

COUNCIL AGENDA

Tuesday, July 6, 2021



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COUNCIL MEETING GUIDELINES FOR PUBLIC PARTICIPATION

All City Council meetings are broadcast on Charter/Spectrum Channel 191 and available to livestream on Ellensburg Community Television at www.ectv2.com or on YouTube at ECTV Ellensburg. You may also attend by phone, only, and listen to the meeting by following the registration instructions under "Remote testimony during the meeting," below. Once you register, you will be sent a meeting invite with a phone number for the meeting.

City Council accepts testimony or comments in person or via remote testimony under Citizen Comment on Non-Agenda Items (Item No. 7) as well as for all other topics under the Regular Agenda. Testimony or comments will be accepted in the following manner:

SUBMISSION OF WRITTEN COMMENTS

- **Written comments submitted in advance of meeting**
Submit written comments by mail to Beth Leader, City Clerk, Ellensburg City Hall, 501 N. Anderson St., Ellensburg, WA 98926, or via email to: leaderb@ci.ellensburg.wa.us. Comments received by 5 p.m. on the meeting date will be compiled, sent to the City Council and entered into the record.
- **Comments for public hearings**
Written comments must be received by the City Clerk by 5 p.m. on the meeting date. Comments can either be mailed to Beth Leader, City Clerk, Ellensburg City Hall, 501 N. Anderson St., Ellensburg, WA 98926, or sent via email to: leaderb@ci.ellensburg.wa.us. Comments received by 5 p.m. on the meeting date will be compiled, sent to the City Council and entered into the record.

PROCEDURE FOR REMOTE PARTICIPATION DURING MEETING

1. **Advance registration is required to provide public comment or hearing testimony via remote meeting attendance.** Anyone wishing to speak on items under the Agenda must register prior to 7 p.m. the day of the meeting. Register for the meeting at: https://us02web.zoom.us/webinar/register/WN_qFtcNB3Tg-qGM-9B9xzqQ. Once registered, you will receive an email with the meeting link and phone number (for those who wish to call into the meeting).
2. **Join the meeting early**, as you may need to download the app in advance to participate. Once you've joined the meeting, your camera and microphone will be muted until you are recognized by the Mayor to speak.
3. Please note that there may be several items on the City Council Agenda that will precede the agenda item you wish to address.
4. **The Mayor will identify the agenda item** and ask if anyone wishes to speak on the matter.
5. Any interested person may provide comments: 1) under Item 7 on non-agenda items, or 2) on any listed agenda items. If you wish to speak, you must:
 - a) **Raise your "virtual hand"** in the corner of Zoom application on the computer screen or press *9 on your phone. Raising your hand signals the moderator that you wish to speak.
 - b) **Wait to be called upon by the Mayor** using your name, e-mail, or phone number used to log in to the teleconference.
6. **Please state your name, address, and whether you are representing only yourself or others.**

PROCEDURE FOR IN-PERSON PARTICIPATION (COUNCIL CHAMBERS)

1. When recognized, approach the microphone provided on the right side of the room.
2. Please state your name, address, and whether you are representing only yourself or others.
3. Each speaker's comments are to be limited to 3 MINUTES.
4. Submit written comments to the City Clerk.
5. Speakers are cautioned not to make comments of a personal, impertinent or derogatory nature.
6. Speakers may not identify themselves as candidates for elective public office or make any statements which assist or discuss the campaign of a candidate for elective office, or discuss or campaign for or against a ballot proposition (unless the ballot proposition is being considered as part of the City Council agenda item).

PUBLIC COMMENT RULES FOR ALL MEETING PARTICIPANTS

1. Each speaker's comments are to be limited to 3 MINUTES.
2. Speakers are cautioned not to make comments of a personal, impertinent or derogatory nature.
3. Speakers may not identify themselves as candidates for elective public office or make any statements which assist or discuss the campaign of a candidate for elective office, or discuss or campaign for or against a ballot proposition (unless the ballot proposition is being considered as part of the City Council agenda item).

Please note: City Council Rules provide that no action will be taken by the Council at the meeting at which a subject is first introduced during the citizen comment period (Item 7 on the Agenda). You may wish to concisely state your concern and request placement of your matter on a future agenda.

CONSENT AGENDA

Members of the audience may request items be removed from the consent agenda by asking for recognition and making the request during Agenda Approval. Items will not be removed from the consent agenda unless your request is confirmed by a councilmember.

AGENDA ITEMS

If you wish to have an item placed on a Council agenda, a written request should be delivered to the City Manager's Office prior to noon on the Monday preceding the Council meeting. Assistance will be provided in preparing a request if you wish to contact the City Clerk at 925-8614.

PUBLIC HEARINGS

City Council accepts testimony or comments in person or via remote testimony on a particular subject schedule for Public Hearing. Council will consider all testimony, respond to any questions, and take action after the public hearing is closed. Testimony or comments will be accepted in the following manner:

1. When recognized,
If attending in the Council Chambers, approach the microphone provided on the right side of the room.
If attending remotely, raise your "virtual hand" in the corner of Zoom application on the computer screen or press *9 on your phone.
2. Please state your name, address, and whether you are representing only yourself or others.
3. Please limit your comments to 5 MINUTES.
4. Submit written comments to the City Clerk.

AMERICANS WITH DISABILITIES ACT

The City of Ellensburg strives to make our services, programs, and activities readily accessible and usable by individuals with disabilities. Reasonable accommodations will be made upon request. Please furnish the ADA Coordinator with your request in sufficient time for the City to provide a reasonable accommodation. A Request for Accommodation form may be obtained on the first floor of City Hall or by calling the City of Ellensburg ADA Coordinator at 962-7222.

**CITY OF ELLENSBURG
COUNCIL AGENDA
Council Chambers
501 North Anderson Street
Ellensburg, WA 98926
Tuesday, July 6, 2021
6:00 PM – Study Session
7:00 PM - Regular Meeting**

Study Session (no public comment will be accepted)

1. **Call to Order and Roll Call**
2. [Incubator Building Sale Use of Funds Discussion](#) 7

Regular Meeting

Pledge of Allegiance

1. **Call to Order and Roll Call**
2. **Proclamations**
3. **Awards and Recognitions**
4. **Approval of Agenda**
5. **Consent Agenda**

Items listed below have been distributed to Councilmembers in advance for study and will be enacted by one motion. If separate discussion is desired on an item, that item may be removed from the Consent Agenda and placed on the Regular Agenda at the request of a Councilmember or at the request of a member of the public with concurrence of a Councilmember. Requests to remove items should be made under Item 4 Approval of Agenda.

- 5.A Approve Minutes of the June 21, 2021 Regular Meeting 9
[6-21-21 Council Minutes](#)
- 5.B Approve Minutes of the June 28, 2021 Special Meeting 13
[06-28-2021 SM Minutes](#)
- 5.C Acknowledge Minutes of the Diversity, Equity and Inclusion Commission - June 8, 2021 15
[6-8-21 DEI Commission Minutes](#)
- 5.D Acknowledge Minutes of Landmarks & Design Commission - January 19, March 2 and March 16, 2021 18
[1-19-21 Landmarks & Design Commission Minutes](#)

3-2-21 Landmarks & Design Commission Minutes
 3-16-21 Landmarks & Design Commission Minutes

5.E	Acknowledge Minutes of the Utility Advisory Committee - May 20, 2021 5-20-21 Utility Advisory Minutes	29
5.F	Resolution 2021-17 - 506 N Anderson St - Chachava street tree removal 506 N Anderson St - Chachava - tree removal request 506 N Anderson St - Chachava - tree removal graphics Resolution 2021-17 - 506 N Anderson St - Chachava street tree removal.	32
5.G	Natural Gas System Plan 2021-2026 Report	36
5.H	Bid Award Bid Call No. 2021-06 - 2021 Residential Sidewalk Repair Program	39
5.I	Approve Voucher Listing for July 6, 2021 7-6-21 Voucher Listing	41

6. Petitions, Protests, and Communications

6.A	COVID-19 Update	
6.B	Board and Commission Appointments B and C Agenda Report Chart 7-6-21 Edward Bracken Application	42

7. Citizen Comment on Non-agenda Issues

8. Business Requiring Public Hearings

8.A	Rezone Application P21-049, submitted by Brandon and Sarah Bedsaul, property owners Closed Record Hearing (quasi-judicial); and First reading of an Ordinance approving rezone application P21-049. Draft Ordinance 1st reading Exhibit 1 Hearing Examiner Recommendation Exhibit 1.A Location Map Exhibit 1.B Zoning Map Exhibit 1.C Future Land Use Map Exhibit 1.D Certificate of Mailing Exhibit 1.E Legal Notice Exhibit 1.F Affidavit of Posting Exhibit 1.G Signed Final SEPA DNS Exhibit 1.H Rezone Application Exhibit 1.I Narrative Exhibit 1.J Staff report to Hearing Examiner Exhibit 2 Council Meeting Legal Noticing	46
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9. Introduction and Adoption of Ordinances and Resolutions

9.A Resolution to Rescind Resolution 2020-05 (COVID-19 Declaration of Emergency) Resolution to Rescind Declaration of Emergency	87
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10. Unfinished Business

10.A Affordable Housing Commission's Recommendation on City Property Contribution for Affordable Housing 1st and Pine Surplus Property Location Stalder Affordable Housing Application Stalder Interests, Inc. Award Letter	92
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11. New Business

11.A Appointment Process for Council Position 6 COUNCIL AD JULY 2021 COUNCIL APPLICATION FOR APPOINTMENT 2021	121
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12. Miscellaneous

12.A Manager's Report 7-6-21 MANAGERS REPORT	124
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12.B Councilmembers' Reports

13. Executive Session

13.A Per RCW 42.30.140, to consider collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement

14. Adjournment



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: July 6, 2021

Item Title/Agenda Subject: Incubator Building Sale Use of Funds Discussion

Submitted by: Heidi Behrends Cerniwey City Manager Department

Recommended Action or Motion: Provide staff direction to develop policy for disbursements of Incubator Building sale proceeds.

Background/Summary: The City built the Ellensburg Business Incubator in 1989 to promote economic development by assisting small businesses and startups by providing leased space at below market rates. The building has been managed for the City by a variety of organizations, including by Ellensburg Business Development Authority dba CenterFuse since 2017. At the March 15, 2021 City Council meeting, CenterFuse presented information regarding the ongoing costs and return on investment associated with the building, and requested that Council declare the building as surplus to the City's needs, sell it to CenterFuse for \$1 and allow it to sell the building and use the proceeds for as yet undetermined economic development projects. After discussion, City Council agreed to move forward with the surplus and sale of the building, but directed that the City should sell the building and place the proceeds in a fund dedicated to use for economic development.

Based on City Council action taken earlier this year, the City Incubator Building has been sold for \$710,000. The sale is scheduled to close on or around June 30, 2021.

Previous Council Action: The City Council declared the Business Incubator Building surplus to City needs and directed staff to proceed with its sale at its April 19, 2021 meeting.

On June 7, 2021, City Council approved the cash sale of the Business Incubator Building to Steve and Susan Gunn for \$710,000.

On June 28, 2021, City Council discussed options for use of the funds for economic development.

Analysis:

Discussion around goals for the use of funds and parameters for use of this one-time revenue will provide direction for staff to develop the policies and procedures to distribute and track outcomes for these monies.

Financial Impact:

Proceeds from the Incubator Building sale are anticipated to be \$710,000 less usual and customary closing costs. In addition, the City has had to arrange for the removal and disposal of several barrels dumped at the rear of the property containing an unknown liquid (possibly biodiesel fuel) that was apparently left by a previous tenant several years ago. Disposal costs are estimated to be approximately \$1,600.

The proceeds of the building sale will be deposited into a newly established economic development fund.



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of City Council, Regular Meeting

June 21, 2021

7:00 PM

Held Remotely per Governor Inslee's Proclamation

20-28.15, extended by Senate Concurrent

Resolution 8402

Pledge of Allegiance

Councilmember Lamb led the Pledge of Allegiance.

1. Call to Order and Roll Call

Roll Call Present: David Miller, Bruce Tabb, Stacey Engel, Nancy Goodloe, Tristen Lamb, Nancy Lillquist

Absent: Mary Morgan

Councilmember Nancy Lillquist moved to Approve an excused absence for Councilmember Morgan. **Motion Approved 6-0.**

Others Present: City Manager Behrends Cerniwey; City Attorney Weiner; City Clerk Leader; Executive Assistant Gigstead; Assistant City Engineer Mattson; Engineering Manager Mayo; Civil Engineer Slyfield; Public Works & Utilities Director Lyyski; Edward Bracken; Kittitas County Solid Waste Director, Patty Stacey; Kittitas County Health Officer, Dr. Mark Larson; and two members of the public.

2. Proclamations

3. Awards and Recognitions

4. Approval of Agenda

Councilmember Stacey Engel moved to Approve the Agenda as presented. **Motion Approved 6-0.**

5. Consent Agenda

5.A. Approve Minutes of June 7, 2021 Regular Meeting

5.B. Acknowledge Minutes of Arts Commission - May 13, 2021

5.C. Acknowledge Minutes of Diversity, Equity and Inclusion Commission - May 25, 2021

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- 5.D. Acknowledge Minutes of Ellensburg Business Development Authority/CenterFuse - May 12, 2021
 - 5.E. Acknowledge Minutes of Landmarks & Design Commission - October 20, November 17 and December 18, 2020
 - 5.F. Acknowledge Minutes of Library Board - May 11, 2021
 - 5.G. Acknowledge the Minutes of the Lodging Tax Advisory Committee - April 7, 2021
 - 5.H. Project Acceptance - Bid Call 2020-28 Ridgeview Lane Sewer Main Extension
 - 5.I. Traffic Impact Fee Annual Report
 - 5.J. 2020 City of Ellensburg Annual Financial Statement Report
 - 5.K. 2021 Distressed County Sales and Use Tax Infrastructure Improvement Program Agreement with Kittitas County for the Gateway and Bull Road projects
 - 5.L. Affirm PayGov.US contract for third party receipting
 - 5.M. Bid Award – Bid Call No. 2021-04 - 2021 CBD Alley Reconstruction Project
 - 5.N. Approve University Way Banner Request for CWU Orientation - June 28 - August 2, 2021
 - 5.O. Approve University Way Banner Request for Ellensburg Rodeo Parade - August 30 - September 7, 2021
 - 5.P. Approve University Way Banner Request for CWU Wildcat Welcome/Move-in - September 13 - 24, 2021
 - 5.Q. Amending the 2021 Park Acquisition and Development Fund #160 Budget
 - 5.R. Approve Voucher Listing for June 21, 2021

Councilmember Nancy Lillquist moved to Approve the Consent Agenda as presented.
Motion Approved 6-0.

6. Petitions, Protests, and Communications

6.A. COVID-19 Update

Dr. Mark Larson reviewed the number of positive cases for Kittitas County, vaccination percentages and spoke regarding the Delta variant.

6.B. Board and Commission Applications

Ed Bracken was present to introduce himself and spoke regarding his interest in serving on the Senior Citizen Advisory Commission.

7. Citizen Comment on Non-agenda Issues

8. Business Requiring Public Hearings

8.A. Public Hearing (Legislative) to consider a Resolution adopting the City's Six-Year Transportation Improvement Plan (TIP) for 2022-2027 and provide an annual 'Complete Streets Update'.

The Mayor opened the public hearing. Assistant City Engineer, Josh Mattson, presented information in the staff report and reviewed past, current and future projects.

Paula McMinn, 2000 N Alder Street, spoke regarding West Ellensburg;

The Mayor closed the public hearing.

Councilmember Tristen Lamb moved to Approve adoption of Resolution 2021-18 approving the Transportation Improvement Plan for 2022-2027. **Motion Approved 6-0.**

Councilmember Nancy Lillquist moved to Approve authorizing staff to submit listed projects for funding as grant opportunities become available. **Motion Approved 6-0.**

9. Introduction and Adoption of Ordinances and Resolutions

9.A. Resolution Declaring Concurrence with the Kittitas County Solid Waste Management Plan 2021 Update

Civil Engineer, Hunter Slyfield, presented information in the staff report. Solid Waste Director, Patty Stacey, was present to answer questions and provide additional information.

Councilmember Tristen Lamb moved to Approve adoption of Resolution 2021-19 declaring concurrence with the Kittitas County Solid Waste Management Plan 2021 Update. **Motion Approved 6-0.**

10. Unfinished Business

11. New Business

12. Miscellaneous

12.A. Manager's Report

The City Manager reviewed the report. She reminded Council of the Independence Day Holiday and that the regular meeting will be held Tuesday July 6, 2021; the Special Council meeting on June 28, 2021 and the potential date for the Council retreat will be September 24, 2021.

12.B. Councilmembers' Reports

- Councilmember Goodloe attended the dedication of the Blue Star Memorial marker, Race Unity Day event, the DEI Committee, Law & Justice Committee and Utility Advisory Committee meetings;
- Councilmember Miller attended the Pride Flag celebration, Race Unity Day event, and thanked City IT staff for assisting him with some technology issues;
- Councilmember Lillquist attended the Environmental Commission, Utility Advisory Committee, and Business Park Development Subcommittee meetings, the Airport Advisory open house and the Pride Flag Event;
- Councilmember Engel attended EBDA/CenterFuse meeting;
- Councilmember Lamb attended the Library Board and Arts Commission meetings and spoke regarding the Kittitas County Incident Management Team;
- Mayor Tabb participated in an AWC panel, attended a Public Transit Advisory Committee meeting, and spoke regarding the June 30, 2021 reopening and possibilities for future meetings based on guidance received.

13. **Executive Session**

14. **Adjournment**

Meeting adjourned at 8:31 pm.

Mayor

ATTEST: _____
City Clerk



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of City Council, Special Meeting

June 28, 2021

6:00 PM

**Held Remotely per Governor Inslee's Proclamation
20-28.15, extended by Senate Concurrent
Resolution 8402**

Roll Call Present: Stacey Engel, Nancy Goodloe, Nancy Lillquist, David Miller, Mary Morgan, Bruce Tabb

Absent: Tristen Lamb

Councilmember Mary Morgan moved to Approve an excused absence for Councilmember Lamb. **Motion Approved 6-0.**

Others Present: City Manager Behrends Cerniwey; City Attorney Weiner; Deputy City Clerk Davison; Finance Director Pascoe; Community Development Director Sackett, and Planning Manager Ayling.

Study Session for the Following Items:

1. Affordable Housing Project - development parameters discussion

1.A Affordable Housing Discussion

City Manager Heidi Behrends Cerniwey and Community Development Director Sackett presented information in the staff report.

Council discussed the City surplus property at 1st and Pine and the recent application from Stalder Interests. Council directed staff:

- that the two parcels at 1st and Pine were still appropriate to surplus for affordable housing;
- to bring a list of other City owned properties that are potentially available to surplus to the July 19, 2021, City Council meeting;
- to bring the application submitted by Stalder Interests back to the July 6, 2021 City Council meeting to determine the additional requirements to be included as conditions for acceptance of the proposal and to include those in an award letter to the applicant.

2. Incubator Building Sale - use of funds for economic development discussion

2.A Incubator Building Sale Use of Funds Discussion

City Manager Heidi Behrends Cerniwey presented the information in the staff report.

Council discussed the proposed Economic Development Plan with Kittitas County/COG and the projects listed by CenterFuse. Council directed staff to provide the economic development plan from 2011 for a study session to be held one hour prior to the City Council meeting on July 6, 2021.

3. Streateries - brief discussion

3.A Streateries

City Manager Heidi Behrends Cerniwey presented the information in the staff report.

Council informed staff that they are interested in extending temporary streateries through a Council action through the end of 2021.

Adjournment

Meeting adjourned at 8:10 pm.

Mayor

ATTEST: _____
Deputy City Clerk



DIVERSITY, EQUITY & INCLUSION COMMISSION (DEI)

June 8, 2021 Regular Meeting

(3:00 to 4:30 p.m.) Remote Meeting via Zoom

Members Present: Veronica Acevedo, Daniel Amos, Delores (Kandee) Cleary, Landis Hanson, Sara Omrani, and Nancy Goodloe (chair)

Members Absent: Tylene Carnell (excused)

Also present: Kirsten Sackett, Community Development Director; Nicole Klauss, Public Information Officer (Recording Secretary); and 4 members of the public.

1. CALL TO ORDER / INTRODUCTIONS

Chair Nancy Goodloe called the meeting to order at 3:00 p.m.

2. APPROVAL OF AGENDA

All in favor of the agenda; no formal motion.

3. APPROVAL OF MINUTES FROM MAY 25, 2021 MEETING

Motion: Commissioner Daniel Amos moved to approve the minutes from the May 25, 2021 DEI Commission Meeting, and Commissioner Landis Hanson seconded. All in favor; motion passed.

NEW BUSINESS

4. Discuss Community Outreach Strategy

Community Development Director Kirsten Sackett shared and discussed slides about population by age cohort in Kittitas County, Ellensburg population by race and ethnicity, CWU student population, Ellensburg and Kittitas County household income, and a community network analysis tool.

Sackett led the group through a brainstorming exercise to discuss what voices the commission needs to hear from. Chair Goodloe reviewed the groups reached on the Council Subcommittee's 2020 listening tour, and which ones needed more participation. The commission suggested ideas on other groups to reach.

Who we have already heard from (on listening tour):

Black adults, faculty and students; need more students

Hispanic – 12-14 participants in 3 or 4 different groups- many employed by CWU; reach into other areas of community

Asian and Pacific Islander – little participation

Native American – good participation; identify others to speak to?

LGBTQ – Adults who live and work in Ellensburg; included middle school and high school students; need to talk to CWU students

Muslim students at CWU, couple of faculty members

Over 65, all white, financially okay; reach out to other seniors who have difficulties getting around or other issues in community

Groups to reach out to:

International faculty



Religious minorities
Peoples with disabilities and caregivers
Caucasians
Low-income/poverty line/homeless/transients
Veterans
Women
Undocumented students and non-students (work through APOYO & Justice For Our Neighbors), Hispanic population - LatinX Student Association at CWU
MEChA (Movimiento Estudiantil Chicana/o de Aztlan) at CWU
CWU Student Athletes
Business organizations (EDA & Chamber)
Religious organizations – various churches to solicit participation; Buddhist temple, mosques in Yakima; Temple Shalom

5. Discuss Survey Questions

City PIO Nicole Klauss reviewed the five questions asked by the City Council Subcommittee on the 2020 listening tour and asked if the commission wants to keep them or update them.

1. What are some examples of how you feel welcome in Ellensburg? Are there people or places or events that stand out to you?
2. What situations or conditions influence when you do or do not feel safe in Ellensburg?
3. The number of people in our community is growing and becoming more diverse. What would you like to see the city do to be better prepared today for the changing demographics happening now and in the future?
4. Not everyone in Ellensburg has access to what they need to reach their full potential. How can we as a city, as a community, do better at being a place where everyone has the chance to flourish?
5. What is the best way for us to get information to you? And for you to share information with us? US mail? Email? Social media? Meetings?

Commissioner Amos asked how the questions were originally developed. Chair Goodloe said the subcommittee was interested overall in people's experience in Ellensburg, recognizing there would be some positive and some negative things and that there were folks who did not feel safe. Goodloe said the subcommittee started writing questions down, massaged the wording, and received input from City staff.

Klauss reviewed the engagement tool formats that can be used on the City's new community engagement platform Bang The Table.

Chair Goodloe asked if it makes sense to use the same questions at this point in the process. The commission members indicated they wanted to use the questions but work on the phrasing.

When talking about Bang The Table tools, the commission suggested using one of the tools that allowed people to share their stories, but does not allow for others to comment on an individual's post. Commissioner Kandee Cleary said she would be worried that people who tell their stories could get revictimized if comments are allowed, which could discourage anybody else from telling their story.



Commissioner Sara Omrani agreed, and said it's not productive to have anyone argue with people's experiences. Commissioner Hanson asked if it would be possible to have a "like" button for those who sympathize with the experience or story. Klauss said the ideas tool on Bang The Table would allow for people to like others posts.

The commission talked about potential phrasing for questions and decided to take more time to think about it and reply in writing with suggested changes. Klauss will send out the five questions for the commission to review. Suggestions will be sent to Klauss and brought back to the commission at the June 22 meeting to finalize.

Chair Goodloe said once the survey is done the commission can revisit the groups on the community outreach list and decide which groups might prefer to meet in person to share their answers to the questions.

6. PUBLIC COMMENT

Chair Goodloe called for public comment; there was none.

Chair Goodloe called for final comments from commission members.

Commissioner Omrani mentioned the LGBTQ Pride Month Proclamation that was read the previous evening at the City Council meeting, and asked if it was in the role of the group to suggest flying a Pride flag at City Hall for Pride Month. Chair Goodloe said that's something the commission can recommend in the plan. Chair Goodloe also said the commission will probably take over writing the heritage month proclamations. The Council subcommittee is currently using the Library of Congress' list of observances.

Chair Goodloe said Sunday the 13th is National Race Equity Day, a celebration and observance of diversity we have in this country, and there will be an event at the Unity Park in downtown Ellensburg from 2-4 p.m.

The meeting adjourned at 4:30 p.m.

Respectfully Submitted by

Nicole Klauss

Recording Secretary

Drafted: 6/9/21

Approved: 6/22/21



COMMUNITY DEVELOPMENT DEPARTMENT
501 N. Anderson St., Ellensburg WA 98926

MINUTES OF THE LANDMARKS & DESIGN COMMISSION REGULAR MEETING

Date and Time: Tuesday, January 19 2021, 5:45 p.m.
Place of Meeting: Remote Meeting via Zoom
Present: Members: Mollie Edson, Dorothy Stanley, Marty Blackson, Megan West; Amy McCoy
Absent:
Others Present: Stacey Henderson, Senior Planner – Historic Preservation; Jamey Ayling, Planning Manager; Alicia Winbauer, Community Development Secretary; Suzanne Blakeney, applicant; and Zane Kanyer, guest/possible member of the commission.

Note: These are **Summary** Minutes *not* Verbatim Minutes

1. Call to order and roll call of members

Meeting called to order by Chairwoman Edson at 5:49 pm.

All in favor, motion passed.

2. Approval of the agenda

Commissioner Stanley moved to approve agenda. Commissioner McCoy seconded.

All in favor, motion passed.

3. Approval of the minutes of the Meeting of December 15, 2020.

Commissioner Stanley made a motion to approve the minutes of December 15, 2020. Commissioner West seconded.

All in favor, motion passed.

4. New Business

a. Public Hearing for consideration of a Certificate of Appropriateness (COA) submitted by the owner, Suzanne Blakeney, for the construction of a shade roof over the existing patio behind her home at 110 W 10th Ave, Ellensburg, Parcel ID # 063334. (COA-#P20-126)

Chairwoman Edson opened the public hearing and explained the procedures of the hearing. No issues were raised, and no one in the audience objected to the participation of any of the Commissioners. For the record Commissioner Edson noted that she lived two doors down from the applicant.

Senior Planner Henderson presented the staff report and shared her screen to display the application exhibits.

Staff has reviewed the criteria in the Code and recommends that the Certificate of Appropriateness (COA) be **granted** by the Commission for the construction of a shade structure and addition of light fixture with **no conditions**.

The floor was opened to testimony from the public, but there was none. Staff did not have anything to add, and neither did the applicant.

Chairwoman Edson asked if the Commissioners had any questions.

Commissioner Blackson wondered if there were other examples of the corrugated material anywhere else in the historic district. The applicant mentioned that it was chosen because it allows light through compared to a solid composite roof. Planner Ayling mentioned that code would not allow the composite roof with the slope of the patio cover.

There were no additional questions and Chair Edson closed the public hearing.

Commissioner McCoy read the Findings of Fact as outlined within the Staff report and made a motion that the Certificate of Appropriateness (COA) be **granted** by the LDC Commission for the construction of a shade structure and addition of light fixture with **no conditions**.

Commissioner Stanley seconded.

Discussion about whether this item should have come to the commission, remembering there had been a gazebo that did not need commission approval. Planner Henderson noted that she researched the code, and it is visible from the alley right of way and it is larger than 200 square feet, triggering a building permit so that is why it came before the commission.

Commissioner Edson called the question.
All in favor, motion passed.

5) Old Business - None.

6) Citizen Comment - None

7) Staff Update/Discussion Items

7.A Demo Committee- Planner Henderson reported that the staff had a zoom meeting with the consultant, who had a couple of questions for staff. The consultant will be doing an audit of other jurisdiction policies and should have a draft for review by February 15, 2021. Then most likely the demo subcommittee will need to meet.

7.B The LDC grant contracts for 2020 and 2021 have been mailed out to the grantees.

7.C The 802 N B Street house window breakage was brought to Planner Henderson's attention by Commissioner Stanley, and she will be attempting to contact the owner. Commissioner Edson noted that someone was already covering the window that was broken with sturdy plastic.

7.D Planner Henderson will be sending out the meeting schedule calendar for the year. She has reserved the council chambers for the rest of the year, so when the commission can meet in person again they will have the space.

Commissioner Edson, for the edification of Zane, explained what the items Planner Henderson had updated the commission were about.

8) Commission Representative Updates.

Commissioner West gave an update of the EDA's continued Director search. They had four strong candidates, and interviewed three. All three rejected the job for personal reasons. They interviewed the fourth candidate and feel she would fit well in Ellensburg. The candidate is from Tacoma, was on several non-profit boards and was a small business owner. She didn't have a background with Mainstreet communities, but has some knowledge. The candidate will be here on Thursday for a tour of the town, and there will be a meet and greet on Thursday from 4:30-6:00 PM, with additional opportunity to meet her on Friday morning. The EDA board will vote on approving the offer to her on Monday, January 25th and hopefully they can offer her the job. Tripp, the interim director of the EDA is done with his contract on February 5th, and the possible candidate should be able to start around mid-February. Zane Kenyer asked Commissioner West to add him to the email list so he could get more information.

Commissioner Edson asked Zane to introduce himself. He is a structural engineer and has been working in Seattle until about two years ago. He and his wife moved back to Ellensburg and he is very interested in becoming involved in the community. He would be very interested in being on this commission.

9) Adjournment

Commissioner McCoy made a motion to adjourn the meeting. Commissioner Blackson seconded. All in favor, motion passed. Chair Edson adjourned the meeting at 6:22 pm.



**COMMUNITY DEVELOPMENT DEPARTMENT
501 N. Anderson St., Ellensburg WA 98926**

MINUTES OF THE LANDMARKS & DESIGN COMMISSION REGULAR MEETING

Date and Time: Tuesday, March 2 2021, 5:45 p.m.
Place of Meeting: Remote Meeting via Zoom
Present: Members: Mollie Edson, Dorothy Stanley, Marty Blackson, Megan West; Lathan Wedin; Zane Kanyer
Absent: Amy McCoy
Others Present: Stacey Henderson, Senior Planner – Historic Preservation; Kirsten Sackett, Community Development Director; David Miller, City Council Liaison; Karin Green, EDA Director

Note: These are **Summary** Minutes *not* Verbatim Minutes

1. Call to order and roll call of members

Meeting called to order by Chairwoman Edson at 5:47 pm.

All in favor, motion passed.

2. Approval of the agenda

Commissioner Stanley made a motion to move Commissioner introductions to the front of the agenda. Blackson second.

All in favor, motion passed.

3. Approval of the minutes of the Meeting of January 19, 2021.

Commissioner West made a motion to approve the minutes of January 19, 2021. Commissioner Blackson seconded.

All in favor, motion passed.

4. New Business

a. Introductions

Chairwoman Edson asked for introductions from all commissioners, staff members, and the Council liaison. Zane Kanyer and Lathan Wedin were specifically introduced as the newest members of the commission.

b. EDA Director Introduction

Karin Green was introduced as the new Executive Director of the Ellensburg Downtown Association. She has been working for the board for the past month, after moving over from

the Tacoma area. She values history and architecture, and also values when she can be part of great historic projects.

Commission West asked if the Commission would like to continue receiving a monthly EDA update. The Commissioners agreed that they would like to continue with the updates.

Specific to EDA updates, West noted that restaurant month just ended, and they have had good success with it. The new EDA Director is getting familiarized with the community and with the goals of the EDA.

c. Historic Preservation Month

Chairwoman Edson noted that we have had some successful Historic Preservation month activities in previous years that were non-COVID. She noted that one of the challenges that the City has encountered is folks within the historic districts not knowing that they must apply before making modifications to their structures. The Commission has tried to provide educational materials and opportunities during historic preservation month in past years.

Edson suggested that it would be useful to talk to Sadie Thayer of the historical museum, about possibly running some newspaper articles that focus on different historic aspects of our community.

Senior Planner Henderson said that in college one of her professors did an architectural scavenger hunt of their downtown area. She said this activity can be done outside and involve different historic buildings. The idea would be for people to locate certain types of architecture or structures and take photos and submit. She thought this could be a good way to help people learn some basics about Ellensburg's history, the downtown, and about architecture. Edson said that in the past the EDA had done something similar where the photos were taken in advance, and it was up to the community to identify the location of the pictures. West said they will look through the EDA files and see if they can find the old templates.

Edson would like the commissioners to look around town for good features for picture-taking opportunities. She would also like to make this an activity that is fun for children.

5) Old Business - None.

6) Citizen Comment - None

7) Staff Update/Discussion Items

a. Landmarks & Design Commission Training and Information Session

Senior Planner Henderson began her presentation by sharing her screen to display the home page of the City website. She displayed the City Calendar and how to locate meeting dates and agendas. She also demonstrated how to locate the Landmarks & Design Commission webpage and talked through the information on the page. She then showed how to access the Community Development department page, and how to find additional pages related to historic preservation. She then demonstrated how to locate the Maps on the City webpage. She displayed the "Eburg Map", and demonstrated how to find the boundaries of the historic districts. She also showed the Historic Ellensburg map, which includes information about many historic houses and buildings in Ellensburg.

Henderson then demonstrated how to access the Ellensburg City Code (ECC) online. She said that a lot of what the Commission works on is to conduct design review and issue Certificates of Appropriateness, approve Special Valuations, review demolition applications, and issue City of Ellensburg Historic Preservation Grants once a year. She explained that ECC 15.280 outlines the powers, duties and procedures of the commission.

One of the main responsibilities of the Commission is to conduct design review for any exterior alteration of historic structures. She explained that applicants apply through the Community Development Department, and the applications gets forwarded on to the LDC through Staff. Henderson explained some basics about the public hearing requirements, including the 14-day public noticing requirements, and the 14-day appeal period following COA approvals.

Chair Edson wanted to make sure that the Commissioners understand that COA's are subject to the quasi-judicial public hearing requirements and there are specific procedures that must be followed. Commissioner Wedin asked about the steps for a commissioner to recuse themselves from certain projects. Discussion ensued on the Appearance of Fairness questions. Henderson then provided additional explanation of how the review process works.

Henderson provided an update on the work of the demolition ordinance. A historic preservation consultant is currently working with City staff to make the revisions. The next step will be for it to be reviewed by the City Attorney and then it will go back for review by the subcommittee.

Henderson then provided a brief explanation on the Special Valuation process. She also provided a brief explanation on resources available from DAHP (Department of Archaeology and Historic Preservation) and from the National Park Service.

Henderson then provided information about the LDC's Historic Preservation Grant Program.

8) Commission Representative Updates.

- a. There were no updates from the Commissioners.

9) Adjournment

Commissioner West made a motion to adjourn the meeting. Commissioner Stanley seconded. All in favor, motion passed. Chair Edson adjourned the meeting at 6:46 pm.



COMMUNITY DEVELOPMENT DEPARTMENT
501 N. Anderson St., Ellensburg WA 98926

MINUTES OF THE LANDMARKS & DESIGN COMMISSION REGULAR MEETING

Date and Time: Tuesday, March 16 2021, 5:45 p.m.
Place of Meeting: Remote Meeting via Zoom
Present: Members: Mollie Edson, Dorothy Stanley, Marty Blackson, Lathan Wedin, Zane Kanyer, Amy McCoy
Absent: Megan West
Others Present: Stacey Henderson, Senior Planner – Historic Preservation; Kirsten Sackett, Community Development Director; Brad Case, Parks & Recreation Director; David Miller, City Council Liaison; Applicants Jodie & Andrew Polak; and Applicant Jonathan Chandler

Note: These are **Summary** Minutes *not* Verbatim Minutes

1. Call to order and roll call of members

Meeting called to order by Chairwoman Edson at 5:45 pm.

All in favor, motion passed.

2. Approval of the agenda

Commissioner Blackson made a motion to approve the agenda as submitted. Commissioner McCoy seconded.

All in favor, motion passed.

Commissioner McCoy made a motion to amend agenda to move item 4.A to item 4.D
Commissioner Blackson seconded.

All in favor, motion passed.

3. Approval of the minutes of the Meeting of March 2, 2021.

Commissioner Blackson made a motion to approve the minutes of March 2, 2021. Commissioner McCoy seconded.

All in favor, motion passed.

4. New Business

- A. (P21-018) Public hearing for consideration of a Certificate of Appropriateness (COA) to repaint the exterior of the first floor windows and doors, and repaint the two structural steel lintels, on the main level of the Lindeman building (Butterfield Garage) at 425 N Main Street, Ellensburg WA 98926.

Chairwoman Edson opened the public hearing and explained the procedures of the hearing. In response to the questions, Commissioner Kanyer stated for the record that he works for the applicant but is not involved with this project and did not feel it would affect his ability to be fair and objective. No one in the audience objected to the participation of any of the Commissioners.

Senior Planner Henderson presented the Staff report and shared her screen to display the application exhibits and describe the project. The Lindeman Building is a contributing building to the Historic Downtown District. The paint on the trim is weathering and needs to be redone. The applicants are submitting a change of color to the trim around the windows and doors on the 1st floor of this building.

The applicants didn't have any additional information to provide. There were no public comments and no questions from the Commissioners.

Commissioner McCoy read the Findings of Fact as outlined within the Staff report and made a motion that the Certificate of Appropriateness be **granted** by the Commission for the repainting of the exterior of the first floor windows and doors, and repaint the two structural steel lintels, as proposed, with **one condition**:

1. The applicant shall do any painting over wood using the best available procedures per the Secretary of Interior's Standards for Rehabilitation, *Preservation Brief 10: Exterior Paint Problems on Historic Woodwork*.

Commissioner Kanyer seconded. There was no discussion amongst the Commission.

All in favor; motion passed.

- B. (P21-019) Public Hearing for Consideration of a Certificate of Appropriateness (COA) to replace all of the 2nd story windows of the Geddis Building with new, fiberglass windows.

Chairwoman Edson opened the public hearing and explained the procedures of the hearing. In response to the questions, Commissioner Kanyer stated that he has a conflict of interest in this matter as he is working for the applicant on this specific project. He recused himself from participating in this matter. No other issues were raised, and no one in the audience objected to the participation of the remaining Commissioners.

Senior Planner Henderson presented the Staff report and shared her screen to display the application exhibits which included pictures of the windows that were put in the building in the 1990's. These windows are deteriorating which has created water and air leakage because they have no proper window frames. Applicants had nothing to add. Commissioner Edson asked about the trim around the windows and the applicants said that they would be replaced by what they have left from previous remodels.

Commissioner McCoy read the Findings of Fact as outlined within the Staff report and made a motion that the Certificate of Appropriateness be **granted** by the LDC for the replacement all of the 2nd story windows of the Geddis Building with new, fiberglass windows with **no conditions**.

Commissioner Wedin seconded. There was some discussion on the use of fiberglass versus wood windows that are more reflective of the original windows.

Commissioners Wedin, McCoy, Blackson and Edson voted in favor; Commissioner Stanley voted against.

Motion passed 4-1.

Commissioner McCoy made a motion to amend the amended agenda to hear the Item pertaining to the Pergola next. Commissioner Wedin seconded.

All in favor; motion passed.

Commissioner Edson thanked the Polak's for their contributions to their buildings in the Historic downtown.

- C. (P21-016) Public Hearing for Consideration of a Certificate of Appropriateness (COA) to construct a pergola above the outdoor seating area at 412 N Main St, Ellensburg, WA 98926.

Chairwoman Edson opened the public hearing and explained the procedures of the hearing. No issues were raised, and no one in the audience objected to the participation of any of the Commissioners.

Senior Planner Henderson presented the Staff report and shared her screen to display the application exhibits. This pergola will be roughly 20 X 30 feet with support posts that are bolted to the wall around the outdoor area and attached to a ledger board that will be attached to the building. The partition wall is not original so it won't do any damage the original building. It is planned to be in a natural wood shade.

The applicant added that he would be contributing to the downtown in a good way.

Commissioner Kanyer asked about the height of the pergola attached to the building, is it attached below the roof line? Is the block reinforced? Applicant said it will be about 7 feet below the roof line and mostly standing on its own. He has not inspected the block to see if it is reinforced. Commissioner Wedin asked about the lighting and speaker system that is in the pictures. Applicant said that the lighting and speakers will be removed and there is no plan at this time to reinstall them. There was also a question about what would be needed if they add any lighting back after the pergola is built. Discussion about the heating of the area- will they be using propane heaters? Applicant does not have any information about that use. Commissioner Edson asked about the wall around the courtyard- was it original to the building. Commissioner Stanley mentioned that it was put in by the owner Ross Anderson.

Commissioner McCoy read the Findings of Fact as outlined within the Staff report and made a motion that the Certificate of Appropriateness be **granted** by the LDC for the construction of a pergola above the outdoor seating area at 412 N Main St, Ellensburg, WA 98926, with **one condition**:

1. That the ledger board proposed to be fastened to the 412 N. Main building, shall be carefully attached in a way that creates the least amount of impact and damage to the north façade of the building.

Commissioner Stanley seconded.

Commissioner McCoy asked about the propane heaters under the pergola, and whether it was a fire hazard. It was noted that the heaters were under the purvey of the Fire Marshall.

Commissioner Kanyer only wanted to make sure that the attachments wouldn't adversely impact the building.

All in favor; motion passed.

- D. Preliminary meeting to discuss the proposed COA (P21-025) for the demolition of the drive through portion of the old Wells Fargo Bank building.

Senior Planner Henderson presented the Staff report and described the partial demolition proposal submitted by the Parks & Recreation Department to remove the drive through portion of the Wells Fargo bank building for the Rotary Park. Brad Case, the applicant contributed to the discussion of what the park will be like after the demolition.

Commissioner Blackson made a motion to move forward with this item and bring the demolition back before the LDC for a COA during a public hearing at the next available meeting.

Commissioner McCoy seconded.

All in favor; motion passed.

5) Old Business - None.

6) Citizen Comment – None

No comments from the public.

7) Staff Update/Discussion Items

a. Demolition Ordinance Update

Staff explained that the demolition ordinance had been reviewed with the City Attorney who requested additional edits from the historic preservation consultant. After the revised version is received, another legal review will take place prior to meeting again with the LDC subcommittee.

8) Commission Representative Updates.

A. Ellensburg Downtown Update

There was no representative of the EDA available to provide an update.

B. Historic Preservation Month Update

Commissioner Edson talked with Sadie Thayer of the Historical Museum about putting articles in the newspaper during HP month. She also reminded everyone to start looking for good downtown photos for the scavenger hunt. Edson asked Henderson if she could send a reminder to the Commissioner's mid-month, as they would need to be prepared to make plans at the next LDC meeting, in advance of HP month.

C. Other items

Commissioner Stanley said that she had talked to Ms. Thayer at the museum about the two buildings at the northwest corner of 5th and Water. She heard that the two buildings will be torn down. She also recommended people drive by the building being restored by Jon Graff.

Edson wanted to bring up the aesthetic standards of the streateries. She said in Walla Walla there is a consistency in the design, and thought that we should consider adding design standards to the streateries. Director Sackett explained the background of how the streateries came to be, and also why it could be problematic to add design standards to temporary structures that will be required to come down after the governor lifts the indoor dining restrictions.

9) Adjournment

Commissioner McCoy made a motion to adjourn the meeting. Commissioner Stanley seconded. All in favor, motion passed. Chair Edson adjourned the meeting at 7:30 pm.



CITY OF ELLENSBURG

Utility Advisory Committee

Date of Meeting

May 20, 2021

Time of Meeting

3:30 PM

Place of Meeting

Virtual Conference

Nancy Lillquist, Chairperson, term expires May 31, 2022

Ed Barry, Vice Chairperson, term expires May 31, 2023

Nancy Goodloe, City Council, term expires May 31, 2021

Gary Gleason, CWU, term expires May 31, 2022

Bob Johnson, KITTCOM, term expires May 31, 2023

Jim Goeben, Telecommunications Utility customer, term expires May 31, 2023

Nate Sitton, City Utility Customer, term expires May 31, 2023

1. CALL TO ORDER

Chair Lillquist called the meeting to order at 3:30 pm.

2. ROLL CALL

Members present: Nancy Lillquist, Chair; Nancy Goodloe, City Council; Gary Gleason, CWU; Nate Sitton, City Utility Customer.

Also present: Ryan Lyyski, Public Works & Utilities Director; Darren Larsen, Assistant Utilities Director; Derek Mayo, Engineering Services Manager; Jon Morrow, Stormwater Manager; Darin Yusi, Gas Engineer; Drew Houck, IT.

Gleason moved to excuse Ed Barry from the May 20th UAC meeting. Sitton seconded. All in favor; **motion approved.**

Chair Lillquist moved to amend the agenda to move Stormwater Management Plan update 2020-2021 from 8.A. to 7.A.

3. APPROVAL OF MINUTES

3.A. Approve minutes - April 15th, 2021 regular meeting minutes

Goodloe moved to approve the minutes. Gleason seconded. All in favor; **motion approved.**

4. APPROVAL OF CONSENT AGENDA

Consent items have been distributed to committee members in advance for study and will be enacted by one motion. If separate discussion is desired on an item, that item may be removed from the Consent Agenda and placed on the Regular Agenda at the request of a

committee member or at the request of a member of the public with concurrence of a committee member.

4.A. Project Acceptance - Bid Call 2020-28 Ridgeview Lane Sewer Main Extension

Goodloe moved to approve the consent agenda. Sitton seconded. All in favor; **motion approved.**

5. CORRESPONDENCE AND CITIZEN COMMENTS ON NON-AGENDA ITEMS

None

6. TELECOMMUNICATIONS UTILITY DISCUSSION ITEMS

Darren Larsen mentioned a letter to the Mayor from George Long, Director of KITTCOM, acknowledging Bob Johnson's retirement effective July 1, 2021 and requesting that Bryan Clark be the new appointee on the UAC committee. The Mayor responded with a letter approving the change.

7. ELECTRIC, NATURAL GAS, WATER, WASTEWATER, STORMWATER UTILITY DISCUSSION ITEMS

7.A. Stormwater Management Plan update 2020-2021.

Jon Morrow presented an overview and discussed the plan. Jon answered the committee's questions regarding the 2020-2021 Stormwater Management Plan.

Goodloe moved the committee accept the 2020-2021 Stormwater Management Plan. Sitton seconded. All in favor; **motion approved.**

8. INFORMATION ONLY ITEMS

8.A. City Gas Division is a recipient of the System Operational Achievement Recognition (SOAR) award.

The City's Gas Division has been selected by the APGA as one of fifteen recipients for the Level Silver SOAR award.

8.B. Public Works & Utilities Issues and Updates

Ryan Lyyski shared issued updates for the Sewer and Water Divisions as listed.

Derek Mayo shared the Public Works & Utilities department has submitted three appropriation requests to Representative Kim Schrier's and Senator Murray's offices for potential funding. The City's RNG project was selected as one of Representative Schrier's district's top 10 projects. Since applying, one additional opportunity for possible funds has arose. Applications are due to Senator Cantwell's office by June 1st. The City is requesting the Committee sign a letter of support.

Goodloe moved the committee send a letter of support from the UAC to Senator Cantwell supporting the renewable natural gas conversion at the Wastewater Treatment Plant, the aeration process replacement at the Wastewater Treatment Plant and the Anderson Road sewer projects. Sitton seconded. All in favor; **motion approved.**

*Lillquist moved to amend the motion to include support of any City project for the Senator's appropriation programs. Sitton seconded. All in favor; **motion approved.***

Darren Larsen shared issue updates for the Electric and Gas Divisions as listed. He reported the Light Division will be going out to bid for primary cable extension from Currier Creek Development up Reecer Creek Road to Bender Road to serve the Blackhorse Development. Bids open next week and due to timing, will go straight to City Council and not through UAC for acceptance.

Staff notified the Committee of a recent natural gas purchase commitment to Shell Energy for November 2021 – March 2022 total value of the contract purchase is \$286,522.50.

Chair Lillquist was invited to be on Kittitas County's Broadband Action Team (BAT) as a representative for Council. The first meeting is Wednesday, May 26th at 1:30 pm.

9. NEXT MEETING

9.A. June 17th, 2021 at 3:30 pm

10. ADJOURNMENT

With no further discussion, the meeting adjourned at 4:21 pm.

Kim Caulkins
Recording Secretary
Drafted: 5/24/2021
Approved: 6/17/2021



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: July 6, 2021

Item Title/Agenda Subject: Resolution 2021-17 - 506 N Anderson St - Chachava street tree removal

Submitted by: Gordon Crane Public Works & Utilities

Recommended Action or Motion: Adopting the attached resolution authorizes Maia Chachava to remove the aforementioned tree.

Background/Summary: Maia Chachava is requesting permission to remove one street tree at 506 N Anderson Street. The tree is a Siberian Elm, located in the planter strip.
Tree Condition: The tree is in good condition for a Siberian Elm. It has co-dominant stems, like many Siberian Elms. It has some deadwood in the crown, and one leader in the upper crown has died. It has had at least two branch failures, one fairly recently.
City Infrastructure damage: none.
Tree Maintenance activity by City: none known.
Species suitability to location: Siberian Elm are not good urban trees. They are weak wooded, and are prone to branch or main stem failures.
Private damage claims processed by the City: None known.

Previous Council Action: None at this location.

Analysis: Removal of the trees is appropriate. It is an undesirable species, on the "do not plant" list.

Financial Impact: None for the City. The cost will be borne by the applicant

Attachments:

[506 N Anderson St - Chachava - tree removal request](#)

[506 N Anderson St - Chachava - tree removal graphics](#)

[Resolution 2021-17 - 506 N Anderson St - Chachava street tree removal.](#)

From: Maia Chachava
Associate Professor of Painting
CWU, Department of Art and Design
Email: chachavm@cwu.edu
Cell: 509-8993817

To: Gordon Crane
Stormwater Technician/
Urban Horticulturist
Public Works Department
City of Ellensburg

Dear Mr. Crane,

I am requesting a permission to cut down the tree in front of my house on 506 N Anderson Street. I will plant a smaller tree on that strip.

Thank you for your time and consideration.

Feel free to contact me if you need further information.

Sincerely,

A handwritten signature in black ink, appearing to be 'Maia' followed by a stylized surname.

/M. Chachava/

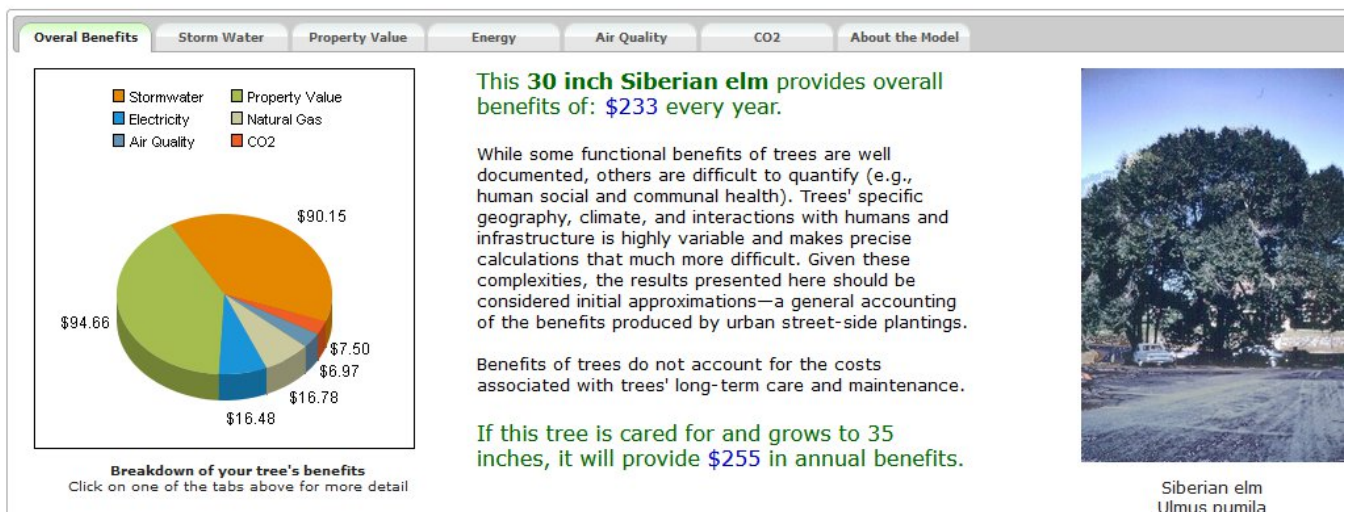
506 N Anderson St – Chachava Tree removal request



Siberian Elm tree on Anderson St

National Tree Benefit Calculator

Beta



RESOLUTION NO. 2021-17

A RESOLUTION authorizing Maia Chachava to remove one street tree located at 506 N Anderson St

WHEREAS, ECC 4.36.380 requires that any person, firm or corporation may apply for the removal of street trees, subject to city council approval, under such conditions and requirements as set forth in the Ellensburg City Code;

WHEREAS, Maia Chachava has requested permission to remove one street tree;

WHEREAS, the City Arborist has reviewed the condition of the tree and the proposed replanting of the tree, and recommends the City Council authorize removal of the tree;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Ellensburg, Washington, as follows:

Section 1. Maia Chachava is authorized to remove one street tree located at 506 N Anderson St. Approval is conditioned upon Maia Chachava first receiving a Street Tree Permit and Public Works Permit from the City of Ellensburg Public Works & Utilities Department for removal of the tree at Maia Chachava's expense including removal of the stump, and replanting one street tree from the City's Street Tree List in the City right of way in an approved location, within one year.

Section 2. A \$400 refundable deposit shall be posted prior to the issuance of the Street Tree Permit to assure replacement of the tree.

Section 3. Removal of the stump shall be done within 30 days of the removal of the tree.

ADOPTED by the City Council of the City of Ellensburg this July 6, 2021.

MAYOR

CITY CLERK



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: July 6, 2021

Item Title/Agenda Subject: Natural Gas System Plan 2021-2026 Report

Submitted by: Darin Yusi Public Works & Utilities

Recommended Action or Motion: Staff recommends the City Council accept the 2021-2026 Natural Gas System Plan report as presented.

Background/Summary: The City Gas Division has completed a thorough evaluation of its entire system to confirm existing and potential gas loads are met with adequate flow and pressure throughout the system. The system plan identifies potential projects for maintaining and/or improving system reliability and integrity and generates a six-year capital investment plan. Gas System Plan Updates are performed on a six-year basis, with the last plan being performed in 2014. At the October 19, 2020 Council meeting, an agreement with EN Engineering to complete an updated plan was approved. Staff worked with EN Engineering to complete the updated system plan report. The completed report is available at the Public Works & Utilities front counter as well as link provided on City's website <https://www.ci.ellensburg.wa.us/DocumentCenter/View/15070/2026-Natural-Gas-System-Plan?bidId=>. There was also a telemetry analysis that was done by EN Engineering as an addendum and separate document to provide guidance on a future bid for upgrading the Gas Division's existing telemetry equipment.

Staff received a favorable recommendation from the Utility Advisory Committee at their June 16, 2021 meeting to have City Council accept the report.

Previous Council Action: City Council approved a supplemental agreement and budget adjustment for the Natural Gas System Plan update at the April 19, 2021 meeting.

Analysis: EN Engineering has provided a 114-page Natural Gas System Plan for 2021-2026. The plan included a summary of the system, their modeling and growth projection methodology,

current and project system performance analysis, potential projects to improve the system, minimum improvements needed to meet potential growth, single-feed branches analysis, and recommendations based on all overall analysis. The analysis determined that the current gas system infrastructure is sufficient to adequately supply additional services resulting from projected medium or high population growth.

Utilizing increased supply pressures, the gas system maintains service pressures above 20 PSI during the extreme weather condition of a 60 Heating Degree Day (HDD), and when the CWU service is disabled, service pressures are maintained during the very extreme weather condition of an 80 HDD. HDD values are the difference between the outside temperature relative to 65°F. As outside temperature drops below 65°F, the HDD value increases. There were twelve identified system improvements that were determined to be beneficial in limiting the need to increase pressure during extreme weather conditions. These improvements included: seven areas of looping the system, three areas of pipe replacement (increasing size), a new regulator station off Dry Creek Road, and increasing the supply pressure. Of these improvements, two are already in construction or design (Bull Road Extension and Helena Ave Loop). Also, of these twelve improvements identified, only one would be necessary to meet the weather condition of 80 HDD: the looping from No 6 Road north to Vantage Hwy and then west on Vantage Hwy to the tie-in point. In addition to the identified system improvements, there were seventeen single-feed branches with at least twenty services that were identified. According to EN Engineering, single-feed branches pose an elevated service loss risk in gas networks and should be eliminated. Some of the looping improvements will eliminate single-feed branches.

In summary, the City natural gas system is well equipped to continue serving its existing customers and handle any growth that may or may not happen with minimal needed improvements to the piping system through 2026.

Financial Impact:

The budgeted amount for the Natural Gas System Plan Update was \$50,000.00. The original contract amount was for a

"Maximum Amount Payable" of \$47,900.00. A budget adjustment request was approved at the April 19, 2021 City Council meeting as well as a supplemental agreement for additional funds to complete the work. The supplemental agreement was for \$4,900.00 and the budget adjustment was for the \$2,800.00 in excess of the \$50,000.00 budgeted.



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: July 6, 2021

Item Title/Agenda Subject: Bid Award – Bid Call No. 2021-06 - 2021 Residential Sidewalk Repair Program

Submitted by: Josh Mattson Public Works & Utilities

Recommended Action or Motion: Award Bid Call 2021-06 to Western Excavating, Inc., the lowest responsive and responsible bidder.

Background/Summary: Bids were opened on Thursday June 10, 2021 for the 2021 Residential Sidewalk Repair Program. Western Excavating, Inc was the low bidder in the amount of \$123,643.06. Council is being requested to award the bid to Western Excavating Inc., the lowest responsive and responsible bidder. This project has three separate schedules "A thru C". Schedule "A" is for two intersections in the City to improve concrete ADA ramps and sidewalks. Separate schedules "B" & "C" are for street related concrete work and utility related concrete work respectively, and they will be used throughout the year on an as needed basis.

Previous Council Action: Council rejected all original bids for the 2021 Residential Sidewalk Repair Program under Bid Call No. 2021-03 at its May 17, 2021 regular meeting.

Analysis: The project was advertised and the bids were received as follows:

Western Excavating, Inc.	\$123,643.06
Belsaas & Smith Construction, Inc.	\$129,972.74

<i>Engineer's Estimate</i>	<i>\$141,834.81</i>
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The bid submitted by Western Excavating, Inc. is below the engineer's estimate.

Financial Impact:

The following is a financial breakdown by bid schedule:

- Schedule A: Bid Amount of \$90,988.35.
 - Adequate budget capacity within the existing 2021 Sidewalk budget for this schedule.

- Schedule B: Bid Amount of \$21,561.00.
 - Adequate budget capacity within the existing 2021 Street budget for this schedule.
- Schedule C: Bid Amount of \$11,093.71.
 - Adequate budget capacity within the existing Utility budgets (water, sewer, gas, light, and storm) for this schedule.

VOUCHER APPROVAL

I, THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED OR THE LABOR PERFORMED AS DESCRIBED, OR THAT ANY ADVANCE PAYMENT IS DUE AND PAYABLE PURSUANT TO A CONTRACT OR IS AVAILABLE AS AN OPTION FOR FULL OR PARTIAL FULFILLMENT OF A CONTRACTUAL OBLIGATION, AND THAT THE CLAIM IS A JUST, DUE AND UNPAID OBLIGATION AGAINST THE CITY OF ELLENSBURG, AND THAT I AM AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIM.


AUDITING OFFICER

6-29-21
DATE

CLAIMS VOUCHERS AUDITED AND CERTIFIED BY THE AUDITING OFFICER HAVE BEEN RECORDED ON THE ATTACHED LISTING, WHICH HAS BEEN MADE AVAILABLE TO THE COUNCIL AS OF THIS **6TH DAY OF JULY 2021**. THE COUNCIL, BY A VOTE, HAS APPROVED FOR PAYMENT THE VOUCHERS INCLUDED IN THE ABOVE LIST AND FURTHER DESCRIBED AS FOLLOWS:

Claims Fund

Check #'s	153613	TO	153761	\$	393,954.55
EFT #'s	4908	TO	4929	\$	912,206.65

Total Amounts

Payroll Fund

Check #'s	95343	TO	95354	\$	15,864.04
Direct Deposits	62297	TO	62522	\$	393,700.70

Total Amounts

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

ATTEST: _____
CITY CLERK



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: July 6, 2021

Item Title/Agenda Subject: Board and Commission Appointments

Submitted by: Laurie Gigstead City Manager Department

Recommended Action or Motion: Consider appointment of Edward Bracken to the Senior Citizens Advisory Commission.

Background/Summary: One person has recently applied to serve on the Senior Citizens Advisory Commission. As directed by Council, applications are presented to Council for consideration. The attached chart shows current vacancies and applicants. A copy of the Application for Appointment is included with the agenda report.

Previous Council Action: Edward Bracken introduced himself at the June 21, 2021 Council meeting.

Analysis: There are two vacancies on the Senior Citizens Advisory Commission.

Financial Impact: N/A

Attachments:

[B and C Agenda Report Chart 7-6-21](#)
[Edward Bracken Application](#)

Boards and Commissions	Affordable Housing Commission	Arts Commission	Building Appeals Board	Civil Service Commission	Diversity, Equity & Inclusion Commission	Ellensburg Business Development Authority Board	Environmental Commission	Landmarks and Design Commission	Library Board	Lodging Tax Advisory Committee	Parks and Recreation Commission	Planning Commission	Public Transit Advisory Committee	Senior Citizens Advisory Commission	Utility Advisory Committee
MEMBERS	7	7	5	3	7	9	7	7	7	7	7	7	7	7	7
Residency Requirements	Y	N	N	Y	Y	N	Y	Y	Y	N	Y	Y	N	N	Y
Current Members within City Limits	6	2	0	3	6	3	6	6	5	4	5	7	7	3	7
Current Members Outside City Limits	1	5	3	0	1	5	1	1	2	3	0	0	0	2	0
Current Members Outside but in UGA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
VACANCIES	0	0	2	0	0	1	0	0	0	0	2	0	0	2	0
APPLICANTS															
Edward Bracken														1 st	

Laurie Gigstead

From: noreply@civicplus.com
Sent: Thursday, June 10, 2021 2:45 PM
To: Laurie Gigstead
Subject: [Ext] Online Form Submittal: Application for Appointment

CAUTION - EXTERNAL EMAIL: The email below is from an external source. Please exercise caution before opening attachments, clicking links, fulfilling requests, or following guidance.

Application for Appointment

Application for Appointment

For volunteering to serve on a Board or Commission

Boards & Commissions Senior Citizens Advisory Commission

Name of Applicant: Edward Bracken

Address

Mailing Address (If Different) *Field not completed.*

City Ellensburg

State WA

Zip 98926

Email Address

Phone Number

Length of Residence in Ellensburg 50 years

Do you live within the city limits? No

If applying for the Sr. Citizens' Advisory Board, are you at least 55 years of age? Yes

Occupation Status and Background: I worked for 33 years as a Fish and Wildlife Biologist with Washington Department of Fish and Wildlife; I am currently retired.

Organization Affiliations:	Washington Native Plant Society St. Andrew Catholic Church
Why are you seeking appointment?	I have been participating in activities organized by the Adult Activity Center since 2016. Since 2017 I have been an instructor for the AAC's Moving for Better Balance program which is designed to improve balance and reduce falls in senior citizens.
Will you be able to attend meetings regularly if appointed?	Yes
If your first choice, as listed above, is not available, which other boards or commissions would you be interested in serving on?	
Boards & Commissions	<i>Field not completed.</i>
Boards & Commissions	<i>Field not completed.</i>

Email not displaying correctly? [View it in your browser.](#)



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: July 6, 2021

Item Title/Agenda Subject: Rezone Application P21-049, submitted by Brandon and Sarah Bedsaul, property owners – Closed Record Hearing (quasi-judicial); and First reading of an Ordinance approving rezone application P21-049.

Submitted by: Jamey Ayling Community Development

Recommended Action or Motion:

- 1) Approve rezone request P21-049 from Residential Suburban to Residential Low density zoning, and adopt the Hearing Examiner's Findings of Fact, Conclusions of Law, and Decision and Conditions of Approval (Exhibit 1).
- 2) Conduct first reading of the Ordinance (Attached).

Background/Summary: This is a closed record quasi-judicial hearing to consider a site-specific rezone application (P21-049) submitted by property owners Brandon and Sarah Bedsaul. The applicants seek to rezone one parcel from Residential Suburban (R-S) to Residential Low Density (R-L) to be able to short plat the property separating the existing duplex, and develop an additional dwelling unit on the new lot. (See Exhibits 1.H and 1.I) A State Environmental Policy Act (SEPA) Determination of Non-Significance (DNS) was issued on May 17, 2021 for the rezone.

If the rezone application is approved by Council following the closed record hearing, staff also requests that Council proceed with first reading of an Ordinance to implement the rezone.

HEARING EXAMINER DECISION

An open record public hearing was held before Hearing Examiner Andy Kottkamp on June 10, 2021. His recommendation, received on June 15, 2021, and attached to this report as Exhibit 1 (and will be included as Exhibit "A" to the proposed Ordinance, if approved), and includes 10 exhibits which are attached to this report as Exhibits 1.A. through 1.J. The June 10, 2021 staff report submitted to the Hearing Examiner is Exhibit 1.J.

During the public hearing before the Hearing Examiner, applicant Sarah Bedsaul testified on behalf of her rezone proposal. No testimony was received from the public. Following the public hearing, the Hearing Examiner determined the request to be consistent with the City's Comprehensive Plan designation of Blended Residential Neighborhood for the property and with the requirements of the Ellensburg City Code (ECC). He therefore recommended that City Council approve the rezone from R-S to R-L, with conditions (Exhibit 1 at pp. 5).

BACKGROUND AND SITE INFORMATION

Location: The parcels are located on the east side of Tamarack Lane one lot south of Seattle Ave, in Ellensburg; Kittitas County Assessor's Parcel ID# 935233; addressed 606 South Tamarack Ln. (Exhibit 1.A).

Site Characteristics: The site topography is flat, a duplex exists on the northern portion of the lot.

Surrounding Properties: A zoning map of the surrounding properties is attached as Exhibit 1.B. The zoning of the surrounding properties is further described below.

North: The properties to the north, are zoned Residential Suburban, and consist of single-family dwellings and Mt. View Park on the North side of Seattle Ave.

South: The properties to the south, are zoned Residential Suburban, and consist of single-family dwellings.

East: The properties to the east are zoned Residential Suburban, and consist of single family dwellings.

West: The properties to the west are zoned Residential-Low density, and consist of single family dwellings and duplexes.

Access: Access to the parcel is available via Tamarack Lane which is classified as a local access.

Zoning and Development Standards ECC Title 15: Ellensburg City Code (ECC) Table 15.310.040, Dwelling, single family and Dwelling duplex – indicates that dwellings of either type are a

permitted use in both the Residential Low Density zone and the Residential Suburban zone.

Comprehensive Plan Designations: A map of the comprehensive plan future land use designations is attached as Exhibit 1.C. This parcel is designated Blended Residential Neighborhood which accommodates a range of building types from small lot single dwellings to attached or semi-attached dwellings, duplexes, and small scale multi dwelling developments such as triplexes and fourplexes. This designation is similar to the residential neighborhood designation of other properties zoned R-L across the street.

Critical Areas: Per the Ellensburg Wetlands Inventory, there are no wetlands or potential wetlands located on the property. Additionally, the parcel is not located within a floodplain, nor are there any fish and wildlife habitat conservation areas on the parcel.

ENVIRONMENTAL (SEPA) REVIEW

The applicant submitted the required SEPA checklist for review, which was processed as follows:

SEPA Checklist Submitted: 4/02/21; add. Info 4/07/21

Determination of Completeness: 4/12/21

Notice to Property owners: 4/14/21

SEPA Threshold Determination 5/17/21

The City of Ellensburg departments commented on the SEPA request and the pre-application, but had no comments specific to the rezone. No other agency/departmental comments were received by the SEPA comment deadline.

A SEPA Determination of Non-Significance (DNS) was issued on May 17, 2021 (Exhibit 1.G), for the rezone.

HEARING EXAMINER REVIEW

Notice of the open record public hearing (Exhibit 1.E) was published in the legal section of the Daily Record on May 25, 2021, and the site was posted with a land use action sign on May 26, 2021 (Exhibit 1.F). Notice of the rezone was mailed to property owners within 300 feet of the proposed site (Exhibit

1.D) on May 24, 2021.

No public comments on this rezone request were received.

The open record public hearing was held before the Hearing Examiner on June 10, 2021. The applicant, Sarah Bedsaul was the only person to speak at the hearing and she agreed with the staff recommendation and proposed conditions presented to the Hearing Examiner.

CITY COUNCIL PUBLIC NOTICING

Notice of this closed record hearing before City Council was published in the legal section of the Daily Record on June 17, 2021, and the site was posted with a land use action sign on June 17, 2021(Exhibit 2). As of the date of this memo, no public comments were received.

Previous Council Action: N/A.

Analysis: **Ellensburg City Code Requirements for Site-Specific Rezone**

The criteria for consideration of a site specific rezone are set forth in ECC 15.250.060(C). The applicant has the burden of establishing that all of the following criteria apply to the proposed rezone:

1. Conditions have changed since the imposition of the zoning classification on the property;
2. The proposed rezone bears a substantial relationship to the public health, safety, morals, and general welfare;
3. The proposed rezone is consistent with the comprehensive plan;
4. The proposed rezone to a particular zoning district shall be consistent with the development standards in the Land Development Code for the zoning district.

Analysis of Site-Specific Rezone Criteria

The applicant has submitted an application (Exhibit 1.H) with a narrative (Exhibit 1.I) addressing the rezone criteria found in ECC 15.250.060(C). The applicant seeks Residential Low (R-L) zoning in order to subdivide the existing property and construct an additional shop building with an upstairs apartment. The information submitted by the applicant is followed by staff analysis.

A. Conditions have changed since the imposition of the zoning classification on the property.

Applicant narrative: *The original building was built in 1960. Since that time several other buildings have been developed in this neighborhood. There are large developments to the east and south of this parcel. The zoning north and west of this parcel is RL. This lot is substantially larger than all other lots in this block.*

Staff analysis: In 2002, this property was annexed into the City of Ellensburg and the property was subsequently zoned Residential-Suburban (R-S). At the time of annexation the property was in use as a residence and the comprehensive plan land use designation was and still is Blended Residential. The site specific rezone request is consistent with the Blended Residential land use designation.

B. The proposed rezone bears a substantial relationship to the public health, safety, morals, and general welfare.

Applicant narrative: *This proposal would not change the already existing structure types, lot sizes or look of the neighborhood. There are no public health or safety issues that would be generated by this rezone.*

Staff analysis: The rezone to Residential Low (R-L) will allow the existing parcel to be divided off and a new residential structure be built. The residential structure will conform with Ellensburg City Code, and will meet the goal of encouraging opportunities for infill as supported by the comp plan without increasing an unexpected demand on utilities and services. This will support the public health, safety, and general welfare of the community by reducing pressures on the low housing supply options.

C. The proposed rezone is consistent with the comprehensive plan.

Applicant narrative: *The comprehensive plan states that the R-L zone is intended to protect and enhance the character of*

existing low density residential neighborhoods while allowing for compatible infill development. I feel that this project aligns directly with the comprehensive plans language by creating an opportunity for infill that will not adversely affect the existing neighborhood.

Staff analysis: The current comprehensive plan land use designation for this parcel is Blended Residential Neighborhood, which is consistent with the rezone request to residential low density (R-L) (EXHIBIT 2.C). In addition, staff finds the request for Residential Low (R-L) zoning to be in keeping with the following goals, policies and programs of the current Comprehensive Plan:

Goal LU-2, "Establish land use patterns that promote walking, biking, and using transit to access goods, services, education, employment, and recreation."

Policy A, "Enhance the character, quality, and function of existing residential neighborhoods while accommodating anticipated growth."

D. The proposed rezone to a particular zoning district shall be consistent with the development standards in the LDC for the zoning district.

Applicant narrative: *Our proposal aligns with all of the language in the RL and RS zones.*

Staff analysis: Staff finds the rezone proposal consistent with the purpose and standards of Residential Low (R-L) zoning as set forth in ECC 15.300.040(B).

The Residential Low Density (R-L) zone purpose, to protect and enhance the character of existing low density residential neighborhoods while allowing for compatible infill development. These Purposes are accomplished by:

1. Allowing detached single-family dwellings as the predominant use, with options to integrate accessory dwelling units and duplexes and cottage housing on larger lots;
2. Providing standards and guidelines that reinforce Ellensburg's established pattern of attractive and walkable

residential neighborhoods;

3. Providing standards and guidelines that promote the integration of usable open space for residential uses;

4. Providing standards and guidelines that encourage parks, trails, open spaces, and natural features to be integrated with the design of new development;

5. Providing a minimum density standard to avoid large scale low density sprawl;

6. Providing a flexible system of bonus incentives (see ECC 15.330.020) that allows for an increase in density in exchange for:

a. Energy efficient building and site design;

b. Mix of housing types;

c. Off-street trails;

d. Purchase of transferable development rights (subject to the city adopting a TDR program) that help to preserve valuable resource lands outside of the city;

e. Preservation of historic buildings; and/or

f. Affordable housing; and

7. Use of this zone is appropriate for any of the following, or combinations thereof:

a. Areas designated residential in the comprehensive plan.

b. Areas characterized by, or immediately adjacent to, areas which are predominantly single-family in character.

The applicant seeks Residential Low Density (R-L) zoning to be able to short plat the property and construct a shop building with an upstairs apartment staying under the 8 dwelling units per acre maximum density restriction of the RL zone as opposed to the 6 dwelling units per acre maximum density of the existing RS zone which would be exceeded with the current proposal. The applicant will be responsible for meeting all development standards under the Land Development Code.

Financial Impact: None at this time.

Attachments:

[Draft Ordinance 1st reading](#)

[Exhibit 1 Hearing Examiner Recommendation](#)

[Exhibit 1.A Location Map](#)

[Exhibit 1.B Zoning Map](#)

[Exhibit 1.C Future Land Use Map](#)

Exhibit 1.D Certificate of Mailing

Exhibit 1.E Legal Notice

Exhibit 1.F Affidavit of Posting

Exhibit 1.G Signed Final SEPA DNS

Exhibit 1.H Rezone Application

Exhibit 1.I Narrative

Exhibit 1.J Staff report to Hearing Examiner

Exhibit 2 Council Meeting Legal Noticing

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON, RELATING TO ZONING AND AMENDING TITLE 15 OF THE ELLENSBURG CITY CODE BY CHANGING THE ZONING CLASSIFICATION OF CERTAIN PROPERTY WITHIN THE CITY OF ELLENSBURG FROM RESIDENTIAL SUBURBAN (R-S) TO RESIDENTIAL LOW DENSITY (R-L).

WHEREAS, on April 2, 2021 the City received an application (P21-049) from property owner Brandon and Sarah Bedsaul, requesting a rezone of one parcel (13,510 sq. ft.) located on S Tamarack Lane, Parcel ID Number 935233 (“application”); and

WHEREAS, the application proposed to rezone the parcels from Residential Suburban (R-S) to Residential Low Density (R-L); and

WHEREAS, pursuant to ECC Table 15.210.050(D), a Site-Specific Rezone Application is processed under a Type IV review, which requires a Hearing Examiner recommendation to City Council after an Open Record Hearing, with the final decision to be made by City Council after a Quasi-Judicial Closed Record Hearing; and

WHEREAS, the SEPA official for the City issued a Determination of Non-Significance (DNS), on May 17, 2021; and

WHEREAS, the Hearing Examiner held a duly noticed open record hearing on June 10, 2021, received evidence and heard testimony regarding the proposed rezone; and

WHEREAS, the Hearing Examiner on June 15, 2021, issued Recommended Findings of Fact, Conclusions of Law, Decision and Conditions of Approval for the rezone request from R-S to R-L; and

WHEREAS, the Ellensburg City Council held a duly noticed closed record hearing on July 6, 2021 and at the conclusion of the hearing approved a motion to adopt the Hearing Examiner’s Recommended Findings of Fact, Conclusions of Law, Decision and Conditions of Approval, and to approve the applicant’s request to rezone the subject property from R-S to R-L;

NOW, THEREFORE, the City Council of the city of Ellensburg, Washington, do hereby ordain as follows:

Section 1. The City Council adopts the findings of fact and conclusions based thereon, made and entered by the Hearing Examiner in support of the recommendation to the City Council for approval with regard to the rezone for the hereinafter described property located on South Tamarack Lane, with Parcel ID Number 935233 as set forth in the Hearing Examiner’s “Recommended Findings of Fact, Conclusions of Law, Decision and Conditions of Approval,” dated June 15, 2021, attached as Exhibit A.

Section 2. Title 15 of the Ellensburg City Code is hereby amended by changing the city's zoning map as adopted in ECC 15.300.020 for the following described area from Residential Suburban (R-S) to Residential Low Density (R-L):

CD. 7848-A; SEC. 1, TWP. 17, RGE. 18; SE1/4 SW1/4 TAX #53 PARCEL ID NUMBERS 935233

Section 3. That the official zoning map of the City of Ellensburg, as well as the Geographic Information System (GIS) data shall be amended to incorporate the land use classifications herein provided.

Section 4. Except as modified herein, each and every provision of the City Land Development Code, Title 15, as amended, shall remain in full force and effect.

Section 5. Severability. If any portion of this ordinance is declared invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this ordinance.

Section 6. Corrections. Upon the approval of the City Attorney, the City Clerk and the codifiers of this ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 7. Effective Date. This ordinance shall take effect and be in full force five (5) days after passage, approval and publication as required by law.

The foregoing ordinance was passed and adopted at a regular meeting of the City Council on the ____ day of _____, 2021.

Mayor

Attest: _____
City Clerk

Approved as to form:

City Attorney

Publish:

I, Beth Leader, City Clerk of said City, do hereby certify that Ordinance No. ***** is a true and correct copy of said Ordinance of like number as the same was passed by said Council, that Ordinance No. ***** was published as required by law.

Beth Leader

**CITY OF ELLENSBURG
LAND USE HEARING EXAMINER**

IN THE MATTER OF P 21-049 Bedsaul Rezone	))))	RECOMMENDED FINDINGS OF FACT, CONCLUSIONS OF LAW, DECISION AND CONDITIONS OF APPROVAL
---	------------------	--

THIS MATTER having come on for hearing in front of the City of Ellensburg Hearing Examiner on June 10, 2021, the Hearing Examiner having taken evidence hereby submits the following Recommended Findings of Fact, Conclusions of Law, and Decision and Conditions of Approval as follows:

I. RECOMMENDED FINDINGS OF FACT

1. The applicant seeks to rezone the subject property from Residential Suburban (R-S) to Residential Low (R-L) for the purpose of subdividing the property and developing an additional dwelling unit. A State Environmental Policy Action (SEPA) Determination of Mitigated Non-Significance (MDNS) was issued for the parcels on May 17, 2021 for the site specific rezone.
2. The applicant and property owner is Sarah Bedsaul.
3. The parcels are located on the east side of Tamarack Lane one lot south of Seattle Ave, in Ellensburg. Kittitas County Assessor's Parcel ID# 935233. Addressed as 606 South Tamarack Ln.
4. The parcel is currently developed with a 1,672 square foot duplex on a 13,510 square foot lot. The proposal would be to divide off the duplex on an 8,300 square foot lot and construct a shop building with an upstairs apartment on the remaining 4,510 square foot lot. The property is bordered by Residential-Suburban zoning to the south east and north and Residential Low zoning to the west.
5. The parcel is larger than the other R-S zoned lots on the same street and similar in size to those lots zoned R-L to the East. In 2002, the parcels were annexed into the City of Ellensburg. At that time, the property was zoned Residential-Suburban (R-S).
6. The site topography is relatively flat and the site has been used as a duplex. Access to the property is from Tamarack Lane.
7. The zoning of the surrounding properties is further described below.

North: The properties to the north, are zoned Residential Suburban, and consist of single-family dwellings and a city park.

South: The properties to the south are zoned Residential Suburban, and consist of single-family dwellings.

East: The properties to the east are zoned Residential Suburban, and consist of single-family dwellings.

West: The properties to the west are zoned Residential-Low (R-L) and consist of a duplex and single family dwellings.

8. Zoning and Development Standards, ECC Title 15: Ellensburg City Code (ECC) Table 15.310.040, Dwelling, single family and Dwelling duplex – indicates that dwellings of either type are a permitted use in both the Residential Low Density zone and the Residential Suburban zone.
9. Comprehensive Plan Designations: This parcel is designated Blended Residential Neighborhood which accommodates a range of building types from small lot single dwellings to, attached or semi-attached dwellings, duplexes, and small scale multi dwelling developments such as triplexes and fourplexes. This designation is similar to the residential neighborhood designation of other properties zoned R-L across the street.
10. Access: Access to the parcel is available via Tamarack Ln. which is classified as a local access.
11. During the SEPA notification process, no comments specific to the rezone request were received. Subsequent to the SEPA environmental review, public notice and distribution of the site specific rezone request was undertaken.
12. Notice of the open record public hearing was published in the legal section of the Daily Record on May 25, 2021, and the site was posted with a land use action signs on May 26, 2021. On May 24, 2021 notice of the rezone was mailed to property owners within 300 feet of the proposed site. No comments were received.
13. The required SEPA checklist was submitted on April 2, 2021, with additional information added on April 7, 2021. The Determination of Completeness was issued on April 12, 2021. The Notice to property owners was issued on April 14, 2021, and the The SEPA Threshold Determination was issued on May 17, 2021.
14. The City of Ellensburg departments commented on the SEPA request, but had no comments specific to the rezone. A SEPA Mitigated Determination of Non-Significance (MDNS) was issued on May 17, 2021, for the non-project site specific rezone.
15. Ellensburg City Code Requirements for Site-Specific Rezone: Per Ellensburg City Code, site-specific rezone applications are subject to the Type IV review process, and the Hearings Examiner provides a recommendation to City Council after holding an open record public hearing. The Hearings Examiner must find that the application is in compliance with all of the decision criteria in ECC 15.250.060.
 - 15.1 The criteria for consideration of a site specific rezone are set forth in ECC 15.250.060(C). The applicant has the burden of establishing that all of the following criteria apply to the proposed rezone:
 - 15.1.1. Conditions have changed since the imposition of the zoning classification on the property;
 - 15.1.2. The proposed rezone bears a substantial relationship to the public health, safety, morals, and general welfare;
 - 15.1.3. The proposed rezone is consistent with the comprehensive plan;
 - 15.1.4. The proposed rezone to a particular zoning district shall be consistent with the development standards in the Land Development Code for the zoning district.
16. Analysis of Criteria for a Site-Specific Rezone. The applicant has submitted an application with a narrative addressing the rezone criteria found in ECC 15.250.060(C). The applicant seeks Residential Low (R-L) zoning in order to subdivide the existing property and construct an additional shop building with upstairs apartment. The information submitted by the

applicant is followed by staff analysis. All are recommended findings of the Hearing Examiner.

- 16.1 Conditions have changed since the imposition of the zoning classification on the property.
 - 16.1.1 The original building was built in 1960. Since that time several other buildings have been developed in this neighborhood. There are large developments to the east and south of this parcel. The zoning north and west of this parcel is RL. This lot is substantially larger than all other lots in this block.
 - 16.1.2 In 2002, this property was annexed into the City of Ellensburg and the property was subsequently zoned Residential-Suburban (R-S). At the time of annexation the property was in use as a residence and the comprehensive plan land use designation was and still is Blended Residential. The site specific rezone request is consistent with the Blended Residential land use designation.
- 16.2 The proposed rezone bears a substantial relationship to the public health, safety, morals, and general welfare.
 - 16.2.1 This proposal would not change the already existing structure types, lot sizes or look of the neighborhood. There are no public health or safety issues that would be generated by this rezone.
 - 16.2.2 The rezone to Residential Low (R-L) will allow the existing parcel to be divided off and a new residential structure be built. The residential structure will conform to Ellensburg City Code, and will meet the goal encouraging opportunities for infill as supported by the comp plan without increasing an unexpected demand on utilities and services. This will support the public health, safety, and general welfare of the community by reducing pressures on the low housing supply options.
- 16.3 The proposed rezone is consistent with the comprehensive plan.
 - 16.3.1 The comprehensive plan states that the R-L zone is intended to protect and enhance the character of existing low density residential neighborhoods while allowing for compatible infill development. I feel that this project aligns directly with the comprehensive plans language by creating an opportunity for infill that will not adversely affect the existing neighborhood.
 - 16.3.2 The current comprehensive plan land use designation for this parcel is Blended Residential Neighborhood, which is consistent with the rezone request to residential low density (R-L).
 - 16.3.3 In addition, the Hearing Examiner finds the request for Residential Low (R-L) zoning to be in keeping with the following goals, policies and programs of the current Comprehensive Plan:
 - 16.3.3.1 Goal LU-2, "Establish land use patterns that promote walking, biking, and using transit to access goods, services, education, employment, and recreation."
 - 16.3.3.1.1 Policy A, "Enhance the character, quality, and function of existing residential neighborhoods while accommodating anticipated growth."
- 16.4 The proposed rezone to a particular zoning district shall be consistent with the development standards in the LDC for the zoning district.
 - 16.4.1 The Applicant's proposal aligns with all of the language in the RL and RS zones.

16.4.2 The Hearing Examiner finds the rezone proposal consistent with the purpose and standards of Residential Low (R-L) zoning as set forth in ECC 15.300.040(B). The Residential Low Density (R-L) zone purpose, to protect and enhance the character of existing low density residential neighborhoods while allowing for compatible infill development. These purposes are accomplished by:

- 16.4.2.1. Allowing detached single-family dwellings as the predominant use, with options to integrate accessory dwelling units and duplexes and cottage housing on larger lots;
- 16.4.2.2. Providing standards and guidelines that reinforce Ellensburg's established pattern of attractive and walkable residential neighborhoods;
- 16.4.2.3. Providing standards and guidelines that promote the integration of usable open space for residential uses;
- 16.4.2.4. Providing standards and guidelines that encourage parks, trails, open spaces, and natural features to be integrated with the design of new development;
- 16.4.2.5. Providing a minimum density standard to avoid large scale low density sprawl;
- 16.4.2.6. Providing a flexible system of bonus incentives (see ECC 15.330.020) that allows for an increase in density in exchange for:
 - 16.4.2.6.1 Energy efficient building and site design;
 - 16.4.2.6.2 Mix of housing types;
 - 16.4.2.6.3. Off-street trails;
 - 16.4.2.6.4. Purchase of transferable development rights (subject to the city adopting a TDR program) that help to preserve valuable resource lands outside of the city;
 - 16.4.2.6.5 Preservation of historic buildings; and/or
 - 16.4.2.6.6. Affordable housing; and

16.5 The applicant seeks Residential Low Density (R-L) zoning to be able to short plat the property and construct a shop building with an upstairs apartment staying under the 8 dwelling units per acre maximum density restriction of the RL zone as opposed to the 6 dwelling units per acre maximum density of the existing RS zone which would be exceeded with the current proposal. The applicant will be responsible for meeting all development standards under the Land Development Code.

17. An open record public hearing after due legal notice was held via Zoom on June 10, 2021.

18. The following exhibits were admitted into the record:

- 18.1 Ex. 1: Location Map;
- 18.2 Ex. 2: Current Zoning Map;
- 18.3 Ex. 3: Comprehensive Plan Land Use Designation;
- 18.4 Ex. 4: Area of Notification Map;
- 18.5 Ex. 5: Legal Notice of Open Record Public Hearing;
- 18.6 Ex. 6: Affidavit of Posting and Land Use Action Signs;
- 18.7 Ex. 7: SEPA MDNS;
- 18.8 Ex. 8: Rezone Application;
- 18.9 Ex. 9: Rezone Application Narrative; and
- 18.10 Ex. 10: Staff Report.

19. Appearing and testifying was Sarah Bedsaul, property owner and applicant. Ms. Bedsaul indicated that the proposed Condition of Approval was acceptable.
20. The Hearing Examiner finds the proposal to be consistent with the criteria outlined in 15.250.050 pertaining to rezones. As such, the Hearing Examiner recommends approval of the rezone request, from Residential Suburban (R-S), to Residential Low Density (R-L) zoning to the City Council with the following condition:
 - 20.1 The applicant shall adhere to any requirements related to any future development approvals, including meeting all requirements of utility providers, City departments, and affected districts, as outlined in adopted City Codes and other regulatory documents.
21. No member of the public testified at the hearing.
22. Any Conclusion of Law that is more correctly a Finding of Fact is hereby incorporated as such by this reference.

II. RECOMMENDED CONCLUSIONS OF LAW

1. The Hearing Examiner has been granted authority to render this recommended Decision.
2. As conditioned, the proposed use is consistent with the intent, purposes and regulations of the City of Ellensburg Municipal Code and Comprehensive Plan.
3. As conditioned, the proposal conforms to the criteria set forth in City of Ellensburg.
4. As conditioned, the use will comply with all required performance standards as specified in City of Ellensburg Municipal Code.
5. As conditioned, the proposed use will not be contrary to the intent or purposes and regulations of either the City of Ellensburg Municipal Code or the Comprehensive Plan.
6. As conditioned, this proposal complies with The Comprehensive Plan, the zoning code and SEPA.
7. Any Finding of Fact that is more correctly a Conclusion of Law is hereby incorporated as such by this reference.

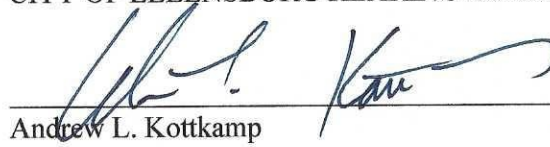
III. RECOMMENDED DECISION

The Hearing Examiner found the proposal to be consistent with the criteria outlined in 15.250.050 pertaining to rezones. As such, the Hearing Examiner recommends approval to the City Council of the rezone request from Residential Suburban (R-S), to Residential Low Density (R-L) zoning with the following condition:

1. The applicant shall adhere to any requirements related to any future development approvals, including meeting all requirements of utility providers, City departments, and affected districts, as outlined in adopted City Codes and other regulatory documents.

Dated this 15th day of June, 2021.

CITY OF ELLENSBURG HEARING EXAMINER

A handwritten signature in blue ink, appearing to read 'A. L. Kottkamp', is written over a horizontal line.

Andrew L. Kottkamp

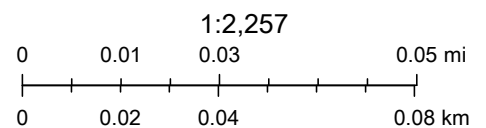
Exhibit 1.A Location Map



5/20/2021, 10:19:00 AM

Areas

- Override 2
- Urban Growth Area
- City Limits



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Exhibit 1.B Zoning Map



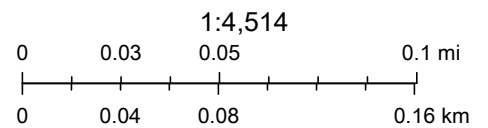
5/20/2021, 10:21:39 AM

Areas

- Override 2
- Urban Growth Area
- City Limits

Zoning

- RS
- RL
- RM
- PR



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Exhibit C Future Land Use Map



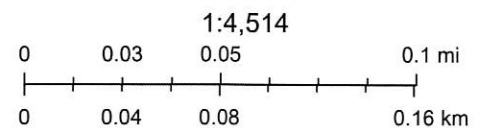
5/20/2021, 10:26:43 AM

Areas

- Override 2
- Urban Growth Area
- City Limits

Future Land Use Designations

- Residential neighborhood
- Blended residential neighborhood
- Parks and open space



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Exhibit 1.D

KANYER, ZANE FREDRICK & KERRY ANN
709 S ALDER ST
ELLENSBURG, WA 98926-6656

SALLDIN, DANA L & CARLA D
1109 E HOBERT AVE
ELLENSBURG, WA 98926-6651

BROWER, MARDINE A
1106 E SPOKANE AVE
ELLENSBURG, WA 98926-6644

CITY OF ELLENSBURG CITY HALL
501 N ANDERSON ST
ELLENSBURG, WA 98926-3147

HOBBS, TONI M
707 S TAMARACK ST
ELLENSBURG, WA 98926-3924

BOWER, DOKIMION D JOHNSTON,
BONNIE L
705 S TAMARACK ST
ELLENSBURG, WA 98926-3924

HEDRICK, MAX SHAWN & CAMIE
581 REIN RD
ELLENSBURG, WA 98926-8921

NGO, KEVIN
208 N PFENNING RD
ELLENSBURG, WA 98926-9592

PHELPS, MARY J
PO BOX 1462
ELLENSBURG, WA 98926-1907

P21-049

CERTIFICATE OF TRANSMITTAL

On this day, the undersigned sent to
the addressee(s) the original
document(s) by U.S. Mail.

I certify under penalty of perjury
under the laws of the State of WA
that the forgoing is true and correct.

Date 5/24/2021 Signed

Alina Ullrich

TAMARACK STREET & WATER USERS
ASSOC C/O JENNIFER HOLMGREN
701 S TAMARACK LN
ELLENSBURG, WA 98926

MAHONEY, WENDY G
1103 E SPOKANE AVE
ELLENSBURG, WA 98926

NELSON, MICHAEL & SAMANTHA
700 S TAMARACK ST
ELLENSBURG, WA 98926-3925

CALLAHAN, CHRISTOPHER D &
REBEKAH J
1114 E SPOKANE AVE
ELLENSBURG, WA 98926-6644

BIRD, CANDICE MAE
1102 E SEATTLE AVE
ELLENSBURG, WA 98926-3919

HOLMGREN, BRIAN M ETUX
701 TAMARACK LN
ELLENSBURG, WA 98926

WINES, GEORGE
704 S MAPLE ST
ELLENSBURG, WA 98926-3911

BRIGGS, JAMES N & T SUE
1110 E SPOKANE AVE
ELLENSBURG, WA 98926-6644

ROBINETTE, RANDY L ETUX
607 S ALDER
ELLENSBURG, WA 98926-6660

VENTERS, WADE C ETUX
703 TAMARACK ST
ELLENSBURG, WA 98926

JDANCO LLC
1915 FRUITVALE BLVD
YAKIMA, WA 98902-1242

MANNING, MARK D & MARIA A
1002 E SEATTLE AVE
ELLENSBURG, WA 98926-3918

AVITTS, ELLEN
705 S ALDER ST
ELLENSBURG, WA 98926-6656

POULSEN, CAROL A
701 S ALDER ST
ELLENSBURG, WA 98926-6656

CASTILLO, JERZAIN L JR & STEPHANIE L
611 S ALDER ST
ELLENSBURG, WA 98926-6660

DENNER, THEO D & MELISSA
PO BOX 165
ELLENSBURG, WA 98926-1911

BEDSAUL, BRANDON M & SARAH A
703 S MAPLE ST
ELLENSBURG, WA 98926-3910

SCRIBNER, KATHLEEN A
702 S TAMARACK ST
ELLENSBURG, WA 98926-3925

BUUM, ROBERTA
600 S MAPLE ST
ELLENSBURG, WA 98926-3909

READ, RICHARD B ETUX TRUSTEES
PO BOX 5699
TAHOE CITY, CA 96145-5699

CROCKER, TIMOTHY MCLEOD &
LESLIE BECKER
121 E LAKESHORE DR
ALLYN, WA 98524-9797

GRAUERHOLZ, NEIL ETUX
1115 E SPOKANE
ELLENSBURG, WA 98926

HUMMEL, SEAN H
1100 E SEATTLE AVE
ELLENSBURG, WA 98926-3919

YANGAS, KEVIN P & RACHEL M
704 TAMARACK LN
ELLENSBURG, WA 98926

RICHARDSON, GARY J & ANITA G
706 S MAPLE ST
ELLENSBURG, WA 98926-3911

MURRAY, JERRY & KATHY
604 S MAPLE ST
ELLENSBURG, WA 98926-3909

KANYER, COLE G & LAUREN M
1107 E SPOKANE AVE
ELLENSBURG, WA 98926-6644

BUSH, DANIEL & AMY
605 S TAMARACK ST UNIT 1
ELLENSBURG, WA 98926-3942

BECHTEL TRUST
1114 E SEATTLE AVE
ELLENSBURG, WA 98926-3919

NICKEL, V & ASSOCIATES, INC
1634 218TH CT SE
ISSAQUAH, WA 98027



COMMUNITY DEVELOPMENT DEPARTMENT

501 N. Anderson St., Ellensburg WA 98926

Land Use Permitting (509) 962-7231 Construction Permitting (509) 962-7239

Kirsten Sackett, Director

Phone: (509) 962-7232 Fax: (509) 925-8655 E-Mail: sackettk@ci.ellensburg.wa.us

May 24, 2021

RE: Notice of Application and Open Record Public Hearing for Rezone Application, case # P21-049, submitted by Sarah Bedsaul, Property Owner

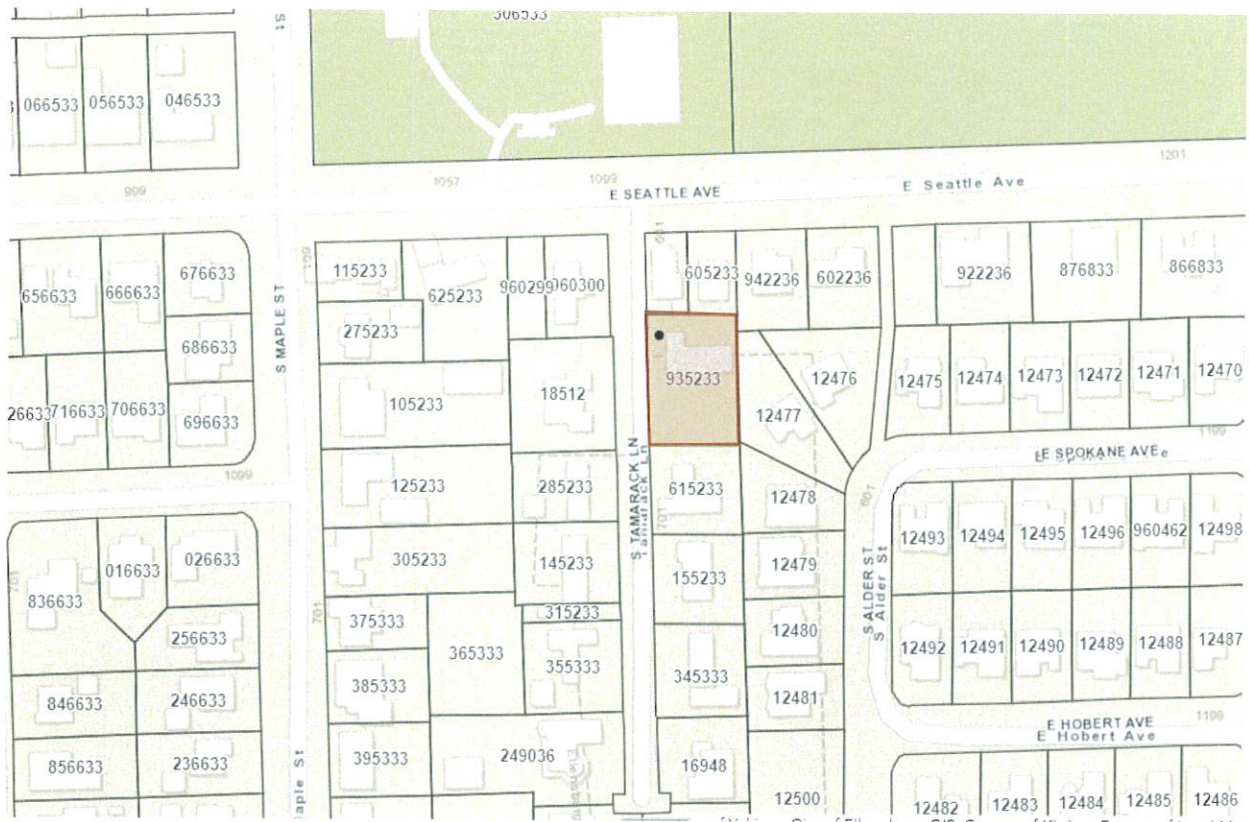
Dear Property Owner,

NOTICE IS HEREBY GIVEN that an application has been received from Sarah Bedsaul to rezone parcel number 935233 at 606 S Tamarack Ln. from Residential Suburban (R-S) to Residential Low Density (R-L). The comment period is 14 **calendar days** beginning on the day following the date of notice of application. The Community Development Department must **receive all public comments** on the notice of application **by 5:00pm on Tuesday, June 8, 2021**. Comments may be mailed, emailed, faxed, or personally delivered.

The original application was received on April 2, 2021, and determined complete on May 20, 2021. The notice of application and public hearing will be published in the Daily Record on May 25, 2021. A SEPA Determination of Non-significance (MDNS) for the rezone was issued on May 17, 2021.

NOTICE IS ALSO HEREBY GIVEN that an **Open Record Public Hearing** has been scheduled before the Ellensburg Hearing Examiner for **Thursday, June 10, 2021 at 10:00 am** to consider Rezone Application, P21-049. The hearing will be held remotely via Zoom.

Project Location: The parcel is located at 606 S Tamarack Lane, Kittitas County Assessor's Parcel Number 935233.



Materials Available for Review: The submitted application and file documents may be examined by the public by visiting the **City of Ellensburg Community Development Department webpage** at <https://www.ci.ellensburg.wa.us/623/Public-NoticesCurrent-Projects>.

The City of Ellensburg strives to make our meetings and activities readily accessible by individuals with disabilities. Please furnish your request in sufficient time for the City to provide a reasonable accommodation. A "Request for Accommodation" form may be obtained from the City Clerk (First Floor – City Hall).

WRITTEN COMMENTS: The public is encouraged to review and comment on this proposed project. Comments must be submitted in writing by 5:00pm on Tuesday, June 8, 2021. All interested persons may participate at the Open Record Public Hearing on Thursday, June 10, 2021 at 10:00am and provide verbal testimony for or against this matter.

Questions about this rezone may be directed to the Community Development Department, 501 North Anderson Street, or via email: aylingj@ci.ellensburg.wa.us.

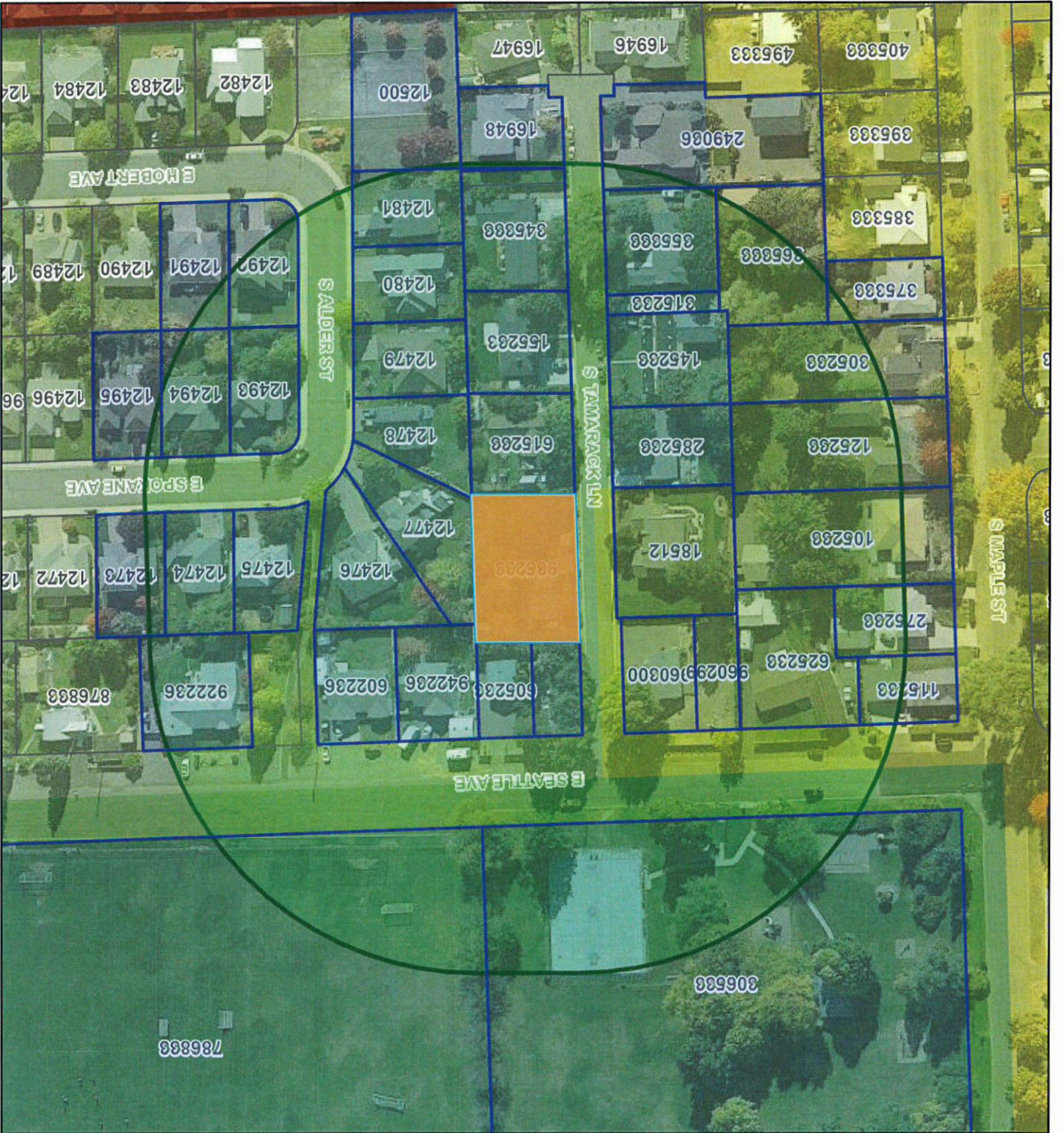
Sincerely,

Jamey Ayling

Planning Manager

eburg map

P21-049



5/21/2021, 9:19:57 AM

Zoning
RS

PR
RM
RL

City Limits
Urban Growth Area

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0 0.01 0.02 0.03 0.04 0.05 mi
0 0.02 0.04 0.08 km

**NOTICE OF A PUBLIC HEARING
REZONE REQUEST**

NOTICE IS HEREBY GIVEN that the Hearing Examiner for the City of Ellensburg will hold an open record public hearing at **10:00 am on Thursday, June 10, 2021** held through remote attendance, to consider a Rezone application (P21-049) submitted by Sarah Bedsaul. The Rezone request is for a .47-acre property identified by Parcel ID # 935233, addressed as 606 S Tamarack Ln, Ellensburg. The applicant seeks to have it rezoned from Residential Suburban (R-S) to Residential Low Density (R-L).

NOTICE IS FURTHER GIVEN that all persons interested in this matter may attend the remote meeting by contacting staff no later than 9:00 am Thursday June 10, 2021. An email link or phone number will be provided which will allow for electronic attendance at the public hearing. Written comments may be filed with the Community Development Dept, City Hall, 501 N. Anderson St., Ellensburg, WA 98296, attention: Planning Manager Jamey Ayling, or to his email: aylingj@ci.ellensburg.wa.us. **Comments must be submitted in writing by 5:00 pm on Wednesday, June 2, 2021 in order to be included in the staff report provided to the Hearing Examiner in advance of the hearing. Any comments received after this date and time will be provided to the Hearing Examiner at the meeting itself.**

The City of Ellensburg strives to make our meetings and activities readily accessible by individuals with disabilities. Please furnish your request in sufficient time for the City to provide a reasonable accommodation. A "Request for Accommodation" form may be obtained from the City Clerk (First Floor – City Hall) or by calling 509-925-8614.

Please Publish: **Tuesday, May25, 2021**



COMMUNITY DEVELOPMENT DEPARTMENT

501 N. Anderson St, Ellensburg WA 98926

Land Use Permitting (509) 962-7231 Construction Permitting (509) 962-7239

Kirsten Sackett, Director

Phone: (509) 962-7232 Fax: (509) 925-8655 E-Mail: sackettk@ci.ellensburg.wa.us

RECEIVED

MAY 26 2021

COMMUNITY DEVELOPMENT

AFFIDAVIT OF POSTING

The Ellensburg City Code requires that all Type IV Projects (such as site-specific Rezones) shall have a notice posted at the site of the project. Per ECC 15.220.050, the following shall apply:

1. The posting of a weather-resistant sign posted on the subject property, visible to members of the public who may be passing on nearby public rights-of-way, and free from obstructions.
2. If the project abuts more than one public right-of-way, more than one sign may be required as determined by the responsible official.
3. The responsibility for the posting of the sign shall be upon the project applicant.
4. The sign shall be at least two feet by three feet in size, have a written description of the proposal, include a site drawing which shows the proposed project, have the date listed when comments are due, and where comments are to be mailed.

DATE: May 24, 2021	PLANNER: Jamey Ayling, Planning Manager
PROJECT NAME: Rezone of Parcel 935233, from R-S to R-L	FILE NUMBER: P21-049

PLEASE COMPLETE THE FOLLOWING:

I, Sarah Bedsaul, certify that I am the landowner and/or authorized agent responsible for the posting of this land use project site and further certify that the site has been posted as required by Ellensburg City Code. I understand that the that the posting period begins immediately and ends after the ending of the appeal period on the final decision by the City Council and the sign(s) will be posted at the site until this time. **Please post the site and return this form to the Community Development Department in a timely manner.**

Sarah Bedsaul
Signature

5/24 20 21
Date

Please return the above affidavit and a photograph of the posted sign(s) to Jamey Ayling, Planning Manager, by email: aylingj@ci.ellensburg.wa.us; mail; or deliver to: Community Development Dept., City Hall, 501 N. Anderson St., Ellensburg, WA 98926.

LAND USE ACTION

Notice of Public Hearing

NOTICE IS HEREBY GIVEN that the Hearing Examiner for the City of Ellensburg will hold an open record public hearing at **10:00 am on Thursday, June 10, 2021** held through remote attendance, to consider a Rezone application (P21-049) submitted by Sarah Bedsaul. The Rezone request is for on lot identified by Parcel ID # 935233, addressed as 606 S Tamarack Ln., Ellensburg. The applicant seeks to have it rezoned from Residential Suburban (R-S) to Residential Low Density (R-L).



All persons interested in this matter may attend the remote meeting by contacting staff no later than 9:00 am Thursday June 10, 2021. An email link or phone number will be provided which will allow for electronic attendance at the public hearing.

The submitted application and file documents may be examined by the public by visiting the City of Ellensburg Community Development Department webpage at <https://www.ci.ellensburg.wa.us/623/Public-NoticesCurrent-Projects>

Staff Contact: Jamey Ayling, Planning Manager; aylingj@ci.ellensburg.wa.us or 509-925-8653.

Mailing Address: Community Development Dept., 501 N. Anderson St., Ellensburg, WA 98926.



COMMUNITY DEVELOPMENT DEPARTMENT
501 N. Anderson St., Ellensburg, WA 98926

State Environmental Policy Act (SEPA)
FINAL DETERMINATION OF NON-SIGNIFICANCE (DNS)

Proponent: Sarah Bedsaul, Property Owner

Location: The parcel is located at 606 S Tamarack Lane, parcel ID # 935233.

Description: a non-project, site-specific Rezone on Tamarack Lane in Ellensburg. The applicant seeks a rezone from Residential Suburban (R-S) to Residential Low (R-L) Zoning on this approximately .33-acre property, which can be further identified by **Parcel ID # 935233**.

Lead Agency: City of Ellensburg

File #: P21-050

The lead agency for this proposal has determined that the proposed rezone does not have a probable significant adverse impact on the environment. An Environmental Impact Statement (EIS) is not required under RCW 43.21C.030(2)(c). This decision was made after review of a completed Environmental Checklist and other information on file with the lead agency. This information is available to the public upon request.

This Determination of Non-Significance (DNS) is issued under WAC 197-11-340(2); There is no further comment period on the DNS. Any action to set aside, enjoin, review, or otherwise challenge this administrative SEPA action on the grounds of noncompliance with the provisions of Chapter 43.21C RCW shall be made to the Hearings Examiner within 14 days of this decision.

Responsible Official: Kirsten Sackett
Title: Community Development Director
Address: City of Ellensburg
Community Development Dept.
501 N. Anderson St.
Ellensburg WA 98926
Phone: (509) 962-7232 Fax: (509) 925-8655

Date: 5/17/21 **Signature:** Kirsten Sackett

Pursuant to ECC 15.270.200 the city of Ellensburg establishes administrative appeal procedures which are contained in ECC 15.230.040, which shall be made to the Hearing Examiner, as applicable to the matter being appealed.

APR 02 2021



Site Specific Rezone Permit Application Form

PA-04
APPLICATION

Community Development Department

501 N. Anderson, Ellensburg, WA 98926 (509) 962-7239 (Building) (509) 962-7231 (Planning) commdev@ci.ellensburg.wa.us

A pre-application meeting is required prior to submitting a Rezone application. Site-specific rezones to change the current zoning of a property to a new zoning category that is consistent with the comprehensive plan land use designation for the property are reviewed as Type IV processes. Type V reviews involve the legislative revisions to the zoning map for area-wide changes including comprehensive plan updates and those proposed to implement subarea plans.

Application Fee: \$1200 (Pre-App Fee: \$500 may be applied here also)

In addition to the existing application fee, the applicant shall be required to pay a \$600 Hearing Examiner fee. If the Hearing Examiner fee is less than \$600, the difference shall be returned to the applicant. If the Hearing Examiner fee exceeds \$600, the additional cost shall be billed to and paid by the applicant.

The Planning Division will be unable to accept your Rezone Application if you fail to provide ALL of the following required material.

OFFICIAL USE ONLY:

Staff Person:	lgw
Date Submitted:	4-2-21
Fee Total:	1800 ⁰⁰ 1300 w/ credit
FILE #:	P21-049
Associated Permit File #:	P21-050 SEA P21-012 pro app

PROPERTY OWNER: (Note: If the Applicant is not the Owner, attach written authorization from the legal owner(s).)

Legal Owner Name(s):	Sarah and Brandon Bedsaul	Day Phone:	509-859-3578
Mailing Address:	703 S. Maple Ellensburg WA 98926		
E-mail:	sbedsaul@hotmail.com	Cell Phone:	509-929-3243

***APPLICANT:**
☒ Owner

☐ Contractor

☐ Tenant

☐ Other

Name:	same as above	Day Phone:	
Mailing Address:			
E-mail:		Cell Phone:	

CONTACT PERSON:
☒ Owner

☐ Contractor

☐ Tenant

☐ Other

Name:	same as above	Day Phone:	
Mailing Address:			
E-mail:		Cell Phone:	

PROJECT INFORMATION:

Parcel Number(s) of Site:	935233		
Site Address (if any):	606 Tamarack Lane Ellensburg, WA 98926		
Current City Zoning Designation :	RS	Requested City Zoning Designation :	RL

(OVER)

PROJECT INFORMATION:

Ellensburg City Code 15.250.060 requires that application for site specific rezone amendments to the zoning district map may only be approved if/all the following criteria are satisfied. Please include responses as an attachment.

(INCLUDE RESPONSES AS AN ATTACHMENT TO THIS APPLICATION)

1. Narrative project description (include as attachment): Please include at a minimum the following information in your description: describe project size, location, and all qualitative features of the proposal; include every element of the proposal in the description.

2. Applicant for rezone must demonstrate that the following criteria are met (attach additional sheets as necessary):

A. Conditions have changed since the imposition of the zoning classification on the property.

B. The proposed rezone bears a substantial relationship to the public health, safety, morals, and general welfare.

C. The proposed rezone is consistent with the comprehensive plan; and

D. The proposed rezone to a particular zoning district shall be consistent with the development standards in the LDC for the zoning district. :

Applicants may propose conditions to be imposed on the site specific rezone in order to mitigate any detrimental effect the rezone might have on uses or property in the immediate vicinity of the proposed rezone. Any conditions imposed by the city on the rezone shall be incorporated in a development agreement executed by the city council and the property owners(s), under the procedures set forth in RCW 36.70B.170 through 36.70B.170 through 36.70B.200 and ECC Chapter 15.380 (Development Agreements)

The burden of this demonstration is on the rezone applicant.

3. Site Plan Requirements:

The proposed project and dimensions in relation to the property boundaries. Show how the property is located in reference to existing streets, alleys and sidewalks.

The proposed project and dimensions in relation to all existing and proposed development on the property. Show all existing buildings or structures on subject property and those proposed to be located on property with setback dimensions and distances between buildings.

Show present and additional "off-street" parking, if required.

(The site plan shall be legibly drawn to a minimum scale of 1:20 on substantial paper a minimum 11" x 17" size)

SIGNATURE OF LEGAL OWNER or REPRESENTATIVE AS AUTHORIZED BY THE LEGAL OWNER:

I, Sarah and Brandon Bedsaul, (print name) affirm that the above responses are made truthfully and to the best of my knowledge. I hereby apply for this permit application and acknowledge that I have read this application and state that the information is correct and that I agree to comply with all city ordinances pertaining to this permit if granted.

I further affirm that I am the owner of record of the area proposed for the above-identified land use action or, if not the owner, attached herewithin is written permission from the owner(s) authorizing my actions on his/her/their behalf.

Signature of Legal Owner:
(or Authorized Agent)

Date:

^E

4/1/21

Exhibit 1.I

P21-049

RECEIVED

APR 02 2021

COMMUNITY DEVELOPMENT

1. We are currently owners of 601 ½ Tamarack Street in Ellensburg WA. The county has this parcel listed a 13,504 square foot lot with a duplex located on the north side of the lot. We have had the site recently surveyed and the total square footage is 12,810. There is a gravel parking lot designated for the duplex. There is green space to the north and south of the duplex. The lot is flat, is not in a critical area and is surrounded by residential single family homes and another duplex across the street. Our proposal is to divide the lot via short plat into two lots. The north lot would be 8,300 square feet and would have the duplex and the remaining 4,510 square feet would be the second lot. We would like to place an approximately 1,500 square foot shop with a 3 bedroom apartment on top on the second lot. We would like to also ask for a deferment from building sidewalks as there are no other sidewalks along this street and there is another cul de sac to the south of this street that prohibits it from every being punched (continued) through to Mt. View.
2. A. The original building was built in 1960. Since that time several other buildings have been developed in this neighborhood. There are large developments to the east and south of this parcel. The zoning north and west of this parcel is RL. This lot is substantially larger than all other lots in this block.
B. This proposal would not change the already existing structure types, lot sizes or look of the neighborhood. There are no public health or safety issues that would be generated by this rezone.
C. The comprehensive plan states that the R-L zone is intended to protect and enhance the character of existing low density residential neighborhoods while allowing for compatible infill development. I feel that this project aligns directly with the comprehensive plans language by creating an opportunity for infill that will not adversely affect the existing neighborhood.
D. Our proposal aligns will all of the language in the RL and RS zones.
3. Please see attached.



COMMUNITY DEVELOPMENT DEPARTMENT
501 N. Anderson St., Ellensburg WA 98926

STAFF REPORT

TO: Andy Kottkamp, City of Ellensburg Hearing Examiner

FROM: Jamey Ayling, Planning Manager
City of Ellensburg Community Development Department

RE: Open Record Public Hearing for Rezone Application P21-049, from Residential Suburban (R-S) to Residential Low (R-L) Zoning, Submitted by Sarah Bedsaul, property owner.

DATE: Thursday, June 10, 2021, 10:00 am via Zoom.

I. GENERAL INFORMATION

Applicant: Sarah Bedsaul, property owner.

Requested Action: The applicant seeks to rezone the subject property from Residential Suburban (R-S) to Residential Low (R-L) for the purpose of subdividing the property and developing an additional dwelling unit. A State Environmental Policy Action (SEPA) Determination of Mitigated Non-Significance (MDNS) was issued for the parcels on May 17, 2021 for the site specific rezone.

Location: The parcels are located on the east side of Tamarack Lane one lot south of Seattle Ave, in Ellensburg; Kittitas County Assessor's Parcel ID# 935233; addressed as 606 South Tamarack Ln. (**Exhibit A**).

II. BACKGROUND AND SITE INFORMATION

Site History: The parcel is currently developed with a 1,672 square foot duplex on a 13,510 square foot lot. The proposal would be to divide off the duplex on an 8,300 square foot lot and construct a shop building with an upstairs apartment on the remaining 4,510 square foot lot. The property is bordered by Residential-Suburban zoning to the south east and north; and Residential Low zoning to the west.

The parcel is larger than the other R-S zoned lots on the same street and similar in size to those lots zoned R-L to the East.

In 2002, the parcels were annexed into the City of Ellensburg. At that time, the property was zoned Residential-Suburban (R-S).

Site Characteristics: The site topography is relatively flat and the site has been used as a duplex.

Surrounding Properties: A zoning map of the surrounding properties is attached as **Exhibit B**. The zoning of the surrounding properties is further described below.

North: The properties to the north, are zoned Residential Suburban, and consist of single-family dwellings and a city park.

South: The properties to the south are zoned Residential Suburban, and consist of single-family dwellings

East: The properties to the east are zoned Residential Suburban, and consist of single-family dwellings.

West: The properties to the west are zoned Residential-Low (R-L) and consist of a duplex and single family dwellings.

Access: Access to the property is from Tamarack Lane.

Zoning and Development Standards, ECC Title 15: Ellensburg City Code (ECC) Table 15.310.040, *Dwelling, single family and Dwelling duplex* – indicates that dwellings of either type are a permitted use in both the Residential Low Density zone and the Residential Suburban zone.

Comprehensive Plan Designations: A map of the comprehensive plan future land use designations is attached as **Exhibit C**. This parcel is designated Blended Residential Neighborhood which accommodates a range of building types from small lot single dwellings to, attached or semi-attached dwellings, duplexes, and small scale multi dwelling developments such as triplexes and fourplexes. This designation is similar to the residential neighborhood designation of other properties zoned R-L across the street.

Access: Access to the parcel is available via Tamarack Ln. which is classified as a local access.

Public Comments: During the SEPA notification process, no comments specific to the rezone request were received. Subsequent to the SEPA environmental review, public notice and distribution of the site specific rezone request was undertaken.

Notice of the open record public hearing (**Exhibit E**) was published in the legal section of the Daily Record on May 25, 2021, and the site was posted with a land use action signs on May 26, 2021 (**Exhibit F**). On May 24, 2021 notice of the rezone was mailed to property owners within 300 feet of the proposed site (**Exhibit D**). As of the date of this staff report no comments have been received.

III. ENVIRONMENTAL (SEPA) REVIEW

The applicant submitted the required SEPA checklist for review, which was processed as follows:

SEPA Checklist Submitted:	4/02/21; add. info 4/07/21
Determination of Completeness:	04/12/21
Notice to Property owners:	04/14/21
SEPA Threshold Determination	05/17/21

The City of Ellensburg departments commented on the SEPA request, but had no comments specific to the rezone.

A SEPA **Mitigated Determination of Non-Significance (MDNS)** was issued on May 17, 2021 (**Exhibit G**), for the non-project site specific rezone.

IV. PROJECT ANALYSIS

A. Ellensburg City Code Requirements for Site-Specific Rezone

Per Ellensburg City Code, site-specific rezone applications are subject to the Type IV review process, and the Hearings Examiner provides a recommendation to City Council after holding an open record public hearing. The Hearings Examiner must find that the application is in compliance with the decision criteria in ECC 15.250.060.

The criteria for consideration of a site specific rezone are set forth in ECC 15.250.060(C). The applicant has the burden of establishing that all of the following criteria apply to the proposed rezone:

1. Conditions have changed since the imposition of the zoning classification on the property;
2. The proposed rezone bears a substantial relationship to the public health, safety, morals, and general welfare;
3. The proposed rezone is consistent with the comprehensive plan;
4. The proposed rezone to a particular zoning district shall be consistent with the development standards in the Land Development Code for the zoning district.

B. Analysis of Criteria for a Site-Specific Rezone

The applicant has submitted an application (**Exhibit K**) with a narrative (**Exhibit L**) addressing the rezone criteria found in ECC 15.250.060(C). The applicant seeks Residential Low (R-L) zoning in order to subdivide the existing property and construct an additional shop building with upstairs apartment. The information submitted by the applicant is followed by staff analysis.

- A. Conditions have changed since the imposition of the zoning classification on the property.

Applicant narrative: *The original building was built in 1960. Since that time several other buildings have been developed in this neighborhood. There are large developments to the east and south of this parcel. The zoning north and west of this parcel is RL. This lot is substantially larger than all other lots in this block.*

Staff analysis: In 2002, this property was annexed into the City of Ellensburg and the property was subsequently zoned Residential-Suburban (R-S). At the time of annexation the property was in use as a residence and the comprehensive plan land use designation was and still is Blended Residential. The site specific rezone request is consistent with the Blended Residential land use designation.

- B. The proposed rezone bears a substantial relationship to the public health, safety, morals, and general welfare.

Applicant narrative: *This proposal would not change the already existing structure types, lot sizes or look of the neighborhood. There are no public health or safety issues that would be generated by this rezone.*

Staff analysis: The rezone to Residential Low (R-L) will allow the existing parcel to be divided off and a new residential structure be built. The residential structure will conform with Ellensburg City Code, and will meet the goal encouraging opportunities for infill as supported by the comp plan without increasing an unexpected demand on utilities and services. This will support the public health, safety, and general welfare of the community by reducing pressures on the low housing supply options.

- C. The proposed rezone is consistent with the comprehensive plan.

Applicant narrative: *The comprehensive plan states that the R-L zone is intended to protect and enhance the character of existing low density residential neighborhoods while allowing for compatible infill development. I feel that this project aligns directly with the comprehensive plans language by creating an opportunity for infill that will not adversely affect the existing neighborhood.*

Staff analysis: The current comprehensive plan land use designation for this parcel is Blended Residential Neighborhood, which is consistent with the rezone request to residential low density (R-L) (**EXHIBIT C**).

In addition, staff finds the request for Residential Low (R-L) zoning to be in keeping with the following goals, policies and programs of the current Comprehensive Plan:

Goal LU-2, “Establish land use patterns that promote walking, biking, and using transit to access goods, services, education, employment, and recreation.”

Policy A, “Enhance the character, quality, and function of existing residential neighborhoods while accommodating anticipated growth.”

- D. The proposed rezone to a particular zoning district shall be consistent with the development standards in the LDC for the zoning district.

Applicant narrative: *Our proposal aligns with all of the language in the RL and RS zones.*

Staff analysis: Staff finds the rezone proposal consistent with the purpose and standards of Residential Low (R-L) zoning as set forth in ECC 15.300.040(B).

The Residential Low Density (R-L) zone purpose, to protect and enhance the character of existing low density residential neighborhoods while allowing for compatible infill development. These Purposes are accomplished by:

1. Allowing detached single-family dwellings as the predominant use, with options to integrate accessory dwelling units and duplexes and cottage housing on larger lots;
2. Providing standards and guidelines that reinforce Ellensburg’s established pattern of attractive and walkable residential neighborhoods;
3. Providing standards and guidelines that promote the integration of usable open space for residential uses;
4. Providing standards and guidelines that encourage parks, trails, open spaces, and natural features to be integrated with the design of new development;
5. Providing a minimum density standard to avoid large scale low density sprawl;
6. Providing a flexible system of bonus incentives (see ECC 15.330.020) that allows for an increase in density in exchange for:
 - a. Energy efficient building and site design;
 - b. Mix of housing types;
 - c. Off-street trails;
 - d. Purchase of transferable development rights (subject to the city adopting a TDR program) that help to preserve valuable resource lands outside of the city;
 - e. Preservation of historic buildings; and/or
 - f. Affordable housing; and

The applicant seeks Residential Low Density (R-L) zoning to be able to short plat the property and construct a shop building with an upstairs apartment staying under the 8 dwelling units per acre maximum density restriction of the RL zone as opposed to the 6 dwelling units per acre maximum density of the existing RS zone which would be exceeded with the current proposal. The applicant will be responsible for meeting all development standards under the Land Development Code.

V. RECOMMENDATION

Staff finds the proposal to be consistent with the criteria outlined in 15.250.050 pertaining to rezones. As such, staff recommends that the Hearing Examiner recommend approval of the rezone request, from Residential Suburban (R-S), to Residential Low Density (R-L) zoning to the City Council with the following condition:

- A. The applicant shall adhere to any requirements related to any future development approvals, including meeting all requirements of utility providers, City departments, and affected districts, as outlined in adopted City Codes and other regulatory documents.

EXHIBITS:

- A. Location Map
- B. Current Zoning Map
- C. Comprehensive Plan Future Land Use Designation Map
- D. Area of Notification Map
- E. Legal Notice of Public Hearing
- F. Land Use Action Sign and Affidavit of Posting
- G. SEPA MDNS
- H. Rezone Application
- I. Rezone Application Narrative

**NOTICE OF A CLOSED RECORD
PUBLIC HEARING REZONE REQUEST**

NOTICE IS HEREBY GIVEN that a closed record hearing before the Ellensburg City Council has been set for **Tuesday, July 6, 2021 at 7:00 pm**. Please note that due to the current State of Emergency for Washington State, this meeting will be held through **remote attendance** by the City of Ellensburg City Council, applicant and the public. Under consideration is a Rezone Application (P21-049) submitted by Sarah Bedsaul, property owner. The Rezone request is for one parcel, identified as Parcel ID # 935233, addressed as 606 S. Tamarack Ln, Ellensburg. The applicant seeks to rezone the properties from Residential Suburban (R-S) to Residential Low (R-L).

NOTICE IS FURTHER GIVEN that all persons interested in this matter may attend the REMOTE meeting by contacting Staff no later than 5:00 pm on **Tuesday, July 6**. An email link, or phone number will be provided which will allow for electronic attendance at the public hearing. **Be advised that no new testimony will be considered by City Council, as the closed record hearing shall be limited to the record established in the open record hearing held by the Hearing Examiner.**

The submitted application and file documents may be examined by the public by visiting the **City of Ellensburg Community Development Department webpage** at <https://www.ci.ellensburg.wa.us/623/Public-NoticesCurrent-Projects>.

Questions about this Rezone may be directed to Jamey Ayling in the Community Development Department, 501 N. Anderson St., or via email: aylingj@ci.ellensburg.wa.us

The City of Ellensburg strives to make our meetings and activities readily accessible by individuals with disabilities. Please furnish your request in sufficient time for the City to provide a reasonable accommodation. A "Request for Accommodation" form may be obtained from the City Clerk (First Floor – City Hall).

PUBLISH: Daily Record: June 17, 2021 / LEGAL #: 112087



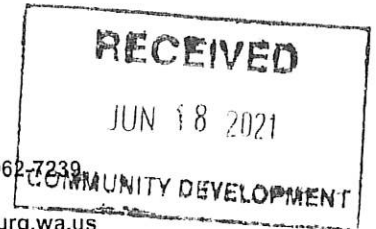
COMMUNITY DEVELOPMENT DEPARTMENT

501 N. Anderson St, Ellensburg WA 98926

Land Use Permitting (509) 962-7231 Construction Permitting (509) 962-7239

Kirsten Sackett, Director

Phone: (509) 962-7232 Fax: (509) 925-8655 E-Mail: sackettk@ci.ellensburg.wa.us



AFFIDAVIT OF POSTING

The Ellensburg City Code requires that all Type IV Projects (such as site-specific Rezones) shall have a notice posted at the site of the project. Per ECC 15.220.050, the following shall apply:

1. The posting of a weather-resistant sign posted on the subject property, visible to members of the public who may be passing on nearby public rights-of-way, and free from obstructions.
2. If the project abuts more than one public right-of-way, more than one sign may be required as determined by the responsible official.
3. The responsibility for the posting of the sign shall be upon the project applicant.
4. The sign shall be at least two feet by three feet in size, have a written description of the proposal, include a site drawing which shows the proposed project, have the date listed when comments are due, and where comments are to be mailed.

DATE: June 17, 2021	PLANNER: Jamey Ayling, Planning Manager
PROJECT NAME: Rezone of Parcel 935233, from R-S to R-L	FILE NUMBER: P21-049

PLEASE COMPLETE THE FOLLOWING:

I, Sarah Bedsaul, certify that I am the landowner and/or authorized agent responsible for the posting of this land use project site and further certify that the site has been posted as required by Ellensburg City Code. I understand that the that the posting period begins immediately and ends after the ending of the appeal period on the final decision by the City Council and the sign(s) will be posted at the site until this time. **Please post the site and return this form to the Community Development Department in a timely manner.**

Sarah Bedsaul
Signature

6/17 2021
Date

Please return the above affidavit and a photograph of the posted sign(s) to Jamey Ayling, Planning Manager, by email: aylingj@ci.ellensburg.wa.us; mail; or deliver to: Community Development Dept., City Hall, 501 N. Anderson St., Ellensburg, WA 98926.

LAND USE ACTION

Notice of Closed Record Public Hearing

NOTICE IS HEREBY GIVEN that the Ellensburg City Council will hold a Closed Record Public Hearing, **Tuesday, July 6, 2021 at 7:00 p.m.** to consider Application P21-049 submitted by Sarah Bedsaul, property owner. The Rezone request is for a property identified by Parcel ID # 935233, addressed as 606 S Tamarack Ln, Ellensburg. The applicant seeks to have it rezoned from Residential Suburban (R-S) to Residential Low (R-L).



Parties of record wishing to comment must contact Staff no later than 5:00 pm on Tuesday, July 6, 2021. Interested parties may attend the REMOTE public hearing by contacting staff to obtain an email link or phone number which will allow for electronic attendance at the public hearing.

The submitted application and file documents may be examined by the public by visiting the City of Ellensburg Community Development Department webpage at <https://www.ci.ellensburg.wa.us/623/Public-NoticesCurrent-Projects>

Staff Contact: Jamey Ayling, Planning Manager; aylingj@ci.ellensburg.wa.us or 509-925-8653.
Mailing Address: Community Development Dept., 501 N. Anderson St., Ellensburg, WA 98926.



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: July 6, 2021

Item Title/Agenda Subject: Resolution to Rescind Resolution 2020-05 (COVID-19 Declaration of Emergency)

Submitted by: Terry Weiner City Attorney Department

Recommended Action or Motion: Adopt the proposed resolution.

Background/Summary: A state of emergency was declared by the State of Washington in February 2020 to address issues caused by the COVID-19 outbreak. The City Council adopted Resolution 2020-05 on March 9, 2020, which declared an emergency in the City related to the outbreak, waiving competitive bidding requirements for emergency purchases, and granting the City Manager emergency powers to address the impacts caused by the pandemic.

Subsequently, Governor Inslee placed restrictions on public meetings, which prohibited in-person meetings. As a result, all City Council, board and commission meetings have been held through remote (virtual) attendance since April 2020.

In addition, the City Manager issued for emergency City Manager Orders, addressing enforcement of the City's carryout bag regulations (which has since been repealed), late charges and disconnection of service to utility customers, allowing temporary "streateries" in the downtown core and providing emergency rental assistance to City residents.

On June 30, 2021, the Governor took action to remove most of the restrictions that were imposed to fight the pandemic.

Previous Council Action: At its June 28 Special Meeting, City Council provided staff with direction that temporary streateries be allowed to continue through December 31, 2021.

Analysis: As a result of the Governor's recent action, it is appropriate at this time for City Council to consider rescinding Resolution

2020-05. Likewise, City Council will now be able to return to in-person meetings while still allowing citizens the option of attending virtually. Based on the experience of the boards and commissions during the pandemic, the proposed resolution will require them to hold hybrid meetings with options for in-person and virtual attendance by appointed members and the public starting August 2, 2021.

The proposed resolution also extends the utility customer protections through July 31, 2021, or until the expiration of Governor Inslee's Proclamation 20-23.15, whichever is longest. The resolution would also extend the permits for temporary streateries through December 31, 2021.

Financial Impact:

There is no direct impact from the proposed resolution at this time. Impacts resulting from loss of utility revenue is the result of the State Proclamation, and will hopefully be mitigated by customer repayment plans and potential use of American Rescue Plan Act funds.

Attachments:

[Resolution to Rescind Declaration of Emergency](#)

RESOLUTION NO. 2021-____

A RESOLUTION of the City Council of Ellensburg, Washington to rescind Resolution 2020-05, which declared a state of emergency for the purpose of addressing the impacts caused by the novel coronavirus (COVID-19) outbreak in Washington state and locally, and to extend certain actions taken by the City Manager during the COVID-19 outbreak.

WHEREAS, Governor Inslee issued Proclamation 20-05 on February 29, 2020, declaring a state of emergency exists in Washington State due to the COVID-19 outbreak; and

WHEREAS, the Board of Commissioners for Kittitas County adopted Resolution 2020-42 on March 6, 2020, a “Declaration of Emergency – COVID-19,” based on the high potential public health threat posed by COVID-19 and exposure events which had already occurred in the county; and

WHEREAS, the Ellensburg City Council adopted Resolution 2020-05 on March 9, 2020, which declared a State of Emergency in the City of Ellensburg arising from the COVID-19 outbreak and authorized the utilization of emergency powers granted under RCW 38.52.070, including the authorization to waive competitive bidding requirements under Chapter 39.04 RCW; and

WHEREAS, Resolution 2020-05 also authorized the City Manager to execute such contracts and incur obligations necessary to combat such emergency to protect the health and safety of persons and property, and to provide emergency assistance to the victims of this emergency, and to also exercise all authority through the issuance of management orders and through the use and direction of City personnel, services, equipment, and operating hours, and additional acts necessary to the management of this emergency; and

WHEREAS, Governor Inslee issued Proclamation 20-28 on March 24, 2020, which prohibited in-person gatherings for public meetings, which has since been amended multiple times, and as a result of which the Ellensburg City Council and all City of Ellensburg appointed boards, commissions and committees have been meeting virtually since April 2020, which has allowed greater citizen participation in the meetings; and

WHEREAS, the City Manager, pursuant to Resolution 2020-05, issued the following City Manager Emergency Orders:

1. 2020-01, indefinitely suspending the enforcement provisions of Chapter 5.64 of the Ellensburg City Code entitled “Carryout Bag Regulation”;
2. 2020-02, addressing late charges, disconnection or refusal of service for any residential customers from energy, telecommunications, or water service due to nonpayment, effective through the rescission of Governor Inslee’s Proclamation 20-23.3 (Ratepayer Assistance and Preservation of Essential Services) and any extension thereof, and providing that Section 5 of the Order would survive its rescission;

3. 2020-03, allowing for temporary “streateries” in certain locations in downtown Ellensburg, and as amended by Emergency Order 2020-03-C, effective through September 30, 2021;
4. 2020-04, providing for an Emergency Rental Assistance Program using CARES Act funding and administered by HopeSource, effective through November 30, 2021; and

WHEREAS, on June 15, 2021, the Board of County Commissioners for Kittitas County adopted Resolution 2021-091 to Rescind the Kittitas County COVID-19 Declaration of Emergency; and

WHEREAS, on June 21, 2021, the Kittitas County Incident Management Team (IMT), which had been formed to assist with the local response to the COVID-19 outbreak and help manage the distribution of COVID-19 vaccines, was demobilized; and

WHEREAS, on June 30, 2021, Governor Inslee removed all restrictions on capacity and physical distancing for public meetings, while retaining the face covering requirements as outlined in Proclamation 20-25, et seq., Secretary of Health Order 20-03.2, and LNI Publication F414-179;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Ellensburg, Washington, as follows:

Section 1. The City Council finds that the facts set forth in the recital paragraphs of this Resolution support and justify ending the declaration of an emergency by rescinding Resolution 2020-05.

Section 2. City Manager Order 2020-01 is now moot through the adoption of Ordinance 4863, which repealed Ch. 5.64 ECC.

Section 3. City Manager Order 2020-02 is extended through July 31, 2021, consistent with Proclamation 20-23.15, issued by Governor Inslee on March 18, 2021, and will continue in effect through any additional extensions of said proclamation by the Governor.

Section 4. City Manager Order 2020-03, as amended, is extended through December 31, 2021, or such time as the effective date City Council may adopt an ordinance regulating “streateries” on a permanent basis, whichever occurs first.

Section 5. City Manager Order 2020-04 has expired on its own terms.

Section 6. Subject to any state law restrictions or conditions, all City of Ellensburg boards, commissions, and committees, in addition to holding in-person meetings open to the public, will also offer members of the public the option of virtually attending the meetings by no later than August 2, 2021. Board, commission and committee members may also attend virtually.

Adopted by the City Council of the City of Ellensburg this 6th day of July, 2021.

MAYOR

Attest: _____
CITY CLERK



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: July 6, 2021

Item Title/Agenda Subject: Affordable Housing Commission's Recommendation on City Property Contribution for Affordable Housing

Submitted by: Jamey Ayling Community Development

Recommended Action or Motion: Authorize the Mayor's signature on the award letter to Stalder Interests, and provide staff direction to initiate contract negotiations with Stalder Interests upon receipt of signed acknowledgement of conditions.

Background/Summary: On February 17, 2021 the City received an application from Stalder Interests requesting acquisition of City surplus property at 1st and Pine Street to develop 57 units in three buildings providing rental opportunities to low income families. The Affordable Housing Commission (AHC) is charged with making recommendations to City Council regarding City surplus property for affordable housing, as well as allocation of the affordable housing sales tax funds.

On May 5, 2021 the AHC heard a presentation from Matthew Stalder regarding the proposed development, and provided an opportunity for questions and answers. The AHC had one request of the applicant, to provide all 12 proposed ground floor units as universally accessible. The applicant agreed that the cost difference to do so would be minimal to accomplish that request. After those discussions the AHC approved a motion to forward a supportive recommendation to City Council to pursue property contribution for this project.

Pursuant to RCW 39.33.15 and Ellensburg City Code Chapter 2.06, the City of Ellensburg has identified two City-owned sites (total of three parcels) available for affordable housing development proposals that serve residents earning 80% or less of the Area Median Income. The application from Stalder Interests is requesting contribution of the city surplus property consisting of two lots at the northeast corner of 1st and Pine (see location map). The entire half block of three parcels is owned by the City and comprises approximately .83 acres. The

two lots under consideration for the project are a total of .50 acres; the remaining lot, which would continue to serve as parking for the Library/Hal Holmes Community Center, is approximately .33 acres.

Previous Council Action:

On June 7, 2021 City Council received the recommendation from the Affordable Housing Commission to support property contribution for the affordable housing project. Council held discussion on the proposal and allowed for public comment. Council tabled the discussion to a future meeting pending concerns over appropriateness of site for affordable housing, parking, building height, number of units, and displacement of the temporary community garden.

On June 28, 2021 Council held a special study session to discuss the parameters of any affordable housing application for the 1st and Pine property. Some potential conditions for a project on this site included a minimum number of accessible units, preserving the northern most parcel for library use/parking as intended in the Comp Plan, and providing for a variety of units, not just studio units. Council requested that the application submitted by Stalder Interests be brought back to the next available Council meeting to determine the appropriate parameters and include such measures in an award letter to the applicant. The original award letter from the June 7 Council meeting is attached for reference.

Analysis:

The City received an application for "City Property Contribution for Affordable Housing" from Stalder Interests dated February 17, 2021. Per the guidance of Council and the open application process, the Affordable Housing Commission reviewed the application at its regular meeting on May 5, 2021.

Consistent with RCW 39.33.15, transfer, lease, disposal of public property for affordable housing surplus property allocated to projects that create new affordable housing in Ellensburg. Eligible uses of property include affordable housing development proposals that serve residents earning 80% or less of the Area Median Income.

The Stalder Interests application indicated the ability to provide 57 units to persons who make less than 60% AMI. The time to complete the project is estimated to take two years as detailed

in the application. The applicant demonstrated they are able to meet the requirements of the affordable housing property contribution application, and will help the city to address the identified housing needs in the community.

Stalder Interests is not pursuing any local funding for this project; rather they will be applying for Section 221(d)(4) federal funds from the Department of Housing and Urban Development. The AHC recommended awarding City surplus property to this project. If approved, City staff will coordinate with legal counsel to develop an affordable housing contract. The contract will assure that the project is in the vital and best interest of City and the health, safety and welfare of the residents of the City, and in accordance with the public purposes and provisions of applicable federal, state and local laws and requirements.

Financial Impact:

The subject property was valued at \$158,188.73 in November 2019, based on the assessed value of comparable properties.

Attachments:

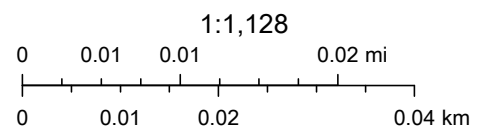
[1st and Pine Surplus Property Location](#)
[Stalder Affordable Housing Application](#)
[Stalder Interests, Inc. Award Letter](#)

1st and Pine Surplus Property Location



6/29/2021, 1:36:38 PM

- Override 1
- - - Urban Growth Area
- - - City Limits



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CITY-OWNED PROPERTY CONTRIBUTION FOR AFFORDABLE HOUSING 2019 APPLICATION

APPLICATION COVER SHEET

Please refer to the Request for Proposals on the Community Development webpage:

<https://ci.ellensburg.wa.us/1069/Housing-In-Ellensburg>

A complete application must include a signed application and the following attachments:

1. Signed City of Ellensburg pre-funding application submittal
2. Documentation to support collaboration
3. Project site/development plan
4. Resident screening/monitoring tool

Prior to execution of contracts with successful applicants, applicants will be required to submit financial information for review. This will include 2 years of income statements (revenue/expenditures and net profit/loss, and past 2 years balance sheets (assets/liabilities).

Incomplete applications will not be considered. Missing or incomplete information will result in a forfeiture of application. Do not include any information beyond what is requested in the application. **Please note, all funding applications and associated materials are public record.**

- Questions on land use regulations and building codes, please contact the Community Development Department at 509-962-7231
- Questions on Affordable housing funding, please contact Angela San Filippo at 509-925-8653 or sanfilippoa@ci.ellensburg.wa.us

CERTIFICATION and AUTHORIZED SIGNATURE: To the best of my knowledge and belief, the information contained in this application, and in the additional required documentation submitted with this application, is true and correct. I understand that any false information or omission may disqualify my organization from further consideration for City assistance. I authorize the investigation of any or all statements contained in this application and any other information pertinent to this application and my organization and its employees and board members.

The signatory possesses the legal authority to apply for and receive City of Ellensburg assistance, and the person signing the application has the proper authority from the governing body of the organization. The applicant understands the City will not be responsible for any costs incurred by the applicant in developing and submitting this application, and that all applications submitted become the property of the City and applications are public record.

The applicant agrees that if this project is allocated City surplus property, the applicant will enter into a contract with the City of Ellensburg and will be required to submit annual reports attesting to compliance with the agreed upon retention of affordability and residents of housing developments funded through the City's local housing fund or constructed on property contributed by the City. The applicant further agrees that if this project is allocated City surplus property, it will comply with all federal, state, and local statutes, regulations, policies, and requirements applicable to City assistance. If the awarded project does not show substantial progress within two years of property allocation the property will revert back to the City for reallocation.

 10/13/20
Signature of Authorized Applicant Representative Date

Matt Stalder Stalder Interests Partner
Name of Authorized Applicant Representative (Please Print or Type) Title (Please Print or Type)

1. PROJECT DESCRIPTION AND ELIGIBILITY

A. Project Name:	1st & Pine Studios
Agency Name:	Stalder Interests
Contact Person:	Matthew Stalder
Mailing Address:	2000 Quartz Mtn Dr
City, State, Zip:	Ellensburg, WA 98926
Phone:	509 929 4820
Email:	staldermw@gmail.com

B. Project Location:	Corner of 1st st and Pine st
Primary Street Address:	N Pine St
City, State, Zip:	Ellensburg, WA 98926
Tax Parcel ID #:	937033 617033

C. Project Activity (check all that apply)

- | | | |
|---|---|--|
| ☐ Acquisition | ☐ Demolition/Redevelopment | ☒ New Construction |
| ☐ Adaptive Reuse | ☐ Mixed Use | ☐ Rehabilitation |
| | | ☐ Other |

If you checked Mixed Use or Other above, please explain:

D. Type of organization or company

- | | |
|---|--|
| ☐ Nonprofit organization 501(c)(3) | ☐ Public organization |
| ☒ For profit organization | ☐ Other: _____ |

E. Has this organization/developer previously received funding from the City of Ellensburg?

☐ Yes ☒ No If yes, please indicate funding source _____

F. City Property Request. Please indicate City property contribution parcel number.

City property contribution
parcel number: 937033 617033 Total Project Budget: \$ 5,000,000.00

G. Project Summary. Briefly summarize your proposed project in a couple of paragraphs; include a general statement of the project’s overall purpose, scope, and intent. **(300 words or less)**

The purpose of this project is to utilize the City owned property at 1st & Pine st to develop 57 studio units for multiple types of low income renter categories. The project would use the zone and street frontage types to build 3 buildings of 19 units each. As rents for single tenant units have surpassed \$1,000/month and pent up demand will continue to raise the price, units that do not have specifically limited rent at a much lower than market price will be gone in 3-5 years. This project would alleviate that using federal housing funds as leverage to complete a large scale build that would be financially feasible with rents well below market rate.

H. Populations to be served. Please select the household income for each unit proposed to be developed on one of the identified City-owned properties.

% of Area Median Income	# of Units	# of bedrooms	Tenant monthly rent/mortgage
Select item			
Select item			
Select item			
Select item			
Select item			
Select item			
Select item			
Select item			
Select item			
Select item			
Select item			
Total	0		

- I. Summary of all housing units.** Please include **ALL** housing units in the project. Projects proposed for City-owned property may be eligible for households earning 80% or below Area Median Income.

Area Median Income	Studio	1 Bedroom	2 Bedroom	3 Bedroom	4+ Bedroom	Total Units
At or below 30%						0
35%						0
40%						0
45%						0
50%						0
55%						0
60%	57					57
65%						0
70%						0
75%						0
80%						0
Total	57	0	0	0	0	57
# of ADA Compliant Units	3					3
Average Square feet	375					

2. COMMUNITY IMPACT

- A. Community impacts.** The following targets have been identified as having a tangible benefit for intended residents. Please check all that apply to the proposed project location.

- ☒ Within ½ mile of public transit stop
 ☐ Within ½ mile of senior center
☒ Within ½ mile of park or recreation area
 ☒ Within ½ mile of grocery store with fresh food
☒ Within ½ mile of public school
 ☒ Within ½ mile of medical services
☒ Other Downtown core/ large local employers

- B. Financial stability.** Please describe how this project will provide opportunities for beneficiaries to build financial stability. **(100 words or less)**

This project will improve financial stability as the combination of lowered rent and the cost savings of being close to groceries, employment, and public amenities will allow tenants to put more into savings while spending less hours on work related things and more on advancement.

- C. Sense of place and community.** Please describe how the proposed project will promote a sense of place and community for intended residents and the greater Ellensburg community. **(100 words or less)**

As the land is currently residentially vacant, the multiple building project and amount of inhabitants able to live in it will create a community in itself as well as an expanded community for the nearby residential district to the south. It will also increase the greater Ellensburg community by bringing more density to the boundary of the downtown core providing more patronage for the downtown area.

D. Other community impacts. Please describe other tangible benefits the project will have for the intended beneficiaries as well as the greater Ellensburg community. **(200 words or less)**

A large tangible benefit will be the monetary impact of the development. As almost everything in town was impacted by covid, the project will generate over a hundred thousand dollars in fees to the city for permitting as well as the amount above average amount going to the residents of the city as the project will be prevailing wage giving local contractors a boost.

3. RETENTION OF AFFORDABILITY

A. Please indicate how this project will help retain affordable housing units in the community. Please note housing projects receiving City property contribution will be required to maintain affordability for a minimum of 40 years. **(200 words or less)**

As the units will be rental units, there will be a multi decade requirement for decreased rent for the units and so affordability of the housing will be retained as it will be required to be.

4. HOUSING NEEDS AND INVESTMENT PRIORITIES

- A. Describe how the proposed project addresses Ellensburg's identified housing needs. Describe what this project will accomplish and how the proposed housing units will help meet the community's housing needs as identified in the current [Ellensburg Housing Needs Assessment](https://ci.ellensburg.wa.us/1609/Housing-In-Ellensburg) data available at: <https://ci.ellensburg.wa.us/1609/Housing-In-Ellensburg>. Please only include information not covered in Section 2 - Community Impacts. (500 words or less)

As the average multifamily designated project in Ellensburg is small in scale and the majority of current development push is single family housing, the housing crunch will continue to increase as population growth is projected to be about 2.5%, and in reality will be more. The number of units, both rental and owned, will not keep up with as the above mentioned scale of most builds is too small and the emphasis on duplexes, triplexes and townhouses instead of large scale complexes is only making the problem worse. It is also pointed out that as of 2018 half of Ellensburg housing stock is single family houses while almost three quarters of the population are renters. The units this project will create will allow renters to move out of single family houses into something more appropriate and allow the houses to become available to the open market where there is a very limited supply that is increasing home ownership prices. The project would also address the continuing issue of sub 1% vacancy rates by bringing a larger amount of units online at once and allowing low income renters to have a suitable unit instead of competing with professionals with much higher budgets.

5. PROPERTY MANAGEMENT AND DEVELOPMENT

A. Project Applicant/Developer

Firm Name:	Stalder Interests Inc
Contact person and title:	Matt Stalder
Phone Number:	509 929 4820
Email address:	staldermw@gmail.com
Address:	2000 Quartz Mtn Dr
City/State/Zip:	Ellensburg, WA 98926
Federal Tax ID #:	91-1565776
Unified Business Identifier:	601 395 858

B. Architect

Firm Name:	TBD
Contact person and title:	
Phone Number:	
Email address:	

C. General Contractor

Firm Name:	TBD
Contact person and title:	
Phone Number:	
Email address:	

D. Property Management Firm (as applicable)

Firm Name:	Hopesource (anticipated)
Contact person and title:	
Phone Number:	
Email address:	

6. PROPERTY MANAGEMENT AND DEVELOPMENT TEAM EXPERIENCE

A. Project Applicant/Developer Experience. For completed projects, list only projects completed in the last 5 years. For pipeline projects, list projects for which you plan to seek funding in the next 12 months or have received at least one funding commitment.

Projects Completed								
Project Type	Activity Type	Role (i.e. owner, developer)	City and State	# Units	Date project activities began	On Time, On Budget	Placed in service date	Type of financing
Multifamily	New Construction	Owner/Developer	Ellensburg	20	10/19	Yes, Yes	01/21	Cash Equity, Mezzanine Debenture, Debt
Multifamily	New Construction	Owner/Developer	Ellensburg	40	06/13	Yes, Yes	09/19	Equity, Debt
Select item	Select item					Select item		
Select item	Select item					Select item		
Select item	Select item					Select item		
Select item	Select item					Select item		
Select item	Select item					Select item		

Project Pipeline								
Project Type	Activity Type	Role (i.e. owner, developer)	City and State	# Units	Date project activities began	On Time, On Budget	Placed in service date	Type of financing
Multifamily	New Construction	Developer	Ellensburg	30	07/19	Yes, Yes	12/21	Cash
Multifamily	New Construction	Developer	Ellensburg	5	10/20	Yes, Yes	12/21	Cash, Grants
Select item	Select item					Select item		
Select item	Select item					Select item		
Select item	Select item					Select item		
Select item	Select item					Select item		
Select item	Select item					Select item		

B. Project Property Management Firm Experience. As applicable, please list up to 10 similar projects that your organization, or your selected Property Management firm, has managed or currently manages.

Project	City and State	# Units	Unit Type	Target population	Effective date of management contract	End date (current if still managing)
Place Apartments	WA	40	2-bed	Students	N/A	N/A
			Select item			
			Select item			
			Select item			
			Select item			
			Select item			
			Select item			
			Select item			
			Select item			
			Select item			

7. LEVERAGE AND COLLABORATION

A. Financing Sources. Please complete all information applicable to your project. Include all financing term assumptions even if they are funder's standard terms. Include funds contributed by applicant through initial start-up capital or expected applicant contribution.

Name	Type	Proposed Amount	Committed Amount	Date Applied	(Projected) award date	Grant/loan	Term	Payment structure
N Pine St	City property	\$ 0.00	\$ 0.00	10/13/20				
Sect. 221(d)(4)	Federal	\$4,000,000						
	Select Item							
	Select item							
	Select item							
	Select item							
	Select item							
	Select item							
	Select item							
TOTAL		\$4,000,000	\$ 0.00					
CITY PROPERTY REQUESTED		937033.617033						

B. Please describe how the City property contribution requested will be leveraged. Provide a brief narrative of financing sources listed above and the city funds will be leveraged. **(100 words or less)**

With the land being contributed as equity, outside bridge capital may be sought and the main funding will be through a Section 221 loan HUD loan up to 87% LTC.

C. Please describe in-kind contributions and/or volunteers/pro-bono services that support project development. Your narrative response must focus on the in-kind contributions, volunteers, and pro-bono services that will be used for the proposed project, and not the agency in general. **(100 words or less)**

The contributions to the project will be work on entitlements and applications as well as site planning. The design of the building and site plan will be done pro bono before being sent for final engineering. The project will also require a code departure request, SEPA, pre-application, and several other applications before application for permits will be allowed which will be contributed.

D. Collaboration and Partnership. Please describe activities that demonstrate active partnerships and/or regular coordination with other relevant public, nonprofit, and private entities that support similar goals or related activities. Examples might include membership on advisory groups, financial contributions, sharing data or best practices, and soliciting input from community partners. **Your narrative must focus on community partnerships that will be used for the proposed project, and not for the agency in general. (300 words or less)**

Active collaboration with Hopesource with consulting and development of other low income projects providing advisory and physical contributions. As the project is also large enough in size, public comment will be asked for during several parts of the entitlement process allowing for active public participation.

8. PROJECT SCHEDULE AND BUDGET

A. Project Schedule. Provide date completed and status information for the following project tasks. If a task does not apply to your project, enter N/A. To include additional tasks please attach additional sheets as necessary. Please only enter details for each task in the “Notes/Status” Column.

Category	Tasks	Date completed or expected completion	Notes/Status
Site Control	Purchase and Sale Agreement/Option		Land to be Contributed
Site Control	Closing		
Feasibility/Due Diligence	SEPA		SEPA to take 1-2 Months to Complete
Financing	Appraisal		
Financing	Financial underwriting		Underwriting during A&E
Financing	Application(s) for other funding source(s)		
Design/Permitting	Preliminary drawings completed		Preliminary drawings 75% done
Design/Permitting	Zoning approval		No rezone required, code departure
Design/Permitting	Site plan approval		Site plan part of full A&E, 6-9 months
Design/Permitting	Building/civil permit submitted		Civil part of full A&E
Design/Permitting	Building/civil permits issued		
Design/Permitting	Other agency permits issued		
Construction	Selection of general contractor		
Construction	Begin construction		
Construction	Issued certificate of occupancy		Const. to take 15-20 months
Occupancy	Selection of management firm		
Occupancy	Begin leasing/selling		

B. Project Budget. Amounts in the total project cost must be accounted for in full by assigning them to funding sources as appropriate. Do not combine funding sources in a column. All residential development costs should be included in this budget.

Total	%	Funding source	Funding source	Funding source	Funding source	Funding source	Funding source
		Federal	Select Item	Select item	Select item	Select item	Select item

Acquisition costs

(such as: existing structures, land, closing costs, etc.)	\$ 0.00	0.00%						
---	---------	-------	--	--	--	--	--	--

Construction costs

(such as: demolition, new building, rehabilitation, contractor overhead and profit, site work and infrastructure costs)	\$ 3,700,000	90.3%	\$3,700,000					
---	--------------	-------	-------------	--	--	--	--	--

Soft costs

(such as: appraisal, legal fees, technical experts, environmental studies, project management, other consultants)	\$ 100,000	2.4%		\$100,000				
---	------------	------	--	-----------	--	--	--	--

Other development costs

(such as: permits, utility hook-ups)	\$ 250,000	6.1%	\$250,000					
--------------------------------------	------------	------	-----------	--	--	--	--	--

Financing costs

(such as loan fees, legal fees, etc.)	\$ 50,000.00	1.2%	\$50,000					
---------------------------------------	--------------	------	----------	--	--	--	--	--

Total	\$4,100,000		\$4,000,000	\$100,000	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
--------------	-------------	--	-------------	-----------	---------	---------	---------	---------

C. Budget Narrative. As necessary, include budget narrative to support and/or supplement the information included in the project budget tables above. **(100 words or less)**

The generalized budget above was taken from a more detailed budget of costs deriving from recent costs to build on similar projects, adjusting for prevailing wage, general contractor preliminary bids and other cost data.

9. ATTACHMENTS TO APPLICATION

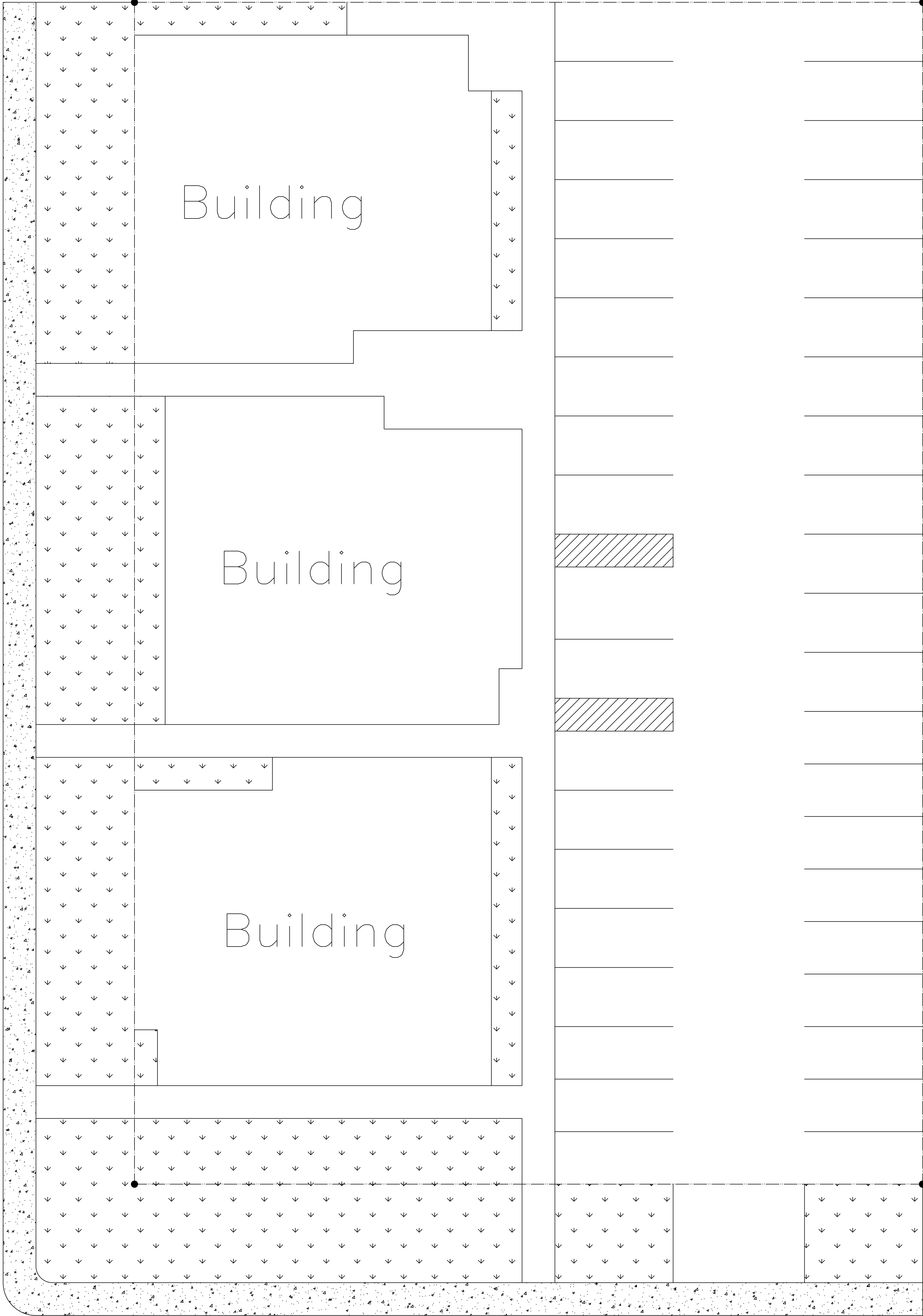
- ☒ Signed City of Ellensburg pre-funding application submittal
- ☐ Documentation to support collaboration
- ☒ Project site/development plan
- ☒ Resident screening/monitoring tool

N Pine St



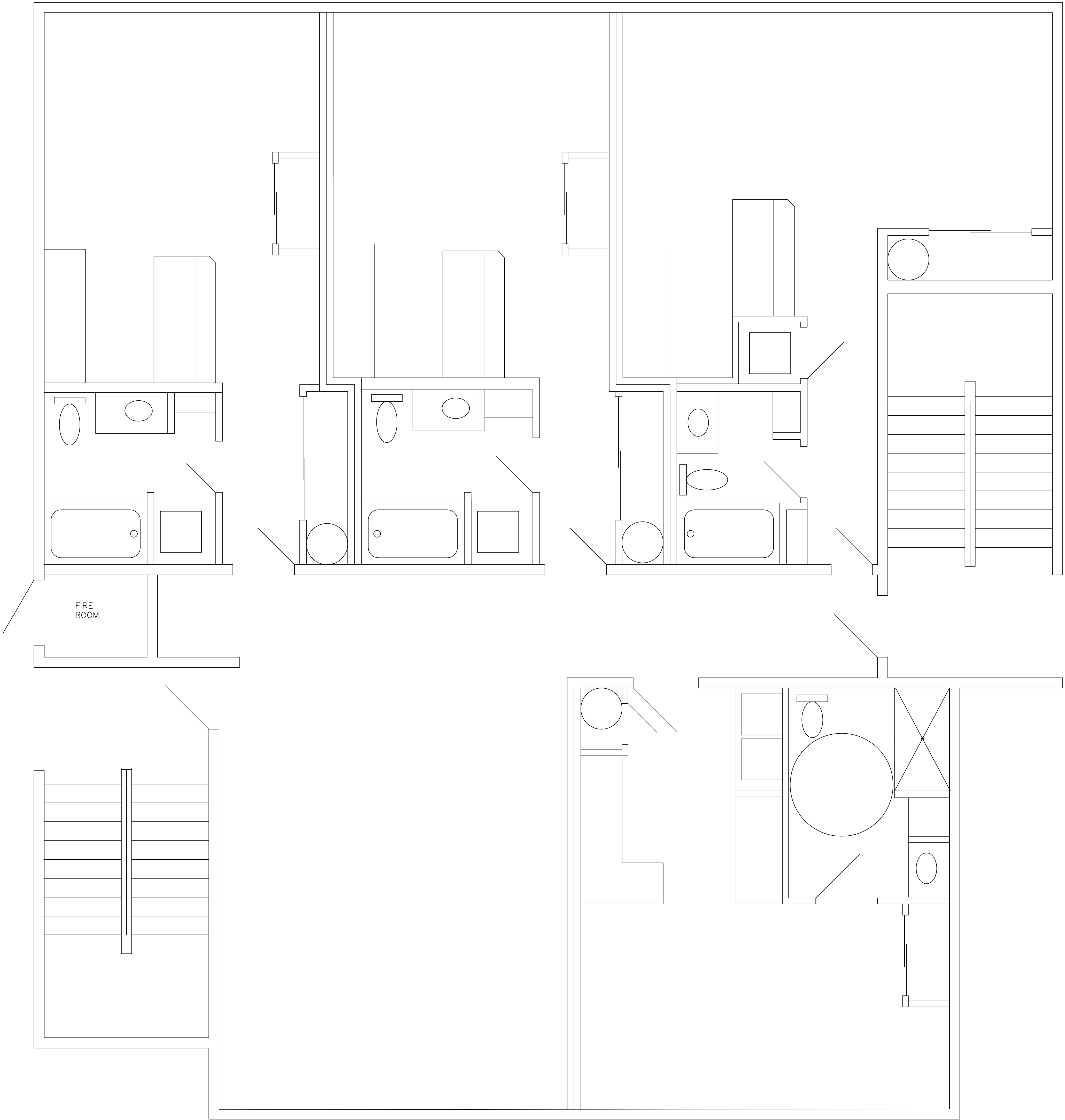
Existing City
Parking Lot

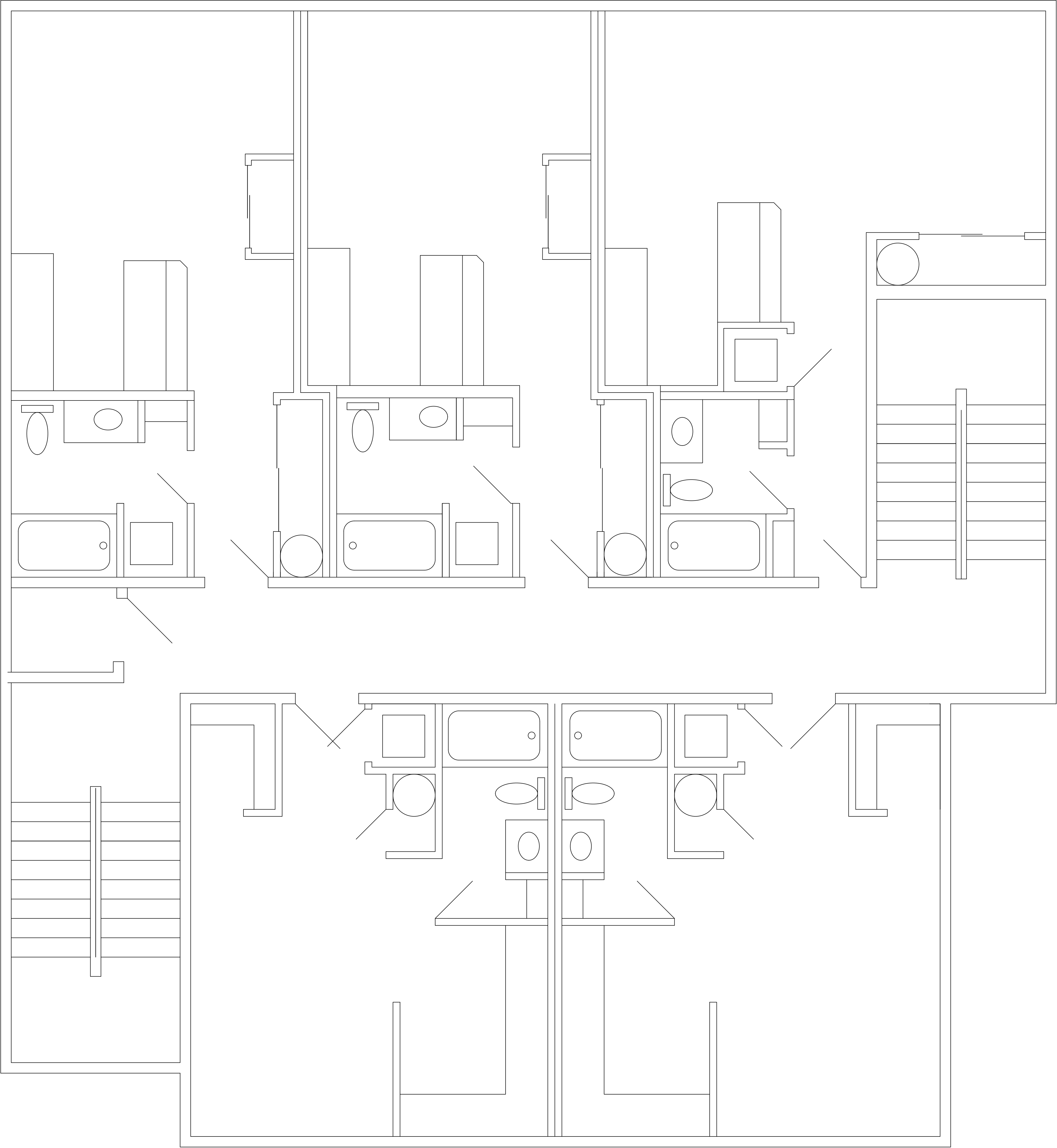
Property Corner



E 1st Ave

Alley





INITIAL APPLICATION FOR HOUSING

I. Applicant Information: Please Print NEATLY In Ink

LAST NAME	FIRST NAME	MIDDLE INITIAL
MAILING ADDRESS	APT. NO.	CITY
	()	()
STATE	ZIP	
EMAIL ADDRESS	CELL PHONE	WORK / MESSAGE PHONE

PLEASE LIST ANY OTHER NAMES YOU MAY HAVE USED IN THE PAST (MAIDEN NAME, ALIAS, ETC.): _____

Primary Language: _____

 Translation Services Needed: ☐ YES ☐ NO

II. Household Information:

1. Please list ALL HOUSEHOLD MEMBERS who will be living in the assisted unit. (List additional Members on a separate page if more space is needed):

Mbr #	LAST NAME	FIRST NAME	MI	SEX (M/F)	RELATION TO HEAD	DATE OF BIRTH (MM/DD/YYYY)	DISABLED	US MILITARY VETERAN
1					SELF		☐ YES ☐ NO	☐ YES ☐ NO
	SOCIAL SECURITY #	COUNTRY OF BIRTH	RACE: Select all that apply				Ethnicity: Select one	
			☐ Caucasian ☐ Black/African American ☐ Native American ☐ Asian ☐ Hawaiian/Pacific Islander				☐ Hispanic/Latino ☐ Non-Hispanic/Latino	

Mbr #	LAST NAME	FIRST NAME	MI	SEX (M/F)	RELATION TO HEAD	DATE OF BIRTH (MM/DD/YYYY)	DISABLED	US MILITARY VETERAN
2							☐ YES ☐ NO	☐ YES ☐ NO
	SOCIAL SECURITY #	COUNTRY OF BIRTH	RACE: Select all that apply				Ethnicity: Select one	
			☐ Caucasian ☐ Black/African American ☐ Native American ☐ Asian ☐ Hawaiian/Pacific Islander				☐ Hispanic/Latino ☐ Non-Hispanic/Latino	

Mbr #	LAST NAME	FIRST NAME	MI	SEX (M/F)	RELATION TO HEAD	DATE OF BIRTH (MM/DD/YYYY)	DISABLED	US MILITARY VETERAN
3							☐ YES ☐ NO	☐ YES ☐ NO
	SOCIAL SECURITY #	COUNTRY OF BIRTH	RACE: Select all that apply				Ethnicity: Select one	
			☐ Caucasian ☐ Black/African American ☐ Native American ☐ Asian ☐ Hawaiian/Pacific Islander				☐ Hispanic/Latino ☐ Non-Hispanic/Latino	

Mbr #	LAST NAME	FIRST NAME	MI	SEX (M/F)	RELATION TO HEAD	DATE OF BIRTH (MM/DD/YYYY)	DISABLED	US MILITARY VETERAN
4							☐ YES ☐ NO	☐ YES ☐ NO
	SOCIAL SECURITY #	COUNTRY OF BIRTH	RACE: Select all that apply				Ethnicity: Select one	
			☐ Caucasian ☐ Black/African American ☐ Native American ☐ Asian ☐ Hawaiian/Pacific Islander				☐ Hispanic/Latino ☐ Non-Hispanic/Latino	

Mbr #	LAST NAME	FIRST NAME	MI	SEX (M/F)	RELATION TO HEAD	DATE OF BIRTH (MM/DD/YYYY)	DISABLED	US MILITARY VETERAN
5							☐ YES ☐ NO	☐ YES ☐ NO
	SOCIAL SECURITY #	COUNTRY OF BIRTH	RACE: Select all that apply				Ethnicity: Select one	
			☐ Caucasian ☐ Black/African American ☐ Native American ☐ Asian ☐ Hawaiian/Pacific Islander				☐ Hispanic/Latino ☐ Non-Hispanic/Latino	

Mbr #	LAST NAME	FIRST NAME	MI	SEX (M/F)	RELATION TO HEAD	DATE OF BIRTH (MM/DD/YYYY)	DISABLED	US MILITARY VETERAN
6							☐ YES ☐ NO	☐ YES ☐ NO
	SOCIAL SECURITY #	COUNTRY OF BIRTH	RACE: Select all that apply				Ethnicity: Select one	
			☐ Caucasian ☐ Black/African American ☐ Native American ☐ Asian ☐ Hawaiian/Pacific Islander				☐ Hispanic/Latino ☐ Non-Hispanic/Latino	

Mbr #	LAST NAME	FIRST NAME	MI	SEX (M/F)	RELATION TO HEAD	DATE OF BIRTH (MM/DD/YYYY)	DISABLED	US MILITARY VETERAN
7							☐ YES ☐ NO	☐ YES ☐ NO
	SOCIAL SECURITY #	COUNTRY OF BIRTH	RACE: Select all that apply				Ethnicity: Select one	
			☐ Caucasian ☐ Black/African American ☐ Native American ☐ Asian ☐ Hawaiian/Pacific Islander				☐ Hispanic/Latino ☐ Non-Hispanic/Latino	

Mbr #	LAST NAME	FIRST NAME	MI	SEX (M/F)	RELATION TO HEAD	DATE OF BIRTH (MM/DD/YYYY)	DISABLED	US MILITARY VETERAN
8							☐ YES ☐ NO	☐ YES ☐ NO
	SOCIAL SECURITY #	COUNTRY OF BIRTH	RACE: Select all that apply				Ethnicity: Select one	
			☐ Caucasian ☐ Black/African American ☐ Native American ☐ Asian ☐ Hawaiian/Pacific Islander				☐ Hispanic/Latino ☐ Non-Hispanic/Latino	

2. Is anyone in the household expecting a baby? ■ YES ■ NO If YES, please list the name(s): _____

3. **HOUSEHOLD INCOME:** Please list ALL sources of income received by ALL members of your household:
Examples: Wages, Pension, Child Support, SSI, SSA, L&I, TANF, and Regular Gifts. List additional income on a separate page if more space is needed.

MBR#	Type of Income (wages, etc.)	Amount Received	(Circle one)				Hrs. per wk. (if applicable)
1		\$	per	hour	week	month	
2		\$	per	hour	week	month	
3		\$	per	hour	week	month	
4		\$	per	hour	week	month	
5		\$	per	hour	week	month	
6		\$	per	hour	week	month	
7		\$	per	hour	week	month	
8		\$	per	hour	week	month	

III. Family Information:

1. Does anyone listed on your application have a Criminal Record? Answering YES, will not automatically exclude you from housing. A Criminal History background check will be run on you and your adult family members. ■ YES ■ NO

If YES, please list any criminal history, which will appear on your records and where it occurred: _____

2. Has anyone listed on your application previously lived in Public Housing? ■ YES ■ NO

If YES, please list who, along with when and where they lived in Public Housing: _____

3. Does your family require a handicapped-modified unit? (Examples: roll-in shower, wheelchair accessible, etc.) ■ YES ■ NO

4. Does any family member require a reasonable accommodation? (Example: live-in aid, etc.) ■ YES ■ NO

If YES, please complete a **Reasonable Accommodation form**, available from any KCHA office.

IV. Preferences:

Extremely Low Income Preference

1. Do you currently live in subsidized housing or receive a government rent subsidy?

☐ YES ☐ NO

If you answered “YES” you do not qualify for the **Extremely Low Income** preference. Go to Question 3.

If you answered “NO”, go to question 2.

2. Is your yearly income *at or below* the limits given for your family size on the chart below?

☐ YES ☐ NO

Family Size	Annual Income	Family Size	Annual Income	Family Size	Annual Income	Family Size	Annual Income	Family Size	Annual Income	Family Size	Annual Income
1	\$25,100	3	\$32,250	5	\$38,700	7	\$44,400	9	\$50,150	11	\$57,560
2	\$28,650	4	\$35,800	6	\$41,550	8	\$47,300	10	\$53,080		

3. Are you currently homeless?

☐ YES ☐ NO

Homeless is defined as lacking a fixed, regular and adequate nighttime residence and has a primary nighttime residence where the family is: (1) Living outside (i.e. no fixed roof, in a park, in a tent, etc.) (2) Living in a temporary publicly or privately owned shelter (3) Living in a car or a recreational vehicle.

- If you answered “YES”, please check the situation that most applies to you:
 - ☐ Living outside (i.e. no fixed roof, in a park, in a tent, etc.) or in a car or recreational vehicle
 - ☐ Living in a temporary publicly or privately owned shelter. Name of the shelter: _____
 - ☐ Living in other unstable temporary housing (i.e. “couch surfing, doubled up, etc.)
 - ☐ You are in the process of graduating from a KCHA-funded sponsor-based program
 - ☐ You are a graduate of the Shelter-Plus Care Program

4. Substandard Housing, Displaced, & Rent Burden Preferences (This Section applies to all applicants)

- a) Do you currently live in a dilapidated home or live in a home without one of the following: plumbing, toilet, tub/shower, kitchen, electricity, or heat? ☐ YES ☐ NO
- b) Are you currently displaced from your home by natural disaster, government action, domestic violence, or forced to move to avoid reprisal, due to hate crimes, owner action, or unit inaccessibility? ☐ YES ☐ NO
- c) Have you been paying more than 50% of your Gross Income (income *before* taxes are taken out) for rent and utilities for the last 90 days? Utilities do not include phone or cable. ☐ YES ☐ NO

**IF YOU ANSWERED “YES” TO ANY OF THE ABOVE QUESTIONS (4 A-C), YOU APPEAR TO QUALIFY FOR A PREFERENCE.
PLEASE NOTE: ALL PREFERENCES WILL BE VERIFIED PRIOR TO AN OFFER OF HOUSING.**

IF YOU DID NOT ANSWER “YES”, TO ANY OF THE ABOVE QUESTIONS, THEN YOU DO NOT APPEAR TO QUALIFY FOR A PREFERENCE AT THIS TIME AND WILL BE PLACED ON OUR WAITING LIST AS A NON-PREFERENCE.

V. Signature:

I hereby certify that the information provided in this application is true to the best of my knowledge and belief. I understand that any false statements made on this application may result in the cancellation of my application and if housed, my family will be subject to eviction. I also understand I must report any changes in the above information to the housing office in writing. Failure to report accurate information with regards to my family circumstances and any changes that may occur may result in delays in the application process and could ultimately lead to cancellation of my application, without further notice. I certify that I have read and understand this declaration and I understand that I will be required to successfully complete a criminal background check, a credit history check, provide landlord history for the past three years and update my local preference and income status, which will be verified by the Housing Authority before a final determination regarding the suitability of my application will be made. Failure to respond to any correspondence from the Housing Authority may result in delays in the application process and could ultimately lead to cancellation of my application without further notice.

Head of Household Signature: _____ **Date:** _____

Spouse/ Co-HOH Signature: _____ **Date:** _____

Adult Signature: _____ **Date:** _____

Adult Signature: _____ **Date:** _____

Adult Signature: _____ **Date:** _____



Matthew Stalder <staldermw@gmail.com>

Affordable Housing alternative option

4 messages

Matthew Stalder <staldermw@gmail.com>

Mon, Oct 12, 2020 at 7:00 AM

To: engels@ci.ellensburg.wa.us, goodloen@ci.ellensburg.wa.us, lambt@ci.ellensburg.wa.us, lillquistn@ci.ellensburg.wa.us, millerda@ci.ellensburg.wa.us, morganm@ci.ellensburg.wa.us, tabbb@ci.ellensburg.wa.us

Cc: Kirsten Sackett <sackettk@ci.ellensburg.wa.us>, aylingj@ci.ellensburg.wa.us, Craig Kelly <ckelly@hopesource.us>

Hello, this is in regard to the current situation of the affordable housing fund after the email that was presented last week to the Affordable Housing Commission from Crytl Enterprises in which the project at 113 Bender Rd was withdrawn from. As the contract for that development is now off and the funds for it now in limbo, I have an alternative project that would instead use the parcels 617033 and 937033 at the 1st and Pine property owned by the City. As I am a multifamily developer it would be a larger scale apartment complex that could tentatively hold 57 units. I have done the surface level numbers to include the prevailing wage in the costs and the lowered rent rates and the project looks like it would financially work. For the leverage part of the financing, a section 221(d)(4) loan would be used and with the resulting higher than average loan to cost amount allowed, the cash amount now free in the AH fund would be enough bridge capital to cover the remaining costs. I have done a basic site plan for it and some unit layouts along with a preliminary budget and pro forma for feasibility. I would like to present this project as an alternative for the now available AH funds and land. If this is something that would be of interest please let me know. Thanks.

Matthew Stalder
509 929 4820

Craig Kelly <ckelly@hopesource.us>

Thu, Oct 15, 2020 at 4:37 PM

To: Matthew Stalder <staldermw@gmail.com>

Cc: "douglasstalder@gmail.com" <douglasstalder@gmail.com>

Matt, where you planning on partnering with us on your proposal? If so we should meet so we can help you with the application process.

[Quoted text hidden]

Matthew Stalder <staldermw@gmail.com>

Thu, Oct 15, 2020 at 4:42 PM

To: Craig Kelly <ckelly@hopesource.us>

I was planning on developing and having some sort of agreement on completion for management/ownership of the project if the city was interested but it still has to go through community development and the housing committee before the council will have their review but that will take at least a few weeks so I was going to wait for discussion as it is still an If with the departments being ok with it.

[Quoted text hidden]

Craig Kelly <ckelly@hopesource.us>

Thu, Oct 15, 2020 at 4:45 PM

To: Matthew Stalder <staldermw@gmail.com>

Understood.

[Quoted text hidden]



**501 North Anderson Street
Ellensburg, Washington 98926**
Telephone: (509) 962-7221 | Fax: (509) 962-7143

June 7, 2021

Matthew Stalder
Stalder Interests, Inc.
2000 Quartz Mountain Dr.
Ellensburg, WA 98926

RE: Stalder Interests, Inc. Award Letter for City of Ellensburg Affordable Housing Property Contribution

Dear Mr. Stalder:

Congratulations! Your application for the City owned surplus property located at the corner of 1st and Pine for development of Affordable Housing has been conditionally approved by Ellensburg City Council.

This award is conditional and is not a guarantee of property. This letter provides an overview of City conditions and some details you can expect in the contractual agreement. Upon issuance of this letter, the City will initiate contract negotiations to initiate transfer of ownership of the "Community Garden" property.

This letter does not cover all local requirements or all the terms that will be included in contract documents including legal rights and obligations.

Please read this letter carefully and return a signed copy of the Acknowledgement of Conditions at the bottom to the City of Ellensburg Community Development Department.

The City's reservation of property is based upon representations made in your applications. Changes to those representations must be reported as specified in the Conditions and approved by Community Development in writing. Unreported changes may result in a delay and/or a loss of City-owned property contribution. These requirements are designed to ensure productive communication between the applicant and the City regarding project status prior to property transfer.

CONDITIONS

The City of Ellensburg will initiate contract negotiations after receipt of the signed Acknowledgement of Conditions. The City requires that the contract stipulate:

- The contract term will be consistent with the development timeline in your application. Any extension of the timeline is subject to City approval.
- The budget and scope of work will be based on the applications submitted.
- The proposal and contract must meet the requirements of the City of Ellensburg Affordable Housing Fund and RCW 39.33.015.

- Applicant shall submit a written status report when changes to the project cause the proposal to differ from the application or previous status reports. Reports must explain any problems, or needed modifications, and propose a plan for addressing them.
- The transfer of the City's property to Stalder Interests, Inc. for this project is subject to approval of your financing by the Department of Housing and Urban Development as well as approval of all contract documents by the Ellensburg City Council.

Please notify the Community Development Department as you reach each funding and other milestones or encounter challenges. The City anticipates reserving this award for the time period specified in your application. If you do not demonstrate the progress you proposed within two years of the date of this letter, or fail to meet any of the conditions herein, the City of Ellensburg reserves the right to withdraw this award.

Thank you for your commitment to make the City of Ellensburg more affordable for everyone in our community!

Sincerely,

Bruce Tabb, City of Ellensburg Mayor

Acknowledgement of Conditions

I acknowledge that I have read, understand and agree to the above conditions.

ORIGINAL SIGNATURE OF AUTHORIZED OFFICIAL

Signature:	_____	Title:	_____
Name:	_____	Date:	_____
Organization:	_____		



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: July 6, 2021

Item Title/Agenda Subject: Appointment Process for Council Position 6

Submitted by: Heidi Behrends Cerniwey City Manager Department

Recommended Action or Motion: Approve process and schedule for appointment of Council Position 6.

Background/Summary: Council Member Stacey Bankston-Engel has submitted her resignation of Position 6, effective July 31, 2021. The unexpired term ends December 31, 2023.

Previous Council Action: Past City Council position appointments have included an open application process followed by interviews during a regular City Council meeting.

Analysis: A sample draft announcement and application to fill the vacated Position 6 have been included in the packet. The recommended schedule includes a timeline to post the opening by July 9, 2021; applications due (by email, in person, or mail) by July 26, 2021; and interview candidates on August 2, 2021.

Financial Impact: None.

Attachments:

[COUNCIL AD JULY 2021](#)

[COUNCIL APPLICATION FOR APPOINTMENT 2021](#)

The City of Ellensburg is accepting applications from persons wishing to be considered to fill a current vacancy on the City Council - Position 6. The unexpired term ends December 31, 2023. The City Council will appoint a qualified person to fill Position 6 until a qualified candidate is elected at the next election at which a member of the City Council would normally be elected, which will be November 2022.

Applications are available on the City web page at www.ci.ellensburg.wa.us or at City Hall, 501 North Anderson Street, Ellensburg, Washington 98926.

Required qualifications:

- Registered voter of the City of Ellensburg, and
- A resident of the City of Ellensburg for at least one year next preceding the date of appointment.

Applications are due by Monday, July 26, 2021 at 5:00 p.m. Late applications will not be accepted. Interviews will take place on Monday, August 2, 2021. For additional information or an application form, contact the City Manager's Office at the above address, or telephone (509) 962-7221.



Application for Appointment to
ELLENSBURG CITY COUNCIL
(Please Type or Print Clearly)

Name of Applicant: _____

Address: _____

Phone Number: _____ Email Address: _____

Length of Residence in Ellensburg: _____

Background you bring to this position: _____

Please list any organizations you are affiliated with: _____

Why are you seeking this appointment? _____

Have you filed for a City Council Position for the 2021 election? [] Yes [] No

Council meets regularly at 7:00 p.m. the first and third Mondays of each month. In addition, Council may hold any number of special meetings or study sessions at other times as necessary. Will you be able to attend meetings regularly if appointed? [] Yes [] No

I understand that to be eligible for appointment to the Ellensburg City Council I must (1) be a registered voter of the City of Ellensburg at the time of filing this application for Council appointment, and (2) be a resident of the City for at least one (1) year preceding the date of appointment.

Signature: _____ Date: _____

PLEASE ATTACH A CURRENT RESUME OR LIST OF RELATED EXPERIENCE AND RETURN TO: City Manager's Office, 501 North Anderson Street, Ellensburg, WA 98926, or email to gigsteadl@ci.ellensburg.wa.us. Applications must be submitted prior to 5:00 p.m., Monday, July 26, 2021.



MANAGER'S REPORT

DATE: July 6, 2021
To: Ellensburg City Council
FROM: Heidi Behrends Cerniwey, City Manager

1. City Cooling Centers and Services in Response to the Extreme Heat Conditions.

Given the sustained 100+ degree temperatures forecasted the week of June 26-July 2, the Adult Activity Center and Hal Holmes Community Center (HHCC) were opened over the weekend (July 26-27) and hours were extended until 8:00 p.m. during weekdays to offer respite from the heat to members of the community. Memorial Pool opened to full capacity to accommodate additional people and an outdoor mister was installed at Veteran's Memorial Park. A special thanks to Aquatic/Recreation Supervisor Jodi Hctor and Parks and Recreation staff, and Library Director Josephine Camarillo, and HHCC staff and volunteers for shifting resources to extend City facilities and services for community use during the heat emergency.

2. Request for Monthly Council Study Session Scheduled Through December 2021.

As the City staff team is building the calendar for upcoming Council actions there are a number of items that will require periodic Council briefing and discussion in addition to Board and Commission review. Examples are the Housing Action Plan, Comprehensive Plan Updates, etc. Setting a regular one-hour monthly Study Session through the end of the year would assist in planning those discussions and upcoming actions. Staff recommend that City Council set a regular Study Session from 6:00 p.m. to 7:00 p.m., prior to the second regular Council Meeting of each month through December 2021.