



CASTLE ROCK CITY COUNCIL AGENDA

Regular Meeting: Monday, November 24, 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. Roll Call
- b. Pledge of Allegiance
- c. Changes to Agenda

2. COUNCILMEMBER INTERVIEWS & POSSIBLE APPOINTMENT - Rescheduled to December 8, 2025

3. PROCLAMATIONS & PRESENTATIONS

4. CITIZEN COMMENTS - maximum 3 minutes

5. DEPARTMENT REPORTS

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

6. COUNCIL AND AD HOC COMMITTEE REPORTS

- Mayor / Mayor Pro-Tempore / Councilmembers
- CRCDA Representative

7. PUBLIC HEARINGS

a. Purpose: To take testimony on the proposed budget and capital facilities plan for fiscal year ending December 31, 2026, including a proposed 4% increase in all water and sewer rates, and 6% increase in all stormwater rates. First Public Hearing was held on November 10, 2025 during the Regular Council Meeting.

8. CONSENT AGENDA

- a. October 27, 2025 Regular Council Meeting Minutes (page 4-6)
- b. November 10, 2025 Regular Council Meeting Minutes (page 7-10)

9. OLD BUSINESS

- a. Ordinance No. 2025-15, an ordinance amending the budgetary appropriations for fiscal year ending December 31, 2025 for the City of Castle Rock, Washington to include the following funds: General (Police, Planning), Street, Visitor Center, Dredge Spoils Site, Water/Sewer Operating, and Boat Launch, on second reading. (page 11-13)
- b. Ordinance No. 2025-16, an ordinance adopting the budget of the City of Castle Rock, Washington for the fiscal year ending December 31, 2026, on second reading. (page 14-16)
- c. Ordinance No. TBD-2025-01, an ordinance adopting the budget of the Castle Rock City Transportation Benefit District, Castle Rock, Washington for the fiscal year ending December 31, 2026, on second reading. (page 17-18)

10. NEW BUSINESS

- a. Interlocal Agreement with Cowlitz County establishing District Court filing and other costs. (page 19-25)
- b. Ordinance No. 2025-17, an ordinance of the City of Castle Rock, Washington, repealing and replacing Chapter 8.20 "Junk, Refuse and Litter" of the Castle Rock Municipal Code (CRMC). (page 26-31)
- c. Ordinance No. 2025-18, an ordinance repealing Castle Rock Municipal Code (CRMC) Title 9 "Public Peace, Morals and Welfare" and adopting a new Title 9A "Criminal Code" of the Municipal Code of the City of Castle Rock, Washington. (page 32-59)
- d. Ordinance No. 2025-19, an ordinance adding Chapter 13.17 "Wastewater Discharge and Pretreatment" to Title 13 "Public Services" to the Municipal Code of the City of Castle Rock, Washington. (page 60-98)
- e. Resolution No. 2025-12, a resolution of the City Council of the City of Castle Rock, Washington, amending Schedule 6 of the City's Master Fee Schedule. (page 99-130)
- f. Special Event Permit #2025-0010; Castle Rock Community Development Alliance (CRCDA) - Festival of Lights; December 13, 2025 between 2:00 PM and 7:00 PM; insurance has been received. Request for street closures include: (page 131-141)
 - Cowlitz St E and W from the railroad tracks to stop sign near Castle Rock Library
 - Front Ave NW and SW from A St SW to Jackson St SW (Jackson remains open)
 - 100 Block of 1st Ave SW

11. OTHER BUSINESS

12. ADJOURNMENT

NEXT REGULAR COUNCIL MEETINGS:

<u>4Q25</u>	<u>1Q26</u>	<u>2Q26</u>	<u>3Q26</u>
October 13	January 12	April 13	July 13
October 27	January 26	April 27	July 27
November 10	February 09	May 11	August 10
November 24	February 23	Tuesday, May 26	August 24
December 08	March 09	June 08	September 14
December 22	March 23	June 22	September 28

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.

CITY OF CASTLE ROCK
NOTICE OF BUDGET FILING AND PUBLIC HEARINGS FOR
2026 Fiscal Budget and 2026-2031 Capital Facilities Plan
Public Hearing Dates: November 10, 2025 and November 24, 2025

Notice is hereby given that the City of Castle Rock preliminary budget for fiscal year ending December 31, 2026 and the 2026-2031 Capital Facilities Plan have been filed with the City Clerk and will be available to the public on November 6, 2025.

The Castle Rock City Council will hold the first public hearing on the 2026 Budget and Capital Facilities Plan on November 10, 2025, and the second on November 24, 2025 during the regular meeting of the Castle Rock City Council starting at 7:30 PM. The City Council meetings are conducted at the Castle Rock Senior Center, 222 Second Avenue SW, Castle Rock, Washington. Details for joining the meeting virtually are below and will be published with an online agenda by November 9, 2025 and November 23, 2025 at ci.castle-rock.wa.us under 'Government', 'Council Agendas & Minutes'. Public comment can be submitted in advance to ccuttonaro@ci.castle-rock.wa.us.

Please click this link to join the webinar: <https://global.gotomeeting.com/join/201632365>. To join by phone, please dial 1 (646) 749-3112 and enter the Access Code 201-632-365.

The public is encouraged to attend and provide testimony for the final budget. These hearings may be continued without further publication by announcement of the date, time and place of the continued hearing at the hearing. For further information, please contact Clerk-Treasurer Carie Cuttonaro at (360) 274-8181 during regular business hours.

Published: The Daily News October 25, 2025

1. CALL TO ORDER

Mayor Paul Helenberg called the regular meeting of the Castle Rock City Council to order at 7:30 PM.

a. Pledge of Allegiance

Mayor Helenberg led the Pledge of Allegiance.

b. Roll Call

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

Staff present: Police Chief Charlie Worley, City Attorney Nikki Thompson, Public Works Director Dave Vorse, Assistant Public Works Director Tyler Stone, City Engineer Tom Gower, and Clerk-Treasurer Carie Cuttonaro.

c. Changes to Agenda

Added item: Received \$30,000 tourism grant from Cowlitz County. Request to forward \$10,000 to Castle Rock Community Development Alliance (CRCDA) to purchase new lights for Festival of Lights, \$10,000 to North County Recreation Association (NCRA) to finish items on pavilion, and \$10,000 to Street Fund 100 for labor for watering flowers. All support tourism, bringing "heads in beds".

2. PROCLAMATIONS & PRESENTATIONS

a. Police Chief Charlie Worley will present the newest member of the Police Department, Officer Jeran Keogh, and proceed with the swearing-in ceremony.

Police Chief Charlie Worley administered the swearing-in and presented Officer Jeran Keogh.

b. Bill Fashing, Executive Director of Cowlitz Wahkiakum Council of Governments, will present the Spirit Lake Outflow Safety Improvement Project Draft Environmental Impact Statement.

Bill Fashing, Executive Director of Cowlitz Wahkiakum Council of Governments presented. Mayor Helenberg and Public Works Director Dave Vorse provided comments.

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

1. Financials

Clerk-Treasurer Carie Cuttonaro gave a verbal report.

5. COUNCIL AND AD HOC COMMITTEE REPORTS

- Mayor / Mayor Pro-Tempore / Councilmembers

1. Request for Transportation Benefit District Meeting to be held Monday, November 10, 2025 at 7:00 PM.

Mayor Helenberg gave a verbal report.

Transportation Benefit District meeting scheduled for November 10, 2025 at 7:00 PM.

- CRCDA Representative

6. PUBLIC HEARINGS

7. CONSENT AGENDA

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

- a. October 13, 2025 Regular Council Meeting Minutes
- b. October 20, 2025 Special Council Meeting Minutes (Budget Workshop)

8. OLD BUSINESS

- a. Ordinance No. 2025-14, an ordinance fixing the estimated amount to be raised by Ad Valorem taxes for the 2026 budget of the City of Castle Rock, Washington in accordance with Revised Code of Washington 84.55.120, on second reading.

Councilmember Kessler made a motion, seconded by Lee, to approve Ordinance No. 2025-14. Motion carried by roll call vote. Councilmembers Lee, Kessler, Simonsen, and Rose voted 'Aye'.

9. NEW BUSINESS

- a. Professional Services Agreement Amendment with Kimley-Horn to continue providing on-call planning services on a time and materials basis. Amendment will increase the original agreement by \$30,000, from \$70,000 to \$100,000 through December 31, 2025.

Clerk-Treasurer Carie Cuttonaro presented.

Councilmember Kessler made a motion, seconded by Rose, to approve the Professional Services Agreement Amendment with Kimley-Horn. Motion carried by roll call vote. Councilmembers Lee, Kessler, Simonsen, and Rose voted 'Aye'.

- b. Confirm appointment of District Court judges M. Jamie Imboden, Kevin G. Blondin, and John A. Hays as part-time judges of the Castle Rock Municipal Court.

Councilmember Kessler made a motion, seconded by Lee, to confirm appointment of District Court Judges M. Jamie Imboden, Kevin G. Blondin, and John A. Hays. Motion carried by roll call vote. Councilmembers Lee, Kessler, Simonsen, and Rose voted 'Aye'.

c. Resolution No. 2025-08, a resolution of the City Council of the City of Castle Rock providing for the disposal of certain property deemed to be surplus to the reasonable foreseeable needs of the City of Castle Rock.

Assistant Public Works Director Tyler Stone presented.

Councilmember Lee made a motion, seconded by Rose, to approve Resolution No. 2025-08. Motion carried by roll call vote. Councilmembers Lee, Kessler, Simonsen, and Rose voted 'Aye'.

d. 2026 Replacement of Vision Server. Option 1: Replace with onsite hardware at a cost of \$15,603.06 with no annual charges, or Option 2: Replace with Cloud Migration at an initial cost of \$10,469.30 with approximately \$4,420 annual charges.

Clerk-Treasurer Carie Cuttonaro presented.

Councilmember Kessler made a motion, seconded by Rose, to approve Option 1, replace with an onsite server. Motion carried by roll call vote. Councilmembers Lee, Kessler, Simonsen, and Rose voted 'Aye'.

e. Bid Tab Results and Award - Chemical Procurement

Assistant Public Works Director Tyler Stone presented.

Councilmember Rose made a motion, seconded by Lee, to award the Chemical Procurement as presented. Motion carried by roll call vote. Councilmembers Lee, Kessler, Simonsen, and Rose voted 'Aye'.

f. ***Added Item*** Received \$30,000 tourism grant from Cowlitz County. Request to forward \$10,000 to Castle Rock Community Development Alliance (CRCDA) to purchase new lights for Festival of Lights, \$10,000 to North County Recreation Association (NCRA) to finish items on pavilion, and \$10,000 to Street Fund 100 for labor for watering flowers. All support tourism, bringing "heads in beds".

Councilmember Rose made a motion, seconded by Lee, to approve the tourism grants to CRCDA, NCRA and Street Fund 100. Motion carried by roll call vote. Councilmembers Lee, 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 Lee Kessler arrived at 7:38 PM, due to technical difficulties.

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

c. Changes to Agenda

2. REVIEW COUNCILMEMBER APPLICATIONS

By consensus, both applications move forward to the interview process, which is rescheduled to December 8, 2025, during the regular council meeting.

a. Tory King

b. Rosamond de Greeve

3. PROCLAMATIONS & PRESENTATIONS

4. CITIZEN COMMENTS - maximum 3 minutes

5. DEPARTMENT REPORTS

- City Attorney Nikki Thompson

- Police Chief Charlie Worley

- Public Works Director Dave Vorse

Assistant Public Works Director Tyler Stone gave a verbal report.

- City Engineer Tom Gower

- Clerk-Treasurer Carie Cuttonaro

Clerk-Treasurer Carie Cuttonaro gave a verbal report.

6. COUNCIL AND AD HOC COMMITTEE REPORTS

- Mayor / Mayor Pro-Tempore / Councilmembers

- CRCDA Representative

7. PUBLIC HEARINGS

a. Purpose: To take testimony on the proposed budget and capital facilities plan for fiscal year ending December 31, 2026, including a proposed 4% increase in all water and sewer rates, and 6% increase in all stormwater rates. Second Public Hearing will be held on November 24, 2025 during the Regular Council Meeting.

Mayor Helenberg closed the Regular Meeting at 7:40 PM and opened the Public Hearing at 7:40 PM. There was no public comment offered.

Mayor Helenberg closed the Public Hearing at 7:41 PM and reopened the Regular Meeting at 7:41 PM.

8. CONSENT AGENDA

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

a. October 2025 invoices as described in the Fund Transaction Summary Report in the amount of \$816,358.23.

9. OLD BUSINESS

10. NEW BUSINESS

a. Agreement with Cowlitz County to provide jail space at the Cowlitz County Jail.

Clerk-Treasurer Carie Cuttonaro and Police Chief Worley presented.

Councilmember Lee made a motion, seconded by Rose, to approve the agreement with Cowlitz County. Motion carried by roll call vote. Councilmembers Lee, Kessler, Simonsen, and Rose voted 'Aye'.

b. Addendum No. 2 to Interlocal Agreement with City of Kelso updating fees associated with prosecution services. Cost for services in 2026 will be \$38,068.

Mayor Helenberg presented.

Councilmember Lee made a motion, seconded by Rose, to approve Addendum No. 2. Motion carried by roll call vote. Councilmembers Lee, Kessler, Simonsen, and Rose voted 'Aye'.

c. Ordinance No. 2025-15, an ordinance amending the budgetary appropriations for fiscal year ending December 31, 2025 for the City of Castle Rock, Washington to include the following funds: General (Police, Planning), Street, Visitor Center, Dredge Spoils Site, Water/Sewer Operating, and Boat Launch, on first reading.

Councilmember Kessler made a motion, seconded by Rose, to approve Ordinance No. 2025-15, on first reading. Motion carried by roll call vote. Councilmembers Lee, Kessler, Simonsen, and Rose voted 'Aye'.

d. Review and approval of the 2026 - 2031 Capital Facility Plan.

Assistant Public Works Director Tyler Stone presented.

Councilmember Rose made a motion, seconded by Lee, to approve the 2026 - 2031 Capital Facility Plan. Motion carried by roll call vote. Councilmembers Lee, Kessler, Simonsen, and Rose voted 'Aye'.

e. Review and approval of Employment Agreements for David Vorse, Tyler Stone, Carie Cuttonaro, and Charlie Worley.

Mayor Helenberg presented.

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

f. Review and approval of the 2026 Salary Schedule.

Councilmember Kessler made a motion, seconded by Lee, to approve the 2026 Salary Schedule. Motion carried by roll call vote. Councilmembers Lee, Kessler, Simonsen, and Rose voted 'Aye'.

g. Resolution No. 2025-09, a resolution of the City Council of the City of Castle Rock, Washington, amending schedules 6 and 7 of the City's Master Fee Schedule.

Clerk-Treasurer Carie Cuttonaro presented.

Councilmember Lee made a motion, seconded by Rose, to approve Resolution No. 2025-09. Motion carried by roll call vote. Councilmembers Lee, Kessler, Simonsen, and Rose voted 'Aye'.

h. Resolution no. 2025-10, a resolution relating to setting rates and minimum charge for water and sewer services to City of Castle Rock customers, and amending Resolution No. 2024-08.

Clerk-Treasurer Carie Cuttonaro presented.

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

i. Resolution No. 2025-11, a resolution providing for reduced base rates to be charged to low-income senior citizens for water and sanitary sewer services and limiting the annual aggregate of such reductions to approximately \$10,000 per calendar year, and amending Resolution No. 2024-09.

Clerk-Treasurer Carie Cuttonaro presented.

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

j.

Ordinance No. 2025-16, an ordinance adopting the budget of the City of Castle Rock, Washington for the fiscal year ending December 31, 2026, on first reading.

Councilmember Lee made a motion, seconded by Rose, to approve Ordinance No. 2025-16. Motion carried by roll call vote. Councilmembers Lee, Kessler, Simonsen, and Rose voted 'Aye'.

k. Ordinance No. TBD-2025-01, an ordinance adopting the budget of the Castle Rock City Transportation Benefit District, Castle Rock, Washington for the fiscal year ending December 31, 2026, on first reading.

Councilmember Rose made a motion, seconded by Lee, to approve Ordinance No. TBD-2025-01. Motion carried by roll call vote. Councilmembers Lee, Kessler, Simonsen, and Rose voted 'Aye'.

l. Request to replace sidewalks at 440 4th Ave SW and 401 Clearwood Ct SE and file liens against the properties as provided in CRMC 12.04.100.

Assistant Public Works Director Tyler Stone presented.

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

11. OTHER BUSINESS

12. ADJOURNMENT

There being no further business, Mayor Helenberg adjourned the meeting at 8:04 PM.

Mayor Paul Helenberg

Clerk-Treasurer Carie Cuttonaro

ORDINANCE NO. 2025-15

AN ORDINANCE AMENDING THE BUDGETARY APPROPRIATIONS FOR FISCAL YEAR ENDING DECEMBER 31, 2025 FOR THE CITY OF CASTLE ROCK, WASHINGTON TO INCLUDE THE FOLLOWING FUNDS: GENERAL (POLICE, PLANNING), STREET, VISITOR CENTER, DREDGE SPOILS SITE, WATER/SEWER OPERATING, AND BOAT LAUNCH

WHEREAS, unanticipated revenues and expenditures require amended appropriation amounts within several funds; and

WHEREAS, an unanticipated employment shift coverages and an employment termination increased salary expenditures within the Police Department of the General Fund; and

WHEREAS, the City received a Periodic Update Grant through the Department of Commerce for the Comprehensive Plan Update in the amount of \$10,000; and

WHEREAS, the City experienced an increase in permit reviews and inspection services

WHEREAS, the City received Lodging Tax Dollars from Cowlitz County in the amount of \$30,000 and \$10,000 was awarded to North County Recreation Association and \$10,000 was awarded to Castle Rock Community Development Alliance for improvements, and \$10,000 will be utilized by labor for watering flower baskets directly related to promoting tourism; and

WHEREAS, a \$20,000 interfund transfer from the Dredge Spoil Fund to the Boat Launch Fund will assist with professional services costs related to the 10-year maintenance plan (dredge permit); and

WHEREAS, by reason of the inability of the officials of the City of Castle Rock to reasonably foresee at the time of filing the preliminary budget the necessity for expenditures of Public Funds for the purposes described above, it is hereby deemed that an emergency requires the expenditures of funds during the 2025 year in excess of appropriated amounts; and

WHEREAS, sufficient funds do exist in the above noted funds to offset said deficits.

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

Section 1. That fund amendments be appropriated as designated by the below amounts:

BARS #	Description	Original Appropriation	Change	Amended Appropriation
010-000-000-313-11-00-00	Local Retail Sales & Use Tax	670,000	85,000	755,000
010-000-000-334-04-20-00	Periodic Update Grant – WA State Dept of Commerce	-	10,000	10,000
010-000-000-334-04-20-01	Dept of Commerce – Impound/Storage Garage	-	70,000	70,000

BARS #	Description	Original Appropriation	Change	Amended Appropriation
010-000-000-345-81-01-00	Rezone, Short Plat, Subdivision	4,000	15,000	19,000
010-000-000-369-91-00-00	Other Miscellaneous Revenue	-	40,000	40,000
010-000-040-521-10-11-00	Regular Salaries	537,060	20,000	557,060
010-000-040-521-10-13-00	Overtime	75,000	35,000	110,000
010-000-070-558-60-41-01	City Planner Services	70,000	40,000	110,000
010-000-070-558-60-41-03	City Engineer Services	50,000	125,000	175,000
100-000-000-397-00-12-00	Transfer In from Visitor Center Fund	-	10,000	10,000
100-000-000-508-51-00-00	Ending Cash - Assigned	7,721	10,000	17,721
120-000-000-337-00-00-07	Cowlitz County Lodging Tax	-	30,000	30,000
120-000-000-557-30-49-09	CR Chamber/CRCDA/NCRA – Tourism Grant	-	20,000	20,000
120-000-000-597-10-00-00	Transfer Out to Street Fund	-	10,000	10,000
170-000-000-395-10-00-00	Proceeds/Sale of Fixed Assets	50,000	20,000	70,000
170-000-000-597-47-00-50	Transfer Out to Boat Launch	-	20,000	20,000
400-000-000-361-11-00-00	Investment Interest	-	20,000	20,000
400-000-020-535-50-48-00	Equipment Repair & Maintenance	-	20,000	20,000
475-000-000-397-00-32-00	Transfer In from DOT Spoil Site	-	20,000	20,000
475-000-000-575-70-41-00	Professional Services	23,800	20,000	43,800

Section 2. An emergency is hereby declared under the provisions of RCW 35A.33.090 and it is hereby ordered that the aforesaid sums be an amended addition to the appropriation amounts for the 2025 fund budgets.

Section 3. This ordinance, having been introduced at a regular meeting of the Castle Rock City Council held on November 10, 2025 and November 24, 2025, shall be effective immediately upon adoption.

ADOPTED by the City Council and signed by the Mayor on this ____ day of _____, 2025.

CITY OF CASTLE ROCK

APPROVED:

Paul Helenberg, Mayor

APPROVED AS TO FORM:

ATTEST:

Nikki Thompson, City Attorney

Carie Cuttonaro, City Clerk

ORDINANCE NO. 2025-16

AN ORDINANCE ADOPTING THE BUDGET OF THE CITY OF CASTLE ROCK, WASHINGTON FOR THE FISCAL YEAR ENDING DECEMBER 31, 2026

WHEREAS, the mayor of the City of Castle Rock, Washington completed and placed on file with the city clerk a proposed budget and estimate of the amount of the moneys required to meet the public expenses, bond retirement and interest, reserve funds and expenses of the government of the City of Castle Rock for the fiscal year ending December 31, 2026, and a notice was published that the City Council of the City of Castle Rock would meet on the 10th and 24th day of November, 2025, at the hour of 7:30 PM in the council chambers in the Senior Center portion of Castle Rock City Hall and virtually for the purpose of making and adopting a budget for said fiscal year and giving taxpayers within the limits of said city, an opportunity to be heard upon said budget; and

WHEREAS, the said council did meet at said time and place and did then consider the matter of said proposed budget; and

WHEREAS, the said proposed budget does not exceed the lawful limit of taxation allowed by law to be levied on the property within the City of Castle Rock for the purposes set forth in said budget, and the estimated expenditures set forth in said budget being all necessary to carry on the government of said city for said year and being sufficient to meet the various needs of said city during said period.

NOW, THEREFORE, the City Council of the City of Castle Rock do ordain as follows:

Section 1. The budget of the City of Castle Rock, Washington for the year 2026 is hereby adopted in its final form and content as set forth in the document entitled City of Castle Rock Budget, copies of which are on file in the office of the city clerk.

Section 2. Estimated resources, for each separate fund of the City of Castle Rock, and aggregate expenditures for all such funds for the year 2026 are set forth in a summary form below, and are hereby appropriated for expenditure at the fund level during the year 2026 as set forth in the City of Castle Rock Budget.

FUND	ESTIMATED REVENUES	ESTIMATED EXPENDITURES	UNALLOCATED ENDING FUND BALANCE	TOTAL
General	3,199,182			
Executive		108,597		
Municipal Court		112,928		
Finance		172,071		
Police		1,358,402		
Park		20,893		

FUND	ESTIMATED REVENUES	ESTIMATED EXPENDITURES	UNALLOCATED ENDING FUND BALANCE	TOTAL
Planning		295,571		
Non-Departmental		474,318	656,402	3,199,182
Petty Cash/Change	760	-	760	760
Street	296,628	276,481	20,147	296,628
Building Code Account	130,369	44,133	86,236	130,369
Visitor Center	61,374	33,322	28,052	61,374
Library	21,823	16,345	5,478	21,823
Criminal Justice	54,923	1,667	53,256	54,923
Local Criminal Justice	254,573	119,300	135,273	254,573
Accumulative Reserve	22,406	-	22,406	22,406
CDBG Home Rehab	223,590	1,000	222,590	223,590
DOT Spoil Site	107,267	104,408	2,859	107,267
Public Works Vehicle Replacement	88,192	88,000	192	88,192
Police Vehicle Replacement	53,248	25,000	28,248	53,248
Drug Enforcement	3,472	-	3,472	3,472
Low Income Housing	77,914	-	77,914	77,914
Swimming Pool Construction	150,257	-	150,257	150,257
REET Capital	133,303	104,600	28,703	133,303
Street Construction Capital	4,648,228	4,564,810	83,418	4,648,228
Water/Sewer Operating	3,198,942			
Water		1,140,706	380,753	
Sewer		1,296,731	380,752	3,198,942
Regional Water System	1,528,620	780,514	748,106	1,528,620
Stormwater Management	209,654	202,321	7,333	209,654
Stormwater Capital Reserve	28,769	5,000	23,769	28,769
Regional Water Capital	259,737	102,225	157,512	259,737
Municipal Water Capital	1,144,161	1,141,200	2,961	1,144,161
Water Bond Reserve	226,691	-	226,691	226,691
Sewer Bond Reserve	350,781	-	350,781	350,781
Sewer Loan Reserve	21,966	-	21,966	21,966
Short Lived Asset Reserve	51,888	-	51,888	51,888
Municipal Sewer Capital	387,170	313,100	74,070	387,170
Boat Launch Facility	26,552	23,556	2,996	26,552
Utility Deposit	99,361	12,000	87,361	99,361
State Custodial Pass-Thru	25,971	24,980	991	25,971
TOTAL ALL FUNDS	17,087,772			17,087,772

Section 3. The city clerk is directed to transmit a certified copy of the budget hereby adopted to the State Auditor's office and to the Association of Washington Cities.

Section 4. This ordinance shall be in force and take effect in five (5) days after its publication according to law.

PASSED by the City Council and signed by the Mayor on this ____ day of _____, 2025.

CITY OF CASTLE ROCK

APPROVED:

Paul Helenberg, Mayor

APPROVED AS TO FORM:

ATTEST:

Nikki Thompson, City Attorney

Carie Cuttonaro, City Clerk

ORDINANCE NO. TBD-2025-01

**AN ORDINANCE ADOPTING THE BUDGET OF THE CASTLE ROCK CITY TRANSPORTATION
BENEFIT DISTRICT, CASTLE ROCK, WASHINGTON FOR THE FISCAL YEAR ENDING
DECEMBER 31, 2026**

WHEREAS, the Interlocal Agreement between the Castle Rock City Transportation Benefit District and the City of Castle Rock dated November 26, 2012 authorizes city staff to serve as fiscal agents for the district and Castle Rock City Council Members serve as board officers in an ex officio capacity. On behalf of the Castle Rock City Transportation Benefit District, the mayor of the City of Castle Rock, Washington completed and placed on file with the city clerk a proposed budget and estimate of the amount of the moneys required to meet the public expenses, bond retirement and interest, reserve funds and expenses of the government of the Castle Rock City Transportation Benefit District for the fiscal year ending December 31, 2026, and a notice was published that the City Council of the City of Castle Rock would meet on the 10th and 24th day of November, 2025, at the hour of 7:30 PM in the council chambers in the Senior Center portion of Castle Rock City Hall and virtually for the purpose of making and adopting a budget for said fiscal year and giving taxpayers within the limits of said city, an opportunity to be heard upon said budget; and

WHEREAS, the said council did meet at said time and place and did then consider the matter of said proposed budget; and

WHEREAS, the said proposed budget does not exceed the lawful limit of taxation allowed by law to be levied on the property within the Castle Rock City Transportation Benefit District for the purposes set forth in said budget, and the estimated expenditures set forth in said budget being all necessary to carry on the government of said city for said year and being sufficient to meet the various needs of said district during said period.

NOW, THEREFORE, the Castle Rock City Transportation Benefit District Board do ordain as follows:

Section 1. The budget of the Castle Rock City Transportation Benefit District, Castle Rock, Washington, for the year 2026 is hereby adopted in its final form and content as set forth in the document entitled Castle Rock City Transportation Benefit District Budget, copies of which are on file in the office of the city clerk.

Section 2. Estimated resources, for each separate fund of the Castle Rock City Transportation Benefit District, and aggregate expenditures for all such funds for the year 2026 are set forth in a summary form below, and are hereby appropriated for expenditure at the fund level during the year 2026 as set forth in the Castle Rock City Transportation Benefit District Budget.

FUND	ESTIMATED REVENUES	ESTIMATED EXPENDITURES	UNALLOCATED ENDING FUND BALANCE	TOTAL
General/TBD	424,829	235,926	188,903	424,829
TBD Capital Project	3,456	-	3,456	3,456
TOTAL ALL FUNDS	428,285			428,285

Section 3. The city clerk is directed to transmit a certified copy of the budget hereby adopted to the State Auditor's office and to the Association of Washington Cities.

Section 4. This ordinance shall be in force and take effect in five (5) days after its publication according to law.

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

CITY OF CASTLE ROCK

APPROVED:

Paul Helenberg, Mayor

APPROVED AS TO FORM:

ATTEST:

Nikki Thompson, City Attorney

Carie Cuttonaro, City Clerk

INTERLOCAL AGREEMENT ESTABLISHING DISTRICT COURT FILING, AND OTHER
COSTS FOR THE CITY OF CASTLE ROCK

THIS AGREEMENT is made and entered into by and between the COUNTY OF COWLITZ hereinafter referred to as COUNTY, and the CITY OF CASTLE ROCK, hereinafter referred to as CITY, and is effective as of the date of the last authorizing signature affixed hereto

WHEREAS, pursuant to RCW 3.50.815, the CITY contracts with the COUNTY for municipal court services; and

WHEREAS, the CITY and COUNTY desire to ensure that court services, case proceedings and court operations are delivered as consistently and efficiently as possible across all courts; and

WHEREAS, the CITY and COUNTY desire to work together to provide an accessible forum for the fair, efficient, and consistent resolution of cases; and

WHEREAS, filing fees are to be determined pursuant to an Agreement between the CITY and the COUNTY as provided for in Chapter 39.34 RCW, the Interlocal Cooperation Act; and

WHEREAS, the COUNTY and the CITY are desirous of establishing filing and other fees at a mutually acceptable rate; and

WHEREAS, CITY desires to continue contracting with the COUNTY for judicial and clerical services, which can provide a regional approach for operation of the CASTLE ROCK Municipal Court which is efficient and effective; and

WHEREAS, County is willing and able to provide such services

NOW, THEREFORE, IT IS HEREBY AGREED as follows:

1. City to Appoint Judges. The City shall appoint the District Court Judges to serve as Judges of the Castle Rock Municipal Court. County shall be responsible for administration and filing of the required oath to serve as Castle Rock Municipal Court judges. County is also responsible for procurement of any required judicial bonds.
2. Services provided and cost of services. County, through its District Court Judges and staff, will provide to and on behalf of City and its Municipal Court, the services of a Judge and clerical support for operations within the jurisdiction of the Municipal Court. Provided, that County's duty to provide such services is conditioned on the initial and continued approval of the District Court Judges. District Court staff rendering services hereunder, on

behalf of and in the name of the City, shall do so under the legal direction and supervision of the City Municipal Court and its Judge(s).

a. Revenue collection. Pursuant to RCW 3.50.100, all fees, cost, fines, forfeitures, and other money imposed by the Cowlitz County District Court for the violation of any City ordinance shall be collected by the court clerk and, together with any other noninterest revenues received by the clerk, shall be deposited with the City's (Treasurer/Clerk/Finance Director).

b. Scope and costs for services. The City agrees to pay court service costs for 2026, 2027, 2028 and 2029 in accordance with Exhibit A, establishing the mutually agreed upon initial 4 year term cost to support agreed upon services as described within this Agreement for the said period. It is agreed between City and County, and its District Court, that an updated cost study will be completed for years beyond 2029 by the County. Updated service rates will be provided by the County to the City for consideration of ongoing costs for services extending beyond the initial term of this Agreement.

c. Witness, juror, interpreter and court appointed attorney fees. The City shall remain liable for payment of all interpreters, witness and juror fees and costs, including meals as required, together with the applicable mileage allowance incurred, and shall further remain liable for all fees for court appointed attorneys appointed to represent defendants in the municipal court at public expense.

d. District court facilities fees. City shall be billed annually by July 31 and separately for its pro-rated district court facility use on the basis of the city's share of total court cases in the preceding year.

e. Records. The County shall request that the District Court keep records, in a manner reasonably acceptable to the City. At a minimum, compliance with the District and Municipal Courts Records Retention Schedule is required

f. Other costs. Mental health evaluation costs, which costs shall be paid directly by the City through a separate contract for such services.

3. Payment for Services. Services shall be billed quarterly based upon the actual number of cases filed for the City during that quarter and the rate for that year based upon Exhibit A. The costs and expenses incurred hereunder for services shall be paid by the City to the County no later than thirty (30) days following receipt of County's quarterly billings.

In accordance with section 2.b, above, the County will bill for years 2030 and beyond based on an updated cost study that will compute the cost per case each year using the

most recently completed calendar year expenses of the County District Court offices, including security costs and utilize the total cases overseen and reported by the state for all the cities and county cases filed in District Court. The County will provide the anticipated computation of the cost per case for review to the City by July 5th each year. The County shall notify the City on or before October 1 each year of the cost per case for the ensuing year, which fees shall become effective January 1 of the following year.

4. Term and Extension. This Agreement shall be in effect upon the later of the approval by the governing body of each party, and the postings upon the websites of the parties as provided by RCW 39.34.040.

a. The term of the Agreement shall commence on January 1, 2026, or as soon thereafter as permitted by statute, and it shall be renewed automatically on a year-to-year basis thereafter unless terminated in accordance with the provisions of RCW 3.46.150 and or RCW 3.50.810.

b. It is mutually agreed upon that the City will pay costs to the County for the expenses incurred in adherence to Section 3 and Exhibit A of this Agreement. Costs established in this Agreement may be incurred no sooner than January 1, 2026 and in accordance with RCW 3.50.805, proper notice will need to be provided by the City to the administrative office of the courts as to this agreement and its initial term.

c. Extension. The City may determine to extend the contractual relationship with the County after expiration of the agreement's initial four-year term by giving notice to the County of such intent no later than April 1, 2029. After the delivery of such notice, both parties shall negotiate in good faith regarding the terms of any new agreement. If the parties are unable to agree to the terms of a new agreement, either party may submit the matter to arbitration pursuant to RCW 3.62.070. In the event the issue of filing fees is submitted to arbitration, the arbitrator or arbitrators shall only consider those additional costs borne by the County in providing District Court services to the City as provided for under the provisions of RCW 3.62.070. However, nothing contained herein shall prohibit the parties from mutually agreeing to extend the period of good faith negotiations or to submit the matter to mediation for resolution of the outstanding issues.

d. Pursuant to RCW 3.50.810, this agreement may be terminated under the following conditions:

i. The City having entered into an agreement for court services with the County must provide written notice of the intent to terminate the agreement to the County

legislative authority and to the administrative office of the courts not less than one year prior to February 1st of the year in which all district court judges are subject to election.

ii. The City seeking termination of an agreement for court services to be provided by a district court may terminate the agreement only at the end of the four-year district court judicial term.

iii. The County wishing to terminate an agreement with a City for the provision of court services must provide written notice of the intent to terminate the agreement to the City legislative authority and to the administrative office of the courts not less than one year prior to the expiration of the agreement.

5. Property. All real and personal property used in connection herewith shall be and remain County property.

6. Entire Agreement. This written agreement constitutes the parties' entire and integrated agreement.

7. Amendments. No provision of this Agreement may be amended or modified except by a further written document signed by the County and the City.

8. Indemnification. City shall defend, indemnify, and hold County and its officials, employees, and agents harmless from any claim, cause of action, settlement, judgement, and/or expense arising out of the enforcement of or adjudication in connection with the ordinances of the City of Castle Rock, and/or arising out of or in connection with intentional or negligent acts or admissions of City officials, agents or employees.

9. Severability. If a court of law determines any provision of the Agreement to be unenforceable or invalid, the parties hereto agree that all other portions of this Agreement shall remain valid and enforceable.

10. Notices. All communications, notices and demands of any kind which any party requires or desires to give to any of the other parties shall be in writing and either served on the following individual or deposited in the U.S. Mail, postage prepaid, return receipt requested, and addressed as follows:

If to the City:

Carie Cuttonaro
Clerk-Treasurer, City of Castle Rock
PO Box 370
Castle Rock, WA 98611
Email: ccuttonaro@ci.castle-rock.wa.us

If to Cowlitz County: Kathy Funk-Baxter
Finance Director
207 N. 4th Ave, RM 308
Kelso, WA 98626
Email: funkbaxterk@cowlitzwa.gov

If to Cowlitz District Court: Molly Martin
Court Administrator
312 SW 1st Ave.
Room 207
Kelso, WA 98626
Email: Martinm@2cowlitzwa.gov

Signed this ____ day of _____, 2025

CITY OF CASTLE ROCK

By _____
Paul Helenberg, Mayor

Attest:

Carie Cuttonaro, Clerk-Treasurer

Approved as to form:

Nikki Thompson, City Attorney

Signed in OPEN SESSION this ____ day of _____, 2025

BOARD OF COUNTY COMMISSIONERS
OF COWLITZ COUNTY

Rick Dahl, Chair

Steven Ferrell, Commissioner

Steve Rader, Commissioner

Attest:

Kelly Grayson, Clerk of the Board

Exhibit A

Service	2026 Rate	2027 Rate	2028 Rate	2029 Rate
Traffic & Infractions	42.16	47.93	53.70	59.47
DUI	139.35	163.55	187.76	211.97
Criminal Traffic	139.35	163.55	187.76	211.97
Criminal Non Traffic	139.35	163.55	187.76	211.97
Civil	139.35	163.55	187.76	211.97

The Fees are only subject to adjustment beginning with 2030
Rate computation

**CITY OF CASTLE ROCK
ORDINANCE NO. 2025-17**

AN ORDINANCE OF THE CITY OF CASTLE ROCK, WASHINGTON, REPEALING AND REPLACING CHAPTER 8.20 “JUNK, REFUSE AND LITTER” OF THE CASTLE ROCK MUNICIPAL CODE (CRMC).

WHEREAS, the Castle Rock Municipal Code Chapter 8.20 “Junk, Refuse and Litter” was last updated in 1975; and,

WHEREAS, the RCWs regarding littering have changed over time, and it is necessary to update the CRMC to bring the code in line with State law; and,

WHEREAS, the littering code should properly reflect an escalation of charges from infractions, to misdemeanors, to gross-misdemeanors in order to allow the City’s Prosecutor to properly charge any violations of this chapter;

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

SECTION 1. Chapter 8.20 “Junk, Refuse and Litter” of the Castle Rock Municipal Code, last modified by Ord. 417 in 1975, is hereby repealed in its entirety.

SECTION 2. A new Chapter 8.20 entitled “Littering” is hereby added to Title 8 “Health and Safety”, to read as follows:

8.50.010 Citation.

The ordinance codified in this chapter shall be known and may be commonly referred to as the “Castle Rock Litter Control Code.”

8.50.020 Purpose.

The purpose of this chapter is to accomplish litter control in the city. This chapter is intended to place upon all persons within the city the duty of contributing to the public cleanliness of the city and appearance in order to promote the public health, safety and general welfare and to protect the economic interests of the people of the city against unsanitary and unsightly conditions. It is further the intent of this chapter to protect the people against the health and safety menace and the expense incident to littering.

8.50.030 Definitions.

“Abate” means to take steps deemed necessary by the director, including but not limited to rehabilitation, demolition, removal, replacement, or repair, in the interest of the general health, safety, and welfare of the community.

“City” means the city of Castle Rock, Washington.

“Garbage” means all waste and discarded materials from dwellings, flats, rooming houses, hotels, clubs, restaurants, boardinghouses, eating places, shops and places of business, including rubbish and debris, waste and discarded food, animal and vegetable matter, brush, grass, weeds, wastepaper, cans, glass, ashes and similar material.

“Litter” has the same definition as “Garbage.”

“Nuisance” has the meaning specified in Chapter 8.04 “Nuisances”.

“Person” means an individual, firm, lessor, association, copartnership, political subdivision, government agency, municipality, industry, public or private corporation, or any other entity whatsoever.

“Personal property” means all property that is not otherwise real property.

“Premises” means any building, lot, parcel, real estate, land, or portion of land, whether improved or unimproved, including adjacent sidewalks and parking strips.

“Property” means any object of value that a person may lawfully acquire and hold, including real or personal property, and that which is affixed, incidental, or appurtenant to real property, including but not limited to any structure, fence, wall, sign, or any separate part thereof, whether permanent or not.

“Public place” means that portion of any building or vehicle used by and open to the public, regardless of whether the building or vehicle is owned in whole or in part by private persons or entities, the state of Washington, or other public entity, and regardless of whether a fee is charged for admission. A public place does not include a private residence unless the private residence is used to provide licensed childcare, foster care, adult care, or other similar social service care on the premises or operates as a business.

“RCW” means the Revised Code of Washington.

“Receptacles” means those containers designed and designated for holding litter and meeting the minimum requirements of Washington State regulations.

“Refuse” has the same definition as “Garbage.”

“Roadway” means that portion of a highway improved, designed, or ordinarily used for vehicular travel, exclusive of the sidewalk or shoulder even though such sidewalk or shoulder is used by persons riding bicycles. In the event a highway includes two or more separated roadways, the term “roadway” shall refer to any such roadway separately but shall not refer to all such roadways collectively.

“Sidewalk” means that property between the curb lines or the lateral lines of a roadway or street and the adjacent property, set aside and intended for the use of pedestrians or such portion of private property parallel and in proximity to a public highway and dedicated to use by pedestrians.

“Solid waste” means all putrescible and nonputrescible solid and semisolid waste, including, but not limited to, garbage, refuse, rubbish, ash, industrial waste, swill, demolition and construction wastes, abandoned or junk vehicles or parts thereof, and discarded commodities, bulk waste, recyclable material, and unwanted vegetation or debris on publicly owned land or improved rights-of-way.

“State regulations” means the regulations duly promulgated and adopted by the State Department of Ecology pursuant to Chapter [34.04](#) RCW and codified or prepared for codification as part of the Washington Administrative Code, and are by this reference incorporated herein as if set forth in full.

“Street” means any public roadway, sidewalk, or portions thereof in the city of Castle Rock dedicated to the public use.

“CRMC” means Castle Rock Municipal Code.

“Vehicle” means every device capable of being moved upon a roadway and in, upon, or by which any person or property is or may be transported or drawn upon a roadway, and includes, without limitation, automobiles, trucks, trailers, motorcycles and tractors, excepting devices moved by human or animal power or used exclusively upon stationary rails or tracks.

8.50.040 Prohibited—Exceptions.

No person shall throw, drop, deposit, discard or otherwise dispose of litter as that term is defined in RCW [70.93.030](#)(4), upon any public place in the city or upon any private property not owned by him, or in any waters within the jurisdiction of the city whether from a vehicle or otherwise, including but not limited to any sidewalk, street, alley, highway or park, except:

- A. When such property is designated by the state or by any of its agencies or the city for disposal of garbage and refuse, and such person is authorized by the proper public authority to use such property;
- B. Into a litter receptacle or other container in such manner that the litter will be prevented from being carried away or deposited by the elements upon any part of said public place or any private property; or
- C. When such person is the owner or does have control or custody of the property, or has prior consent of the owner or tenant in lawful possession of such, or unless the act is done under the personal direction of said owner or tenant and provided said litter will not cause a public nuisance or be in violation of any other state or local laws, rules or regulations.

8.50.050 Enforcement.

Enforcement of this chapter may be by any law enforcement officer. All such enforcement officers are empowered to issue citations to persons violating the provisions of this chapter. Said enforcement officers may serve and execute all warrants, citations and other process issued by the courts.

8.50.060 Receptacles—Placement—Maintenance responsibility.

A. Litter receptacles shall be placed in all places in respect to the service of transient habitation, parks, trailer parks, gasoline service stations, tavern parking lots, shopping centers, grocery store parking lots, marinas, boat launching areas, beaches, bathing areas and other such public places in numbers appropriate to the need as specified by state regulations.

B. It shall be the responsibility of any person owning or operating any establishment or public place in which litter receptacles are required by this section to procure and place and maintain such litter receptacles at their own expense on the premises in accord with such state regulations.

8.50.070 Receptacles—Responsibility for emptying.

It shall be the responsibility of the local municipality, or other agency or person owning or maintaining park, beach, campground or other public place, to remove the litter from the litter receptacles placed on such property.

8.50.080 Receptacles in public places not to be used for garbage from businesses and/or residences.

Litter receptacles placed on sidewalks and other public places shall be used only for such litter material as persons may have for disposal while passing along the street or other public place and in no event shall be used for the disposal of other solid waste accumulated in residences or places of business.

8.50.090 Receptacles—Damaging.

It is unlawful for any person to willfully damage or deface any litter receptacle.

8.50.100 Streets and sidewalks to be kept free of litter.

No person shall sweep into or deposit in any gutter, street, alley or other public place the accumulation of litter from any building, lot, or from any public or private sidewalk or driveway. Persons owning or occupying property shall keep the sidewalks in front of their premises free of litter.

8.50.110 Littering from vehicles.

No person, while a driver or passenger in a vehicle, shall throw or otherwise deposit litter upon any public place or upon any private property.

8.50.120 Spilled or lost cargo—Responsibility for cleanup.

A. No vehicle shall be driven or moved on any public street unless such vehicle is so constructed or loaded as to prevent any of its load from dropping, shifting, leaking or otherwise escaping therefrom, except that sand and gravel may be dropped for the purpose of securing traction, or water or other substance may be sprinkled on a roadway surface in the cleaning or maintaining of such roadway by public authority having jurisdiction for the same or by person under contract or other authorization from such public authority.

B. Any person owning or operating a vehicle from which any glass or other objects of its load have fallen or escaped, which would constitute an obstruction or injure a vehicle or otherwise endanger travel upon such public street shall immediately cause such public street to be cleaned of all such glass or other objects and shall pay any cost therefor.

8.50.130 Removal of evicted personal property and/or solid waste onto public access.

Once personal property and/or solid waste belonging to an evicted tenant has been placed onto public right-of-way pursuant to a court-ordered eviction per RCW Title [59](#), the evicted tenant/owner of the personal property and/or solid waste or his/her designee shall have twenty-four hours to remove said personal property and/or solid waste from the public right-of-way. Notice of such removal after twenty-four hours shall be given to the evicted tenant/owner of the personal property and/or solid waste or his/her designee, or if unavailable, posted on the property. If, after twenty-four hours, the evicted tenant/owner or his/her designee has not removed the personal property and/or solid waste from the public right-of-way, the personal property and/or solid waste shall be deemed a nuisance, and the landlord/property owner or his/her designee shall remove the personal property and/or solid waste for proper disposal within forty-eight hours of issuing notice or the city shall seek to abate the nuisance, pursuant to applicable law, to be billed to the landlord/property owner or his/her designee.

8.50.140 Severability.

If any section, word or words of this chapter are found to be unconstitutional or otherwise invalid, such unconstitutionality or invalidity shall not affect the remaining portions of this chapter.

8.50.150 Conflicting provisions.

In the event any other city ordinance, whether or not codified, is in conflict with any of the terms of this chapter the more stringent shall be construed as applicable.

8.50.160 Violation—Penalty.

A. Any person, firm or corporation violating any of the provisions of this chapter is guilty of a class 2 civil infraction. It is a class 1 civil infraction for a person to discard, in violation of this chapter, a cigarette, cigar or other tobacco product that is capable of starting a fire.

B. Any person, firm or corporation violating any of the provisions of this chapter more than two times in a calendar year or in an amount equal to or greater than one cubic foot but less than one cubic yard is guilty of misdemeanor punishable by up to ninety days in jail and a one-thousand-dollar fine.

C. Any person, firm, or corporation violating any provisions of this chapter in an amount equal to or greater than one cubic yard is guilty of a gross misdemeanor punishable by up to three hundred sixty-four days in jail and a five-thousand-dollar fine.

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 of any other section, sentence, clause, or phrase of this ordinance.

SECTION 4. EFFECTIVE DATE. This ordinance shall take effect five (5) days after passing and publication of an approved summary consisting of the title.

PASSED in regular session this ____ day of _____, 2025.

CITY OF CASTLE ROCK

APPROVED:

Paul Helenberg, Mayor

APPROVED AS TO FORM:

ATTEST:

Nikki Thompson, City Attorney

Carie Cuttonaro, City Clerk

**CITY OF CASTLE ROCK
ORDINANCE NO. 2025-18**

**AN ORDINANCE REPEALING CASTLE ROCK MUNICIPAL CODE (CRMC) TITLE 9
“PUBLIC PEACE, MORALS AND WELFARE” AND ADOPTING A NEW TITLE 9A
“CRIMINAL CODE” OF THE MUNICIPAL CODE OF THE CITY OF CASTLE ROCK,
WASHINGTON.**

WHEREAS, the Castle Rock criminal code has not been updated in many years; and,

WHEREAS, changes to the law have occurred that are not captured within the current code; and

WHEREAS, municipalities cannot file criminal charges under the Revised Code of Washington (RCWs) unless they have adopted the RCWs into their code by reference; and

WHEREAS, adopting the RCWs by reference creates consistency between state and local criminal justice systems and permits the law to change without the necessity of changing the Castle Rock Municipal Code.

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF CASTLE ROCK
DO ORDAIN AS FOLLOWS:**

SECTION 1. REPEALER Title 9, Public Peace, Morals and Welfare. Title 9, Public Peace, Morals and Welfare of the Castle Rock Municipal Code is hereby repealed in its entirety.

SECTION 2. AMENDMENT AND ADOPTION New Title 9A, Criminal Code. The Castle Rock Municipal Code is hereby amended to adopt a new Title 9A “Criminal Code”, as outline in **Exhibit A**.

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 of any other section, sentence, clause, or phrase of this ordinance.

SECTION 4. EFFECTIVE DATE. This ordinance shall take effect five (5) days after passing and publication of an approved summary consisting of the title.

PASSED in regular session this ____ day of _____, 2025.

CITY OF CASTLE ROCK

APPROVED:

Paul Helenberg, Mayor

APPROVED AS TO FORM:

ATTEST:

Nikki Thompson, City Attorney

Carie Cuttonaro, City Clerk

Title 9A
CRIMINAL CODE

Chapters:

9A.04	Preliminary Articles
9A.08	Principles of Liability
9A.12	Insanity
9A.16	Defenses
9A.20	Classification of Crimes
9A.28	Anticipatory Offenses
9A.36	Assault
9A.40	Custodial Interference
9A.42	Criminal Mistreatment
9A.44	Sex Offenses
9A.46	Harassment
9A.48	Reckless Burning and Malicious Mischief
9A.49	Lasers
9A.50	Interference with Health Care Facilities or Providers
9A.52	Trespass
9A.56	Theft
9A.60	Fraud
9A.61	Defrauding a Public Utility
9A.68A	Offenses Involving Sexual Exploitation of Children
9A.72	Perjury and Interference with Official Proceedings
9A.76	Obstructing Governmental Operation
9A.80	Abuse of Office
9A.84	Public Disturbance
9A.86	Disclosing Intimate Images
9A.88	Indecent Exposure – Prostitution
9A.90	Offenses Involving Cybercrime
9A.200	Offenses Involving Alcohol
9A.210	Offenses Involving Drugs and Controlled Substances
9A.220	Offenses Involving Minors and Schools
9A.230	Violation of Court Orders
9A.240	Miscellaneous Crimes
9A. 250	Camping on Public Property

**Chapter 9A.04
PRELIMINARY ARTICLES**

9A.04.001 Title, application and caption.

- (1) This title shall be known as, and may be cited as, the criminal code.
- (2) The provisions of this code do not apply to, or govern, the construction of and punishment for any offense committed prior to _____, or to the construction and application of any defense to a prosecution for such an offense. Such an offense must be construed and punished according to the provisions of law existing at that time.

(3) Section captions are for organizational purposes only and shall not be construed as part of this code.

9A.04.002 Adoption of sections of the Revised Code of Washington (RCW) – Filing of Code

One copy of the text of every section of the Revised Code of Washington (referred to as the “RCW” herein) which is adopted by reference in this title, as now in effect and as may be subsequently amended, is on file with the city clerk prior to the introduction of the ordinance codified in this chapter and shall continue to be on file as required by RCW 35A.12.140 and made available for public use.

9A.04.003 Definitions

As used throughout this title, the following acronyms shall have the corresponding meanings:

- (1) “CRMC” is Castle Rock Municipal Code;
- (2) “RCW” is Revised Code of Washington; and
- (3) “City” is the city of Castle Rock

9A.04.005 Preliminary articles adopted by reference.

The sections of this chapter are hereby adopted in table form in which each row of the table represents a separate section in which the titles of the adopted statutes are listed in the first column and the reference to their corresponding RCW section numbers are listed in the second column. Copies of the adopted code sections of this chapter are on file in the city clerk’s office. Each of the referenced provisions of the RCW in this table, as now in effect or as hereafter amended, is hereby adopted by reference as if fully set out herein to be a part of the Castle Rock Municipal Code as preliminary articles:

Title	RCW Section (Source of Adopted Law)
Purposes – Principles of construction	9A.04.020
People capable of committing crimes – Capability of children	9A.04.050
Common law to supplement ordinance	9A.04.060
Who amenable to criminal ordinances	9A.04.070
Application of general provisions of the code	9A.04.090
Proof beyond a reasonable doubt	9A.04.100
Definitions	9A.04.110

9A.04.030 City criminal jurisdiction.

The following persons are liable to punishment:

- (1) A person who commits in the city any crime, as defined by city ordinance, in whole or in part.
- (2) A person who commits out of the city any act which, if committed within it, would be theft and is afterward found in the city with any of the stolen property.
- (3) A person who, being out of the city, counsels, causes, procures, aids or abets another to commit a crime in this city.

(4) A person who commits an act out of the city which affects persons or property within the city, which, if committed within the city, would be a crime.

(5) A person who, being out of the city, makes a statement, declaration, verification, or certification under RCW 9A.72.085 which, if made within the city, would be perjury.

(6) A person who commits an act on board a conveyance within the city of Castle Rock, including the airspace over the city of Castle Rock, that subsequently lands, docks, or stops within the city which, if committed within the city, would be a crime.

9A.04.040 Classes of crimes.

(1) An offense defined by this title or by any other statute of this city, for which a sentence of imprisonment is authorized constitutes a violation of city ordinance and a crime. For purposes of this title, the two terms shall have the same meaning and may be used interchangeably.

Violations of city ordinances under this title are classified as gross misdemeanors or misdemeanors.

(2) A violation of a city ordinance under this title is a gross misdemeanor, if not otherwise designated by this code, and persons convicted thereof may be sentenced to imprisonment for a term not in excess of 364 days. A violation of city ordinance is a misdemeanor, if so designated in this code, and persons convicted thereof may be sentenced to imprisonment for a term not in excess of 90 days.

9A.04.080 Limitations of actions.

(1) No violation of city ordinance which is classified as a gross misdemeanor may be prosecuted more than two years after its commission. No violation of city ordinance classified as a misdemeanor may be prosecuted more than one year after its commission.

(2) The periods of limitation prescribed herein do not run during any time when the person charged is not usually and publicly residing within this state.

(3) If, before the end of a period of limitation prescribed herein, a complaint or information has been filed, and the complaint or information is set aside, then the period of limitation is extended by a period equal to the length of time from the filing to the setting aside.

Chapter 9A.08 PRINCIPLES OF LIABILITY

9A.08.005 Principles of liability adopted by reference.

The sections of this chapter are hereby adopted in table form in which each row of the table represents a separate section in which the titles of the adopted statutes are listed in the first column and the reference to their corresponding RCW section numbers are listed in the second column. Copies of the adopted code sections of this chapter are on file in the city clerk's office. Each of the referenced provisions of the RCW in this table, as now in effect or as hereafter amended, is hereby adopted by reference as if fully set out herein to be a part of the Castle Rock Municipal Code as principles of liability:

Title	RCW Section (Source of Adopted Law)
General requirements of culpability	9A.08.010
Liability for conduct of another – Complicity	9A.08.020
Corporate and personal liability	9A.08.030

Title	RCW Section (Source of Adopted Law)
Diminished capacity – Victim Identity	9A.08.040

Chapter 9A.12 INSANITY

9A.12.005 Defense of insanity adopted by reference.

The sections of this chapter are hereby adopted in table form in which each row of the table represents a separate section in which the titles of the adopted statutes are listed in the first column and the reference to their corresponding RCW section numbers are listed in the second column. Copies of the adopted code sections of this chapter are on file in the city clerk's office. Each of the referenced provisions of the RCW in this table, as now in effect or as hereafter amended, is hereby adopted by reference as if fully set out herein to be a part of the Castle Rock Municipal Code as an affirmative defense:

Title	RCW Section (Source of Adopted Law)
Insanity	9A.12.010

Chapter 9A.16 DEFENSES

9A.16.005 Defenses adopted by reference.

The sections of this chapter are hereby adopted in table form in which each row of the table represents a separate section in which the titles of the adopted statutes are listed in the first column and the reference to their corresponding RCW section numbers are listed in the second column. Copies of the adopted code sections of this chapter are on file in the city clerk's office. Each of the referenced provisions of the RCW in this table, as now in effect or as hereafter amended, is hereby adopted by reference as if fully set out herein to be a part of the Castle Rock Municipal Code as defenses to crimes:

Title	RCW Section (Source of Adopted Law)
Definitions	9A.16.010
Use of force – When lawful	9A.16.020
Use of force – When unjustified – Victim Identity	9A.16.025
Justifiable homicide or use of deadly force by public officer, peace officer, person aiding	9A.16.040
Duress	9A.16.060
Entrapment	9A.16.070
Action for being detained on mercantile establishment premises for investigation – “Reasonable grounds” as defense	9A.16.080
Intoxication	9A.16.090

Title	RCW Section (Source of Adopted Law)
Use of force on children – Policy – Actions presumed unreasonable	9A.16.100

Chapter 9A.20
CLASSIFICATION OF CRIMES

9A.20.005 Classification of crimes adopted by reference.

The sections of this chapter are hereby adopted in table form in which each row of the table represents a separate section in which the titles of the adopted statutes are listed in the first column and the reference to their corresponding RCW section numbers are listed in the second column. Copies of the adopted code sections of this chapter are on file in the city clerk's office. Each of the referenced provisions of the RCW in this table, as now in effect or as hereafter amended, is hereby adopted by reference as if fully set out herein to be a part of the Castle Rock Municipal Code as classification of crimes:

Title	RCW Section (Source of Adopted Law)
Classification and designation of crimes	9A.20.010
Alternative to a fine - Restitution	9A.20.030

Chapter 9A.28
ANTICIPATORY OFFENSES

9A.28.005 Anticipatory offenses adopted by reference.

The sections of this chapter are hereby adopted in table form in which each row of the table represents a separate section in which the titles of the adopted statutes are listed in the first column and the reference to their corresponding RCW section numbers are listed in the second column. Copies of the adopted code sections of this chapter are on file in the city clerk's office. Each of the referenced provisions of the RCW in this table, as now in effect or as hereafter amended, is hereby adopted by reference as if fully set out herein to be a part of the Castle Rock Municipal Code as anticipatory offenses:

Title	RCW Section (Source of Adopted Law)
Criminal attempt	9A.28.020
Criminal solicitation	9A.28.030
Criminal conspiracy	9A.28.040

Chapter 9A.36
ASSAULT

9A.36.005 Assault and other crimes against persons adopted by reference.

The sections of this chapter are hereby adopted in table form in which each row of the table represents a separate section in which the titles of the adopted statutes are listed in the first column and the reference to their corresponding RCW section numbers are listed in the second column. Copies of the adopted code sections of this chapter are on file in the city clerk's office. Each of the referenced provisions of the RCW in this table, as now in effect or as hereafter amended, is hereby adopted by reference as if fully set out herein to be a part of the Castle Rock Municipal Code as assaults and crimes against persons:

Title	RCW Section (Source of Adopted Law)
Assault in the fourth degree	9A.36.041
Reckless endangerment	9A.36.050
Coercion	9A.36.070
Interfering with the reporting of domestic violence	9A.36.150
Failing to summon assistance	9A.36.160
Penalty for failing to summon assistance	9A.36.161

Chapter 9A.40 CUSTODIAL INTERFERENCE

9A.40.005 Custodial interference statutes adopted by reference.

The sections of this chapter are hereby adopted in table form in which each row of the table represents a separate section in which the titles of the adopted statutes are listed in the first column and the reference to their corresponding RCW section numbers are listed in the second column. Copies of the adopted code sections of this chapter are on file in the city clerk's office. Each of the referenced provisions of the RCW in this table, as now in effect or as hereafter amended, is hereby adopted by reference as if fully set out herein to be a part of the Castle Rock Municipal Code as crimes against governmental operations:

Title	RCW Section (Source of Adopted Law)
Definitions	9A.40.010
Custodial interference in the second degree	9A.40.070
Custodial interference – Assessment of costs – Defense – Consent defense restricted	9A.40.080

Chapter 9A.42 CRIMINAL MISTREATMENT

9A.42.005 Criminal mistreatment statutes adopted by reference.

The sections of this chapter are hereby adopted in table form in which each row of the table represents a separate section in which the titles of the adopted statutes are listed in the first

column and the reference to their corresponding RCW section numbers are listed in the second column. Copies of the adopted code sections of this chapter are on file in the city clerk's office. Each of the referenced provisions of the RCW in this table, as now in effect or as hereafter amended, is hereby adopted by reference as if fully set out herein to be a part of the Castle Rock Municipal Code as crimes against persons:

Title	RCW Section (Source of Adopted Law)
Definitions	9A.42.010
Criminal mistreatment in the third degree	9A.42.035
Criminal mistreatment in the fourth degree	9A.42.037
Arresting officer, notification by	9A.42.039
Withdrawal of life support systems	9A.42.040
Palliative care	9A.42.045
Defense of financial inability	9A.42.050
Abandonment of a dependent person in the third degree – Exception	9A.42.080
Abandonment of a dependent person – Defense	9A.42.090
Leaving a child in the care of a sex offender	9A.42.110

Chapter 9A.44 SEX OFFENSES

9A.44.005 Sex offenses adopted by reference.

The sections of this chapter are hereby adopted in table form in which each row of the table represents a separate section in which the titles of the adopted statutes are listed in the first column and the reference to their corresponding RCW section numbers are listed in the second column. Copies of the adopted code sections of this chapter are on file in the city clerk's office. Each of the referenced provisions of the RCW in this table, as now in effect or as hereafter amended, is hereby adopted by reference as if fully set out herein to be a part of the Castle Rock Municipal Code as crimes against persons:

Title	RCW Section (Source of Adopted Law)
Definitions	9A.44.010
Testimony – Evidence – Written motion – Admissibility	9A.44.020
Defense to prosecutions under this chapter	9A.44.030
Sexual misconduct with a minor in the second degree	9A.44.096
Voyeurism	9A.44.115
Admissibility of child's statement – Conditions	9A.44.120

Title	RCW Section (Source of Adopted Law)
Failure to register as a sex offender or kidnapping offender	9A.44.132
Testimony of child by closed circuit TV	9A.44.150
Custodial sexual misconduct in the second degree	9A.44.170
Custodial sexual misconduct – Defense	9A.44.180

Chapter 9A.46 HARASSMENT

9A.46.005 Harassment offenses adopted by reference.

The sections of this chapter are hereby adopted in table form in which each row of the table represents a separate section in which the titles of the adopted statutes are listed in the first column and the reference to their corresponding RCW section numbers are listed in the second column. Copies of the adopted code sections of this chapter are on file in the city clerk's office. Each of the referenced provisions of the RCW in this table, as now in effect or as hereafter amended, is hereby adopted by reference as if fully set out herein to be a part of the Castle Rock Municipal Code as crimes against persons:

Title	RCW Section (Source of Adopted Law)
Definition – Penalties	9A.46.020
Place where committed	9A.46.030
Court-ordered requirements upon person charged with crime – Violation	9A.46.040
Arraignment – No-contact order	9A.46.050
Crimes included in harassment	9A.46.060
Enforcement of orders restricting contact	9A.46.070
Order restricting contact – Violation	9A.46.080
Stalking no-contact orders	9A.46.085
Nonliability of peace officer	9A.46.090
“Convicted,” time when	9A.46.100
Stalking	9A.46.110

Chapter 9A.48 RECKLESS BURNING AND MALICIOUS MISCHIEF

9A.48.005 Reckless burning and malicious mischief adopted by references.

The sections of this chapter are hereby adopted in table form in which each row of the table represents a separate section in which the titles of the adopted statutes are listed in the first

column and the reference to their corresponding RCW section numbers are listed in the second column. Copies of the adopted code sections of this chapter are on file in the city clerk's office. Each of the referenced provisions of the RCW in this table, as now in effect or as hereafter amended, is hereby adopted by reference as if fully set out herein to be a part of the Castle Rock Municipal Code as crimes against property:

Title	RCW Section (Source of Adopted Law)
Definitions	9A.48.010
Reckless burning in the second degree	9A.48.050
Reckless burning – Defense	9A.48.060
Malicious mischief in the third degree	9A.48.090
Malicious mischief – “Physical damage” defined	9A.48.100
Criminal street gang tagging and graffiti	9A.48.105
Defacing a state monument	9A.48.110

Chapter 9A.49 LASERS

9A.49.005 Unlawful use of lasers.

The sections of this chapter are hereby adopted in table form in which each row of the table represents a separate section in which the titles of the adopted statutes are listed in the first column and the reference to their corresponding RCW section numbers are listed in the second column. Copies of the adopted code sections of this chapter are on file in the city clerk's office. Each of the referenced provisions of the RCW in this table, as now in effect or as hereafter amended, is hereby adopted by reference as if fully set out herein to be a part of the Castle Rock Municipal Code as crimes against persons:

Title	RCW Section (Source of Adopted Law)
Definitions	9A.49.010
Unlawful discharge of a laser in the second degree	9A.49.030
Civil infraction, when	9A.49.040
Exclusions	9A.49.050

Chapter 9A.50 INTERFERENCE WITH HEALTH CARE FACILITIES OR PROVIDERS

9A.50.005 Interference with health care facilities or providers statutes adopted by reference.

The sections of this chapter are hereby adopted in table form in which each row of the table represents a separate section in which the titles of the adopted statutes are listed in the first

column and the reference to their corresponding RCW section numbers are listed in the second column. Copies of the adopted code sections of this chapter are on file in the city clerk's office. Each of the referenced provisions of the RCW in this table, as now in effect or as hereafter amended, is hereby adopted by reference as if fully set out herein to be a part of the Castle Rock Municipal Code as crimes against persons and property:

Title	RCW Section (Source of Adopted Law)
Definitions	9A.50.010
Interference with a health care facility	9A.50.020
Penalty	9A.50.030
Informational picketing	9A.50.060
Protection of health care patients and providers	9A.50.070
Construction	9A.50.900

Chapter 9A.52 TRESPASS

9A.52.005 Trespass statutes adopted by reference.

The sections of this chapter are hereby adopted in table form in which each row of the table represents a separate section in which the titles of the adopted statutes are listed in the first column and the reference to their corresponding RCW section numbers are listed in the second column. Copies of the adopted code sections of this chapter are on file in the city clerk's office. Each of the referenced provisions of the RCW in this table, as now in effect or as hereafter amended, is hereby adopted by reference as if fully set out herein to be a part of the Castle Rock Municipal Code as crimes against property:

Title	RCW Section (Source of Adopted Law)
Definitions	9A.52.010
Making or having burglary tools	9A.52.060
Criminal trespass in the first degree	9A.52.070
Criminal trespass in the second degree	9A.52.080
Criminal trespass – Defenses	9A.52.090
Vehicle prowling in the second degree	9A.52.100
Computer trespass in the second degree	9A.52.120
Computer trespass – Commission of other crime	9A.52.130

Chapter 9A.56 THEFT

9A.56.005 Theft statutes adopted by reference.

The sections of this chapter are hereby adopted in table form in which each row of the table represents a separate section in which the titles of the adopted statutes are listed in the first column and the reference to their corresponding RCW section numbers are listed in the second column. Copies of the adopted code sections of this chapter are on file in the city clerk's office. Each of the referenced provisions of the RCW in this table, as now in effect or as hereafter amended, is hereby adopted by reference as if fully set out herein to be a part of the Castle Rock Municipal Code as crimes against property:

Title	RCW Section (Source of Adopted Law)
Definitions	9A.56.010
Theft – Definition, defense	9A.56.020
Theft in the third degree	9A.56.050
Unlawful issuance of checks or drafts	9A.56.060
Theft of rental, leased, or lease-purchased property	9A.56.096
Theft and larceny equated	9A.56.100
Possessing stolen property – Definition – Presumption	9A.56.140
Possessing stolen property in the third degree	9A.56.170
Obscuring the identity of a machine	9A.56.180
Theft of subscription television services	9A.56.220
Forfeiture and disposal of device used to commit violation	9A.56.240
Connection of channel converter	9A.56.260
Shopping cart theft	9A.56.270
Possession of another's identification	9A.56.330

Chapter 9A.60 FRAUD

9A.60.005 Fraud statutes adopted by reference.

The sections of this chapter are hereby adopted in table form in which each row of the table represents a separate section in which the titles of the adopted statutes are listed in the first column and the reference to their corresponding RCW section numbers are listed in the second column. Copies of the adopted code sections of this chapter are on file in the city clerk's office. Each of the referenced provisions of the RCW in this table, as now in effect or as hereafter amended, is hereby adopted by reference as if fully set out herein to be a part of the Castle Rock Municipal Code as crimes against persons:

Title	RCW Section (Source of Adopted Law)
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Definitions	9A.60.010
Criminal impersonation in the second degree	9A.60.045
False certification	9A.60.050
False academic credentials – Unlawful issuance or use – Definitions – Penalties	9A.60.070

Chapter 9A.61 DEFRAUDING A PUBLIC UTILITY

9A.61.005 Fraud on public utility statutes adopted by reference.

The sections of this chapter are hereby adopted in table form in which each row of the table represents a separate section in which the titles of the adopted statutes are listed in the first column and the reference to their corresponding RCW section numbers are listed in the second column. Copies of the adopted code sections of this chapter are on file in the city clerk's office. Each of the referenced provisions of the RCW in this table, as now in effect or as hereafter amended, is hereby adopted by reference as if fully set out herein to be a part of the Castle Rock Municipal Code as crimes against property and businesses:

Title	RCW Section (Source of Adopted Law)
Definitions	9A.61.010
Defrauding a public utility	9A.61.020
Defrauding a public utility in the third degree	9A.61.050
Restitution and costs	9A.61.060
Damages not precluded	9A.61.070

Chapter 9A.68A OFFENSES INVOLVING SEXUAL EXPLOITATION OF CHILDREN

9A.68A.010 Sexual exploitation of children offenses adopted by reference.

The sections of this chapter are hereby adopted in table form in which each row of the table represents a separate section in which the CRMC section number is listed in the first column, the title of the adopted CRMC section and the RCW is listed in the second column and the reference to the RCW section number is listed in the third column. Copies of the adopted code sections of this chapter are on file in the city clerk's office. Each of the referenced provisions of the RCW in this table, as now in effect or as hereafter amended, is hereby adopted by reference as if fully set out herein to be a part of the Castle Rock Municipal Code as sexual exploitation of children offenses:

Title	RCW Section (Source of Adopted Law)
Legislative findings, intent.	9.68A.001

Title	RCW Section (Source of Adopted Law)
Chapter not applicable to lawful conduct between spouses.	9.68A.005
Definitions.	9.68A.011
Communication with minor for immoral purposes—Penalties.	9.68A.090

Chapter 9A.72

PERJURY AND INTERFERENCE WITH OFFICIAL PROCEEDINGS

9A.72.005 Perjury statutes adopted by reference.

The sections of this chapter are hereby adopted in table form in which each row of the table represents a separate section in which the titles of the adopted statutes are listed in the first column and the reference to their corresponding RCW section numbers are listed in the second column. Copies of the adopted code sections of this chapter are on file in the city clerk's office. Each of the referenced provisions of the RCW in this table, as now in effect or as hereafter amended, is hereby adopted by reference as if fully set out herein to be a part of the Castle Rock Municipal Code as crimes against proceedings:

Title	RCW Section (Source of Adopted Law)
Definitions	9A.72.010
False swearing	9A.72.040
Perjury and false swearing – Inconsistent statements – Degree of crime	9A.72.050
Perjury and false swearing – Retraction	9A.72.060
Perjury and false swearing – Irregularities no defense	9A.72.070
Statement of what one does not know to be true	9A.72.080
Jury tampering	9A.72.140
Tampering with physical evidence	9A.72.150

Chapter 9A.76

OBSTRUCTING GOVERNMENTAL OPERATION

9A.76.005 Obstructing and resisting law enforcement officer statutes adopted by reference.

The sections of this chapter are hereby adopted in table form in which each row of the table represents a separate section in which the titles of the adopted statutes are listed in the first column and the reference to their corresponding RCW section numbers are listed in the second column. Copies of the adopted code sections of this chapter are on file in the city clerk's office. Each of the referenced provisions of the RCW in this table, as now in effect or as hereafter

amended, is hereby adopted by reference as if fully set out herein to be a part of the Castle Rock Municipal Code as crimes against governmental operations:

Title	RCW Section (Source of Adopted Law)
Definitions	9A.76.010
Obstructing a law enforcement officer	9A.76.020
Refusing to summon aid for a police officer	9A.76.030
Resisting arrest	9A.76.040
Rendering criminal assistance – Definition of term	9A.76.050
Relative defined	9A.76.060
Rendering criminal assistance in the first degree	9A.76.070
Rendering criminal assistance in the second degree	9A.76.080
Rendering criminal assistance in the third degree	9A.76.090
Compounding	9A.76.100
Escape in the third degree	9A.76.130
Introducing contraband in the third degree	9A.76.160
Bail jumping	9A.76.170
Making a false or misleading statement to a public servant	9A.76.175
Failure to appear or surrender – Affirmative defense - Penalty	9A.76.190

Chapter 9A.80 ABUSE OF OFFICE

9A.80.005 Abuse of public office statute adopted by reference.

The sections of this chapter are hereby adopted in table form in which each row of the table represents a separate section in which the titles of the adopted statutes are listed in the first column and the reference to their corresponding RCW section numbers are listed in the second column. Copies of the adopted code sections of this chapter are on file in the city clerk's office. Each of the referenced provisions of the RCW in this table, as now in effect or as hereafter amended, is hereby adopted by reference as if fully set out herein to be a part of the Castle Rock Municipal Code as crimes against public office:

Title	RCW Section (Source of Adopted Law)
Official misconduct	9A.80.010

Chapter 9A.84 PUBLIC DISTURBANCE

9A.84.005 Public disturbance statutes adopted by reference.

The sections of this chapter are hereby adopted in table form in which each row of the table represents a separate section in which the titles of the adopted statutes are listed in the first column and the reference to their corresponding RCW section numbers are listed in the second column. Copies of the adopted code sections of this chapter are on file in the city clerk's office. Each of the referenced provisions of the RCW in this table, as now in effect or as hereafter amended, is hereby adopted by reference as if fully set out herein to be a part of the Castle Rock Municipal Code as crimes against public order:

Title	RCW Section (Source of Adopted Law)
Criminal Mischief	<u>9A.84.010</u>
Failure to disperse	<u>9A.84.020</u>
Disorderly conduct	<u>9A.84.030</u>
False reporting	<u>9A.84.040</u>

9A.84.010 Fighting in a public place.

- A. It is unlawful for any person to intentionally fight with another person in a public place.
- B. In any prosecution under subsection A of this section, it is an affirmative defense that:
 - 1. The fight was duly licensed or authorized by law; or
 - 2. The person was acting in self-defense.
- C. As used in this section, "public place" means an area open to the general public and includes streets, sidewalks, bridges, alleys, plazas, parks, driveways, parking lots, automobiles (whether moving or not), and buildings open to the general public including those which serve food and drink or provide entertainment, the doorways and entrances to buildings or dwellings, and the grounds enclosing them.
- D. A violation of this section is a misdemeanor.

Chapter 9A.86

DISCLOSING INTIMATE IMAGES

9A.86.005 Disclosing intimates images statutes adopted by reference.

The sections of this chapter are hereby adopted in table form in which each row of the table represents a separate section in which the titles of the adopted statutes are listed in the first column and the reference to their corresponding RCW section numbers are listed in the second column. Copies of the adopted code sections of this chapter are on file in the city clerk's office. Each of the referenced provisions of the RCW in this table, as now in effect or as hereafter

amended, is hereby adopted by reference as if fully set out herein to be a part of the Castle Rock Municipal Code as crimes against public order and against persons:

Title	RCW Section (Source of Adopted Law)
Disclosing intimate images	9A.86.010
Intimate images – Forfeiture by minors	9A.86.020
Disclosing fabricated intimate images	9A.86.030

Chapter 9A.88 INDECENT EXPOSURE – PROSTITUTION

9A.88.005 Prostitution offenses and indecent exposure prohibition statutes adopted by reference.

The sections of this chapter are hereby adopted in table form in which each row of the table represents a separate section in which the titles of the adopted statutes are listed in the first column and the reference to their corresponding RCW section numbers are listed in the second column. Copies of the adopted code sections of this chapter are on file in the city clerk's office. Each of the referenced provisions of the RCW in this table, as now in effect or as hereafter amended, is hereby adopted by reference as if fully set out herein to be a part of the Castle Rock Municipal Code as crimes against public order and against persons:

Title	RCW Section (Source of Adopted Law)
Indecent exposure	9A.88.010
Prostitution	9A.88.030
Prosecution for prostitution under RCW 9A.88.030 – Affirmative defense	9A.88.040
Prostitution – Sex of parties immaterial – No defense	9A.88.050
Promoting prostitution – Definitions	9A.88.060
Permitting prostitution	9A.88.090
Patronizing a prostitute	9A.88.110
Additional fee assessments	9A.88.120
Additional requirements	9A.88.130
Vehicle impoundment	9A.88.140

Chapter 9A.90 OFFENSES INVOLVING CYBERCRIME

9A.90.010 Cybercrime offenses adopted by reference.

The sections of this chapter are hereby adopted in table form in which each row of the table represents a separate section in which the titles of the adopted statutes are listed in the first column and the reference to their corresponding RCW section numbers are listed in the second column. Copies of the adopted code sections of this chapter are on file in the city clerk's office. Each of the referenced provisions of the RCW in this table, as now in effect or as hereafter amended, is hereby adopted by reference as if fully set out herein to be a part of the Castle Rock Municipal Code as cybercrime offenses:

Title	RCW Section (Source of Adopted Law)
Findings—Intent—2016 c 164.	9A.90.010
Definitions.	9A.90.030
Computer trespass in the second degree.	9A.90.050
Spoofing.	9A.90.070
Electronic data tampering in the second degree.	9A.90.090
Commission of other crime.	9A.90.110
Cyber harassment.	9A.90.120
Cyberstalking.	9A.90.130

Chapter 9A.200 OFFENSES INVOLVING ALCOHOL

9A.200.005 Alcohol offenses adopted by reference.

The sections of this chapter are hereby adopted in table form in which each row of the table represents a separate section in which the titles of the adopted statutes are listed in the first column and the reference to their corresponding RCW section numbers are listed in the second column. Copies of the adopted code sections of this chapter are on file in the city clerk's office. Each of the referenced provisions of the RCW in this table, as now in effect or as hereafter amended, is hereby adopted by reference as if fully set out herein to be a part of the Castle Rock Municipal Code as alcohol control offenses:

Title	RCW Section (Source of Adopted Law)
Definitions	66.04.010
Purchases prohibited under canceled, suspended permit or another's permit	66.20.150
"Card of identification," "licensee," "store employee" defined for certain purposes	66.20.160
Card of identification may be accepted as identification card and evidence of legal age	66.20.170
Card of identification to be presented on request of licensee	66.20.180

Title	RCW Section (Source of Adopted Law)
Identification card holder may be required to sign certification card	66.20.190
Unlawful acts relating to identification or certification card	66.20.200
Licensee's immunity to prosecution or suit	66.20.210
Alcohol servers – Definitions	66.20.300
Alcohol servers – Permits – Requirements	66.20.310
Alcohol servers – Violation of rules – Penalties	66.20.340
Licensed premises or banquet permit premises open to inspection – Failure to allow, violation	66.28.090
Possession of contraband liquor	66.32.010
Search warrant – Search and seizure	66.32.020
Service of warrant – Receipt for seized property	66.32.030
Forfeiture of liquor directed if kept unlawfully	66.32.040
Hearing	66.32.050
Claimants may appear	66.32.060
Judgment of forfeiture – Disposition of proceeds of property sold	66.32.070
Forfeiture action no bar to criminal prosecutions	66.32.080
Seized liquor to be reported to board	66.32.090
Local officers to enforce law	66.44.010
Sufficiency of description of offense in complaints	66.44.040
Description of offense in words of statute	66.44.050
Proof of unlawful sale establishes prima facie intent	66.44.060
Certified analysis is prima facie evidence of alcoholic content	66.44.070
Service of process on corporation	66.44.080
Acting without a license	66.44.090
Opening or consuming liquor in a public place – Penalty	66.44.100
Unlawful use of seal	66.44.120
Sales of liquor by drink or bottle	66.44.130
Unlawful sale, transportation of spirituous liquor without stamp or seal	66.44.140
Buying liquor illegally	66.44.150
Illegal possession, transportation of alcoholic beverages	66.44.160
Illegal possession of liquor with intent to sell	66.44.170
General penalties – Jurisdiction for violations	66.44.180

Title	RCW Section (Source of Adopted Law)
Sales to persons apparently under the influence of liquor	66.44.200
Obtaining liquor for ineligible person	66.44.210
Drinking in public conveyance – Penalty against carrier	66.44.240
Drinking in public conveyance – Penalty against individual	66.44.250
Candidates giving or purchasing liquor on election day prohibited	66.44.265
Furnishing liquor to minors – Possession, use – Penalties	66.44.270
Minor purchasing or attempting to purchase liquor – Penalty	66.44.290
Sales to minors by licensee or employee – Board notification to prosecutor	66.44.292
Treats, gifts, purchases of liquor for or from minor, or holding out minor as at least 21, in public place where liquor sold	66.44.300
Minors frequenting off-limits area – Misrepresentation of age – Penalty	66.44.310
Certain persons 18 years and over permitted to enter and remain upon licensed premises during employment	66.44.316
Employees aged 18 to 21 stocking, merchandising, and handling beer and wine	66.44.318
Unlawful transfer to minor of age identification	66.44.325
Preparation or acquisition and supply to persons under age 21 of facsimile of official identification card – Penalty	66.44.328
Prosecutions to be reported by prosecuting attorney and police court	66.44.330
Employees 18 years and over allowed to sell and handle beer and wine for certain licensed employers	66.44.340
Employees 18 years and over allowed to serve and carry liquor, clean up, etc., for certain licensed employers	66.44.350
Juvenile driving privileges – Alcohol or drug violations	66.44.365
Resisting or opposing officers in enforcement of title	66.44.370

Chapter 9A.210

OFFENSES INVOLVING DRUGS AND CONTROLLED SUBSTANCES

9A.210.005 Controlled substances and legend drug offenses adopted by reference.

The sections of this chapter are hereby adopted in table form in which each row of the table represents a separate section in which the titles of the adopted statutes are listed in the first column and the reference to their corresponding RCW section numbers are listed in the second column. Copies of the adopted code sections of this chapter are on file in the city clerk's office. Each of the referenced provisions of the RCW in this table, as now in effect or as hereafter

amended, is hereby adopted by reference as if fully set out herein to be a part of the Castle Rock Municipal Code as drug offenses:

Title	RCW Section (Source of Adopted Law)
Definitions	69.41.010
Sale, delivery, or possession of legend drug without prescription or order prohibited—Exceptions	69.41.030
Prescription of legend drugs by dialysis programs	69.41.032
Prescription requirements—Penalty	69.41.040
Labeling requirements—Penalty	69.41.050
Search and seizure	69.41.060
Search and seizure at rental premises—Notification of landlord	69.41.062
Violations—Juvenile driving privileges	69.41.065
Violations of Chapter 69.50 RCW not to be charged under Chapter 69.41 RCW—Exception	69.41.072
Rules—Availability of lists of drugs	69.41.075
Definitions	69.41.300
Rules	69.41.310
Practitioners—Restricted use—Medical records	69.41.320
Public warnings—School districts	69.41.330
Student athletes—Violations—Penalty	69.41.340
Penalties	69.41.350
Definition	69.50.101
Drug paraphernalia—Definitions	69.50.102
Prohibited acts: A—Penalties	69.50.401
Counterfeit substances—Penalties	69.50.4011
Possession of controlled substance—Penalty—Possession of useable cannabis, cannabis concentrates, or cannabis-infused products—Delivery	69.50.4013
Possession of 40 grams or less of marijuana—Penalty	69.50.4014
Penalties under other laws	69.50.404
Prohibited acts: E—Penalties	69.50.412

Title	RCW Section (Source of Adopted Law)
Drug paraphernalia—Selling or giving—Penalties	69.50.4121
Violations—Juvenile driving privileges	69.50.420
Seizure and forfeiture	69.50.505
Burden of proof, liabilities	69.50.506
Search and seizure of controlled substances	69.50.509
Search and seizure at rental premises—Notification of landlord	69.50.510

Chapter 9A.220
OFFENSES INVOLVING MINORS AND SCHOOLS

9A.220.005 Crimes relating to schools and/or minors adopted by reference.

The sections of this chapter are hereby adopted in table form in which each row of the table represents a separate section in which the titles of the adopted statutes are listed in the first column and the reference to their corresponding RCW section numbers are listed in the second column. Copies of the adopted code sections of this chapter are on file in the city clerk's office. Each of the referenced provisions of the RCW in this table, as now in effect or as hereafter amended, is hereby adopted by reference as if fully set out herein to be a part of the Castle Rock Municipal Code as crimes against minors or schools:

Title	RCW Section (Source of Adopted Law)
Unlawful harboring of a minor – Penalty – Defense – Prosecution of an adult for involving a child in commission of offenses	13.32A.080
Providing shelter to minor – Requirement to notify parent, law enforcement, or department	13.32A.082
Providing shelter to minor – Immunity from liability	13.32A.084
Selling or giving tobacco to minor – Belief of representative capacity, no defense – Penalty	26.28.080
Abusing or insulting teachers, liability for – Penalty	28A.635.010
Willfully disobeying school administrative personnel or refusing to leave public property, violations, when – Penalty	28A.635.020
Disturbing school, school activities or meetings – Penalty	28A.635.030
Examination questions – Disclosing – Penalty	28A.635.040
Certain corrupt practices of school officials – Penalty	28A.635.050
Defacing or injuring school property – Liability of pupil, parent or guardian – Withholding grades, diploma, or transcripts –	28A.635.060

Suspension and restitution – Voluntary work program as alternative – Rights protected	
Property, failure of officials or employees to account for – Mutilation by – Penalties	28A.635.070
Interference by force or violence – Penalty	28A.635.090
Intimidating any administrator, teacher, classified employee, or student by threat of force or violence unlawful – Penalty	28A.635.100
Violations under RCW 28A.635.090 and 28A.635.100 – Disciplinary authority exception	28A.635.110

Chapter 9A.230 VIOLATION OF COURT ORDERS

9A.230.005 Court orders of protection or restraint offenses adopted by reference.

The sections of this chapter are hereby adopted in table form in which each row of the table represents a separate section in which the titles of the adopted statutes are listed in the first column and the reference to their corresponding RCW section numbers are listed in the second column. Copies of the adopted code sections of this chapter are on file in the city clerk's office. Each of the referenced provisions of the RCW in this table, as now in effect or as hereafter amended, is hereby adopted by reference as if fully set out herein to be a part of the Castle Rock Municipal Code as crimes against governmental operations:

Title	RCW
Duties of court—No-contact order	10.99.040
Victim contact (No-contact)	10.99.050
Restraining orders (Dissolution)	26.09.300
Temporary restraining order (Abuse of children)	26.44.063
Temporary restraining order (Abuse of children)	26.44.067
Definitions (Foreign protection orders)	26.52.010
Foreign protection orders—Validity	26.52.020
Violation of foreign orders—Penalties	26.52.070
Definitions (Vulnerable adults)	74.34.020
Definitions (Civil protection orders)	7.105.010
Enforcement and penalties – Other than antiharassment protection orders and extreme risk protection orders	7.105.450
Enforcement and penalties – Antiharassment protection orders	7.105.455

Title	RCW
Enforcement and penalties – Extreme risk protection orders – False petitions	7.105.460

Chapter 9A.240
MISCELLANEOUS CRIMES

9A.240.005 Hotel offense.

The section of this chapter is hereby adopted in table form in which each row of the table represents a separate section in which the CRMC section number is listed in the first column, the title of the adopted CRMC section and the RCW is listed in the second column and the reference to the RCW section number is listed in the third column. Copies of the adopted code section of this chapter are on file in the city clerk's office. Each of the referenced provisions of the RCW in this table, as now in effect or as hereafter amended, is hereby adopted by reference as if fully set out herein to be a part of the Castle Rock Municipal Code as miscellaneous crimes:

Title	RCW Section (Source of Adopted Law)
Obtaining hotel by fraud	19.48.110

9A.240.010 Abuse of 911 emergency reporting systems.

Every person who knowingly calls a 911 emergency reporting system for a purpose other than to report a situation that requires prompt service in order to preserve or protect human life or health or property commits abuse of 911 emergency reporting systems.

Abuse of 911 emergency reporting systems is a simple misdemeanor. No person shall be cited under this chapter unless the person engaged in the prohibited conduct has been notified by a law enforcement officer that the conduct violates this chapter and has been given an opportunity to comply and has refused to comply. If the individual fails to comply, a law enforcement officer may then issue a citation under this section.

It is the intent of the Castle Rock City Council that persons with diagnoses of mental illness, and who are charged under this section, be provided interventional services to address behaviors which violate this section.

Chapter 9A.250
CAMPING ON PUBLIC PROPERTY

9A.250.010 Findings.

People camping and storing personal property on public property and on public rights-of-way, such as streets, sidewalks and alleys, are engaged in conduct which creates a public health and safety hazard due to interference with use of the rights-of-way, and the lack of proper utility and/or sanitary facilities in those places. People without sanitary facilities have urinated, defecated, and littered on public property and on the public rights-of-way. Use of public property for camping purposes or storage of personal property interferes with the rights of others to use the areas for which they were intended.

9A.250.020 Purpose.

It is the purpose of this chapter to prevent harm to the health and safety of the public and to promote the public health, safety and general welfare by keeping public streets and other public property readily accessible to the public and to prevent use of public property for camping purposes or storage of personal property which interferes with the rights of others to use the areas for which they were intended.

9A.250.030 Definitions.

The following definitions are applicable in this chapter unless the context otherwise requires:

“Camp” or “camping” means to reside or sleep on streets, parks, or other publicly owned or maintained property with or without the use of huts, lean-tos, tents, temporary shelters, vehicles, or equivalents, or as evidenced by the use of beds, blankets, cots, hammocks, mattresses, sleeping bags, tarpaulins, or equivalents, or cooking tools or fire.

“Public park” means and includes all city parks, public squares, bathing beaches, bicycle paths and play and recreation grounds under the jurisdiction of the city and includes all city ballfields and all city leased or rented school or private property when the same are being used for recreation.

“Store” means to put aside or accumulate for use when needed, to put for safekeeping, to place or leave in a location.

“Street” means any highway, lane, road, street, right-of-way, boulevard, alley, and every way or place in the city that is publicly owned or maintained for public vehicular travel.

“Vehicle” means the same as such is defined in RCW [46.04.670](#).

9A.250.040 Operating hours and areas not open to public.

Some city property may be closed to the public at all times. Other city property may be open to the public only during established operating hours and for purposes related to the functions of city government. Operating hours for particular city property may be established by the Mayor or his/her designee and so posted at the property.

9A.250.050 Areas not open to public—Violation.

In addition to a violation of other applicable law, it is also a violation of this chapter to enter or remain on any property under the jurisdiction of the city when the area is not open to the public.

9A.250.060 Unlawful camping on public property.

A. It is a violation of this chapter for any person to camp or to store personal property in the following areas except as otherwise authorized by ordinance:

1. Any park;
2. Any street;
3. Any publicly owned or maintained land, parking lot, or other publicly owned or maintained area, whether improved or unimproved.

B. During the hours of 6:30 a.m. to 9:30 p.m., it shall be unlawful for any person to occupy a vehicle for the purpose of camping while that vehicle is parked in the following areas, except as otherwise provided by ordinance or as provided in Section 9A.250.080:

1. Any park; or
2. Any street; or
3. Any publicly owned or maintained parcel, parking lot or other publicly owned or maintained area, whether improved or unimproved.

9A.250.070 Penalty for violations.

Violation of any of the provisions of this chapter is a misdemeanor. Any person violating any of the provisions of this chapter shall, upon conviction of such violation, be punished by a fine of not more than one thousand dollars or by imprisonment not to exceed ninety days, or by both such fine and imprisonment.

9A.250.080 Permit.

A. The Mayor, or his/her designee, is authorized to permit persons to camp, occupy camp facilities, use camp paraphernalia, or store personal property in streets, or any publicly owned area, improved or unimproved, in the city.

B. Upon receipt of an application for any permit under this chapter, the Mayor, or his/her designee, shall send a copy of the application to the city departments of police, public works, community development, and fire. Each of these departments shall inspect the application and each such department shall report to the Mayor, or his/her designee, within ten working days after the filing of the application. Such reports shall identify any risks or other problems which the proposed activity is reasonably expected to pose for the public at that location. It shall make any necessary recommendations for protecting the public peace, health, safety, life, property, and welfare in the event a permit is, or was, issued.

C. The Mayor, or his/her designee, is authorized to promulgate other rules and regulations regarding the implementation and enforcement of this chapter which are consistent with the purposes of this chapter and its regulations.

D. The Mayor, or his/her designee, may approve a permit as provided under this section when, from a consideration of the application, reports from other city departments, and from such other information as may otherwise be obtained, he or she finds that:

1. Adequate sanitary facilities are provided and accessible at or near the proposed camp site;

2. Adequate trash receptacles and trash collection are provided; and

3. The camping activity will not unreasonably disturb or interfere with the safety, peace, comfort and repose of private property owners or the general public.

E. No permit shall be issued for a period of time in excess of fourteen calendar days in any one calendar year.

F. The Mayor, or his/her designee, is authorized to revoke a permit that has been issued if he or she finds lack of compliance with any requirement of subsection D of this section, or of any rule or regulation promulgated under subsection C of this section, or of any ordinance or statute.

G. Any person who is denied a permit, or had his/her permit revoked, may appeal the denial/revocation to a hearings examiner appointed by the Mayor, or his/her designee. Notice of appeal must be in writing, and filed with the city clerk within seven working days from the date of the denial.

**CITY OF CASTLE ROCK
ORDINANCE NO. 2025-19**

AN ORDINANCE ADDING CHAPTER 13.17 “WASTEWATER DISCHARGE AND PRETREATMENT” TO TITLE 13 “PUBLIC SERVICES” TO THE MUNICIPAL CODE OF THE CITY OF CASTLE ROCK, WASHINGTON.

WHEREAS, the City owns and operates a publicly owned Wastewater Treatment Plant that depends on consistent influent quality to protect its treatment processes and ensure compliance with the Federal Clean Water Act (33 U.S.C. §1251 et seq.), Chapter 90.48 of the Revised Code of Washington, and Chapter 173-216 WAC; and,

WHEREAS, discharges from certain industrial and commercial users may introduce pollutants that pass through or interfere with treatment processes, degrading effluent quality and threatening public health, aquatic life, and downstream water uses; and,

WHEREAS, Section 307 of the Federal Clean Water Act requires municipalities to implement a pretreatment program, and the Washington State Department of Ecology’s regulations (Chapter 173-216 WAC) establish minimum standards for controlling discharges; and,

WHEREAS, adopting a clear Wastewater Discharge and Pretreatment Policy will set uniform requirements for industrial users, streamline permit issuance and monitoring, and provide an enforceable framework for addressing violations and protecting the City’s Wastewater Treatment Plant; and,

WHEREAS, the City Council finds it necessary and in the public interest to add a new chapter to the Municipal Code entitled “Wastewater Discharge and Pretreatment” to safeguard the integrity of the wastewater system, protect the environment, and ensure reliable service for all residents.

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

SECTION 1. A new Chapter 13.17 entitled “Wastewater Discharge and Pretreatment” is hereby added to Title 13 “Public Services”, to read as follows:

13.17.010 Applicability to all users and customers.

This wastewater discharge and pretreatment ordinance is intended and hereby declared to be applicable to all users discharging to the publicly owned treatment works and sanitary sewer collection systems of the City of Castle Rock, and shall be enforced and administered by the City of Castle Rock Public Works Director (PWD).

13.17.020 General Provisions.

A. Purpose

This ordinance sets forth uniform requirements for the use of the City of Castle Rock Publicly Owned Treatment Work (POTW) and enables the City of Castle Rock to comply with all applicable state and federal wastewater treatment laws, including the Clean Water Act (33 United States Code, Section 1251 et seq.) and the General Pretreatment Regulations (40 Code of Federal Regulations Part 403). The objectives are:

1. To protect the POTW from potential harm by establishing clear standards and requirements for pretreatment of non-domestic waste. Harm to be prevented includes: interfering with the operations or maintenance of, reducing the expected life, or otherwise harming, the collecting system; causing pollutants to pass through the POTW without adequate treatment, or otherwise harming the receiving environment; or causing the POTW to respond to a discharge based on a real or perceived threat.
2. To protect POTW and/or collection system staff who may be affected by wastewater and sludge in the course of their employment, and to protect the general public.
3. To promote the reuse and recycling of industrial wastewater by the Industrial User.
4. To protect high quality POTW for beneficial use, such as reclaimed water and biosolids.
5. To provide for user fees for the equitable distribution of the cost of operation, maintenance, and improvement of the POTW.
6. To enable the City of Castle Rock to comply with its National Pollutant Discharge Elimination System Permit, sludge use, disposal requirements, any other federal, state, or local laws to which the POTW is subject. This ordinance authorizes the issuance of Wastewater Discharge Permits, provides for monitoring, compliance, and enforcement activities; establishes the administrative review for procedures, requires User reporting and provides for the setting of fees for the equitable distribution of costs resulting from the program established herein.

B. Administration

Except as otherwise provided herein, the City of Castle Rock Public Work's Director shall administer and implement the provisions of this Ordinance and shall conduct other activities as set forth in 13.17.060 **Conditional Wastewater Discharge Approval (CWDA)**. Any powers granted to or duties imposed upon the PWD may be delegated by the PWD to personnel under the PWD direction.

C. Abbreviations

The following abbreviations, when used in this Ordinance shall have the designated meanings:

BOD	Biochemical Oxygen Demand
BPM	Best Management Practices
City	City of Castle Rock
CIU	Categorical Industrial User
CRCC	Castle Rock City Council
CWDA	Conditional Wastewater Discharge Approval
DU	Domestic User (Residential User)
GPD	Gallons per day
IU	Industrial User
MIU	Minor Industrial User
MG/L	Milligrams per liter (parts per million)
NPDES	National Pollutant Discharge Elimination System
POTW	Publicly Owned Treatment Works
PWD	Public Works Director
PSIU	Potential Significant Industrial User
RCRA	Resource Conservation and Recovery Act
SIU	Significant Industrial User
TSS	Total Suspend Solids
UG/L	Microgram per liter (parts per billion)
U.S.C.	United States Code
USEPA	U.S. Environmental Protection Agency
WA DOE	Washington State Department of Ecology

D. Definitions

1. Unless a provision explicitly states otherwise, the following terms and phrases, as used in this ordinance shall have the meanings hereinafter designated. Act of “the Act” – The Federal Water Pollution Control Act, also known as the Clean Water Act, as amended, 33 U.S.C. Section 1251 et seq. This act will function for the corporation; or the manager of one or more manufacturing, production, or operating facilities. Provided the manager is authorized to make management decisions which govern the operating of the regulated facility, including having the explicit or implicit duty of making major capital investment recommendations, initiate and direct other comprehensive measures to assure long-term environmental compliance with environmental laws and regulations; can ensure that necessary systems are established or actions taken to gather complete and accurate information for control mechanism requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.

2. If the User is a partnership or sole proprietorship: a general partner or proprietor, respectively
3. If the User is a federal, state, or local governmental facility: a director or higher official appointed or designated to oversee the operation and performance of the activities of the government facility, or their designees.
4. The individual described in Sections (1)-(3) of this definition may designate another authorized representative if the authorization is in writing; the designation specifies the individual or position responsible for the overall operation of the facility from which the discharge originates, or having overall responsibility for environmental matters for the company; and the written authorization is submitted to the PWD. Best Management Practices or BMP's schedules activities, prohibitions of practices, maintenance procedures and other management practices to implement the prohibitions listed in Sections 2.1.A and 2.1.B and 40 CFR Part 403.S (a)(1) and (b). BMPs also include treatment requirements, facility improvements, operating procedures and practices to control plant site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw material storage.

Biochemical Oxygen Demand or BOD – The quantity of oxygen utilized in the biochemical oxidation of organic matter under the standard laboratory procedures for five (5) days at 20 degrees centigrade usually expressed as a concentration (e.g. mg/l).

Biosolids – Wastewater sludge after treatment to meet federal and state regulations and intended disposal criteria.

Categorical Pretreatment Standard or Categorical Standard - Any regulation containing pollutant discharge limits promulgated by the USEP in accordance with Sections 307(b) and (c) of the Act (33 US.C. Section 1317), which apply to a specific category of Users and which appear in 40 CFR Chapter I, Subchapter N, Parts 405-471.

Categorical Industrial User or CIU An Industrial User subject to Categorical Pretreatment Standard or Categorical Standard. Such Industries are regulated by the Washington State Department of Ecology (WA DOE) and receive permits from the Washington State Department of Ecology.

Composite Sample – composite of several taken throughout the period of a day when a regulated discharge is occurring. Several brands of automated samplers, some with a refrigerated sample collection area, may be used, subject to the advance approval of the PWD. Approvable composite samplers may either use a flow paced or time paced algorithm. For example, collecting a same size aliquot every 1,000 gallons (flow paced), or a variable sized aliquot every hour (time paced). In both cases, they must inter face with a device which senses the effluent flow volume to collect a representative sample unless the PWD has determined that a flow proportionate sample is not required.

Castle Rock City Council (CRCC) – An administrative body that operates as a public agency under State of Washington Law, providing wastewater management and reclaimed water production services for the City of Castle Rock and the sewer service area, defined in the Rural Transition Area, and agreement between the City of Castle Rock and Cowlitz County, dated December 17th, 2019.

CWDA – City Wastewater Discharge Approval program whereby, all minor commercial users (MCU) and minor industrial users (MIU) discharging or proposing to discharge non-domestic wastewater into the City’s wastewater collection system, are required to apply for and obtain approval. The approval will be based a completed application. The City will determine the extent of the pretreatment, testing, maintenance, and record-keeping that will be required.

Daily Limit or Daily Maximum Limit – The maximum allowable discharge of a pollutant over a calendar day or equivalent representative 24-hour period. Where daily maximum limits are expressed in units of mass, the daily discharge is calculated by multiplying the daily average concentration and total flow volumes in the same 24-hour period by a conversion factor to get the desire units. Where daily limits are expressed in terms of a concentration, the daily discharge is the composite sample value, or flow weighted average if more than one discrete sample was collected. Where flow weighting is infeasible, the daily average is the arithmetic average of all samples if analyzed separately, or the sample value if samples are composited prior to analysis.

Discharge - the introduction of pollutants into the collection system and/or POTW, directly or indirectly, from any non-domestic source regulated under Section 307(b), (c), or (d) of the Clean Water Act.

Domestic User/Residential User – Any person who contributes, causes, or allows the contribution of wastewater into the POTW that is of a similar volume and/or chemical make-up as that of a single-family residential dwelling unit. Discharges from a residential dwelling unit include up to 350 gpd with a concentration up to 50 mg/L of Biochemical Oxygen Demand, 350mg/L of Total Suspended Solids, and 44 mg/L Total Ammonia, 100 mg/L of any type of fats, oils or greases (FOG) or a combination thereof. No sand, silt, heavy sediment that does not float, or: wipes, plastics or feminine hygiene products, needles or other similar products are allowed from any sector (residential, commercial or industrial) of the sewer service area are allowed to enter into the sanitary sewer system. The Domestic User Classification is intended to cover apartment buildings and other multi-unit facilities which generally engage in food preparation activities within and serving only individual units.

Domestic Sewage (Residential Sewage) – Sewage which is similar in volume and characteristics to that produced from a single-family residential dwelling engaging in customary household activities. This includes up to 50 gpd volume with a concentration up to 350 mg/L of Biochemical Oxygen Demand, 350mg/L of Total Suspended Solids, and 44 mg/L Total Ammonia, 100 mg/L of any type of fats, oils or greases (FOG) or combination thereof. No sand, silt, lent, heavy sediment that does not float, or: wipes,

plastics or feminine hygiene products, needles or other similar products are allowed from any sector (residential, commercial or industrial) of the sewer service area are allowed to enter into the sanitary sewer system.

Environmental Protection Agency – The U.S Environmental Protection Agency or, where appropriate, the Regional Water Management Division Director, the Regional Administrator, or other duly authorized official.

Existing Source – Any source of discharge subject to Categorical Standards that does not meet the definition of a “New Source” per this section 13.17.020 (D).

Fats, Oils and Grease (FOG) or combination thereof – Fats, oils, or greases of animal or vegetable origin in concentrations greater than one hundred (100) mg/l.

Grab Sample – A sample, from a waste stream without regard to the flow in the waste stream and over a period of time not to exceed fifteen (15) minutes.

Industrial User or IU – A User which utilizes water in the manufacture or processing of a product, or otherwise creates a sewer discharge that does not meet the criteria for domestic sewage. Industrial Users can be either industrial or commercial in nature and are further classified as a Categorical Industrial User, Significant Industrial User, Potential Industrial User, or Minor Industrial User of the POTW, depending on the volume and nature of their discharge.

Instantaneous Maximum Discharge Limit of Instantaneous Limit – The maximum concentration of a pollutant allowed to be discharged at any time, determined from the analysis of a discrete sample. Where a Use is required to take a grab sample for purposes of determining compliance with Local Limits, this standard is the same as the Daily Maximum standard.

Interference – A Discharge that causes (either by itself or in combination with other discharges) a violation of POTW & NPDES Permit. This includes discharges that prevent the intended biosolids use or disposal by inhibiting or disrupting the POTW, including its collection systems, pump stations, waste water and sludge treatment processes; or plugs, degrades, damages, unreasonably reduces capacity, or otherwise harms or disrupts the operations, maintenance, and service life of the collection systems. For example, a discharge from a User which causes a blockage, resulting in a discharge at a point not authorized by City, is a violation of POTW NPDES Permit and this ordinance.

Local Limits Effluent limitation developed for Users by the PWD to specifically protect the POTW from the potential of pass through, interference, vapor toxicity, explosions, sewer corrosion, and intended biosolids uses. Such limits shall be based on the POTW’s site-specific flow and loading capacities, receiving water and collection systems considerations, and reasonable treatment expectations for non-domestic wastewater. See section 13.17.030 (General Sewer Use Requirements) for a full list of Local Limits.

Medical Waste – Isolation wastes, infectious agents, human blood and blood products, pathological wastes, sharps, body parts, contaminated bedding, surgical wastes, potentially contaminated laboratory wastes, and dialysis wastes.

Minor Industrial User or MIU – Any Industrial User that does not otherwise qualify as a significant Industrial User of the POTW.

Monthly Average Limit – The limit to be applied to the Monthly Average to determine compliance with the requirements of this ordinance (see section 2.3 for listing).

Pass Through – A discharge which exits the POTW into waters of the United States in quantities or concentrations, which alone or in conjunction with a discharge or discharges from other sources, causes a violation of any requirement of the POTW NPDES permit, including an increase in the magnitude or duration of a violation.

New Source- All Industrial Users applying through a business license or a building permit that proposes to discharge into the City of Castle Rock’s collection system. These users must fill out a Industrial User Survey for the PWD evaluation prior to discharging into the collection system. See 13.17.050 (A).

Person – Any individual, partnership, co-partnership firm company, corporation, association, joint stock company, trust, estate governmental entity, or any other legal entity; or their legal representatives, agents, or assigns. This definition includes all federal, state, and local government entities.

PH – A measure of the acidity or alkalinity of a solution, expressed in standard units.

Public Works Director (PWD) – The city of Castle Rock Public Work’s Directors who oversees the operation of the POTW shall be considered the City’s agent. The term also applies to the City’s Public Works staff representatives as designated by the PWD.

Pollutant – Any constituent in the wastewater that may degrade water quality in the receiving water to the quality of biosolids generated by the POTW, including but not limited to dredged spoils, solid waste, incinerator residue, filter backwash, sewage, garbage, sewage sludge, munitions, medical wastes, chemical Wastes, biological materials, radioactive materials, heat, wrecked or discarded equipment, rock, sand, cellar dirt, municipal, agricultural and industrial wastes.

Potential Significant Industrial User – A user that does not meet the criteria of Significant Industrial User, but whose discharge may interfere with the POTW such that the PWD determines that the User must monitor and potentially pretreat its discharge.

Pretreatment – The reduction of the concentration of pollutants, the elimination of pollutants, or the alteration of the nature of pollutants in wastewater prior to, or in lieu of discharging such pollutants to the POTW. This reduction or alteration can be obtained by physical, chemical, or biological processes; by process changes; or by other means, except by diluting the concentration of the pollutants unless allowed by an applicable pretreatment

standard. These standards shall mean discharge prohibitions, state pretreatment standards, and local limits. See 13.17.020 General Sewer Use Requirements (A)(B)(E).

Publicly Owned Treatment Works or POTW – A treatment works, as defined by Section 212 of the Clean Water Act (33 U.S.C. Section 1292), which is owned by the City of Castle Rock and along with treatment works, which is also owned by the City of Castle Rock. This definition includes any devices or systems used in the collection, storage, treatment, recycling, and reclamation of sewage or industrial wastes of a liquid nature and any conveyances, including sanitary sewer and storm sewer collection systems, which convey wastewater to a treatment plant. The POTW and sanitary sewer collection systems shall not be considered to be a User under the provisions of this Ordinance.

Septic Tank Waste – Sewage and typically associated solids from activities generating domestic quality sewage, pumped from a septic tank. The PWD may also consider wastes from other holding tanks such as boat blackwater, bilge water, cesspools, commercial or industrial septic tanks, and treatment lagoons to be Septic Tank Waste so long as there are absent pollutants which might interfere with the POTW.

Sewage – Human excrement and gray water (from household showers, toilets, kitchens clothes and dish washing, and related domestic activities), wastewater, or water which carries human wastes or a combination of water-carried wastes from residences, businesses, institutions, and industries.

Significant Industrial User or SIU –

a. Significant Industrial User is a User that:

i. Discharges an average of twenty-five thousand (25,000) gpd or more of process waste water to the POTW (excluding domestic sewage, non-contact cooling water, and boiler blowdown wastewater)

ii. Contributes a processed waste stream that makes up five (5) percent or more of the average dry weather monthly hydraulic organic design capacity of the POTW treatment plant.

iii. Is designated as such by the PWD on the basis that it has a reasonable potential for adversely affecting the POTW's operation of for violating any pretreatment standard or requirement.

b. Upon finding that a User meeting the criteria in 13.17.020 General Provisions SIU. a and/or b. of this definition has no reasonable potential for adversely affecting the POTW's operation or for violating any pretreatment standard or requirement, the PWD, with the concurrence of WA DOE, may at any time, on the PWD own initiative or in response to a petition received from a User, in accordance with procedures in 40 CFR Part 403.8 (f)(6),

determine that such User should not be considered a Significant Industrial User.

Significant Noncompliance –

- a. Any violation of a pretreatment standard or requirement, including numerical limits, narrative standards, and prohibitions, that the WA DOE or the PWD determines has caused, alone or in combination with other Discharges, Interference or Pass Through, including endangering the health of POTW personal or the general public.
- b. Any discharge of a pollutant that has caused imminent danger to the public or to the environment, or has resulted in the PWD its emergency authority to halt or prevent such a discharge.
- c. Any violation(s) including of Best Management Practices (BMP), which the PWD determines will adversely affect the operation or implementation of the pretreatment program.
- d. Chronic violations of wastewater discharge limits, defined as sixty six percent (66%) or more of all of the measurements taken for the same pollutant parameter during a rolling six (6) month period exceed, by any magnitude, a numeric pretreatment standard or requirement, including instantaneous limits of 13.17.030 General Sewer Use Requirements.
- e. Technical Review Criteria (TRC) violations, defined as thirty-three cent (33%) or more of wastewater measurements taken for each pollutant parameter during a rolling six (6) month period equal or exceed the product of the numeric pretreatment standard or requirement, (including instantaneous limits as defined by Section 2), multiplied by the applicable criteria. Applicable criteria are 1.4 times the limit for Biochemical Oxygen Demand, Total Suspended Solids, fats, oils and greases, and 1.2 times the limit for all other pollutants except pH.
- f. Failure to meet, within ninety (90) days of the scheduled date, a compliance schedule mile stone contained in a City Wastewater Discharge Approval (CWDA) or enforcement order for starting construction, completing construction, or attaining final compliance.
- g. Failure to provide any required report withing forty-five (45) calendar days after the due date. This includes initial and periodic monitoring reports, and reports on initial compliance and on meeting compliance schedules.
- h. Failure to accurately report noncompliance.

Slug load or Slug discharge – Any discharge of a non-routine, episodic nature, including but not limited to and accidental spill or a non-customary batch discharge, which has a reasonable potential to cause Interference or Pass Through, or in any other way violate the POTW's regulations, local limits, or Permit conditions. This includes discharges at a flow rate or concentration that could cause a violation of the Prohibited Discharge Standards of CRMC 13.17.030.

Sources –

- a. Any building structure, facility, or installation from which there is (or may be) a Discharge of pollutants, provided that:
 - i. The building, structure, facility, or installation is constructed at a site at which no other source is located; or
 - ii. The building, structure, facility or installation totally replaces the process or production equipment that causes the Discharge of pollutants at an existing source; or
 - iii. The production or wastewater generating processes of the building, structure, facility; or installation is substantially independent of an existing source at the same site. In determining whether these are substantially independent, factors such as the extent to which the new facility is integrated with the existing plant, and the extent to which the new facility is engaged in the same general type of activity as the existing source, should be considered.
- b. Construction on a site at which an existing source is located is considered a modification, rather than a new or changes source, if the construction does not create a new building structure, facility, or installation meeting the criteria of (I)(b) or (c) of this definition both otherwise alters, replaces or adds to existing process or production of equipment.
- c. Notification must be made to the PWD if the nature of the wastewater discharge changes, such as; Non-Contact Cooling Water – Water used for cooling that does not come into direct contact with any raw material, intermediate product, waste product, or finished product.

Storm Water – Any flow occurring during or following any form of natural precipitations, and resulting from such precipitation, including snow melt.

Total Suspended Solids or TSS – The total suspended matter that floats on the surface of or is suspended in, water, wastewater, or other liquid, and which is removable by laboratory filtering.

User – Any person with a source of discharge that does not qualify that person as a Domestic User, who discharges an effluent into the POTW by means of pipes, conduit,

pumping stations, force main, tank trucks, constructed drainage ditches, intercepting ditches, and all constructed devices and appliances appurtenant thereto.

Wastewater – Liquid and water-carried industrial wastes and sewage from residential dwellings commercial buildings, industrial and manufacturing facilities, and institutions, whether treated or untreated, which are contributed to the POTW.

Wastewater Treatment Plant or Treatment Plant – That portion of the POTW, which is designed to provide treatment of municipal sewage and industrial waste.

13.17.030 General Sewer Use Requirements.

A. Prohibited Discharge Standards

1. General Prohibitions – No user shall introduce or cause to be introduced into the POTW or the collection systems any pollutant or wastewater which causes Pass Through or Interference. These general prohibitions apply to all Users of the POTW whether or not they are subject to Categorical Pretreatment Standards or any other national, state, or local pretreatment standards or requirements.

2. Specific Prohibitions – No User shall introduce or cause to be introduced into the POTW or the collection system the following pollutants, substances, or wastewater:

a. Pollutants which, either alone or by interaction create a fire or explosion hazard a public nuisance or hazard to life, or prevent entry into the sewers for their maintenance and repair, or are in any way injurious to the operation of the system or system personnel. This includes waste streams with a closed-cup flashpoint of less than 140 degrees F (60 degrees C) using the test methods specified in 40 CFR Part 261.21.

b. Wastewater having a pH less than 6.0 or more than 9.0 or otherwise having any other corrosive property capable of causing damage or hazard to structures, pipelines, facilities, equipment, or personnel. Discharge outside this pH range may be authorized by the PWD pursuant to a finding that the system is capable of accommodating a discharge of that pH.

c. Solid or Viscous substances in amounts that may cause obstruction to the flow in the sewer or other interference with the operation of the system. This includes discharge of materials that cause the formation of solids by coagulation of materials already present in the wastewater including FOG. In no case shall inert solids greater than ¼ inch (0.64 CM) in any dimensions be discharged, such as, but not limited to, garbage, animal guts or tissues, manure, bones, hair, hides or fleshing, entrails, whole blood, feathers, ashes, cinders, sand, spent lime, stone or marble dust, metals, glass, straw, shavings, grass clippings,

rag, spent grains, spent hops, wastepaper, wood, plastics, wipes (neither disposable or “flushable”), feminine hygiene products, tar, asphalt residues, residues from refining or processing of fuel or lubricating oil, mud, glass grinding or polishing wastes, any waters or wastes containing more than 350 parts per million by weight of suspended solids.

d. Pollutants, including oxygen-demanding pollutants (Biochemical Oxygen Demand, etc.), released in a discharge at a flow rate and/or pollutant concentration which, either individually or by interacting with other pollutants, will cause interference with the POTW. In no case shall a slug load have a flow rate or contain concentration or qualities of pollutants that exceed for any time period longer than 15 minutes more than five times the average 24-hour concentration, quantities of flow during normal operation.

e. Wastewater having a temperature that will interfere with the biological activity in the system, has detrimental effects on the collection system, or prevents entry into the sewer. Water may not be discharged into the collection system at temperatures in excess of 149 degrees F (65 degrees C). In no case shall wastewater be discharged which causes the wastewater temperature in the POTW influent to exceed 104 degrees F (40 degrees C).

f. Petroleum oil, nonbiodegradable cutting oil, or products of mineral oil origin, in amounts that will cause Interference or Pass Through.

g. Pollutants which result in the presence of Toxic gases, vapors, or fumes within the collection system and/or the POTW in a quantity that constitutes a hazard to humans, animals, fish or fowl, or create any hazard in the receiving waters of the city’s treatment system and safety problems.

h. Trucked or hauled pollutants, except at discharge points designated by the PWD in accordance with CRMC 13.70.040.

i. The following are prohibited unless approved by the PWD under extraordinary circumstances, such as lack of direct discharge alternatives due to combined sewer service or need to augment sewage flows due to septic conditions (as required under WAC 173-216-050).

i. Non-contact cooling water insignificant volumes.

ii. Stormwater

iii. Wastewaters significantly affecting system hydraulic loading which do not require treatment or would not be afforded a significant degree of treatment by the system.

- j. Noxious or malodorous liquids, gases, solids, or other wastewater, which, either individually or by interacting with other wastes, are sufficient to create a public nuisance or a hazard to life, or to prevent entry into the sewers for maintenance or repair.
- k. Wastewater which imparts color that cannot be removed by the treatment process, including but not limited to dyes and dye wastes and vegetable tanning solutions, which consequently imparts color to the treatment plant's effluent, thereby violating POTW NPDES Permit.
- l. Wastewater containing any radioactive wastes or isotopes except in compliance with applicable state or federal regulations.
- m. Storm water, surface water, ground water, artesian well water, roof runoff, subsurface drainage, swimming pool drainage, condensate, de-ionized water, non-contact cooling water, and unpolluted wastewater, unless specifically authorized by the PWD.
- n. Sludges, screenings, or other residues from the pretreatment of industrial wastes.
- o. Medical wastes, except as specifically authorized by the PWD in a Wastewater Discharge Permit.
- p. Wastewater causing, either individually or by interacting with other wastes, the POTW's effluent to fail a toxicity test.
- q. Detergents, surface-active agents or other substances which may cause excessive foaming in the POTW, or any substance which may cause the city treatment system's effluent or any other products of the system, such as residues, sludges or scums, to be unsuitable for reclamation and reuse or to interfere with the reclamation process.
- r. Fats, oils, or greases (FOG) of animal or vegetable origin in concentrations greater than one hundred (100) mg/L.
- s. Total Petroleum Hydrocarbon concentrations greater than one hundred (100) mg/L.
- t. Wastewater causing two readings on an explosions hazard meter at the point of discharge into the POTW, or at any point in the POTW, of more than ten percent (10%) or any single reading over twenty percent (20%) of the Lower Explosive Limit based on a combustible gas meter reading. Pollutants, substances, or wastewater prohibited by this section

shall not be processed or stored in such a manner that they could be discharged to the POTW. Prohibited materials include, but are not limited to, gasoline, kerosene, naphtha, benzene, toluene, xylene, ethers, alcohols, ketones, aldehydes, peroxides, chlorates, perchlorates, bromates, carbides, hydrides, sulfides, and any other substances which the state or EPA has notified the user is a fire hazard or a hazard to the system.

u. Hydron sulfide in any amount that causes damage to the City's collection system, POTW, or may present a health and safety issue with City staff or general population.

v. Any noxious or malodorous liquids, gases or solids which either singly or by interaction with other wastes are sufficient to create a public nuisance or hazard to life or are sufficient to prevent entry into the sewers for maintenance and repair.

B. State Pretreatment Classifications for CIUs

Chapter 173-216 WAC and Chapter 90.48 RCW are hereby adopted by this reference. All waste materials discharged from a CIU into the POTW must satisfy the provisions thereof. Any person who constructs or modifies or proposes to construct or modify wastewater treatment facilities must first comply with the regulations for submissions of plans and reports for construction of wastewater facilities, Chapter 173-240 WAC. Until the City is delegated the authority to review and approve such plans under the RCW 90.48.440, sources of non-domestic discharges shall request approval for such plans through the WA DOE. To ensure conformance with this requirement, proof of the approval of such plans and on copy of each approval plan shall be provided to the PWD before commencing any such construction or modification.

C. Discharge Classifications for SIU

WA DOE will issue Discharge Permits to all non-domestic discharges that is characterized as Significant Industrial Users (SIU).

D. Discharge Classifications for PSIU

WA DOE will review all discharges that are Potential Significant Industrial Users (PSIU). WA DOE will issue Discharge Permit if it is determined the discharge flow meets the characterization for a SIU. The City will issue a Conditional Wastewater Discharge Authorization (CWDA) if the discharge does not meet the characterization of a SIU, but has characteristics that are more that domestic sewage and are considered Minor Industrial User (MIU).

E. Local Discharge Classification

1. The CRCC may establish, by recommendation of the PWD, local Discharge and Pretreatment Standards pursuant to 40 CFR Part 403.5 (c).
2. The pollutant limits in 13.17.030 General Sewer Use Requirements (D) are established to protect against Pass Through an Interference and reflect the application of reasonable treatment technology.
3. The pollutant limits apply at the point where the wastewater is discharged to the collection system and/or the POTW. All concentrations for metallic substances are for total metal unless indicated otherwise. The WA DOE may impose mass loading limits in addition to concentration-based limits.
4. Local Pollutant Discharge Limits listed in 13.17.030 General Sewer Use Requirements (A).
5. The PWD may use the CWDA to establish appropriate discharge limits for all other pollutants not listed under this section.
6. Local Discharge Standards will be used by the City to issue Conditional Wastewater Discharge Approval (CWDA) to Minor Industrial Users (MIU).

F. This includes pollutants subject to regulation under RCRA, volatile or some organics, halogenated or brominated compounds, poly-aro when deemed appropriate to safeguard against the use of dilution to meet applicable pretreatment standards or requirements.

13.17.040 Pretreatment and Discharge of Wastewater.

A. Pretreatment Facilities

Users shall provide wastewater treatment process as necessary to comply with this Ordinance and shall achieve compliance with all categorical pretreatment standards, local limits, and the prohibitions set out in 13.17.030 General Sewer Use Requirements within the time limitations specified by U.S. Environmental Protection Agency, WA DOE, the PWD, whichever is more stringent. Any facilities necessary for compliance shall be provided, operated, and maintained at the User's expense, and shall be subject to WA DOE and PWD review and approval of the facility plans. Such plans (Engineering Report, Plans and Specifications, and Operation and Maintenance Manuals) shall be submitted as required by Chapter 173-240 WAC to the PWD, and to the WA DOE if applicable, for review, and Users shall obtain approval prior to construction. The review of such plans and operating procedures shall in no way relieve the User from the responsibility of modifying such facilities as necessary to produce a Discharge in compliance with the WA DOE discharge permit or the POTW Wastewater Discharge Permit as applicable.

B. Emergency Authority for Discharge Violations

1. The PWD may order an immediate halt of any discharge of pollutants to the POTW collection system which reasonably appears to present an imminent danger to the health or welfare of persons. In such cases, the PWD will provide the User advance notice of such action, if possible, but shall not delay a response to imminent danger. If the User fails to halt the Discharge when so directed, the PWD may take any prudent action to prevent the discharge including but not limited to physically blocking such discharge and/or turning off the water supply.
2. The PWD may halt or prevent any discharge to the POTW which presents or may present a danger to the environment or which threatens to interfere with the operation of the collection system or POTW. In such cases, the PWD shall attempt to provide not only notice to the affected User(s), but the opportunity to respond. If the User fails to halt the Discharge when so directed, the PWD may take any prudent action to prevent the Discharge, including but not limited to physically blocking such discharge and/or turning off the water supply.
3. Any User causing the release of a discharge outside their approval, shall reimburse all costs to the City for their actions related to such discharge.
4. The PWD may require Users to reduce or curtail discharges to the POTW, designate that certain wastewater be discharged only into specific sewers, relocate and/or consolidate points of discharge, separate sewage waste streams from industrial waste streams and take all other measures to protect the collection system and the POTW and determine the User's compliance with the requirements of this ordinance.

C. Accidental Discharge/Slug Discharge/FOG Discharge Control Plans

The PWD, through CWDA, may require the User to develop and implement an Accidental Discharge/Slug Discharge Control Plan and take other actions the PWD believes are necessary to control discharges which may be caused by spills or periodic non-routine activities. Accidental Discharge/Slug Discharge Control Plans shall include at least the following:

1. A description of all discharge practices, including any non-routine batch discharges such as from cleaning, replenishment, or disposal.
2. A description of all stored chemicals, disclosing all ingredients in formulations, which could violate a discharge prohibition if discharged to the sewer.
3. Procedures for immediately notifying the PWD of any accidental or slug discharge, as required by 13.17.070 Reporting Requirements (E).
4. Procedures that will be taken to prevent the occurrence or adverse impact from an accidental or slug discharge. Such procedures shall address the inspection

and maintenance of storage areas, handling and transfer of materials, loading worker training, building of containment structures or equipment, measures for containing toxic organic pollutants (including solvents), and/or measures and equipment for emergency response.

D. Hauled Wastewater

1. The City is under no obligation to receive any hauled waste whether “Septic Tank Waste” or from any other source.

2. Hauled wastewater meeting the definition of “Septic Tank Waste” may be introduced into the POTW at designated locations, and at such times as are established by the PWD. The hauler of such wastes shall be responsible for ensuring such wastes comply with all discharge prohibitions and other applicable requirements of the PWD. The PWD may require septic tank waste haulers to provide a manifest at the time of discharge identifying the customer’s name, address, and volume from each tank generating the waste.

3. The PWD shall require the hauler, and may also require the generator, of non-domestic hauled wastewater to obtain CWDA. The discharge of hauled and non-domestic wastewater is subject to all relevant requirements of this Ordinance. The PWD may prohibit the disposal of any or all hauled non-domestic wastewater.

4. Hauled wastewater may be discharged only at locations designated by the PWD and with the prior consent of the PWD. The PWD may collect samples of each hauled load to ensure compliance with applicable standards, and halt the discharge at any point in order to take additional samples or hold the load pending analysis. The PWD may require the hauler to provide a waste analysis of any load prior to discharge, to characterize the wastewater or to certify that the wastewater does not meet the definition of a “Hazardous Waste” under Chapter 173-303 WAC.

5. Disposal of unauthorized hauled wastewater will not be allowed. Any unauthorized discharge will be investigated and if the source is identified, it will be charged to the full extent of the law.

6. Wastewater haulers must provide a waste tracking form for every load. This form shall include at least:

- a. Name and address of the waste hauler.
- b. Hauler permits number.
- c. Truck and driver identification.
- d. Names and addresses of the sources of waste.

e. Type of wastewater generator, volume, brief description, known characteristics and presumed constituents of waste.

7. Fees for dumping hauled wastewater shall be established by the PWD based on the current City Master Fee Schedule, or a fee approved by the CRCC if the hauled waste is significantly different in composition from any waste previously accepted.

13.17.050 City Wastewater Discharge Approval Applications.

A. Industrial User Surveys

The PWD is obligated under federal law to identify all Users potentially subject to the pretreatment program, and the character and volume of pollutants discharged by such Users. To satisfy this requirement, all sources of non-domestic discharges to the POTW must, upon request of the PWD, complete an Industrial User Survey form. Users shall fully disclose the information requested and sign the completed form in accordance with Section 4.6. Proper completion of the survey is a condition of initial and continued discharge to the POTW. Users failing to fully comply with survey requirements within 30 days shall be subject to all enforcement measures authorized, up to and including termination of service including water. The PWD is authorized to require the completion of the appropriate survey to obtain the information need to categorize each User. The PWD is authorized to categorize each User, provide written notice of a User's categorization and what it means, and revise a User's categorization at any time based upon updated information or changing regulations

B. Wastewater Discharge Permit Requirement

1. No User categorized by the City as a SIU, PSIU shall discharge wastewater into the POTW without first obtaining a permit from WA DOE. An existing User that is determined to be a SIU, PSIU and that has filed a timely application pursuant to this Ordinance, may continue to discharge unless and until notified otherwise by WA DOE or the PWD.

2. The PWD may require any Minor Industrial (MIU) to comply with the CWDA and/or implement BMP as necessary to carry out the purposes of this Ordinance. This includes PSIU designations. For example, a CWDA may be required solely for flow equalization.

3. Any failure to complete the required survey form, and apply for and obtain a required WA Doe permit or CWDA, or any violation of the terms and conditions of a CWDA shall be deemed violations of this Ordinance and subject the User to all of the penalty and enforcement actions of this Ordinance. Obtaining a CWDA does not relieve a User of its obligation to comply with all federal and state pretreatment standards or requirements, or with any other requirements of federal, state, and local law.

4. The PWD, based on the determination that such devices are necessary for implementation and monitoring of pretreatment requirements, may require the User to install and maintain on their property and at their expense, devices to adequately provide acceptable samples and monitoring. The following is a partial list of what may be required:

- a. A sample facility accessible to the PWD. This includes a refrigerated automatic flowmeter control sampler.
- b. A suitable storage and/or flow equalization tank.
- c. Grease oil, and/or grit interceptors or separators.
- d. An approved combustible gas detection meter.

5. Users installing any of the above devices shall ensure they are of the type and capacity approved by the PWD and the Castle Rock Building Official, meet applicable building and plumbing codes and conform to any separate requirements established by WA DOE and the PWD. Users shall locate units in areas easily accessible for cleaning and inspection by the PWD. Users shall be responsible for all periodic inspection, cleaning, and repair of such devices, and shall perform and document such activities at intervals necessary to maintain the capacities and effectiveness of such devices.

6. Nothing in this Ordinance shall supersede or waive a requirement of the City's adopted building, plumbing or sewer codes to install, maintain, and test sewer facilities and equipment, including but not limited to interceptors, separators, clean-outs and sampling manholes.

C. Conditional Wastewater Discharge Approval:
Existing Connections

Any User required to obtain CWDA who was discharging wastewater into the collection site and POTW prior to the effective date of implementing ordinances or resolutions adopted by the CRCC and who desires to continue such discharges shall, within sixty (60) days after notice, apply for CWDA in accordance with this Ordinance. All CWDA Applications will be reviewed by the PWD Prior to the Approval being issued. Existing Users will be granted up to four (4) months to put in place any additional pretreatment procedures, devices or policies that may be required as part of the CWDA.

New Connections

Persons wishing to discharge non-domestic wastewater must first complete either a Survey Form (if they do not expect CWDA is needed) or a CWDA Application. Any User identified by the PWD through the Survey as needing CWDA must file in accordance with this Ordinance, must be filed at least ninety (90) days prior to the desired date of discharge. The application will be reviewed by the PWD prior to the Approval being issued.

D. Conditional Wastewater Discharge Approval Application

1. All Users required to obtain CWDA must apply using the application (see Appendix A) provided by the Castle Rock Building & Planning Department or the PWD. Users must supply all information required as part of the CWDA Application unless waived by the PWD.
2. Users must provide any other information deemed necessary by the PWD to evaluate the situation. Incomplete or inaccurate applications will not be processed and will be returned to the User for revision. The PWD shall be held harmless for delays caused by returned applications.

E. Application Signatories and Certifications

1. All survey forms, CWDA applications, and User reports must be signed by an authorized representative of the User and contain the certification statement in 13.17.070 Reporting Requirements (J).
2. Users shall submit a new authorization if the designation of an authorized representative is no longer accurate. This includes when a different individual or position has responsibility for the overall operation of the facility or overall responsibility for environmental matters for the company. The User must submit the new authorization prior to or with any reports signed by the new authorized representative.

F. Conditional Wastewater Discharge Approval Decisions

After receipt of a complete CWDA application, the PWD will determine whether or not to issue CWDA. The PWD may deny any application for CWDA or require additional safeguards, reports, or information. For Users not meeting the criteria of SIU, the PWD may also waive or defer an approval, or allow discharges in the interim while the approval is being prepared.

13.17.060 Conditional Wastewater Discharge Approval (CWDA).

A. Wastewater Discharge Approval Duration

The PWD may grant CWDA for a period of up to five (5) years from its effective date. Each CWDA will indicate its expiration date.

B. Wastewater Discharge Approval Contents

Wastewater Discharge will include conditions the PWD deem necessary to carry out the goals of the pretreatment program (Section 1.1). federal and state regulations, and the requirements of this Ordinance.

1. CWDA Application will contain:
 - a. The approval issuance date, expiration date, and effective date.

b. A statement that the CWDA is nontransferable without prior notification to the PWD in accordance with Section 5.5 of this Ordinance, and provisions for furnishing the new owner or operator with a copy of the existing CWDA;

c. Effluent limits, including BMP, based on applicable pretreatment standards;

d. The pollutants to be monitored and specific monitoring requirement. This includes the sampling location(s), sampling frequencies, and sample types consistent with federal, state, and local law. 13.17.030 General Sewer Requirements;

e. Requirements to submit certain reports (as reflected in 13.17.070 Reporting Requirements), provide various notifications, keep records, and implement BMP;

f. The process to be used to request a waiver from monitoring for a pollutant neither present nor expected to be present in the Discharge;

g. A statement of applicable civil and criminal penalties for violation of pretreatment standards and requirements, and any applicable compliance schedule. Such schedule may not extend the time for compliance beyond that required by applicable federal, state, or local law;

h. Requirements to control slug discharges, including to develop, update, and implement slug discharge control plans where the PWD determines such plans are important to preventing accidental, unanticipated, or non-routine discharges;

i. Any monitoring which has been conditionally waived but which will automatically apply any time the requirements of the conditional waiver are not met; and

j. Reapplication requirements.

2. CWDA may contain, but need not be limited to, the following conditions:

a. Pretreatment facilities and measures required by 13.17.040 Pretreatment and Discharge of Wastewater (A) and 13.17.050 City Wastewater Discharge Approval Application (B);

b. Limits on the average and/or maximum rate of discharge, time of discharge, and/or requirements for flow regulation and equalization;

- c. Requirements to install pretreatment technology, pollution controls, or to construct appropriate containment devices to reduce, eliminate, or prevent the introduction of pollutants into the collection system and POTW;
- d. Requirements to develop and implement waste minimization plans to reduce the concentration of pollutants discharged to the collection system and POTW;
- e. Requirements to pay charges or fees for discharge to the POW, including high strength charges;
- f. Requirements to install and maintain inspection and sampling facilities and equipment, including flow measurement devices;
- g. Notice that compliance with the CWDA does not relieve the permittee of responsibility for compliance with all applicable federal and state pretreatment standards, including those which become effective during the term of the CWDA; and
- h. Other Conditions as deemed appropriate by the PWD to ensure compliance with this Ordinance, and state and federal and local laws rules, and regulations.

C. Approval Appeal Process

- 1. A User may petition the CRCC to reconsider the terms of a CWDA within thirty (30) days of notice of its issuance.
- 2. Failure to submit a timely petition for review shall be deemed to be a waiver of the administrative appeal.
- 3. In its petition, the appealing party must indicate the CWDA provisions objected to, the reasons for this objection, and the alternative condition, if any, it seeks to place in the CWDA.
- 4. The effectiveness of the CWDA shall not be stayed pending the appeal.
- 5. If the CRCC fails to act within sixty (60) days, a request for reconsideration shall be deemed to be denied. Decisions not to reconsider CWDA, not to grant CWDA, or not to modify a CWDA shall be considered final administrative actions for purposes of judicial review.
- 6. Aggrieved parties seeking judicial review of the final administrative CWDA decision must do so by filing a complaint with the Superior Court of Cowlitz County within sixty (60) days of the final administrative action.

D. Conditional Wastewater Discharge Approval Modification

The PWD may modify the CWDA for good cause, including, but not limited to, the following reasons:

1. To incorporate any new or revised federal, state, or local pretreatment standards or requirements including new or revised local limits;
2. To address new or changed operations, processes, production rates, waste streams, or changes in water volume or character;
3. To reflect conditions at the POTW requiring an authorized discharge to be reduced or curtailed. Such requirements may be either temporary or permanent;
4. Based on information indicating that a permitted discharge poses a threat to the POTW, the receiving waters, or will violate a prohibition of this Ordinance.
5. To address erroneous or incomplete information contained in the CWDA or in any required report;
6. To address misrepresentatives or failure to full disclose all relevant facts in the CWDA Application or in any required report;
7. To incorporate revisions based on a variance from Categorical Pretreatment Standards approved pursuant to 40 CFR Part 403.13;
8. To correct typographical or other errors in the CWDA;
9. To reflect transfer of the facility ownership or operation to a new owner or operator as required under 13.17.060 Conditional Wastewater Discharge Approval (E).

E. Conditional Wastewater Discharge Approval Transfer

CWDA may be transferred to a new owner or operator contingent upon the permitted User providing at least thirty (30) days advance written notice to the PWD. The notice to the PWD must include a written certification by the new owner or operator that:

1. State the new owner and/or operator have no immediate intent to change the facility's operations and processes;
2. Identifies the specific fate on which the transfer is to occur; and
3. Acknowledges full responsibility for complying with the existing CWDA.

F. Conditional Wastewater Discharge Approval Revocation with Notice

The PWD may revoke a CWDA for cause including but not limited to, when a User has:

1. Failed to notify the PWD of significant changes to the wastewater prior to the changed Discharge;
2. Failed to provide prior notification to the PWD of changed conditions pursuant to CRMC 13.17.070;
3. Misrepresented or failed to fully disclose all relevant facts in the CWDA;
4. Falsified self-monitoring reports or tampered with monitoring equipment;
5. Refused to the PWD timely access to the facility premises and records;
6. Failed to meet effluent limitations or permit conditions;
7. Failed to pay applicable fines or sewer charges;
8. Failed to meet compliance schedule deadline dates;
9. Failed to complete a Wastewater Survey and/or CWDA application;
10. Failed to provide advance notice of the transfer of business ownership;
11. Violated any pretreatment standard or requirement, or any terms of the CWDA or this Ordinance;
12. Ceased operations; or
13. Transferred business ownership without proper notification to the PWD. Revocation of the CWDA, as provided in this section, may be affected only after the approval holder has been given a written Notice of Intent to Revoke at least 30 days in advance of such revocation, and the approval holder has failed to correct the reason for revocation prior to the date of intended revocation. A Notice of Intent to Revoke shall state the reason for such revocation, shall state the date of intended revocation, and shall be delivered to the Authorized or Duly Authorized Representative of the User.

G. Conditional Wastewater Discharge Approval Reissuance

A User with an expiring CWDA shall apply for CWDA reissuance by submitting a complete CWDA application, in accordance with Section 4.4 of this Ordinance, a minimum of ninety (90) days prior to the expiration of the User's existing CWDA.

13.17.070 Reporting Requirements.

A. Compliance Schedule Progress Reports

The following conditions shall apply to compliance schedules incorporated into approval:

1. The schedule shall contain progress increments in the form of dates for the commencement and completion of major events leading to the construction and operation of additional pretreatment required for the User to meet the applicable pretreatment standards (such events include, but are not limited to, hiring an engineer, completing preliminary and final plans, executing contracts for major components, commencing and completing construction, and beginning and conducting routing operation);
2. No increment referred to above shall exceed nine (9) months;
3. The User shall submit a progress report to the PWD no later than fourteen (14) calendar days following each date in the schedule and the final date of compliance including, as a minimum, whether or not it complied with the increment of progress, the reason for any delay, and if appropriate, the steps being taken by the user to return to the established schedule

B. Reports of Changed Conditions

Each User must notify the PWD of any significant changes to the User's operations or system, which might alter the nature, quality, or volume of its wastewater.

This notification must be made at least thirty (30) days before the desired change and be sent to the PWD. In such cases:

1. The PWD may require the User to submit whatever information is needed to evaluate the changed condition. The PWD may also require a new or revised CWDA Application under 13.17.060 Conditional Wastewater Discharge Approval (D).
2. The PWD may issue, reissue, or modify a CWDA applying the procedures of this Ordinance in response to a User's notice under this Section.

C. Reports of Potential Problems

1. Any User which has any unusual discharge that could cause problems to the collection system and/or the POTW must immediately notify the PWD by telephone of the incident. This notification shall include the location of the discharge, type of waste, concentration and volume, if known, and corrective actions taken by the User to control and curtail the discharge. Such discharges may include spills, slug loads, accidental discharges, or other discharges or a non-routine, episodic nature. Problems to the POTW which require reporting under this Section include violating pretreatment prohibitions, treatment standards, or other requirements of 13.17.030 General Sewer Use Requirements of this Ordinance such as vapor toxicity and explosivity limits.
2. Within five (5) calendar days following such discharge, the User shall submit a detailed written report describing the cause(s) of the discharge and the

measures to be taken by the User to prevent similar future occurrences. Such notification shall not relieve the User of any expense, loss, damage, or other liability, which may be incurred as a result of damage to the collection system and POTW, the environment, or any other damage to person or property; nor shall such notification relieve the User of any fines, penalties, or other liability, which may be imposed pursuant to this Ordinance.

3. Regardless of whether the User has been required to submit a Slug Discharge Control Plan (per 13.17.040 Pretreatment and Discharge of Wastewater (C)), all User shall post notice in a prominent location advising employees of the names and telephone numbers to call to comply with the notification requirements of a potential problem discharge. Users shall ensure that all employees who may cause or witness such discharge are advised of the emergency notification procedures.

4. All Users must immediately notify the PWD of any changes at their facility which might increase their potential for a slug discharge. This includes increasing the volume of materials stored or located on site, which if discharged to Slug Discharge Control Plan under 13.17.040 Pretreatment and Discharge of Wastewater (C), shall also modify their plans to include the new conditions prior to or immediately after making such changes.

D. Notice of Violation/Repeat Sampling and Reporting

If sampling performed by a User indicates a violation, the User must notify the PWD within Twenty-four (24) hours of becoming aware of the violation. The User shall repeat the sampling and analysis and submit the results of the original and repeat analysis to the PWD within thirty (30) days after becoming aware of the violation. The PWD may waive the repeat sampling requirement where the POTW has sampled the effluent for the pollutant in question prior to the User obtaining sampling results.

E. Notification of Discharge of Hazardous Waste

Any User who discharges any substance which, if otherwise disposed of, would be a hazardous waste under 40 CFR Part 261, or Chapter 173 303 WAC, must also comply with the following requirements:

1. Notify the PWD, the USEPA Regional Waste Management Division Director, and state hazardous waste authorities, in writing, of the discharge. Maintain a copy of this notification and include it in all subsequent permit applications or re-applications under this Ordinance.

2. Include the following information in the notification:

- a. The name of the hazardous waste was found in 40 CFR Part 261;
- b. The USEP A hazardous waste number;

- c. The type of discharge (continuous, batch, or other).
3. If the discharge totals more than two hundred and twenty (220) pounds in any month, also provide:
 - a. The hazardous constituents contained in the wastes;
 - b. An estimate of the mass loading and concentration of hazardous constituents in the waste stream discharged during that calendar month and;
 - c. An estimate of the mass loading of constituents in the waste stream expected to be discharged during the following twelve (12) months.
4. This notice shall be repeated for new or increased discharges of substances subject to this reporting requirement.
5. All notifications must take place prior to discharging a substance for which these reporting requirements apply. If this is not possible, the notice must be provided as soon after discharge as practical and describe why prior notice was not possible.
6. This requirement does not relieve the User from requirements to provide other notifications, such as of changed conditions under 13.17.070 Reporting Requirements (B) of this Ordinance, or required by applicable approval conditions, approval applications, and prohibitions.
7. The notification requirements in this section do not apply to pollutants for which routine monitoring and reporting is required by a valid approval issued under this Ordinance.
8. Users must report all discharges of more than thirty-three (33) pounds per month of substances which if otherwise disposed of, would be hazardous wastes. Users must also report any discharge of acutely hazardous wastes as specified in 40 CFR Parts 261.30 (d) and 261.33(e). Subsequent months during which the User discharges hazardous waste for which notice has already been provided do not require another notification to USEPA or the State, but must be reported to the PWD.
9. If new regulations under RCRA describe additional hazardous characteristics or substances as a hazardous waste, the User must provide notifications under subsection A of this section, if required by subsection B of this section, within ninety (90) days of the effective date of such regulations.
10. For any notification made under this Section, the User shall certify that it has a program in place to reduce the volume and toxicity of hazardous wastes

generated and shall describe that program and reductions obtained through its implementation.

11. This provision does not create a right to discharge any substance not otherwise permitted to be discharged by this Ordinance, approval issued hereunder, or any applicable federal or state law.

F. Analytical Requirements

All pollutant sampling and analyses required under this Ordinance shall conform to the most current version of 40 CFR Part 136, unless otherwise specified in an applicable Categorical Pretreatment Standard. If 40 CFR Part 136 does not contain sampling or analytical techniques for a pollutant, or the PWD determines that the Part 136 sampling and analytical techniques are inconsistent with the goal of the sampling, the PWD may specify an analytical method. If neither case applies, Users shall use validated analytical methods or applicable sampling and analytical procedures approved by USEPA.

G. Sample Collection

Users must ensure all samples they collect to satisfy sampling requirements under this Ordinance are representative of the range of conditions occurring during the reporting period. Users must also ensure that, when specified, samples are collected during the specified period.

1. Users must use the properly cleaned sample containers appropriate for the same analysis and sample collection and preservation protocols specified in 40 CFR Part 136 and appropriate USEPA guidance.
2. Users must obtain samples for oil and grease, temperature, pH, cyanide, total phenols, sulfides, volatile organic compounds, or other substances as determined by the PWD, using grab collection techniques.
3. For certain pollutants, Users may composite multiple grab samples taken over a 24-hour period. Users may composite grab samples for cyanide, total phenols, sulfides or other substances as determined by the PWD, either in the laboratory or in the fields, and may composite grab samples for volatile organics, and oil and grease in the laboratory prior to analysis.
4. For all other pollutants, Users must employ 24-hour flow-proportional composite samplers unless the PWD authorizes or requires an alternative sample collection method.
5. The PWD may authorize composite samples for parameters unaffected by the compositing procedures, as appropriate.
6. The PWD may require grab samples either in lieu or in addition to composite sampling to show compliance with instantaneous discharge limits.

7. In all cases, Users must take care to ensure the samples are representative of their wastewater discharges.

H. Date of Receipt of Reports

The PWD will credit written reports as having been submitted on the date of the postmark or shipping date when sent via the United States Postal Service or private delivery company utilizing package tracking technology. Reports delivered in any other manner will be credited as having been submitted on the business day received.

I. Record Keeping

Users subject to reporting requirements of this Ordinance shall retain records for all monitoring required by this Ordinance and for any additional monitoring which could be used to satisfy minimum monitoring requirements. User must make these records available for inspection and copying at the location of the discharge, Users must similarly maintain documentation associated with any required BMP. Monitoring records shall include at least:

1. The time, date, and place of sampling;
2. The sampling and preservation methods used;
3. The person taking the sample, and persons with control of the sample prior to analysis;
4. The person performing the analysis and date the analysis was completed;
5. The analytical techniques or methods used; and
6. The results of analysis

Users are encouraged to retain quality control and quality assurance information provided by the laboratory and submit this information in routine reporting. This information also has value in the event that the sample data is called into question. For analytes for which Washington State requires use of a certified/accredited laboratory, Users shall maintain records demonstrating the laboratories utilized for performance of analyses have the proper accreditation to perform such analyses.

Users shall maintain the above records for a minimum of three (3) years following reporting the analyses, and thereafter until any litigation concerning the User, the PWD or the Castle Rock City Council is completed, or for a specified period of longer duration when the User has been specifically notified of a longer retention period by the PWD.

J. Certification Statements

The following certification statement must be signed by an authorized representative as defined by 13.17.020 General Provisions (D) and included when submitting for approval

or general application in accordance with 13.17.050 Conditional Wastewater Discharge Approval (E):

“I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, of those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations”.

13.17.080 Right of Entry: Industrial User Inspection and Sampling.

As a condition of issuance of a CWDA, the business shall grant the PWD and/or its Designee the right to enter the premises of any permitted Industrial User to determine whether the User is complying with all requirements of this Ordinance and any CWDA or order issued hereunder. Industrial Users shall allow the PWD and/or Designee ready access to all parts of the premises for the purpose of inspection, sampling records examination and copying, and the performance of any additional duties, as a condition of retaining its CWDA.

A. Where an Industrial User has security measures in force which require proper identification and clearance before entry into its premises, the User shall make necessary arrangements with its security personnel so that, upon presentation of suitable identification, the PWD and/or Designee will be permitted to enter without delay for the purpose of performing their specific responsibilities under this Ordinance.

B. The PWD and/or Designee shall have the right to set up on the Industrial User's property or require installation of, such devices as are necessary to conduct sampling and/or metering of the User's operations.

C. Industrial Users shall provide full access to the PWD and/or Designee to use any monitoring facilities and utilities available or required in accordance with 13.17.040 Pretreatment and Discharge of Wastewater (A), 13.17.050 City Wastewater Discharge Approval Application (B.4) and (B.6) to confirm that the standards or treatment required for discharge to the POTW are being met.

D. Any temporary or permanent obstruction to safe and easy access to the facility to be inspected and/or sampled shall be promptly removed by the Industrial User at the written or verbal request of the PWD and shall not be replaced. The costs of clearing such access shall be done by the User.

E. Any unreasonable delay in allowing the PWD and/or Designee full access to the Industrial User's premises and wastewater operations shall be a violation of this Ordinance.

13.17.090 Confidential Information.

Generally, information submitted to demonstrate compliance with pretreatment standards and requirements is subject to public review. To the extent such is consistent with state and federal laws, Users may have certain information treated as confidential if the following process is followed:

- A. When a User submits information to the, or provides information. Users must promptly identify the specific information in writing, and describe why public release would divulge information, processes, or methods of production entitled to protection as trade secrets or confidential business information under applicable state or federal laws.
- B. The City will withhold disclosure of confidential information for a reasonable period of time, during which time the User wanting non-disclosure will be notified and thereby have the opportunity to seek a court order relative to non-disclosure. Any damages, expenses, or costs incurred by the City in denying or resisting the disclosure of information declared to be confidential by the User shall be borne and paid by such User.
- C. Dependent on the agency receiving the request, the PWD shall review and approve or deny such requests. When approved, the information shall not be publicized unless required by state or federal law.
- D. All other User information submitted to or obtained by the PWD shall be available to the public subject to the City records review policy.
- E. Information held as confidential may not be withheld from governmental agencies for uses related to the NPDES program or pretreatment program, or in enforcement proceedings involving the person finishing the report.
- F. Federal rules prevent wastewater constituents and characteristics and other effluent data, as defined by 40 CFR Part 2. 302, from being recognized as confidential information.

13.17.100 Administrative Enforcement.

A. Notification of Violation

The PWD may serve a written Notice of Violation on any User that has violated any provision of this Ordinance. In all cases, each day of continued violation of a provision of this Ordinance is a separate violation. Users shall, in response to a Notice of Violation, provide the PWD a written explanation of the violation, its cause, and a corrective action plan within thirty (30) calendar days of receiving this notice, Users submitting plans to correct noncompliance must include the specific actions they will take to correct ongoing and prevent future violations at the earliest practicable date. Acceptance of a plan by the PWD does not relieve a User of liability for any violations. The PWD may also take emergency actions or other enforcement actions as deemed necessary to protect the collection system and/or the POTW, the environment, or the health and welfare of the general public, without first issuing a Notice of Violation. Exercise of one or more enforcement options by the City shall not be a bar to, or a prerequisite for, taking any other action against the User.

B. Compliance Agreement

The PWD may enter into a Compliance Agreement or other voluntary agreement to memorialize agreements with User to correct violations of any requirement of this Ordinance. Such agreements must include the specific actions(s) required and date(s) they are to be completed to correct the noncompliance. Such documents must be constructed in a judicially enforceable manner, and have the same force and effect as administrative orders pursuant to 13.17.100 Administrative Enforcement (D) (E).

C. Review Hearing by the Hearing Examiner

The PWD may propose enforcement actions in response to a violation of any provisions of this Ordinance. The PWD will notify the User of the violation, the enforcement action, the rationale, and the User's rights to provide evidence why the proposed enforcement action should not be taken, and to provide its supposed for any alternative it proposes. A User shall have the right to a review hearing to contest the enforcement action.

Any hearing pursuant to this Section must be requested by the User in writing within fifteen (15) business days after the User receives notice of the enforcement actions. The User's written request shall be filed with the PWD.

The hearing authorized by this Section shall be held before the Hearings Examiner. Formal rules of evidence shall not apply, but the User, PWD shall have the right to present witnesses and other evidence. The Hearing Examiner shall issue a written decision within fourteen (14) calendar days of the conclusion of the hearing.

Any User shall have the right to make an electronic or stenographic record of the proceedings. Such record shall be made at the User's expense. The CRCC may by Resolution or Policy adopt additional rules for the conduct of hearings pursuant to this Section. A review hearing shall not be a bar against, or prerequisite for, taking any other action against the User.

D. Compliance Orders

The Hearings Examiner, may issue a Compliance Order to any User that has violated any provision of this Ordinance. The Compliance Order may direct that the User come into compliance withing a specified time, install and properly operate adequate treatment facilities or devices, or take such other measures as the City finds necessary.

These measures may include additional self-monitoring and BMP designed to minimize the concentration of pollutants discharged to the sewer. A Compliance Order may not extend the deadline for compliance established for a pretreatment standard or requirement, or relieve a User of Liability for any violation, including a continuing violation. If the User does not come into compliance withing the time provided, sewer and water service may be discontinued. Issuance of a Compliance Order shall not be a bar against, or a prerequisite for, taking any other action against the User.

E. Cease and Desist Orders

When PWD find that a User has violated, or continues to violate, any provision of this Policy, a CWDP or Order issued hereunder, or any other pretreatment standard or

requirement, or that the User's past violations are likely to recur, the PWD may issue an Order to the User directing it to cease and desist all such violations and directing the User to:

1. Immediately comply with all requirements; and
2. Take such appropriate remedial or preventive action as may be needed to properly address a continuing or threatened violation, including halting operations and/or termination the discharge. Issuance of a Cease-and-Desist Order shall not be a bar against, or a prerequisite for, taking any other action against the User.

F. Administrative Fines

1. When the City finds that a User has violated, or continues to violate, any provisions of this Ordinance, a CWDA or Order issued hereunder, or any other pretreatment standard or requirement, the PWD may assess fines against such User.
2. Any violation of this Ordinance which has caused the POTW to violate its NPDES Permit may result in the Washington State Department of Ecology levying a fine against the City. In that event, the City may fine any User whose discharge has been identified for causing the permit violation an amount equal to the Washington State Department of Ecology fine imposed upon the City plus administrative costs. Such fines shall be assessed on per violation, per day basis. In the case of monthly or other long-term average discharge limits, fines shall be assessed for each day during the period of violation.
3. The City may add the costs of any emergency response, additional monitoring, investigation, and administrative costs related to investigating and, or enforcing the noncompliance situation, to the amount of the fine.
4. The City will consider the benefit gained by a User as a result of the noncompliance in cases where there appears to have been a benefit from not complying. In such cases the City shall ensure that fines, to the maximum amounts allowable, exceed the benefit to the User from the noncompliance.
5. Unpaid charges, fines, and penalties shall, at thirty (30) calendar days past the due date, be assessed an additional penalty of one percent (1%) of the unpaid balance, and interest shall accrue thereafter at a rate of one percent (1%) per month, or at the rate allowed by law if different from the foregoing. After thirty (30) calendar days, the City shall be authorized to pursue permit revocation or suspension of service for unpaid charges, fines, and penalties.
6. Users desiring to dispute such fines must file a written request with the City to reconsider the fine within fifteen (15) calendar days of being notified of the fine. The Hearings Examiner shall convene a hearing on the matter pursuant to 13.17.100 (C) of this Ordinance. In the event the User's appeal is successful, the City shall reduce or eliminate the fine as determined appropriate.

7. Issuance of an administrative fine shall not be a bar against, or a prerequisite for, taking any other action against the User.

G. Emergency Suspensions

The PWD may order an immediate suspension of a User's discharge (or threatened discharge) when it reasonably appears to present a substantial danger to the health or welfare of persons, threatens to interfere with the operation of the collection system or the POTW, or which may present a danger to the environment.

1. Any User notified of a suspension of its discharge shall immediately stop or eliminate its discharge. If in voluntarily with the suspension order, the City may take such steps as deemed necessary to protect the public and its interest in the collection system and POTW. Remedies available include immediately, turning off water supply, severing the sewer connection at the User's expense, turning off pump stations downstream of the User, and partnering with Law enforcement. The City may not allow the User to resume its discharge until the User has demonstrated to the satisfaction of the City that the situation warranting the suspension has been properly addressed.
2. A User that is responsible in whole or in part, for any discharge presenting imminent danger shall submit a detailed written statement, describing the causes of the harmful contribution and the measures taken to prevent any future occurrence. Users shall submit this report prior to the date of any show cause or termination hearing under 13.17.100 Administrative Enforcement (C) and (H) of this Ordinance. Nothing in this Section shall be interpreted as requiring a hearing prior to any emergency suspension under this Section.

H. Termination of Discharge

Any User who violates the following conditions is subject to having the privilege of discharging to the public sewer system withdrawn, including, but not limited, blocking or severing the sewer discharge and turning off water supply:

1. Discharge of non-domestic wastewater without a CWDA, when a CWDA is required, including:
 - a. Where the appropriate Approval has not been requested;
 - b. Where the appropriate Approval has not yet been issued; or
 - c. Where the Approval has been denied or revoked based on the provisions of 13.17.060 Conditional Wastewater Discharge Approval (F) (Approval Revocation) of this Ordinance
2. Violation of CWDA terms and conditions.

3. Refusal of reasonable access to the User's premises for the purpose of inspection, monitoring, or sampling (whether subject to an Approval or not).

4. Violation of the pretreatment standards and requirements in Section 2 of this Policy, including failure to satisfy Industrial User Survey requirements.

13.17.110 Judicial Enforcement: Injunctive Relief.

The City may seek injunctive relief when a User has violated, or continues to violate a provision of this Ordinance. In such cases, the City may petition the Superior Court of Cowlitz County for the issuance of a temporary or permanent injunction, as appropriate, which restrains or compels the specific performance of the CWDA, Order, or other requirement imposed by this Ordinance on activities of the User. The City may also seek such other actions as is appropriate for legal and or equitable relief, including a requirement for the User to conduct environmental remediation. A petition for injunctive relief shall not be a bar against, or a pre requisite for, taking any other action against a User.

13.17.120 Supplemental Conditions

A. Performance Bonds

The City may require a satisfactory Performance Bond in an amount deemed necessary to assure the User will achieve consistent compliance with this Ordinance. Such Bond may be required as an enforcement response or as prerequisite to issue or reissue a CWDA. This Bond may also be required of any category of User that has led to interference with the collection system and/or the POTW in the past, regardless of the compliance history of the particular User. This bond may be used to pay any fees, costs, or penalties assessed to the User whenever the User's account is in arrears for over thirty (30) calendar days. This includes the costs of cleanup if the User goes out business, sells the business to a person that does not first assume the Bond, or goes bankrupt. Users may petition to convert their Performance Bond to a requirement to provide Liability Insurance or to forego any such safeguard based on their performance, User may petition to more frequently than once in any twelve (12) month period.

B. Payment of Outstanding Fees and Penalties

The City may decline to issue a CWDA to any User who has failed to pay any outstanding fees, fines, or penalties incurred as a result of any provision of this Ordinance, a previous permit or order issued hereunder.

C. Public Nuisances

A violation of any provisions of this Ordinance or a Permit order issued hereunder, or any other pretreatment standard or requirement, is hereby declared a public nuisance and shall be corrected or abated as directed by the PWD.

13.17.130 Bypass.

A. For the purpose of this Section:

1. Bypass means the intentional diversion of waste streams from any portion of a User's treatment facility.

2. Severe property damage means substantial physical damage to property, damage to the treatment facilities, which causes them to become inoperable, or substantial and permanent loss of natural resources or damage to the environment, which can reasonably be expected not to occur in the absence of a bypass. Severe property damage does not mean economic loss caused by delays in production.

B. A User may allow a bypass to occur if it does not cause pretreatment standards or requirements to be violated and is for essential maintenance to ensure efficient operation.

C. Any other bypass must meet the following requirements:

1. Users knowing in advance of the need for a bypass must submit prior notice to the PWD, at least ten (10) calendar days before the bypass wherever possible; and

2. Users must tell the PWD of any unanticipated bypass that exceeds applicable pretreatment standards within twenty-four (24) hours of becoming aware of the bypass. Users must provide a written follow up report within five (5) calendar days. The PWD may waive the written report if the oral report was timely and complete. Unless waived, the written report must contain:

a. A description of the bypass (volume, pollutants, etc.)

b. What caused the bypass;

c. When, specifically, the bypass started and ended:

d. When the bypass is expected to stop (if ongoing); and

e. What steps the User has taken or plans to take to reduce, eliminate, and prevent the bypass from reoccurring.

f. Bypass is prohibited unless:

i. Bypass was unavoidable to prevent loss of life, personal injury, or severe property damage;

ii. There were no feasible alternatives to the bypass, such as the use of auxiliary treatment facilities, retention of untreated wastes, or maintenance during normal periods or equipment downtime. This condition is not satisfied if adequate back-up equipment should have been installed in the exercise of reasonable engineering judgement

to prevent a bypass, which occurred during normal periods of equipment downtime or preventive maintenance; and

iii. The User submitted notices as required under 13.17.130 By Pass (C).

D. The PWD may approve an anticipated bypass, after considering its adverse effects, if the PWD determine that it will meet the three (3) conditions 13.17.130 By Pass (C, 2.f).

13.17.140 Wastewater Treatment Surcharges and Permit Fees.

A. Excess Strength Charges

High Strength Waste:

Wastewater discharges originating from industrial business activities that, when discharged to the collection system, has a concentration of total suspended solids (TSS) and/or biochemical oxygen demand (BOD) in excess of 350 mg/L, FOG in excess of 100 mg/L, ammonia greater than 44, or hydron sulfide that could cause damage to the City's collection system, the POTW or is a safety or health concern.

High Strength Waste Fee:

A surcharge for High Strength Waste Fees shall be collected pursuant to the current Master Fee Schedule adopted by the CRCC, and remitted to prior to the end of the calendar month following collection.

Sampling:

Grab sampling will normally be used for sampling intermittent discharges that are consistent in waste strength, and when samples are to be tested for components or characteristics that are subject to significant and unavoidable change during storage (i.e. dissolved gasses, pH, temperature, etc.). Composite sampling will normally be used for sampling continuous discharges and for sampling variable strength wastewater. Composite samples will normally be collected over a 24-hour period, however, when industrial discharges occur for less than 24 hrs./day, composite samples will be taken for the duration of the waste discharge.

Sampling frequency will depend upon the nature and source of the waste discharged and its potential to adversely impact the collection system and/or the treatment plant operations and efficiencies. For discharges having a significant potential impact, daily sampling may be appropriate. For discharges with a minimal potential impact, less frequent sampling (i.e. weekly) may be appropriate.

Sampling Fees shall be collected pursuant to a resolution adopted by the CRCC.

B. Conditional Wastewater Discharge Approval Fees

Annual CWDA fees shall be levied on each Industrial User (IU) subject to the CWDA. Each User requiring a CWDA will be evaluated by the PWD where the User discharges and subsequently placed in the appropriate category. Pretreatment Approval Fees are established by the Master Fee Schedule adopted by the CRCC.

The CRCC may adopt additional fees to recover the costs of implementing this Ordinance and operating the Pretreatment Programs which may include:

1. Fees for monitoring, inspection, and surveillance procedures including the cost of collection and analyzing a User's discharge, and reviewing monitoring reports submitted by, Users;
2. Fees for reviewing and responding to accidental discharge procedures and construction;
3. Fees for filing appeals;
4. Fees to recover administrative and legal costs associated with enforcement activity taken to address User noncompliance; and
5. Other fees as necessary to carry out the requirements contained herein. These fees relate solely to the matters covered by this Ordinance and are separate from all other fees, fines, and penalties imposed by the CRCC.

13.17.150 Miscellaneous Provisions.

Conflict

All other previously issued Policies and parts of other Policies inconsistent or conflicting with any part of this Ordinance are hereby repealed to the extent of such inconsistency or conflict.

SECTION 2. 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 of any other section, sentence, clause, or phrase of this ordinance.

SECTION 3. EFFECTIVE DATE. This ordinance shall take effect five (5) days after passing and publication of an approved summary consisting of the title.

PASSED in regular session this ____ day of _____, 2025.

CITY OF CASTLE ROCK

APPROVED:

Paul Helenberg, Mayor

APPROVED AS TO FORM:

ATTEST:

Nikki Thompson, City Attorney

Carie Cuttonaro, City Clerk

RESOLUTION NO. 2025-12

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CASTLE ROCK,
WASHINGTON, AMENDING SCHEDULE 6 OF THE CITY'S MASTER FEE
SCHEDULE.**

WHEREAS, it is the general policy of the City to establish fees that are reflective of the cost of services provided by the City; and

WHEREAS, the City has found it necessary to employ the use of a master fee schedule for the establishment of fees for City programs, permits and services, and periodically the fee schedule must be updated to incorporate new or modified services.

NOW, THEREFORE BE IT RESOLVED, the City Council of the City of Castle Rock do hereby resolve as follows:

Section 1. Master Fee Schedule Amended. The master fee schedule is amended as set forth in the schedules attached hereto as Exhibit A (Master Fee Schedule) and incorporated by reference. Exhibit A hereby supersedes and replaces in its entirety, Exhibit A as set forth in Resolution No. 2025-09.

Section 2. This resolution shall be effective immediately upon its adoption.

PASSED by the City Council and signed by the Mayor on this ____ day of _____, 2025.

CITY OF CASTLE ROCK

APPROVED:

Paul Helenberg, Mayor

APPROVED AS TO FORM:

ATTEST:

Nikki Thompson, City Attorney

Carie Cuttonaro, City Clerk

City of Castle Rock

Master Fee Schedule

Approved by Resolution No. 2025-12

<u>Schedules</u>	<u>Effective Date</u>
1, 2, 3, 4, 5, 8, 9, 10	No Change
6	January 1, 2026
7	January 2026 Utility Billing Cycle

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Schedule 1 – Administrative

Effective Date: February 24, 2025

Reproduction of Public Records	
The City Council hereby finds that it would be an undue burden as provided for in RCW 42.56.120(2)(b) to calculate the actual costs for scanned pages, electronic documents except as provided for below, and standard black and white copies, because the City lacks sufficient staff to track and then bill for the actual costs of those records. The following fees are set by Ordinance No. 2021-04:	
Description	Fee
Public Records Inspection Request	No Charge
Photocopies, printed copies of electronic records when requested or for the use of agency equipment to make photocopies.	\$0.15 per page
Scanned records, or use of agency equipment for scanning.	\$0.10 per page
Records uploaded to email, or cloud-based data storage service, or other means of electronic delivery.	\$0.05 per four electronic files or attachments
Records transmitted in electronic format or for use of agency equipment to send records electronically.	\$0.10 per gigabyte
Digital storage media device, envelopes and/or packaging provided by the City.	Actual Cost
Postage or delivery charges.	Actual Cost
(Varies) *	Records for which other costs are authorized pursuant to specific fee statutes.
<i>Copy Charges above may be combined to the extent more than one type of charge applies to copies responsive to a particular request.</i>	

*If the City determines, in its sole discretion, that the materials need to be copied by an outside vendor due to volume, current workload of City staff, size or nature of the record, or any other reason, the requester will be charged the actual amount invoiced to the City by the copying vendor.

Returned Payment	
Description	Fee
Returned payment, or payment not honored by a financial institution. <i>Replacement payment shall be made by cash, cashier's check, or money order payable to the City of Castle Rock.</i>	\$35.00

Schedule 2 – Other Fees

Effective Date: February 24, 2025

Business Licenses* (Obtained through WA State DOR)		
Description		Fee
Annual Home Business License		\$75.00
Annual General Business License		\$75.00
Annual Non-Resident Business License	Gross Annual Income greater than \$2,000.00.	\$75.00
	Gross Annual Income \$0 - \$2,000.01.	No Fee
Annual Nonprofit Business License		No Fee
*Annual Business Registrations are obtained, and fees paid through the Washington State Department of Revenue at this website: https://dor.wa.gov/manage-business/city-license-endorsements/castle-rock .		

Other Business Licenses (Obtained through Castle Rock Finance Department)		
Description		Fee
Temporary Business License (valid for 30 consecutive days)	Maximum number of Temporary Business Licenses issued per calendar year is two (2) for a maximum of sixty (60) days	\$30.00
Cabaret/Dance Hall/Music License	Annual (Jan 1 – Dec 31)	\$120.00
	Per Day	\$30.00
Card Room License	Annual (Jan 1 – Dec 31)	\$100.00
Coin-Operated Amusement Devices (Includes Jukebox machines, pinball machines, and all other coin operated amusement devices)	Annual (Jan 1 – Dec 31) (Each Individual Device)	\$20.00
Pool Table	Annual (Jan 1 – Dec 31) (Each Individual Table)	\$75.00

Special Event Permit	
Description	Fee
Fireworks Permit Application Processing Fee	\$0

Fireworks Permit	
Description	Fee
Fireworks Permit Application Processing Fee	\$10.00

Schedule 3 – Police

Effective Date: February 24, 2025

Firearms Dealer License	
Description	Fee
Firearms Dealer License	\$125.00*

*Rates are set by the State and are subject to change without notice.

Concealed Pistol License	
Description	Fee
Concealed Pistol License	\$36.00* plus fingerprinting fees
Concealed Pistol License – Renewal	\$32.00*
Concealed Pistol License – Late Renewal	\$42.00*
Concealed Pistol License – Replacement	\$10.00*

*Rates are set by the State and are subject to change without notice.

Other Fees	
Description	Fee
Fingerprints	\$10.00
Body Worn Camera Records Fee (unexempted requests)	\$50.53* per hour

*Rates are set by the State and are subject to change without notice.

Repeated False Alarm Response	
Description	Fee
Third occurrence of a false alarm within any 6-month period.	\$50.00
Fourth and all subsequent false alarms within the same 6-month period.	\$100.00

Schedule 4 – Building Code

Effective Date: March 24, 2025

Non-Refundable Fees

All fees and charges collected pursuant to this schedule shall be non-refundable except as provided by the building codes for bona fide refunds as approved by the building official.

Code Enforcement

The State Building Code Act requires that each local jurisdiction enforce the State Building Code within its jurisdiction.

This includes all fees as directed in this document and work for which a required permit was not obtained.

Refer to all tables for applicable fees.

Tables

- Table A-1 – Building Division Fees
- Table B-1 – Building Permit Fees
- Table B-2 – One- and Two-Family Dwellings / Structures / Accessory to Dwelling; Alterations
- Table F-1 – Fire Code Permit Fees
- Table G-1 – Excavation and Grading Fees
- Table M-1 – Mechanical Permit Fees
- Table P-1 – Plumbing Permit Fees
- Table O-1 – Other Fees

Building Permits

International Building Code (Ch. 51-50 WAC) and International Residential Code (Ch. 51-51 WAC). Building permit fees are to be assessed from Table A-1 Based upon the building valuation. City of Castle Rock will utilize the international Code Council's (ICC) "Building Valuation Data", current edition, as published by the ICC with exceptions allowed as follows: For structures not specifically referenced in the valuation table; the building official, or designee, is authorized to use the fair market value or bid price of the project as the basis for fee assessment. The administrative and plan review fees will be collected when the building plans and applications are submitted. The building permit fee, and other associated fees, will be collected when the permit is issued.

- Washington State Building Code Council surcharge for projects permitted under the IRC. Each fee shall be collected for each Building Permit issued for the first unit and a reduced fee shall be collected for each additional unit.
- Washington State Building Code Council surcharge for projects permitted under the IBC or IEBC shall be charged.

Refer to Table B-1 for fees.

Plan Review Fees

The fee for reviewing plans for building permits is sixty-five percent (65%) of the building permit fee unless otherwise stated. The plan review fee is to be paid at the time of plan submittal.

One- and Two-Family Dwelling – "Same As" –

A building plan may be used repetitively upon request of the applicant and approval of the building official. When approved, the plan shall be retained on file as a master plan. A building master plan may be used repetitively provided:

- All "Same As" development shall occur within the code cycle under which the master plan is approved.
- The initial application submittal shall include a complete set of plans, including all supporting documentation. The originally-produced PDF documentation shall be submitted electronically. Any replications of the originals, including scanned copies or size-adjusted versions, shall not be accepted unless pre-approved.
- Documentation prepared by a registered design professional shall include written permission to use the work repetitively.
- All subsequent "Same As" applications shall not deviate from the approved master plan.
- Payment of appropriate fees.

The plan review fees specified in this section are separate fees from the permit fees and in addition to permit fees.

Refer to Table B-1 for Building Permit Fees.

Refer to Table O-1 for other applicable fees.

Table A-1 Building Division Fees	
Total Valuation	Fee
\$1.00 to \$500.00	\$39.25
\$501.00 to \$2,000.00	\$39.25 for the first \$500.00, plus \$5.04 for each additional \$100.00, or fraction thereof, to and including \$2,000.00.
\$2,001.00 to \$25,000.00	\$138.00 for the first \$2,000.00, plus \$22.41 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00.
\$25,001.00 to \$50,000.00	\$670.00 for the first \$25,000.00 plus \$16.04 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00.
\$50,001.00 to \$100,000.00	\$1,083.00 for the first \$50,000.00 plus \$11.53 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00.
\$100,001.00 to \$500,000.00	\$1,659.50 for the first \$100,000.00 plus \$9.15 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00.
\$500,001.00 to \$1,000,000.00	\$5,415.00 for the first \$500,000.00 plus \$7.90 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00.
\$1,000,001.00 and up	\$9,405.00 for the first \$1,000,000.00 plus \$5.15 for each additional \$1,000.00 or fraction thereof.

*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%.

Commercial Structures and Alterations

Valuation is based on the greater of 'Building Valuation Data' table or Fair Market Value. Shell buildings and unfinished spaces shall be valued at no less than eighty percent (80%) of the above valuations.

Refer to Table B-1 for Building Permit Fees.

Refer to Table O-1 for other applicable fees.

Occupancy Permits

Change of occupancy classification and verification of occupancy classifications as defined pursuant to International Building Code Chapter 3.

Refer to Table B-1 for fees.

Refer to Table O-1 for other applicable fees.

Demolition Permits

Refer to Table O-1 for applicable fees.

Factory Assembled Structures

Factory Assembled Structures are regulated by Washington State Labor & Industries. A Placement Permit is required for installation of factory assembled structures. For residential structures, the Placement Permit shall include allowance for two (2) exterior exit landings, not to exceed 4 feet by 8 feet, and associated stairs. For commercial structures, a separate building permit may be required for means of egress structures; refer to Table B-1 for associated fees. Separate mechanical, plumbing and fire code permits may be required; refer to Table M-1, P-1, and F-1 for associated fees. Placement Permits shall include allowance for three (3) inspections. Each additional inspection will be conducted at the applicable rate.

Refer to Table B-1 for Building Permit Fees.

Refer to Table O-1 for other applicable fees.

Table B-1 Building Permit Fees		
Description		Fee
Permit Administration Fee – Applied to each permit application.		\$45.00
Washington State Surcharge (for each permit under IRC)	First Unit	\$6.50
	Each Additional Unit	\$2.00
Washington State Surcharge (for each permit under IBC or IEBC)		\$25.00
Commercial Structures	Permit	Use Table A-1 to calculate based on the greater of FMV or Valuation.
	Plan Review	65% of Permit
One- & Two-Family Dwellings and Accessory Structures	Permit	Use Table A-1 to calculate based on the greater of FMV or Valuation.
	Plan Review	65% of Permit Fee
One- & Two-Family “Same As”	Initial Permit	Use Table A-1 to calculate based on the greater of FMV or Valuation.
	Initial Plan Review	65% of Permit Fee
	Permit; all Subsequent Issuance	Use Table A-1 to calculate based on the greater of FMV or Valuation.
	Plan Review; all Subsequent Issuance	50% of Initial Plan Review Fee
Commercial Factory Assembled Structures – Means of Egress	Landing $\leq 5' \times 8'$ and associated stairs and ramp	\$200.00
	All Other (minimum fee \$200.00)	Use Table A-1 to calculate based on the greater of FMV or Valuation.
	Plan Review for All Other	65% of Permit Fee
Occupancy Permit (Does not include tenant alterations)	Change of Occupancy	\$100.00
	Plan Review for Change of Occupancy	\$100.00
	Verification of Occupancy Classification (tenant move-in)	\$100.00
Issuance of Address		\$100.00 per address
Re-Roof Fees	Commercial Permit (minimum fee \$200.00)	Use Table A-1 to calculate based on Fair Market Value. Fee is equal to 50% of that calculation.
	One- and Two-Family Dwellings (when required) (two inspections included)	\$200.00
General Building Permit for which no fee is specified	Permit	Use Table A-1 to calculate based on the greater of Fair Market Value or Bid Price.
	Plan Review	65% of Permit Fee

*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%.

One and Two-Family Dwellings / Structures Accessory to Dwellings; Alterations

Refer to Table B-1 for Building Permit Fees.

Refer to Table B-2 for One and Two-Family Dwellings / Structures Accessory to Dwellings; Alterations.

Refer to Table O-1 for other applicable fees.

Table B-2 One and Two-Family Dwellings / Structures Accessory to Dwellings; Alterations	
Valuation Table – Per Square Foot Valuations shall be determined as follows:	
Description	Valuation
Single-Family and Two-Family Dwellings	\$123.00 per square foot
Multi-Family Dwellings	\$120.00 per square foot
Addition	\$100.00 per square foot
Unfinished Spaces: Basement/Attic	\$52.00 per square foot
Garage/Utility Building; Conventional Light Frame Construction	\$48.00 per square foot
Utility Buildings/Garage/Carport; Pole Building Type Construction	\$32.00 per square foot
Carport/Patio Cover	\$26.00 per square foot
Deck	\$20.00 per square foot
Deck with Roof Cover	\$34.00 per square foot
Alterations	Fair Market Value
Work other than described	Fair Market Value

Fire Code – International Fire Code – Chapter 51-54A WAC.

Operational Permits – the fire code official is authorized to issue operational permits for the installations and activities enumerated in Section 105.6 of the WAC. Permits shall be valid for a prescribed period of time or until renewed or revoked. Permits shall be renewed each year thereafter upon approval of the fire code official and payment of appropriate fees.

- Permit Renewal Fee at interval not to exceed one (1) year from date of issuance.
- Plan Review Fee to verify conditions of issuance. This fee is assessed at permit first issuance and is non-recurring unless the conditions of permit are changed.

Construction Permits – The fire code official is authorized to issue fire code construction permits for the work activities enumerated in Section 105.7 of the WAC.

Refer to Table F-1 for Fire Code Permit Fees.

Refer to Table O-1 for other applicable fees.

Table F-1 Fire Code Permit Fees Note: Minimum Permit / Plan Review Fee unless otherwise noted is \$100.00 (excluding the Administration Fee)		
Description		Fee
Permit Administration Fee	Applied to each permit application.	\$45.00
Plan Review Fee	Applied to each permit – unless otherwise noted.	\$100.00
Commercial Hood Suppression System	Permit	\$180.00
Construction Permits	Permit	Use Table A-1 to calculate based on Fair Market Value.
	Plan Review	50% of Permit Fee
LPG Storage Tank > 25 GL ≤ 120 GL – Residential Installation Only	Permit	\$100.00
	Plan Review	\$20.00
LPG Storage Tank	≤ 500 GL - Permit	\$100.00
	> 500 GL ≤ 2,000 GL- Permit	\$180.00
	> 2,000 GL - Permit	Use Table A-1 to calculate based on Fair Market Value.
	Plan Review	50% of Permit Fee
Fire Alarm – Complete System	Permit	Use Table A-1 to calculate based on Fair Market Value.
	Plan Review	50% of Permit Fee
Fire Alarm – Repair and/or Panel Replacement		\$100.00
Fire, Life, Safety Plan Review	Commercial Building Permits Only	50% of Building Permit Fee
	Commercial Occupancy Permit	\$100.00
Fire Suppression/Sprinkler Systems	Permit	Use Table A-1 to calculate based on Fair Market Value.
	Plan Review	50% of Permit Fee
Fire Sprinkler System Alterations, Replacement (Maximum two (2) heads)		\$100.00
Fuel Storage Tank (Flammable/Combustible Liquids) ≤ 500 GL	Permit	\$100.00
Fuel Storage Tank (Flammable, Combustible Liquids) > 500 GL	Permit	Use Table A-1 to calculate based on Fair Market Value.
	Plan Review	50% of Permit Fee
Generators	Permit	\$100.00
Operational Permits	Permit	\$100.00
	Permit Renewal Fee (1 Year Interval)	\$50.00
	Plan Review (initial permit; not applicable to renewal unless conditions of permit change)	\$50.00

*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%.

Grading and Excavation – Castle Rock Municipal Code 15.02.050

When a plan or other data are required to be submitted, a plan review fee shall be paid at time of submitting plans and specifications for review. Separate plan review fees shall apply to retaining walls or major drainage structures as required elsewhere in this code. For excavation and fill on the same site, the fee shall be based on the volume of excavation or fill, whichever is greater.

Refer to Table G-1 for Grading and Excavation fees.

Refer to Table O-1 for other applicable fees.

Table G-1 Excavation and Grading Fees

Cubic Yards	Plan Review Fee
0 – 50	\$37.70
51 – 1,000	\$60.48
1,001 – 10,000	\$88.84
10,001 – 20,000	\$129.25
20,001 – 30,000	\$169.65
30,001 – 40,000	\$210.06
40,001 – 50,000	\$250.46
50,001 – 60,000	\$290.87
60,001 – 70,000	\$331.27
70,001 – 80,000	\$371.68
80,001 – 90,000	\$407.20
90,001 – 100,000	\$452.49
100,001 – 200,000	\$447.12 for first 100,000 cubic yards, plus \$22.21 for each additional 10,000 cubic yards or fraction thereof
200,001 and more	\$669.23 for the first 200,000 cubic yards, plus \$12.11 for each additional 10,000 cubic yards or fraction thereof

Inspection Fee - Applied to every permit fee in addition to the fees listed below.				\$100.00
Cubic Yards	Permit Fee	Cubic Yards	Permit Fee	
0 – 50	\$37.70	5,001 – 6,000	\$449.58	
51 – 100	\$60.48	6,001 – 7,000	\$473.49	
101 – 200	\$90.43	7,001 – 8,000	\$497.40	
201 – 300	\$120.39	8,001 – 9,000	\$521.31	
301 – 400	\$150.34	9,001 – 10,000	\$545.23	
401 – 500	\$180.28	10,001 – 20,000	\$657.63	
501 – 600	\$210.23	20,001 – 30,000	\$770.04	
601 – 700	\$240.17	30,001 – 40,000	\$882.45	
701 – 800	\$270.12	40,001 – 50,000	\$994.86	
801 – 900	\$300.07	50,001 – 60,000	\$1,107.26	
901 – 1,000	\$330.02	60,001 – 70,000	\$1,219.67	
1,001 – 2,000	\$353.62	70,001 – 80,000	\$1,332.08	
2,001 – 3,000	\$377.85	80,001 – 90,000	\$1,443.05	
3,001 – 4,000	\$401.75	90,001 – 100,000	\$1,556.89	
4,001 – 5,000	\$425.66	100,001 and more	\$1,538.44 for the first 100,001 cubic yards, plus \$59.48 for each additional 10,000 cubic yards or fraction thereof	

*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%.

Mechanical Construction – International Mechanical Code – Chapter 51-52 WAC.

A mechanical permit is required for all mechanical work regulated by the Washington State Building Code. For mechanical work associated with Building Permits for New Residential and for New Commercial/Industrial Construction, the building and mechanical permits may be combined, and the mechanical permit fees added to the building permit.

The permit shall include allowance for two (2) inspections. Each additional inspection will be conducted at the applicable rate.

Refer to Table M-1 for Mechanical Permit Fees.

Refer to Table O-1 for other applicable fees.

Table M-1 Mechanical Permit Fees		
Note: Minimum Permit Fee is \$100.00 (excluding Permit Administration Fee)		
Description		Fee
Permit Administration Fee – Applied to each permit application, unless associated with combination building permit for new residential or commercial/industrial construction.		\$45.00
Supplemental Permit Administration Fee – Applied to each supplemental permit application.		\$15.00
Plan Review Fee – Applied to each permit application. (Exception: permit combined with a building permit for One- and Two-Family Dwelling)		50% of Billed Permit Fee
Combination Building Permit Fees – New Residential Construction	Up to 3,000 square feet	\$200.00
	Over 3,000 square feet	\$300.00
Stand Alone Mechanical Permits – Residential Construction	Base Fee (Apply to each stand-alone Mechanical Permit for Residential Construction plus itemized fees below.	\$35.00
	Heating system (furnace, heat pump, suspended heater, fireplace, wood stove, etc.). A/C system (air conditioner, chiller, or Air Handling Unit (VAV) including ducts and vents)	\$20.00 per unit
	Boiler or Compressor	\$20.00
	Appliance or piece of equipment regulated by this code but not classed in other appliance categories, or for which no other fee is listed in this code	\$20.00
	Ventilation/exhaust fan	\$20.00
	Fuel Gas Piping (each gas piping system up to six (6) outlets)	\$20.00
Combination Building Permit Fees – New Commercial/Industrial		\$500.00
Stand Alone Mechanical Permits – Commercial/Industrial Construction	Base Fee (Apply to each stand-alone Mechanical Permit for Commercial or Industrial Construction plus itemized fees below.	\$75.00
	Heating system (furnace, heat pump, suspended heater, fireplace, wood stove, etc.). A/C system (air conditioner, chiller, or Air Handling Unit (VAV) including ducts and vents)	\$35.00 per unit
	Boiler or Compressor	\$75.00
	Refrigeration System	\$75.00
	Commercial Hood: Installation of each served by a mechanical exhaust, including the ducts for such hood	\$75.00
	Incinerator: Installation or relocation of each	\$100.00
	Appliance or piece of equipment regulated by this code but not classed in other appliance categories, or for which no other fee is listed in this code	\$35.00
	Fuel Gas Piping (each gas piping system up to six (6) outlets)	\$35.00
	Propane Tank Placement – Installation or relocation of each	\$100.00

*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%.

Plumbing Construction – Uniform Plumbing Code – Chapter 51-56 WAC.

A plumbing permit is required for all plumbing work regulated by the Washington State Building Code. For plumbing work associated with Combination Building Permits for New Residential and for New Commercial/Industrial Construction, the building and plumbing permits may be combined, and the plumbing permit fees added to the building permit.

The permit shall include allowance for two (2) inspections. Each additional inspection will be conducted at the applicable rate.

Refer to Table P-1 for Plumbing Permit Fees.

Refer to Table O-1 for other applicable fees.

Table P-1 Plumbing Permit Fees		
Note: Minimum Permit Fee is \$100.00 (excluding Permit Administration Fee)		
Description		Fee
Permit Administration Fee – Applied to each permit application, unless associated with combination building permit for new residential or commercial/industrial construction.		\$45.00
Supplemental Permit Administration Fee – Applied to each supplemental permit application.		\$15.00
Plan Review Fee – Applied to each permit application. (Exception: permit combined with a building permit for One- and Two-Family Dwelling)		50% of Billed Permit Fee
Combined Building Permit Fees – New Residential Construction	Up to 3,000 square feet	\$300.00
	Over 3,000 square feet	\$400.00
Stand Alone Plumbing Permits – Residential	Base Fee (Apply to each stand-alone Plumbing Permit for Residential Construction plus itemized fees below.	\$35.00
	Per plumbing fixture (e.g., sink, shower, toilet, dishwasher, tub, etc.) or set of fixtures on one trap	\$10.00
	Water Service: For meter to building	\$10.00
	Per fixture for repair or alteration of drainage, waste, or vent piping	\$10.00
	Per drain for rainwater systems	\$10.00
	Per lawn sprinkler system, includes backflow prevention	\$10.00
	Per vacuum breaker or backflow protection device on tanks, vats, etc.	\$10.00
	Per interceptor for industrial waste pretreatment	\$10.00
Combination Building Permit Fees – New Commercial/Industrial		\$500.00
Stand Alone Plumbing Permits – Commercial/Industrial Construction	Base Fee (Apply to each stand-alone Plumbing Permit for Commercial or Industrial Construction plus itemized fees below.	\$50.00
	Per plumbing fixture (e.g., sink, shower, toilet, dishwasher, tub, etc.) or set of fixtures on one trap	\$20.00
	Water Service: For meter to building	\$20.00
	Per fixture for repair or alteration of drainage or vent piping	\$20.00
	Per drain for rainwater systems	\$20.00
	Per lawn sprinkler system, includes backflow prevention	\$20.00
	Per vacuum breaker or backflow protection device on tanks, vats, etc.	\$20.00
	Per interceptor for industrial waste pretreatment	\$20.00
	Medical Gas Piping: (each gas piping system up to six (6) outlets	\$20.00

*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%.

Table O-1 Other Fees		
Description		Fee
Inspections	Additional Inspection Fee	\$100.00 each
	Outside of normal business hours.	\$300.00 each
	Reinspection Fee	\$150.00 each
	Inspection for which no fee is specifically indicated	\$100.00 each
Administrative Determination		\$25.00 each 15 minutes or fraction thereof
Additional plan review required by amendments or revisions to the approve plans		No Minimum Fee*
For use of outside consultants for plan checking and inspections, or both		No Minimum Fee*
City Staff Consultation Fee (minimum charge – one hour)		\$25.00 each 15 minutes or fraction thereof
City Contracted Staff Consultation Fee		No Minimum Fee*
Commercial Factory Assembled Structure Placement	Administration Fee	\$45.00
	Plan Review	\$195.00
	Permit	\$195.00
Manufactured Home Placement – Double Wide	Administration Fee	\$45.00
	Plan Review	\$300.00
	Permit	\$225.00
Manufactured Home Placement – Multi-Wide	Administration Fee	\$45.00
	Plan Review	\$300.00
	Permit	\$225.00 + \$75.00/attachment over two
Title Elimination	Administration Fee	\$45.00
	Title Elimination Fee	\$50.00
Utility Building Accessory to a Dwelling - Placement	Administration Fee	\$45.00
	Plan Review	\$195.00
	Permit	\$195.00
Demolition	Commercial Structure	\$450.00
	Residential Structure	\$150.00
Signs requiring a Building Permit (In addition to any building permit fees and/or plan review fees for installation, a sign permit fee is applicable.)	Permit	Use Table A-1 to calculate based on Total Valuation.
	Plan Review	50% of Permit Fee
Non-Compliance (Failure to obtain a Permit)		Permit Fees Double
Records Research & Photocopies		Refer to Schedule 1 – Administrative

*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%.

Schedule 5 – Planning

Effective Date: March 24, 2025

Environmental Review			
Description			Fee
Critical Areas	Determination	Application Fee	\$250.00
		Administration Fee	\$45.00
	Permit	Application Fee	\$500.00*
		Administration Fee	\$45.00
SEPA (State Environmental Policy Act)	EIS Permit (Environmental Impact Statement)		\$1,500.00* (Bond Required)
	Threshold Determination		\$300.00*
Shoreline	Appeal (shoreline only)		No Minimum Fee*
	Permit		\$1,000.00*
	Substantial Development Permit (SDP)		\$1,500.00*

*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%.

Land Use Actions		
Description		Fee
Binding Site Plan		\$2,500.00*
Boundary Line Adjustment		\$350.00*
Fee in Lieu of Park Land Dedication		\$2,500.00/lot*
Manufactured Home Park/Subdivision		\$2,500.00*
Recreational Vehicle (RV) Park		\$2,500.00*
Short Plat (Includes Final)		\$1,500.00 plus \$250/lot*
Subdivision	Preliminary Plat	\$2,500.00 plus \$250/lot*
	Plat Time Extension	\$1,000.00
	Final Plat	\$1,500.00*
Vacation of Plat or Public Right-of-Way		\$100.00* plus purchase price of Land

*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%.

Other Land Use/Planning Fees		
Description		Fee
Appeals (other than shoreline)		\$750.00*
Right-of-Way Permit (ROW)	Notification	No Fee
	Road Cut	No Fee
Annexation/ Hearing		\$2,500.00 plus \$50.00/acre over 10 acres
Conditional Use Permit		\$500.00*
Special Use Permit		\$350.00*
Temporary Use Permit		\$150.00
Variance		\$500.00*

*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%.

Preapplication Conferences, Preapplication & Site Plan Reviews																				
Description		Fee																		
Preapplication Conference for Conservation Easement or Density Incentives (CRMC 18.10.090)		Actual Cost of City Staff Time Expended																		
Preapplication Conference for Land Exchanges (CRMC 18.10.090)		Actual Cost of City Staff Time Expended																		
Preapplication Conferences	Binding Site Plans	\$300.00 minimum fee for first hour, plus additional costs* for all time exceeding one hour. <i>For an example regarding engineering, planning, and building official fees, see table below:</i>																		
	Commercial Uses																			
	Duplexes																			
	General Land Use Conference																			
	Industrial Uses																			
	Mobile Home Parks																			
	Multi-Family Structures																			
	Recreational Vehicle Parks																			
	Short Plats																			
	Single Family Dwellings																			
	Subdivisions																			
	All Others Not Listed																			
Preapplication or Site Plan Reviews (A fully complete application packet is required for this option. Applicant waives non-required in-person conference. Code may require a Preapplication Conference.)	Binding Site Plans	<table><tr><th>Service</th><th>Total Hours</th><th>Included in \$300 minimum fee.</th><th>Additional time billed at cost plus 10%.</th></tr><tr><td>Contracted Engineer</td><td>2.00</td><td>1.00</td><td>1.00</td></tr><tr><td>Contracted Planner</td><td>1.50</td><td>1.00</td><td>0.50</td></tr><tr><td>Contracted Building Official</td><td>1.75</td><td>1.00</td><td>0.75</td></tr></table>			Service	Total Hours	Included in \$300 minimum fee.	Additional time billed at cost plus 10%.	Contracted Engineer	2.00	1.00	1.00	Contracted Planner	1.50	1.00	0.50	Contracted Building Official	1.75	1.00	0.75
	Service				Total Hours	Included in \$300 minimum fee.	Additional time billed at cost plus 10%.													
	Contracted Engineer				2.00	1.00	1.00													
	Contracted Planner				1.50	1.00	0.50													
	Contracted Building Official				1.75	1.00	0.75													
	Commercial Uses																			
	Duplexes																			
	General Land Use Conference																			
	Industrial Uses																			
	Mobile Home Parks																			
	Multi-Family Structures																			
	Recreational Vehicle Parks																			
Short Plats																				
Single Family Dwellings																				
Subdivisions																				
All Others Not Listed																				

*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%.

Signs		
Fees below are in addition to any fees required through IBC for installation.		
Description		Fee
Electric Signs		In addition to the City's permit & fees, applicant must also receive permit from L&I.
Political Signs		No Fee
Sandwich Board (portable sidewalk signs)		\$35.00
Signage	Up to 100 square feet	\$55.00
	Over 100 square feet	\$55.00 for first 100 square feet, plus \$0.25 for each additional square foot, or fraction thereof

Zoning		
Description		Fee
Rezone		\$1,000.00*
Comprehensive Plan Amendment	Map Change	\$1,250.00*
	Text Change	\$1,250.00*
Zoning Ordinance	Map Change	\$2,500.00
	Text Change	\$2,500.00

*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%.

Schedule 6 – Water and Sewer

Effective Date: January 1, 2026

Water – Residential – Single-Family Dwellings (SFD)						
Meter Size	Connection Fee +	System Development Charge =	Water Hookup Charge +	Parts and Labor (See CRMC 13.12.014 for applicability of these fees)		
				Main Side	Push/Open Cut	Across State Highway or Arterial Street
¾"	\$1,370 +	\$1,400 =	\$2,770 +	\$500	\$2,100	\$3,900
1"	\$1,885 +	\$2,492 =	\$4,377 +			
1 ½"	\$2,450 +	\$5,600 =	\$8,050 +			
2"	\$3,465 +	\$9,968 =	\$13,433 +			

Water – Residential – Multi-Family Dwellings (MFD)					
Meter Size	Connection Fee +	System Development Charge Multiplied by the Total Number of Available Living Units (LU)* +	Parts and Labor (See CRMC 13.12.014 for applicability)		
			Main Side	Push/Open Cut	Across State Highway or Arterial Street
¾"	\$1,370 +	\$1,050 x LU	\$500	\$2,100	\$3,900
1"	\$1,885 +				
1 ½"	\$2,450 +				
2"	\$3,465 +				
3"	\$4,730 +	\$1,050 x LU	\$500	\$2,100	\$3,900
4"	\$5,810 +				
6"	\$9,300 +				
*Each Living Unit (LU) is equal to 0.75 equivalent residential units (ERUs).					

Water – Commercial and Industrial					
Meter Size	Connection Fee +	System Development Charge Multiplied by PU, Divided by 800 Cubic Feet per Month (CPM) +	Parts and Labor (See CRMC 13.12.014 for applicability)		
			Main Side	Push/Open Cut	Across State Highway or Arterial Street
¾"	\$1,370 +	\$1,400 x PU/800 CFM	\$500	\$2,100	\$3,900
1"	\$1,885 +				
1 ½"	\$2,450 +				
2"	\$3,465 +				
3"	\$4,730 +	\$1,400 x PU/800 CFM	\$500	\$2,100	\$3,900
4"	\$5,810 +				
6"	\$9,300 +				
8"	\$12,350 +				
10"	\$18,750 +	\$1,400 x PU/800 CFM	\$500	\$2,100	\$3,900
12"	\$24,250 +				
*The projected usage (PU) shall be computed at a rate equal to the estimated monthly water usage (measured at the source of water consumption in cubic feet, over a one-year basis), as accepted by the public works director or the city engineer, or their designee, based on information provided by the applicant.					

Sewer – Residential – Single-Family Dwellings (SFD)						
Lateral Size	Connection Fee +	System Development Charge =	Water Hookup Charge +	Parts and Labor (See CRMC 13.12.044 for applicability of these fees)		
				Main Side	Push/Open Cut	Across State Highway or Arterial Street
4"	\$1,600 +	\$2,500 =	\$4,100 +	\$800	\$2,900	\$6,100
6"	\$1,600 +		\$4,100 +			

Sewer – Residential – Multi-Family Dwellings (MFD)						
Lateral Size	Connection Fee +	System Development Charge Multiplied by the Total Number of Available Living Units (LU)* +	Parts and Labor (See CRMC 13.12.044 for applicability)			
			Main Side	Push/Open Cut	Across State Highway or Arterial Street	
4"	\$1,600 +	\$1,875 x LU	\$800	\$2,900	\$6,100	
6"	\$1,600 +					
8"	\$2,675 +	\$1,875 x LU	\$800	\$2,900	\$6,100	
10"	\$2,675 +					
12"	\$4,350 +					

*Each Living Unit (LU) is equal to 0.75 equivalent residential units (ERUs).

Sewer – Commercial and Industrial						
Lateral Size	Connection Fee +	System Development Charge Multiplied by PU, Divided by 800 Cubic Feet per Month (CPM) +	Parts and Labor (See CRMC 13.12.044 for applicability)			
			Main Side	Push/Open Cut	Across State Highway or Arterial Street	
4"	\$1,600 +	\$2,500 x PU/800 CFM	\$800	\$2,900	\$6,100	
6"	\$1,600 +					
8"	\$2,675 +	\$2,500 x PU/800 CFM	\$800	\$2,900	\$6,100	
10"	\$2,675 +					
12"	\$4,350 +					

*The projected usage (PU) shall be computed at a rate equal to the estimated monthly water usage (measured at the source of either water consumption or sewer discharge in cubic feet, over a one-year basis), as accepted by the public works director or the city engineer, or their designee, based on information provided by the applicant. One equivalent residential unit is equal to 500 CFM in commercial and industrial usage.

Retail Water Sales	
Description	Fee
Per Gallon	\$0.05
Meter Charge per month, or fraction thereof	\$ 46.26

Wastewater Discharge and Pretreatment	
Description	Fee
Conditional Wastewater Discharge Approval	\$0.00
High Strength Waste Fee	\$0.00
Sampling Fee	\$0.00
Monitoring, Inspection & Surveillance Procedure Fee	\$0.00
Review and Respond to Accidental Discharge Procedure/Construction Fee	\$0.00
Filing for Appeals Fee	\$0.00
Administration Recovery Fee	\$0.00

Miscellaneous Fees		
Description		Fee
Rebiling Fee		\$10.00
Delinquent Administration Fee		\$10.00
Delinquent Disconnect/Reconnect Fee		\$40.00
Overtime Reconnection Fee on Delinquent Accounts		\$120.00
Lock Replacement Fee (Damaged Lock during Unauthorized Connection)		\$50.00
Unauthorized Connection Fee	1 st Offense	\$50.00
	2 nd Offense	\$100.00
	3 rd and each subsequent offense	\$250.00

All other water and sewer account service charges/rates are included under separate resolution.

Schedule 7 – Stormwater

Effective Date: January 2026 Utility Billing Cycle

The following monthly service charges are hereby established for all parcels of real property within the boundaries of the City of Castle Rock, as they now exist or as they may be hereafter amended, for the purpose of carrying on the responsibilities of the stormwater management utility.

Notwithstanding the number of impervious units applicable to any individual property, the minimum service charge for all developed properties shall be equal to the base rate. Monthly base rates shall be pro-rated to a daily rate. New and vacating customers, occupying premises for a partial month's billing cycle, shall be billed 1/30th per day during the partial month of service. Refer to Ordinance No. 2025-03 for more information.

Miscellaneous Fees	
Description	Fee
Base Rate	\$9.51
Undeveloped Parcels	No Fee
Single-Family Parcels	Base Rate
Duplex Parcels	Base Rate
Multi-Family Parcels	Fee = Base Rate * # Dwelling Units
Mobile Home Parks	Fee = Base Rate * Each Mobile Home

Other Developed Parcels, including Commercial-Designated Parcels shall be charged as follows:			
Category	Description	Square Footage of Impervious Area	Monthly Service Charge per Impervious Area
1	Very Light	0 – 4,000	\$8.77
2	Moderately Light	4,001 – 11,000	\$23.29
3	Light	11,001 – 17,000	\$40.79
4	Moderate	17,001 – 24,000	\$58.33
5	Moderately Heavy	24,001 – 30,000	\$75.81
6	Heavy	30,001 – 37,000	\$96.34
7	Very Heavy	37,001 – 43,560	\$122.53
8	Parcels over 1 acre in size will be charged by the number of acres multiplied by \$122.53 (i.e. 1.3 acres x \$122.53 = \$159.29 monthly charge)		

Refer to [CRMC 13.18.030](#) for Rate Adjustments.

Schedule 8 – Library

Effective Date: February 24, 2025

Non-Resident Library Cards	
1-Year Membership	\$25.00
6-Month Membership	\$15.00
Interlibrary Loan Fee	\$2.00

Overdue Fines	
Daily Fine	\$0.10 per day
Grace Period	7 Days
Maximum Fine	\$10.00 per item

Lost or Unreturned Items	
Lost or Unreturned Fee	Original Value in addition to accrued charges*.
*Library Director may authorize charging the cost of replacement or replacement fees on books or sets which are particularly valuable or difficult to replace (i.e. encyclopedias).	

Damaged Materials and Equipment	
Library materials such as books	Cost to repair or rebind the item with a minimum charge of \$1.00.
The Library Director shall determine the cost of reparation according to the amount of damage the material has sustained.	
Irreparable Damage – The patron must pay the replacement cost of the item. Once the replacement charge is paid, the patron, upon request, may have the damaged item.	

Internet Charges	
Access to the Internet	No charge
Computer Disk (purchase)	\$1.00/each
Material Printed	\$0.15/page
1. Patrons using the Internet will be subject to the regulations set forth by the Library Board of Trustees. 2. Use of software other than provided by the library is prohibited. 3. The user will be responsible for any charges incurred as a result of their use of the Internet to purchase items or subscriptions. 4. The user will be held financially responsible for damages that occur to the computer due to intentional misuse.	

Schedule 9 – Boat Launch

Effective Date: February 24, 2025

Parking Fees	
Annual Parking Permit (valid Jan 1 – Dec 31)	\$60.00
Additional Trailer (valid Jan 1 – Dec 31)	\$10.00
Daily Parking Fee	\$5.00 per day
Disabled Veteran Parking Pass Exemption*	No Charge
Annual Parking Permit Replacement	\$10.00
*Disabled Veteran Parking Pass Exemptions can be given with acceptable documentation for: a. United States Armed Forces Veteran, honorably discharged, 65 years old or older, with a service-connected disability. b. United States Armed Forces Veteran, honorably discharged, under 65 years old, with at least a 30% service-connected disability.	Acceptable Documentation: • Disabled Veteran’s Lifetime Pass; or • Letter from Department of Veterans Affairs approving service-related disability compensation and denoting the percentage of disability allowed.

Schedule 10 – Animal Control

Effective Date: February 24, 2025

Dog/Cat Registration & Fees (obtained through Humane Society of Cowlitz County)		
Unaltered Animal	New - On or Before June 30	\$35.00
	New - On or After July 1	\$17.50
	Renewal - Prior to January 2	\$35.00
	Renewal - Late Registration	\$50.00
Altered Animal	New - On or Before June 30	\$15.00
	New - On or After July 1	\$7.50
	Renewal - Prior to January 2	\$15.00
	Renewal - Late Registration	\$30.00
Lost Tag Replacement		\$5.00
In addition to the Registration Fees listed above, the following fees shall also apply:		
Dangerous Dog Fee	On or Before June 30	\$100.00
	On or After July 1	\$50.00
Exceptions: - Registration of cats is optional for the cat owner. - No fee shall be charged for a service dog or cat. See CRMC 6.06.010 definition of “Service dog or cat.”		
Refer to CRMC Chapter 6.06 – Animal Control for more information.		

Dog Impoundment/Redemption Fees		
Pick-up Charge		\$15.00
Daily Impoundment Fee		\$15.00
Service Charge/Redemption Fees*	First Impoundment	\$50.00
	Second Impoundment	\$100.00
	Third and Each Subsequent Impoundment	\$150.00
*Provided the owner, keeper or purchaser of any dangerous or potentially dangerous dog, as defined in CRMC Chapter 6.06 , shall not be permitted to keep such dog within the city after redemption or purchase or sell or give such dog to anyone who shall thereafter keep such dog within the city. If any such dangerous or potentially dangerous dog is again impounded, the animal control authority shall destroy such dog by humane methods.		
Refer to CRMC Chapter 6.06 – Animal Control for more information.		

Rabies, Dangerous or Potentially Dangerous Dog Fees		
Daily Impoundment Fee		\$15.00
Service Charge*	First Impoundment	\$50.00
	Second Impoundment	\$100.00
	Third and Each Subsequent Impoundment	\$150.00
*Provided the owner, keeper or purchaser of any dangerous or potentially dangerous dog, as defined in CRMC Chapter 6.06, shall not be permitted to keep such dog within the city after redemption or purchase or sell or give such dog to anyone who shall thereafter keep such dog within the city. If any such dangerous or potentially dangerous dog is again impounded, the animal control authority shall destroy such dog by humane methods.		
Refer to CRMC Chapter 6.06 – Animal Control for more information.		

Review / Authorization

Primary Responsible Department: Finance

Permit No. 2025-0010

Festival of Lights (CRCDA)

Dawn Smith, 360.749.6799, crfestivaloflights@yahoo.com

Reviewed by: (mark "X" & date upon review)

Comments and Conditions

☒ Finance Carie Cuttonaro, Clerk-Treasurer Date: 11/10/2025	No issues - per Celina
☒ Fire (Cowlitz County Fire District 6) Bill LeMonds, Fire Chief Date: 11/10/2025	No issues per email
☒ Police Charlie Worley, Chief Date: 11/17/2025	No issues
☒ Public Works / Engineering Tyler Stone, Assistant PW Director Date: 11/10/2025	No issues
☐ Parks	
☒ Streets	Require street closures
☒ Traffic	Require traffic control during Parade and possible crossing to Fibre Credit Union
☒ Other	Garbage cans and warming barrels
☐ Building/Planning, if needed	n/a
Additional Comments: Certificate of Liability Rec'd	
☐ Approved ☐ Denied	Primary responsible department signature Date



Special Event Permit

Permit No. **2025-0010**

City of Castle Rock | Phone: 360.274.8181 | www.ci.castle-rock.wa.us

Application must be made a minimum of **60 days** prior to event (30 if a prior annual event)

Contact Information

Organization/Sponsor Castle Rock Community Development Alliance		Address/City/State/Zip PO Box 931 Castle Rock, WA. 98611	
Contact Person Dawn Smith		Phone 360.749.6799	Email CRFestivaloflights@prho.com
As contact person, are you authorized by the Organization/Sponsor to act on its behalf? ☒ YES ☐ NO		Address/City/State/Zip (if different from above)	
		Phone	Email
Are there other individuals authorized to act on behalf of the Organization/Sponsor? Mike Morse Ben Triggstad		☒ YES ☐ NO If yes, please provide their name and contact information:	

Event Information

Event Name CR Festival of Lights		Date(s) of event 12.13.2025		Estimated # of participants for event 2000	
Start Time 2 AM	End Time 7 PM	Setup Time 10 AM	Takedown Time 7 PM	Estimated # of volunteers for event 50+	
Is this an annual event? ☒ YES ☐ NO* Applicant may be required to collect approval signatures from neighboring or affected residents and/or business owners.					
Have you previously requested a permit for such activity? Yes				If yes, approximate date?	
Are participants required to pay a fee? Free Event			Are participants to make a donation? No		
Will this event impede traffic? ☒ YES ☐ NO		Follow traffic, pedestrian and bike laws? ☒ YES ☐ NO		Utilize sidewalks only? ☐ YES ☐ NO	
Details of event (Please include a detailed map showing location of event and copies of any proposed brochures, posters, flyers, or mailings you desire to use to advertise this event. Additionally, please identify on the map where volunteers will be placed to assist with this event. Include additional pages if needed to fully explain details.)					

Type of Use

Type of use requested ☒ Parade ☒ Street Closure ☐ Street Sale ☐ Athletic Run/Walk ☐ Block Party ☐ Other					
Where is use requested? ☐ Park area*/where? ☐ Park building*/which one? ☐ Private property/where? ☐ Other					
*Note: If planning to use a park area or building, please contact the Public Works Department at 360.274.7478 for any additional forms required for the use of a park area or building.					
Please check off that apply to this event: ☒ Requesting closure/impediment of a street or public right-of-way. (Please attach a map and mark location.) ☐ Requesting to erect structure(s)/tent(s). Number and location ☒ Planning to serve food/drink. If yes, including alcohol beverages? ☐ YES ☒ NO ☐ This event involves political or religious activity intended primarily for the communication or expression of ideas. ☐ Participants will be required to pay a fee. ☐ Participants will be asked to make a donation.					
Permit holders are responsible for cleanup of debris in connection with their activities.					

-1-

RECEIVED NOV 10 2025

SCANNED
& emailed

NOV 10 2025

Initial: **CH**

City Assistance Requested

Public Works Division (example: street closure, signage, signal adjustment, facility availability, additional sanitation/garbage, restrooms) - Explain Street Closures see attached documents	Police Department (example: traffic, patrol, security) - Explain Other - Explain Public Works
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Insurance Information

The City does not maintain insurance that will respond to claims against the applicant arising out of the use of facilities by the applicant, its members, or those attending the event. Depending on the type of event you are planning, and the activity and risk level of your group, you may be required to obtain bodily injury and property damages liability insurance in accordance with City policy, name the City as an additional insured on the policy, and be responsible for obtaining said insurance. After reviewing this application, the City will determine whether you must obtain liability insurance.

Agreement

Depending on the type of event planned, you may be required to defend, indemnify and hold harmless the City, its agents, employees and officials, while acting within the scope of their duties, from all causes of action, demands and claims, including the cost of their defense, arising in favor of the organization, the organization's employees or third parties on account of personal injuries, bodily injuries, death, or damage to property arising out of the acts or omissions of the organization, its employees or representatives, concessionaires of the event or any other person or entity, except for liability caused due to the sole negligence of the City. After reviewing this application, the City will determine whether you must indemnify the City and its agents.

By my signature I state that I am authorized to obligate the above-titled Organization/Sponsor, including financially, for any statements or requests made herein.

Applicant Name (please print) Dawn Smith	Applicant Signature Dawn Smith
Organization/Title CRDA Secretary / CRFOL Event Coordinator	Date 10/18/2025

Add additional information on separate sheets as needed.

City Use Only

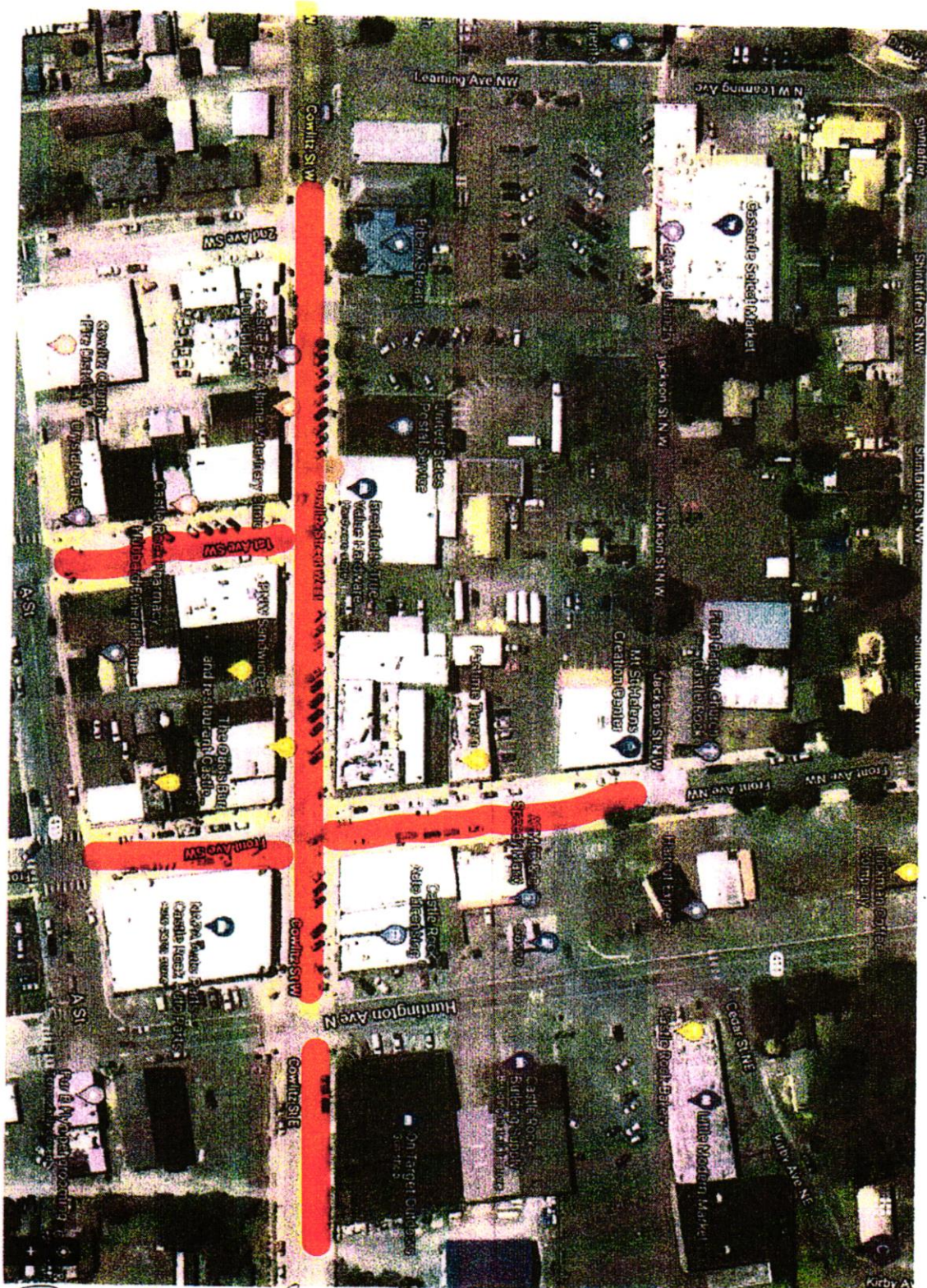
Other permits required in conjunction with this permit:

☐ Electrical
 ☐ Fire, Life & Safety
 ☐ Parks
 ☐ Other: _____

Fees/Payments/Refunds

	Fee(s)	Initial(s)	Date(s)
Deposit(s)			
Permit(s)			
Facility Use/Rental(s)			
Admission Tax(es)			
Additional Costs			
TOTAL PAID			
TOTAL REFUND / DUE			

Proof of insurance required? ☐ Yes ☐ No	Bond Required? ☐ Yes ☐ No
---	---



Parade Starts on Condit East before Railroad Tracks
 Down Condit to past post office Disbards turning left
 after stop sign, turn onto 3rd

RECEIVED NOV 10 2025

SCANNED
 & emailed
 NOV 10 2025

Initial: CA
 Page 134 of 141

Street Closures for Map Supplied

Vendor Locations

Craft vendors on Front Ave SW – from the Vault to Jackson street

Food vendors on Front Ave NW - from old pollen to Brake alignment shop

Popcorn/Caramel Corn on First Avenue SW

Stage Location: In Front of Bredfields

Street Closures

Front Ave SW & NW to Jackson Street only

Cowlitz Street from the corner of Chinese Food/Napa to past the post office.

First Avenue SW block of Knotty Stitches to Family Health Center

Parade Route:

Close Cowlitz Street E from On Target Outdoors to before Railroad Tracks

4:00 pm line up starts until parade starts at 5:30.

SEARCHED
SERIALIZED
INDEXED
FILED
JUN 10 2009
FBI - SEATTLE

Special Event Signature Collection Sheet

Event: Festival of Lights Date: Dec 13, 2025 Time: 2 pm to 7 pm

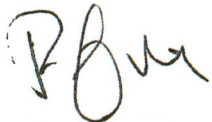
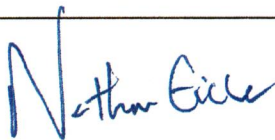
By signing this paper, I am stating that I am either in favor or against the above listed event. Please write clearly.

Name	Signature	Business	Address	In Favor	Not in Favor
Karimur Sitt	[Signature]	GIFE Beth Light	6 Cowlitz	✓	
Knotty Stitches Jana Gann	[Signature]	Knotty Stitches	105 Cowlitz	✓	
Jonathon Rodeback	[Signature]	Castle Rock Pharmacy	117 1st Ave	✓	
Matt McPherson	[Signature]	Blue Flamingo Boulevard	108 front	✓	
Matt McPherson	[Signature]	Indigo	28 Cowlitz	✓	
Brenda Fisher	[Signature]	legally Blonde	132		
Amy Claypool	[Signature]	Castle Rock Auto	2 Cowlitz St. West	✓	
Kylie Stacey	[Signature]	Turquoise Salon and spa	123 west Cowlitz	✓	

Special Event Signature Collection Sheet

Event: Festival of Lights Date: Dec 13, 2025 Time: 2pm to 7pm

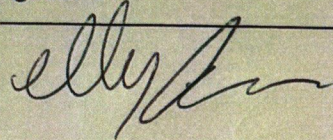
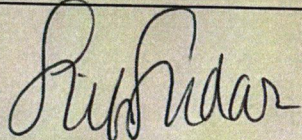
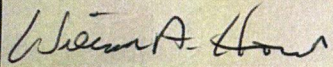
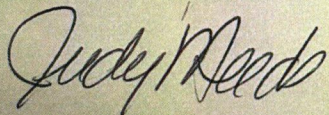
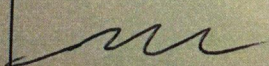
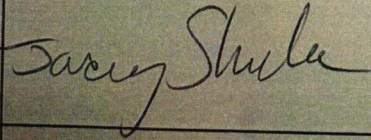
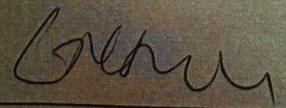
By signing this paper, I am stating that I am either in favor or against the above listed event. Please write clearly.

Name	Signature	Business	Address	In Favor	Not in Favor
Scott Hooper		ON TARGET OUTDOORS LLC	104 HUNTINGTON AVE N	✓	
Robin Frazier		The Oasis	123 Front Ave SW	✓	
Robert Frazier		W W B	21 Cowlitz	✓	
Tara Pe		Kim's Unique Boutique	23 Cowlitz	✓	
Matisyn Chapman		Panwell Farms/ Wild Heifers Co	32 Cowlitz	✓	
shayla mail		Shayla mail	413 Cowlitz	✓	
Nathan Gicle		Bredfields HW	102 Cowlitz	✓	

Special Event Signature Collection Sheet

Event: Festival of Lights Date: 12-13-25 Time: 2 pm to 7 pm

By signing this paper, I am stating that I am either in favor or against the above listed event. Please write clearly.

Name	Signature	Business	Address	In Favor	Not in Favor
Elly Schlecht		Not So Still Salon	105 Cowhite W	☒	☐
Stepi Snarr		CHC	1st	☒	☐
Bill Hoesch		MSHCC	147 Front Ave NW Castle Rock, WA	☒	☐
Judy Meek		Pastime	Front Ave	☒	☐
SUPANAN		tasty Thai	123 FRONT AVE NW	☒	☐
Jacey Shulke		Vault Books & Brew	20 Cowhite	☒	☐
Gittman		Rory Ann		☒	☐

SCANNED

NOV 18 2025

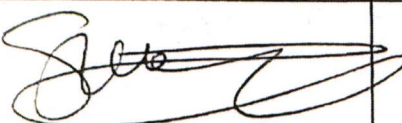
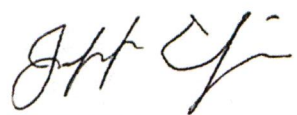
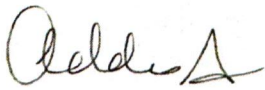
RECEIVED NOV 18 2025

Initial: _____

Special Event Signature Collection Sheet

Event: Festival of Lights Date: 12-13-25 Time: 2pm to 7pm

By signing this paper, I am stating that I am either in favor or against the above listed event. Please write clearly.

Name	Signature	Business	Address	In Favor	Not in Favor
Stephanie		Napa	105 Hummington	☒	☐
Jeff Elzie		Farmers	31 Cowitz St	☒	☐
Jordan Boon		Cowitz Family Health Center	139 Cowitz St	☒	☐
Addie Ashby Addie A		Fire Mountain Travel	131 Cowitz St SW	☒	☐

RECEIVED NOV 18 2025

SCANNED

NOV 18 2025

Initial: _____



WAIVER of LIABILITY

HOLD HARMLESS - Applicant shall defend, indemnify and hold harmless the City of Castle Rock, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the acts or omissions of the applicant, its employees, volunteers, representatives or vendors, or from any activity, work or thing done, permitted, or suffered by applicant, participant, or member of the public, related to the permitted activity, except only such injury or damage as shall have been occasioned by the sole negligence of the City of Castle Rock.

Organization: CR Community Development Alliance

Title of Event: CR Festival of Lights

Date of Event: 12/13/2025

Phone Number: 360. 749. 6799

Name of Applicant (please print): Dawn Smith

Signature of Applicant: Dawn M Smith

Date Signed: 10/18/2025

SCANNED
e-mailed

NOV 10 2025

Initial: CIA



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
09/26/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER NFP PROPERTY & CASUALTY SVCS INC 59300442 8201 N HAYDEN ROAD SCOTTSDALE AZ 85258		CONTACT NAME:	
		PHONE (928) 855-3081 (A/C, No, Ext):	FAX (928) 855-8609 (A/C, No):
		E-MAIL ADDRESS:	
		INSURER(S) AFFORDING COVERAGE	
		NAIC#	
		INSURER A : Hartford Underwriters Insurance Company	30104
		INSURER B :	
		INSURER C :	
		INSURER D :	
		INSURER E :	
		INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/Y YYYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY			59 SBA AU4BF2	10/25/2025	10/25/2026	EACH OCCURRENCE	\$2,000,000
	☐ CLAIMS-MADE ☒ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$1,000,000
	☒ General Liability						MED EXP (Any one person)	\$10,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY	\$2,000,000
	☒ POLICY ☐ PRO-JECT ☐ LOC						GENERAL AGGREGATE	\$4,000,000
	OTHER:						PRODUCTS - COMP/OP AGG	\$4,000,000
A	AUTOMOBILE LIABILITY			59 SBA AU4BF2	10/25/2025	10/25/2026	COMBINED SINGLE LIMIT (Ea accident)	\$2,000,000
	☐ ANY AUTO						BODILY INJURY (Per person)	
	☐ ALL OWNED AUTOS	☐ SCHEDULED AUTOS					BODILY INJURY (Per accident)	
	☒ HIRED AUTOS	☒ NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident)	
	☐	☐						
	UMBRELLA LIAB EXCESS LIAB						EACH OCCURRENCE	
	☐ OCCUR ☐ CLAIMS-MADE						AGGREGATE	
	☐ DED ☐ RETENTION \$							
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE	OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	☐ Y/N ☒ N/A					E.L. EACH ACCIDENT	
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE -EA EMPLOYEE	
							E.L. DISEASE - POLICY LIMIT	
A	Employment Practices Liability Insurance			59 SBA AU4BF2	10/25/2025	10/25/2026	Each Claim Limit	\$25,000
							Annual Aggregate Limit	\$25,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Those usual to the Insured's Operations. Certificate holder is an additional insured per the Business Liability Coverage Form SL3032 attached to this policy.

CERTIFICATE HOLDER City of Castle Rock, WA PO Box 370 CASTLE ROCK WA 98611	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Susan L. Castaneda</i>
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