



City of Cashmere

101 Woodring Street
Cashmere, WA 98815
Phone (509) 782-3513 Fax (509) 782-2840

CASHMERE CITY PLANNING COMMISSION
MONDAY DECEMBER 4, 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 November 6, 2023 meetings minutes.

CORRESPONDENCE:

ANNOUNCEMENTS & INFORMATION:

BUSINESS ITEMS:

1. Public hearing Off-Street Parking code changes
2. Off-Street Parking code changes
3. Topics for joint meeting with City Council
4. 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 NOVEMBER 6, 2023 6:00 PM

OPENING

The meeting began at 6:03 PM and Croci recorded the meeting minutes.

ATTENDANCE

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

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

APPROVAL OF MINUTES The October 2, 2023 meeting minutes were approved 4-0 Steigmeyer motioned and Torrence seconded.

CORRESPONDENCE Nothing new to report.

ANNOUNCEMENT & INFORMATION

Will Kolk announced he installed a life jacket loaner station with river hazard awareness signs at the Riverside Park boat launch for his Eagle Scout Project.

Cashmere River View – Construction continues to make progress.

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

Christ Center/Spears Annexation – The city received applications from the developers to construct single family residential housing.

Riverside Park –The pump track was paved in memory of Brett Holladay.

Climate Planning Grant – The city applied for a climate planning grant. Climate planning is a requirement in the next comprehensive land use plan update (2026).

Population Allocation – The county and cities within are working together to project and allocate population growth for the next comprehensive plan update which is to occur in 2026. Projected growth is 1% annually.

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

Croci and Steigmeyer presented and discussed proposed changes to off-street parking regulations with City Council on November 13th. The Council supported the changes and suggested relaxing parking requirements for studio apartments and restaurants. Based on that recommendation, the planning commission revised code to indicate restaurants need one (1) off-street parking spot for every 300 square feet (sq. ft.) of the business (previously 1:100 sq. ft.) and a studio apartment only needs one (1) parking spot, currently apartments need two (2) parking spots even if it is a studio apartment. The planning commission supported moving forward with the process of changing the off-street parking

code which 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.

A. Set public hearing date

A public hearing, seeking citizens' input regarding proposed changes to Cashmere's parking requirements, was scheduled for Dec 4th at 6:00 PM at City Hall.

2. Expansion of UGA

Wollman presented/discussed options and impacts of expanding, and/or changing Cashmere's Urban Growth Area (UGA). Changes to the UGA requires the city to follow a specific and detailed process that begins with population growth estimates and allocations across the county. Croci is currently working with city and county planners to establish those allocations. For Cashmere to change its UGA, analysis is needed to determine if the city has enough land within the city boundaries and UGA to address the anticipated needs of future business and residential growth. For changes to occur the city needs to show the county that the city's current UGA has insufficient land for the anticipated growth. Chelan County has the final decision for the size and location of Cashmere's UGA. Wollman reiterated that detailed criteria for modifying the UGA exists and indicated Cashmere has circumstances which provide opportunities for changes to the UGA boundaries because a limited amount of land currently exists that can be developed for residential or commercial use. Croci added that the city has plenty of water and sewer capacity to grow. The cost of extending utilities to developable lands has been a challenge for both the developers and the city. The Planning Commission understands the need to explore expanding the UGA boundaries and seeks guidance from City Council before an in-depth exploration into the topic.

2. Topics for next meeting

Parking code revisions, UGA expansion, topics for joint meeting with city council



City of Cashmere

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

STAFF REPORT MEMORANDUM

Date: November 28, 2023
To: City Planning Commission
From: Steve Croci – Director of Operations
RE: Off-Street Parking Code Revisions

A. Requested Action

The Planning Commission is being asked to review, consider, and make a recommendation to the City Council to approve, approve in part, or deny adoption of the proposed Off-Street Parking code amendments. The proposed amendments to Cashmere Municipal Code (CMC) Chapter 17.54 Off-Street Parking relate to the application, space requirements, and standards.

B. General Information

Timeline:

- The topic was discussed during Planning Commission meetings on October 2, 2023 and November 6, 2023.
- Planning Commission public hearing notification published on November 22, 2023.
- SEPA DNS notification published on November 22, 2023.
- 60-day State agency review submitted on November 28, 2023.
- Planning Commission hearing held on December 4, 2023.

Summary of Revisions:

The City proposes revisions to the off-street parking regulations, primarily benefitting new development and redevelopment within the commercial and industrial zones throughout the City and Urban Growth Area. The proposed revisions are intended to encourage and foster economic development. The proposed revisions are shown in Attachment A. The revisions include:

- 17.54.020 – Allows changes of use in existing structures without requiring additional parking.
- 17.54.030 – For uses within the Downtown Commercial, Mixed Commercial-Light Industrial, and Warehouse Industrial zones, allow up to 75% of the required off-street parking spaces to be within existing city-owned shared parking lots. Add additional existing city-owned shared parking lots to the list of eligible shared parking areas. Allow a reduction in the number of

parking spaces for mixed-use buildings. Allow shared parking between two uses when the parking usage does not overlap. Simplify the uses listed in the parking space requirements table. Reduces the number of parking spaces required for restaurants. Adds studio apartments as a use.

- 17.54.040 – Remove legacy uses that are not used in the current zoning code. Allow and define when parking on lots under different ownership can be used. Remove driveway spacing requirements that are not applicable to parking regulations. Allow a parking exception when written justification is provided that demonstrates a reduced number of parking spaces is needed than is required.

C. SEPA Environmental Review

Pursuant to WAC 197-11 and RCW 43.21C of the State Environmental Policy Act (SEPA), the City completed an environmental review and issued a Determination of Non-Significance (DNS) on November 22, 2023. The SEPA Checklist and DNS are included within the file of record and adopted by reference.

D. Code Review Criteria

The Cashmere Comprehensive Plan identifies goals and policies which support protection of residential zones for residential uses and support commercial uses in commercial, business, and industrial zones.

- In the Downtown Business District establish standards for zero lot line setbacks and off-street parking requirements to enable businesses to make improvements, repairs, or reconstruction within existing lots. (Commercial Policy 1.4)
Staff Analysis: The proposed revisions to the off-street parking code reduces and/or allows for more flexibility for the required number of off-street parking spaces. This may support additional development or redevelopment downtown on lots that may not have had enough space to provide all of the required off-street parking.
- Maintain and enhance a strong commercial core by encouraging commercial activities to develop in existing commercial locations where public roads/facilities and services have capacity to accommodate high volumes of traffic, parking, and other public needs. (Commercial Goal 1)
Staff Analysis: The proposed revisions to the off-street parking code will foster economic development through the addition of more shared-use parking lots and reducing the parking requirements for most types of uses. Except for events or other occasions that draw people to the downtown core, the city-owned parking lots are generally only partially filled.
- Develop adequate standards for off-street parking sensitive to the diverse needs of commercial uses. (Commercial Policy 2-7)
Staff Analysis: The proposed revisions to the off-street parking code allows for more flexibility in the parking requirements, which will support the needs of existing and future commercial uses.

- Promote the redevelopment of existing areas and the development of vacant areas within the current corporate boundaries prior to annexation of new areas or rezoning of residential areas for commercial purposes (Commercial Policy 1.8)
Staff Analysis: The proposed revisions promote the redevelopment of existing commercial areas and the development of vacant commercial areas by reducing the total amount of required parking and allowing more off-site parking to meet the parking requirements for the type of use.

E. Suggested 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), the City completed environmental review and issued a Determination of Non-Significance (DNS) on November 22, 2023.
4. The City of Cashmere has adopted a 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 before the Planning Commission was published in the Cashmere Record on November 22, 2023 and the proposed code amendments.
8. On November 28, 2023 the City of Cashmere provided formal notice to the Washington State Department of Commerce with the intent to adopt amendments to the Cashmere Municipal Code and initiation of the 60 day review and comment period.
9. On December 4, 2023, the City of Cashmere Planning Commission conducted an advertised public hearing. The Planning Commission entered into the record the files on this amendment, accepted public testimony, and deliberated the merits of the proposal.
10. The City of Cashmere Planning Commission has reviewed the entire record and public testimony as it relates to the proposed amendments to the Cashmere Municipal Code.

F. Suggested 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.

G. Draft Motion

Recommended Motion #1 –

I move to keep the public comment period open until December 6, which is the end of the SEPA comment period, and allow staff to determine if any of the comments received after this hearing are substantive.

Recommended Motion #2 –

Based upon the findings of fact and conclusions of law contained within this staff report, I move that if no further substantive comments are received by the City prior to end of the comment period, that the Planning Commission forward the proposed off-street parking revisions to the City Council with a recommendation of approval. If substantive comments are received, the Planning Commission will reopen deliberations during their next meeting.

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, 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~~ through E 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.

<u>PROPERTY USE</u>	<u>NUMBER OF PARKING SPACES REQUIRED</u>
<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. Off-street parking for downtown business, mixed commercial/light industrial, warehouse industrial, and multifamily residential 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 industrial, and mixed commercial/light industrial zoning 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.

Property Use	Required Parking Spaces	
Residential		
Single-family, two-family residential	Per dwelling unit	2
Multifamily (three or more units)	Per dwelling unit	2
Accessory dwelling unit	Additional space	1
Caretaker's unit	Per dwelling unit	1
Bed and breakfast, boarding and lodging houses	Proprietor	2
	Plus, for each guest room	1
Commercial		
Hotels and motels	Each guest room	1
Banks	200 sq. ft. gross floor area	1
Professional offices	300 sq. ft. gross floor area	1
Shopping centers	1,000 sq. ft. gross floor area	5.5
Restaurants, nightclubs, taverns, lounges	100 sq. ft. gross floor area	1
Retail garden nurseries	400 sq. ft. gross floor area	1
Wholesale garden nurseries	1,500 sq. ft. gross floor area	1
Retail stores, supermarkets, department stores	200 sq. ft. gross floor area	1
Personal service shops	200 sq. ft. gross floor area	1
Furniture, appliance, hardware	500 sq. ft. gross floor area	1
Household equipment service shops	500 sq. ft. gross floor area	1
Clothing stores and shoe repair shops	500 sq. ft. gross floor area	1
Drive-in businesses	100 sq. ft. gross floor area	1
New, used vehicle lots and uncovered businesses	5,000 sq. ft. retail sales area; plus, as required for buildings	1
Motor vehicle parts, repairs and service	400 sq. ft. gross floor area	1
Car washes	1,000 sq. ft. area	1
Veterinary	300 sq. ft. gross floor area	1
Animal services, tools, supplies, feed	500 sq. ft. gross floor area	1
Construction materials, sales and services	1,000 sq. ft. floor and yard area	1
Short term rental	Per dwelling unit	1
	Plus for each bedroom over two bedrooms within each dwelling unit	1

Property Use	Required Parking Spaces	
Industrial		
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	±
Cultural and Recreational		
Auditoriums, theaters, stadiums, outdoor sports areas, public assembly areas	3 fixed seats, or 175 sq. ft. of main assembly area not containing seats	±
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	±
Institutional		
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	±

Property Use	Required Parking Spaces	
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 ~~DE~~ 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;~~

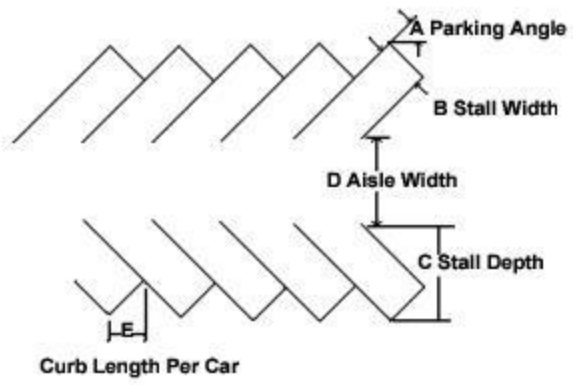
~~34. For uses other than those specified above: not more than 800 feet from the building they are required to serve. If the parking area is under different ownership than the building site, then a legal instrument such as an easement or deed restriction that guarantees continuing access to the parking 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).



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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
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:

Number of Berths	Adjusted Gross Floor Area
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:

Number of Berths	Adjusted Gross Floor Area
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).

SEPA ENVIRONMENTAL CHECKLIST

Purpose of checklist:

Governmental agencies use this checklist to help determine whether the environmental impacts of your proposal are significant. This information is also helpful to determine if available avoidance, minimization or compensatory mitigation measures will address the probable significant impacts or if an environmental impact statement will be prepared to further analyze the proposal.

Instructions for applicants:

This environmental checklist asks you to describe some basic information about your proposal. Please answer each question accurately and carefully, to the best of your knowledge. You may need to consult with an agency specialist or private consultant for some questions. You may use "not applicable" or "does not apply" only when you can explain why it does not apply and not when the answer is unknown. You may also attach or incorporate by reference additional studies reports. Complete and accurate answers to these questions often avoid delays with the SEPA process as well as later in the decision-making process.

The checklist questions apply to all parts of your proposal, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

Instructions for Lead Agencies:

Please adjust the format of this template as needed. Additional information may be necessary to evaluate the existing environment, all interrelated aspects of the proposal and an analysis of adverse impacts. The checklist is considered the first but not necessarily the only source of information needed to make an adequate threshold determination. Once a threshold determination is made, the lead agency is responsible for the completeness and accuracy of the checklist and other supporting documents.

Use of checklist for nonproject proposals:

For nonproject proposals (such as ordinances, regulations, plans and programs), complete the applicable parts of sections A and B plus the [SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS \(part D\)](#). Please completely answer all questions that apply and note that the words "project," "applicant," and "property or site" should be read as "proposal," "proponent," and "affected geographic area," respectively. The lead agency may exclude (for non-projects) questions in Part B - Environmental Elements –that do not contribute meaningfully to the analysis of the proposal.

A. Background [\[HELP\]](#)

1. Name of proposed project, if applicable: Non-project amendment to the City of Cashmere's Zoning Code related to parking.
2. Name of applicant: City of Cashmere
3. Address and phone number of applicant and contact person:

Steve Croci
Director of Operations
101 Woodring Street
Cashmere, WA 98815
509-782-3513

4. Date checklist prepared: November 6, 2023.
5. Agency requesting checklist: Washington Department of Commerce
6. Proposed timing or schedule (including phasing, if applicable):
A public hearing with the Planning Commission is scheduled to occur on December 4, 2023.
A public hearing with the City Council will occur in January 2024.
7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain.
No.
8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.
None.
9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.
Not applicable.
10. List any government approvals or permits that will be needed for your proposal, if known.
A public hearing before and approval from the Cashmere Planning Commission and City Council.
Verification of Growth Management Act compliance by WA Department of Commerce.
11. Give brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.)
The City of Cashmere is proposing to amend the off-street parking regulations within the Downtown Business, Mixed Commercial-Light Industrial, Warehouse Industrial zoning districts to encourage and foster economic development. Proposed changes include:
 - Allowing 75% of the off-street parking requirement to be within certain city-owned shared parking lots if the site is within 800-feet of an eligible parking lot, an increase from 25%.
 - Adding three additional existing city-owned shared parking lots to the list eligible parking lots (parking lots on Woodring, Railroad Streets, and Riverside Park)
 - Increasing the flexibility of the parking requirements, for example by allowing business to share the use of a single parking lot (if use does not over-lap) or

allowing project applicants to demonstrate that less parking is needed than is required.

- Simplifying the parking requirements by combining and reducing the number and types of uses and reducing parking requirements for most types of uses.

12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.

The City of Cashmere is located in the geographic center of Washington State on the eastern side of the Cascade Mountains on Highway 2/97 between Wenatchee and Leavenworth. Township 23, Range 19, Section 4. The proposed changes are to the industrial, commercial, and business zones within the City and Urban Growth Area, there are no changes proposed for residential parking.

B. Environmental Elements [\[HELP\]](#)

1. Earth [\[help\]](#)

a. General description of the site:

Located in the Wenatchee River Valley, Cashmere is bordered by the Wenatchee River and steep hillsides. The elevation of the city is between 800 and 1,000 feet above sea level. Ridges along the north side of the valley rise over 2,000 feet above sea level before ascending into the Entiat Mountains. South of Cashmere, mountains rise over 2,000 feet above sea level and extend into the Wenatchee Mountains and Mission Ridge.

(circle one): Flat, rolling, hilly, steep slopes, mountainous, other _____

b. What is the steepest slope on the site (approximate percent slope)?

Not Applicable. The proposal is a non-project proposal and does not propose project action on a specific site.

c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any agricultural land of long-term commercial significance and whether the proposal results in removing any of these soils.

Not Applicable. The proposal is a non-project proposal and does not propose project action on a specific site.

d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.

Not Applicable. The proposal is a non-project proposal and does not propose project action on a specific site.

e. Describe the purpose, type, total area, and approximate quantities and total affected area of any filling, excavation, and grading proposed. Indicate source of fill.

Not Applicable. The proposal is a non-project proposal and does not propose project action on a specific site.

- f. Could erosion occur as a result of clearing, construction, or use? If so, generally describe.
Not Applicable. The proposal is a non-project proposal and does not propose project action on a specific site.
- g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)? This is a planning document and will not involve any earth movement.
Not Applicable. The proposal is a non-project proposal and does not propose project action on a specific site.
- h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any:
Not Applicable. The proposal is a non-project proposal and does not propose project action on a specific site.

2. Air [\[help\]](#)

- a. What types of emissions to the air would result from the proposal during construction, operation, and maintenance when the project is completed? If any, generally describe and give approximate quantities if known.
Not Applicable. The proposal is a non-project proposal and does not propose project action on a specific site.
- b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe.
Not Applicable. The proposal is a non-project proposal and does not propose project action on a specific site.
- c. Proposed measures to reduce or control emissions or other impacts to air, if any:
Not Applicable. The proposal is a non-project proposal and does not propose project action on a specific site.

3. Water [\[help\]](#)

a. Surface Water: [\[help\]](#)

- 1) Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into.
Mission and Brender Creeks flow into the Wenatchee River and all are located within or near the downtown business, warehouse, and mixed commercial/light-industrial zoning districts.
- 2) Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.
Not Applicable. The proposal is a non-project proposal and does not propose project action on a specific site. Project-specific proposals would be reviewed for consistency with the applicable provisions of the Cashmere Municipal Code and the City SEPA procedures.

3) Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material.

Not Applicable. The proposal is a non-project proposal and does not propose project action on a specific site.

4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known.

Not Applicable. The proposal is a non-project proposal and does not propose project action on a specific site.

5) Does the proposal lie within a 100-year floodplain? If so, note location on the site plan.

Not Applicable. The proposal is a non-project proposal and does not propose project action on a specific site.

6) Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge.

Not Applicable. The proposal is a non-project proposal and does not propose project action on a specific site.

b. Ground Water: [help](#)

1) Will groundwater be withdrawn from a well for drinking water or other purposes? If so, give a general description of the well, proposed uses and approximate quantities withdrawn from the well. Will water be discharged to groundwater? Give general description, purpose, and approximate quantities if known.

Not Applicable. The proposal is a non-project proposal and does not propose project action on a specific site. However, any future development will use city water.

2) Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: Domestic sewage; industrial, containing the following chemicals. . . ; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve.

Not Applicable. The proposal is a non-project proposal and does not propose project action on a specific site. Project-specific proposals would be reviewed for consistency with the applicable provisions of the Cashmere Municipal Code and the City SEPA procedures.

c. Water runoff (including stormwater):

1) Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow?

Will this water flow into other waters? If so, describe.

Not Applicable. The proposal is a non-project proposal and does not propose project action on a specific site. Project-specific proposals would be reviewed for consistency with the applicable provisions of the Cashmere Municipal Code and the City SEPA procedures.

2) Could waste materials enter ground or surface waters? If so, generally describe.

Not Applicable. The proposal is a non-project proposal and does not propose project action on a specific site. Project-specific proposals would be reviewed for consistency with the applicable provisions of the Cashmere Municipal Code and the City SEPA procedures.

- 3) Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe.

Not Applicable. The proposal is a non-project proposal and does not propose project action on a specific site. Project-specific proposals would be reviewed for consistency with the applicable provisions of the Cashmere Municipal Code and the City SEPA procedures.

- d. Proposed measures to reduce or control surface, ground, and runoff water, and drainage pattern impacts, if any:

Not Applicable. The proposal is a non-project proposal and does not propose project action on a specific site. Project-specific proposals would be reviewed for consistency with the applicable provisions of the Cashmere Municipal Code and the City SEPA procedures.

4. **Plants** [\[help\]](#)

- a. Check the types of vegetation found on the site:

deciduous tree: alder, maple, aspen, other
 evergreen tree: fir, cedar, pine, other
 shrubs
 grass
 pasture
 crop or grain
 Orchards, vineyards or other permanent crops.
 wet soil plants: cattail, buttercup, bullrush, skunk cabbage, other
 water plants: water lily, eelgrass, milfoil, other
 other types of vegetation

- b. What kind and amount of vegetation will be removed or altered?

Not Applicable. The proposal is a non-project proposal and does not propose project action on a specific site. Project-specific proposals would be reviewed for consistency with the applicable provisions of the Cashmere Municipal Code and the City SEPA procedures.

- c. List threatened and endangered species known to be on or near the site.

There are no know land-based threatened or endangered species within the residential, commercial, business, and industrial zoning districts. There are endangered fish species within the Wenatchee River; however, this proposal does not involve construction in or near the river.

- d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any:

Not Applicable. The proposal is a non-project proposal and does not propose project action on a specific site. Project-specific proposals would be reviewed for consistency

with the applicable provisions of the Cashmere Municipal Code and the City SEPA procedures.

- e. List all noxious weeds and invasive species known to be on or near the site.
Toadflax, Knapweed, Thistle, Puncture vine are all located within the City of Cashmere.

5. *Animals* [\[help\]](#)

- a. List any birds and other animals which have been observed on or near the site or are known to be on or near the site.

birds: hawk, heron, eagle, songbirds, neo-tropical migrants, quail
mammals: deer, beaver, squirrels, mice, racoons
fish: salmon, trout, whitefish, sucker

- b. List any threatened and endangered species known to be on or near the site.
According to the US Fish and Wildlife Service there is no critical habitat at this location. The Canada Lynx, Gray Wolf, North American Wolverine, Marbled Murrelet and Bull Trout Steelhead and Spring Chinook Salmon are listed as threatened species in this area.

- c. Is the site part of a migration route? If so, explain.
Yes, the City is considered in the Pacific flyway.

- d. Proposed measures to preserve or enhance wildlife, if any: Not Applicable.
Not Applicable. The proposal is a non-project proposal and does not propose project action on a specific site. Project-specific proposals would be reviewed for consistency with the applicable provisions of the Cashmere Municipal Code and the City SEPA procedures.

- e. List any invasive animal species known to be on or near the site.
None known.

6. *Energy and Natural Resources* [\[help\]](#)

- a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.
Not Applicable. The proposal is a non-project proposal and does not propose project action on a specific site.
- b. Would your project affect the potential use of solar energy by adjacent properties?
If so, generally describe.
Not Applicable. The proposal is a non-project proposal and does not propose project action on a specific site.
- c. What kinds of energy conservation features are included in the plans of this proposal?
List other proposed measures to reduce or control energy impacts, if any:
Not Applicable. The proposal is a non-project proposal and does not recommend project action on a specific site. Project-specific proposals would be reviewed for consistency

with the applicable provisions of the Cashmere Municipal Code and the City SEPA procedures.

7. *Environmental Health* [\[help\]](#)

a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur as a result of this proposal? If so, describe.

Not Applicable. This proposal is to amend the off-street parking code. Project-specific proposals would be reviewed for consistency with the applicable provisions of the Cashmere Municipal Code and the City SEPA procedures.

1) Describe any known or possible contamination at the site from present or past uses.

Not Applicable. None known within the applicable zoning districts.

2) Describe existing hazardous chemicals/conditions that might affect project development and design. This includes underground hazardous liquid and gas transmission pipelines located within the project area and in the vicinity.

Not Applicable. The proposal is a non-project proposal and does not propose project action on a specific site. Project-specific proposals would be reviewed for consistency with the applicable provisions of the Cashmere Municipal Code and the City SEPA procedures.

3) Describe any toxic or hazardous chemicals that might be stored, used, or produced during the project's development or construction, or at any time during the operating life of the project.

Not Applicable. The proposal is a non-project proposal and does not propose project action on a specific site. Project-specific proposals would be reviewed for consistency with the applicable provisions of the Cashmere Municipal Code and the City SEPA procedures.

4) Describe special emergency services that might be required.

Not Applicable. The proposal is a non-project proposal and does not propose project action on a specific site. Project-specific proposals would be reviewed for consistency with the applicable provisions of the Cashmere Municipal Code and the City SEPA procedures.

5) Proposed measures to reduce or control environmental health hazards, if any:

Not Applicable. The proposal is a non-project proposal and does not propose project action on a specific site. Project-specific proposals would be reviewed for consistency with the applicable provisions of the Cashmere Municipal Code and the City SEPA procedures.

b. Noise

1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)?

Not Applicable. The proposal is a non-project proposal and does not propose project action on a specific site. Project-specific proposals would be reviewed for consistency with the applicable provisions of the Cashmere Municipal Code and the City SEPA procedures.

2) What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site.

Not Applicable. The proposal is a non-project proposal and does not propose project action on a specific site. Project-specific proposals would be reviewed for consistency with the applicable provisions of the Cashmere Municipal Code and the City SEPA procedures.

3) Proposed measures to reduce or control noise impacts, if any:

Not Applicable. The proposal is a non-project proposal and does not propose project action on a specific site. Project-specific proposals would be reviewed for consistency with the applicable provisions of the Cashmere Municipal Code and the City SEPA procedures.

8. Land and Shoreline Use [\[help\]](#)

a. What is the current use of the site and adjacent properties? Will the proposal affect current land uses on nearby or adjacent properties? If so, describe.

The proposed code amendments will affect properties within city limits, which are generally either developed or vacant.

b. Has the project site been used as working farmlands or working forest lands? If so, describe. How much agricultural or forest land of long-term commercial significance will be converted to other uses as a result of the proposal, if any? If resource lands have not been designated, how many acres in farmland or forest land tax status will be converted to nonfarm or nonforest use?

Not Applicable. However, some portions of the City are currently in agricultural use. None of the land is of long-term significance and all land has already been evaluated for conversion to residential, commercial, and industrial uses when it was included within city limits or the urban growth area. Project-specific proposals would be reviewed for consistency with the applicable provisions of the Cashmere Municipal Code and the City SEPA procedures.

1. Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversize equipment access, the application of pesticides, tilling, and harvesting? If so, how:

Not applicable. The proposal is a non-project proposal and does not propose project action on a specific site. Project-specific proposals would be reviewed for consistency with the applicable provisions of the Cashmere Municipal Code and the City SEPA procedures.

c. Describe any structures on the site.

Not Applicable. The proposal is a non-project proposal and does not propose project action on a specific site. Project-specific proposals would be reviewed for consistency with the applicable provisions of the Cashmere Municipal Code and the City SEPA procedures.

d. Will any structures be demolished? If so, what?

Not Applicable. The proposal is a non-project proposal and does not propose project

action on a specific site. Project-specific proposals would be reviewed for consistency with the applicable provisions of the Cashmere Municipal Code and the City SEPA procedures.

e. What is the current zoning classification of the site?

The zoning codes subject to this change include downtown business, mixed commercial-light industrial, and warehouse industrial.

f. What is the current comprehensive plan designation of the site?

The comprehensive plan designations for the zoning districts subject to the changes are the same as the zoning district.

g. If applicable, what is the current shoreline master program designation of the site?

Not Applicable. This proposal is a non-project proposal and does not propose project action on a specific site. Project-specific proposals would be reviewed for consistency with the applicable provisions of the Cashmere Municipal Code and the City SEPA procedures and the SMP.

h. Has any part of the site been classified as a critical area by the city or county? If so, specify.

Portions of the City are classified as critical areas; however, the proposal is a non-project proposal and does not propose project action on a specific site. Project-specific proposals would be reviewed for consistency with the applicable provisions of the Cashmere Municipal Code and the City SEPA procedures.

i. Approximately how many people would reside or work in the completed project?

This proposal is to amend off-street parking regulations within the City and Urban Growth Area's commercial, industrial, and business zones; the amount of people who reside or work in the completed project will not be impacted by the proposal. The proposal is a non-project proposal and does not recommend project action on a specific site. Project-specific proposals would be reviewed for consistency with the applicable provisions of the Cashmere Municipal Code and the City SEPA procedures.

j. Approximately how many people would the completed project displace?

Likely no people would be displaced by the completed project. The zones targeted for the parking revision contain minimal residential housing, and therefore, displacement is unlikely. Project-specific proposals would be reviewed for consistency with the applicable provisions of the Cashmere Municipal Code and the City SEPA procedures.

k. Proposed measures to avoid or reduce displacement impacts, if any:

Not applicable. The proposal is a non-project proposal and does not propose project action on a specific site. Project-specific proposals would be reviewed for consistency with the applicable provisions of the Cashmere Municipal Code and the City SEPA procedures.

l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any:

The proposal is consistent with the 2019 Comprehensive Plan. Project-specific proposals would be reviewed for consistency with the applicable provisions of the Cashmere Municipal Code and the City SEPA procedures.

- m. Proposed measures to reduce or control impacts to agricultural and forest lands of long-term commercial significance, if any:

Not Applicable. The proposal is a non-project proposal and does not propose project action on a specific site. Project-specific proposals would be reviewed for consistency with the applicable provisions of the Cashmere Municipal Code and the City SEPA procedures.

9. Housing [\[help\]](#)

- a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing.

No long-term housing units will be created.

- b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.

No units would be eliminated.

- c. Proposed measures to reduce or control housing impacts, if any:

Not applicable.

10. Aesthetics [\[help\]](#)

- a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?

Not Applicable. The proposal is a non-project proposal and does not propose project action on a specific site. Project-specific proposals would be reviewed for consistency with the applicable provisions of the Cashmere Municipal Code and the City SEPA procedures.

- b. What views in the immediate vicinity would be altered or obstructed?

Not Applicable. The proposal is a non-project proposal and does not propose project action on a specific site. Project-specific proposals would be reviewed for consistency with the applicable provisions of the Cashmere Municipal Code and the City SEPA procedures.

- c. Proposed measures to reduce or control aesthetic impacts, if any:

Not Applicable. The proposal is a non-project proposal and does not propose project action on a specific site. Project-specific proposals would be reviewed for consistency with the applicable provisions of the Cashmere Municipal Code and the City SEPA procedures.

11. Light and Glare [\[help\]](#)

- a. What type of light or glare will the proposal produce? What time of day would it mainly occur?

Not Applicable. The proposal is a non-project proposal and does not propose project action on a specific site. Project-specific proposals would be reviewed for consistency with the applicable provisions of the Cashmere Municipal Code and the City SEPA procedures.

- b. Could light or glare from the finished project be a safety hazard or interfere with views?

Not Applicable. The proposal is a non-project proposal and does not propose project

action on a specific site. Project-specific proposals would be reviewed for consistency with the applicable provisions of the Cashmere Municipal Code and the City SEPA procedures.

c. What existing off-site sources of light or glare may affect your proposal?

Not Applicable. The proposal is a non-project proposal and does not propose project action on a specific site. Project-specific proposals would be reviewed for consistency with the applicable provisions of the Cashmere Municipal Code and the City SEPA procedures.

d. Proposed measures to reduce or control light and glare impacts, if any:

Not Applicable. The proposal is a non-project proposal and does not propose project action on a specific site. Project-specific proposals would be reviewed for consistency with the applicable provisions of the Cashmere Municipal Code and the City SEPA procedures.

12. Recreation [\[help\]](#)

a. What designated and informal recreational opportunities are in the immediate vicinity?

Wenatchee River, City Parks, trails, wildlife viewing and open space.

b. Would the proposed project displace any existing recreational uses? If so, describe.

One of the existing city-owned parking lots proposed for use as shared off-site parking is at the Riverfront Park. No effects or displacements to the recreational use at this site is anticipated.

c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any:

Not Applicable. The proposal is a non-project proposal and does not propose project action on a specific site. Project-specific proposals would be reviewed for consistency with the applicable provisions of the Cashmere Municipal Code and the City SEPA procedures.

13. Historic and cultural preservation [\[help\]](#)

a. Are there any buildings, structures, or sites, located on or near the site that are over 45 years old listed in or eligible for listing in national, state, or local preservation registers ? If so, specifically describe.

Not Applicable. The proposal is a non-project proposal and does not propose project action on a specific site. Project-specific proposals would be reviewed for consistency with the applicable provisions of the Cashmere Municipal Code and the City SEPA procedures.

b. Are there any landmarks, features, or other evidence of Indian or historic use or occupation? This may include human burials or old cemeteries. Are there any material evidence, artifacts, or areas of cultural importance on or near the site? Please list any professional studies conducted at the site to identify such resources.

Not Applicable. The proposal is a non-project proposal and does not propose project action on a specific site. Project-specific proposals would be reviewed for consistency with the applicable provisions of the Cashmere Municipal Code and the City SEPA procedures.

- c. Describe the methods used to assess the potential impacts to cultural and historic resources on or near the project site. Examples include consultation with tribes and the department of archeology and historic preservation, archaeological surveys, historic maps, GIS data, etc.

Not Applicable. The proposal is a non-project proposal and does not propose project action on a specific site. Project-specific proposals would be reviewed for consistency with the applicable provisions of the Cashmere Municipal Code and the City SEPA procedures.

- d. Proposed measures to avoid, minimize, or compensate for loss, changes to, and disturbance to resources. Please include plans for the above and any permits that may be required.

Not Applicable. The proposal is a non-project proposal and does not propose project action on a specific site. Project-specific proposals would be reviewed for consistency with the applicable provisions of the Cashmere Municipal Code and the City SEPA procedures.

14. *Transportation* [\[help\]](#)

- a. Identify public streets and highways serving the site or affected geographic area and describe proposed access to the existing street system. Show on site plans, if any.

United States Highway 2/97 provides the primary access to the City. It runs east and west and connects Everett in the western part of the state to Spokane in the east. The residential, commercial, business and industrial zones are served by city streets.

- b. Is the site or affected geographic area currently served by public transit? If so, generally describe. If not, what is the approximate distance to the nearest transit stop?

The regional transit service Link serves the City of Cashmere with numerous stops in the City and UGA.

- c. How many additional parking spaces would the completed project or non-project proposal have? How many would the project or proposal eliminate?

The proposal reduces the number of new on-site, off-street parking spaces for some uses or for uses located within 800-feet of a city-owned shared parking lot. Under the proposed parking regulations, new uses with existing parking lots may be required to provide more or less parking. If less parking is required than currently exists, the project proponent may choose to eliminate some parking spaces; however, this is unknown until a project-specific proposal is submitted. Project-specific proposals would be reviewed for consistency with the applicable provisions of the Cashmere Municipal Code and the City SEPA procedures.

- d. Will the proposal require any new or improvements to existing roads, streets, pedestrian, bicycle or state transportation facilities, not including driveways? If so, generally describe (indicate whether public or private).

Not Applicable. The proposal is a non-project proposal and does not propose project action on a specific site. Project-specific proposals would be reviewed for consistency with the applicable provisions of the Cashmere Municipal Code and the City SEPA procedures.

- e. Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe.

Not Applicable. The proposal is a non-project proposal and does not propose project action on a specific site. Project-specific proposals would be reviewed for consistency

with the applicable provisions of the Cashmere Municipal Code and the City SEPA procedures.

- f. How many vehicular trips per day would be generated by the completed project or proposal? If known, indicate when peak volumes would occur and what percentage of the volume would be trucks (such as commercial and nonpassenger vehicles). What data or transportation models were used to make these estimates?

Not Applicable. The proposal is a non-project proposal and does not propose project action on a specific site. Project-specific proposals would be reviewed for consistency with the applicable provisions of the Cashmere Municipal Code and the City SEPA procedures.

- g. Will the proposal interfere with, affect or be affected by the movement of agricultural and forest products on roads or streets in the area? If so, generally describe.

Not Applicable. The proposal is a non-project proposal and does not propose project action on a specific site. Project-specific proposals would be reviewed for consistency with the applicable provisions of the Cashmere Municipal Code and the City SEPA procedures.

- h. Proposed measures to reduce or control transportation impacts, if any:

Not Applicable. The proposal is a non-project proposal and does not propose project action on a specific site. Project-specific proposals would be reviewed for consistency with the applicable provisions of the Cashmere Municipal Code and the City SEPA procedures.

15. Public Services [\[help\]](#)

- a. Would the project result in an increased need for public services (for example: fire protection, police protection, public transit, health care, schools, other)? If so, generally describe.

The proposed code amendments permit more use of city-owned shared parking lots. The City already performs regular maintenance of the parking lots. No increase in services is expected as a result of this proposal.

- b. Proposed measures to reduce or control direct impacts on public services, if any.

None. No impacts on public services are expected as a result of this proposal.

16. Utilities [\[help\]](#)

- a. Circle utilities currently available at the site:

electricity, natural gas, **water**, **refuse service**, **telephone**, **sanitary sewer**, **septic system**, other _____

- b. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed.

Not Applicable. The proposal is a non-project proposal and does not propose project action on a specific site. Project-specific proposals would be reviewed for consistency with the applicable provisions of the Cashmere Municipal Code and the City SEPA procedures.

C. Signature [\[HELP\]](#)

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

Signature: Steve Croci

Name of signee Steve Croci

Position and Agency/Organization Director of Operations, City of Cashmere

Date Submitted: 11/22/2023

D. Supplemental sheet for nonproject actions [\[HELP\]](#)

(IT IS NOT NECESSARY to use this sheet for project actions)

Because these questions are very general, it may be helpful to read them in conjunction with the list of the elements of the environment.

When answering these questions, be aware of the extent the proposal, or the types of activities likely to result from the proposal, would affect the item at a greater intensity or at a faster rate than if the proposal were not implemented. Respond briefly and in general terms.

1. How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise?
The proposed code amendments are not likely to increase any of the listed items. The proposal is to amend the off-street parking code to encourage and foster economic development. The proposal may result in fewer new parking spaces developed in the commercial and industrial districts which may support fewer impacts to the listed items.

Proposed measures to avoid or reduce such increases are:

Site specific projects will be in accordance with Cashmere Municipal Code and could be subject to additional local, state, and federal requirements and/or approvals.

2. How would the proposal be likely to affect plants, animals, fish, or marine life?
The proposed code amendments are not likely to have direct impacts to plants, animals, fish or marine life. The areas of the City most affected by the code updates are the commercial, business, and industrial areas, which are generally already developed. No projects related to this proposal will occur within sensitive areas. Site specific project impacts would be reviewed independently at the time of application processing in accordance with Cashmere Municipal Code and could be subject to additional local, state, and federal requirements and/or approvals.

Proposed measures to protect or conserve plants, animals, fish, or marine life are:

None at this time as there are no direct impacts anticipated. Site specific project impacts will be in accordance with Cashmere Municipal Code and could be subject to additional local, state, and federal requirements and/or approvals. This includes critical area regulations which are designed to avoid impacts to fish wildlife habitat conservation areas.

3. How would the proposal be likely to deplete energy or natural resources?
The proposed code amendments would not have direct impacts to energy or natural resources. Indirectly, the proposal may lead to fewer new parking spaces developed for new uses, which would reduce the energy and materials required for construction. Site specific project impacts will be reviewed in accordance with Cashmere Municipal Code and will be subject to additional local, state, and federal requirements and/or approvals.

Proposed measures to protect or conserve energy and natural resources are:

None at this time as there are no direct impacts anticipated.

4. How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection; such as parks,

wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands?

The proposed code amendments include adding the existing parking lot at Riverside Park to the list of eligible city-owned shared parking lots. The proposal will not affect the park or environmentally sensitive areas as the parking lot is already existing. All site specific projects must comply with the city's critical areas ordinance which provides environmental protection.

Proposed measures to protect such resources or to avoid or reduce impacts are:

None at this time as there are no direct impacts anticipated.

5. How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?

The proposal may support additional development in the commercial and industrial zones. By not requiring as many on-site off-street parking spaces, more land may become feasible for development. All future development must comply with Cashmere's regulations, therefore all future development will be compatible with existing plans and other land uses.

Proposed measures to avoid or reduce shoreline and land use impacts are:

None at this time as there are no direct impacts anticipated. Site specific projects will be in accordance with Cashmere Municipal Code and will be subject to additional local, state, and federal requirements and/or approvals as well as the Shoreline Master Program.

6. How would the proposal be likely to increase demands on transportation or public services and utilities?

The proposed amendments allow more use of city-owned shared parking lots and are may increase the demand for those parking spaces. However, the amendments are not likely to have an effect on transportation or public services or utilities. In Cashmere, public and private off-street parking lots generally have excess capacity; therefore, the reduction in required off-street parking spaces is not expected to affect services. The City already maintains the city-owned shared use parking lots, and no additional maintenance is anticipated. All required services have capacity for the additional demand.

Proposed measures to reduce or respond to such demand(s) are:

If any issues are identified at the city-owned shared use parking lots, the City will assess the situation and take appropriate action.

7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.

The proposed code amendments are not anticipated to conflict with local, state, or federal laws or requirements for the protection of the environment. New construction of parking spaces will be required to comply with all standards that protect water quality, air quality, critical areas, shorelines, etc.



City of Cashmere

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

CITY OF CASHMERE

DETERMINATION OF NON-SIGNIFICANCE (DNS) AND NOTICE OF PUBLIC HEARING

PROJECT NAME: City of Cashmere Off-Street Parking Regulations Update (CMC 17.54)

PROJECT DESCRIPTION: The City of Cashmere is proposing to update CMC 17.54 Off-Street Parking. The updates are intended to create more flexible standards to encourage economic development and increase the use of city-owned shared parking lots in the business, commercial, and industrial zoning districts.

DETERMINATION OF NON-SIGNIFICANCE: As the Lead Agency, the City of Cashmere has determined that significant environmental impacts are unlikely to occur as a result of the proposed non-project action. An environmental impact statement is not required under RCW 43.21C.030(2)(c). Therefore, as permitted under WAC 197-11-340(2), the City of Cashmere is issuing a Determination of Non-significance. The city will not act on this proposal for 14 days from the date of issuance.

REVIEW: All documents are available for review at Cashmere City Hall, 101 Woodring Ave., Cashmere, WA 98815.

COMMENT DEADLINE: If you wish to comment on this SEPA determination, comments must be received by 5:00 pm on Wednesday, December 6, 2023.

PLANNING COMMISSION PUBLIC HEARING: The Cashmere Planning Commission will hold a public hearing on December 4, 2023, at 6:00 pm. The hybrid meeting will be held in-person at Cashmere City Hall and virtual using Zoom. After the public hearing and the close of the SEPA comment period, the Planning Commission will forward their recommendation to the City Council. The City Council will hold a public meeting before adopting the proposed code updates. You are encouraged to submit comments on the proposed code updates prior to the Planning Commission public hearing. You may submit comments on the proposed code updates using the following methods:

- Written comments may be submitted by mail to Cashmere City Hall at 101 Woodring Street Cashmere, WA 98815 or by emailing Steve Croci at steve@cityofcashmere.org.

- In-person comments may be provided during the public hearing at Cashmere City Hall.
- Virtual comments may be provided during the public hearing by attending the meeting through Zoom.


To attend the Planning Commission using Zoom, go to:

<https://zoom.us> and enter meeting ID: 882 719 9871 and passcode: 788276

For audio only, call: 1-253-215-8782

CONTACT PERSON: Steve Croci, steve@cityofcashmere.org, 509-782-3513

RESPONSIBLE OFFICIAL: Tammy Miller, SEPA Official

	<u>November 22, 2023</u>
Signature	Date

APPEAL PERIOD: This administrative decision may be appealed to the Hearing Examiner within 14 calendar days after the date of the decision, pursuant to EMC 14.10.030. Contact the City Planner to learn more about the SEPA appeal process.

Publish Cashmere Valley Record: Wednesday, November 22, 2023