



City of Cashmere

101 Woodring Street
Cashmere, WA 98815
Ph (509) 782-3513 Fax (509) 782-2840
Website www.cityofcashmere.org

CASHMERE CITY COUNCIL MEETING
MONDAY, OCTOBER 11, 2021, 6:00 P.M., CITY HALL

**DUE TO THE COVID-19 PANDEMIC AND THE GOVERNOR'S PROCLAMATION;
THE PUBLIC CAN ATTEND IN PERSON, 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

FLAG SALUTE

ROLL CALL

ANNOUNCEMENTS

PUBLIC COMMENT PERIOD (For Items Not on the Agenda)

APPROVAL OF AGENDA

CONSENT AGENDA

1. Minutes of September 27, 2021, Regular Council Meeting
2. Payroll and Claims Packet Dated October 11, 2021
3. Pioneer Avenue Safe Routes to School project – Change Order No. 1 in the amount of -\$10,000
4. Confirm the Mayor's reappointment of Bill Dronen for an additional 3-year term for Position #4 of the Housing Authority Board

BUSINESS ITEMS

1. Public Hearing on regulating accessory dwelling units
2. Ordinance No. 1298 revising and adding provisions to Title 17 regulating accessory dwelling units
3. Department of Commerce – Grant Funds for ADA doors at the City Library
4. Capital projects designated for the use of ARPA funds

PROGRESS REPORTS

ADJOURNMENT

Union Negotiation Discussion - exempt session per RCW 42.30.140(4)

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 SEPTEMBER 27, 2021 AT CASHMERE CITY HALL – In Person and Digital

OPENING

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

Due to the COVID-19 pandemic and the Governor’s proclamation; public can attend the council meeting in person, by phone or by digital conference.

ATTENDANCE

	<u>Present</u>	<u>Not Present</u>
Mayor:	Jim Fletcher	
Council:	Vacant Chris Carlson - Digital Dave Erickson - Digital Jayne Stephenson - Digital Derrick Pratt	
Staff:	Kay Jones, Clerk-Treasurer Steve Croci, Director of Operations	Chuck Zimmerman, City’s Attorney

ANNOUNCEMENTS

Mayor Fletcher announced the AWB Manufacturing Tour is October 6, 2021.

APPROVAL OF AGENDA

MOVED by Councilor Pratt and seconded by Councilor Carlson to approve the agenda with moving Item #3 Agreement for Services for Contract Management of the Water and Wastewater Treatment Plants as discussion Item #1 since Larry Jacobs and Shawn Moffit from Jacobs are logged in digitally to answer any questions. Motion carried 4-0.

CONSENT AGENDA

Minutes of September 13, 2021, Regular Council Meeting
Payroll and Claims Packet Dated September 27, 2021

Claims Direct Pay and Check #41422 through #41447 totaling \$286,037.38

Manual Check #41421 not needing prior approval

Schedule a public hearing October 11, 2021 at 6:00 p.m. on regulating accessory dwelling units

Schedule a public hearing October 25, 2021 at 6:00 p.m. on possible increase in property taxes

Schedule a public hearing November 8, 2021 at 6:00 p.m. on preliminary budget for 2022

Schedule a public hearing November 22, 2021 at 6:00 p.m. on final budget for 2022

MOVED by Councilor Erickson and seconded by Councilor Stephenson to approve the items on the Consent Agenda. Motion carried 4-0.

AGREEMENT FOR SERVICES FOR CONTRACT MANAGEMENT OF THE WATER AND WASTEWATER TREATMENT PLANTS

The proposed agreement is with Jacobs Project Management Co. to provide services for Contract Management of the City’s treatment plants. This with provide immediate and temporary services until a long-

term solution can be established. The proposed start date is October 4th and will end December 31st. The services will be provided on a time and materials basis with an estimated budget of \$51,101.50.

MOVED by Councilor Erickson and seconded by Councilor Stephenson to approve the Agreement for Jacobs to provide Contract Management services, authorizing the Mayor to sign upon approval of legal counsel. Motion carried 4-0.

REVISED LAW ENFORCEMENT SERVICE AGREEMENT FOR 2022-2025

City Clerk-Treasurer Kay Jones explained that City Council approved the Law Enforcement Service Agreement in August, after which the County notified the City that the annual amounts in the Agreement were incorrect and they sent over a revised agreement with the accurate annual amounts. The annual amount for 2022 increased 5.25% and the next three years increase at 4.09%.

MOVED by Councilor Pratt and seconded by Councilor Carlson to approve the revised Law Enforcement Service Agreement for 2022-2025. Motion carried 4-0.

REVISED SHERIFF'S LEASE AGREEMENT FOR 2022-2025

City Clerk-Treasurer Jones explained that the Lease Agreement with the Sheriff's Office was approved by the City Council in August, however, the Lease Agreement is tied to the Law Enforcement Agreement and increases at the same rate, the amounts in the Lease Agreement were revised to match the annual percentage increases.

MOVED by Councilor Erickson and seconded by Councilor Stephenson to approve the revised Lease Agreement with the Sheriff's Office for 2022 - 2025. Motion carried 4-0.

DISCUSSION ITEMS: DISCUSSION TO PREPARE FOR 2022 BUDGET

- Use of ARPA funds: The Mayor spoke to the Council about the use of the ARPA funds, stating that the City needs to decide on how the funds are going to be used. Two suggestions the Mayor mentioned are the road portion of the Sullivan Street Utilities Improvement project and repairing the leak at the City Pool.

The Mayor asked the City Council to list the projects they want the City to focus on:

- Trails
- Interlocal Agreements with other agencies to share costs
- Pool repair and operations
- Lagoons – planning future use of the area
- Parks Plan update
- Sidewalks and ADA ramps
- Restrooms at Simpson Park
- Restrooms downtown
- Asset consolidation

- Offer of employment for wastewater operator in charge: The Mayor informed the Council that he had made a job offer to fill the Level 3 Operator position, however, she declined to accept an offer she couldn't refuse.

PROGRESS REPORTS

Director Croci reported the majority of the Safe Routes to School project is complete. The contractor is waiting on supplies to finish the electrical work.

The utilities will be finished on the Sullivan Street project this week and paving will start next week. The City crew will be putting in conduit for electrical before the paving is completed.

City Council Minutes
September 13, 2021

Other projects public works crew is working on includes streetlight repairs, cemetery bathroom and sidewalk repairs.

ADJOURNMENT

Mayor Fletcher adjourned the meeting at 6:47 p.m.

James Fletcher, Mayor

Attest:

Kay Jones, City Clerk-Treasurer

Change Order - Minor Change

Contract Number TA-6835	Contract Title Pioneer Avenue SRTS	Federal Aid Number HLP-SR19(012)
Change Order Number 1	Change Description Chapel Street Ramp Revisions	Date 9/9/21
Region NCR	Project Engineer WSDOT Local Programs - Brian Pearson	Phone Number 509-667-3090
Prime Contractor / Design-Builder JM Pacific		

Ordered by Engineer under the terms of Section 1-04.4 of the Standard Specifications or the RFP

Change proposed by Contractor / Design-Builder

Change Description

Description:
This Minor Change Order provides plan modifications to the layout of the sidewalk plan at Pioneer Ave. and Chapel St., modifies the location and style of crosswalk makings to be installed, and allows the Contractor to substitute Crushed Surfacing Top Course in lieu of Crushed Surfacing Base Course or Maintenance Rock.

Materials:
Materials shall be as follows and meet the requirements of the following Standard Specifications:
 Commercial HMA 5-04.2(1)B
 Concrete 6-02.3(2)B
 Crushed Surfacing Top Course 9-03.9(3)
 Plastic Stop Bar 9-34.3, Type B
 Plastic Crosswalk Line 9-34.3, Type B


Construction Requirements:
The Contractor shall perform the changed work as shown in the attached plans sheets that replaces contract plan sheets 3-7 of 10 in accordance with Standard Specification 8-14. Change order items are noted with Revision Triangle 2. Contractor shall remove existing pavement markings in accordance with Standard Specification 8-22.3(6), and provide plastic stop and crosswalk lines in accordance with Standard Specification 8-22. The Contractor may substitute Crushed Surfacing Top Course in accordance with Standard Specification 4-04 in lieu of Crushed Surfacing Base Course and Maintenance Rock as shown in the Contract Plans. Contractor shall provide Project Temporary Traffic Control in accordance with the original contract. No additional traffic control for this work is anticipated.


Measurement:
No specific unit of measurement will apply for this lump sum work.

Payment:
Payment for this minor change shall be at the agreed upon lump sum amount of a \$10,000 credit for these revisions. The agreed credit for revising the work by this Change Order shall be full compensation for all costs to perform the work as specified. Plastic Crosswalk Line will paid per Item 8.

Time:
There shall be no change to Contract Time as a result of this Changer Order.

Original Contract Amount	Current Contract Amount	Est. Net Change This C.O.	Est. Revised Contract Amount
\$ 293,449.00	\$ 293,449.00	\$ -10,000	\$ 283,449.00

Prime Contractor / Design-Builder
Signature or Method of Concurrence:  Date 9/28/2021

Project Engineer's Signature for Execution:  Date 9-29-21

Distribution: Copy of Change Order Page & Memorandum Page w/Backup - Project Engineer
 Copy of ONLY Change Order Page - Prime Contractor / Design-Builder
 Copy of Change Order Page & Memorandum Page w/o Backup - Region Construction Office
 Original of Change Order Page & Memorandum Page w/Checklist and Approval Documentation - State Construction Office

Change Order - Minor Change

Contract Number TA-6835	Contract Title Pioneer Avenue SRTS	Change Order Number 1
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Brief Description of Problem / Reason for Entitlement:

After bid award, the Consultant and the City were discussing ways to improve the alignment of the east-west crossings on Chapel Street to reduce impacts to the side street. The revised sidewalk plan changes the ramps to be more directly across from the existing ramps on the east side of the intersections. The revised ramps result in less concrete needed and less impact to Chapel Street.

The crushed surfacing material substitution allows the contractor to utilize one source of material and still achieve the same functional product needed by the City. The changes to the crosswalk markings were done as a result of the ramp modifications and to better blend the proposed improvements into the City's existing stripes.

Justification of Cost:

The Engineer's Independent Estimate of \$10,185.31 justifies the agreed to lump sum credit of \$10,000 for the change of the sidewalk plan modification at Pioneer Ave. and Chapel St., the modification of the location and style of crosswalk markings to be installed, and allows the Contractor to substitute Crushed Surfacing Top Course in lieu of Crushed Surfacing Base Course or Maintenance Rock.

The Engineer's estimate was determined using unit cost methodology based on previous projects of similar work on City projects.

See Appendix A for Summary of Estimated Costs.

Calculated By RH2 Engineering, Inc. (Erik Howe, P.E.)			Date 9/7/21		Checked By			Date		
Inspector			Date		Work Started			Work Completed		
Item No.	Item	Group	Date	Unit	Quantity	RAM/QPL	Ledger no.	Post	Ckd	Est. No.
CO1	Minor Change	1								

Distribution: Copy of Change Order Page & Memorandum Page w/Backup - Project Engineer
 Copy of ONLY Change Order Page - Prime Contractor / Design-Builder
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PIONEER AVENUE SRTS
CITY OF CASHMERE
PAY ESTIMATE NO. 1
THROUGH SEPT. 24, 2021

HLP-SR15(01.2)
TA-6835

Bid Item	Description	Qty	UOM	Unit Price	Amount	Prior Amt		This Estimate		To Date		Total Remaining
						Qty	Amt	Qty	Amt This Estimate	Qty	Amt	
Schedule A												
1	MOBILIZATION	1	L.S.	\$ 24,500.00	\$ 24,500.00	0.00%	\$	100.00%	\$ 24,500.00	100.00%	\$	24,500.00
2	REMOVING STRUCTURES AND OBSTRUCTION	1	L.S.	\$ 24,350.00	\$ 24,350.00	0.00%	\$	100.00%	\$ 24,350.00	100.00%	\$	24,350.00
3	PEDESTRIAN CROSSING SYSTEM NO. 1	1	L.S.	\$ 26,000.00	\$ 26,000.00	0.00%	\$	20.00%	\$ 5,200.00	20.00%	\$	20,800.00
4	PEDESTRIAN CROSSING SYSTEM NO. 2	1	L.S.	\$ 26,000.00	\$ 26,000.00	0.00%	\$	20.00%	\$ 5,200.00	20.00%	\$	20,800.00
5	PEDESTRIAN CROSSING SYSTEM NO. 3	1	L.S.	\$ 26,000.00	\$ 26,000.00	0.00%	\$	20.00%	\$ 5,200.00	20.00%	\$	20,800.00
6	ADVANCED PEDESTRIAN CROSSING SYSTEM NO. 3	1	L.S.	\$ 26,000.00	\$ 26,000.00	0.00%	\$	20.00%	\$ 5,200.00	20.00%	\$	20,800.00
7	PEDESTRIAN PUSH BUTTON REPLACEMENT	1	L.S.	\$ 9,200.00	\$ 9,200.00	0.00%	\$	20.00%	\$ 1,840.00	20.00%	\$	7,360.00
8	PEDESTRIAN PUSH BUTTON REPLACEMENT	1	L.S.	\$ 9,200.00	\$ 9,200.00	0.00%	\$	20.00%	\$ 1,840.00	20.00%	\$	7,360.00
9	PLASTIC CROSSWALK LINE	880	S.F.	\$ 11.25	\$ 9,900.00	0.00%	\$	88.00%	\$ 9,900.00	88.00%	\$	1,500.00
10	PROJECT TEMPORARY TRAFFIC CONTROL	1	L.S.	\$ 28,500.00	\$ 28,500.00	0.00%	\$	95.00%	\$ 27,075.00	95.00%	\$	1,425.00
11	PIONEER AVE/CHAPEL ST NW QUADRANT	1	L.S.	\$ 34,000.00	\$ 34,000.00	0.00%	\$	1.00%	\$ 34,000.00	1.00%	\$	33,000.00
12	PIONEER AVE/MISSION CR SE QUADRANT	1	L.S.	\$ 37,500.00	\$ 37,500.00	0.00%	\$	1.00%	\$ 37,500.00	1.00%	\$	34,000.00
13	PIONEER AVE/SCHODOL LN CROSSING	1	L.S.	\$ 4,000.00	\$ 4,000.00	0.00%	\$	1.00%	\$ 4,000.00	1.00%	\$	37,500.00
14	ADA FEATURES SURVEYING	1	L.S.	\$ 6,500.00	\$ 6,500.00	0.00%	\$	0.50%	\$ 3,250.00	0.50%	\$	3,250.00
15	UNKNOWN UTILITY REPAIR	2500	DOL	\$ 1.00	\$ 2,500.00	0.00%	\$	0.00%	\$	0.00%	\$	2,500.00
16	MINOR CHANGE	-1	DOL	\$ 1.00	\$ (1.00)	0.00%	\$	0.00%	\$	0.00%	\$	2,500.00
A					\$ 283,449.00	0.00%	\$	73.27%	\$ 215,015.00	73.27%	\$	78,434.00
SUBTOTALS												
No.	Minor Change			\$	\$ (10,000.00)	0.00%	\$	100.00%	\$ (10,000.00)	100.00%	\$	10,000.00
B				\$	\$ (10,000.00)	0.00%	\$	0.00%	\$	0.00%	\$	10,000.00
SUBTOTALS												
MOH												
DATE	BID ITEMS				Prior Amount				MOH DEDUCTS			Amount
C					\$				\$			\$
TOTALS												
SUBTOTALS												
MOH												
MOH DEDUCTS												
RETAINAGE												
TOTALS THIS ESTIMATE												
<div style="display: flex; justify-content: space-between;"> 9/29/21 Date </div>												
<div style="display: flex; justify-content: space-between;"> 9-29-21 Date </div>												
<div style="display: flex; justify-content: space-between;"> 9-29-21 Date </div>												
<div style="display: flex; justify-content: space-between;"> 9-29-21 Date </div>												

Engineer Signature, City of Cashmere

9-29-21

Date

Engineer Signature, RH2 Engineering, Inc

Payments are made and correct charges against the City of Cashmere; that this same is just and due; that no part of the same has been paid; and that it is authorized to sign for the Contractor. Contractor further certifies that prevailing wages have been paid for this project in accordance with the profiled Statement(s) of Intent to Pay Prevailing Wages on file with the City of Cashmere.

Contractor Signature, JM Pacific

Staff Summary

Date: 8/19/2021
To: City Council
From: Jim Fletcher, Mayor
RE: Ordinance No. 1298 regarding ADU's

Council has held several discussions regarding the issues of regulating Accessory Dwelling Units within the City. Action of the Ordinance was tabled. During the September 13, 2021 Council meeting it was decided to hold a public hearing before making any final decision on the Ordinance. The Ordinance as drafted, allowing ADU's in all single-family zones, remains undecided by the Council.

Following the Public Hearing the Council will take action on Ordinance No. 1298, revising and adding provisions to Title 17 regulating accessory dwelling units.

The Council can:

Option 1 - Adopt Ordinance No. 1298 as is, permitting ADU's in all single-family zones.

Option 2 - Amend Ordinance No. 1298, deleting references to ADU's as a permitted use in all single-family zones.

Option 3 - Deny Ordinance No. 1298, no revisions to Title 17 will be made.

ORDINANCE NO. 1298

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. H. Utility connections for accessory dwelling units are subject to provisions in CMC Title 13 Public Utilities. Shared utility connections will be charged as a duplex.

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.

ORDINANCE NO. 1298

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~~ held its own public hearing 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,

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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. ~~H.~~ Utility connections for accessory dwelling units are subject to provisions in CMC Title 13 Public Utilities. Shared utility connections will be charged as a duplex.

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.~~ K. 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. The City has submitted this Ordinance for review by the State Department of Commerce in accordance with RCW 36.70A.106 prior to its approval.

~~Section 6.~~ **Section 7.** 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.~~ **Section 8.** 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. _____

Staff Summary

Date: 8/19/2021
To: City Council
From: Jim Fletcher, Mayor
RE: Grant for Library ADA Doors

Cashmere received from Department of Commerce a 50/50 matching Capital Improvement Grant to improve library access with ADA compliant doors. Project amount estimated at \$26,000 grant amount \$14,000. Grant requirements include:

- 10-year commitment to retain the building as a library.
- Consultant study on the site for cultural and historic preservation.
- Part of the grant fees retained by Dept of Commerce for administrative purposes

The NCW Library District has announced plans to invest the Library's \$10.3 million Strategic Initiatives Fund on direct facility improvements in every library the District operates across the system's five-county area.

Staff Recommendation

Considering the grant conditions and announced plans by the NCW Library District. Move to reject the Department of Commerce grant and coordinate with the Library District on alternative funding.

Staff Summary

Date: 10/6/2021
To: City Council
From: Jim Fletcher, Mayor
RE: Budgeting ARPA funds

At Councils last meeting the use of federal ARPA funding was proposed to help with the Sullivan Street Water and Sewer replacement project and with repairing water leaks at the City pool.

Guidelines published by the US Treasury list eligible projects including

- Rehabilitation, replacement, or installation of pipes to improve water pressure to safe levels or to prevent contamination caused by leaky or broken pipes. Sullivan Street utility project replaced 800 feet of water main and 800 feet of sewer main.
- Water conservation, efficiency, and reuse, for measures to reduce the demand for publicly owned treatment works capacity through water conservation, efficiency or reuse. Water lost at the City pool to date during 2021 is 3,971,700 gallons, more the twice the normal operating water consumption of 1,500,000 gallons per year.

Proposed funding of these projects is

- Sullivan Street \$255,520
- Water leaks \$629,937 (balance of ARPA allotment)
- Total ARPA funding allotment \$885,457

Staff recommendation: Move to approve the budgeting of ARPA funding to 1) Sullivan Street water and sewer replacement \$255,520 and 2) repairing water leaks at the City Pool balance of ARPA funding allotment \$629,937.

Swimming Pool Water Used per year



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Eligible Uses for funding provided by American Rescue Plan Act (ARPA)

A. Public Health and Economic Impacts

Response to the disease itself or harmful consequences of the economic disruptions resulting from the COVID-19 public health emergency.

1. Responding to COVID -19
 - a) *COVI-19 Mitigation and Prevention*
 - b) *Medical Expenses*
 - c) *Behavioral Health Public*
 - d) *Health and Safety Improving*
 - e) *Public Health Programs*
2. Responding to Negative Economic Impacts
 - a) *Assistance to Unemployed*
 - b) *Assistance to Households*
 - c) *Improve Economic Relief Programs*
 - d) *Small Business and Non-profits*
 - (1) Loans or grants to mitigate financial hardship
 - (2) Implement COVID-19 prevention
 - (3) Technical Assistance
 - e) *Rehiring Staff Aid to impacted industries*
 - f) *Building stronger Communities, Housing and Neighborhoods*
 - (1) Homelessness
 - (2) Affordable housing
 - g) *Addressing Educational Disparities*
 - (1) New/enhanced Early Learning
 - (2) Tutoring, Summer school, afterschool other extended learning
 - h) *Promoting Healthy Childhood Environments*
 - (1) Childcare
 - (2) Home Visits health and social services
3. Revenue Loss – Provision of government services to the extent of the reduction in revenue experienced due to COVID-19
4. **Investments in Infrastructure**
 - a) *Clean Water*
 - b) *Wastewater*
 - c) *Stormwater*
5. Broadband Infrastructure