



CASTLE ROCK PLANNING COMMISSION

Regular Meeting: Tuesday, September 19, 2023
6:00 PM

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

AGENDA

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1. CALL TO ORDER

- a. Roll Call

2. APPROVAL OF MINUTES

- a. August 15, 2023 Planning Commission Regular Meeting Minutes

3. PUBLIC COMMENT

4. REPORTS

5. OLD BUSINESS - 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.

- a. Castle Rock Municipal Code (CRMC) 17.16 Definitions - DRAFT
- b. Castle Rock Municipal Code (CRMC) 17.78 Development on Nonconforming Lots - DRAFT
- c. Castle Rock NCL Design Guidelines - DRAFT

6. NEW BUSINESS

7. ADJOURNMENT

UPCOMING MEETINGS:

October 17, 2023

November 21, 2023

December 19, 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 Richard Skreen, Ryane Olin, and Lisa White. David VanCamp was excused.

Staff present: Contracted Planner Cristina Haworth; Secretary Karlene Akesson

2. APPROVAL OF MINUTES

a. June 20, 2023 Planning Commission Regular Meeting Minutes

Vice-Chair Rasmussen motioned, seconded by White, to approve the June 20, 2023 minutes as presented. Motion carried by roll call vote. Commissioners Rick Sullivan, Matt Rasmussen, Richard Skreen, Ryane Olin, and Lisa White voted 'Aye'.

b. July 18, 2023 Planning Commission Regular Meeting Minutes

Commissioner Olin motioned, seconded by Rasmussen, to approve the July 18, 2023 minutes as presented. Motion carried by roll call vote. Commissioners Rick Sullivan, Matt Rasmussen, Richard Skreen, Ryane Olin, and Lisa White voted 'Aye'.

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.

Cristina Haworth presented.

Planner Cristina Haworth, Commissioners Rick Sullivan, Matt Rasmussen, Richard Skreen, Ryane Olin, and Lisa White, and Secretary Karlene Akesson engaged in discussion. Planner Cristina Haworth and the Commissioners agreed that having a graphically rich code for the design guidelines may be helpful. Planner Haworth will look into addressing items such as parking spaces, design criteria, and other additional options in the upcoming draft code.

6. NEW BUSINESS

7. ADJOURNMENT

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

At 6:35pm, Chairperson Sullivan adjourned the regular meeting.

Karlene Akesson, Secretary

Chapter 17.16

DEFINITIONS

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[17.16.028 Adult bookstore, adult novelty store or adult video store.](#)

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17.16.005 Headings.

Chapter and section headings shall not be deemed to govern, limit, modify, or in any manner affect the scope of meaning or intent of any section thereof. [Ord. 2018-02 § 2 (Exh. A), 2018].

17.16.015 Generally.

For the purpose of this title, certain terms or words herein shall be interpreted as follows, except as specifically defined in this chapter. All words used in this title shall carry the customary meanings:

- A. "Lot" includes "plot."
- B. "Building" includes "structure."
- C. "Shall" is intended to be mandatory.
- D. "Occupied" or "used" means to dwell in.
- E. "May" denotes a use of discretion in making a decision. [Ord. 2018-02 § 2 (Exh. A), 2018].

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17.16.217 Cottage housing development.

"Cottage housing development" means a single development of several cottages clustered around shared open space.

...

17.16.245 Dwelling.

"Dwelling" means a building or portion thereof designed exclusively for residential purposes, including one-family, two-family, and multiple-family dwellings, but not including hotels, boardinghouses, or motel units. [Ord. 2018-02 § 2 (Exh. A), 2018].

17.16.247 Dwelling, attached.

"Attached dwelling" means a dwelling unit that is located on a separate lot and shares a wall on one or both sides with a neighboring dwelling. Duplexes are attached dwelling units and zero lot line developments may be attached dwelling units.

17.16.250 Dwelling, group.

"Group dwelling" means more than two separate buildings, each containing one or more dwelling units. [Ord. 2018-02 § 2 (Exh. A), 2018].

17.16.255 Dwelling, one-family.

“One-family dwelling” means a detached building designed exclusively for occupancy by one family and containing one dwelling unit. [Ord. 2018-02 § 2 (Exh. A), 2018].

17.16.260 Dwelling, two-family (duplex).

“Two-family dwelling” means a detached building designed exclusively for occupancy by two families living independently of each other doing their own cooking and containing two dwelling units. A “two-family dwelling” is the same as a “duplex.” Such building has a common roof or the dwelling units are joined by a common roof. [Ord. 2018-02 § 2 (Exh. A), 2018].

17.16.265 Dwelling, multifamily.

“Multifamily dwelling” means a building or portion thereof, designed for occupancy by three or more families living independently of each other, doing their own cooking and containing three or more dwelling units. “Multifamily dwelling” includes all types of buildings or portions thereof designed for occupancy of three or more families such as triplex, fourplex, apartment house, and flats designed for occupancy on a permanent basis as distinguished from a transient basis. Such building has a common roof or the dwelling units are joined by a common roof. [Ord. 2018-02 § 2 (Exh. A), 2018].

17.16.270 Dwelling unit.

“Dwelling unit” means one or more rooms designed for or occupied by one family for living or sleeping purposes and containing kitchen facilities for use solely by one family. All rooms comprising a dwelling unit shall have access through an interior door to other parts of the dwelling unit. [Ord. 2018-02 § 2 (Exh. A), 2018].

...

17.16.753 Zero lot line development.

“Zero lot line development means a development containing two or more dwelling units which have no yard on one or more of the side lot lines. Dwelling units in zero lot line developments are located in such a manner that one or more of a building’s sides rest directly on a side lot line and each dwelling unit is located exclusively on one lot, except for the common wall which is separated by the property line. Zero lot line developments may include attached or detached dwelling units.

17.16.754 Zero lot line.

“Zero lot line” means a side lot line which has no yard.

...

Chapter 17.78

DEVELOPMENT ON NONCONFORMING LOTS

Sections:

17.78.010 Purpose

17.78.020 Applicability

17.78.030 Design Review Required

17.78.040 Zero Lot Line Dwellings

17.78.050 Cottage Housing

17.78.010 Purpose

The purpose of this title is to provide development regulations specific to legally created lots that no longer meet the dimensional standards and requirements of Castle Rock Municipal code.

17.78.020 Applicability

The provisions of this title apply to non-conforming lots within the R-1 Low Density Residential and R-2 High Density Residential Zoning Districts in Castle Rock.

17.78.030 Design Review Required

A. Nonconforming lots shall comply with the Nonconforming Lots Design Guidelines. Design Review approval shall be obtained prior to issuing a building permit for the project.

A. Exceptions:

1. Lots under common ownership that are consolidated pursuant to Chapter 16.34 of the Castle Rock Municipal Code do not require design review. Consolidation that does not achieve full compliance with one or more dimensional requirements in the underlying zone is exempt from design review.
2. Lots that are developed consistent with Zero Lot Line Dwellings regulations in this Chapter shall comply with the following Nonconforming Lots Design Guidelines: **[FILL IN WHEN COMPLETE]**.
3. Lots that are developed consistent with the Cottage Housing regulations in this Chapter shall comply with the following Nonconforming Lots Design Guidelines: **[FILL IN WHEN COMPLETE]**.

17.78.040 Zero Lot Line Developments

Zero lot line developments allow for elimination of side yard requirements from the common lot line between two or more adjoining lots. This method of development is allowed when at least two non-conforming lots are contiguous to one another and are involved in the development.

A. Requirements:

1. Each dwelling shall be located on its own lot.
2. A minimum of two and a maximum of four contiguous lots can be developed as a single zero lot line project. Zero lot line developments may be located adjacent to each other.
3. The interior side yard setback between non-conforming contiguous lots may be reduced to zero. Other side yards, front yards, and rear yards shall not be reduced unless otherwise authorized in the Castle Rock Municipal Code.
4. Side yards shall not be reduced adjacent to a public or private street or adjacent to lots that are not part of the zero-lot line development. Corner lots shall observe the minimum yard setback requirements on both street frontages.
5. To maintain privacy, no windows, doors, air conditioning units, or any other types of openings in the walls along a zero-lot line shall be allowed. [WHAT ARE PLANNING COMMISSION'S THOUGHTS ON INCLUDING THIS PROVISION? SHOULD IT BE A DESIGN GUIDELINE?]
6. Each dwelling shall have a minimum of one off-street parking space.

17.78.050 Cottage Housing

Cottage housing is a cluster of small detached single-family dwelling units around a common open space. Cottage housing may allow for higher residential density than is normally allowed in the underlying zoning district. The increased density is possible through the use of smaller than average home sizes and site design standards.

A. General Requirements.

1. Cottage housing development is allowed on four or more contiguous nonconforming lots. Cottage housing shall include a minimum of three cottage units. [HOW MANY UNITS DOES PLANNING COMMISSION THINK IS APPROPRIATE?]

2. Cottage housing is for residential use only and may not be operated as short-term rentals or transient accommodations.
 3. Cottage housing is authorized through the Design Review process and shall comply with the Nonconforming Lots Design Guidelines.
- B. Density and Dimensions. The following density and dimensional standards apply in lieu of the standards in the underlying zoning district.

Density	No more than 1 dwelling per 2,500 square feet.
Minimum Front Setback	10 feet
Minimum Side Setback	5 feet
Minimum Rear Setback	10 feet
Maximum Building coverage	50 percent
Maximum Building Height	18 feet

[WHAT ARE PLANNING COMMISSION'S THOUGHTS ON THESE STANDARDS?]

- C. Open Space. Common open space shall be provided as follows:
- a. 300 square feet of common open space is required per unit. This can be reduced to 200 square feet per unit if a permanent recreation/communal feature is provided. Recreation/communal features shall provide opportunities for community gathering. Examples of acceptable recreation/communal features include but are not limited to cooking facilities, play equipment, or permanent outdoor gathering spaces with furnishings.
 - b. Common open space may be consolidated into one or more areas. Each area of common open space shall be in one (1) contiguous and usable piece with a minimum dimension of 20 feet on all sides. If multiple common open space areas are proposed, they shall be connected by pedestrian pathways.
 - c. Common open space shall be in a centrally located area and be accessible to all dwellings within the development with a direct pedestrian connection.

- d. Fences may not be located within required common open space areas.
- 1. Private open space shall be provided as follows:
 - a. 60 square feet of private open space is required per unit.
 - b. Private open space may be designed as a garden, patio, or similar feature and shall include fencing or similar visual barrier.
 - c. Private open space may be adjacent to common open spaces. Access must be provided between private and common open spaces.

D. Parking

- 1. One off-street parking space per unit is required.

E. Building & Site Design Standards

- 1. Each unit shall be a maximum of 1,200 square feet. [WHAT ARE PLANNING COMMISSION'S THOUGHTS ON THIS MAXIMUM SQUARE FOOTAGE?]
- 2. Each dwelling unit shall have a primary entry or covered porch oriented to the common open space. This entry or porch may count toward the private open space requirement in CRMC 17.78.050(C)(2).

City of Castle Rock

Design Guidelines

Non-Conforming Lots

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Introduction

1. Purpose

This document is provided as a supplement to Castle Rock Municipal Code (CRMC) and the requirements established within. The contents of this guide are to provide guidelines, graphic representations, and methods of construction to convey the intents of the CRMC Non-Conforming Lots standards.

2. Administrative Procedure

In accordance with CRMC 17.78.030, design review approval shall be obtained prior to issuance of a building permit. All development is required to obtain a building permit in accordance with CRMC 17.80.020

3. Focal Points of Design Guidelines

These design guidelines will focus on providing context and visualizations to meet the intent of the Castle Rock Municipal Code Non-Conforming Lot's Chapter, CRMC 17.78.

Site Planning

1. Small Lot Development

The building should be placed on the site so it responds to topography, the street front, surrounding buildings, and the neighborhood at large. At a minimum, buildings should be designed with the following features:

1. Primary pedestrian entries shall face the adjoining public street. Where possible, vehicular entries should be located at the rear or side of the lot.
- 2.

Single Lots. Houses developed on one nonconforming lot shall comply with underlying zoning requirements, except the side yard can be reduced to no less than six feet when the following features are included:

1. Landscaping in excess of the requirements in *Section 8, Landscaping*, below.
2. Pervious pavement.
3. Others?

Two or More Lots. Projects constructing more than one home on multiple small lots shall include the following design features:

1. Shared driveways are required for every two houses in a single project.
2. Front yard landscaping should have a consistent design.

Side yards can be reduced following the requirements for single lots, above.

Corner Lots. Homes built on corner lots must include the following design features:

1. The primary front façade shall be located on the same street frontage as other homes in the immediate vicinity. Where there is no consistency in the immediate vicinity, the project proponent can choose the primary front façade.
2. The front door should be emphasized with architectural features such as a covered entry, porch, or similar design element.
3. Site design shall accommodate safe sight distances for drivers. This includes eliminating sight obstructions and selecting low-growing landscape plants.
4. Yards cannot be reduced unless otherwise provided in the Castle Rock Municipal Code.

Discussion Item for Planning Commission: *Are there specific features you'd like to see for one-lot development vs. two or more lots developed as a single house?*

5. Zero-Lot Line Development

Zero Lot Line Dwellings or Attached Housing allows for elimination of side-yard setback requirements from the common lot line between two or more lots. This method of development is allowed when at least two non-conforming lots are contiguous to one another and are involved in the development.

Compatibility: Zero lot line developments can occur on non-conforming lots within the R-2 zoning district. There must be a minimum of two available lots of record. It is permissible to build a duplex style zero-lot line structure or a townhouse style structure with up to 4 units across 4 lots.

Duplex Style: A duplex style zero lot line development is an attached structure containing two units on two lots. The two units share a common wall on the shared interior lot line, where the setback is reduced to 0.

Note: *A graphic will go here that provides an areal view visual of what a zero-lot line duplex looks like.*

Townhouse Style: The townhouse style of zero-lot line development involves 3 or more units on their own respective lots. Each unit shares a wall on their shared lot line. In Castle Rock, you can have up to 4-units in a townhouse style zero lot line development.



Note: *This graphic is a draft and is not what will be in the final document, this graphic serves as an example.*

6. Cottage Housing Development

Cottage housing is a cluster of small detached single-family dwelling units around a common open space. Cottage housing may allow for higher residential density than is normally allowed in the underlying zoning district. The increased density is possible through the use of smaller than average home sizes and site design standards.

Compatibility: Cottage housing can occur on non-conforming lots within the R-2 zoning district. Developments of cottage housing can be built in minimum clusters of 2 or more with a density standard of 1 dwelling per 2,500 square feet. For example, If you have two 2,500 square foot lots you can have a cluster of 2 cottage houses.

Dwellings within a cottage housing development shall be oriented to promote a sense of community.

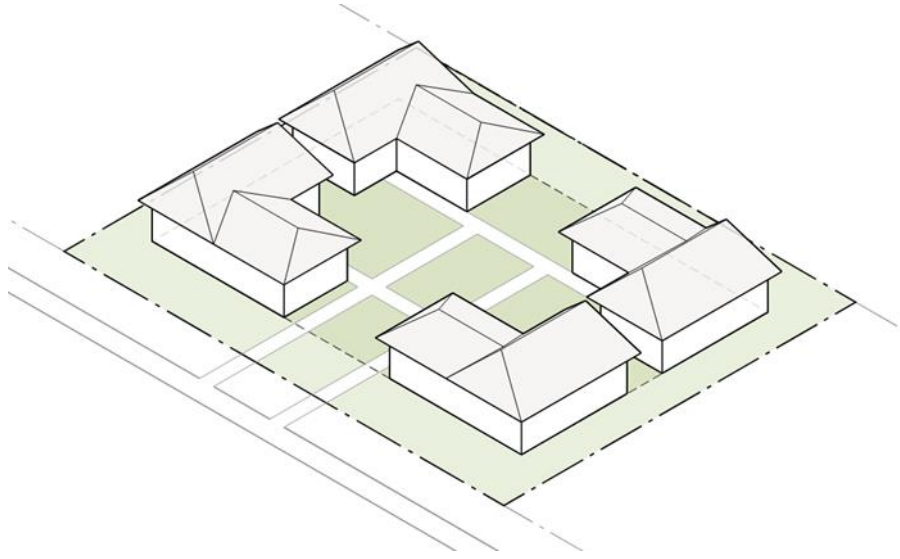
Note: A visual aid will go here such as a photo of cottage housing.

Development Standards:

Density	No more than 1 dwelling per 2,500 square feet.
Minimum Front Setback	10 feet
Minimum Side Setback	5 feet
Minimum Rear Setback	10 feet
Maximum Building coverage	40 percent
Maximum Building Height	35 feet

Orientation: Dwellings within a cottage housing development shall be oriented to promote a sense of community. To achieve this, cottage developments utilize common open space in their design.

The primary entrance or covered porch of each cottage must be oriented towards a common open space.



Note: *This graphic is a draft and is not what will be in the final document, this graphic serves as an example.*

All buildings and common spaces need to be served by a pedestrian circulation system that connects to an existing or planned sidewalk, public sidewalk, or trail system.

Common Open Space: The use of common open space is a key feature in the design requirements for cottage housing developments. The spirit of cottage housing is to provide a sense of connectedness and community between each housing unit. Open space is utilized in the design to achieve this.

A minimum of **300 square feet** of common open space is required **per cottage housing unit**.

Note: The open space requirement can be reduced to 200 square feet per unit if a permanent recreation/communal feature is provided. Recreation/communal features shall provide opportunities for community gathering. Examples of acceptable recreation/communal features include but are not limited to cooking facilities, play equipment, or permanent outdoor gathering spaces with furnishings.

Common open space should provide a sense of openness, visual relief and community for cottage developments.

Note: *A visual aid will go here such as a photo to show real world examples of cottage housing open space.*

Private Open Space: Each unit within a cottage development must also be provided with private open space.

A minimum of **60 square feet** of private open space is required **per cottage housing unit**.

This private space can be designed as a garden, patio, or similar feature and shall include fencing or similar visual barrier.

Private open space may be adjacent to common open spaces. Access must be provided between private and common open spaces.

Note: *A visual aid will go here such as a photo to show real world examples of cottage housing open space.*

7. Parking Guidelines

Zero-Lot Line Development	A minimum of one off-street parking space per dwelling
Cottage Housing Development	A minimum of one off-street parking space per dwelling.

Zero-Lot Line: The required off-street parking space shall be placed in front of each respective unit.

Cottage Housing: Required off-street parking are typically placed in cluster on site. It is not required that the parking be located in front of each unit.

Note: *An aerial view visual aid will go here to show parking examples as it relates to both development types.*

8. Landscaping

Landscaping is required in the front yard to create a visually interesting transitional space between the street and the front of the house. The project shall provide at least 100 square feet of landscaping that enhances the main pedestrian entry and includes a mix of trees, shrubs, and groundcovers.

Landscaping must be an integral part of the project design and should consider the following measures:

1. Landscaping can be planted in the ground, in raised planters, or in other configurations provided landscape areas are a meaningful size for visual interest and long-term maintenance.
2. Provide a direct pedestrian connection from the front door to the street.
3. Use native vegetation or Northwest-adapted vegetation.

Discussion Item for Planning Commission: *Do we wish to identify specific landscaping standards in relation to each type of development? These standards could include specific vegetation requirements, percentage of landscape cover, and more. The other option would be to follow the existing landscaping standards for R-2.*

9. Infill with Neighboring Scale

Discussion Item for Planning Commission: *Although these types of developments differ from existing allowances in the R-2 District, the goal is to maintain cohesiveness with the existing neighborhoods as much as possible. Is there a specific design style the city wishes to identify and implement in these design standards?*

10. Accessory Buildings

Accessory buildings are permissible and shall follow the minimum requirements of the R-2 Zoning District.

These buildings are subject to meet lot coverage requirements as listed below:

Zero-Lot Line Development	
Cottage Housing Development	40 %

Relationship to the Street

1. Street to House Orientation

Zero Lot Line Developments: The orientation of homes in a zero lot line development must always be faced to the street. Each units primary entry in the development must all face the same direction.

Note: *A visual will be entered here to show the street to house orientation of a typical zero-lot line development.*

Cottage Housing Development: When designing cottage housing the orientation of each unit may be directed inward toward another or facing the street. It is required that each unit be oriented towards the common open space. This may mean that the cottages face towards the center of the property rather than the street. The orientation of the dwellings can never face side or rear property lines.

Note: *A visual will be entered here to show example orientations of cottage housing.*

2. Setbacks

Zero Lot Line Development Minimum Setbacks:

Front Yard	15'
Side Yard	5'
Side Yard (Interior)	0
Rear Yard	20'
Corner Lot (Street Side)	15'

Cottage Housing Development Minimum Setbacks:

Front Yard	10'
Side Yard	5'
Rear Yard	10'
Corner Lot (Street Side)	10'

4. Driveway Access

Zero Lot Line Developments: Each unit within a zero-lot line development is required to have one off-street parking space located in front of each respective unit. This means that each unit must have a driveway connected to the right-of way.

Cottage Housing Developments: Required off-street parking spaces are located contiguously in cottage housing developments. This means that there will be one driveway connected to the right-off-way to access a shared parking area.

Building Design

1. Design Character

Zero Lot Line: The character of each unit within a zero-lot line development are meant to look uniform with one another. This means that the design of each unit must be done so in a way that the exterior appearance is identical for each unit.

Note: *A visual will be entered here to represent this design character*

Cottage Housing: Cottage housing developments offer more flexibility in the design character of each unit. Although each cottage should be designed in appearance to be consistent with the greater neighborhood, the size and visual appearance of the cottages may differ.

Note: *A visual will be entered here to show examples of cottage housing character.*

2. Street Presentation

Discussion Item for Planning Commission: *Does the commission wish to identify specific design materials, fenestration, or door requirements?*

3. Architectural Scale Relation to Neighborhood

The structural design of both zero-lot line and cottage housing developments shall be done so in a way to achieve consistency with the existing neighborhood as much as possible.

Discussion Item for Planning Commission: *Is there specific architectural design guidelines you wish to define for these developments?*

4. Blank Walls and Building, Corners

In the instance of blank walls facing the right of way, design elements must be utilized to enhance visual appearance.

Discussion Item for Planning Commission: *Does the commission want to identify specific landscaping or screening standards in this scenario?*