

**City Planning Commission Agenda**  
**November 6, 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. October 3, 2023
  4. **Public Hearing.**  
*None scheduled*
  5. **Planning Updates.**
    - a. Update from Chair Gary Berndt
    - b. Update from Planning Consultant Colleda Monick;
  6. **New Business.**
    - a. Zero Lot Line/Common Wall Regulations
  7. **Next Meeting Agenda Development.**
    - a. Critical Areas Amendments, Department of Fish and Wildlife
    - b. Title 17 updates
    - c. Scheduling meetings over the holidays
  8. **Commissioner Comments and Discussion.**
  9. **Adjournment.**

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

**Topic: Planning Commission**

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

**Join Zoom Meeting**

**<https://us06web.zoom.us/j/82012484538>**

**Meeting ID: 820 1248 4538**

**==**

**One tap mobile**

**+12532050468,,82012484538# US**

**+12532158782,,82012484538# US (Tacoma)**

CITY OF CLE ELUM  
PLANNING COMMISSION MEETING  
Meeting Minutes  
October 3, 2023 | 6:00 p.m.

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

*Commissioner Berndt called the meeting to order at 6:05 p.m. Commissioners present; Gary Berndt (chair), Colonel Paul Kantwill, Colin Brissey, Elizabeth Torrey, Matt Fluegge and Ian Steele.*

*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 September 5, 2023, as written, Commissioner Brissey seconded. Motion passed.*

**4. Public Hearing**

None Scheduled

**5. Staff Report**

- a. Update from Chair Berndt regarding regional planning discussions with the county.
- b. Update from Planning Consultant Colleda Monick: Critical Areas Ordinance and Best Available Sciences was passed – appropriate Ordinances have been submitted to Commerce.

*Also presented was the updated *Planning Priority Matrix*, as part of the Commission's quarterly review process.*

**6. New Business**

- a. Presentation on Zero Lot Line and Common Wall designations for consideration for updating the municipal code.  
Commissioner Torrey stated that she would be inclined to allow this type of use in multiple different zoning districts – single family, multi-family, planned mixed use. It would be beneficial and encourage diverse housing types as well as affordable housing.  
Next step for staff would be to develop design standards and bring them back to the commission for further discussion.

**7. Next Meeting Agenda Development:**

- a. Zero Lot Line Regulations

**8. Commissioner Comments and Discussion**

None.

9. **Adjournment**

*Commissioner Berndt called for a motion to adjourn. Commissioner Torrey motioned and Commissioner Flugge seconded to adjourn the meeting. The next regular meeting is scheduled for Tuesday, November 7, 2023, at 6 p.m.*

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## **Chapter 17.70**

### **ZERO LOT LINE DEVELOPMENTS**

Sections:

<b>17.70.010</b>	<b>Purpose and intent.</b>
<b>17.70.020</b>	<b>Zero lot line with existing subdivisions.</b>
<b>17.70.030</b>	<b>Zero lot line with new subdivisions.</b>
<b>17.70.040</b>	<b>Zero lot line design standards.</b>
<b>17.70.050</b>	<b>Application procedure.</b>

#### **17.70.010 Purpose and intent.**

The purpose of this chapter is to allow for development of single-family, duplex dwellings, and townhomes on properties with design standards prescribed to allow for zero lot line setbacks. This concept is intended to provide more usable yard area, maximize views, conserve energy, and provide development flexibility. Zero lot line development is intended to allow for alternate siting of single-family, duplex and townhouse dwellings on individual lots if the development standards of the residential zone can be met. The requirements of this chapter shall be considered as modifications to the zoning requirements relating only to setbacks. Any zero lot line development approval under this section shall be restricted to development as herein prescribed.

#### **17.70.020 Zero lot line with existing subdivisions.**

Except as specifically provided otherwise, all requirements of plats on developed land within the City are unchanged, to include but not be limited to the application of all provisions of CEMC Title 16 and this title and the currently adopted International Residential Code adopted by the City. (Ord. XX § X, 20XX)

**17.70.030 Zero lot line with new subdivisions.**

A. A zero lot line development may be done in conjunction with the subdivision of property through a long plat or a short plat in conformity with CEMC Title 16. Zero lot line applications in conjunction with short plats shall be subject to a public hearing.

B. Each plat prepared pursuant to these zero lot line standards shall contain the following notation on the face of the plat:

This plat has been approved under the provisions of Chapter 17.70 CEMC relating to zero lot line construction. No building permit may be issued for any construction upon the lands encompassed within this plat except in strict conformity with the restrictions contained in the Cle Elum Municipal Code.

(Ord. XX § X, 20XX)

**17.04.040 Zero lot line design standards.**

Notwithstanding any other provisions in CEMC Title 16 and this title, a zero lot line development may be approved and thereafter developed in conformity with the following design standards in the following zoning districts, Single-Family Residential, Multi-Family Residential, and Planned Mixed Use:

A. All dwellings constructed within the zero lot line development shall be so constructed as to share a common property line with an adjoining parcel or lot.

B. All lots located within the zero lot line development shall meet the minimum lot size requirements of the zone they are located in.

C. All lots within a zero lot line development shall be designated as having the following property lines:

1. Front street property line, which shall be the property line adjacent to the street or public thoroughfare;
2. Rear lot line, which shall be the lot line opposite the front street property line;
3. Interior property line, which shall mean the lot line shared with the adjoining parcel or lots except for corner lots, where the side street property line shall be known as the side street property line;

4. Common property line shall mean the property line on which the dwelling structure is located, and which is shared with an adjoining property owner;
  5. The dwelling unit shall be placed upon only one interior property line with zero setbacks.
- D. All dwelling units shall meet the development regulations of the zoning district they are located in: including setbacks, lot coverage, height, and density.
- E. Accessory buildings and structures shall observe setback requirements applicable to the zone.
- F. Each dwelling unit shall be provided with a separate water meter, electric meter, gas meter (if applicable), and sewer, wholly contained on its lot.
- G. No zero lot line shall be allowed for the yard adjacent to a public or private street.
- I. A minimum of two off-street parking spaces shall be provided on each platted lot.
- J. Each dwelling shall be located on its own individual platted lot. The plat shall indicate zero lot line easements and restrictions appurtenant thereto. A construction maintenance agreement between the owners of the zero lot line lots shall be recorded in the County Auditor's Office. The easement shall provide for a minimum five foot easement extending in all directions from all zero setback walls. The purpose of the easement is for construction, maintenance, and repair of the dwellings located on the zero lot line.

(Ord. XX § X, 20XX)

#### **17.04.050 Application procedure.**

For all applications for zero lot line development, the applicant shall submit with the application the following exhibits:

- A. A location map indicating existing zoning on the site and adjacent areas.
- B. A site plan of no less than one inch to 100 feet, including the following information:
  1. Lot lines and setbacks, location, shape, size, and height of existing and proposed buildings;
  2. Existing and proposed landscaping (if applicable);

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3. Recreation facilities (if applicable);
  4. Location of off-street parking.
  - C. Information indicating the following:
    1. Gross and net acreage;
    2. Lot sizes (dimensions in square footage);
    3. Building heights and stories;
    4. Building coverage for each lot;
    5. Such other architectural and engineering data as may be required to evaluate the project.

(Ord. XX § X, 20XX)

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**The Cle Elum Municipal Code is current through Ordinance 1653, passed September 11, 2023.**

Disclaimer: The city clerk's office has the official version of the Cle Elum Municipal Code. Users should contact the city clerk's office for ordinances passed subsequent to the ordinance cited here.

[City Website: cityofcleelum.com](http://cityofcleelum.com)

[City Telephone: \(509\) 674-2262](tel:(509)674-2262)

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