

AGENDA PLANNING COMMISSION March 13, 2025

Hybrid Meeting In-person and via Zoom



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Passcode: 347244

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**CITY OF ELLENSBURG
PLANNING COMMISSION AGENDA
Council Chambers
501 North Anderson Street
Ellensburg, WA 98926
And remotely via Zoom
Thursday, March 13, 2025
5:45 PM - Regular Meeting**

- 1. Call to Order and Roll Call of Members**
- 2. Approval of Agenda (No Public Comment)**
- 3. Approval of Minutes**
 - 3.A Review of February 13 Meeting Minutes
- 4. New Business**
 - 4.A Review 2025 Long Range Planning Work Plan
 - 4.B May Planning Commission Meeting
- 5. Unfinished Business**
 - 5.A Changing Agenda from Citizen Comment to Public Comment
- 6. Citizen Comment**
- 7. Staff Update/Discussion Items**
- 8. Commission Representative Update**
- 9. Adjournment**



For more information on the Ellensburg Planning Commission, contact Planning Manager, Jeremy Johnston, at 509-962-7232.

The Contents of this agenda have been photocopied on recycled paper.



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of Planning Commission, Regular Meeting

February 13, 2025

5:45 PM

Council Chambers

501 North Anderson Street

Ellensburg, WA 98926

And remotely via Zoom

1. Call to Order and Roll Call of Members

Commissioner Harrell called the meeting to order at 5:45 p.m.

Present: Michael Buehn, Ed Harrell, Sigrid Davison, Geraldine O'Mahony, Sathy Rajendran

Absent: George Bottcher

Others Present: Stacey Henderson-Planning Manager; Kathy Boots-Planning Technician;

David Miller-City Council Liaison (arrived 5:58 p.m.); Dan Carlson-Director; Chace

Pedersen-Associate Planner; Mark Rud-Associate Planner

2. Approval of Agenda

Commissioner Davison motioned to approve the agenda. Motion passed 5-0.

3. Approval of Minutes

- 3.A Approval of Minutes for November 14, 2024 Planning Commission Meeting
Commissioner Rajendran motioned to approve the minutes from November 14, 2025. Commissioner Davison would like the November 14, 2025, minutes corrected to include her absence. Commissioner Rajendran motioned to approve the November 14, 2025, minutes with an amendment to add Commissioner Davison's absence and the motion passed 4-0 regarding Title 15 Land Development code. Motion passed 5-0.

4. New Business

- 4.A Election of Chairperson and Vice Chairperson for 2025
Commissioner Rajendran motioned to nominate Commissioner Harrell for Chair. Harrell accepted the nomination. Motion passed 5-0.
Commissioner Davison motioned to nominate Commissioner Bottcher for chair. Bottcher was not present. The motion failed with no votes.
- Commissioner Rajendran motioned to nominate Commissioner Davison as vice chair. Davison accepted the nomination. Motion passed 5-0.

- 4.B Staff Introductions
Staff member Henderson announced that she had been promoted to Planning

Manager. As the Planning Manager, she will take over staffing the Planning Commission.

Community Development new staff introduced themselves. Chace Pedersen spoke and gave some of his work history. Mark Rud spoke and gave some of this work history and relocation to Ellensburg.

- 4.C Overview of 2026 Comprehensive Plan Periodic Update and Public Participation Plan
Staff member Carlson shared the 2026 Comprehensive Plan Periodic update. A climate resiliency section will be added. Carlson reviewed the public participation plan. Objectives and methods of engagement were discussed. A consultant will be contracted through an RFP to assist with the periodic update. Future meetings will be used to discuss proposed updates. The update is due June 2026, and the Commission may meet at the second meeting of the month to assist with progress.

5. Unfinished Business

None

6. Citizen Comment

None

7. Staff Update/Discussion Items

- 7.A Commissioner Discussion Items
Commissioner Davison would like citizen comment changed to public comment. Commissioner Harrell asked if Gateway 1 was completed. The Community Development Department is advertising for an Associate Planner.
- 7.B 2024 Land Development Code Amendments Update
In December, the City Council adopted an ordinance regarding flood, accessory dwelling units, middle housing, and eliminated some housing requirements.

8. Commission Representative Update

Mr. Miller did not have any updates.

9. Adjournment

The meeting was adjourned at 6:20 p.m.



Meeting Date: March 13, 2025
City of Ellensburg
Planning Commission Agenda Report

Agenda Subject: Review 2025 Long Range Planning Work Plan
Submitted by:
Department: Community Development

Suggested Motion/Action:
No motion needed. Reviewing 2025 Long Range Planning work plan items.

Background/Summary:
As the new Planning Manager and staff liaison to the Planning Commission, I would like to hear from commissioners regarding what they would like to discuss at meetings and focus on as a commission in 2025. (Keeping in mind, the Periodic Update may dominate our meetings as the year progresses.) Part of this discussion will include walking through the 2025 Work Plan.

Previous Council Action:

Analysis:

Financial Impact:

Budget Adjustment: No

Attachments:
1. 2025 Community Development Long Range Work Program

2025 City of Ellensburg Long Range Work Program

	PROJECT	PROPOSED BY	PROJECT DESCRIPTION/COMMENTS
COMPREHENSIVE PLAN AMENDMENT UPDATES			
1	2026 Comprehensive Plan Periodic Update	City Staff	Beginning in 2024 through June 30, 2026, prepare required ten-year periodic update to the City's Comprehensive Plan, including drafting new Climate Change and Resiliency Element and updates to the Land Use, Housing, Transportation, Capital Facilities & Utilities, Parks and Recreation, Environment, Historic Preservation, and Diversity, Equity & Inclusion Element. Incorporate Sustainability and Energy Plan into Climate Change and Resiliency Element. This would also include an update of development regulations for consistency with the Comprehensive Plan. Work in 2025 will include adoption of the Public Participation Program and drafting of the new Climate Change and Resiliency Element, and updates to the Environmental, Historic Preservation, and Diversity, Equity, & Inclusion Elements. Work will involve the Environmental Commission, the DEI Commission, the Affordable Housing Commission, the Landmarks & Design Commission, the Parks & Recreation Commission, the Planning Commission, the Council of Governments, and the City Council.
2	2025 Comprehensive Plan Amendments Annual Docket	City Staff	Review comprehensive plan amendments submitted by March 31, 2025, through annual docket process. Amendments will include the annual update of Capital Improvement Plans (CIP). Preparation of amendments, notice to Commerce, SEPA determination, Planning Commission & City Council Public Hearings, Preparation of staff reports, ordinance, and other materials.
DEVELOPMENT REGULATION AMENDMENTS			
1.	Land Development Code Amendments		
a.	Official Zoning Map	City Staff	Update the official zoning map to include recent annexations, rezones, plats, and boundary line adjustments. Review for consistency of zoning districts with future land use map, specifically annexed parcels with RS zones that don't align with future land use map. Work will include preparation of amendments, notice to

			Commerce, SEPA determination, Planning Commission & City Council Public Hearings, Preparation of staff reports, ordinance, and other materials.
b.	House Bill (HB) 1998 Amendments	Washington State	Amend Title 15 to meet requirements of HB 1998 adopted in the 2024 legislative session. The bill requires the City to adopt development regulations allowing co-living as a permitted use on any lot located within an urban growth area that allows at least six residential units, including lots zoned for mixed-use development. The bill provides standards for unit size, parking, density, fees, and other development regulations. Bill requirements go into effect on December 31, 2025, so code updates need to be completed in 2025. Preparation of amendments, notice to Commerce, SEPA determination, Planning Commission & City Council Public Hearings, Preparation of staff reports, ordinance, and other materials.
c.	ECC 15.250.040 Conditional Use Permits	City Staff	Amend ECC 15.250.040 to refine decision criteria and appropriate conditions for approval. Preparation of amendments, notice to Commerce, SEPA determination, Planning Commission & City Council Public Hearings, Preparation of staff reports, ordinance, and other materials.
d.	Citizen-Initiated Code Amendments	Public	Review and process any code amendments proposed by members of the public. Preparation of amendments, notice to Commerce, SEPA determination, Planning Commission & City Council Public Hearings, Preparation of staff reports, ordinance, and other materials.
e.	Street Standards	Public Works	Update Title 15 for consistency with Public Works update to development standards. Preparation of amendments, notice to Commerce, SEPA determination, Planning Commission & City Council Public Hearings, Preparation of staff reports, ordinance, and other materials.
f.	General Development Code Housekeeping Amendments	City Staff	Address minor housekeeping amendments as identified by staff during the year. Preparation of amendments, notice to Commerce, SEPA determination, Planning Commission & City Council Public Hearings, Preparation of staff reports, ordinance, and other materials.

2. Historic Preservation			
a.	Historic District Nominations Updates	Landmark & Design Commission	There are two historic districts in Ellensburg, that are listed on the National and Local Ellensburg Register (The Residential District and the Commercial/Downtown District). Both district nomination documents were created 30 years ago and need to be updated. These are documents that the commission officially reviews and adopts, and then use when evaluating proposed changes during design review.

OPTIONAL AMENDMENTS (To be considered as projects above are completed and staff time is available)			
1.	Planned Unit Development Ordinance	Staff	Explore adoption of a Planned Unit Development (PUD) ordinance to provide flexibility from development standards in order to achieve city goals. PUDs may include mixed uses, clustering of lots, provision of open space, and protection of critical area. Work would include preparation of amendments, notice to Commerce, SEPA determination, Planning Commission & City Council Public Hearings, Preparation of staff reports, ordinance, and other materials. May include adoption of private road standards or amendments to public road standards to allow more flexibility.
2.	Narrow Street Standards	Staff	Explore narrower street design standards. Work with Public Works to research standards. Include separation for bicycle uses. May be included with PUD ordinance above. Work would include preparation of amendments, notice to Commerce, SEPA determination, Planning Commission & City Council Public Hearings, Preparation of staff reports, ordinance, and other materials.
3	Historic Property Inventory	Landmark & Design Commission	Creation of a historic property inventory within the City limits. Inventory work would include research of other jurisdiction's inventories, workplan development for creating Ellensburg's historic inventory, and an initial public meeting to gauge public interest and participation in this process.
4.	Transferable Open Space Rights	Doug & Matt Stalder	Explore code amendment to allow for new developments to buy or provide open space rights primarily in the form of pocket parks and be able to buy and sell the rights to the open space square footage applicable to projects. Work would include researching concept, drafting code, preparation of amendments, notice to Commerce,

			SEPA determination, Planning Commission & City Council Public Hearings, Preparation of staff reports, ordinance, and other materials.
5.	I-90 West Interchange Subarea Plan	I-90 W Interchange Workgroup	Define subarea, develop scope of work, identify partners/stakeholders, establish vision and policies to implement vision, review of comprehensive plan policies, review of zoning and land development code, draft plan, and public outreach. Work would include preparation of amendments, notice to Commerce, SEPA determination, Planning Commission & City Council Public Hearings, Preparation of staff reports, ordinance, and other materials.



Meeting Date: March 13, 2025
City of Ellensburg
Planning Commission Agenda Report

Agenda Subject: May Planning Commission Meeting
Submitted by:
Department: Community Development

Suggested Motion/Action:

Move to approve the cancelation of the May 8 Planning Commission meeting, and instead meet on May 22, 2025.

Background/Summary:

There is a scheduling conflict for the Council Chambers on May 8, 2025, from 5-7pm. Staff suggests holding the May Planning Commission meeting on May 22, and canceling the May 8 meeting, as there is limited space when considering alternative meeting rooms.

Previous Council Action:

Analysis:

Financial Impact:

Budget Adjustment: No

Attachments:

None