*City of Cle Elum*
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May 21, 2025

**Implementing Approval:** SEPA, Development Agreement, Preliminary Plat
**Process:** Request for Additional Information
**Applicant:** Wildwood Ranch LLC
**Parcel(s):** 623134 and 063034

**City Determination:** Insufficient/Inconsistent Information

The City has reviewed all revised submittals and offers the following statements, corrections, and requests for additional information. These citations may not address all potential issues associated with your applications but are intended to provide a more comprehensive summary of current concerns. This list does not include previously proposed changes that were intended to clarify the City's position and assist the applicant in addressing key issues, see City's October 8, 2024, Processing Summary and Analysis. We appreciate your continued cooperation in responding to these items.

**Previous Correspondence:**
The City received a revised SEPA Checklist on November 10, 2024. Per the WAC 197-11-335, the SEPA lead agency shall make its threshold determination based upon information reasonably sufficient to evaluate the environmental impact of the proposal (WAC 197-11-055(2) and 197-11-060(3)) and can require additional actions if, after reviewing the checklist, the agency concludes that there is insufficient information to make its threshold determination.

Per CEMC 14.40.030(B)(2), the SEPA responsible official may require the applicant or project sponsor to prepare and submit such technical studies, reports, or other environmental documents as may be necessary to complete required environmental reviews.

The City issued a Notice of Application on November 21, 2024, which resulted in twenty-one (21) comments from the general public, and six (6) agency comments necessitating further studies prior to establishing a SEPA threshold determination.

The threshold determination process is used to evaluate the environmental consequences of a proposal and determine whether it is likely to have any "significant adverse environmental impact." This determination is conducted by the lead agency and documented in either a Determination of Nonsignificance (DNS), a Mitigated Determination of Nonsignificance (MDNS), or a Determination of Significance (DS) and the subsequent preparation of an EIS.

To be able to sufficiently evaluate the potential environmental impacts and issue a SEPA threshold determination, the city will first need the applicant to address inconsistencies and omissions between all submittals.

**Narrative**:
The revised project narrative, received November 14, 2024, includes phasing done over twenty (20) years, whereas the Development Agreement proposes fifteen (15) years.

> **Staff response: Please ensure that proposed timelines and narrative information is consistent across the various submittal documents.**

**Exhibit 4, Phasing Map**:
The submitted Phasing map only shows the outline of proposed Phases 1-6. A detailed phasing plan has not been provided. A typical phasing plan should outline the construction timelines for each phase, including the sequencing of public improvements needed to support each phase. It should also demonstrate how each phase will independently comply with City standards and requirements—for example, showing where utility extensions may need to go beyond phase boundaries to complete system loops or connect to key infrastructure points.

> **Staff response: At a minimum, please provide more detail in the form of a narrative or show additional information such as temporary turnarounds and utility connections between phases.**

**Exhibit 5, Variance Table**:
CEMC 14.20.030, defines "Variance" as a modification to numerical standards of this title when authorized by the planning commission after finding that the literal application of the provisions of this title would cause undue and unnecessary hardship in view of certain facts and conditions applying to a specific parcel of property.

> **Staff response: To avoid confusion with a different process (Variance) consider renaming the exhibit to "Table of Proposed Standards" and removing "Variance" from "Justification" column.**

**Chapter 16.12A –**
16.12A.060(C)(2) *Cul-de-sacs. Dead end streets or cul-de-sacs are not permitted* unless terrain and parcel conditions result in greater impacts than connected streets. Where permitted, dead end streets shall be constructed with a turnaround located within the right-of-way or in a temporary easement. In no case shall a cul-de-sac exceed four hundred feet in length. Cul-de-sacs shall be located within a minimum right-of-way radius of fifty feet and shall have a minimum paved radius of forty-five feet;

> **Staff response: Please include a request for cul-de-sacs as they are not typically permitted.**

16.12A.060(C)(11) Vehicular access to single-family residential lots shall be limited to the alley unless otherwise approved through an alternative access plan as part of an approved subdivision by the city.

> **Staff response: Please include this as part of your deviation from the required city standards.**

**Chapter 17.20** –
Common wall dwellings are allowed under CEMC 17.70.040. You can remove this from your table.

17.20.090(G) does not apply to single-family dwellings and duplexes. You can remove this from your table.

**Chapter 17.16** –
Common wall dwellings are allowed under CEMC 17.70.040. You can remove this from your table.

17.16.060 side yard, common walls are allowed and therefore, the request related to setbacks is not necessary.

17.16.090 – lot width is not included in your description of proposed standards.

**Chapter 17.70** –
Please carefully review the City code chapter on common wall developments, including all applicable requirements and design standards.

If you are requesting to deviate from any of the required standards in this chapter, those requests must be clearly identified and justified in your application. For example, the code requires that all common wall dwelling units comply with the development regulations of the zoning district in which they are located — including, but not limited to, minimum lot size and setback requirements.

In your current proposal, you are requesting changes to the setback standards in the Multi-Family Residential zoning district and to the minimum lot size in the Residential zoning district. These constitute deviations from the code and must be addressed accordingly.

**Preliminary Plat**:
The plat should indicate the common wall property lines on any parcel that is proposed for common wall development, CEMC 17.70.040.

**TIA:**
The TIA is for eighty-eight (88) units and should be updated to include the amount for the full proposal ninety-three (93) units.
Figure 2 should be updated to match the preliminary site plan as proposed.

**Development Agreement**:
Exhibit 3 – Legal Descriptions has not been submitted as far as I can tell.
Section 8 references the proposed Development Standards but does not fully align with the content in Exhibit 5. To maintain consistency, either ensure all elements from Exhibit 5 are addressed in Section 8 or consider simply referring to the exhibit.

We hope this information is helpful. As previously discussed, the City is prepared to continue processing the documents as submitted but encourage consistency across all documents. If you have any questions, please do not hesitate to contact me at colleda.monick@cleelum.gov or (509) 966-7000.



Colleda Monick, Planning Consultant for
City of Cle Elum