

City Planning Commission Agenda

February 6, 2024

6:00 p.m.

Mayor
Matthew Lundh
City Administrator
Robert Omans
City Clerk
Debbie Lee
City Planning
Colleda Monick



Planning Commissioners
Position #1-Gary Berndt, Chair
Position #2-Matt Fluegge
Position #3 - Vacant
Position #4- Vacant (out of town)
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. December 5, 2023
 - 4. Election of Chair, Vice-Chair**
 - 5. Public Hearing.**
None scheduled
 - 6. Planning Updates.**
 - a. Update from Chair Gary Berndt
 - b. Staff Announcements, Planning Consultant Colleda Monick
 - 7. New Business.**
 - a. 2023 Planning Highlights
 - b. Planning Matrix and 2024 Priorities
 - c. Open Annual Amendment process for Comprehensive Plan Updates
 - d. Code Amendments (review of 2023 work, and draft schedule)
 - 8. Next Meeting Agenda Development.**
 - a. WDFW Critical Areas Ordinance
 - 9. Commissioner Comments and Discussion.**
 - 10. Adjournment.**

JOIN VIRTUALLY VIA ZOOM

Topic: Planning Commission

Time: Feb 6, 2024 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/86484268664?pwd=GYMUEnHB6GKymYRDCCaUDAganHO0sW.1>

Meeting ID: 864 8426 8664

Passcode: 786096

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

1. Call to Order & Roll Call

Commissioner Berndt called the meeting to order at 6:00 p.m. Commissioners present; Gary Berndt (chair), Colonel Paul Kantwill, Elizabeth Torrey, Colin Brissey, and Ian Steele. Kantwill moved to excuse Matt Fluegge, Brissey seconded. Motion carried.

Also in attendance, Planning Consultant Colleda Monick.

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

None.

3. Adoption of Minutes

Commissioner Torrey motioned to accept the minutes as amended to reflect the correct date of November 7, 2023, Commissioner Steele seconded. Motion passed.

4. Public Hearing

None Scheduled

5. Staff Report

- a. Update from Chair Berndt, Wendy's is open. Met again with the Public Works Director from the County, Mark Cook, and relayed that the county is continuing to move towards more regional planning efforts.
- b. Update from Planning Consultant Colleda Monick:
 - On Tuesday, January 23rd at Cle Elum City Hall, Council Chambers, Commerce will be hosting an in-person Short Course for Planning. Official invite and notice will be shared soon. This Short Course includes a mandatory training on the Open Public Meetings Act for local government officials. They will provide an overview of land use planning laws and provide guidance on comprehensive planning under the Growth Management Act meant to help educate decision makers on their role in city planning.
 - The city received funding from QUADCO (regional transportation funding) to conduct a feasibility study for extending Columbia Ave and creating a railroad crossing – this could provide access to several parcels that are not currently accessible.
 - Funding for the remaining Downtown Revitalization has been secured and construction from Oakes to Peoh will be in the spring of 2024.
 - The Planning Commission will return to meeting twice a month; first and third Tuesdays of the month beginning in February.

6. New Business

- a. Presentation by the Washington State Department of Fish and Wildlife (WDFW) regarding their concerns over the recently passed Critical Areas Ordinance. WDFW shared a PowerPoint and discussed their concerns with the City's recently adopted Critical Areas Ordinance.

Presentation by:

Kara Whittaker, Land Use Conservation and Policy Section Manager
Perry Harvester, Regional Habitat Program Manager

WDFW recommended that the Commission consider 1) adopting the 2022 draft CAO language as provided by WDFW, 2) Adopt Site Potential Tree Height for all watercourses; or 3) Develop other riparian buffers which incorporate BAS but are tailored to Cle Elum's needs.

Commissioner Kantwill recommended that the Commission consider working with WDFW to develop standards that would be specific to the city. Staff to follow up with WDFW to schedule a planning session where this could be further discussed and developed.

- b. Presentation and discussion regarding Commercial (GC) vs. Industrial (I) Zoning Permitted uses. The Commissioners discussed and considered if there were Industrial permitted uses that might be considered allowable in the General Commercial either through a Conditional Use permit or as a permitted use.

Commissioner Torrey suggested the following Industrial uses could be considered permissible as permitted uses under the GC: F, L, N, P.

- F. Food and dry goods processing, packaging and distribution operations;
- L. Public utility and governmental structures and/or uses;
- N. Veterinary clinic within the enclosed structure;
- P. Retail sales involving equipment or vehicles normally stored or displayed outside and used for manufacturing, farming or construction.

Discussion surrounding a previously presented Permitted Use Table and whether or not it was feasible to revitalize that document and use it as a starting point. Staff to research and provide an update at the next meeting.

Commissioner Brissey made a motion to develop a 2024 Title 17 code amendment workplan with dates and timelines for completion. Commissioner Torrey seconded. Motion carries. [*Commissioner Brissey recommended that the Commission schedule a supplemental meeting to discuss this.*]

7. Citizen Comments on Agenda Items (limited to 5 minutes)

All Public Comments were regarding the Commission's discussion surrounding General Commercial vs. Industrial Permitted Uses:

Jakob McGehe and Justin McGehe, owners of Snowy River Equipment spoke to the Commissioners about their business needs and how the code currently affects their ability to expand.

Thomas Drach and Laura Lee live outside of city limits but are interested in becoming part of the community and moving to Cle Elum full time. They would need industrial property to conduct their business under the current permitted use structure. Their business is in manufacturing components, utilizing a CNC machine.

Lorreta Sweigard, Commercial Relator, spoke on behalf of Bator Lumber, providing insight into how the zoning changes have affected Mr. Bator in selling his property. His property was previously zoned Industrial and was rezoned to General Commercial during the last Comp Plan Amendment update [November 2022].

8. Next Meeting Agenda Development:

- a. Planning Matrix Review/Updates
- b. Determine if the city would like to open the Annual Amendment process for Comprehensive Plan Updates, governed by RCW 36.70A.130 and CEMC 17.122
- c. Title 17 Amendments Work Plan
- d. Planning Commission Elections

9. Commissioner Comments and Discussion

10. Adjournment

Commissioner Berndt called for a motion to adjourn. Commissioner Kantwill motioned and Commissioner Brissey seconded to adjourn the meeting at 8 pm. The next regular meeting is scheduled for February 6, 2024, at 6 p.m.

There will not be a regular January meeting; but there will be a Short Course presentation by the Department of Commerce on January 23, 2024 at 6 PM.



CITY OF CLE ELUM PLANNING COMMISSION
2023 HIGHLIGHTS
 February 6, 2024

1. PLANNING COMMISSION MEETINGS BY THE NUMBERS

- a. Number of Meetings: 12
- b. Public Hearings: 2
- c. Text Amendment Approvals: 2 (Firewise & Critical Areas)

2. HOUSING STATS

Housing Approval Performance Statistics by Year					
Type	2019	2020	2021	2022	2023
Single-Family	26	13	6	3	9
Manufactured	1	1	6		1
Duplex/Townhome				1	1
Multi-Family	24-unit				24-unit
ADU			1		2
Totals	51	14	13	4	37

3. PERMIT STATS

Planning Permit Performance Statistics by Year					
Permit Type Description	2019	2020	2021	2022	2023
Annexation			1		1
Boundary Line Adjustment	4	7	5	3	2
Conditional Use	2	1			
Final Plat				3	
Franchises			2		4
Planned Mixed Use	1				
Pre-Application Meeting	4	7	12	7	13
Rezone				1	
Rezone w-Amendment			1		
SEPA	9	9	4	4	1
Short Plat			1	1	
Short Term Rentals			5	3	5
Sidewalk Use Permit					3
Sign Permits	7	11	12	8	8
Site Design Review	1	7	4	3	3
Special Use Permit					2
Subdivisions	2	1	1	1	3
Vacations	1	1	1		3
Totals	31	44	48	34	48

4. 2023 WORK IN PROGRESS

- a. Text Amendments:
 - i. 15.20 – Sign Code
 - ii. 17.XX – Zero Lot Line/Common Wall
 - iii. Review Permitted/Conditional Uses in the Industrial & General Commercial zoning districts
 - iv. Permitted Use Table
 - v. Critical Areas Amendments with Department of Fish and Wildlife

5. 2024 WORK IN PROGRESS

- a. Text Amendments:
 - i. Title 17 > Title 14 – multiple updates including zoning district name changes, potentially adding new sections including a permitted use table, and zero lot line development, and misc. clean up.
 - ii. Permitted Use Table
 - iii. Commercial/Industrial Permitted and Conditional Uses
 - iv. Title 18: Critical Areas Amendments with Department of Fish and Wildlife
- b. Comp Plan Amendments:
 - i. Climate Element

City of Cle Elum, Washington

Planning Commission Priorities, ~~2023~~ 2024

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. (Last updated 12/15/2023)

Long Range/Comprehensive Planning					
Item	Description	Process	Status	Lead	Due Date
Annual Docketing Process	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.	Open in 2024, February meeting	Staff	February 2024
Growth Management Act Periodic Update (2026)	Every county and city in the state is required to conduct a periodic update of its comprehensive plan and development regulations.	(See Checklist: https://deptofcommerce.app.box.com/s/lzqh1lwfi2qn6drg964412r43tv780hh)	Not started.	Staff/Commission	Due 2026
Critical Areas Regulations	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	Adopted* Ordinance 1653 & 1654	Staff	Due 2018, postponed for 2 years, Adopted in 2023
Critical Areas Regulations – Amendments	Department of Fish and Wildlife (WDFW) submitted comments on the recently adopted CAO expressing concerns over Stream Buffer Requirements. WDFW requested that the City either; 1) adopt the 2022 draft CAO language as provided by WDFW, 2) Adopt Site Potential Tree Height for all watercourses; or 3) Develop other riparian buffers which incorporate BAS but are tailored to Cle Elum’s needs. At December PC meeting, the Commission chose option 3.	Staff to meet w/ WDFW on 1/23/24 to discuss options WDFW to present to PC on 2/20/24	In progress	Staff	TBD

City of Cle Elum, Washington

Planning Commission Priorities, ~~2023~~-2024

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. (Last updated 12/15/2023)

Long Range/Comprehensive Planning, cont.					
Item	Description	Process	Status/Due Date	Lead	Due Date
Firewise Amendments	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 Winter 2024
Urban Growth Area	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
Climate Element	Legislation passed and signed into law in 2023 (HB 1181) 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, waiting for award announcement	Staff (HLA)	2026
Affordable Housing Action Plan	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~~ 2024

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Unified Development Code Amendments					
Item	Description	Process	Status/Due Date	Lead	Due Date
Title 17 Overhaul	Significant updates are needed to bring Title 17 up to date; including, correcting zoning district name changes, conflicting code language, permitted use table, etc.	PC to create a 2024 work plan outlining changes with dates and estimated completion dates.	Review work plan on 2/6/24.	Staff	TBD
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	Commission approved redline version; next steps include sending it out for SEPA, Public Hearing, sending to Council	Commission	TBD
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”.	Hearing. Recommended changes are then submitted to Council for adoption consideration. Should be combined wherever possible. For example, several	Commission reviewed first draft of proposed language at 10/3/23 meeting.	Staff/Commission	TBD
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.	amendments should be submitted in combination.	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.			Council/Mayor	
Parking Standards	Regulations are needed for new city owned parking lot.			Staff	
Shipping Containers	Are regulations needed?				

City of Cle Elum, Washington

Planning Commission Priorities, ~~2023~~ 2024

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*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.

DRAFT - CEMC Amendment Edit 2024 Schedule

February	2/6/2024	Scheduling discussion
	2/20/2024	1) Title 18 - Critical Areas discussion w/ WDFW 2) Review 2023 proposed changes: Sign Code Edits (15.20), 17.XX Zero Lot Line
March	3/5/2024	Review Table of Permitted Uses
	3/19/2024	17.12 - minor updates to zoning districts
April	4/2/2024	17.16 - SF Residential
	4/16/2024	17.20 - MF Residential
May	5/7/2024	17.24 - OTC Old Town Commercial
	5/19/2024	17.32 - General Commercial
June	6/4/2024	17.50 - Public Reserve Area
	6/18/2024	17.56 - Off-Street Parking
July	7/2/2024	17.45 - PMU Planed Mixed Use District
	7/16/2024	Finalize any additional changes
August	8/6/2024	SEPA
	8/20/2024	Public Hearing
September	9/3/2024	Issue recommendation to Council
	9/17/2024	
October	10/1/2024	
	10/15/2024	
November	11/5/2024	
	11/19/2024	
December	12/3/2024	
	CANCEL	