



## City of Cashmere

101 Woodring Street  
Cashmere, WA 98815

Phone (509) 782-3513 Fax (509) 782-2840

CASHMERE CITY PLANNING COMMISSION  
MONDAY NOVEMBER 6, 2023  
6:00 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 October 2, 2023 meetings minutes.

#### **CORRESPONDENCE:**

#### **ANNOUNCEMENTS & INFORMATION:**

#### **BUSINESS ITEMS:**

1. Downtown Parking code
  - a. Set public hearing date
2. Expansion of UGA
3. 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 OCTOBER 2, 2023 6:00 PM

OPENING

The meeting began at 6:01 PM and Croci recorded the meeting minutes.

ATTENDANCE

Board:	<u>Present</u>	<u>Not Present</u>
	Paul Kinser - Chair	Paul Nelson
	Kirk Esmond – Vice Chair	Maureen Lewison
	John Torrence	
	Zak Steigmeyer	
	Matthew Walgren	

Staff: Director of Operations, Steve Croci  
Contract Planner from Perteet, Inc., Christina Wollman

APPROVAL OF MINUTES The September 6, 2023 meeting minutes were approved 5-0  
Torrence motioned and Walgren seconded.

CORRESPONDENCE Nothing new to report.

ANNOUNCEMENT & INFORMATION

Cashmere River View – Construction continues to make progress.

Freedom Hills – Construction continues on several of the lower lots.

Christ Center/Spears Annexation – Initial plans from developers were submitted and discussed with city to construct single family residential housing.

Riverside Park – Portions of the Riverside Trail were repaired and repaved. The dirt pump track will be paved in memory of Brett Holladay this month.

Planning Commission expiring terms – Kinser, Esmond, Nelson and Lewison’s terms are expiring at the end of December 2023. None were interested in extending terms. Please spread the word of the available positions and have interested individuals contact the mayor.

AGENDA ITEMS

1. Downtown parking code review

The City proposed changes to commercial, and industrial zones throughout the city and urban growth area to encourage and foster economic development. Substantial changes include:

- Allowing 75% of parking requirement to be off premise if within 800 feet of a city parking lot and increase from 25%
- Adding three additional city parking lots off Woodring, Railroad Streets and Riverside Park
- Sharing parking lots for business if use does not over-lap
- Combining and reducing the number of types of uses
- Reducing the parking requirements for most types of uses
- Requesting an exemption for parking requirements which allows a business to describe how much parking they would really need.

No changes were proposed for residential parking.

The planning commission also talked about more clearly defining when someone would apply for a

parking exemption, and some sort of assessment or fee to compensate the city for managing, improving or increasing parking but no changes to the proposed code were made.

The planning commission agreed with the proposed changes and requested input from city council before embarking on the formal process to change the code. Modifying the parking code would require legislative review as defined in Cashmere Municipal Code 14.09.060.

2. Topics for next meeting  
Parking code revisions

## Chapter 17.54 OFF-STREET PARKING

Sections:

[17.54.010 Purpose.](#)

[17.54.020 Application.](#)

[17.54.030 Space requirements.](#)

[17.54.040 Standards.](#)

[17.54.060 Development and maintenance standards.](#)

[17.54.080 Parking perpetuation.](#)

[17.54.090 Loading.](#)

### 17.54.010 Purpose.

The intent of this chapter is to ensure the harmonious development of land, minimize congestion, and ensure traffic safety. (Ord. 1138 § 1 (Exh. A), 2008; Ord. 1097 § 1, 2007; Ord. 1039 § 1, 2004).

### 17.54.020 Application.

Off-street ~~automobile-vehicle~~ parking, as hereinafter set forth, shall be provided and maintained:

A. For any new structure or building erected;

B. For additional seating capacity, floor area, guest rooms, or dwelling units added to any existing building or structure;

C. When the use of the building or structure is changed, and if the new use would require additional parking areas under the requirements of this title. (Ord. 1138 § 1 (Exh. A), 2008; Ord. 1097 § 1, 2007; Ord. 1039 § 1, 2004).

### 17.54.030 Space requirements.

Space requirements for parking and loading shall be as set forth in subsections A and B of this section.

A. Minimum parking requirements shall be determined for each development using the following table to establish the minimum spaces needed. For uses not identified within this section, the city shall use similar uses to determine space requirements.

B. Off-street parking for downtown business, mixed commercial/light industrial, warehouse, and multifamily shall be designed so that no vehicle will encroach across the property line onto

adjacent property, block any public sidewalk, or be parked so as to create a traffic safety hazard by blocking line of sight at corners and driveways.

C. Uses identified within CMC 17.18.020 located within the downtown business, warehouse, and mixed commercial/light industrial districts may use city-owned parking lots for satisfying 25 75 percent of the parking requirements. The subject City-owned parking lots are located at the corner of Aplets Way and Elberta Ave., the corner of Railroad Avenue and Maple Street, the corner of Woodring Street and Norman Alley, and the corner of Aplets Way and BNSF railroad tracks and Riverside Park boat launch parking lot. Fractions of parking spaces shall be rounded up and at least one off-street parking space is required per business.

#### D. Combination of uses

For a mixed-use facility the required number of parking spaces shall be the sum of the required parking spaces for each use. When residential and mixed use are combined only commercial requirements may be reduced. There's no reduction in residential requirements.

#### E. Shared use parking

Shared use of required parking spaces may be permitted where two or more uses on the same site or separate sites near one another are able to share the same parking spaces because their parking usage does not materially overlap (e.g., uses primarily of a daytime versus nighttime or weekday versus weekend nature). Shared parking shall be legally encumbered and shall meet all the applicable standards of this section. The following documentation shall be submitted to the administrator:

(a) The names and addresses of the owners and/or tenants that share the parking.

(b) The uses that are involved in the shared parking.

(c) The location and number of parking spaces that are being shared.

(d) An analysis showing that the peak parking times of the uses occur at different times and/or that the parking area will be large enough for the anticipated demands of both uses.

(e) A legal instrument such as an easement or deed restriction that guarantees continuing access to the parking for both uses which shall be subject to review and approval by the administrator.

<b>PROPERTY USE</b>	<b>NUMBER OF PARKING SPACES REQUIRED</b>
<u>Assembly</u>	<u>1 per 300 gross square feet</u>
<u>Exercise Facility</u>	<u>1 per 500 gross square feet</u>
<u>Hotel/Motel</u>	<u>1 per sleeping unit plus 1 per 500 square feet of common area</u>
<u>Short-term rental</u>	<u>1 per dwelling unit plus 1 for each for each bedroom over two bedrooms within each dwelling unit</u>
<u>Industrial</u>	<u>1 per 2,000 gross square feet</u>
<u>Office</u>	<u>1 per 500 gross square feet</u>
<u>Restaurant</u>	<u>1 per 300 gross square feet</u>
<u>Retail</u>	<u>1 per 500 gross square feet</u>
<u>School</u>	<u>1 per 3.5 seats in assembly rooms plus 1 per faculty member</u>
<u>Warehouse</u>	<u>1 per 2,000 gross square feet</u>
<u>Repair Service</u>	<u>1 per 500 gross square feet</u>
<u>Residential</u>	
<u>Single-family, two-family residential</u>	<u>2 Per dwelling unit</u>
<u>Multifamily (three or more units)</u>	<u>2 Per dwelling unit</u>
<u>Accessory dwelling unit</u>	<u>2 Additional space</u>
<u>Caretaker's unit</u>	<u>2 Per dwelling unit</u>
<u>Bed and breakfast, boarding and lodging houses</u>	<u>2 Proprietor plus 1 for each guest room</u>
<u>Studio apartment</u>	<u>1 Per dwelling unit</u>

<b>Property Use</b>	<b>Required Parking Spaces</b>	
<b>Residential</b>		
<del>Single family, two family residential</del>	<del>Per dwelling unit</del>	<del>2</del>
<del>Multifamily (three or more units)</del>	<del>Per dwelling unit</del>	<del>2</del>
<del>Accessory dwelling unit</del>	<del>Additional space</del>	<del>1</del>
<del>Caretaker's unit</del>	<del>Per dwelling unit</del>	<del>1</del>
<del>Bed and breakfast, boarding and lodging houses</del>	<del>Proprietor</del>	<del>2</del>

<b>Property Use</b>	<b>Required Parking Spaces</b>	
	Plus, for each guest room	±
<b>Commercial</b>		
Hotels and motels	Each guest room	±
Banks	200 sq. ft. gross floor area	±
Professional offices	300 sq. ft. gross floor area	±
Shopping centers	1,000 sq. ft. gross floor area	5.5
Restaurants, nightclubs, taverns, lounges	100 sq. ft. gross floor area	±
Retail garden nurseries	400 sq. ft. gross floor area	±
Wholesale garden nurseries	1,500 sq. ft. gross floor area	±
Retail stores, supermarkets, department stores	200 sq. ft. gross floor area	±
Personal service shops	200 sq. ft. gross floor area	±
Furniture, appliance, hardware	500 sq. ft. gross floor area	±
Household equipment service shops	500 sq. ft. gross floor area	±
Clothing stores and shoe repair shops	500 sq. ft. gross floor area	±
Drive-in businesses	100 sq. ft. gross floor area	±
New, used vehicle lots and uncovered businesses	5,000 sq. ft. retail sales area; plus, as required for buildings	±
Motor vehicle parts, repairs and service	400 sq. ft. gross floor area	±
Car washes	1,000 sq. ft. area	±
Veterinary	300 sq. ft. gross floor area	±
Animal services, tools, supplies, feed	500 sq. ft. gross floor area	±
Construction materials, sales and services	1,000 sq. ft. floor and yard area	±
Short term rental	Per dwelling unit	±
	Plus for each bedroom over two bedrooms within each dwelling unit	±
<b>Industrial</b>		
Fruit packing facilities, manufacturing, research, testing laboratories, bottling plants, canneries	2,000 sq. ft. gross floor area	±
Warehouses, storage, controlled atmosphere building	2,000 sq. ft. gross floor area	±
Parcel delivery services	600 sq. ft. gross floor area	±
<b>Cultural and Recreational</b>		
Auditoriums, theaters, stadiums, outdoor sports areas, public assembly areas	3 fixed seats, or 175 sq. ft. of main assembly area not containing seats	±

<b>Property Use</b>	<b>Required Parking Spaces</b>	
Skating rinks	200 sq. ft. gross floor area	±
Golf driving ranges	Each practice tee	±
Miniature golf courses	Each hole	±
Bowling alleys	Each lane; plus, other service requirements	5
Indoor sports—Arcades, billiards	400 sq. ft. gross floor area	±
<b>Institutional</b>		
Colleges and universities	Each employee	2.5
	Plus, every three students	±
Senior high schools	Each employee	2
	Plus, every 10 students	±
	Plus, each bus stored on site	±
Middle and elementary schools	Each employee	2.5
	Plus, each bus parked on site	±
Libraries and museums	250 sq. ft. public use and office space	±
Nursery schools and day cares	Each employee	±
	Plus, for each 12 children	± loading space
Medical and dental offices	200 sq. ft. gross floor area	±
Convalescent, nursing and health institutions	Each two employees	±
	Plus, every three beds	±
Hospitals	Each staff doctor	±
	Plus, every three employees	±
	Plus, for each three beds	±
Churches, alterations to churches; expansions that expand seating shall require additional parking	A minimum of 10 or for each five seats in main auditorium	±
Mortuaries, funeral homes	Each 100 sq. ft. of assembly area	±

(Ord. 1299 § 4, 2021; Ord. 1138 § 1 (Exh. A), 2008; Ord. 1097 § 1, 2007; Ord. 1039 § 1, 2004).

## 17.54.040 Standards.

Subsections A through D of this section shall apply city-wide.

A. Locations. The maximum distance from use to parking shall be as follows:



1. For one-family and two-family dwellings: on the same lot with the building they are required to serve;

2. For multifamily dwellings: not more than 600 feet from the dwelling unit they are required to serve;

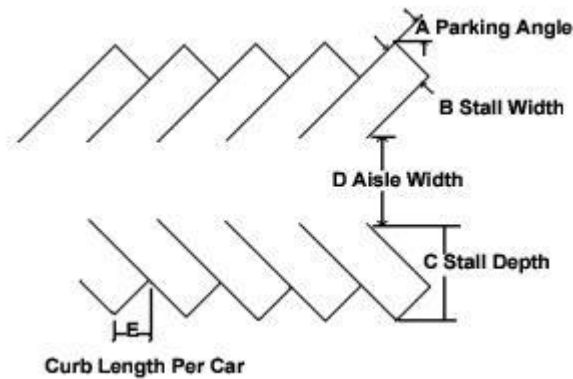
~~3. For hospitals, sanitariums, homes for the aged, asylums, orphanages, rooming houses, clubrooms, fraternity and sorority houses: not more than 600 feet from the building they are required to serve;~~

34. For uses other than those specified above: not more than 800 feet from the building they are required to serve. ~~If the parking area is under different ownership than the building site, then a legal instrument such as an easement or deed restriction that guarantees continuing access to the parking shall be provided and shall be subject to review and approval by the administrator. A legal instrument is not required for the city parking lots identified in Section 17.54.030(C).~~

B. Dimensional Standards. All off-street parking lots shall be designed in accordance with the following standards as referred to in subsections C and D of this section:

1. No parking shall be allowed within side yard setbacks.

2. Minimum parking layout dimensions: refer to exhibits in subsections C and D of this section.



C. Exhibit 17.54.040(C).

D. Exhibit 17.54.040(D).

Angle	Type	Stall Width	Stall Depth	Aisle Width	Curb Length
A		B	C	D	E
0°	Compact	8.0	20.0	12.0	20.0
0°	Standard	9.0	22.0	12.0	22.0

Angle	Type	Stall Width	Stall Depth	Aisle Width	Curb Length
A		B	C	D	E
45°	Compact	8.0	19.1	14.0	11.3
45°	Standard	9.0	19.8	13.0	12.7
60°	Compact	8.0	20.4	19.0	9.2
60°	Standard	9.0	21.8	18.0	10.4
70°	Compact	8.0	20.6	20.0	8.5
70°	Standard	9.0	21.0	19.0	9.6
90°	Compact	8.0	16.0	24.0	8.0
90°	Standard	9.0	18.0	24.0	9.0

The following shall be access requirements to and from all primary and secondary arterials to all new developments in all districts, except the downtown commercial district:

#### Minimum Spacing Between Driveways

Arterial Speed (mph)	Minimum Separation (feet)
20	85
25	105
30	125
35	150
40	185
45	230

These standards may be subject to reduction, by approval of the city administrator, where necessary to provide access. Said standards are found necessary to protect the flow of traffic and ~~the~~ public safety. (Ord. 1138 § 1 (Exh. A), 2008; Ord. 1097 § 1, 2007; Ord. 1039 § 1, 2004).

#### E. Required Parking Exception

A required parking exception can be considered to provide context relevant solutions from proposed developments in downtown business, mixed commercial/light industrial or warehouse districts that are unable to meet code-required minimum number of parking spaces, or in cases where providing required parking would contribute to overbuilding parking in the area. Request for a required parking exception can be made by providing a written justification that demonstrates a reduced need for parking. The written justification for the exception to off-street parking requirement shall be subject to review and approval by the administrator.

(Ord. 1138 § 1 (Exh. A), 2008; Ord. 1097 § 1, 2007; Ord. 1039 § 1, 2004).

### **17.54.060 Development and maintenance standards.**

Every parcel of land hereafter put to use as a public or private parking area, including commercial parking lots, shall be developed as follows:

A. Any off-street parking area other than for a one-family or two-family dwelling shall be effectively screened by a sight-obscuring fence, hedge, or planting on each side which adjoins property situated in a single-family or multifamily district, or the premises of any school or like institution, as provided in this title. Screening along public streets shall be three feet in height. Screening between properties shall be six feet in height;

B. Any lighting used to illuminate the off-street parking areas shall be arranged so that it will not project light rays directly upon any adjoining property in a single-family or multifamily district. All off-street parking areas larger than 5,550 square feet shall be required to provide adequate illumination;

C. Except for one-family and two-family dwellings, groups of more than two parking spaces shall be so located and served by a driveway that their use will require no backing movements or other maneuvering within a street or right-of-way other than an alley;

D. Except for one-family and two-family dwellings, areas used for standing and maneuvering of vehicles, including driveways, shall be permanently surfaced and so drained as to avoid flow of water across sidewalks or onto adjacent properties. Individual spaces shall be marked with painted stripes. Parking lot design and drainage shall be subject to review and approval of the city administrator;

E. Except for parking to serve residential uses, parking and loading areas adjacent to or within residential zones, or adjacent to residential uses, shall be designed to minimize disturbance of residents;

F. Parking spaces along the outer boundaries of a parking area shall be contained by a curb or bumper rail so placed to prevent a motor vehicle from extending over an adjacent property line or a street, and to protect buildings and landscaping other than groundcover;

G. A private garage shall not have a capacity for more than three passenger automobiles for each dwelling unit, unless the lot whereon the dwelling and garage are proposed to be located has a lot area of 2,000 square feet for each parking space in such garage. (Ord. 1138 § 1 (Exh. A), 2008; Ord. 1097 § 1, 2007; Ord. 1039 § 1, 2004).

### **17.54.080 Parking perpetuation.**

To ensure the perpetuation of the off-street parking space herein required, the holder of certificate of occupancy must maintain such during his occupancy and use; and in the absence of maintaining said off-street parking, the certificate of occupancy shall be revoked. (Ord. 1138 § 1 (Exh. A), 2008; Ord. 1097 § 1, 2007; Ord. 1039 § 1, 2004).

### **17.54.090 Loading.**

A. Berths Required. Buildings or structures to be erected or substantially altered, and which require receipt, delivery, or distribution of materials and merchandise by trucks, shall provide and maintain off-street loading berths according to prescribed standards, except in the downtown commercial area.

B. Table of Standards – Business, Commercial Buildings. Business or commercial buildings (retail, wholesale, storage), goods display, markets, mortuaries, laundries, department stores, warehouses, industrial or manufacturing establishments, freight terminals, railroad yards, and similar uses, which have, or intend to have, an aggregate gross floor area of 5,000 square feet or more, shall provide truck loading and unloading berths in accordance with the following table of standards:

<b>Number of Berths</b>	<b>Adjusted Gross Floor Area</b>
1	5,000 sq. ft. up to 20,000 sq. ft.
2	20,000 sq. ft. up to 50,000 sq. ft.
3	50,000 sq. ft. up to 100,000 sq. ft.
1 add'l for each	50,000 sq. ft. in excess of 100,000 sq. ft.

C. Table of Standards – Hotels, Restaurants, Office Buildings, Etc. Each office building, hotel, restaurant, assembly structure, hospital, and any similar structure, which has or is intended to have an aggregate gross floor area of 20,000 square feet or more, shall provide off-street truck loading or unloading berths in accordance with this table:

<b>Number of Berths</b>	<b>Adjusted Gross Floor Area</b>
1	20,000 sq. ft. up to 50,000 sq. ft.
2	50,000 sq. ft. up to 100,000 sq. ft.
1 add'l for each	50,000 sq. ft. in excess of 100,000 sq. ft.

D. Size of Berths. Berths required by preceding sections shall be 10 feet wide, 45 feet long, and 14 feet high for large trucks such as trailer vans.

E. Design Standards. Berths shall be provided in such a manner as not to obstruct freedom of traffic movement and driver vision on streets or alleys, and be adequate for standing, loading, and unloading services in order to avoid undue congestion and interference with public use of streets and alleys, and to provide safety.

F. Use of Yards. Space for such berth may occupy all, or any part of, any required yard space when uncovered.

G. Relationship to Residential Lots. No berth shall be located closer than 50 feet to any other lot in any residential district, unless wholly within a completely enclosed building, or unless screened from such lot in the residential district by a wall or uniformly painted fence not less than six feet in height.

H. Access to Alleys. Access to such berth shall be from an alley when such exists. Off-street truck loading areas shall be separated from the off-street parking area. The surface shall be light bituminous macadam or better. (Ord. 1138 § 1 (Exh. A), 2008; Ord. 1097 § 1, 2007; Ord. 1039 § 1, 2004).

### **Number of Berths**

#### **Adjusted Gross Floor Area**



**The Cashmere Municipal Code is current through Ordinance 1317, passed December 12, 2022.**

Disclaimer: The city clerk's office has the official version of the Cashmere Municipal Code. Users should contact the city clerk's office for ordinances passed subsequent to the ordinance cited above.

City Website: <https://cityofcashmere.org/>

City Telephone: (509) 782-3513

[Code Publishing Company](#)