

1. CALL TO ORDER

Chairperson Sullivan called the regular meeting to order at 6:06 pm.

a. Roll Call

Members present: Chairperson Rick Sullivan, Vice-Chair Matt Rasmussen, Ryane Olin, Lisa White, and David VanCamp. Commissioner Richard Skreen was excused.

Staff present: Contracted Planner Cristina Haworth and Secretary Karlene Akesson

2. APPROVAL OF MINUTES

Commissioner Rasmussen motioned, seconded by VanCamp, to approve the September 19, 2023 minutes as presented. Motion carried by roll call vote. Commissioners Rick Sullivan, Matt Rasmussen, Ryane Olin, Lisa White, and David VanCamp voted 'Aye'.

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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

City Planner Cristina Haworth presented.

Commissioners Matt Rasmussen, Rick Sullivan, Lisa White, Ryane Olin, and David VanCamp provided comments regarding the draft Design Guidelines - Section 1. Small Lot Development. It was the consensus of the Planning Commission to exclude flat roofs, have the primary entry be on the front facade, possibly provide example styles in the guidelines as suggestions/inspirations, or possibly list specific features that represent the type of development the Commissioners want to see. If they are using a shed style roof, they should vary the orientation of the rooflines and possibly re-orient doors/windows, allowing them to be similar but not exact replicas.

Planner Cristina Haworth stated she would work on Architectural styles for blank walls.

The Commissioners discussed the Cottage Housing Development section and indicated that it should echo the roof styles and facades listed in section 1. Single Lots. Commissioner Ryane Olin indicated concerns that in section 1. - Single Lots; Pervious Pavement is the only item listed; he indicated it may be beneficial to allow additional options, like pervious drive surface - not to include aggregate, pavers, possibly storm infiltration designs, or some alternate method of dealing with the stormwater. There was no opposition to the proposal from the Commissioners present.

6. NEW BUSINESS

Chairperson Rick Sullivan asked the Commissioners if they would like to hold elections in January 2024 for Chairperson and Vice-Chairperson. Commissioners Matt Rasmussen, Ryane Olin, Lisa White, and

David VanCamp all agreed that a January election was not necessary.

7. ADJOURNMENT

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

At 6:59 pm, Chairperson Sullivan adjourned the regular meeting.

Karlene Akesson, Secretary