

City of Castle Rock

PO Box 370
Castle Rock, WA 98611



LOTC Pre-Application Conference Notes River's Edge at the Landing Subdivision CR-PA-24-06

CRMC 17.77.040 Development Permit Review Procedures

A. Preapplication. Prior to applying for a development permit, a developer may present to the city clerk-treasurer a preliminary or conceptual floor plan, plot plan, drawing, site plan, or narrative which shall contain (in a rough and approximate manner) as much of the permit application requirements as is known, together with the forms provided by the city. The purpose of the pre-application meeting is to enable the developer presenting the proposal to obtain the assessment of the development review committee as to the proposal's compliance with the adopted plans, policies and ordinances of the city and obtain information of a general nature regarding such issues as city services, access, and other factors as appropriate. This consultation should include obtaining preliminary facts and data pertaining to the proposed site, as well as the types of concerns that might be anticipated for the proposed use at the proposed site. Information obtained from city staff at this stage shall not be considered binding upon the city.

On November 6, 2024, members of the Development Review Committee met with the Landing on the Cowlitz (LOTC) Team to discuss preliminary plans for a sixty-one (61) single-family residential detached lot subdivide subdivision.

Attendees:

- Shane Tapani – Tapani Inc.
- Ingrid Friedberg – Tapani Inc.
- Abram Jenks - Tapani Inc.
- Taylor Wilson – MacKay Sposito
- James Heyen – West Consultants
- Daniel Stumpf – Lancaster Mobley
- Elizabeth Vaughn – Ecological Land Services, Inc. (ELS)
- Lacey Hoffmann – Ecological Land Services, Inc. (ELS)

- Kirsten Peterson – SCJ Alliance, Castle Rock Consulting Planner
- Malissa Paulsen - SCJ Alliance, Castle Rock Consulting Planner
- Cindy Gower - Gibbs & Olson, Castle Rock Consulting Engineer
- Tom Gower – Gibbs & Olson, Castle Rock Consulting Engineer
- Paul Helenberg – Mayor, City of Castle Rock
- Dave Vorse – Public Works Director, City of Castle Rock
- Tyler Stone – Public Works Senior Operator, City of Castle Rock
- Carie Cuttonaro – Clerk-Treasurer, City of Castle Rock
- Karlene Akesson – Deputy Clerk, City of Castle Rock

Building Department Notes/Fire Marshall Notes

1) Building Heights

- This development exceeds 30 lots therefore, two access points are required per the fire code.
- One of the access points can be for emergency use only but must be a minimum of 217 feet from the primary access. The code requires that when a second access is required, it must be separated by a distance of not less than ½ the diagonal distance of the proposed area.
- Planning: If any proposed 3-story residence is below the maximum height allowance of 40 feet or less within the “Residential land use area” (and meets all other bulk standards as required) then it would be permitted.
- Planning: All bulk and development standards as laid out in all documents related to the development, including the approved Development Agreement, and within the Castle Rock Municipal Code (as applicable) must be adhered to.

Planning Department Notes

1) SEPA Checklist

- A SEPA Checklist must be completed and submitted with the application for each implementing phase (per the Modified MDNS dated September 8, 2021- Exhibit C. of the DA and Item No. 22 of the Castle Rock Landing on the Cowlitz Conditions of Master Site Plan Approval document dated October 22, 2021 – Exhibit D. of the DA).
- If the proposed subdivision meets the mitigating measures as outlined in the Modified MDNS dated September 8, 2021, it is requested that the applicant provide a Memorandum that references the Modified MDNS and states that the proposed subdivision meets those requirements and does not increase the environmental impacts.
- If it is determined by staff or the applicant that there is any increase in environmental impact, then an additional SEPA review including public and agency comment period shall be required.
- Stormwater Plan – A modified/new Stormwater plan may trigger a new SEPA review. If the proposed subdivision does not meet the modified mitigating measures as

outlined in the Modified MDNS dated September 8, 2021, please outline the proposed changes (such as the Stormwater Plan). Per the Modified MDNS dated September 8, 2021, 1.a. *The City may require additional mitigation and/or conditions for approval based on the analysis of these subsequent environmental documents.*

2) Cultural and Archaeological Consultation

- Should a cultural or archeological finding occur, the developer is to follow the procedures set forth in the Modified MDNS dated September 8, 2021, Section 13.

3) Approvals pending the FEMA Letter of Map Amendment-Fill (CLOMR-F)

- ~~Generally, construction~~Development within a floodplain ~~is not~~is required to meet the City Flood Damage Prevention or receive a ~~permitted before receiving~~ a Letter of Map Revision Based on Fill (LOMR-F) approval from FEMA, as it is required to officially remove a property from the floodplain designation and allow construction to proceed. ~~As such, an applicant must first obtain the LOMR-F, as it confirms that the placed fill raised a property above the base flood elevation before starting construction in the area previously considered a floodplain.~~ In some cases, a "Conditional Letter of Map Revision" (CLOMR) may be issued, which means that construction can proceed based on proposed plans, but the final LOMR-F approval is only granted once the project is completed according to the specified design.
 - If the CLOMR-F is not already ~~issued reviewed and approved~~ by FEMA by the time the Preliminary Plat Application is submitted, the development will need to be reviewed based on existing conditions, as though it does not have a CLOMR-F and will need to meet the requirements set forth in Castle Rock Municipal Code Chapter (CRMC) Title 15 – Flood Damage Prevention.
- Per the DA – Section 6.2 – The City will review any preliminary plat consistent with CRMC 16.12.
- CRMC 16.12.005 C. – General Provisions. 16.12.090 B. – Preliminary plat – Approval criteria for planning commission – provides information regarding the review of a subdivision application in a flood zone.
- ~~Notwithstanding the aforementioned, if~~ If the applicant should choose to submit a preliminary plat subdivision application that has been designed to meet the Flood Damage Prevention requirements of CMCR Title 15, prior to receiving FEMA approval, the City ~~would likely be~~is willing to review the subdivision concurrently with FEMA's review of the LOMR-F.
- It would be beneficial to submit with the subdivision application materials, a memorandum and a site plan that states/depicts how the subdivision would meet the provision of CRMC Chapter 16.12 Subdivisions and CRMC 15.24 – Flood Damage Prevention, should the LOMR-F be approved.
- Be very clear with elevations/fill and documentation on elevations/fill and how you will comply with the various floodplain measures.

- When designing the infrastructure improvements, it will be necessary to demonstrate compliance with all measures of the September 8, 2021 Modified MDNS, with special attention paid to Item #5, which states:

5. Prior to the initiation of any clearing and grading activities the Project Sponsor shall submit for City review and approval of a Master Clearing, Fill, and Grading Plan that is integrated with a Master Stormwater Management Plan **that includes an analysis of the impacts of the development to the adjacent properties and measure to ensure that stormwater or flood waters will not adversely affect neighboring properties.**

- While Certificates of Occupancy are not issued until after approval of a Final Subdivision, the structures that are proposed for future constructions will need to comply with Measure #4 of the Modified MDNS:

4. All development activities shall comply with the City Flood Hazard Prevention regulations including the elevation of buildings at least one foot above base flood elevation.

As such, the placement of fill, the design of infrastructure improvements, and proposed locations of future structures will all need to be taken into consideration when compiling a subdivision application that is intended to be placed on fill on property that is considered floodplain by FEMA.

- Should it be demonstrated by the applicant that the local city flood ordinance requirements have been met, then the City will proceed with review and issuance of building permits in a manner consistent with standard building permit review procedures.
- The city is tasked with ensuring compliance with both local ordinances and federal regulations. Issuing building permits prior to FEMA's approval and/or compliance with CRMC would violate these regulations and could expose the city to liability in the event of a flood. The City's willingness to review the preliminary plat application should not be construed as approval of the LOMR-F or CLOMR-F, or approval of the preliminary plat itself.
- Various conditions of approval for the preliminary plat application may be considered during the review process.
- The City will follow the processes in place within the timelines that are set and outlined by the State, the City, and the Development Agreement. Section 5 of the Development Agreement specifies that the project is vested to the Castle Rock Municipal Code in effect on November 8, 2021, including CRMC 15.24.
- Please refer to previous notes regarding the SEPA checklist. As previously indicated, if a new SEPA checklist is warranted due to substantial changes that could increase the environmental impacts, then it will be necessary to submit a new checklist and pay the associated fees. If it is determined that only a memo is warranted, then the SEPA **checklist** application fee will not apply.

4) Critical Areas/[Shoreline Jurisdiction](#)

- As described in vesting sections of the Development Agreement, this development will be subject to the existing critical area requirements of the November 8, 2021 CRMC. Exceptions to this requirements would be considered if and when they become applicable. FEMA minimum standards are required to be met at the time of development. Please also refer to above response regarding flood plain permitting requirements.
- [The proposal and all submittal materials must show compliance with the current Shoreline Master Plan Regulations](#)

5) Neighborhood Meeting

- The layout presented in the neighborhood meeting must be substantially similar but does not have to be exactly what will be included in the submitted subdivision application.

6) Permitted Density/Lot Sizing

- The LOTC DA (Section 6.1.1) specifies a minimum lot size of 3,500 square feet
- There are no minimum lot width lot sizes identified in the DA
- The proposed subdivision layout shows Rear Loaded Lots (Lots 46-61)
 - There was no opposition to the rear loaded lot configuration
 - Driveways should not be served off of the collector road and minor arterial road

7) Setbacks and Landscape Buffers

- The landscape buffer will not count towards the required park/open space area.
- If there is a trail or similar use located within the landscape buffer area, it may be indicated on the plan and be identified as being within the landscape buffer.
- In the instance there is a future phase 2 addition: If a written agreement to modify the twenty (20) foot landscape buffer with abutting property owners not included in the LOTC Master Plan is obtained from private property owners abutting the approved LOTC Master Plan, the City does not see an immediate issue with an agreed upon modified landscape buffer.
- Maintenance of the landscape buffer may require more discussion. The Landscape Buffer may be a relevant item to address at the neighborhood meeting.

8) Building Types/Building heights

- As long as the building does not exceed the 40' height limit in the residential district, then the buildings would be permitted as long as all other bulk standards are met.
- Exhibit B of the D.A. includes the Conditions of Master Site Plan approval. Condition 2(c) states the following:
 - Development activities in the Residential Land Use Area shall comply with the provisions of the High Density Residential (R-2) zoning district except as modified by these conditions of approval.
- Condition 4(c) then goes on to outline ten (10) permitted uses in the R-2 zone, which does not include office type uses.
- This does not, however preclude a homeowner from applying for a Home Occupation permit if they want to run a business out of the residence, in accordance with CRMC [17.48.120](#) through [17.48.150](#)
- If the desire is to allow for other types of uses within the residential designated areas, Development Agreement provides for opportunities to request modifications to the D.A, and conditions of approval.

9) Parking/Driveways

- Public Works commented: 18' is narrow for a two-car driveway, maybe consider the driveway entrance be 18' and widen out to 20' – 24'. The goal is to maintain four (4) off-street parking spaces per residence while maximizing on-street parking for visitors.
- If the applicant is requesting a change to the standard that is not within the range (i.e. smaller than the minimum or larger than the maximum) then a variance would be required unless explicitly stated otherwise in any of the development documents.

10) Master Plan Signage

- Exhibit B, Conditions of Master Site Plan Approval, includes language regarding signage. Conditions #17 states the following:
 17. The project sponsor shall prepare and submit with the first implementing application a Master Signage Plan to guide the design and location of signs throughout the site.
 - a. The standards in this plan shall meet or exceed the standards in Castle Rock Municipal Code.
 - b. All subsequent implementing applications shall include signs consistent with the approved Master Signage Plan.

Signage is regulated by CMCR 17.82. Signage is required to meet the standards of the zone that it is proposed to be located in. Given that this is a mixed-use development, the City will apply the requirements based on the land use designation assigned in the master plan.

Public Works/Engineering

- 1) Approvals pending the FEMA Letter of Map Amendment-Fill (CLOMR-F) - See item number 2 of the Planning notes above.
- 2) Plat Recordation prior to completion of full site improvements
 - The City is willing to work with the developer and have an agreement in place that may “allow the plat recordation prior to completion of full site improvements whereby the Applicant may bond for the outstanding required site improvements provided that substantial completion of the required site development improvements have been demonstrated. This may involve, for example, bonding for sidewalk improvements and the installation of streetlights and street trees after site grading and public utilities have been completed for each lot.” (Discussion item IV. Preliminary Plat Review Process 1.) A suggested timeline that came up during the meeting was completion of infrastructure within five (5) years.
- 3) Parking/Driveways
 - Parking Study Requirement – A parking plot plan along with a narrative. The parking plan shall show parking locations, accessible path of travel to public sidewalk and a parking table summary.
 - The City had agreed to the reduced street width and the required 4 off-street parking. It must be stated on the plat and with each lot that the garage cannot be turned into a living space but must be kept as a garage for vehicles.
 - If the applicant is requesting a change to the standard that is not within the range (i.e. smaller than the minimum or larger than the maximum) then a variance would be required unless explicitly stated otherwise in any of the development documents.
 - 2-car driveway width – The City believes 18’ is narrow for a two-car driveway, maybe consider the driveway entrance be 18’ and widen out to 20’. The goal is to maintain four (4) off-street parking spaces per residence while maximizing on-street parking for visitors.
 - On-street parking between driveways – The on-street parking should follow the City Standard as much as possible, though it may be acceptable to have a few compact spaces in some areas. The City is willing to work with the Developer to identify where compact parking spaces might work.
 - In the areas where compact parking may be allowed, 17’ may be an adequate length if there are no more than 2 sequential stalls (15’ in length is not adequate).

- ADA Parking – To meet ADA parking requirements, the developer may utilize the planter strip between the curb and the sidewalk, the planter strip, and possibly press into the sidewalk if necessary.
- The City would like to see where the ADA parking spaces are proposed to be located.

4) Street Lighting

- The street lighting requirement is a maximum of a 200-foot spacing. For the private driveway access Tracts 'A' and 'B' lighting, the developer may be able to place one light at the Phase 1 standard collector intersection and one off the interior road, possibly negating the need for additional street lighting.

5) Parks, Recreation, and Open Space

- The first implementing action for the conceptual parks, recreation, and open space would be in relation to the single-family residential subdivision and would not require detailed depiction of the overall 118-acre Master area.
- The residential park area for the subdivision should be located in a central location within the residential development.
- With the possibility of a future phase 2 residential development, a current odd-shaped property line, and the possibility of expansion, it may be helpful to have a couple options for the park area so if one does not work, it may be easily relocated to a different lot and the City prefers to have only one park site within the residential area.
- Reimbursement for the Public Park – Typically there is not a reimbursement for the Public Park however, the City is willing to work with the developer and seek out grants to try to maximize the developer's contribution. The City cannot commit any funds.
- It may be beneficial to the developer to establish an HOA to help recover costs for the park.

6) Stormwater

- A revised Stormwater Master Plan and for the entire LOTC site, not just the subdivision, is expected to be submitted prior to the subdivision application. Must show the proposed stormwater system can pass the 100-year storm, hold the 100-year storm when the Cowlitz River is high and provide pumping facility if needed.
- A preliminary Technical Information Report (TIR) must be prepared and included in the Preliminary Subdivision Plat Application for the River's Edge at the Landing Subdivision.
- Stormwater Connection Easement - Without seeing the preliminary conceptual design planned for the stormwater easement it is difficult to provide feedback as the stormwater easement is dependent on depth. A ten (10) foot easement likely not adequate to provide access and maintenance for a buried pipe and likely not adequate for ditch maintenance.

7) Connections to City Water and Sewer

- Please address the comments submitted by Gibbs & Olson regarding the Sanitary Sewer – Basis of Design memo.
- The residential water service lines will be 1-inch municipex
- The sewer lateral size – for a single family dwelling in the residential area, is a 4-inch schedule 3034 pvc minimum.
- PVC meeting the requirements of AWWA C-900 is sufficient for the water mains. Ductile iron may need to be used if there are any concerns with minimum pipe cover, which would be reviewed on a case-by-case basis.
- Pipe Bedding - Per the City of Castle Rock Development Policies and Public Works Procedures (July 2020 Edition) pipe bedding shall be crushed surfacing top coarse per WSDOT Standard Specification Section 9-03.9(3).
- Trench Backfill - Per the City of Castle Rock Development Policies and Public Works Procedures (July 2020 Edition) *All granular backfill material will conform to Section 9-03.9 of the WSDOT/APWA Standard Specifications: Bank Run Gravel for Trench Backfill: (Trench backfill material shall consist of aggregate for gravel base, as specified in Section 9-03.10, excepting however, that 100 percent of the material shall pass a 2- ½-inch screen.)* If the onsite sand material meets this specification, it could be used as trench backfill. Compaction requirements must be met which can be difficult to obtain with this material.

8) Roadway design, Access, and Connectivity

- Intersection Spacing – Other than for Tracts A & B which will be covered in the Building Official/Fire Marshall Notes section, the proposed intersection spacing presented does appear to meet the City of Castle Rock Public Works Engineering Standards.
- PUD easement in the Public Right-of-Way – Per the modified Residential Local Access roadway standard. The PUD easement needs to be located on the opposite side of the water main, in the grass strip or underneath the sidewalk. The watermain is to be constructed under the sidewalk on the opposite side.
- Site distance triangle – City of Castle Rock Engineering Street Standards Section 4.03 – Sight Obstruction Detail Drawing No. CR011ST – The purpose of the drawing is to demonstrate the geometry of the standard, the distances shown in the images are examples only, they do not indicate the actual distance. Please reference the City of Castle Rock Public Works Engineering Standards - Section 4 - Street and Asphalt Concrete Paths and/or Bikeways Standards – it references the AASHTO “Green Book” tables 9.3 and 9.6. The AASHTO “Green Book” controls sight distance.

9) Larsen Lane SW

- Per the Castle Rock Landing on the Cowlitz Conditions of Master Site Plan Approval, Item #13: *The City may install reasonable measures to prevent the use of Larsen Lane SW in its existing condition to access the Master Planer Development. This may include, but is not limited to, signage, a gate or bollards with a lockbox, and a cul-de-sac or turnaround for vehicles attempting to enter the Master Planned Development.* Once the design layout of the proposed development is known, the City will have a better idea of what will need to be implemented.
- It is difficult for the City to determine what frontage improvements to Larsen Lane SW would be required without seeing a layout of what a future proposed second phase of development with a connection to Larsen Lane SW looks like.
- Larsen Lane SW is within an existing public right of way and the City does not intend or have a desire to designate Larsen Lane SW as a private road.

10) Traffic Analysis

- Lancaster Mobley, Gibbs & Olson and SCJ will coordinate to provide guidance regarding the scope of work for the required Traffic Study.

General Notes

Large Lot Subdivisions – The City is currently working toward getting the draft ordinance regarding Large Lot Non-Residential Subdivision Exemptions to the Planning Commission, Public Hearing, and then to City Council.

Summary of Anticipated Permits/Applications Required and Other General Requirements Per the Developer Agreement (DA), CRMC 16.12, and CRMC 17.77

Technical Studies and reports that will be required as part of the preliminary subdivision application submittal

- 1) Technical Information Report (TIR) for stormwater analysis and design.
- 2) Traffic Study
- 3) Construction Stormwater General Permit (CSWGP)

Permits/Applications Required/General Requirements Per the Developer Agreement (DA), CRMC 16.12, and CRMC 17.77

- 1) Pre-application Meeting (held on 11/06/2024)
- 2) Neighborhood Meeting (Tentatively set for November 25, 2024)
 - The proponent shall make available a sign-in sheet at the meeting
 - The following items must be submitted to the City with the subdivision application:
 1. A copy of the invitation
 2. A copy of the mailing labels
 3. A notarized affidavit declaring that the invitations were mailed

- 3) Master Application
- 4) Request for Variance (when/if applicable)
- 5) Floodplain Permit (when/if applicable)
- 6) Shoreline Permit (when/if applicable)
- 7) General Land Use Application
- 8) Preliminary Plat Map
- 9) Vicinity sketch
- 10) Title Report
- 11) Per Item 22 of the Castle Rock Landing on the Cowlitz Conditions of Approval dated October 22, 2021:
 - An updated SEPA Environmental Checklist (or a memo describing that there are no substantial changes with the subdivision application).
 - An updated traffic report that identifies the number of trips to be generated, assesses existing conditions, identifies proposed mitigation measures to meet City standards, and that identifies when the mitigation is required. Lancaster Mobley, Gibbs & Olson and SCJ will coordinate to provide guidance regarding the scope of work for the required Traffic Study.
 - Other technical studies and reports that may be required by the City to fully evaluate and mitigate potential adverse impacts.
 - A Landscaping Plan prepared in accordance with the provisions of the Castle Rock Municipal Code and as modified by these by these Conditions of Approval.
 - A Parking Plan prepared in accordance with the provisions of Castle Rock Municipal Code and modified by these Conditions of Approval.
 - An updated Parks, Recreation, and Open Space Master Plan.
 - The applications shall also address the status of applicable conditions of approval of previous phases.
 - An updated Phasing Plan.
- 12) Any other permits as deemed necessary.
- 13) All Applicable Fees associated with permit application submittal, pursuant to the adopted fee schedules.

This information is meant to be helpful but not all inclusive. Other approval, codes, permits, and fees may apply. If you have any questions or concerns, please feel free to contact Karlene Akesson - Building & Planning Clerk at 360-274-8181 ext. 302 or by email at kakesson@ci.castle-rockwa.us