

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