



CASTLE ROCK CITY COUNCIL AGENDA

Regular Meeting: Monday, August 24, 2026
7:30 PM

Location

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

AGENDA

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1. CALL TO ORDER

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

2. PROCLAMATIONS & PRESENTATIONS

3. CITIZEN COMMENTS - maximum 3 minutes

4. DEPARTMENT REPORTS

- Police Chief Charlie Worley
- Public Works Director Tyler Stone
- City Engineer Tom Gower
- Clerk-Treasurer Carie Cuttonaro

5. COUNCIL AND AD HOC COMMITTEE REPORTS

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

6. PUBLIC HEARINGS

7. CONSENT AGENDA

- a. August 10, 2026 Regular Council Meeting Minutes (page 3-4)

8. OLD BUSINESS

- a. Ordinance No. 2026-07, an ordinance adding a new Chapter 5.03 "Parades, Athletic Events and Other Special Events" to Title 5 "Business Taxes, Licenses and Regulations" of the municipal code of the City of Castle Rock, Washington, on second reading. (page 5-13)

9. NEW BUSINESS

- a. Ordinance No. 2026-08, an ordinance of the City of Castle Rock Amending Title 17 of the Castle Rock Municipal Code (CRMC) to create Mobile Food Vendor Regulations, providing for severability, and establishing an effective date. (page 14-20)
- b. Resolution No. 2026-06, a resolution of the City Council of the City of Castle Rock, Washington, amending Schedule 2 of the City's Master Fee Schedule. (page 21-53)
- c. Ordinance No. 2026-09, an ordinance amending the budgetary appropriations and authorizing an interfund loan for fiscal year ending December 31, 2026 for the City of Castle Rock, Washington for the Boat Launch Facility and Swimming Pool Construction funds. (page 54-56)

- d. Ordinance No. 2026-10, an ordinance amending Castle Rock Municipal Code Chapter 2.92 "Official Posting Places" to exclude the Post Office and include the City's website. (page 57-58)
- e. Request to approve out-of-state travel for Public Works Director Tyler Stone and Treatment Plant Operator Lucas Richardson to attend America in Bloom Symposium in Washington D.C., September 23 - September 27, 2026. Travel is included in the 2026 budget.
- f. Agreement for janitorial cleaning services, with JP Cleaning Service. The term of the agreement is for one year with the option to renew in periods of twelve months. The cost of service would be \$500.00 per month for the downstairs section of City Hall, including the foyer, building & planning room, restrooms, and finance department. (page 59-66)
- g. Ordinance No. 2026-11, an ordinance amending Castle Rock Municipal Code (CRMC) Chapter 10.12 "No Parking and Other Regulatory Signs" to add a new section 10.12.060 to restrict parking on Searls Court NE, and providing an effective date. (page 67-68)
- h. Amendment No. 1 to Interlocal Agreement by and between the Cities of Castle Rock, Longview, and Woodland for Animal Sheltering and Animal Control Services. (page 69-74)
- i. Amendment No. 1 to Gibbs & Olson, Inc. Authorization No. 2025-001 for Al Helenberg Memorial Boat Launch Maintenance Dredging Permit, increasing the original agreement by \$8,000 to \$49,000. (page 75)

10. OTHER BUSINESS

11. ADJOURNMENT

NEXT REGULAR COUNCIL MEETINGS:

<u>3Q26</u>	<u>4Q26</u>	<u>1Q27</u>	<u>2Q27</u>
July 13	October 12	January 11	April 12
July 27	October 26	January 25	April 26
August 10	November 09	February 08	May 10
August 24	November 23	February 22	May 24
September 14	December 14	March 08	June 14
September 28	December 28	March 22	June 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.

1. CALL TO ORDER

Mayor Paul Helenberg called the regular meeting of the Castle Rock City Council to order at 7:34 PM.

a. Pledge of Allegiance

Mayor Helenberg led the Pledge of Allegiance.

b. Roll Call

Councilmembers present: Lee Kessler, Roz de Greeve, Dennis Ehrhorn, and Ellen Rose.

Councilmember Queen was absent.

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

c. Changes to Agenda

Added request to enact an expanded fire ban within City limits matching Cowlitz County.

2. PROCLAMATIONS & PRESENTATIONS

3. CITIZEN COMMENTS - maximum 3 minutes

4. DEPARTMENT REPORTS

- Police Chief Charlie Worley

Police Chief Charlie Worley gave a verbal report.

- Public Works Director Tyler Stone

Public Works Director Tyler Stone gave a verbal report.

- Clerk-Treasurer Carie Cuttonaro

5. COUNCIL AND AD HOC COMMITTEE REPORTS

- Mayor / Mayor Pro-Tempore / Councilmembers

- CRCDA Representative

6. PUBLIC HEARINGS

7. CONSENT AGENDA

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

a. July 27, 2026 Regular Council Meeting Minutes

b. July 2026 invoices as described in the Fund Transaction Summary Report in the amount of \$832,116.60.

8. OLD BUSINESS

9. NEW BUSINESS

a. Ordinance No. 2026-07, an ordinance adding a new Chapter 5.03 "Parades, Athletic Events and Other Special Events" to Title 5 "Business Taxes, Licenses and Regulations" of the municipal code of the City of Castle Rock, Washington.

Clerk-Treasurer Carie Cuttonaro presented.

Councilmember Rose made a motion, seconded by Ehrhorn, to approve Ordinance No. 2026-07. Motion carried by roll call vote. Councilmembers Kessler, de Greeve, Ehrhorn, and Rose voted 'Aye'.

b. Park Host Agreement for the Al Helenberg Memorial Boat Launch between the City and Steven Cochran.

Mayor Helenberg presented.

Councilmember Kessler made a motion, seconded by Ehrhorn, to approve the Park Host Agreement with Steven Cochran. Motion carried by roll call vote. Councilmembers Kessler, de Greeve, Ehrhorn, and Rose voted 'Aye'.

c. ***Added Item***

Request to enact an expanded fire ban within City limits matching Cowlitz County.

Mayor Helenberg presented.

Councilmember Rose made a motion, seconded by de Greeve, to approve an expanded fire ban within City limits matching Cowlitz County. Motion carried by roll call vote. Councilmembers Kessler, de Greeve, Ehrhorn, and Rose voted 'Aye'.

10. OTHER BUSINESS

11. ADJOURNMENT

There being no further business, Mayor Helenberg adjourned the meeting at 7:44 PM.

Mayor Paul Helenberg

Clerk-Treasurer Carie Cuttonaro

**CITY OF CASTLE ROCK
ORDINANCE NO. 2026-07**

**AN ORDINANCE ADDING A NEW CHAPTER 5.03 “PARADES, ATHLETIC EVENTS
AND OTHER SPECIAL EVENTS” TO TITLE 5 “BUSINESS TAXES, LICENSES AND
REGULATIONS” OF THE MUNICIPAL CODE OF THE CITY OF CASTLE ROCK,
WASHINGTON.**

WHEREAS, City Council adopted Ordinance No. 2018-06 which added Chapter 9.21 “Parades, Athletic Events and Other Special Events” to Title 9 “Public Peace, Morals and Welfare” on September 10, 2018; and,

WHEREAS, City Council adopted Ordinance No. 2025-18 on December 8, 2025 which repealed Title 9; and,

WHEREAS, the Chapter regarding Special Events was repealed as part of the repeal of the criminal code; and,

WHEREAS, the City Council finds it necessary and in the public interest to reinstate the Chapter regarding Special Events and to locate it in Title 5 “Business Taxes, Licenses and Regulations”;

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

SECTION 1. A new Chapter 5.03 entitled “Parades, Athletic Events and Other Special Events” is hereby added to Title 5 “Business Taxes, Licenses and Regulations”, to read as follows:

CHAPTER 5.03

PARADES, ATHLETIC EVENTS AND OTHER SPECIAL EVENTS

Sections:

5.03.010 Definitions

5.03.020 Permit required

5.03.030 Grounds for denial of application

5.03.040 Permit conditions

5.03.050 Appeal procedure

5.03.060 Exemptions from fees, indemnification agreement and insurance

5.03.070 Indemnification agreement

5.03.080 Insurance

5.03.090 Fees for city services

5.03.100 Cleanup deposits

5.03.110 Revocation of permits

5.03.120 Violation – Penalty

5.03.010 Definitions.

A. “Special Events” include any event which is to be conducted on a public rights-of-way; and, also any event held on public or private property which would have a direct significant impact on traffic congestion; or traffic flow to and from the event over public streets or rights-of-ways; or which would significantly impact public streets or rights-of-way near the event; or which would significantly impact the need for City-provided emergency services, such as police, fire or medical aid. It is presumed that any event on private property which involves an open invitation to the public to attend or events where the attendance is by private invitation of fifty (50) or more people are each presumed to be an event that will have a direct significant impact on the public streets, rights-of-way or emergency services. Special events might include, but are not limited to, fun runs, roadway foot races, fund raising walks, auctions, bike-a-thons, parades, carnivals, shows or inhabitations, filming/movie events, circuses, block parties and fairs.

B. “Special Events protected under the First and Fourteenth Amendments” include any event involving constitutionally protected political or religious activity intended primarily for the communication or expression of ideas.

C. “Use” shall mean to construct, erect, or maintain in, on, over or under any street, right –of-way, park or other public place, any building, structure, sign, equipment or scaffolding, to deface any public right-of-way by painting, spraying or writing on the surface thereof, or to otherwise occupy in such a manner as to obstruct the normal public use of any public street, right-of-way, park or other public place within the City, including a use related to special events.

5.03.020 Permit required.

A. A special event permit or authorization from the City is required for any event in a park, public place or on private property where it will significantly impact public sidewalks, public roadways or emergency services. Such special event permit shall be in addition to any street or park use, or other regular permits as may be required by ordinance. The cost of a permit shall be set by resolution of the City Council and will be in addition to any costs/fees stated in this chapter.

B. When such an event will be an exercise of rights protected by the First and Fourteenth Amendments to the United States Constitution the application shall be processed promptly, without charging a fee for political or religious activities or imposing terms or conditions that infringe constitutional freedoms, and in a manner that respects the liberty of applicants and the public.

C. A special event permit is not required for the following:

1. Parades, athletic events or other special events that occur exclusively on City property and are sponsored or conducted in full by the City of Castle Rock.
2. Events occurring within a facility properly licensed to conduct such events as part of their normal business, and where such facility maintains a legal occupant

limit equal to or greater than the expected attendance at the event (for example, hotel or restaurant conference or banquet facilities).

3. Funeral and wedding processions.

4. Groups required by law to be so assembled.

5. Gathering of thirty (30) or fewer people in a City park, unless merchandise, food or services are offered for sale or trade.

6. Temporary sales conducted by businesses, such as holiday sales, grand opening sales, or anniversary sales, provided no merchandise is displayed or business conducted in the public right-of-way.

7. Garage sales and rummage sales, provided that no merchandise is displayed or business conducted in the public right-of-way and no more than four (4) properties on any single block are conducting sales on the same day.

8. The exhibition of films or motion pictures.

9. Other similar events and activities which do not directly affect or use City services or property, or significantly affect the public's use of public right-of-ways, as determined in the discretion of the City.

D. Any person desiring to sponsor a parade, athletic event or special event shall apply for a special event permit by filing an application with the City at least sixty (60) days prior to the date on which the event is to occur.

E. Waiver of Application Deadline: Upon a showing of good cause or at the discretion of the City, the City shall consider an application that is filed after the filing deadline if there is sufficient time to process and investigate the application and obtain City Services for the event. Good cause may be demonstrated by the applicant showing that the circumstance that gave rise to the permit application did not reasonably allow the participants to file within the time prescribed or the event is for the purpose of exercising rights under the First and/or Fourteenth Amendments of the United States Constitution.

9.40.030 Grounds for denial of application.

A. The City may deny an application for a special permit if:

1. The applicant provides false or misleading information; the applicants fails to complete the application or to supply other required information or documents; or the applicant declares or shows an unwillingness or inability to comply with the reasonable terms or conditions contained in the proposed permit;

2. The proposed event would conflict with another proximate event, interfere with construction or maintenance work in the immediate vicinity, or unreasonably infringe upon the rights of abutting property; or

3. The proposed event would unreasonable disrupt the orderly or safe circulation of traffic or would present an unreasonable risk of injury or damage to the public.

B. In the event subsection A.2 or A.3 of this section applies, the City may offer the applicant the opportunity to submit an alternative date or place for the proposed event before denying the application.

5.03.040 Permit conditions.

A. The City may condition the issuance of a special events permit by imposing reasonable requirements concerning the time, place and manner of the event, and such requirements as are necessary to protect the safety and rights of persons and property, and the control of traffic. The following potential conditions apply to all special events permits;

1. Alteration of the time, place and manner of the event proposed on the event application.

2. Conditions concerning the area of assembly and disbanding of an event occurring along a route.

3. Conditions concerning accommodation of pedestrians or vehicular traffic, including restricting the event to only a portion of the streets or rights-of-way.

B. Potential conditions on special events permits not protected under the First and Fourteenth Amendments to the United States Constitution include, but are not limited to:

1. Requirements for the use of traffic cones or barricades.

2. Requirements for the provision of first aid or sanitary facilities.

3. Requirements for use of event monitors and providing notice of permit conditions to event participants.

4. Restrictions on the number and type of vehicles, animals or structures at the event, and inspection and approval of floats, structures and decorated vehicles for fire safety.

5. Compliance with animal protection ordinances and laws.

6. Requirements for use of garbage containers, cleanup, and repair/restoration of City property.

7. Restrictions on the use of amplified sound and compliance with noise and nuisance ordinances, regulations and laws.
8. Notice to residents and/or businesses regarding any activity which would require a street closure.
9. Restrictions on the sale and/or consumption of alcohol.
10. Elimination of an activity which cannot be mitigated to a point as to ensure public safety and welfare, or which causes undue liability to the City.
11. Requirements regarding the use of City personnel and equipment.
12. Compliance with any other applicable federal, state or local law or regulation.

5.03.050 Appeal procedure.

A. The applicant shall have the right to appeal the denial of a permit or permit condition. The applicant shall also have the right to appeal the amount of fees or clean-up deposits imposed pursuant to Section 5.03.090 or 5.03.100, or a determination by the City that the applicant's certificate of insurance does not comply with the requirements specified in Section 5.03.080. A written notice of appeal must be filed within three (3) business days after receipt or personal delivery of a notice of denial or permit conditions from the City or the appeal may be rejected on the basis of being untimely. The written notice of appeal shall set forth the specific grounds for the appeal and attach any relevant documents for consideration. The City Council shall hear the appeal on the record provided from the designated City Official and upon comment given at the hearing before the Council. The hearing shall be scheduled at a regularly scheduled meeting of the City Council no later than thirty (30) days after receipt of a timely and proper notice of appeal. Written notice shall be provided to the appellant of the date and time of the appeal is to be considered by the City Council. Comment from the appealing party or from the public at the appeal hearing shall be limited to three (3) minutes per individual and fifteen (15) minutes each for the appellant and City respondent, unless otherwise approved by the City Council. The decision of the City Council is final.

B. If there is insufficient time for a timely appeal to be heard by the City Council prior to the date on which the event is scheduled, the applicant may, at its own option, request that the designated City Official schedule the appeal before the Mayor. The Mayor or designee shall hold a hearing no later than five (5) business days after the filing of the appeal and will render a decision no later than one (1) business day after hearing the appeal. If the appeal is requested before the Mayor, the Mayor's decision is final. There is no further appeal to the City Council.

5.03.060 Exemptions from fees, indemnification agreement and insurance.

A. No fee, indemnification agreement or insurance requirement shall be imposed when prohibited by the First and Fourteenth Amendment to the United States Constitution. Political or religious activity intended primarily for the communication or expression of ideas shall be presumed to be a constitutionally protected event, unless the factors show otherwise. Factors that may be considered in evaluation of whether or not the fee applies include the nature of the event; the extent of any commercial activity, such as the sales of food, goods, and services; the intention to have product advertising or promotion, or other business participation in the event; the proposed use or application of any funds raised; if the event is part of any annual tradition or series; previous events of the applicant of a similar sequence; and the public perception of the event.

B. No fee, indemnification agreement or insurance requirement shall be required for a special event sponsored solely by the City of Castle Rock.

5.03.070 Indemnification agreement.

Prior to the issuance of a permit for a special event not protected under the First and Fourteenth Amendments of the United States Constitution, the permit applicant and authorized officer of the sponsoring organization, if any, must agree to reimburse the City for any costs incurred by it in repairing damage to City property, and to indemnify the City, its officers, employees and agents from all causes of action, claims or liabilities occurring in connection with the permitted event, except those which occur due to the City's sole negligence.

5.03.080 Insurance.

A. The following insurance shall be required in connection with the issuance of a permit for a special event not protected under the First and Fourteenth Amendments of the United States Constitution, unless otherwise waived by the Mayor or his/her designee: \$2,000,000.00 commercial general liability insurance per occurrence combined single limits, \$2,000,000.00 aggregate unless waived by the City.

B. The Public Works Director or Clerk-Treasurer is authorized and directed to require written proof of such insurance prior to permit issuance. The insurance policy shall be written on an occurrence basis, shall name the City of Castle Rock as an additional insured, shall be written for a period not less than twenty-four (24) hours prior to the event and extending for a period of not less than twenty-four (24) hours following the completion of the event, and shall contain a provision prohibiting cancellation of the policy, except upon thirty (30) days prior written notice to the City.

5.03.090 Fees for city services.

A. Upon approval of an application for a permit for a special event not protected under the First and Fourteenth Amendments of the United States Constitution, the city may provide the applicant with a statement of the estimated reimbursement cost for providing City personnel and equipment. The applicant/sponsor of the event shall prepay these

estimated costs for City services and equipment ten (10) days prior to the special event. City services and equipment may include the use of police officers and public employees for traffic and crowd control, pick up and delivery of traffic control devices, picnic tables, extraordinary street sweeping, garbage collection and any other needed, requested or required city service and the cost of operating the equipment to provide such services.

B. If the actual cost for City services and equipment on the date(s) of the events is less than the estimated cost, the applicant/sponsor will be refunded the difference by the City in a timely manner. If the actual cost for City services and equipment on the date (s) of the event is greater than the estimated cost, the applicant/sponsor will be billed for the difference; the applicant/sponsor shall pay the difference within thirty-three (33) days of the date the City places the bill in the U.S. Mail.

C. Permit fees and fees for the use of City services and equipment may be waived in part or in full by the Mayor, or his/her designee, if in review of the application it is found that the event is of sufficient public benefit to warrant the expenditure of City funds without reimbursement by the applicant/sponsor.

5.03.100 Cleanup deposits.

A. The applicant/sponsor of an event not protected under the First and Fourteenth Amendments of the United States Constitution involving the sale of food or beverages for immediate consumption, erection of structures, horses or other large animals, water aid stations or any other event likely to create a substantial need for cleanup, may be required to provide a cleanup deposit prior to the issuance of a special event permit.

B. The cleanup deposit may be returned after the event if the area used for the permitted event has been cleaned and restored to the same condition as existed prior to the event.

C. If the property used for the event has not been properly cleaned or restored, the applicant/sponsor shall be billed for the actual cost by the City for cleanup and restoration. The cleanup deposit shall be applied toward the payment of the bill.

5.03.110 Revocation of permits.

Any permit issued under this ordinance may be summarily revoked by the City at any time when, by reason or disaster, public calamity, riot or other emergency or exigent circumstances, the City determines the safety of the public or property requires such immediate revocation. The City may also summarily revoke any permit issued pursuant to this ordinance if it finds that the permit has been issued based upon false information or when the permittee exceeds the scope of the permit or fails to comply with any condition of the permit. Notice of such action revoking a permit shall be delivered in writing to the permittee by personal service or certified mail at the address specified by the permittee in the application. The permittee/sponsor or their designee will be readily available to the City at the site of the event during all hours of operation for receipt of such notice.

5.03.120 Violation – Penalty.

A. It shall be unlawful for any person to sponsor or conduct a special event requiring a special event permit pursuant to this ordinance unless a valid permit has been issued and remains in effect for the event. It is unlawful for any person to participate in such an event with the knowledge that the sponsor of the event has not been issued a required, valid permit or with knowledge that a once-valid permit has expired or been revoked.

B. The special event permit authorizes the permittee/sponsor to conduct only such an event as is described in the permit, and in accordance with the terms and conditions of the permit. It is unlawful for the permittee/sponsor to willfully violate the terms and conditions of the permit, or for any event participant with knowledge thereof to willfully violate the terms and conditions of the permit or to continue with the event if the permit is revoked or expired.

C. Any person or organization violating the provisions of this chapter shall be guilty of a misdemeanor, and upon conviction thereof, shall be subject to a penalty as defined in RCW 9A.20.021.

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. AUTHORITY TO MAKE NECESSARY CORRECTIONS. The City Clerk and the codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance including, but not limited to, the correction of scrivener's clerical errors, references, ordinance numbers, section/subsection numbers, and any references thereto.

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

PASSED in regular session this ____ day of _____, 2026.

CITY OF CASTLE ROCK

APPROVED:

Paul Helenberg, Mayor

APPROVED AS TO FORM:

ATTEST:

Nikki Thompson, City Attorney

Carie Cuttonaro, City Clerk

ORDINANCE NO. 2026-08

AN ORDINANCE OF THE CITY OF CASTLE ROCK AMENDING TITLE 17 OF THE CASTLE ROCK MUNICIPAL CODE (CRMC) TO CREATE MOBILE FOOD VENDOR REGULATIONS, PROVIDING FOR SEVERABILITY, AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, mobile food vending is a dynamic industry that promotes entrepreneurship, supports small businesses, and enhances the vibrancy of our local economy; and

WHEREAS, mobile food vendors provide greater consumer access to diverse, affordable, and innovative dining options in our community; and

WHEREAS, the City desires to preserve and protect public health and safety through clear, narrowly-tailored regulations for mobile food vending operations; and

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

WHEREAS, the Planning Commission held a public hearing on October 21, 2025; and

WHEREAS, the Planning Commission reviewed and updated draft during their May 19, 2026 Planning Commission Meeting; and

WHEREAS, the updated draft contained minor changes and did not require a second public hearing nor a second Department of Commerce review; and

WHEREAS, the Planning Commission recommended that the City Council adopt the proposed regulations; and

WHEREAS, pursuant to RCW 36.70A.106(3)(a), a notice of intent to adopt was transmitted to the Washington State Department of Commerce on July 7, 2025; and

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

NOW, THEREFORE, the City Council of the City of Castle Rock does ordain as follows;

SECTION 1. Amendments to CRMC Title 17. Chapter 17.16, “Definitions”, and Chapter 17.26, “Table of Permitted Land Uses” of the Castle Rock Municipal Code, are hereby Amended and a new Section 17.48.170, “Mobile Food Vendors” of the Castle Rock Municipal is hereby Adopted to read as shown in **Exhibit A** attached hereto; all other provisions of this Title shall remain unchanged and in full force.

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 or constitutionality of any other section, sentence, clause, or phrase of this Ordinance; provided, however, that if any section, sentence, clause, or phrase of this Ordinance is held to be invalid by a court of competent jurisdiction then the

section, sentence, clause, or phrase in effect prior to the effective date of this Ordinance shall be in full force and effect for that invalidated section, sentence, clause, or phrase, as if this Ordinance had never been adopted.

SECTION 3. Copy of Codes to be On File. Pursuant to RCW 35A.12.140, at least one copy of each code of technical regulations adopted by reference in this Ordinance shall be filed and maintained by the City Clerk for use and examination by the public.

SECTION 4. Effective Date. This Ordinance concerning powers vested solely in the Council, it is not subject to referendum and shall become effective five (5) days after its passage and publication as required by law.

ADOPTED by the City Council and signed by the Mayor at a regular meeting thereof on the _____ day of _____, 2026.

Mayor Paul Helenberg

APPROVED AS TO FORM:

ATTEST:

Nikki Thompson, City Attorney

Carie Cuttonaro, Clerk-Treasurer

EXHIBIT A

Add Definition on Mobile Food Vendors to CRMC 17.16 Definitions

Mobile Food Vendors: A business that sells food or beverages from a movable vehicle, cart, or trailer. The unit is not permanently affixed to the ground and is capable of being moved from place to place. This includes food trucks and food carts that typically require health department approval. Vendors that exclusively sell pre-packaged food items (such as ice cream trucks) and are exempt from health department permitting may be excluded from this definition, unless otherwise specified by local regulations.

CRMC 17.26 Table of Permitted Land Uses

Status	Use	R-1	R-2	C-1	C-2	MX	I	PROS
Current	Food cart/stand/mobile sales	X	X	S	S	S	S	S
Proposed	Mobile Food Vendors	P(14)	P(14)	P(14)	P(14)	P(14)	P(14)	P(14)
(14) Requires permission of the property owner, a city business license, and must comply with Gowlitz County health department regulations. See CRMC 17.48.170 for specific mobile food vendor standards.								

New Code Section

CRMC 17.48.170 Mobile Food Vendors

- A. Purpose. The purpose of this chapter is to provide guidance on mobile food vending within the city limits, promote the city's vision and values, allow mobile food vending as a special amenity, and protect the health and welfare of residents and visitors.
- B. Permit Required. An approved permit for use of mobile food facilities must be obtained from the Building and Planning department prior to any mobile food facility operating within city limits. The permit type shall be based on the intended activity:
1. Event Permit – For mobile vendors participating in approved city-sanctioned or private special events.
 2. Site Permit – For vendors seeking to operate at a specific location on a recurring or stand-alone basis (not associated with a special event). Site permits may have more detailed requirements and associated costs.
 3. Seasonal Permit – For mobile vendors operating on a recurring basis in association with seasonal or periodic activities not requiring a City special event permit (e.g., youth sports events, farmers markets, or similar activities on private or institutional property). Seasonal permits may authorize operation for a defined season or series of dates at an approved location.
- C. Application Requirements. The following requirements shall be addressed on forms provided and maintained by the city, and at a minimum shall include:
1. Name, signature, phone number, email contact and current business address of the applicant.
 2. Information on the food vehicle to include year, make, and model of the vehicle and the vehicle or trailer's license plate number, if applicable.
 3. The intended location of the mobile food unit, subject to locational limitations set forth by the city of Castle Rock.
 4. A photo or drawing of the proposed mobile food unit, showing the business name.
 5. An indication of whether awnings are proposed. Awnings shall be no less than eight feet above ground level.
 6. The proposed hours of operation, unless written authorization from all neighbors, shall in no case extend past ten (10) p.m. or begin before six (6) a.m.
 7. Provide proof of license/permit approval within thirty (30) days of permit approval. However, no mobile food unit shall locate or operate within the city

until such applicable city, county and state licenses have been issued as well as approval from the following agencies:

- a. Cowlitz County Health and Human Services Department
 - b. Washington State Department of Labor and Industries
 - c. Other applicable license/permit approvals associated with the proposed business operations
8. Proof of insurance in an amount of \$2,000,000.00 commercial general liability per occurrence combined single limits, \$2,000,000.00 aggregate. Proof of insurance shall designate the City of Castle Rock as a named insured when mobile food units are conducting business on city property, unless such coverage is provided through an approved City special event permit.
 9. If operating on private property, written consent from the property owner is required.

D. General Requirements.

1. Operators of mobile food facilities must:
 - a. Have a valid business license within the city.
 - b. Have a valid operating permit from the Cowlitz County Health and Human Services Department.
 - c. Operators must pay all appropriate fees set forth by the adopted City fee schedule, any applicable mobile food vendor license or permit fee.
 - d. Mobile food units stationed on public rights-of-way using external signage, bollards, seating, or any other equipment not contained within the unit shall not reduce or obstruct the sidewalk to less than five feet.
 - e. Vendor shall obey any lawful order of a police officer to move to a different permitted location to avoid congestion or obstruction of a public way or to remove the unit entirely from the public way if necessary to avoid such congestion or obstruction.
 - f. No power cable or equipment shall be extended at grade across any city street, alley, or sidewalk.
 - g. Any exterior lighting used by the mobile food unit shall be designed and placed in such a manner that it does not result in glare or light spillage onto other properties or interfere with vehicular traffic. Lighting shall be directed in a downward manner to minimize light pollution.
 - h. Exterior, freestanding signs shall conform to Chapter 17.82
 - i. The food truck shall be kept in good repair, and free of graffiti.
 - j. No portion of the mobile food vending unit may be used as sleeping quarters.

2. Trash and Other Waste:

- a. The mobile food vendor shall leave the site clean each day, including picking up all trash and litter within 100 feet of the mobile food vending unit.
- b. Trash receptacles not intended for customer use shall be screened from public view and securely covered.
- c. The mobile food vendor shall install and maintain an adequate grease trap in the mobile food vending unit.
- d. Grease shall be properly disposed of per adopted Washington State health regulations.
- e. Wastewater generated by the mobile food vending unit shall be disposed of in a proper manner and documented.

E. Allowed Locations.

1. Mobile food vending may be allowed on city-owned properties approved pursuant to either a city contract or a special event permit.
2. Mobile food vending may be allowed in designated curbside food zones as established and on file with the City, vehicles may be parked within one foot of the curb in these designated zones.
3. Mobile food vending units shall be located at least 100 feet from an existing eating and drinking place except when the legal owner of the eating and drinking place provides written permission for the vendor to be located closer. Distance shall be measured using the shortest possible straight line from the closest edge of the mobile food vending unit to the closest edge of the restaurant building. This standard shall not apply to vendors operating under an Event Permit or Seasonal Permit.
4. Prohibited Locations: Mobile food vendors may be allowed within the prohibited areas if approved as part of a special event permit. Unless a special event permit is obtained, mobile food vendors shall be prohibited in the following areas:
 - a. In no instances shall a mobile food vendor block or impede passage of any pedestrian, bike, or street right-of-way.
 - b. Any residential zones or the abutting rights-of-way
 - c. City rights-of-way, unless a right-of-way permit is obtained from the City of Castle Rock
 - d. Private streets

- e. Parking areas, unless it can be demonstrated that minimum parking requirements for the primary use(s) served by the parking area are met on site.

F. Frequency.

1. Mobile food vendors operating under a Site Permit may operate up to one hundred eighty (180) days per calendar year, as approved through the Site Permit, and no more than three (3) consecutive days, unless otherwise authorized by the City. The City may establish site-specific conditions including days of operation, hours, and duration.
2. Mobile food vendors operating under an Event Permit are subject to the dates and locations approved as part of the permitted event.
3. Mobile food vendors operating under a Seasonal Permit may operate on approved dates and locations for the duration of the permitted season or series of events.

G. Revocation. A mobile food vendor, permitted pursuant to this chapter, may have its license revoked, suspended, or denied if the city finds:

1. The vendor has violated or failed to meet the terms of this chapter or other applicable sections of the municipal code or conditions of approval; or
2. The mobile food vending unit operation is detrimental to the surrounding businesses or to the public due to either appearance or conditions of the unit.

RESOLUTION NO. 2026-06

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CASTLE ROCK,
WASHINGTON, AMENDING SCHEDULE 2 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. 2025-12.

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 _____, 2026.

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. 2026-06

<u>Schedules</u>	<u>Effective Date</u>
1, 3, 4, 5, 6, 7, 8, 9, 10	No Change
2	August 24, 2026

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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: August 24, 2026

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
Mobile Food Vendors	Event Permit (Annual) <i>For vendors participating in approved city-sanctioned or private special events.</i>	\$50.00
	Site Permit (each site) <i>For vendors seeking to operate at a specific location on a recurring or stand-alone basis (not associated with a special event.) Site permits may have more detailed requirements and associated costs.</i>	\$75.00
	Site Permit Renewal <i>For vendors operating under a current approved Site Permit.</i>	\$50.00
	Seasonal Permit (per season) <i>For vendors operating on a recurring basis in association with seasonal or periodic activities not requiring a City Special Event Permit (e.g., youth sports events, farmers markets, or similar activities on private or institutional property). Seasonal permits may authorize operation for a defined season or series of dates at an approved location.</i>	\$75.00

Special Event Permit	
Description	Fee
Special Event Permit Application 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' x 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, specifically how they are applied to Preapplication Conferences, Preapplication or Site Plan Reviews, please see the 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>1.00</td><td>1.00</td><td>0.00</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>2.00</td><td>1.00</td><td>1.00</td></tr></table>			Service	Total Hours	Included in \$300 minimum fee.	Additional time billed at cost plus 10%.	Contracted Engineer	1.00	1.00	0.00	Contracted Planner	1.50	1.00	0.50	Contracted Building Official	2.00	1.00	1.00
	Service				Total Hours	Included in \$300 minimum fee.	Additional time billed at cost plus 10%.													
	Contracted Engineer				1.00	1.00	0.00													
	Contracted Planner				1.50	1.00	0.50													
	Contracted Building Official				2.00	1.00	1.00													
	Commercial Uses																			
	Duplexes																			
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	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.		

ORDINANCE NO. 2026-09

AN ORDINANCE AMENDING THE BUDGETARY APPROPRIATIONS AND AUTHORIZING AN INTERFUND LOAN FOR FISCAL YEAR ENDING DECEMBER 31, 2026 FOR THE CITY OF CASTLE ROCK, WASHINGTON FOR THE BOAT LAUNCH FACILITY AND SWIMMING POOL CONSTRUCTION FUNDS

WHEREAS, during the regular council meeting held August 24, 2026, the City of Castle Rock approved an interfund loan in the amount of \$50,000 between the Swimming Pool Construction Fund #300 and the Boat Launch Facility Fund #475; and

WHEREAS, the purpose for this loan is to fund the December 2025 flood cleanup and professional services related the dredging permit; and

WHEREAS, the Boat Launch Facility Fund's annual source of revenue is approximately \$10,000 collected through boat launch parking permits; and

WHEREAS, the flood cleanup costs are anticipated to be reimbursable through FEMA as part of the declared emergency.

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

Section 1. A new interfund loan amount not to exceed \$50,000 is hereby authorized to be made from the Swimming Pool Construction Fund #300 to the Boat Launch Facility Fund #475 during the 2026 fiscal year. Councilmembers expect this loan to be fully repaid within five (5) years, 2031, including interest at 3.69%, per current Washington State Investment Pool rates. Loan repayments shall be made no later than October 30 in 2027, 2028, 2029, 2030, and 2031.

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

<u>BARS #</u>	<u>Description</u>	<u>Original Appropriation</u>	<u>Change</u>	<u>Amended Appropriation</u>
300-000-000-508-31-00-00	Reserved Ending Cash	150,257	-50,000	100,257
300-000-000-581-10-00-42	Loan Issued to Boat Launch Facility Fund 475	0	+50,000	50,000
475-000-000-381-20-30-00	Interfund Loan Received from Swimming Pool Construction Fund 300	0	+50,000	50,000
475-000-000-575-70-41-00	Professional Services	2,500	+50,000	52,500

Section 3. This ordinance, having been introduced at a regular meeting of the Castle Rock City Council held on August 24, 2026, shall be effective immediately upon adoption.

Adopted by the City Council and signed by the Mayor on this ____ day of August 2026.

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 - Proposed Interfund Loan

Borrower - Boat Launch Fund (475)

Lender - Swimming Pool Construction Fund (300)

Loan Amortization Schedule

Term: 3-year loan at interest rate of 4.39%. Purpose: To pay contractor to clean boat launch ramp after flood emergency in Dec 2025, and professional services specifically for the dredging permit. FEMA/Insurance will provide reimbursement for flood cleanup. Loan will be paid on schedule if reimbursements are not received in time, or early if reimbursements are received. Full payment due by October 31, 2031. Ordinance No. 2026-10; presented August 24, 2026.

\$ 50,000.00 Amount of Loan
 9/1/26 Loan Issued
 360 Basis (Days)
 3 Payments/Years
 3.69% Interest Rate (per LGIP June 2026)

Date	Transaction	Amount	Rate	Days	Interest Calculation	Accrued	Principal Payment	Interest Payment	Interest Balance	Principal Balance	Total Due
09/01/26	Original Loan	50,000.00							-	50,000.00	50,000.00
09/30/27	Payment	12,019.25	3.69%	394	2,019.25	2,019.25	10,000.00	2,019.25	-	40,000.00	40,000.00
09/30/28	Payment	11,500.60	3.69%	366	1,500.60	1,500.60	10,000.00	1,500.60	-	30,000.00	30,000.00
09/30/29	Payment	11,122.38	3.69%	365	1,122.38	1,122.38	10,000.00	1,122.38	(0.01)	20,000.00	20,000.00
09/30/30	Payment	10,748.25	3.69%	365	748.25	748.25	10,000.00	748.25	(0.01)	10,000.00	10,000.00
09/30/31	Payment	10,374.12	3.69%	365	374.13	374.12	10,000.00	374.12	-	-	-
Totals							50,000.00	5,764.60			

Loan Issuance:

420-000-000-381-20-30-00	Total
Interfund Loan Issuance from Swimming Pool Construction Fund 300	50,000.00
300-000-000-581-10-00-47	50,000.00
Interfund Loan Issuance to Boat Launch Fund 475	

Expenditure (Payments from Boat Launch Fund 475):	9/30/2027	9/30/2028	9/30/2029	9/30/2030	9/30/2031	Total
475-000-000-581-20-00-00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	50,000.00
Interfund Loan Principal to Swimming Pool Construction Fund 300						
475-000-000-581-20-00-01	2,019.25	1,500.60	1,122.38	748.25	374.12	5,764.60
Interfund Loan Interest to Swimming Pool Construction Fund 300						

Revenue (Payments Received in Swimming Pool Construction Fund 300):	9/30/2027	9/30/2028	9/30/2029	9/30/2030	9/30/2031	Total
300-000-000-381-20-47-00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	50,000.00
Interfund Loan Repayment from Boat Launch Fund 475						
300-000-000-381-20-47-01	2,019.25	1,500.60	1,122.38	748.25	374.12	5,764.60
Interfund Loan Interest from Boat Launch Fund 475						

**CITY OF CASTLE ROCK
ORDINANCE NO. 2026-10**

**AN ORDINANCE AMENDING CASTLE ROCK MUNICIPAL CODE CHAPTER 2.92
“OFFICIAL POSTING PLACES” TO EXCLUDE THE POST OFFICE AND INCLUDE
THE CITY’S WEBSITE.**

WHEREAS, Revised Code of Washington Section 35A.12.160 provides that promptly after adoption, the text of each ordinance or a summary of the content of each ordinance shall be published at least once in the city’s official newspaper; and

WHEREAS, Revised Code of Washington Section 35A.12.160 provides that a summary shall mean a brief description which succinctly describes the main points of the ordinance; and

WHEREAS, the publication of the title of an ordinance authorizing the issuance of bonds, notes, or other evidences of indebtedness shall constitute publication of a summary of the ordinance; and

WHEREAS, when the City publishes a summary, the publication shall include a statement that the full text of the ordinance will be mailed upon request; and

WHEREAS, an inadvertent mistake or omission in publishing the text or a summary of the content of an ordinance shall not render the ordinance invalid.

WHEREAS, Revised Code of Washington Section 35A.12.160 also provides that, the City shall establish a procedure for notifying the public of upcoming hearings and the preliminary agenda for the forthcoming meeting; and

WHEREAS, such procedure may include, but not be limited to, written notification to the City’s official newspaper, publication of a notice in the official newspaper, posting of upcoming council meeting agendas, or such other processes as the city determines will satisfy the intent of the publishing requirement.

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

SECTION 1. Amendment. Castle Rock Municipal Code Section 2.92.010 “Designated”, shall be amended to read as follow:

CRMC 2.92.010 Designated

The following locations shall be the official posting places for City notices:

- A. Castle Rock City Hall (lobby);
~~—Castle Rock Post Office (lobby);~~
- B. Castle Rock’s website - <https://ci.castle-rock.wa.us/index.htm>;
~~—Castle Rock Library~~
- C. 137 Cowlitz St. W, Castle Rock, WA 98611

D. The Daily News (Local Newspaper)

Unless required by law, the designation of the Local Newspaper as an official posting place shall not read as requiring that all notices be placed in the paper.

SECTION 2. AUTHORITY TO MAKE NECESSARY CORRECTIONS. The City Clerk and the codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance including, but not limited to, the correction of scrivener's clerical errors, references, ordinance numbers, section/subsection numbers, and any references thereto.

SECTION 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 _____, 2026.

CITY OF CASTLE ROCK

APPROVED:

Paul Helenberg, Mayor

APPROVED AS TO FORM:

ATTEST:

Nikki Thompson, City Attorney

Carie Cuttonaro, City Clerk

Janitorial Services Agreement

This Janitorial Services Agreement (the "Agreement") is made and entered into this ____ day of _____, 2026, between JP Cleaning Service ("JPCS") and City of Castle Rock ("the City").

1. Services. JPCS will provide janitorial and related services to the City or its agent at the locations and according to the scope of services attached hereto as Exhibit A (the "Services"). JPCS may perform the Services by any reasonable means and shall not be responsible for delays in performance beyond its control, as further defined in Section 15. If the City takes exception to any of the Services performed or claims that JPCS has failed to perform any of the Services, such exception or claim must be submitted to JPCS within ten (10) business days or the Services in question shall be deemed accepted by the City.

2. Term. This Agreement shall be in effect for 1 year, commencing the first of the month following the contract execution date and shall continue thereafter for successive periods of twelve months, unless terminated as provided herein.

3. Termination. The City reserves the right to terminate this Agreement with 30 days' notice. If the City terminates for convenience, it shall pay JPCS for services rendered through the date of termination. JPCS may terminate this Agreement by 30 days' written notice to the City and may terminate services at any time without notice for nonpayment. All property furnished by JPCS shall remain its property, and upon termination of this Agreement JPCS shall have a reasonable time to remove its property from the City's premises.

4. Price. The City agrees to pay JPCS on a monthly basis for the Services in accordance with the schedule attached as Exhibit B. Payment shall be due within 45 days of the date of invoice. In the event that the City disputes the accuracy of any invoice, the City shall provide JPCS with written notice (notice via electronic mail is acceptable) of the dispute within thirty(30) days of the invoice date. Failure of the City to timely raise a dispute shall be deemed an acceptance of the services provided and the accuracy of the invoice. The City shall not withhold payment on any undisputed portions of any invoice. JPCS shall provide a prorated credit equal to 25% for any scheduled service date missed, provided that JPCS was unable to provide service within two days of scheduled service. The price is based upon the service area and frequency of Services in the attached specifications. If there is any change in either, the City and JPCS agree to negotiate a reasonable price adjustment.

5. Price Adjustments. The parties agree that the Price shall be adjusted due to factors beyond reasonable control, including but not limited to increases to local, state and/or federal government mandated wage/health and welfare increases; material costs, or other supply and insurance. If wage/benefit adjustments above those in effect on the execution date of this Agreement are necessary, the City agrees to a non-retroactive proportionate increase in the Price. Such price adjustments shall survive the termination of this Agreement. JPCS shall provide at least 45 days' notice of an impending Price Adjustment.

6. Indemnification. JPCS shall indemnify, defend and hold harmless the City from loss, liability, cost, or expense (including reasonable attorneys' fees) for bodily injury, death and property damage (hereinafter referred to as "Claims(s)") but only to the extent same are

Janitorial Services Agreement

caused by the negligence, misconduct or other fault of JPCS, its agents and employees, and which arise out of work performed under this Agreement. The foregoing provision shall only benefit the City if the City notifies JPCS in writing of such Claim within five (15) days of same being reported to City or its representative. Notwithstanding the foregoing, if JPCS is required by the City to clean or wax floors when being used by employees, customers, tenants, or business visitors, JPCS shall not be responsible for any Claim in connection therewith. JPCS shall not be liable for delay, loss or damage caused by warfare, riots, strikes, boycotts, criminal acts, acts or omissions of others, fire, water damage, natural calamity, or causes beyond JPCS's reasonable control. JPCS shall not be liable for disposal of documents or valuable items, other than office furnishings, left on floors, and the City shall indemnify and hold harmless JPCS from claims for such disposal. The City agrees to keep its facilities in a safe condition and in conformance with federal, state, and local laws, ordinances and regulations. The City shall immediately notify JPCS of any unsafe conditions in the area to be serviced. Any nonperformance of any Services due to unsafe working conditions not caused by JPCS shall not give rise to a breach hereunder. City shall indemnify, defend and hold harmless JPCS from Claims to JPCS's employees and others resulting from the condition of the City's premises or equipment but only to the extent that defective conditions are known to the City and to the extent that the same are not caused by JPCS's fault.

7. Insurance and Taxes. JPCS agrees to maintain in full force and effect during the term of this Agreement the following insurance coverages with regard to the work performed for the City under this Agreement: (a) Commercial General Liability insurance with limits for bodily injury and property damage of not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate; (b) Commercial Automobile Liability insurance with limits of liability for bodily injury and property damage of not less than \$1,000,000 per occurrence; and (c) Workers' Compensation insurance with statutory limits and with an employers' liability limit of at least \$500,000. JPCS has the right to be self-insured where permitted by state law or to provide such coverage subject to a deductible or self-insured retention. Upon execution of this Agreement and at subsequent renewals, JPCS will provide City with a certificate of insurance describing the coverage provided in accordance with these provisions. JPCS shall be responsible for paying all payroll-based taxes affecting its employees.

8. Business License. JPCS shall have and maintain a City of Castle Rock business license endorsement during the term of this agreement.

9. Independent Contractor. JPCS is an independent contractor and all persons employed to furnish the Services hereunder are employees of JPCS and not of the City. JPCS will pay for all wages, expenses, federal and state payroll taxes and any similar tax relating to such employees and will provide uniforms in accordance with JPCS's established standards.

10. Employees. Upon written request by the City, JPCS will remove from service any employee assigned to the City's premises who has engaged in improper conduct, including without limitation, a breach of the City policies or failure to perform the duties herein, provided such request is in accordance with all laws. JPCS shall supervise its employees through JPCS's designated personnel.

Janitorial Services Agreement

11. Facilities at City Location. If required to enable JPCS to carry out the Services, the City will at its own expense provide at the City's location(s) for JPCS its employees, subcontractors, and agents: (a) such complete and uninterrupted access as JPCS may reasonably require at the times set out in an attached Schedule; (b) all necessary utility services; (c) storage space that provides safe custody of JPCS's supplies and equipment; and (d) such other facilities as JPCS may reasonably need to perform the Services.

12. Keys. JPCS shall not be provided master keys to any City property. Should access to a master key be required, the City will provide a key box or lock box for such master key(s) at the property. Notwithstanding anything to the contrary in this Agreement, JPCS shall not be responsible for any damages including, without limitation, any costs incurred in re-keying or changing locks caused by the loss or theft of such key(s).

13. Notices. Notices, requests, demands, etc., shall be written and delivered or mailed with postage prepaid to:

City:

City of Castle Rock – City Hall
Attn: Clerk-Treasurer
PO Box 370
Castle Rock, WA 98611

JPCS:

JP Cleaning Service
Attn: Judi Evitt
243 Helty Way
Castle Rock, WA 98611

14. Assignment. This Agreement may not be assigned by a party hereto without the consent of the other party. The foregoing sentence shall not be construed to restrict or prohibit assignment of this Agreement or of any rights or obligations hereunder, in whole or in part, by JPCS to any affiliate of JPCS or to a successor to all or substantially all of the assets of JPCS.

15. Force Majeure. Neither party will be liable for any failure or delay in performing an obligation under this Agreement that is due to any of the following causes, to the extent beyond its reasonable control: acts of God, accident, riots, war, terrorist act, epidemic, pandemic, quarantine or government mandated shutdown, civil commotion, breakdown of communication facilities, natural catastrophes, strikes, fire, explosion, generalized lack of availability of supplies. For the avoidance of doubt, Force Majeure shall not include a party's financial inability to perform its obligations hereunder. The party affected by Force Majeure must provide prompt written notice (in no event more than two (2) business days) to the other party upon the onset of the Force Majeure event, and such notice shall describe the event in detail with a reasonable approximation of the expected duration of the event's effect on the party.

16. Entire Agreement. This Agreement contains the entire agreement between the parties. All prior negotiations between the parties are merged in this Agreement, and there are no understandings or agreements other than those incorporated herein. This Agreement may not be modified except by written instrument signed by both parties. In the event of conflict between any of the foregoing provisions of this Agreement and any other contract, purchase order, agreement or specification between the parties, this Agreement shall be controlling.

Janitorial Services Agreement

This Agreement shall inure to and bind the successors, assigns, agents and representatives of the parties.

17. General Provisions. This Agreement shall be interpreted so that all of the provisions herein are given as full effect as possible. If any term of this Agreement is to any extent illegal, otherwise invalid, or incapable of being enforced, such term shall be excluded to the extent of such invalidity or unenforceability; all other terms hereof shall remain in full force and effect; and to the extent permitted and possible, the invalid or unenforceable term shall be deemed replaced by a term that is valid and enforceable and that comes closest to expressing the intention of such invalid or unenforceable term. This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original and all of which shall constitute the same instrument.

18. DISCRIMINATION PROHIBITED AND COMPLIANCE WITH EQUAL OPPORTUNITY LEGISLATION. JPCS agrees to comply with equal opportunity employment and not to discriminate against client, employee, or applicant for employment or for services because of race, creed, color, religion, national origin, marital status, sex, sexual orientation, age or handicap except for a bona fide occupational qualification with regard, but not limited to, the following: employment upgrading; demotion or transfer; recruitment or any recruitment advertising; layoff or terminations; rates of pay or other forms of compensation; selection for training, rendition of services. JPCS further agrees to maintain (as appropriate) notices, posted in conspicuous places, setting forth the provisions of this nondiscrimination clause. JPCS understands and agrees that if it violates this nondiscrimination provision, this Agreement may be terminated by the City, and further that JPCS will be barred from performing any services for the City now or in the future, unless a showing is made satisfactory to the City that discriminatory practices have been terminated and that recurrence of such action is unlikely.

Janitorial Services Agreement

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of this _____ day of _____, 2026.

City:
City of Castle Rock

JPCS:
JP Cleaning Service

By: _____
Name: Paul Helenberg
Title: Mayor

Date: _____

By: _____
Name: Judi Evitt
Title: Owner

Date: _____

Janitorial Services Agreement

EXHIBIT A - Scope of Services

A. 1x Cleaning per week

- Clean/sanitize all surface areas and touchpoints, including all phones, keyboards, light switches, door handles, etc.
- Vacuum floors.
- Mop all hard surface floors.
- Clean under floor mats.
- Empty all trash bins & replace liners.
- Clean glass front door and windows.
- Dust surfaces, remove cobwebs.

Restrooms:

- Clean and sanitize all toilets and sinks.
- Clean and sanitize walls surrounding toilets and sinks.
- Sanitize all touchpoints.
- Wipe down counters.
- Clean mirrors.
- Refill toilet paper and paper towel holders as needed.
- Refill soap as needed.
- Mop floors.
- Empty trash bins & replace liners.

Kitchenette:

- Vacuum entire space.
- Mop hard surfaces.
- Clean sink (unless dishes are present) and countertops with disinfectant cleaner.
- Clean refrigerator front & side, cabinet fronts and walls around sink.
- Clean microwave as needed.
- Empty trash bin, replace liner, and clean/sanitize lid.
- Refill paper towel holder as needed.

Offices:

- Wipe down counters, tables, phones, keyboards.
- Sanitize touchpoints.
- Vacuum/mop hard surface floors.
- Empty trash bins & replace liners.

B. Consumable Supplies

City will provide paper products, garbage liners, and restroom soaps. JPCS will

Janitorial Services Agreement

communicate for consumable supply needs in the form of a communication logbook or email to City.

C. Cleaning Supplies

JPCS will supply all cleaning supplies and tools to complete the services, i.e. vacuum cleaner, mop bucket, or janitorial cart.

Janitorial Services Agreement

EXHIBIT B - Pricing Schedule

Janitorial Services Frequency:

1x per week, any day City Hall is closed for the entire day.

Janitorial, Downstairs City Hall only.

Monthly Cost: \$500.00 (retail sales tax exempt per WAC 458-20-172)

**CITY OF CASTLE ROCK
ORDINANCE NO. 2026-11**

**AN ORDINANCE AMENDING CASTLE ROCK MUNICIPAL CODE CHAPTER 10.12
“NO PARKING AND OTHER REGULATORY SIGNS” TO ADD A NEW SECTION
10.12.060 TO RESTRICT PARKING ON SEARLS COURT NE AND PROVIDING AN
EFFECTIVE DATE.**

WHEREAS, the Castle Rock Municipal Code Chapter 10.12 gives the Council the ability to approve parking restrictions, when appropriate; and

WHEREAS, Castle Rock Police Department has requested that a “no parking” area be established consisting of the entirety of Searls Court NE; and

WHEREAS, Searls Court NE is a small dead-end street; and

WHEREAS, parking along Searls Court NE creates a risk that public safety vehicles will not be able to access the street, should an emergency occur; and

WHEREAS, staff is recommending that Council approve a “no parking” designation for Searls Court NE.

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

SECTION 1. Amendment. Castle Rock Municipal Code Chapter 10.12 “No Parking and Other Regulatory Signs”, shall be amended to add a new Section 10.12.060 “Parking Restriction – Searls Court NE”, to read as follow:

CRMC 10.12.060 “Parking Restriction – Searls Court NE”

It is unlawful for a motor vehicle to be parked, left standing or otherwise remain stationary by and along Searls Court NE. Violation of this section shall be subject to penalty as provided in CRMC § [10.12.030](#).

SECTION 2. AUTHORITY TO MAKE NECESSARY CORRECTIONS. The City Clerk and the codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance including, but not limited to, the correction of scrivener's clerical errors, references, ordinance numbers, section/subsection numbers, and any references thereto.

SECTION 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 _____, 2026.

CITY OF CASTLE ROCK

APPROVED:

Paul Helenberg, Mayor

APPROVED AS TO FORM:

ATTEST:

Nikki Thompson, City Attorney

Carie Cuttonaro, City Clerk

**AMENDMENT NO. 1
TO
INTERLOCAL AGREEMENT BY AND BETWEEN
THE CITIES OF CASTLE ROCK,
LONGVIEW, AND WOODLAND
FOR ANIMAL SHELTERING AND ANIMAL CONTROL SERVICES**

This Amendment No. 1 ("Amendment") to the Interlocal Agreement by and Between the Cities of Castle Rock, Longview, and Woodland for Animal Sheltering and Animal Control Services ("ILA") is entered into pursuant to RCW 39.34, the Interlocal Cooperation Act. This Amendment is effective on the date of the last signature below.

RECITALS

WHEREAS, the Cities of Castle Rock, Longview, and Woodland entered into the ILA for joint animal sheltering and animal control services through a contract with the Humane Society for Southwest Washington (the "Society"); and

WHEREAS, the ILA establishes the rights, responsibilities, cost sharing structure, participation requirements, and obligations of each "Benefitted Municipality" under the agreement; and

WHEREAS, the City of Kelso desires to join as a full Benefitted Municipality, subject to all terms, conditions, duties, obligations, compliance requirements, and cost-sharing responsibilities established in the ILA; and

WHEREAS, Section 22 of the ILA requires all amendments to be made in writing and approved by all Benefitted Municipalities;

NOW, THEREFORE, the Parties hereby amend the ILA as follows:

AMENDMENTS

- A. **Addition of the City of Kelso as a Benefitted Municipality.** The term "Benefitted Municipalities" shall be amended in every instance to include the City of Kelso, a Washington municipal corporation, as a full participating jurisdiction with identical rights and obligations as Castle Rock, Longview, and Woodland.
- B. **Participation Requirements.** The City of Kelso shall comply with all participation conditions set forth in Sections 4 through 7 of the ILA, including the requirement that Kelso adopt all necessary amendments to its municipal code consistent with the model ordinance language provided in Exhibit C, certify future compliance upon execution of this Amendment, and provide

confirmation of all adopted code amendments to the other Benefitted Municipalities and the Society within the timelines required under the ILA. Kelso's participation is expressly conditioned upon achieving full compliance with these provisions, and Kelso shall be subject to the same eligibility, compliance verification, and unanimous-consent requirements applicable to all other Benefitted Municipalities under the ILA.

- C. Budget Authority and Cost Sharing. Section 9. Budget Authority is amended to include Kelso's annual cost share. The annual cost of the Agreement for Animal Shelter Services shall be shared by the Benefitted Municipalities in the following proportions:

- City of Longview:	\$218,902.84
- City of Woodland:	\$12,426.80
- City of Castle Rock:	\$10,753.96
- City of Kelso:	\$69,781.25
Total:	\$311,864.85

- D. Notices. Section 14. Noticing / Representatives is amended to add:

City of Kelso:
Andrew O. Hamilton, City Manager
City of Kelso
203 S. Pacific Avenue
Kelso, WA 98626
With a copy to:
Stuart Feil, City Attorney
City of Kelso
(same address)

- E. Exhibits. The City of Kelso agrees to be fully bound by all exhibits incorporated into the ILA, including the Agreement for Animal Shelter Services attached as Exhibit B and the model ordinance language attached as Exhibit C, and Kelso assumes all corresponding duties, obligations, and requirements established therein in the same manner and to the same extent as the existing Benefitted Municipalities.
- F. Full Force and Effect. Except as expressly modified by this Amendment, all terms and conditions of the original ILA remain in full force and effect.

IN WITNESS WHEREOF, the Benefitted Municipalities have executed this Amendment No. 1 as of the dates below:

DATED _____, 2026.

CITY OF CASTLE ROCK

By _____
Name: _____
Title: _____

ATTEST:

By _____
Name: _____
Title: _____

APPROVED AS TO FORM:

By _____
Name: _____
City Attorney

DATED May 14, 2026.

CITY OF LONGVIEW

By [Signature]
Name: JENNIFER WILKS
Title: CITY MANAGER

ATTEST:

By [Signature]
Name: Samantha Van Laer
Title: Deputy City Clerk

APPROVED AS TO FORM:

By [Signature]
Name: James D. Goodman
City Attorney

DATED _____, 2026.

CITY OF WOODLAND

By _____
Name: _____
Title: _____

ATTEST:

By _____
Name: _____
Title: _____

APPROVED AS TO FORM:

By _____
Name: _____
City Attorney

DATED May 4, 2026.

CITY OF KELSO

By

Name:

Title:

Andre D. Parnell
Andre D. Parnell
City Manager

ATTEST:

By

Name:

Title:

APPROVED AS TO FORM:

By

Name:

City Attorney

Stewart D. Feil
Stewart D. Feil

**AUTHORIZATION 2025-001
AMENDMENT NO. 1
AL HELENBERG MEMORIAL BOAT LAUNCH MAINTENANCE DREDGING
PERMIT
CITY OF CASTLE ROCK, WASHINGTON**

This Amendment No. 1 modifies the Agreement for Engineering Services (Agreement) between Gibbs & Olson, Inc. (Engineer) and the City of Castle Rock, Washington (Client) executed on January 13, 2025, for the Al Helenberg Memorial Boat Launch Maintenance Dredging Permit project.

The following modifications are made to the Agreement and all other terms and conditions in the original Agreement remain in full force and effect:

SCOPE OF WORK

Engineer's scope of work is modified to include the following:

1. Preparation of the Water Quality Monitoring and Dredging Plan.
2. Responding to agency comments/questions on the Water Quality Monitoring and Dredging Plan.
3. Revisions to the Mitigation Plan to address Washington Department of Fish and Wildlife comments.

BUDGET

Engineer's budget is increased by \$8,000.00 to provide compensation for the additional Scope of Work as shown below and as indicated above in the detailed Scope of Work.

Original Agreement Amount	\$41,000.00
Amendment No. 1 Amount.....	\$ 8,000.00
Total Agreement Amount including Amendment No. 1.....	\$49,000.00

IN WITNESS, WHEREOF this Amendment No. 1 is made and executed this ____ day of August 2026.

CITY OF CASTLE ROCK

GIBBS & OLSON, INC.

By: _____
Mayor Paul Helenberg
City of Castle Rock
141 A Street SW
Castle Rock, WA 98611

By:  _____
Richard A. Gushman, President
Gibbs & Olson, Inc.
PO Box 400
Longview, WA 98632

File: 0130.5029