



CASTLE ROCK PLANNING COMMISSION

Regular Meeting: Tuesday, July 18, 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>
To join this meeting using your phone: +1 (224) 501-3412 Access Code: 216-918-261 (Press *6 to speak)
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1. CALL TO ORDER

- a. Roll Call

2. APPROVAL OF MINUTES

- a. June 20, 2023 Planning Commission Regular Meeting

3. PUBLIC COMMENT

4. REPORTS

5. OLD BUSINESS

- a. Review and discuss code amendment options associated with Ordinance No. 2023-04 - An ordinance which established a six-month moratorium on applications and/or development activities on nonconforming lots.

6. NEW BUSINESS

7. ADJOURNMENT

UPCOMING MEETINGS:

August 15, 2023

September 19, 2023

October 17, 2023

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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 6:00pm.

a. Roll Call

Members present: Chairperson Rick Sullivan, Vice-Chair Matt Rasmussen, Commissioners Ryane Olin, and David Van Camp.

Staff present: Contracted Planner Cristina Haworth; Secretary Karlene Akesson

Members excused: Commissioners Richard Skreen and Lisa White

2. INTRODUCTIONS

a. Introduce Contracted City Planner Cristina Haworth, SCJ Alliance.

Newly appointed Contracted City Planner Cristina Haworth of SCJ Alliance introduced herself to the Planning Commission.

3. APPROVAL OF MINUTES

Vice-Chair Rasmussen motioned, seconded by Olin, to approve the May 16, 2023 PC Regular Meeting Minutes as presented. Motion carried by roll call vote. Commissioners Rick Sullivan, Matt Rasmussen, Ryane Olin, and David Van Camp voted 'Aye'.

a. May 16, 2023 Planning Commission Regular Meeting

4. PUBLIC COMMENT

5. REPORTS

6. OLD BUSINESS

a. Review and discuss draft code amendments associated with Ordinance No. 2023-04 - An ordinance which established a six-month moratorium on applications and/or development activities on nonconforming lots.

City Planner Cristina Haworth presented.

b. Draft Code Amendment - Castle Rock Municipal Code Chapter 16.34 - Boundary Line Adjustment

City Planner Cristina Haworth presented.

c. Draft Code Amendment - CRMC Ch. 16.37 - Table of Required Information

City Planner Cristina Haworth presented.

d. Draft Code Amendment - CRMC Ch. 17.55 - Substandard Lots

City Planner Cristina Haworth presented.

The Commission engaged in discussion.

Commissioner Van Camp motioned, seconded by Rasmussen, to approve recommending to City Council the Draft Code Amendments for Castle Rock Municipal Code (CRMC) Chapter 16.34, 16.37,

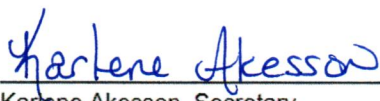
and 17.55 as written with exceptions to the correction of item number 9 of CRMC Draft Code for 16.37 be amended to follow the current code for Boundary Line Adjustments. Motion carried by roll call vote. Commissioners Rick Sullivan, Matt Rasmussen, Ryane Olin, and David Van Camp voted 'Aye'.

7. NEW BUSINESS

8. ADJOURNMENT

Vice-Chair Rasmussen motioned, seconded by Van Camp, to adjourn the regular meeting. All were in favor.

At 6:29 pm, Chairperson Sullivan adjourned the regular meeting.



Karlene Akesson, Secretary



Technical Memo

To Castle Rock Planning Commission

From: Cristina Haworth, AICP, and Mike Manning (SCJ Alliance)

Date: July 13, 2023

Project: Castle Rack Non-Conforming Lot Moratorium

Subject Code Amendment Options

Introduction:

In March 2023 the City of Castle Rock established a moratorium on residential development to address the city's numerous nonconforming lots. Castle Rock has seen an increase in development submittals as it relates to nonconforming legal lots of record, which were platted prior to the current zoning and development codes, but do not meet current lot standards, dimensions, and area requirements. These lots commonly fall significantly below the current minimum lot size standard of 6,000 square feet (*Exhibit A*).

With this moratorium the goal is to take policy action to allow for reasonable development on these existing lots that fits effectively within Castle Rock's neighborhood character. This memo summarizes options for code amendments to address development on nonconforming lots.

Options:

Option 1: No Change.

At present, legal lots of record can be developed with uses established in the Castle Rock Municipal Code (see Chapter 17.26) and following requirements for yards (setbacks), landscaping, critical areas, off-street parking, and other applicable standards for the zone in which the lot is located. If a project cannot meet current development standards, the Castle Rock Municipal Code allows a variance process. Many nonconforming lots will have difficulty following development standards. This means that the variance process will be used frequently.

Option 2: Create New Design Review Process

To achieve greater control of the character of development on nonconforming lots, Castle Rock could establish a new design review process in addition to the required building permit. Design review could be accomplished through a ministerial (no public notice required) or discretionary (public notice required) review process. A design review process should be supported by design guidelines. This design review could allow for a certain

level of relief from standards based on each case, when the project design achieves objectives for aesthetics or neighborhood character.

As an incentive to encourage lot consolidation, design review could be required only for nonconforming lots and/or for certain types of development. If consolidation occurs or if development involves a conforming lot, the design review process need not apply.

Options 3: Development Standard Revision

It has been discussed that lowering the minimum lot size from 6,000 to 5,000 square feet may offer some relief for nonconforming lots. Many nonconforming lots are 2,500 square feet and this revision would not automatically provide relief. This action would lower the lot-size benchmark for conformance so consolidation of two lots would result in a conforming lot in many cases, but it would not materially change the difficulties with developing a nonconforming lot.

Yard (setback) standards are commonly the factor that prevents development on nonconforming legal lots of record. Amending setback standards for instances of nonconforming lots could increase options for developing high-quality projects on very small lots. These adjustments may provide the necessary relief:

- ◆ Decreasing the minimum rear setback in instances of substandard lot sizes would allow for building on small lots while maintaining adequate front setback for the purpose of visibility. This would be particularly impactful for corner lots.
- ◆ Shared lot line dwellings (also called zero lot line development) in the form of duplex or townhome style homes would provide relief for many of these smaller substandard lots. This would mean that the common wall between these dwellings would sit on the lot line, essentially making for a zero-side setback (Exhibit B). Side setbacks outside of the shared lot line would still apply.

Attachments:

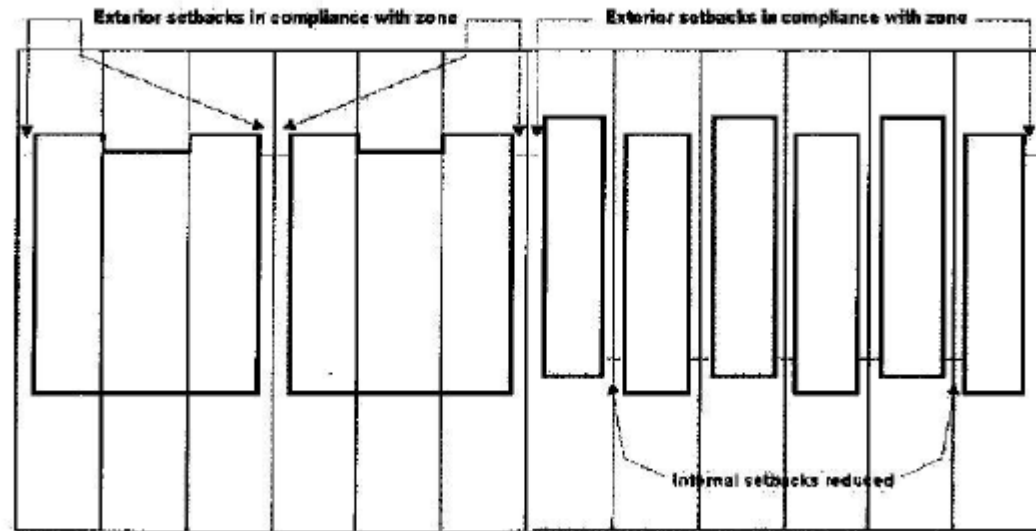
Exhibit A: Non-Conforming Lot Examples

Exhibit B: Shared Lot Line Development Examples.





Detached units on contiguous lots:
when two or more single-family units are proposed on contiguous lots, the interior side yard setbacks may be reduced to three feet, provided that the exterior setbacks to the development adhere to the setbacks that are required by the zone.



Such reduced interior side yard setback shall be measured from property line to eave, rather than building wall as may otherwise be allowed, and may require compliance with additional building and fire code provisions (i.e., roof designed for higher snow load and provision of snow stops, installation of residential sprinkler system).

