



**COMMUNITY DEVELOPMENT DEPARTMENT
501 North Anderson Street, Ellensburg WA 98926**

MINUTES OF ELLENSBURG CITY PLANNING COMMISSION

Date and Time: Planning Commission Meeting of May 13, 2021 at 5:45 p.m.
Place of Meeting: Virtual Zoom Meeting
Present: Beverly Heckart, Fred Padjen, Ed Harrell, George Bottcher, Sathy Rajendran, Geraldine O'Mahony
Absent: Gayl Curtiss
Others Present: Community Development Director Kirsten Sackett; Planning Manager Jamey Ayling; Council Liaison Stacey Engel

1. CALL TO ORDER

Chair Padjen called the meeting to order at 5:45 pm.

Commissioner Heckart made a motion to excuse the absence of Commissioner O'Mahony. Commissioner Rajendran Seconded. All in favor, motion passed.

2. APPROVAL OF AGENDA

Commissioner Heckart moved to approve the agenda. Commissioner Bottcher seconded. Motion passed with all in favor.

3. APPROVAL OF MINUTES

Commissioner Heckart moved to approve the minutes of the April 8, 2021 Planning Commission meeting with two corrections. Commissioner Rajendran seconded. Motion passed with all in favor.

4. NEW BUSINESS

Chairman Padjen noted that Commissioner Curtiss is going to be resigning from the Commission.

5. OLD BUSINESS

None

6. CITIZEN COMMENT

No members of the public in attendance.

7. STAFF UPDATE

a. Discussion on Diversity, Equity & Inclusion Chapter of Comp Plan

Director Sackett provided an update about the Council request to develop a new chapter for the Comprehensive Plan. She explained that City Council had recently authorized the formation of the new Diversity, Equity, and Inclusion Commission, and that they had appointed the new commissioners during the last Council meeting of May 3, 2021. She said that the first DEI Commission meeting was held this past Tuesday on May 11, 2021. One of the first tasks of the DEI Commission is to craft the new DEI chapter for the Comprehensive Plan.

Because of that directive, Director Sackett and Planning Manager Ayling will be attending the DEI Commission meetings and helping them in that work. At the past Tuesday meeting, Sackett provided the Commission with an explanation of what constitutes a comprehensive plan, and provided an explanation on the adoption process for comp plan amendments.

Sackett then talked through the Comp Plan amendment and docketing process as outlined in ECC 15.250.090. She described all of the steps and the various timeframes. She said that she would try to get a subcommittee of the DEI Commission to help in crafting the narrative portion of the new chapter, and that the commission would also help to develop the strategies for reaching out to the community. There was discussion on the need to be very transparent with the community in every step of the process.

b. Housing Action Plan Update

Planning Manager Ayling provided an update on the work of the Housing Action Plan. He said that the City is working with BERK Consulting who have helped many communities craft their Housing Action Plans, but we are working hard to make sure our plan is specific to our community. We have compiled a great deal of data to BERK for inclusion in an update to the Housing Needs Assessment, including all of our building permit data from the last ten years. We will also be analyzing some of our code standards, including townhouses and cottage housing.

For outreach to the community, we are putting together a visual preference survey. It will be pushed out on our website and social media. We will ask questions about what type of housing they currently live in, then ask about what types of housing would be appropriate in different areas of the City, etc. We will also be reviewing our existing policies in the Comp Plan, and determine if we need to make any updates. Another piece will be to draft strategies and policies to pursue. After we finish the HAP we will then proceed with making actual code changes.

Chairman Padjen said he would like to participate in the Stakeholder Advisory group. He would also like to see inclusion from somebody who lives in a trailer park. He said he could forward some suggestions to Director Sackett.

There was discussion on information and projections for student population growth at CWU.

8. ADJOURNMENT

Chair Padjen moved to adjourn. Bottcher seconded. Padjen adjourned the meeting at 6:35 pm.