



CASTLE ROCK PLANNING COMMISSION

Regular Meeting: Tuesday, February 18, 2025
6:00 PM

Location

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

AGENDA

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1. CALL TO ORDER

- a. Roll Call

2. INTRODUCTIONS

- a. Introduce incoming planner

3. CITIZEN COMMENTS

4. APPROVAL OF MINUTES

5. REPORTS

- a. Periodic Update Grant (PUG) Scope of Work Overview

6. OLD BUSINESS

- a. Update on Large Lot Subdivision Exemption Ordinance Process/ Next Steps

7. NEW BUSINESS

8. ADJOURNMENT

UPCOMING MEETINGS:

March 18, 2025

April 15, 2025

May 20, 2025

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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 6:00 pm.

a. Roll Call

Members present: Chairperson Rick Sullivan, Vice-Chair Matt Rasmussen, Commissioners Richard Skreen, Ryane Olin, David VanCamp, and Robert Frazier

Staff present: Contracted Planner Kirsten Peterson, Secretary Karlene Akesson

2. APPROVAL OF MINUTES

a. December 17, 2024 Planning Commission Regular Meeting and Continued Public Hearing Minutes

Commissioner Matt Rasmussen motioned, seconded by Commissioner Ryane Olin, to approve the December 17, 2024 minutes as presented. Motion carried by roll call vote. Commissioners Rick Sullivan, Matt Rasmussen, Richard Skreen, Ryane Olin, David VanCamp, and Robert Frazier voted 'Aye'.

3. CITIZEN COMMENTS

No members of the public were present, in person or virtually, to offer public comment.

4. REPORTS

Secretary Karlene Akesson gave report.

5. PUBLIC HEARING - LARGE LOT SUBDIVISION EXEMPTION ORDINANCE

Chairperson Rick Sullivan closed the Planning Commission Regular Meeting at 6:02 pm.

a. Open the Public Hearing on the Draft Large Lot Subdivision Exemption Ordinance

Chairperson Rick Sullivan opened the Public Hearing for the Large Lot Subdivision Exemption Ordinance at 6:02 pm.

b. Agenda Report

Contracted Planner Kirsten Peterson presented.

Commissioner Richard Skreen and Planner Kirsten Peterson provided comment. Commissioner Rick Sullivan provided comment and Planner Kirsten Peterson provided comment on how this ordinance might affect the current approved Master Planned Development project and why the provision for considering a large lot non-residential subdivision exemption was requested. Planner Kirsten Peterson experienced some audio/visual interruption that was quickly resolved. Planner Kirsten Peterson provided additional comment stating the developers would still need to meet the requirements that are in place for the approved Master Planned Development. Commissioners Rick Sullivan and Planner Kirsten Peterson provided comment. Commissioner Matt Rasmussen asked if this ordinance would affect the zoning dedications of land that could fall under the subdivision exemption ordinance (such as shrinking the residential lots and expanding the industrial lots),

Commissioner Rick Sullivan expanded on the statement. Commissioner Ryane Olin and Secretary Karlene Akesson provided comment. Planner Kirsten Peterson explained that if the developer wanted to change zoning within the approved Master Planned Development, they would need to go through the approval process outlined in the Development Agreement. Planner Kirsten Peterson presented an option to the Planning Commissioners to add language to the draft ordinance that would limit the large lot subdivision exemption to apply only to approved Master Planned Developments. Commissioner Richard Skreen provided comment, Planner Kirsten Peterson explained that, because approved Master Planned Developments go through extensive review procedures, if the Planning Commission were to include the verbiage that the large lot subdivision exemption ordinance would apply only to approved Master Planned Developments, it may help alleviate the concerns expressed. Commissioner Rick Sullivan and Secretary Karlene Akesson provided comment.

c. Public Comment

No members of the public were present, in person or virtually, to offer public comment.

Chairperson Rick Sullivan closed the Large Lot Subdivision Exemption Ordinance Public Hearing at 6:27 pm and reopened the Planning Commission Regular Meeting at 6:27 pm.

6. OLD BUSINESS

a. Discuss and Possibly take action on the Large Lot Subdivision Exemption Ordinance

Chairperson Rick Sullivan provided comment. Commissioner Ryane Olin, Planner Kirsten Peterson, and Commissioner David VanCamp provided comment. Planner Kirsten Peterson, Commissioners Rick Sullivan and Matt Rasmussen provided comment. Planner Kirsten Peterson provided comment. Commissioner Rick Sullivan provided comment, Commissioner Richard Skreen began a motion but yielded the motion to Commissioner Ryane Olin who then motioned, seconded by Commissioner Matt Rasmussen, to recommend City Council approve the draft Large Lot Subdivision Exemption Ordinance and that the City Council consider adding to subsection B., the verbiage that the exemption will only apply to approved Master Planned Developments. Motion carried by roll call vote. Commissioners Rick Sullivan, Matt Rasmussen, Richard Skreen, Ryane Olin, David VanCamp, and Robert Frazier voted 'Aye'.

b. Nominate and Elect a Planning Commission Chairperson

Commissioners Rick Sullivan, Matt Rasmussen, David VanCamp, and Ryane Olin provided comment. Commissioner Ryane Olin motioned, seconded by Commissioner David VanCamp, to have Rick Sullivan remain Chairperson of the Planning Commission. Motion carried by roll call vote. Commissioners Rick Sullivan, Matt Rasmussen, Richard Skreen, Ryane Olin, David VanCamp, and Robert Frazier voted 'Aye'.

c. Nominate and Elect a Planning Commission Vice Chairperson

Commissioners Rick Sullivan and Matt Rasmussen provided comment. Commissioner David VanCamp motioned, seconded by Commissioner Richard Skreen, to have Matt Rasmussen remain Vice-Chairperson. Motion carried by roll call vote. Commissioners Rick Sullivan, Matt Rasmussen, Richard Skreen, Ryane Olin, David VanCamp, and Robert Frazier voted 'Aye'.

7. NEW BUSINESS

8. ADJOURNMENT

Commissioner David VanCamp motioned, seconded by Commissioner Matt Rasmussed, to adjourn the regular meeting. All were in favor.

At 6:35 pm, Chairperson Rick Sullivan adjourned the regular meeting.

Karlene Akesson, Secretary

Periodic Update Grant (PUG)

Scope of Work

Tasks & Deliverables	Description	End Date
Task 1	Complete Partially Planning Checklist	
Deliverable 1	D1: Partially Planning Checklist	June 13, 2025
Task 2	Complete Critical Areas Checklist	
Deliverable 2	D2: Critical Areas Checklist	June 13, 2025
Task 3	Draft Public Participation Plan for Comprehensive Plan and Code Updates	
Deliverable 3	D3: Public Participation Plan	June 13, 2025