



## CASTLE ROCK PLANNING COMMISSION

Regular Meeting: Tuesday, August 15, 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

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- a. Roll Call

#### 2. APPROVAL OF MINUTES

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- a. June 20, 2023 Planning Commission Regular Meeting Minutes
- b. July 18, 2023 Planning Commission Regular Meeting Minutes

#### 3. PUBLIC COMMENT

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#### 4. REPORTS

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#### 5. OLD BUSINESS

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- 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

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#### 7. ADJOURNMENT

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#### UPCOMING MEETINGS:

**September 19, 2023**

**October 17, 2023**

**November 21, 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

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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

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### 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

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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

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## 5. REPORTS

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## 6. OLD BUSINESS

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### 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**

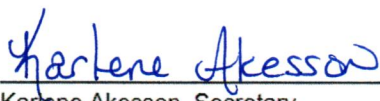
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#### **8. ADJOURNMENT**

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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.



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Karlene Akesson, Secretary

## 1. CALL TO ORDER

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Chairperson Sullivan called the regular meeting to order at 6:12 pm.

### a. Roll Call

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

Staff present: Contracted Planners Cristina Haworth and Mike Manning; Secretary Karlene Akesson

## 2. APPROVAL OF MINUTES

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### a. June 20, 2023 Planning Commission Regular Meeting

There was no motion to approve minutes as there was no quorum.

## 3. PUBLIC COMMENT

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## 4. REPORTS

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## 5. OLD BUSINESS

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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.

City Planner Cristina Haworth introduced SCJ Alliance Planner, Mike Manning.

Planner Cristina Haworth presented.

The Planning Commissioners and Planners engaged in discussion.

## 6. NEW BUSINESS

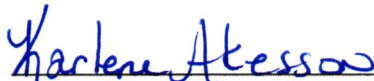
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## 7. ADJOURNMENT

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

At 6:43 pm, Chairperson Sullivan adjourned the regular meeting.

  
Karlene Akesson, Secretary



**To** Castle Rock Planning Commission

**From:** Cristina Haworth, AICP; David Wright

**Date:** August 10, 2023

**Project:** Castle Rock Nonconforming Lot Development Moratorium

**Subject** Design Review—Suggested Table of Contents

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## **I. INTRODUCTION**

*This section introduces the purpose of the design guidelines and offers a “user guide” to understand how design guidelines should be applied and projects reviewed. High-level policies, such as retaining the historic character of the community, are incorporated into this section.*

- 1.0 Context of Design Guidelines: Moratorium, Need for DGLs
- 2.0 Administrative Procedures
- 3.0 Focal Points of Design Guidelines

## **II. SITE PLANNING: Small Lot Development**

*This section addresses the site layout, building placement, and landscaping requirements for the development of one or more nonconforming lots. This section can also include special guidelines for certain kinds of alternative housing development, such as zero lot line projects and cottage housing. Rules for addressing the design and character of new buildings can be included here.*

- 1.0 Small Lot Development
  - 1.1 Single Lot
  - 1.2 Two or more Lots
  - 1.3 Corner Lots
- 2.0 Zero Lot Line Development
- 3.0 Cottage Housing Development
- 4.0 Parking Guidelines
- 5.0 Landscaping
  - 5.1 Design
  - 5.2 Landscaping Retention
  - 5.3 Planting Materials
  - 5.4 Stormwater Retention
- 6.0 Infill with Neighboring Scale, Character
- 7.0 Accessory Buildings

### **III. RELATIONSHIP TO THE STREET, ACCESS**

*This section more specifically regulates how a house relates to the public street. Rules about vehicular access and what can happen in setbacks are included in this section.*

- 1.0 Street to House Orientation
- 2.0 Setbacks
- 3.0 Driveway Access
- 4.0 Side Streets, Alleys

### **IV. BUILDING DESIGN**

*This section regulates the actual design of the building, including architectural style, materials, design of doors and windows, and treatment of long, blank walls.*

- 1.0 Design Character
- 2.0 Street Presentation: Materials, Fenestration, Doors
- 3.0 Human Scale
- 4.0 Architectural Scale Relation to Neighborhood
- 5.0 Blank Walls and Building, Corners

### **V. APPENDICES**

*One or more appendices that support the application of design guidelines can be included at the end of the document.*

- 1.0 Definitions, Maps, etc.