



CASTLE ROCK CITY COUNCIL AGENDA

Regular Meeting: Monday, September 8, 2025
7:30 PM

Location

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

AGENDA

To join this meeting from your computer, tablet or smartphone: <https://global.gotomeeting.com/join/201632365>

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1. CALL TO ORDER

- a. Pledge of Allegiance
- b. Roll Call
- c. Changes to Agenda

2. PROCLAMATIONS & PRESENTATIONS

- a. Constitution Week Proclamation

3. CITIZEN COMMENTS - maximum 3 minutes

4. DEPARTMENT REPORTS

- City Attorney Nikki Thompson
- Police Chief Charlie Worley
- Public Works Director Dave Vorse / Assistant Public Works Director Tyler Stone
- City Engineer Tom Gower
- Clerk-Treasurer Carie Cuttonaro

5. COUNCIL AND AD HOC COMMITTEE REPORTS

- Mayor / Mayor Pro-Tempore / Councilmembers
 - Update on Councilmember #3 position applications.
- CRCDA Representative

6. PUBLIC HEARINGS

7. CONSENT AGENDA

- a. July 28, 2025 Regular Council Meeting Minutes
- b. August 25, 2025 Regular Council Meeting Minutes
- c. August 11, 2025 Regular Council Meeting Minutes
- d. August 2025 invoices as described in the Fund Transaction Summary Report in the amount of \$795,581.73.

8. OLD BUSINESS

- a. Ordinance No. 2025-10, an ordinance of the City of Castle Rock, Washington, amending Castle

Rock Municipal Code Section 5.01.110, Nonresident Businesses, providing for severability and establishing an effective date, on second reading. (First reading August 11, 2025)

b. Ordinance No. 2025-11, an ordinance of the City of Castle Rock amending the Official Zoning Map and Comprehensive Plan Future Land Use Map by rezoning and redesignation of Parcels 30298 and 30297, addressed at 341 & 333 A Street SW, Castle Rock, WA from High Density Residential to Retail Commercial zoning and High Density Residential to Downtown Commercial Future Land Use designation, on second reading.

c. Ordinance No. 2025-12, an ordinance of the City of Castle Rock amending the Official Zoning Map and Comprehensive Plan Future Land Use Map by rezoning and redesignation of portions of Parcel 309100100 and 308980100, Castle Rock, WA rezone Mixed Use Commercial (MX) to Low Density Residential (R-1); and redesignation of Mixed Use Commercial to Low Density Residential Future Land Use designation, on second reading.

d. Ordinance No. 2025-13, an ordinance amending the budgetary appropriations and authorizing an interfund loan for fiscal year ending December 31, 2025 for the City of Castle Rock, Washington for the Stormwater Capital Reserve and Swimming Pool Construction Funds, on second reading.

9. NEW BUSINESS

a. Agreement with Cowlitz County for the City to receive 2025 Lodging Tax Dollars in the amount of \$30,000.

10. OTHER BUSINESS

11. ADJOURNMENT

NEXT REGULAR COUNCIL MEETINGS:

Non-Discrimination Statement: This institution is an equal opportunity provider and employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at

https://www.ascr.usda.gov/sites/default/files/Complain_combined_6_8_12_508_0.pdf or at any USDA office, or call 866.632.9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to USDA, Office of the Assistant Secretary for Civil Rights, 1400 Independence Ave, SW, Stop 9410, Washington, DC 20250-9410 or email to program.intake@usda.gov or by fax (202) 690-7442.

Title VI: The City of Castle Rock ensures compliance with Title VI of the Civil Rights Act of 1964 and American Disabilities Act of 1990 by prohibiting discrimination against any person on the basis of race, color, national origin, sex or disabilities in the provision of benefits and services from its federal assisted programs and activities. If you need special accommodations to participate in this meeting, please contact Carie Cuttonaro at 360.274.8181 by 9:00 a.m. three days prior to the meeting.

City Council may add and take action on other items not listed on this Agenda.

Proclamation

FOR
CONSTITUTION WEEK
September 17 – 23, 2025

WHEREAS, September 17, 2025, marks the two hundred and thirty-eighth anniversary of drafting the Constitution of the United States of America by the Constitutional Convention; and

WHEREAS, It is fitting and proper to accord official recognition to this magnificent document and its memorably anniversary; and to the patriotic celebrations which will commemorate the occasion; and

WHEREAS, Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week.

THEREFORE, I, Paul Helenberg, as Mayor of the City of Castle Rock, hereby proclaim the week of September 17 – 23, 2024 as Constitution Week and urge all citizens to study the Constitution and reflect on the privilege of being an American with all the rights and responsibilities which that privilege involves.

Signed on this 22nd day of September, 2025,

Paul Helenberg, Mayor, City of Castle Rock

1. CALL TO ORDER

Mayor Paul Helenberg called the regular meeting of the Castle Rock City Council to order at 7:33 PM.

a. Pledge of Allegiance

Mayor Helenberg led the Pledge of Allegiance.

b. Roll Call

Councilmembers present: Lee Kessler, Paul Simonsen, and Ellen Rose. Councilmember Art Lee was absent.

Staff present: Police Chief Charlie Worley, City Attorney Nikki Thompson, Public Works Senior Operator Tyler Stone, and Clerk-Treasurer Carie Cuttonaro.

c. Changes to Agenda

2. PROCLAMATIONS & PRESENTATIONS

3. CITIZEN COMMENTS - maximum 3 minutes

Richard Jamieson, Jon Davidson, Nikki Williams and James Bobst are reporting to Council regarding the work being done by the Astound contractor, and the negative impacts they have been experiencing. They also stated that the Public Works Department and Gibbs & Olson Inspectors have been very responsive, but are seeking additional help. The City will continue to assist residents in getting help.

4. DEPARTMENT REPORTS

- City Attorney Nikki Thompson

- Police Chief Charlie Worley

Police Chief Charlie Worley gave a verbal report. National Night Out is Tuesday, August 5 from 6-9 PM at the Castle Rock Middle School.

- Public Works Director Dave Vorse / Asst Public Works Director Tyler Stone

Assistant Public Works Director Tyler Stone gave a verbal report.

- City Engineer Tom Gower

- Clerk-Treasurer Carie Cuttonaro

1. Financials

Clerk-Treasurer Carie Cuttonaro gave a verbal report.

5. COUNCIL AND AD HOC COMMITTEE REPORTS

- Mayor / Mayor Pro-Tempore / Councilmembers

Mayor Helenberg gave a verbal report.

- CRCDA Representative

6. PUBLIC HEARINGS

7. CONSENT AGENDA

a. July 14, 2025 Regular Council Meeting Minutes

This item was tabled to the next regular Council meeting.

8. OLD BUSINESS

9. NEW BUSINESS

a. Contract with Longview Law Group to provide Indigent Defense Services in the amount of \$2,000 per month.

Councilmember Kessler made a motion, seconded by Rose, to approve the Indigent Defense Services contract with Longview Law Group. Motion carried by roll call vote. Councilmembers Kessler, Simonsen, and Rose voted 'Aye'.

b. Special Event Permit #2025-0008; Greater Castle Rock Chamber - Mountain Mania Car Show; August 16, 2025 between 8:00 AM and 2:00 PM; insurance has been received. Street closure request includes: Front Ave from A St to Jackson St, Cowlitz St W from Huntington Ave to end of one-way, and 1st Ave between Cowlitz St W and A St SW. Jackson St NW will remain open. Also request to close city parking lot located by Jackson St NW, while leaving spaces open for Bredfields' customers and employees.

Councilmember Rose made a motion, seconded by Kessler, to approve SEP #2025-0008. Motion carried by roll call vote. Councilmembers Kessler, Simonsen, and Rose voted 'Aye'.

10. OTHER BUSINESS

11. ADJOURNMENT

There being no further business, Mayor Helenberg adjourned the meeting at 8:16 PM.

Mayor Paul Helenberg

Clerk-Treasurer Carie Cuttonaro

1. CALL TO ORDER

Mayor Paul Helenberg called the regular meeting of the Castle Rock City Council to order at 7:32 PM.

a. Pledge of Allegiance

Mayor Helenberg led the Pledge of Allegiance.

b. Roll Call

Councilmembers present: Art Lee, Paul Simonsen, and Ellen Rose. Councilmember Kessler was excused by Council.

Staff present: Police Chief Charlie Worley, City Attorney Benjamin Goodwin, Public Works Senior Operator Tyler Stone, City Engineer Tom Gower, and Clerk-Treasurer Carie Cuttonaro.

c. Changes to Agenda

2. PROCLAMATIONS & PRESENTATIONS

3. CITIZEN COMMENTS - maximum 3 minutes

4. DEPARTMENT REPORTS

- City Attorney Nikki Thompson
- Police Chief Charlie Worley
- Public Works Director Dave Vorse / Assistant Public Works Director Tyler Stone

- City Engineer Tom Gower

City Engineer Tom Gower gave a verbal report.

- Clerk-Treasurer Carie Cuttonaro

Clerk-Treasurer Carie Cuttonaro informed Council of a citizen's request to make the BNSF and Cowlitz St E intersection a "Quiet Zone". Research shows the City would be responsible for all mitigation costs. Staff and Council were concerned about safety. Council will take request into consideration.

5. COUNCIL AND AD HOC COMMITTEE REPORTS

- Mayor / Mayor Pro-Tempore / Councilmembers

Mayor Helenberg gave a verbal report.

- CRCDA Representative

6. PUBLIC HEARINGS

7. CONSENT AGENDA

Councilmember Lee made a motion, seconded by Rose, to approve the Consent Agenda as presented.

After further discussion, motion carried by roll call vote. Councilmembers Lee, Simonsen, and Rose voted 'Aye'.

- a. Invoices from July 2025 in the amount of \$47,128.02 as shown in the Vendor Detail Activity Report that were not included in July closeout. Requesting release of payments prior to August closeout.

8. OLD BUSINESS

9. NEW BUSINESS

- a. Interlocal Agreement with Cowlitz County, City of Kalama, City of Kelso, City of Longview, and City of Woodland to share costs related to a Request for Proposal for Animal Control Services. Shared cost is 5% of total.

Police Chief Charlie Worley presented.

Councilmember Rose made a motion, seconded by Lee, to approve the Interlocal Agreement.

Motion carried by roll call vote. Councilmembers Lee, Simonsen, and Rose voted 'Aye'.

- b. Interlocal Agreement with Cowlitz County for Participation in the Spillman Records Management System - Cost Share Agreement for January 1, 2026 - December 31, 2027, in the total amount of \$19,912.

Police Chief Charlie Worley presented.

Councilmember Rose made a motion, seconded by Lee, to approve Interlocal Agreement. Motion carried by roll call vote. Councilmembers Lee, Simonsen, and Rose voted 'Aye'.

- c. Ordinance No. 2025-11, an ordinance of the City of Castle Rock amending the Official Zoning Map and Comprehensive Plan Future Land Use Map by rezoning and redesignation of Parcels 30298 and 30297, addressed at 341 & 333 A Street SW, Castle Rock, WA from High Density Residential to Retail Commercial zoning and High Density Residential to Downtown Commercial Future Land Use designation.

Councilmember Rose made a motion, seconded by Lee, to approve Ordinance No. 2025-11, on first reading. Motion carried by roll call vote. Councilmembers Lee, Simonsen, and Rose voted 'Aye'.

- d. Ordinance No. 2025-12, an ordinance of the City of Castle Rock amending the Official Zoning Map and Comprehensive Plan Future Land Use Map by rezoning and redesignation of portions of Parcel 309100100 and 308980100, Castle Rock, WA rezone Mixed Use Commercial (MX) to Low Density Residential (R-1); and redesignation of Mixed Use Commercial to Low Density Residential Future Land Use designation.

Councilmember Rose made a motion, seconded by Lee, to approve Ordinance No. 2025-12, on first reading. Motion carried by roll call vote. Councilmembers Lee, Simonsen, and Rose voted 'Aye'.

- e. Interfund Loan Request - \$45,000 from the Swimming Pool Construction Fund for the purchase of a replacement pump in the North Storm Pump Station.

Mayor Helenberg presented.

Councilmember Rose made a motion, seconded by Lee, to approve the Interfund Loan. Motion carried by roll call vote. Councilmembers Lee, Simonsen, and Rose voted 'Aye'.

- f. Ordinance No. 2025-13, an ordinance amending the budgetary appropriations and authorizing an interfund loan for fiscal year ending December 31, 2025 for the City of Castle Rock, Washington for

the Stormwater Capital Reserve and Swimming Pool Construction Funds.

Councilmember Rose made a motion, seconded by Lee, to approve Ordinance No. 2025-13, on first reading. Motion carried by roll call vote. Councilmembers Lee, Simonsen, and Rose voted 'Aye'.

g. Memorandum of Understanding between the Castle Rock School District and Castle Rock Police Department to share resources, equipment, facilities, information, video, and any other mutually agreed-upon items to support the safety, security, and educational environment of the District, for a three-year term, and authorization for Police Chief Charlie Worley to sign.

Police Chief Charlie Worley presented.

Councilmember Rose made a motion, seconded by Lee, to approve the Memorandum of Understanding. Motion carried by roll call vote. Councilmembers Lee, Simonsen, and Rose voted 'Aye'.

h. Request to approve out-of-state travel for Public Works Director Dave Vorse, Assistant Public Works Director Tyler Stone, and Treatment Plant Operator Lucas Richardson to attend America in Bloom Symposium in Rochester, Michigan, September 24 - September 28, 2025. Travel is included in the 2025 budget.

Councilmember Rose made a motion, seconded by Lee, to approve the out-of-state travel. Motion carried by roll call vote. Councilmembers Lee, Simonsen, and Rose voted 'Aye'.

10. OTHER BUSINESS

11. ADJOURNMENT

There being no further business, Mayor Helenberg adjourned the meeting at 7:58 PM.

Mayor Paul Helenberg

Clerk-Treasurer Carie Cuttonaro

1. CALL TO ORDER

Mayor Paul Helenberg called the regular meeting of the Castle Rock City Council to order at 7:32 PM.

a. Pledge of Allegiance

Mayor Helenberg led the Pledge of Allegiance.

b. Roll Call

Councilmembers present: Art Lee, Lee Kessler, and Ellen Rose. Councilmember Paul Simonsen was experiencing technical difficulties and was unable to join.

Staff present: City Attorney Nikki Thompson, Public Works Director Dave Vorse, City Engineer Tom Gower, and Clerk-Treasurer Carie Cuttonaro.

c. Changes to Agenda

2. PROCLAMATIONS & PRESENTATIONS

a. John Keatley - Forest Practices Proposed Rule Change and Impacts

John Keatley gave a presentation on the impacts the State, County and Cities will experience based on the Proposed Rule Change.

Cowlitz County Commissioner Rick Dahl added more information on the negative impacts.

Keatley requested a letter from Council in opposition of the Proposed Rule Change. Councilmember Kessler suggested the City issue a letter requesting an extension in the process to allow more review time.

3. CITIZEN COMMENTS - maximum 3 minutes

Cheryl Gaze is reporting structural damage within her home.

Sandra Tinney complained about the biosolids odor within the City. Public Works Director explained what factors led to the odor and stated that the Department of Ecology sets limits to moving the material only from May through September.

Kara Ohlson, Matthew Ohlson, Charles Burnett and Stan Tow requested the City remove the 1.5 times outside city limits rate that is applied to the utilities rates. Pursuing annexation was a suggestion.

4. DEPARTMENT REPORTS

- City Attorney Nikki Thompson

City Attorney Nikki Thompson gave a verbal update.

- Police Chief Charlie Worley

- Public Works Director Dave Vorse

Public Works Director Dave Vorse gave a verbal report.

- City Engineer Tom Gower

City Engineer Tom Gower gave a verbal report.

- Clerk-Treasurer Carie Cuttonaro

Clerk-Treasurer Carie Cuttonaro gave a verbal report.

5. COUNCIL AND AD HOC COMMITTEE REPORTS

- Mayor / Mayor Pro-Tempore / Councilmembers

Councilmember Kessler reported the contractor working for Astound has cut into the road after the chip seal had been installed. Public Works Director Dave Vorse will follow-up.

- CRCDA Representative

6. PUBLIC HEARINGS

7. CONSENT AGENDA

Councilmember Kessler made a motion, seconded by Rose, to approve the Consent Agenda as presented. Motion carried by roll call vote. Councilmembers Lee, Kessler, and Rose voted 'Aye'.

a. July 14, 2025 Regular Council Meeting Minutes - tabled at the July 28, 2025 Regular Council Meeting

b. July 2025 invoices as described in the Fund Transaction Summary Report in the amount of \$580,161.52.

8. OLD BUSINESS

9. NEW BUSINESS

a. Ordinance No. 2025-10, an ordinance of the City of Castle Rock, Washington, amending Castle Rock Municipal Code Section 5.01.110, Nonresident Businesses, providing for severability and establishing an effective date, on first reading.

Councilmember Kessler made a motion, seconded by Rose, to approve Ordinance No. 2025-10. Motion carried by roll call vote. Councilmembers Lee, Kessler, and Rose voted 'Aye'.

b. Request for \$50,000 for Root Cutting and Treatment.

Councilmember Kessler made a motion, seconded by Rose, to approve \$50,000 from the Beginning Fund Balance for the Root Cutting and Treatment project. Motion carried by roll call vote. Councilmembers Lee, Kessler, and Rose voted 'Aye'.

10. OTHER BUSINESS

Troop #313 Eagle Scout Grayden Berndt requested Council approval to build a recycling can receptacle for the Castle Rock Senior Center. Council approved request by consensus.

11. ADJOURNMENT

There being no further business, Mayor Helenberg adjourned the meeting at 8:46 PM.

Mayor Paul Helenberg

Clerk-Treasurer Carie Cuttonaro

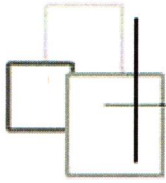
As of this date, 9/8/2025, the Council by a majority vote, does approve payment of the vouchers included in the Fund Transaction Summary Report, and further described as:

Payroll Expenditures				
<u>Transaction Type</u>	<u>Description & Transactions</u>		<u>Amount</u>	<u>Payment Date</u>
Mid-Month Draw	Payroll	Nacha # 1782381	24,150.00	8/15/2025
	Taxes	ACH	5,250.00	
EOM Payroll	Payroll	Nacha # 1796459	74,790.23	8/31/2025
		26860 - 26864	5,106.85	
		ACH	51,497.21	
	Benefits	26865 - 26868	4,010.44	
	Taxes	ACH	42,772.98	
	Voided		-	
Total Payroll Expenditures			207,577.71	
General Expenditures				
<u>Transaction Type</u>	<u>Description</u>		<u>Amount</u>	<u>Payment Date</u>
Adjustment/EFT	EFT#1161-8/2025		300.00	8/3/2025
Adjustment/EFT	EFT#1162-8/2025		154.87	8/4/2025
Adjustment/EFT	EFT#1163-8/2025		8,219.42	8/25/2025
Claims	Check	56466 -	1,898.50	8/11/2025
Claims	Check	56467 -	260.44	8/19/2025
Claims	Check	56468 -	1,168.54	8/20/2025
Claims	Check	56469 - 56481	47,128.02	8/25/2025
Claims	Check	56482 -	1,776.32	8/26/2025
Claims	Check	56483 - 56485	212.45	8/28/2025
Claims	Check	56486 - 56560	496,913.69	8/28/2025
Total General Expenditures			558,032.25	
TBD Expenditures				
<u>Transaction Type</u>	<u>Description</u>		<u>Amount</u>	<u>Payment Date</u>
Claims	Check	2082	23,077.55	8/28/2025
Claims	Check	2082	6,894.22	8/28/2025
Total TBD Expenditures			29,971.77	
Total Expenditures				
			<u>Amount</u>	<u>Payment Date</u>
Total General and TBD Expenditures			588,004.02	8/1/2025 8/28/2025
Payroll Expenditures			207,577.71	
Grand Total Expenditures			795,581.73	
Fund Transaction Summary Report			795,581.73	
Balance Check (s/b -0-)			-	

Lee Kessler, Audit Committee Member

Art Lee, Audit Committee Member

Ellen Rose, Audit Committee Member



Fund Transaction Summary

Transaction Type: Invoice

Fiscal: 2025 - Aug - Sep - City Council

System Types: Cash Management, Financials, Payroll, Resources, UB2, Utility Billing

Fund Number	Description	Amount
010	General Fund	\$215,284.39
100	Street Fund	\$21,087.16
115	Building Code Account Fund	\$1,763.30
120	Visitor Center Fund	\$983.44
130	Library Fund	\$561.87
145	Local Criminal Justice Fund	\$126.05
170	DOT Spoil Site Fund	\$3,006.90
180	Public Works Vehicle Replacement	\$1,898.50
320	Street Construction Capital Fund	\$152,084.51
400	Water/Sewer Operating Fund	\$154,008.87
410	Regional Water System Fund	\$142,601.85
420	Stormwater Management Fund	\$11,826.94
425	Stormwater Capital Reserve Fund	\$1,580.00
435	Muni Water Capital Improvement	\$36,252.70
470	Muni Sewer Capital Imprv Reserve	\$20,784.51
475	Boat Launch Facility Fund	\$489.95
631	Utility Deposit Fund	\$43.73
632	Transportation Benefit District Fund	\$29,971.77
634	State Custodial Pass-Thru Fund	\$1,225.29
	Count: 19	\$795,581.73

**CITY OF CASTLE ROCK
WASHINGTON**

ORDINANCE NO. 2025-10

AN ORDINANCE OF THE CITY OF CASTLE ROCK, WASHINGTON, AMENDING CASTLE ROCK MUNICIPAL CODE SECTION 5.01.110, NONRESIDENT BUSINESSES, PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City requires business licenses for entities conducting business within the City of Castle Rock; and

WHEREAS, the current Castle Rock Municipal Code exempts businesses that are located outside of the City limits from general licensing requirements if their gross sales, income, or product value sold in the City is less than \$2,000; and

WHEREAS, the State is increasing the threshold exemption amount to \$4,000, with automatic CPI adjustments in future years; and

WHEREAS, Castle Rock is required to update its Code to reflect the updated threshold exemption amount.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CASTLE ROCK, WASHINGTON, DOES ORDAIN AS FOLLOWS:

Section 1. Amendment. Castle Rock Municipal Code, Section 5.01.110, Nonresident Businesses, is hereby amended to read as follows:

5.01.110 Nonresident Businesses.

For purposes of the license required by this chapter, any person or business whose annual value of products, gross proceeds of sales, or gross income of the business in the city is equal to or less than \$2,000 and who does not maintain a place of business within the city shall submit a business license application as provided for in this chapter, but be exempt from the city license fee. The threshold and fee exemption does not apply to regulatory license requirements or activities that require a specialized permit.

Beginning January 1, 2026, the threshold amount is \$4000. The threshold amount will be adjusted every forty-eight months on January 1, by an amount equal to the increase in the Consumer Price Index ("CPI") for "West Urban, All Urban Consumers" (CPI-U) for each 12-month period ending on June 30 as published by the United States Department of Labor Bureau of Labor Statistics or successor agency. To calculate this adjustment, the current rate will be multiplied by one plus the cumulative four-year (forty-eight month) CPI increase using each 12-month period ending on June 30 of each prior year, and rounded to the nearest \$100. However, if any of the annual CPI increases are more than five (5) percent, a five (5) percent increase will be used in computing the annual basis and if any of the annual CPI decreased during the forty-eight-month period, a zero (0) percent increase will be used in computing the annual basis.

Section 2. Severability - Construction. If a section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared unconstitutional or invalid for any reason by any court of competent jurisdiction; such decision shall not affect the validity of the remaining portions of this ordinance. If the provisions of this ordinance are found to be inconsistent with other provisions of the Castle Rock Municipal Code, the provisions of this ordinance shall control.

Section 3. Authority to Make Necessary Corrections. The City Clerk and the codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance including, but not limited to, the correction of scrivener's clerical errors, references, ordinance numbers, section/subsection numbers and any references thereto.

Section 4. Effective Date. This Ordinance shall take effect five days after its passage and publication as required by law.

PASSED and APPROVED this ____ day of _____, 2025.

CITY OF CASTLE ROCK:

Paul Helenberg, Mayor

Attest:

Carie Cuttonaro, City Clerk

Approved as to Form:

Nikki Thompson, City Attorney

Date of Publication: _____

Effective Date: _____

ORDINANCE NO. 2025-11

AN ORDINANCE OF THE CITY OF CASTLE ROCK AMENDING THE OFFICIAL ZONING MAP AND COMPREHENSIVE PLAN FUTURE LAND USE MAP BY REZONING AND REDESIGNATION OF PARCELS 30298 AND 30297, ADDRESSED AT 341 & 333 A STREET SW, CASTLE ROCK, WA FROM HIGH DENSITY RESIDENTIAL TO RETAIL COMMERCIAL ZONING AND HIGH DENSITY RESIDENTIAL TO DOWNTOWN COMMERCIAL FUTURE LAND USE DESIGNATION.

WHEREAS, the City of Castle Rock is partially planning under Washington's Growth Management Act pursuant to Chapter 36.70A RCW; and

WHEREAS, the City Council adopted the Castle Rock Official Zoning Map by Ordinance No. 2024-06; and

WHEREAS, the Castle Rock Municipal Code (CRMC) establishes procedures for amending the official zoning map in Chapter 17.72 CRMC; and

WHEREAS, the City received an application initiated by the property owner for a site-specific zoning map amendment to reclassify the zoning on Parcel No. 30298 and No. 30297 from High Density Residential (R-2) to Retail Commercial (C-1) subject to the City Council's approval of a Comprehensive Plan Future Land Use Map amendment; and

WHEREAS, the City received an application initiated by the property owner for a site-specific comprehensive plan future land use map amendment to reclassify the future designation on Parcel No. 30298 and No. 30297 from High Density Residential to Downtown Commercial; and

WHEREAS, the City Council last approved a Comprehensive Plan Future Land Use Map amendment in Ordinance No. 2024-05; and

WHEREAS, the amendment for both the comprehensive plan future land use map designation and zoning map classification are deemed consistent with the Castle Rock Comprehensive Plan goals and policies; and

WHEREAS, the Planning Commission discussed the zoning amendment and comprehensive plan future land use map amendment at the July 29, 2025 meeting; and

WHEREAS, after providing notice consistent with CRMC 17.72.030, the Planning Commission held a public hearing on July 29, 2025, to receive public testimony on the proposed zoning map amendment and comprehensive plan future land use map amendment; and

WHEREAS, after the public hearing, the Planning Commission voted to forward a recommendation to the City Council on the zoning map amendment and comprehensive plan future land use map amendment; and

WHEREAS, the City Council received the Planning Commission's recommendations on the proposed zoning map amendment and comprehensive plan future land use map amendment at their July 29, 2025 meeting; and

WHEREAS, the City Council finds that the zoning map amendment and comprehensive plan future land use map amendment is in the public interest of the community by designating a commercial parcel for continued commercial use; and

WHEREAS, the proposed amendments have been reviewed as required under the State Environmental Policy Act, Chapter 43.21C RCW, and a Determination of Nonsignificance was issued on July 8, 2025, pursuant to WAC 197-11-340(2).

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Castle Rock do ordain as follows;

SECTION 1. Amend Comprehensive Plan Future Land Use Map. The Official Future Land Use Map of the City of Castle Rock is hereby amended, changing Parcel No. 30298 and No. 30297 from High Density Residential to Downtown Commercial as shown in Attachment A and the City Planner is hereby authorized and directed to make the necessary changes to the City's Comprehensive Plan Future Land Use Map.

SECTION 2. Amend Official Zoning Map. The Official Zoning Map of the City of Castle Rock is hereby amended, changing Parcel No. 30298 and No. 30297 from High Density Residential to Retail Commercial as shown in Attachment A and the City Planner is hereby authorized and directed to make the necessary changes to the City's zoning map.

SECTION 3. Severability. If any section, sentence, clause, or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Ordinance; provided, however, that if any section, sentence, clause, or phrase of this Ordinance, or any change in zoning designation, is held to be invalid by a court of competent jurisdiction then the section, sentence, clause, or phrase, or land use designation, in effect prior to the effective date of this Ordinance shall be in full force and effect for that invalidated section, sentence, clause, or phrase, or zoning designation, as if this Ordinance had never been adopted.

SECTION 4. Copy to Department of Commerce. Pursuant to RCW 36.70A.106(3), the City Clerk is directed to send a copy of this Ordinance to the State Department of Commerce for its files within ten days after adoption of this Ordinance.

SECTION 5. Effective Date. This Ordinance concerning powers vested solely in the Council, it is not subject to referendum and shall become effective five (5) days after its passage and publication as required by law.

ADOPTED by the City Council and signed by the Mayor at a regular meeting thereof on the _____ day of _____, 2025.

Mayor Paul Helenberg

ATTEST:

Carie Cuttonaro, Clerk-Treasurer

APPROVED AS TO FORM:

Nikki Thompson, City Attorney

Attachment A: Amended Comprehensive Plan Future Land Use Map.

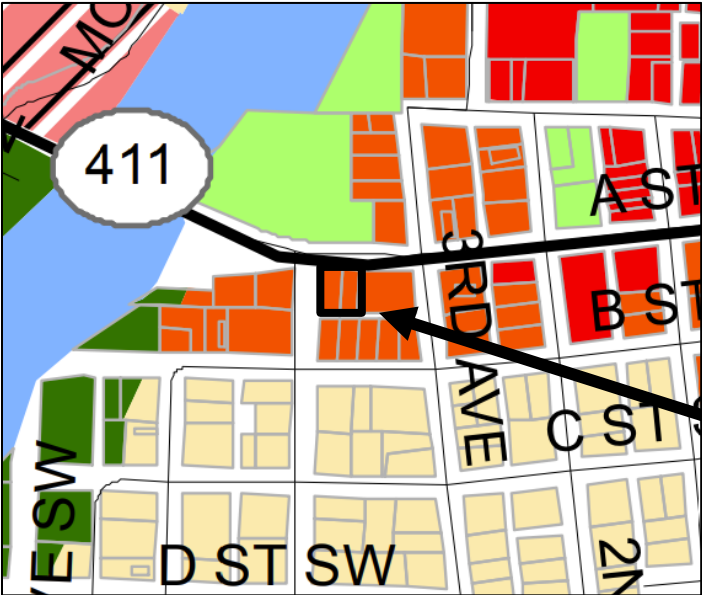


Figure 1: Current Future Land Use Designation

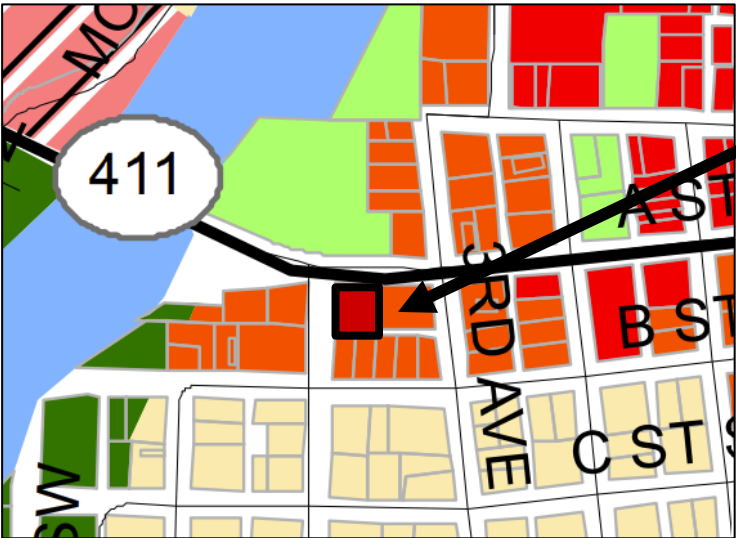
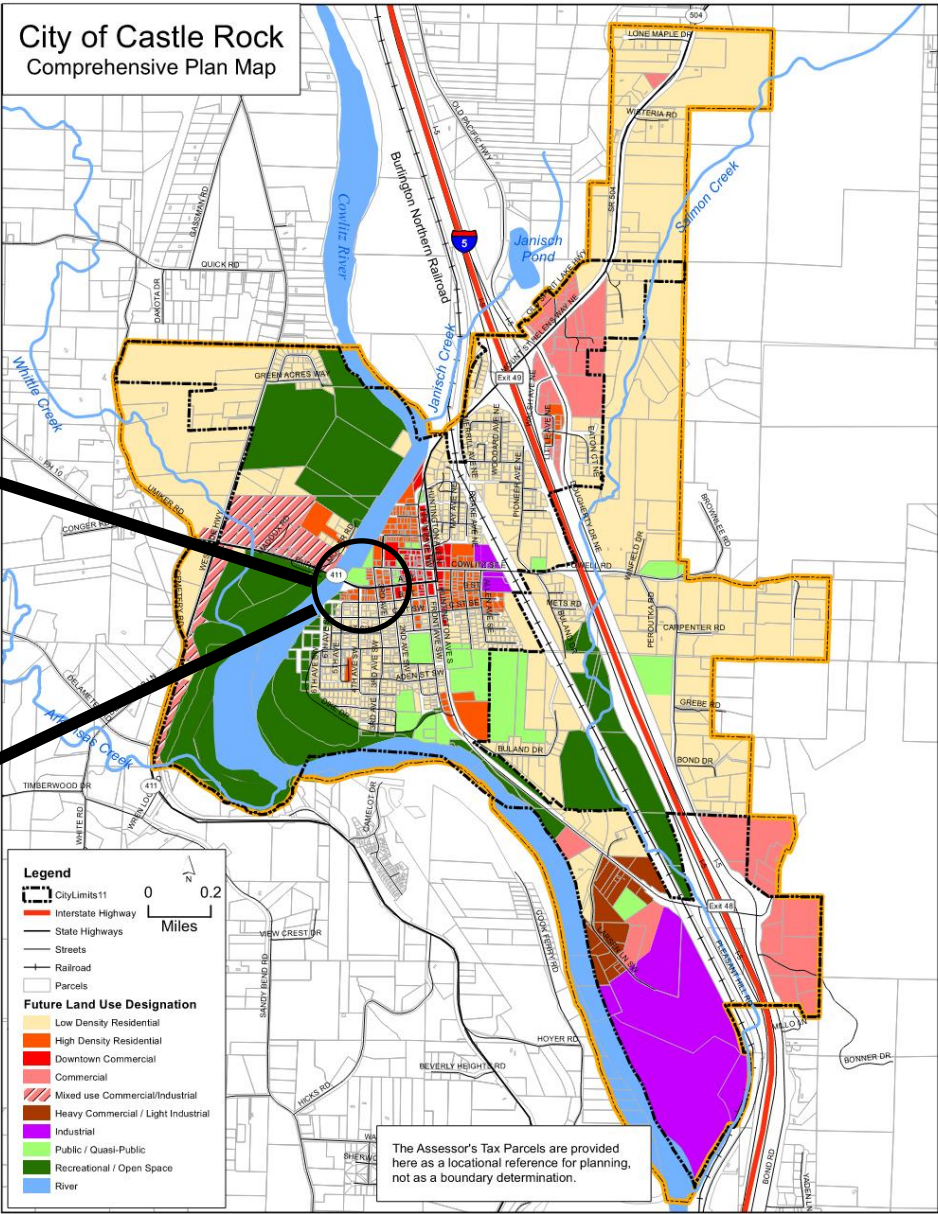


Figure 2: Redesignated Future Land Use



Attachment B: Amended Official Zoning Map.

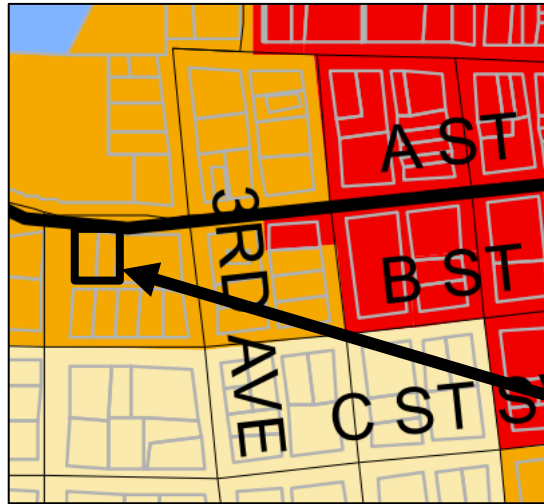


Figure 3: Current Zoning R-2

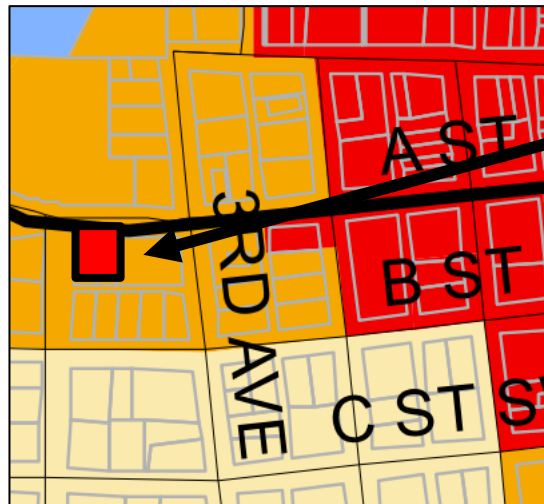
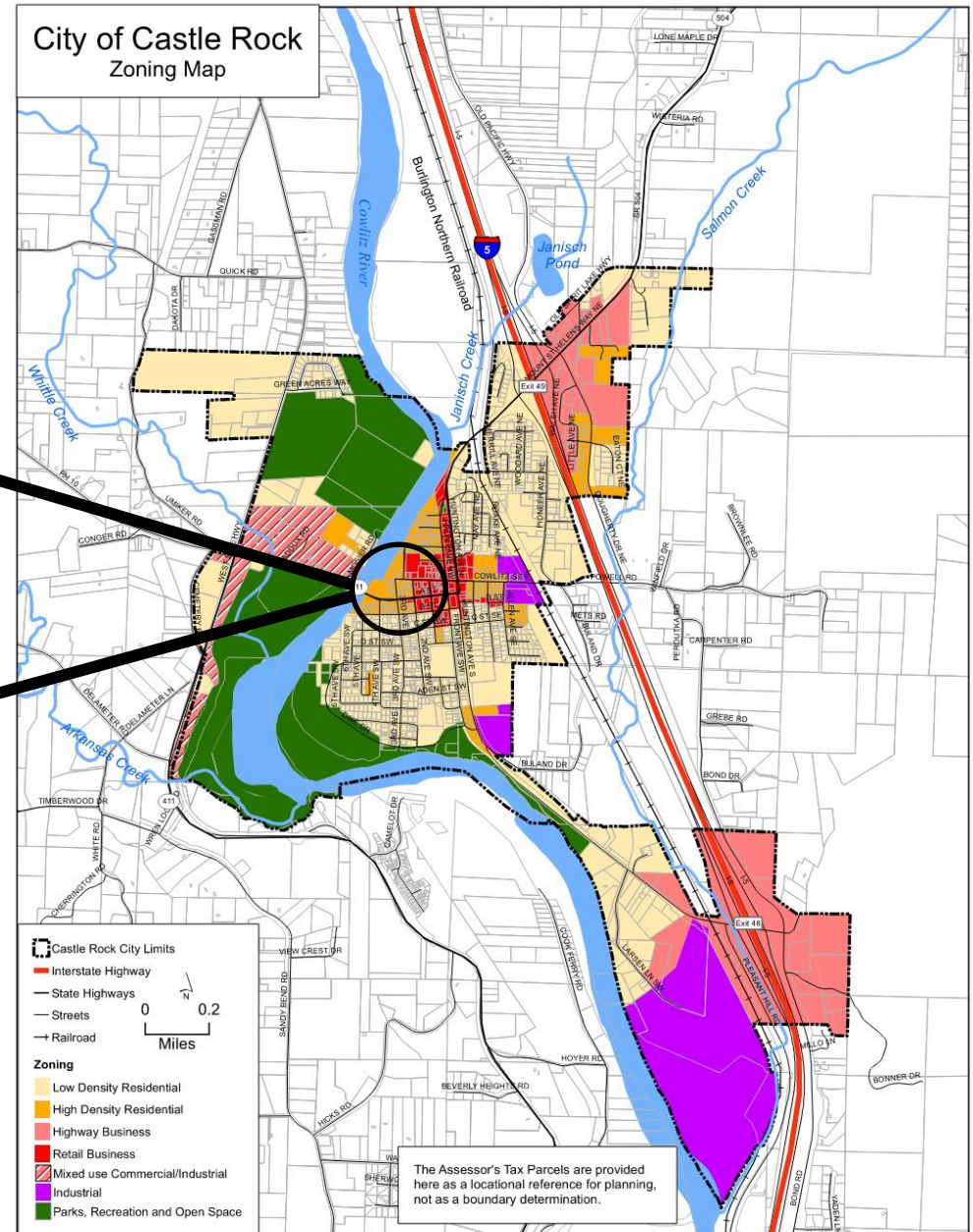


Figure 4: Redesignated Zoning C-1



ORDINANCE NO. 2025-12

AN ORDINANCE OF THE CITY OF CASTLE ROCK AMENDING THE OFFICIAL ZONING MAP AND COMPREHENSIVE PLAN FUTURE LAND USE MAP BY REZONING AND REDESIGNATION OF PORTIONS OF PARCEL 309100100 AND 308980100, CASTLE ROCK, WA REZONE MIXED USE COMMERCIAL (MX) TO LOW DENSITY RESIDENTIAL (R-1); AND REDESIGNATION OF MIXED USE COMMERCIAL TO LOW DENSITY RESIDENTIAL FUTURE LAND USE DESIGNATION.

WHEREAS, the City of Castle Rock is partially planning under Washington's Growth Management Act pursuant to Chapter 36.70A RCW; and

WHEREAS, the City Council adopted the Castle Rock Official Zoning Map by Ordinance No. 2024-06; and

WHEREAS, the Castle Rock Municipal Code (CRMC) establishes procedures for amending the official zoning map in Chapter 17.72 CRMC; and

WHEREAS, the City received an application initiated by the property owner for a site-specific zoning map amendment to reclassify a portion of Parcel No. 309100100 and No. 308980100 from Mixed Use Commercial (MX) to Low Density Residential (R-1) subject to the City Council's approval of a Comprehensive Plan Future Land Use Map amendment; and

WHEREAS, the City received an application initiated by the property owner for a site-specific comprehensive plan future land use map amendment to reclassify the future designation of a portion of Parcel No. 309100100 and No. 308980100 from Mixed Use Commercial (MX) to Low Density Residential (R-1); and

WHEREAS, the City received a Boundary Line Adjustment (BLA) application in accordance with the site-specific zoning map amendment and comprehensive plan future land use map amendment to reallocate the zone and future land use designation with proposed lot lines; and

WHEREAS, the amendment for both the comprehensive plan future land use map designation and zoning map classification are deemed consistent with the Castle Rock Comprehensive Plan goals and policies; and

WHEREAS, the City Council last approved a Comprehensive Plan Future Land Use Map amendment in Ordinance No. 2024-05; and

WHEREAS, the Planning Commission discussed the zoning amendment and comprehensive plan future land use map amendment at the July 29, 2025 meeting; and

WHEREAS, after providing notice consistent with CRMC 17.72.030, the Planning Commission held a public hearing on July 29, 2025, to receive public testimony on the proposed zoning map amendment and comprehensive plan future land use map amendment; and

WHEREAS, after the public hearing, the Planning Commission voted to forward a recommendation to the City Council on the zoning map amendment and comprehensive plan future land use map amendment; and

WHEREAS, the City Council received the Planning Commission's recommendations on the proposed zoning map amendment and comprehensive plan future land use map amendment at their July 29, 2025 meeting; and

WHEREAS, the City Council finds that the zoning map amendment and comprehensive plan future land use map amendment is in the public interest of the community by designating zoning and future land use designations in more usable parcel delineation for development; and

WHEREAS, the proposed amendments have been reviewed as required under the State Environmental Policy Act, Chapter 43.21C RCW, and a Determination of Nonsignificance was issued on July 8, 2025, pursuant to WAC 197-11-340(2).

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Castle Rock do ordain as follows;

SECTION 1. Amend Comprehensive Plan Future Land Use Map. The Official Future Land Use Map of the City of Castle Rock is hereby amended, changing Parcel No. 309100100 and No. 308980100 from Mixed Use Commercial (MX) to Low Density Residential (R-1), as shown in Attachment A and the City Planner is hereby authorized and directed to make the necessary changes to the City's Comprehensive Plan Future Land Use Map.

SECTION 2. Amend Official Zoning Map. The Official Zoning Map of the City of Castle Rock is hereby amended, changing Parcel No. 309100100 and No. 308980100 from Mixed Use Commercial (MX) to Low Density Residential (R-1); as shown in Attachment B and the City Planner is hereby authorized and directed to make the necessary changes to the City's zoning map.

SECTION 3. Associated Boundary Line Adjustment. Following the approval of this Ordinance, the applicant shall record the Boundary Line Adjustment (BLA) with Cowlitz County after receiving all appropriate signatures as shown in Attachment C, as the Future Land Use and Zoning approval are conditioned on this lot line adjustment.

SECTION 4. Severability. If any section, sentence, clause, or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Ordinance; provided, however, that if any section, sentence, clause, or phrase of this Ordinance, or any change in zoning designation, is held to be invalid by a court of competent jurisdiction then the section, sentence, clause, or phrase, or land use designation, in effect prior to the effective date of this Ordinance shall be in full force and effect for that invalidated section, sentence, clause, or phrase, or zoning designation, as if this Ordinance had never been adopted.

SECTION 5. Copy to the Department of Commerce. Pursuant to RCW 36.70A.106(3), the City Clerk is directed to send a copy of this Ordinance to the State Department of Commerce for its files within ten days after adoption of this Ordinance.

SECTION 6. Effective Date. This Ordinance concerning powers vested solely in the Council, it is not subject to referendum and shall become effective five (5) days after its passage and publication as required by law.

ADOPTED by the City Council and signed by the Mayor at a regular meeting thereof on the _____ day of _____, 2025.

Mayor Paul Helenberg

ATTEST:

APPROVED AS TO FORM:

Carie Cuttonaro, Clerk-Treasurer

Nikki Thompson, City Attorney

Attachment A: Amended Comprehensive Plan Future Land Use Map.

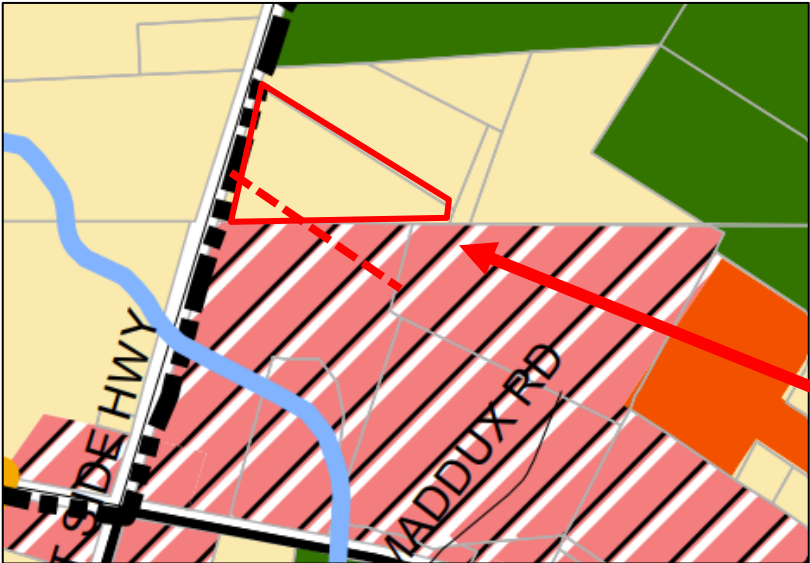


Figure 1: Current Future Land Use Designation

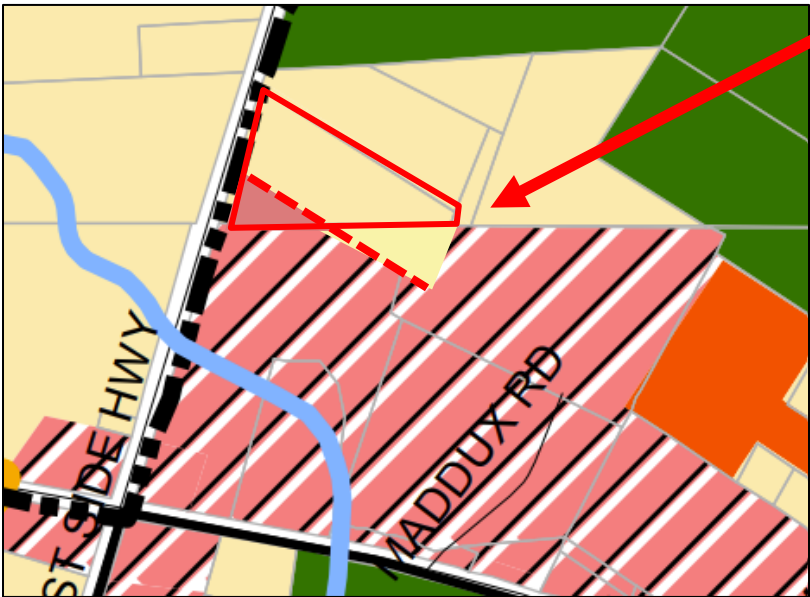
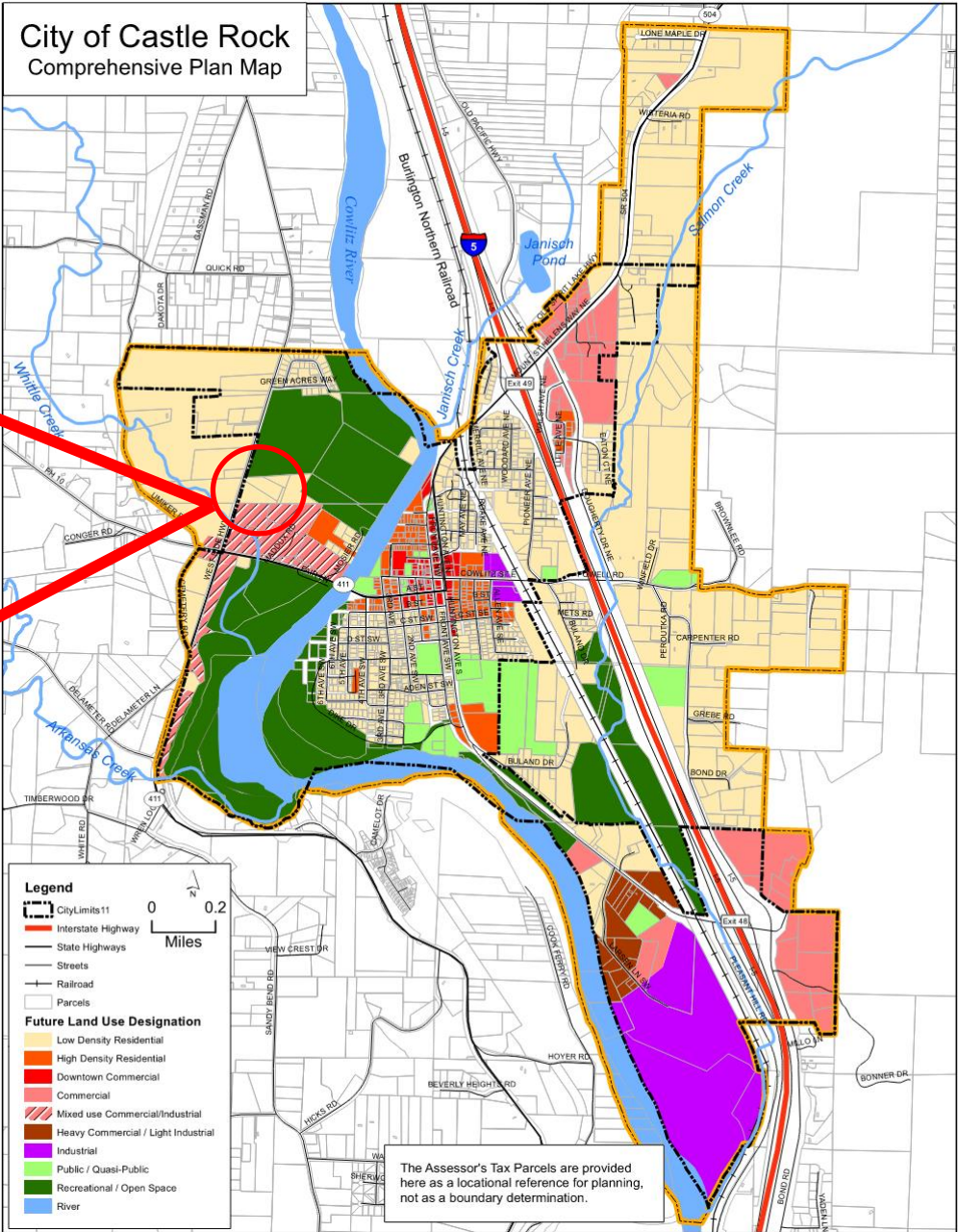


Figure 2: Amended Future Land Use Designation



Attachment B: Amended Official Zoning Map.

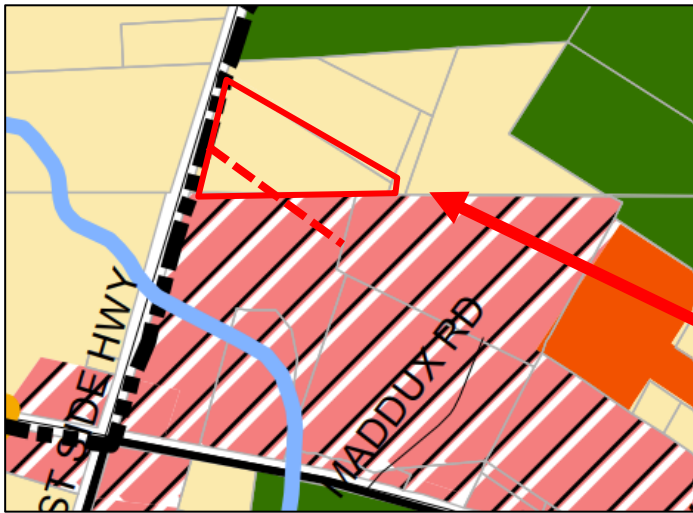


Figure 3: Current Zoning Designation

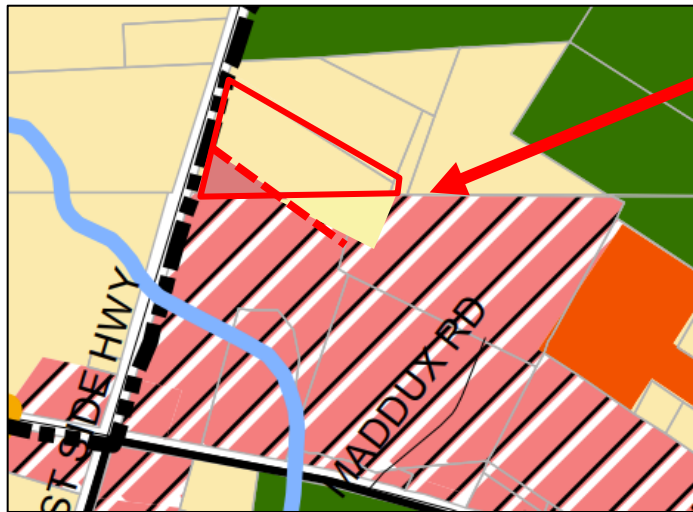


Figure 4: Amended Zoning Designation

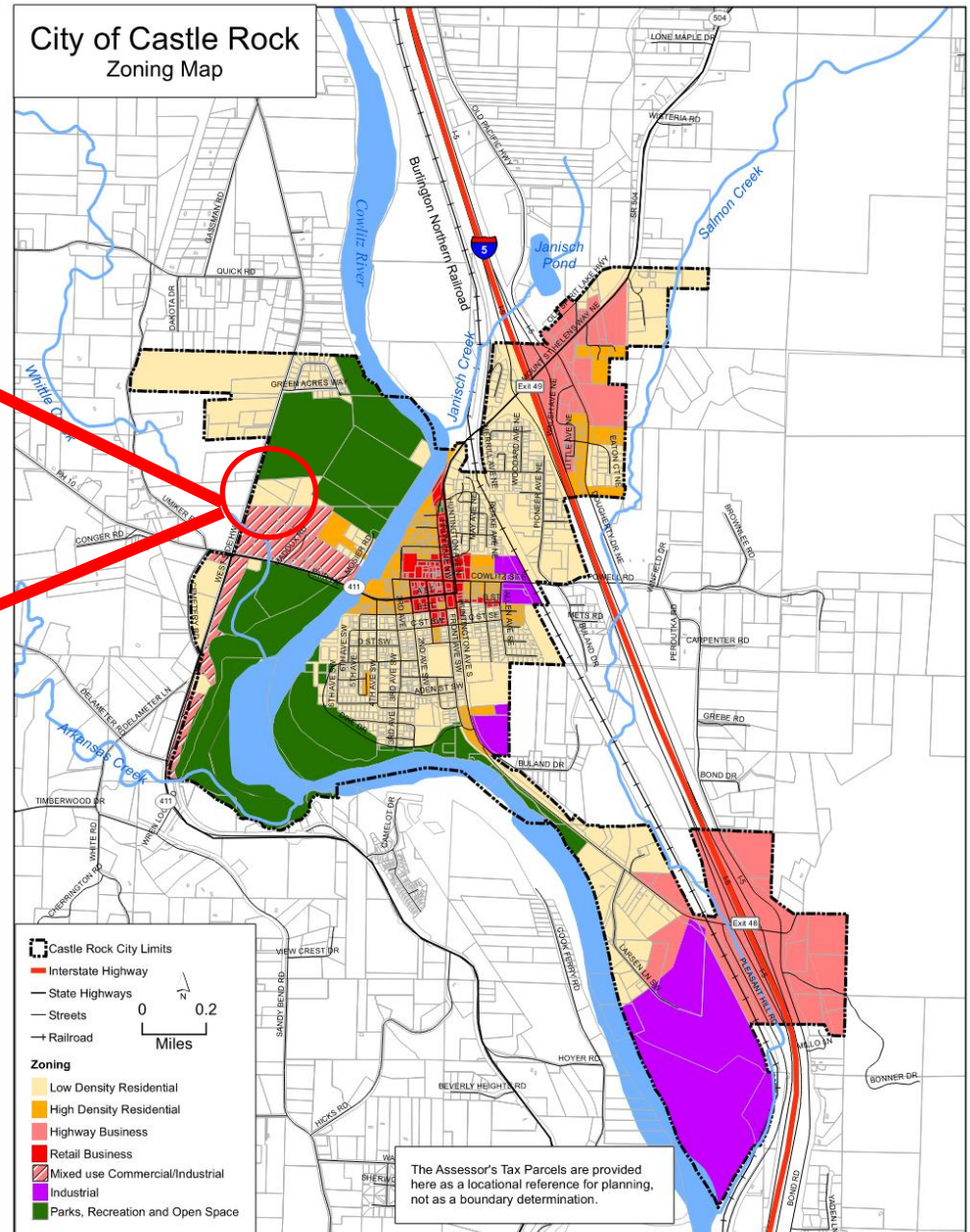
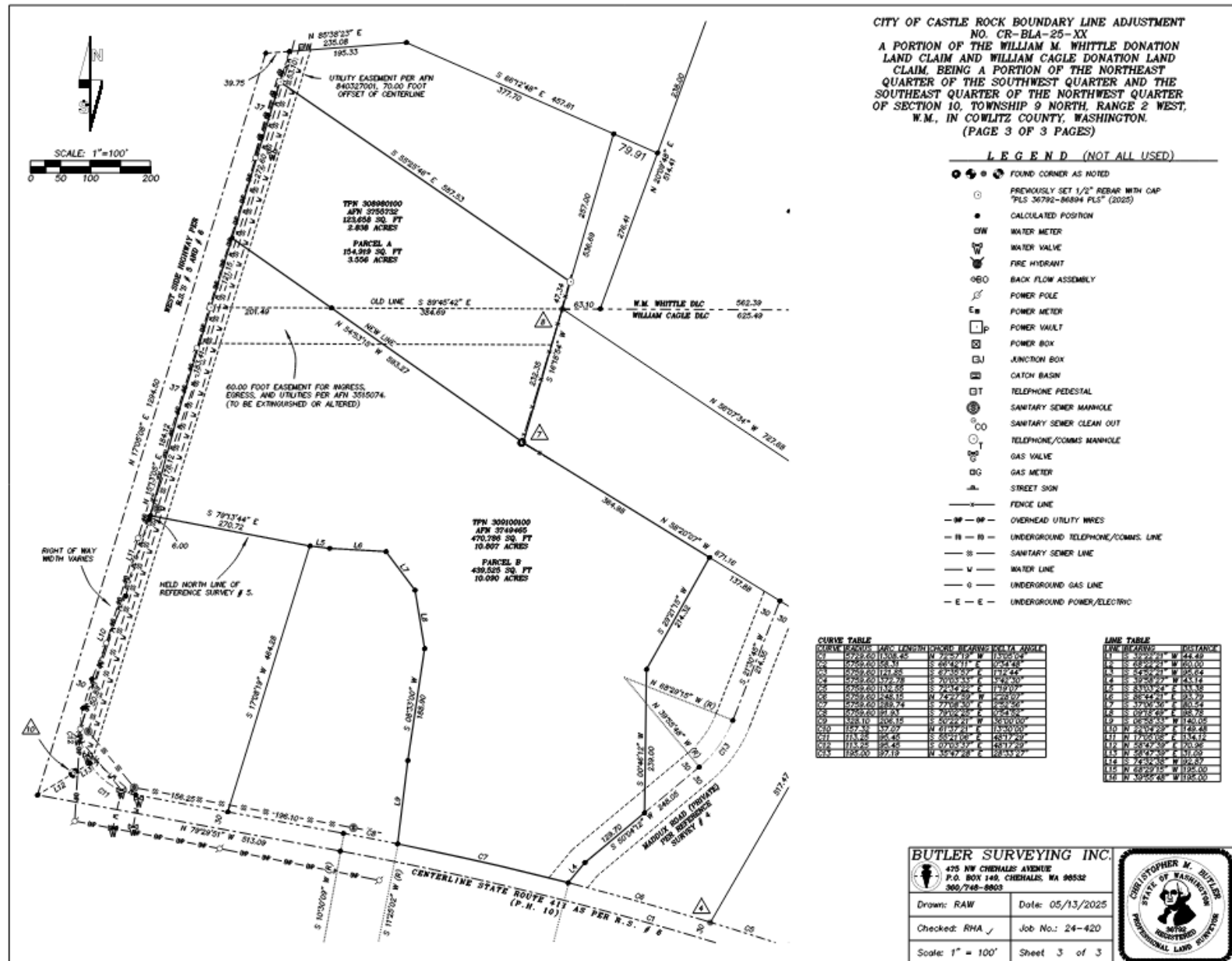


Exhibit C: Boundary Line Adjustment (BLA) depicting adjusted zoning and land use designations



ORDINANCE NO. 2025-13

AN ORDINANCE AMENDING THE BUDGETARY APPROPRIATIONS AND AUTHORIZING AN INTERFUND LOAN FOR FISCAL YEAR ENDING DECEMBER 31, 2025 FOR THE CITY OF CASTLE ROCK, WASHINGTON FOR THE STORMWATER CAPITAL RESERVE AND SWIMMING POOL CONSTRUCTION FUNDS

WHEREAS, during the regular council meeting held August 25, 2025, the City of Castle Rock approved an interfund loan in the amount of \$45,000 between the Swimming Pool Construction Fund #300 and the Stormwater Capital Reserve Fund #425; and

WHEREAS, the purpose for this loan is to fund the purchase of a replacement pump at the North Storm Pump Station; and

WHEREAS, the Stormwater Management Fund's annual source of revenue is approximately \$165,000 collected through utility billings.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Castle Rock, Washington do ordain as follows:

Section 1. A new interfund loan amount not to exceed \$45,000 is hereby authorized to be made from the Swimming Pool Construction Fund #300 to the Stormwater Management Fund #420 during the 2025 fiscal year. Councilmembers expect this loan to be fully repaid within three (3) years, 2028, including interest at 4.39%, per current Washington State Investment Pool rates. Loan repayments shall be made no later than October 20 in 2026, 2027 and 2028.

Section 2. That fund amendments be appropriated as designated by the below amounts:

<u>BARS #</u>	<u>Description</u>	<u>Original Appropriation</u>	<u>Change</u>	<u>Amended Appropriation</u>
300-000-000-508-31-00-00	Reserved Ending Cash	174,160	-45,000	129,160
300-000-000-581-10-00-42	Loan Issued to Stormwater Management Fund 420	0	+45,000	45,000
420-000-000-381-20-30-00	Interfund Loan Received from Swimming Pool Construction Fund 300	0	+45,000	45,000
420-000-000-531-30-35-03	Replacement Machinery / Equipment	5,000	+45,000	50,000

Section 3. This ordinance, having been introduced at a regular meeting of the Castle Rock City Council held on August 25, 2025 and September 8, 2025, shall be effective immediately upon adoption.

Adopted by the City Council and signed by the Mayor on this ____ day of September, 2025.

CITY OF CASTLE ROCK

APPROVED:

Paul Helenberg, Mayor

APPROVED AS TO FORM:

ATTEST:

Nikki Thompson, City Attorney

Carie Cuttonaro, City Clerk

**AGREEMENT BETWEEN
COWLITZ COUNTY
AND
CITY OF CASTLE ROCK**

THIS AGREEMENT is made and entered into by and between COWLITZ COUNTY, a political subdivision of the State of Washington, hereinafter referred to as "County" and CITY OF CASTLE ROCK.

WHEREAS, County is eligible for and receives special excise taxes (lodging tax) which may be used to pay the cost of tourism promotion, defined in RCW 67.28 as activities and expenditures designed to increase tourism, including advertising, publicizing or otherwise distributing information for the purpose of attracting visitors and encouraging tourism expansion; and

WHEREAS, County is authorized to expend the special excise taxes for acquisition, construction or operation of tourism-related facilities as defined in RCW 67.28 to include facilities that support tourism, the performing arts, or the accommodation of tourist activities, or to pay or secure the payment of all or any portion of general obligation bonds or revenue bonds issued for such purposes (these include such items as events, attractions, or activities).

IT IS THE PURPOSE OF THIS AGREEMENT to provide a portion of the County's lodging taxes to CITY OF CASTLE ROCK *to support the operation costs of tourism promotion*, defined in RCW 67.28 as activities and expenditures designed to increase tourism, including advertising, publicizing or otherwise distributing information for the purpose of attracting visitors and encouraging tourism expansion. The purpose of this Agreement is to allow the County to provide partial funding assistance to the CITY OF CASTLE ROCK to support tourism.

NOW, THEREFORE, in consideration of the mutual undertaking and promises contained herein and the benefits to be realized by each party, and in further consideration of the benefit to the general public to be realized by the performance of this Agreement, the parties agree as follows:

A. RESPONSIBILITIES OF CITY OF CASTLE ROCK

In consideration of the agreement of County to distribute to the CITY a portion of its regular and special hotel/motel taxes as described herein for the programs and services described herein, CITY agrees as follows:

1. Tourism Promotion. The CITY will develop, operate, maintain, and administer a Tourism Promotion Program (hereinafter "Program") for the benefit of businesses and citizens of Cowlitz County. The Tourism Promotion Program shall include activities intended to attract visitors for overnight stays, arts, heritage and cultural events, and recreational, professional, and amateur sports events.

All expenses of the Program supported with funds received from Cowlitz County must conform to requirements of RCW 67.28.180 and 67.28.181, as now enacted or hereinafter amended, and shall further be subject to such other restrictions as might be contained in this Agreement.

2. Annual and Periodic Reports. The CITY OF CASTLE ROCK, shall at least annually not later than March each year, provide a written report which should include, among other things:

- a) a summary of the actual expenditures and revenues for the Program for the prior year;
- b) submitting the "Cowlitz County Lodging Tax – Project Report" (as attached); and
- c) such other information as may be requested by the Board of Commissioners.

THEREFORE, IT IS MUTUALLY AGREED THAT:

EFFECTIVE DATE

This Agreement shall be effective upon execution by both parties.

PAYMENT

Pursuant to this Agreement, County shall pay to CITY OF CASTLE ROCK the sum of THIRTY Thousand and no/100 Dollars \$30,000 on or before September 30, 2025. When paid to CITY OF CASTLE ROCK, such funds shall be invested by CITY OF CASTLE ROCK until needed for tourism related operational costs. All funds distributed to CITY OF CASTLE ROCK pursuant to this Agreement, including interest accruing on the investment of such funds, shall be restricted solely for payment of costs described in this Agreement.

REPAYMENT GUARANTEES

In the event that federal funds have been disbursed to CITY OF CASTLE ROCK and the funds are not used for the intended purpose, CITY OF CASTLE ROCK hereby guarantees that it will refund to the County all such proceeds disbursed to it, together with accrued interest at the same rate as if the funds had been invested with the Washington State Local Government Investment Pool, provided that CITY OF CASTLE ROCK may deduct such amounts as it shall have expended through the date on which a decision is made that the funds are not needed.

RECAPTURE

In the event federal funds have been disbursed to CITY OF CASTLE ROCK and CITY OF CASTLE ROCK fails to comply with the terms of this Agreement or to comply with applicable state laws, County reserves the right to recapture funds in an amount necessary to compensate County for the noncompliance, in addition to any other remedies available at law or in equity. This paragraph shall survive any termination, expiration or determination of invalidity of this Agreement in whole or in part.

DISALLOWED COSTS

Each party is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its Subcontractors.

AGREEMENT CHANGES, MODIFICATIONS AND AMENDMENTS

This Agreement may be changed, modified, or amended by written agreement executed by both parties.

ASSIGNMENT

This Agreement, and any claim arising thereunder, is not assignable or delegable by either party in whole or in part, without the express prior written consent of the other party, which consent shall not be unreasonably withheld.

CONTRACT MANAGEMENT

The program manager for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Agreement.

If to CITY: CITY OF CASTLE ROCK
 P.O. Box 370
 Castle Rock, WA 98611

If to Cowlitz County: Kimberly Bowcutt
 Cowlitz County Tourism Department
 1900 7th Avenue
 Longview, WA 98632

DISPUTES

In the event that a dispute arises under this Agreement, it shall be determined by a Dispute Board in the following manner: Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review the facts, agreement terms and applicable statutes and rules and make a determination of the dispute. The Dispute Board shall thereafter decide the dispute with the majority prevailing. The determination of the Dispute Board shall be final and binding on the parties hereto.

GOVERNING LAW AND DOCUMENTS

This Agreement is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws, with state venue in Superior Court of Cowlitz County. The provisions of this Agreement shall be construed to conform to those laws.

In the event of an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

- a. Applicable state and federal statutes and rules;
- b. This Agreement; and
- c. Any other provisions of the agreement, including materials incorporated by reference.

CONSTRUCTION

This agreement has been mutually reviewed and negotiated by the parties and should be given a fair and reasonable interpretation and should not be construed less favorably against either party.

INDEPENDENT CAPACITY AND LIABILITY

The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

Each party agrees to be responsible for the liabilities arising out of the employment, conduct or omissions of its own officers, agents and employees. Employees performing duties under the direction and supervision of one party are deemed for the purpose of this Agreement to be considered agents of that party only, and not agents or employees of the other party.

RECORDS MAINTENANCE

The parties to this Agreement shall each maintain books, records, documents and other evidence which sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the services and work described herein. These records shall be subject to inspection, review or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. All books, records, documents, and other material relevant to this Agreement will be retained for six years after expiration and the Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period. If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been finally resolved.

Records and other documents, in any medium, furnished by one party to this agreement to the other party, will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not disclose or make available this material to any third parties without first giving notice to the furnishing party and giving it a reasonable opportunity to respond. Each party will utilize reasonable security procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties.

RIGHTS IN DATA

Unless otherwise provided, data which originates from this Agreement shall be "works for hire" as defined by the U.S. Copyright Act of 1976 and shall be owned by the County. Data shall include, but not be limited to, reports, documents, pamphlets, advertisements, books magazines, surveys, studies, computer programs, films, tapes and/or sound reproductions. Ownership includes the right to copyright, patent, register and the ability to transfer these rights.

SEVERABILITY

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement, which can be given effect without the invalid provision if such remainder conforms to the requirements of applicable law and the fundamental purpose of this agreement, and to this end the provisions of this Agreement are declared to be severable.

TERMINATION

Either party may terminate this Agreement upon thirty (30) days' prior written notification to the other party. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

TERMINATION FOR CAUSE

If for any cause, either party does not fulfill in a timely and proper manner its obligations under this Agreement, or if either party violates any of these terms and conditions, the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given the opportunity to correct the violation or failure within fifteen (15) working days. If failure or violation is not corrected, this Agreement may be terminated immediately by written notice of the aggrieved party to the other.

WAIVER

A failure by either party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement unless stated to be such in a writing signed by an authorized representative of the party and attached to the original Agreement.

ALL WRITINGS CONTAINED HEREIN

This Agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

IN WITNESS WHEREOF, the parties have executed this Agreement.

AGENCY: CITY OF CASTLE ROCK, WA
WASHINGTON

COWLITZ COUNTY,

TOURISM

Dated: _____

Dated: _____

CITY OF CASTLE ROCK

COWLITZ COUNTY TOURISM

Cowlitz County Lodging Tax – Project Report			
Activity Information			
Year		Organization	
Activity Name (Max 255 characters)		Activity Type	
		☐ Marketing	
		☐ Event / Festival	
		☐ Facility	
Start Date		End Date	
Funds Requested	Funds Awarded	Total Activity Cost	
Notes			
Overall Attendance			
Predicted	Actual	Method	
		☐ Indirect Count	
		☐ Direct Count	
Please Explain		☐ Structured Estimate	
		☐ Other	
		☐ Informal Survey	
Attendance, 50+ Miles			
Predicted	Actual	Method	
		☐ Indirect Count	
		☐ Direct Count	
Please Explain		☐ Structured Estimate	
		☐ Other	
		☐ Informal Survey	
Attendance, Out of State, Out of Country			
Predicted	Actual	Method	
		☐ Indirect Count	
		☐ Direct Count	
Please Explain		☐ Structured Estimate	
		☐ Other	
		☐ Informal Survey	

Attendance, Paid for Overnight Lodging		
Predicted	Actual	Method ☐ Indirect Count ☐ Direct Count ☐ Structured Estimate ☐ Other ☐ Informal Survey
Please Explain		
Attendance, Did Not Pay for Overnight Lodging		
Predicted	Actual	Method ☐ Indirect Count ☐ Direct Count ☐ Structured Estimate ☐ Other ☐ Informal Survey
Please Explain		
Paid Lodging Nights		
Predicted	Actual	Method ☐ Indirect Count ☐ Direct Count ☐ Structured Estimate ☐ Other ☐ Informal Survey
Please Explain		