



CASTLE ROCK PLANNING COMMISSION

Special Meeting: Tuesday, February 28, 2023
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://meet.goto.com/216918261>
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1. CALL TO ORDER

- a. Roll Call

2. APPROVAL OF MINUTES

- a. January 17, 2023 Planning Commission Regular Meeting Minutes

3. PUBLIC COMMENT

4. OLD BUSINESS

5. NEW BUSINESS

- a. Discuss Castle Rock Municipal Code Title 17 Chapter 17.63 Recreational Vehicles (RVs)

6. ADJOURNMENT

UPCOMING MEETINGS:

March 21, 2023 - Regular Meeting

April 18, 2023 - Regular Meeting

May 16, 2023 - Regular Meeting

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

Chairperson Sullivan called the regular meeting to order at 6:00 pm.

a. Roll Call

Members present: Chairperson Rick Sullivan, Vice-Chair Matt Rasmussen, Commissioners Richard Skreen, and Ryane Olin.

Staff present: Contracted Planner Malissa Paulsen; Secretary Karlene Akesson

2. APPROVAL OF MINUTES

a. December 13, 2022 Planning Commission Special Meeting Minutes

Commissioner Skreen motioned, seconded by Rasmussen, to approve the December 13, 2022 Special Meeting Minutes with the amendment of adding the words for the acronym "ECY" to the minutes under section 4.a. Motion carried by roll call vote. Commissioners Rick Sullivan, Matt Rasmussen, Richard Skreen, and Ryane Olin voted 'Aye'.

3. PUBLIC COMMENT

No members of the general public were present to offer public comment.

4. OLD BUSINESS

a. Castle Rock Flood Ordinance Chapter 15.24 - Review Prior to Submitting for ECY Review

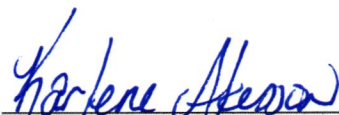
Malissa Paulsen presented the changes made to the Castle Rock Flood Ordinance - Chapter 15.24 - to the Planning Commissioners to review prior to submitting the Ordinance to the Washington State Department of Ecology (ECY) for their preliminary review. There was discussion regarding the proposed changes. Planner Paulsen stated she would be looking into how other jurisdictions have listed manufactured home parks or subdivisions in their ordinances so that she may utilize clear wording in the updated Chapter 15.24 draft prior to submitting it for ECY preliminary review at the end of January.

5. NEW BUSINESS

6. ADJOURNMENT

Vice-Chair Olin motioned to adjourn the regular meeting, Commissioner Skreen seconded the motion. All were in favor.

At 6:26 pm, Chairperson Sullivan adjourned the regular meeting.


Karlene Akesson, Secretary

Chapter 17.63 RECREATIONAL VEHICLES (RVs)

Sections:

Article I. On Private Land

17.63.010 Temporary use permits.

Article II. Parks

17.63.020 Purpose.

17.63.030 Recreational vehicle – Definition.

17.63.040 Recreational vehicle space – Definition.

17.63.050 Recreational vehicle park – Definition.

17.63.060 Sanitary station or sanitary dumping station – Definition.

17.63.070 Recreational vehicle park.

17.63.080 Recreational vehicle park application procedure and planning commission review.

17.63.090 General provision.

17.63.100 Violation – Penalty.

Article I. On Private Land

17.63.010 Temporary use permits.

Temporary use permits for a recreational vehicle (RV) in an R-1 and R-2 district, not to exceed 60 days, may be issued by the city clerk-treasurer, which will permit the use of one RV upon a parcel of land of single ownership, upon payment of a fee established by resolution. Any such temporary permit need not meet the area requirements of this title. However, all other compliance, including prohibiting connection of utility services, will be required. No public hearing shall be required for the issuance of such temporary use permit. The intent of this section is to allow friends, relatives and bona fide visitors to place and use their recreational vehicles for a limited period of time under circumstances which would otherwise be prohibited by this title. No permit shall be required of friends, relatives or bona fide

visitors staying 14 days or less and not using plumbing connections when the recreational vehicle is placed upon the same premises with the established single-family dwelling. On-street parking of any RV shall be limited to one 24-hour period in any calendar quarter. [Ord. 2018-02 § 2 (Exh. A), 2018].

Article II. Parks

17.63.020 Purpose.

The recreational vehicle park regulations herein are intended to supplement standards adopted by the state of Washington and the Cowlitz County department of public health, to establish city standards for, and to restrict the location of, this type of development, to assure compatibility with other allowable uses in the urban environments. It is the express intent of the city to enact these regulations as minimum standards with regard to the development, operation and maintenance of recreational vehicle parks within the city limits. Nothing herein shall serve to limit the conditional use requirements to be imposed by the city with regard to any application for recreational vehicle parks. [Ord. 2018-02 § 2 (Exh. A), 2018].

17.63.030 Recreational vehicle – Definition.

A. “Recreational vehicle” means a vehicular-type unit designed for temporary living quarters for recreational, camping, or travel use, which either has its own motive power or is mounted on or drawn by another vehicle.

1. “Dependent RV” means an RV not containing sanitary facilities and/or devices for connecting the facilities to a community waste disposal system.
2. “Independent RV” means an RV containing sanitary facilities and devices for connecting the facilities to a community waste disposal system.

B. The term “recreational vehicle” shall include, but not be limited to, the following:

1. Travel Trailer. A vehicular, portable structure built on a chassis and drawn by a motorized vehicle and which is designed to be used as a temporary dwelling for travel, recreational and vacation uses;
2. Camper. A structure designed to be mounted on a truck chassis for use as a temporary dwelling for travel, recreational and vacation uses;
3. Motor Home. A portable, temporary dwelling to be used for travel, recreational and vacation uses and which is constructed as an integral part of a self-propelled vehicle;

4. Camping Trailer. A folding structure mounted on wheels and designed for travel, recreational and vacation uses;
5. Park Trailer. A trailer-type unit that is primarily designed to provide temporary living quarters for recreational, camping or seasonal use, that meets the following criteria:
 - a. Built on a single chassis, mounted on wheels;
 - b. Having a gross trailer area not exceeding 400 square feet (37.15 square meters) in the setup mode; and
 - c. Certified by the manufacturer as complying with ANSI A119.5;
6. Tents. An enclosed structure or shelter fabricated entirely or in major part of cloth, canvas, plastic or similar material which is erected for periods not exceeding 30 days for recreational or vacation purposes. For the purpose of this code, a tent shall be considered as a dependent camping vehicle. [Ord. 2018-02 § 2 (Exh. A), 2018].

17.63.040 Recreational vehicle space – Definition.

“Recreational vehicle space” means a designated and defined parcel of land within a recreational vehicle park intended for temporary location of a recreational vehicle as a dwelling unit. [Ord. 2018-02 § 2 (Exh. A), 2018].

17.63.050 Recreational vehicle park – Definition.

“Recreational vehicle park” means a recreational park or portion thereof designed for exclusive occupancy by recreational vehicles. [Ord. 2018-02 § 2 (Exh. A), 2018].

17.63.060 Sanitary station or sanitary dumping station – Definition.

“Sanitary station” or “sanitary dumping station” means a facility used for removing and disposing of wastes from recreational vehicle sewage holding tanks. [Ord. 2018-02 § 2 (Exh. A), 2018].

17.63.070 Recreational vehicle park.

Recreational vehicle parks are to be allowed only as a conditional use after review and approval of the city's development review committee, the planning commission and the city council; provided, that the establishment of such use shall meet the following requirements:

- A. The minimum size of the recreational vehicle park shall be two acres.

- B. The maximum gross density allowed shall be one recreational vehicle space per each 1,000 square feet of land area.
- C. No less than eight percent of the total site area shall be provided as defined recreational space. The recreational space shall be easily accessible and shall be improved and maintained in such a manner so as to provide adequate recreational facilities for the residents of the recreational vehicle park. Park owner-constructed fire pits may be allowed in the area(s) defined as recreational space if approved in writing by the chief of the Fire Protection District No. 6.
- D. Each recreational vehicle space shall have a minimum width of 20 feet.
- E. Interior private streets shall observe the following minimums:
1. Twelve feet of width per each travel lane and eight feet of width per each parking lane.
 2. Improvement with bituminous surface treatment (BST) in accordance with the specifications of the city engineer. In addition all streets shall be well drained, well lighted, and continuously maintained in operable condition. The improvements may be phased but shall comply with any timing requirements recommended by the Castle Rock development review committee.
- F. Spacing between Units. There shall be a minimum side-to-side dimension of eight feet between units and a minimum end-to-end dimension of 10 feet between units.
- G. Minimum Setbacks Required. The following setback requirements for pads and other permanent improvements shall apply:
1. Five feet from an interior private street;
 2. Twenty feet from the park boundary.
- H. Off-Street Parking. A minimum of one off-street parking space shall be required for each recreational vehicle space. It shall be located within the recreational vehicle space. In addition, one off-street parking space per each three recreational vehicle spaces shall be required for guest parking. The guest parking spaces shall be grouped and distributed evenly throughout the park. The spaces shall meet the size and access requirements in CRMC 17.52.020.
- I. Pedestrian Walkways. Pedestrian walkways having a width of not less than four feet shall be provided from the recreational vehicle spaces to all service buildings and facilities, refuse collection areas and recreation areas. The walkways shall be hard surfaced, well drained and well lighted.

J. Landscaping. Adequate landscaping to enhance and beautify the recreational vehicle park as well as minimize noise and visual problems shall be provided. Special attention should be given to: (1) the need for landscaping to screen the perimeter of the park from properties, view lots and public roads where it is determined that presence of the RV park would have a negative visual or noise impact on property owners or the value of their property and vehicle occupants or others which might use public roads; (2) provide that the developed portion of the RV park have adequate beautification landscaping to provide users of the park with an attractive setting for the duration of their visit.

“Negative visual or noise impact” shall be determined by consideration of the following nonexclusive list of factors:

1. Sight lines with regard to refuse storage, collection and disposal of solid waste;
2. Vehicle congestion;
3. The availability, cost and effectiveness of the use of trees, shrubs or other landscaping devices to minimize noise emissions from the recreational vehicle park;
4. The availability and use of bonds or similar surety devices to ensure prompt and appropriate compensation and/or nuisance prevention in the event of visual and/or noise impact upon properties, view lots, public roads and the citizens of Castle Rock.

K. Limit of Stay. No recreational vehicle shall remain in place in a recreational vehicle park for more than 90 days in any one-year period. Any action toward removal of wheels of a recreational vehicle, or placement of the unit on a foundation, except for temporary purposes of repair, is prohibited. No external appurtenances, such as carports, cabanas, patios or storage facilities may be attached to any recreational vehicle while it is in the park.

L. Solid Waste Disposal. The storage, collection and disposal of solid waste in recreational vehicle parks shall be so conducted as to create no health hazards, rodent harborage, insect breeding areas, or accident or fire hazards. Individual or grouped refuse containers must be screened from view except on collection day.

M. Utilities. The following requirements for utilities shall apply:

1. A water supply system shall be provided in the recreational vehicle park for each recreational vehicle space designed to accommodate the park user occupying a self-contained recreational vehicle or a dependent recreational vehicle and shall be connected to the city water supply

- system. The water system for a recreational vehicle park shall be constructed and maintained in accordance with all applicable state and local codes and regulations.
2. Watering Stations. Each recreational vehicle park shall be provided with one or more easily accessible water supply outlets for filling recreational vehicle water storage tanks.
3. Sewage Disposal System. An adequate and safe sewage disposal system shall be provided in a recreational vehicle park. A minimum of 75 percent of the recreational vehicle spaces designed to accommodate the park users occupying a self-contained recreational vehicle or a dependent recreational vehicle park shall have a hookup to the sewage disposal system available at their space. The sewage disposal system shall be permitted, constructed, inspected and maintained in accordance with all applicable state and local codes. Connection to a city sewer main line shall be required if any part of the park site is located within 200 feet of the sewage main line unless the city engineer determines that the connection is not feasible.
4. Sanitary Stations. Each recreational vehicle park shall be provided with sanitary dumping stations in the ratio of one for every 100 recreational vehicle spaces or fractional part thereof. Sanitary stations shall consist of at least a trapped four-inch sewer riser pipe connected to the sewage disposal system and surrounded at the inlet end by a concrete apron sloped to the drain and provided with a suitable hinged cover; and a water outlet with the necessary appurtenances connected to the water supply system to permit periodic wash down of the immediate adjacent areas. A sign shall be posted near the water outlet indicating that this water is for flushing and cleaning purposes only. Sanitary stations shall be screened from other activities by a visual barrier such as fences, walls or natural growth and shall be separated from any recreational vehicle space by a distance of not less than 50 feet.
5. Electrical Supply System. Each recreational vehicle park space shall be provided with an underground electrical system (30 amp minimum) which shall be installed and maintained in accordance with all applicable state and local codes and regulations. Use of private generators shall not be allowed after 10:00 p.m.
6. Other Utility Systems. If other utility systems such as natural gas, television cable or telephone are installed in a recreational vehicle park, such installation shall be in accordance with state and local codes and regulations.
7. Owners of RV parks with septic systems shall be required to connect to the city sewer system within five years of the extension of an adequately sized sewer main located within 200 feet of

the RV park boundary. Following connection to the city's system, use of the RV park's septic system shall be discontinued.

N. All recreational vehicle parks shall comply with rules and regulations of the Washington State Board of Health and Cowlitz County health department.

O. A quiet period within an RV park shall be enforced by the RV park owner and/or attendant during the period between 10:00 p.m. and 7:00 a.m. The owner of the RV park shall be legally responsible for preventing excessive and uncorrected noise as well as disorderly conduct during the quiet period. Additionally, the owner may be prosecuted under Chapter 9.06 CRMC, which addresses offenses against the public order, for failure to enforce the quiet period or permit unreasonably loud, disturbing and unnecessary noise at any hour. Additionally, if necessary to correct excessive noise problems, be they animal or human caused, the owner of the RV park shall evict the offending individuals and their vehicles from the park if solution of the noise problem is not possible.

P. The owner of the RV park shall be responsible for dogs running at large outside of the RV park boundary. Failure to do so will cause the RV park owner, as well as the owner of the dog(s), to be found in violation of CRMC Title 6 and subject to enforcement actions.

Q. RV parks must have a full-time resident manager on the park site.

R. All recreational vehicle spaces shall be well marked and numbered.

S. Allowed signs shall be the same as those allowed for mobile home parks as described in Chapter 17.82 CRMC.

T. Recreational vehicle parks must be developed in accordance with the Castle Rock critical areas ordinance, Chapter 18.10 CRMC. [Ord. 2018-02 § 2 (Exh. A), 2018].

17.63.080 Recreational vehicle park application procedure and planning commission review.

A. Application – Procedure.

1. A site plan review process shall be initiated in accordance with the requirements contained in Chapter 17.77 CRMC, Development Review Procedures. The development review committee will then meet with the applicant to discuss the proposal. Special attention should be given to: (a) the need for landscaping to screen the perimeter of the park from properties, view lots and public roads where it is determined that presence of the RV park would have a negative visual or noise impact on property owners or the value of their property and vehicle occupants or others which might use public roads; (b) provide that the developed portion of the RV park have adequate

beautification landscaping to provide users of the park with an attractive setting for the duration of their visit; and (c) the need to minimize RV park lighting impacts on nearby meeting(s). The development review committee will then forward its findings and recommendations to the city clerk-treasurer who shall in turn forward them to the planning commission if a formal application, as described in the following section, is submitted to the city. The site plan review process must be concluded before submission of a formal application to the city.

2. The applicant shall make application at least 30 calendar days prior to the planning commission meeting on forms provided by the city clerk-treasurer's office. The application shall be accompanied by a report from a title insurance company showing ownership of the property involved and a list of the names and addresses of all owners of property within 300 feet of the proposed development. Notice of hearing shall be given in accordance with CRMC 17.72.030. The application shall be accompanied by a fee of \$75.00 or \$1.00 per recreational vehicle space, whichever is greater, and shall further be accompanied by 10 copies of a site plan which shall contain, but not necessarily be limited to, the following:

- a. Name of the owner and operator, with address and phone numbers, and the name of the proposed recreational vehicle park;
- b. Legal description of the subject tract of land;
- c. Name, address and phone number of the person or firm preparing the site plan;
- d. Scale of the drawing and north arrow;
- e. The area and dimensions of the tract of land;
- f. The number, location and size of all off-street automobile parking spaces;
- g. The location and width of all streets and walkways;
- h. The location of service buildings, sanitary stations, recreation areas, and any other proposed facilities or structures;
- i. Location of all utility lines and easements;
- j. Specifications of the water supply, sewage disposal, electrical supply and refuse collection systems;
- k. Specifications of all buildings, recreation uses, and other facilities to be constructed;

- l. Landscaping specifications of sufficient detail to assure effectiveness of purpose;
- m. Topography at an appropriate contour interval unless specifically waived by the city engineer;
- n. A vicinity map indicating the names and locations of all streets within at least a quarter-mile radius of the subject site. The site plan map shall be drawn at a scale of not less than 30 feet to the inch, nor more than 100 feet to the inch, and shall be clear and precise. If necessary, the site plan can consist of more than one drawing;
- o. Location and specifications of the manager's office and dwelling unit. The manager's dwelling shall be a single-family residence and may be a mobile home.

3. Planning Commission Review. The planning commission shall at its next regular meeting, following completion of the site plan review process, review and consider the application. The commission may recommend approval of the application outright, or conditionally, or recommend denial of the application. In reviewing an application, the commission shall consider the following:

- a. Compliance with the applicable regulations set forth in this title;
- b. Compliance with the comprehensive plan;
- c. Compatibility of the proposed usage with adjacent land uses either existing or planned, and extraordinary conditions existing on or in close proximity to the site which would justify imposition of more restrictive regulations than the regulations required by this title;
- d. All other facts, opinions and pertinent information presented concerning an application;
- e. Public testimony received at a public hearing held to allow public testimony regarding the application.

The commission, in addition to the requirements of this title, may stipulate any additional requirements necessary to assure that the intent of this chapter is carried out. The planning commission shall record its recommendations, the reasons for its recommendations, and any conditions placed on the application. This record is to be sent to the city council along with the planning commission's recommendations. The city council shall, at its discretion, with or without public hearing, act upon the recommendations of the commission. If a valid building permit has not been issued, and if substantial construction work on streets, utilities or buildings for the development has not commenced within one year of the date of approval by the city council, then the approval of the application shall expire unless

a written request for extension of the approval period is submitted by the applicant and granted by the city council. The extension, if granted, shall be limited to a single one-year period. [Ord. 2018-02 § 2 (Exh. A), 2018].

17.63.090 General provision.

This code is intended to be a law of general application for the public at large; it is not intended to impose liability on the part of the city or its employees. The standards declared herein are minimum standards and shall not be construed to limit the authority to propose and require additional conditions upon any permit application and/or continued use. [Ord. 2018-02 § 2 (Exh. A), 2018].

17.63.100 Violation – Penalty.

Any person, firm or corporation violating any part of the provisions of this chapter shall be deemed guilty of a separate offense for each and every day or portion thereof during which any violation of any of the provisions of this chapter is committed or permitted, and upon conviction of any such violation, such person shall be guilty of a petty misdemeanor, punishable as per Chapter 17.80 CRMC. [Ord. 2018-02 § 2 (Exh. A), 2018].

The Castle Rock Municipal Code is current through Ordinance 2022-15, passed November 28, 2022.

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

City Website: <https://ci.castle-rock.wa.us/>

City Telephone: (360) 274-8181

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