

CITY OF CLE ELUM

PERIODIC UPDATE PUBLIC PARTICIPATION PROGRAM



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(509) 674-2262
cleelum.gov



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Introduction

The City of Cle Elum (City) is undertaking a major periodic review of the Comprehensive Plan, Development Regulations, and Critical Areas Ordinance (CAO), as required by the Washington State Growth Management Act (GMA).

This Public Participation Program (Program) describes how the City will engage the public during the 2026 Comprehensive Plan update and associated Development Regulation/CAO update(s).

Our Comprehensive Plan will be developed collaboratively with the community.

Public participation is a key component of the planning process.

During the update, multiple opportunities will be provided to community members to meet and share ideas about the future of Cle Elum. Early and continuous public participation provides a variety of viewpoints which in turn assist in creating a plan that is reflective of the community. Public comments will be encouraged throughout the entirety of the update process.



Summary

The following summarizes public participation in the 2026 Comprehensive Plan update process.

Opportunities for...

Participation

- Attendance at public meetings, events, and workshops
- Survey(s) submissions(s)
- Service on special committees (as applicable)
- Correspondence with City staff (email + mail)

Discussion

- Regular commission and council meetings
- Public hearings
- Workshops and special events (as applicable)
- Presentations to citizen groups, interested community or stakeholder groups (e.g., Cle Elum Downtown Association, Rotary Club of Upper Kittitas County, Upper Kittitas County Senior Center (UKCSC) (as applicable)
- One-on-one meetings with City staff (as available)

Information

- Dedicated webpage on city website; (cleelum.gov/ComprehensivePlan/)
- Social Media (Facebook + Instagram)
- Newspaper of record (Northern Kittitas County Tribune; all hearings will be noticed in the “*LEGALS*” section)
- Hardcopy handouts (available upon request)
- Press releases



Program Goals

1 Outline

Set clear expectations for the process early and explain how feedback will be collected, considered, and applied throughout the update

2 Distribute

Provide objective information to help the public understand the issues and potential solutions. Use clear, accessible language to convey complex concepts

3 Listen

Create opportunities for public input and feedback at various stages of the Comprehensive Plan update. Engage with community members to ensure their voices are heard

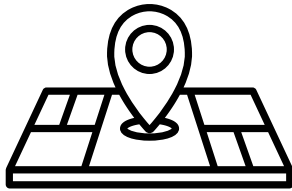
4 Outreach

Make the *Comprehensive Plan* update accessible and relevant to a diverse audience by using a variety of media and materials to engage participants

5 Consensus

Foster general awareness, create an understanding of the plan's positive impact and encourage buy-in from the community for the updated *Comprehensive Plan*

The following elements of the Comprehensive Plan will be involved in the update process:



Land Use

ADOPTED June 25, 2019
(Ordinance No. 1559)

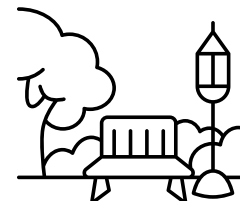
- Amended by Ordinance 1576
ADOPTED December 10, 2019
- Further Amended by
Ordinance 1620
ADOPTED November 22, 2021



Housing

ADOPTED June 25, 2019
(Ordinance No. 1559)

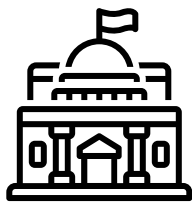
- Amended by Ordinance 1576
ADOPTED December 10, 2019
- Further Amended by
Ordinance 1620
ADOPTED November 22, 2021



Parks and Recreation

ADOPTED June 25, 2019
(Ordinance No. 1559)

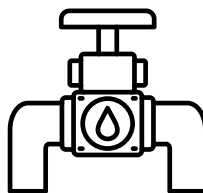
- Amended by Ordinance 1576
ADOPTED December 10, 2019
- Further Amended by
Ordinance 1620
ADOPTED November 22, 2021



Capital Facilities

ADOPTED June 25, 2019
(Ordinance No. 1559)

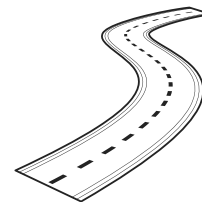
- Amended by Ordinance 1576
ADOPTED December 10, 2019
- Further Amended by
Ordinance 1620
ADOPTED November 22, 2021



Utilities

ADOPTED June 25, 2019
(Ordinance No. 1559)

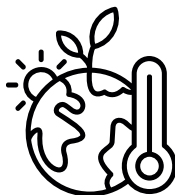
- Amended by Ordinance 1576
ADOPTED December 10, 2019
- Further Amended by
Ordinance 1620
ADOPTED November 22, 2021



Transportation

ADOPTED June 25, 2019
(Ordinance No. 1559)

- Amended by Ordinance 1576
ADOPTED December 10, 2019
- Further Amended by Ordinance
1620
ADOPTED November 22, 2021



Climate Change and Resiliency Element

Completed by June 30, 2025
under a separate grant



Appendices

ALL appendices will be
reviewed

In addition, all development regulations will be reviewed and updated according to the Washington State Department of Commerce’s mandatory requirements (*as outlined in their Periodic Update Checklist for Fully-Planning Cities*) and any amendments necessary to facilitate the goals of the Comprehensive Plan.



Washington State
Department of
Commerce

LOCAL GOVERNMENT DIVISION
GROWTH MANAGEMENT SERVICES

Periodic Update Checklist for Fully-Planning Cities

Notice: This checklist has been updated with the new 2024 GMA legislation. Rows that include new 2023 and 2024 legislative changes or updated Commerce guidance are shown in light orange, and all statutory changes adopted since 2015 are emphasized in highlighted text to help identify new GMA requirements that may not have been addressed during the last periodic update or through other amendments outside of the required periodic update process. Additionally, amendments to the GMA are summarized in this document on Commerce’s [GMA Laws and Rules webpage](#).

City

Staff contact, phone + email

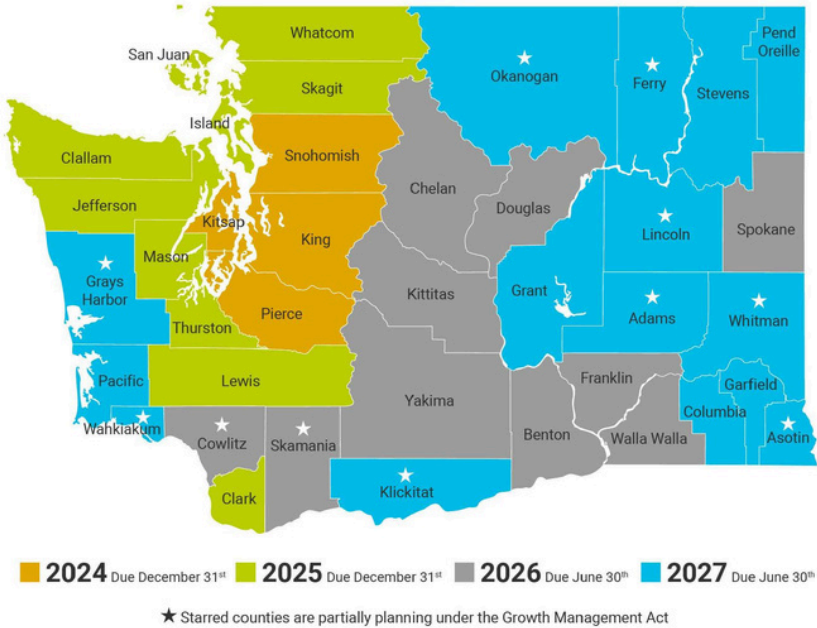
Overview: This checklist is intended to help cities that are fully planning under the Growth Management Act (GMA) conduct the “periodic review and update” of *comprehensive plans* and *development regulations* required under [RCW 36.70A.130 \(5\)](#). This checklist identifies components of comprehensive plans and development regulations that may need updating to reflect the latest local conditions or to comply with GMA changes since the last periodic update cycle (2015-2018).

Local governments should review local comprehensive plan policies, countywide planning policies and multicounty planning policies (where applicable) to be consistent with the new requirements.

Checklist Instructions

Please use the most recent versions of your comprehensive plan and development regulations to fill out each item in the checklist and answer the following questions:

Is this item addressed in your current plan or development regulations? If YES, fill in the form with citation(s) to where in the plan or regulation the item is addressed. Where possible, we recommend citing policy or goal numbers by element rather than page numbers, since these can change. If you have questions about the requirement, follow the hyperlinks to the relevant statutory provision or rules. If you still have questions, visit the [Commerce Periodic Update webpage](#) or contact the [Commerce planner assigned to your region](#).



Schedule

The City of Cle Elum, as a fully planned community under RCW 36.70A.130, must complete a periodic update for the entire Comprehensive Plan and development regulations, and Critical Areas Ordinance, on or before June 30, 2026. To achieve this deadline, it is anticipated that beginning in the fall of 2024, Planning Commission meetings will include regular process updates, when available. The City will draft elements (e.g., chapters) within the Comprehensive Plan during year 2 of the funding cycle. The final approval process will be completed at the end of the planning process.

Regular Meetings

Planning Commission


The Planning Commission will discuss updates to the Comprehensive Plan during their regularly scheduled, monthly meetings. Comments received during these meetings will be considered as plan amendments are being drafted. Comments received may guide other amendments and/or updates and are therefore critical to the final planning document.

6:00 PM

(First and Third Tuesdays of the Month)

City Hall | Council Chambers

119 West 1st Street, Cle Elum, WA 98922

zoom  Virtual attendance available

Study Sessions

City Council


The City Council will follow the Planning Commission's work on the plan update by reviewing the Planning Commission's meeting minutes and occasionally discussing the work at regularly scheduled study sessions. The City Council's adoption of the plan will depend on the Planning Commission's timing for a public hearing and its final recommendation(s).

6:00 PM

(Second and Fourth Tuesdays of the Month)

City Hall | Council Chambers


119 West 1st Street, Cle Elum, WA 98922

zoom  Virtual attendance available

Our implementation of the program will be based on the set goals, methodology, and outreach tools as described in this document.

Here is the Program's grant schedule:

<i>Year 1: State Fiscal Year 2025 (FY25) - July 1, 2024 to June 30, 2025</i>		
Task	Deliverable	Due Date
Develop periodic update work plan	Periodic update work plan	June 13, 2025
Develop a public participation plan	Public participation plan	June 13, 2025
Complete critical areas analysis	Critical areas checklist	June 13, 2025
Complete comp plan analysis and development regulations	Comprehensive plan checklist	June 13, 2025
Population allocation and housing allocation	Population allocation and housing allocation	June 13, 2025
Land use study	Land capacity analysis	June 13, 2025
<i>Year 2: State Fiscal Year 2026 (FY26) - July 1, 2025 to June 30, 2026</i>		
Task	Deliverable	Due Date
Draft critical areas ordinance amendment	Draft critical areas ordinance	June 12, 2026
Critical areas ordinance amendment sent to Council	Critical areas ordinance sent to Council	June 12, 2026
Draft comprehensive plan amendment	Draft comprehensive plan	June 12, 2026
Comprehensive plan amendment sent to Council	Comprehensive plan sent to Council	June 12, 2026
Draft development regulations ordinance	Draft development regulations ordinance	June 12, 2026
Development regulations ordinance sent to Council	Development regulations ordinance sent to Council	June 12, 2026
Public Participation Report	Report detailing public meetings: date/times, topic(s) covered, and summary of public input	June 12, 2026



Methods and Tools

Traditional outreach methods such as meetings, workshops, presentations, etc., will play an important role in public engagement. We will use a variety of new engagement tools to ensure a broad and diverse population has been informed of the process and is given an opportunity to provide comments. Public participation methods and tools may be reviewed and/or refined throughout the update process, as needed. The anticipated public outreach methods and tools included are highlighted on the following pages.



Face-to-face

Community Events

Engagement Nights

The Community Development Department is planning on staffing an information table during various Community Engagement Nights to provide information and solicit feedback on topics related to the update.

Visioning Workshops

Led by the Mayor, the City is hosting three (3) visioning sessions for creative problem-solving - finding a way to preserve what we value as we embrace a new, different future, three crucial topics. Information gathered at these events will be used to support the update. The discussion topics are:



Housing a Community

What types of housing and community amenities do you want to see in Cle Elum?



Sustainable Tourism

How can we shape a tourism economy that balances corporate interests with local entrepreneurship?



Accountable Stewardship

How can we explore ways to safeguard our rivers, trails, and the natural beauty of our corner in the Cascade Mountains?

Digital

The City is planning on using traditional email correspondence, website narratives, and social media platforms to share public meeting dates, and upcoming event reminders, and address update-related topics.

Website + Webpage. In addition to the City’s primary website, we will maintain a webpage dedicated to the 2026 Comprehensive Plan Update. The website will include draft documents, meeting information, staff contact information, and helpful links for public engagement. Documents such as the Public Participation Plan, Draft Comprehensive Plan (during various stages of public review), existing Comprehensive Plan, and support materials, will be made available online.

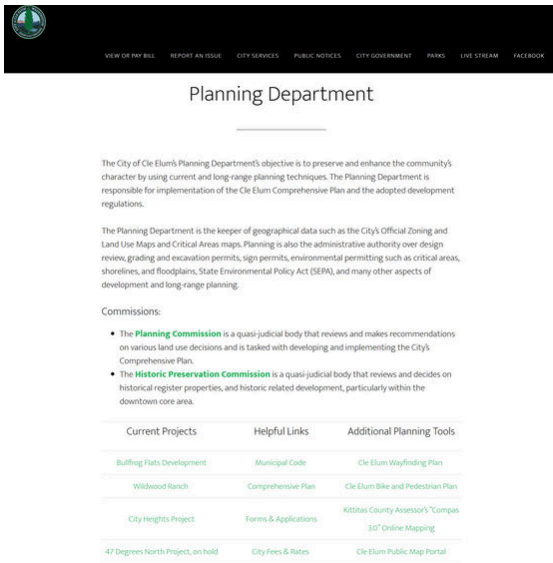
City Website; cleelum.gov

Comprehensive Plan Webpage; cleelum.gov/ComprehensivePlan

Email. The City’s planning department email is planning@cleelum.gov. To provide a consistent contact for this update individuals can email Colleda Monick at planning@cleelum.gov.

Social Media. Informational posts will be shared on the City’s social media accounts: Facebook; facebook.com/cityofcleelum
Instagram; @cityofcleelum

Survey Monkey. The City is planning to use at least two (2) surveys to collect feedback from the community during the update. Utilizing Survey Monkey, survey questions will be distributed in an online format and shared via email, social media platforms, and the website/webpage.



Media



Newspaper Legal Notice. When appropriate, the City is planning to expand standard print legal notices to include display ads (both digital and hard copy) and other printed information:

- Public notices will be posted in the Northern Kittitas County Tribune, following the required public noticing procedures outlined in Cle Elum Municipal Code (CEMC) 14.30.110.
- Notices may be the required “legal” notice but may also include display advertising.

Press Releases. Press Releases and/or written columns may be used to highlight topics or provide a deep dive into complex issues. Press releases are provided digitally via email and on the City’s website in the “News & Notices” section.

Mail



The City has generally moved away from “blanket” mailings. However, mailing hard copies of materials may be performed as needed throughout the process.

- Community members within city limits may at any time during the update process request a paper copy of the materials.
- City residents may request to be put on a mailing list to receive future mailings.
- Blanket mailings may be sent, for formal processing, such as SEPA review.

Boards



The City is planning to expand traditional public legal postings by placing, when appropriate, information in additional locations throughout the community.

- Public notices identifying public hearing dates and times, workshops, surveys, etc., will be posted on notice boards located at City Hall, following the required public noticing procedures outlined in CEMC 14.30.110.
- Notices may be posted at other locations, such as the post office, grocery store, or other public gathering spaces.

The Comprehensive Plan is a collaborative effort involving the local community, elected officials, appointed volunteers, stakeholders, and city staff.

Roles

Public participation is a key component of the City’s planning process. Knowing the roles of each group in the planning process will help to build understanding and trust in the process.

Community

2,157 POPULATION
(2020 Decennial Census)

Anyone who lives, works, visits, or interacts with the City of Cle Elum is welcome to provide comments. We will utilize the tools outlined in this program to connect with and provide a voice to as many people and organizations as possible. This includes engagement with marginalized communities.

City Staff/Consultant Team

02 TEAM MEMBERS

The Community Development Department and Consultant Team will lead and facilitate the update to the Comprehensive Plan and associated development regulations update. This may include overseeing consultants, facilitating and coordinating public meetings and events; and presenting materials to the public, the Planning Commission, and the City Council throughout the process. City staff are also responsible for public notification and ensuring the accessibility of documents.

Planning Commission

07 BOARD MEMBERS
(4-year Term Service)

The Planning Commission is responsible for considering all public comments, taking into account the community’s best interests, directing amendments, and making a formal recommendation to the City Council.

Elected Officials

01 MAYOR AND 07 COUNCIL MEMBERS
(4-year Term Service)

The City Council will take into consideration the Planning Commission’s recommendations, including public comments, before making a final decision. A public hearing will be held for the final draft prior to City Council action. Public notice will be provided, in accordance with state law and the Cle Elum Municipal Code (CEMC).

Conclusion

This Program may be updated as conditions change or if additional resources to support outreach activities become available.

To provide feedback, please contact the City's Planner, (509) 674-2262.



Visit Us

119 West First Street
Cle Elum, WA 98922



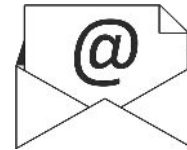
Write Us

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Call Us

(509) 674-2262



Email Us

planning@cleelum.gov