



City of Cashmere

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CASHMERE CITY PLANNING COMMISSION
MONDAY, FEBRUARY 1, 2021
5:00 P.M., VIRTUAL

AGENDA

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

To Join the Meeting Go To: <https://zoom.us>
Meeting ID: 882 719 9871 Passcode: 788276
Audio Only: PH# 1-(253)-215-8782

CALL TO ORDER:

ATTENDANCE:

PUBLIC HEARING SHORELINE MASTER PLAN:

APPROVAL OF MINUTES:

Approval of minutes from November 4, December 7, 2020 and January 4, 2021 meetings.

CORRESPONDENCE:

ANNOUNCEMENTS & INFORMATION:

BUSINESS ITEMS:

1. Shoreline Master Plan
2. Joint PC and Council meeting
3. Accessory dwelling units
4. Short-term rentals
5. New members
6. Topics for next meeting

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 PLANNING COMMISSION MEETING
MONDAY JANUARY 4, 2021 5:00 PM VIA PHONE CONFERENCE

OPENING

Chairperson Esmond opened the meeting at 5:03 PM and Croci recorded the meeting minutes.

ATTENDANCE

	<u>Present</u>	<u>Not Present</u>
Board:	Kirk Esmond Charlie Cruickshank Maureen Lewison	Paul Nelson Matthew Walgren

Staff: Director of Operations, Steve Croci
Pertect Inc, Christina Wollman

APPROVAL OF MINUTES

Minutes from the December 7, 2020 meeting were presented, and all thought they were good. A quorum was not present for a vote to approve.

CORRESPONDENCE Nothing new to report.

ANNOUNCEMENT & INFORMATION Paul Kinser was introduced as a potential new member of the Planning Commission (PC). City Council will need to approve his appointment at the January 11, 2021 meeting.

AGENDA ITEMS

- 1) Shoreline Master Plan – Wollman briefed the members about needed updates to the Shoreline Master Plan (SMP), and the next steps in the process of the periodic review. Updates will incorporate new state rules and regulations, substantial changes were made to the wetlands section. On February 1st the CPC will hold a public hearing to receive comments. At that meeting the Commission will be there just to listen to comments from the public, but that they will not respond to those comments. In March, after discussing public comments received, the CPC will vote on the SMP, so Wollman added that it is necessary to have a quorum.
- 2) Accessory Dwelling Units - The CPC received two letters with comments regarding accessory dwelling units (ADU) one from the City’s building inspector and one from the Washington Department of Commerce (Commerce). Building Inspector, Frank Spaun, recommend that new ADUs not need a Full Administrative Review (FAR). The Commission decided to keep the FRA requirement, since the process will give neighbors the opportunity to provide comments. Croci said that this can potentially give the city additional information about the situation, that it might not otherwise have. Spaun also recommended that all new ADUs be required to pay the \$2257.00 System Development fee, even if they are not tapping into the city’s sewer main. Cruickshank said adding fees

will defeat the purpose of creating affordable housing. After lengthy discussion, the CPC decided to require that charge only if the new ADU requires a new connection to the sewer main.

Commerce encouraged the City to consider removing the owner-occupied requirement and removing additional on-site parking space noting these restrictions will limit incentive and additional flexibility needed to incrementally increase housing supply. The PC understood Commerce's rationale. However, the PC wants to maintain the proposed two parking spots per ADU requirement to keep cars off the streets for both snow removal and the character of the town. The PC also decided to maintain the requirement that the owner occupy the property for at least six months out of the year.

- 3) Short Term Rental – One letter from the Kinser's was received regarding the potential changes to the city code that would limit STR to the business district. The letter suggested that STRs be allowed in residential zones as long as certain requirements were met which include requiring the owner to live on the property, a maximum of two vehicles at any given time, required quiet hours and the potential for the permit to be revoked for excessive noise or disruption to the neighbors. Although no decision could be made, the three commission members present, considered that allowing STR in residential areas could be an option as long as restrictions similar to those proposed by the Kinser's were included. Wollman suggested seeking additional input on SRTs.
- 4) New members – The PC currently has one vacant position. PC members are encouraged to spread the word of the vacancy. Interested people should contact the Mayor.
- 5) Topics for next meeting – Shoreline Master Plan Public Hearing, addressing comments on short term rentals and accessory dwelling units, new member recruitment.

Meeting adjourned by 7:01 PM.

MINUTES OF THE CASHMERE PLANNING COMMISSION MEETING
MONDAY DECEMBER 7, 2020 5:00 PM VIA PHONE CONFERENCE

OPENING

Chairperson Esmond opened the meeting at 5:02 PM and Croci recorded the meeting minutes.

ATTENDANCE

	<u>Present</u>	<u>Not Present</u>
Board:	Kirk Esmond Charlie Cruickshank Rick Shorett	Maureen Lewison Matthew Walgren Paul Nelson

Staff: Director of Operations, Steve Croci
Perteet Inc, Christina Wollman
Mayor, Jim Fletcher
Administrative Support, Tammy Miller

PUBLIC HEARING – SHORT TERM RENTALS

A public hearing started at 5:03 PM. Croci summarized the staff report indicating a short term rental is a residential dwelling unit, or portions thereof, that are rented to overnight guests for fewer than 30 consecutive days. Current city code does not regulate short term rentals. This zoning code amendment provides a definition and permits the use of a short term rental in the downtown business, commercial/light industrial, and warehouse industrial zones. Short term rentals within these zones must obtain a business license, provide contact information for a property representative, and provide off street parking.

With no questions or comments from public the hearing was closed at 5:13 PM. Written comments will be received until December 14. The Planning Commission (PC) will discuss comments received at the January 4, 2021 meeting.

PUBLIC HEARING – ACCESSORY DWELLING UNIT

A public hearing started at 5:14 PM. Croci summarized the staff report indicating an Accessory Dwelling Unit (ADU) is a separate living space either within a house or located on the same property as an existing house. The proposed changes include revising the definition of Accessory Dwelling and moving the current ADU requirements within CMC 17.72 Conditional Uses to a new section in CMC 17.5 General Regulations. Some changes have been made to the current regulations, including:

- ADUs will require a full or limited administrative review instead of a conditional use permit.
- ADUs will only need separate utility connections when feasible. If not feasible, the utility can be combined but will be charged as a duplex.
- Owners must file a restrictive covenant to ensure that all future property owners understand that one of the units must be the owner’s primary residence.
- Parking requirement is clarified to be two off-street parking space.
- The design of the ADU shall be consistent with the design of the primary structure.
- An ADU may not be rented for a term of less than 30 days (short-term rental).

With no questions or comments from public the hearing was closed at 5:23 PM. Written comments will be received until December 14. The Planning Commission (PC) will discuss comments received at the January 4, 2021 meeting.

APPROVAL OF MINUTES

Minutes from the November 2, 2020 meeting were presented, and all present thought they were good. A quorum was not present for a vote to approve.

CORRESPONDENCE Nothing new to report.

ANNOUNCEMENT & INFORMATION Cruickshank initiated a discussion about seeking grants to help with extending utilities. Utility extensions would also provide some environmental benefits. Grant opportunities are expected to be more competitive due to funding reductions associated with addressing COVID. The City will continue to seek grants for improvements and extensions of utility services.

Rick Shorett is ending his involvement with the PC and was thanked for his years of service and contributions to the City!

AGENDA ITEMS

- 1) Shoreline Master Plan – Christina Wollman of Preteet Inc. discussed the status of the Shoreline Master Plan (SMP) update. The changes are only updates to the new rules and regulations required by the State. The wetland section has the most substantial changes. Draft material for review will be provided before the January meeting. At the January meeting a quorum is needed to adopt the draft SMP for public review.
- 2) New members – The PC currently has one vacant position and Rick Shorett’s term expires at the end of this year. He is not seeking reappointment. PC members are encouraged to spread the word of the vacancies. Interested people should contact the Mayor.
- 3) Topics for next meeting – Shoreline Master Plan update and adoption of draft for public review, addressing comments on short term rentals and accessory dwelling units, new member recruitment.

Meeting adjourned by 6:00 PM.

MINUTES OF THE CASHMERE PLANNING COMMISSION MEETING
MONDAY NOVEMBER 2, 2020 5:00 PM VIA PHONE CONFERENCE

OPENING

Chairperson Esmond opened the meeting at 5:05 PM and Croci recorded the meeting minutes.

ATTENDANCE

	<u>Present</u>	<u>Not Present</u>
Board:	Kirk Esmond Charlie Cruickshank Matthew Walgren Paul Nelson	Maureen Lewison Rick Shorett
Staff:	Director of Operations, Steve Croci Perteet Inc, Christina Wollman	

APPROVAL OF MINUTES

Minutes from the September 8, 2020 meeting were approved (4-0). Motioned by Esmond and seconded by Walgren. A quorum was not present for the October meeting and a brief recap of the topics (accessory dwelling units, short term rentals and chickens) were mentioned.

CORRESPONDENCE Nothing new to report.

ANNOUNCEMENT & INFORMATION Nothing new to report.

AGENDA ITEMS

- 1) Accessory Dwelling Units – Proposed code was presented to the PC. Most discussion revolved around whether the property owner should be on site for at least six months and if an annual ownership certificate was necessary. The only change was to eliminate the annual ownership certificate. PC unanimously passed motion (4-0) to take the next step in this process of amending the current code as proposed with the elimination of the annual ownership certificate.
- 2) Short term rentals - Proposed code was reviewed and with little discussion all unanimously passed motion (4-0) to take the next step in this process of adding new code as proposed.
- 3) Chickens – There was a short discussion on chickens mostly supporting keeping the current code. Cruickshank suggested limiting the number of chickens and allowing no roosters. Nelson made a motion to keep current codes regarding chickens and poultry, Cruickshank seconded motioned. Motion was unanimously passed (4-0) to keep current codes regarding chickens /poultry.
- 4) Shoreline Master Plan – Christina Wollman of Preteet Inc. gave a presentation describing the Shoreline Master Plan update, the PC’s role and the schedule. No major changes are

proposed for the Shoreline Master Plan, only updates to the new rules and regulations required by the State.

- 5) New members – The PC currently has one vacant position and Rick Shorett’s term expires at the end of this year. He is not seeking reappointment. PC members are encouraged to spread the word of the vacancies. Interested people should contact the Mayor.
- 6) Topics for next meeting –Short term rentals and accessory dwelling units, Shoreline Master Plan update, new member recruitment, and round-a-bout education.

Meeting adjourned at 6:33 PM.

December 9, 2020

To Whom it May Concern:

This letter is a public comment to the Cashmere planning commission hearing December 7 regarding Short Term Rentals.

We are a husband and wife who currently live outside of city limits but within the Urban Growth area in suburban residential zoning.

We wholeheartedly agree that Short Term Rentals (STRs) should be carefully monitored, and that the majority of STRs should be located in commercial locations. Protection of residential neighborhood integrity is of utmost importance, and freestanding STRs do not belong in Cashmere's residential neighborhoods.

We would, however, like to propose that STRs be permitted in residential areas if the following conditions are met:

- The STR is located in an Additional Dwelling Unit (ADU) where the owner resides permanently on the property.
- The ADU complies with all city codes and is properly permitted.
- Mandatory quiet hours are posted and enforced between the hours of 9pm and 6am.
- The STR is restricted to a maximum of two vehicles at any given time.
- The STR's permit may be revoked for excessive noise or disruption to the neighbors.

If the planning commission does not want to allow an unlimited number of STRs in ADUs, we propose limiting the amount to STRs that have been operating since December 2020. This would serve to grandfather in existing STRs located in ADUs.

Carefully managed STRs, located in ADUs where property owners are present, are minimally disruptive to neighbors and a viable option for extra income for Cashmere residents.

Thank you for your consideration,

Paul & Megan Kinser