



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

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**MINUTES OF ELLENSBURG CITY PLANNING COMMISSION**

**Date and Time:** Planning Commission Meeting of December 16, 2021 at 5:45 p.m.  
**Place of Meeting:** Hybrid - In Person at City Hall, 501 N. Anderson Street, and Virtual Zoom Meeting  
**Present (in Person):** Fred Padjen, Beverly Heckart, George Bottcher  
**Present (Virtual):** Ed Harrell, Sathy Rajendran, Sigrid Davison, Geraldine O'Mahony,  
**Absent:**  
**Others Present:** Community Development Director Kirsten Sackett (in-person); Planning Manager Jamey Ayling (in-person)

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**1. CALL TO ORDER**

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

**2. APPROVAL OF AGENDA**

Commissioner Heckart moved to add an update of the comprehensive plan amendment process to the agenda. Commissioner Rajendran seconded. Commissioner Heckart moved to approve the agenda with the amendment. Commissioner Bottcher seconded. All in favor, motion passed.

**3. APPROVAL OF MINUTES**

- a. Minutes of November 18, 2021 Planning Commission Meeting.

Commissioner Heckert moved to approve the minutes with edits previously submitted and the correction of Commissioner Bottcher as the seconder of the motion which was indecipherable. Commissioner Bottcher. All in favor, motion passed

**4. NEW BUSINESS**

**5. OLD BUSINESS**

**6. CITIZEN COMMENT**

No members of the public in attendance.

**7. STAFF UPDATE**

- a. 2022 Planning Commission Work Plan  
Director Sackett shared her screen to show the work plan she had provided to the commissioners. She went through the items that are on the list and discussed what would be needed to complete them in 2022. The first item on the list is the Land Development Code Update which includes eleven different parts of the code that needs to be looked at. They include items such the procedures for the comp plan amendment process, zoning ordinances and map update, and sign code updates. Commissioner Heckart asked if they needed to get this started so that the public gets early notice on the changes to the Comp plan amendment and the new process.

Director Sackett said the updated process would need to be shared. She then shared a spread sheet she had created to start keeping track of the steps and timing needing to get through all of these items. Utilizing the spread sheet and bulleted list Director Sackett wants to get input from the commission on the priorities they want to focus on. In discussing the Comp Plan amendment process, Director Sackett showed the actual code and talked about how she would like to make some changes to remove the very specific dates and time frames to allow for more flexibility.

Director Sackett asked the remote attendees if they had any comments about all of the items on the work plan. Commissioner Harrell thought that amendments to the Airport overlay could happen quickly. Commissioner Padjen commented that he felt sometime taking the smaller items first and knocking them off the list is helpful for motivation.

Director Sackett started going through the list of items and what they would entail, and the time involved to get them done.

Commissioner Heckart noted that the commission had already worked on the Siting of Essential Public Facilities and wanted to make sure that we were able to go back and look at what they already discussed and the recommendations they proposed earlier. She noted that there has been previous work on the sign code and we should look at that information too.

The commission then asked about the Housing Action Plan (HAP) implementation, and what this would include. Director Sackett noted that it would take a lot of time and she went over the two main things that the city wants to accomplish with the Commerce grant money that has been awarded. Planner Ayling updated the commission on the status of the grant. Director Sackett noted that there are 12 HAP strategies that the commission will need to prioritize and start working on and these and there may be a dual meeting in the future with the Affordable Housing Commission.

Discussion ensued about setting up the schedule to have meetings twice a month for the next year. The commission is in favor of meeting twice every month, but wants it calendared so everyone can plan for it. Director Sackett will start planning to fill in the spreadsheet so that the commission can stay on track.

Director Sackett went back to the Bulleted list of items and talked through the Comp Plan updates that need to be made in 2022. She went through each of the chapters that need to be updated and noted the work that is going to be required. Her idea is to bring a chapter a month to the commission to work on so that the commission can get to them before the docketing request deadline of June 2022.

Commissioner Heckart asked if the commission will have any input into the Pearl Street Promenade. Director Sackett said everyone in the community will have an opportunity to participate, but it is currently under review by different work groups in the city.

Director Sackett touched on the Shoreline Master Program, noting that there will be a few edits that the Department of Ecology is recommending

Discussion was held amongst the commission regarding the projects that are in the works with the City. Planning Manager Ayling described some of the new subdivisions

including Mallard Meadows, Canals of Ellensburg, and the new equine hospital on Opportunity Way.

Director Sackett then provided an update about the Comp Plan amendment approval process through City Council. She shared screen to discuss the Land Use Designation for the Kuchin property and that City Council approved a split future land use designation of Blended Residential on the north side of the property and General Commercial & Services on the southern portion of the property.

- b. Discussion on Council consideration of amendments to Boards & Commission Rules & Term Limits

Chair Padjen asked for clarification regarding the reappointment of commission members to the commission. Council Liaison Elliott encouraged the commissioners to attend the Council meeting and give the council feedback about the process and what they might like to see as the new rules.

Next meeting will be January 13, 2022

#### **8. COMMISSION REPRESENTATIVE UPDATE**

None.

#### **9. ADJOURNMENT**

Chair Padjen adjourned the meeting at 7:05 pm.