

**City of Kittitas
Council Meeting Minutes
January 30, 2007**

Mayor Cousart called the meeting of the Kittitas City Council to order at 5:30 p.m., January 30, 2007. Councilmembers present; Gilmour, Huber, Simpson, and Helland who arrived at 6:35 p.m.

Staff present was City Clerk/Treasurer Robin Newcomb, and Public Works Lead Bosch.

Mayor Cousart led those assembled in the Flag Salute.

WORKSHOP WITH LISA PARKS, ALLIANCE CONSULTING GROUP

Lisa Parks explained to the City Council about the different processes within the City and when they are presented to the hearing examiner. The City Council adopts the laws for the City as they would like the City to be developed. Subdivisions/preliminary plats and conditional use permits that go in front of the hearing examiner for an objective decision are based on the evidence presented to the hearing examiner. Evidence consists of any comments from agencies and residents of the area either in writing or presented at the public hearing, the information presented by the developer, and the staff report prepared by our planner, Lisa Parks. The hearing examiner examines both the evidence and also makes sure the developer is conforming to the City Code. After the public hearing the hearing examiner has 10 working days to make a decision. If there is an appeal, it needs to be presented within 21 days from the date of the decision.

The basic steps for a plat/subdivision process is:

1. The developer submits application materials to City Hall.
2. Once the developer receives a letter of complete application from the City then there is a pre-construction meeting with staff.
3. The developer then submits to City Hall Sepa paperwork, application materials, and a map.
4. City Hall sends notices to the agencies for comments.
5. After the 14 day comment period City Hall then posts the property and notifies the surrounding property owners within 350' in writing of the project.
6. The hearing examiner hearing is scheduled for public comment and testimony.
7. The hearing examiner has 10 working days to make a decision.
8. If the application is accepted the hearing examiner gives the developer requirements that must be completed before final plat will be given.
9. The City Council will give final plat approval once all the requirements are complete and if a bond is required this must happen before final plat approval.

Lisa Parks also explained there are state and federal superior court rulings (exactions) which limit what can be imposed on a developer. If it isn't in the City Code and if the requirement doesn't impact the development then it cannot be imposed on the developer.

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It is possible to have an analysis done on the city streets so there is a better understanding of which streets are boundary streets and which streets are the only source into certain areas.

ADJOURN

Councilmember Helland moved to adjourn the January 30, 2007, meeting. The motion was seconded by Councilmember Gilmour. The motion passed 4 yes 0 no. Meeting adjourned at 6:55 p.m.

Attest: Mayor Robert E Cousart _____
Clerk/Treasurer _____