

City of Cle Elum

Periodic Update

Work Plan

March 2025



Background

The City of Cle Elum is a “fully planning” jurisdiction, subject to the requirements of the Washington State Growth Management Act (GMA). The GMA was adopted in 1990 and required cities to develop a comprehensive plan and development regulations to guide future growth. These plans and regulations are periodically updated to incorporate new requirements in state law. Per the GMA, the City of Cle Elum is required to conduct its periodic update every ten (10) years. The periodic update includes the vision, goals and policies contained in the Comprehensive Plan, along with the implementing zoning designations and development regulations.

During this periodic update cycle, due by June 30, 2026, the Washington State Department of Commerce allocated \$100,000 to the City of Cle Elum to review its Comprehensive Plan, Development Regulations, and Critical Areas Ordinance to determine updates necessary to maintain compliance with the GMA.

Work Plan

Cle Elum will be updating its Comprehensive Plan and Development Regulations to plan for an accommodate the next 20 years of anticipated population growth. The GMA Periodic Update includes several phases and corresponding deliverables, beginning with development of this Work Plan and a Public Participation Plan to help guide the process and receive public comment. The initial review components of the Periodic Update include completing Commerce-developed Checklists and developing a population/housing allocation and land capacity analysis. The completion of these Year 1 Tasks will provide Cle Elum with the information necessary to draft the necessary Critical Areas, Development Regulations, and Comprehensive Plan documents for approval in Year 2.

This Work Plan includes a draft timeline when Year 1 and Year 2 deliverables are expected to be ready for review and completion.

Timeline: Draft and adopt Q3-Q4 2024

Outcome: Completed Periodic Update Work Plan

The City of Cle Elum will develop a public engagement plan that will identify activities and events, including how engagement will be used to inform the periodic update. Public engagement will occur throughout the process and will include multiple opportunities for the public to review draft documents and provide input. Anticipated forms of public engagement will include the development of a project web page, a series of open-house style public meetings, SEPA comment period and review, and official public meetings at City Council. All comments submitted throughout the process will be collected in a final document and made available for public review.

Timeline: Draft and adopt Q4 2024 – Q1 2025, with ongoing work throughout the process.

Population and Housing Allocation

Similarly, Kittitas County will determine housing allocation for cities throughout the county, across the various income levels. This is the first time the periodic update cycle has required a housing allocation for each income level. The previous comprehensive plan utilized a rate of 2.19 persons per household. Once the allocation for Cle Elum is established, the Housing for All Planning Tool (HAPT) will be utilized to identify housing targets. The snapshots below are examples from the HAPT, and do not include the final population and housing numbers from Kittitas County.

[illegible]

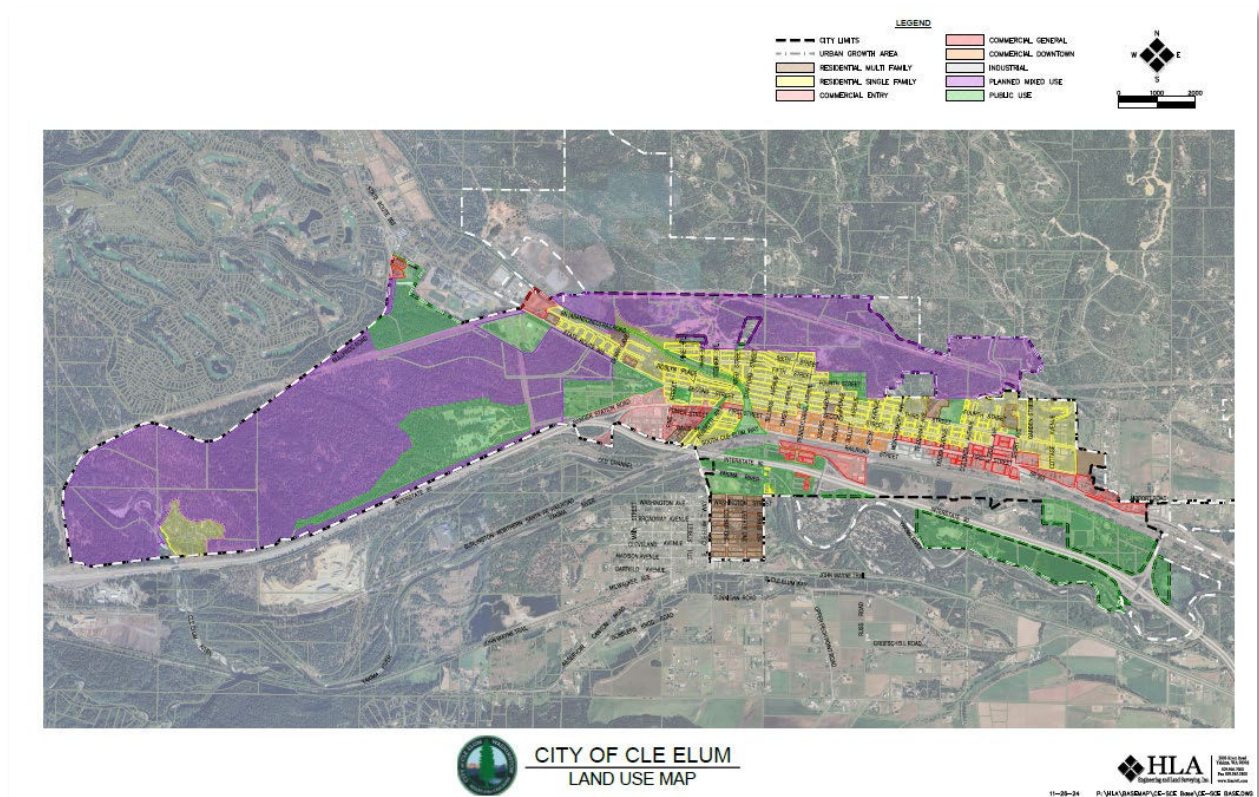
Outcome: Completed population and housing allocation numbers to be utilized in drafting the Comprehensive Plan elements.

Land Capacity Analysis

To assess the available land for development in Cle Elum, the population and housing allocations previously completed will be analyzed in comparison to the vacant land available within the city limits. GIS data will be used to identify and categorize parcels as vacant, partially vacant, underutilized, and developed. This information will be further examined by zoning district to identify available land for future residential, commercial, industrial, and public development.

Timeline: Q1-Q2 2025

Outcome: Completed land capacity analysis to be utilized in drafting the Comprehensive Plan elements.



Critical Areas Ordinance

The City of Cle Elum's Critical Areas Ordinance (CAO), CEMC Title 18, was last updated in 2023 via Ordinance 1653. The CAO will be reviewed using the Department of Commerce March 2024 [Checklist for Critical Areas](#) to determine areas that need to be updated. Draft documents will be sent to the Department of Ecology (DOE) and Department of Fish and Wildlife (WDFW), in addition to the full list of State Environmental Policy Act (SEPA) agencies, for review and comment prior to adoption.

Timeline: Checklist Q4 2024-Q1 2025. Draft Q3-Q4 2025

Outcome: Completed CAO Checklist, Draft Ordinance, Adopted Ordinance.



Development Regulations

The City of Cle Elum's Development Regulations are contained in CEMC Title 14 (Unified Development Code, Title 16 (Subdivisions), and Title 17 (Zoning). Development regulations will be reviewed using the Department of Commerce June 2024 [Periodic Update Checklist for Fully-Planning Cities](#) to determine areas that need to be updated.

Timeline: Checklist Q4 2024-Q1 2025. Draft Q3-Q4 2025 or Q1 2026.

Outcome: Completed Checklist, Draft Ordinance, Adopted Ordinance.

Comprehensive Plan

The City of Cle Elum's Comprehensive Plan was last updated in 2019. The Comprehensive Plan will be reviewed using the Department of Commerce June 2024 [Periodic Update Checklist for Fully-Planning Cities](#) to determine areas that need to be updated.

RCW 36.70A.070 includes the following mandatory elements for the Comprehensive Plan:

- Land Use
- Housing
- Capital Facilities
- Utilities
- Transportation
- Economic Development
- Parks and Recreation
- Climate Change and Resiliency (This is in-process under a separate grant and will be complete by June 30, 2025)

In addition to the checklist, these elements will be reviewed and updated for consistency with RCW 36.70A.070. The elements will be examined using several tools and data points, including but not limited to, the following:

- Kittitas County population and housing projections
- Housing for All Planning Tool (HAPT)
- Capital Facilities updates – water, sewer, city facilities, etc.
- Transportation counts and updated projects
- Recent building permit activity
- Updated FEMA maps (if applicable)
- Parks and Recreation Inventory

Timeline: Checklist Q4 2024-Q1 2025. Draft Q3-Q4 2025 or Q1 2026.

Outcome: Completed Checklist, Draft Ordinance, Adopted Ordinance.



Environmental Review

Later in the process (potentially Q4 2025) the SEPA Environmental Review process will begin. This will include public notification to SEPA agencies, Tribes, and interested parties. The SEPA review will include the draft comprehensive plan, development regulations, and critical areas ordinance revisions identified in the checklists.

Timeline: Draft SEPA Checklist Q3-Q4 2025. Begin public and agency review process Q1 2026.

Outcome: SEPA Threshold Determination.

Grant Scope and Deliverable Due Dates

Department of Commerce funding for this project is available over the next two years, with half available in each year of the biennium. The following tasks will be completed in accordance with grant requirements:

Department of Commerce funding for this project is available over the next two years, with half available in each year of the biennium. The following tasks will be completed in accordance with grant requirements in Fiscal Years 25 and 26:

Year 1: State Fiscal Year 2025 (FY25) - July 1, 2024 to June 30, 2025

Task	Deliverable	Due Date	FY25 \$
Develop periodic update work plan	Periodic update work plan	June 13, 2025	\$7,500
Develop a public participation plan	Public participation plan	June 13, 2025	\$7,500
Complete critical areas analysis	Critical Areas Checklist	June 13, 2025	\$7,500
Complete comp plan analysis and development regulations	Comprehensive Plan Checklist	June 13, 2025	\$10,000
Population allocation and Housing allocation	Population allocation and Housing allocation	June 13, 2025	\$7,500
Land Use Study	Land Capacity Analysis	June 13, 2025	\$10,000

Year 2: State Fiscal Year 2026 (FY26) - July 1, 2025 to June 30, 2026

Task	Deliverable	Due Date	FY26 %*
Draft Critical Areas Ordinance amendment	Draft Critical Areas Ordinance	June 12, 2026	\$5,000
Critical Areas Ordinance amendment sent to Council	Critical Areas Ordinance sent to Council	June 12, 2026	\$7,500
Draft comprehensive plan amendment	Draft Comprehensive Plan	June 12, 2026	\$10,000
Comprehensive plan amendment sent to Council	Comprehensive Plan sent to Council	June 12, 2026	\$7,500
Draft development regulations ordinance	Draft Development Regulations Ordinance	June 12, 2026	\$7,500
Development regulations ordinance sent to Council	Development Regulations Ordinance sent to Council	June 12, 2026	\$7,500
Public Participation Report	Report detailing public meetings: date/times, topic(s) covered, and summary of public input	June 12, 2026	\$5,000