



City of Cashmere

101 Woodring Street
Cashmere, WA 98815
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CASHMERE CITY COUNCIL MEETING
MONDAY, MARCH 22, 2021 6:00 P.M., CITY HALL

DUE TO THE COVID-19 PANDEMIC AND THE GOVERNOR'S PHASE II RESTRICTITONS OF 25% CAPACITY; THE PUBLIC CAN ATTEND, CALL-IN OR LOG-IN TO ZOOM TO PARTICIPATE IN THE CITY COUNCIL MEETING. PLEASE CALL-IN OR LOGIN 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

AGENDA

CALL TO ORDER

ROLL CALL

ANNOUNCEMENTS

APPROVAL OF AGENDA

CONSENT AGENDA

1. Minutes of March 8, 2021 Regular Council Meeting
2. Payroll and Claims Packet Dated March 22, 2021

BUSINESS ITEMS

1. RH2 Engineering Scope of Work for SCADA Implementation
2. Ordinance No. 1298 revising and adding provisions to Title 17 regulating Accessory Dwelling Units

PROGRESS REPORTS

1. ARPA funding discussion
2. Riverside Center

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 MARCH 8, 2021 AT CASHMERE CITY HALL – DIGITAL CONFERENCE

OPENING

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

Due to the Governor’s Phase II restrictions, council meetings can be held in person at 25% capacity, wearing masks and meeting the distancing requirements. Attendees will have the option to meet in person, by phone or digital conference.

ATTENDANCE

	<u>Present</u>	<u>Not Present</u>
Mayor:	Jim Fletcher	
Council:	Daniel Scott Chris Carlson - digital Dave Erickson Jayne Stephenson - digital Derrick Pratt	
Staff:	Kay Jones, Clerk-Treasurer Steve Croci, Director of Operations	Chuck Zimmerman, City Attorney
Public:	Bill Forhan, Cashmere Valley Record - digital	

ANNOUNCEMENTS

Mayor Fletcher discussed the open public meeting requirements. If the City Council is having in person meetings, the public is also allowed in person. If public chooses to attend in person and attendance exceeds the 25% capacity the meeting will be adjourned and reopened at a time and place to accommodate the public. Additional requirements are in the making regarding open public meetings.

Councilor Erickson reported that he attended the Chelan Countywide Trail System meeting. The plan includes trails and paths for walking and bicycling and will identify areas where connectivity and safety can be improved. Councilor Erickson added Cashmere trails and paths to the plan.

APPROVAL OF AGENDA

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

CONSENT AGENDA

Minutes of February 22, 2021 Regular Council Meeting
Payroll and Claims Packet Dated March 8, 2021

- Claims Direct Pay and Check #41046 through #41069 totaling \$102,333.50
- Payroll Direct Pay and Check #41041 through #41043 totaling \$98,084.92
- Manual Check #41004 and Check #41045 to replace lost Check #40866
- Manual Checks and Wires regarding Refunding Bonds 2021A and 2021B

MOVED by Councilor Erickson and seconded by Councilor Scott to approve the items on the Consent Agenda. Motion carried 5-0.

FOOD BANK – RIVER STREET STORAGE BUILDING RENTAL AGREEMENT

Councilor Carlson is still concerned with the number of cars going to the food bank and the impact they will have on the flow of traffic on River Street.

MOVED by Councilor Scott and seconded by Councilor Stephenson to approve the Food Bank rental agreement for the River Street Storage building and authorize the Mayor to sign after the approval and signature of the Food Bank. Motion carried 5-0.

PROGRESS REPORTS

The Mayor reported that Mark Miller from Town Toyota Center is coming out to tour Riverside Center. The Mayor wants to know how the City can make the Center more functional and financially feasible.

Director Croci reported that no bids were received for the pool repair project. The City will repost for bids and extend the project completion date.

Also, the Director reported that the City will be removing diseased trees on the levee, and the City and Chamber are discussing flowers for downtown.

ADJOURNMENT

Mayor Fletcher adjourned the meeting at 6:25 p.m.

James Fletcher, Mayor

Attest:

Kay Jones, City Clerk-Treasurer

Staff Summary

Date: 3/22/2021
To: City Council
From: Steve Croci, Director of Operations
RE: RH2 - Task Authorization No. 3 City SCADA Improvement

See attached Task Authorization No. 3 to the 2020 SCADA Services Agreement with RH2 for City SCADA Improvements. The project will provide design, bidding, construction and programming services associated with implementing the SCADA Master Plan. The fee estimate is \$131,108.

Staff Recommendation:

MOVE to approve Task authorization No. 3 for City SCADA Improvements and authorize the Mayor to sign documents.

Task Authorization No. 3
City of Cashmere
2020-2021 SCADA General Services
City SCADA Improvements

March 2021
RH2 Project No. CA 20.0096.03

In accordance with our SCADA Services Agreement for SCADA Services, dated July 30, 2020, this Task Authorization outlines the Scope of Work for City Supervisory Control and Data Acquisition (SCADA) Improvements. The work will be performed and invoiced in compliance with the terms and conditions listed in the governing Agreement and any issued Contract Amendments.

Scope of Work

Background: The City of Cashmere (City) previously requested that RH2 Engineering, Inc., (RH2) prepare a SCADA Master Plan for use in determining improvements to the City's existing system. In accordance with the SCADA Master Plan, the City wishes to move forward with the implementation of the improvements identified.

The proposed improvements will consist of nine (9) water improvements and nine (9) wastewater improvements. As part of the proposed improvements, a communication system will be designed for City-wide telemetry communication.

Task 1 – Design

Objective: Prepare electrical plans and specifications for the proposed improvements as identified in the SCADA Master Plan.

Approach:

- 1.1 Visit the existing domestic water and wastewater facility sites with City staff to review the existing telemetry panel installations and identify input/output (I/O) requirements for remote devices into the proposed programmable logic controllers (PLC). Identify the project constraints, including dimensions, power, and communications.
- 1.2 Prepare 90-percent electrical and control plans showing proposed panels, proposed conduits, proposed conductors, proposed telemetry connections, and notes for installation.
- 1.3 Prepare 90-percent specifications for the electrical upgrades. Specifications shall be provided in RH2's modified Construction Specifications Institute (CSI) standard format.
- 1.4 Prepare a 90-percent Engineer's Estimate of probable construction cost.
- 1.5 Conduct an in-house quality assurance/quality control (QA/QC) review of the 90-percent design plans and specifications.
- 1.6 Submit the 90-percent plans, specifications, and Engineer's Estimate to the City for review in electronic PDF format. Attend one (1) review meeting with the City. *RH2 will prepare an agenda and minutes.*
- 1.7 Revise the plans, specifications, and Engineer's Estimate of probable construction cost based on comments received from the City.
- 1.8 Conduct an in-house QA/QC review of the bid-ready design plans and specifications.

1.9 Submit the bid-ready plans, specifications, and Engineer's Estimate of probable construction cost to the City in electronic PDF format.

1.10 Maintain project files and perform ongoing client communications and monthly billing.

Assumptions:

- *The City will only provide review comments at the 90-percent design level.*
- *RH2 will rely on the accuracy and completeness of the information, data, and materials provided by the City or others in relation to this Scope of Work.*

City Deliverables:

- Attendance at the existing facility site visits and 90-percent review meeting.
- 90-percent review comments.

RH2 Deliverables:

- Attendance at existing facility site visits.
- 90-percent plans, specifications, and cost estimate in PDF format.
- Attendance and paper copies of the agenda at the 90-percent review meeting.
- Minutes from the 90-percent review meeting in PDF format.
- Bid-ready plans, specifications, and cost estimate in PDF format.

Task 2 – Services During Bidding

Objective: Provide engineering services assistance during the bidding phase of the project.

Approach:

- 2.1 Prepare bid documents. Produce two (2) sets of bid documents: one (1) set will be delivered to the City; and one (1) set will remain at RH2 for use during the bidding of the project. Provide a PDF version of the plans and specifications to the City for its use. Submit the bid package to an online plan center (e.g., Quest CDN).
- 2.2 Prepare a bid advertisement and coordinate the timing and placement of the bid advertisement with the City. *The City will submit the advertisement to the appropriate publications and pay any advertising fees.*
- 2.3 Respond to questions from bidders and revise the electrical plans and specifications during the bidding process if needed. *Responses will be provided directly to the City.*
- 2.4 Assist with the preparation of up to three (3) addenda to communicate revisions. Provide addenda in electronic Word format to the City.
- 2.5 Attend the bid opening with the City and assist with the evaluation of qualifications and references for the electrical subcontractor if needed. *RH2 will provide a bid tabulation.*
- 2.6 Maintain project files and perform ongoing client communications and monthly billing.

Assumptions:

- *The City will place the advertisement and pay all necessary fees.*

City Deliverables:

- Questions from bidders.

RH2 Deliverables:

- Two (2) sets of half-size (11-inch by 17-inch) bidding documents for use by the City and RH2 in the bid administration, and one (1) set of bid documents in electronic PDF for distribution to prospective bidders.
- Responses to bidder questions via phone and email.
- Revised plans and specifications in PDF format, if needed.
- Addenda items in Word format.
- Attendance at the bid opening and a bid tabulation in PDF format.

Task 3 – Services During Construction

Objective: Provide construction contract administration assistance during the construction phase of the project.

Approach:

- 3.1 Produce three (3) construction contract sets for original signatures. Produce six (6) sets of half-size and three (3) sets of full-size conformed for construction plans. Produce four (4) sets of conformed for construction specifications.
- 3.2 Prepare agenda for and conduct the pre-construction conference. Prepare pre-construction conference minutes in electronic PDF format.
- 3.3 Receive and review project submittals and maintain a submittal list.
- 3.4 Respond in writing to requests for information (RFIs). Correspond via email and written letters with the City and the contractor to document construction issues. *It is anticipated that one (1) hour per week will be required for this subtask.*
- 3.5 Review and prepare change orders, if necessary, and deliver to the City for processing.
- 3.6 Conduct periodic site visits to observe the progress of the contractor's work. Attend periodic progress meetings with City staff and the contractor at the project site. Prepare observation reports for RH2 on-site observations. *RH2 will not make exhaustive or continuous on-site visits but will visit the site during construction operations for approximately eight (8) hours per week for a total of eight (8) weeks. Following the visits, RH2 will inform the City of the progress of the work and may recommend rejection of observed work if it fails to conform to the construction contract documents.*
- 3.7 Review progress pay estimate submittals from the contractor. Prepare progress payments using standard RH2 format.

- 3.8 Assist with preparing the project punch list and attend the final project walkthrough observation with the City and the contractor.
- 3.9 Revise plans with as-built information received from the contractor and the City. Provide one (1) half size (11-inch by 17-inch) color set, one (1) full-size color set, and electronic copies in PDF format to the City. Compile final project documentation and deliver to the City. *Documents will include observation reports, digital photos, and other documents described in this Scope of Work.*
- 3.10 Maintain project files and perform ongoing client communications and monthly billing.

Assumptions:

- *The City will perform the day-to-day construction observation.*
- *RH2 is not responsible for site safety, for providing means and method, or for directing the contractor in their work.*
- *Documents will be delivered to the project team members in electronic PDF format via a secure communications website.*
- *Task 3 services will be performed up to the amount included in the attached Fee Estimate. Additional effort, if needed, will be mutually determined by the City and RH2.*

RH2 Deliverables:

- Conformed for construction documents:
 - Three (3) construction contract sets for signature.
 - Six (6) 11-inch by 17-inch plan sets.
 - Three (3) full-size plan sets.
 - Four (4) specification books.
- Agenda and minutes for pre-construction conference in electronic PDF format.
- Submittal review documentation in electronic PDF format.
- RFI reviews and correspondence in electronic PDF format.
- Change order documentation in electronic PDF format.
- Construction observation reports in electronic PDF format.
- Progress payment submittals in electronic PDF format.
- Punch list in electronic PDF format.
- Record drawings:
 - One (1) 11-inch by 17-inch color set.
 - One (1) full-size color set.
 - One (1) electronic PDF format.

Task 4 – Programming Services

Objective: Provide programming services for the proposed improvements. Services will include PLC programming, Operator Interface Screen (OIS) programming, SCADA programming, and training.

Approach:

- 4.1 Provide field control software development services for OIS and PLC equipment.
- 4.2 Provide support during factory testing, field testing, startup, and commissioning. *The Fee Estimate assumes one (1) visit to the integrator shop for the panel testing.*
- 4.3 Prepare documentation material of the PLC system for current and future operation and maintenance (O&M) of the system.
- 4.4 Provide up to sixteen (16) hours of training for City staff during four (4) site visits.
- 4.5 Maintain project files and perform ongoing client communications and monthly billing.

Assumptions:

- *The City will perform the day-to-day inspection and support.*
- *Documents will be delivered to the project team members in electronic PDF format via a secure communications website.*
- *Task 4 services will be performed up to the amount included in the attached Fee Estimate. Additional effort, if needed, will be mutually determined by the City and RH2.*

RH2 Deliverables:

- Attendance at one (1) factory testing visit.
- Attendance at the testing, startup, and commissioning for each site.
- PLC and OIS O&M manual in electronic PDF format.
- Digital copies of PLC, OIS, and SCADA programs.
- Up to sixteen (16) hours of PLC and OIS training for City staff.

Project Schedule

RH2 will schedule the site visits after a signed contract is received. Following the site visits, RH2 anticipates having 90-percent plans and specifications delivered to the City within twelve (12) weeks. Anticipated project completion is spring 2022.

City of Cashmere
2020-2021 SCADA General Services
City SCADA Improvements

Task Authorization No 3
Scope of Work

Fee for Services

The fee for services shall be on a time and expense basis and shall not exceed \$131,108.00 as shown on attached **Exhibit A, Fee Estimate** without prior written authorization of the City of Cashmere.

RH2 Engineering, Inc.

City of Cashmere



Signature

Signature

Paul R. Cross - Executive Vice President

Print Name/Title

Print Name/Title

3/18/2021

Date

Date

EXHIBIT A

Fee Estimate

Task Authorization No. 3

City of Cashmere

2020-2021 SCADA General Services

City SCADA Improvements

Mar-21

Description		Total Hours	Total Labor	Total Expense	Total Cost
Classification					
Task 1	Design	215	\$ 32,903	\$ 4,567	\$ 37,470
Task 2	Services During Bidding	23	\$ 3,725	\$ 406	\$ 4,131
Task 3	Services During Construction	182	\$ 27,597	\$ 4,377	\$ 31,974
Task 4	Programming Services	331	\$ 50,498	\$ 7,035	\$ 57,533
PROJECT TOTAL		751	\$ 114,723	\$ 16,385	\$ 131,108

ACCESSORY DWELLING UNITS

Proposed revisions to Cashmere Municipal Code Title 17



PERTEET
Better communities, by design



Presentation to Cashmere
City Council
March 22, 2021



Background & Purpose

- The topic of ADUs came up during a public meeting in January 2019.
- During the February 2020 Planning Commission-City Council Workshop, City Council directed the Planning Commission to review the regulations.





Background & Purpose

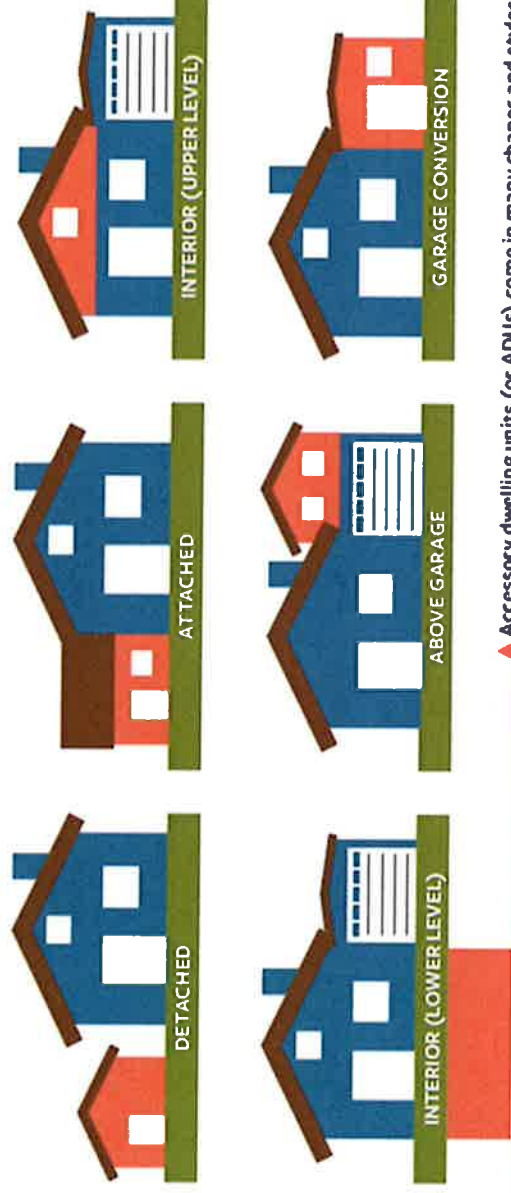
- The Planning Commission met throughout 2020 and discussed ADU regulations.
- The Planning Commission held a public hearing on December 7, 2020 and voted to recommend approval of the proposed changes.



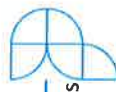


What is an ADU?

- An ADU is a small house or separate living area on the same property as a primary house.



▲ Accessory dwelling units (or ADUs) come in many shapes and styles.





What is an ADU?

- Granny flat
- Casita
- Guest house
- In-law suite
- Carriage house
- Basement apartment
- Backyard cottage





ADU Benefits

- ADUs:
 - Allow people who need assistance to reside near family.
 - Allow empty nesters to rent out their larger home or let their children move in (multi-generational household).
 - Provide affordable housing and generate rental income.
 - Allow seniors to age in place or supplement fixed income.
 - Space and energy efficient.
 - Provide diverse housing options that have minimal visual impact in established neighborhoods.





ADU Benefits

- ADUs:
 - Provide additional housing in established neighborhoods that have existing utilities and infrastructure.
 - Will create additional sewer connections.

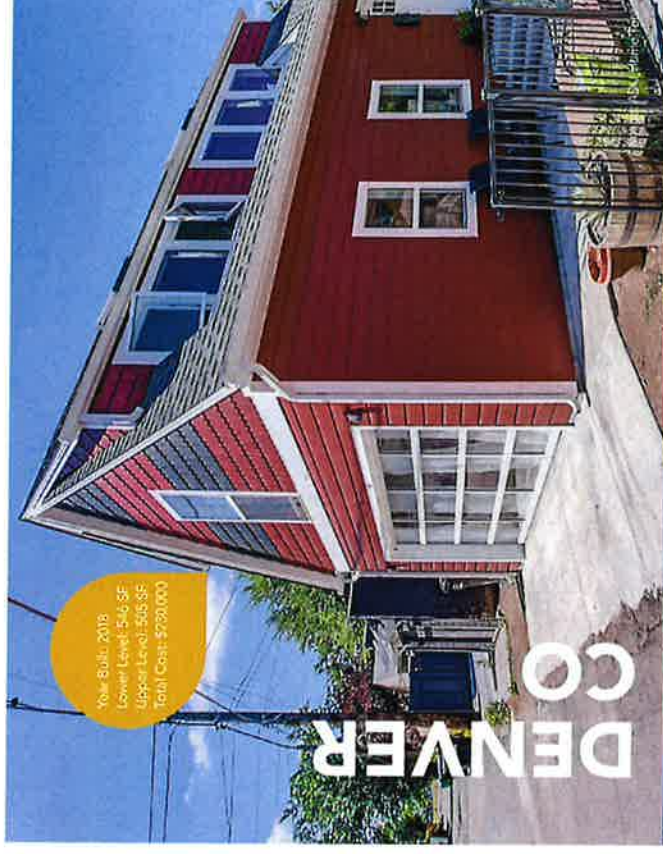


<https://www.mantecabulletin.com/news/local-news/planners-recommend-granny-flats-ripon/>



ADU Cost

- ADUs are a significant home improvement expense:
 - Attached ADU - \$40,000 - \$50,000
 - Detached ADU - \$100,000 - \$150,000



Year Built: 2018
Lower Level: 546 SF
Upper Level: 505 SF
Total Cost: \$730,000





Current Cashmere Regulations

- “Accessory dwelling” means a separate living unit (apartment) integrated within a single-family dwelling, or one located as a detached accessory dwelling located on the same lot as a single-family dwelling.
- Permitted through the conditional use process in the following zones:
 - Suburban Residential
 - Airport Residential
 - Multi-family Residential





Current Cashmere Regulations

- Requires:
 - Only one ADU per single-family structure
 - Owner occupancy, annual certification
 - One parking space
 - Floor area can be no more than 50% of primary structure, up to 900 square feet, and no more than two bedrooms
 - Separate utility connections
 - Code compliance (IRC, IFC, setbacks, zoning)





Proposed Changes

- Definition:
 - “Accessory dwelling unit” means a separate dwelling unit ~~living unit~~ ~~(apartment)~~ integrated within or attached to a single-family dwelling, or one located as a detached accessory structure ~~dwelling~~ located on the same lot as a single-family dwelling.





Proposed Changes

District Use Chart:

	SF	SR	AR	MF	P	DB	C/LI	WI
Residential Uses								
Accessory Dwelling <u>Unit</u>	<u>PRM</u>	<u>PRM-CUP</u>	<u>PRM-CUP</u>	<u>PRM-CUP</u>				

- Permitted outright in SR, AR, MF (limited administrative review)
 - SR, AR, and MR already allow duplexes
 - SR and MF already allow multi-family development
- Requires full administrative review in SF





Proposed Changes

- Regulations summary:
 - C. Continue to require owner occupancy of one of the units. Instead of requiring annual certification, require notice to title.
 - D. Require two off-street parking spaces instead of one.





Proposed Changes

- Regulations summary:
 - H. Allow shared utility connections charged as a duplex
 - K. Design should be consistent with the principal dwelling design (color, window style, similar roof)
 - L. Cannot rent for less than 30 days.





Consistency with Comprehensive Plan

- Offer a variety of housing densities throughout the community and implement development criteria to ensure compatibility within and among different neighborhoods. (Residential Policy 3.1)
- Allow for a variety of housing to meet all economic segments of the community. (Residential Goal 5)
- Maintain high standards for residential development, construction and maintenance. Such standards should include a diverse choice of housing types, quantities and designs including those for senior citizens, physically challenged and multiple income levels. (Residential Goal Policy 5.2)





Consistency with Comprehensive Plan

- Use land use planning and zoning tools to ensure that a variety of housing types and residential densities can be accommodated within the Urban Growth Area. (Housing Goal Policy 1.1)
- Recognize and accommodate special needs populations within the community, including those requiring residential care facilities, skilled nursing care facilities and/or other long-term or temporary living quarters. (Housing Goal Policy 1.3)
- Protect the integrity of established residential neighborhoods. (Housing Goal 2)





Status of Regional ADU Regulations

- Recent bills proposed to legislature are focused on lifting barriers to ADU construction, including provisions such as:
 - Eliminating off street parking requirements
 - Limiting requirements for new utility connections and ensuring fees are proportionate to burden an accessory unit places on the system
 - Limiting permitting requirements.
 - Eliminate owner occupancy requirement





Status of Regional ADU Regulations

- Cities are also voluntarily lifting barriers, and are including provisions in code that allow:
 - Two ADUs per parcel (second unit generally needs to meet certain criteria)
 - Larger sized ADUs
 - ADUs on parcels with duplexes
 - Two street facing entrances
 - Pre-approved architectural plans
 - Owner does not need to reside on property





Public Review Process

- SEPA DNS issued on 12/9/2020
- 60 day notice of intent to adopt submitted on 12/2/2020
- One comment received from Department of Commerce:
 - Supports change to increase housing options.
 - Consider removing owner occupancy requirement and additional parking space requirement, which limit flexibility.





City of Cashmere

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Cashmere, WA 98815

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Website www.cityofcashmere.org

STAFF REPORT MEMORANDUM

DATE: March 22, 2021
TO: City Council
FROM: Steve Croci – Director of Operations
RE: Zoning Code Revisions – Accessory Dwelling Unit

A. Requested Action

Adoption of amendments to Cashmere Municipal Code (CMC) to Title 17 Accessory Dwelling Units (definition, use chart, and parking requirements).

The City Council is being asked to review, consider, approve, approve in part or deny adoption of the proposed Zoning Code and Definition amendments relating to Accessory Dwelling Units.

General Information

In January 2019, the topic of Accessory Dwelling Units (ADUs) came up during a public meeting. It was then discussed during the February 2020 Joint Planning Commission and City Council meeting as a work item for 2020. City Council agreed the regulations should be reviewed.

An Accessory Dwelling Unit is a separate living space either within a house or located on the same property as an existing house. An ADU can be in many forms, such as a basement apartment, converted garage, or detached structure. They provide several benefits to both homeowners and the city. ADUs:

- Allow homeowners to provide housing for their aging parents, adult children, or other family.
- Provide affordable housing options, either as a rental or a place for family to live.
- Provide housing for caretakers or family in need of care.
- Allow older residents to remain in their community and age in place.
- Provide homeowners rental income.
- Are constructed in urbanized areas that already have utility services and are closer to public transportation.
- Will increase the number of sewer connections.

Cashmere Municipal Code (CMC) 17.72.110 currently requires homeowners to obtain a conditional use permit (CUP) to allow an ADU within the suburban residential, airport residential, and multi-family residential zones. ADUs are not permitted in single-family residential. The CUP process requires public notice and a public hearing before the Hearing Examiner.

The proposed code addresses inconsistencies in the zoning requirements. Code currently permits duplexes in all of these zones and multi-family development in the suburban residential and multi-family zones. These uses are permitted outright and the applicant must only demonstrate code compliance to receive a permit. However, in these zones an ADU requires a CUP.

City staff has found that homeowners find the CUP requirement to be cumbersome, and that it encourages illegal garage and basement conversions by homeowners attempting to circumvent the permitting process. Illegally converted spaces often do not comply with life safety requirements. The regulations also encourage conversion of space to “bonus rooms” instead of ADUs. A bonus room does not have a permanent kitchen and is considered additional living area and not a separate dwelling unit. The additional living space requires no additional parking space when potentially more people and their cars could be residing at that location. However, adding a toaster oven, microwave, or hotplate can make the space fully functional as a separate living area, which also circumvents the ADU permitting process.

Proposed Changes

The topic was discussed during several Planning Commission meetings in spring and summer 2020. A public hearing was held in December 2020.

The current proposal requires that within the single-family residential zone, ADUs would require a full administrative review by city staff (CMC 14.09.040) to ensure the project is compatible with the existing neighborhood and complies with city code and life safety requirements. A full administrative review has a public comment period. Within the suburban residential, airport residential, and multi-family residential zones, ADUs would require a limited administrative review (CMC 14.09.030) to ensure the ADU complies with city code and life safety requirements.

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 17.58 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).

The differences between the current code and the new code section are shown below.

17.08.010 Definitions

"Accessory dwelling unit" means a separate dwelling unit living unit (apartment) integrated within or attached to a single-family dwelling, or one located as a detached accessory structure dwelling located on the same lot as a single-family dwelling.

17.58.160 17.72.110 Accessory Dwelling Units

Accessory dwelling units, as defined in Chapter 17.08 CMC, shall be subject to a limited administrative review to determine that the following minimum criteria are met, except accessory dwelling units within the single-family residential zoning district shall be subject to a full administrative review: The minimum conditions for accessory dwelling units shall be as follows:

- A. Only one accessory dwelling unit shall be allowed per building lot or home site in conjunction with a single-family structure, even if such structure is built on more than one platted lot.
- B. An accessory dwelling unit may be attached to, created within, or detached from a new or existing primary single-family dwelling unit.
- C. The property owner (which shall include title holders and contract purchasers) shall occupy either the primary unit or the accessory unit as their permanent residence for at least six months of the year. ~~An annual ownership certification shall be required to ensure this condition is maintained.~~

Prior to issuance of a permit the property owner shall record a restrictive covenant with the Chelan County auditor's office and provide a copy of the recorded covenant. Said covenant shall identify the address and legal description of the property and state the following: the property owner resides in either the principal dwelling or the accessory dwelling unit for more than six months each year, that the owner will notify any prospective purchaser of the property of the limitations and requirements of this chapter, and that the permit will be revoked if the accessory dwelling unit at any time fails to meet the requirements of this chapter. The document shall run with the land and

bind all current and future property owners, and the owner's assigns, beneficiaries and heirs.

- D. The accessory dwelling unit will require ~~one~~ two off-street parking spaces, which is in addition to any off-street spaces required for the primary single-family dwelling unit.
- E. The floor area for the accessory dwelling unit shall in no case exceed 900 square feet, nor be less than 300 square feet, and the accessory dwelling unit shall contain no more than two bedrooms. Additionally, the square footage of the accessory dwelling unit shall be no more than 50 percent of the area of the primary single-family dwelling.
- F. An accessory dwelling unit, together with the primary single-family dwelling unit and other accessory buildings or structures with which it is associated, shall conform to all other provisions of this code, and no variance of yard setback or building lot coverage requirements will be granted.
- G. The accessory dwelling unit shall meet the minimum requirements of the International Building Code, International Fire Code, health district and all other local, state and federal agencies.
- H. The accessory dwelling unit shall have separate utility connections when feasible. If separate utility connections are not feasible the utilities will be charged as a duplex. In either case,; ~~however,~~ the property owner, as shown on the Chelan County assessor records, shall be responsible for ensuring the utility bills associated with both the primary and accessory are paid in a timely fashion.
- I. Future subdivision shall require compliance with all applicable provisions of the CMC including, without limitation, minimum lot size and yard area requirements.
- J. Conversions of accessory storage structures, including without limitation garages and carports, to accessory dwelling units shall only occur when that existing structure meets the required yard setbacks for a residence, including without limitation the rear and side yard requirements.
- K. The design of the accessory dwelling unit shall be consistent with the design of the principal dwelling unit and shall maintain the style, appearance and character of the main building, and shall use matching materials, colors, window style, and comparable roof appearance.
- L. An accessory dwelling unit may not be rented for a term of less than 30 days.

17.18.020 District Use Chart.

	SF	SR	AR	MF	P	DB	C/LI	WI
Residential Uses								
<u>Accessory Dwelling Unit</u>	PRM	PRM CUP	PRM CUP	PRM CUP				

B. SEPA Environmental Review and Public Notifications

An Environmental Checklist. Pursuant to WAC 197-11 and RCW 43.21C of the State Environmental Policy Act (SEPA), environmental review and a threshold determination was completed, and a Determination of Non-Significance (DNS) was issued on December 9, 2020. The SEPA Checklist and DNS are included within the file of record and adopted by reference. No comments or appeals were received for the DNS.

Planning Commission hearing notification published on: November 25, 2020

Planning Commission hearing on: December 7, 2020

60-day State agency review ended: February 1, 2021

C. Code Review Criteria

The Cashmere Comprehensive Plan identifies a need for additional housing to serve long-term needs, including the following goals and policies:

- Offer a variety of housing densities throughout the community and implement development criteria to ensure compatibility within and among different neighborhoods. (Residential Policy 3.1)

Staff analysis: The proposal allows ADUs in all residential zoning districts and requires compliance with zoning code regulations to ensure compatibility.

- Allow for a variety of housing to meet all economic segments of the community. (Residential Goal 5)

Staff analysis: ADUs provide affordable housing opportunities for all economic segments of the community.

- Maintain high standards for residential development, construction and maintenance. Such standards should include a diverse choice of housing types, quantities and designs including those for senior citizens, physically challenged and multiple income levels. (Residential Goal Policy 5.2)

Staff analysis: The proposal requires compliance with city code and life safety standards. Compliance with these regulations will ensure high quality construction, and provide additional opportunities for affordable housing and for senior citizens to live near family.

- Use land use planning and zoning tools to ensure that a variety of housing types and residential densities can be accommodated within the Urban Growth Area. (Housing Goal Policy 1.1)

Staff analysis: The proposal increases the opportunity to permit ADUs throughout the residential zones, increasing the variety of housing types.

- Recognize and accommodate special needs populations within the community, including those requiring residential care facilities, skilled nursing care facilities and/or other long-term or temporary living quarters. (Housing Goal Policy 1.3)

Staff analysis: ADUs provide opportunities for the elderly, physically challenged, and other special needs populations to live independently but near family instead of or before being moved into a special care facility.

- Recognize that affordable housing must also be safe and require all new construction and manufactured homes to comply with the most current building, construction and placement codes and standards. (Housing Goal Policy 1.6)

Staff analysis: The proposal requires that ADUs comply with the most current codes and standards.

- Protect the integrity of established residential neighborhoods. (Housing Goal 2)

Staff analysis: The proposal requires that ADUs within single family residential zones go through a public review process to ensure compatibility within the established neighborhood.

D. Findings of Fact:

1. Reviewing agencies and the general public were given an opportunity to comment on the proposed amendments.
2. The amendments are consistent with City of Cashmere's Title 14 Development Code Administration.
3. Pursuant to WAC 197-11 and RCW 43.21C of the State Environmental Policy Act (SEPA), an environmental review and a threshold determination was completed, and a Determination of Non-Significance (DNS) was issued on December 9, 2020.
4. The City of Cashmere has adopted the City of Cashmere's Chelan County Comprehensive Plan pursuant to the Growth Management Act (GMA), RCW Chapter 36.70A.
5. The City of Cashmere's Planning Commission is responsible for long range planning matters and providing implementation recommendations to assure compliance with the Growth Management Act for the City of Cashmere and its Urban Growth Area. These measures include updates and amendments to the comprehensive plan; development regulations, environmental regulations, and any other rules, actions or regulations deemed necessary to implement the Growth Management Act.
6. RCW Chapters 36.70 and 36.70A authorize the adoption of development regulations.
7. A public hearing date was published in the Cashmere Record on November 25 and December 2, 2020 for amendments.
8. On December 2, 2020 the City of Cashmere provided formal notice to the Washington State Department of Commerce of the intent to adopt amendments to the Cashmere Municipal Code and initiation of the 60 day review and comment periods.

9. On December 7, 2020, the City of Cashmere Planning Commission conducted an advertised public hearing and voted to recommend approval of the proposed revisions.

E. Conclusions of Law:

1. The procedural and substantive requirements of the State Environmental Policy Act have been complied with.
2. The procedural requirements of RCW 36.70A have been complied with.
3. The proposed amendments are consistent with the City of Cashmere Planning Policies and the City of Cashmere Comprehensive Plan.
4. The proposed amendments are consistent with the requirements of Revised Code of Washington, and the Washington Administrative Code.
5. The proposed amendments have been reviewed and processed in accordance with the requirements of Title 14 Development Permit Procedures and Administration of the Cashmere Municipal Code.

F. Draft Motion

Based upon the findings of fact and conclusions of law contained within this staff report, I recommend the current zoning code be amended to allow ADUs in all residential zones as proposed.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF CASHMERE, WASHINGTON; REVISING AND ADDING PROVISIONS TO TITLE 17 OF THE CASHMERE MUNICIPAL CODE, REGULATING ACCESSORY DWELLING UNITS; CONTAINING A SEVERABILITY PROVISION; AND SETTING AN EFFECTIVE DATE.

WHEREAS, the City Council and City Planning Commission have studied the issue of accessory dwelling units for several weeks; and

WHEREAS, the Planning Commission has held a public hearing to consider the amendments to Title 17 of the Cashmere Municipal Code as set forth in this Ordinance and recommends approval of this Ordinance to the City Council; and

WHEREAS, the City Council has considered the recommendation of the Planning Commission and concurs with the recommendation of the Planning Commission and finds that adoption of this Ordinance is in the best interest of public health, safety, and welfare of the citizens of the City of Cashmere; now therefore,

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

Section 1. The definition of "Accessory Dwelling" as set forth in Section 17.08.010 of the Cashmere Municipal Code is hereby repealed.

Section 2. An amended definition of "Accessory Dwelling Unit" is hereby added to Section 17.08.010 of the Cashmere Municipal Code to read as follows:

"Accessory Dwelling Unit" means a separate dwelling unit integrated within or attached to a single-family dwelling, or one located as a detached accessory structure located on the same lot as a single-family dwelling.

Section 3. Section 17.18.020 of the Cashmere Municipal Code, the District Use Chart is hereby amended so the existing reference to "Accessory Dwelling" is changed to "Accessory Dwelling Unit" and the District Use Chart designations are amended to read as follows:

17.18.020 District Use Chart.

	SF	SR	AR	MF	P	DB	C/LI	WI
Residential Uses								
Accessory Dwelling Unit	PRM	PRM	PRM	PRM				

Section 4. A new Section 17.58.160 is hereby added to the Cashmere Municipal Code titled "Accessory Dwelling Units" to read as follows:

17.58.160 Accessory Dwelling Units

Accessory dwelling units, as defined in Chapter 17.08, shall be subject to a limited administrative review to determine that the following minimum criteria are met, except accessory dwelling units within the single-family residential zoning district shall be subject to a full administrative review:

A. Only one accessory dwelling unit shall be allowed per building lot or home site in conjunction with a single-family structure, even if such structure is built on more than one platted lot.

B. An accessory dwelling unit may be attached to, created within, or detached from a new or existing primary single-family dwelling unit.

C. The property owner (which shall include the title holder or contract purchaser) shall occupy either the primary dwelling unit or the accessory dwelling unit as their permanent residence for at least six months of the year.

Prior to issuance of a permit the property owner shall record a restrictive covenant with the Chelan County Auditor's office and provide a copy of the recorded covenant to the City. The recorded covenant shall identify the address and legal description of the property and state the following: the property owner resides in either the principal dwelling unit or the accessory dwelling unit for more than six months each year, that the owner will notify any prospective purchaser of the property of the limitations and requirements of this chapter, and that the City permit will be revoked if the accessory dwelling unit at any time fails to meet the requirements of this Section. The recorded document shall run with the land and bind all current and future property owner, and their successors.

D. The accessory dwelling unit will require two off-street parking spaces, in addition to any off-street spaces required for the primary residential structure located on the property.

E. The floor area for the accessory dwelling unit shall in no case exceed 900 square feet, nor be less than 300 square feet, and the accessory dwelling unit shall contain no more than two bedrooms. Additionally, the square footage of the accessory dwelling unit shall be no more than 50 percent of the area of the primary single-family dwelling.

F. An accessory dwelling unit, together with the primary single-family dwelling unit and other accessory buildings or structures located on the same lot, shall conform to all other

provisions of this code, and no variance of yard setback or building lot coverage requirements will be granted.

G. The accessory dwelling unit shall meet the minimum requirements of the International Building Code, International Fire Code, local health district and all other local, state and federal agencies.

H. The accessory dwelling unit shall have separate utility connections when feasible. If separate utility connections are not feasible the utilities will be charged as a duplex. In either case, the property owner, as shown on the Chelan County Assessor records, shall be responsible for ensuring the utility bills associated with both the primary dwelling unit and accessory dwelling unit are paid in a timely fashion.

I. Future subdivision shall require compliance with all applicable provisions of the City Code including, without limitation, minimum lot size and yard area requirements.

J. Conversions of accessory storage structures, including without limitation garages and carports, to accessory dwelling units shall only occur when that existing structure meets the required yard setbacks for a residence, including without limitation the rear and side yard requirements.

K. The design of the accessory dwelling unit shall be consistent with the design of the principal residential structure and shall maintain the style, appearance and character of the principal residential structure, and shall use matching materials, colors, window style, and comparable roof appearance.

L. An accessory dwelling unit may not be rented for a term of less than 30 days.

Section 5. Section 17.72.110 of the Cashmere Municipal Code setting forth minimum conditions for obtaining a Conditional Use Permit for an Accessory Dwelling Unit is hereby repealed.

Section 6. 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 7. 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:

CITY CLERK, KAY JONES

APPROVED AS TO FORM:
OFFICE OF THE CITY ATTORNEY:

By: _____
CHARLES D. ZIMMERMAN

FILED WITH THE CITY CLERK: _____
PASSED BY THE CITY COUNCIL: _____
PUBLISHED: _____
EFFECTIVE DATE: _____
ORDINANCE NO. _____