



CASTLE ROCK PLANNING COMMISSION

Regular Meeting: Wednesday, April 20, 2022
6:00 PM

Location
Castle Rock Senior Center
222 Second Ave SW
Castle Rock, WA 98611

AGENDA

To join this meeting from your computer, tablet or smartphone: <https://global.gotomeeting.com/join/837170661>

To join this meeting using your phone: +1 (646) 749-3122 Access Code: 837-170-661 (Press *6 to speak)

New to GoToMeeting? Get the app now and be ready: <https://global.gotomeeting.com/install/837170661>

1. CALL TO ORDER

- a. Roll Call
- b. Introduce New Commission Members: Rick Sullivan; Ryane Olin
Introduce Newly Contracted City Planner: Rachel Granrath, SCJ Alliance Planner

2. APPROVAL OF MINUTES

- a. June 16, 2021, Regular Meeting
- b. August 18, 2021, Regular Meeting and Public Hearing
- c. March 22, 2022, Special Meeting

3. PUBLIC COMMENT

4. OLD BUSINESS

- a. Shoreline Master Program Draft (Final Review)
- b. Revisions to Zoning Code (from 2019)

5. ADJOURNMENT

NEXT REGULAR MEETINGS:

May 18, 2022

June 15, 2022

Non-Discrimination Statement: This institution is an equal opportunity provider and employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at https://www.ascr.usda.gov/sites/default/files/Complain_combined_6_8_12_508_0.pdf or at any USDA office, or call 866.632.9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to USDA, Office of the Assistant Secretary for Civil Rights, 1400 Independence Ave, SW, Stop 9410, Washington, DC 20250-9410 or email to program.intake@usda.gov or by fax (202) 690-7442.

Title VI: The City of Castle Rock ensures compliance with Title VI of the Civil Rights Act of 1964 and American Disabilities Act of 1990 by prohibiting discrimination against any person on the basis of race, color, national origin, sex or disabilities in the provision of benefits and services from its federal assisted programs and activities. If you need special accommodations to participate in this meeting, please contact Karlene Akesson at 360.274.8181 by 9:00 a.m. three days prior to the meeting.

Planning Commission may add and take action on other items not listed on this Agenda.

CITY OF CASTLE ROCK
PLANNING COMMISSION

REGULAR MEETING

Hybrid Meeting

June 16, 2021

Call to Order- Jana Gann called the Regular Meeting to order at 6:10 pm.

Members Present- City Planner Gregg Dohrn, Chairperson Jana Gann, Commissioners: Justice Wynonne, Leah Medina, Richard Skreen, and Secretary Karlene Akesson.

Members Absent- Commissioner Jon Murfitt.

Introductions – Contracted City Planner, Keshia Owens of Cowlitz-Wahkiakum Council of Governments was introduced to the Planning Commissioners by Secretary Akesson.

Rachel Granrath was unable to attend the meeting due to a scheduling conflict. Though Granrath was absent, Gregg Dohrn introduced Granrath by summarizing Granrath's credentials and abilities to assist in the Shoreline Master Program Update.

Approval of Minutes- Commissioner Skreen made a motion to approve the September 18, 2019; November 20, 2019; and February 12, 2020 Regular Meeting Minutes, the motion was seconded by Chairperson Gann, all were in favor. By consensus the minutes were approved.

Review Planning Commission Work Program – Delays related to COVID-19 have increased the need for the Planning Commission to be able to move swiftly through time sensitive materials such as the Shoreline Master Program. Regular Meetings are to resume the Pre-COVID schedule: Regular Meetings are to be held the 3rd Wednesday of each month.

Shoreline Master Program Update – Planner, Gregg Dohrn, prepared a Power Point Presentation for the Commissioners regarding the Shoreline Master Program (SMP) Update. The presentation outlined the expected timeline for the Shoreline Master Program, the intent of the SMP Review, and an overview of changes to the SMP. Gregg Dohrn stated the goal was to have a draft SMP ready for the commissioners to be able to review prior to the next meeting.

June 16, 2021 - Regular Meeting Minutes (Hybrid)

Next Scheduled Meeting – Resuming the Pre-COVID schedule: The next meeting is scheduled for the 3rd Wednesday in July: July 21, 2021.

Adjournment- Meeting was adjourned at 6:56 p.m.

Submitted by:

A handwritten signature in blue ink, appearing to read "Karlene Akesson", is written over a horizontal line.

Karlene Akesson

Secretary

CITY OF CASTLE ROCK
PLANNING COMMISSION
REGULAR MEETING

Virtual Only Meeting

August 18, 2021

Call to Order - Jana Gann called the Regular Meeting to order at 6:00 pm.

Members Present - City Planner, Gregg Dohrn; City Planner, Keshia Owens; Chairperson Jana Gann; Commissioners: Justice Wynonne and Richard Skreen; City Clerk Treasurer, Carie Cuttonaro

Additional Participants - Michelle McConnell, Regional Shoreline Planner, Washington State Department of Ecology

Members Absent- Commissioner Leah Medina, Jon Murfitt

Approval of Minutes - There was no motion to approve minutes as there was not a quorum.

Summary of SMP – City Planner Gregg Dohrn

SMP Power Point Presentation by Michelle McConnell – McConnell opened the presentation with a “Big Picture Overview” of the Shoreline Master Plan. This overview contained information regarding the difference between a Comprehensive Update and Periodic Review, a brief history of how it came to be, and its purpose. The presentation outlined what is expected from the City, the State and the timeline in which it should be completed.

Joint Public Hearing: Shoreline Master Program (SMP) – Chairperson Jana Gann opened the Public Hearing at 6:30pm. There was no indication of anybody online or by phone expressing an interest to comment. Chairperson Gann closed the Public Hearing at 6:31pm.

Public Hearing Critical Area Regulations – Chairperson Jana Gann opened the Public Hearing at 6:35pm. There was no indication of anybody online or by phone expressing an interest to comment. Chairperson Gann closed the Public Hearing at 6:35pm.

Adjournment- Chairperson Gann adjourned the meeting at 6:36 p.m.

Submitted by:



Karlene Akesson
Secretary

City of Castle Rock Planning Commission
Special Meeting/Hybrid Meeting

March 22, 2022

Call to Order- Richard Skreen called the Special Meeting to order at 6:15 pm.

Members Present- Interim City Planner Rachel Granrath, Contracted City Planner Keshia Owens, Commissioners: Richard Skreen, Justice Wynonne, Rick Sullivan and Secretary Karlene Akesson.

Members Absent- Chairperson Jana Gann, Commissioners: Jon Murfitt, Leah Medina, and Ryane Olin

Introductions – Rick Sullivan Introduced, Ryane Olin was not present
Interim City Planner Rachel Granrath, SCJ Alliance by Secretary Akesson

Approval of Minutes- There was no motion to approve minutes as there was not a quorum.

Shoreline Master Program (SMP) Update – Interim Planner Granrath gave a brief summary of where the City is at as far as approval of the Master Shoreline Draft. Commissioner Skreen inquired as to whether or not the updated draft would be posted online. Secretary Akesson reported that once the SMP is updated by the Planner, it is sent to the City of Castle Rock. When the City receives the updated version, it is re-posted on the website. Granrath reported the majority of changes left

Revisions to Zoning Code – Interim Planner Granrath summarized a few items that Planning Commission had been working on prior to the COVID break.

Next Scheduled Meeting – Resuming the Pre-COVID schedule: The next meeting is scheduled for the 3rd Wednesday in April: April 20, 2022.

Adjournment- Meeting was adjourned at 6:28 p.m.

Submitted by:



Karlene Akesson
Secretary

CITY OF CASTLE ROCK
PLANNING COMMISSION

REGULAR MEETING

May 23, 2019

Call to Order- Chairperson Gann called to order the regular meeting of the Castle Rock Planning Commission at 6:00 p.m.

Members Present- City Planner Gregg Dohrn, Chairperson Jana Gann, Commissioner Richard Skreen, and Secretary Karlene Akesson.

Members Absent- Jon Murfitt, Leah Medina, and Justice Wynonne

Approval of Minutes- There was no motion to approve minutes as there was not a quorum

Proposed Consideration of Code Revisions- City Planner Dohrn talked about the Planning Commissioner's past work on parts of the City Code and suggested reviewing and possibly streamlining the Castle Rock Municipal Codes pertaining to building and planning helping the City to avoid missing or having conflicting entries. This would bring numerous chapters into just one chapter. This would help centralize the information.

City Planner Gregg Dohrn then handed out a copy of the *City of Castle Rock, Washington Municipal Code Working Draft Title 17 Unified Development Code May17, 2019*.

Dohrn then asked the Commissioners to turn to page 2 to quickly review the Table of Contents section.

Dohrn and the Commissioners then methodically skimmed through the main points in the Working Draft Title 17.

Page 3: how it related to how the code is managed

Page 8: how it pertained to code interpretation. They touched on the current code that turns code interpretations over to the Hearings Examiner and how the proposed code would have more flexibility in going through the mayor or his/her designee to determine reasonable use issues.

Page 12: Definitions – focusing on replacing some of the definitions with references to the *Webster's Dictionary*, or RCWs, and keeping other definitions as they are.

Page 33: Permit processing – Looked at the Class I Administrative Review and opted to come back to this section at a later date.

Page 54: Environmental Review- SEPA

Page 59: Zoning – Table of permitted uses – there was discussion here over Air B & B's and Vacation Rentals and some of the factors that pertain to them such as no management on site and safety as well as positive impacts such uses could have.

Page 67 – Development Standards – City Planner Gregg Dohrn stated this section is the section that they would most likely be spending the most time on. The way home businesses are processed is something that needs more review by the commission; as do signs and RV Parks.

Page 104: Environmentally Sensitive Areas – will be working on this in the summer as the City has a grant that may help us develop the Shorelines chapter, possibly enabling us to update this section alongside it..

Page 171: Shorelines

Page 173: Subdivisions – Discussions over common spaces, two-story town houses zero lot lines. Skreen would like to work some of the above items into the code as such uses may be conservative and useful uses of available space. City Planner Dohrn said he would add them to the list and ring in example codes for cluster houses, cottages with central open spaces; explained as when people own a small area with their cottage and maybe a small patio, but they all have use of one commons space.

Page 207: Table of Required Information for subdivisions, lot line adjustments, binding site plans, short plats. Dohrn stated it should be considered to take this table out and incorporate these items into the application check list forms.

Page 218: Master Planned Developments – this would be an addition to the code, it would be useful for developments such as schools, hospitals, Industrial Parks, Business Centers, etc.

Page 224: Historic Preservation-this would be an addition to the code, it may be useful for historic home owners.

Page 225: Building Code – needs updated with current codes

Page 236: Nonconforming Buildings, Structures, lots and uses. There should be discussions regarding what the City wants to see when faces with such issues that occur with such structures and uses.

Page 239: Enforcement – this section is one that the City Attorney would need to be consulted.

City Planner Dohrn also brought to the Planning Commission's attention the ordinances regarding signs. Some items that need to be addressed are the codes regarding signs in the right of way. There are some State and Federal regulations that need to be looked at to ensure compliance.

Page 35: Many cities have 4 to 5 Classes of Development Review, the City of Castle Rock currently has 9 Classes of Development Review; the most in the state of Washington. This section brings them all into one place and decreases the classifications to only 4 Development Review types.

Dohrn would like to talk in the future about holding Planning Commission Meetings quarterly versus 8 times per year.

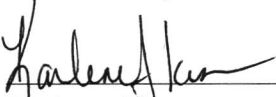
He also proposed the next meeting be moved from Wednesday, June 19th to Thursday, July 18th. Originally meeting were moved from Wednesdays to Thursdays because Dohrn was unable to attend Wednesday meetings, however, this year, it is more difficult for him to get to a Wednesdays meeting than a Thursday meeting.

Dohrn will try to get information out to the Commissioner's for review in June for a July meeting.

Skreen questioned whether or not our code matrix complied with the zoning code as far as uses went, such as an Air B&B. Dohrn did say that there is a possibility that a footnote instead of an X on the C-1 section may be a good item to add into the matrix.

Adjournment- 7:19 p.m.

Submitted by:



Karlene Akesson

Secretary

Castle Rock Home Occupation Discussion

To: Castle Rock Planning Commission
From: Rachel Granrath, Planning Consultant
Date: April 20, 2022
Subject: Home Occupations Code Discussion

Discussion Overview

The City of Castle Rock has experienced issues in implementing and enforcing the home occupations code. Staff wishes to discuss ways to streamline the process with the Planning Commission. Topics for discussion include:

- Is the annual inspection working for city staff? Does this create undue burden on city staff and the home occupant?
- Is 400 square feet appropriate for a home occupation? This is regulation has implications for submittal criteria which is burdensome on applicants. Chapter 17.77.040-D (1)(c) (iv) See (a-i) – **bottom of page 3-top of page 4 on Exhibit A**
 - I recommend removing much of these requirements and capturing this in a building permit **only** if modifications are made to the home or accessory structure.
- Do we ever need SEPA for a home occupation? This is a use entirely within a structure that exists, so there should not be environmental review needed. I recommend removing that section and associated requirements.
- Are there certain uses you want to allow or restrict for home occupations?
- Other thoughts and discussion from the Commission and staff.

Exhibits

Exhibit A: Current Home Occupations Code Sections

Exhibit B: Current Home Occupations Permit

Current Home Occupation Sections – Castle Rock Municipal Code

17.16.350 Home occupation.

A. An occupation, profession, activity, or use that is clearly a customary, incidental, and secondary use of a residential dwelling unit and which does not alter the exterior of the property or affect the residential character of the neighborhood.

B. An accessory use of a dwelling unit for gainful employment which:

1. Is clearly incidental and subordinate to the use of the dwelling unit as a residence;
2. Is carried on solely within the main dwelling and does not alter or change the exterior character or appearances of the dwellings;
3. Is located in a residential district; and
4. Is created and operated as a sole proprietorship.

17.48.130 Home occupations – Required criteria.

All permitted home occupations shall comply with the following criteria:

A. All home occupations shall be required to obtain a business license as provided for in Chapter [5.01](#) CRMC. Consideration of a home occupation business license requires a Type I development review process, the application materials and procedures for which are provided in CRMC [17.77.040](#). Thereafter all home occupations shall be required to renew the business license each year from the city clerk-treasurer's office and, upon review by an authorized representative of the city and/or fire department, shall:

1. Either be allowed to continue if found to be conforming to this title or any conditional use requirements;
2. Be allowed to continue with corrective modifications made by the applicant if found to be nonconforming to any requirements of this title or any conditional use requirements; or
3. Be discontinued for cause if found to be nonconforming to this title or any conditional use requirements and, despite modifications, the use is not capable of conformance.

B. During the required annual inspection it shall be determined if the current conditions of the home occupation comply with those that existed at the time of original approval and the other criteria of this section. Additionally, the city clerk-treasurer or designated representative may inspect the location of the home occupation at any time during the year if there is reason to believe that the provisions of this title are not being obeyed. For example, a complaint is made

against the home occupation or possible inappropriate activities are observed by city staff. If the home occupation is not in compliance with this section, then the alternatives listed in subsection (A) of this section shall apply.

C. Not over 30 percent of the total floor area of one floor or 400 square feet, whichever is less, of the residential building is to be used for the home occupation. Home occupations permitted as a conditional use in an accessory building may occupy not over 30 percent of the total floor area or 400 square feet, whichever is less, of one floor of the accessory building. These floor area requirements also apply to storage associated with or necessary for the home occupation.

D. The home occupation is to be secondary to the main use of the dwelling as a residence or a single residential accessory building.

E. No structural alterations, as defined in CRMC [17.16.700](#), shall be allowed to accommodate the home occupation except when otherwise required by law, e.g., construction of a fire wall required by the Uniform Building or Fire Code.

F. No entrance to the space devoted to the home occupation other than from within the dwelling or accessory building shall be allowed except when otherwise required by law.

G. A maximum of two persons may be engaged in the home occupation, provided the business owner resides in the dwelling unit associated with the home occupation.

H. Window displays or sample commodities displayed outside the building may be permitted as a conditional use.

I. Home occupation may have one sign, nonilluminated and attached to the principal building or on shingle attached to the principal building, no larger than eight square feet.

J. No materials or mechanical equipment shall be used which will be detrimental to or cause adverse effects to the residential use of the dwelling, accessory building, adjoining dwellings, or neighbors because of vibrations, noise, dust, smoke, odor, interference with radio or television reception, or other factors.

K. No materials or commodities shall be delivered to or from the resident which are of such bulk or quantity as to require delivery by a commercial vehicle or trailer, excluding such small delivery vehicles as UPS, American Express, Pony Express and other similar services.

L. The type of use, as determined by the city director of public works, shall not be one which generates frequent customer visits, creates street-side parking problems or inconveniences to adjacent and nearby residents, or creates potential or real traffic hazards to neighborhood residents.

M. Materials, products or commodities related to the home occupation may be stored and/or operated upon any yard area of the property as a conditional use.

N. Fees for home occupation business licenses, conditional use permits and required inspections shall be set forth in a fee schedule as determined by the city council and/or fire department.

17.77.040 Development permit review procedures.

D. Development Permit Application Requirements and Review Procedures.

1. Type I – Administrative I.

a. Type I – Administrative I. A Type I development review process is used to review a tenant improvement permit or home occupation business license (CRMC [17.48.130](#)), the uses of which are totally contained in an existing structure and require no expansion to the building footprint. The purpose of a Type I development review process is for the members of the development review committee to make a recommendation to the building official prior to making a decision on whether to issue an occupancy permit.

A use requiring a Type I development review process is usually relatively minor in scope and so few application materials are required and public notice is not provided. However, the project may trigger additional reviews such as compliance with Chapter [18.04](#) CRMC, Environmental Policy, or require submittal of additional materials such as a traffic impact analysis or, in the case of restaurants and/or catering services, a demonstration of compliance with Cowlitz County department of health requirements.

b. The application for a permit requiring a Type I development review process shall be submitted on forms obtained from the city clerk-treasurer's office and shall be signed by the applicant and the owner of the property.

c. A complete application for a permit requiring Type I development permit includes:

- i. One copy of the master application;
- ii. One copy of the environmental questionnaire (an affirmative answer to any one question triggers the requirement to submit a SEPA checklist and undergo environmental review in accordance with Chapter [18.04](#) CRMC);
- iii. One copy of a narrative describing the proposed use and the expected number of occupants and/or employees;
- iv. One reproducible copy (eight and one-half inches by 11 inches or 11 inches by 17 inches) or seven oversized copies of a floor plan showing:

(A) All existing and proposed walls.

(B) Use(s) of adjacent tenant spaces, if applicable.

(C) Disability Access. Show how area of renovation/improvement complies with disabled access requirements including paths of travel to points of ingress/egress, restrooms, drinking fountains and public telephones.

(D) Occupancy. Indicate type of occupancy and describe the proposed use of the improved area (i.e., retail sales, woodshop, office, etc.).

(E) Doors. Show all door locations, fire rating (if applicable), direction of swing, self-closing mechanisms, required exit signage and lighting, etc.

(F) Plumbing specifications, such as types and locations of fixtures, drains, and grease traps.

(G) Restroom design and number of fixtures.

(H) Lighting type and locations of fixtures.

(I) Restaurant and/or catering uses shall include all information required by the Cowlitz County health department;

v. One reproducible copy (eight and one-half inches by 11 inches or 11 inches by 17 inches) or seven oversized copies of a plot plan showing:

(A) All property lines, labeled with dimensions;

(B) All existing structures;

(C) Accessible path of travel from public sidewalk and/or parking space to tenant space; and

(D) Off-street parking and loading requirements of Chapter [17.52](#) CRMC.

d. Within 10 working days of receipt of a complete application, the city clerk-treasurer's office shall transmit a copy of the application to the development review committee members for their comments or recommendations regarding the application. The city clerk-treasurer may also route the application to other jurisdictions or agency staff, and invite their participation in the development review process if determined appropriate. If applicable, this routing will be combined with circulation of the completed State Environmental Protection Act (SEPA) checklist and the timeline for that process will supersede these procedures.

e. Within 10 working days of receipt of the application materials, members of the development review committee shall forward a recommendation to the building

official whether to approve, approve with conditions or deny the underlying permit. If additional information is necessary to properly evaluate the proposal, staff shall provide in writing sufficient direction to explain what is being requested. When significant issues are raised, a meeting between the applicant and appropriate city representatives shall be held.

f. The building official shall consider the recommendation of the development review committee when deciding whether to issue the underlying permit.

g. Appeal of the building official's decision must be submitted to the city clerk-treasurer in writing no later than 10 business days following the building official's decision.



City of Castle Rock

**Home Occupations
Permit Application
Contents**

Building & Planning Department

141 'A' St SW
Castle Rock, WA 98611
Phone: (360) 274-8181
Fax: (360) 274-4876
kakesson@ci.castle-rock.wa.us

30 DAYS TO RESPOND

- 1) Home Occupations Permit Application Contents Page (1 page)
- 2) Application for Home Occupation (2 pages)
- 3) Fee Schedule – Resolution No. 2018-12 (2 pages)
- 4) View the Castle Rock Municipal Code (CRMC) online at:
<https://www.codepublishing.com/WA/CastleRock/>
The Castle Rock Municipal Code may also be viewed in the Finance Office located in City Hall. Below is a quick reference list of zoning codes that typically apply to home occupations. This is not a complete list of codes that may apply to your home occupation.
CRMC – Title 17 Zoning
Title 17 Zoning – Chapter 17.26 Table of Permitted Land Uses
Title 17 Zoning – Chapter 17.48 Supplementary Use Provisions
Title 17 Zoning – Chapter 17.77 Development Review Procedures
Title 17 Zoning – Chapter 17.79 Variances/Special Use Permits and Conditional Use Permits

Date of Notice: _____

I acknowledge the above documents and/or links were provided to me in the Home Occupations Permit Application Packet and understand item numbers: 1 and 2 from the above list of documents must be completed and submitted to the City of Castle Rock Finance Office within 30 days of this notice or the Business License Application may be withdrawn. This application is to screen for and identify matters pertaining to compliance such as, but not limited to; Environmental Compliance, Zoning Compliance, and Building Code Compliance. Other permits, codes, approvals, fees and licenses may apply.

Name: _____
(Please Print)

Signature: _____ Date: _____



30 DAYS TO RESPOND

Application for Home Occupation

OWNER AND BUSINESS INFORMATION

Business Owner(s) Name		Business Name	
Phone (home/office/cell)		Email	
Home Address		UBI Number (Nine-digit number assigned by the state, if known)	
Thorough description of Home Occupation (i.e. type of business/use, activities conducted on-site, hours of operation, etc.)			

HOME OCCUPATION RESTRICTIONS

Castle Rock Municipal Code (CRMC) Chapter 17.48, Supplementary Use Provisions, outlines the following restrictions for home occupations. Pursuant to CRMC Section 17.16.350 A., 'Home Occupation' means an occupation, profession, activity, or use that is clearly a customary, incidental, and secondary use of a residential dwelling unit and which does not alter the exterior of the property or affect the residential character of the neighborhood.

General Information:

- A home occupation permit in an accessory building and/or a request for a variance/special use or conditional use permit will require additional permits, approvals, and fees (CRMC 17.48 and 17.79). This application assists us in determining whether or not additional processes, permits, and fees are required.
- Any home occupation authorized under the provisions of CRMC Chapter 17.48 shall be open to inspection and review at all reasonable times by enforcement officials for purposes of verifying compliance with the conditions of approval and other provisions of CRMC 17.48.
- In granting approval for a home occupation, the reviewing officials may attach additional conditions to ensure the home occupation will be in harmony with, and not detrimental to, the character of the residential neighborhood.

Home Occupation Information:	YES	NO
1. Is the home occupation located in the principal dwelling? If located in an accessory structure (i.e. garage), please answer no.	☐	☐
2. Does the total area devoted to the home occupation exceed 30% of the floor area of the dwelling unit or 400 square feet (SF)? What is the SF of the home? What is the SF of the area utilized for the Home Occupation?	☐	☐
3. A maximum of two persons may be engaged in the home occupation, provided the business owner resides in the dwelling unit associated with the home occupation (CRMC 17.48.130 G.). Will the Home Occupation employ more than one person outside of the family on the premises?	☐	☐
4. No materials or mechanical equipment shall be used which will be detrimental to or cause adverse effects to the residential use of the dwelling, accessory building, adjoining dwellings, or neighbors because of vibration, noise, dust, smoke, odor, interference with radio or television reception, or other factors (CRMC 17.48.130 J.). Does the home occupation(s) require electrical or mechanical equipment that results in any of the following? - A change to the fire rating of the structure(s) used for the home occupation; - Visual or audible interference in radio or television receivers, or electronic equipment located off-premises; or Fluctuations in line voltage off-premises. If yes, please explain below.	☐	☐



30 DAYS TO RESPOND

Home Occupation Information (continued):	YES	NO
5. Are equipment or materials proposed to be stored, altered or repaired on any exterior portion of the premises? If yes, please explain below.	☐	☐
6. Will any activities associated with the home occupation take place outdoors? If yes, please explain below.	☐	☐
7. No materials or commodities shall be delivered to or from the resident which are of such bulk or quantity as to require delivery by a commercial vehicle or trailer, excluding such small delivery vehicles as UPS, American Express, Pony Express and other similar services (17.48.130 K.). Will items be shipped to or from the home occupation location? Please identify how the merchandise will be received by the home occupation business and delivered to the customer(s).	☐	☐
8. Will customers/clients receive services on-site? If yes, please provide days of the week, and hours during the day that services will be provided to customers/clients, below.	☐	☐
9. Will more than one vehicle associated with the home occupation be stored at the residence?	☐	☐
10. Are any exterior signs proposed for the home occupation? If yes, the following conditions must be met: - Signs in connection with the home occupation may have one sign, nonilluminated and attached to the principal building or on shingle attached to the principal building, no larger than eight square feet (CRMC 17.48.130 I.). - All signs must adhere to the criteria set forth in CRMC 17.48 and 17.82 - Signs.	☐	☐
11. Will any sales or services conducted on the premises generate more than 10 average daily round trips (ADT) per day?	☐	☐
12. Will the business activities generate any noise not characteristic of a residential neighborhood? If yes, please explain below.	☐	☐

I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. I understand that operation of the business as a permitted home occupation in no way changes the zoning or intended use and sale of the property for residential purposes and must be carried out in accordance with the requirements of CRMC Chapter 17.48 Supplementary Use Provisions and all other applicable Federal, State and Local requirements. I acknowledge that a home occupation permit requiring a variance, special use permit, conditional use permit, or any additional permits will also require additional approvals and payment of applicable fees.

Applicant's Signature

Date

RESOLUTION NO. 2018-12

A RESOLUTION ADOPTING A FEE SCHEDULE FOR CERTAIN LAND USE, PLANNING, ZONING, ENVIRONMENTAL AND RIGHT-OF-WAY PERMIT APPLICATIONS.

WHEREAS, the Planning Commission has reviewed and recommended that a separate fee schedule be established for land use, planning, subdivision, zoning, environmental and right-of-way permit applications; and

WHEREAS, the Castle Rock City Council held a budget workshop on November 05, 2018 and a public hearing on November 13, 2018, which included discussion of the proposed fee schedule.

NOW, THEREFORE, BE IT RESOLVED that the following fee schedule is established as denoted below:

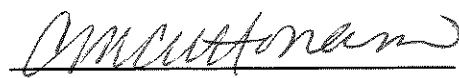
TYPE OF PERMIT/APPLICATION	FEE
Annexation/Hearing	\$500 + \$50/acre over 10 acres
Appeals	\$250 (*)
Boundary Line Adjustment	\$250 (*)
Conditional Use Permit	\$250 (*)
Critical Areas	
Determination	\$250
Permit	\$200 (*)
Fee in Lieu of Park Land Dedication	\$1500/lot
Manufactured Home Park/Subdivision	\$2000 (*)
Recreational Vehicle (RV) Park	\$2000 (*)
Right of Way Permit	
Notification	No Fee
Road Cut	\$100
SEPA	
EIS Permit	\$200 Plus Actual Cost/Bond Required
Threshold Determination	\$200
Shoreline	
Appeal	Actual Cost
Permit	\$200 (*)
Substantial Development (SDP)	\$1500 (*)
Sign Permit Fees	
Sandwich Board (portable sidewalk)	\$10
Signage; Up To 100 Square Feet	\$10
Sign Over 100 Square Feet	\$20, Plus 10¢ For Each Additional Square Foot, Or Fraction Thereof
Electric Signs	Permitted Through L&I (In Addition to Above Sign Permit Fees and In Addition To Any Fees Required Through The IBC For Installation)
Political Signs	No Fee
	(Above Sign Permit Fees Are In Addition To Any Fees Required Through The IBC For Installation)

Site Plan Review	
Commercial And Industrial Uses	\$750 (*)
Multi-family Structures Including More Than A Single Duplex, Mobile Home Parks And Recreational Vehicle Parks	\$500 (*)
Preapplication	\$200
Short Subdivision	\$200 (*)
Single Duplex	\$200(*)
Special Use Permit	\$350
Subdivisions/Plats	
Binding Site Plan	\$2000 (*)
Preliminary Plat	\$1500 + \$75/lot (*)
Final Plat	\$500 (*)
Plat Time Extension	\$200
Short Plat	\$500 + \$75/lot (*)
Temporary Use	\$100
Vacation of Plat Or Public Right Of Way	\$100 Plus Actual Cost
Variance	\$200 (*)
Zoning	
Rezone	\$800 (*)
Zoning- Comprehensive Plan Amendment	
Map Change	\$300
Text Change	\$300
Zoning Ordinance	
Map	\$600
Text	\$600
(*) = Any costs in addition to the application fee, including, but not limited to copies, postage, publishing, engineering fees, city planner fees, and hearing examiner fees will be billed at actual cost.	

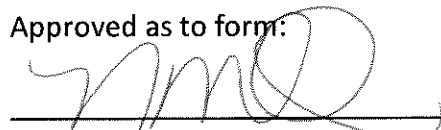
PASSED by the City Council and signed by the Mayor on this 26th day of November, 2018.


 Mayor Paul Helenberg

ATTEST:


 Clerk-Treasurer

Approved as to form:


 City Attorney