

AGENDA PLANNING COMMISSION September 11, 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, September 11, 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 Meeting Minutes
 - 3.B Review of July 10, 2025 JOINT PC-AHC 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.



Meeting Date: September 11, 2025
City of Ellensburg
Planning Commission Agenda Report

Agenda Subject: Review of May 22, 2025 Meeting Minutes
Submitted by:
Department: Community Development

Suggested Motion/Action:
Move to approve May 22, 2025 meeting minutes.

Background/Summary:

Previous Council Action:

Analysis:

Financial Impact:

Budget Adjustment: No

Attachments:
1. 5.22.25 PC minutes



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.



Meeting Date: September 11, 2025
City of Ellensburg
Planning Commission Agenda Report

Agenda Subject: Review of July 10, 2025 JOINT PC-AHC Meeting Minutes
Submitted by:
Department: Community Development

Suggested Motion/Action:
Move to approve July 10, 2025 JOINT PC-AHC Meeting Minutes

Background/Summary:

Previous Council Action:

Analysis:

Financial Impact:

Budget Adjustment: No

Attachments:

1. 7.10.25 Joint PC-AHC meeting minutes



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; Joe Sheeran

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; Delano Palmer, 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 5-0.

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). Rud provided research on other jurisdictions that have implemented mandatory IZ and the particulars of sample 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. Commissioners discussed reduced parking, reduced open space, AMI percentages, parking off-site, and whether incentives would be worthwhile to

builders. 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 a decision to support this policy.

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 Alliance 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.

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 advertise the event.

8. Commission Representative Update

Commissioner Palmer discussed the public interest in new swimming pool and fieldhouse facilities. Commissioner Davison supports having more activities for children.

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: September 11, 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: September 11, 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:
Staff 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~~
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:

1. Ellensburg 2046 - Coloring Sheet Activity_2025-0820 (5)
2. Ellensburg 2046 - Website Promo Flyer-UPD_2025-0813 (1)

3. Ellensburg 2046 - September Open House Flyer_2025-0820 (5)



ELLENSBURG 2046

Hometown Heart — Bright Future

Adora-Bull Ellensburg!





ELLENSBURG 2046

Hometown Heart — Bright Future

Ellensburg 2046: Coloring Contest

About the Project

Ellensburg is updating its Comprehensive Plan—a big-picture guide for how our community will grow and change over the next 20 years. The plan covers things like homes, getting around town, parks and places to play, jobs and businesses, and caring for our environment.

We want to hear what matters most to you! Your ideas will help guide this update so Ellensburg stays a fun, welcoming, and special place for everyone. To learn more about this project, visit bit.ly/Ellensburg2046.

Coloring Competition

The City of Ellensburg is sponsoring a **kids' coloring competition for ages 3–15**, with two age categories: 3–8 and 9–15. Adults are also welcome to participate just for fun!

The winning artwork from each age group will be selected by raffle at the **Comprehensive Plan Open House on Wednesday, September 17th**, held from 4–7pm at the Hal Holmes Community Center. The winning entries will receive a Jerrol's gift card! Coloring sheets can be downloaded from the project website or picked up at upcoming pop-up events.

To enter the raffle, please fill out the information below. Submissions must be submitted by 5pm on September 16th or dropped off at the Open House to qualify for the raffle. **We can't wait to see your creativity shine!**

Entry Information:

Applicant Name: _____

Parent/Guardian Name: _____

Age Range (Circle Age Group): 3-8 years old 9-15 years old

Phone Number: _____

Email Address: _____

Would you like to be notified of project updates?

Yes

No

Do you live in the City of Ellensburg?

Yes

No

Drop-Off Location: The Community Development Department at Ellensburg City Hall,
501 N Anderson St, Ellensburg, WA 98926



ELLENSBURG 2046

Hometown Heart — Bright Future

STAY INVOLVED IN ELLENSBURG'S FUTURE!

The City of Ellensburg is updating its **Comprehensive Plan**, the community's roadmap for the next 20 years. This plan will guide future decisions about parks, housing, transportation, and more. **We need to hear from you** — public input is vital to ensuring the plan reflects our community's values and priorities, not just technical data and legal requirements. When residents share their ideas, the City can make better decisions about where and how homes, businesses, parks, and public services are provided.



Ready to help shape Ellensburg's future? Visit our website to learn more about the project, find ways to share your ideas, and help create a vision that reflects our community's values. **Scan the QR Code or go to bit.ly/Ellensburg2046 to get involved.**

Have questions, comments, or concerns about the project? Contact Stacey Henderson, Planning Manager, at 509.925.8608 or hendersons@ellensburgwa.gov.



ELLENSBURG 2046

Hometown Heart — Bright Future

JOIN US FOR THE COMPREHENSIVE PLAN OPEN HOUSE!

The City of Ellensburg is updating its **Comprehensive Plan**, our community's roadmap for the next 20 years, and **we need your input!** Stop by the Hal Holmes Community Center on Wednesday, September 17th, anytime between 4–7 PM for an **open-house event**.



Comprehensive Plan Open House

Wednesday, September 17th | 4:00 –7:00 PM
Hal Holmes Community Center at 209 Ruby St,
Ellensburg, WA 98926

Join us to share ideas, meet the project team, learn about the update, and play games! Help shape the City's future — **come be a part of the conversation!**



Meeting Date: September 11, 2025
City of Ellensburg
Planning Commission Agenda Report

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

Suggested Motion/Action:
Staff Update

Background/Summary:

Staff will be submitting the 2025 code change under one ordinance with the category of ECC Title 15 Land Development Code Updates. Staff is currently preparing Code Amendments to bring before the planning commission in October, which include:

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-living housing.

Previous Council Action:
N/A

Analysis:

Financial Impact:

Budget Adjustment: No

Attachments:

None