



CASTLE ROCK PLANNING COMMISSION

Regular Meeting: Tuesday, November 21, 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. September 19, 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. Draft - Castle Rock Design Guidelines for Nonconforming Lots

6. NEW BUSINESS

7. ADJOURNMENT

UPCOMING MEETINGS:

December 19, 2023

January 16, 2024

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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, Ryane Olin, Lisa White, and David VanCamp.

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

2. APPROVAL OF MINUTES

a. August 15, 2023 Planning Commission Regular Meeting Minutes

Commissioner Rasmussen motioned, seconded by Olin, to approve the August 15, 2023 minutes as presented. Motion carried by roll call vote. Commissioners Rick Sullivan, Matt Rasmussen, Richard Skreen, Ryane Olin, Lisa White, and David VanCamp voted 'Aye'.

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.

City Planner Cristina Haworth presented.

Commissioners Rick Sullivan, Matt Rasmussen, Richard Skreen, Ryane Olin, Lisa White, and David VanCamp provided comment.

a. Castle Rock Municipal Code (CRMC) 17.16 Definitions - DRAFT

City Planner Cristina Haworth referenced the Castle Rock Municipal Code (CRMC) 17.16 Definitions - DRAFT amendment.

b. Castle Rock Municipal Code (CRMC) 17.78 Development on Nonconforming Lots - DRAFT

Planner Cristina Haworth presented DRAFT - CRMC 17.78 Development on Nonconforming Lots.

Planner Cristina Haworth stated she may adjust the purpose statement to convey that it applies to legally created residential lots.

Planner Haworth asked whether both the R-1 and the R-2 residential zones should be included in section "17.78.020 Applicability" or if the applicability section should be limited to the R-1 zone.

Commissioners Rick Sullivan, Richard Skreen, Ryane Olin, and David VanCamp provided comment.

There was a general consensus that the applicability section should include both R-1 and R-2 residential zones.

Planner Cristina Haworth asked whether the design review process should require public notice or if the design review process should be part of the building permit process. Commissioner Lisa White, Rick Sullivan, and Richard Skreen provided comment. The general consensus of the Commission was to have the design review process be part of the building permit process.

Planner Cristina Haworth presented the three exceptions listed in the "Design Review Required" section of the draft code. Commissioner Rick Sullivan, Secretary Karlene Akesson, and Planner Cristina Haworth provided comments on lot consolidations and standalone single family residences. Commissioners Richard Skreen, Rick Sullivan, and Matt Rasmussen provided comment regarding the definition in section 17.16.217 "Cottage housing development" of the draft Castle Rock Municipal Code (CRMC). Planner Cristina Haworth provided comments and clarified that 'several' in the definition of 17.16.217 "Cottage housing development" means more than one or it could be replaced with two or more. Planner Cristina Haworth also indicated there would be further discussion on this in the "Cottage Housing" section.

Commissioners Rick Sullivan, Richard Skreen, Lisa White, Ryane Olin, and Matt Rasmussen provided comments on section "17.78.040 - Zero Lot Line Developments". It was the general consensus that a provision regarding unit symmetry be added to the design guidelines.

Planner Cristina Haworth provided comment on draft section "17.78.050 Cottage Housing" asked the Planning Commissioners if the scale described in draft section 17.78.050 A.1. is an appropriate scale of development. Commissioners Richard Skreen and Rick Sullivan provided comment. It was the general consensus that it is an appropriate scale of development.

Planner Cristina Haworth provided comment on draft section 17.78.050 - B. "Density and Dimensions". Planner Cristina Haworth asked the Planning Commissioners what their thoughts were on the requirements listed in the table. Commissioner Richard Skreen provided comment.

Commissioner Richard Skreen inquired about the maximum density of 1 per 2,500 square feet and stated it would be helpful to have a graphic understanding of what a cottage layout would look like. Commissioner David VanCamp suggested a density of 1 per 1,500 square feet or 1 per 1,000 square feet. Planner Haworth stated they could do some graphic studies and show what cottage housing would look like at 1 per 1,500 square feet or 1 per 1,000 square feet.

Commissioner Richard Skreen noted in section B. of the "Cottage Density and Dimensions" portion of the draft code, the minimum side setback is 5 feet. Planner Mike Manning provided clarification as to whether the 5 foot setback is 5 feet per unit for a total of 10 feet or if it is 5 feet between each unit. Planner Mike Manning stated it was 5 feet from the lot line. Commissioner Richard Skreen suggested maintaining 10 feet of clearance between each cottage would be good. Commissioner Ryane Olin provided comment. Planner Mike Manning stated he would make note of this.

Commissioners Rick Sullivan, Richard Skreen, Ryane Olin, and David VanCamp provided comments on Section D. "Parking". The Commissioners requested the Planner(s) provide graphics showing what a cottage development would look like with the proposed off-street parking. Commissioner Richard Skreen suggested they use a minimum graphic example using 4 small nonconforming lots for a basic cottage development so they can see the most optimal layout for the smallest possible cottage development. Planner Mike Manning stated they would prepared with the requested graphics for the next meeting.

Commissioners Matt Rasmussen, David VanCamp, Ryane Olin, Lisa White, and Rick Sullivan provided comments on section E. - "Building & Site Design Standards of Cottage Housing". The general consensus was agreeable to a 1,200 square foot maximum unit size.

c. Castle Rock NCL Design Guidelines - DRAFT

Planners Mike Manning and Cristina Haworth presented the Castle Rock Non-Conforming Lots (NCL) Design Guidelines - DRAFT.

Planner Cristina Haworth noted there was a typing error in the Site Planning section, under 'Single Lots'. The draft says "the side yard can be reduced to no less than six feet", but it should say three feet.

Commissioner Ryane Olin provided comment regarding item number 2. "Pervious Pavement", he suggested the possibility of including pavers as an option. Planner Mike Manning made a note to add pavers as an option. Commissioners Richard Skreen, Rick Sullivan, and Ryane Olin provided comment regarding the reduction in setbacks in exchange for the listed items. Planner Cristina Haworth suggested rewriting this section to have a broader acknowledgement that considers reducing the setbacks in exchange for design features that are to be proposed by the project proponent or something to that effect. The general consensus of the Commissioners was agreeable with the proposed change.

Commissioners Rick Sullivan, Richard Skreen, David VanCamp, and Ryane Olin and Planner Cristina Haworth provided comments regarding shared driveways.

Commissioner Rick Sullivan provided comment regarding 'Corner Lots'. It was suggested that a requirement for a wrapped facade be added. Planner Mike Manning provided comment. Planner Cristina Haworth suggested adding wording requiring that the materials be the same on the street facing facades and that design features be carried consistently through both facades. Planner Cristina Haworth stated she would add that to the next draft.

In section 5. "Zero-Lot Line Development" under "Compatibility", Planner Mike Manning noted they would add R-1 to the "Compatibility" section. Planner Mike Manning stated the graphics included in the draft are placeholders and in the final draft, they plan on including more specific graphics that will have better visual representation of setback requirements and add a graphic that will show what a duplex style may look like. Commissioner Richard Skreen provided comment.

In section 6. "Cottage Housing Development" under "Compatibility", Planner Mike Manning noted they would add R-1 to the "Compatibility" section. Planner Mike Manning also noted the Commissioners had requested the minimum number of cottage units per cottage housing cluster should be 3. Mike Manning stated he would change the minimum clusters from 2 or more to 3 or more. In addition, Planner Mike Manning noted the density standard of 1 dwelling per 2,500 square feet, and the example that follows, could be changed to reflect the 3 cottage unit minimum.

Commissioner Rick Sullivan provided comment.

Planner Mike Manning noted that the "Development Standards" table that appears on page 6 of the draft would be changed to reflect what is in the Municipal Code.

Planner Mike Manning noted the graphic shown on page 7 of the draft will be changed to also reflect parking.

Planner Mike Manning noted that in the "Common Open Space" section, the minimum of 300 square feet of common open space requirement will be changed to reflect the final requirements, and a visual example will be provided in the final draft. Commissioners Rick Sullivan and Lisa White provided comment.

Planner Mike Manning noted that number "7. Parking Guidelines", will be changed to reflect the final requirements,

Commissioners Rick Sullivan, Lisa White, Richard Skreen, Ryane Olin, and Matt Rasmussen had comments regarding number "8. Landscaping". It was the general consensus of the Commissioners to not include "3. Use native vegetation or Northwest-adapted vegetation.". Planner Mike Manning stated this section could be re-visited.

Commissioners David VanCamp, Rick Sullivan, and Richard Skreen provided comments on the section labeled "9. Infill with Neighboring Scale - Discussion item for Planning Commission" in regards to requiring a specific design style. It was the consensus of the Planning Commission not to identify and implement a specific design standard/style within the code, but to possibly have wording that conveys the style of the development should reflect that of the surrounding community.

Commissioners Ryane Olin, Matt Rasmussen, David VanCamp, Lisa White, and Richard Skreen provided comments regarding "10. Accessory Buildings". It was the general consensus of the Commissioners that a definition of "Accessory Dwelling Unit (ADU)" should be added to the Castle Rock Municipal Code (CRMC) in general, and that the definition should not be specific to only the Development of Nonconforming Lots or in the Nonconforming Lots Design Standards. It was also the general consensus of the Commissioners that an accessory structure in a development under the proposed "17.78 Development on Non-conforming Lots" would be subject to the CRMC for accessory structures in the underlying zone - a zero lot line setback would not be available for an accessory structure.

Commissioners Rick Sullivan and Richard Skreen provided comment.

Commissioners Richard Skreen and Matt Rasmussen provided comment on the "Relationship to the Street 4. Driveway Access". It was the general consensus of the Commissioners to possibly allow shared driveways within a cottage housing development. This would allow one point of access for each garage or off-street parking space. There would be no structural setback reduction on the lot, only a reduction of the setback for the shared driveway. Planners Mike Manning and Cristina Haworth stated they would be providing images for the next meeting that should help clarify the intent.

Richard Skreen and Rick Sullivan provided comments regarding "Building Design - 1. Design Character - Zero Lot Line". The general consensus of the Commissioners was agreeable with the statement provided for the Design Character for Zero Lot Line Developments.

Rick Sullivan and Richard Skreen provided comments regarding "1. Design Character - Cottage Housing". It was the general consensus that some guidelines for color be introduced for the Commission to review.

Planner Mike Manning stated section "2. Street Presentation" might be a good spot to reference color guidelines for cottage housing. Rick Sullivan and Richard Skreen provided comment. There was discussion that a Home Owners Association (HOA) agreement may be a more appropriate place to reference paint color than in the CRMC. Planner Cristina Haworth stated she will look into some example language that could possibly require some type of Covenants, Conditions, and Restrictions (CC&Rs) be included with the developer's/applicant's submittals. Commissioners Ryane Olin and Rick Sullivan provided additional comments regarding CC&Rs. There was discussion regarding how CC&Rs may also pertain to utilities, citing that in some instances one city water meter per cottage development might be preferred over providing a number of utility Right of Way (ROW) agreements within the development.

Matt Rasmussen, David VanCamp, and Richard Skreen provided comment on "3. Architectural Scale Relation to Neighborhood". It was the general consensus of the Commissioners to accept the narrative as written.

Richard Skreen provided comment on "4. Blank Walls and Building, Corners".

Planners Mike Manning and Cristina Haworth thanked the Commissioners and stated they would have something closer to a final draft for the next meeting.

6. NEW BUSINESS

7. ADJOURNMENT

Vice-Chair Rasmussen motioned, seconded by Commissioner Skreen, to adjourn the regular meeting.

All were in favor. At 8:18 pm, Chairperson Sullivan adjourned the regular meeting.

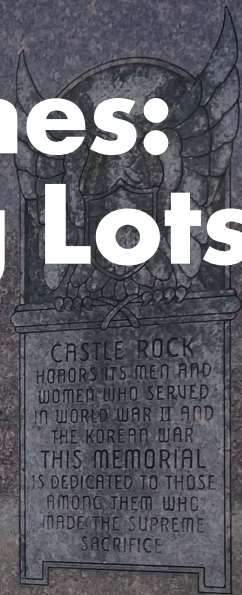
Karlene Akesson, Secretary

CITY HALL

City of Castle Rock

Design Guidelines: Non-Conforming Lots

November 2023



WORLD WAR II
ALBERTY, WALTER
AUSTIN, HAROLD
BRATORES, CHARLES
DAGGY, WAITE
EGGIMANN, ALVIN
GALLOWAY, LESTER G.
GARLOCK, ROBERT
GAZE, RICHARD W.
GUIER, CLAUDE
HOSKIN, DONALD
HOYER, GLEN
JOHNSON, FLOYD
JONES, ROY
MELTON, RUBEN A.
MUNYON, KENNETH
PHILLIPS, FLOYD
PHILLIPS, LLOYD
PITTMAN, EDWARD
POTTER, CLARENE
WILKINS, JR. DON

KOREAN WAR
SAUM, JACK

VIETNAM WAR
HARDY, LARRY
KRUSE, DALE LYNN
WEIDERMAN, CLAUDE

WORLD WAR II
KING, JAMES

CITY OF
CASTLE
ROCK



SCJ ALLIANCE

Project Information

Project: City of Castle Rock On-Call General Planning

Prepared for: Castle Rock
141 A Street SW
PO Box 370
Castle Rock, WA 98611

Project Representative

Prepared by: SCJ Alliance
108 N Washington, Suite 300
Spokane, WA 99201
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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:

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

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 three feet when the following features are included:

- Landscaping in excess of the requirements in Section 5, Landscaping, below.
- Pervious pavement.
- Design features, consistent with architectural design in the neighborhood, are proposed by the developer and acceptable to the Planning Commission.



Two or More Lots

Projects constructing more than one home on multiple small lots shall include the following design features:

- Shared driveways are required for every two houses in a single project.
- In the instance of flag lots exemption for shared driveways may be made as part of the design review process.
- 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:

- 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.
- The front door should be emphasized with architectural features such as a covered entry, porch, or similar design element.
- Site design shall accommodate safe sight distances for drivers. This includes eliminating sight obstructions and selecting low-growing landscape plants.
- Yards cannot be reduced unless otherwise provided in the Castle Rock Municipal Code.
- Consistent façade treatment is required on both street facing facades.

2. 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.**

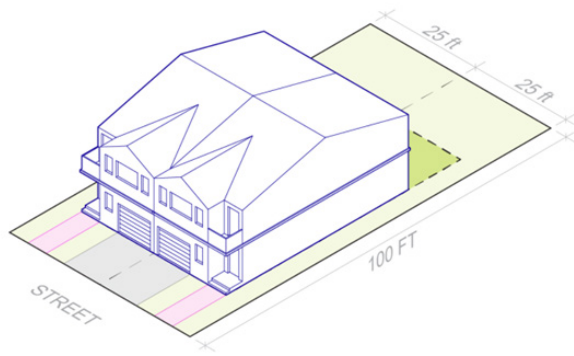


Figure 1: Sample Zero-Lot Line Development, Duplex Style

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.

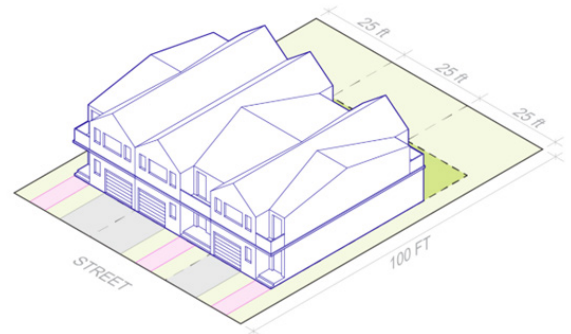


Figure 2: Sample Zero-Lot Line Development, Duplex Style



3. 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.



Figure 3: Sample Cottage Housing Development

Table 1: Cottage Housing Development Standards	
Development Standards	Requirements
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%
Maximum Building Height	35 feet

Development Standards

Development standards for cottage housing developments are listed in Table 1.

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**. 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.**

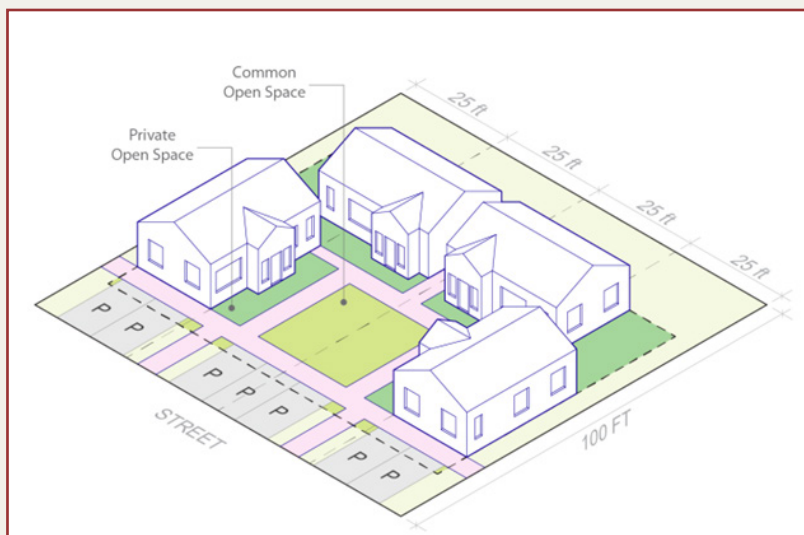
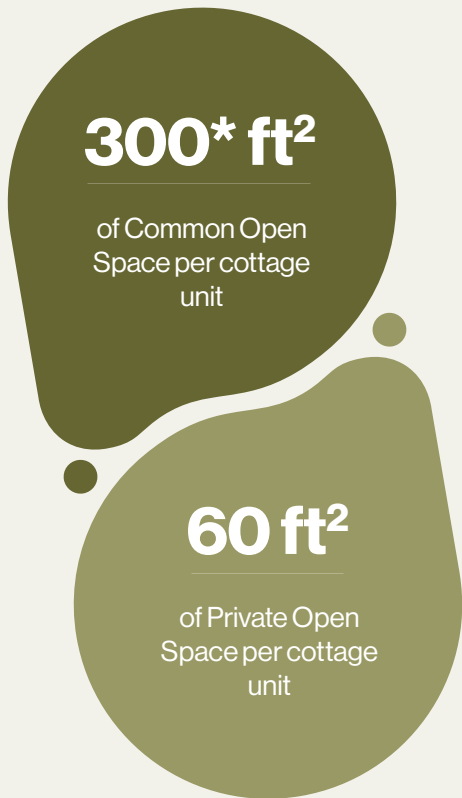


Figure 4: Required Open Space - Cottage Housing Development



* can be reduced to 200 ft² per unit if additional amenities are provided

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.

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.

4. Parking Guidelines

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. Fui imus consulturei publicatus

Table 2: Parking Guidelines by Development Type

Development Type	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

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.



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.,

Table 3: Accessory Building Requirements by Development Type

Development Type	Lot Coverage
Zero-Lot Line Development	--
Cottage Housing Development	40%



Relationship to Street

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 unit's primary entry in the development must all face the **same direction**. Attached units are required to be designed with a **consistent style**.



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.



Setbacks

Setbacks are measured **from the property line to the structures nearest foundation wall.**

**Table 4: Zero Lot Line Development
Minimum Setbacks**

Setback	Minimum Required
Front Yard	15'
Side Yard	5'
Side Yard (Interior)	--
Rear Yard	20'
Corner Lot (Street Side)	15'

**Table 5: Cottage Housing Development
Minimum Setbacks**

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

Parking for cottage housing is allowed within the rear setback area.

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

Design Character

Zero Lot Line Developments

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**.

Cottage Housing Development

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**.



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.

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**.



The background image shows the exterior of the Castle Rock City Hall, a two-story building with a light-colored facade and dark window frames. A sign above one of the windows reads "CITY HALL". In the foreground, there is a large, dark stone war memorial. The memorial features an eagle emblem at the top and several plaques listing names of veterans. The text "CITY OF CASTLE ROCK" is overlaid in large, white, serif capital letters across the center of the image.

CITY OF CASTLE ROCK