**
    - a. Zero Lot Line Regulations
  8. **Commissioner Comments and Discussion.**
  9. **Adjournment.**

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

**Topic: Planning Commission**

**Time: Oct 3, 2023 06:00 PM Pacific Time (US and Canada)**

**Join Zoom Meeting**

**<https://us06web.zoom.us/j/87314689766?pwd=oYHb4XyRzjAxLXGTA1G1WbQ3GsDG2e.>**

**1**

**Meeting ID: 873 1468 9766**

**Passcode: 632160**

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**One tap mobile**

**+12532050468,,87314689766#,,,,\*632160# US**

**+12532158782,,87314689766#,,,,\*632160# US (Tacoma)**

**==**

**Dial by your location**

**•+1 253 205 0468 US**

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**•+1 346 248 7799 US (Houston)**

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**•+1 669 444 9171 US**

**•+1 669 900 6833 US (San Jose)**

**•+1 360 209 5623 US**

**•+1 386 347 5053 US**

**•+1 507 473 4847 US**

**•+1 564 217 2000 US**

**•+1 646 876 9923 US (New York)**

**•+1 646 931 3860 US**

**•+1 689 278 1000 US**

**•+1 301 715 8592 US (Washington DC)**

**•+1 305 224 1968 US**

**•+1 309 205 3325 US**

**•+1 312 626 6799 US (Chicago)**

**Meeting ID: 873 1468 9766**

**Passcode: 632160**

**Find your local number: <https://us06web.zoom.us/j/87314689766>**

CITY OF CLE ELUM  
PLANNING COMMISSION MEETING  
Meeting Minutes  
September 5, 2023 | 6:00 p.m.

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

*Commissioner Berndt called the meeting to order at 6:04 p.m. Commissioners present; Gary Berndt (chair), Colonel Paul Kantwill, Colin Brissey and Ian Steele. Commissioner Kantwill made a motion to mark Elizabeth Torrey and Commissioner Fluegge excused, Commissioner Brissey seconded. Motion carries.*

*Also in attendance, Planning Consultant Colleda Monick.*

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

None.

**3. Adoption of Minutes**

*Commissioner Kantwill motioned to accept the minutes of August 1, 2023, as presented and with no corrections, Commissioner Brissey seconded. Motion passed.*

**4. Public Hearing**

None Scheduled

**5. Staff Report**

a. Update from Chair Berndt

b. Update from Planning Consultant Colleda Monick: Joint planning discussion w/ the county: met w/ the Mayor and Mark Cook at the end of August. The big take aways include discussion regarding a joint long-range planner for Kittitas County, Traffic Impact Planning – including the county’s interest in obtaining 903 from WSDOT, Fire Evacuation Route Planning; and Brown Fields Clean Up. Commission/Hess/Mayor letter to send out to the community- follow up with Chair.

**6. New Business**

a. Sign Code – Review redline version and discussion.

b. Critical Areas Ordinance. Planning Consultant Monick shared an update requesting Commission input on bringing the CAO/BAS that was presented by AHBL/Herra in 2021 forward to Council. Noting that the documents were recently reviewed again by the Department of Ecology who approved the documents.

Commissioner Brissey made a motion to forward the existing documentation [CAO/BAS presented in 2021] with the minor 2023 changes recommended by the Department of Ecology, and present the Planning Commissions recommendation that council adopt. Commissioner Kantwill seconded. Motion carried.

**7. Next Meeting Agenda Development:**

a. Planning Matrix

b. Zero Lot Line Code Amendment discussion

**8. Commissioner Comments and Discussion**

None.

**9. Adjournment**

*Commissioner Berndt called for a motion to adjourn. Commissioner Brissey motioned and Commissioner Kantwill seconded to adjourn the meeting. The next regular meeting is scheduled for Tuesday, October 3, 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/lzqh1lwfi2qn6drg964412r43tv780hh">https://deptofcommerce.app.box.com/s/lzqh1lwfi2qn6drg964412r43tv780hh</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.	Summarized process: Consultants drafted BAS and draft regulations 2021 > SEPA > Public Hearing > Commission Recommendation > Council Approval 2023 > Notify Commerce	<b>Adopted.</b> Ordinance 1653 & 1654	Staff	Due 2018, postponed for 2 years, adopted in 2023
<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, possible start date, Spring 2024

**City of Cle Elum, Washington**

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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>Climate Element</b>	Legislation passed and signed into law in 2023 ( <a href="#">HB 1181</a> ) adds a climate goal to the Growth Management Act (GMA) and requires local comprehensive plans to have a climate element with resilience and greenhouse gas emissions mitigation sub-elements.	Apply for grant funding, due October 31, 2023. If awarded funding, go out for RFP. Work with consultants to draft updates.	October 31, 2023, grant in process.	Staff (HLA)	2026
<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 approved redline version; next steps include sending it out for SEPA, Public Hearing, sending to Council	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”.		Commission reviewing first draft of proposed language at 10/3/23 meeting	Staff/Commission	
Prior Division of Land	The City’s municipal code does have specific provisions for prior divisions of land, 17.04.060 Nonconforming lots of record.		Found code provisions under 17.04.060		
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

**City of Cle Elum, Washington**

**Planning Commission Priorities, 2023**

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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.





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# ZERO LOT LINE DEVELOPMENT

CLE ELUM MUNICIPAL CODE  
AMENDMENT ADDITION DISCUSSION



Planning Commission

October 3, 2023





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# Agenda



01 Introduction

02 Comprehensive Plan

03 Zoning Districts

04 Regulations

05 Questions

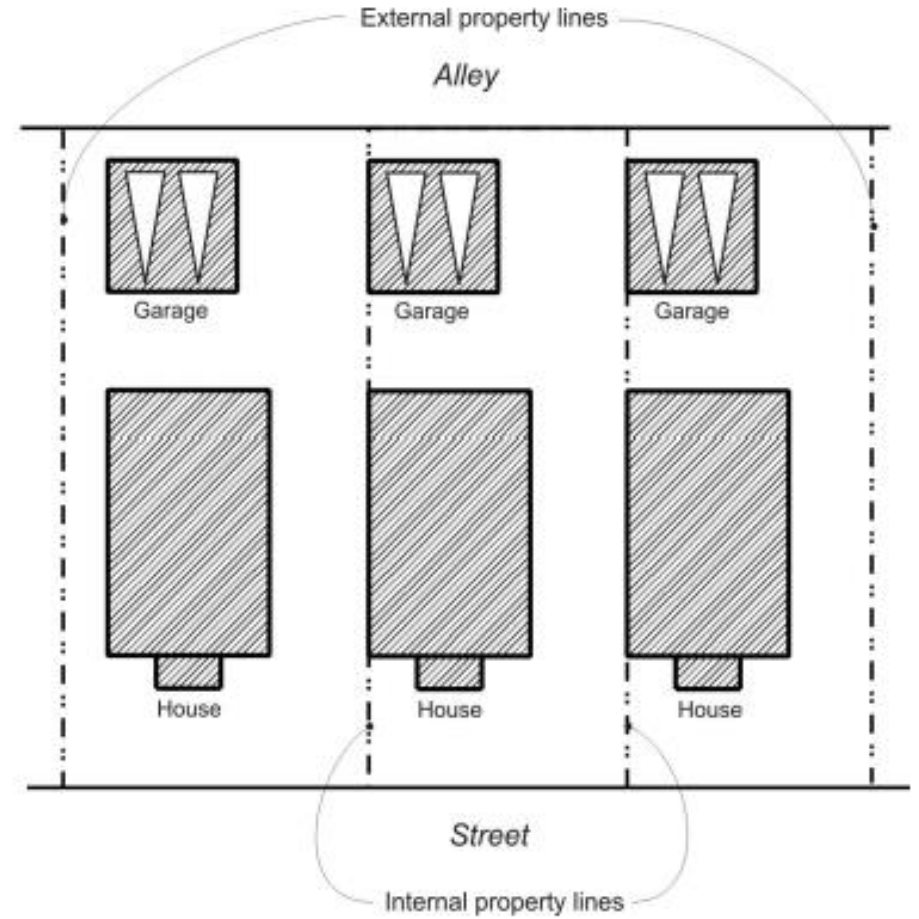
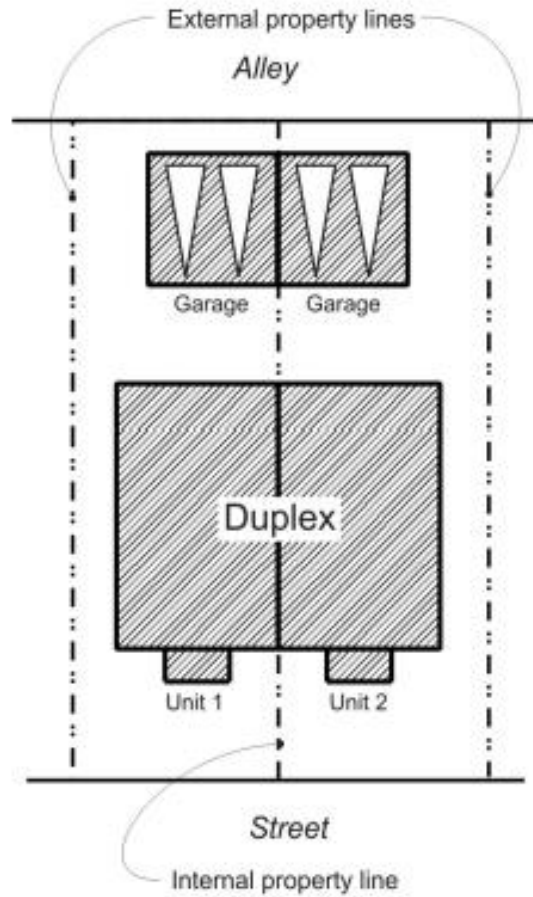


# 01 Introduction

"Zero lot line development" means the location of a building on a lot in such a manner that any portion of one or more of the building's walls rests directly on a side or rear lot line. Each dwelling in a zero lot line development shall be located on its own individually platted lot. Examples include Townhomes and Duplexes.



# Examples



# 02 Comprehensive Plan

## Land Use Element

**Multi-Family Residential (MFR)** The purpose and intent of the Multi-Family Residential district is to provide for and protect higher density urban residential areas where a mixture of multi-family development may occur. Multi-family residences may include any SFR approved dwellings, townhomes, **zero-lot line**, unit-lot line or apartment complexes, with a higher density per acre than single family residential. By permitting a range of densities and multi-family development types, the City will be able to achieve a greater variety of available housing for its residents, promote affordability, and retain existing single-family neighborhood character. Cle Elum is working toward solid strategies for affordable housing options within the MFR district.

# Comprehensive Plan

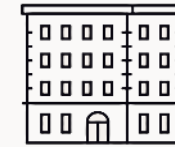
## Housing Element Goals and Policies

**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.

### Types of house structures



Single-family detached



Apartment



Townhome



Condominium



Coach/Carrriage house



Chalet



Cabin



Tiny house



Mobile home



# Comprehensive Plan Housing Element Goals and Policies



## Policies

- **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.

# Comprehensive Plan

## Housing Element Goals and Policies



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 - 2.7 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.



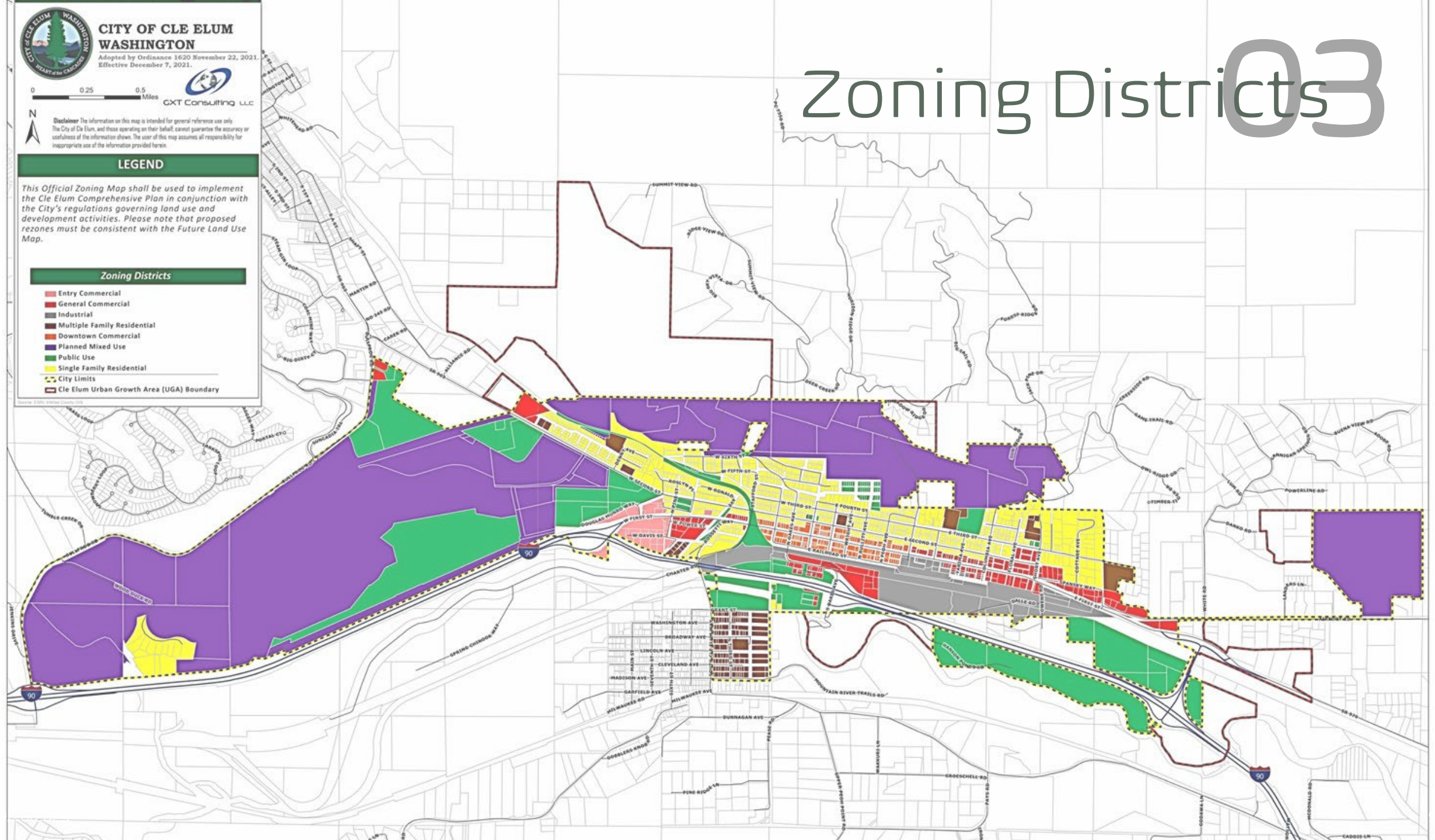
# Zoning Districts 03

**Disclaimer:** The information on this map is intended for general reference use only. The City of Cle Elum, and those operating on their behalf, cannot guarantee the accuracy or usefulness of the information shown. The user of this map assumes all responsibility for inappropriate use of the information provided herein.

## LEGEND

*This Official Zoning Map shall be used to implement the Cle Elum Comprehensive Plan in conjunction with the City's regulations governing land use and development activities. Please note that proposed rezones must be consistent with the Future Land Use Map.*

- Zoning Districts**
- Entry Commercial
  - General Commercial
  - Industrial
  - Multiple Family Residential
  - Downtown Commercial
  - Planned Mixed Use
  - Public Use
  - Single Family Residential
  - City Limits
  - Cle Elum Urban Growth Area (UGA) Boundary



# 04 Regulations



STANDARDS



SETBACKS



LEVEL OF REVIEW



PLATTING REQUIREMENTS

Requirements. All zero lot line developments shall comply with the standards and requirements of site requirements set in the zone use for the underlying residential zone, as well as other related policies and regulations of the zoning code. In the event that any of the zero lot line requirements described below conflict with other standards of the Zoning Code, the requirements for zero lot line development shall apply.



# Q5 Questions

