



## City of Cashmere

101 Woodring Street  
Cashmere, WA 98815  
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Website [www.cityofcashmere.org](http://www.cityofcashmere.org)

CASHMERE CITY COUNCIL MEETING  
MONDAY, JULY 27, 2020 6:00 P.M., CITY HALL

**DUE TO THE COVID-19 PANDEMIC AND THE GOVERNOR'S STAY AT HOME ORDER; CITY COUNCIL MEMBERS AND THE PUBLIC ARE REQUIRED TO CALL IN TO PARTICIPATE IN A PHONE CONFERENCE CITY COUNCIL MEETING. PLEASE CALL IN 5 MINUTES PRIOR TO MEETING.**

**PH# 1-(978)-990-5308 Access code: 4330749**

### **AGENDA**

#### CALL TO ORDER

#### ROLL CALL

#### ANNOUNCEMENTS

#### APPROVAL OF AGENDA

#### CONSENT AGENDA

1. Minutes of July 13, 2020 Regular Council Meeting by Telephone Conference
2. Payroll and Claims Packet Dated July 27, 2020

#### BUSINESS ITEMS

1. Interlocal Agreement with Chelan County – Sunset Highway Improvements
2. SCADA Services Agreement with RH2 Engineering
3. Ordinance No. 1292 Adopting the City of Cashmere Comprehensive Transportation Plan and Development Standards

#### PROGRESS REPORTS

#### ADJOURNMENT

TO ADDRESS THE COUNCIL, PLEASE BE RECOGNIZED BY THE MAYOR AND STATE YOUR NAME WHEN YOU BEGIN YOUR COMMENTS  
**Americans with Disabilities Act (ADA) accommodations provided upon request (48-hour notice required)**

MINUTES OF THE CASHMERE CITY COUNCIL MEETING  
MONDAY JULY 13, 2020 AT CASHMERE CITY HALL – TELEPHONE CONFERENCE

OPENING

Mayor Jim Fletcher opened the regular City Council meeting via telephone conference at 6:00 p.m. at City Hall. City Clerk-Treasurer Kay Jones took minutes.

Mayor Fletcher announced that this meeting of the City Council is being conducted via a telephone conference call pursuant to Governor Inslee's Proclamation No. 20-28. To provide some organization to this meeting because it is being conducted over the phone, I will be recognizing the councilmembers on each issue before the City Council, starting from my right to my left around the Council table. When it is a councilmember's turn to speak, the councilmember may respond with "no comment" or "I agree with the previous comments" or with additional comments or questions.

As items appear on the agenda, motions will be sought first from Councilmember Erickson, and so on from right to left. Motions will be followed by a request from me for a second to the motion in the same order. I will ask the councilmembers for comments in the same order until all comments and questions on the agenda items have been made.

Now for the roll call of the councilmembers to document attendance. Please respond with an acknowledgment of your presence when your name is called.

ATTENDANCE

	<u>Present</u>	<u>Not Present</u>
Mayor:	Jim Fletcher	
Council:	Daniel Scott - phone Chris Carlson - phone Dave Erickson - phone Jayne Stephenson - phone Derrick Pratt - phone	
Staff:	Kay Jones, City Clerk-Treasurer Steve Croci, Director of Operations	Chuck Zimmerman, City Attorney
Public:	Kirk Beckendorf, Cashmere Valley Record - phone Ryan Peterson, RH2 Engineering - phone Allan Pace, Vista Heights - phone Brad Blackburn, Vista Heights - phone Eva Lorenz, Cottage Avenue - phone	

ANNOUNCEMENTS AND INFORMATION

Mayor Fletcher stated that he will address the complaints regarding odors from the WWTP and the request to re-address chickens in Cashmere under progress reports after the business items are taken care of.

APPROVAL OF AGENDA

MOVED by Councilor Scott and seconded by Councilor Carlson to approve the agenda as amended. Motion carried 5-0.

CONSENT AGENDA

Minutes of June 8, 2020 Regular Council Meeting by Telephone Conference

Minutes of June 22, 2020 - Council Meeting Cancelled

Payroll and Claims Packet Dated June 22, 2020

Claims Direct Pay and Check #40507 through #40528 totaling \$379,571.11

Payroll and Claims Packet Dated July 13, 2020

Claims Direct Pay and Check #40532 and #40533 through #40558 totaling \$183,565.23

Payroll Direct Deposit and Check #40530 through #40531 totaling \$107,760.41

Manual Check #40529

MOVED by Councilor Stephenson and seconded by Councilor Erickson to approve the items on the consent agenda. Motion carried 5-0.

PUBLIC HEARING ON THE UPDATED WATER COMPREHENSIVE PLAN

Mayor Fletcher opened the Public hearing at 6:06 p.m. to receive comments on the Updated Water Comprehensive Plan. Ryan Peterson with RH2 Engineering gave a brief summary of the update process with the state agencies and explained the Comprehensive Water Plan shows the history and is a map for the future.

With no comments or questions from the public the Mayor closed the Public Hearing at 6:14 p.m.

RESOLUTION NO. 05-2020 APPROVING THE UPDATED WATER COMPREHENSIVE PLAN

MOVED by Councilor Erickson and seconded by Councilor Pratt to approve Resolution No. 05-2020 approving the Updated Water Comprehensive Plan. Motion carried 5-0.

RATIFY PERTEET'S ON-CALL PLANNING SERVICES AGREEMENT TASK ASSIGNMENT #1 GENERAL PLANNING SERVICES AND TASK ASSIGNMENT #2 EAST CASHMERE REDEVELOPMENT PLAN

The City Council approved the On-Call Planning Services Agreement with Perteet on February 24, 2020. At that time the need for general planning services were discussed as well as services for a Redevelopment Plan for East Cashmere. The Task Assignments and costs were not available at that time. Ratification of the Task Assignments is a housekeeping issue.

MOVED by Councilor Erickson and seconded by Councilor Pratt to approve and ratify Perteet's On-Call Planning Services Agreement Task Assignments #1 General Planning Services and #2 East Cashmere Redevelopment Plan. Motion carried 5-0.

ORDINANCE NO. 1290 AMENDING THE 2020 BUDGET

MOVED by Councilor Carlson and seconded by Councilor Scott to approve Ordinance No. 1290 amending the 2020 Budget. Motion carried 5-0.

ORDINANCE NO. 1291 IMPOSING THE SALES AND USE TAX AUTHORIZED UNDER SHB 1406 TO BE USED FOR AFFORDABLE HOUSING

The proposed ordinance authorizes a sales tax for affordable and supportive housing. The tax will come from the state's portion of sales tax collected within the City and will not result in higher sales tax within the City of Cashmere. The additional funding will be used to address housing needs in the City.

MOVED by Councilor Carlson and seconded by Councilor Pratt to approve Ordinance No. 1291 Imposing the sales and Use Tax Authorized Under SHB 1406 to be used for Affordable Housing. Motion carried with 4 voting in favor and Councilor Scott voting no.

PACE ENGINEERING SCOPE OF SERVICES AND FEE PROPOSAL FOR SULLIVAN STREET WATERMAIN AND SEWER REPLACEMENT

MOVED by Councilor Pratt and seconded by Councilor Erickson to approve Pace Engineering Scope of Services and Fee Proposal for Sullivan Street Water main and Sewer Replacement in the amount of \$45,450. Motion carried 5-0.

PROGRESS REPORTS

Mayor Fletcher explained that the odor from the WWTP is due to drying the solids that have been stockpiled all winter. When the pile that has been sitting for months is cut into to start the drying, the odor is quite strong. The city is looking into alternatives in handling the bio-solids.

Allan Pace and Brad Blackburn from Vista Heights spoke on the odor and how it impacts their quality of living.

There is a group of people that would like the City to revisit allowing chickens in Cashmere. The consensus of the City Council was supportive in having the Planning Commission revisit the matter of chickens.

Mayor Fletcher reported that the City was able to assist 25 Cashmere businesses through the CARES ACT Small Business Grant Program and another 18 Cashmere businesses received assistance through the County's Small Business Grant Program.

The Food Bank, with the assistance of the National Guard has been handing out 200 boxes of food each week on Wednesdays. To accommodate the traffic the Food Bank will be moving to Riverside Park to distribute the boxes. The National Guard will no longer be assisting so there is a need for volunteers to handle the distribution of 200 boxes of food.

Sales Tax Revenue is down 20%-22% for the 1<sup>st</sup> quarter of 2020.

Director Croci reported that the public works crew has been repairing sidewalks on Elberta and Division Street. Next week they will start the streetlight repair project on Perry Street. The City has hired two workers through Express Employment to assist the crew with the projects.

Next week the trees along the walking path down at the river will be sprayed again this year for Dutch Elm disease.

ADJOURNMENT

Mayor Fletcher adjourned the meeting at 7:12 p.m.

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James Fletcher, Mayor

Attest:

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Kay Jones, City Clerk-Treasurer

# Staff Summary

**Date:** 7/22/2020  
**To:** City Council  
**From:** Steve Croci  
**RE:** Chelan County Inter-Local Agreement – Sunset Highway

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The City has needs related to improvements to Sunset Highway including but not limited to pavement improvements, illumination, access control, curb, gutter, sidewalks, stormwater, sewer and/or water facilities (Improvements) associated with Chelan County's road improvements to Sunset Highway and Goodwin Road.

There are significant benefits for Chelan County, the City and members of the public that will be provided by the appropriate design and construction of the Improvements. The County and the City are interested in cooperating to facilitate the design, construction and funding of the Improvements to serve mutual interests of the County and the City.

The attached Inter-local Agreement defines the procedures and standard terms and conditions for the performance of the scope of work for which the County will be the lead agency.

**Staff Recommendation:**

MOVE to approve the Inter-local Agreement with Chelan County to design and construct improvements to Sunset Highway and authorize the Mayor to sign documents.

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**Return Address:**

Penny Goehner  
Chelan County Public Works  
316 Washington Street, Suite 402  
Wenatchee, WA 98801

The information contained in this boxed section is for recording purposes only pursuant to RCW 36.18 and RCW 65.04, and is not to be relied upon for any other purpose, and shall not affect the intent of the warranty contained in the document itself.

<b>Document Title:</b>	<b>INTERLOCAL AGREEMENT FOR SUNSET HIGHWAY IMPROVEMENTS</b>
<b>Grantor (s):</b>	<b>CHELAN COUNTY</b>
<b>Grantee(s):</b>	<b>CITY OF CASHMERE</b>
<b>Legal Description:</b>	<b>N/A</b>
<b>Assessor's Tax Parcel ID:</b>	<b>N/A</b>

Filed with the Auditor pursuant to RCW 39.34.040

**INTERLOCAL AGREEMENT  
BETWEEN - CHELAN COUNTY AND CITY OF CASHMERE**

This Agreement is entered into between Chelan County (County) and the City of Cashmere (City) (collectively referred to herein as "Parties" or individually as a "Party") pursuant to the Interlocal Cooperation Act, Chapter 39.34, RCW; and

WHEREAS: The City has needs related to improvements to Sunset Highway including but not limited to pavement improvements, illumination, access control, curb, gutter and sidewalks, and stormwater, sewer and/or water facilities (Improvements) associated with the County Road Project No. 726, Goodwin Road Project (CRP726); and

WHEREAS: There are significant benefits for the County, the City and members of the public provided by the appropriate design and construction of the Improvements; and

WHEREAS: The County and the City are interested in cooperating to facilitate the design, construction and funding of the Improvements to serve mutual interests of the County and the City; and

WHEREAS, the Parties desire to establish a procedure and standard terms and conditions for the performance of the scope of work for which the County will be the lead agency;

Now, therefore, in consideration for their mutual covenants, conditions and consideration, it is agreed between the County and the City as follows:

1. **DESIGN AND DESIGN APPROVAL:** Topographical surveying and design of the Improvements within the City limits will be completed by the County and reviewed by the City. Design of the illumination, irrigation, sewer and water facilities (City Facilities) will be completed by the City. The City will submit to the County, plans, specifications, cost estimates, and construction schedules of the City Facilities for review by the County. Upon approval of the design by the Parties, the County will incorporate the City Facilities design into the County's plans, specifications, cost estimates, and construction schedules. The Parties agree that the City's cost of the design Improvements to be paid to the County by the City shall be the full cost of the County's portion of the design within the City limits (approximately 1,215-feet of roadway), estimated to be \$130,000.00. This flat fee figure was arrived at by the Parties after an analysis of the estimated design costs of the total project, excluding the estimated design cost of the City's related portion of the project. The City shall make payment to the County as set forth in paragraph 6 herein.
2. **RIGHTS OF WAY:** The County will prepare right of way plans as well as descriptions and exhibits for needed easements and property acquisitions. Title reports, appraisals, and appraisal reviews will be obtained by the County. The City shall reimburse the County for its share of the right of way costs occurring in the City limits and shall make payment to the County as set forth in paragraph 6 herein. The Parties agree that the City's cost of the right of way Improvements to be paid to the County by the City shall be full cost of the right of way costs within the City limits (approximately 1,215-feet of roadway), estimated to be \$26,000.00.
3. **PROPERTY ACQUISITION:** In the event the City requires right of way acquisition to complete its portion of the Improvements, the City shall negotiate, acquire and pay for the identified property rights in accordance with Federal regulations. The City shall submit copies of associated right of way documentation, including diaries and commitment letters to the County for their records.
4. **ENVIRONMENTAL PERMITTING:** The County will complete and obtain required environmental documents and permitting for this project. The City shall reimburse the County for its prorated share of the

environmental costs. These costs are a part of the Design and Design Approval costs.

5. **CONSTRUCTION:** The County shall solicit and obtain a contractor to construct the Improvements. At which time, should the City have secured funding to complete the City's portion of the Improvements, the City agrees to assist with contractor queries during solicitation and review of contractor submittals during construction and shall pay the County the cost of construction, including construction engineering, inspection and associated testing costs, of the Improvements constructed within the City limits (approximately 1,215-feet of roadway), estimated to be \$860,000.00. This estimate does not include associated City Facilities costs. The City shall make payment to the County as set forth in paragraph 6 herein. If, prior to the 90% (ninety percent) completion of the preliminary design phase of the Improvements, the City has not secured full construction funding for its Improvements, then this paragraph shall be null and void.
6. **FUNDING:** The City shall pay to the County its full prorated costs of design, environmental, right of way, and construction of the Improvements within 30 days of receipt of an invoice from the County relating to the work represented by the invoice that has been completed. Any payment past due shall accrue interest at the rate of twelve (12%) percent per annum until the outstanding balanced of the past due principal and interest is paid.
7. **OWNERSHIP:** Upon completion of the Improvements and final approval of construction by the Parties, all water and sewer Improvements shall be owned and maintained by the City. The City will be required to obtain a franchise agreement with the County to maintain the water and sewer Improvements located outside of the City limits. All other Improvements outside of the City limits shall be owned and maintained by the County.
8. **PARTIES:** There are no additional parties intended to be benefited under this Agreement. There are no other agreements or representation, written or oral, concerning the subject matter of this Agreement.
9. **VENUE:** This Agreement shall be governed for all purposes by the law of the State of Washington. The venue for any action arising under this Agreement shall be Chelan County Superior Court except as set forth in paragraph 25 herein, DISPUTE RESOLUTION.
10. **MUTUAL COOPERATION:** The Parties agree to perform any further acts and to execute and deliver any further documents as may be reasonably necessary to fully effectuate the provisions of this Agreement.



11. **DEFAULT:** Neither Party shall be liable nor deemed to be in default for any delay or failure in performance under the Agreement or other interruption of service or employment resulting, directly or indirectly, from acts of God, civil or military authority, acts of public enemy, terrorism, bomb threats, computer virus, epidemic, power outage, acts of war, accidents, fires, explosions, earthquakes, floods, failure of transportation, machinery, or supplies, vandalism, strikes or other work interruptions by the employees of any Party, or any other cause beyond the reasonable control of the Party affected thereby. However, each Party shall utilize its best good faith efforts to perform under this Agreement in the event of any such occurrence or circumstance.
12. **ENFORCEABILITY:** This Agreement will be enforced to the fullest extent permitted by applicable law. If any term or provision of this Agreement is held to be invalid, illegal, or unenforceable by a court or other governmental authority of competent jurisdiction, such as invalidity, illegality or unenforceability shall not affect any other terms or provisions of this Agreement, which shall remain in full force and affect.
13. **DURATION:** This Agreement shall take effect upon execution of the Agreement by both the County and the City. This Agreement will remain in effect until all obligations established in this Agreement are completed and terminate upon the Completion Date of the construction contract, the final approval of the Improvements by both Parties, and the final payment by City to County pursuant to paragraph 6 herein.
14. **NO LEGAL/ADMINISTRATIVE ENTITY CREATED:** No separate legal or administrative entity is created by or pursuant to this Agreement.
15. **INDEMNIFICATION/DEFENSE/HOLD HARMLESS:** The County will protect, defend, indemnify, and save harmless the City, its officers, employees, and agents from any and all costs, claims, judgments, or awards of damages arising out of or in any way resulting from the actions of the County related to the performance of this Agreement by the County, except for costs, claims, judgments, and awards of damage for injuries or damages arising out of or in any way resulting from negligent acts or omissions of the City.

The City will protect, defend, indemnify, and save harmless the County, its officers, employees, and agents from any and all costs, claims, judgments, or awards of damages arising out of or in any way resulting from the actions of the City related to the performance of this Agreement by the City, except for costs, claims, judgments, and awards of damage for injuries or damages

arising out of or in any way resulting from negligent acts or omissions of the County.

16. **NO ASSIGNMENT:** The Parties shall not assign this Agreement or any interest, obligation or duty herein without the express written consent of the other Party.
17. **NOTICES:** All notices and payments hereunder shall be sent or delivered to the following respective address:

CHELAN COUNTY PUBLIC WORKS  
Attention: Administrative Coordinator  
316 Washington Street, Suite 402  
Wenatchee, WA 98801  
509-667-6415

CITY OF CASHMERE  
Attention: City Clerk  
101 Woodring Street  
Cashmere, WA 98815

or to such other respective addresses as either Party may hereafter designate in writing. All notices and payments mailed by regular post (including first class) shall be deemed to be given on the second business day following the date of mailing. Notices and payments sent by certified or registered mail shall be deemed to have been given on the day next following the date of mailing. For all types of mail, the postmark affixed by the United States Postal Service shall be conclusive evidence of the date of mailing.

18. **AUTHORITY:** Both Parties represent that by appropriate action by their respective governing bodies, they are authorized to enter into this Agreement and have financial approval for payments specific herein.
19. **NON-DISCRIMINATION POLICY:** The County and the City shall not discriminate in the performance of this Agreement based on race, color, national origin, sex, sexual orientation, age, religion, creed, marital status, military or veteran status, the presence of any physical, mental or sensory disability, or any other status protected by law.
20. **EMPLOYEE STATUS:** Employees of the County are and will remain employees of the County. City employees are and will remain City employees.

21. **AMENDMENT:** The County and the City may mutually amend this Agreement. Such amendments shall not be binding unless the amendments are in writing and are signed by personnel authorized to bind the County and the City.
22. **INTEGRATION CLAUSE:** This Agreement contains the entire agreement of the Parties with respect to the Goodwin Road Project to which it pertains. There are no promises, terms, conditions or obligations other than those contained in this Agreement. This Agreement supersedes all previous communications, representations or agreements either oral or written, between the Parties.
23. **TERMINATION CLAUSE:** Either Party may terminate this Agreement by giving the other Party at least thirty (30) days' advance written notice. This Agreement may also be terminated at any time by mutual agreement, in writing, between the Parties. If a Party determines it necessary to terminate the project construction for any reason, and due to no fault of the other Party, then the terminating Party shall be liable for its proportional share of the costs incurred or obligated or any additional costs arising from the decision to terminate the project.
24. **PROPERTY/EQUIPMENT/AND MAINTENANCE:** Upon termination of this Agreement, all property purchased by the County in furtherance of this Agreement shall remain property of the County and all property purchased by the City shall remain property of the City. All property shall be returned to its owner upon termination of this Agreement.
25. **DISPUTE RESOLUTION:** In the even that a dispute arises under this agreement which cannot be resolved through negotiation, the Parties agree to resolve such dispute in the following manner: The County and the City will each individually appoint one person to a Dispute Board and jointly appoint a third person. The Dispute Board will evaluate the dispute and make a determination of the dispute. The determination of the Dispute Board will be final and binding on the Parties thereto. The County shall pay the costs of the person it appoints to the Dispute Board and the City shall pay the costs of the person it appoints to the Dispute Board. The Parties shall equally share the costs of the third person appointed to the Dispute Board and all other Dispute Board costs and fees.
26. **FILING:** After adoption by the Parties, this Agreement will be recorded with the Chelan County Auditor's Office.

27. **EFFECTIVE DATE:** This Agreement will take effect when executed by the Parties and will continue until terminated as provided in paragraph 13 or 23 herein.

Dated this \_\_\_\_\_ and in \_\_\_\_\_ day of \_\_\_\_\_ 2020.

**CITY OF CASHMERE**

\_\_\_\_\_

**APPROVED AS TO FORM**

\_\_\_\_\_

Dated: \_\_\_\_\_

Dated this \_\_\_\_\_ and in \_\_\_\_\_ day of \_\_\_\_\_ 2020.

**CHELAN COUNTY  
BOARD OF COUNTY COMMISSIONERS**

\_\_\_\_\_  
DOUG ENGLAND, Chairman

\_\_\_\_\_  
BOB BUGERT, Commissioner

\_\_\_\_\_  
KEVIN OVERBAY, Commissioner

ATTEST: CARLYE BAITY

\_\_\_\_\_  
Clerk of the Board

Dated: \_\_\_\_\_

**APPROVED AS TO FORM**

\_\_\_\_\_  
ROBERT W. SEALBY  
Deputy Prosecuting Attorney

Dated: \_\_\_\_\_

# Staff Summary

**Date:** 7/22/2020  
**To:** City Council  
**From:** Steve Croci  
**RE:** RH2 SCADA Service Agreement

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A Request for Qualifications for SCADA services resulted in Statement of Qualifications from eight firms. The review process identified RH2 Engineering as the firm best suited to meet the SCADA service needs of the City through 2021. Legal reviewed and approved the subject agreement.

**Staff Recommendation:**

MOVE to approve the SCADA Service Agreement with RH2 Engineering and authorize the Mayor to sign documents.

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**SCADA SERVICES AGREEMENT  
BETWEEN THE CITY OF CASHMERE, WASHINGTON  
AND RH2 ENGINEERING, INC.**

THIS SCADA SERVICES AGREEMENT ("Agreement") is entered into between the City of Cashmere, a Washington municipal corporation (the "CITY"), and RH2 Engineering, Inc., a Washington corporation ("ENGINEER"). The CITY and ENGINEER are sometimes referred to herein individually as a "Party" and collectively as the "Parties."

In consideration of the mutual covenants and agreements contained herein, the CITY and ENGINEER mutually agree to the following terms and conditions:

**1. RETENTION OF ENGINEER; ENGINEERING SERVICES.** The CITY retains the ENGINEER to perform Supervisory Control and Data Acquisition ("SCADA") services for, and authorized by, the CITY (the "SCADA Services"). The CITY shall request work from ENGINEER for SCADA projects as needed from time to time, and ENGINEER shall provide the CITY with task authorizations detailing the work to be accomplished ("Task Authorizations"). Task Authorizations approved by the CITY shall be subject to the terms and conditions of this Agreement and shall be considered parts of this Agreement. SCADA Services include, but are not limited to:

- 1.1** analysis and configuration to optimize existing SCADA systems for municipal water and wastewater infrastructure and operating systems;
- 1.2** identifying gaps and utility system risk analysis of existing SCADA systems;
- 1.3** enhancing overall utility operating efficiencies;
- 1.4** documenting compliance with permits from State and Federal regulatory agencies;
- 1.5** preparing plans for upgrading SCADA systems;
- 1.6** estimating project costs and possible return on investments; and
- 1.7** designing, installing, maintaining, and managing the SCADA systems; and
- 1.8** all other related services requested to be performed by the CITY.

The ENGINEER agrees to perform the SCADA Services in accordance with standard engineering practices.

**2. TERM OF AGREEMENT.** The term of this Agreement shall be from the date of approval of this Agreement by the CITY through December 31, 2021 or until completion of an ongoing project which the ENGINEER has the lead.

**3. INDEPENDENT CONTRACTOR.** The ENGINEER and the CITY agree that the ENGINEER is an independent contractor with respect to the services provided pursuant to this Agreement.



Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties hereto. Neither ENGINEER nor any employee of ENGINEER shall be entitled to any benefits afforded CITY employees by virtue of the services provided under this Agreement. The CITY shall not be responsible for withholding or otherwise deducting federal income tax or Social Security or for contributing to the State Industrial Insurance program, or otherwise assuming the duties of an employer with respect to the ENGINEER, or any employees of ENGINEER.

4. **PROJECT LEAD PERSON.** The ENGINEER will assign an appropriate employee of ENGINEER as the project lead person ("PLP") to follow through on each specific project assigned to the CITY and shall endeavor to continue to use the same PLP on a project unless in the case of an emergency a change in the PLP becomes necessary. The PLP shall serve as the project coordinator for the specific project and the CITY and ENGINEER shall communicate through the PLP assigned to the specific project.

5. **CITY RESPONSIBILITIES.** The City's responsibilities under this Agreement will include the following:

5.1 Make reasonable effort to gain full and free access for the ENGINEER to enter upon all property required for the performance of the ENGINEER'S services under this Agreement and to which the ENGINEER advises the CITY that the ENGINEER needs access; provided that the CITY shall not be required to use its condemnation powers or to pay a property owner to gain such access;

5.2 Provide ENGINEER with all criteria, design and construction standards and all information within the CITY's control as to the CITY's requirements for the project. CITY shall provide these items in a timely manner so the orderly and sequential delivery of services by ENGINEER may occur and shall allow ENGINEER to rely on the accuracy and completeness of these items:

5.3 Give verbal notice to be followed by written notice within one week of verbal notice to the ENGINEER whenever the CITY observes or becomes aware of any defect or deficiency in a project or other event which may substantially affect the ENGINEER'S performance under this Agreement; and

5.4 Compensate, as provided by this Agreement, the ENGINEER for services rendered under this Agreement.

6. **ESTIMATE.** Opinions of probable construction costs, financial evaluations, feasibility studies, economic analysis of alternate solutions and utilitarian considerations of operations and maintenance costs prepared by ENGINEER hereunder shall be made on the basis of ENGINEER'S professional experience and qualifications and represent ENGINEER'S best judgement as an experienced and qualified professional. It is recognized, however, that ENGINEER does not have control over the cost of labor, materials, equipment or services furnished by others or over market conditions or contractor's methods of determining their prices, and that any utilitarian evaluation of any facility to be constructed or work to be performed must of necessity be speculative until completion of its detailed design. Accordingly, ENGINEER does not guarantee

that proposals, bids, or actual costs will not vary from opinions, evaluations or studies submitted by ENGINEER to the CITY hereunder.

**7. ENGINEERING FEES AND COSTS.**

**7.1** ENGINEER shall provide SCADA Services for which the CITY shall compensate the ENGINEER at the rates set forth in Exhibit "A" to this Agreement. Reimbursable costs shall only include the actual amount of bills for materials and services provided specifically for CITY projects by third parties. ENGINEER shall endeavor to direct all costs of this nature to the CITY for direct payment by the CITY, when such costs exceed \$300.

*PRC* ~~**7.2** Reimbursable costs shall not include travel time or mileage expense associated with travel time of ENGINEER to travel to the CITY to provide services for the CITY.~~

**7.3** CITY will be responsible for reimbursing ENGINEER for expenses incurred on the CITY'S behalf. These may include postage, special deliveries, photocopying at the rate of ten cents per page, government filing and search charges, and any other reasonable out-of-pocket expenses approved in writing by the CITY Mayor.

**8. BILLINGS AND PAYMENTS.** The billings for the ENGINEER'S services shall identify at a minimum the following:

- 8.1** The project for which the services are provided;
- 8.2** The date on which the services are provided;
- 8.3** The individual performing the services;
- 8.4** The hourly rate of the individual performing the services;
- 8.5** The time expended to perform the services; and
- 8.6** A brief description of the services provided.

ENGINEER shall bill the CITY monthly for services provided by the ENGINEER for the previous month. The CITY shall pay ENGINEER'S bills or notify ENGINEER that a dispute exists concerning ENGINEER'S bill within forty-five (45) days of receipt of the ENGINEER'S bill.

In the event the CITY notifies the ENGINEER that a dispute exists concerning the bill, the CITY and ENGINEER will meet in an effort to resolve the dispute. If the CITY and ENGINEER are unable to resolve the dispute to both parties' satisfaction, then the ENGINEER must file suit to resolve the dispute concerning the bill in accordance with the other provisions of this Agreement. Any suit filed for purposes of resolving a dispute concerning a disputed bill must be filed by the ENGINEER within one hundred twenty (120) days of the date the bill is sent to the CITY or the ENGINEER'S request for payment from the CITY shall be deemed waived.

Interest charges on invoices for ENGINEER'S services shall be computed at the rate of

eight percent per annum.

9. **INDEMNIFICATION.** The ENGINEER agrees to hold harmless, indemnify and defend the CITY, its officers, agents and employees, from and against any and all claims, losses, or liability, for injuries, sickness or death of persons, including employees of the ENGINEER, or damage to property, arising out of any willful misconduct or negligent act, error, or omission of the ENGINEER, its agents or employees, in connection with the services required by this Agreement, provided however, that:

9.1 The ENGINEER'S obligations to indemnify, defend and hold harmless shall not extend to injuries, sickness, death or damage caused by or resulting from the sole willful misconduct or sole negligence of the CITY, its officers, agents or employees; and

9.2 The ENGINEER'S obligations to indemnify, defend and hold or resulting from the concurrent negligence or willful misconduct of the ENGINEER and the CITY, or of the ENGINEER and a third party other than an owner, agent, sub-engineer or employee of the ENGINEER, shall apply only to the extent of the negligence or willful misconduct of the ENGINEER; and

9.3 With respect to the performance of the services required by this Agreement and as to claims against the CITY, its officers, agents and employees, the ENGINEER expressly waives its immunity under Title 51 of the Revised Code of Washington, the Industrial Insurance Act, for injuries to its employees and agrees that the obligation to indemnify, defend and hold harmless provided for herein extends to any claim brought by or on behalf of any employee of the ENGINEER and includes any judgment, award or costs thereof, including reasonable attorney's fees. **THIS WAIVER IS MUTUALLY NEGOTIATED BY AND BETWEEN THE CITY AND THE ENGINEER.**

The ENGINEER agrees that its obligation and agreement to indemnify, defend, and hold harmless pursuant to this provision, includes the agreement of ENGINEER to reimburse the CITY for all of the CITY'S costs and reasonable attorney's fees incurred as a result of any action of the CITY to enforce this provision.

10. **INSURANCE.** The ENGINEER shall secure and maintain in force until three years after the date of substantial completion of any construction project performed as a result of the services performed by the ENGINEER pursuant to this Agreement, comprehensive general liability insurance written on an occurrence basis with a minimum coverage of \$1,000,000 per occurrence claim and \$1,000,000 aggregate for personal injury, and \$1,000,000 per occurrence/aggregate for property damage, and \$1,000,000 aggregate and \$1,000,000 per occurrence professional liability insurance. In addition, ENGINEER shall have in place, at all times the aforementioned insurance is in place, comprehensive motor vehicle insurance with coverage for personal injury and property damage claims arising out of the use of motor vehicles with combined single limits of \$ 1,000,000. The comprehensive general liability policy and the comprehensive motor vehicle insurance shall name the CITY as an additional named insured and all of the insurance policies required shall include a provision prohibiting cancellation of said policies except upon 30 days prior written notice to the CITY. Certificates of insurance coverage required herein shall be delivered to the CITY within fifteen (15) days following execution of this Agreement by the CITY.

11. **SEVERABILITY.** In the event any provisions of this Agreement shall be held to be invalid and unenforceable, the remaining provisions shall be valid and binding upon the Parties.
12. **ASSIGNMENT.** The ENGINEER shall not assign or transfer any interest in this Agreement without the prior written consent of the CITY, which written consent may be withheld by the CITY for any or no reason.
13. **REPORT OWNERSHIP.** All original reports, drawings and other work prepared by the ENGINEER, as provided under this Agreement, shall become the sole property of the CITY upon final payment to the ENGINEER of the ENGINEER fees as set forth in this Agreement. ENGINEER may use electronic or other copies of any final work prepared for the CITY as promotional materials for ENGINEER'S business. Reuse of the work other than as intended by this Agreement shall be without liability to the ENGINEER.
14. **ATTORNEY'S FEES.** Except as otherwise specifically provided in this Agreement, in the event it is necessary for either party to utilize the services of an attorney to enforce any of the terms of this Agreement, each party shall pay for its own costs and reasonable attorney's fees.
15. **WAIVER OF BREACH.** The waiver by either party of the breach of any provision of this Agreement by the other party must be in writing and shall not operate or be construed as a waiver of any subsequent breach by such other party.
16. **GOVERNING LAW AND VENUE.** This Agreement shall be governed by the laws of the State of Washington and venue for any lawsuit shall be in the Chelan County Superior Court.
17. **COPYRIGHT.** No reports, documents, maps or other documents produced in whole or in part under this Agreement shall be the subject of an application for copyright by or on behalf of the ENGINEER.
18. **CONFLICT BETWEEN AGREEMENTS.** This Agreement does not replace the Professional Engineering Services Agreement ("General Agreement") currently in existence between the Parties or as that Agreement may be amended, or extended, by a written document approved and signed by the Parties. In the event a conflict between this Agreement and the General Agreement exists the following shall apply:
- 18.1 If SCADA Services are being performed by ENGINEER, then the terms of this Agreement shall control.
- 18.2 If ENGINEER is providing other non-SCADA services for the CITY, the terms of the General Agreement shall control.
19. **AGREEMENT TERMINATION.** The CITY or ENGINEER may terminate this Agreement by giving thirty (30) days' written notice to the other party. In such event, the CITY shall forthwith pay the ENGINEER in full for all work previously authorized and performed prior to the effective date of the notice of termination. In the event of termination, the ENGINEER agrees to cooperate reasonably with any ENGINEER thereafter retained by the CITY in making available information

developed as the result of work previously performed by the ENGINEER. If no notice of termination is given, relationships and obligations created by this Agreement, unless otherwise expressly provided, shall be terminated upon completion of all applicable requirements of the Agreement.

**20. ACCESS TO RECORDS.** The CITY and authorized representatives of the State and Federal Governments shall have access to any books, documents, papers, and records of the ENGINEER which are pertinent to this Agreement for the purposes of making audits, examinations, excerpts, transcriptions, and otherwise reviewing or monitoring the financial and other components of the work and services provided and undertaken as part of a project under this Agreement. Access to such books, documents, papers, and records shall be provided by whatever legal and reasonable means are deemed appropriate by the CITY or authorized state or Federal representative.

All such records and all other records pertinent to this Agreement, and work undertaken pursuant to this Agreement, shall be retained by the ENGINEER for a period of six years, unless a longer period is required to resolve audit findings or litigation. In such cases, the CITY may request, and the ENGINEER shall abide by, such longer period for record retention.

**21. INTEREST OF CITY OFFICIALS.** No member of the governing body of the CITY and no other officer, employee, or agent of the CITY who exercises any functions or responsibilities in connection with the planning and carrying out of the terms of this Agreement, shall have any personal financial interest, direct or indirect, in this Agreement and the CITY and ENGINEER shall take appropriate steps to assure compliance.

**22. INTEREST OF ENGINEER AND EMPLOYEES.** The ENGINEER covenants that it shall not acquire interest, direct or indirect, in any study area or any parcels therein or any other interest which would conflict in any manner or degree with the performance of its services on behalf of the CITY pursuant to this Agreement.

**23. REPORTS AND INFORMATION.** The ENGINEER, at such times and in such forms as the CITY may require, shall furnish the CITY such periodic reports as it may request pertaining to the work or services undertaken pursuant to this Agreement, the costs and obligations incurred or to be incurred in connection therewith, and any other matters covered by this Agreement.

**24. COMPLIANCE WITH LAWS.** The ENGINEER shall comply with all existing and hereafter enacted applicable laws, ordinances, and codes of the federal, state, and local governments.

**25. NOTICES.** Notices provided for in this Agreement shall be provided by hand delivery or via U.S. mail, postage prepaid, to the addresses for giving notices provided at the end of this Agreement, or as such addresses may be changed by a party in writing from time to time.

**26. AUDITS AND INSPECTIONS.** The CITY, the State Auditor, or their delegates shall have the right to review and monitor the financial and other components of the work and services provided and undertaken as part of a project and under this Agreement, by whatever legal and reasonable means deemed appropriate by the CITY and the State Auditor.

27. ENTIRE AGREEMENT. This Agreement represents the entire and integrated agreement between the CITY and the ENGINEER for SCADA Services and supersedes all prior negotiations, representations or agreements, either written or oral related thereto. This Agreement may be amended only by written instrument signed by both the CITY and the ENGINEER. Nothing under this Agreement shall be construed to give any rights or benefits in this Agreement to anyone other than CITY and ENGINEER and all duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of CITY and ENGINEER and not for the benefit of any other party.

APPROVED by the City of Cashmere,  
Washington the \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
James Fletcher, Mayor

APPROVED by ENGINEER the 23<sup>rd</sup> day of  
July, 2020.

Paul R. Cross

\_\_\_\_\_  
Signature

PAUL R. CROSS, EXECUTIVE VICE-PRES.

\_\_\_\_\_  
Print Name and Title

Address for Giving Notices:

CITY OF CASHMERE  
Attn: Mayor  
101 Woodring Avenue  
Cashmere, WA 98815

Address for Giving Notices:

RH2 Engineering, Inc.  
Attn: Erik Howe  
300 Simons Street SE, Suite 5  
East Wenatchee, WA 98802

**EXHIBIT A**  
**RH2 ENGINEERING, INC.**  
**2020 SCHEDULE OF RATES AND CHARGES**

<b>RATE LIST</b>	<b>RATE</b>	<b>UNIT</b>
Professional I	\$142	\$/hr
Professional II	\$155	\$/hr
Professional III	\$166	\$/hr
Professional IV	\$182	\$/hr
Professional V	\$193	\$/hr
Professional VI	\$209	\$/hr
Professional VII	\$222	\$/hr
Professional VIII	\$229	\$/hr
Professional IX	\$229	\$/hr
Control Specialist I	\$128	\$/hr
Control Specialist II	\$139	\$/hr
Control Specialist III	\$152	\$/hr
Control Specialist IV	\$165	\$/hr
Control Specialist V	\$175	\$/hr
Control Specialist VI	\$186	\$/hr
Control Specialist VII	\$203	\$/hr
Control Specialist VIII	\$209	\$/hr
Technician I	\$105	\$/hr
Technician II	\$116	\$/hr
Technician III	\$133	\$/hr
Technician IV	\$142	\$/hr
Technician V	\$156	\$/hr
Technician VI	\$171	\$/hr
Technician VII	\$185	\$/hr
Technician VIII	\$194	\$/hr
Administrative I	\$71	\$/hr
Administrative II	\$82	\$/hr
Administrative III	\$97	\$/hr
Administrative IV	\$115	\$/hr
Administrative V	\$136	\$/hr
CAD/GIS System	\$27.50	\$/hr
CAD Plots - Half Size	\$2.50	price per plot
CAD Plots - Full Size	\$10.00	price per plot
CAD Plots - Large	\$25.00	price per plot
Copies (bw) 8.5" X 11"	\$0.09	price per copy
Copies (bw) 8.5" X 14"	\$0.14	price per copy
Copies (bw) 11" X 17"	\$0.20	price per copy
Copies (color) 8.5" X 11"	\$0.90	price per copy
Copies (color) 8.5" X 14"	\$1.20	price per copy
Copies (color) 11" X 17"	\$2.00	price per copy
Technology Charge	2.50%	% of Direct Labor
Mileage	\$0.575	price per mile (or Current IRS Rate)
Subconsultants	15%	Cost +
Outside Services	at cost	

Rates listed are adjusted annually.

# Staff Summary

**Date:** 7/9/2019

**To:** City Council

**From:** Jim Fletcher, Mayor

**RE:** Ordinance 1292 Comprehensive Transportation Plan and Development Standards

---

Please note the date in 2016 is correct. A public hearing was held on the transportation plan and development standards but an ordinance adopting the plan was not considered at that time and the process was not completed.

Adopting the Comprehensive plan enables the City to qualify for transportation grants that will be necessary for the City to upgrade Sunset Ave. Development Standards included in the plan need to be adopted in an ordinance to become part of the City's development codes. Overall the comprehensive plan and development standards are still relevant, and no changes are requested at this time.

A separate six-year capital improvement schedule listing city roads to be maintained or rebuild is being updated for the Councils consideration.

**Staff Recommendation:** Approve Ordinance 1292

---



**ORDINANCE NO. 1292**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CASHMERE, WASHINGTON, ADOPTING THE CITY OF CASHMERE COMPREHENSIVE TRANSPORTATION PLAN AND DEVELOPMENT STANDARDS.**

---

**WHEREAS**, in 2016, City staff prepared the City of Cashmere Transportation Plan and Development Standards and held workshops with the City Planning Commission; and

**WHEREAS**, on September 6, 2016 the City Planning Commission held a public hearing to consider the proposed draft Comprehensive Transportation Plan and Development Standards (the "Plan"); and

**WHEREAS**, following the Planning Commission public hearing, the City Council on October 10, 2016 held a public hearing to consider the proposed draft Plan; and

**WHEREAS**, City staff have been unable to locate documentary proof of final adoption of the proposed draft Plan; and

**WHEREAS**, the Mayor and City Council have reviewed the proposed draft Plan that was considered by the City Planning Commission and City Council in 2016 at public hearings and has determined that it is in the best interest of the citizens in the City to adopt the Plan as drafted and considered at those public hearings; now, therefore,

**THE CITY COUNCIL OF THE CITY OF CASHMERE, WASHINGTON DO ORDAIN AS FOLLOWS:**

**Section 1.** **Adoption.** The document title "City of Cashmere Comprehensive Transportation Plan and Development Standards" consisting of 40 pages and having a date of December 2016 as that document exists and is on file with the City Clerk is hereby adopted and made a part of this Ordinance as if the same were set forth in full this Ordinance.

**Section 2.** **Non-Codified Ordinance.** This shall be a non-codified Ordinance of the City.

**Section 3. Severability.** If any section, sentence, clause or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

**Section 4. Effective Date.** This Ordinance shall take effect and be in full force five (5) days after this Ordinance or a summary thereof consisting of the title is published.

APPROVED:

\_\_\_\_\_  
MAYOR JAMES FLETCHER

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
KAY JONES, CITY CLERK/TREASURER

APPROVED AS TO FORM:  
OFFICE OF THE CITY ATTORNEY

  
\_\_\_\_\_  
CHARLES D. ZIMMERMAN

FILED WITH THE CITY CLERK:

7/23/2020

PASSED BY THE CITY COUNCIL:

\_\_\_\_\_

PUBLISHED:

\_\_\_\_\_

EFFECTIVE DATE:

\_\_\_\_\_

ORDINANCE NO.:

1292

# City of Cashmere

101 Woodring Street, Cashmere, WA. 98815. 509/782-3516

## City of Cashmere Comprehensive Transportation Plan And Development Standards

December 2016



Adopted by Ordinance No. 1292

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# Chapter 1: Community Characteristics

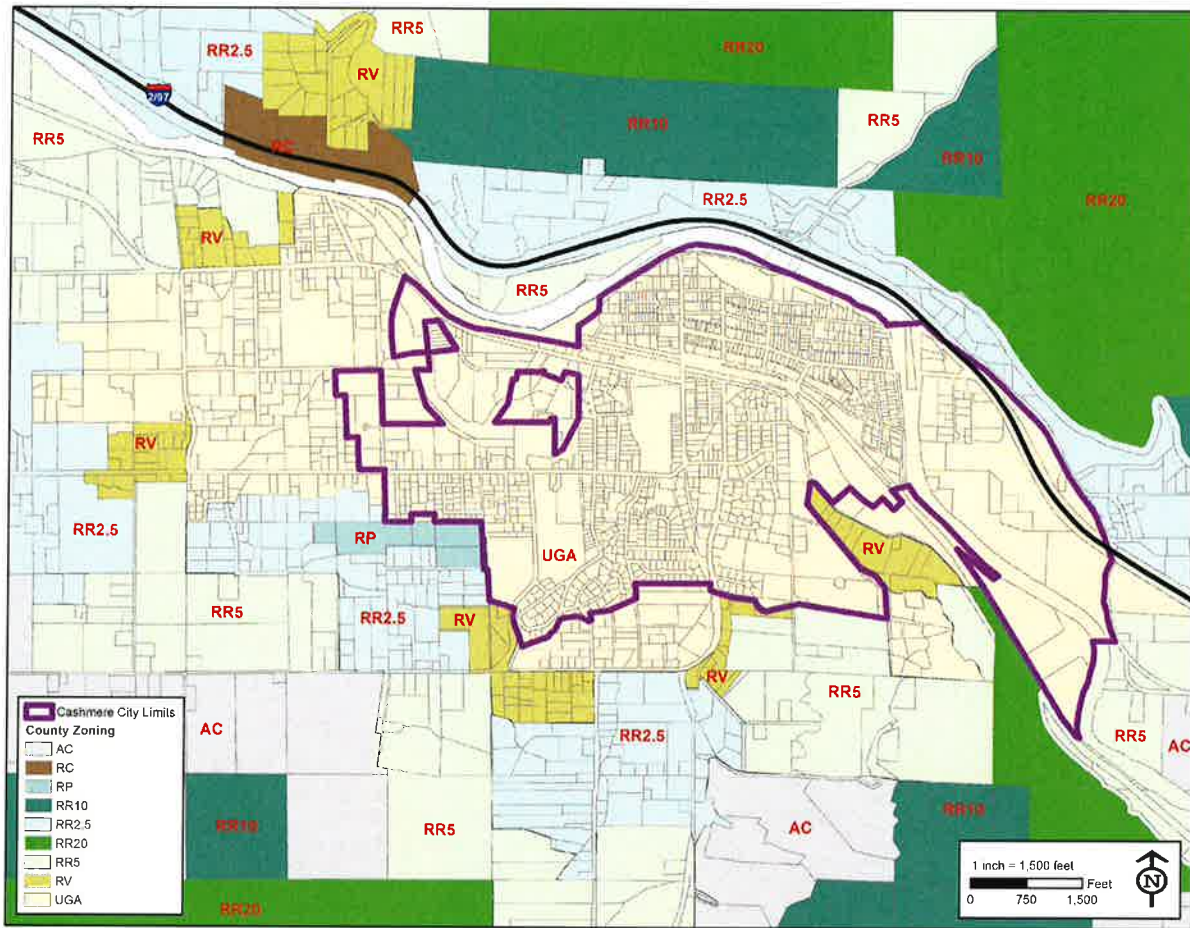
## Introduction

The transportation system is a vital component of Cashmere's social, economic, and physical structure. On the most basic level, it enables the movement of people and goods throughout the City and mid-Wenatchee River Valley. Transportation influences patterns of growth and economic activity by providing access to different land uses. Planning for the development and maintenance of the transportation system is a crucial component in promoting the efficient movement of people and goods, for ensuring emergency access, and for optimizing the role transportation plays in attaining other community connections, such as LINK and Highway 97.

This document is a summary of the existing conditions and future transportation needs for the City of Cashmere. Cashmere is a small Washington city located alongside US 2/97 between Leavenworth and Wenatchee. The Wenatchee River generally separates the City from the highway and the hilly terrain to the north, although there is a small portion of the City that lies to the east and north of the river. The City is located on a reasonably level river plain, with the majority of the future growth areas being to the south and west of City within the Urban Growth Areas.

The study area for this project is the existing City area and the Urban Growth Area. The analysis included quantifying the existing traffic demand and the development of the future scenario of complete build-out of the study area to the zoned densities. **Figure 1-1** illustrates the existing City limits and the adjacent Urban Growth Area.

Figure 1-1



## Purpose

The Comprehensive Transportation Plan is the blueprint for transportation planning in Cashmere. It functions as the overarching guide for development of the transportation system. This Plan evaluates the existing system by identifying key assets and improvement needs. These findings are then incorporated into a needs assessment, which provide direction the City will take in developing the future transportation system.

## Community Characteristics

Cashmere is a community with strong agricultural ties, especially related to fruit production and processing. Significant industries are fruit warehouses, fruit packing plants, and the service businesses necessary to support the fruit industry. It is the home of Liberty Orchards, a firm that produces the Aplets® and Cotlets® confections that are distributed worldwide. Industrial activities include Bethlehem Construction (pre-cast concrete plant) and the fruit packing and storage plants owned by Blue Star Growers and Crunch Pak, who produce and distribute packaged sliced apples worldwide, and growing Agricultural Tourism, such as wineries. Commercial areas include the downtown business district, the East Cashmere area, Sunset Highway and there are several small businesses at various locations within the city.

Cashmere is primarily a residential community with a large percentage of the population commuting to Wenatchee for employment. Residential properties comprise approximately 367.61 acres, which is 50% of the total land area within city limits.

The City is located within 20 minutes of Leavenworth to the west and Wenatchee to the east. The ease of commuting to those Cities positions the City of Cashmere well to serve as a bedroom community for a larger region.

## **Vision:**

The Comprehensive Transportation Plan reflects the needs and sensibilities of the Cashmere Community and, in doing so seeks to:

- Enhance the quality of life for all Cashmere residents
- Provide and maintain roads to promote safe travel for all modes of transportation.
- Encourage safe & positive engagement, such as walkable and livable communities).
- Encourage pedestrian and bicycle use for local mobility by adopting and implementing street standards that embrace these forms of travel.
- Promote a transportation system that supports local business and enhances economic development opportunities.
- Create a transportation system that is thoughtfully designed and welcoming to visitors.
- Provide a balanced, multi-modal transportation system that addresses local and regional needs.

## **GMA Requirements:**

Washington State's 1990 Growth Management Act (GMA) requires that transportation planning be directly tied to the City's land use decisions and fiscal planning. This is traditionally accomplished through the adoption of the Comprehensive Plan transportation element. However, Cashmere fulfills this mandate by adopting a Comprehensive Transportation Plan as the Comprehensive Plan transportation element. Cashmere's Comprehensive Plan will contain an executive summary of this Plan. In order to be GMA compliant, this Comprehensive Transportation Plan must:

- Use land use assumptions to estimate future travel, including impact to state owned facilities.
- Inventory the existing transportation system in order to identify existing capital facilities and travel levels as a basis for future funding.
- Identify level-of-service (LOS) standards for all arterials, transit routes, and state-owned facilities as a gauge for evaluating system performance.
- Specify actions and requirements for remaining in compliance of locally owned transportation facilities or services that are below an established level-of-service standard.
- Determine existing deficiencies of the system.

- Include a multiyear financing plan based on identified needs.
- Address intergovernmental coordination.

Under Growth Management policies, Chelan County adopted countywide planning policies to guide development in both incorporated and unincorporated areas of their jurisdiction. The County Planning policies are also important because they provide direction for planning and development of potential annexation areas. In line with these policies, Cashmere works closely with Chelan-Douglas Transportation Council (CDTC) to ensure adequate transportation infrastructure is provided.

### Needs Assessment:

A system-wide, multimodal needs assessment was conducted throughout Plan development to ascertain which aspects of Cashmere's transportation system work well and which ones need improvement. The end result is that Cashmere has a more thorough understanding of system deficiencies, a better grasp of the best ways to address these deficiencies, and direction for growing the system in a sustainable manner.

- **Public Involvement:** Public outreach was an important component of the needs assessment process. One open house and several open planning Commission meetings were held to solicit feedback from the public on transportation issues.
- The City also met with various inter-governmental agencies to solicit guidance in specialized areas of transportation. Agencies included Washington State Department of Transportation, Cashmere Public Works, Chelan County Public Works, LINK-Public Transit, and Chelan-Douglas Transportation Council.

Some communities rely quite heavily on input from the general public to assess needs. The approach may not accurately reflect true community need. Special interest groups, as the name implies, reflect a specific desire or direction which may not reflect the community as a whole. This Plan has been an agenda topic for several public meetings. The public meetings were advertised in the *Cashmere Record*, and were the topic of feature articles in the paper.

#### Public Participation Process

Public/City/Agency Participation	Date	Hearing or Workshop
Agency Kick-off Meeting	May 2, 2016	Workshop
Planning Commission	July 5, 2016	Workshop
Planning Commission	August 1, 2016	Workshop
Planning Commission	September 6, 2016	Public Hearing
City Council	October 10, 2016	Public Hearing



## **Capital Facilities Plan and Transportation Improvement Program:**

### **Plans**

The City uses the Transportation Improvement Program (TIP) and Capital Facilities Plan (CFP) to develop a financial plan for capital improvement in Cashmere, thus enabling the City to fulfill the GMA requirements of having a multiyear financing plan based on the identified transportation needs.

The TIP, a 6-year transportation financing plan, is adopted annually by the City Council. It is a financial planning tool used to implement the list of transportation improvement projects identified in the Transportation Plan. It is reviewed annually by City Council and modified as projects, priorities and funding circumstances change.

The CFP is also an annually adopted 6-year financing plan. The CFP is an adopted element of Cashmere's Comprehensive Plan. The CFP is a mandatory GMA Comprehensive Plan element. Also, the CFP includes non-transportation projects in addition to the transportation related projects also found in the TIP.

### **Development Standards:**

This Plan includes standards for road construction, storm water drainage, and sidewalks. The Growth Management Act requires that the transportation Plan must be consistent with all other elements and specifically the land use element of this Plan. Land development and transportation system improvements have a cause and effect relationship. Improvements to streets and highways can result in increased land development, and land development can result in traffic problems such as restricted movement of vehicles, higher costs for road improvements and higher risk for accidents. By considering the potential for future growth in and around the community the City can prioritize street construction or improvement projects in an attempt to avoid the adverse side effects that result from more traffic. Likewise, if a significant transportation problem is identified then growth (residential, commercial, and industrial) can be reassessed and actions taken to prevent problems.

### **Regional Coordination:**

More and more, Cashmere's transportation system is influenced by what happens beyond its city limits. Growth in neighboring communities, infrastructure maintenance by regional agencies, lack of funding for road maintenance as well as capacity expansion, and competing demands for transit services all affect mobility in Cashmere. This Plan calls for effective inter-jurisdictional actions to address beyond city limit issues.

### **Existing Zoning:**

#### **City of Cashmere**

The City's existing zoning is predominantly residential. The majority of the area is single family, with some multi-family in the central and western portions of the City. The area adjacent to the railroad is typically commercial or warehouse/industrial. There are also large tracts of public areas, typically park and school sites.

TABLE 1-1

Land Use	Within City Limits		Combine City & UGA	
	Acres	Percent	Acres	Percent
Single Family Residential	301.7	40.8%	302.4	26.3%
Multi-Family Residential	62.3	8.4%	83.3	7.2%
Airport Residential	3.2	0.5%	4.0	0.3%
Suburban Residential	0.4	0%	273.4	23.7%
Mixed Comm – Lt Indust	149.3	20.2%	180.6	15.7%
Downtown Business	25.1	3.4%	25.1	2.2%
Warehouse Industrial	69.1	9.4%	88.1	7.7%
Public	128.1	17.3%	194.7	16.9%
<b>TOTAL</b>	<b>739.2</b>	<b>100%</b>	<b>1,151.6</b>	<b>100%</b>

**Table 1-1** identifies the acres of land taken up by different categories of land use in the City, while **Figure 1-2** graphically represents the distribution of land uses. The data represented in this table was compiled during a parcel-by-parcel land use inventory and field survey of the entire urban growth area that was conducted by the City during the spring of 2016. The field inventory has been recorded in an electronic computer database that will be continuously updated as changes occur on the ground through subdivisions as well as land use and building permits.

### Cashmere Urban Growth Area

As part of the Growth Management Act coordination process, Chelan County and the City of Cashmere have jointly developed the Plan for the Urban Growth Area assigned to the City. Table 1-1 summarizes the existing land uses in the City. **Figure 1-2** illustrates the existing City limits and the adjacent Urban Growth Area with the planned development potential.

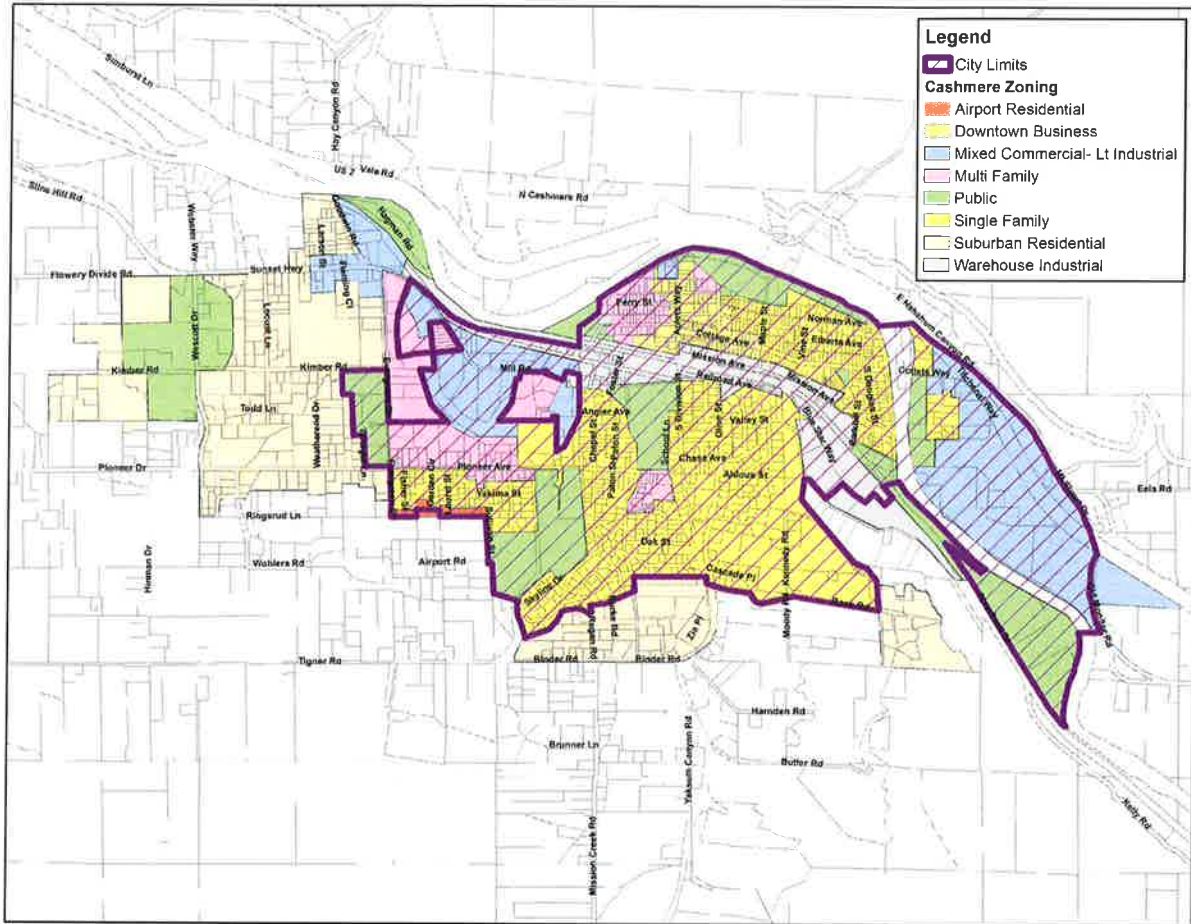


Figure 1-2

## Existing Transportation Systems:

### Arterial Street Network

#### What is an Arterial?

An Arterial is a roadway that provides circulation routes for traffic. An arterial is normally a through route that provides a relatively unimpeded travel path for traffic. Arterial routes are normally determined by the function they provide and that is not typically a function of traffic volume. A particular street may have traffic volume that is considered 'high' and still not provide the functionality expected of an arterial.

**Federal Aid Classification**

The City of Cashmere has a well defined arterial network that has been included in the roadway classification plan for the State of Washington. The Federal Aid network for Cashmere provides an excellent framework for the needed traffic circulation. The routes on the Federal Aid system are eligible to compete for various external funding programs.

**Table 1-2** lists the street segments that are classified as Major Collector. A roadway classified under the Federal Highways plan as a Major Collector is intended to provide traffic needs of a more regional nature, such as inter-city or service to a major employment or activity center. The City’s existing Federally Classified arterial network is illustrated on **Figure 1-3**, which is the Functional Classification map from the Washington State Department of Transportation (WSDOT)<sup>1</sup>. Routes that are on the Functional Classification Map maintained by WSDOT are eligible to compete for Federal Funding. All Federal Aid routes are coordinated with the adjacent Chelan County and WSDOT routes to provide route continuity through all political jurisdictions.

Street Name	From	To
Pioneer Avenue	West City Limits	Aplets Way/Division Street
Sunset Avenue	West City Limits	Aplets Way/Division Street
Mission Creek Road	South City Limits	Pioneer Avenue
Aplets Way/Division Street	Pioneer Avenue	North City Limits at Wenatchee River
Cottage Avenue	Aplets Way	Cotlets Way
Cotlets Way	Cottage Avenue	East City Limits at SR-2

**Table 1-2  
Major Collector**

Street Name	From	To
Yaksum Canyon Road	South City Limits	Olive Street
Olive Street	Yaksum Canyon Road	Railroad Avenue
Railroad Avenue	Aplets Way	Olive Street
Tigner Road	South City Limits	Pioneer Avenue

**Table 1-3  
Minor Collector**

A Minor Collector typically serves to collect traffic from local streets and link to the higher classified routes. **Table 1-3** lists the street segments that are classified as Minor Collector.

<sup>1</sup> <http://www.wsdot.wa.gov/mapsdata/tdo/FunctionalClassMaps/PDF/cashmere.pdf>



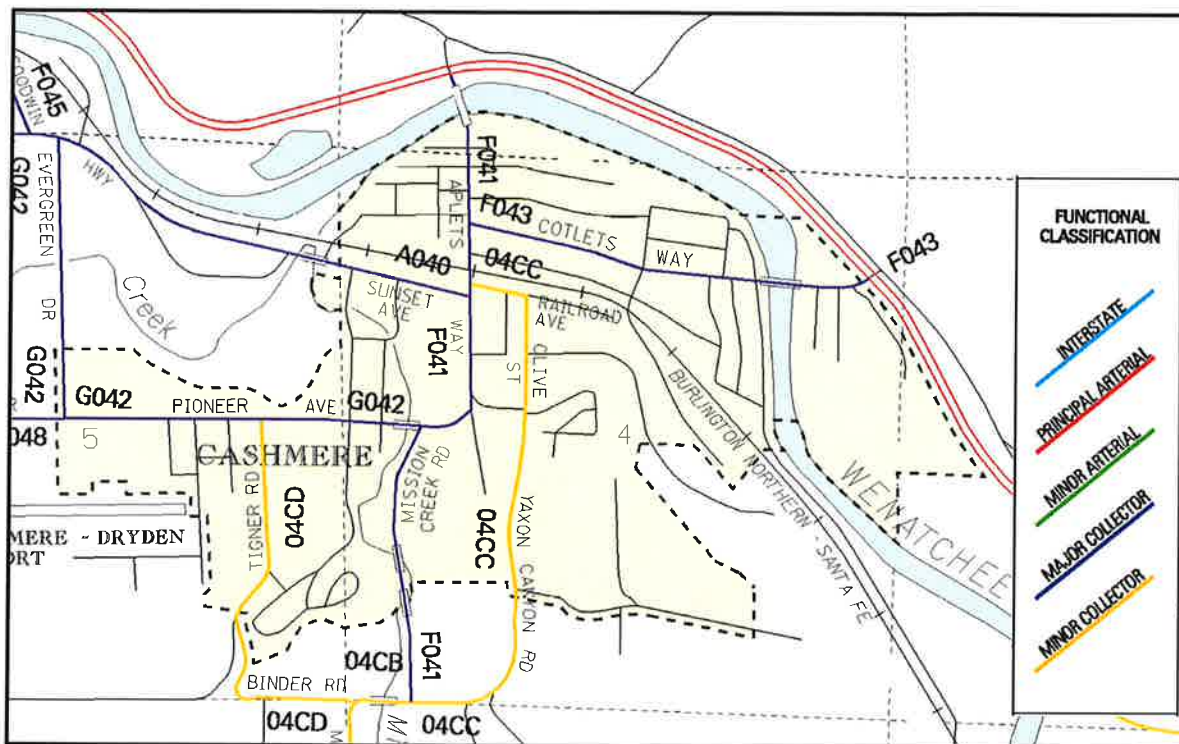


Figure 1-3 Federal Aid Route Classification Map provided by WSDOT (City Limits not update)



Typical Rural Street

The City's streets currently have a wide variation of construction standards. Some streets are constructed to a typical urban standard with sidewalks, enclosed drainage, landscaping and other urban amenities. Other streets are a basic rural configuration with roadside ditches, swales and no sidewalk.



Typical Urban Street

As a component of this study, a general physical inventory of the arterial routes was taken. Arterial routes were divided into logical segments based on existing improvements and/or future project segments.

### Bridges

There are seven (7) bridges within Cashmere City limits and Urban Growth Area. The structures are of various designs and materials. The bridges have been rated as required by Federal law and any deficiencies in design and/or load rating have been documented.

- Cotlets Ave Bridge is located at the east City limits and crosses a high water channel of the Wenatchee River. The bridge includes a pedestrian pathway on the north and south portion which is separated from the roadway by jersey barriers.
- Aplets Way Bridge is located at the north City limits and crosses a high water channel of the Wenatchee River. The bridge includes pedestrian walkways on the east and west sides. Curb separates the sidewalk from the roadway. This bridge is owned by WSDOT.

- Angier Ave Bridge is located within the central portion of the city that crosses a high water channel of Mission Creek. This bridge was rated 25 in 2016 by a bridge/ transportation improvement committee. The rating of 25 indicates that the bridge is structurally deficient. This bridge is too narrow to accommodate the current traffic safely (motor homes, travel trailers, and large trucks) and does not offer a safe crossing for pedestrian traffic. The bridge is heavily used by school children walking to school and children walking to the community pool. This bridge is currently closed to vehicular traffic.
- Mission Creek Bridge is located south of the city on Mission Creek Road. This bridge is too narrow to accommodate the current traffic safely (motor homes, travel trailers, and large trucks). This bridge does offer a crossing for pedestrian traffic. This bridge is heavily used by school children. The bridge needs to be reconstructed to allow for a safe path for pedestrians.
- Mission Creek/Sunset Highway Bridge is located west of the city on Sunset Highway. This bridge was reconstructed in 2010-2011 as part of the overall Sunset Highway improvements. This bridge is heavily used by school children.
- Mission Creek/Pioneer Bridge is located near Vale School. This bridge is too narrow to accommodate the current traffic safely (motor homes, travel trailers, and large trucks)
- Service Bridge located behind City Sanitation and Recycling Center. This bridge provides access to City owned property adjacent to the Wenatchee River. The City uses this bridge for access to a public works storage yard. The bridge is in relatively good shape, but embankment stabilization is needed to help preserve the bridge. The City is currently working with FEMA for embankment stabilization repairs and funding.

### Non-Motorized Travel

Non-motorized transportation is an integral component of Cashmere's transportation System. Non-motorized travel includes walking and bicycling. The City seeks to enhance non-motorized travel and reduce trips taken via car or bus in order to improve mobility and environmental health.

Planning and developing a strong non-motorized network supports several state and national laws, including Washington's Growth Management Act, Clean Air Act, and Commute Trip Reduction Act, and the Federal Clean Air Act, and the Americans with Disabilities Act (ADA),

Non-Motorized travel needs and integration should be evaluated at the earliest stage of new development proposal. This will insure that the network connectivity and continuity interests are fully integrated into the development proposal.

### Sidewalks

Most of the streets in the Central Business District have sidewalks and there are two mid-block pedestrian facility crossings on Cottage Ave. Aplets Way also has sidewalks along all of its length. The remainder of the arterial street network has some sidewalks on segments where street reconstruction or improvement has been recent. There are no formally designated Safe School Routes for student use, although schools have sidewalks adjacent to the school campus.



**Pedestrian facility on Cottage Avenue**

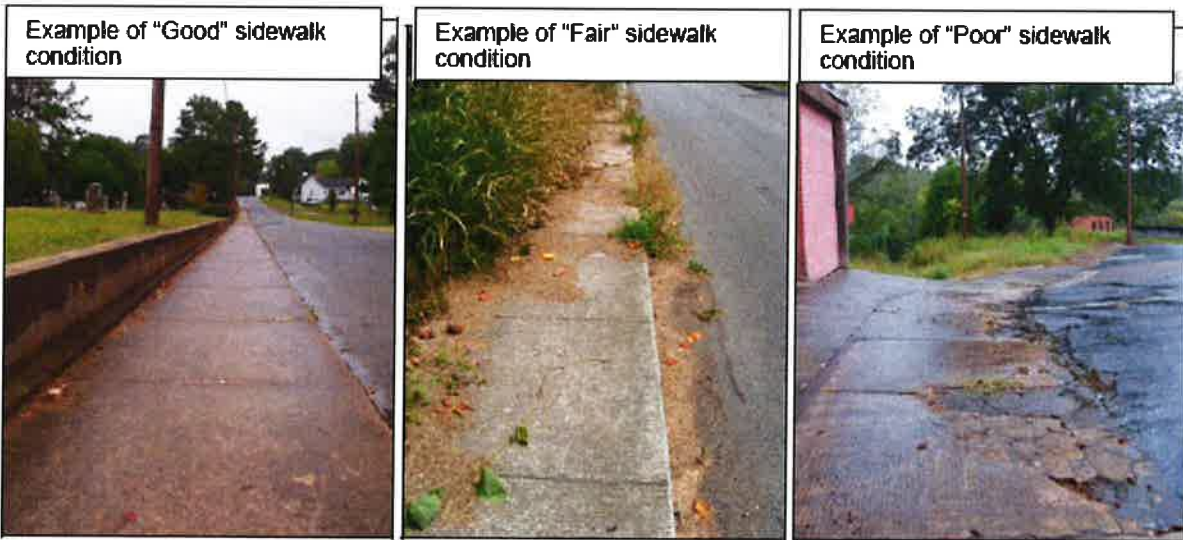
A sidewalk inventory was conducted as part of the Plan update. The inventory identifies sidewalks in the City, as shown in Table 1-4. The older residential neighborhoods, such as Elberta Avenue, River Street, Perry Street and North Douglas Street, tend to have sidewalks on both sides of the street, but they vary widely in condition and construction standards. Some residential areas, such as Laurel Street, Orchid Street, and Sullivan Road were built under Chelan County jurisdiction and sidewalk construction was not required. The inventory also rates their condition. This inventory will help the City identify problem areas and schedule improvements according to prioritization guidelines.

A comprehensive sidewalk inventory for the City of Cashmere was conducted through this comprehensive plan process. The purpose of this inventory is to collect valid, current data on sidewalk locations and conditions. This information will assist the City with establishing priorities for infrastructure improvements. Furthermore, it will provide support for pedestrian planning applications and Safe Routes to School program.

The table below contains information for all sidewalks as collected and measured in the field. City staff visually assessed and categorized the sidewalk conditions using the following scale:

Good	Sidewalk is free from cracking, buckling, gravel or other debris that would impede pedestrian traffic
Fair	Sidewalk is passable, but may contain surface cracks, negligible vegetative overgrowth or debris
Poor	Sidewalk has deep cracking or buckling, significant vegetative overgrowth and/or debris such that pedestrian traffic would be impeded

**Pedestrian Facility Criteria**



Additionally, obstruction to pedestrian traffic, such as utility poles, planters, or buckled concrete was noted. While assessing sidewalk conditions, City staff verified the location of all curb ramps, noting their compliance with American with Disabilities Act (ADA) standards.



Condition	Criteria
ADA Compliant	<p>Compliant ramps include the following design functionality:</p> <ul style="list-style-type: none"> <li>• Truncated domes in a contrasting color to offer both a visual and tactical indication that the pedestrian is approaching the ramp (Note: truncated domes are required on new construction only).</li> </ul> <p>Previously constructed ramps are still considered compliant if they:</p> <ul style="list-style-type: none"> <li>• Are of adequate width to accommodate a wheelchair (36").</li> <li>• Have an acceptable (not overly steep) slope.</li> <li>• Adequate flat landing space.</li> </ul>
ADA Non-Compliant	<p>Non-compliant ramps could include the following design limitations:</p> <ul style="list-style-type: none"> <li>• No landing within the sidewalk.</li> <li>• Extremely steep slopes.</li> <li>• Narrower than 36".</li> <li>• Ramp empties into the center of the intersection rather than aligning with the cross walk.</li> </ul>

#### Pedestrian Facility Criteria

Street	Condition	ADA & Additional Information
Cottage (500, 400, 300, 200, 100 Block)	Good	ADA Compliant
North Douglas	Poor	ADA Non-Compliant
Cotlets Way	Good	ADA Compliant
Titchenal Way	Good	ADA Compliant
Park Hill Street	Good	ADA Compliant
Elberta Avenue (300, 200, 100 Block)	Fair	Areas of ADA-Compliant (ramps, and sidewalks contain surface cracks)
Woodring Street	Good	ADA Compliant
East Pleasant Avenue (100 Block)	Poor	Areas of ADA Non-Compliant (ramps)
Prospect Street	Poor	Areas of ADA Non-Compliant (ramps)
Perry Street	Fair	Areas of ADA Non- Compliant (ramps and poles within sidewalks)
River Street	Poor	Areas of ADA Non- Compliant (ramps and poles in sidewalks, areas of sidewalk less than 36")
Aplets Way	Good	ADA Compliant
Division Street	Good	ADA Compliant
Pioneer Ave	Good	Areas of ADA Non- Compliant (Steep ramps)
Chase Avenue	Good	ADA Compliant
Olive Avenue	Good	ADA Compliant
Mission View	Good	ADA Compliant



Cascade Place	Good	ADA Compliant
Mission Creek (100 Block)	Good	Areas of ADA Non- Compliant (ramps)
Creekside Place	Good	ADA Compliant
Meadow Sweet Place	Good	ADA Compliant
Railroad Avenue (100 Block)	Good	ADA Compliant
Mission Avenue (100 Block)	Good	ADA Compliant
Tigner Road	Good	ADA Compliant
Fisher Street	Good	ADA Compliant
Norman Avenue (West portion of 400 block)	Poor	ADA Compliant
Maple Street	Poor	Areas of ADA Non- Compliant (ramps and sidewalks contain surface cracks)
Angier Avenue	Fair	ADA Compliant

**Table 1-4  
Pedestrian Facility Inventory**

Investments in Cashmere’s neighborhoods are an essential component of providing a comprehensive and functional pedestrian system. As noted in the Pedestrian Facility Inventory sidewalk, conditions vary throughout the City. This section acknowledges the need to install new sidewalk or retrofit existing sidewalk systems. Below are the streets identified that either need retrofit of an existing system or installation of a new pedestrian system.

Street	Description
North Douglas	Completion of sidewalk system/ ADA
South Douglas	Installation of new sidewalk system/ADA upgrades
Blue Star Way	Installation of new sidewalk system/ADA upgrades
Maple Street	Completion of sidewalk system/ ADA upgrades
Riverside Drive	Installation of new sidewalk system/ADA upgrades
Chapel Street	Installation of new sidewalk system/ADA upgrades
Mission Creek	Completion of sidewalk system/ADA upgrades
Sullivan Street	Installation of new sidewalk system/ADA upgrades
Evergreen Drive	Installation of new sidewalk System
Sunset Highway	Installation of new sidewalk system/ADA upgrades from approximately West Mill Road to West City limits.
Olive Street	Completion of sidewalk system/ADA upgrades

**Table 1-5  
Recommended Pedestrian Improvements**

**Accessible Routes of Travel;**

The American with Disabilities Act (ADA) requires that all new public, commercial and institutional developments meet ADA standards. Furthermore, existing public buildings, public outdoor facilities, and public rights-of-way

shall be retrofitted to achieve accessibility. An accessible route of travel is designated to accommodate the needs of many different people, including those who are blind, using wheelchairs, or pushing strollers.

## **Trails, Pathways and Bikeways;**

Trails, pathways and bikeways are designed to provide walking, bicycling and other non-motorized recreational opportunities. By providing linkage to other areas and facilities, they also allow non-vehicular options for travel throughout the community. Trails can be designed for single or multiple types of users.

Riverside trail extends from Aplets Way, through Riverside Park and ends at North Douglas Street. This is a Trail that when completed will extend approximately 20 miles from Leavenworth, through Riverside Park to Wenatchee. The project is included in City of Cashmere, City of Wenatchee and Leavenworth's Parks & Recreation. The Chelan Douglas Land Trust is working to assist in the development of the project.

## **Transit:**

Transit service is provided by the Chelan Douglas Public Transportation System. Primary funding is from a local sales tax within the public transportation benefit area. The system operates under the **Link Transit** identifier.

Transit service is a key component of Cashmere's transportation system, improving mobility within the City and providing connections to the employment and commercial centers in Wenatchee, East Wenatchee, and Leavenworth.

### **Local**

Regional transit service is currently provided by LINK. LINK services operate from approximately 5 am until approximately 8 pm. The route primary operates between Wenatchee and Leavenworth with a loop through the Central Business District. A single morning and a single evening loop is provided for commuters and serves the eastern portion of the City. A full service schedule is provided Monday through Friday, and a reduced level of service is provided on Saturday.

### **Rail Transportation:**

#### **History**

Cashmere is bisected by the Burlington Northern – Santa Fe Mainline (BNSF). The rail line is one of the original routes that provided train service to the Pacific Northwest. It was originally constructed by the Great Northern Railroad in the late 1800's as part of the western expansion. The Great Northern was succeeded by Burlington Northern Railroad, later BNSF.

#### **Passenger**

There is no direct passenger service in Cashmere. The Empire Builder, operated by Amtrak, has passenger stops at Wenatchee and Leavenworth.

#### **Freight**

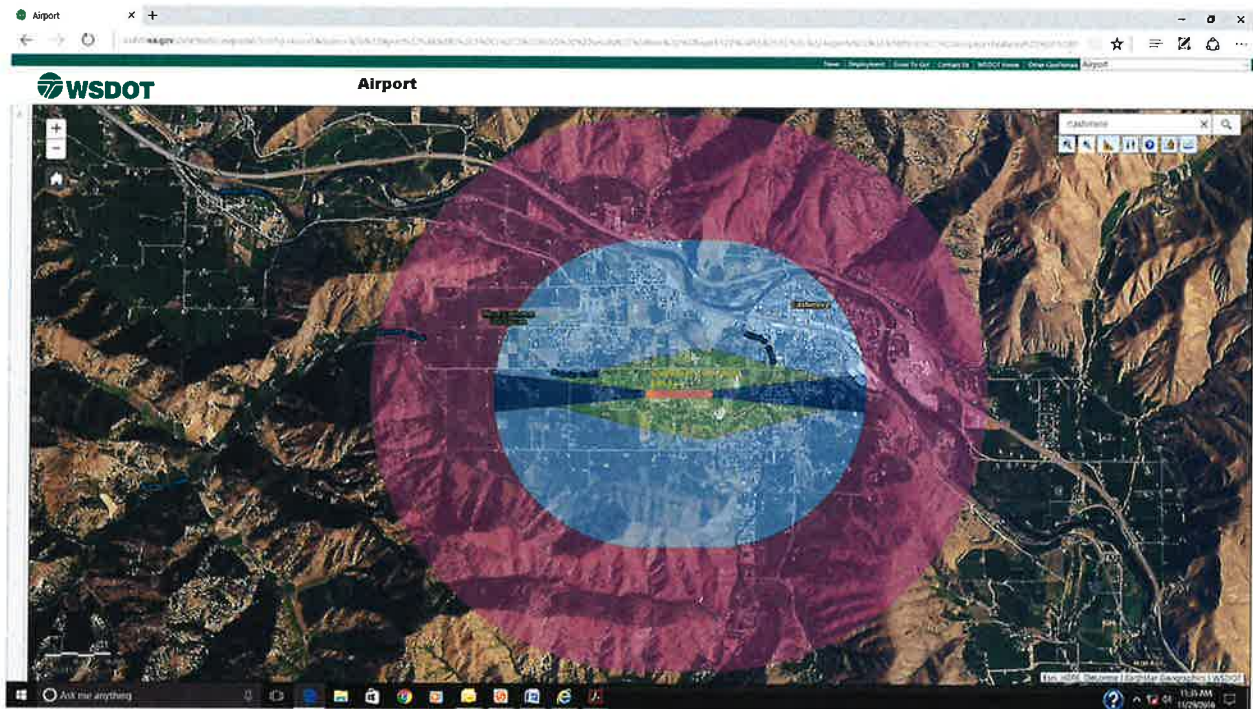
**BNSF provides no freight service to Cashmere.**

#### **Air Transportation:**

The Cashmere-Dryden Airport lies immediately southwest of the urban area. It is used by private aircraft and there is no scheduled airline service.

One of the main challenges facing aviation today is the encroachment of incompatible land uses adjacent to airports. Incompatible land use can degrade airport operations, impede airport expansion, and reduce quality of life for airport neighbors. Encroachment is a key factor contributing to escalating airport operating costs and restrictions of operations.

In 1996, Washington State passed land use legislation (RCW 36.70.547 and RCW 36.70A.510). Under these provisions, all towns, cities and counties are required to discourage encroachment of incompatible development adjacent to public use airports through adoption of comprehensive plans and development regulations. Additionally, the Growth Management Act (GMA) identified airports as essential public facilities.



## Chapter 2: Traffic Volume

### Existing Traffic Volume:

#### Sources of Information

The City of Cashmere does not have a traffic count program. Therefore, no specific historical perspective can be generated from past count history.

Existing traffic counts were obtained from several sources. The Chelan-Douglas Transportation Council provided traffic counts in the region from their planning efforts. Those were supplemented with traffic counts used in the Chelan County Transportation Plan, information from the WSDOT traffic count files and manual counts taken by RH2 Engineering.

#### Average Daily Traffic Volume

The daily traffic volume is the number of vehicles that can be expected on a particular street segment. They are typically shown as arterial-to-arterial links unless there are significant opportunities to gain or lose traffic between arterial intersections. Daily traffic volumes for arterial segments are illustrated on **Figure 2-1, Existing Traffic Volume**.

#### PM Peak Hour Volume

Unless there is a traffic pattern unique to a specific community, the most significant traffic congestion is during the afternoon peak travel times. Generally, this is a two hour period between 4 PM and 6 PM. PM Peak Hour Volumes were developed by analysis of existing detailed count records, obtaining new afternoon manual counts, or applying a peak hour percentage to an existing daily count. PM Peak Hour traffic volumes for arterial segments are illustrated on **Figure 2-1**.

#### Turning Movements

Traffic movement within the arterial network was assigned using information obtained from manual turning movement counts obtained by RH2 Engineering during November 2008, 2015 and 2016. Counts were taken at 5 arterial intersections which provided a basis for calculation of intersection capacity.

### Projected Traffic Volume:

#### Methodology

The intent of this Plan is to provide guidance for the City of Cashmere as the area develops as intended under the Growth Management Act. Actual development will depend on many factors, including economic, which are difficult to place into a specific timeframe. Therefore, this Plan provides for the transportation needs for the ultimate development of the current City and the UGA as planned. Non-residential land uses were evaluated to determine whether an increase in traffic volume could be expected if the land was re-developed in the future. If so, the additional traffic volume was added for future needs consideration. Undeveloped non-residential land was assigned the traffic potential of the underlying zoning.

The Institute for Transportation Engineers (ITE) Trip Generation Manual, 8<sup>th</sup> Edition, was used to calculate both the daily and PM Peak Hour trip potential for all land uses. **Table 2-1** provides the Land Use Codes and trip generation values used in this study. Obviously, any specific land development proposal may generate greater or fewer trips



for a variety of factors, such as a less intense development than allowed by the zoning or less developable land due to road right-of way dedication or park land.

Zoning	ITE Code	Measure	Daily Trips	PM Peak Trips
Residential, Single Family	210	Dwelling Unit	9.57	1.01
Residential, Multi Family	220	Dwelling Unit	6.65	0.62
Residential, Suburban	210	Dwelling Unit	9.57	1.01
Residential, Airport	210	Dwelling Unit	9.57	1.01
Warehouse Industrial	130	Acres	63.11	8.84
Mixed Commercial/Light Industrial	110	Acres	51.8	7.51
Downtown Business (CBD)	814	1000 Sq. Ft.	44.32	2.71
Public	411	Acres	1.59	N/A

**Table 2-1**  
**ITE Trip Values**

### Projected Daily Traffic Volume

Additional daily traffic volume for residential zoning was calculated by determining the undeveloped land traffic generation potential for vacant lots within the City and underdeveloped land within the UGA. This volume was assigned to the arterial network using the existing travel characteristics as a guide. The result of adding the future traffic demand and the existing traffic volume is the projected daily traffic volume expected when the City and UGA are fully developed.

Projected total daily traffic volumes are summarized in **Table 2-2**. These values were calculated using the various land uses assigned within the City and the adjacent UGA. The existing development traffic was estimated from an analysis of the current development within each zoning classification. The potential future was similarly calculated by assigning the maximum

allowable density for the zone. This methodology presents a worst case scenario, as it is very unlikely that all zones will be developed to the maximum density allowed.

Zoning	Existing Trips	Future Trips	Total Trips
Residential, Single Family	7685	6986	14671
Residential, Multi Family	2611	5347	7958
Residential, Suburban	2226	7111	9337
Residential, Airport	96	38	134
Warehouse Industrial	2612	470	3082
Mixed Commercial/Light Industrial	6586	2303	8889
Downtown Business (CBD)	10456	3460	13916
Public	229	0	229
<b>Totals</b>	<b>32501</b>	<b>25715</b>	<b>58216</b>

**Table2-2**  
**Daily Trip**  
**Generation**

### Projected PM Peak Hour Volume

The estimate of future peak hour traffic volume was calculated using the existing turn information and traffic patterns as a basis. PM Peak Hour traffic volumes for arterial segments are illustrated on **Table 2-2**.

## Level of Service:

### What is a Level of Service (LOS)?

Quantification of a roadway's ability to provide the transportation needs assigned to it can be expressed several ways. Operating speeds, volume-to-capacity ratios, load factors, and level of service are the most common delineations. The most understandable to the general public is level of service. Level of Service is a means of providing some indication of how an intersection (urban areas) or roadway segment (rural areas) is operating.

Level of Service is expressed as a letter, A through F. As in school grades, "A" is excellent and an "F" is failing. Drivers in dense urban areas, such as Seattle, are willing to tolerate a worse LOS than a suburban or rural area city. The Growth Management Act requires that cities and counties adopt a LOS standard in order to determine that transportation system concurrency is achieved by proposed development. A LOS of "C" is typical for most agencies.

### Current Status

Existing traffic volumes, turn movements, traffic control and roadway geometry data for arterial intersections within the City and UGA was analyzed using SYNCRO®7 software..

### Future Status

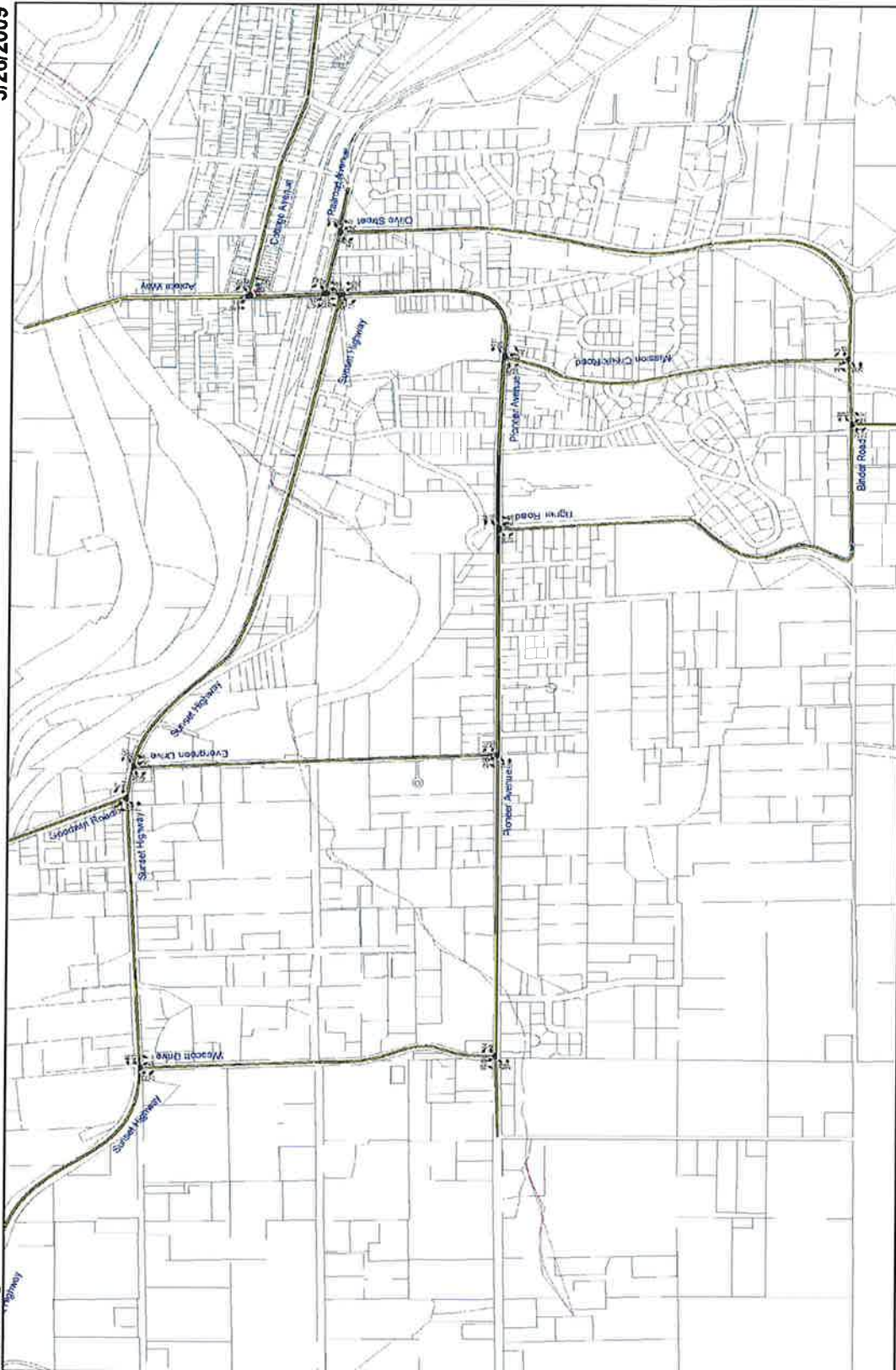
The future LOS was calculated in the same manner using the values generated for the PM Peak Hour traffic volume and the existing roadway geometry.

LOS	Description
A	Free flow, a driver is able to travel at the posted speed and make lane changes or turns with minimal conflict.
B	Stable flow near the speed limit, but a driver may encounter slight delays because of other traffic when turning or making lane changes
C	Stable flow with speed and movement limited by other traffic; most drivers will tolerate this condition for short time periods
D	Approaching unstable flow where speeds fluctuate widely; crossing a through street from a stop sign is difficult; often considered the minimum acceptable LOS for Urban intersections
E	Unstable flow with wide fluctuations in speeds, driver lane changes very difficult; generally considered the maximum capacity of a facility
F	Forced flow at low speeds; often stopped by congestion; generally, not considered acceptable even in dense Urban Areas

**Table 2-3**  
**Level of Service**

Prepared By: RH2 Engineering  
5/26/2009

City of Cashmere  
Existing PM Peak Hour



City of Cashmere Arterial Map Baseline

J:\Data\Ca\208-048\03 Transportation Plan\CAD\ca-PM\_Peak\_Hour-ex.syn

Figure 2-1 Existing Traffic Volume

## Chapter 3: Transportation Network and Design Standards

### Capacity Deficiency:

#### Level of Service & Utilization

The intersection analysis performed using Synchro 7<sup>®</sup> traffic modeling program did not result in any Level of Service deficiencies. Two intersections, Sunset Highway at Aplets Way/Division Street, Cottage Ave, demonstrate a change from LOS A to LOS B. This indicates that the two intersections are approaching capacity during the peak hour and likely operate above capacity for short periods of time during that peak hour.

#### RECOMMENDATION:

Adopt LOS "C" as the minimum acceptable LOS for concurrency under the Growth Management Act for all intersections other than Aplets Way and Cottage Avenue where LOS "D" is the minimum acceptable.

Intersection	Current LOS	Existing Utilization	Future LOS	Future Utilization
Sunset Highway & Wescott Drive	A	24.2%	A	28.2%
Sunset Highway & Goodwin Road	A	30.8%	A	37.2%
Sunset Highway & Aplets Way	A	39.6%	B	59.7%
Sunset Highway & Evergreen Drive	A	28.4%	A	35.5%
Pioneer Avenue & Evergreen Drive	A	25.7%	A	35.3%
Pioneer Avenue & Tigner Road	A	29.7%	A	32.3%
Pioneer Avenue & Mission Creek Road	A	35.3%	A	42.6%
Mission Creek Road (No) & Binder Road	A	20.0%	A	26.0%
Railroad Avenue & Aplets Way	A	31.2%	A	50.0%
Railroad Avenue & Olive Street	A	13.3%	A	17.7%
Cottage Avenue & Aplets Way	A	37.9%	B	56.8%
Binder Road & Mission Creek Road (So)	A	21.2%	A	24.3%

**Table 3-1**  
**LOS Comparison**

### Network Recommendations:

#### Street Classification

The City of Cashmere is not a large city and the need for an extensive classification scheme for the arterial system does not provide a significant advantage. The differentiation in use between arterial classes becomes difficult to define and even more difficult to apply when using a complex classification scheme.

The Federal Aid Route Major Collector and Minor Collector designations appear to provide an adequate classification basis for the City of Cashmere. This means that there will be two classes of arterials, a local access street, and a private road to define all roadways within the city and UGA. There may be a future need to define some streets as arterials in addition to those on the Federal Aid System. Care should be taken to ensure that additions to the arterial network are truly arterial in function as previously described.



The classification of an arterial segment indicates its relative importance to the community. This is a balance between providing mobility and providing access to adjacent property. Some features are evident, such as multiple lanes of travel. Others, such as sidewalk location or lane width are less evident.

- A Major Collector provides reasonably direct routes within the City's major points of traffic demand or routes that cross the City that provide direct access to regional routes. Movement of traffic generally takes priority over providing on-street parking, so a bikeway may be present with no parking allowed. A Major Collector is generally a continuous route.
- A Minor Collector provides access between Major Collectors and local destinations, such as industrial areas, school complexes or neighborhoods. A Minor Collector may also provide a travel path between two Major Arterials that might not be the most direct (straight) path. A Minor Collector might end at an intersection with a local access street. Traffic movement and local property access are generally considered to be of equal importance, although individual intersections might have parking restricted to provide for dedicated turn lanes.
- A Local Access Street is a non-arterial public street. The main purpose is to provide access to adjacent property. The alignment of a local access street can used to reduce traffic speeds in order to improve the livability of the neighborhood. Access to adjacent property is a higher priority than traffic movement.
- A Private Street serves the same function as a Local Access Street, but is not part of the public street system. Property owners are responsible for all maintenance of the street. Typical uses of private streets are within housing developments, especially apartment complexes, and commercial and industrial parks.

## Design Standards:

Design standards are provided as guidance for the designer when building or reconstructing facilities. It is not generally feasible for streets that have been constructed to a different standard to be reconstructed to a new standard when such is adopted. Every reasonable effort should be made to bring existing streets to the current standard when reconstruction is necessary. The minimum standards for arterial streets and roads in the State of Washington are determined by a committee of City and County officials.<sup>2</sup> Utilizing those standards as a basis for the City of Cashmere's standards for arterials and collectors will insure that designs that conform will be eligible for various state and federal funding programs that may be available. Local conditions, such as the need for snow storage, may necessitate design standards that exceed the minimum requirements.

Local access streets (non-arterials) should have standards appropriate for the ultimate use of the roadway. Often, the needs of emergency response vehicles – especially fire trucks – will dictate the minimum standards for width.

Although the City of Cashmere has limited ability to impose design standards directly on development outside the City and within the UGA, the City's standards should be applied to such development to reduce the need for major reconstruction when the UGA areas become annexed. The City and Chelan County have executed an agreement where the County requires the City's standards for development within the Cashmere UGA.

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<sup>2</sup> WSDOT Local Agency Guidelines M36-63.04 Page 42-1, RCW 36.78.030, RCW 43.32.020

## **Utility Location:**

All new construction should include underground installation of all utilities. Each utility type is assigned a location within the City's right-of-way as shown on the street sections. The design standards for the ultimate owner of the utility installation shall apply to the facility being installed.

## **Street Design Standards:**

### ***Major Arterials***

Major Arterials are defined as transportation arteries, which connect the focal points of traffic interest within a city; arteries which provide communications with other communities and the outlying areas; or arteries which have relatively high traffic volume compared with other streets within the city.

Major arterials shall be designed in accordance with current State Design Standards including WSDOT Local Agency Guidelines and AASHTO A Policy on Geometric Design of Highways and Streets.

### ***Secondary Arterials***

Secondary arterials (and/or collectors) are defined as routes, which serve lesser points of traffic interest within a city; provide communication with outlying districts in the same degree or serve to collect and distribute traffic from the major arterials to the local streets.

Secondary arterials shall be designed in accordance with current State Design Standards including WSDOT Local Agency Guidelines and AASHTO A Policy on Geometric Design of Highways and Streets.

### ***Local Access Streets***

Local access streets are defined as land service streets and are generally limited to providing access to abutting property. They are tributary to the major and secondary thoroughfares and generally discourage through traffic.

Local Access Streets shall be designed in accordance with current City adopted standards and/or State Design Standards including WSDOT Local Agency Guidelines and AASHTO A Policy on Geometric Design of Highways and Streets.

## Street Standards

Table 3-2

Design Element	Major Collector (Figure 3-1)	Minor Collector (Figure 3-2)	Local Access (Figure 3-3)	Private (UGA) (Figure 3-4)
Right-of-Way	65' (min.)	50' (min.)	40'	30' (easement or tract)-UGA
# Lanes	3 – 5	2 - 3	2	2
Lane Width	12', 13' TWLT	12', 13' TWLT	13'	13'
Pavement	Gutter to gutter	Gutter to gutter	Gutter to gutter	20 ft
Typical Cul-De-Sac	Yes	Yes	Yes	Yes
Curb & Gutter	Yes	Yes	Yes	*No if 4 lots or less. 5 or great lots Require curb & gutter
Parking	Yes	Yes	Yes (one side)	*Off-site parking if they serve lots less than 14,000 square feet
Sidewalk	Yes, Both Sides	Yes, Both Sides	*May be determined during SEPA review	*No if 4 or less lots. 5 or greater lots require sidewalk system
Drainage/Stormwater	Enclosed	Enclosed	Enclosed	*Swale
Bike Lane	Yes (If Designated)	Yes (If Designated)	No	No
Landscaping/Trees	Yes (Figure 3-9-4)	Yes (Figure 3-9-4)	No	*No
Transit Pullout	Yes (Yes if designated by LINK)	Yes (Yes if designated by LINK)	No	No
Illumination/Street lights	Yes (Figure 3-9-5)	No	No	No
Maximum Road Grade (Percent)	8%	12%	12%	12%
Roadway Geometrics	Per AASHTO & WSDOT STDS	Per AASHTO & WSDOT STDS	Per AASHTO & WSDOT STDS	N/A
Amount of Lots	N/A	N/A	N/A	3 to 12 lots

\* Possible Site Plan,  
Subdivision or  
SEPA condition or  
condition of  
approval

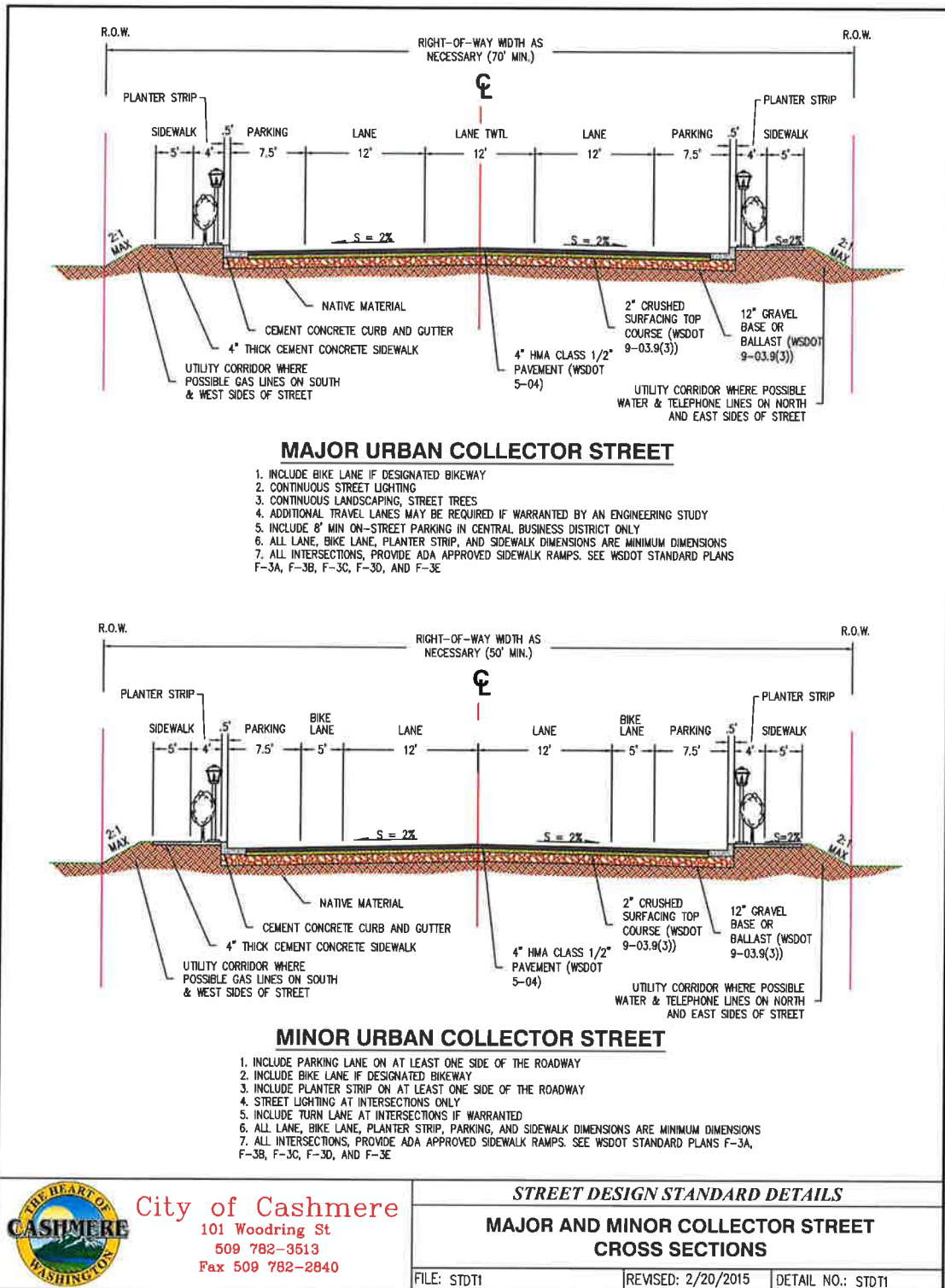


Figure 3-1 Major and Minor Urban Collector Street

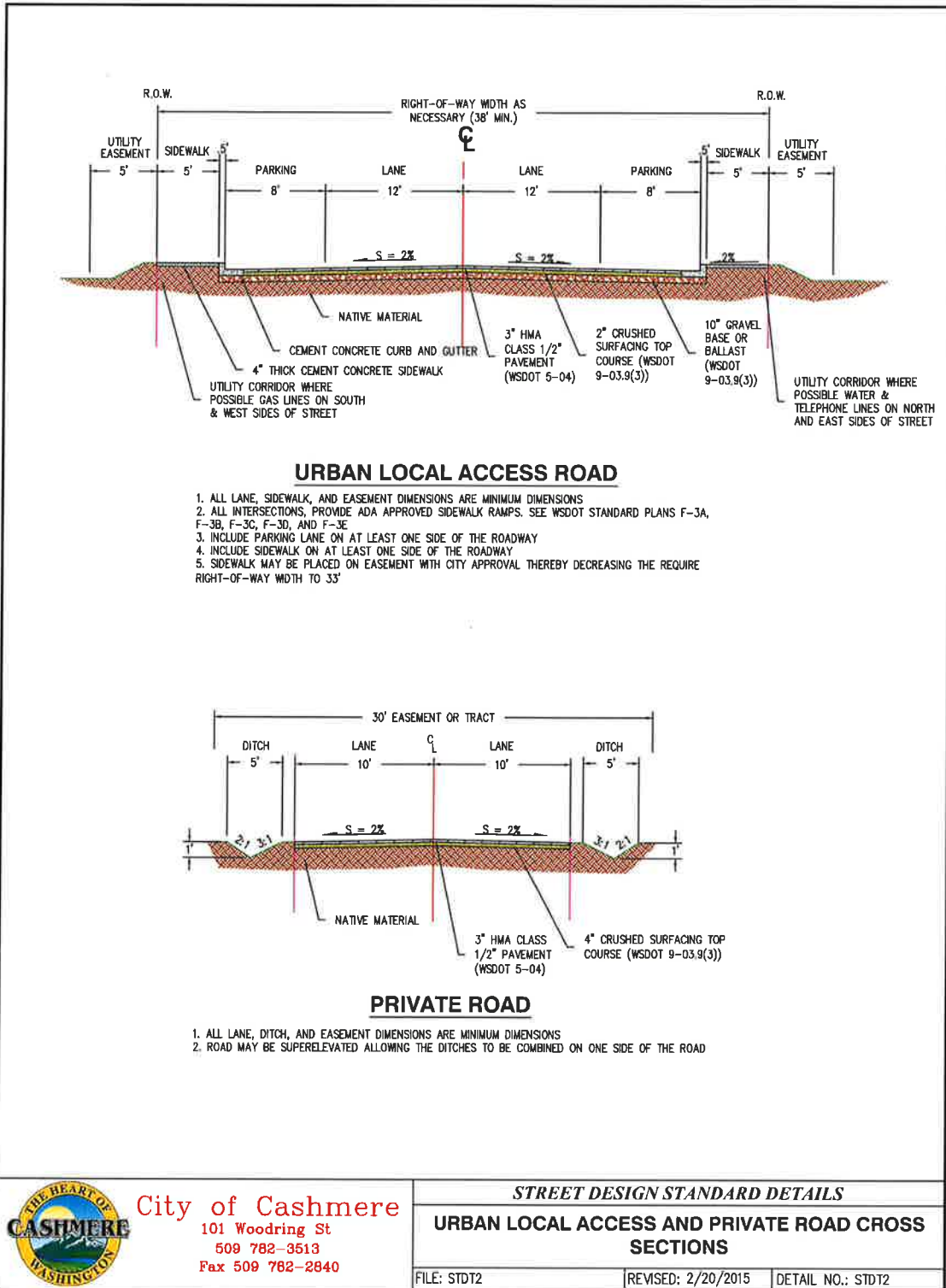


Figure 3-2 Urban Local Access and Private Road

Figure 3-9-4 Typical Street Tree Details

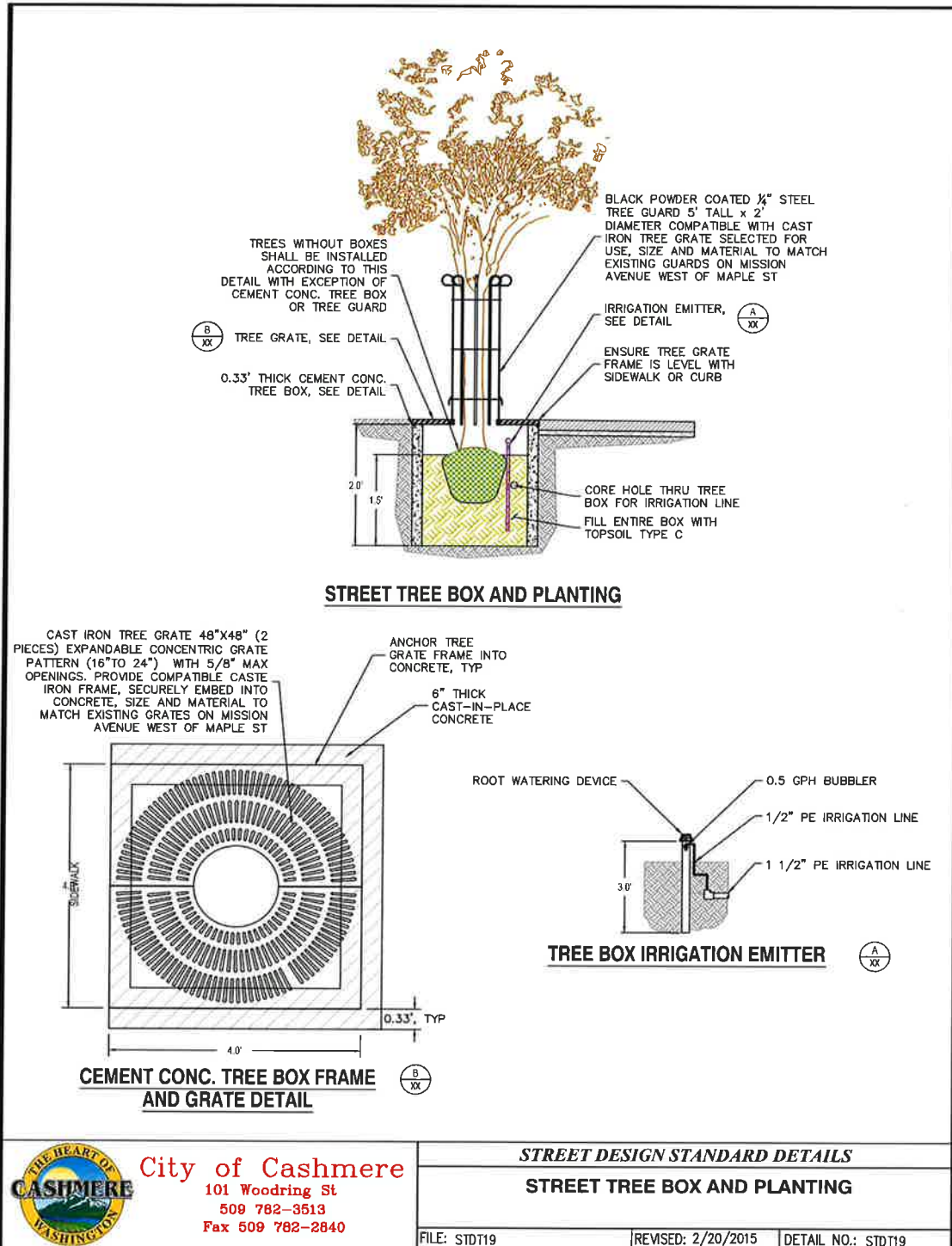
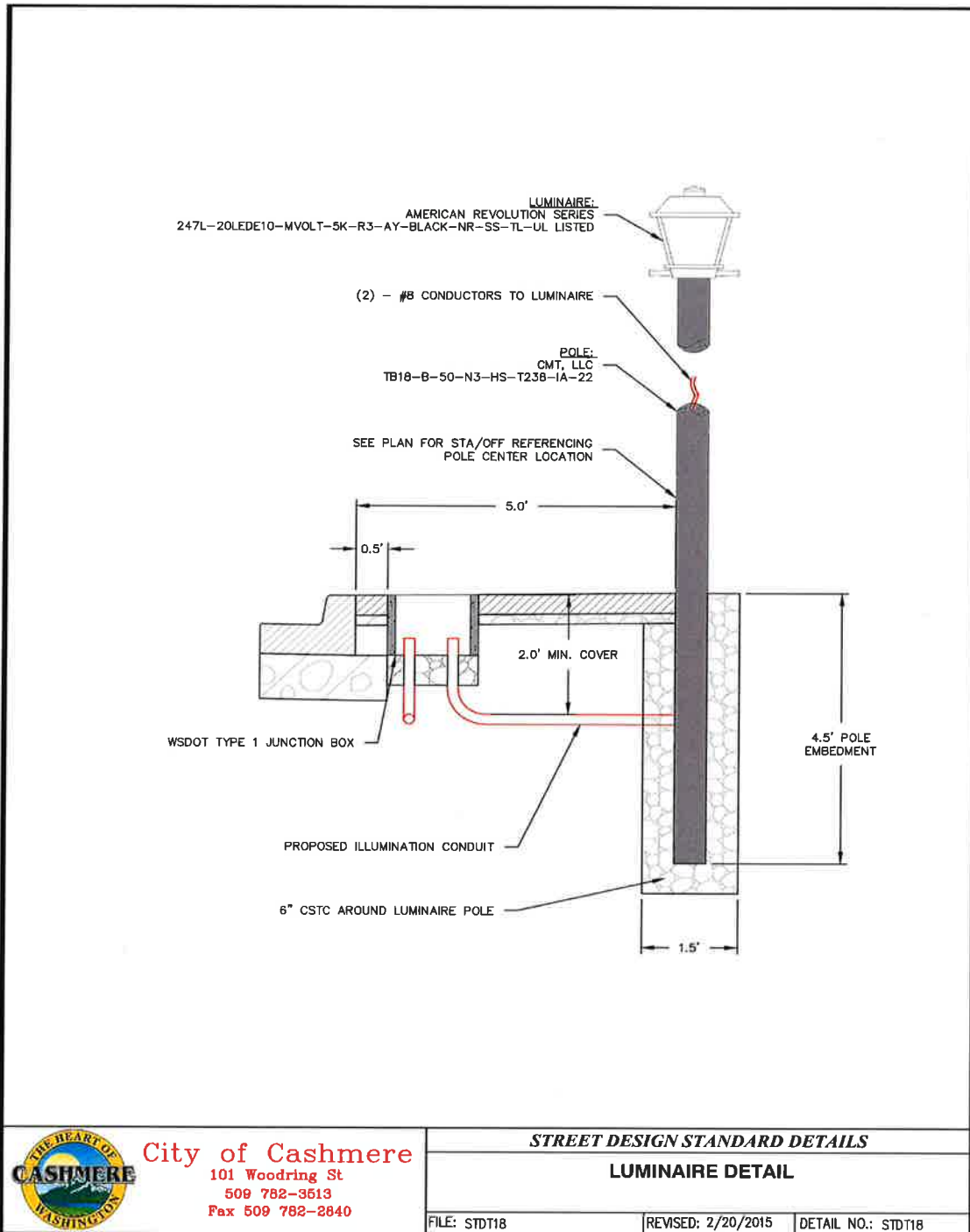


Figure 3-9-5 Typical Street Luminaire Details



**City of Cashmere**  
 101 Woodring St  
 509 782-3513  
 Fax 509 782-2840

<i>STREET DESIGN STANDARD DETAILS</i>		
<b>LUMINAIRE DETAIL</b>		
FILE: STD118	REVISED: 2/20/2015	DETAIL NO.: STD118



## Chapter 4: Application for Variance

Requests for a variance shall be submitted by a variance permit application with applicable fee or in conjunction with a development land use application. Alternative standard compliance applies to standards within this Plan.

The Mayor or his/her designee is authorized to grant non-substantial design deviations from the requirements of this section.

The request for a variance shall be submitted in a format that clearly states the problem and the alternative standard proposed. The following information shall be required before the request for variance will be considered:

- Explain the design standard(s) from which a variance is requested
- Proposed requested alternative(s) to the design standard(s). Provide graphics as necessary to clearly illustrate your proposal.
- Explain why the proposed alternative design is necessary. Topics to consider are special circumstances relating to the size, shape, topography, location, or surroundings of the property, compatibility with adjacent development or transportation system improvements.
- Explain how the alternative design will achieve at least the same result as the design standard would have accomplished. If this is not possible or practical, clearly explain the deviations from the standards.
- Compare the environmental impact of the proposed alternative on adjacent properties with impact of the design standards.
- Compare the safety considerations of the proposed alternative such as police and fire access, vehicular operation, transit operation, clear sight view, non-vehicular travel and adverse weather travel with the design standards.
- Demonstrate that the proposed alternative accommodates all utilities, pedestrians, drainage, and snow removal.
- Demonstrate that the proposed alternative provides clear passage of emergency vehicles.
- Demonstrate that the proposed alternative is compatible with all existing and proposed transportation system improvements.
- Demonstrate that the proposed alternative does not preclude access to, or development of, adjacent property.
- Demonstrate that the proposed alternative will not be materially detrimental to the public welfare or injurious to the property or improvement in the project vicinity.

### ***Variance Process:***

Upon receipt of a complete request for variance, the variance will be reviewed by the City of Cashmere Planning Commission at the next available Planning Commission meeting and reviewed by the City of Cashmere Engineer. The deliberations and recommendations of the Cashmere Planning Commission and the City of Cashmere Engineer



will be presented to the City of Cashmere. Final decision on the variance request shall be made by City of Cashmere Hearing Examiner and shall comply with applicable procedures for open record public hearing and notifications.

***Variance Process (City of Cashmere Urban Growth Area (UGA)):***

Design deviations within Cashmere's Urban Growth Area shall comply with Appendix B of Chelan County Title 15 "Development Standards".

## Chapter 5: Stormwater Management

Urban development causes significant changes in patterns of stormwater flow from land into receiving waters. Water quality can be affected when runoff carries sediment or other pollutants into streams, wetlands, lakes, and marine waters or into groundwater. Stormwater management can help to reduce these effects. Stormwater management involves careful application of site design principles, construction techniques and source controls to prevent sediment and other pollutants from entering surface or groundwater, treatment of runoff to reduce pollutants, and flow controls to reduce the impact of altered hydrology.

### Design Manual:

Developments in the City of Cashmere should comply with the requirements of the most recent addition of *Stormwater Management Manual for Eastern Washington* (SWMMEW) prepared by the Washington State Department of Ecology. For the purposes of Hydrologic Analysis, Cashmere should be considered to be in Region 2 of Eastern Washington.

### Pavement Drainage:

Road pavement drainage shall comply with Chapter 5 – Drainage of Highway Pavements of the Washington State Department of Transportation’s (WSDOT’s) *Hydraulics Manual*, with the following two exceptions:

- Computing runoff for pavement may be calculated using the Rational Method or the Single Event Hydrograph Method and the Short Duration Regional Storm as identified in the *Stormwater Management Manual for Eastern Washington*;
- Because of much lower traffic volumes within the City of Cashmere as compared with WSDOT highways, the design storm frequency for sag points in roads shall be the 25-year event (replacing the 50-year event identified in Figure 5-4.1 of the WSDOT *Hydraulics Manual*).

*Note: This generally means that the pavements on a grade will need to be designed with a storm collection system to safely intercept the 10-year design storm and pavements at sag points will need to safely intercept the 25-year design storm. The general concept behind this is that roads on a grade may utilize the curb and gutter as a secondary conveyance component, and in turn reduce the required pipe conveyance sizing up to the sag locations.*

### Conveyance Systems:

City recommends that conveyance systems (pipes, ditches, swales, etc.) should be designed to convey the water tributary to them as described for road pavement drainage. If the conveyance system is not associated with road pavement drainage (i.e. the runoff being conveyed is directly from areas such as parking lots, roofs, landscaped areas, etc.) then the conveyance system shall be sized to safely convey the peak runoff from the 25-year design storm event using the Rational Method or the Single Event Hydrograph Method and the Short Duration Regional Storm as identified in the *Stormwater Management Manual for Eastern Washington*.

Conveyance systems shall be allowed to overtop for design storm events larger than the aforementioned design events to the extent that the overtopping does not create or contribute to a flooding or erosion problem. The project design shall demonstrate a stabilized conveyance path (e.g. overland) for the 100-year peak flow within the project site to ensure it is adequately conveyed to an exempt water body or to an adequately sized surface water management facility, and discharges at the natural location for the project site.

A backwater analysis should be performed on any proposed conveyance system design or existing conveyance system to be affected by the project to ensure adequate conveyance capacity, unless it can be reasonably concluded that the system will have adequate capacity. (e.g. pipe flowing less than 70 percent full using a Manning's equation and low flow velocities so as to not create significant head losses at junctions.)

## Chapter 6: Transportation Improvement Program

### Transportation Goals and Policies:

The City's transportation goals and policies have been adopted through the comprehensive planning process. They are as follows:

#### Transportation Goal 1

Encourage efficient transportation systems that are based on regional priorities and coordinated with county and city comprehensive plans.

#### *Policy Statements*

- Participate in regional transportation planning efforts to provide and improve services and infrastructure.
- Collaborate in projects with other agencies.
- Encourage use of public transportation for commuting and local mobility.
- Encourage pedestrian and bicycle use for local mobility by adopting and implementing street standards that embrace these forms of travel.
- The level of service standard for this facility is as follows, as established by the Washington State Department of Transportation: LOS "C" in rural areas, LOS "D" in urban areas.
- The following are recognized as transportation facilities and services of statewide significance (including Highways of State-wide Significance) within the Cashmere Urban Growth Area: US 2/97 and the Burlington Northern Railroad.
- The level of service standards for these facilities are as follows, as established by the Washington State Department of Transportation: US 2/97 as in Policy EE-6.
- The following are recognized as part of the Regional Roadway System within the Cashmere Urban Growth Area, as established in the NCW Regional Transportation Plan.
  - US 2/97
  - Sunset Highway
  - Cashmere Dryden Airport
- The level of service standards for these facilities are as follows, as established by the Chelan-Douglas Transportation Council.
  - US 2/97 as in Policy EE-6
  - Sunset Highway Minimum acceptable ranking is 47
  - Cashmere Dryden Airport is GA (general aviation)

- For the purposes of identifying estimated traffic impacts to state-owned transportation facilities resulting from the land use assumptions and designations found within this Plan, the Chelan County Transportation Element, completed in October 1997 is hereby adopted by reference.

## **TRANSPORTATION GOAL 2**

Implement the City's transportation plan, making improvements to infrastructure.

### *Policy Statements*

- Maintain existing roads to provide safe travel for all modes of transportation. On a priority basis improve existing roads to meet applicable standards specified in the City's transportation plan.
- Require new roads in developments to meet the applicable road standards contained in the City's transportation plan.
- Require existing private roads to be improved to city standards before they will be accepted as city roads.
- Private roads serving residential land uses will not be approved within city limits.
- In the event that funding to complete identified transportation improvements is not adequate to address those needs, there shall be a discussion of how additional funding will be raised or how land use assumptions will be reassessed to ensure that level of service standards are met.
- If a proposed development causes the level of service on a locally owned transportation facility to decline below the standards adopted in this comprehensive plan, Developers will be responsible to participate in funding the improvements that are warranted by associated development. For the purposes of this comprehensive plan, "concurrent with development" shall mean that improvements or strategies are in place at the time of development, or that a financial commitment is in place to complete the improvements or strategies within six years.

## **TRANSPORTATION GOAL 3**

Improve Safety.

### *Policy Statements*

- Maintain existing roads to provide safe travel for all modes of transportation. On a priority basis improve existing roads to meet applicable standards specified in the City's transportation plan.
- Require new roads in developments to meet the applicable road standards contained in the City's transportation plan.

## **Project Funding:**

The City uses a combination of public and private funding sources to implement transportation improvements in Cashmere, both for maintenance activities and capital improvements. The ability to finance the construction of improvements to the transportation system is critical to the implementation of this Plan. This section outlines a selection of the tools and funding opportunities that are typically available to the City.

The City receives tax revenues from a variety of state, regional, and local sources including the real estate tax, sales tax, and the motor vehicle fuel tax. Despite these revenues, the City has numerous maintenance and capital improvement needs that cannot be met by existing tax revenues alone. The City has an active grant program and continually seeks grants, both private and public, to improve Cashmere's transportation system.

## Grants:

The following is a list of some of the grants the City has historically applied for. Cashmere will likely compete for these funds in the future when applications are being accepted.

- The **Transportation Enhancement Program** funds projects designed to strengthen the cultural, aesthetic, and environmental aspects of the inter-modal transportation system. The program provides for the implementation of a variety of non-motorized projects, including the restoration of historic transportation facilities, the construction of bicycle and pedestrian facilities, landscaping and scenic beautification, and the mitigation of water pollution from highway runoff.
- The **Surface Transportation Program (STP)** provides flexible funding that may be used by state and localities for projects on any Federal-aid highway, including the National Highway System, bridge projects on any public road, transit capital projects, and intra-city and intercity bus terminals and facilities.
- The **Safe Routes to School Programs** is a state funded program that aims to protect children from traffic related deaths and injuries and promotes a healthy lifestyle by encouraging bicycling and walking to school.
- The **Pedestrian and Bicycle Safety Grant** is a state funded program that funds non-motorized safety improvements.
- The **Community Economic Revitalization Board** is a state funded program that provides low-cost financing for public facility improvements that are required for private development.
- The **Transportation Improvement Board** administers the following grant programs.
  - Small City Arterial Programs (SCAP)
  - Sidewalk Program (SP)
  - Small Cities Pavement Preservation (SCPP)

These programs are intended to improve mobility, safety, and preservation, while supporting an environment essential to the quality of life of the citizens of Washington.

## Loans:

The Public Works Trust Fund has several low-interest loan programs. Loans can be secured for planning, design and construction. The planning and pre-construction design loans are often used to complete the master plans and engineering necessary to prepare bid-ready plans. These loans can be strategically employed to leverage grant funding providing a local match, enabling the City to compete for funding for public infrastructure projects.

In addition, the City has the option of issuing bonds for public infrastructure.

## Private Sector Contributions (Traffic Impact Fees):

The City currently does not assess traffic impact fees

## **Local Improvement Districts (LID):**

Local Improvement Districts (LID) enable city investments in a specified area by leveraging city funds with contributions from property owners in the district. In essence, LID's are a means of using limited city resources to improve neighborhood quality through improvements of streets, sidewalk, and other features of the roadways.

## **Funding Strategies and Project Prioritization:**

The City uses a variety of criteria to prioritize transportation projects, including safety, mobility, and overall community benefit. In addition the City also considers the availability of funding and the ability to leverage city dollars to raise additional funds. The City often needs to budget for maintenance through tax revenues. Capital improvements may be financially secured through a combination of private and public investment. In the future the City will need to continue lobbying for its share of federal, state, and county tax revenues, seeking creative avenues for securing private investment dollars and grant funds, and potentially implementing new funding strategies.

## **State Environmental Policy Act (SEPA) Voluntary Mitigation Payments:**

The State Environmental Policy Act (SEPA) requires mitigation for significant adverse environmental impacts. SEPA has been used in conjunction with local codes and ordinances to require mitigation for infrastructure impacts for many years. SEPA requires adequate public policy to provide the ability to demonstrate an impact and require mitigation. Adopted Level of Service standards are the policy typically used to require mitigation of transportation impacts under SEPA. Public safety is also cited as the policy for mitigation for transportation impacts.

SEPA lends itself well to mitigation of impacts directly and substantially attributed to a development. Improvements can be located on-site or near to the development and also off-site but development related. Fair share or "Pro-Rata" financial contributions to transportation improvements can provide funding to make improvements a reality. SEPA provides the flexibility to assess both large and small development in sharing the cost for transportation improvements. Unlike transportation impact fees, SEPA pro-rata mitigation does not have a strict time limit when mitigation payments need to be spent. Generally the identified improvements will be built within two (2) to ten (10) years. Mitigation payments can be used on any aspect of a transportation project; such as design, right-of-way acquisition, construction, and inspection.

## **Project Priority:**

### **General**

In an ideal situation, there would be adequate funding available for all needs and those needs would be addressed in a specific priority order as identified in the Six-Year Transportation Program. This is not the most likely scenario. A community should have its capital needs in a priority order, yet remain flexible enough to secure external funding for needed projects, regardless of whether a particular project is the next one on the priority list.

### **Improvement Priority List**

The following prioritization of identified deficiency categories are recommended to assist the City of Cashmere in developing the Capital Facilities Plan for the transportation network.

1. Identified safety deficiencies, as documented by accident history.
2. Isolated capacity deficiency, such as at an intersection.
3. Structural deficiency, such as a deteriorated pavement or load restricted bridge.

4. Functional deficiency, where the current geometric configuration of the roadway does not comply with the adopted design standard

### **Funding:**

The ability to finance the transportation system is critical to the implementation of this Plan and the success of the future transportation system. Funding is needed to realize the capital improvements and maintenance activities outlined in this Plan. This chapter details the financial planning tools and funding mechanisms available to accomplish these improvements.

### **Transportation Improvement Program:**

The City adopts a six-year Transportation Improvement Program (TIP) annually, which lists planned transportation improvements on the arterial and collector systems, including intersections and non-motorized improvements. Transportation needs are identified by examining the latest information concerning safety and accident history, growth trends, the traffic model, traffic studies, and the Comprehensive Transportation Plan.

### **Capital Facilities Plan:**

The Capital Facilities Plan (CFP) is the Comprehensive Plan element that identifies the financial plan for implementing all capital improvements in Cashmere. Transportation improvements are included in the Capital Facilities Plan, which is amended annually. The CFP enables the City to fulfill the GMA requirements of having a multi-year Plan based on transportation needs. It also enables the City to make informed decisions about its investment in public dollars and make timely decisions about maintaining levels-of-service.



## Chapter 7: Capital Facilities Plan (CFP)

Capital facilities are the durable goods portion of governmental service. They have a long-term useable life and can cost considerable amounts of tax dollars to construct. The process of obtaining capital facilities can require years of design, public involvement, budgeting and construction. Once constructed, capital facilities tend to become permanent, requiring an ongoing operations/maintenance cost.

As a result of the high cost of capital facilities, it is important for the government to prioritize and plan capital facilities as far ahead as possible. Lack of funding often results in some worthwhile projects being delayed as more urgent problems are addressed. This chapter was prepared to comply with the Growth Management Act. The Act stipulates that the City must estimate what new or improved capital facilities will be needed for the next twenty years to support the probable growth in population.

Planning future capital facilities projects involves estimating the future needs for a variety of facilities and services. As part of the city's budgeting process, the capital facilities projections should be revised to recognize new needs or revised plans/costs. An annual review will assist in updating the highest priority projects.

This Capital Facilities Plan CFP is intended to serve as an objectively derived guide for the orderly growth and maintenance of the community. It will serve as the framework for coordinating capital improvement projects that implement the vision of the community. It is designed to be a valuable tool of the City Council, staff and private citizens, which enables the community to:

- ◆ Gain a better understanding of their existing public works systems and capacities.
- ◆ Identify potential problems associated with limited revenues and increased public demands for better services.
- ◆ Identify potential sources and programs that may be used to fund needed improvements.
- ◆ Create a continuing process of setting priorities for needed capital improvements, based on consistent background information.

It is understood that some capital needs may go beyond the resources available through the general City revenues. Furthermore, future issues may develop quickly in response to citizens' desires or a change in community standards or circumstances. The CFP is designed to be flexible to these situations by identifying different possibilities for funding beyond the norm, as well as attempting to identify which foreseeable needs will require some future action in order to be completed. The availability of optional funding sources such as bond issues, levies, tax and/or rate increases, loan or grant applications, etc., do exist. If the community is unable to contribute the full amount planned for in the CFP in any one year, the Plan is not abandoned but instead reviewed and amended to reflect changing circumstances.

Investments in Cashmere's neighborhoods and streets are an essential component of providing a comprehensive and functional transportation system. Below are the project recommendations identified that either need retrofit of an existing system or installation of a new system with cost estimates. Refer to the City's adopted 6-yr TIP for currently planned projects.

## Chapter 8: Relationships, References Design Specifications

### References Design Specifications:

Except where these standards provide otherwise, design detail, construction materials and workmanship shall be in accordance with the following publications:

- A. WSDOT Standard Plans Specifications for Road, Bridge and Municipal Construction, current edition, henceforth referenced as the "WSDOT Standards Specifications" along with the WSDOT Design Manual, current editions
- B. WSDOT Standard Plans for Road and Bridge Construction, current edition, henceforth referenced as the "WSDOT Standard Plans"
- C. WSDOT Local Agency Guidelines, current edition, including the City and County Design Standards for the Construction of Urban and Rural Arterials and Collectors
- D. AASHTO "A Policy on Geometric Design of Highways ", current edition, also known as the 'Green Book'
- E. AASHTO "Guidelines for Geometric Design of Very Low-Volume Local Roads (ADT<=400), Current edition
- F. AASHTO "Roadside Design Guide", Current Edition
- G. USDOT "Manual on International Traffic Control Devices", current edition as adopted, including amendments, by the Washington State Department of Transportation, henceforth referenced as the "MUTCD"
- H. ITE Trip Generation Manual, current edition

### Relationship to Other County/State Standards, Requirements or studies:

Other Chelan County plans, standards and requirements for which these standards are intended to be consistent with are:

- A. City of Cashmere Comprehensive Plan
- B. City of Cashmere Title 12, 13, 14, 15, 17, 17, 18
- C. Chelan County Comprehensive Plan
- D. Chelan County Code, as amended, specifically Title 8, 10, 11, 12, 13, 14 and the remainder of Title 15
- E. Other adopted community plans within Chelan County
- F. The City of Cashmere was a participating agency with the Chelan County, Port of Chelan County and Chelan-Douglas Transportation Council in the "Cashmere Area Transportation Study" which was completed in June 2015

### Violation and Penalties:

Failure to comply with these standards shall be cause for withholding or withdrawing approval of plans, forfeiture of financial security or non-acceptance of the work by the City or County.