



City of Cashmere

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CASHMERE CITY PLANNING COMMISSION
TUESDAY, SEPTEMBER 7, 2021
5:00 P.M.

AGENDA

THE PUBLIC CAN ATTEND IN PERSON, CALL-IN OR LOG-IN TO ZOOM TO PARTICIPATE IN THE PLANNING COMMISSION 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

CALL TO ORDER:

ATTENDANCE:

APPROVAL OF MINUTES:

Approval of May 3 and June 7, 2021 meetings minutes.

CORRESPONDENCE:

ANNOUNCEMENTS & INFORMATION:

Developments off Olive and Kennedy Roads

BUSINESS ITEMS:

1. Parks Plan Goal review
2. 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 MAY 3, 2021 5:00 PM

OPENING

The meeting began at 5:02 PM and Croci recorded the meeting minutes.

ATTENDANCE

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

APPROVAL OF MINUTES

Approval of the minutes from the February 1, and March 1, 2021 meetings were approved 6-0. Esmond noted change "SRT" to "STR" for the March minutes.

CORRESPONDENCE Nothing new to report.

ANNOUNCEMENT & INFORMATION

T8 investments, the property owner, on the south side of Rank Road submitted a Comprehensive Plan Amendment to Chelan County requesting the property be annexed into the City's Urban Growth Area. The City is working with the developer and Chelan County. No action is necessary by the PC at this time. The PC expressed interest and concern regarding potential development in this area and questioned what their role should be.

A three story 48-unit apartment off Pioneer Ave will break ground soon.

Crunch Pak is constructing a new building that will have break, locker, and meeting rooms.

Working with Chelan County on designs for Sunset Highway road improvements.

One position on the PC is vacant, let others know of the opportunity.

Sullivan St. will get new water and sewer lines and be resurfaced this summer.

The orchard property on the far east end of Cashmere has been subdivided into four lots and sold. An animal shelter, mini-storage, and a RV Park are proposed. Chelan PUD purchased the other parcel.

Concern was expressed about the new electronic sign at the Baptist Church near the round-a-bout and if it was permitted and met code. Croci will investigate it.

AGENDA ITEMS

- 1) Short Term Rental (STR) –
An ordinance defining short term rental, and updates to the use chart and parking requirements for STR was motioned by Walgren, seconded by Lewison and approved 6-0. Prior to approval much discussion revolved around “boarding house” and how that may provide a potential loophole in the STR ordinance. Suggestions were made to eliminate the definition or add owner occupancy as a requirement. However, no changes are proposed for boarding houses at this time.
- 2) Accessory Dwelling Unit (ADU) – PC considered comments from City Council and the Mayor regarding ADU. The PC feels the ordinance presented to City Council is in the best interest of Cashmere as currently drafted, with exception of item H regarding utility connections. Walgren motioned and Nelson seconded the motioned to only make changes to item H indicating utility connections are subject to Chapter 13 of the CMC. Motion was approved 5-0 (Kinser was not present).
- 3) Parks Plan – The latest version of the parks plan will be shared with the PC before the next meeting. Park development could be considered in the former lagoons and the mulching center.
- 4) Topics for next meeting –Parks Plan, Sign Ordinance, School Traffic, Development off Rank Road

Meeting adjourned by 6:35 PM.

MINUTES OF THE CASHMERE PLANNING COMMISSION MEETING
MONDAY JUNE 7, 2021 5:00 PM

OPENING

The meeting began at 5:12 PM and Croci recorded the meeting minutes.

ATTENDANCE

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

APPROVAL OF MINUTES No minutes were approved.

CORRESPONDENCE Nothing new to report.

ANNOUNCEMENT & INFORMATION

Pursuit of Happiness, the development off Olive Street, submitted preliminary plans. Twenty-seven single family residential lots are proposed. Twenty accessed from Olive Street and seven accessed from Kennedy Road.

Crunch Pak is constructing a new building that will have break, locker, and meeting rooms.

One position on the PC is vacant, let others know of the opportunity.

The Mayor discussed the new electronic sign at the Baptist Church near the round-a-bout. He indicated the current sign code permitted it however there were also portions of the sign code that suggest that it would not be allowed. It was a reminder to make sure codes do not have conflicting information.

The Mayor said the ADU ordinance did not pass and City Council is seeking more public input.

The Short-term Rental Ordinance recommended by the PC was passed by City Council.

Wollman indicated the Shoreline Master Plan is on schedule for City Council approval and Department of Ecology acceptance by the end of June.

AGENDA ITEMS

1) Parks Plan –

Croci requested PC review the Parks Plan. Croci will update general information. PC is asked to focus review on Program Goals and Policies. A public participation plan is needed and should include public meetings and online surveys. Perteet can help with the online surveys. Croci suggested to consider identifying pathways through town to connect to schools and parks, some open space or park near Kennedy Reservoir particularly if housing continues to develop in that portion of town.

Meeting adjourned by 5:35 PM.

DRAFT City of Cashmere's Parks Plan

Chapter 4 Goals

4.0 Guiding Framework

The City of Cashmere's vision, mission, values and goals for parks and recreation form the foundation for the Comprehensive Plan and create a guiding framework for planning and decision-making.

4.0.1 Vision

Cashmere's parks, public places, natural areas, and recreational opportunities give life and beauty to our community. These essential assets connect people to place, self, and others. Cashmere's residents treasure and care for this legacy, building on the past to provide for future generations.

4.0.2 Mission

The mission of the City of Cashmere is to contribute positively to the vitality of the City by providing parks and recreational services. The mission reflects two overarching principles. First, the community is the owner of the City's programs and facilities, providing program development and management and volunteer support. The mission also includes a commitment to managing and expanding the community's resources, including conservation of natural resources and support for the City's economic vitality. The result is a consistent effort to create a great community—one that is vibrant, healthy, and strong.

The City fulfills this mission by carrying out four key functions:

- ✓ Establishing and safeguarding the parks and natural areas,
- ✓ Ensuring that community areas are accessible to all,
- ✓ Developing and maintaining excellent facilities and places for education, relaxation, gathering and solitude,
- ✓ Providing recreational facilities that contribute to the health and well being of resident and visitors of all ages and abilities.

4.1 Goals and Policies

The following section presents the goals and policy statements that have been developed as a result of the park planning process. These statements have evolved from analysis of the input of Cashmere resident's responses to the parks survey review and input from the Parks and Recreation Board; analysis of national and local recreation trends and interests; and from evaluation of existing conditions, opportunities and needs.

Goals and Policies present overall goals for the community for the Parks and Recreation Comprehensive Plan and identifies policies to meet the demands for recreational facilities and open space, organizational development and recreational programming in Cashmere.

The City will strive to achieve each goal by implementing a set of objectives with corresponding strategic actions. Each objective includes priority actions. Progress on implementation of the Comprehensive Plan will be measured through a set of outcome-based performance measures. The goals are divided into three functional areas: Parks and Recreation Facilities, Recreation Programs and Organizational Development.

4.1.1 Parks and Recreation Facilities

General Goal:

Provide safe, clean and attractive parks and recreation facilities in adequate numbers and diversity distributed throughout the community now and into the future.

Program Goals and Policies:

PRG 1.0 **Develop a well-maintained, interconnected system of multi-functional parks, trails, recreation facilities and open spaces that is attractive, safe and available to all segments of the City's population, and supports the community's established neighborhoods and small town atmosphere.**

PRP 1.1 *Place priority on the revitalization and improvement of existing parks and recreation facilities.*

PRP 1.2 *Maximize the use of parks, schools, recreation and open space resources within the City by connecting them with a coordinated system of trails.*

PRP 1.3 *Acquire and develop new park and recreation areas which are needed, locally unique in character, historically significant, and financially feasible to maintain.*

PRP 1.4 *Coordinate park planning, acquisition and development with other City projects and programs that implement the comprehensive plan.*

PRP 1.5 *Provide, in coordination with other agencies, a range of park facilities that serve a variety of recreational and open space purposes.*

PRP 1.6 *Place priority on maximizing grants, alternative sources of funding, and inter-agency cooperative*

arrangements to develop the City's park, open space, and trail resources.

PRP 1.7 Formulate development plans for existing and future city parks and trail corridors to take maximum advantage of grants or other funding opportunities that may arise for use in resource development, expansion, maintenance, operation or improvements of these facilities.

PRP 1.8 Provide parks, trails and recreation facilities that are interconnected, inclusive and accessible to all of the population regardless of age or physical ability.

PRP 1.9 Market and promote parks and recreation facilities and the benefits of Parks and Recreation to residents and visitors of the community to increase awareness, donations, tourism and participation.

PRG 2.0 Ensure that new park and recreational services are provided concurrent with new development.

PRP 2.1 All new development shall provide funds or park lands for concurrent park development and maintenance.

PRP 2.2 Evaluate the impacts of new development projects on the City's parks, recreation and open space resources through the SEPA environmental review process, identify potential significant adverse impacts of the development, and take appropriate steps to mitigate any reduction in such services.

PRP 2.3 Require on-site (or nearby off-site) development of recreation facilities or appropriate and usable park land in conjunction with the approval of any development project.

PRP 2.4 Require development projects along designated trail routes to be designed to incorporate the trail as part of the project.

PRP 2.5 Assign responsibility to new commercial development for financing and providing amenities such as parks, plazas and public art.

PRG 3.0 **Develop, operate and maintain parks and recreation facilities in a manner that is responsive to the site, and balances the needs of the community with available funding.**

PRP 3.1 *Ensure that park and recreation facilities are designed, used, operated, and maintained in a manner that is consistent with site-specific and regional natural systems.*

PRP 3.2 *Designate publicly-owned trails and City-dedicated easements on private lands as Primary or Secondary trails and manage the use, maintenance, and operation of each trail accordingly.*

PRP 3.3 *Actively seek out feasible agreements with utility providers for the use of utility easements for trail purposes.*

PRP 3.4 *Develop a donation catalog and methodology for gifting of facilities and equipment that are needed in the park and recreation system.*

PRP 3.5 *Develop specific park and recreation facility maintenance and operation plans for each area to provide the maintenance levels as defined in the Park Design and Development Standards.*

PRP 3.6 *Actively seek out alternative funding sources for the development and maintenance of park and recreation facilities.*

PRP 3.7 *Continually seek operational efficiencies to ensure that parks and recreation facilities are provided to the community in the most cost effective manner possible.*

PRG 4.0 **Cooperate with other jurisdictions, public agencies, and the private sector to provide park, open space and recreation facilities.**

PRP 4.1 *Develop partnerships with other public agencies and the private sector to meet the demand for cultural and recreational facilities in the City.*

PRP 4.2 *Coordinate with other jurisdictions such as Chelan County, Chelan PUD, Port of Chelan County, and the Cashmere School District in the planning and development of regional parks, greenways, trails, and cultural and recreational facilities.*

PRG 5.0 **Protect and preserve as open space areas that: are ecologically significant sensitive areas; provide significant opportunities for restoration buffers between uses and link open space; provide trails and/or wildlife corridors; or enhance fish habitat.**

PRP 5.1 *Retain and protect as open space areas where the soils have been identified as having severe or very severe erosion potential, landslide hazard, or seismic hazard.*

PRP 5.2 *Retain and protect as open space areas that provide essential habitat for rare, threatened or endangered plant or wildlife species.*

PRP 5.3 *Retain and protect as open space areas that provide habitat for fish and wildlife species, may serve as a corridor for wildlife movement, and may include and encourage public use for wildlife interpretation and observation.*

PRP 5.4 *Retain and protect as open space areas having a unique combination of open space values, including: separation or buffering between incompatible land uses; visual delineation of the City or a distinct area or neighborhood of the City; floodwater or storm water storage; storm water purification; recreational value; aesthetic value; and educational value.*

PRP 5.5 *Development within areas designated for open space uses shall, in general, be low density or non-intensive in character. Developments shall be designed and sited in a manner that minimizes or mitigates disruption of the most important open space values of the site. Appropriate uses within designated open space areas may, under proper circumstances, include (but not necessarily be limited to): parks and other recreational facilities; riparian corridors; very*

low residential development, storm water storage; and agriculture.

4.1.2 Recreation Program Services

General Goal:

Offer diverse, high quality programs to all age groups, interests and ability levels in the most cost effective manner possible.

Program Goals and Policies:

PRG 6.0 Provide high quality recreation opportunities, facilities and staff that meets the leisure needs of residents and visitors to the community regardless of age, gender, ethnicity or ability level.

PRP 6.1 Efficiently use the resources invested in publicly owned and operated recreation facilities including, but not limited to, City, County, PUD and School District sites.

PRP 6.2 Provide recreation services and facilities where citizens can expect quality staff, programs, and facilities in which:

- a. Staff and volunteers are well-trained and knowledgeable;*
- b. Access to all individuals is ensured;*
- c. Programs are developmentally appropriate;*
- d. The community is brought together, a sense of identity, community pride and cohesion is created;*
- e. Programs integrate people of various ages, economic and cultural backgrounds;*
- f. Specific gaps within the array of public and private recreation services in the community are filled;*
- g. Vulnerable clients are cared for; and*
- h. Programming is universally of high quality.*

PRP 6.3 Work with other recreation organizations to facilitate coordination of activities and the joint offering of recreation activities.

PRP 6.4 Understand and plan for future needs and trends in recreation by actively:

- a. *Monitoring changes in Cashmere demographics and desires;*
- b. *Assessing the changes in recreation and leisure trends influencing participation;*
- c. *Assessing the changes in capacity of Cashmere recreation providers; and*
- d. *Seeking regional solutions to assist in meeting Cashmere's recreation needs.*

PRP 6.5 Market, promote and evaluate recreation program opportunities and the benefits of Parks and Recreation to residents and visitors of the community to increase awareness and participation.

PRP 6.6 Expand services to meet the needs of the community by securing funding sources that will allow for staffing and the provision of programs.

4.1.3 Organizational Development

General Goal:

Create a dynamic, professional organization committed to an ongoing process of innovation.

Program Goals and Policies:

PRG 7.0 Recruit, select and retain volunteers and staff members that represent the City of Cashmere in a favorable manner and exhibit the professional skills reflected in the values of the City including: creativity, excellence, passion, integrity and service.

PRP 7.1 Provide training and support to its Commission, volunteers and staff.

PRP 7.2 Ensure that volunteer and staff efforts are recognized and appreciated.

PRP 7.3 Promote open lines of communication through a variety of methods including written, meetings and other means.

PRP 7.4 Encourage, train and provide organizational tools and procedures.

PRP 7.5 Base new employee recruitment on City values.

PRP 7.6 Provide staffing to keep pace with demands of the parks and recreation system.