



CASTLE ROCK CITY COUNCIL AGENDA

Regular Meeting: Monday, January 23, 2023
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

- City Attorney Frank Randolph
- Police Chief Charlie Worley
- Public Works Director Dave Vorse
 1. PW Projects - 2022 Completed (page 3-8)
 2. PW Projects - 2023 Proposed (page 9-13)
- City Engineer Tom Gower
- Clerk-Treasurer Carie Cuttonaro
 1. Revenue, Expenditure, Comparison and Investment Reports (page 14-17)

5. COUNCIL AND AD HOC COMMITTEE REPORTS

- Mayor / Mayor Pro-Tempore / Councilmembers
 1. 4Q22 Humane Society Report (3Q22 report was not received) (page 18)
- CRCDA Representative
 1. Revised landscape at Lion's Pride Park.

6. PUBLIC HEARINGS

7. CONSENT AGENDA

- a. Approve the minutes of the January 9, 2023 Regular Council Meeting. (page 19-20)
- b. Approve the December 2022 Open Period invoices as described in the Fund Transaction Summary Report in the amount of \$105,379.34. (page 21-22)

8. OLD BUSINESS

9. NEW BUSINESS

- a. Review and approval of an Employment Agreement between the City and Charlie Worley for the position of Chief of Police, effective January 1, 2022.
- b. Review and approval of Police Collective Bargaining Unit Memorandum of Understanding regarding a change to the shift schedule. Trial period for this shift change expired 12/31/2022. (page 23)
- c. Russell Funk, 123 Allen Ave SE, requests a utility adjustment for the December/January billing in the amount of \$424.50. Request meets ordinance provisions; staff recommends approval. (page 24)
- d. Request to purchase 2023 Chevrolet Tahoe Police Pursuit Vehicle. Expenditure is included in Fund 185 Police Vehicle Replacement's 2023 budget. (page 25-26)
- e. Request to approve purchase of a Kubota U-55 for the Public Works Department. (page 27-28)
- f. Request for possible amendments to Castle Rock Municipal Code Chapter 17.48.120-150: Home Occupations. (page 29-64)
- g. Request for possible amendments to Castle Rock Municipal Code Title 5 to create a Short-Term Rental ordinance. (page 65-98)

10. OTHER BUSINESS

11. ADJOURNMENT

NEXT REGULAR COUNCIL MEETINGS:

<u>1Q23</u>	<u>2Q23</u>	<u>3Q23</u>	<u>4Q23</u>
January 09	April 10	July 10	October 09
January 23	April 24	July 24	October 23
February 13	May 08	August 14	November 13
February 27	May 22	August 28	November 27
March 13	June 12	September 11	December 11
March 27	June 26	September 25	Wednesday, December 27

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

Projects 2022 completed

Water / Regional Water		
Complete inspection of SR 504 abandoned water main COMPLETED	Jan	Dave - Mike
Fill abandoned SR 504 water main with CDF or other filler <i>In-Progress</i>	Jan – Mar	Dave - Mike
Repair leaks identified in the city wide leak detection program	Jan - Dec	Nakayla & Mike
Cap off abandoned water main Cowlitz St. E. by Eagle alley COMPLETED	Jan- Feb	Anthony - Tyler
Complete certification for SR 504 water main and Eagle Alley COMPLETED	Jan	Dave-Tom
Service line leak detection program <i>In-Progress</i>	Jan - July	Nakayla
Replace 100 meter registers COMPLETED	Jan-July	Paul - Nakayla
Complete a water audit manual reading of all meters COMPLETED	Jan-Feb	All
Cross connection control report COMPLETED	Jan-April	Dave
Water use efficient report COMPLETED	Jan-Feb	Dave
Update water base map with asset management data	Jan-Aug	Dave & Mike
Coordinate with Eng. & WSDOT on the water and sewer main replacement on the SR 411 bridge <i>In-Progress</i>	Jan-July	Dave & Eng
Install intrusion sensors on reservoir hatches	Jan -June	Mike
Install sample station at Bond Reservoir	Jan-June	Mike
WTP – Install chlorine safety equipment COMPLETED	April – July	Tyler
Exit 48 water main Ext. phase 1 <i>In-Progress</i>	Jan – Oct	Dave
Repair leaky valve at 2 nd & B St. COMPLETED	Mar-April	Paul & Anthony
Consumer Confidence Report COMPLETED	March-May	Dave
Water main replacement – Odmark COMPLETED	June-July	Mike / Tyler
Water main replacement – alley between Roake & Allen COMPLETED	June-July	Mike / Tyler
Flush water mains	June-July	Nakayla
Paint fire hydrants <i>In-Progress</i>	June-Aug	Naykayla
GPS water intake property line and creek	June - Aug	Lucas
Radio signal project – signal to intake COMPLETED	Mar-Sept	Mike
Water Use Efficiency Report COMPLETED	Mar	Dave
Complete certification of SR 504 & Eagle alley WMP's COMPLETED	June	Dave & Eng.
Complete certification of Odmark and Cowlitz St. E. alley WMPs COMPLETED	Sept	Dave & Eng.
DNR meter issue <i>In-Progress</i>	Nov	Dave
Repaired 12 leaks (3 main & 9 service) COMPLETED	Jan-Dec	All
40 Projects, 28 Completed, 6 In-Progress		

Sewer		
WWTP Intake & Infiltration and Waste Load Assessment Report COMPLETED	Jan	Mike & Tyler
WWTP, Biosolids report COMPLETED	Jan-March	Dave, Mike, Tyler
Update 1955 sewer as-builts	Jan - June	Dave & Eng
Brierwood – Clearwood sewer issue; monitor <i>in-progress</i>	Jan-Dec	All
WWTP- Replace PLC's, phase 3 COMPLETED	Jan-July	Tyler, Mike
WWTP – Replace grit motor COMPLETED	Feb-June	Tyler
Dougherty Dr. L.S. pump issue COMPLETED	Feb-May	Paul
Update SOPs for plant preventative maintenance & educate <i>In-Progress</i>	Jan-Mar	Mike
Coordinate with eng. & WSDOT on sewer imp. On SR 411 bridge <i>In-Progress</i>	Jan – Dec	Dave - Tom
Sewer cleaning & inspection of remaining system <i>In-Progress</i>	Jan-Mar	Dave - Tom
WWTP – Effluent annual testing COMPLETED	April-May	Dave & Mike
WWTP – Biosolids land application and testing COMPLETED	April-Oct	Mike & Lucas
Replace main – Odmark COMPLETED	June-July	Tyler & Mike
WWTP – Biosolids composting pilot project	June-Oct	Mike & Tyler
Repair sewer sink hole in alley between 5 th -Dike; c St.-D St.	June-Aug	Paul & Anthony
Repair or replace Westside PS grinder pump COMPLETED	June-Aug	Anthony & Lucas
WWTP – Industrial User Survey COMPLETED	Aug-Sept	Dave
Construct Green St. Lift Station building	Sept-Dec	Tyler
Cleared 4 main line plugs COMPLETED	Jan-Dec	All
22 Projects, 14 Completed, 4 In-Progress		
Stormwater / PW Vehicle Replacement / Major vehicle or Equipment work		
Levee – revetment work, cut brush & trees <i>In-Progress</i>	Jan-Oct	Anthony
Secure beaver permit and start trapping – notify school <i>Postponed</i>	Jan-April	Paul
Investigate run-off in 600 block Roake Ave. SE <i>In-Progress</i>	Jan – July	Dave - Tyler
Follow up on vacuum truck repairs COMPLETED	Jan – Feb	Dave - Paul
Replace controls at South Storm Pump Station	Jan-July	Tyler
Investigate pump adaptor for North Pump Station COMPLETED	June-Sept	Tyler
Remove trees on levee N. Hunt.	June- Sept	Paul & Lucas
Save up funds to purchased excavator in 2023 <i>In-Progress</i>	Jan-Dec	Dave
Purchase crack sealer COMPLETED	June	Paul
Purchase Side X Side COMPLETED	June-Aug	Mayor
Green Acres pump vault valve	Aug-Oct	Anthony

Clean up from high water event COMPLETED	Jan-June	All
Secure reimbursement from high water event <i>In-Progress</i>	June-Dec	Dave & Cami
4 Ave. 200 block main issue <i>In-Progress</i>	July - Dec	Dave & Tyler
A St. 300 block main issue <i>In-Progress</i>	July-Dec	Dave & Tyler
Clean catch basins COMPLETED	Sept-Oct	Dave & Anthony
Purchase Expedition from Police Surplus COMPLETED	Dec	Tyler
Perform maintenance on Truck fleet COMPLETED	Jan-Dec	Paul
Perform maintenance on Heavy equipment fleet COMPLETED	Jan-Dec	Paul
Perform maintenance on small engine equipment COMPLETED	Jan-Dec	Paul
20 Projects, 10 Completed, 6 In-Progress		
Parks / DOT site / Boat Launch		
Replace signage at OJP, Gateway, LPP, and Memorial Parks	Jan-Aug	Mike & Tyler
Research into payment box for the RV disposal site	Jan-Mar	Mike
Complete installing way-finding signs for Rec. facilities	Jan -April	Anthony & Dalton
Boat launch – re-install end float and clean ramps of silt <i>In-Progress</i>	Feb-Nov	Paul & Lucas
Design and permitting of the river current diversion structure at boat launch <i>In-Progress</i>	Jan-Dec	Dave & Eng
10 year maintenance plan for the boat launch <i>In-Progress</i>	Feb	Dave & Eng.
Re-new dredge spoil agreement	Jan - April	Dave & Mayor
Coldwater Park improvements: sign	May	Tyler
Coldwater Park improvements: shelter	July	Tyler
Coldwater Park improvements: light COMPLETED	Aug	Tyler & Mike
Coldwater Park improvements: camera <i>In-Progress</i>	Oct	Tyler
Update Park Plan COMPLETED	Jan-Mar	Dave
Park & Trail Assessments COMPLETED	March-June	Anthony
Grant – Secure funding for YAF project COMPLETED	Jan- June	Dave, Mayor
Work with NC on YAF project to completion <i>In-Progress</i>	Sept-Dec	Tyler
Install camera at LPP <i>In-Progress</i>	June-Sept	Tyler
Remove root wad from log boom at boat launch	June-Sept	Paul & Lucas
Install drinking fountain at LPP <i>In-Progress</i>	June - Aug	Anthony & Lucas
Ordered & installed bench for Paul Yomans COMPLETED	Jan-Dec	Dave
Researched into new park benches COMPLETED	June-Dec	Dave
20 Projects, 6 Completed, 7 In-Progress		
Streets / Arterial Streets / Sidewalks		
Install new street name signs phase 3 <i>In-Progress</i>	Jan – April	Anthony & Lucas

Complete Street replace 34 ADA ramps and 80' of sidewalk COMPLETED	Jan-June	Tyler
Complete Street: pour light bases and wire up 7 lights on Huntington Ave. North COMPLETED	Jan – June	Tyler
Complete Street: Plant 22 trees on the slope COMPLETED	Nov-Dec	Lucas & Brice
Complete Street: Landscape slope <i>In-Progress</i>	Nov-Dec	Lucas & Brice
Ta grant for SRRTS; design, planning and construction COMPLETED	Jan-Aug	Dave & Eng
Sidewalk concrete repairs Front & Huntington <i>In-Progress</i>	Jan-Oct	Tyler
Coordinate with WSDOT on SR 411 bridge design COMPLETED	Jan-Dec	Dave & Mayor
De-ice and sand area streets COMPLETED	Jan - Mar	All
Complete Street grant design and construction on Huntington Ave. N. COMPLETED	Jan-Mar	Dave, Tyler
Construct Shared Use path by Park-n-Ride COMPLETED	Jan-Mar	Dave, contractor
SSRTS design & construction / TA along Huntington Ave. S. <i>In-Progress</i>	Mar-Aug	Dave, Tyler
Pruning Program COMPLETED	Mar-July	Paul, Anthony
Sidewalk Program COMPLETED	April-Dec	Anthony
Site obstruction Program COMPLETED	June-Aug	Paul, Anthony
Replace JoAnn Dr. NE street light <i>In-Progress</i>	April-June	Tyler
Replace sidewalk at 111 C St. SW COMPLETED	Feb-April	Tyler, Mike
Crack seal project COMPLETED	June	Paul & Anthony
Chip Seal project COMPLETED	June-July	Anthony & Lucas
Pave 400 block B Street COMPLETED	June-Aug	Dave
Pressure wash downtown sidewalks	June-July	Paul & Anthony
Hang flower baskets COMPLETED	May	Paul & Lucas
Move street trees into place in the downtown COMPLETED	June	Paul
Update Street maintenance book for the next 10 years <i>In-Progress</i>	Sept-Oct	Dave & Tyler
24 Projects, 17 Completed, 6 In-Progress		
Annual Events		
Review FOL event COMPLETED	Jan	All
Remove Christmas decorations COMPLETED	Jan – Feb	Anthony & Lucas
Citywide cleanup day COMPLETED	Jan – May	Dave & Tyler
Assist with AIB emphasis Mar-Oct COMPLETED	April-Oct	Paul, Lucas
Assist with Fair Parade COMPLETED	May-July	Dave & Anthony
Assist with Mt. Mania COMPLETED	Sept-Sept	Dave
Assist with Halloween Jamboree COMPLETED	Sept-Oct	Dave
Planning for FOL COMPLETED	Sept-Dec	Dave
Put up Christmas Decorations COMPLETED	Oct-Dec	Paul & Brice

9 Projects, 9 Completed, 0 In-Progress		
Facilities construction and maintenance		
Pressure was and seal visitor center	April – July	Dalton
Visitor center landscape, screening, irrigation & water feature, cameras, retaining walls <i>In-Progress</i>	July-Nov	Mike & Lucas
Intake building roof COMPLETED	Jan – June	Tyler
Intake building siding		
WTP roof coating COMPLETED	Jan-Feb	Tyler
City Hall paint exterior	June-Sept	Anthony
City Hall gutters on breeze way	June-Aug	Anthony
Pressure wash & seal picnic shelter at boat launch	Aug-Oct	Anthony
Paint Library exterior COMPLETED	Sept-Oct	Anthony
Install metal Elk at entrance feature COMPLETED		
Rebuild picnic structure at Gateway Park <i>In-Progress</i>	Dave & Mayor	July-Dec
Design and permit new restroom/picnic at NTH <i>In-Progress</i>	Dave	Nov-Dec
12 Projects, 4 Completed, 3 In-Progress		
Other Projects		
Participate in site plan review meetings <i>In-Progress</i>	Jan-Dec	Dave
Conduct personnel evaluations	Jan-April	Dave
Annual fuel report COMPLETED	Jan	Dave
Annual SWCAA report COMPLETED	Jan-Feb	Dave
Apply for loss Control grant for cyber security COMPLETED	Jan-June	Dave & Carie, Charlie
CDL Physicals COMPLETED	Jan	Dave
Defensive driving training	Mar-June	All
Attempt to negotiate franchise agreement with PUD <i>In-Progress</i>	Jan - Dec	Dave & Frank
Negotiate franchise agreement with Astound Broad Band <i>In-Progress</i>	Jan – June	Dave
Work with crew on training, certifications <i>In-Progress</i>	Jan-Dec	All
Complete Shoreline master plan COMPLETED	Jan-Mar	Dave & Gregg
Work with Developer of “The Landing” <i>In-Progress</i>	Jan-Dec	Dave, Tom, Gregg, Frank, Mayor
Work with developer at 441 Front Ave. NW COMPLETED	Jan-Dec	Dave, Tom, Gregg, Mayor
Cyber security improvements COMPLETED	Feb- July	Dave, Carie

Hire new full time employee COMPLETED	April-June	All
Hire summer help COMPLETED	May-July	All
Budget process COMPLETED	Aug-Dec	All
Find sustainable funding for the library <i>In-Progress</i>	Jan-Dec	Dave
18 Projects, 10 Completed, 6 In-Progress		
Grants /Loans		
Cowlitz Co. Rural Dev. For exit 48 water/ sewer & Powell Rd. water COMPLETED	Mar-Oct	Mayor, Dave, Eng. Carie
Grant – Secure funds for NTH restroom/picnic structure COMPLETED	Mar-May	Dave
DWSRF for exit 48 & Powell Rd. <i>In-Progress</i>	Sept-Nov	
Safe Routes To School grant application COMPLETED	Sept-Dec	Dave & Eng
4 Projects, 3 Completed, 1 In-Progress		

Summary:

169 current projects, of these:

101 are completed (60%)

39 in progress (23%)

29 Not started yet (17%)

Water / Regional Water	2023
Complete filling of SR 504 water main	Feb-April
Check and repair the raw water main	May-Aug
Rehab Pizza Well	Sept
WTP – expand backwash pond	June-Aug
WTP – chlorine cylinder emergency “A” kit gasket and confirm phone #	Jan-Mar
WTP – Replace door handles	Feb - Mar
Exit 48 water main Ext. phase 1 construction (Reservoir – DNR)	June-Aug
Exit 48 water main Ext. phase 2 construction by contractor (DNR-Church)	Mar-Aug
Water main replacement – B St., 200 & 300 blk	Mar-April
Water main replacement – alley between 2 nd -3 rd ; Cowlitz – A St.	Mar-April
Water main Replacement – alley between 2 nd -3 rd ; A St.- B St.	Mar-April
Water main / pump station design to Powell Rd.	Feb-Dec
Flush water mains	May-Aug
Paint fire hydrants	June-Aug
Repair leaks identified in the city wide leak detection program	Feb-May
Continue with investigating service line leaks	Jan-July
Cap off abandon water mains on. N., Maple, Helton, Cowlitz St. E. etc.	Jan-April
Replace 100 meter registers	Feb-April
Cross Connection report	Feb-Mar
Water Use Efficient report	Jan - Feb
Consumer Confidence report	Jan-July
Install intrusion sensors on reservoir hatches	Feb - Mar
Install sample station at Bond Reservoir	Sept.
Update water base map with asset management data	Jan-Dec
Coordinate with Eng. & WSDOT on water main replace. on SR 411 bridge	Jan-Dec
GPS water intake property line and creek	May-July
Design / Engineering for Carpenter Rd. pump station	Jan-June
Design / engineering for the Powell Rd. water main	Jan-June
28 project / programs / reports	
Sewer / Regional Sewer	
Initiate Grease Abatement Plan	Sept
Video inspect mains – prioritize repairs	May-Oct
Monitor and resolve Brierwood sewer issue	Jan-Dec
WWTP – Replace PLC’s phase 4 & 5	Mar-Oct
WWTP – Biosolids composting pilot project	July-Oct
WWTP – I/I report	Jan
WWTP – waste loading report	Jan
WWTP – Biosolids report	Feb-Mar
WWTP – Effluent annual testing report	March
WWTP – Industrial User survey	July-Oct
WWTP – Biosolids land application and testing	April-Nov
WWPT – Update SOP for plant preventative maintenance	Jan-May
WWTP – lab ductless heat pump	
Update 1955 sewer as built base maps	Feb-July
Coordinate with Eng. & WSDOT on sewer main imp. on SR 411 bridge	Jan-Dec

Construct Green St. Lift Station building	Sept-Oct
Repair pump suction line in Dougherty DR. Lift Station	Jan.- Feb
Repair sewer sink hole in alley between 5 th -Dike; C St. – D St.	July
18 project / programs / reports	
Stormwater / PW Vehicle Replacement / Major vehicle or equipment work	
Levee – revetment work, cut brush & trees	Jan-March
Replace controls at South Storm pump station	Feb-June
Line or replace 4 th Ave 200 blk main	Jan-May
Line or replace A St. 300 blk main	
Install catch basin behind doctor's office	
Purchase and install gate valve for Green Acres storm vault	May-Aug
Review and perform maintenance on vehicle and equipment	Jun-Oct
Purchase an excavator	March-July
Purchase a fork lift	Jan
Secure beaver trap permit and set out traps	Feb-March
10 projects / programs / reports	
Parks / DOT Site / Boat Launch	
Replace signage at Gateway Parks, Lion's Pride, Vol.memorial & Old Jail	Feb-Sept
Complete installing way finding signs for parks, boat launch and trail	Jan-Feb
Repair and seal coat 1/3 rd trail and Skate park	Jan-March
Install camera at Lion's Pride Park	June
Build a payment box for the RV disposal site	Jan-March
Boat Launch grant for river current calming structure and construction	Jan-Sept
10 year maintenance plane for boat launch	Jan-Dec
Gateway Park irrigation line to North Point	June-Oct
Boat launch – re-install float and remove silt	Jan-Dec
Amend dredge spoils agreement	Feb-May
YAF grant project completion	Jan-Dec
Pressure wash and seal boat launch picnic shelter	July
Coldwater Park improvements, sign, covering and camera	April-Oct
Park and Trail assessment	Feb-April
Replace Lion's Pride Park drinking fountain	May-June
Coldwater Park cushioning material	April
Replace fence under bridge by platform walkway & submit for reimbursement	Dec
Lion's Pride Park – renovation of landscape	Jan-March
18 projects / programs / reports	
Streets / Arterial Streets / Sidewalks	
Install new street name signs and post – phase 3	Jan-June
Develop a de-ice truck wash system	Jan-March
Prune cherry trees on Front Ave.	Jan-May
Place 10 more street trees in downtown	Jan-March
Complete Streets – landscape slop with rock	Jan-July
6 Rivers Regional Trail System design and construction phase 2	March-Oct
Pressure wash and seal downtown sidewalks	May-June
Pruning Program	Feb-Oct

Sidewalk Program	Feb-Oct
Hang and water flower baskets	May-Oct
Curb and crosswalk painting	Jun-July
Sidewalk concrete repairs	Feb-July
Site obstruction program	Feb-Oct
Chip seal program – Barr, Cherry, Shintaffer, Leaming, Jackson, Cowlitz View, Library alley and Oasis alley	July-Aug
Crack seal and pre-patch streets	May- Aug
Pave 1 st Ave 800 blk	July-Aug
Pave eagles alley	July-Aug
Update street maintenance plan for the next 10 years	May-Dec
18 projects / programs / reports	
Annual Events	
Remove decoration from FOL	Jan-Feb
Citywide Cleanup Day	Jan-April
Assist with Corn hole festival	July-Aug
Assist with I Topped The Rock	Jun-Oct
Assist with Bike Park Blowout	Sept
Assist with Halloween Jamboree	Sept-Oct
GPS Mapping System - continue system development	Jan-Aug
Hang Christmas decorations and participate in Festival of Lights	Nov-Jan
Assist with Fair and Parade	July
Assist with American In Bloom emphasis	March-July
Budget process	Aug-Dec
11 projects / programs / reports	July-Dec
Facilities construction and maintenance	March
Construct aux. building at wells for chlorine equipment	May-July
Visitor center; landscape	April-Oct
Visitor center; retaining wall	
Visitor center; water feature	
Visitor center; sign	
Visitor center; screening	
Library roof	Jan.-April
Raw water intake building siding and roof repairs	Jan-June
Complete painting shop facility	Aug-Oct
City Hall – paint exterior	June-Aug
Pressure wash and seal visitor center	July-Oct
City Hall – expansion to clerk's office	Feb-Oct
Construct Restroom at NTH	Jan-July
Rebuild picnic structure at Gateway Park	Feb-July
14 projects	
Other Projects	
Participate in implementation of Strategic Marketing Plan	Jan-Dec
Participated in Site Plan Review meetings	Jan-Dec
Add cameras to park –n-ride /visitor center	May
Work with crew on training and certifications	Jan-Dec

Pressure wash and seal visitor center	Aug
Attempt to negotiate a franchise agreement with Cowlitz PUD	Jan-Dec
Negotiate franchise agreement with Astound Board Band	Jan-June
Conduct personal evaluations	Feb-April
Update Personnel Policy	Jan-Dec
Annual fuel report	Jan
Annual SWCAA report	Jan-Feb
Loss control grant	Jan-March
Respirator fit test	March
Defensive driving training	Feb
Annual CDL query	Jan-Feb
CDL physicals	Jan
Complete update to shoreline master plan	Jan-March
Work with Sustainable funding for Library and other recreation structures	Jan-Dec
Work with developer on the Landing on the Cowlitz	Jan-Dec
19 projects / programs / reports	
Grant Applications	
Boat Launch	
POL, CCRD & RCO– river current diversion/sediment management structure	Jan-July
Overlay/Chip Seal/Sidewalk Residential and Arterial Street	
TIB Small City Preservation Program (TIB determines section eligibility)	Aug-Sept
TIB Arterial Street Program – Pleasant Hill Rd. FDR	Aug-Sept
Tourist grant – FOL from Underground Utility Council	
4 grants	
140 Total projects / programs / reports / grant applications proposed in 2023	

[illegible]

2022 Revenue

<u>Fund</u>	<u>#</u>	<u>Total</u>	<u>Budget</u>	<u>Remaining</u>	<u>% Received</u>
General	010	2,261,607.36	2,192,708.00	(68,899.36)	103.14%
Streets	100	172,684.96	172,430.00	(254.96)	100.15%
Building Code	115	49,074.40	30,000.00	(19,074.40)	163.58%
Visitor Center	120	14,258.91	8,000.00	(6,258.91)	178.24%
Library	130	17,749.40	61,000.00	43,250.60	29.10%
Criminal Justice	140	4,367.60	3,200.00	(1,167.60)	136.49%
Local Criminal Justice	145	63,565.68	56,000.00	(7,565.68)	113.51%
Accumulative Reserve	150	249.89	-	(249.89)	0.00%
CDBG Grant/Home Rehab Proj	160	14,334.39	-	(14,334.39)	0.00%
DOT Spoils Site	170	74,808.70	173,000.00	98,191.30	43.24%
Public Works Vehicle Replacement	180	30,726.08	30,000.00	(726.08)	102.42%
Police Vehicle Replacement	185	10,108.54	10,000.00	(108.54)	101.09%
Drug Enforcement	190	35.12	200.00	164.88	17.56%
Low Income Housing	195	3,936.14	3,000.00	(936.14)	131.20%
Swimming Pool Construction	300	12,041.09	26,952.00	14,910.91	44.68%
REET Capital Fund	310	61,322.37	30,000.00	(31,322.37)	204.41%
Street Construction	320	393,669.16	352,750.00	(40,919.16)	111.60%
Water/Sewer Operating	400	2,505,414.14	2,374,916.00	(130,498.14)	105.49%
Regional Water System	410	624,579.95	581,607.00	(42,972.95)	107.39%
Regional Sewer System	415	55,000.00	-	(55,000.00)	0.00%
Stormwater Management	420	147,419.46	145,700.00	(1,719.46)	101.18%
Stormwater Capital	425	365.47	-	(365.47)	0.00%
Regional Water Capital	430	52,921.24	25,000.00	(27,921.24)	211.68%
Muni Water Capital Improvement	435	43,841.24	2,000,900.00	1,957,058.76	2.19%
Water Bond Reserve	440	114,018.98	111,626.00	(2,392.98)	102.14%
Sewer Bond Reserve	450	30,418.35	26,641.00	(3,777.35)	114.18%
Sewer Loan Reserve Fund	460	1,873.90	1,649.00	(224.90)	113.64%
Short Lived Asset Reserve Fund	463	3,875.17	3,333.00	(542.17)	116.27%
Emerg Repair/Replace Res Fund	465	-	-	-	0.00%
Muni Sewer Cap Impr Reserve	470	11,586.23	2,500.00	(9,086.23)	463.45%
Boat Launch Facility	475	16,866.49	1,011,200.00	994,333.51	1.67%
Utility Deposit	631	11,640.39	10,000.00	(1,640.39)	116.40%
Transportation Benefit District	632	163,995.66	155,200.00	(8,795.66)	105.67%
TBD Capital Project	633	-	-	-	0.00%
State Custodial Pass-Through Fund	634	7,647.71	24,510.00	16,862.29	31.20%
Totals		6,976,004.17	9,624,022.00	2,648,017.83	72.49%
Balance Check		6,976,004.17	9,624,022.00	2,648,017.83	
s/b -0-		-	-	-	

2022 Expenditures

<u>Fund</u>	<u>Sub</u>	<u>#</u>	<u>Total</u>	<u>Budget</u>	<u>Remaining</u>	<u>% Expended</u>
General	Legislative	010 0 010	63,722.10	76,157.00	12,434.90	83.67%
	Municipal	010 0 020	73,214.95	104,585.00	31,370.05	70.01%
	Financial	010 0 030	132,515.63	140,794.00	8,278.37	94.12%
	Law Enforcement	010 0 040	1,132,401.96	1,142,789.00	10,387.04	99.09%
	Parks	010 0 060	4,171.00	12,526.00	8,355.00	33.30%
	Building/Planning	010 0 070	121,945.98	136,814.00	14,868.02	89.13%
	Non-Departmental	010 0 099	189,056.69	213,244.00	24,187.31	88.66%
General Total		010	1,717,028.31	1,826,909.00	109,880.69	93.99%
Streets		100	184,567.30	179,174.00	(5,393.30)	103.01%
Building Code		115	41,058.55	45,655.00	4,596.45	89.93%
Visitor Center		120	50,592.23	51,224.00	631.77	98.77%
Library		130	17,619.36	37,055.00	19,435.64	47.55%
Criminal Justice		140	832.63	1,667.00	834.37	49.95%
Local Criminal Justice		145	85,078.29	95,130.00	10,051.71	89.43%
Accumulative Reserve		150	-	-	-	0.00%
CDBG Grant/Home Rehab Proj		160	-	1,000.00	1,000.00	0.00%
DOT Spoils Site		170	157,066.77	183,020.00	25,953.23	85.82%
Public Works Vehicle Replacement		180	8,473.67	20,000.00	11,526.33	42.37%
Police Vehicle Replacement		185	-	-	-	0.00%
Drug Enforcement		190	-	-	-	0.00%
Low Income Housing		195	-	-	-	0.00%
Swimming Pool Construction		300	-	-	-	0.00%
REET Construction		310	34,089.90	56,800.00	22,710.10	60.02%
Street Construction		320	456,387.21	526,750.00	70,362.79	86.64%
Water/Sewer Operating		400	2,146,348.54	2,220,169.00	73,820.46	96.68%
Regional Water System		410	563,180.63	581,606.00	18,425.37	96.83%
Regional Sewer System		415	566,283.41	566,285.00	1.59	100.00%
Stormwater Management		420	161,696.74	161,459.00	(237.74)	100.15%
Stormwater Capital		425	13,782.52	13,000.00	(782.52)	106.02%
Regional Water Capital		430	14,024.41	63,017.00	48,992.59	22.25%
Muni Water Capital Improvement		435	198,994.90	3,271,100.00	3,072,105.10	6.08%
Water Bond Reserve		440	-	-	-	0.00%
Sewer Bond Reserve		450	-	-	-	0.00%
Sewer Loan Reserve Fund		460	-	-	-	0.00%
Short Lived Asset Reserve Fund		463	-	-	-	0.00%
Emerg Repair/Replace Res Fund		465	-	-	-	0.00%
Muni Sewer Cap Impr Reserve		470	37,055.58	201,100.00	164,044.42	18.43%
Boat Launch Facility		475	26,347.82	1,024,978.00	998,630.18	2.57%
Utility Deposit		631	6,098.79	10,000.00	3,901.21	60.99%
Transportation Benefit District		632	179,857.11	182,830.00	2,972.89	98.37%
TBD Capital Project		633	-	-	-	0.00%
State Custodial Pass-Thru Fund		634	7,332.24	24,510.00	17,177.76	29.92%
Totals			6,673,796.91	11,344,438.00	4,670,641.09	58.83%
Balance Check			6,673,796.91	11,344,438.00	4,670,641.09	
s/b -0-			-	-	-	

2022 Expense/Revenue Comparison

Expenses					Revenue							% of Actual
Fund	#	Actuals	Budget	% Expended	Actuals	Budget	% Received	Budget Revenue Less Actual Expenses	% of Budget Expended	Actual Revenue Less Actual Expenses	Revenue Expended	
General Total	010	1,717,028.31	1,826,909.00	93.99%	2,261,607.36	2,192,708.00	103.14%	475,679.69	78.31%	544,579.05	75.92%	
Streets	100	184,567.30	179,174.00	103.01%	172,684.96	172,430.00	100.15%	(12,137.30)	107.04%	(11,882.34)	106.88%	
Building Code	115	41,058.55	45,655.00	89.93%	49,074.40	30,000.00	163.58%	(11,058.55)	136.86%	8,015.85	83.67%	
Visitor Center	120	50,592.23	51,224.00	98.77%	14,258.91	8,000.00	178.24%	(42,592.23)	632.40%	(36,333.32)	354.81%	
Library	130	17,619.36	37,055.00	47.55%	17,749.40	61,000.00	29.10%	43,380.64	28.88%	130.04	99.27%	
Criminal Justice	140	832.63	1,667.00	49.95%	4,367.60	3,200.00	136.49%	2,367.37	26.02%	3,534.97	19.06%	
Local Criminal Justice	145	85,078.29	95,130.00	89.43%	63,565.68	56,000.00	113.51%	(29,078.29)	151.93%	(21,512.61)	133.84%	
Accumulative Reserve	150	-	-		249.89	-		-		249.89	0.00%	
CDBG Grant/Home Rehab Proj	160	-	1,000.00	0.00%	14,334.39	-		-		14,334.39	0.00%	
DOT Spoils Site	170	157,066.77	183,020.00	85.82%	74,808.70	173,000.00	43.24%	15,933.23	90.79%	(82,258.07)	209.96%	
Public Works Vehicle Replacement	180	8,473.67	20,000.00	42.37%	30,726.08	30,000.00	102.42%	21,526.33	28.25%	22,252.41	27.58%	
Police Vehicle Replacement	185	-	-		10,108.54	10,000.00	101.09%	10,000.00	0.00%	10,108.54	0.00%	
Drug Enforcement	190	-	-		35.12	200.00	17.56%	200.00	0.00%	35.12	0.00%	
Low Income Housing	195	-	-		3,936.14	3,000.00	131.20%	3,000.00	0.00%	3,936.14	0.00%	
Swimming Pool Construction	300	-	-		12,041.09	26,952.00	44.68%	26,952.00	0.00%	12,041.09	0.00%	
REET Construction	310	34,089.90	56,800.00	60.02%	61,322.37	30,000.00	204.41%	(4,089.90)	113.63%	27,232.47	55.59%	
Street Construction	320	456,387.21	526,750.00	86.64%	393,669.16	352,750.00	111.60%	(103,637.21)	129.38%	(62,718.05)	115.93%	
Water/Sewer Operating	400	2,146,348.54	2,220,169.00	96.68%	2,505,414.14	2,374,916.00	105.49%	228,567.46	90.38%	359,065.60	85.67%	
Regional Water System	410	563,180.63	581,606.00	96.83%	624,579.95	581,607.00	107.39%	18,426.37	96.83%	61,399.32	90.17%	
Regional Sewer System	415	566,283.41	566,285.00	100.00%	55,000.00	-		(566,283.41)		(511,283.41)	1029.61%	
Stormwater Management	420	161,696.74	161,459.00	100.15%	147,419.46	145,700.00	101.18%	(15,996.74)	110.98%	(14,277.28)	109.68%	
Stormwater Capital	425	13,782.52	13,000.00	106.02%	365.47	-		(13,782.52)		(13,417.05)	3771.18%	
Regional Water Capital	430	14,024.41	63,017.00	22.25%	52,921.24	25,000.00	211.68%	10,975.59	56.10%	38,896.83	26.50%	
Muni Water Capital Improvement	435	198,994.90	3,271,100.00	6.08%	43,841.24	2,000,900.00	2.19%	1,801,905.10	9.95%	(155,153.66)	453.90%	
Water Bond Reserve	440	-	-		114,018.98	111,626.00	102.14%	111,626.00	0.00%	114,018.98	0.00%	
Sewer Bond Reserve	450	-	-		30,418.35	26,641.00	114.18%	26,641.00	0.00%	30,418.35	0.00%	
Sewer Loan Reserve Fund	460	-	-		1,873.90	1,649.00	113.64%	1,649.00	0.00%	1,873.90	0.00%	
Short Lived Asset Reserve Fund	463	-	-		3,875.17	3,333.00	116.27%	3,333.00	0.00%	3,875.17	0.00%	
Emerg Repair/Replace Res Fund	465	-	-		-	-		-		-		
Muni Sewer Cap Impr Reserve	470	37,055.58	201,100.00	18.43%	11,586.23	2,500.00	463.45%	(34,555.58)	1482.22%	(25,469.35)	319.82%	
Boat Launch Facility	475	26,347.82	1,024,978.00	2.57%	16,866.49	1,011,200.00	1.67%	984,852.18	2.61%	(9,481.33)	156.21%	
Utility Deposit	631	6,098.79	10,000.00	60.99%	11,640.39	10,000.00	116.40%	3,901.21	60.99%	5,541.60	52.39%	
Transportation Benefit District	632	179,857.11	182,830.00	98.37%	163,995.66	155,200.00	105.67%	(24,657.11)	115.89%	(15,861.45)	109.67%	
TBD Capital Project	633	-	-		-	-		-		-		
State Custodial Pass-Thru Fund	634	7,332.24	24,510.00	29.92%	7,647.71	24,510.00	31.20%	17,177.76	29.92%	315.47	95.87%	
		6,673,796.91	11,344,438.00	58.83%	6,976,004.17	9,624,022.00	72.49%	2,950,225.09	69.35%	302,207.26	95.67%	
Balance Check		6,673,796.91	11,344,438.00		6,976,004.17	9,624,022.00		2,950,225.09		302,207.26		
s/b -0-		-	-		-	-		-		(0.00)		



Investments Activity

Period: 2022 - Dec
Period Totals: Fiscal

Fund	Description	Beginning Balance	Investments Acquired	Liquidated	Reinvested Interest	Ending Balance
010	General Fund	\$503,640.84	\$337,789.37	\$97,830.02	\$12,648.45	\$756,248.64
011	Petty Cash/Change Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100	Street Fund	\$0.00	\$43,905.76	\$22,083.64	\$335.41	\$22,157.53
115	Building Code Account Fund	\$37,120.94	\$8,864.11	\$5,301.19	\$691.75	\$41,375.61
120	Visitor Center Fund	\$27,088.25	\$10,035.37	\$37,372.07	\$258.92	\$10.47
130	Library Fund	\$5,016.35	\$10,752.07	\$5,843.30	\$162.91	\$10,088.03
140	Criminal Justice Fund	\$21,068.65	\$4,887.62	\$2,139.92	\$388.12	\$24,204.47
145	Local Criminal Justice Fund	\$86,281.10	\$26,252.02	\$7,355.90	\$1,634.47	\$106,811.69
150	Accumulative Reserve Fund	\$15,049.03	\$1,829.08	\$1,998.56	\$249.89	\$15,129.44
160	CDBG Grant/Home Rehab Project	\$156,509.90	\$36,464.33	\$37,211.59	\$2,565.08	\$158,327.72
170	DOT Spoil Site Fund	\$44,143.82	\$9,462.65	\$27,804.55	\$391.88	\$26,193.80
180	Public Works Vehicle Replacement	\$28,091.52	\$25,454.95	\$8,894.72	\$726.08	\$45,377.83
185	Police Vehicle Replacement Fund	\$0.00	\$7,759.18	\$808.19	\$108.54	\$7,059.53
190	Drug Enforcement Fund	\$2,006.53	\$468.64	\$492.16	\$35.12	\$2,018.13
195	Low Income Housing Fund	\$44,143.82	\$9,752.46	\$9,250.77	\$737.55	\$45,383.06
300	Swimming Pool Const Fund, 1987	\$73,238.61	\$49,314.54	\$6,450.82	\$1,881.09	\$117,983.42
310	REET Capital Fund	\$85,277.83	\$35,139.11	\$3,326.83	\$1,898.44	\$118,988.55
320	Street Construction Capital Fund	\$0.00	\$75,624.21	\$75,641.10	\$16.89	\$0.00
400	Water/Sewer Operating Fund	\$271,885.79	\$520,958.94	\$311,900.99	\$8,506.75	\$489,450.49
410	Regional Water System Fund	\$379,235.54	\$67,227.03	\$52,483.80	\$6,354.45	\$400,333.22
415	Regional Sewer System Fund	\$375,222.46	(\$375,222.46)	\$0.00	\$0.00	\$0.00
420	Stormwater Management Fund	\$4,013.08	\$10,531.74	\$13,553.19	\$13.51	\$1,005.14
425	Stormwater Capital Reserve Fund	\$0.00	\$26,962.12	\$2,159.88	\$365.47	\$25,167.71
430	Regional Water Capital Improvement	\$0.00	\$87,786.58	\$27,216.37	\$921.24	\$61,491.45
435	Muni Water Capital Improvement	\$1,299,232.86	\$189,118.23	\$459,646.10	\$16,901.24	\$1,045,606.23
440	Water Bond Reserve Fund	\$70,228.80	\$94,835.93	\$12,171.60	\$2,392.98	\$155,286.11
450	Sewer Bond Reserve Fund	\$223,728.90	\$45,890.08	\$38,426.78	\$3,777.35	\$234,969.55
460	Sewer Loan Reserve Fund	\$12,039.23	\$3,011.68	\$1,156.77	\$224.90	\$14,119.04
463	Short Lived Asset Reserve Fund	\$32,104.59	\$5,991.05	\$5,355.67	\$542.17	\$33,282.14
470	Muni Sewer Capital Imprv Reserve	\$146,477.21	\$81,228.67	\$18,371.75	\$3,386.23	\$212,720.36
475	Boat Launch Facility Fund	\$6,019.61	\$38,713.47	\$16,975.82	\$488.72	\$28,245.98
631	Utility Deposit Fund	\$53,173.24	\$16,242.51	\$13,859.89	\$920.39	\$56,476.25
632	Transportation Benefit District Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
633	TBD Capital Project Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
634	State Custodial Pass-Thru Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$4,002,038.50	\$1,507,031.04	\$1,323,083.94	\$69,525.99	\$4,255,511.59

Humane Society of Cowlitz County

PO Box 172 Longview WA, 98632

City of Castle Rock Quarterly Activity 2022

Type of Call	October	November	December	Quarterly	YTD
Complaints	14	3	4	21	115
Rescue	0	0	0	0	1
Cruelty	0	0	0	0	1
Field Return To Owner	0	0	0	0	0
Gone on Arrival	1	0	1	2	9
Patrol Hours	11	9	1	21	89
Notice-Warning	0	0	1	1	7
Citations Issued	0	0	1	1	1
Number of Licenses Sold	1	14	27	42	103
Revenue from Above Number Sold	\$35.00	\$210.00	\$405.00	\$650.00	\$1,475.00
Court Time	0	0	0	0	0
DOA	0	1	0	1	9
After-Hours Calls	0	2	1	3	17
After-Hours Responses	0	0	0	0	3
Door Tags	2	1	0	3	10
Bites	0	0	0	0	3
Low Income S/N Program	8	0	4	12	26
Officers Impound in Field	3	3	1	7	13
Shelter Intake Front Desk	4	2	2	8	38
Total Castle Rock Animal Intake	7	5	3	15	53

1. CALL TO ORDER

Mayor Paul Helenberg called the regular meeting of the Castle Rock City Council to order at 7:31 PM.

a. Pledge of Allegiance

Mayor Helenberg led the Pledge of Allegiance.

b. Roll Call

Councilmembers present: Art Lee, Lee Kessler, Earl Queen, and Paul Simonsen.

Council Member Ellen Rose arrived at 7:38pm.

Staff present: Police Chief Charlie Worley, City Attorney Frank Randolph, Public Works Director Dave Vorse, City Engineer Tom Gower, and Clerk-Treasurer Carie Cuttonaro.

c. Changes to Agenda

2. PROCLAMATIONS & PRESENTATIONS

3. CITIZEN COMMENTS - maximum 2 minutes

Larry Crosby provided comment.

Mayor Helenberg and Public Works Director David Vorse responded.

4. DEPARTMENT REPORTS

- City Attorney Frank Randolph

- Police Chief Charlie Worley

- Public Works Director Dave Vorse

Public Works Director Dave Vorse gave a verbal report.

- City Engineer Tom Gower

City Engineer Tom Gower gave a verbal report.

- Clerk-Treasurer Carie Cuttonaro

Clerk-Treasurer Carie Cuttonaro gave a verbal report.

5. COUNCIL AND AD HOC COMMITTEE REPORTS

- Mayor / Mayor Pro-Tempore / Councilmembers

- 1. 2023 Committee and Departmental Appointments (page 3)

- No changes in appointments as presented were requested.

- CRCDA Representative

6. PUBLIC HEARINGS

7. CONSENT AGENDA

Councilmember Queen made a motion, seconded by Lee, to approve the Consent Agenda as presented. Motion carried by roll call vote.

Councilmembers Lee, Kessler, Queen, and Simonsen voted 'Aye'.

- a. Approve the minutes of the November 28, 2022 Regular Council Meeting. (page 4-7)
- b. Approve the minutes of the December 12, 2022 Regular Council Meeting. (page 8-10)
- c. Approve the December 2022 invoices as described in the Fund Transaction Summary Report in the amount of \$386,255.05. (page 11-12)

8. OLD BUSINESS

9. NEW BUSINESS

- a. On-Call Professional Engineering & Surveying Services Agreement with Gibbs and Olson, Inc. effective January 1, 2023 through December 31, 2026. (page 13-22)

City Engineer Tom Gower provided comment.

Councilmember Ellen Rose arrived at 7:38 PM.

Councilmember Kessler made a motion, seconded by Lee to approve the On-Call Professional Engineering & Surveying Services Agreement with Gibbs and Olson, Inc., effective January 1, 2023 through December 31, 2026.

Motion carried by roll call vote.

Councilmembers Lee, Kessler, Queen, Simonsen, and Rose voted 'Aye'.

- b. Letter of Understanding between the City of Castle Rock and the Public Works Bargaining Unit, clarifying language regarding the Western Conference of Teamsters Pension Trust, as required by the Trust. (page 23-24)

Clerk-Treasurer Carie Cuttonaro provided comment.

Councilmember Kessler made a motion, seconded by the Queen, to approve the Letter of Understanding between the City of Castle Rock and the Public Works Bargaining Unit, clarifying language regarding the Western Conference Pension Trust, as required by the Trust.

Motion carried by roll call vote.

Councilmembers Lee, Kessler, Queen, Simonsen, and Rose voted 'Aye'.

10. OTHER BUSINESS

11. ADJOURNMENT

There being no further business, Mayor Helenberg adjourned the meeting at 7:41 PM.

Mayor Paul Helenberg

Clerk-Treasurer Carie Cuttonaro

As of this date, 1/23/2023, the Council by a majority vote, does approve payment of the vouchers included in the Fund Transaction Summary Report, and further described as:

General Expenditures

<u>Transaction Type</u>	<u>Description</u>	<u>Amount</u>	<u>Payment Date</u>
Claims	Check 53953	4,000.00	12/31/2022
Claims	Check 53954 - 53976	98,390.10	12/31/2022
		102,390.10	

Payroll Expenditures

<u>Transaction Type</u>	<u>Description</u>	<u>Amount</u>	<u>Payment Date</u>
Mid-Month Draw	Nacha #	-	
Mid-Month Draw	Taxes	-	
EOM Payroll	Nacha #	-	
EOM Payroll	Checks	-	
EOM Payroll	Taxes	-	
Year End Accrual Buyout		-	
Accrued - Quarterly Payroll Tax		-	

TBD Expenditures

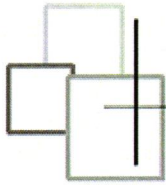
<u>Transaction Type</u>	<u>Description</u>	<u>Amount</u>	<u>Payment Date</u>
Claims	Check 2062	2,989.24	12/31/2022
		2,989.24	

	<u>Amount</u>	<u>Payment Date</u>
Grand Total Expenditures	105,379.34	12/31/2022 - 12/31/2022
Fund Transaction Summary Report	105,379.34	
Balance Check (s/b -0-)	-	

Lee Kessler, Audit Committee Member

Art Lee, Audit Committee Member

Ellen Rose, Audit Committee Member



Fund Transaction Summary

Transaction Type: Invoice

Fiscal: 2022 - Dec - Open Period - 2022

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

Fund Number	Description	Amount
010	General Fund	\$5,826.07
100	Street Fund	\$6,521.32
115	Building Code Account Fund	\$540.82
130	Library Fund	\$1,602.09
170	DOT Spoil Site Fund	\$65,684.04
400	Water/Sewer Operating Fund	\$10,458.37
410	Regional Water System Fund	\$5,771.29
420	Stormwater Management Fund	\$5,603.39
435	Muni Water Capital Improvement	\$357.89
470	Muni Sewer Capital Imprv Reserve	\$24.82
632	Transportation Benefit District Fund	\$2,989.24
	Count: 11	\$105,379.34

Memorandum of Understanding

Between

THE CITY OF CASTLE ROCK

And

CASTLE ROCK POLICE OFFICERS

TEAMSTERS UNION LOCAL #58

The parties to this Memorandum of Understanding (hereinafter "MOU") are City of Castle Rock (hereinafter "City") and Teamsters Union Local #58 (hereinafter "Union").

With respect to Article 3, section 1 of the current contract (January 1, 2021-December 31, 2023), the Union wishes to add a shift schedule. This shift schedule would consist of four (4) 10 hour days, followed by five (5) days off, followed by five (5) ten hour days, followed by four (4) days off. Employees would also have ten (10) hours of "flex time" to work during each calendar month while assigned to this schedule. Day shift and Night shift rotation schedules remain at six (6) week intervals.

Employees assigned to this schedule would agree to waive the overtime accrual for work in excess of 40 hours in any one week, but still maintain all other aspects of Article 3, Section 2 of the current contract.

Employees assigned to this schedule would waive the extra day off granted for purposes of transitioning from days to nights.

This MOU is effective through the remaining term of the employment agreement ending December 31, 2023.

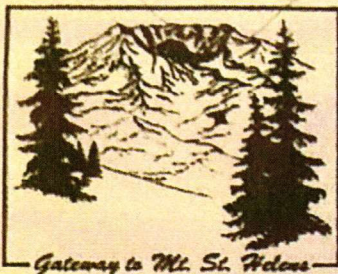
Dated this ____ day of _____, 2023

City of Castle Rock

Teamsters Union Local #58

By:

By:



CITY OF CASTLE ROCK
WATER UTILITY
ADJUSTMENT REQUEST FORM

ORDINANCE 2010-02

*Return Form and Supporting Documents to Castle Rock City Hall, Finance Office
141 'A' St SW or mail to: PO Box 370
Castle Rock, WA 98611

CUSTOMER NAME: Russell Funk

CONTACT #:

SERVICE ADDRESS: 123 ALLEN AVE SE

ACCT #:

I am requesting a leak adjustment for my water service resulting from a malfunction and the leak has been repaired. I understand that no adjustments shall be made until the public works department verifies that the leak no longer exists. Adjustments are based on a 12-month average consumption and only the sewer billing amount will be adjusted for qualified leaks and this adjustment will be credited to the account for any amount billed over my average sewer use, for the applicable billing period. Leak adjustments shall be limited to only two adjustments per service, within a 12-month period. Subsequent requests for the same address will not be granted until I replace the plumbing and provide proof of the repair to the city.

I provided notification of this leak to the city on 1/10/23; date leak repaired: 12/28/22
The following is being provided as proof of the leak and also of the repair:

- ☒ Receipts for the repair costs
☒ Pictures of the break/leak and pictures of the repair
☐ Other: _____

Please describe in full; location of leak and steps taken to make the repair:

Burst pipe in craw space, when discovered,
plumber called, water shut at main, repaired next day
(You may continue on the back of the form if needed.)

Signed: [Signature]
WIFE OF Russell

Date: 1/10/23

NO ADJUSTMENTS GIVEN FOR:

Leaky faucets, faulty plumbing fixtures, faucets or hose bibs left on, hot water heaters, faulty irrigation systems or water features (ponds, pools, fountains, etc.), neglected or failure to repair broken pipes, or leaks not repaired within thirty days of notification.

CITY USE ONLY:

FINANCE STAFF SIGNATURE

[Signature]

PWD REVIEW & APPROVAL TO ALLOW ADJUSTMENT PER
ORDINANCE PROVISIONS: YES ☒ NO ☐ INITIAL: [Initials]

LEAK VERIFIED BY: AK DATE: 12/27/2022

REPAIR VERIFIED BY: TS DATE: 1/12/2023

ADJUSTMENT AMOUNT: \$ 424.50

COMMENTS: December Billing Cycle - (Nov/Dec) - 13631
January Billing Cycle - (Dec/Jan) - 28818

Received

JAN 10 2023

Castle Rock
Finance

If leak charges are reflected over a multi-month period, the second month may be adjusted if concurrence is obtained from the Public Works Director.

Becky Davis

From: NOREPLY@des.wa.gov
Sent: Monday, September 26, 2022 5:26 AM
To: Becky Davis
Cc:
Subject: WACOS

Vehicle Quote Number: [Create Purchase Request](#) [View organization purchase requests](#)

This is a **quote** only. You must create a purchase request to order this vehicle(s)

Contract & Dealer Information

Contract #: 05916

Dealer: Bud Clary Chevrolet (W262)

Dealer Contact: Becky Davis

Dealer Phone: (360) 423-1700

Organization Information

Organization:

Email: becky.davis@budclary.com

Quote Notes:

Vehicle Location: TUMWATER

Color Options & Qty

BLACK GBA - 1

Tax Exempt: N

Vehicle Options

Order Code	Option Description	Qty	Unit Price	Ext. Price
2023-0501-001	2023 CHEVROLET TAHOE POLICE PURSUIT VEHICLE-(CC10706)2WD 9C1:Identifier for Police Package Vehicle includes, (K47) heavy-duty air filter, (KX4) 250 amp high output alternator, (K6K) 760 cold-cranking amps auxiliary battery, electrical power & vehicle signals for customer connection located at the center front floor. Auxiliary battery circuit for customer connection located in the rear cargo area, (Z56) heavy-duty, police-rated suspension, (XCS) 275/55R20SL all-season tires, (RAV) P275/55R20 all-season spare tire, Police brakes, (RC1) front skid plate, (PXT) 20" steel wheels, Certified speedometer, SEO (5J3) Surveillance Mode interior lighting calibration, SEO (UT7) blunt cut cargo area and blunt cut console area ground wires,(V53) delete luggage rack side rails, (ATD) third row seat delete, (NP0) active single-speed transfer case (4WD only)	1	\$41,407.00	\$41,407.00
2023-0501-003	2023 CHEVROLET TAHOE POLICE PURSUIT VEHICLE-(CK10706)4WD 9C1:Identifier for Police Package Vehicle includes, (K47) heavy-duty air filter, (KX4) 250 amp high output alternator, (K6K) 760 cold-cranking amps auxiliary battery, electrical power & vehicle signals for customer connection located at the center front floor. Auxiliary battery circuit for customer connection located in the rear cargo area, (Z56) heavy-duty, police-rated suspension, (XCS) 275/55R20SL all-season tires, (RAV) P275/55R20 all-season spare tire, Police brakes, (RC1) front skid plate, (PXT) 20" steel wheels, Certified speedometer, SEO (5J3) Surveillance Mode interior lighting calibration, SEO (UT7) blunt cut cargo area and blunt cut console area ground wires,(V53) delete luggage rack side rails, (ATD) third row seat delete, (NP0) active single-speed transfer case (4WD only)	1	\$4,410.00	\$4,410.00
2023-0501-006	(AMF)Remote Keyless Entry Package includes 4 additional transmitters, NOTE: programming of remotes is at customer's expense. Programming remotes is not a warranty expense (Requires (9C1) Police Vehicle.)programming included in price through dealer	1	\$200.00	\$200.00

2023-0501-008 (V76)Recovery hooks, 2 front, frame-mounted, Black (Requires (9C1) Police Vehicle. Required on all models going to Alaska, Guam, Hawaii, Puerto Rico and Virgin Islands. All Tahoe (9C1) and (5W4) vehicles include front fascia with recovery hook openings.)	1	\$50.00	\$50.00
2023-0501-015 (USR)USB data ports, 2, one type-A and one type-C, located within center console (Included and only available with (A50) front bucket seats.)	1	\$0.00	\$0.00
2023-0501-022 (6C7)Lighting, red and white front auxiliary dome Red and white auxiliary dome lamp is located on headliner between front row seats (red is LED, white is incandescent). The auxiliary lamp is wired independently from standard dome lamp (Requires (9C1) Police Vehicle.)	1	\$170.00	\$170.00
2023-0501-025 (6J3)Wiring, grille lamps and siren speakers (Requires (9C1) Police Vehicle.)	1	\$99.00	\$99.00
2023-0501-026 (6J4)Wiring, horn and siren circuit (Requires (9C1) Police Vehicle.)	1	\$55.00	\$55.00
2023-0501-027 (6J7)Flasher system, headlamp and taillamp, DRL compatible with control wire (Requires (9C1) Police Vehicle. Includes SEO (5J9) taillamp flasher calibration, Red/White and SEO (5LO) taillamp flasher calibration, Red/Red.)	1	\$50.00	\$50.00
2023-0501-034 (BCV)Lock control, driver side auto door lock disable (Requires (9C1) Police Vehicle.)	1	\$0.00	\$0.00
2023-0501-036 (UN9)Radio Suppression Package, with ground straps (Requires (9C1) Police Vehicle.)	1	\$95.00	\$95.00
2023-0501-038 (WX7)Wiring, auxiliary speaker. For upfitter connection to front door and windshield pillar speakers. (Requires (9C1) Police Vehicle.)	1	\$60.00	\$60.00

Quote Totals

		Total Vehicles:	1
		Sub Total:	\$46,596.00
		8.4 % Sales Tax:	\$3,914.06
		Quote Total:	\$50,510.06

John Deere 50G \$96,817

- Weight 10,847 lbs.
- Closed cab
- Hydraulic thumb
- Angle blade
- Hydraulic quick connect bucket
- 24" digging bucket 48" cleanout muck bucket
- Digging force- 8,267 lbs.
- Lift capacity- 5,531 lbs.

Kubota U55 \$ 81,993

- Weight 12,535 lbs.
- Closed cab
- Hydraulic thumb
- Straight blade
- Mechanical quick connect bucket
- 24" digging bucket 48" cleanout muck bucket
- Digging force- 11,177 lbs.
- Lift capacity- 5,290 lbs.

Cat 304 \$90,079

- Weight 9,867 lbs.
- Closed cab
- Hydraulic thumb
- Angle blade
- Hydraulic quick connect bucket
- 24" digging bucket 48" cleanout muck bucket
- Digging force- 8,228 lbs.
- Lift capacity- 4,856 lbs.

Yanmar SV 40 \$77,760

- Weight 9,500 lbs.
- Closed cab
- Hydraulic thumb
- Angle blade
- Hydraulic quick connect bucket
- 12" digging bucket 24" digging bucket 36" cleanout muck bucket
- Digging force- 7,209 lbs.
- Lift capacity- 5,665 lbs.

Yanmar VIO 55 \$93,123

- Weight 11,576 lbs.
- Closed cab
- Hydraulic thumb
- Angle blade
- Hydraulic quick connect bucket
- 12" digging bucket 24" digging bucket 36" cleanout muck bucket
- Digging force- 9,419 lbs.
- Lift capacity- 5,335 lbs.

Staff recommendation is to purchase the Kubota U-55 from Watkins Tractor and Supply. Recommendation is based on the needs of the department and capabilities of the machine. The Kubota excavator has the size that meets our needs including digging depth, dumping height and extended reach. This machine also has the capabilities of using multiple implements that are designed with the quick attachment feature. Such implements include various size buckets, mowers, and compactors. Using these implements will improve efficiency in the projects that the department does.

Included is a quote for the Kubota excavator mounted compactor that can be used to compact ditch allowing for more efficient compaction.

STANLEY PLATE COMPACTOR \$6,911

Price includes compactor, quick attachment, hoses and installation.

CITY OF CASTLE ROCK

PLANNING DEPARTMENT

STAFF REPORT

TO: City Council

FROM: City of Castle Rock Planning Department, Malissa Paulsen, SCJ Alliance Planning Consultant

MEETING DATE: Monday, January 23, 2023

REQUEST: Amendments to Castle Rock Municipal Code Chapter 17.48.120-150: Home Occupations

General Information

The City of Castle Rock is proposing amendments to the Castle Rock Municipal Code (CRMC) Chapter 17.48.120-150 Home Occupations to streamline it and easier to implement and enforce. The proposed ordinance adds an applicability section, implements noncompliance standards, and adds basic safety standards. The proposal also removes two sections which have been difficult to administer. First, section 17.48.140 regulating home occupations in accessory buildings like garages, offices, shops have been removed completely due to being onerous and difficult to enforce and such activities are now simply regulated by the allowed types of home occupations. Secondly, section 17.48.150 regulating home occupations fronting residential arterial streets was also removed as the need to pay additional attention to these uses fronting arterial streets was considered unnecessary by the Planning Commission.

Noticing & Comments

The application went through various iterations and discussions at planning commission workshops. Notice for the public hearing was posted in the local paper on September 7, 2022. The following table illustrates the application and notice compliance procedures:

Application & Public Hearing Notice Compliance

Planning Commission Workshops:	April 20, May 18, June 14, July 20, 2022
Public Notice Posting	September 7, 2022
Notice of Public Hearing and SEPA DNS	September 7, 2022
Public Written Comment Period:	September 7-21, 2022
Public Hearing:	Planning Commission: September 21, 2022 at 6:00 pm Recommended approval as submitted
City Council Meeting:	January 23, 2023 at 7:30 pm

Agency/ Public Comment:

Staff has not received written comment either from the public or agencies. The Department of Commerce received notice of Intent to Adopt with an Expedited Review request on 09/08/2022 (Submittal ID: 2022-S-4310)

REGULATORY REVIEW

SEPA Environmental Review

The City of Castle Rock has determined that this proposal will not have a probable significant adverse impact on the environment that cannot be mitigated through compliance with the conditions of the Castle Rock Municipal Code and other applicable regulations. An Environmental Impact State (EIS) is not required under RCW 43.21C.030(2)(c). This decision was made after review of a completed environmental checklist on file with the lead agency. The project was determined to be a nonproject action due to the nature of the amendment.

City of Castle Rock Comprehensive Plan

The Comprehensive Plan has been reviewed for the use and Staff finds that the project is consistent with the Comprehensive Plan.

REVIEW CRITERIA:

Review Requirement	Staff Analysis
A. The change is consistent with the purposes of the Comprehensive Plan;	Criteria Met: There are a variety of goals and policies that this code amendment addresses. • Residential Development Goal 1: Maintain stability and improve the vitality of residential neighborhoods. The code implements protections in neighborhoods to restrict home occupations to only those uses that are compatible with residential neighborhoods. • Residential Development Goal 2: Provide opportunity for a broad range of housing choices to meet the changing needs of the community. Housing needs have rapidly changed over the past few years, with home offices becoming more and more common and residents needing to commute less. The proposed code specifically exempts remote work from being regulated. • Housing Policy 4: Due to minimal land supply, the City should discourage the conversion of residential areas to non-residential uses. The ordinance helps restrict the total number of dwelling units that can be solely used as an STR which have a higher chance of acting like commercial uses in residential areas. • Downtown/Commercial/Industrial Goal 6: Encourage the establishment of new commercial and industrial enterprises that will bring services and jobs to the community. Home occupations can be a way to allow someone to make a living without having to invest significantly in renting a space which increases the likelihood that such allowances will bring jobs and services to Castle Rock.

Public Hearings Required: Prior to the adoption of any Proposed amendments, supplementations, modifications, or repeals of or to the code a public hearing shall be held by the Planning Commission, pursuant to the requirements of the Castle Rock Municipal Code, who shall make recommendations to the City Council. This requirement was satisfied on September 21, 2022 at the Regular Planning Commission meeting, where the commission recommended approval.

Recommendation

Based on the information contained in the file, compliance with the Revised Code of Washington, the Washington Administrative Code, the City of Castle Rock Comprehensive Plan, Staff recommends **APPROVAL** of the proposed Municipal Code amendments.

City Council Action

City Council shall approve, approve with conditions, or deny the Code Amendment as outlined in this staff report and the following exhibits.

Exhibits

- Exhibit A: Proposed Code Amendments
- Exhibit B: Non-project SEPA Checklist
- Exhibit C: Minutes from 09/21/2022 Planning Commission Meeting

City of Castle Rock

Home Occupation Code Amendments

City Council | January 23, 2023



SCJ ALLIANCE
CONSULTING SERVICES

For Tonight...

1. History, Noticing Procedures and Comments
2. Overview of the proposed ordinance
3. SEPA Review
4. Compliance with the Comprehensive Plan
5. Questions



History, Noticing Procedures and Comments

1. Planning Commission workshops on 4/20, 5/18, and 7/20
2. Public notice posted in The Daily News on 9/7
3. Written comment period ended 09/21/2022
 - No comments received
4. Public Hearing with Planning Commission on 09/21/2022
 - Recommended approval as submitted
5. 60-day GMA Notice of Intent to adopt
 - 09/08/2022 - 11/08/2022
6. City Council decision meeting 01/23/2023

Home Occupation Ordinance Overview

1. Creation of the ordinance meant to streamline and make it easier to implement & enforce.
 - Implements an applicability section, noncompliance standards, and basic safety standards.
 - Removal of two sections considered difficult and cumbersome to administer: accessory building requirements and home occupations fronting arterial streets



SEPA Review

1. As part of WA State requirements, a SEPA checklist was completed
2. A Determination of Non-significance was made (DNS)



Compliance with the Castle Rock Comprehensive Plan

1. The proposed ordinance is consistent with the Comprehensive Plan and four specific goals or policies were highlighted in staff report
2. No goals or policies were identified to be inconsistent with the ordinance



Questions?



Thank you.



SCJ ALLIANCE
CONSULTING SERVICES

Home Occupation Code Draft

Overview Current Code:

Current code section	Proposed code structure
17.48.120 Home occupations – Permitted uses.	Change to Home occupations – Applicability
17.48.130 Home occupations – Required criteria.	Remain as redlined
17.48.140 Home occupations in accessory buildings – Permit required.	Remove section
17.48.150 Home occupations – Fronting residential arterial streets.	Remove section

17.48.120 Home occupations – Applicability

A. Purpose. The purpose of this section is to prescribe the conditions and regulations under which home occupations may be conducted when accessory to a residential use. The conduct of business within a residential dwelling or accessory building may be permitted in residential and commercial districts under the provisions of this section as long as the home occupation is consistent with the existing character of the surrounding neighborhood as defined by the approval criteria in 17.48.130. Using the approval criteria, it is the intent of this section to:

1. Maintain and preserve the character of residential neighborhoods;
2. Ensure the compatibility of home occupations with other uses permitted in the residential and commercial districts;
3. Promote the efficient use of public services and facilities while assuring that home occupation users do not reduce the City's public services and facilities level of service to intended residential users; and
4. Encourage flexibility in the workplace and creativity in careers by permitting home occupations.

B. Permitted Home occupation uses. The following home occupations and other operations similar in nature may be operated as an accessory use to a dwelling unit:

1. Custom dressmaking, millinery, tailoring, sewing of fabric for custom apparel and home furnishing;
2. Teaching of piano, voice or dancing, limited to a total of six pupils simultaneously;
3. Fine art studio in which are created only individual works of art;
4. Rooming and boarding of not more than four persons, exclusive of the resident family;
5. Beauty salon, provided the business is limited to the operations of two dryers;
6. Offices staffed only by resident of dwelling unit; ~~or~~
7. Any use not mentioned will be reviewed against the home occupation required criteria and deemed a home occupation by the {City Planner?} or his/her designee;

8. All types of services and commercial businesses, providing they meet all of the requirements of this section after having the compatibility of the enterprises ascertained by the hearings examiner.
9. Any use not mentioned will be reviewed against the home occupation required criteria and deemed a home occupation by the Community Development Director or his/her designee.

C. Prohibited Home occupation uses. The following uses, regardless of whether they meet the standards of 17.48.130, are not permitted as home occupations:

1. Veterinary clinics, animal hospitals, or kennels;
2. Equipment rental;
3. Funeral chapels, mortuaries, or funeral homes;
4. Wedding chapels;
5. Medical or dental clinics;
6. Repair or painting of automobiles, motorcycles, trailers, boats, or other vehicles;
7. Repair of large appliances (e.g., ranges, ovens, refrigerators, washers, dryers, and the like);
8. Repair of power equipment (e.g., lawn mowers, snow blowers, chain saws, string trimmers, and the like);
9. Restaurants; and
10. Welding or metal fabrication shops.

D. Exempt. If the home occupation is limited to those activities which involve professional remote office work for a business conducted elsewhere, has no outward manifestation of the business, and no customers or employees coming to the home, it shall be considered "exempt." An exempt home occupation shall be considered an accessory use and permitted outright with no land use permit required.

17.48.130 Home occupations – Required criteria.

A. Development requirements. Failure to comply with any or all of the following development standards will result in revocation of the home occupation permit. The director shall have authority to place such restrictions and conditions on the permit as deemed necessary to protect the neighborhood from any detrimental effect which may arise from the proposed use. Once a home occupation permit has been issued, it shall not be transferable to another person or location, nor shall the specified conditions be changed in any manner except upon reapplication. If after issuance of the permit, the use violates any of the conditions of the permit, or if the director otherwise finds the use to have a detrimental effect on the surrounding neighborhood, the director shall have the authority to place additional restrictions on the permit or to revoke the permit and order the use abated.

B. Criteria. All permitted home occupations shall comply with the following criteria:

1. **Business License:** All home occupations shall be required to obtain a business license as provided for in Chapter [5.01](#) CRMC. Consideration of a home occupation business license requires a Type I development review process, the application materials and procedures for which are provided in CRMC [17.77.040](#). Thereafter all home occupations shall be required to renew the business license each year from the city clerk-treasurer's office and, upon review by an authorized representative of the city ~~and/or fire department,~~ shall:
 - a. Either be allowed to continue if found to be conforming to this title or any conditional use requirements;
 - b. Be allowed to continue with corrective modifications made by the applicant if found to be nonconforming to any requirements of this title or any conditional use requirements; or
 - c. Be discontinued for cause if found to be nonconforming to this title or any conditional use requirements and, despite modifications, the use is not capable of conformance.
- ~~1.2.~~ **Annual Inspection:** ~~During the required annual inspection it shall be determined if the current conditions of the home occupation comply with those that existed at the time of original approval and the other criteria of this section. An inspection shall be required upon the initial application to confirm compliance with this Chapter.~~ Additionally, the city clerk-treasurer or designated representative may inspect the location of the home occupation at any time during the year if there is reason to believe that the provisions of this title are not being obeyed or if changes have occurred to the structure that could have altered compliance with this Chapter. For example, a complaint is made against the home occupation or possible inappropriate activities are observed by city staff. If the home occupation is not in compliance with this section then the alternatives listed in subsection (A) of this section shall apply.
3. **Building Code Compliance:** The home occupation shall not result in an increase in the life safety hazard rating of the subject property as defined in the building and fire code. The applicant shall produce copies of a floor plan in accordance with the requirements listed in 17.77.040.
4. The home occupation is to be secondary to the main use of the dwelling as a residence or a single residential accessory building.
5. The home occupation does not generate, in excess of levels customarily found in residential neighborhoods in the City, any vibration, smoke, dust, odors, noise, electrical interference with radio or television transmission or reception, or heat or glare that is noticeable at or beyond the property line of the subject property.
- ~~2.6.~~ No entrance to the space devoted to the home occupation other than from within the dwelling or accessory building shall be allowed except when otherwise required by law.
- ~~3.7.~~ A maximum of two persons may be engaged in the home occupation, provided the business owner resides in the dwelling unit associated with the home occupation.
8. Window displays or sample commodities displayed outside the home or accessory structure may be permitted as a conditional use or a temporary use permit if associated with a temporary sale or event.
9. Home occupation signs shall meet the standards in 17.82.

10. No materials or mechanical equipment shall be used which will be detrimental to or cause adverse effects to the residential use of the dwelling, accessory building, adjoining dwellings, or neighbors because of vibrations, noise, dust, smoke, odor, interference with radio or television reception, or other factors.
11. No materials or commodities shall be delivered to or from the resident which are of such bulk or quantity as to require delivery by a commercial vehicle or trailer, excluding such small delivery vehicles as the United States Postal Service, UPS, Federal Express, Pony Express and other similar services.
12. The type of use, as determined by the city director of public works, shall not be one which generates frequent customer visits, creates street-side parking problems or inconveniences to adjacent and nearby residents, or creates potential or real traffic hazards to neighborhood residents.
13. Materials, products or commodities related to the home occupation may be stored and/or operated upon any yard area of the subject residential property as a conditional use.
- 4.14. Fees for home occupation business licenses, conditional use permits and required inspections shall be set forth in a fee schedule as determined by the city council and/or fire department.

PUBLIC NOTICE
Notice of Application, SEPA DNS, and Public Hearing
Text Amendments to Castle Rock Municipal Code Titles 5 and 17
Short Term Rentals and Home Occupations

September 7, 2022

Proponent: City of Castle Rock, WA

Location: Citywide zoning text amendments

Lead agency: City of Castle Rock, WA

Description of proposal: The City of Castle Rock is initiating text amendments to the Castle Rock Municipal Code pertaining to Titles 5 and 17 Short Term Rentals and Home Occupations. These amendments seek compliance with the Washington State Growth Management Act (GMA), RCW 36.70A and Castle Rock Municipal Code Chapter 17.72. Please contact the City of Castle Rock to view the proposed amendments.

Determination of Non-Significance (DNS): The City of Castle Rock Planning Department determined that these proposals will not have a probable significant adverse impact on the environment. An environmental impact statement (EIS) is not required under RCW 43.21C.030(2). This decision was made after review of a completed environmental checklist and other information on file with the lead agency. This information is available to the public on request at: 141 "A" Street SW, Castle Rock, WA 98611.

Notice of Public Hearing of the Planning Commission:

Date: Wednesday, September 21, 2022

Time: 6:00 pm

Location: Castle Rock City Hall, 141 "A" Street SW, Castle Rock, WA 98611

Purpose: To review the proposed text amendments and make a recommendation to the City Council, pursuant to Castle Rock Municipal Code 17.72.

This DNS is issued under WAC 197-11-340(2); the lead agency will not act on this proposal for 14 days from September 6, 2022. Comments must be submitted by September 21, 2022, to the City of Castle Rock Agency Contact below.

AGENCY CONTACT: Karlene Akesson, Deputy Clerk
141 "A" Street SW, Castle Rock, WA 98611
kakesson@ci.castle-rock.wa.us
360-274-8181

RESPONSIBLE OFFICIAL: Ryan Shea, City Planner
141 "A" Street SW, Castle Rock, WA 98611
ryanpatrick.shea@scjalliance.com
360-352-1465, ext. 360

Signature: Ryan Shea, September 7, 2022



You may appeal this determination pursuant to CRMC 18.04.220, an appeal of SEPA threshold determinations or SEPA actions shall be combined with any appeals of associated applications or permits. Appeals must be filed within 10 days of the decision and must be appealed to Castle Rock City Council.

SEPA ENVIRONMENTAL CHECKLIST

Purpose of checklist:

Governmental agencies use this checklist to help determine whether the environmental impacts of your proposal are significant. This information is also helpful to determine if available avoidance, minimization or compensatory mitigation measures will address the probable significant impacts or if an environmental impact statement will be prepared to further analyze the proposal.

Instructions for applicants:

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

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

Instructions for Lead Agencies:

Please adjust the format of this template as needed. Additional information may be necessary to evaluate the existing environment, all interrelated aspects of the proposal and an analysis of adverse impacts. The checklist is considered the first but not necessarily the only source of information needed to make an adequate threshold determination. Once a threshold determination is made, the lead agency is responsible for the completeness and accuracy of the checklist and other supporting documents.

Use of checklist for nonproject proposals:

For nonproject proposals (such as ordinances, regulations, plans and programs), complete the applicable parts of sections A and B plus the [SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS \(part D\)](#). Please completely answer all questions that apply and note that the words "project," "applicant," and "property or site" should be read as "proposal," "proponent," and "affected geographic area," respectively. The lead agency may exclude (for non-projects) questions in Part B - Environmental Elements –that do not contribute meaningfully to the analysis of the proposal.

A. Background [\[HELP\]](#)

1. Name of proposed project, if applicable:

Amendments to Castle Rock Municipal Code Title 5 creating a Short Term Rentals ordinance and Title 17 amending the Home Occupation ordinance.

2. Name of applicant:

City of Castle Rock.

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

**Attn: Ryan P. Shea
City Planner
208-310-2083
141 A Street SW
Castle Rock, WA 98611**

4. Date checklist prepared:

September 2, 2022.

5. Agency requesting checklist:

Washington State Department of Ecology.

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

These are nonproject actions.

7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain.

Nonproject actions, this is not applicable. Development proposals emerging subsequent to the adoption of these updates would be evaluated relative to federal, state, and local regulations and standards on an individual project-specific basis.

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

Nonproject actions, this is not applicable.

9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.

No.

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

None.

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

page. (Lead agencies may modify this form to include additional specific information on project description.)

The City of Castle Rock Planning Commission has proposed the creation of an ordinance regulating short term rentals and a modification of the regulations for home occupations. Please reference attachments 1-3 to view the complete additions and changes.

Attachment 1: Proposed Short Term Rental Code

Attachment 2: Existing Home Occupation Code

Attachment 3: Proposed Home Occupation Code

12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.

These ordinances will regulate short term rentals and home occupations within the City of Castle Rock city limits.

B. Environmental Elements [\[HELP\]](#)

1. Earth [\[help\]](#)

a. General description of the site:

(circle one) Flat, rolling, hilly, steep slopes, mountainous, other _____

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

Land within the city limits is generally flat with steeper slopes present on the northeast and southeast edges of the city. Small portions of these areas are in excess of 15% slopes.

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

The soil within the city limits is comprised primarily of silt loam and sandy soils.

d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.

A river runs through the community which means there are a fair amount of hydric soils near it. However, these nonproject proposals are not anticipated to result in construction proposals that could impact these areas or other potentially unstable soils.

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

An increase in new construction is not anticipated by the proposals and will not result in additional filling, grading, or excavation.

- f. Could erosion occur as a result of clearing, construction, or use? If so, generally describe.

No erosion would result from the adoption of these proposals.

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

No increase in impervious surfaces is anticipated after the proposals are adopted. No increase in amenities such as hard surfaced parking lots or walkways are required above and beyond normal zoning requirements.

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

No impacts to erosion or other impacts to the earth are anticipated.

2. Air [\[help\]](#)

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

The proposals will not result in increased air emissions.

- b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe.

No.

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

None.

3. Water [\[help\]](#)

- a. Surface Water: [\[help\]](#)

- 1) Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into.

Yes, there is surface water throughout the city limits primarily in the form of the Cowlitz River with various creeks and streams that flow into it.

- 2) Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.

As nonproject actions, the proposals will not generate any work over, in, or adjacent to said river.

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

Not applicable for these proposals.

- 4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known.

No.

- 5) Does the proposal lie within a 100-year floodplain? If so, note location on the site plan.

There are 100-year floodplains within the City of Castle Rock. However, as nonproject actions the proposals will not result in projects that affect a floodplain hazard area.

- 6) Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge.

No.

b. Ground Water: [\[help\]](#)

- 1) Will groundwater be withdrawn from a well for drinking water or other purposes? If so, give a general description of the well, proposed uses and approximate quantities withdrawn from the well. Will water be discharged to groundwater? Give general description, purpose, and approximate quantities if known.

No.

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

Not applicable.

c. Water runoff (including stormwater):

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

Not applicable. The proposals are a nonproject action and do not recommend project actions on a specific site. Future development projects will be conditioned subject to consistency with water quality protection regulations.

2) Could waste materials enter ground or surface waters? If so, generally describe.

Not as a result of these proposals.

3) Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe.

No.

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

None.

4. Plants [\[help\]](#)

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

- ☒ ☐ deciduous tree: alder, maple, aspen, other
- ☒ ☐ evergreen tree: fir, cedar, pine, other
- ☒ ☐ shrubs
- ☒ ☐ grass
- ☒ ☐ pasture
- ☒ ☐ crop or grain
- ☐ Orchards, vineyards or other permanent crops.
- ☒ ☐ wet soil plants: cattail, buttercup, bullrush, skunk cabbage, other
- ☐ water plants: water lily, eelgrass, milfoil, other
- ☐ other types of vegetation

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

The proposals will not directly or indirectly cause vegetation to be removed or altered.

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

The Washington State Department of Fish and Wildlife does not report any threatened or endangered species within city limits.

d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any:

None.

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

Knotweed, poison hemlock.

5. **Animals** [\[help\]](#)

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

Examples include:

birds: hawk, heron, eagle, songbirds, other:

mammals: deer, bear, elk, beaver, other:

fish: bass, salmon, trout, herring, shellfish, other _____

Per NatureServe Explorer Pro and WDFW SalmonScape:

Birds: Eagles, Swallows

Mammals: White-tailed Deer

Fish: Chinook Salmon, Rainbow Trout, Largemouth Bass, Steelhead Trout, Chum Salmon, Coho Salmon, Mountain Whitefish, Cutthroat Trout.

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

The Washington State Department of Fish and Wildlife (WDFW) Priority Habitat and Species (PHS) interactive map was queried to identify potential priority habitat and species in the project area; fresh water emergent wetlands are dispersed on the outer city limits.

The U.S. Fish and Wildlife Service (USFWS) maintains an on-line list of federally listed as threatened or endangered in the State of Washington. There are no known federally listed threatened or endangered species near the project.

c. Is the site part of a migration route? If so, explain.

No.

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

None. These nonproject actions will have no negative effect on wildlife.

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

None.

6. **Energy and Natural Resources** [\[help\]](#)

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

Not applicable.

- b. Would your project affect the potential use of solar energy by adjacent properties?
If so, generally describe.

No.

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

None. These proposals will not result in a reduction of energy conservation.

7. Environmental Health [\[help\]](#)

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

No.

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

Not applicable.

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

Not applicable.

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

Not applicable.

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

Not applicable.

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

Not applicable.

b. Noise

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

None.

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

Short term rentals have the potential to create noise from guests congregating, celebrating, etc.

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

Within the short term rental ordinance, the city's nuisance code has been referenced within the proposed ordinance as the method to deal with noise complaints. Repeated violations will result in fines and eventually revocation of the short term rental license.

The proposed changes to the home occupation ordinance further seeks to reduce potential noise issues to surrounding neighborhoods by specifically prohibiting specific commercial-like uses such as repair or painting of automobiles, large appliance/power equipment repair, restaurants, and welding/fabrication shops.

8. Land and Shoreline Use [\[help\]](#)

a. What is the current use of the site and adjacent properties? Will the proposal affect current land uses on nearby or adjacent properties? If so, describe.

As a nonproject action affecting the entire city, there is no one land use that is applicable here but the land uses are typical of a small city. This proposal has the potential to affect land use to the extent that properties that are solely used as short term rentals will be limited in number within city limits.

b. Has the project site been used as working farmlands or working forest lands? If so, describe. How much agricultural or forest land of long-term commercial significance will be converted to other uses as a result of the proposal, if any? If resource lands have not been designated, how many acres in farmland or forest land tax status will be converted to nonfarm or nonforest use?

There are working farmlands and no working forest lands within City limits. Working farmlands lie on the northwest edge of the city. The proposals will not result in any conversion of working lands.

1) Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversize equipment access, the application of pesticides, tilling, and harvesting? If so, how:

The proposals will have no affect on surrounding working farm or forest land operations.

c. Describe any structures on the site.

Typical structures within a small city: residential, commercial, and industrial structures.

d. Will any structures be demolished? If so, what?

The proposals are not expected to lead to the demolition of any structures.

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

Zoning varies throughout the City of Castle Rock.

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

Land within the city have zoning designations that generally match the type, scale, and intensity of the development found there. The City of Castle Rock is primarily single family residential.

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

Not applicable.

h. Has any part of the site been classified as a critical area by the city or county? If so, specify.

Yes, Cowlitz River.

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

Not applicable.

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

Not applicable.

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

One of the primary goals of the short term rental ordinance is to prevent the erosion of long term rentals by restricting the number of properties that can solely be used as short term rentals.

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

Another goal of both proposals is to help maintain neighborhood integrity. For instance, one requirement in the short term rental ordinance restricts the parking/storage of recreational vehicles connected to a short term rental. Further, the short term rental ordinance also restricts the total number of dwelling units that can be used solely for short term rentals which helps protect neighborhoods from

commercial-like uses. The home occupation ordinance adds code that restricts commercial-like uses within neighborhoods.

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

No impacts to agricultural and forest lands of long-term commercial significance is anticipated with these proposals.

9. Housing [\[help\]](#)

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

These proposals would not contribute additional dwelling units to the city but the short term rental ordinance may indirectly help satisfy demand within the long term rental market.

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

No change in number of dwelling units is anticipated with these proposals.

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

One of the goals of the short term rental ordinance is to help maintain the long term rental market by restricting homes that can solely be used as short term rentals.

10. Aesthetics [\[help\]](#)

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

The proposals will not affect structure height, this is not applicable.

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

No views in the city are anticipated to be altered or obstructed.

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

Both proposals may directly affect aesthetic impacts to the City to the extent that both proposals aim to restrict negative aesthetic impacts to neighbors. Within the short term rental ordinance, if certain rentals become problematic there are measures in place to fine applicants and revoke licenses as necessary. The home occupation ordinance aims to restrict commercial-like uses from occurring in residential neighborhoods.

11. Light and Glare [\[help\]](#)

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

No form of additional light or glare is anticipated above and beyond what typical dwelling units produce.

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

The proposals will not directly lead to projects that create more light or glare that create hazards.

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

Not applicable.

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

None.

12. Recreation [\[help\]](#)

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

Cowlitz River, Castle Rock Bike Park, Lions Pride Park, Riverfront Trail, "The Rock", Skate Park, Memory Lane Park, Memorial Park, SC/Cold Water Park, CR/Toutle BB Fields, Elementary, Middle, and High Schools, Sports Complex.

- b. Would the proposed project displace any existing recreational uses? If so, describe.

No.

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

None.

13. Historic and cultural preservation [\[help\]](#)

- a. Are there any buildings, structures, or sites, located on or near the site that are over 45 years old listed in or eligible for listing in national, state, or local preservation registers? If so, specifically describe.

There is one building listed on the national register within Castle Rock: the Laughlin Round Barn located at 8249 Barnes Dr. Three structures are determined eligible for the register which are all centered in the commercial core along Cowlitz St W and 1st Ave SW.

The City's Comprehensive Plan lists the following properties as being historically significant:

- 1. Russell Residence: 112 Shintaffer, Constructed in 1900**
- 2. Jail: 100 Jackson Street, Constructed in 1906**
- 3. Pacific National Bank of Washington: 12 West Cowlitz, Constructed in 1904**
- 4. Pioneer Real Estate: Corner of First and "A", Constructed in 1900**
- 5. First Methodist Church: 715 First St, Constructed in 1884**
- 6. Moody Residence: 308 "B" St, Constructed in 1895**
- 7. Moody Residence 2: 500 Warren, Constructed in 1900**
- 8. Baugh Residence: 1008 Third, Constructed in 1900**
- 9. Bolar Residence: 1102 Second, Constructed in 1900**
- 10. Turnbough Residence: 1211 Front St, Constructed in 1900**

- b. Are there any landmarks, features, or other evidence of Indian or historic use or occupation? This may include human burials or old cemeteries. Are there any material evidence, artifacts, or areas of cultural importance on or near the site? Please list any professional studies conducted at the site to identify such resources.

The Cowlitz River was used historically for a variety of purposes by Indians. The City's Comprehensive Plan briefly talks about the history of the area but identifies no local landmarks, cemeteries, or areas of cultural importance within the City limits outside of the historic structures listed in Question A above.

- c. Describe the methods used to assess the potential impacts to cultural and historic resources on or near the project site. Examples include consultation with tribes and the department of archeology and historic preservation, archaeological surveys, historic maps, GIS data, etc.

These are nonproject actions that will not result in the ground being disturbed.

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

None. This proposal will not adversely affect historical resources.

14. Transportation [\[help\]](#)

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

The city's transportation consists of approximately 18 miles of roads. The federal and state routes consist of Interstate-5, State Route 411, and State Route 504.

- b. Is the site or affected geographic area currently served by public transit? If so, generally describe. If not, what is the approximate distance to the nearest transit stop?

Castle Rock is served by limited public transportation provided by Lower Columbia Community Action Council which runs a rural public transportation route between Vancouver and Tumwater with the nearest connection in Longview.

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

Not applicable.

- d. Will the proposal require any new or improvements to existing roads, streets, pedestrian, bicycle or state transportation facilities, not including driveways? If so, generally describe (indicate whether public or private).

No.

- e. Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe.

No.

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

Not applicable.

- g. Will the proposal interfere with, affect or be affected by the movement of agricultural and forest products on roads or streets in the area? If so, generally describe.

No.

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

None.

15. Public Services [\[help\]](#)

- a. Would the project result in an increased need for public services (for example: fire protection, police protection, public transit, health care, schools, other)? If so, generally describe.

No.

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

None.

16. Utilities [\[help\]](#)

- a. Circle utilities currently available at the site:
electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system,
other _____

Not applicable.

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

Not applicable.

C. Signature [\[HELP\]](#)

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

Signature: 

Name of signee: **Ryan Shea**

Position and Agency/Organization: **Planner, SCJ Alliance. Contract City Planner for City of
Castle Rock, WA.**

Date Submitted: **September 6, 2022.**

D. Supplemental sheet for nonproject actions [\[HELP\]](#)

(IT IS NOT NECESSARY to use this sheet for project actions)

Because these questions are very general, it may be helpful to read them in conjunction
with the list of the elements of the environment.

When answering these questions, be aware of the extent the proposal, or the types of
activities likely to result from the proposal, would affect the item at a greater intensity or
at a faster rate than if the proposal were not implemented. Respond briefly and in
general terms.

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

They would not be likely to increase the above.

Proposed measures to avoid or reduce such increases are:

None.

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

They would not be likely to affect the above.

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

None.

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

They would likely not deplete energy or natural resources.

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

None.

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

The proposals would not likely use or affect environmentally sensitive areas or areas designated for governmental protection.

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

None.

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

The proposals are not likely to affect land and shoreline use.

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

None.

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

The proposals are not likely to increase demands on transportation or public services/utilities.

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

None.

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

The proposals do not conflict with local, state, or federal laws/requirements as they relate to the protection of the environment.

1. CALL TO ORDER

Regular Meeting Called to Order: Chairperson Sullivan called the regular meeting to order at 6:00pm.

a. Roll Call

Members Present: Chairperson Rick Sullivan, Vice-Chair Matt Rassmussen, Commissioners Richard Skreen (remote), and Ryane Olin.

Members Excused: Justice Wyonne

Members Absent: Leah Medina.

Staff Present: Contracted Planners Rachel Granrath (remote) and Ryan Shea (remote); Secretary Karlene Akesson.

2. APPROVAL OF MINUTES

a. July 20, 2022 PC Minutes

Commissioner Ryane Olin motioned to approve the July 20, 2022 Planning Commission meeting minutes. Vice-Chair Rassmussen seconded the motion. By consensus, the minutes were approved.

3. PUBLIC HEARING

a. **Open Public Meeting:** Text Amendments to Castle Rock Municipal Code Title 5 and 17 - Short Term Rentals and Home Occupations

Public Hearing - Short Term Rentals - The Public Hearing for Short Term Rentals was opened at 6:04pm by Chairperson Sullivan.

Public Hearing - Home Occupations - The Public Hearing for Home Occupations was opened at 6:12pm by Chairperson Sullivan.

b. **Staff Report:** Short Term Rentals

Public Hearing - Short Term Rentals - Planner Ryan Shea presented the Staff Report proposing to amend Castle Rock Municipal Code (CRMC) Title 5 to create an ordinance regulating short-term rentals (STRs).

c. **Staff Report:** Home Occupations

Public Hearing - Home Occupations - Planner Ryan Shea presented the Staff Report proposing to amend Castle Rock Municipal Code (CRMC) Chapter 17.48.120-150 Home Occupations to streamline it, making it easier to implement and enforce.

d. **Public Testimony**

Public Hearing - Short Term Rentals - No members of the general public were present to offer public testimony.

Public Hearing - Home Occupations - No members of the general public were present to offer public testimony.

e. Close Public Hearing

Public Hearing - Short Term Rentals - At 6:11pm, Chairperson Sullivan closed the Public Hearing for Short Term Rentals.

Public Hearing - Home Occupations - At 6:17pm, Chairperson Sullivan closed the Public Hearing for Home Occupations.

4. DISCUSSION & RECOMMENDATIONS

a. Text Amendments to Castle Rock Municipal Code (CRMC) Titles 5 and 17 - Short Term Rentals (STR) and Home Occupations

Public Hearing - Short Term Rentals - The Commissioners shared their comments on the Short Term Rentals (STR) proposed ordinance. Commissioner Olin motioned to approve and recommend, as submitted, the proposed STR ordinance for Council review. Vice-Chair Rasmussen seconded the motion. By consensus, the approval and recommendation were approved.

Public Hearing - Home Occupations - The Commissioners shared their comments regarding the proposed amendments to the Castle Rock Municipal Code (CRMC) Title 17.48.120-150 Home Occupations. Commissioner Olin motioned to approve and recommend, as submitted, the proposed amendments to CRMC Title 17.48.120-150 Home Occupations for Council review. Vice-Chair Rasmussen seconded the motion. By consensus, the approval and recommendation were approved.

5. PUBLIC COMMENT

No members of the general public were present to offer public testimony.

6. OLD BUSINESS

There was no old business presented or discussed.

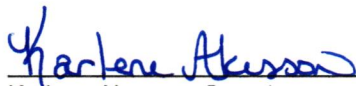
7. NEW BUSINESS

There was no new business presented or discussed.

8. ADJOURNMENT

Vice-Chair Rasmussen motioned to adjourn the regular meeting, Commissioner Olin seconded the motion. All were in favor.

At 6:19pm, Chairperson Sullivan adjourned the regular meeting.



Karlene Akesson, Secretary

CITY OF CASTLE ROCK

PLANNING DEPARTMENT

STAFF REPORT

TO: City Council

FROM: City of Castle Rock Planning Department, Malissa Paulsen, SCJ Alliance Planning Consultant

MEETING DATE: Monday, January 23, 2023

REQUEST: Amendments to Castle Rock Municipal Code Title 5 to create a Short-Term Rental ordinance

General Information

The City of Castle Rock is proposing amendments to the Castle Rock Municipal Code (CRMC) Title 5 to create an ordinance regulating short term rentals (STRs). Castle Rock does not have a tourist-centric economy and has thus not experienced STR activity as much as other communities. However, due to STRs having the potential to adversely affect neighborhood character and function as quasi-commercial uses in residential zones, the city wishes to get ahead of the problem early.

The proposed ordinance defines STRs as temporary lodging for charge/fee for a rental period less than a month and aims to strike a balance between regulation and private property rights by differentiating STRs into two types.

- Type 1: Situations where a homeowner rents out a room within a house or wants to rent out their entire home up to ninety days in length. For example, a schoolteacher on vacation for the entire summer who wishes to rent their home out as supplemental income.
- Type 2: These are dwelling units that are solely being used as short term rentals. These are capped at 1% of the total dwelling units in the city, which comes to 11 citywide. They are additionally restricted to one per parcel and two per owner.

Both types of permits would be required to obtain permits and would be required to be renewed annually. This permitting process ensures that STRs are licensed as businesses, safety measures are installed, liability insurances has been obtained, fire extinguishers installed, and the city is aware of where the STR is being advertised. Violations and penalties are also in place to help deal with STRs that are causing issues such as noise complaints, trash/garbage, etc. There is a sliding scale for fines up to 3 instances and then on the 4th the permit and license is revoked.

Your task is to review the proposed ordinance, hear public comment (if any), deliberate, make any changes as necessary, and make the final decision to approve, approve with conditions, or deny this proposed ordinance.

Noticing & Comments

The application went through multiple iterations and discussions at two planning commission workshops. Notice for the public hearing was posted in the local paper on September 7, 2022. The following table illustrates the application and notice compliance procedures:

Application & Public Hearing Notice Compliance

Planning Commission Workshops:	June 14 and July 20, 2022
Public Notice Posting	September 7, 2022
Notice of Public Hearing and SEPA DNS	September 7, 2022
Public Written Comment Period:	September 7-21, 2022
Public Hearing:	Planning Commission: September 21, 2022 at 6:00 pm Recommended approval as submitted
City Council Meeting:	January 23, 2023 at 7:30 pm

Agency/ Public Comment:

Staff has not received written comment either from the public or agencies. The Department of Commerce had an expedited review and the City incorporated requests or changes provided by the agency as appropriate.

REGULATORY REVIEW

SEPA Environmental Review

The City of Castle Rock has determined that this proposal will not have a probable significant adverse impact on the environment that cannot be mitigated through compliance with the conditions of the Quincy Municipal Code and other applicable regulations. An Environmental Impact State (EIS) is not required under RCW 43.21C.030(2)(c). This decision was made after review of a completed environmental checklist on file with the lead agency. The project was determined to be a nonproject action due to the nature of the amendment.

City of Castle Rock Comprehensive Plan

The Comprehensive Plan has been reviewed for the use and Staff finds that the project is consistent with the Comprehensive Plan.

REVIEW CRITERIA:

Review Requirement	Staff Analysis
A. The change is consistent with the purposes of the Comprehensive Plan;	Criteria Met: There are a variety of goals and policies that this code amendment addresses. • Residential Development Goal 1: Maintain stability and improve the vitality of residential neighborhoods. The code implements a classification system to differentiate between low impact STRs and higher impact dedicated STRs. Additionally, the code is proposing to utilize the city's nuisance abatement code and a penalty system to help deal with problematic STRs. • Residential Development Goal 2: Provide opportunity for a broad range of housing choices to meet the changing needs of the community. One of the core issues with STRs is that they can take housing units off the long-term rental market. By restricting dwelling units that can solely be used as STRs the ordinance is helping ensure a broader range of housing choices can be

	provided to the community. • <i>Residential Development Goal 3: Discourage the conversion of residential use to non-residential use to protect existing residential neighborhoods.</i> STRs act like commercial uses such as hotel/motels but are oftentimes in residential neighborhoods. This ordinance would help maintain traditional residential uses in neighborhoods. • <i>Land Development/Subdivision Goal 4: Maintain the “small town” feeling that makes it enjoyable to live in Castle Rock.</i> Restricting STRs which have potential to alter neighborhood character helps make the ordinance consistent with this goal. • <i>Housing Policy 4: Due to minimal land supply, the City should discourage the conversion of residential areas to non-residential uses.</i> The ordinance helps restrict the total number of dwelling units that can be solely used as an STR which have a higher chance of acting like commercial uses in residential areas. • <i>Economic Development Goal 1: Take steps to be the “gateway”, “staging area”, and shopping and supply base for tourists embarking up the Spirit Lake Highway corridor to Mount St. Helens related attractions.</i> The proposed ordinance provides owners options to provide tourists with short term stays.
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Public Hearings Required: Prior to the adoption of any Proposed amendments, supplementations, modifications, or repeals of or to the code a public hearing shall be held by the Planning Commission, pursuant to the requirements of the Castle Rock Municipal Code, who shall make recommendations to the City Council. This requirement was satisfied on September 21, 2022 at the Regular Planning Commission meeting, where the commission recommended approval.

Recommendation

Based on the information contained in the file, compliance with the Revised Code of Washington, the Washington Administrative Code, the City of Castle Rock Comprehensive Plan, Staff recommends **APPROVAL** of the proposed Municipal Code amendments.

City Council Action

City Council shall approve, approve with conditions, or deny the Code Amendment as outlined in this staff report and the following exhibits.

Exhibits

- Exhibit A: Proposed Code Amendments
- Exhibit B: Non-project SEPA Checklist
- Exhibit C: Minutes from 9/21/2022 Planning Commission Meeting

City of Castle Rock

Short Term Rental Code Amendments

City Council | January 23, 2023



SCJ ALLIANCE
CONSULTING SERVICES

For Tonight...

1. History, Noticing Procedures and Comments
2. Overview of the proposed ordinance
3. SEPA Review
4. Compliance with the Comprehensive Plan
5. Questions



History, Noticing Procedures and Comments

1. Planning Commission workshops on 6/14 & 7/20
2. Public notice posted in The Daily News on 9/7
3. Written comment period ended EOD today
 - No comment received
4. Public Hearing with Planning Commission on 09/21/2022
 - Recommended approval as submitted
5. 60-day GMA Notice of Intent to adopt
 - 09/08/2022 - 11/08/2022
6. City Council decision meeting 01/23/2023

Short Term Rental Ordinance Overview

1. Classifies STRs into two types:
 1. Type 1: Rooms for rent when homeowner is present
 2. Type 2: Dwelling unit solely being used as a STR
2. Application procedure and compliance with state codes
3. Violations & Penalties
4. Use-it-or-lose-it requirement added for Type 2 STRs



SEPA Review

1. As part of WA State requirements, a SEPA checklist was completed
2. A Determination of Non-significance was made (DNS)



Compliance with the Castle Rock Comprehensive Plan

1. The proposed ordinance is consistent with the Comprehensive Plan and six specific goals or policies were highlighted in staff report
2. No goals or policies were identified to be inconsistent with the ordinance



Questions?



Thank you.



SCJ ALLIANCE
CONSULTING SERVICES

Chapter 5.57

Short Term Rentals

5.57.010: Purpose.

- A. The purpose of this chapter is to establish regulations for the operation of short term rentals within the city. It does not apply to hotels, motels, and bed and breakfasts.
- B. The provisions of this chapter are necessary to provide adequate housing opportunities to low and moderate income persons and to prevent unreasonable burdens on services and impacts on residential neighborhoods posed by short term rentals. Special regulation of these uses is necessary to ensure that they will be compatible with surrounding residential uses and that they won't unreasonably reduce community housing opportunities. Maintenance of the city's existing residential neighborhoods is essential to its continued social and economic strength. It is the intent of this chapter to protect housing availability and to minimize the impact of short term rentals on adjacent residences, and to minimize the impact of the commercial character of short term rentals.

5.57.020: Definitions.

The definitions set forth in this section and Chapter 17.16 shall apply to short term rental properties.

- A. "Authorized agent" is a property management company or other entity or person who has been designated by the owner, in writing, to act on their behalf. The authorized agent may or may not be the designated representative for purposes of contact for complaints.
- B. "Event" means wedding, bachelor or bachelorette party, concert, sponsored event, or any similar group activity.
- C. "Local contact" means a person identified by the owner who is available to respond twenty-four hours a day, seven days a week, to any complaint involving the short term rental.
- D. "Owner" means the person that owns and holds legal and/or equitable title to the property.
- E. "Principal residence" means the residence where the owner personally resides two hundred seventy-five or more days each calendar year.
- F. "Short term rental" means temporary lodging for charge or fee at a dwelling unit for a rental period of less than one month, or less than thirty continuous days if the rental period does not begin on the first day of the month.
- G. "Short term rental type 1" means short term rental wherein rooms are rented within a dwelling unit and the owner or long-term renter is personally present at the dwelling unit during the rental period or the entire dwelling is rented for no more than ninety total days in a calendar year. Portions of calendar days shall be counted as full days.
- H. "Short term rental type 2" means a short term rental where an entire dwelling unit is rented and the property owner does not reside on-site.

5.57.030 General requirements.

- A. No owner or property within the Castle Rock city limits may offer, operate, rent, or otherwise make available or allow any other person to make available for occupancy or use a short term rental without a

Castle Rock short term rental permit and license and any applicable state and federal requirements.

Offer includes through any media, whether written, electronic, web-based, digital, mobile, or otherwise.

- B. A short term rental is a permitted use in any conforming or preexisting dwelling unit in any zone.

5.57.040 Application requirements.

In addition to the general application requirements of the designated review level, applicants for a short term rental permit and license and yearly renewals must pay the fees stated herein and provide the following additional information as required on the forms provided by the city. The process for such permits shall be Type I – Administrative I.

- A. All short term rentals shall be required to obtain a business license as provided for in Chapter 5.01 CRMC.
- B. Verification that lodging and business taxes through the previous quarter from the expiration date have been remitted to the Washington State Department of Revenue for an existing short term rental. If applying for a new short term rental, then verification of lodging taxes will be done at the annual renewal of the license.
- C. Fees shall be paid per the City fee schedule.
- D. Evidence of meeting the Washington State standards regulating Consumer Safety and Liability insurance as stated in RCW 64.37.
- E. Notification that the renter is responsible for complying with this chapter and that the renter may be cited or fined by the city for violating any provisions of this chapter.
- F. Provide information identifying all websites and other locations where availability of the short term rental is posted (such as VRBO/Air BNB/etc.) or advertised and any listing number(s). (The city issued permit and license number(s) must be part of any posting or advertisement of the short term rental.)
- G. Such other information the City Planner or designee deems reasonably necessary to administer this chapter.

5.57.050 Short term rental type and density requirements.

- A. Type 1 Short term Rentals: Allowed in any residential dwelling unit.
 - 1. If a Type 1 rental is being rented without the property owner onsite, the contact information of a local contact person available 24/7 within fifteen miles of the rental shall be provided to the renter.
- B. Type 2 Short term Rentals:
 - 1. Maximum of two separate Type 2 rentals are allowed per owner.
 - 2. Maximum of one Type 2 rental per parcel is allowed.
 - 3. Contact information for a local contact person available 24/7 within fifteen miles of the rental shall be provided to the renter.
 - 4. The maximum amount of Type 2 rentals allowed are eleven.
 - 5. License issuance and continued validity for Type 2 rentals shall be contingent upon the owner's good faith effort to actively engage in the rental of the property. Failure to provide documentation of rental activity for a minimum of twelve nights during a twelve month period, pro-rated quarterly, prior to the renewal deadline shall constitute an immediate forfeiture of the license.

5.57.060 Development standards.

- A. Recreational vehicles and other similar vehicles, machines, or recreational devices are not permitted to be parked on site or within the public right-of-way related to short term rentals.
- B. Short term rentals are prohibited to be utilized as event space.
- C. For Type 2 Short term Rentals a local contact must be provided who is able to respond twenty-four hours a day, seven days a week to any complaints. The local contact must be within fifteen miles of the rental.
- D. A short term rental permit and license will not be issued if the owner is not current on lodging tax payments to the Washington State Department of Revenue for an existing short term rental. If applying for a new short term rental then verification of lodging taxes paid will be done at the annual renewal.
- E. Functioning fire extinguisher(s) shall be installed within the short term rental. Number and location will be determined based on the size of the structure during the inspection process.
- F. If the short term rental property has a pool then the pool must be fenced meeting the requirements of the IRC.

5.57.070 Term of annual permit and license.

- A. Short term rental permits and licenses shall be issued for a period of one year, with its effective date running from the date of issuance. The permit and license must be renewed annually. Applicable standards of this chapter must be met and the following renewal requirements must also be met:
 - 1. Verification that all lodging taxes for year have been paid to the Washington State Department of Revenue.
 - 2. Owner or authorized agent is responsible for scheduling the annual inspection.
- B. The short term rental permit and license will be issued in the name of the owner. If the property is sold, and the new owner or authorized agent continues the property as a short term rental then the new owner or authorized agent is required to obtain a short term rental permit and license and comply with the regulations outlined in this chapter.

5.57.080 Violation and repeat offenses.

- A. It is unlawful to rent, offer for rent, or advertise for rent a dwelling unit located on any property within the city as a short term rental without a permit and license authorizing such use that has been approved and issued in the manner required by this chapter.
- B. Failure of the owner or the authorized agent or local contact of a short term rental to respond to a nuisance complaint to the Castle Rock police department arising out of the occupancy and use of the short term rental by a tenant, or the tenant's visitors or guests, is a violation and will be fined as follows:
 - 1. First call and violation received no charge;
 - 2. Second call and violation received seven hundred fifty dollars;
 - 3. Third call and violation received one thousand dollars; and
 - 4. Fourth call and violation received permit and license revoked.
- C. In addition to any other remedy provided by this chapter, a short term rental permit and license issued pursuant to this chapter may be suspended, modified, or revoked for violations of this chapter, for violation of any other law on the premises of the short term rental, or for the maintenance of such other conditions as may be shown to be injurious to the public health and safety.
- D. Violation of this chapter shall be processed as outlined in Chapter 8.04: Nuisances.

5.57.090 Denial of application for a short term rental.

An application for a short term rental shall be denied if the approving authority finds that either the application or record fails to establish compliance with the provisions of this chapter. When any application is denied, the approving authority shall state the specific reasons, and shall cite the specific provisions and sections of this code on which the denial is based.

5.57.100 Appeal.

Decisions regarding short term rentals may be appealed per the procedures outlined in Chapter 17.77.040: Development permit review procedures.

5.57.110 Severability.

If any chapter, section, subsection, sentence, clause, or phrase of this chapter is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this chapter and each section, subsection, sentence, clause, or phrase thereof.

SEPA ENVIRONMENTAL CHECKLIST

Purpose of checklist:

Governmental agencies use this checklist to help determine whether the environmental impacts of your proposal are significant. This information is also helpful to determine if available avoidance, minimization or compensatory mitigation measures will address the probable significant impacts or if an environmental impact statement will be prepared to further analyze the proposal.

Instructions for applicants:

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

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

Instructions for Lead Agencies:

Please adjust the format of this template as needed. Additional information may be necessary to evaluate the existing environment, all interrelated aspects of the proposal and an analysis of adverse impacts. The checklist is considered the first but not necessarily the only source of information needed to make an adequate threshold determination. Once a threshold determination is made, the lead agency is responsible for the completeness and accuracy of the checklist and other supporting documents.

Use of checklist for nonproject proposals:

For nonproject proposals (such as ordinances, regulations, plans and programs), complete the applicable parts of sections A and B plus the [SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS \(part D\)](#). Please completely answer all questions that apply and note that the words "project," "applicant," and "property or site" should be read as "proposal," "proponent," and "affected geographic area," respectively. The lead agency may exclude (for non-projects) questions in Part B - Environmental Elements –that do not contribute meaningfully to the analysis of the proposal.

A. Background [\[HELP\]](#)

1. Name of proposed project, if applicable:

Amendments to Castle Rock Municipal Code Title 5 creating a Short Term Rentals ordinance and Title 17 amending the Home Occupation ordinance.

2. Name of applicant:

City of Castle Rock.

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

**Attn: Ryan P. Shea
City Planner
208-310-2083
141 A Street SW
Castle Rock, WA 98611**

4. Date checklist prepared:

September 2, 2022.

5. Agency requesting checklist:

Washington State Department of Ecology.

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

These are nonproject actions.

7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain.

Nonproject actions, this is not applicable. Development proposals emerging subsequent to the adoption of these updates would be evaluated relative to federal, state, and local regulations and standards on an individual project-specific basis.

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

Nonproject actions, this is not applicable.

9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.

No.

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

None.

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

page. (Lead agencies may modify this form to include additional specific information on project description.)

The City of Castle Rock Planning Commission has proposed the creation of an ordinance regulating short term rentals and a modification of the regulations for home occupations. Please reference attachments 1-3 to view the complete additions and changes.

Attachment 1: Proposed Short Term Rental Code

Attachment 2: Existing Home Occupation Code

Attachment 3: Proposed Home Occupation Code

12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.

These ordinances will regulate short term rentals and home occupations within the City of Castle Rock city limits.

B. Environmental Elements [\[HELP\]](#)

1. Earth [\[help\]](#)

a. General description of the site:

(circle one) Flat, rolling, hilly, steep slopes, mountainous, other _____

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

Land within the city limits is generally flat with steeper slopes present on the northeast and southeast edges of the city. Small portions of these areas are in excess of 15% slopes.

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

The soil within the city limits is comprised primarily of silt loam and sandy soils.

d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.

A river runs through the community which means there are a fair amount of hydric soils near it. However, these nonproject proposals are not anticipated to result in construction proposals that could impact these areas or other potentially unstable soils.

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

An increase in new construction is not anticipated by the proposals and will not result in additional filling, grading, or excavation.

- f. Could erosion occur as a result of clearing, construction, or use? If so, generally describe.

No erosion would result from the adoption of these proposals.

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

No increase in impervious surfaces is anticipated after the proposals are adopted. No increase in amenities such as hard surfaced parking lots or walkways are required above and beyond normal zoning requirements.

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

No impacts to erosion or other impacts to the earth are anticipated.

2. Air [\[help\]](#)

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

The proposals will not result in increased air emissions.

- b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe.

No.

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

None.

3. Water [\[help\]](#)

- a. Surface Water: [\[help\]](#)

- 1) Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into.

Yes, there is surface water throughout the city limits primarily in the form of the Cowlitz River with various creeks and streams that flow into it.

- 2) Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.

As nonproject actions, the proposals will not generate any work over, in, or adjacent to said river.

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

Not applicable for these proposals.

- 4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known.

No.

- 5) Does the proposal lie within a 100-year floodplain? If so, note location on the site plan.

There are 100-year floodplains within the City of Castle Rock. However, as nonproject actions the proposals will not result in projects that affect a floodplain hazard area.

- 6) Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge.

No.

b. Ground Water: [\[help\]](#)

- 1) Will groundwater be withdrawn from a well for drinking water or other purposes? If so, give a general description of the well, proposed uses and approximate quantities withdrawn from the well. Will water be discharged to groundwater? Give general description, purpose, and approximate quantities if known.

No.

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

Not applicable.

c. Water runoff (including stormwater):

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

Not applicable. The proposals are a nonproject action and do not recommend project actions on a specific site. Future development projects will be conditioned subject to consistency with water quality protection regulations.

2) Could waste materials enter ground or surface waters? If so, generally describe.

Not as a result of these proposals.

3) Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe.

No.

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

None.

4. Plants [\[help\]](#)

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

- ☒ ☐ deciduous tree: alder, maple, aspen, other
- ☒ ☐ evergreen tree: fir, cedar, pine, other
- ☒ ☐ shrubs
- ☒ ☐ grass
- ☒ ☐ pasture
- ☒ ☐ crop or grain
- ☐ Orchards, vineyards or other permanent crops.
- ☒ ☐ wet soil plants: cattail, buttercup, bullrush, skunk cabbage, other
- ☐ water plants: water lily, eelgrass, milfoil, other
- ☐ other types of vegetation

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

The proposals will not directly or indirectly cause vegetation to be removed or altered.

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

The Washington State Department of Fish and Wildlife does not report any threatened or endangered species within city limits.

d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any:

None.

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

Knotweed, poison hemlock.

5. **Animals** [\[help\]](#)

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

Examples include:

birds: hawk, heron, eagle, songbirds, other:

mammals: deer, bear, elk, beaver, other:

fish: bass, salmon, trout, herring, shellfish, other _____

Per NatureServe Explorer Pro and WDFW SalmonScape:

Birds: Eagles, Swallows

Mammals: White-tailed Deer

Fish: Chinook Salmon, Rainbow Trout, Largemouth Bass, Steelhead Trout, Chum Salmon, Coho Salmon, Mountain Whitefish, Cutthroat Trout.

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

The Washington State Department of Fish and Wildlife (WDFW) Priority Habitat and Species (PHS) interactive map was queried to identify potential priority habitat and species in the project area; fresh water emergent wetlands are dispersed on the outer city limits.

The U.S. Fish and Wildlife Service (USFWS) maintains an on-line list of federally listed as threatened or endangered in the State of Washington. There are no known federally listed threatened or endangered species near the project.

- c. Is the site part of a migration route? If so, explain.

No.

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

None. These nonproject actions will have no negative effect on wildlife.

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

None.

6. **Energy and Natural Resources** [\[help\]](#)

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

Not applicable.

- b. Would your project affect the potential use of solar energy by adjacent properties?
If so, generally describe.

No.

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

None. These proposals will not result in a reduction of energy conservation.

7. Environmental Health [\[help\]](#)

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

No.

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

Not applicable.

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

Not applicable.

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

Not applicable.

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

Not applicable.

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

Not applicable.

b. Noise

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

None.

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

Short term rentals have the potential to create noise from guests congregating, celebrating, etc.

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

Within the short term rental ordinance, the city's nuisance code has been referenced within the proposed ordinance as the method to deal with noise complaints. Repeated violations will result in fines and eventually revocation of the short term rental license.

The proposed changes to the home occupation ordinance further seeks to reduce potential noise issues to surrounding neighborhoods by specifically prohibiting specific commercial-like uses such as repair or painting of automobiles, large appliance/power equipment repair, restaurants, and welding/fabrication shops.

8. Land and Shoreline Use [\[help\]](#)

a. What is the current use of the site and adjacent properties? Will the proposal affect current land uses on nearby or adjacent properties? If so, describe.

As a nonproject action affecting the entire city, there is no one land use that is applicable here but the land uses are typical of a small city. This proposal has the potential to affect land use to the extent that properties that are solely used as short term rentals will be limited in number within city limits.

b. Has the project site been used as working farmlands or working forest lands? If so, describe. How much agricultural or forest land of long-term commercial significance will be converted to other uses as a result of the proposal, if any? If resource lands have not been designated, how many acres in farmland or forest land tax status will be converted to nonfarm or nonforest use?

There are working farmlands and no working forest lands within City limits. Working farmlands lie on the northwest edge of the city. The proposals will not result in any conversion of working lands.

1) Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversize equipment access, the application of pesticides, tilling, and harvesting? If so, how:

The proposals will have no affect on surrounding working farm or forest land operations.

c. Describe any structures on the site.

Typical structures within a small city: residential, commercial, and industrial structures.

d. Will any structures be demolished? If so, what?

The proposals are not expected to lead to the demolition of any structures.

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

Zoning varies throughout the City of Castle Rock.

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

Land within the city have zoning designations that generally match the type, scale, and intensity of the development found there. The City of Castle Rock is primarily single family residential.

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

Not applicable.

h. Has any part of the site been classified as a critical area by the city or county? If so, specify.

Yes, Cowlitz River.

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

Not applicable.

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

Not applicable.

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

One of the primary goals of the short term rental ordinance is to prevent the erosion of long term rentals by restricting the number of properties that can solely be used as short term rentals.

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

Another goal of both proposals is to help maintain neighborhood integrity. For instance, one requirement in the short term rental ordinance restricts the parking/storage of recreational vehicles connected to a short term rental. Further, the short term rental ordinance also restricts the total number of dwelling units that can be used solely for short term rentals which helps protect neighborhoods from

commercial-like uses. The home occupation ordinance adds code that restricts commercial-like uses within neighborhoods.

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

No impacts to agricultural and forest lands of long-term commercial significance is anticipated with these proposals.

9. Housing [\[help\]](#)

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

These proposals would not contribute additional dwelling units to the city but the short term rental ordinance may indirectly help satisfy demand within the long term rental market.

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

No change in number of dwelling units is anticipated with these proposals.

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

One of the goals of the short term rental ordinance is to help maintain the long term rental market by restricting homes that can solely be used as short term rentals.

10. Aesthetics [\[help\]](#)

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

The proposals will not affect structure height, this is not applicable.

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

No views in the city are anticipated to be altered or obstructed.

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

Both proposals may directly affect aesthetic impacts to the City to the extent that both proposals aim to restrict negative aesthetic impacts to neighbors. Within the short term rental ordinance, if certain rentals become problematic there are measures in place to fine applicants and revoke licenses as necessary. The home occupation ordinance aims to restrict commercial-like uses from occurring in residential neighborhoods.

11. Light and Glare [\[help\]](#)

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

No form of additional light or glare is anticipated above and beyond what typical dwelling units produce.

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

The proposals will not directly lead to projects that create more light or glare that create hazards.

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

Not applicable.

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

None.

12. Recreation [\[help\]](#)

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

Cowlitz River, Castle Rock Bike Park, Lions Pride Park, Riverfront Trail, "The Rock", Skate Park, Memory Lane Park, Memorial Park, SC/Cold Water Park, CR/Toutle BB Fields, Elementary, Middle, and High Schools, Sports Complex.

- b. Would the proposed project displace any existing recreational uses? If so, describe.

No.

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

None.

13. Historic and cultural preservation [\[help\]](#)

- a. Are there any buildings, structures, or sites, located on or near the site that are over 45 years old listed in or eligible for listing in national, state, or local preservation registers? If so, specifically describe.

There is one building listed on the national register within Castle Rock: the Laughlin Round Barn located at 8249 Barnes Dr. Three structures are determined eligible for the register which are all centered in the commercial core along Cowlitz St W and 1st Ave SW.

The City's Comprehensive Plan lists the following properties as being historically significant:

- 1. Russell Residence: 112 Shintaffer, Constructed in 1900**
- 2. Jail: 100 Jackson Street, Constructed in 1906**
- 3. Pacific National Bank of Washington: 12 West Cowlitz, Constructed in 1904**
- 4. Pioneer Real Estate: Corner of First and "A", Constructed in 1900**
- 5. First Methodist Church: 715 First St, Constructed in 1884**
- 6. Moody Residence: 308 "B" St, Constructed in 1895**
- 7. Moody Residence 2: 500 Warren, Constructed in 1900**
- 8. Baugh Residence: 1008 Third, Constructed in 1900**
- 9. Bolar Residence: 1102 Second, Constructed in 1900**
- 10. Turnbough Residence: 1211 Front St, Constructed in 1900**

- b. Are there any landmarks, features, or other evidence of Indian or historic use or occupation? This may include human burials or old cemeteries. Are there any material evidence, artifacts, or areas of cultural importance on or near the site? Please list any professional studies conducted at the site to identify such resources.

The Cowlitz River was used historically for a variety of purposes by Indians. The City's Comprehensive Plan briefly talks about the history of the area but identifies no local landmarks, cemeteries, or areas of cultural importance within the City limits outside of the historic structures listed in Question A above.

- c. Describe the methods used to assess the potential impacts to cultural and historic resources on or near the project site. Examples include consultation with tribes and the department of archeology and historic preservation, archaeological surveys, historic maps, GIS data, etc.

These are nonproject actions that will not result in the ground being disturbed.

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

None. This proposal will not adversely affect historical resources.

14. Transportation [\[help\]](#)

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

The city's transportation consists of approximately 18 miles of roads. The federal and state routes consist of Interstate-5, State Route 411, and State Route 504.

- b. Is the site or affected geographic area currently served by public transit? If so, generally describe. If not, what is the approximate distance to the nearest transit stop?

Castle Rock is served by limited public transportation provided by Lower Columbia Community Action Council which runs a rural public transportation route between Vancouver and Tumwater with the nearest connection in Longview.

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

Not applicable.

- d. Will the proposal require any new or improvements to existing roads, streets, pedestrian, bicycle or state transportation facilities, not including driveways? If so, generally describe (indicate whether public or private).

No.

- e. Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe.

No.

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

Not applicable.

- g. Will the proposal interfere with, affect or be affected by the movement of agricultural and forest products on roads or streets in the area? If so, generally describe.

No.

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

None.

15. Public Services [\[help\]](#)

- a. Would the project result in an increased need for public services (for example: fire protection, police protection, public transit, health care, schools, other)? If so, generally describe.

No.

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

None.

16. Utilities [\[help\]](#)

- a. Circle utilities currently available at the site:
electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system,
other _____

Not applicable.

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

Not applicable.

C. Signature [\[HELP\]](#)

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

Signature: 

Name of signee: **Ryan Shea**

Position and Agency/Organization: **Planner, SCJ Alliance. Contract City Planner for City of
Castle Rock, WA.**

Date Submitted: **September 6, 2022.**

D. Supplemental sheet for nonproject actions [\[HELP\]](#)

(IT IS NOT NECESSARY to use this sheet for project actions)

Because these questions are very general, it may be helpful to read them in conjunction
with the list of the elements of the environment.

When answering these questions, be aware of the extent the proposal, or the types of
activities likely to result from the proposal, would affect the item at a greater intensity or
at a faster rate than if the proposal were not implemented. Respond briefly and in
general terms.

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

They would not be likely to increase the above.

Proposed measures to avoid or reduce such increases are:

None.

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

They would not be likely to affect the above.

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

None.

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

They would likely not deplete energy or natural resources.

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

None.

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

The proposals would not likely use or affect environmentally sensitive areas or areas designated for governmental protection.

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

None.

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

The proposals are not likely to affect land and shoreline use.

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

None.

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

The proposals are not likely to increase demands on transportation or public services/utilities.

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

None.

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

The proposals do not conflict with local, state, or federal laws/requirements as they relate to the protection of the environment.

1. CALL TO ORDER

Regular Meeting Called to Order: Chairperson Sullivan called the regular meeting to order at 6:00pm.

a. Roll Call

Members Present: Chairperson Rick Sullivan, Vice-Chair Matt Rassmussen, Commissioners Richard Skreen (remote), and Ryane Olin.

Members Excused: Justice Wyonne

Members Absent: Leah Medina.

Staff Present: Contracted Planners Rachel Granrath (remote) and Ryan Shea (remote); Secretary Karlene Akesson.

2. APPROVAL OF MINUTES

a. July 20, 2022 PC Minutes

Commissioner Ryane Olin motioned to approve the July 20, 2022 Planning Commission meeting minutes. Vice-Chair Rassmussen seconded the motion. By consensus, the minutes were approved.

3. PUBLIC HEARING

a. **Open Public Meeting:** Text Amendments to Castle Rock Municipal Code Title 5 and 17 - Short Term Rentals and Home Occupations

Public Hearing - Short Term Rentals - The Public Hearing for Short Term Rentals was opened at 6:04pm by Chairperson Sullivan.

Public Hearing - Home Occupations - The Public Hearing for Home Occupations was opened at 6:12pm by Chairperson Sullivan.

b. **Staff Report:** Short Term Rentals

Public Hearing - Short Term Rentals - Planner Ryan Shea presented the Staff Report proposing to amend Castle Rock Municipal Code (CRMC) Title 5 to create an ordinance regulating short-term rentals (STRs).

c. **Staff Report:** Home Occupations

Public Hearing - Home Occupations - Planner Ryan Shea presented the Staff Report proposing to amend Castle Rock Municipal Code (CRMC) Chapter 17.48.120-150 Home Occupations to streamline it, making it easier to implement and enforce.

d. **Public Testimony**

Public Hearing - Short Term Rentals - No members of the general public were present to offer public testimony.

Public Hearing - Home Occupations - No members of the general public were present to offer public testimony.

e. Close Public Hearing

Public Hearing - Short Term Rentals - At 6:11pm, Chairperson Sullivan closed the Public Hearing for Short Term Rentals.

Public Hearing - Home Occupations - At 6:17pm, Chairperson Sullivan closed the Public Hearing for Home Occupations.

4. DISCUSSION & RECOMMENDATIONS

a. Text Amendments to Castle Rock Municipal Code (CRMC) Titles 5 and 17 - Short Term Rentals (STR) and Home Occupations

Public Hearing - Short Term Rentals - The Commissioners shared their comments on the Short Term Rentals (STR) proposed ordinance. Commissioner Olin motioned to approve and recommend, as submitted, the proposed STR ordinance for Council review. Vice-Chair Rasmussen seconded the motion. By consensus, the approval and recommendation were approved.

Public Hearing - Home Occupations - The Commissioners shared their comments regarding the proposed amendments to the Castle Rock Municipal Code (CRMC) Title 17.48.120-150 Home Occupations. Commissioner Olin motioned to approve and recommend, as submitted, the proposed amendments to CRMC Title 17.48.120-150 Home Occupations for Council review. Vice-Chair Rasmussen seconded the motion. By consensus, the approval and recommendation were approved.

5. PUBLIC COMMENT

No members of the general public were present to offer public testimony.

6. OLD BUSINESS

There was no old business presented or discussed.

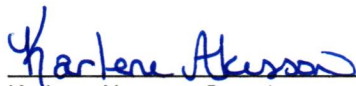
7. NEW BUSINESS

There was no new business presented or discussed.

8. ADJOURNMENT

Vice-Chair Rasmussen motioned to adjourn the regular meeting, Commissioner Olin seconded the motion. All were in favor.

At 6:19pm, Chairperson Sullivan adjourned the regular meeting.


Karlene Akesson, Secretary