

Application Materials

CRP-25-016

1. Narrative
2. Signed Application Forms - Comprehensive Plan Amendment/Rezone
3. Signed Application Forms – Boundary Line Adjustment (BLA)/Lot Consolidation
4. SEPA Checklist
5. Pre-Application Notes
6. Letter of Completeness

CRP-25-016

Application Materials

1. Narrative

Date: 6/24/2025

City of Castle Rock
Planning Department
141 "A" Street SW
Castle Rock, WA 98611

RE: Request for Zoning Map and Comprehensive Plan Map Amendments – Parcels 30297 & 30298

Dear Planning Department,

I am writing to formally request an amendment to both the Zoning Map and the Future Land Use Map for the following properties:

- Parcel 30297, located at 333 A Street SW, and
- Parcel 30298, located at 341 A Street SW, Castle Rock, WA

Zoning Map Amendment Request:

We propose to rezone the above-listed parcels from High Density Residential (HDR) to Retail Commercial (RC). This change is being requested to better align with the current and intended commercial use of the properties and to support the economic vitality of the downtown area.

Future Land Use Map Amendment Request:

We also request a corresponding amendment to the Castle Rock Comprehensive Plan's Future Land Use Map, to redesignate the same parcels from Low Density Residential (LDR) to Downtown Commercial (DC). This adjustment would ensure consistency between zoning and future land use designations and reflect the existing character and use of the properties.

Additionally, as part of this process, we are initiating a lot consolidation to combine the two parcels into a single legal lot. This consolidation will better reflect the unified use of the property and allow for more efficient and cohesive development that meets both the current and future needs of the site.

Included below are the completed Comprehensive Plan Amendment/Rezone Application Packet and the Lot Consolidation Packet for your review and processing.

We appreciate your time and consideration and look forward to working with the City through this process.

Sincerely,

Addie Ashby 6/24/2025

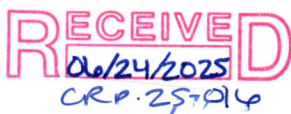
Addie Ashby, Member

GAME Properties LLC

Garrett Ashby 6/24/25

Garrett Ashby, Member

GAME Properties LLC



CRP-25-016

Application Materials

**2. Signed Application Forms – Comprehensive Plan
Amendment/Rezone**



City of Castle Rock

Building & Planning Department

Comprehensive Plan Amendment/ Rezone Application Packet Contents Page

141 A St SW / PO Box 370

Castle Rock, WA 98611

Phone: 360-274-8181

finance@ci.castle-rock.wa.us

bldgdept@ci.castle-rock.wa.us

Complete & Submit		<input type="checkbox"/> = Forms that need to be completed and returned to the City of Castle Rock Finance Office. <input type="checkbox"/> = Forms and/or links that are informational and do not need to be submitted.
1	<input checked="" type="checkbox"/>	Comprehensive Plan Amendment/Rezone Application Packet Contents (1 page)
2	<input type="checkbox"/>	A Pre-Application Conference / Site Plan Review is required. Please contact City Hall for more information if you have not scheduled a pre-application conference.
3	<input type="checkbox"/>	Environmental Questionnaire – <i>Submit with Pre-Application Forms – Please contact City Hall for more information if you have not scheduled a pre-application conference.</i>
4	<input checked="" type="checkbox"/>	Master Application (1 page)
5	<input checked="" type="checkbox"/>	Comprehensive Plan Amendment/Rezone Application (3 pages)
6	<input checked="" type="checkbox"/>	General Land Use Application (2 pages)
7	<input checked="" type="checkbox"/>	SEPA - Environmental Checklist – online printable form: <i>See Property line Adj</i> http://ci.castlerock.wa.us/download/SEPAchecklist_2017_locked.docx
8	<input type="checkbox"/>	Castle Rock Municipal Code (CRMC) Chapter 17.72 Amendments and Review Procedures (4 pages)
9	<input type="checkbox"/>	Fee Schedules 1 & 5 of Resolution No. 2025-03 (7 pages) Additional costs* (* = Additional costs apply. Additional costs may include but are not limited to copies, postage, publishing, engineering fees, city planner fees, contracted building official fees, and hearing examiner fees. Each additional cost will be billed at actual cost plus 10%). Fees are nonrefundable. The entire Master Fee Schedule (Resolution No. 2025-03) is available in the Finance Office or online at https://ci.castle-rock.wa.us
10	<input type="checkbox"/>	View the Castle Rock Municipal Code (CRMC) online at: https://www.codepublishing.com/WA/CastleRock/ The Castle Rock Municipal Code may also be viewed in the Finance Office located in City Hall.
	<input type="checkbox"/>	CRMC – Title 17 Zoning
	<input type="checkbox"/>	CRMC – Title 18 Environmental Protection

I acknowledge the above documents and/or web addresses/links were provided to me in the Comprehensive Plan Amendment/Rezone Application Packet.

Furthermore, I acknowledge that information sheets are intended to assist the public in understanding the effect of codes and regulations. Information sheets are not complete statements of these codes and should not be used as a substitute for them. If conflicts arise, the codes and regulations are the final authority. To ensure you have the most current information and applications, consult City Staff. It may also be beneficial to contact City Staff to be sure you understand all requirements before submitting materials or payments.

I also acknowledge there are fees associated with a Comprehensive Plan Amendment/Rezone Application and the applicant shall pay fees according to the City of Castle Rock Fee Schedule to defray a portion of the expenses encountered in processing the application.

Fees are non-refundable.

Name: GAME Properties LLC - Addie Ashby
(Please Print)

Signature: Addie Ashby Date: 6/16/2025

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Rezone/Comp/SEPA



City of Castle Rock

Department Of Building and Planning

City Hall, PO Box 370 / 141 'A' St SW, Castle Rock, WA 98611

Phone: 360.274.8181 / Email: finance@ci.castle-rock.wa.us

CRP-25-016

Rezone Comp/SEPA

PLEASE PRINT IN INK OR
TYPE

MASTER APPLICATION

PROPERTY INFORMATION

Project Address: 341 A St SW
333 A St SW City: Castle Rock Parcel #: 30297 & 30298
Short Plat/Subdivision: Gumms Block: 300 Lot: 485

OWNER/APPLICANT INFORMATION

Applicant/Authorized Agent: Addie Ashby Phone: 360 355 6477
Mailing Address: PO Box 121 City: Castle Rock State: WA Zip: 98611
Property Owner: GAME Properties LLC Phone: 360 355 6477
Mailing Address: PO Box 121 City: Castle Rock State: WA Zip: 98611
Contractor: _____ Lic #: _____ Phone: _____
Mailing Address: _____ City: _____ State: _____ Zip: _____
Lender Name: Umpqua Bank Phone: _____
Lender's Address: _____

PROJECT INFORMATION

Building/Construction	Planning	Environmental
<input type="checkbox"/> Building Permit	<input type="checkbox"/> Critical Areas	<input type="checkbox"/> Critical Areas
<input type="checkbox"/> Excavation & Grading Permit	<input type="checkbox"/> Flood Plain	<input type="checkbox"/> Flood Plain Permits
<input type="checkbox"/> Manufactured/Structure Placement	<input type="checkbox"/> Home Occupation Business License	<input checked="" type="checkbox"/> SEPA
<input type="checkbox"/> Mechanical Permit	<input type="checkbox"/> Master Plan	<input type="checkbox"/> Surface Mining
<input type="checkbox"/> Plumbing Permit	<input type="checkbox"/> Mobile Home Park	<input type="checkbox"/> Other _____
<input type="checkbox"/> Roofing Permit	<input type="checkbox"/> Plat (Preliminary)	
<input type="checkbox"/> Signage Permit	<input type="checkbox"/> Plat (Final)	
<input type="checkbox"/> Other _____	<input type="checkbox"/> Site Plan (Preliminary)	<input checked="" type="checkbox"/> Comprehensive Plan Amendment/Rezone
	<input type="checkbox"/> Site Plan (Final)	

PROJECT DESCRIPTION

Occupancy Group: _____ Type of Construction: Addition Sq. Ft. 1000 No. of Stories: 1 No. of Bedrooms: 0

Is there any grading, filling, or excavation associated with this project? _____ Quantity (cubic yards): _____
(Including grading for road construction, site preparation, and landscaping.) **NO SITE WORK MAY BE DONE PRIOR TO CRITICAL AREAS DETERMINATION.**

Water Supply: City Sewage Disposal: City Type of Heat: HVAC Fair Market Value: \$250,000

Does project involve Asbestos? ☐ YES ☒ NO

PROVIDE A BASIC DESCRIPTION OF THE PROPOSED PROJECT: Add an Office Space to existing building, Demolish
2nd building into a parking lot. Consolidate lots

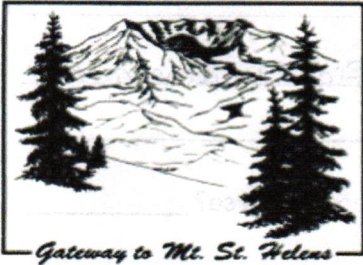
I hereby certify that I am the owner or duly authorized agent of the owner for the purposes of this application. Further, I grant permission from the owner to any and all employees and representatives of the City of Castle Rock and other governmental agencies to enter upon and inspect said property as reasonably necessary to process this application. I further certify that I have read and examined this application and know the same to be true and correct. If any of the information provided on this application is incorrect, the permit or approval may be revoked.

APPLICANT'S SIGNATURE: Addie Ashby DATE: 6/16/25

APPLICATION ACCEPTED BY: Charlene Akerson DATE: 6/24/2025

APPLICATION APPROVED BY: _____ DATE: _____

PERMIT NUMBER
CRP-25-016



City of Castle Rock

Building & Planning Department

Comprehensive Plan Amendment/Rezone Application

141 A St SW / PO Box 370
Castle Rock, WA 98611
Phone: (360) 274-8181
finance@ci.castle-rock.wa.us
bldgdept@ci.castle-rock.wa.us

Owner/Applicant Information

Property Owner(s): GAME Properties LLC Daytime Phone: 360 355 6477

Mailing Address: PO Box 121 City: Castle Rock State: WA Zip Code: 98611

E-mail address: ashfam12@gmail.com Fax: _____

Applicant: Addie Ashby (owner) Daytime Phone: 360 355 6477

Mailing Address: PO Box 121 City: Castle Rock State: WA Zip Code: 98611

E-mail address: ashfam12@gmail.com Fax: _____

Applicant's Representative: _____ Daytime Phone: _____

Mailing Address: _____ City: _____ State: _____ Zip Code: _____

E-mail address: _____ Fax: _____

Property Information

Project Address(es): 333 / 341 Ast SW, Castle Rock, WA 98611

Property		Existing Designations		Requested Amendment	
Parcel #	Size (acres)	Comprehensive Plan Designation	Zoning District	Comprehensive Plan Designation	Zoning District
30297	.09	Low Density Res	High Density Res	Downtown Comm	Retail Comm
30298	.11	Low Density Res	High Density Res	Downtown Comm	Retail Comm

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CRP-25-06

Application for Comprehensive Plan Amendment/Rezone

Page 1 of 3

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CRP-25-06

Property Information - continued

Property Description: (Please discuss the natural and built environment). Existing office building and Storage building. Single level, paved parking

Will you need to extend water, sewer, or power to the property? NO If yes, how do you propose to do so? Existing

☒ Please attach additional sheets as necessary, numbered and signed.

SURROUNDING USES

See Additional Sheets

Direction	Comprehensive Plan Designation	Zoning District	Land Use
North	<u>H-D Residential</u>		
South			
East			
West			

Decision Criteria

1. How is this proposal consistent with the provisions of state planning statutes? Will the amendment result in comprehensive plan or regulatory conflicts?
2. How will the proposed change increase the development or use potential of a site or area without creating significant adverse impacts on existing uses and critical areas?
3. How will the property be adequately served by applicable services, facilities, and utilities, including transportation?
4. How will the proposal help implement City goals and/or policies contained within the plan?

☒ Please attach additional sheets as necessary, numbered and signed.

Site Plan

A site development plan for Comprehensive Plan Amendment proposals shall be reviewed in accordance with Castle Rock Municipal Code 17.77.040 and the results of the review shall accompany the application for amendment. The site development plan shall be drawn to a scale of not more than fifty feet to the inch showing at a minimum:

1. Identification of the proposed use;
2. Boundaries of the site;
3. Adjacent streets, properties, and land uses;
4. Site topography;
5. Proposed points of entrance and exit;
6. Interior streets and circulation pattern, if any;
7. Off-street parking and outdoor storage areas;
8. Railway sidings and loading areas, if any;
9. Location of all buildings and pertinent structures;
10. Horizontal (plan view) and vertical (elevation view) views of all buildings and pertinent structures, showing all dimensions and setbacks;
11. Location and, for development proposals, design of sewer lines and connection, drainage facilities and storm sewers, water lines, and fire hydrants;
12. Plans for general site grading, landscaping, signs and outdoor advertising structures, site screening, and other pertinent features required by this title and of the zoning district.

Application Checklist

- ☒ Comprehensive Plan Amendment/Rezone Application Packet Contents Page
- ☒ Pre-Application/Site-Plan Review Notes - One copy of the comments received after attending the required preapplication/Site-plan review meeting
- ☒ Master Application
- ☒ Comprehensive Plan Amendment/Rezone Application (this application-including attachments)
- ☒ One (1) reproducible copy (8-1/2" x 11" or 11" by 17") or (7) oversized copies of a site plan/drawing
- ☒ General Land Use Application
- ☒ SEPA (State Environmental Protection Act) checklist – completed and signed
- ☒ Any Additional Information/Documents Necessary and/or Required to Process the Request – all pages numbered and signed.
- ☒ The fees required for processing these permits. The fees differ depending on the scope of the project, such as whether a subdivision of land is involved or if a Shoreline Substantial Development permit is required. Please consult with the City Planner for fee determination.

Required Signatures

Only the property owner may sign an application to amend the Comprehensive Plan. I certify that I am the owner of the property(ies) included in this application and certify that the information provided in this application is true and correct.

Addie Ashby
Property Owner's Signature

Addie Ashby
Print Name

6/16/25
Date

Addie Ashby
Applicant's Signature

Addie Ashby
Print Name

6/16/25
Date

Applicants Representative Signature

Print Name

Date

☐ **Representation Authorization** I authorize the person(s) listed as the Applicant and Applicant's Representative on page 1 to represent me in this application process. Property Owner(s) initials: _____

☐ **I do** want to be sent a copy of all correspondence transmitted by the City. I understand I will be charged fees, as outlined in the fee schedule for copies of public records, per page for copied and/or electronic files. Property Owner(s) initials: _____

☐ **I do not** wish to be sent a copy of all correspondence transmitted by the City. Property Owner(s) initials: _____

☒ There are 1 pages of additional information attached to this application.

DA Property Owner(s) initials

Adelle Ay (1)

1. How is this proposal consistent with the provisions of the state planning statues? Will the amendment reseal in comprehensive or regulatory convicts?

- The application brings the property into greater conformance with the current uses and future development of the corridor, this is a corrective action to have the comprehensive plan and zoning map reflect actual uses. Thus, providing consistency with state and local regulations.

2. How will the proposal change increase the development or use potential of a site or area without creating significant adverse impacts on existing use and critical area?

- No critical areas or adverse impacts by this zone change

3. How will the property be adequately served by applicable services, facilities, and utilities, including transportation?

- The use is existing, and expansions/revisions are in line with development patterns, access and the proposed zone.

4. How will the proposal help implement City Goals and or policies contains within the plan?

- Downtown/Commercial/Industrial
 - Goal 6. Encourage the establishment of new commercial and industrial enterprises that will bring services and jobs to the community.
- Economic Development Goals:
 - Goal 2: Ensure sustained economic growth, and increase employment opportunities
 - Goal 9: Attain an improved level of commercial and service activities in the City.
 - Policy 8: Ensure that sufficient commercial lands exist to meet various retail, service, and general consumer needs.
 - Policy 9: Encourage the rehabilitation and re-use of historic buildings and /or dilapidated commercial areas. Improving our property acts as a catalyst/encouragement to the corridor

DIRECTION	COMP PLAN	ZONING	LAND USE
NORTH	LOW DENS RES	HIGH DENS RES	CITY SHOP/STATE ROUTE 411
SOUTH	LOW DENS RES	HIGH DENS RES	ALLEY, HOUSES
EAST	LOW DENS RES	HIGH DENS RES	HOUSE, ONE BLOCK FROM COMMERCIAL
WEST	LOW DENS RES	HIGH DENS RES	PUD SUB STATION

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CRP-25-616



General Land Use Application

141 A St SW / PO Box 370

Castle Rock, WA 98611

Phone: (360) 274-8181

finance@ci.castle-rock.wa.us

OFFICIAL USE ONLY

Case # _____ Related File # _____ Received By: _____

One or more of the following **Supplements** must be attached to this **General Land Use Application**:

TITLE 16 SUBDIVISIONS

- ☐ Binding Site Plan
- ☐ Boundary Line Adjustment
- ☐ Condominium Subdivision
- ☐ Final Plat (Subdivision)
- ☐ Final Short Plat
- ☐ Preliminary Plat (Subdivision)
- ☐ Preliminary Short Plat

TITLE 18 ENVIRONMENTAL PROTECTION

- ☐ Critical Areas Determination
- ☐ Critical Areas Permit
- ☐ Environmental Questionnaire
- ☒ SEPA Checklist
- ☐ Shorelines Conditional Use
- ☐ Shorelines Substantial Development
- ☐ Shorelines Variance

TITLE 17 ZONING

- ☐ Annexation
- ☐ Bed & Breakfast – (CUP)
- ☐ Comprehensive Plan Amendment
- ☐ Conditional Use Permit = (CUP)
- ☐ Home Occupancy Business License
- ☐ Home Occupancy in an Accessory Building – (CUP)
- ☐ Manufactured Home Park
- ☐ Recreational Vehicle Park – (CUP)
- ☐ Request for Clarification
- ☒ Rezone
- ☐ Similar Use Authorization
- ☐ Special Use Permit
- ☐ Variance

OTHER

- ☐ Request for Pre-Application Meeting
- ☐ Wireless Communications Facilities - (CUP)
- ☐ Other _____

Project Name: Ashby

Project Address: 333/341 Ast SW
Castle Rock, WA 98611

Applicant: GAME Properties LLC
Phone: 360 335 6477
E-mail Address: aacrwa97@gmail.com

Mailing Address: PO Box 121
Castle Rock, WA 98611

Owner: Addie Ashby
(if other than applicant)
Phone: 360 355 6477
E-mail Address: ashfam12@gmail.com

Mailing Address: PO Box 121
Castle Rock, WA 98611

Other Authorized Representative (if any): Garrett Ashby
Mailing Address: PO Box 121 Castle Rock, WA 98611
Phone: 360 749 9762
E-mail Address: ashfam12@gmail.com

Project Description: Ashby EDJ Building Expansion; Combine lots, expand building on 333 Ast, demolish building on 341 Ast to use as parking lot

Size of Project Site: 8526 Sq FT

Assessor Tax Parcel Number(s): 30297 & 30298

Full Legal Description of Subject Property (Attached ☒):

Zoning: Heavy Residential

Special Areas On or Near Site (show areas on site plan):

☐ Creek, Stream or River (name): _____

☐ Wetland _____

☐ Steep Slopes/Draw/Gully/Ravine _____

☐ Flood Hazard Area _____

☒ None

Water Service

Existing pipe size and material: Per City

Proposed pipe size and material: _____

Sewage Disposal

Existing: Per City

Proposed: _____

Access

Name of Street(s) from which access will be gained: 4th Street (Existing)

Owner's Consent and Authorization

I affirm that I am the owner of the subject site and all answers, statements, and information submitted with this application are correct and accurate to the best of my knowledge. Further, I grant permission from the owner to any and all employees and representatives of the City of Castle Rock and other governmental agencies to enter upon and inspect said property as reasonably necessary to process this application.

I agree to pay all fees of the City that apply to this application.

Addie Ashby
Owner's Name (Print Name)

Addie A
Owner's Signature

6/16/25
Date

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06/24/2025

CHECKLIST FOR LOT CONSOLIDATION

- ✓ **Scale all pertinent information shall be shown normally at a scale of 1 inch to 100 feet (Max paper size 18x24)**
 - **Standard drafting scale** 1 inch = 20 feet
 - **Appropriate identification of the drawing as a lot consolidation**
- ✓ **Plat Certificate verifying ownership and encumbrances**
- ✓ **Names and addresses of owners**
 - Garrett & Addie Ashby
 - Game Properties, LLC
- ✓ **The date, north point, and scale of the drawing**
- ✓ **Full legal description of the entire property**
 - Lot 4 Gumm's Addition to Castle Rock according to the plat thereof recorded in volume 3 of Plats, Page 23, Records of Cowlitz County, Washington
And
Lot 5, Gumm's Addition to Castle Rock, according to the plat thereof recorded in volume 3 of Plats, Page 23, Records of Cowlitz County, Washington
- ✓ **The locations' widths, lengths, and names of both improved and unimproved alleys within or adjacent to the proposed consolidated lot, with all existing easements and other important features such as section lines, sections, corners, city and urban growth area boundary lines, and monuments**
- ✓ **The address of each lot, including street name, city, state, and zip code**
 - 333 A St SW, Castle Rock, WA 98611
 - 341 A St SW, Castle Rock, WA 98611
- ✓ **The location and approximate dimensions of lots, proposed lot, and block numbers.**
 - Lot 5 98' x 47'
 - Lot 4 98' x 40'
 - Proposed lot will be 98' x 87'
- ✓ **Properties current zoning**
 - Heavy Residential
- ✓ **The locations and sizes of existing public and private sanitary sewers, water mains, public storm drains, culverts, fire hydrants, and electrical lines within and adjacent to the proposed combined lot**
- ✓ **Existing uses of property and locations of all existing buildings, and designating which buildings are to remain after completion of the project.**
- ✓ **The location of areas subject to inundation, stormwater overflow, and or within in designated 100-year floodplain**
 - None
- ✓ **Locations of existing natural features, such as wetlands**
 - None
- ✓ **Vicinity map showing location in relation to the rest of the city**
- ✓ **Lot area in square feet identified on each lot on the plat**
- ✓ **Existing and proposed easements are clearly identified and denoted by dashed lines, and if already recorded, their record reference. Include the width of the easement, its length and bearing, and sufficient ties to locate the easement with respect to the lot.**
- ✓ **A certificate signed and acknowledged by all parties having any record of title interest in the land, consenting to the preparation and recording of the project.**

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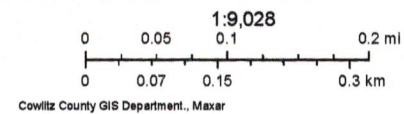
Assessor Web Map



5/9/2025, 2:43:51 PM

Streets

0 RURAL PRIVATE	2 RURAL PRINCIPAL ARTERIAL	8 RURAL MINOR COLLECTOR
1 INTERSTATE	6 RURAL MINOR ARTERIAL	9 RURAL LOCAL ACCESS
	7 RURAL MAJOR COLLECTOR	12 PRINCIPAL ARTERIAL (HWY)



Maxar | Cowiitz County Appraisal division of the Assessors office | Cowiitz County GIS Department | Cowiitz County GIS | Cowiitz County GIS Department. | Cowiitz County GIS Department, WA DNR. | GDR produced this file for use in the Intergraph CAD system.

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06/24/2025
CRP-25-016
Regional Computer Services

CRP-25-016

Application Materials

**3. Signed Application Forms – Boundary Line
Adjustment (BLA)/Lot Consolidation**



City of Castle Rock

Building & Planning Department

Boundary Line Adjustment/ Lot Consolidation Packet Contents Page

141 A St SW / PO Box 370
Castle Rock, WA 98611
Phone: 360-274-8181
finance@ci.castle-rock.wa.us
bldgdept@ci.castle-rock.wa.us

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4	<input checked="" type="checkbox"/>	General Land Use Application (2 pages)
5	<input checked="" type="checkbox"/>	Environmental Questionnaire (2 pages)
6	<input checked="" type="checkbox"/>	SEPA Checklist (State Environmental Policy Act) – When Applicable – Fillable form found online at: https://ci.castle-rock.wa.us/download/SEPAchecklist_2017_locked.docx
7	<input type="checkbox"/>	Fee Schedules 1 & 5 of Resolution No. 2025-02 (7 pages) Fees are nonrefundable. The entire Master Fee Schedule is available in the Finance Office or online at: https://ci.castle-rock.wa.us
8	<input type="checkbox"/>	CRMC Section 16.34 – Boundary Line Adjustment and Lot Consolidation (4 pages)
9	<input type="checkbox"/>	CRMC Section 16.37 – Table of Required Information (18 pages)
10	<input type="checkbox"/>	Castle Rock Development Policies and Public Works Standards – view this information online at: https://ci.castle-rock.wa.us/engineeringstandards.htm
11	<input type="checkbox"/>	Please review the following Castle Rock Municipal Code (CRMC) online at: https://www.codepublishing.com/WA/CastleRock/ The Castle Rock Municipal Code may also be viewed in the Finance Office located in City Hall. If you prefer a paper copy of the documents below, please contact City Hall. CRMC – Title 16 Subdivisions CRMC – Title 17 Zoning CRMC – Title 18 Environmental Protection

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Fees are non-refundable.

Name: Addie Ashby
(Please Print)

Signature: Addie Ashby Date: 5/8/2025

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05/24/2025
CRP-25-016
Lot Consolidation



City of Castle Rock

Department Of Building and Planning

City Hall, PO Box 370 / 141 'A' St SW, Castle Rock, WA 98611
Phone: 360.274.8181 / Email: finance@ci.castle-rock.wa.us

CRP-25-016

Reserve/Can Am/SGPA

PLEASE PRINT IN INK OR
TYPE

MASTER APPLICATION

PROPERTY INFORMATION

Project Address: 333/341 Ast SW City: Castle Rock Parcel #: 30297 & 30298
Short Plat/Subdivision: Gumms Block: 300 Lot: 4 & 5

OWNER/APPLICANT INFORMATION

Applicant/Authorized Agent: Addie Ashby Phone: 360 355 6477
Mailing Address: PO Box 121 City: Castle Rock State: WA Zip: 98611
Property Owner: GAME Properties LLC Phone: 360 355 6477
Mailing Address: PO Box 121 City: Castle Rock State: WA Zip: 98611
Contractor: _____ Lic #: _____ Phone: _____
Mailing Address: _____ City: _____ State: _____ Zip: _____
Lender Name: Umpqua Bank Phone: _____
Lender's Address: _____

PROJECT INFORMATION

Building/Construction

- ☐ Building Permit
☐ Excavation & Grading Permit
☐ Manufactured/Structure Placement
☐ Mechanical Permit
☐ Plumbing Permit
☐ Roofing Permit
☐ Signage Permit
☒ Other Lot Consolidation

Planning

- ☐ Critical Areas
☐ Flood Plain
☐ Home Occupation Business License
☐ Master Plan
☐ Mobile Home Park
☐ Plat (Preliminary)
☐ Plat (Final)
☐ Site Plan (Preliminary)
☐ Site Plan (Final)

Environmental

- ☐ Critical Areas
☐ Flood Plain Permits
☐ SEPA
☐ Surface Mining
☐ Other _____

PROJECT DESCRIPTION

Occupancy Group: _____ Type of Construction: Addition Sq. Ft. 1000 No. of Stories: 1 No. of Bedrooms: 0
Is there any grading, filling, or excavation associated with this project? yes Quantity (cubic yards): TBD
(Including grading for road construction, site preparation, and landscaping.) **NO SITE WORK MAY BE DONE PRIOR TO CRITICAL AREAS DETERMINATION.**
Water Supply: City Sewage Disposal: City Type of Heat: HVAC Fair Market Value: \$250,000

Does project involve Asbestos? ☐ YES ☒ NO

PROVIDE A BASIC DESCRIPTION OF THE PROPOSED PROJECT:

Add on Office Space to existing building
Demolish 2nd Building and turn into a parking lot. Consolidate lots

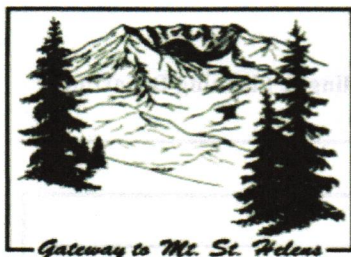
I hereby certify that I am the owner or duly authorized agent of the owner for the purposes of this application. Further, I grant permission from the owner to any and all employees and representatives of the City of Castle Rock and other governmental agencies to enter upon and inspect said property as reasonably necessary to process this application. I further certify that I have read and examined this application and know the same to be true and correct. If any of the information provided on this application is incorrect, the permit or approval may be revoked.

APPLICANT'S SIGNATURE: Addie Ashby DATE: 3/25/20

APPLICATION ACCEPTED BY: Harlan Akesson DATE: 6/26/2025

APPLICATION APPROVED BY: _____ DATE: _____

PERMIT NUMBER
CRP-25-016



City of Castle Rock

Building & Planning Department

General Land Use Application

141 A St SW / PO Box 370

Castle Rock, WA 98611

Phone: (360) 274-8181

finance@ci.castle-rock.wa.us

bldgdept@ci.castle-rock.wa.us

OFFICIAL USE ONLY

Case # _____ Related File # _____ Received By: _____

One or more of the following **Supplements** must be attached to this **General Land Use Application**:

TITLE 16 SUBDIVISIONS

- ☐ Binding Site Plan
- ☐ Boundary Line Adjustment
- ☐ Condominium Subdivision
- ☐ Final Plat (Subdivision)
- ☐ Final Short Plat
- ☐ Preliminary Plat (Subdivision)
- ☐ Preliminary Short Plat

TITLE 18 ENVIRONMENTAL PROTECTION

- ☐ Critical Areas Determination
- ☐ Critical Areas Permit
- ☒ Environmental Questionnaire
- ☒ SEPA Checklist
- ☐ Shorelines Conditional Use
- ☐ Shorelines Substantial Development
- ☐ Shorelines Variance

TITLE 17 ZONING

- ☐ Annexation
- ☐ Bed & Breakfast – (CUP)
- ☐ Comprehensive Plan Amendment
- ☐ Conditional Use Permit = (CUP)
- ☐ Home Occupancy Business License
- ☐ Home Occupancy in an Accessory Building – (CUP)
- ☐ Manufactured Home Park
- ☐ Recreational Vehicle Park – (CUP)
- ☐ Request for Clarification
- ☐ Rezone
- ☐ Similar Use Authorization
- ☐ Special Use Permit
- ☐ Variance

OTHER

- ☐ Request for Pre-Application Meeting
- ☐ Wireless Communications Facilities - (CUP)
- ☐ Other _____

Project Name: Ashby

Project Address: 333/341 Ast SW
Castle Rock, WA 98611

Applicant: GAME Properties, LLC

Phone: 360 355 6477

E-mail Address: aacrwa97@gmail.com

Mailing Address: PO Box 121

Castle Rock, WA 98611

Owner: Addie Ashby of GAME Properties
(if other than applicant)

Phone: 360 355 6477

E-mail Address: ashfam12@gmail.com

Mailing Address: SAME

CRP-25-016
Lot Consolidation

RECEIVED
06/24/2015

Other Authorized Representative (if any):	<u>Garrett Ashby</u>
Mailing Address:	<u>Same</u>
Phone:	<u>360 749 9762</u>
E-mail Address:	<u>Same</u>
Project Description: <u>Ashby EDJ Building; Combine lots w/ a lot consolidation so a parking lot can be added and building at 333 can be expanded</u>	
Size of Project Site: <u>8526 sq ft of lots</u>	
Assessor Tax Parcel Number(s): <u>30297 & 30298</u>	
Full Legal Description of Subject Property (Attached <input checked="" type="checkbox"/>): Zoning: <u>High Density Residential</u> Special Areas On or Near Site (show areas on site plan): <input type="checkbox"/> Creek, Stream or River (name): _____ <input type="checkbox"/> Wetland <input type="checkbox"/> Flood Hazard Area _____ <input type="checkbox"/> Steep Slopes/Draw/Gully/Ravine <input checked="" type="checkbox"/> None	
Water Service	
Existing pipe size and material: <u>yes</u>	
Proposed pipe size and material: _____	
Sewage Disposal	
Existing: <u>yes</u>	
Proposed: _____	
Access	
Name of Street(s) from which access will be gained: <u>4th Avenue - (Existing Access)</u>	

Owner's Consent and Authorization

I affirm that I am the owner of the subject site and all answers, statements, and information submitted with this application are correct and accurate to the best of my knowledge. Further, I grant permission from the owner to any and all employees and representatives of the City of Castle Rock and other governmental agencies to enter upon and inspect said property as reasonably necessary to process this application.

I agree to pay all fees of the City that apply to this application.

Addie Ashby
Owner's Name (Print Name)

Addie Ashby
Owner's Signature

5/8/25
Date



City of Castle Rock

Building & Planning Department

Environmental Questionnaire

141 A St SW/ PO Box 370

Castle Rock, WA 98611

Phone: 360.274.8181

finance@ci.castle-rock.wa.us

bldgdept@ci.castle-rock.wa.us

OFFICIAL USE ONLY

CASE #

RELATED FILE #

RECEIVED BY: Akesson

Applicant: CoAME Properties LLC ; Addie Ashby
Project Name: Ashby EDJ

Please answer these questions to determine if your proposal will require a State Environmental Protection Act (SEPA) review under Castle Rock Municipal Code (CRMC) 18.04. The activities listed below are listed in Castle Rock Municipal Code 18.04.110, Flexible thresholds for categorical exemptions and WAC 197-11-800. An affirmative answer to any one question will trigger a SEPA review which requires submittal of a SEPA Checklist and associated Fees.

If you indicate 'N' for any or all questions, this does not exempt you from having to complete additional environmental reviews such as, but not limited to the SEPA Environmental Checklist, Critical Areas Determination, Critical Areas Permit, Floodplain Permits, etc.

If you indicate 'Y' for any question, please complete the SEPA Environmental Checklist (contact Castle Rock City Hall for additional forms).

Y	N	
		(1) Minor new construction – Flexible thresholds (WAC 197-11-800)
		(a) Does your project require a rezone?
	X	(b) Will your development activity be undertaken wholly or partly on lands covered by water?
	X	(i) Are you proposing to construct or locate more than ten (10) residential structures or dwelling units?
	X	(ii) Are you proposing to construct a barn, loafing shed, farm equipment storage building, produce storage or packing structure, or similar agricultural structure, covering greater than 10,000 square feet?
		If so, will the structure(s) be used for any activity other than farming?
		Is your proposal a feed lot?
	X	(iii) Does your proposal include constructing an office, school, commercial, recreational, service or storage building greater than 8,000 square feet of gross floor area or requiring more than thirty (30) parking spaces?
	X	(iv) Does your proposal include construction of a parking lot designed for more than twenty (20) automobiles?
	X	(v) Will you fill or excavate more than 500 cubic yards throughout the total lifetime of the fill or excavation? (FYI, a dump truck holds approximately 10-15 cubic yards)

Environmental Questionnaire

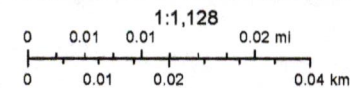
Y	N	
		(3) Repair, remodeling and maintenance activities. (WAC 197-11-800)
	X	(a) Does your project include dredging?
	X	(b) Does your project include reconstruction/maintenance of groins and similar shoreline protection structures?
	X	(c) Does your project include replacement of utility cables that must be buried under the surface of the bedlands?
	X	Does your project include repairing/rebuilding or a major dam, dike, or reservoir?
		(4) Water rights. (WAC 197-11-800)
	X	Will your project appropriate more than one cubic foot per second of surface water, or of 2,250 gallons per minute or less of ground water, for any purpose?
		(6) Minor land use decisions. (WAC 197-11-800)
	X	(a) Are you requesting approval of a short subdivision within a plat or subdivision previously exempted under this subsection?
		(23) Utilities. (WAC 197-11-800)
	X	(a) Does your proposal include a communication tower or relay station?
	X	(b) Will your storm water, water and sewer facilities, lines, equipment, hookups or appurtenances include, utilize or connect to lines more than eight (8) inches in diameter?
		(24) Natural resources management. (WAC 197-11-800)
	X	(c) Does your project include an agricultural lease for more than one hundred sixty (160) contiguous acres?
	X	(g) Does your proposal include development of recreational sites designed for all-terrain vehicles?
	X	Does your proposal include more than twelve (12) campsites?
	X	(25) Personal wireless service facilities. (WAC 197-11-800)
	X	(a) (i) Does your proposal include attaching a microcell to an existing residence or school?

Assessor Web Map



5/9/2025, 2:38:01 PM

- | | | | |
|--|---|--|---|
|  Tax Parcels |  Streets |  2 RURAL PRINCIPAL ARTERIAL |  8 RURAL MINOR COLLECTOR |
|  ADDRESS POINTS |  0 RURAL PRIVATE |  6 RURAL MINOR ARTERIAL |  9 RURAL LOCAL ACCESS |
| |  1 INTERSTATE |  7 RURAL MAJOR COLLECTOR |  12 PRINCIPAL ARTERIAL (HWY) |



Cowlitz County GIS Department., Maxar, Microsoft, Cowlitz County GIS Department, Cowlitz County Assessor, GDR produced this file for use in the

ArcGIS Web AppBuilder

GIS Department, WA DNR. | GDR produced this file for use in the Intergraph CAD

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06/24/2025

CRP-25-016
Lot Consolidation



Cowlitz County Property Information

Property ID: 3039576

Parcel: 30298

Site Address: 341 SW A ST

Owner Information

Owner: GAME PROPERTIES LLC
Mailing Address: 335 MILITARY RD
CASTLE ROCK, WA 98611

General Property Info

Jurisdiction: CASTLE ROCK
Acres: 0.1100
Curr Assmt Yr: 2024
Abbr Prop Ref: 212 (GUMMS) -5 10 -9N -2W

Sect/Township/Range: 10-9N-2W
Property Use: REPAIR SERVICE
Neighborhood: CASTLE ROCK-COMM
Tax Code Area: 600

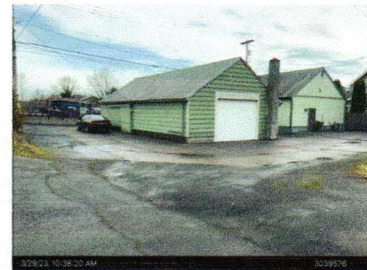
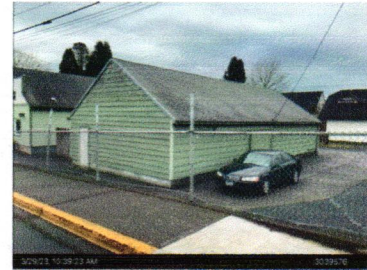
Current Assessed Values For 2024

Land Value: \$36,850
Improvement Value: \$29,340
Current Use: \$0
Total Assessed Value: \$66,190

Current Taxes For 2025 Payable Year

Taxes: \$557.85
Assessments: \$13.38
Total Charges: \$571.23
First Half: \$0.00
Second Half: \$0.00
Total Paid: \$285.65
Total Due: \$285.58

Photos



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06/24/2025

CRP-25-014
Lot Consolidation

Disclaimer: I acknowledge and agree to the prohibitions listed in RCW 42.56.070(9) against releasing and/or using lists of individuals for commercial purposes. Neither Cowlitz County nor the Assessor/Treasurer warrants the accuracy, reliability or timeliness of any information in this system, and shall not be held liable for losses caused by using this information. Portions of this information may not be current or accurate. Any person or entity who relies on any information obtained



Cowlitz County Property Information

Property ID: 3039576

Parcel: 30298

Site Address: 341 SW A ST

Property Details

Year Built - COMM

1946

Area (SQFT) - COMM BASE

1,200

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CRP-25-06
Lot consolidation

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Cowlitz County Property Information

Property ID: 3039575

Parcel: 30297

Site Address: 333 SW A ST

Owner Information

Owner: GAME PROPERTIES LLC
Mailing Address: 335 MILITARY RD
CASTLE ROCK, WA 98611

General Property Info

Jurisdiction: CASTLE ROCK
Acres: 0.0900
Curr Assmt Yr: 2024
Abbr Prop Ref: 212 (GUMMS) -4 10 -9N -2W

Sect/Township/Range: 10-9N-2W
Property Use: BUSINESS/PROF OFFICE
Neighborhood: CASTLE ROCK-COMM
Tax Code Area: 600

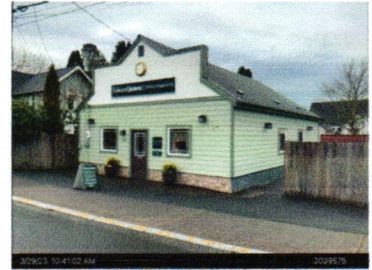
Current Assessed Values For 2024

Land Value: \$31,360
Improvement Value: \$133,220
Current Use: \$0
Total Assessed Value: \$164,580

Current Taxes For 2025 Payable Year

Taxes: \$1,387.09
Assessments: \$13.38
Total Charges: \$1,400.47
First Half: \$0.00
Second Half: \$0.00
Total Paid: \$700.27
Total Due: \$700.20

Photos



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06/24/2025

CRP-25-016
Lot Consolidation

Disclaimer: I acknowledge and agree to the prohibitions listed in RCW 42.56.070(9) against releasing and/or using lists of individuals for commercial purposes. Neither Cowlitz County nor the Assessor/Treasurer warrants the accuracy, reliability or timeliness of any information in this system, and shall not be held liable for losses caused by using this information. Portions of this information may not be current or accurate. Any person or entity who relies on any information obtained



Cowlitz County Property Information

Property ID: 3039575

Parcel: 30297

Site Address: 333 SW A ST

Property Details

Year Built - COMM

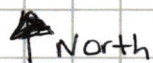
1946

Area (SQFT) - COMM BASE

1,120

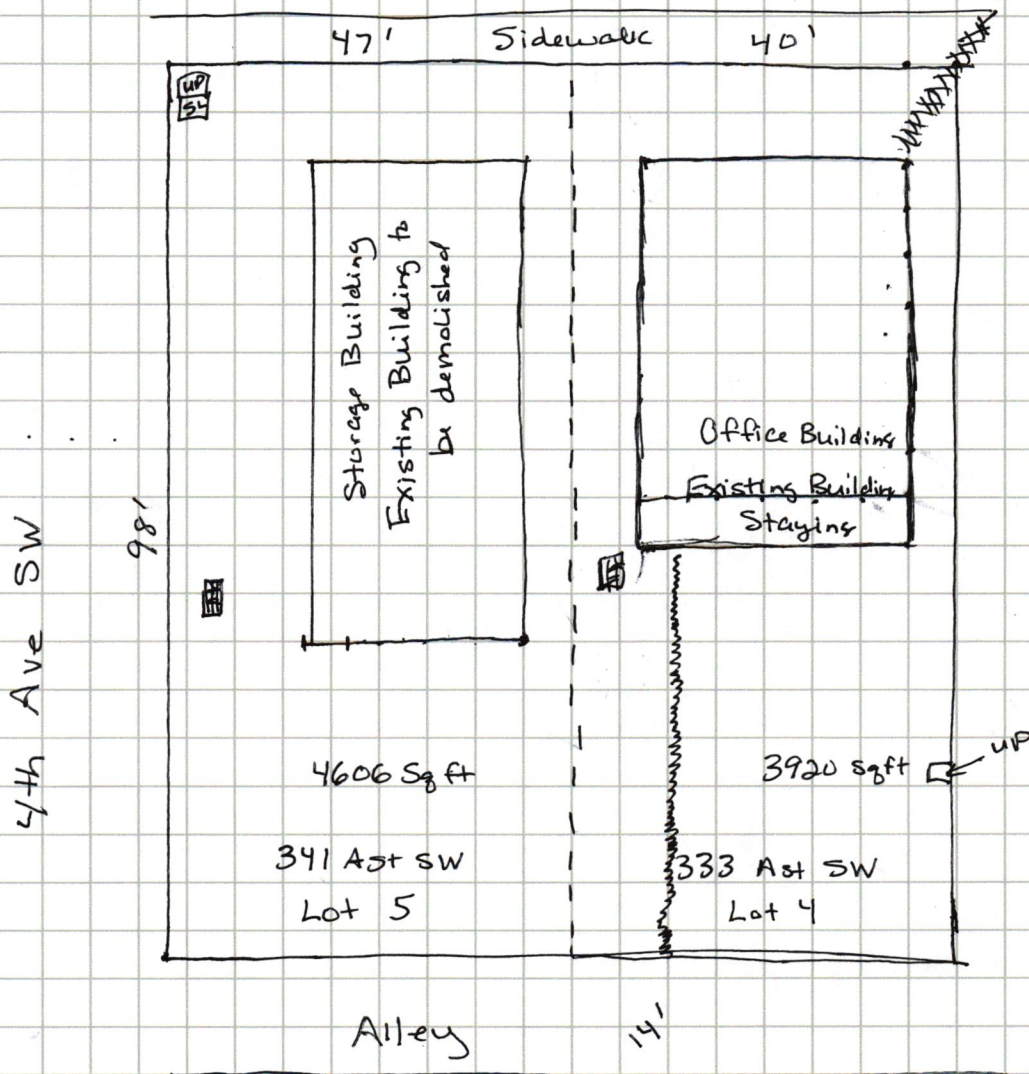
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CRP-25-16
Lot Consolidation

Lot Consolidation of Lot 4 & 5



1 in = 20 feet
5/9/2025

Owners GAME Properties, LLC
Keep Address
333 Ast SW



Lot 4 is currently

under a Conditional use permit
allowing a professional office
in R-2

Consolidation is to bring it more into
compliance regarding on-site parking

UP Utility Pole
SL Street Light

H Storm Drains

mm Sewer Line

xxxx Power Line

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06/24/2025
CRP-25-06

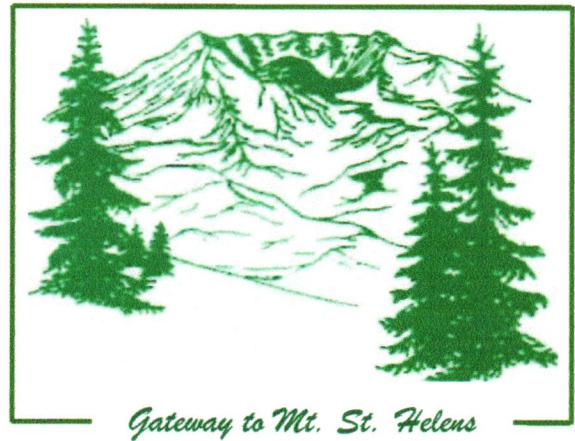
CRP-25-016

Application Materials

4. SEPA Checklist

City of Castle Rock

P.O. Box 370
CASTLE ROCK, WA 98611
(360) 274-8181



SEPA ENVIRONMENTAL CHECKLIST

What is this for?

The City and other governmental agencies use this checklist to help determine whether the environmental impacts of your proposal are significant. This information will also help determine if it's possible to avoid, minimize, or compensate (mitigate) for the probable significant impacts; or whether an environmental impact statement needs to be prepared to further analyze the proposal.

How to fill this out:

This environmental checklist asks you to describe some basic information about your proposal. Please answer each question accurately and carefully, to the best of your knowledge. You may need to consult with an agency specialist or private consultant for some questions. You may use "not applicable" or "does not apply" only when you can explain why it does not apply and not when the answer is unknown. You may also attach, excerpt, or refer to additional studies or reports. Complete and accurate answers to these questions often avoid delays with the SEPA process as well as later in the decisionmaking process.

The checklist questions apply to all parts of your proposal, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The City or other agencies may ask you to explain your answers or provide additional information to determine if there may be a significant adverse impact.

If you're using this checklist for a nonproject proposal (such as an ordinance, regulations, plans, or programs), complete the applicable parts of Parts A and B plus the SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS (Part D). Please completely answer all questions that apply and note that the words "project," "applicant," and "property or site" should be read as "proposal," "proponent," and "affected geographic area," respectively. For nonproject actions, the lead agency may exclude questions in Part B that do not contribute meaningfully to the analysis of the proposal.

This form is set up as a Word table. Except for a few questions that ask for you to select options, each question is followed by a blank field in which you can type your answer. Type in the shaded box. Check boxes will fill in when you click them. Each field will expand to accommodate your text, and the overall form will expand to additional pages as you fill in answers.

CRP-25-016



SCANNED

A. BACKGROUND

1. Name of proposed project, if applicable:

Edward Jones/Ashby Financial Building

2. Name of applicant:

Game Properties, LLC (Addie & Garrett Ashby)

3. Address and phone number of applicant or contact person:

452 Military Rd Castle Rock, WA 98611 360-355-6477

4. Date checklist prepared:

5/8/2025

5. Agency requesting checklist:

City of Castle Rock

6. Proposed timing or schedule (including phasing, if applicable):

Start as soon as approved.

7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? ☒ Yes ☐ No

If yes, explain.

Once building is completed, then complete parking area and landscaping.

8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.

none

9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? ☒ Yes ☐ No

If yes, explain.

Amend Conditional use, Lot consolidation,

10. List any government approvals or permits that will be needed for your proposal, if known.

Amend Conditional Use, Building Plans, Lot consolidation, Building Demolition, Parking lot

11. Give brief, complete description of your proposal, including the proposed uses and the size of the project and site. (There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers here.)

Expand current professional building, raze the second building so area can be used for parking, This will provide for additional professional office space in Castle Rock without taking up prime retail, yet keep it in walking distance to downtown. This will also improve the west side entrance to Castle Rock.

12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description and, if you haven't already done so with the permit

application to which this checklist is related, a site plan, vicinity map, and topographic map, if reasonably available.

333 A st SW, Castle Rock, WA 98611

B. ENVIRONMENTAL ELEMENTS

1. Earth

a. General description of the site:

☒ Flat ☐ Rolling ☐ Hilly ☐ Steep slopes ☐ Mountainous

☐ Other (specify): Insert text here.

b. What is the steepest slope on the site (approximate percent slope)?

Insert text here.

c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any agricultural land of long-term commercial significance and whether the proposal results in removing any of these soils.

None

d. Are there surface indications or history of unstable soils in the immediate vicinity? ☐ Yes ☒ No
If so, describe.

N/A

e. Describe the purpose, type, total area, and approximate quantities and total affected area of any filling, excavation, and grading proposed. Indicate source of fill.

We will be using existing soil to produce the necessary grading. The property is already covered in concrete and has adequate drain sysrtems in place.

f. Could erosion occur as a result of clearing, construction, or use? ☐ Yes ☒ No
If so, generally describe.

N/A

g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)?

95%

h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any:

N/A

2. Air

a. What types of emissions to the air would result from the proposal during construction, operation, and maintenance when the project is completed? If any, generally describe and give approximate quantities if known:

None

b. Are there any off-site sources of emissions or odor that may affect your proposal? ☐ Yes ☒ No
If so, generally describe.

None

- c. Proposed measures to reduce or control emissions or other impacts to air, if any:

N/A

3. Water

a. Surface Water

- 1) Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? ☐ Yes ☒ No
If yes, describe type and provide names. If applicable, state what stream or river it flows into.

N/A

- 2) Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? ☐ Yes ☒ No
If yes, please describe, and attach available plans.

N/A

- 3) Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material.

None.

- 4) Will the proposal require surface water withdrawals or diversions? ☐ Yes ☒ No
Give general description, purpose, and approximate quantities if known.

N/A

- 5) Does the proposal lie within a 100-year floodplain? ☒ Yes ☐ No
If so, note location on the site plan.

- 6) Does the proposal involve any discharges of waste materials to surface waters? ☐ Yes ☒ No
If so, describe the type of waste and anticipated volume of discharge.

N/A

b. Ground Water

- 1) Will groundwater be withdrawn from a well for drinking water or other purposes? ☐ Yes ☒ No
If so, give a general description of the well, proposed uses, and approximate quantities withdrawn from the well.

N/A

Will water be discharged to groundwater? ☐ Yes ☒ No
Give general description, purpose, and approximate quantities if known.

N/A

- 2) Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: domestic sewage; industrial, containing the following chemicals...; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve.

One office building, minimul sewage amd water usage.

c. Water runoff (including stormwater)

- 1) Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe.

Runnoff will flow into the city's system on C Streeet

- 2) Could waste materials enter ground or surface waters? ☐ Yes ☒ No
If so, generally describe.

N/A

- 3) Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site?
☐ Yes ☒ No
If so, describe.

N/A

- d. Proposed measures to reduce or control surface, ground, and runoff water, and drainage pattern impacts, if any:

N/A

4. **Plants**

- a. Check the types of vegetation found on the site:

☐ alder ☐ maple ☐ aspen ☐ fir ☐ cedar ☐ pine ☐ other tree(s) (specify): Insert text here.

☐ shrubs ☒ grass ☐ pasture ☐ crop or grain ☐ orchards, vineyards or other permanent crops
☐ cattail ☐ buttercup ☐ bulrush ☐ skunk cabbage ☐ other wet soil plant(s) (specify):

Weed/Hay Grass

☐ water lily ☐ eelgrass ☐ milfoil ☐ other water plant(s) (specify): Insert text here.

☐ other types of vegetation Insert text here.

- b. What kind and amount of vegetation will be removed or altered?

Normal weed cleanup

- c. List threatened and endangered species known to be on or near the site.

None

- d. List all noxious weeds and invasive species known to be on or near the site.

None

5. **Animals**

- a. Check any birds and other animals which have been observed on or near the site or are known to be on or near the site.

☐ hawk ☐ heron ☐ eagle ☐ songbirds, ☐ other bird(s) (specify): Click or tap here to enter text.

☐ deer ☐ bear ☐ elk ☐ beaver ☐ other mammal(s) (specify): Insert text here.

☐ bass ☐ salmon ☐ trout ☐ herring ☐ shellfish ☐ other fish (specify): Insert text here.

- b. List any threatened and endangered species known to be on or near the site.

None

- c. Washington as whole lies within the Pacific Flyway. Is the site part of any other migration route?

☐ Yes ☒ No

If so, explain.

N/A

- d. Proposed measures to preserve or enhance wildlife, if any:

None

- e. List any invasive animal species known to be on or near the site.

None

6. Energy and Natural Resources

- a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.

Electric for standard office uses

- b. Would your project affect the potential use of solar energy by adjacent properties?

☐ Yes ☒ No

If so, generally describe.

N/A

- c. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any:

None

7. Environmental Health

- a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur as a result of this proposal?

☐ Yes ☒ No

If so, describe.

N/A

- 1) Describe any known or possible contamination at the site from present or past uses.

N/A

- 2) Describe existing hazardous chemicals/conditions that might affect project development and design. This includes underground hazardous liquid and gas transmission pipelines located within the project area and in the vicinity.

N/A

- 3) Describe any toxic or hazardous chemicals that might be stored, used, or produced during the project's development or construction, or at any time during the operating life of the project.

N/A

- 4) Describe special emergency services that might be required.

Normal Fire and Emergency

- 5) Proposed measures to reduce or control environmental health hazards, if any:

N/A

- b. Noise

- 1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)?

Traffic

- 2) What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site.

Construction and Operation when razing second building

- 3) Proposed measures to reduce or control noise impacts, if any:

Working during daytime hours.

8. Land and Shoreline Use

- a. What is the current use of the site and adjacent properties? Will the proposal affect current land uses on nearby or adjacent properties? ☐ Yes ☒ No

If so, describe.

Current use of the site is an office building and storage unit. Adjacent properties are roads, residences, public utilities

- b. Has the project site been used as working farmland or working forest land?

☐ Yes ☒ No

If so, describe.

N/A

How much agricultural or forest land of long-term commercial significance will be converted to other uses as a result of the proposal, if any?

None.

If resource lands have not been designated, how many acres in farmland or forest land tax status will be converted to nonfarm or nonforest use?

N/A

- 1) Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversize equipment access, the application of pesticides, tilling, and harvesting? ☐ Yes ☒ No

If so, how?

N/A

- c. Describe any structures on the site.

Current office building and Storage Building

- d. Will any structures be demolished? ☒ Yes ☐ No

If so, what?

The storage building

- e. What is the current zoning classification of the site?

Heavy Residential

- f. What is the current comprehensive plan designation of the site?

Heavy Residential

- g. If applicable, what is the current shoreline master program designation of the site?

N/A

- h. Has any part of the site been classified as a critical area by the city or county?

☐ Yes ☒ No

If so, specify.

N/A

- i. Approximately how many people would reside or work in the completed project?

5-6

- j. Approximately how many people would the completed project displace?

None

- k. Proposed measures to avoid or reduce displacement impacts, if any:

N/A

- l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any:

Working to get the city plan to align with the existing use in the area.

- m. Proposed measures to reduce or control impacts to agricultural and forest lands of long-term commercial significance, if any:

N/A

9. Housing

- a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing.

N/A

- b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.

N/A

- c. Proposed measures to reduce or control housing impacts, if any:

N/A

10. Aesthetics

- a. What is the tallest height of any proposed structure(s), not including antennas? What is the principal exterior building material(s) proposed?

Tallest Height: Principal exterior building materials, wood and Stone.

- b. What views in the immediate vicinity would be altered or obstructed?

None, it would open up the views.

- c. Proposed measures to reduce or control aesthetic impacts, if any:

Improvements to the entrance to town. Provide a welcoming entrance, work with the CRCDA, Blooms, and Public works to match the floral impact of the town.

11. Light and Glare

- a. What type of light or glare will the proposal produce? What time of day would it mainly occur?

Minimul if any, an uplight for the sign would not be facing any residences, mood lighting for flower beds optional, otherwise use existing street lamps.

- b. Could light or glare from the finished project be a safety hazard or interfere with views?

No

- c. What existing off-site sources of light or glare may affect your proposal?

None

- d. Proposed measures to reduce or control light and glare impacts, if any:

Directional lighting.

12. Recreation

- a. What designated and informal recreational opportunities are in the immediate vicinity?

Walking Paths, Bike Pathes

- b. Would the proposed project displace any existing recreational uses? ☐ Yes ☒ No
If so, describe.

NA

- c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any:

It will enhance as it will add parking to that section of the trail during the weekends.

13. Historic and cultural preservation

- a. Are there any buildings, structures, or sites, located on or near the site that are over 45 years old listed in or eligible for listing in national, state, or local preservation registers ? ☐ Yes ☐ No
If so, specifically describe.

Click or tap here to enter text.

- b. Are there any landmarks, features, or other evidence of Indian or historic use or occupation? This may include human burials or old cemeteries. ☐ Yes ☒ No
Are there any material evidence, artifacts, or areas of cultural importance on or near the site?
☐ Yes ☒ No
Please list any professional studies conducted at the site to identify such resources.

N/A

- c. Describe the methods used to assess the potential impacts to cultural and historic resources on or near the project site. Examples include consultation with local tribe(s) and the state Department of Archeology and Historic Preservation, archaeological surveys, historic maps, GIS data, etc.

N/A

- d. Proposed measures to avoid, minimize, or compensate for loss, changes to, and disturbance to resources. Please include plans for the above and any permits that may be required.

N/A

14. Transportation

- a. Identify public streets and highways serving the site or affected geographic area and describe proposed access to the existing street system. If any, show on site plan.

C Street and A ST

- b. Is the site or affected geographic area currently served by public transit? ☐ Yes ☐ No
If so, generally describe. If not, what is the approximate distance to the nearest transit stop?

N/A

- c. How many additional parking spaces would the completed project or non-project proposal have?
How many would the project or proposal eliminate?

6-8 Would use parcel #2 AKA Lot 5 Adding 8-9 onsite
Would add parking Parking

- d. Will the proposal require any new or improvements to existing roads, streets, pedestrian, bicycle or state transportation facilities, not including driveways? ☐ Yes ☒ No
If so, generally describe (indicate whether public or private).

N/A

- e. Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? ☐ Yes ☒ No
If so, generally describe.

N/A

- f. How many vehicle trips per day would be generated by the completed project or proposal? If known, indicate when peak volumes would occur and what percentage of the volume would be trucks (such as commercial and nonpassenger vehicles). What data or transportation models were used to make these estimates?

10 trips between 9am -5pm

- g. Will the proposal interfere with, affect or be affected by the movement of agricultural and forest products on roads or streets in the area? ☐ Yes ☒ No
If so, generally describe.

N/A

- h. Proposed measures to reduce or control transportation impacts, if any:

None

15. Public Services

- a. Would the project result in an increased need for public services (for example: fire protection, police protection, public transit, health care, schools, other)? ☐ Yes ☒ No
If so, generally describe.

Already established

- b. Proposed measures to reduce or control direct impacts on public services, if any.

N/A

16. Utilities

- a. Check utilities currently available at the site:

☒ electricity ☐ natural gas ☒ potable water ☐ irrigation water ☐ refuse service ☒ telephone ☒
sanitary sewer ☐ septic system ☐ other (specify): Insert text here.

- b. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed.

Water, Sewer, Electricity, Cable lines for internet. All are already at property.

C. SIGNATURE

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

Signature:

Addie Ashby

Manually sign above, print, & scan; or
insert electronic signature here.

Name:

Insert text here. Addie Ashby

Position:

Insert text here. Owner

Agency/Organization:

Insert text here.

Date Submitted:

Insert text here. 5/9/2025

D. SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS

(Do NOT use this sheet for project actions)

Because these questions are very general, it may be helpful to read them in conjunction with the list of the elements of the environment. When answering these questions, be aware of the extent the proposal, or the types of activities likely to result from the proposal, would affect the item at a greater intensity or at a faster rate than if the proposal were not implemented. Respond briefly and in general terms.

1. How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise?

Insert text here.

Proposed measures to avoid or reduce such increases are:

Insert text here.

2. How would the proposal be likely to affect plants, animals, fish, or marine life?

Insert text here.

Proposed measures to protect or conserve plants, animals, fish, or marine life are:

Insert text here.

3. How would the proposal be likely to deplete energy or natural resources?

Insert text here.

Proposed measures to protect or conserve energy and natural resources are:

Insert text here.

4. How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection; such as parks, wilderness, wild and scenic rivers, threatened or endangered species' habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands?

Insert text here.

Proposed measures to protect such resources or to avoid or reduce impacts are:

Insert text heret.

5. How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?

Insert text here.

Proposed measures to avoid or reduce shoreline and land use impacts are:

Insert text here.

6. How would the proposal be likely to increase demands on transportation or public services and utilities?

Insert text here.

Proposed measures to reduce or respond to such demand(s) are:

Insert text here.

7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.

Insert text here.

CRP-25-016

Application Materials

5. Pre-Application Notes

City of Castle Rock

PO Box 370
Castle Rock, WA 98611
(360) 274-7478



Pre-Application Conference Notes

**G.A.M.E. Properties – Parcel #30297 (333 A St SW) & Parcel #30298 (341 A St SW)
CRP-25-005**

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 March 25, 2025, members of the Development Review Committee met with property/business owner, Addie Ashby to discuss preliminary plans to expand the 333 A St SW building and demolish the 341 A St SW building. Parcel #30298 (341 A St SW) would become a new parking lot for the expanded building located on Parcel #30297 (333 A St SW). The business is currently operating under a Conditional Use Permit that was approved on November 24, 2014. At the time the Conditional Use Permit was granted, Professional Uses were allowed in the R-2 Zoning District with a Conditional Use Permit. The current Castle Rock Municipal Code does not allow Professional Offices in the R-2 Zoning District.

Attendees:

- Addie Ashby - Owner
- Rachel Granrath – Kimley-Horn, Castle Rock Contracted City Planner

- Tom Gower – Gibbs & Olson, Castle Rock Consulting Engineer
- Michael Wilson – Castle Rock Contracted Building Official
- Bill LeMonds – Fire Chief, Cowlitz Fire District #6
- 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

Planning

Parcel consolidation: Does not necessarily have to happen as long as buildings do not cross lot lines and meet setbacks.

- The City does prefer the applicant to consolidate the lots to help mitigate any future complications on site use and layout.
 - Given the CUP approval still stands on the lot addressed at 333 A St SW, with associated parking on the lot proposed for building demolition, should the lot be consolidated the CUP is restricted to the scope in the original approval by the hearing examiner. The building at 333 A Street and use is approved with the parking as a permitted use on the adjacent property even if combined.

The applicant shall add appropriate notes on the lot consolidation exhibit that address CUP conditions and changes to the plat must be compliant with approved CUP or current Castle Rock zoning and development standards.

Amendment to Conditional Use Permit: Recommendation for process to amend the existing conditional use permit (from 2014) to account for current conditions and changes to property – request before hearing examiner. Suggest that this application is bringing into greater conformity, through net reduction in square footage, parking, and improvements. Conditional use considerations:

- Parking on separate lot will be subject to CUP conditions and if sold could not be covered on CUP conditions/ uses
- Amend the CUP to account for current conditions as use for CUP is not changing but City Code has changed (considered legal nonconforming under CUP)

17.52.020 Parking standards.

C. All parking spaces will be located on the same lot as the use for which the parking spaces are needed.

D. All other uses will provide one parking space for each 200 square feet of gross floor area.

17.32.070 Minimum yard requirements.

The minimum yard requirements in the R-2 district are as follows:

- A. Front yard: not less than 15 feet from the front property line.
- B. Garage entrance: set back a minimum of 20 feet from the front property line.
- C. Rear yard: not less than 20 feet in depth. The rear yard may be reduced by the development review committee to five feet if provisions are made for off-street parking and the property abuts an alley. The development review committee can include conditions necessary to maintain the residential character of the neighborhood.
- D. Side yard: not less than five feet in width on sides of dwelling. For two-family dwellings (duplex), each side yard shall be a minimum of eight feet in width. The side yard for every building shall be increased by one additional foot in width for each story of the structure above two stories in height.
- E. Corner lot/side yard: 15 feet in width along the flanking or side street line.

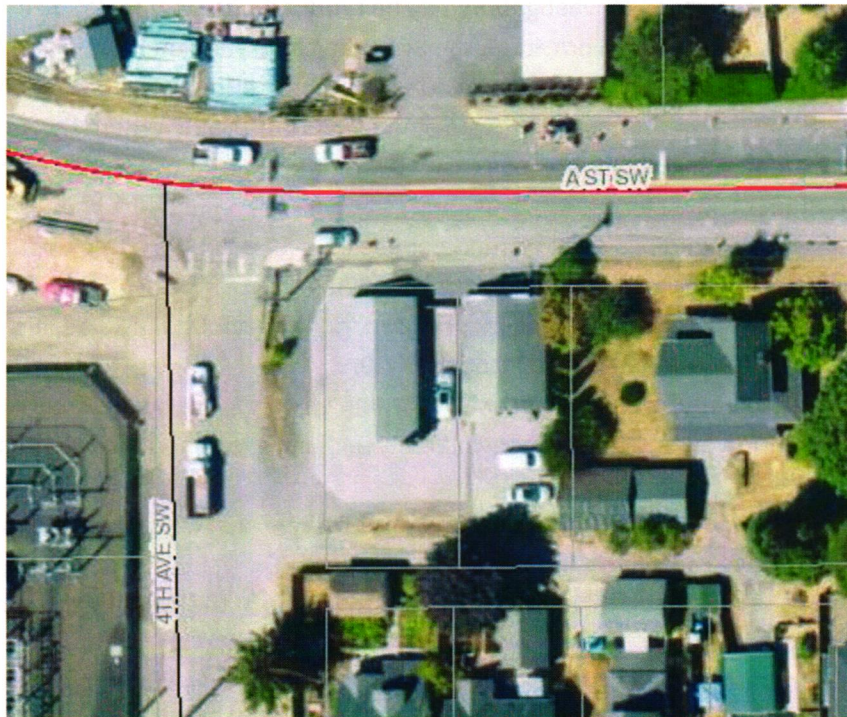


Figure 1: Site Aerial - Subject Property

Building Official/Fire Department

Discussion: Existing office building located at 333 A St.: Occupancy Group B, 1120 sq. feet, Type VB construction. Add approximately 1000 sq. feet to the existing office building and interior alterations made to existing space as necessary. Demolish the utility building located at 341 A St and construct a parking lot on the site.

The following comments are provided after our meeting:

1. The building addition and alterations shall comply with the International Existing Building Code.
2. Provide building plans for the project. Requested plans shall be prepared to scale of not less than $\frac{1}{8}$ -inch equals 1 foot, dimensioned, and prepared with sufficient clarity to reveal the location, nature, and extent of work proposed, and show in detail that it will conform to the provisions of the code.
3. Where a building of otherwise conventional construction contains structural elements exceeding the limits of prescriptive design or otherwise not conforming to the International Building Code, these elements shall be designed in accordance with accepted engineering practice.
4. For foundation design, soil investigation may be required pursuant to IBC Sec 1803.
5. According to the information provided, the distance separating the existing building and property line is less than 10 feet. For the addition, the exterior walls shall be set back from the property line in accordance with IBC Sec 705 and Tab 705.5. Where the setback distance is greater than 5 feet but less than 10 feet, the exterior walls shall be 1-hour fire-resistant rated.
6. The premises and buildings shall be made accessible for disabled persons pursuant to International Building Code Ch. 11 and ICC A117.1.
7. Plumbing fixtures and systems shall be provided for each occupancy classification as prescribed by International Building Code Ch. 29.
8. For facilities and structures provided with plumbing fixtures, the owner shall provide evidence of approved potable water availability and sewer connection prior to building permit issuance.
9. Light, heat and ventilation shall be provided for buildings in accordance with requirements for each occupancy classification.
10. The building shall be made to comply with the provisions of the Washington State Energy Code as required.
11. For the new parking lot. Electric vehicle charging infrastructure shall be provided for each occupancy classification in accordance with International Building Code Sec 429. This section applies only to on-site parking spaces.
12. The applicant shall obtain permits for occupancy, construction, alterations, demolition, fire protection systems, and grading work as directed by the Washington State Building Code and the Castle Rock Municipal Code unless specifically exempt. Permits shall be obtained

from the Castle Rock Department of Building and Planning. Permits for electrical construction are administered by the Washington State Department of Labor and Industries. The work of alterations necessary to achieve change of occupancy shall comply with the International Existing Building Code and the International Building Code as directed.

13. Premises identification. The application shall identify the building address, and building number and tenant space(s). Premises identification shall comply with International Fire Code Sec 505.
14. Washington State Energy Code technical support is available at the following sites:
Commercial: Washington State Energy Code (waenergycodes.com)

Engineering/Public Works Department

Water/Sewer

1. Water and Sewer Connections are not expected to change.
 - A second meter may already exist at one of the properties. It is possible this meter may be utilized if the applicant chooses to do so.
 - A backflow preventer may be required depending on what will be connected to the water service in the building.

Stormwater

1. The City has adopted the 1992 Stormwater Management Manual for the Puget Sound Basin.
 - If the new impervious surface and/or replacement of impervious surface is greater than 5,000 square feet, the applicant will need to meet the requirements set forth in the adopted manual.
 - The current stormwater line being utilized is quite old. It may be beneficial to the applicant to replace the stormwater line since they will likely be performing work in that area.

Streets/Access

1. No proposed changes to access the site. Access will continue to be from 4th Street.

General Notes

1. Parking
 - ADA parking will need to be provided.
 - If EV Charging Stall(s) are required, it may be beneficial to install the EV Charging Station so that it may be utilized by both the ADA stall and the designated EV Charging Stall.
 - The ADA and/or EV Charging Stalls may be located at the front or rear of the building.
2. Conditional Use Permit
 - Conditional Use Amendment – To amendment to the current Conditional Use, the applicant would go through the same process and be subject to the same fees as applying for a new Conditional Use Permit.
 - Parking requirements may be an item that is addressed through the Conditional Use Permit Amendment Process
3. SEPA – the State Environmental Policy Act process may be required.
4. Lot Consolidation - preferred
5. General Permits - Permits for occupancy, construction, alterations, demolition, fire protection systems, and grading work as directed by the Washington State Building Code and the Castle Rock Municipal Code unless specifically exempt. Permits shall be obtained from the Castle Rock Department of Building and Planning. Permits for electrical construction are administered by the Washington State Department of Labor and Industries. The work of alterations necessary to achieve change of occupancy shall comply with the International Existing Building Code and the International Building Code as directed.
6. Southwest Clean Air Agency Approval – The applicant will need to provide to the City, at the time of application for a demolition permit, the approval certificate from the Southwest Clean Air Agency.

CRP-25-016

Application Materials

6. Letter of Completeness

City of Castle Rock

Letter of Completeness



City of Castle Rock
PO Box 370
Castle Rock, WA 98611

June 26, 2025

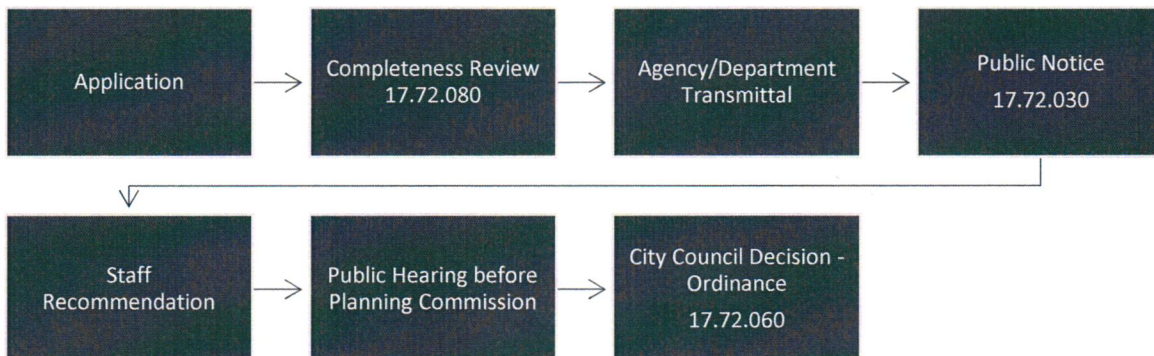
Re: Letter of Completeness: Comprehensive Plan Map Amendment and Rezone Request for 341 & 333 A Street SW, CRP-25-016

Dear GAME Properties, LLC,

The city has reviewed your application materials submitted on June 24, 2025, regarding a Comprehensive Plan map amendment and rezone for 341 & 333 A Street SW.

This letter confirms that the application has been determined to be **complete** for the purpose of beginning the formal review process. Further review may identify the need for additional information or clarification as the project proceeds. The process is outlined by the following steps in accordance with the Castle Rock Municipal Code (CRMC) 17.72 and CRMC 17.77.040 (7) Type VII – Legislative relating to the Comprehensive Plan Amendment and Rezone permit process.

Comprehensive Plan Map Amendment & Rezone Process



If you have any questions, please don't hesitate to contact us at 360-274-8181.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Granrath".

Rachel Granrath, Contract City Planner
Rachel.granrath@kimley-horn.com

Cc: Karlene Akesson, Deputy Clerk, kakesson@ci.castle-rock.wa.us
Carie Cuttonaro, Clerk-Treasurer, ccuttonaro@ci.castle-rock.wa.us