



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

MINUTES OF ELLENSBURG CITY PLANNING COMMISSION

Date and Time: Planning Commission Meeting of January 27, 2022 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, Geraldine O'Mahony, Sigrid Davison
Absent: Rich Elliot Council Liaison
Others Present: Community Development Director Kirsten Sackett (in-person); Planning Manager Jamey Ayling (virtual), Adam Winn, Council Member (virtual)

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

Commissioner Heckart moved to approve of the agenda as submitted. Commissioner Harrell seconded. All in favor, motion passed.

3. APPROVAL OF MINUTES of January 13, 2022 Planning Commission Meeting

Commissioner Heckert moved to approve the minutes with edits previously submitted to Staff. Commissioner Rajendran. 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. Review of Introduction Section of Comprehensive Plan

Director Sackett discussed the proposed changes to the Introduction section of the Comp Plan, which included reference to the outreach work that was undertaken to develop the DEI chapter. Commissioner Heckart thought that it could be shortened to be less bureaucratic and said she would send her recommendations to staff. Director Sackett thought she and Commissioner Heckart could work on it off line. Director Sackett gave some background on how and when the 2017 Comprehensive Plan was adopted. She said that the next period update to the comp plan is due in 2026, so they will begin work on that in 2024. This year staff is proposing to update several sections of the plan simply because the Housing needs assessment provided more current data.

Commissioner O'Mahony asked who the Introduction was written for. Director Sackett said that it was for the general public. Commissioner O'Mahony also agreed that the writing seemed like it was aimed at administration not the public. Commissioner O'Mahony also asked if this would be translated into Spanish for more accessibility. Director Sackett said she would find out what it would take to have the translation completed. She also suggested that if the commission wanted to make extensive changes, that perhaps a sub-committee could be formed to work on the documents, as the department's staffing capacity is currently very limited.

Commissioner O'Mahony suggested that there should be an executive summary of each of the chapters so that it can be more easily understood by the general public. Commissioner Bottcher noted that there is already an introduction to each chapter and even though there is a lot of content that needs to be reviewed, anyone who is going to be proposing a development in the city will read the details.

Director Sackett commented that even though she said that the Comprehensive Plan was written for the public, it is probably most commonly used by developers and by staff. She shared her screen to display the Comp Plan documents online. She pointed out that each chapter starts with a short summary of what is within the chapter. There was discussion about how to make changes either to the website or links. Sackett suggested that the introductions/summaries could be on the website, in addition to being within the Comprehensive Plan document. Planning Manager Ayling feels that the Comprehensive plan should be left mostly alone and have the website go more in depth for explanations for the general public. Commissioner O'Mahony thinks that a lot more work could be done if we want to make this document more accessible for the general public and more involved with the comp plan. Commissioner Bottcher wondered if that was really necessary. There was additional discussion about who the audience was and how to engage with them, and about the layout of the website.

Director Sackett shared screen and displayed the chapters that she will be bringing to subsequent meetings for discussion.

Regarding the Introduction, Commissioner Heckart thought the values statement should be at the beginning of the chapter instead of at the end. All commissioners agreed with that idea.

Commissioner Davison noted that on page 9 the value statement at the top should be revisited because she is not sure the comment reflects that skin color might be representing the idea of race, and wondered if that is the way it should be. She also feels that instead of sexual orientation the term should be sexuality. Additional discussion was held about the verbiage of the value statements, and the process that was used to develop them at the previous community workshops.

b. Discussion of Comp Plan docketing process in ECC 15.250.090

Director Sackett shared screen to show the commission the Comprehensive Plan docketing procedures with a time line of events according to the procedures outlined in the Land Development Code. Director Sackett said that she had researched other communities and found that most other jurisdictions have an earlier submission date for docketing requests. She recommended adopting something similar so that Community Development staff has time to get the docket items fully developed and through the process. Chair Padjen noted that staff wants to make it 9-12 months instead of less than 6 months. Commissioner Bottcher asked how many times the

docketing hasn't happened by the deadline. Director Sackett responded that the 2020 docket items were not adopted until January of 2021. The Department of Commerce had been contacted about this for approval, but it is best to always aim to meet the deadlines.

Commissioner Bottcher also asked if the docket items could come in at different times instead of all at once. Director Sackett said that all docket requests are required to be reviewed concurrently, and that they all need to go through SEPA all at once, etc. Chair Padjen clarified that the first four items of the comp plan docketing process need to begin earlier in the year. Planner Ayling noted that since we don't know what the docket will be – as it could be two items or thirteen - and this process can only be done once a year so we want to make the process easier for staff. Director Sackett is recommending that the city code is amended so that it doesn't include specific dates and months, but simply that the adoption needs to be finalized by year end. Commissioner Bottcher suggested that the code follow the State RCW rules for this process instead of having our own time frames. Sackett said when the revisions are made to the chapter, it will come back to the Commission for review.

8. COMMISSION REPRESENTATIVE UPDATE

9. ADJOURNMENT

Chair Padjen adjourned the meeting at 7:05 pm.