



Planning Commission Agenda - Final

Chair Todd Warnke
Vice Chair Kevin McHugh
Carlos Salinas
Jeff Samuelson
Tom Martinez
Kari Stanley
Mitchell Sawin

Thursday, November 14, 2024

6:00 PM

Town Hall Council Chambers
100 N. Wilcox Street
Castle Rock, CO 80104

**** ALL TIMES ARE APPROXIMATE ****

5:30 pm DINNER FOR BOARD MEMBERS

6:00 pm CALL TO ORDER / ROLL CALL

6:01 pm CERTIFICATION OF MEETING

6:01 pm APPROVAL OF MINUTES

[PC 2024-020](#)

September 26, 2024 Planning Commission Meeting

Minutes

Attachments:

[September 26, 2024 Planning Commission Meeting Minutes](#)

6:03 pm PUBLIC HEARING ITEMS

[PC 2024-021](#)

Use by Special Review - 295 Gordon Ct. Accessory Dwelling
Unit

Attachments:

[Staff Report](#)

[Attachment A: Vicinity Map](#)

[Attachment B: Site Plan and Elevations](#)

6:13 pm TOWN COUNCIL LIAISON UPDATE

6:15 PM DESIGN REVIEW BOARD UPDATE

6:17 pm COMMISSION ITEMS

Check for quorum for upcoming meetings

December 12, 2024

December 26, 2024

6:18 pm STAFF UPDATE/PLANNING COMMISSION DISCUSSION ITEMS

6:20 pm ADJOURN



Town of Castle Rock

Agenda Memorandum

Agenda Date: 11/14/2024

Item #: **File #:** PC 2024-020

To: Members of the Planning Commission

From: Planning Commission Administrator

September 26, 2024 Planning Commission Meeting Minutes

Executive Summary

Attached are the meeting minutes from the September 26, 2024 Planning Commission meeting for your review and approval.



Planning Commission Meeting Minutes - Draft

Chair Todd Warnke
Vice Chair Kevin McHugh
Carlos Salinas
Jeff Samuelson
Tom Martinez
Kari Stanley
Mitchell Sawin

Thursday, September 26, 2024

6:00 PM

Town Hall Council Chambers
100 N. Wilcox Street
Castle Rock, CO 80104

**** ALL TIMES ARE APPROXIMATE ****

DINNER FOR BOARD MEMBERS

CALL TO ORDER / ROLL CALL

Also in attendance: Matt Roth

Present 7 - Jeff Samuelson, Carlos Salinas, Tom Martinez, Chair Todd Warnke, Vice Chair Kevin McHugh, Kari Olson Stanley, and Mitchell Sawin

Attendance 8 - Kevin Wrede, BrieAnna Simon, Sandy Vossler, Matt Hayes, Darcie Hartman, John LaSala, Tara Vargish, and Jeff Smullen

CERTIFICATION OF MEETING

Mr. Wrede confirmed that the meeting and agenda had been noticed in accordance with the requirements of the Open Meetings Law.

APPROVAL OF MINUTES

[PC 2024-017](#)

August 8, 2024 Planning Commission Meeting Minutes

Moved by Salinas, seconded by Vice Chair McHugh, to Approve Planning Commission Topic PC 2024-017 as presented. The motion passed by a vote of: 7 to 0.

Yes: 7 - Samuelson, Salinas, Martinez, Chair Warnke, Vice Chair McHugh, Olson Stanley, and Sawin

PUBLIC HEARING ITEMS

[PC 2024-018](#)

Lost Canyon Ranch Public Land District - 1 Zoning [681 acres, located at 6581 Lost Canyon Ranch Rd]

Ms. Simon presented on PC 2024-0018 Lost Canyon Ranch Public Land District - 1 Zoning. There was no public comment. Commissioners did not have any questions or comments.

Moved by Samuelson, seconded by Sawin, to Approve Planning Commission Topic PC 2024-018 as presented. The motion passed by a vote of: 7 to 0.

Yes: 7 - Samuelson, Salinas, Martinez, Chair Warnke, Vice Chair McHugh, Olson Stanley, and Sawin

[PC 2024-019](#)

Costco Site Development Plan - Lot 1, Filing 1 Dawson Trails

[19.7-acre site located north of present-day Territorial Road and west of West Frontage Road, within Dawson Trails Planned Development, Planning Area F-2]

Ms. Vossler gave a presentation on PC 2024-019 Costco Site Development Plan. Applicant - Larry Jacobsen and Jake Schroeder, Westside Investment Partners, Pari Holliday, Costco, Terry Odle, MG2, Blake Calvert, CORE Consultant, Cassie Slade, Fox Tuttle Transportation, Jeremy Lott, Stacey Weeks, Norris Design. Stacey Weeks presented on the project. Chair Warnke asked about water usage and vegetation, looking for clarification on use of turf. The applicant responded. Chair Warnke also asked for clarification on the 1% pretax donation to a nonprofit, and if that nonprofit is chosen by the local Costco or is chosen higher up, the applicant responded. There were no public comments. Commissioner Salinas asked about any plans to have an EV charger on site, the applicant responded.

Moved by Vice Chair McHugh, seconded by Olson Stanley, to Approve Planning Commission Topic PC 2024-019 as presented. The motion passed by a vote of: 6 to 0.

Yes: 6 - Salinas, Martinez, Chair Warnke, Vice Chair McHugh, Olson Stanley, and Sawin

Recuse: 1 - Samuelson

TOWN COUNCIL LIAISON UPDATE

Mayor Gray gave an update.

DESIGN REVIEW BOARD UPDATE

None.

COMMISSION ITEMS

Check for quorum for upcoming meetings

October 10, 2024

October 24, 2024

STAFF UPDATE/PLANNING COMMISSION DISCUSSION ITEMS

Mr. Wrede gave an update.

ADJOURN

Moved by Chair Warnke, seconded by Vice Chair McHugh, to adjourn. The motion passed by a vote of: 7 to 0.

Yes: 7 - Samuelson, Salinas, Martinez, Chair Warnke, Vice Chair McHugh, Olson Stanley, and Sawin

Minutes approved by the Planning Commission on _____ by a vote of ____ in favor, ____ opposed, with ____ abstention(s).

Planning Commission



Town of Castle Rock

Agenda Memorandum

Agenda Date: 11/14/2024

Item #: File #: PC 2024-021

To: Members of the Planning Commission

From: Dena Paulin, Planner II, Development Services

Use by Special Review - 295 Gordon Ct. Accessory Dwelling Unit

Executive Summary

The applicant, James McGue is requesting approval of a proposed accessory dwelling unit at 295 Gordon Ct. The accessory dwelling unit is a detached structure located in the rear yard of the property. The accessory dwelling unit is a one story dwelling totaling 750 square-feet. The accessory dwelling unit is a detached structure from the existing home and requires a Use by Special Review approval per the accessory dwelling unit regulations adopted in January 2018.

Attachments

Attachment A: Vicinity Map

Attachment B: Elevations and Site Plan



AGENDA MEMORANDUM

To: Planning Commission
From: Dena Paulin, Planner II, Development Services
Title: Use by Special Review – 295 Gordon Ct. Accessory Dwelling Unit

Executive Summary

The applicant, James McGue is requesting approval of a proposed accessory dwelling unit at 295 Gordon Ct. The accessory dwelling unit is a detached structure located in the rear yard of the property. The accessory dwelling unit is a one-story dwelling totaling 750 square-feet. The accessory dwelling unit is a detached structure from the existing home and requires a Use by Special Review approval per the accessory dwelling unit regulations adopted in January 2018.



Figure 1: Vicinity Map

Background

Existing Conditions and Surrounding Uses

295 Gordon Ct. is a single story, single-family residence and is part of Memmen's Second Addition. The residence was built in 1977 and is a 1,606 square foot structure on a .262-acre lot. The architectural style of the house is consistent with the neighborhood.



Figure 2: Existing Home

Zoning Regulations

The property is zoned R-1 Single-Family Residential District. The R-1 Single Family Residential District does not expressly prohibit accessory dwelling units; therefore, they are an allowed use per the Town's accessory dwellings unit regulations (Castle Rock Municipal Code Section 17.61).

An accessory dwelling unit (ADU) is a secondary/smaller, independent residential dwelling unit located on the same lot as a stand-alone single-family home. The accessory dwelling unit may be internal to the single-family home (i.e. a finished basement with a separate entrance) or detached from the single-family home (i.e. an apartment over a detached garage). Town Council approved new accessory dwelling unit regulations in January 2018 to permit and regulate accessory dwelling units across the Town unless expressly prohibited in a PD. The

intent of permitting accessory dwelling units is to provide (i) alternative housing options to make more efficient use of existing housing stock and infrastructure, (ii) flexible use of space for property owners, and (iii) a mix of housing types that responds to changing family dynamics. Because accessory dwelling units do not require additional land, they can be incorporated into established neighborhoods more easily than other forms of housing. Approval of a Use by Special Review application is a requirement for any new structure containing an accessory dwelling unit.

Discussion

Design

The proposed accessory dwelling unit is one story totaling 750 square feet. The height of the accessory dwelling unit is proposed to be 15 feet. The exterior of the accessory dwelling unit is proposed to consist of lap siding with brick wainscoting to match the color and style of the primary residence.

The proposed accessory dwelling unit is located in the rear yard of the property. It is proposed to be setback 10 feet from the rear property line, 28 feet from the north side property line and 36.6 feet from the south side property line.

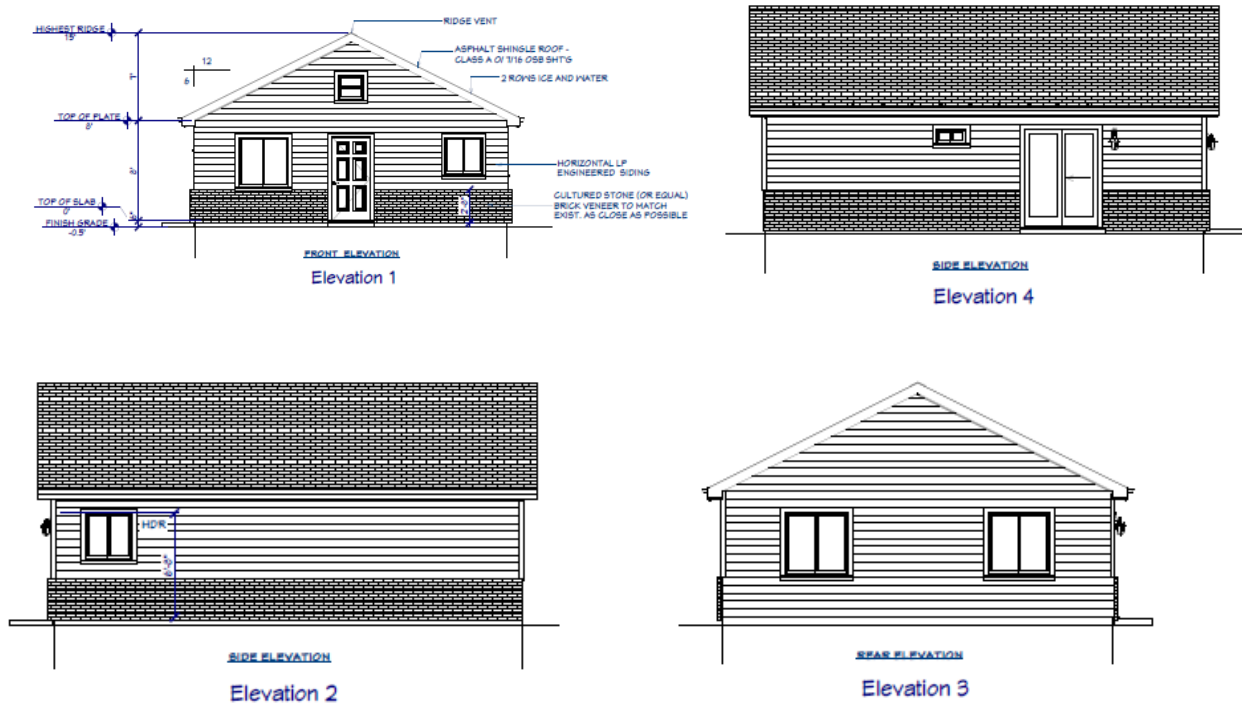


Figure 3: Elevations

Development Standards

The proposed addition to the home meets the required setback and height requirements of the R-1 Single-Family Residential District.

Notification and Outreach

Public Notice

Public hearing notice signs were posted on the property on October 30, 2024. Written notice letters were sent to property owners within 500 feet of the property, at least 15 days prior to the public hearings.

Town staff published notice of the Planning Commission public hearing on the Town's website and provided information about the proposal on the Town's *Development Activity* interactive map.

Neighborhood Meetings

A neighborhood meeting was held on June 25, 2024 virtually on Webex. No members of the public were in attendance. A second neighborhood meeting was held on October 14, 2024 virtually on Webex. One member of the public attended and expressed their support for the project.

Analysis

This staff analysis takes into account the representations made in the application and attachments submitted to date.

Accessory Dwelling Units Regulations and Restrictions and Analysis 17.61.050

- A. *A building permit meeting all Town regulations must be obtained for all Accessory Dwelling Units.*
- B. *The Town may issue a building permit authorizing the construction and use of an Accessory Dwelling Unit, provided the following conditions apply:*
 1. *Number. No more than one (1) ADU may be created or maintained on a single lot or tract.*
 2. *Owner Occupancy.*
 - a. *The property owner, as evidenced in the Douglas County public records, must occupy either the Primary Dwelling Unit or the Accessory Dwelling Unit, or both.*
 - b. *In the event the property is not owned by a natural person(s), then an individual with ownership or direct interest in the entity, as demonstrated to the Director, may be considered a property owner.*
 - c. *The Director may waive this Owner Occupancy requirement for temporary absences of less than one (1) year provided that the owner has maintained the permitted use for a minimum of two (2) years and submits proof of temporary absence.*
 3. *Dual Rental Prohibited. At no time may both the Primary Dwelling Unit and Accessory Dwelling Unit be renter occupied. Prior to issuance of a building permit for an ADU, the property owner shall record a deed restriction, in a form acceptable to the Director, prohibiting the concurrent renting of both the Primary Dwelling Unit and the Accessory Dwelling Unit.*

4. *Subdivision. Accessory Dwelling Units may not be subdivided or otherwise conveyed into separate ownership from the Primary Dwelling Unit on the lot or tract.*
5. *Utilities.*
 - a. *No separate water or sewer taps will be allowed for the ADU.*
 - b. *All billing for water, sewer and storm water services will be billed to the Primary Dwelling Unit account holder. As a condition to issuance of a building permit, the account holder shall certify to the Town that they will be responsible for all utility charges incurred by the ADU.*
 - c. *Should an ADU require the enlargement of the Primary Dwelling Unit's existing water tap, the applicant shall pay the incremental System Development Fees (as set forth in Chapter 13.12 of the Code) based on the new tap size, together with any connection fees.*
6. *HOA Compliance. It shall be the obligation of the property owner to obtain compliance with any homeowner association requirements for the ADU. The Town will not independently verify such compliance.*
7. *Design. An ADU shall be designed to maintain the architectural design, style, appearance and character of the Primary Dwelling Unit, and must be consistent with the existing façade, roof pitch, siding, eaves, window treatment and color of the Primary Dwelling Unit. The ADU shall be permanently affixed to an engineered foundation. All district zoning regulations applicable to the construction and placement of structures shall apply to ADUs.*
8. *Size. The floor area of an ADU located interior to the Primary Dwelling Unit shall not exceed fifty percent (50%) of Primary Dwelling Unit. The building footprint of a detached ADU or a new ADU addition to the Primary Dwelling Unit shall not exceed eight hundred (800) square feet, unless the PD zoning regulations establish a different limitation, in which event the PD zoning regulations governing size shall apply.*
9. *Entrance. If an ADU is created by an addition to an existing Primary Dwelling Unit that requires a new separate outside entrance, only one (1) entrance may be located visible from the street upon which the property is addressed. The additional entrance may be located on the side of, or in the rear of the Primary Dwelling Unit.*
10. *Deviation from stated conditions. A request for deviation from the applicable regulations to install features that facilitate access and mobility for disabled persons shall be considered by the Board of Adjustment pursuant to Chapter 17.06 of the Code.*
11. *Pets. The restriction on the number of animals allowed under the Code shall be per lot, irrespective of the number of dwelling units located on the lot.*
12. *Prohibited structures. Mobile homes, recreational vehicles and travel trailers are prohibited as Accessory Dwelling Units.*

The proposed accessory dwelling unit meets the above stated conditions. The proposed accessory dwelling footprint does not exceed 800 square feet. The proposed accessory dwelling unit facade is consistent with the existing home. The exterior entrance of the accessory dwelling is located behind the existing home and will not be visible from the street.

Use by Special Review, Review and Approval Criteria and Analysis 17.39.010

In addition to the criteria set forth in Section 17.38.040, Use by Special Review applications shall also be evaluated under the following criteria:

- A. *Demonstrates design compatibility with the scale, architectural character and other prominent design themes found within the surrounding neighborhood.*
- B. *Demonstrates compatibility of the proposed use with existing and planned uses on adjacent properties.*
- C. *Mitigates adverse impacts or nuisance effects such as, but not limited to, visual impacts, noise, vibrations, light intensity, odors, loitering or level of outdoor activity, hours of operation or deliveries.*
- D. *Will not result in undue traffic congestion or traffic hazards. Adequate off-street parking must be provided. Pedestrian access must be adequately addressed when this type of access is identified as a significant component or need of the proposed use.*
- E. *Provides adequate landscaping, buffering and screening from adjacent and surrounding uses of potential impact.*

The proposed ADU is compatible with the surrounding single family neighborhood as it meets the development standards for an accessory structure and the proposed architecture is compatible with the existing home which is of the typical style found in the neighborhood. The use will not have adverse impacts on the area, nor create undue traffic congestion. In addition, by meeting the specific criteria for an accessory dwelling unit, the proposal has met the general approval criteria for a use by special review.

Budget Impact

Development of the property will generate review fees and building permit fees.

Findings

All staff review comments have been addressed. Town staff has found that the proposed Use by Special Review for 295 Gordon Ct. addresses the following:

- Generally, conforms with the objectives of the Town Vision and the Comprehensive Master Plan,
- Meets the requirements of the R-1 Single-Family Residential District,
- Meets the review and approval criteria of the Municipal Code, Accessory Dwelling Units Chapter 17.61 and Use by Special Review 17.39.

Recommendation

Staff recommends approval of the Use by Special Review.

Proposed Motion

Option 1: Approval

"I move to recommend approval of the Use by Special Review to Town Council."

Option 2: Approval with Conditions

“I move to recommend approval of the Use by Special Review to Town Council, with the following conditions:” (list conditions)

Option 3: Continue item to next hearing (need more information to make decision)

“I move to continue this item to the meeting on xxxxx, 2024.”

Attachments

Attachment A: Vicinity Map

Attachment B: Elevations and Site Plan

Unincorporated
Douglas County

Subject Property

Mermmen
Young

South Street

PREAPP24-0036 Vicinity Map

Subject Property

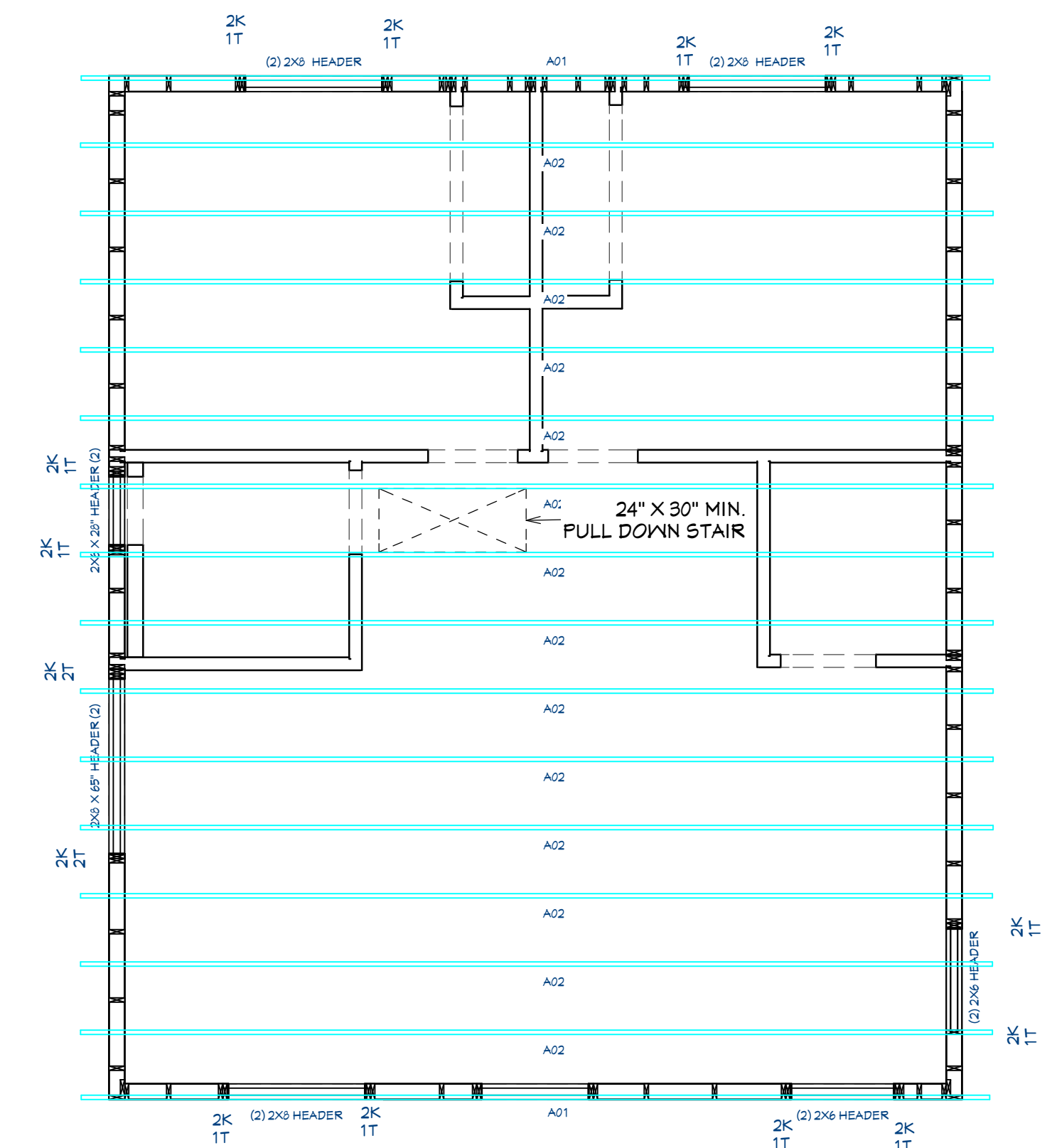
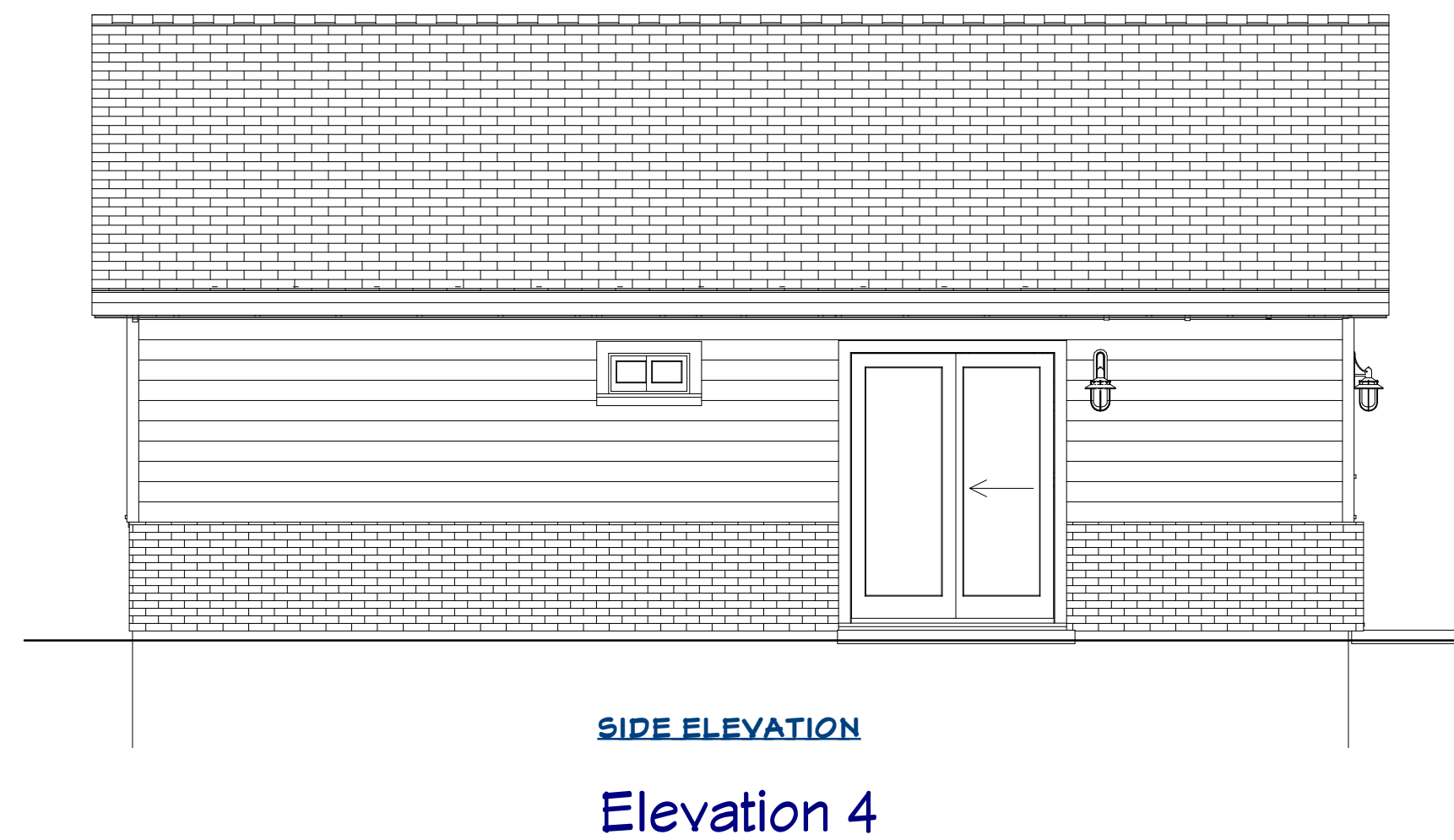
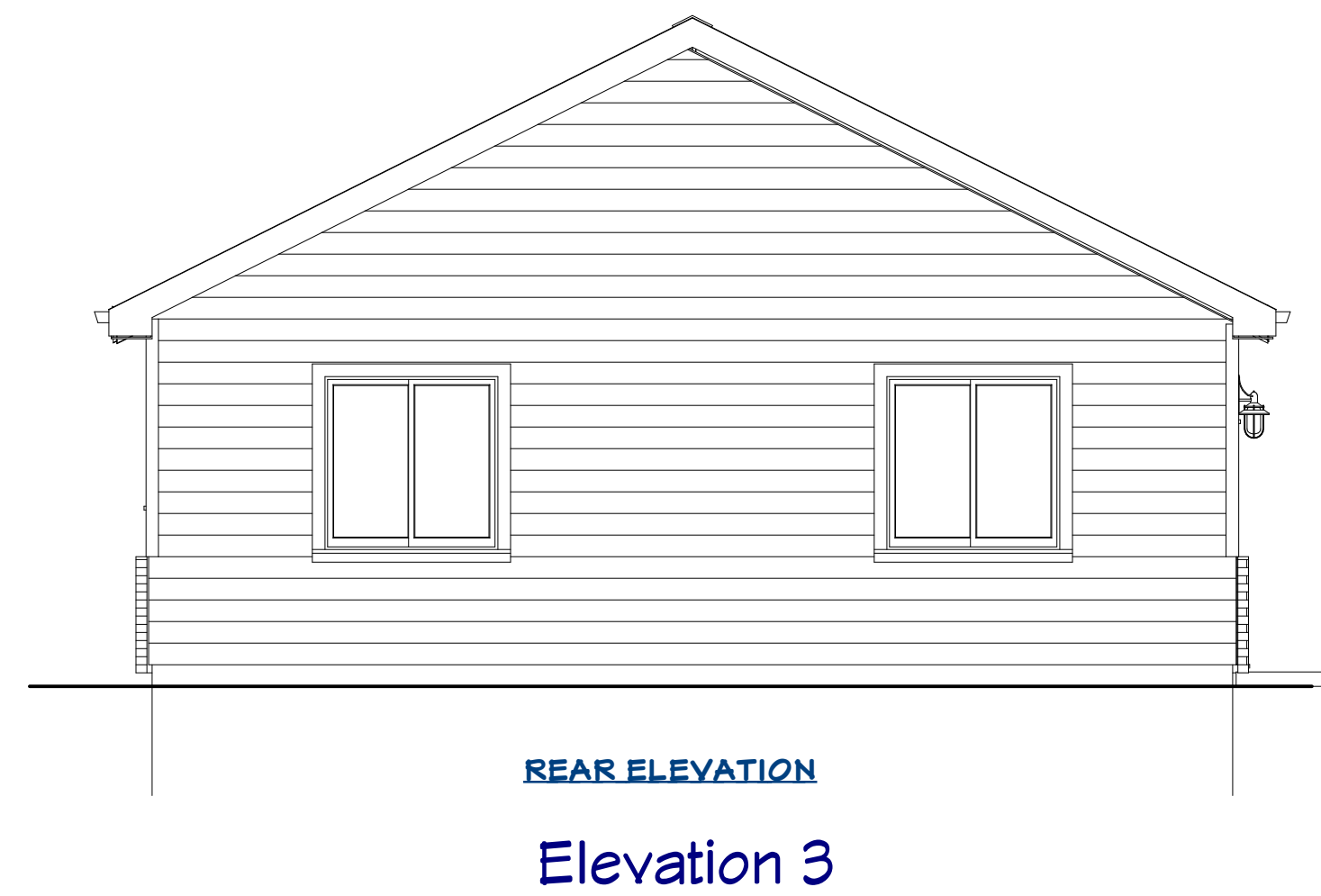
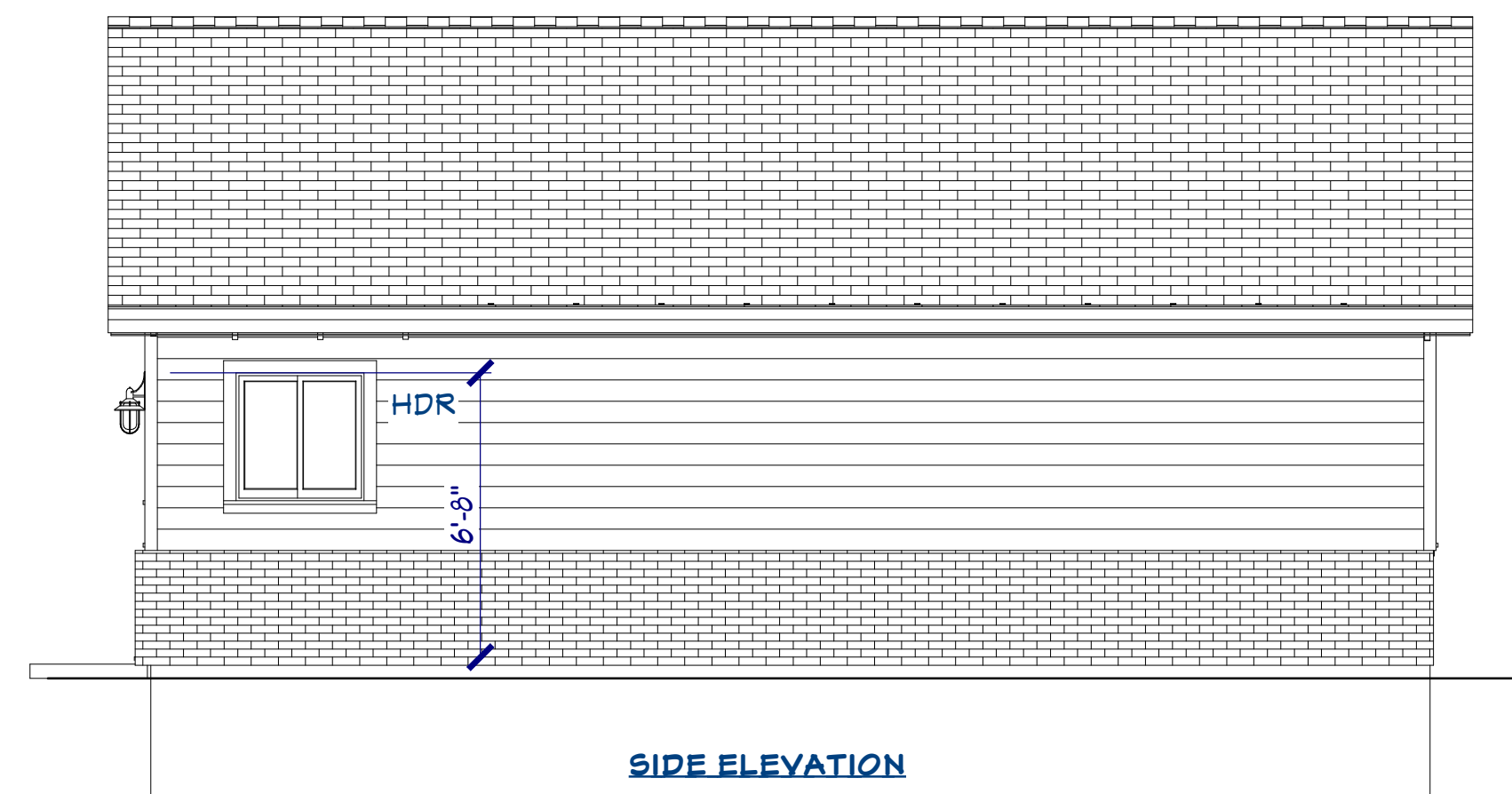
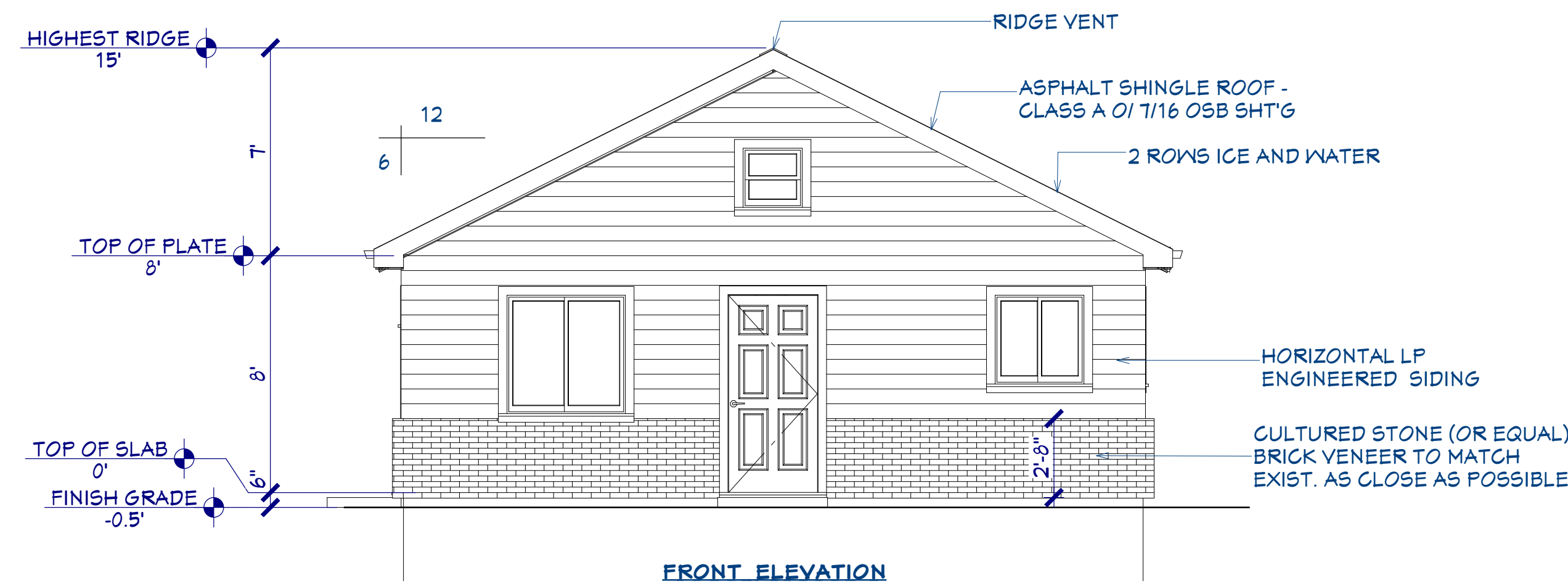


0 62.5 125 250 Feet

THESE PLANS AND PROJECT SHALL CONFORM TO 2018 IRC, and ALL LOCAL ORDINANCES AS PER CHAPTER 15.06 OF THE CASTLE ROCK MUNICIPAL CODE AND AMENDMENTS.

BUILDING OCCUPANCY: Group R-3 & U; Non Sprinklered ; Type V -B CONSTRUCTION.

WRITTEN DIMENSIONS ON THESE PLANS SHALL HAVE PRECEDENCE OVER SCALED DIMENSIONS. CONTRACTOR TO VERIFY AND BE RESPONSIBLE FOR ALL EXISTING CONDITIONS AND DIMENSIONS PRIOR TO, AND DURING ALL PHASES OF WORK. THIS OFFICE MUST BE NOTIFIED OF ANY VARIATION FROM THE DIMENSIONS AND CONDITIONS SHOWN BY THESE DRAWINGS.



PROVIDE H2.5 TRUSS CLIPS @ EA. END OF TRUSS TO TOP PL.

TRUSS NOTE:

FINAL TRUSS PACKET WAS NOT PROVIDED AT TIME OF COMPLETION. BUILDER IS RESPONSIBLE FOR VERIFYING ALL UPLIFT & BEARING REQUIREMENTS THAT MAY OR MAY NOT BE ANNOTATED ON THIS PLAN. HANGER SPECS BY TRUSS MANUF.

ROOF NOTES:

EXTERIOR GARAGE WALLS ARE 2x4 STUDS @ 16" O.C.; ALL INTERIOR WALLS ARE 2x4 STUDS @ 16" O.C., UNLESS OTHERWISE NOTED.

ALL TRUSSES TO BE DESIGNED BY A LICENSED ENGINEER. TRUSS DETAILS TO BE ON HAND AT TIME OF INSPECTION.

ALL HEADERS TO BE (2) 2x12 HEM-FIR #2 OR BETTER, OR AS NOTED ON PLAN. TRIMMERS AND KING STUDS ARE NOTED ON PLAN.

POST SIZES ARE NOMINAL.

USE (1) SIMPSON H2.5T 'HURRICANE CLIP' AT EACH END OF EACH TRUSS, UNLESS OTHERWISE NOTED.

ALL BUILT UP STUD COLUMNS SHALL BE CONTINUED TO THE FOUNDATION.

ALL BEARING BLOCKS (IF REQUIRED) SHALL BE 12" LONG. ATTACH BLOCKS TO BOTTOM CHORD OF TRUSSES USING (3) 10d NAILS @ 6" O.C.

GUTTERS & DRAIN-SPOUTS ARE ONLY REQUIRED FOR DWELLINGS PER IBC CODE (IBC 303.4.5.4).

DESIGN LOADS:

ROOF: 40 LIVE LOAD WIND: 120 MPH, EXP. 'C'
 15 DEAD LOAD
 55 TOTAL LOAD ROOF SNOW LOAD = 40 PSF

NUMBER	DATE	REVISION BY	DESCRIPTION

OWNER:
JIM MCGUE
295 GORDON CT.
CASTLE ROCK, CO 80104

DESIGN BY:
JD Designs
 MONUMENT, CO
 (719) 510-8020 www.JDDesigns.net

DATE:

9/10/2024

SCALE:

1/4"=1'-0"

SHEET:

A-3

SITE PLAN

LEGAL DESCRIPTION

LOT 24 BLOCK 3, MEMMEN 2ND
ADDITION - CASTLE ROCK

