



CASTLE ROCK CITY COUNCIL AGENDA

Regular Meeting: Monday, April 22, 2024
7:30 PM

Location

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

AGENDA

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1. CALL TO ORDER

- a. Pledge of Allegiance
- b. Roll Call
- c. Changes to Agenda

2. PROCLAMATIONS & PRESENTATIONS

3. CITIZEN COMMENTS - maximum 3 minutes

4. DEPARTMENT REPORTS

- City Attorney Frank Randolph
- Police Chief Charlie Worley
- Public Works Director Dave Vorse
- City Engineer Tom Gower
- Clerk-Treasurer Carie Cuttonaro

5. COUNCIL AND AD HOC COMMITTEE REPORTS

- Mayor / Mayor Pro-Tempore / Councilmembers
- CRCDA Representative

6. PUBLIC HEARINGS

7. CONSENT AGENDA

8. OLD BUSINESS

- a. Ordinance No. 2024-03, an ordinance of the City of Castle Rock amending Chapters 16.34, 16.37, and 17.16 of the Castle Rock Municipal Code and adopting Chapters 17.55 and 17.78 of the Castle Rock Municipal Code. (page 3-52)
- b. Ordinance No. 2024-04, an ordinance of the City of Castle Rock repealing Ordinance No. 2024-02 and establishing an effective date. (page 53)

9. NEW BUSINESS

- a. Request from the Street Art Committee of the Castle Rock Community Development Alliance (CRCDA) to allow artwork, as provided in examples, on the Riverfront Trail. (page 54-58)

- b. Request to approve Exit 48 Waterline Extension Project Change Order No. 3 for an increase of \$340,559.38. This change order would add the construction of approximately 775 linear feet of 6-inch PVC C900 sanitary sewer force main, 275 linear feet of 6-inch DI sanitary sewer force main, including backfill, plug valves, connection to existing sanitary sewer force main, 1 sewer low point drain assembly, temporary traffic control, temporary erosion control, and surface restoration. Current contract of \$1,912,639.40 would increase to \$2,253,198.78. (page 59-62)
- c. Discussion Item Only: Ordinance No. 2024-05, an ordinance of the City of Castle Rock amending the Comprehensive Plan Future Land Use Map by changing the land use designation of 10 acres of land from commercial to low density residential. (page 63-65)
- d. Discussion Item Only: Ordinance No. 2024-06, an ordinance of the City of Castle Rock amending the Official Zoning Map by rezoning 10 acres of land from highway business to low density residential. (page 66-68)

10. OTHER BUSINESS

11. ADJOURNMENT

NEXT REGULAR COUNCIL MEETINGS:

<u>2Q24</u>	<u>3Q24</u>	<u>4Q24</u>	<u>1Q25</u>
April 08	July 08	October 14	January 13
April 22	July 22	October 28	January 27
May 13	August 12	Tuesday, November 12	February 10
Tuesday, May 28	August 26	November 25	February 24
June 10	September 09	December 09	March 10
June 24	September 23	December 23	March 24

Non-Discrimination Statement: This institution is an equal opportunity provider and employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at https://www.ascr.usda.gov/sites/default/files/Complain_combined_6_8_12_508_0.pdf or at any USDA office, or call 866.632.9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to USDA, Office of the Assistant Secretary for Civil Rights, 1400 Independence Ave, SW, Stop 9410, Washington, DC 20250-9410 or email to program.intake@usda.gov or by fax (202) 690-7442.

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 Carie Cuttonaro at 360.274.8181 by 9:00 a.m. three days prior to the meeting.

City Council may add and take action on other items not listed on this Agenda.

Chapter 16.34

BOUNDARY LINE ADJUSTMENT AND LOT CONSOLIDATION

Sections:

- 16.34.010 Application requirements.**
- 16.34.020 Boundary line adjustment requirements.**
- 16.34.030 Boundary line adjustment – Recording.**
- 16.34.040 Lot consolidation requirements.**
- 16.34.050 Lot consolidation – Process.**

16.34.010 Application requirements.

Boundary line adjustment, as defined in Chapter 16.08 CRMC, and lot consolidation shall comply with the following:

A. Preapplication Meeting. Before making an application for a boundary line adjustment or lot consolidation, the applicant may arrange to have the proposal reviewed informally by submitting a preapplication request form to the city clerk-treasurer. The proposal should include the information required for submission of a boundary line adjustment or lot consolidation. Upon receipt of a properly prepared request, the city shall notify the applicant of the time and place of the preapplication conference.

B. General Application. A general application form must be completed including the existing legal description of the properties involved.

1. A general application form completed and signed by all property owners;
2. A map illustrating the boundary line adjustment or lot consolidation and any supplemental material prepared in accordance with CRMC 16.37.010, Table of required information. The number of prints shall be as required on the application form;
3. A title insurance report which bears the original signature of the title officer and is no more than 30 days old shall be furnished by the developer. The report must confirm that the title of the land in the proposed subdivision is vested in the name of the owners having a title interest and whose signatures appear on the plat's certificate;
4. The application shall be accompanied by a nonrefundable fee as established by the city fee schedule.

~~C. Lot Consolidations. In cases where multiple lots, parcels or tracts will all be used for one building site, and in particular those cases where a structure is proposed to be built across a property line, the lots, parcels or tracts shall be consolidated into one lot, parcel or tract. The consolidation shall be~~

prepared by the owner(s) or their representative and reviewed by the city in the same manner as a boundary/lot line adjustment, and shall be recorded at the office of the county auditor.

16.34.020 Boundary line adjustment requirements.

- A. Boundary line adjustments require a property survey prepared by a licensed land surveyor. A copy of such survey or plat shall be submitted with the application.
- B. The boundary line adjustment drawing shall identify the exterior boundaries of all properties involved in the adjustment and shall identify the receiving parcel as a single parcel which includes the conveyed portion of the grantor's property. Revised legal descriptions of the parcels involved shall accompany the drawing.
- C. The boundary line adjustment drawing and conveyance document shall contain a binding covenant that the land being conveyed is for the sole purpose of adjusting the boundary line between parcels and shall not result in the creation of additional parcels and is not to be sold or transferred as a separate parcel by the grantee, heirs or assigns.
- D. The boundary line adjustment drawing shall contain a title of "Boundary Line Adjustment Survey" and shall contain a certificate for approval by the city planner and city engineer. [Ord. 2010-01 Att. A, 2010; Ord. 2006-09 Att. A, 2006].

16.34.030 Boundary line adjustment – Recording.

- A. The surveyor shall set the necessary monuments in compliance with the Survey Recording Act.
- B. When the requirements of this chapter are met, the city planner and city engineer shall certify approval of the boundary line adjustment. Two Mylar bases and the required recording fee shall be furnished to the city of Castle Rock. The city planner shall then forward one Mylar base to the city engineer. One Mylar shall be recorded with the Cowlitz County auditor by the city planner within five days after the date the last required signature has been obtained.
- C. After recording, the developer shall provide one 11-inch-by-17-inch paper copy of the recorded Mylar to the city clerk-treasurer within seven days of recording the document. No building permits will be issued until the copy of the recorded document has been provided to the city clerk-treasurer. The fees for this copy shall be paid by the developer in addition to all other recording fees. [Ord. 2010-01 Att. A, 2010; Ord. 2006-09 Att. A, 2006].

16.34.040 Lot consolidation requirements.

- A. In cases where multiple lots, parcels or tracts will all be used for one building site, and in particular those cases where a structure is proposed to be built across a property line, the lots, parcels or tracts shall be consolidated into one lot, parcel or tract. The consolidation shall be prepared by the owner(s)

or their representative and reviewed by the city in the same manner as a boundary/lot line adjustment, and shall be recorded at the office of the county auditor.

B. When an applicant seeks only to consolidate two or more lots, parcels, or tracts that share a common boundary and common ownership into a single lot, and no other property boundary changes are proposed, such action shall not be effective until:

1. The proponent has an approval for the lot consolidation from the planning department, verifying that the proposed consolidation conforms to the requirements of the Castle Rock Municipal Code.
2. The planning department approval, legal description, map, and notarized declaration have been recorded with the county auditor by the applicant. The applicant has one year, from the date of approval, to record the lot consolidation or the lot consolidation will be considered invalid and will require re-approval, including fees, before recording.

16.34.050 Lot consolidation – Process.

A. The planning department shall give approval to the applicant if it finds that:

1. No new lots are created;
2. The consolidation does not create a parcel which results in the addition of or an increase of a nonconformity of any lot or structure which does not currently meet the requirements of any applicable land use or environmental health regulation;
3. The consolidation does not adversely affect easements or drainfields, and shall have legal access meeting the standards of the City of Castle Rock;
4. The consolidation is for legal lots of record;
5. The public interest will be served by the lot consolidation; and
6. The consolidation meets the requirements of other applicable sections of the Castle Rock Municipal Code.

Chapter 16.37

TABLE OF REQUIRED INFORMATION

Sections:

16.37.010 Table of required information.

16.37.010 Table of required information. [SHARE](#)

TABLE OF REQUIRED INFORMATION		Short Plat/Large Lot		Subdivision		Boundary Line Adjustment/ Lot Consolidation	<u>Lot Consolidation</u>	Binding Site Plan
		Preliminary	Final	Preliminary	Final			
1.	Scale. All pertinent information shall be shown normally at a scale of 1 inch to 100 feet; however, the scale may be increased or decreased to fit standard size sheets of 18 inches by 24 inches. In all cases, the scale shall be a standard drafting scale, being 10, 20, 30, 40, 50, or 60 feet to the inch or multiples of 10 for any one of these scales.	X	X	X	X	X	<u>X</u>	X
2.	Appropriate identification of the drawing as a short plat, large lot, subdivision,	X	X	X	X	X	X	X

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	preliminary, final, boundary line adjustment, <u>lot consolidation</u> , binding site plan and the name of the development. The name shall not duplicate or resemble the name of any other subdivision in the county unless the subject subdivision is contiguous to an existing subdivision under the same subdivision of the same last name filed.							
3.	Plat certificate verifying ownership and encumbrances.		X		X	X	X	X
4.	The names and addresses of the owner(s) and surveyor or engineer.	X	X	X	X	X	X	X
5.	The date, north point and scale of the drawing.	X	X	X	X	X	X	X
6.	A full legal description and location of the entire development property.	X	X	X	X	X	X	X

TABLE OF REQUIRED INFORMATION		Short Plat/Large Lot		Subdivision		Boundary Line Adjustment/ Lot Consolidation	<u>Lot Consolidation</u>	Binding Site Plan
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7.	The locations, widths, lengths and names of both improved and unimproved streets and alleys within or adjacent to the proposed development together with all existing easements and other important features such as section lines, section corners, city and urban growth area boundary lines, and monuments.	X	X	X	X	X	X	X
8.	The address of each lot including number, street name, city, state and zip code.		X		X	X	X	X
9.	The name and location of adjacent subdivisions and the location and layout of existing streets which are adjacent to or across contiguous right-of-way from the proposed development.	X		X				

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10.	The location and approximate dimensions of lots, proposed lot and block numbers.	X	X	X	X	X	X	X
11.	The location, approximate acreage and dimension of areas proposed for public use.	X	X	X	X	X		X
12.	The location, approximate acreage and dimension of areas proposed for open space, park, recreation, and/or common ownership.	X	X	X	X	X		X
13.	The property's current zoning.	X	X	X	X	X	X	X
14.	Existing contour lines at sufficient intervals for slopes of 15% or more. Show existing evaluations related to some established benchmark or datum approved by the city engineer. (1929 NGVD)	X		X		X		X

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15.	The locations and sizes of existing public and private sanitary sewers, water mains, and public storm drains, culverts, fire hydrants and electrical lines within and adjacent to the proposed development.	X		X		X	X	X
16.	The approximate curve radii of any existing public street or road within the proposed development.	X		X				X
17.	Existing uses of property and locations of all existing buildings and designating which existing buildings are to remain after completion of the proposed development.	X	X	X		X	X	X
18.	The location of areas subject to inundation, stormwater overflow, and/or within a designated 100-year floodplain, all areas	X	X	X	X	X	X	X

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	covered by water, and the location, width and direction of flow of all watercourses.							
19.	Locations of existing natural features such as wetlands which would affect the design of the development.	X	X	X	X	X	X	X
20.	A vicinity map showing the location of the proposed development in relation to the rest of the city.	X		X		X	X	X
21.	The approximate locations, widths, lengths, names and curve radii for all proposed streets.	X		X		X		X
22.	The locations and dimensions of proposed lots and the proposed lot and block numbers. Numbers shall be used to designate each such block and lot. Where a plat is an addition to a plat previously recorded,	X	X	X	X	X		X

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	numbers of blocks and lots or parcels shall be in consecutive continuation from a previous plat.							
23.	A preliminary public facilities plan for the location and construction of proposed water service facilities to serve the development.	X		X				X
24.	A preliminary public facilities plan and profile for the location and construction of proposed sanitary sewer facilities to serve the development.	X		X				X
25.	A preliminary plan for storm drainage, erosion and sedimentation control.	X		X				X
26.	Locations, widths, and lengths of streets and roads to be held for private use and all reservations or	X	X	X	X	X		X

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	restrictions relating to such private roads.							
27.	Designation of any land the council may require held for public reserve and configuration of projected lots, blocks, streets and utility easements should the reserved land not be acquired.	X	X	X	X			X
28.	All areas and the proposed uses thereof to be dedicated by the owner.	X	X	X	X	X		X
29.	The following survey data:							
	(a) Track, block and lot boundary lines with dimensions;	X	X	X	X	X		X
	(b) Street rights-of-way widths with centerline;		X	X	X	X		
	(c) Radius, length, central angle of all tangent curves; radius, length, centered		X	X	X	X		X

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	angle, long chord distance and bearing of all nontangent curves;							
	(d) Ties to boundary lines and section or quarter-section corners immediately surrounding the development;		X		X	X		X
	(e) The location and type of all permanent monuments within the development including initial point, boundary monuments and lot corners.		X		X	X		X
30.	Reference points of existing surveys identified, related to the plat by distance and bearings, and referenced to a field block or map as follows:		X		X	X		X
	(a) Stakes, monuments or other evidence found on the ground and used to determine the boundaries of the development;		X		X	X		X

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	(b) Adjoining corners of adjoining subdivisions;		X		X	X		X
	(c) Monuments to be established marking all street intersections and the centerlines of all streets at every point of curvature and the point of tangent;		X		X	X		X
	(d) Other monuments as found or established in making of the survey required to be installed by the provisions of this chapter and state law.		X		X	X		X
31.	The lot area in square feet identified on each lot on the plat.	X		X		X	X	X
32.	Designation of proposed portions of subdivisions to be developed in phases, if any, indicating proposed sequence of platting.	X		X				
33.	All flood control features and references to		X		X	X		X

TABLE OF REQUIRED INFORMATION		Short Plat/Large Lot		Subdivision		Boundary Line Adjustment/ Lot Consolidation	<u>Lot Consolidation</u>	Binding Site Plan
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	easements or deeds for drainage land.							
34.	Deed restrictions or covenants, if any, in outline form.	X		X				
35.	Existing and proposed easements clearly identified and denoted by dashed lines and, if already of record, their recorded reference. The width of the easement, its length and bearing, and sufficient ties to locate the easement with respect to the development shall be shown.	X	X	X	X	X	<u>X</u>	X
36.	Identification of any land or improvements to be dedicated or donated for any public purpose or private use in common.	X	X	X	X	X		X
37.	The following certificates:							
	(a) A certificate signed and acknowledged by all		X		X	X	<u>X</u>	X

TABLE OF REQUIRED INFORMATION		Short Plat/Large Lot		Subdivision		Boundary Line Adjustment/ Lot Consolidation	<u>Lot Consolidation</u>	Binding Site Plan
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	parties having any record title interest in the land, consenting to the preparation and recording of the project;							
	(b) A certificate signed and acknowledged as above, dedicating to the public all land intended for public use;		X		X	X		X
	(c) A certificate for execution by the city mayor;				X			X
	(d) A certificate for execution by the city engineer;		X		X	X		X
	(e) A certificate for execution by the planning commission representatives;		X		X	X		X
	(f) A certificate for execution by the city planner;		X		X	X		X

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	(g) A certificate for execution by the county auditor;		X		X	X		X
	(h) A certificate for execution by the county treasurer;		X		X	X		X
	(i) A surveyor's certificate certifying that he is registered as a professional land surveyor in the state of Washington and certifies that the plat is based on an actual survey of the land as described and that all monuments have been set and lot corners staked on the ground as shown on the plat.		X		X	X		X
38.	A statement of approval signed by the director of the State Department of Ecology, or its successor, for any portion of development which lies				X			X

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	within a flood control zone.							
39.	An executed surety (developer agreement and bond) when required.		X		X	X	X	X
40.	Appropriate architectural and site development plans which show the proposed building location, specific landscaping, prominent existing trees, ground treatment, sight-obscuring fences and hedges, off-street parking, vehicular and pedestrian circulation, and major exterior elevations of building(s).							X
41.	Such additional information pertaining to the land division or development site and the immediate vicinity as may be required by the administrative official for review of the proposal.							

Chapter 17.16

DEFINITIONS

Sections:

- 17.16.005 Headings.**
- 17.16.015 Generally.**
- 17.16.020 Abutting.**
- 17.16.025 Accessory structure.**
- 17.16.026 Accessory use.**
- 17.16.027 Adult arcade.**
- 17.16.028 Adult bookstore, adult novelty store or adult video store.**
- 17.16.029 Adult cabaret.**
- 17.16.030 Adult motel.**
- 17.16.032 Adult theater and/or motion picture theater.**
- 17.16.033 Advertising, outdoor display.**
- 17.16.034 Advertising, outdoor structure.**
- 17.16.035 Agriculture.**
- 17.16.045 Alley.**
- 17.16.050 Alterations.**
- 17.16.055 Amendment.**
- 17.16.065 Apartment.**
- 17.16.070 Apartment house.**
- 17.16.075 Automobile, boat and trailer sales area.**
- 17.16.085 Automobile repair, major.**
- 17.16.090 Automobile repair, minor.**
- 17.16.095 Automobile wrecking yard.**
- 17.16.100 Basement.**
- 17.16.103 Bed and breakfast.**
- 17.16.105 Billboard.**
- 17.16.110 Block.**

17.16.115 Boardinghouse.

17.16.125 Building.

17.16.130 Building department.

17.16.135 Building height.

17.16.140 Building line.

17.16.145 Building, main.

17.16.150 Building site.

17.16.155 Business or commerce.

17.16.160 Carport.

17.16.165 Cemetery.

17.16.170 Child day care – Center.

17.16.171 Child day care – Church/school.

17.16.172 Child day care – Home.

17.16.175 Church.

17.16.176 City.

17.16.180 City official.

17.16.185 Classification.

17.16.190 Clinic.

17.16.195 Club.

17.16.196 Commercial cardrooms.

17.16.200 Common property line.

17.16.205 Community club.

17.16.208 Condominium.

17.16.210 Conditional use permit.

17.16.215 Conforming use.

17.16.217 Cottage housing development.

17.16.225 Court.

17.16.230 Curb level.

17.16.235 Day care.

17.16.240 Dimensional nonconformity.

17.16.245 Dwelling.

17.16.247 Dwelling, attached.

17.16.250 Dwelling, group.

17.16.255 Dwelling, one-family.

17.16.260 Dwelling, two-family (duplex).

17.16.265 Dwelling, multifamily.

17.16.270 Dwelling unit.

17.16.275 Educational institution.

17.16.280 Equipment, heavy-duty.

17.16.285 Erected.

17.16.295 Family.

17.16.300 Fence.

17.16.305 Flammable.

17.16.310 Floor area.

17.16.320 Floor area ratio.

17.16.330 Fronting street.

17.16.332 Gambling – Premises, device and professional.

17.16.335 Garage, private.

17.16.340 Garage, public.

17.16.345 Grade.

17.16.345.1 Group home.

17.16.346 Hard surface.

17.16.347 Hazardous waste.

17.16.349 Hazardous waste treatment and storage facility.

17.16.349.1 Hearings examiner.

17.16.350 Home occupation.

17.16.365 Hospital or clinic, small animal.

17.16.370 Hotel.

17.16.375 Junkyard.

17.16.380 Kennel.

17.16.385 Kitchen.

17.16.386 Landfill.

17.16.388 Large animal.

17.16.389 Lewd.

17.16.390 Livestock.

17.16.395 Loading space.

17.16.400 Lot.

17.16.405 Lot area.

17.16.410 Lot, corner.

17.16.415 Lot depth.

17.16.420 Lot, double frontage.

17.16.425 Lot, interior.

17.16.430 Lot, key.

17.16.435 Lot line, front.

17.16.440 Lot line, rear.

17.16.445 Lot line, side.

17.16.450 Lot line, side street.

17.16.455 Lot line, street.

17.16.460 Lot of record.

17.16.465 Lot, reverse frontage.

17.16.470 Lot, reversed corner.

17.16.475 Lot width.

17.16.480 Manufactured home.

17.16.481 Manufactured home park.

17.16.485 Marijuana – Medical cooperative.

17.16.486 Marijuana – Processing.

17.16.487 Marijuana – Production.

17.16.488 Marijuana – Retail sales.

17.16.489 Mini-storage facility.

17.16.490 Motel.

17.16.491 Neighborhood commercial.

17.16.492 Nonconforming lot.

17.16.493 Nonconforming use.

17.16.494 Obscene.

17.16.495 Off-premises sign.

17.16.496 Outdoor advertising display.

17.16.497 Outdoor advertising structure.

17.16.500 Parking area, private.

17.16.505 Parking area, public.

17.16.510 Parking space.

17.16.515 Person.

17.16.520 Preexisting building or structure.

17.16.525 Preexisting use.

17.16.530 Professional offices.

17.16.535 Public utility.

17.16.540 Reclassification of property.

17.16.545 Reclassification of use.

17.16.550 Recorded.

17.16.555 Recreational vehicle.

17.16.560 Residence.

17.16.570 Retaining wall.

17.16.575 Right-of-way.

17.16.580 Road, private.

17.16.585 Road, public.

17.16.590 Roadway.

17.16.595 Roof.

17.16.605 Schools – Elementary, junior high and high.

17.16.606 Semi-nude.

17.16.610 Service station, automobile.

17.16.615 Sign.

17.16.630 Sign, flashing.

17.16.635 Sign, gross area of.

17.16.640 Site plan.

17.16.650 Small animals.

17.16.651 Specified sexually oriented businesses.

17.16.655 Special use permit.

17.16.658 Spot zoning.

17.16.660 Stand.

17.16.662 State siting criteria.

17.16.664 Storage, hazardous waste – Temporary.

17.16.665 Story.

17.16.670 Street.

17.16.675 Street, access.

17.16.680 Street, arterial.

17.16.685 Street, cul-de-sac.

17.16.690 Street, loop.

17.16.695 Street, side.

17.16.700 Structural alteration.

17.16.705 Structure.

17.16.723 Treatment.

17.16.730 Use.

17.16.735 Use, nonconforming.

17.16.740 Use, principal.

17.16.745 Variance.

17.16.746 Warehouse.

17.16.750 Yard.

17.16.751 Youth/family oriented business or activity.

17.16.753 Zero lot line development.

17.16.754 Zero lot line.

17.16.755 Zone.

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].

...

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 17.55

NONCONFORMING LOTS

Sections:

17.55.010 Development on nonconforming lots – General.

17.55.020 Residential use of nonconforming lots.

17.55.010 Development on nonconforming lots – General.

A. The city recognizes that there are lots which were lawful at the time of their creation, but which now do not conform with the development regulations in effect. These nonconformities should eventually be converted to a conforming status.

B. A party asserting the existence of a lawfully established nonconforming lot has the burden of proof that the lot was not substandard in meeting the development regulations in effect at its creation.

C. A nonconforming lot may be developed and used in the same manner as a conforming lot; provided, that the lot development and use comply with applicable development regulations other than those involving lot area, lot width, or similar dimensional standards applicable to lots or a variance from applicable development regulations is granted and provided that development and use complies with Cowlitz County Health Department standards.

D. Modifications to the area and/or dimensional standards of a nonconforming lot are allowed provided modification does not increase nonconformity or create a new nonconformity.

E. A government agency may lawfully modify a lot in a manner that would result in nonconformity, if the modification is for the purpose of acquiring property for a public use or purpose, or is permitted otherwise by law.

F. Where development will occur on two or more nonconforming lots, and particularly where a structure is proposed to be built across a property line, the nonconforming lots shall be consolidated into one lot following the requirements in Chapter 16.34 of this Municipal Code. No portion of said lot shall be used, altered or sold in any manner which diminishes compliance with lot area and width requirements, nor shall any division be made which creates a lot with a width or area below the requirements permitted by this title.

17.55.020 Residential use of nonconforming lots.

A. Single-family dwellings and incidental uses established pursuant to subsection (A) of this section are permitted uses and are not nonconforming uses.

B. Contiguous Lots Under Common Ownership.

1. One or more contiguous nonconforming lots under common ownership may be used for one single-family dwelling plus incidental uses thereto if the development meets applicable development regulations for the zone in which they are located, other than those involving lot area, lot width, or similar dimensional standards, and Cowlitz County Health Department standards are met.
 2. Two or more contiguous nonconforming lots under common ownership may be used for up to two single-family dwellings plus incidental uses thereto if the development meets applicable development regulations for the zone in which they are located, other than those involving lot area, lot width, or similar dimensional standards, and Cowlitz County Health Department standards are met.
 3. Additional contiguous nonconforming lots owned by the same person may be used for additional building sites, one dwelling per building site if the additional building sites contain at least one acre or 50 percent of the lot area required for the zone in which such building sites are located, whichever is less and if the building sites meet applicable development regulations for the zone in which they are located, other than those involving lot area, lot width, or similar dimensional standards, and Cowlitz County Health Department standards are met.
- C. Corner Lots. Residential developments on nonconforming corner lots are exempt from the corner lot/side yard setback standards in residential zones but shall have a side yard not less than five feet in width on the sides of dwellings. Residential developments on substandard corner lots shall comply with [CRMC 17.48.030](#);
- D. Expansion of Nonconforming Structures on Nonconforming Lots. Existing nonconforming single-family dwellings on nonconforming lots may improve or expand the single-family dwelling and may improve, expand, or add incidental uses to the single-family dwelling; provided that any improvements or additions meet applicable development regulations for the zone in which they are located, other than those involving lot area, lot width, or similar dimensional standards, and Cowlitz County Health Department standards are met.

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: Site Planning Section 2.
3. Lots that are developed consistent with the Cottage Housing regulations in this Chapter shall comply with the following Nonconforming Lots Design Guidelines: Site Planning Section 3.

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. Each dwelling shall have a minimum of one off-street parking space.

- B. Design Guidelines and Design Review Required. Zero lot line development projects shall comply with applicable sections of the Nonconforming Lots Design Guidelines, including Site Planning and Building Design sections and all design guidelines for zero lot line development. Design Review approval shall be obtained prior to issuing a building permit for the project.

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 is permitted in minimum clusters of 2 or more dwellings, with no more than one dwelling per 2,500 square feet.

2. Cottage housing is for residential use only and may not be operated as short-term rentals or transient accommodations.
 1. 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.

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

- 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 shall be in a centrally located area and be accessible to all dwellings within the development with a direct pedestrian connection.
 - c. 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.
- 2. A single access can be used to access a shared parking area.

E. Building & Site Design Standards

- 1. Each unit shall be a maximum of 1,200 square feet.
- 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).
- 3. Accessory buildings shall follow the minimum requirements of the R-2 Zoning District.

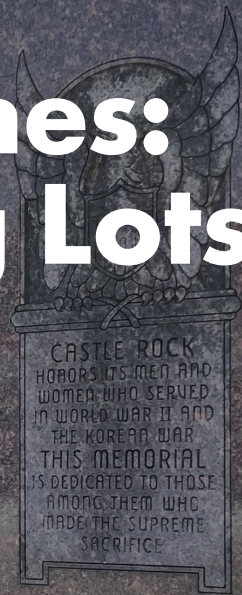
F. Design Guidelines and Design Review Required. Cottage housing development projects shall comply with applicable sections of the Nonconforming Lots Design Guidelines, including Site Planning and Building Design sections and all design guidelines for cottage housing development. Design Review approval shall be obtained prior to issuing a building permit for the project.

CITY HALL

City of Castle Rock

Design Guidelines: Non-Conforming Lots

April 2024



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, CLARENCE
WILKINS, JR. DON

KOREAN WAR
SAUM, JACK

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

WORLD WAR II
KING, HENRY

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
scjalliance.com

Contact: Mike Manning, SCJ Alliance

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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.
- ◆ Off-street parking shall be provided consistent with the Castle Rock Municipal Code. Where possible, **shared parking areas are encouraged**. The appearance of parking and vehicular entries should be **minimized** as much as possible to emphasize pedestrian entries.
- ◆ Building materials shall consist of **natural materials** or **materials that are designed to appear as natural** materials, such as wood lap siding or shingles, Hardy plank, brick or stone, and similar materials. **Corrugated metal is not allowed**.
- ◆ Rooflines shall be **pitched**. Acceptable designs include **gable, hipped, shed, and similar sloped or pitched designs**.





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, except the use of aggregate.
- Collective storm infiltration design, prepared by a professional engineer.
- 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.
- Buildings shall not be identical. Variation in roofline, roof orientation, façade design, and/or fenestration is acceptable to achieve variation.

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.

Desirable design features include:

- ♦ **Deep overhangs**
- ♦ **Simple ornamentation**, such as brackets and shutters
- ♦ **Exposed wood** structural members
- ♦ **Porches** with **support columns**

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.**

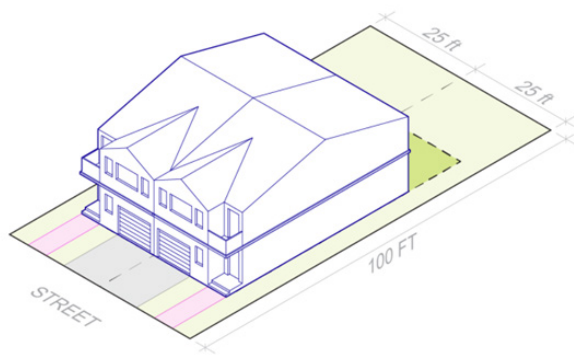


Figure 1: Sample Zero-Lot Line Development, Duplex Style

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.

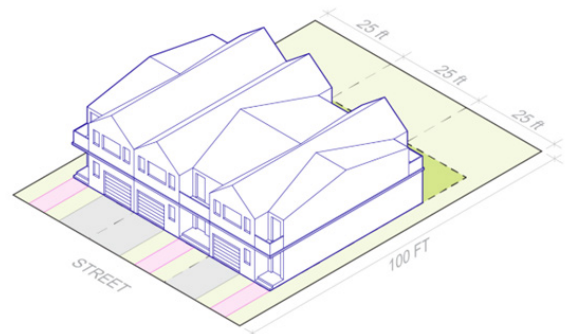


Figure 2: Sample Zero-Lot Line Development, Duplex Style



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.**

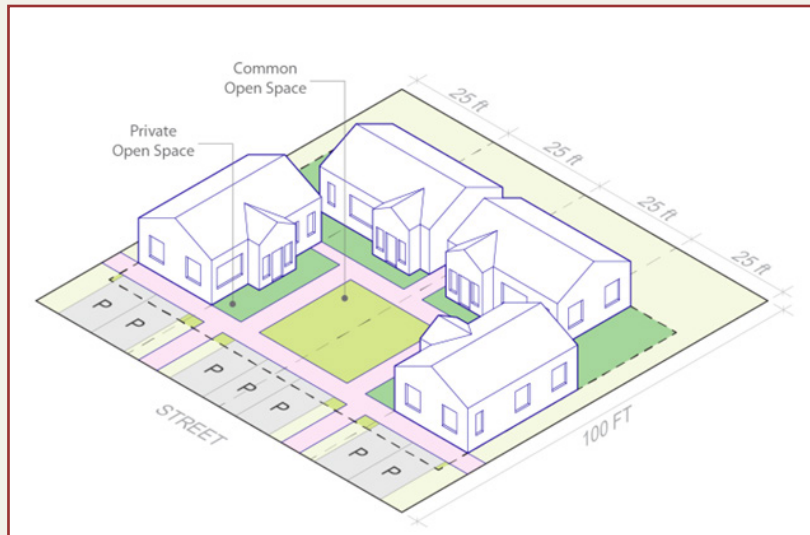
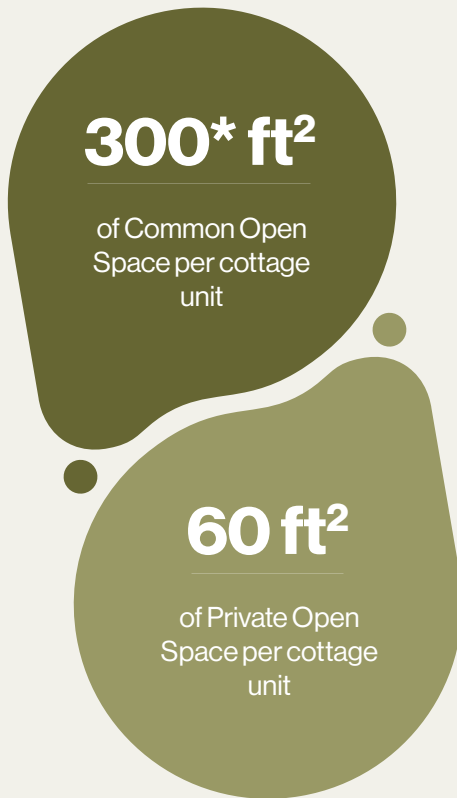


Figure 4: Required Open Space - Cottage Housing Development



* 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."

Administrative Relief

The project proponent may request a reduction in off-street parking requirements if they can demonstrate that the project will not cause an overflow of street parking into surrounding streets or neighborhoods and will not impact sight distance or the safe flow of motorized and nonmotorized traffic. A parking study or similar information may be required to support this request.

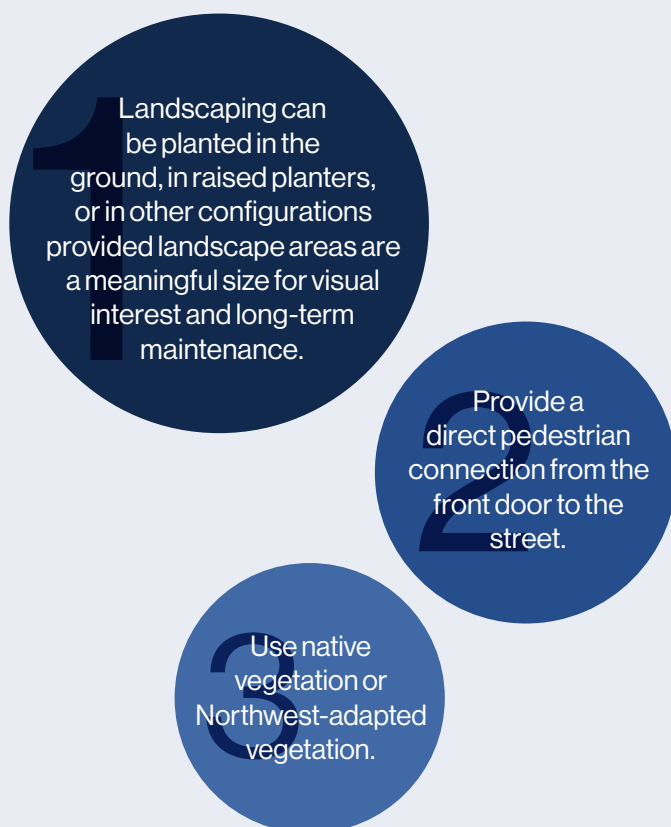
Table 2: Parking Guidelines by Development Type

Development Type	Guidelines
Zero-Lot Line Development	A minimum of two off-street parking spaces per dwelling
Cottage Housing Development	A minimum of two off-street parking spaces per dwelling



5. Landscaping

Landscaping is required on site 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:



6. Accessory Buildings

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

These buildings are subject to lot coverage requirements listed in Table 3. Lot coverage is calculated using the footprint of all primary and accessory buildings on the lot.

Table 3: Accessory Building Requirements by Development Type

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

Relationship to Street

7. 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.



8. 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.

9. 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

10. Design Character

Zero Lot Line Developments

The character of each unit within a zero-lot line development is meant to look **similar to one another however being inclusive of varied elements**. This means that the design of each unit shall be **similar in size** however can include **varied façade elements** such as windows, doors, porches, and color scheme.

Cottage Housing Development

Cottage housing developments offer more flexibility in the design character of each unit. Each cottage should be **consistent in style with the greater neighborhood** and **uniform in architectural style within the cottage development**. Each cottage can include variation in its design features, such as façade treatments, fenestration, pedestrian entries, and similar details.



11. 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**.

12. 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**. A minimum of **30 percent of the blank wall should be treated with windows**.

CITY OF CASTLE ROCK

CITY HALL



CASTLE ROCK
HONORS ITS MEN AND
WOMEN WHO SERVED
IN WORLD WAR II AND
THE KOREAN WAR
THIS MEMORIAL
IS DEDICATED TO THOSE
AMONG THEM WHO
MADE THE SUPREME
SACRIFICE

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

KOREAN WAR
SAUM, JACK

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

WORLD WAR II
KING, HAROLD R.

ORDINANCE NO. 2024-03

AN ORDINANCE OF THE CITY OF CASTLE ROCK AMENDING CHAPTERS 16.34, 16.37, AND 17.16 OF THE CASTLE ROCK MUNICIPAL CODE AND ADOPTING CHAPTERS 17.55 AND 17.78 OF THE CASTLE ROCK MUNICIPAL CODE

WHEREAS, the City of Castle Rock was incorporated in 1890, after the creation of certain lots and tracts for development; and

WHEREAS, the City of Castle Rock adopted development standards following incorporation, the most recent standards being adopted in 2018 by Ordinance No. 2018-02; and

WHEREAS, development standards adopted after the incorporation were not applicable during the creation of lots and tracts prior to incorporation, and such lots and tracts, being pre-existing to incorporation, are legally nonconforming; and

WHEREAS, the City of Castle Rock is partially planning under Washington's Growth Management Act pursuant to Chapter 36.70A RCW; and

WHEREAS, the City Council of the City of Castle Rock has determined that development on nonconforming lots must be more effectively controlled and declared a moratorium on the acceptance of applications for development activities or other permit applications for nonconforming lots in residential zones by adopting Ordinance No. 2023-04 on March 13, 2023; and

WHEREAS, the City Council extended the moratorium by adopting Ordinance No. 2023-08 on September 11, 2023, and again by adopting Ordinance No. 2024-02 on March 11, 2024; and

WHEREAS, after providing notice consistent with CRMC 17.72.030, the Planning Commission held a public hearing on April 16, 2024.

WHEREAS, pursuant to RCW 36.70A.106(3)(a), a notice of intent to adopt was transmitted to the Washington State Department of Commerce on February 12, 2024 (Submittal ID 2024-S-6877); and

WHEREAS, the proposed amendments have been reviewed as required under the State Environmental Policy Act, Chapter 43.21C RCW, and a Determination of Nonsignificance was issued on February 24, 2024, pursuant to WAC 197-11-340(2).

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Castle Rock do ordain as follows;

SECTION 1. Amend CRMC Chapter 16.34. Section 010 is hereby amended and Sections 040 and 050 are hereby adopted to read as shown in Exhibit A attached hereto; all other provisions of this Chapter shall remain unchanged and in full force.

SECTION 2. Amend CRMC Chapter 16.37. Section 010 is hereby amended to read as shown in Exhibit B attached hereto; all other provisions of this Chapter shall remain unchanged and in full force.

SECTION 3. Amend CRMC Chapter 17.16. Sections 217, 247, 753, and 754 are hereby adopted to read as shown in Exhibit C attached hereto; all other provisions of this Chapter shall remain unchanged and in full force.

SECTION 4. Adopt CRMC Chapter 17.55. A new Chapter 17.55 of the Castle Rock Municipal Code is adopted to read as shown in Exhibit D attached hereto.

SECTION 5. Adopt CRMC Chapter 17.78. A new Chapter 17.78 of the Castle Rock Municipal Code is adopted to read as shown in Exhibit E attached hereto.

SECTION 6. Residential Design Guidelines for Non-Conforming Lots Adopted. Design Guidelines referenced in CRMC 17.78.080 are adopted to read as shown in Exhibit F attached hereto.

SECTION 7. Severability. If any section, sentence, clause, or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Ordinance; provided, however, that if any section, sentence, clause, or phrase of this Ordinance is held to be invalid by a court of competent jurisdiction then the section, sentence, clause, or phrase in effect prior to the effective date of this Ordinance shall be in full force and effect for that invalidated section, sentence, clause, or phrase, as if this Ordinance had never been adopted.

SECTION 8. Copy of Codes to be On File. Pursuant to RCW 35A.12.140, at least one copy of each code of technical regulations adopted by reference in this Ordinance shall be filed and maintained by the City Clerk for use and examination by the public.

SECTION 9. Effective Date. This Ordinance concerning powers vested solely in the Council, it is not subject to referendum and shall become effective five (5) days after its passage and publication as required by law.

ADOPTED by the City Council and signed by the Mayor at a regular meeting thereof on the _____ day of _____, 2024.

Mayor Paul Helenberg

ATTEST:

APPROVED AS TO FORM:

Carie Cuttonaro, Clerk-Treasurer

Frank Randolph, City Attorney

ORDINANCE NO. 2024-04

AN ORDINANCE OF THE CITY OF CASTLE ROCK REPEALING ORDINANCE NO. 2024-02 AND
ESTABLISHING AN EFFECTIVE DATE

WHEREAS, the City of Castle Rock declared a moratorium on the acceptance of applications for development activities or other permit applications for nonconforming lots in residential zones by adopting Ordinance No. 2023-04 on March 13, 2023; and

WHEREAS, the City Council extended the moratorium by adopting Ordinance No. 2023-08 on September 11, 2023, and again by adopting Ordinance No. 2024-02 on March 11, 2024; and

WHEREAS, the City Council adopted development code amendments and design guidelines to address residential development on nonconforming lots in Ordinance No. 2024-03 on April 22, 2024; and

WHEREAS, the City desires to repeal Ordinance No. 2024-02.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Castle Rock do ordain as follows;

SECTION 1. Repealed. Ordinance No. 2024-02 is hereby repealed in its entirety.

SECTION 2. Effective Date. This Ordinance concerning powers vested solely in the Council, it is not subject to referendum and shall become effective five (5) days after its publication as required by law; provided that this Ordinance shall not take effect prior to May 3, 2024.

ADOPTED by the City Council and signed by the Mayor at a regular meeting thereof on the _____ day of _____, 2024.

Mayor Paul Helenberg

ATTEST:

APPROVED AS TO FORM:

Carie Cuttonaro, Clerk-Treasurer

Frank Randolph, City Attorney

Brilliant

Worth it

Peaceful

Loved

imaginative

Creative

Curious

Smart

BRAVE

Powerful!

I AM





MAZE





CHANGE ORDER

(Instructions on reverse side)

No. 3

PROJECT: CITY OF CASTLE ROCK – EXIT 48 WATERLINE EXTENSION

DATE OF ISSUANCE: April 16, 2024

OWNER: City of Castle Rock, WashingtonOWNER's Contract No. N/ACONTRACTOR: Tapani, Inc.ENGINEER Gibbs & Olson, Inc.

You are directed to make the following changes in the Contract Documents.

Description: **Schedule D:** Construction of approximately 775 linear feet of 6-inch PVC C900 sanitary sewer force main, 275 linear feet of 6-inch DI sanitary sewer force main, including backfill, plug valves, connection to existing sanitary sewer force main, 1 sewer low point drain assembly, temporary traffic control, temporary erosion control, and surface restoration as shown on the drawings.

Reason for Change Order: The City has confirmed funds are available to construct Schedule D of this project as described above.

This change order includes all direct and indirect costs for labor, equipment, materials, and the time required for completion of the work described delivered to the Owner ready for use.

Attachments: (List documents supporting change) Change Order No. 3 – Plan and Specification Revisions; Contractor Change Order Request #3.0

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price	Original Contract Times
Subtotal: \$1,357,375.00 Sales Tax: \$107,624.00	Substantial Completion: <u>100</u>
<u>\$1,464,999.00</u>	Physical Completion: <u>110</u> days or dates
Net changes from previous Change Order No. <u>1</u> and No. <u>2</u>	Net changes from previous Change Order No. <u>1</u> and No. <u>2</u>
Subtotal: \$414,481.85 Sales Tax: \$33,158.55	<u>20</u> days
**Final Change Order 2 price depends on the final quantities	
Total: <u>\$447,640.40</u>	
Contract Price prior to this Change Order	Contract Times prior to this Change Order
Subtotal: \$1,771,856.85 Sales Tax: \$140,782.55	Substantial Completion: <u>120</u>
Total: <u>\$1,912,639.40</u>	Ready for final payment: <u>130</u> days or dates
Net Increase of this Change Order	Net Increase (decrease) of this Change Order
Subtotal: \$315,625.00 Sales Tax: \$24,934.38	<u>35</u> days
**Final Change Order 3 price depends on the final quantities	
Total: <u>\$340,559.38</u>	
Contract Price with all approved Change Orders	Contract Times with all approved Change Orders
Subtotal: \$2,087,481.85 Sales Tax: \$165,716.93	Substantial Completion: <u>155</u>
Total: <u>\$2,253,198.78</u>	Ready for final payment: <u>165</u> days or dates

RECOMMENDED:

APPROVED:

ACCEPTED:

By: Gerald Mickelson
Engineer (Authorized Signature)

By: _____
Owner (Authorized Signature)

By: _____
Contractor (Authorized Signature)

Date: Apr 16, 2024

Date: _____

Date: _____



Tapani Inc.

Page 1 of 1

Main Office
PO Box 1900 •
1904 SE 6th Place
Battle Ground, WA 98604
360.687.1148 • 360.687.7968 FAX

Change Order Request #3.0

To: Ryan Walters Project Engineer Gibbs & Olson Phone: (360) 425-0991 Email: rwalters@gibbs-olson.com	From: Brandon Farmer Project Manager Tapani Inc. Phone: (360) 216-5159 Email: BrandonF@Tapani.com
--	--

Tapani Project #: 235523
Project: Exit 48 Waterline

Below is the detail for our proposal to complete the following changes in contract work:

- Pending Change Order: **3.0 – WSDOT ROW Sewer Addition**
- **Proposed Scope of Work:** This proposal the additional sewer work in WSDOT ROW per the 100% drawings provided by Gibbs & Olson. See the attached breakdown for further details.

	Status	Change (in Days)	Quantity	UM	Unit Price	Amount
1. Schedule D Scope	Pending	10	1.00	LS	\$315,625.00	\$315,625.00
2. Schedule D Tax	Pending	0	1.00	LS	\$24,934.38	\$24,934.38
3.						
4.						
5.						
6.						
7.						
8.						
9.						

Total \$340,559.38

Submitted By:

Approved By:

Brandon Farmer

04/12/2024

Brandon Farmer, Tapani

Date

Ryan Walters, Gibbs & Olson

Date

CHANGE ORDER NO. 3 – PLAN AND SPECIFICATION REVISIONS

ISSUE DATE: April 10, 2024
PROJECT: City of Castle Rock
Exit 48 Waterline Extension
Cowlitz County, Washington
PROJECT NO.: 0130-5023
TO: Tapani, Inc.

The revisions to the plans and specifications listed within this document are hereby made part of the Contract Documents to the same extent as though were originally included herein. The following changes, additions, or alterations to the Contract Documents and/or Plans are hereby made a part of the requirements and conditions of Change Order No. 3.

1. PLANS

Supplement the Plans with the following (see attached):

“Exit 48 Sewer Force Main, Schedule D.”

2. Specification Part II – Bid Form

Fill out the attached Schedule D Bid Form to determine the Change in Contract Price for Change Order 3.

-- END OF CHANGE ORDER NO. 3 – PLAN AND SPECIFICATION REVISIONS --

**EXIT 48 WATERLINE EXTENSION
SCHEDULE D: IN WSDOT RIGHT OF WAY**

Item	Description	Quantity	Unit	Unit Price	Amount
1	Mobilization	1	LS	\$34,000.00	\$34,000.00
2	Temporary Flaggers and Spotters	250	HR	\$60.00	\$15,000.00
3	Temporary Project Traffic Control	1	LS	\$10,000.00	\$10,000.00
4	HMA CL 3/8" PG 58H-22	150	TN	\$215.00	\$32,250.00
5	Shoring	1	LS	\$5,000.00	\$5,000.00
6	Imported Foundation Material	50	TN	\$30.00	\$1,500.00
7	Crushed Surfacing Top Course (CSTC)	500	TN	\$20.00	\$10,000.00
8	Crushed Surfacing Base Course (CSBC)	200	TN	\$45.00	\$9,000.00
9	Bank Run Gravel for Trench Backfill	900	TN	\$10.00	\$9,000.00
10	6-inch PVC C900 Sewer Force Main	775	LF	\$100.00	\$77,500.00
11	6-inch DI Sewer Force Main	275	LF	\$225.00	\$61,875.00
12	Connection to Existing Sewer Main	1	EA	\$3,500.00	\$3,500.00
13	6-inch Plug Valve	3	EA	\$3,000.00	\$9,000.00
14	Sewer Low Point Drain Assembly	1	EA	\$13,000.00	\$13,000.00
15	Erosion Control	1	LS	\$5,000.00	\$5,000.00
16	Site Restoration	1	LS	\$20,000.00	\$20,000.00

SUBTOTAL (SCHEDULE D)	\$ 315,625.00
SALES TAX @7.9% (SCHEDULE D)	\$ 24,934.38
TOTAL (SCHEDULE D)	\$ 340,559.38

** Unit Prices have been computed in accordance with paragraph 11.03 of the General Conditions. The minimum per hour unit price for "Flaggers and Spotters" shall be the state prevailing wage rate.

ORDINANCE NO. 2024-05

AN ORDINANCE OF THE CITY OF CASTLE ROCK AMENDING THE COMPREHENSIVE PLAN FUTURE LAND USE MAP BY CHANGING THE LAND USE DESIGNATION OF 10 ACRES OF LAND FROM COMMERCIAL TO LOW DENSITY RESIDENTIAL

WHEREAS, THE City of Castle Rock is partially planning under Washington's Growth Management Act pursuant to Chapter 36.70A RCW; and

WHEREAS, the Growth Management Act provides that comprehensive plan amendments shall be considered as a whole and the comprehensive plan shall not be amended more than once a year, with certain exceptions; and

WHEREAS, the Castle Rock Municipal Code (CRMC) establishes procedures for amending the comprehensive plan in Chapter 17.72 CRMC; and

WHEREAS, the City received one application initiated by the property owner for a site-specific comprehensive plan future land use map amendment; and

WHEREAS, the Planning Commission discussed the comprehensive plan amendment at the March 19, 2024 regular meeting; and

WHEREAS, after providing notice consistent with CRMC 17.72.030, the Planning Commission held a public hearing on April 16, 2024, to receive public testimony on the proposed comprehensive plan amendment; and

WHEREAS, after the public hearing, the Planning Commission voted to forward a recommendation to the City Council on the comprehensive plan amendment; and

WHEREAS, the City Council received the Planning Commission's recommendations on the proposed comprehensive plan amendment at their April 22, 2024 regular meeting; and

WHEREAS, the City Council finds that the comprehensive plan amendment is in the public interest of the community by designating a residential parcel for residential use; and

WHEREAS, pursuant to RCW 36.70A.106(3)(a), a notice of intent to adopt was transmitted to the Washington State Department of Commerce on April 18, 2024 (Submittal ID 2024-x-xxxx); and

WHEREAS, the proposed amendments have been reviewed as required under the State Environmental Policy Act, Chapter 43.21C RCW, and a Determination of Nonsignificance was issued on March 15, 2024, pursuant to WAC 197-11-340(2).

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Castle Rock do ordain as follows;

SECTION 1. Amend Future Land Use Map. Figure 3-1 in Section III of the *City of Castle Rock Comprehensive Plan* is hereby amended, changing Parcel No. 30869 from Commercial to Low Density Residential as shown in Attachment A.

SECTION 2. Severability. If any section, sentence, clause, or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section,

sentence, clause, or phrase of this Ordinance; provided, however, that if any section, sentence, clause, or phrase of this Ordinance, or any change in land use designation, is held to be invalid by a court of competent jurisdiction then the section, sentence, clause, or phrase, or land use designation, in effect prior to the effective date of this Ordinance shall be in full force and effect for that invalidated section, sentence, clause, or phrase, or land use designation, as if this Ordinance had never been adopted.

SECTION 3. Copy to Department of Commerce. Pursuant to RCW 36.70A.106(3), the City Clerk is directed to send a copy of this Ordinance to the State Department of Commerce for its files within ten days after adoption of this Ordinance.

SECTION 4. Effective Date. This Ordinance concerning powers vested solely in the Council, it is not subject to referendum and shall become effective five (5) days after its passage and publication as required by law.

ADOPTED by the City Council and signed by the Mayor at a regular meeting thereof on the _____ day of _____, 2024.

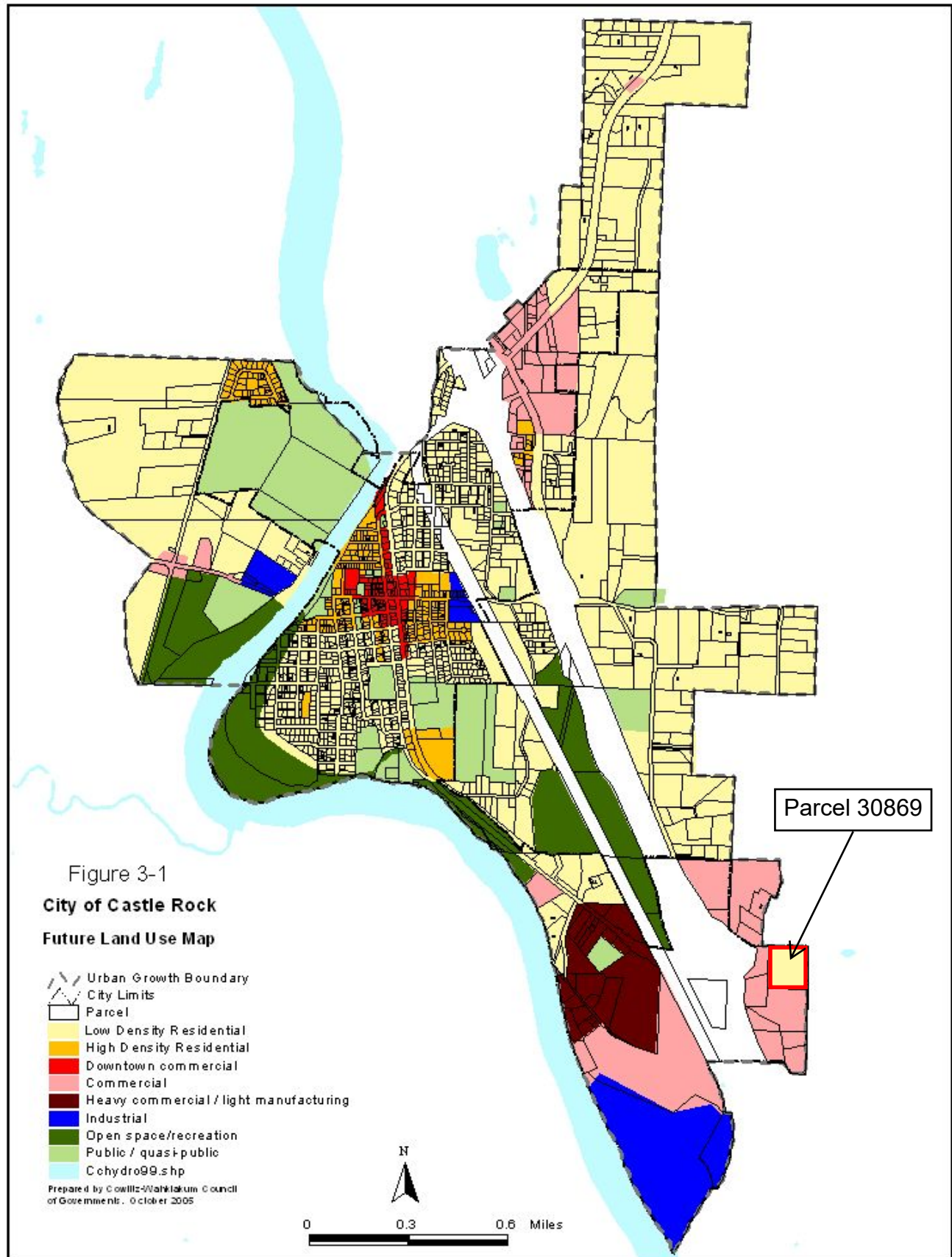
Mayor Paul Helenberg

ATTEST:

APPROVED AS TO FORM:

Carie Cuttonaro, Clerk-Treasurer

Frank Randolph, City Attorney



ORDINANCE NO. 2024-06

AN ORDINANCE OF THE CITY OF CASTLE ROCK AMENDING THE OFFICIAL ZONING MAP BY REZONING 10 ACRES OF LAND FROM HIGHWAY BUSINESS TO LOW DENSITY RESIDENTIAL

WHEREAS, the City of Castle Rock is partially planning under Washington's Growth Management Act pursuant to Chapter 36.70A RCW; and

WHEREAS, the City Council adopted the Castle Rock Official Zoning Map by Ordinance No. 2018-02; and

WHEREAS, the Castle Rock Municipal Code (CRMC) establishes procedures for amending the official zoning map in Chapter 17.72 CRMC; and

WHEREAS, the City received one application initiated by the property owner for a site-specific zoning map amendment to reclassify the zoning on Parcel No. 30869 from Highway Business to Low Density Residential subject to the City Council's approval of a Comprehensive Plan Future Land Use Map amendment; and

WHEREAS, the City Council approved such Comprehensive Plan Future Land Use Map amendment in Ordinance No. 2024-05; and

WHEREAS, the Planning Commission discussed the zoning amendment at the March 19, 2024 regular meeting; and

WHEREAS, after providing notice consistent with CRMC 17.72.030, the Planning Commission held a public hearing on April 16, 2024, to receive public testimony on the proposed zoning map amendment; and

WHEREAS, after the public hearing, the Planning Commission voted to forward a recommendation to the City Council on the zoning map amendment; and

WHEREAS, the City Council received the Planning Commission's recommendations on the proposed zoning map amendment at their April 22, 2024 regular meeting; and

WHEREAS, the City Council finds that the zoning map amendment is in the public interest of the community by designating a residential parcel for residential use; and

WHEREAS, the proposed amendments have been reviewed as required under the State Environmental Policy Act, Chapter 43.21C RCW, and a Determination of Nonsignificance was issued on March 15, 2024, pursuant to WAC 197-11-340(2).

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Castle Rock do ordain as follows;

SECTION 1. Amend Official Zoning Map. The Official Zoning Map of the City of Castle Rock is hereby amended, changing Parcel No. 30869 from Highway Business to Low Density Residential as shown in Attachment A and the City Planner is hereby authorized and directed to make the necessary changes to the City's zoning map.

SECTION 2. Severability. If any section, sentence, clause, or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or

unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Ordinance; provided, however, that if any section, sentence, clause, or phrase of this Ordinance, or any change in zoning designation, is held to be invalid by a court of competent jurisdiction then the section, sentence, clause, or phrase, or land use designation, in effect prior to the effective date of this Ordinance shall be in full force and effect for that invalidated section, sentence, clause, or phrase, or zoning designation, as if this Ordinance had never been adopted.

SECTION 3. Copy to Department of Commerce. Pursuant to RCW 36.70A.106(3), the City Clerk is directed to send a copy of this Ordinance to the State Department of Commerce for its files within ten days after adoption of this Ordinance.

SECTION 4. Effective Date. This Ordinance concerning powers vested solely in the Council, it is not subject to referendum and shall become effective five (5) days after its passage and publication as required by law.

ADOPTED by the City Council and signed by the Mayor at a regular meeting thereof on the _____ day of _____, 2024.

Mayor Paul Helenberg

ATTEST:

APPROVED AS TO FORM:

Carie Cuttonaro, Clerk-Treasurer

Frank Randolph, City Attorney

City of Castle Rock Zoning Map

Attachment A Amended Zoning Map

