



CASTLE ROCK PLANNING COMMISSION

Regular Meeting: Wednesday, June 15, 2022
6:00 PM

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

AGENDA

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

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1. CALL TO ORDER

- a. Roll Call

2. INTRODUCTIONS

- a. Commissioner Matt Rasmussen
- b. Ryan Patrick Shea - Planner; SCJ Alliance

3. APPROVAL OF MINUTES

- a. April 20, 2022 and May 18, 2022 PC Meeting Minutes

4. PUBLIC COMMENT

5. OLD BUSINESS

- a. Home Occupations

6. NEW BUSINESS

- a. Appoint Chairperson
- b. Appoint Vice Chairperson
- c. Short Term Rentals

7. ADJOURNMENT

NEXT REGULAR MEETINGS:

July 20, 2022

August 17, 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.

1. CALL TO ORDER

Richard Skreen called the Regular Meeting to order at 6:04 pm

a. Roll Call

Members Present - City Planner, Rachel Granrath, City Planner, Keshia Owens; Commissioners: Richard Skreen, Justice Wyonne, Leah Medina, Rick Sullivan, Ryane Olin; Planning Commission Secretary, Karlene Akeson

Members Absent - Chairperson Jana Gann, Commissioner Jon Murfitt

b. Introduce New Commission Members: Rick Sullivan; Ryane Olin

Introduce Newly Contracted City Planner: Rachel Granrath, SCJ Alliance Planner

Commissioner Ryane Olin was introduced to the Commission

Commissioner Rick Sullivan was introduced to the Commission

City Planner Rachel Granrath was introduced to the Commission

2. APPROVAL OF MINUTES

a. June 16, 2021, Regular Meeting

Commissioner Skreen motioned to approve the June 16, 2021 Regular Meeting and Public Hearing minutes.

Commissioner Olin seconded the motion.

By consensus, the minutes were approved.

b. August 18, 2021, Regular Meeting and Public Hearing

Commissioner Skreen motioned to approve the August 18, 2022 Special Meeting minutes.

Commissioner Olin seconded the motion.

By consensus, the minutes were approved.

c. March 22, 2022, Special Meeting

Commissioner Skreen motioned to approve the March 22, 2022 Special Meeting minutes.

Commissioner Olin seconded the motion.

By consensus, the minutes were approved.

3. PUBLIC COMMENT

No public present

4. OLD BUSINESS

a. Shoreline Master Program Draft (Final Review)

There was a brief overview regarding the status of the Shoreline Master Program.

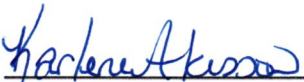
b. Revisions to Zoning Code (from 2019)

There was discussion regarding home businesses versus home occupations and what defines each. There was discussion regarding efforts to streamline the application process for home occupations.

City Planner Granrath suggested to the commissioners a refresher course in rules of order may benefit the commission. The commissioners were agreeable.

5. ADJOURNMENT

The meeting was adjourned at 6:54 pm.



Karlene Akesson, Secretary

1. CALL TO ORDER

Commissioner Richard Skreen called the meeting to order at 6:02pm. Commissioner Skreen opened the meeting by recognizing this day as the Anniversary of the 1980 Mt St Helens Eruption.

a. Roll Call

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

Members Absent - Chairperson Jana Gann, Commissioners: Jon Murfitt, Leah Medina, and Justice Wyonne.

2. APPROVAL OF MINUTES

There was no motion to approve minutes as there was not a quorum.

a. April 20, 2022 Regular Meeting Minutes

3. PUBLIC COMMENT

There were no additional people present, so no public comments were made.

4. OLD BUSINESS

a. Review possible zoning code revisions.

The Contracted City Planner, Rachel Granrath, made the commissioners aware that, due to time constraints, no additional information had been gathered for the commissioners to review regarding the possible zoning code revisions.

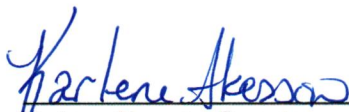
5. NEW BUSINESS

a. Planning Commission Training

Planner Granrath presented a short course on the responsibilities and duties of Planning Commissioners. After the presentation, the Commissioners requested the Planner provide information on how to elect a Chairperson and Vice Chair.

6. ADJOURNMENT

Skreen Adjourned the meeting at 6:31pm.


Karlene Akesson, Secretary

17.48.120 Home occupations – Permitted uses.

The following home occupations and other operations similar in nature may be operated as an accessory use to a dwelling unit:

- A. Custom dressmaking, millinery, tailoring, sewing of fabric for custom apparel and home furnishing;
- B. Teaching of piano, voice or dancing, limited to a total of six pupils simultaneously;
- C. Fine art studio in which are created only individual works of art;
- D. Rooming and boarding of not more than four persons, exclusive of the resident family;
- E. Beauty salon, provided the business is limited to the operations of two dryers;
- F. Offices staffed only by resident of dwelling unit; [or](#)
- G. All types of services and commercial businesses, providing they meet all of the requirements of this section after having the compatibility of the enterprises ascertained by the hearings examiner. [Ord. 2018-02 § 2 (Exh. A), 2018].

Commented [RG1]: Applicability section – addition to talk about home offices/ virtual workers (Exemptions)

Propose a re-worked organization:

- Applicability
- Permitted Uses
- Criteria

(Remove accessory criteria and arterial streets)

Commented [OK2]: Should make sure employees on a payroll with a company not owned or controlled by the resident can work from home without a business license.

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. [The applicant shall produce copies of a floor plan in accordance with the requirements listed in 17.77.040.](#)

[Operating hours as a requirement? 8 am to 6 pm? Do we care?](#)

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 [home or accessory structure building](#) may be permitted as a conditional use [or a temporary use permit if associated with a temporary sale or event.](#)

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. Signs shall meet the standards in 17.82.~~

Commented [RG3]: I don't see these provisions in many newer codes – do you have a reason why there is a square footage requirement?

Commented [OK4]: Does this require more detail? Such as-- commodities displayed outside the building may be permitted as a conditional, however all items must be kept on the owner's private property and may not be placed on a sidewalk or in the ROW.

Commented [OK5]: Per 17.82.060.O. Home occupation signs: shall not exceed **four square feet** in gross area, shall be limited to one per property, and shall be set back a minimum of 10 feet from all property lines. The style and materials used shall be in keeping with the character of the neighborhood. Lighted or spotlighted signs are prohibited.

Sign code regulations reference a freestanding sign, while home occupation regulations seem to regulate an attached sign.

Section I should reference 17.82- i.e., "home occupation signage should meet standards set in 17.82"

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 [the United States Postal Service](#), UPS, [American Federal 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 the subject residential~~ property as a conditional use.

Commented [OK6]: ...all items must be kept on the owner's private property.

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. [Ord. 2019-01 § 3 (Att. B), 2019; Ord. 2018-02 § 2 (Exh. A), 2018].

O. Exempt. If the home occupation is limited to those activities which involve bookkeeping and office for a business conducted elsewhere, has no outward manifestation of the business, and no customers or employees coming to the home, it shall be considered "exempt." An exempt home occupation shall be considered an accessory use and permitted outright with no land use permit required.

Commented [RG7]: Exemption for people working from home – home offices

17.48.140 Home occupations in accessory buildings – Permit required.

A. Home occupations may be permitted in an accessory building upon approval of the ~~hearings~~[hearing's](#) examiner and issuance of a conditional use permit after due public notice and public hearing, and determination that such conditional use will not be detrimental to the general comprehensive plan or surrounding property. Consideration of a home occupation in an accessory building requires a Type V development review process, the application materials and procedures for which are provided in CRMC [17.77.040](#).

Commented [RG8]: I suggest we revise and have standards and measures in place and either allow or not

Commented [RG9]: Why do we care if someone runs a studio or piano lessons in a detached garage, separate structure or ADU? I suggest we remove

B. Conditional use permits to allow home occupations in an accessory building to the primary residential structure may stipulate restrictions or conditions such as limiting hours of operation, provisions for front, side or rear yards greater than the minimum standards permitted of this

title or on-site parking requirements. A home occupation located in an accessory building shall be limited to one structure and shall not occupy over 30 percent of the total floor area or 400 square feet, whichever is less, of the ground floor of the accessory building, including storage associated with or necessary for the home occupation. Violation of this restriction, the criteria contained in CRMC [17.48.130](#), or any other condition determined necessary by the hearings examiner shall, unless corrected within 30 days, result in the termination of the home occupation's business license. [Ord. 2018-02 § 2 (Exh. A), 2018].

17.48.150 Home occupations – Fronting residential arterial streets.

A. Because of their convenience and necessity, and their effect upon the neighborhood and the comprehensive plan, home occupations fronting arterial streets in a residential district may be permitted upon approval of the [hearingshearing's](#) examiner and issuance of a special permit after due public notice and public hearing, and the determination that such conditional use will not be detrimental to the general comprehensive plan, surrounding property and neighbors. Consideration of a home occupation fronting an arterial street requires a Type V development review process, the application materials and procedures for which are provided in CRMC [17.77.040](#).

B. Special permits to allow home occupations fronting arterial streets in a residential district shall stipulate restrictions or conditions which may include a definite time limit, hours of operation and provisions for front, side or rear yards greater than the minimum standards of this title. Conditional special permits may also stipulate landscaping, off-street parking and other reasonable restrictions, conditions or safeguards that would uphold the spirit and intent of the comprehensive plan and this title and prevent any adverse effect upon adjacent and neighboring properties by reason of the use, extension, construction or alteration permitted.

C. A plan for the proposed development of a site for conditional use shall be submitted with an application to the city clerk-treasurer for a special permit to be referred to the [hearingshearing's](#) examiner. Such plan shall show specifications and the location of parking areas, traffic access and circulation, drives, open space, landscaping and other pertinent information that may be necessary to determine if the conditional use meets the requirements of this title.

D. A surety bond or deposit with the city representing five percent of the value of improvements or a maximum of \$500.00 shall be posted prior to the issuance of the special permit. Said deposit will be refunded upon fulfillment of the approved plan. Its purpose is to guarantee the installation of all improvements required in this section, and/or required by the hearings examiner.

E. All home occupations operating under a special permit shall be renewed annually. There shall be an annual permit renewal fee determined by the city council and payable to the city clerk-treasurer. If complaints are received from the surrounding property owners expressing

Commented [RG10]: This seems complicated – why do we care/ what does this add? We can just regulate home occupations as listed in previous sections.

concern that the conditional use is detrimental to the character of the area in which it is located because of conditions including, but not limited to, noise, dust, smoke, odor, traffic, signs, or interference with radio or television reception, the hearings examiner shall hold a public hearing to determine the compatibility of the conditional use. Following the public hearing, the hearings examiner shall recommend to the city council the revocation of the special permit if it is found to be in conflict with the requirements established in this chapter.

F. All home occupations permitted in CRMC [17.48.120](#) are permitted fronting an arterial street.

G. All home occupations fronting an arterial street shall provide off-street parking in conformance with the requirements of the zone in which it is located.

H. Home occupations are incidental to the dwelling unit.

I. The operation of the enterprise shall be entirely within the confines of the principal permanent building, and there shall be no outside storage or display of any parts or material, merchandise, or products on the immediate premises or outside any permanent structure on the premises.

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

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

L. The residence may be altered externally and internally to facilitate the residential and home occupation character of the building, providing a designed plan for said activity has been approved by the hearings examiner.

M. Display of products is permitted, providing they are contained within the principal permanent structure on the premises.

N. The area of all such uses shall not exceed 45 percent of the gross floor area of one story of the dwelling unit or 600 square feet, whichever is greater.

O. This section is not applicable to any other district than residential. Land use requirements for districts other than residential shall comply with the requirements established and made a part of this title. [Ord. 2018-02 § 2 (Exh. A), 2018].

City of Castle Rock

Short Term Rental Regulations

Planning Commission | June 14, 2022



SCJ ALLIANCE
CONSULTING SERVICES

For Tonight...

1. Current Conditions for Short Term Rental (STR) regulations in Castle Rock
2. Potential Alternatives:
 - a) Allow STRs
 - b) Allow STRs with conditions
 - c) Disallow STRs
3. Does the Planning Commission have a preferred alternative?

Current Conditions: WA State Regs

1. What are STRs according to the state?
2. Remit all applicable local, state, and federal taxes
3. Provides basic safety requirements:
 - a) Installation of carbon monoxide alarms
 - b) Require the following be posted: owner & emergency contact, fire escape routes, and max occupancy
4. Require all rental operators to maintain liability insurance
5. Set standards for all STR Platforms to register with the state and inform all customers of above rules

Alternative #1: Allow STRs

1. Hands off approach
2. Minimal requirements:
 - a) Permitting
 - b) Inspection by City staff
 - c) Reference to state code requirements
 - d) Violation system

Alternative #2: Allow w/ Conditions

1. Heavier on requirements
2. Variety of approaches possible:
 - a) Restriction on total number of STRs within the City
 - b) Restrict # of STRs per neighborhood
3. Treat owner occupied STRs differently than non-owner occupied
4. Enhanced safety requirements
5. Violation system
6. Robust permitting requirements

Alternative #3: Disallow STRs

1. Will likely require tracking to maintain adherence to code
2. Rationale for disallowing



Thoughts? Questions?

- Does the Commission have a direction they would like to head?
- Next meeting's goals



Thank you.



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