

AGENDA PLANNING COMMISSION August 14, 2025

Hybrid Meeting In-person and via Zoom



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**CITY OF ELLENSBURG
PLANNING COMMISSION AGENDA
Council Chambers
501 North Anderson Street
Ellensburg, WA 98926
And remotely via Zoom
Thursday, August 14, 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 May 22, 2025 Planning Commission Minutes
 - 3.B Review of July 10, 2025 Planning Commission meeting minutes.
- 4. New Business**
- 5. Unfinished Business**
- 6. Citizen Comment**
- 7. Staff Update/Discussion Items**
 - 7.A Update on Annual Comprehensive Plan Docketing
 - 7.B Update on 2026 Periodic Update Public Outreach and Progress
 - 7.C Update on 2025 Code Amendments
- 8. Commission Representative Update**
- 9. Adjournment**



For more information on the Ellensburg Planning Commission, contact Planning Manager, Stacey Henderson, 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

May 22, 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, George Bottcher

Absent: Sathy Rajendran; Delano Palmer

Others Present: Stacey Henderson-Planning Manager; Dan Carlson-CDS Director; Lily Frey-Housing Program Manager; Mark Rud-Associate Planner; Kathy Boots-Planning Technician, three members of the public

Commissioner O'Mahony motioned to approve the absence of Delano Palmer and Sathy Rajendran. Motion passed 5-0.

2. Approval of Agenda

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

3. Approval of Minutes

3.A Review of March 13, 2025 Planning Commission Meeting Minutes.
Commissioner Buehn motioned to approve the minutes from the March 13, 2025, meeting. Motion passed 5-0.

3.B Review of April 10, 2025 Planning Commission Meeting Minutes
Commissioner Davison motioned to approve the minutes from the April 10, 2025, meeting. Motion passed 5-0.

4. New Business

4.A Affordable Housing Presentation
Lily Frey gave a presentation on affordable housing. The goals of the housing chapter of the Comprehensive Plan were discussed. A consultant is going to assist with doing an analysis on the land capacity available for the City of Ellensburg. Once the land capacity study is complete, the City of Ellensburg can look at ways to improve the development of affordable housing. A Washington State Bill will require code changes to allow for co-living, residential parking, impact fees, and unit lot subdivisions. The changes in code are required as part of the periodic update.

5. Unfinished Business

None.

6. Citizen Comment

None.

7. Staff Update/Discussion Items**7.A 2026 Periodic Update Consultant Statement of Qualifications**

The consultant SCJ has been selected for the Comprehensive Plan update.

There will be a kick off meeting scheduled.

8. Commission Representative Update

Commissioners requested an update on the recent Comprehensive Plan proposals and what the next steps will be.

9. Adjournment

The next meeting is scheduled for June 12, 2025.

The meeting was adjourned at 6:14 p.m.



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of Planning Commission, Regular Meeting

July 10, 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 joint Affordable Housing Commission and Planning Commission meeting to order at 5:45 p.m.

Present: Michael Buehn, Ed Harrell, Sigrid Davison, Geraldine O'Mahony (arrived at 5:47), George Bottcher, Sathy Rajendran; Delano Palmer, Joe Sheeran

Absent: Kim Funston

Others present: Stacey Henderson-Planning Manager; Lily Frey-Housing Program Manager; Dan Carlson-CDS Director; Kathy Boots-Planning Technician; David Miller-City Council Liaison; Mark Rud-Associate Planner; Sarah Bedsaul; John Perrie; Dan Witkowski; Courtney Garzone; two members of the public.

2. Approval of Agenda

The new member of the Planning Commission, Joe Sheeran, was introduced.

Commissioner Sheeran motioned to approve the agenda. Motion passed 6-0.

3. Approval of Minutes

No minutes for the Planning Commission.

Commissioner Palmer motioned to approve the minutes for the Affordable Housing Commission meeting on May 21, 2025. Motion passed 4-0.

4. New Business

- 4.A Inclusionary Zoning Discussion with Mark Rud, Associate Planner
- Lily Frey provided the framework for the meeting. Mark Rud gave a presentation on the basics of Inclusionary Zoning (IZ). Mr. Rud provided research on other jurisdictions that have implemented mandatory IZ and the particulars of several programs. The Commissioners were presented with the benefits and challenges of mandatory IZ. Bonus incentives for IZ have many options to consider, such as development size, limited to certain zones, allowed density, and Multi-Family Tax Exemption. Commissioner Palmer inquired about how the programs worked for other jurisdictions or the challenges they faced. Reduced parking, reduced open space, AMI percentages, parking off-site, and

whether it would be worth it to builders were all discussed. Could this be a joint project with the County in zones that are in the Urban Growth Area? Commissioners would like to know if the City Council would support IZ. Commissioner Palmer stated the City Council would want more data prior to considering if it would be supported.

5. Unfinished Business

None.

6. Citizen Comment

None.

7. Staff Update/Discussion Items

Stacey Henderson updated the Commissions' that a consultant for the Comprehensive Plan update has been hired. SCJ will start working on their studies and there will be a kick-off meeting. The City Council approved the public participation plan for the Comprehensive Plan update. A public open house will be hosted in the fall with staff available to gather data on public input on the Comprehensive Plan Update. A logo is being developed, and a website is going to be created.

7B. Lily Frey reviewed upcoming Affordable Housing Commission meeting dates. There is going to be a public Accessory Dwelling Unit presentation at Hal Holmes in August. Frey mentioned a variety of professions she would like to attend the open house. A draft flyer is being created. A press release and social media post will take place.

8. Commission Representative Update

Commissioner Palmer discussed the interest of the public in building a new swimming pool and fieldhouse facilities. Commissioner Davison supports having more activities for children to be able to do.

Tonight's meeting is Commissioner Davison's last meeting since she is relocating. Interviews for the open position will be held. A new Vice Chair will need to be elected.

9. Adjournment

The meeting was adjourned at 6:56 p.m.



Meeting Date: August 14, 2025
City of Ellensburg
Planning Commission Agenda Report

Agenda Subject: Update on Annual Comprehensive Plan Docketing
Submitted by:
Department: Community Development

Suggested Motion/Action:
Staff Update

Background/Summary:

ECC 15.250.090 addresses the annual comprehensive plan amendment process. Members of the public, commissions, council, or staff, can propose annual comprehensive plan updates, as a way to respond to changing Community needs between the larger periodic updates. Requests from the public are due by March 31 of each year, and at the second Council meeting in July, Council reviews each complete application and decides whether or not to docket the request. If docketed, the proposed amendment begins the adoption process, including a 60-day review by Commerce, SEPA review, review by the planning commission, and then review and adoption by Council.

Previous Council Action:
N/A

Analysis:

Staff presented two docket items for the year 2025 Annual Update process. 25-01 being the annual update to the Capital Improvement Plan, and 25-02 addressing the 309 requests to remove the DEI Chapter from the comprehensive plan. Staff recommended docketing 25-02 to further gather information and input from both sides of the discussion within the community. Staff recommended Council approve moving forward with the proposed Community Conversations and Common Grounds Workshop, with suggested paths forward to be brought back to Council for consideration. For more information regarding the Community Conversations and Common Ground Workshops, please find Agenda Item 11.B, from the August 4, 2025 City Council Packet, found [here](#).

Next Steps:

Community Conversation- Wednesday August 20, 2025, from 6:00-8:00p.m.; Hal Holmes Community Center, 209 N Ruby Street, Ellensburg, WA; and
Community Conversation- Saturday, September 6, 2025, from 1:30-3:30pm.m; Hal Holmes Community Center, 209 N. Ruby Street, Ellensburg, WA
Common Ground Workshop- Saturday, October 4, 2025, from 10:00a.m.- 3:30p.m.; Hal Holmes Community Center, 209 N Ruby Street, Ellensburg, WA

Future Tentative Deadlines and Dates:

60-Day Commerce Review- Review of both docketed items will need to begin **October 15, 2025.**

SEPA Review- SEPA review of docketed items will also need to begin by **October 15 at the latest.** (public comment)

Planning Commission Public Hearing to Review Items- Tentatively scheduled for November 13, 2025 Planning Commission meeting. (public comment)

Public Hearing before Ellensburg City Council and First Reading of Ordinance- Tentatively scheduled for **December 1, 2025 Council meeting.** (public comment)

Second Reading of Ordinance by the City Council- Is tentatively scheduled for **December 15, 2025 Council meeting.**

Financial Impact:

Budget Adjustment: No

Attachments:

None



Meeting Date: August 14, 2025
City of Ellensburg
Planning Commission Agenda Report

Agenda Subject: Update on 2026 Periodic Update Public Outreach and Progress

Submitted by:
Department: Community Development

Suggested Motion/Action:
Update

Background/Summary:

The City is ramping up their work on the Periodic Update. Consultants are auditing reports and current information, in efforts to create preliminary Land Use, Transportation, and Economic reports, to name a few. Staff is planning public participation and outreach opportunities, and some commissions, including Landmarks and Design commission, are reviewing the various chapters to make future updates and revisions.

Previous Council Action:
N/A

Analysis:

The City has developed project branding, and are putting together a project website to help spread the word about this upcoming work. Staff will distribute the website and additional resources once ready. Staff will be attending several public events to answer questions, discuss City planning with the public, and provide information.

Public Events Planned:

August 16: Farmers Market
August 20: Night Market (tentative)
September 13: Farmers Market
September 17: Open House
September 23: Bite of the Burg
September 27: Buskers in the Burg (tentative)

Financial Impact:

Budget Adjustment: No

Attachments:

None



Meeting Date: August 14, 2025
City of Ellensburg
Planning Commission Agenda Report

Agenda Subject: Update on 2025 Code Amendments
Submitted by:
Department: Community Development

Suggested Motion/Action:

Background/Summary:

Staff is currently preparing Code Amendments to bring before the planning commission in October.

1) Two Citizen requested amendments including:

- An exemption to Temporary Use permits, to allow for temporary sales offices on new long plats.
- Updates to the Binding Site Plan code section.

2) A Community Development Department driven "Code Clean-up" update to the Land Development Code. Updates include:

- Correcting contradictions
- Adding clarifying language and definitions to terms already existing in the code
- Updating required permit review timelines per State updates
- General Clean-Up

3) A Community Development Department driven Housing Update

- Housing Program Manager Lily Frey is working to complete a required update to our code this year to allow for co-housing.

Previous Council Action:

Analysis:

Financial Impact:

Budget Adjustment: No

Attachments:

None