



CASTLE ROCK PLANNING COMMISSION

Regular Meeting: Tuesday, July 16, 2024
6:00 PM

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

AGENDA

To join this meeting from your computer, tablet or smartphone: <https://meet.goto.com/216918261>
To join this meeting using your phone: +1 (224) 501-3412 Access Code: 216-918-261 (Press *6 to speak)
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1. CALL TO ORDER

- a. Roll Call

2. APPROVAL OF MINUTES

- a. April 16, 2024 Planning Commission Regular Meeting and Public Hearings Minutes
- b. June 18, 2024 Planning Commission Regular Meeting Minutes

3. PUBLIC COMMENT

4. REPORTS

5. OLD BUSINESS

6. NEW BUSINESS

- a. Regulating Food Trucks/Food Carts and Other Temporary Food Vendors

7. ADJOURNMENT

UPCOMING MEETINGS:

August 20, 2024

September 17, 2024

October 15, 2024

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Planning Commission may add and take action on other items not listed on this Agenda.

1. CALL TO ORDER

Chairperson Rick Sullivan called the regular meeting to order at 6:02 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 Reese McMichael, Mayor Paul Helenberg, and Secretary Karlene Akesson

2. CITIZEN COMMENTS

There were no public comments at this time.

3. REPORTS

a. Contracted City Planner

Planner Cristina Haworth gave a verbal report.

b. Building & Planning

4. PUBLIC HEARING - MORATORIUM - LEGAL NONCONFORMING LOTS DRAFT REGULATIONS

Chairperson Rick Sullivan closed the Planning Commission Regular Meeting and opened the Public Hearing regarding the Moratorium/Legal Nonconforming Lots - Draft Regulations at 6:03pm.

a. CRMC 16.34 BLA - Amended (Draft)

City Planner Cristina Haworth presented.

b. CRMC 16.37 Table of Requirements - Amended (Draft)

City Planner Cristina Haworth presented.

c. CRMC 17.16 Definitions - Amended (Draft)

City Planner Cristina Haworth presented.

d. CRMC 17.55 - Addition (Draft)

City Planner Cristina Haworth presented. City Planner Haworth recommended considering combining CRMC 17.55 and 17.78 for simplicity's sake.

e. CRMC 17.78 - Development on Nonconforming Lots - Addition (Draft)

City Planner Cristina Haworth presented. City Planner Haworth stated there was an oversight in 17.78, where the application of Site Planning Sec. 1, Relationship to the Street, and Building Design sections of the Design Guidelines was accidentally omitted from the Zero Lot Line Development and Cottage Housing sections. City Planner Haworth recommended that those regulations be amended to ensure that the design guidelines apply to these as well.

f. Design Guidelines (Draft)

City Planner Cristina Haworth presented. Planner Haworth suggested, per City staff request, the Planning Commission consider requiring either 1.5 or 2 off-street parking spaces per unit. City Planner Haworth suggested, as a compromise, that if the Planning Commission did want to add more off-street parking, they could allow for administrative relief. This would mean 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 flow of motorized and non-motorized traffic. A parking study or similar information prepared by a qualified professional discipline may be required to support this request. City Planner Haworth recommended, per City staff request, to clarify on page 7 of the Design Guidelines, where landscaping must be planted by adding the words 'on site' to the sentence and recommended changes to clarify how lot coverage is calculated on page 8 of the Design Guidelines. Chairperson Rick Sullivan provided comment.

At 6:22 pm Chairperson Rick Sullivan opened the meeting to Public Comment; there were no comments.

Chairperson Rick Sullivan closed the Public Hearing regarding the Moratorium/Legal Nonconforming Lots - Draft Regulations and reopened the Planning Commission Regular Meeting at 6:23 pm.

Commissioner Matt Rasmusen, Chairperson Rick Sullivan, Commissioners David VanCamp, Ryane Olin, and Mayor Paul Helenberg provided comment. For clarification purposes, Commissioner Richard Skreen asked if the Commissioners were recommending 1.5 or 2 off-street parking spaces for the motion; Chairperson Rick Sullivan stated 1.5; there was no objection to that statement. Commissioner Matt Rasmussen motioned to recommend that the City Council adopt the proposed amendments to CRMC 16.34, CRMC 16.37, and CRMC 17.16 and to adopt the proposed regulations in CRMC 17.55 and CRMC 17.78, including the Design Guidelines: Non-Conforming Lots.

Commissioner Richard Skreen motioned to amend CRMC 17.78 to apply Site Planning Sec. 1, Relationship to Street, and Building sections of the Design Guidelines to zero lot line development projects and to cottage housing development projects.

Commissioner Lisa White motioned to amend Section 4 of the Design Guidelines to require 1.5 off-street parking spaces per unit for zero lot line developments and cottage housing developments unless administrative relief is requested, using the administrative relief language recommended by staff.

Commissioner David VanCamp motioned to amend Section 5 of the Design Guidelines to specify that landscaping must be provided on site.

Commissioner Ryane Olin motioned to amend Section 6 of the Design Guidelines to specify that "lot coverage is calculated using the footprint of all primary and accessory structures on the lot."

Commissioner Richard Skreen seconded the motion to recommend that City Council adopt the proposed amendments to CRMC 16.34, CRMC 16.37, and CRMC 17.16 and to adopt the proposed regulations in CRMC 17.55 and CRMC 17.78, including the Design Guidelines: Non-Conforming Lots.

Commissioner David VanCamp seconded the motion to amend CRMC 17.79 to apply Site Planning Sec. 1, Relationship to Street, and Building Design sections of the Design Guidelines to zero lot line development projects and to cottage housing development projects.

Commissioner Matt Rasmussen seconded the motion to amend Section 4 of the Design Guidelines to require 1.5 off-street parking spaces per unit for zero lot line developments and cottage housing developments unless administrative relief is requested, using the administrative relief language

recommended by staff.

Commissioner Ryane Olin seconded the motion to amend Section 5 of the Design Guidelines to specify that landscaping must be provided on site.

Commissioner Lisa White seconded the motion to amend Section 6 of the Design Guidelines to specify that "lot coverage is calculated using the footprint of all primary and accessory and accessory structures on the lot."

Motions to recommend that City Council adopt the proposed amendments to CRMC 16.34, CRMC 16.37, and CRMC 17.16 and to adopt the proposed regulations in CRMC 17.55 and CRMC 17.798 including the Design Guidelines: non-Conforming Lots carried by roll call vote. Commissioners Rick Sullivan, Matt Rasmussen, Richard Skreen, Ryane Olin, Lisa White, and David VanCamp voted 'Aye'.

5. PUBLIC HEARING - RIBELIN COMPREHENSIVE PLAN AMENDMENT REQUEST

Chairperson Rick Sullivan closed the Regular Planning Commission Meeting and opened the Public Hearing for the Ribelin Comprehensive Plan Amendment/Re-Zone at 6:34 pm.

a. Ribelin Comprehensive Plan Amendment and Rezone - Presentation

City Planner Reese McMichael presented.

b. Staff Report - Ribelin Comprehensive Plan Amendment and Rezone

City Planner Reese McMichael presented.

c. Letter from Skylar & Irina Ribelin submitted on 03/19/2024

d. Ribelin Comprehensive Plan Amendment/Re-Zone Application Materials

Commissioner Richard Skreen asked about the timeline of the other projects (that may be affected by the comprehensive plan). City Planner Cristina Haworth, Commissioner Ryane Olin, Chairperson Rick Sullivan, Commissioners Matt Rasmussen and Richard Skreen provided comment.

Chairperson Rick Sullivan expressed the City should set a date at some point in the year for requests for Comprehensive Plan Amendments to be submitted for that year. Commissioner Richard Skreen, Mayor Paul Helenberg, and Chairperson Rick Sullivan provided comment.

Chairperson Rick Sullivan opened the meeting to public comment. Applicant Skylar Ribelin provided comment. Chairperson Rick Sullivan and Commissioner Richard Skreen provided comment.

Chairperson Rick Sullivan closed the Ribelin Comprehensive Plan Amendment/Rezone Public Hearing and re-opened the Planning Commission Regular Meeting at 6:59 pm.

Commissioners Matt Rasmussen, David VanCamp, and Chairperson Rick Sullivan provided comment. Commissioner Matt Rasmussen motioned, seconded by Commissioner David VanCamp, after discussing the Ribelin Comprehensive Plan Amendment/Re-Zone request, to recommend forwarding the request to the City Council with the Planning Commission's approval. Motion carried by roll call vote. Commissioners Rick Sullivan, Matt Rasmussen, Richard Skreen, Ryane Olin, Lisa White, and David VanCamp voted 'Aye'.

6. APPROVAL OF MINUTES

a. December 19, 2023 & March 19, 2024 Planning Commission Regular Meeting Minutes

Commissioner David VanCamp motioned, seconded by Commissioner Richard Skreen, to approve the December 19, 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'.

Commissioner Ryane Olin motioned, seconded by Commissioner Matt Rasmussen, to approve the March 19, 2024 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'.

7. OLD BUSINESS

8. NEW BUSINESS

9. ADJOURNMENT

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

At 7:05 pm, Chairperson Rick Sullivan adjourned the Planning Commission regular meeting.

Karlene Akesson, Secretary

1. CALL TO ORDER

Chairperson Rick 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, and Lisa White. Members not present: Commissioner David VanCamp.

Staff present: Contracted Planner Reese McMichael, Secretary Karlene Akesson

2. APPROVAL OF MINUTES

No minutes were submitted for approval.

3. PUBLIC COMMENT

No members of the general public were present to offer public comment.

4. REPORTS

5. OLD BUSINESS

6. NEW BUSINESS

a. Presentation on updating Title 17

City Planner Reese McMichael presented. Commissioner Richard Skreen voiced support of a total repeal and replacement (of Title 17 in favor of replacing it with a new unified code), citing that making major changes over the existing document can make it confusing and difficult.

Commissioners Ryane Olin, Lisa White, and Rick Sullivan voiced support for a total repeal and replacement of Title 17, replacing it with a unified code. Commissioner Richard Skreen provided additional comment. Chair-person Rick Sullivan inquired about the review classes, City Planner Reese McMichael provided comment and clarified that the decision power of the mayor and his or her deputy is common language in other municipalities' codes and what it means is that city staff would be the ones to make the decision on a project permit. Commissioners Ryane Olin, Rick Sullivan, and Matt Rasmussen provided comment.

City Planner Reese McMichael stated that it may be efficient to coordinate the Title 17/Unified Code update with the Comprehensive Plan Amendment, which has a final date of June 30th, 2026 for the City to adopt its periodic comprehensive plan update. Chairperson Rick Sullivan, Commissioners Richard Skreen and Ryane Olin provided comment.

7. ADJOURNMENT

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

At 6:31 pm, Chairperson Rick Sullivan adjourned the regular meeting.

Karlene Akesson, Secretary

Regulating Mobile Vendors

Castle Rock Planning Commission

July 16, 2024

Tonight's Meeting

1. Current Regulations
2. Options for Code Amendments
3. Recommendations & Next Steps
4. Discussion

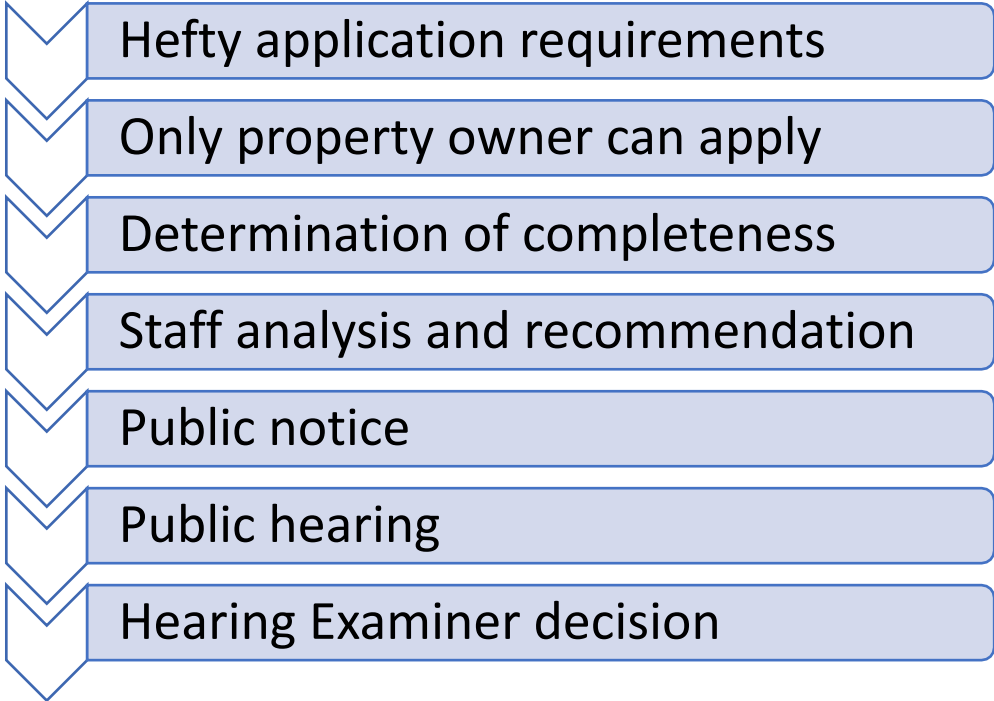
Current Regulations

	R-1	R-2	C-1	C-2	MX	I	PROS
Food Cart/Stand/ Mobile Sales	X	X	S	S	S	S	S

- Food Cart/Stand/Mobile Sales
 - Not defined (CRMC 17.16) – we use the customary meaning
 - Identified in Table of Permitted Land Uses (CRMC 17.26)
 - Table Note (14): “Requires permission of the property owner, a city business license, and must comply with Cowlitz County health department regulations.”

Current Regulations

- Food carts, food stands, and other mobile food sales require a **special use permit**
- SUPs follow conditional use permit process per CRMC 17.79.050
- Type V procedure in CRMC 17.77



Hefty application requirements

Only property owner can apply

Determination of completeness

Staff analysis and recommendation

Public notice

Public hearing

Hearing Examiner decision

Options for Code Amendments

Ordinances regulating temporary/mobile vendors commonly include:

- License fees – annual or daily
- License application
- Background check
- License revocation conditions
- License display
- Temporary stands – standards and conditions
- Time and place restrictions
- Exemptions (per RCW 36.71.090)

Typical Application Information:

- Location
- Length of time of activity
- Goods (food, merchandise, etc.) offered for sale
- Hours of operation
- References

Options for Code Amendments



Where can they operate?

- Limit vendors to certain zones, or create a mobile vendor zone
- Limit vendors to sponsored events
- Rights of way and City-owned property

When can they operate?

- Days per year and/or consecutive days per week
- Hours of the day

Recommendations

1. Include a definition – amend CRMC 17.16
2. Allow as a ministerial decision – no public notice/hearing
3. Limit vending in R-1/R-2 zones
4. Require management and disposal of trash, recyclables, and wastewater
5. Prohibit obstruction of sidewalks and rights-of-way

Minimum Requirements:

- Business license
- Mobile vendor license/permit
- Health department permit
- Liability insurance w/ City as a named insured

Limitations:

- Days/times of operation
- Signs, awnings, overhangs?
- Associated furnishings?

Next Steps & Tentative Schedule

1. Planning Commission gives general parameters
 - Where can vendors operate?
 - When can they operate
 - Other limitations?
 - Input on recommended process?
2. Draft code amendments - August
3. PC Recommendation – September
4. SEPA Review & Department of Commerce filing
5. City Council review & adoption - December

Discussion