

MINUTES OF THE CASHMERE PLANNING COMMISSION MEETING  
MONDAY JANUARY 4, 2021 5:00 PM VIA PHONE CONFERENCE

OPENING

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

ATTENDANCE

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

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

APPROVAL OF MINUTES

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

CORRESPONDENCE Nothing new to report.

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

AGENDA ITEMS

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

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

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

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

Meeting adjourned by 7:01 PM.