



City of Cashmere

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

CASHMERE CITY PLANNING COMMISSION
MONDAY APRIL 1, 2024
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 March 4, 2024 meetings minutes.

CORRESPONDENCE:

ANNOUNCEMENTS & INFORMATION:

BUSINESS ITEMS:

1. Recreational Vehicle Park public hearing
2. Climate Planning
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 MARCH 4, 2024 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>
	Zak Steigmeyer- Chair	
	Matthew Walgren– Vice Chair	
	John Torrence	
	Laura Redden	
	Erin Smart	

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

APPROVAL OF MINUTES The February 5, 2024 meeting minutes were approved 5-0. Walgren motioned and Redden 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.
Fruitful Place/Spears developments– Application process moving forward for single family homes, public hearings this month.
Planning Commission membership – Erin Smart is a new planning commissioner member. Still seeking a couple more members.
Planning short course – New PC members are encouraged to take the Planning Short Course offered by Washington Department of Commerce. Additional information is available at: <https://www.commerce.wa.gov/serving-communities/growth-management/short-course/>

AGENDA ITEMS

1. Recreational Vehicle Park code update
Proposed changes approved by the planning commission last month for the recreational vehicle park code is in the review period with the Department of Commerce and SEPA. A public hearing is scheduled for April 1st planning commission meeting.
2. Direction from City Council
Steigmeyer, Redden and Croci attended the joint planning commission and city council meeting. Interest was expressed in looking at residential zoning which will be addressed in the next Comprehensive Land Use Plan (2025). The state will provide funding for that update. The council also indicated they support anything that supports business retention and development including expansion of the Urban Growth Area. Improving pathways is also supported. The Council did not provide any specific task for the planning commission to pursue.

Some good discussion occurred as to potential approaches so addressing direction from council. Wollman indicated grants are available to hire a consultant to complete a professional economic development study. Hiring an outside company will help set a vision as the current planning staff are limited in time and expertise with this level of planning.

Concern was expressed that land and property is not available to expand businesses within the city and some businesses left town because they are growing and had no where to relocate. The Port District represents a large landowner with infrastructure (water, sewer, electrical, roads and communication lines) in place and ready to develop. The city should work with the Port to help assist in developing their property.

Steigmeyer requested a Wenatchee city planner be invited to a planning commission meeting to provide insight on what code changes Wenatchee made which had the most beneficial impact to positive development for Wenatchee.

3. Topics for next meeting
Public hearing for Recreational Vehicle Parks, Invite Wenatchee city planner



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Website www.cityofcashmere.org

STAFF REPORT MEMORANDUM

Date: April 1, 2024
To: City Planning Commission
From: Steve Croci – Director of Operations
RE: Recreational Vehicle Park Code Amendments

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 Recreational Vehicle Park code amendments to Cashmere Municipal Code Chapter 17.52 Recreational Vehicle Park and Chapter 17.18 District Use Chart.

B. General Information

Timeline:

- The topic was discussed during Planning Commission meetings on February 5, 2024.
- Planning Commission public hearing notification published on March 13, 2024.
- SEPA DNS notification published on March 13, 2024.
- 60-day State agency review submitted on February 16, 2024.
- Planning Commission hearing held on April 1, 2024.

Summary of Revisions:

The City proposes revisions to the recreational vehicle (RV) park regulations, to clarify and correct the review and approval process and to ensure the health, safety, and welfare of the park occupants. The amendments to the district use chart are intended to clarify the permitting process and zoning districts in which the use is allowed. Currently, even though an RV park is a permitted use in the City, an RV park cannot be permitted within the City using the process prescribed in code. The complete proposed revisions are shown in Attachment A. The major revisions include:

- 17.18.020 Recreational Uses – Removes the use from the single family and multi-family residential zones. Adds the use to the public zone with Conditional Use Permit (CUP) approval, and changes the approval process for the commercial-light industrial zone from a Planned Unit Development (PUD) to a CUP.

- 17.52.010 – Clarifies the type of recreational vehicles that are permitted and not permitted in recreational vehicle parks. Those not permitted are expanded to include park model trailers and tiny homes.
- 17.52.020 – Changes the permitting process from a PUD to a CUP. Removes the requirement to have a license from the City.
- 17.52.030 – Changes the reference to PUD to a CUP.
- 17.52.040 – Expands the service road width requirement for two-way traffic from 11 feet per lane to 20 feet and one-way traffic from 12 feet to 16 feet. Requires water to be obtained from the City water system and removes the ability to use a community water system. Removes reference to the Chelan-Douglas health district. Adds two additional siting standards which prohibit placing recreational vehicles on foundations or removing their wheels, except for temporary repair purposes, and prohibits external appurtenances.
- 17.52.050 – Changes the reference to a PUD to a CUP. Adds the requirement of a management plan to the application process. Removes the water right certificate reference.
- 17.52.060 – Removes the Annual License section

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 March 13, 2024. 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 recreational uses in the shoreline environment, if the use were to be proposed in that area.

- Residential Goal 2: Protect existing residential neighborhoods for non-residential uses.
Staff Analysis: RV parks are a non-residential use which is not appropriate for residential neighborhoods.

Staff analysis: The removal of the use from the single and multi-family zones supports this residential goal.

- Economic Development Element Goal 1: Permit those commercial, industrial, recreational, and other developments requiring a shoreline location which may contribute to the economic well-being of the City of Cashmere.

Staff Analysis: RV parks are a commercial and recreational use that is appropriate within a shoreline location. The permitting of the use in the public zone supports this economic development goal.

- Recreation Element Goal 1: Promote diverse, convenient, and adequate recreational opportunities along public shorelines for residents and visitors.

Staff Analysis: RV parks are a recreational opportunity that is appropriate within a shoreline location. The permitting of the use in the public zone supports this recreation goal.

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 March 13, 2024.
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 March 13, 2024.
8. On February 16, 2024 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 April 1, 2024, 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

Based upon the findings of fact and conclusions of law contained within this staff report, I move that the Planning Commission forward the proposed Recreational Vehicle Park regulations revisions to the City Council with a recommendation of approval.

Chapter 17.18

DISTRICT USE CHART

Sections:

[17.18.010 Purpose.](#)

[17.18.020 District use chart.](#)

17.18.010 Purpose.

A district use chart is established and contained herein as a tool for the purpose of determining the specific uses allowed in each use district. No use shall be allowed in a zoning district that is not listed in the use chart as either permitted, accessory or conditional use, unless the administrator determines that an unlisted use is similar to one that is already enumerated in the use chart and may therefore be allowed, subject to the requirements associated with that use and all other applicable provisions of the CMC and city of Cashmere rules and regulations. (Ord. 1234 § 3 (Exh. F), 2014; Ord. 1138 § 1 (Exh. A), 2008; Ord. 1097 § 1, 2007; Ord. 1047 § 1, 2004; Ord. 1039 § 1, 2004).

17.18.020 District use chart.

The use chart located on the following pages is made a part of this section. The below acronyms apply to the following use chart. For listed uses, if a cell within the chart is blank under a specific district column, that use is not allowed. For unlisted uses, the city administrator shall determine if said unlisted use is similar to one that is already enumerated in the use chart and may therefore be allowed, subject to the requirements associated with that use and other applicable provisions of the CMC.

PRM Permitted Use

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ACC Accessory Use

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CUP Conditional Use Permit

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HOP Home Occupation Permit "A" or "B"

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PUD Planned Unit Development

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* = Located on upper floors only unless as otherwise permitted in CMC [17.30.050](#)

** = Existing residence only, as of the date of adoption of the ordinance codified in this section

	SF	SR	AR	MF	P	DB	C/LI	WI
Recreational Uses								
Arboretums and Gardens	PRM	PRM	PRM	PRM	PRM	PRM	PRM	PRM
Boat Launches, Water-Related Activities					PRM			
Bowling Alleys						PRM	PRM	PRM
Dancehalls						PRM	PRM	PRM
Drive-In Theater							PRM	PRM
Exercise Facility						PRM	PRM	PRM
Fairgrounds					PRM			
Golf Course, Driving Range							PRM	PRM
Gun/Sportsmen's Club							CUP	CUP
Miniature Golf						CUP	PRM	PRM
Mini-Casinos, Game, Card Rooms						PRM	PRM	PRM
Playfields, Playgrounds	CUP	CUP	CUP	PRM	PRM	PRM	PRM	PRM
Public Fishing Access, Fish/Wildlife Habitat Areas					PRM			
Publicly Owned/Operated Parks and Recreation Facilities	PRM	PRM	PRM	PRM	PRM	PRM	PRM	PRM
Racetrack/Speedway (Horse, Mini-Sprint, Etc.)								
Recreational Vehicle Park or Tent Campground (Stay Up to 14 Days)		PUD		PRM	CUP		PUDCUP	
Roller-Skating Rink						CUP	CUP	CUP
Theaters						CUP	CUP	CUP
Trail Systems	PRM	PRM	PRM	PRM	PRM	PRM	PRM	PRM
Video Rental						PRM	PRM	PRM

Chapter 17.52 RECREATIONAL VEHICLE PARK

Sections:

- 17.52.010 Purpose.**
- 17.52.020 Applicability.**
- 17.52.025 Residency.**
- 17.52.030 Siting standards.**
- 17.52.040 Site development standards.**
- 17.52.050 Application.**
- ~~**17.52.060 Annual license.**~~

17.52.010 Purpose.

The recreational vehicle park is intended to accommodate the short-term rental of space for individual ~~recreational vehicles, such as travel trailers and motor homes, and tents~~~~trailers, campers, and motor homes~~. Mobile homes, ~~park model trailers, and tiny homes on wheels~~ are not permitted. All utilities, streets and improvements therein remain in one ownership to comply with the conditions of development. These standards are deemed necessary to ensure uniform, coordinated development of the community and to assure the general health, safety, and welfare of the occupants of the homes that may be located within such a development. (Ord. 1138 § 1 (Exh. A), 2008; Ord. 1097 § 1, 2007; Ord. 1039 § 1, 2004).

17.52.020 Applicability.

No person, company or corporation shall lease, sell, or rent spaces for the placement of recreational vehicles, or develop a new or expand an existing recreational vehicle park, without first obtaining a ~~planned unit development approval and a recreational vehicle park license~~ Conditional Use Permit (CUP) from the city of Cashmere. (Ord. 1138 § 1 (Exh. A), 2008; Ord. 1097 § 1, 2007; Ord. 1039 § 1, 2004).

17.52.025 Residency.

Recreational vehicle parks are intended for short-term residence and recreational activities. The length of stay within a recreational park shall not exceed 14 days per month. (Ord. 1138 § 1 (Exh. A), 2008; Ord. 1097 § 1, 2007; Ord. 1039 § 1, 2004).

17.52.030 Siting standards.

The following minimum criteria shall apply to the siting of a recreational vehicle park:

A. Zoning Requirements. Recreational vehicle parks are allowed only in those zoning districts identified in CMC 17.18.020, District use chart, provided a ~~planned unit development~~ CUP approval is obtained in accordance with the applicable provisions of the CMC.

B. Site development area: at least two acres of land area.

(Ord. 1138 § 1 (Exh. A), 2008; Ord. 1097 § 1, 2007; Ord. 1047 § 1, 2004; Ord. 1039 § 1, 2004).

17.52.040 Site development standards.

All new, expanded or remodeled recreational vehicle parks shall comply with all the site development standards listed in this section. A binding site plan shall be required and shall show the information contained in CMC 17.52.050, and the following minimum standards:

A. Campsite: a minimum of 1,000 square feet of land per campsite, including a paved or gravel pad for parking a recreational vehicle and tow vehicle, where applicable.

B. Campsite density: a maximum of 24 campsites per acre.

C. Service Road Width. All roads within the recreational vehicle park shall have paved travel lanes that meet the following standards:

1. For two-way traffic: ~~a 20-foot travel lane~~ ~~each travel lane shall be 11 feet in width.~~

2. For one-way traffic: a ~~12~~16-foot travel lane.

D. All roads shall be clearly marked and signed for traffic direction and safety.

E. Off-street parking spaces: one extra vehicle parking space for every five campsites.

F. Setbacks. All structures and recreational vehicles shall be set back at least:

1. Front Yard. All recreational vehicle campsites, ~~structures and accessory~~ and structures shall be a minimum of 50 feet from the centerline of all adjacent public streets, or 20 feet from the right-of-way line, whichever is a greater distance.

2. Rear and Side Yards. All recreational vehicle campsites and structures ~~dwelling and accessory structures~~ shall be a minimum of 20 feet from any property line adjacent to residential zoned districts, or at least 10 feet from nonresidential zoned properties.

3. From other recreational vehicles or structures at least 15 feet minimum spacing.

G. Utilities. All utilities shall be placed underground, and shall remain the property of the recreational vehicle park owner.

1. Water. All water supplied within the park for washing, bathing, drinking or food preparation shall be obtained from the city water system, ~~or from a community water system meeting the standards of the Washington State Department of Health.~~ Every

campsite hookup shall be equipped with an anti-siphoning device. ~~and~~ All outdoor faucets shall be constructed to prevent contamination from other sources including animals, wastewater or irrigation water.

2. Restrooms Will Be Required. Restroom(s) must be accessible to all residents of the park and within 300 feet of any campsites. ~~and subject to any additional requirements of the Chelan-Douglas health district.~~

3. Wastewater. All wastewater disposals from all sources of sanitation, washing, laundry, bathing facilities and trailer hookups and dump stations shall be connected to the city sewer system. All wastewater hookups shall be constructed with a self-closing lid, and elevated above ground to prevent storm water runoff or floodwaters from entering the wastewater system. ~~and subject to any additional requirements of the Chelan-Douglas health district.~~

4. Solid waste disposal and recycling facilities shall be provided within 300 feet of every campsite. ~~and subject to any additional requirements of the Chelan-Douglas health district.~~

5. Storm water runoff shall be designed and installed in accordance with specifications of the city of Cashmere design standards manual.

H. Landscaping. All areas within the boundaries of the development shall be landscaped in accordance with Chapter 17.56 CMC.

1. All natural and artificial barriers, driveways, lawns, trees, buildings, occupied and unoccupied ~~dwelling~~ spaces, recreational and open space areas shall be maintained.

2. The perimeter of the recreational vehicle park shall be enclosed with a fence that is no higher than six feet tall, maximum, except where a natural amenity provides the property boundary.

I. Accessory Uses. Uses and structures customarily incidental to the operation of a recreational vehicle park are permitted as accessory uses to the recreational vehicle park.

J. Use Restrictions.

1. Any action toward placement of a recreational vehicle on a foundation or removal of wheels, except for temporary purposes of repair, is prohibited.

2. No external appurtenances, such as carports, cabanas or patios, may be attached to any recreational vehicle while it is in the park.

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

17.52.050 Application.

The hearing examiner shall review all applications for new, expansion or upgrade of a recreational vehicle through the ~~planned unit development~~-CUP process established in the CMC. All applications shall include the following information and shall, upon approval, be recorded with the Chelan County auditor as a binding site plan. Applications shall comply with CMC Title 14 and shall, at a minimum, include:

- A. Name of the proposed recreational vehicle park, name and address of owner(s).
- B. The legal description of the property, including acreage, and parcel number(s).
- C. A vicinity map clearly showing:
 1. The location of the property, date of application, map scale, north arrow, quarter section, section, township and range.
 2. Existing zoning and adjacent land uses.
- D. The proposed design of the recreational vehicle park, prepared by a licensed engineer or surveyor, showing:
 1. How the standards of CMC 17.52.040 will be met.
 2. Each proposed ~~dwelling~~-RV space, with space dimensions and area.
 3. Service roads, parking, and intersections with public streets.
 4. Utilities, with proposed points of connection to the public utilities, and proposed easements for repair and maintenance of the publicly owned portion of the utilities.
 5. Contour elevations as necessary to identify floodplains and/or storm water drainage flow.
 6. Location and dimensions of proposed common open space areas.
 7. A landscaping plan for the entire site, including the location of any existing environmentally sensitive areas (wetlands or shorelines, wildlife habitat).
 8. Location and dimensions of existing easements.
- E. A completed environmental checklist.

F. Management plan. A written management plan shall be submitted for approval as part of the conditional use permit process. It shall include, at a minimum, the proposed management structure, proposed park rules and regulations, and proposed methods to enforce occupancy limitations and other requirements of this chapter.

F. Copies of all water rights or certificates that are associated with the property.

G. Other information that may be required by the city of Cashmere in order to properly review the proposed recreational vehicle park. (Ord. 1138 § 1 (Exh. A), 2008; Ord. 1097 § 1, 2007; Ord. 1039 § 1, 2004).

~~17.52.060 Annual license.~~

~~In addition to the planned unit development approval, an annual license shall be obtained from the city of Cashmere. Such license shall state the number of approved campsites contained within the boundaries of the development. The license will be issued to the property title holder, contract purchaser, or lease holder, who shall be responsible for full compliance with this chapter. Licenses are transferable. All licenses are valid for the calendar year, expiring December 31st of each year. The annual license fee shall be set by resolution adopted by the Cashmere city council.~~

Chapter 17.18

DISTRICT USE CHART

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PUD Planned Unit Development

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Fairgrounds					PRM			
Golf Course, Driving Range							PRM	PRM
Gun/Sportsmen's Club							CUP	CUP
Miniature Golf						CUP	PRM	PRM
Mini-Casinos, Game, Card Rooms						PRM	PRM	PRM
Playfields, Playgrounds	CUP	CUP	CUP	PRM	PRM	PRM	PRM	PRM
Public Fishing Access, Fish/Wildlife Habitat Areas					PRM			
Publicly Owned/Operated Parks and Recreation Facilities	PRM	PRM	PRM	PRM	PRM	PRM	PRM	PRM
Racetrack/Speedway (Horse, Mini-Sprint, Etc.)								
Recreational Vehicle Park or Tent Campground (Stay Up to 14 Days)		<u>PUD</u>		<u>PRM</u>	<u>CUP</u>		<u>PUDCUP</u>	
Roller-Skating Rink						CUP	CUP	CUP
Theaters						CUP	CUP	CUP
Trail Systems	PRM	PRM	PRM	PRM	PRM	PRM	PRM	PRM
Video Rental						PRM	PRM	PRM



Attachment A: Scope of Work

Scope of Work for Climate Resilience Sub-element		
Climate Guidance (Section Steps, Tasks and Deliverables)	Description	End Date
Section 2	Initialize Project	10/2024 – 01/2025
Task 2.1	Form Climate Policy Advisory Team	
Task 2.2	Establish engagement strategy that supports environmental justice	
Deliverable 1	Submit a memo summarizing completion of this step or submit a copy of completed Climate Element Workbook	01/15/2025
Section 3, Step 1	Explore Climate Impacts	10/2024 – 02/2025
Task 1.1	Identify community assets	
Task 1.2	Explore hazards and changes in the climate	
Task 1.3	Pair assets and hazards and describe exposure and consequences	
Task 1.4	Identify priority climate hazards	
Deliverable 2	Submit a memo summarizing completion of this step or submit a copy of completed Climate Element Workbook	02/15/2025
Section 3, Step 2	Audit Plans & Policies	2/2025 – 4/2025
Task 2.1	Review existing plans for climate gaps and opportunities	
Task 2.2	Determine next step	
Deliverable 3	Submit a memo summarizing completion of this step or submit a copy of completed Climate Element Workbook	4/15/2025
Section 3, Step 3	Assess Vulnerability & Risk	04/2025 – 08/2025
Task 3.1	Assess sensitivity	
Task 3.2	Assess adaptive capacity	
Task 3.3	Characterize vulnerability	



Climate Guidance (Section Steps, Tasks and Deliverables)	Description	End Date
Task 3.4	Characterize risk	
Task 3.5	Meet with partners, stakeholders and decision makers to decide course of action	
Deliverable 4	Submit a memo summarizing completion of this step or submit a copy of completed Climate Element Workbook	08/15/2025
Section 3, Step 4	Pursue Pathways	08/2025 – 10/2025
Task 4.1	Develop goals	
Task 4.2	Develop policies	
Task 4.3	Identify policy co-benefits	
Deliverable 5	Submit a memo summarizing completion of this step or submit a copy of completed Climate Element Workbook	10/15/2025
Section 3, Step 5	Integrate Goals & Policies	08/2024 – 03/2025
Task 5.1	Review and finalize resilience goals and policies	
Task 5.2	Consult with partners, stakeholders and decision makers	
Final Deliverables Deliverable 6	Adopt climate resilience goals and policies by ordinance, or adopt updated FEMA Hazard Mitigation Plan by reference.	02/15/2026
Deliverable 7	Submit a memo summarizing completion of this step or submit a copy of completed Climate Element Workbook	03/15/2026