



CASTLE ROCK CITY COUNCIL AGENDA

Regular Meeting: Monday, April 24, 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
- City Engineer Tom Gower
- Clerk-Treasurer Carie Cuttonaro

1. Expenditure, Revenue, Cash & Investments Reports (page 3-7)

5. COUNCIL AND AD HOC COMMITTEE REPORTS

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

6. PUBLIC HEARINGS

- a. To consider Ordinance No. 2023-04 which established a six-month moratorium on the acceptance of applications for development activities or other permit applications for nonconforming lots in residential zones and declaring an emergency. (page 8-11)

7. CONSENT AGENDA

- a. Approve the minutes of the April 10, 2023 Regular Council Meeting. (page 12-14)

8. OLD BUSINESS

9. NEW BUSINESS

10. OTHER BUSINESS

11. ADJOURNMENT

NEXT REGULAR COUNCIL MEETINGS:

<u>2Q23</u>	<u>3Q23</u>	<u>4Q23</u>	<u>1Q24</u>
April 10	July 10	October 09	January 08
April 24	July 24	October 23	January 22
May 08	August 14	November 13	February 12
May 22	August 28	November 27	February 26
June 12	September 11	December 11	March 11
June 26	September 25	Wednesday, December 27	March 25

Non-Discrimination Statement: This institution is an equal opportunity provider and employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at https://www.ascr.usda.gov/sites/default/files/Complain_combined_6_8_12_508_0.pdf or at any USDA office, or call 866.632.9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to USDA, Office of the Assistant Secretary for Civil Rights, 1400 Independence Ave, SW, Stop 9410, Washington, DC 20250-9410 or email to program.intake@usda.gov or by fax (202) 690-7442.

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

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

2023 Revenue

<u>Fund</u>	<u>#</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>Total</u>	<u>Budget</u>	<u>Remaining</u>	<u>% Received</u>
General	010	152,036.78	110,779.02	140,237.95	403,053.75	2,043,364.00	1,640,310.25	19.73%
Streets	100	77,403.14	3,374.12	7,132.08	87,909.34	175,950.00	88,040.66	49.96%
Building Code	115	6,923.98	5,243.18	18,263.49	30,430.65	50,000.00	19,569.35	60.86%
Visitor Center	120	504.30	1,889.90	669.83	3,064.03	16,075.00	13,010.97	19.06%
Library	130	1,598.47	880.89	1,149.86	3,629.22	16,200.00	12,570.78	22.40%
Criminal Justice	140	4,592.35	89.07	117.49	4,798.91	3,200.00	(1,598.91)	149.97%
Local Criminal Justice	145	4,938.71	5,927.83	4,988.66	15,855.20	45,000.00	29,144.80	35.23%
Accumulative Reserve	150	56.13	49.48	64.83	170.44	-	(170.44)	0.00%
CDBG Grant/Home Rehab Proj	160	561.33	504.74	668.50	1,734.57	-	(1,734.57)	0.00%
DOT Spoils Site	170	33,563.59	10,688.75	43,334.90	87,587.24	346,500.00	258,912.76	25.28%
Public Works Vehicle Replacement	180	30,157.17	2.48	-	30,159.65	30,000.00	(159.65)	100.53%
Police Vehicle Replacement	185	60,022.45	47.01	60.77	60,130.23	60,000.00	(130.23)	100.22%
Drug Enforcement	190	7.49	7.42	8.10	23.01	200.00	176.99	11.51%
Low Income Housing	195	160.91	3,153.40	202.58	3,516.89	3,000.00	(516.89)	117.23%
Swimming Pool Construction	300	411.64	376.08	498.33	1,286.05	10,160.00	8,873.95	12.66%
REET Capital Fund	310	4,705.75	1,531.90	469.97	6,707.62	45,000.00	38,292.38	14.91%
Street Construction	320	2,989.24	-	-	2,989.24	407,000.00	404,010.76	0.73%
Water/Sewer Operating	400	140,025.74	157,404.97	176,291.30	473,722.01	1,948,949.00	1,475,226.99	24.31%
Regional Water System	410	49,863.26	75,921.22	56,965.58	182,750.06	611,066.00	428,315.94	29.91%
Stormwater Management	420	11,430.26	12,162.98	15,929.08	39,522.32	141,831.00	102,308.68	27.87%
Stormwater Capital	425	41.16	49.48	64.83	155.47	-	(155.47)	0.00%
Regional Water Capital	430	10,190.86	212.78	6,879.56	17,283.20	15,000.00	(2,283.20)	115.22%
Muni Water Capital Improvement	435	1,161,013.18	5,522.43	11,707.26	1,178,242.87	3,175,000.00	1,996,757.13	37.11%
Water Bond Reserve	440	6,907.39	512.16	676.60	8,096.15	6,376.00	(1,720.15)	126.98%
Sewer Bond Reserve	450	18,671.77	791.75	1,049.33	20,512.85	17,841.00	(2,671.85)	114.98%
Sewer Loan Reserve Fund	460	1,697.65	49.48	64.83	1,811.96	1,649.00	(162.96)	109.88%
Short Lived Asset Reserve Fund	463	3,452.75	116.29	153.95	3,722.99	3,333.00	(389.99)	111.70%
Emerg Repair/Replace Res Fund	465	-	-	-	-	-	-	0.00%
Muni Sewer Cap Impr Reserve	470	684.82	633.40	4,938.66	6,256.88	2,500.00	(3,756.88)	250.28%
Boat Launch Facility	475	878.53	751.39	3,163.10	4,793.02	1,745,800.00	1,741,006.98	0.27%
Utility Deposit	631	682.08	345.57	1,363.09	2,390.74	10,000.00	7,609.26	23.91%
Transportation Benefit District	632	10,923.87	13,769.89	11,740.86	36,434.62	150,095.00	113,660.38	24.27%
TBD Capital Project	633	-	-	-	-	-	-	0.00%
State Custodial Pass-Through Fund	634	778.20	406.68	535.56	1,720.44	24,510.00	22,789.56	7.02%
Totals		1,797,874.95	413,195.74	509,390.93	2,720,461.62	11,105,599.00	8,385,137.38	24.50%
Balance Check		1,797,874.95	413,195.74	509,390.93	2,720,461.62	11,105,599.00	8,385,137.38	
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2023 Expenditures

<u>Fund</u>	<u>Sub</u>	<u>#</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>Total</u>	<u>Budget</u>	<u>Remaining</u>	<u>% Expended</u>
General	Legislative	010 0 010	6,802.29	10,316.35	5,518.52	22,637.16	87,946.00	65,308.84	25.74%
	Municipal	010 0 020	4,538.88	7,923.80	7,085.79	19,548.47	84,242.00	64,693.53	23.21%
	Financial	010 0 030	12,794.54	17,278.52	29,320.23	59,393.29	218,426.00	159,032.71	27.19%
	Law Enforcement	010 0 040	103,335.70	162,196.49	109,110.52	374,642.71	1,255,909.00	881,266.29	29.83%
	Parks	010 0 060	185.35	3,627.65	335.40	4,148.40	13,860.00	9,711.60	29.93%
	Building/Planning	010 0 070	7,692.82	6,478.28	7,913.88	22,084.98	128,848.00	106,763.02	17.14%
	Non-Departmental	010 0 099	161,092.96	21,511.16	10,590.75	193,194.87	523,108.00	329,913.13	36.93%
General Total		010	296,442.54	229,332.25	169,875.09	695,649.88	2,312,339.00	1,616,689.12	30.08%
Streets		100	14,868.92	14,356.79	26,153.28	55,378.99	199,629.00	144,250.01	27.74%
Building Code		115	3,257.22	5,123.58	4,061.07	12,441.87	51,129.00	38,687.13	24.33%
Visitor Center		120	1,654.71	1,374.30	555.84	3,584.85	19,529.00	15,944.15	18.36%
Library		130	716.84	5,481.93	1,213.92	7,412.69	35,566.00	28,153.31	20.84%
Criminal Justice		140	142.50	-	-	142.50	1,667.00	1,524.50	8.55%
Local Criminal Justice		145	505.43	10,639.42	1,073.52	12,218.37	39,728.00	27,509.63	30.76%
Accumulative Reserve		150	-	-	-	-	-	-	0.00%
CDBG Grant/Home Rehab Proj		160	-	-	-	-	1,000.00	1,000.00	0.00%
DOT Spoils Site		170	8,493.24	14,291.25	9,547.83	32,332.32	374,215.00	341,882.68	8.64%
Public Works Vehicle Replacement		180	88,885.52	-	-	88,885.52	89,000.00	114.48	99.87%
Police Vehicle Replacement		185	50,487.65	4,543.01	139.31	55,169.97	70,000.00	14,830.03	78.81%
Drug Enforcement		190	-	-	-	-	-	-	0.00%
Low Income Housing		195	-	-	-	-	-	-	0.00%
Swimming Pool Construction		300	-	-	-	-	-	-	0.00%
REET Construction		310	-	-	-	-	144,800.00	144,800.00	0.00%
Street Construction		320	36.30	-	1,019.13	1,055.43	407,000.00	405,944.57	0.26%
Water/Sewer Operating		400	173,951.20	190,300.09	219,181.14	583,432.43	2,006,873.00	1,423,440.57	29.07%
Regional Water System		410	59,580.23	62,951.32	47,457.67	169,989.22	611,066.00	441,076.78	27.82%
Stormwater Management		420	15,631.82	17,556.15	9,444.36	42,632.33	144,057.00	101,424.67	29.59%
Stormwater Capital		425	-	-	83.83	83.83	25,000.00	24,916.17	0.34%
Regional Water Capital		430	18.38	9,418.69	-	9,437.07	16,225.00	6,787.93	58.16%
Muni Water Capital Improvement		435	201,937.99	18,852.22	55,040.53	275,830.74	4,422,700.00	4,146,869.26	6.24%
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	149.68	513.66	38,358.99	39,022.33	201,100.00	162,077.67	19.40%
Boat Launch Facility		475	1,570.04	5,371.40	1,076.60	8,018.04	1,030,479.00	1,022,460.96	0.78%
Utility Deposit		631	488.61	80.00	570.95	1,139.56	10,000.00	8,860.44	11.40%
Transportation Benefit District		632	-	4,121.00	-	4,121.00	207,700.00	203,579.00	1.98%
TBD Capital Project		633	-	-	-	-	-	-	0.00%
State Custodial Pass-Thru Fund		634	802.70	403.43	1,217.81	2,423.94	24,510.00	22,086.06	9.89%
		Totals	919,621.52	594,710.49	586,070.87	2,100,402.88	12,445,312.00	10,344,909.12	16.88%
Balance Check			919,621.52	594,710.49	586,070.87	2,100,402.88	12,445,312.00	10,344,909.12	
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2023 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	695,649.88	2,312,339.00	30.08%	403,053.75	2,043,364.00	19.73%	1,347,714.12	34.04%	(292,596.13)	172.59%
Streets	100	55,378.99	199,629.00	27.74%	87,909.34	175,950.00	49.96%	120,571.01	31.47%	32,530.35	63.00%
Building Code	115	12,441.87	51,129.00	24.33%	30,430.65	50,000.00	60.86%	37,558.13	24.88%	17,988.78	40.89%
Visitor Center	120	3,584.85	19,529.00	18.36%	3,064.03	16,075.00	19.06%	12,490.15	22.30%	(520.82)	117.00%
Library	130	7,412.69	35,566.00	20.84%	3,629.22	16,200.00	22.40%	8,787.31	45.76%	(3,783.47)	204.25%
Criminal Justice	140	142.50	1,667.00	8.55%	4,798.91	3,200.00	149.97%	3,057.50	4.45%	4,656.41	2.97%
Local Criminal Justice	145	12,218.37	39,728.00	30.76%	15,855.20	45,000.00	35.23%	32,781.63	27.15%	3,636.83	77.06%
Accumulative Reserve	150	-	-		170.44	-		-		170.44	0.00%
CDBG Grant/Home Rehab Proj	160	-	1,000.00	0.00%	1,734.57	-		-		1,734.57	0.00%
DOT Spoils Site	170	32,332.32	374,215.00	8.64%	87,587.24	346,500.00	25.28%	314,167.68	9.33%	55,254.92	36.91%
Public Works Vehicle Replacement	180	88,885.52	89,000.00	99.87%	30,159.65	30,000.00	100.53%	(58,885.52)	296.29%	(58,725.87)	294.72%
Police Vehicle Replacement	185	55,169.97	70,000.00	78.81%	60,130.23	60,000.00	100.22%	4,830.03	91.95%	4,960.26	91.75%
Drug Enforcement	190	-	-		23.01	200.00	11.51%	200.00	0.00%	23.01	0.00%
Low Income Housing	195	-	-		3,516.89	3,000.00	117.23%	3,000.00	0.00%	3,516.89	0.00%
Swimming Pool Construction	300	-	-		1,286.05	10,160.00	12.66%	10,160.00	0.00%	1,286.05	0.00%
REET Construction	310	-	144,800.00	0.00%	6,707.62	45,000.00	14.91%	45,000.00	0.00%	6,707.62	0.00%
Street Construction	320	1,055.43	407,000.00	0.26%	2,989.24	407,000.00	0.73%	405,944.57	0.26%	1,933.81	35.31%
Water/Sewer Operating	400	583,432.43	2,006,873.00	29.07%	473,722.01	1,948,949.00	24.31%	1,365,516.57	29.94%	(109,710.42)	123.16%
Regional Water System	410	169,989.22	611,066.00	27.82%	182,750.06	611,066.00	29.91%	441,076.78	27.82%	12,760.84	93.02%
Stormwater Management	420	42,632.33	144,057.00	29.59%	39,522.32	141,831.00	27.87%	99,198.67	30.06%	(3,110.01)	107.87%
Stormwater Capital	425	83.83	25,000.00	0.34%	155.47	-		(83.83)		71.64	53.92%
Regional Water Capital	430	9,437.07	16,225.00	58.16%	17,283.20	15,000.00	115.22%	5,562.93	62.91%	7,846.13	54.60%
Muni Water Capital Improvement	435	275,830.74	4,422,700.00	6.24%	1,178,242.87	3,175,000.00	37.11%	2,899,169.26	8.69%	902,412.13	23.41%
Water Bond Reserve	440	-	-		8,096.15	6,376.00	126.98%	6,376.00	0.00%	8,096.15	0.00%
Sewer Bond Reserve	450	-	-		20,512.85	17,841.00	114.98%	17,841.00	0.00%	20,512.85	0.00%
Sewer Loan Reserve Fund	460	-	-		1,811.96	1,649.00	109.88%	1,649.00	0.00%	1,811.96	0.00%
Short Lived Asset Reserve Fund	463	-	-		3,722.99	3,333.00	111.70%	3,333.00	0.00%	3,722.99	0.00%
Emerg Repair/Replace Res Fund	465	-	-		-	-		-		-	
Muni Sewer Cap Impr Reserve	470	39,022.33	201,100.00	19.40%	6,256.88	2,500.00	250.28%	(36,522.33)	1560.89%	(32,765.45)	623.67%
Boat Launch Facility	475	8,018.04	1,030,479.00	0.78%	4,793.02	1,745,800.00	0.27%	1,737,781.96	0.46%	(3,225.02)	167.29%
Utility Deposit	631	1,139.56	10,000.00	11.40%	2,390.74	10,000.00	23.91%	8,860.44	11.40%	1,251.18	47.67%
Transportation Benefit District	632	4,121.00	207,700.00	1.98%	36,434.62	150,095.00	24.27%	145,974.00	2.75%	32,313.62	11.31%
TBD Capital Project	633	-	-		-	-		-		-	
State Custodial Pass-Thru Fund	634	2,423.94	24,510.00	9.89%	1,720.44	24,510.00	7.02%	22,086.06	9.89%	(703.50)	140.89%
		2,100,402.88	12,445,312.00	16.88%	2,720,461.62	11,105,599.00	24.50%	9,005,196.12	18.91%	620,058.74	77.21%
Balance Check		2,100,402.88	12,445,312.00		2,720,461.62	11,105,599.00		9,005,196.12		620,058.74	
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Investments Activity

Period: 2023 - Mar
Period Totals: Period

Fund	Description	Beginning Balance	Investments Acquired	Liquidated	Reinvested Interest	Ending Balance
010	General Fund	\$812,708.97	\$0.00	\$0.00	\$3,289.82	\$815,998.79
011	Petty Cash/Change Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100	Street Fund	\$39,767.22	\$0.00	\$0.00	\$158.01	\$39,925.23
115	Building Code Account Fund	\$52,752.44	\$0.00	\$0.00	\$210.67	\$52,963.11
120	Visitor Center Fund	\$6,492.60	\$0.00	\$0.00	\$24.31	\$6,516.91
130	Library Fund	\$11,362.06	\$0.00	\$0.00	\$44.57	\$11,406.63
140	Criminal Justice Fund	\$29,216.73	\$0.00	\$0.00	\$117.49	\$29,334.22
145	Local Criminal Justice Fund	\$64,114.49	\$0.00	\$0.00	\$259.30	\$64,373.79
150	Accumulative Reserve Fund	\$16,231.51	\$0.00	\$0.00	\$64.83	\$16,296.34
160	CDBG Grant/Home Rehab Project	\$165,561.49	\$0.00	\$0.00	\$668.50	\$166,229.99
170	DOT Spoil Site Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
180	Public Works Vehicle Replacement	\$811.58	\$0.00	\$0.00	\$0.00	\$811.58
185	Police Vehicle Replacement Fund	\$15,419.94	\$0.00	\$0.00	\$60.77	\$15,480.71
190	Drug Enforcement Fund	\$2,434.72	\$0.00	\$0.00	\$8.10	\$2,442.82
195	Low Income Housing Fund	\$50,317.70	\$0.00	\$0.00	\$202.58	\$50,520.28
300	Swimming Pool Const Fund, 1987	\$123,359.54	\$0.00	\$0.00	\$498.33	\$123,857.87
310	REET Capital Fund	\$116,866.93	\$0.00	\$0.00	\$469.97	\$117,336.90
320	Street Construction Capital Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
400	Water/Sewer Operating Fund	\$656,564.94	\$0.00	\$0.00	\$2,657.78	\$659,222.72
410	Regional Water System Fund	\$439,062.58	\$0.00	\$0.00	\$1,778.61	\$440,841.19
415	DNU - 2022 - Regional Sewer System Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
420	Stormwater Management Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
425	Stormwater Capital Reserve Fund	\$16,231.51	\$0.00	\$0.00	\$64.83	\$16,296.34
430	Regional Water Capital Improvement	\$69,795.52	\$0.00	\$0.00	\$279.56	\$70,075.08
435	Muni Water Capital Improvement	\$1,811,437.51	\$0.00	\$0.00	\$7,337.26	\$1,818,774.77
440	Water Bond Reserve Fund	\$167,996.22	\$0.00	\$0.00	\$676.60	\$168,672.82
450	Sewer Bond Reserve Fund	\$259,704.30	\$0.00	\$0.00	\$1,049.33	\$260,753.63
460	Sewer Loan Reserve Fund	\$16,231.51	\$0.00	\$0.00	\$64.83	\$16,296.34
463	Short Lived Asset Reserve Fund	\$38,144.07	\$0.00	\$0.00	\$153.95	\$38,298.02
470	Muni Sewer Capital Imprv Reserve	\$207,763.44	\$0.00	\$0.00	\$838.66	\$208,602.10
475	Boat Launch Facility Fund	\$34,897.76	\$0.00	\$0.00	\$137.75	\$35,035.51
631	Utility Deposit Fund	\$60,868.20	\$0.00	\$0.00	\$243.09	\$61,111.29
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
		\$5,286,115.48	\$0.00	\$0.00	\$21,359.50	\$5,307,474.98



Cash and Investment Activity

Period: 2023 - Mar
Period Totals

Fund	Beginning Cash	Beginning Investments	Activity In	Activity Out	Ending Cash	Ending Investments	Ending Balance
010 General Fund	\$359,101.43	\$812,708.97	\$136,948.13	\$173,164.91	\$326,174.47	\$815,998.79	\$1,142,173.26
011 Petty Cash/Change Fund	\$760.00	\$0.00	\$0.00	\$0.00	\$760.00	\$0.00	\$760.00
100 Street Fund	\$26,960.63	\$39,767.22	\$6,974.07	\$26,311.29	\$7,781.42	\$39,925.23	\$47,706.65
115 Building Code Account Fund	\$16,699.05	\$52,752.44	\$18,052.82	\$4,271.74	\$30,690.80	\$52,963.11	\$83,653.91
120 Visitor Center Fund	\$2,831.64	\$6,492.60	\$645.52	\$580.15	\$2,921.32	\$6,516.91	\$9,438.23
130 Library Fund	\$375.91	\$11,362.06	\$1,105.29	\$1,258.49	\$267.28	\$11,406.63	\$11,673.91
140 Criminal Justice Fund	\$7,239.89	\$29,216.73	\$0.00	\$117.49	\$7,239.89	\$29,334.22	\$36,574.11
145 Local Criminal Justice Fund	\$31,076.06	\$64,114.49	\$4,729.36	\$1,332.82	\$34,731.90	\$64,373.79	\$99,105.69
150 Accumulative Reserve Fund	\$4,333.43	\$16,231.51	\$0.00	\$64.83	\$4,333.43	\$16,296.34	\$20,629.77
160 CDBG Grant/Home Rehab Project	\$39,271.79	\$165,561.49	\$0.00	\$668.50	\$39,271.79	\$166,229.99	\$205,501.78
170 DOT Spoil Site Fund	(\$12,805.39)	\$0.00	\$43,334.90	\$9,547.83	\$20,981.68	\$0.00	\$20,981.68
180 Public Works Vehicle Replacement	\$593.23	\$811.58	\$0.00	\$0.00	\$593.23	\$811.58	\$1,404.81
185 Police Vehicle Replacement Fund	(\$272.51)	\$15,419.94	\$0.00	\$200.08	(\$411.82)	\$15,480.71	\$15,068.89
190 Drug Enforcement Fund	\$775.03	\$2,434.72	\$0.00	\$8.10	\$775.03	\$2,442.82	\$3,217.85
195 Low Income Housing Fund	\$12,568.16	\$50,317.70	\$0.00	\$202.58	\$12,568.16	\$50,520.28	\$63,088.44
300 Swimming Pool Const Fund, 1987	\$29,794.90	\$123,359.54	\$0.00	\$498.33	\$29,794.90	\$123,857.87	\$153,652.77
310 REET Capital Fund	\$28,318.29	\$116,866.93	\$0.00	\$469.97	\$28,318.29	\$117,336.90	\$145,655.19
320 Street Construction Capital Fund	(\$6,357.89)	\$0.00	\$0.00	\$1,019.13	(\$7,377.02)	\$0.00	(\$7,377.02)
400 Water/Sewer Operating Fund	\$174,914.01	\$656,564.94	\$173,633.52	\$221,838.92	\$129,366.39	\$659,222.72	\$788,589.11
410 Regional Water System Fund	\$87,629.29	\$439,062.58	\$55,186.97	\$49,236.28	\$95,358.59	\$440,841.19	\$536,199.78
420 Stormwater Management Fund	(\$16,260.48)	\$0.00	\$15,929.08	\$9,444.36	(\$9,775.76)	\$0.00	(\$9,775.76)
425 Stormwater Capital Reserve Fund	\$3,843.55	\$16,231.51	\$0.00	\$64.83	\$3,843.55	\$16,296.34	\$20,139.89
430 Regional Water Capital Improvement	\$8,767.45	\$69,795.52	\$6,600.00	\$363.39	\$15,283.62	\$70,075.08	\$85,358.70
435 Muni Water Capital Improvement	\$420,277.58	\$1,811,437.51	\$4,370.00	\$62,377.79	\$369,607.05	\$1,818,774.77	\$2,188,381.82
440 Water Bond Reserve Fund	\$39,675.30	\$167,996.22	\$0.00	\$676.60	\$39,675.30	\$168,672.82	\$208,348.12
450 Sewer Bond Reserve Fund	\$61,622.79	\$259,704.30	\$0.00	\$1,049.33	\$61,622.79	\$260,753.63	\$322,376.42
460 Sewer Loan Reserve Fund	\$3,928.96	\$16,231.51	\$0.00	\$64.83	\$3,928.96	\$16,296.34	\$20,225.30
463 Short Lived Asset Reserve Fund	\$9,421.91	\$38,144.07	\$0.00	\$153.95	\$9,421.91	\$38,298.02	\$47,719.93
470 Muni Sewer Capital Imprv Reserve	\$49,332.46	\$207,763.44	\$4,100.00	\$39,197.65	\$15,073.47	\$208,602.10	\$223,675.57
475 Boat Launch Facility Fund	\$4,557.21	\$34,897.76	\$3,025.35	\$1,214.35	\$6,505.96	\$35,035.51	\$41,541.47
631 Utility Deposit Fund	\$14,687.19	\$60,868.20	\$549.05	\$243.09	\$15,236.24	\$61,111.29	\$76,347.53
632 Transportation Benefit District Fund	\$175,072.48	\$0.00	\$11,740.86	\$0.00	\$186,813.34	\$0.00	\$186,813.34
633 TBD Capital Project Fund	\$3,456.17	\$0.00	\$0.00	\$0.00	\$3,456.17	\$0.00	\$3,456.17
634 State Custodial Pass-Thru Fund	\$2,338.32	\$0.00	\$535.56	\$1,217.81	\$1,656.07	\$0.00	\$1,656.07
	\$1,584,527.84	\$5,286,115.48	\$487,460.48	\$606,859.42	\$1,486,488.40	\$5,307,474.98	\$6,793,963.38

City of Castle Rock, Washington
Nonconforming Lot Development Moratorium
Public Comment Period / Notice of Public Hearing
Published: April 7th, 2023

The Castle Rock City Council will hold a public hearing to consider Ordinance No. 2023-04 which established a six-month moratorium on the acceptance of applications for development activities or other permit applications for nonconforming lots in residential zones and declaring an emergency. This notice is provided to inform the community of the pending hearing as required by RCW 36.70A.309 and RCW 35.63.200. **The public hearing has been scheduled to be held during the regular meeting of the Castle Rock City Council on Monday, April 24th, 2023 starting at 7:30 PM.** The City Council meetings are conducted at the Castle Rock Senior Center, 222 Second Ave SW, Castle Rock, Washington. Virtual connection information will be posted online and included on the agenda.

Any interested party is invited to attend the public hearing and offer testimony or submit comments in writing to the City. **Written comments must be received by 4:00 pm, April 21st, 2023.**

All written comments may be submitted one of three ways:

Mail – City of Castle Rock, Attention: Karlene Akesson, PO Box 370, Castle Rock, WA 98611

In-Person – City of Castle Rock, Attention: Karlene Akesson, 141 A Street SW, Castle Rock, WA 98611

Email – kakesson@ci.castle-rock.wa.us and include “2023/04/24 Public Hearing” in the subject line.

Published: The Daily News, April 7, 2023

ORDINANCE NO. 2023-04

AN ORDINANCE ESTABLISHING A SIX-MONTH MORATORIUM ON THE ACCEPTANCE OF APPLICATIONS FOR DEVELOPMENT ACTIVITIES OR OTHER PERMIT APPLICATIONS FOR NONCONFORMING LOTS IN RESIDENTIAL ZONES AND DECLARING AN EMERGENCY.

WHEREAS, on March 13, 2023 the Council of the City of Castle Rock met and considered the adoption of Ordinance No. 2023-04, so as to adopt preliminary findings of fact, declare an emergency, and adopt an immediate City-wide moratorium for six (6) months on the acceptance and issuance of any licenses, permits, or approvals of applications for development activities on nonconforming lots in the residential zones; and

WHEREAS, the Castle Rock Municipal Code ("Code") sets certain minimum dimensional and setback standards for development on residential lots within the City's two residential zones: R-1 and R-2; and

WHEREAS, the Code states that for the R-1 zone, a single-family dwelling requires a minimum lot size of 6,000 square feet that is also at least 60 feet wide; and

WHEREAS, the Code states that for the R-2 zone, lots must be a minimum of 60 feet wide, and then requires a minimum lot size of 3,750 square feet for attached single-family dwellings (i.e. townhomes), and 6,000 square feet for standalone single-family dwellings; and

WHEREAS, the Code also sets minimum yard requirements for both Residential zones that include a 15 feet front yard setback, 20 feet for garages, 20 feet for rear yards (with some exceptions), and side yard setbacks of 5 feet for mid-block lots or 15 feet for the secondary street side of a corner lot; and

WHEREAS, in both the R-1 and R-2 zones, the Code provides that these minimum site dimensions shall not prohibit the erection of one single-family dwelling upon any lot of record; and

WHEREAS, there exists within the City numerous legal nonconforming lots, many of which are roughly 25 feet wide and 90 feet long, but includes many others of various size and proportions that do not meet the minimum standards in the Code; and

WHEREAS, the literal application of the minimum lot sizes, widths, and setbacks make development impossible without explicit exemption from these standards, usually sought via the Variance process; and

WHEREAS, there is no guidance in the Code on how or what standards should apply to legal nonconforming lots in the Residential zones. This lack of clear criteria is causing confusion and uncertainty for applicants, City staff, and the public at large. Applicants and the City are forced to bear the time and expense of the Variance process, amongst other hurdles, that impede the timely and cost-effective development of these parcels in a way that meets established City standards and won't prove injurious to neighbors or the public at large; and

WHEREAS, the City desires to strike a reasonable balance between a property owner's ability to construct a single-family residence on any legal lot of record within the residential zones, along with the City's imperative to protect adjacent property owners and the public at large from development that doesn't meet established standards; and

WHEREAS, the Council of the City of Castle Rock also requires time to review regulations and policies related to these types of applications to ensure that the visions and goals of the City's Comprehensive Plan are being met; and

WHEREAS, a moratorium will allow time for the Council of the City of Castle Rock to gather information, perform an analysis, engage the community, and to adopt development regulations addressing nonconforming lots within the City in a way that is consistent with the City's Comprehensive Plan, the City's development regulations, and generally to ensure consistency and conformity with the community; and

WHEREAS, the Council of the City of Castle Rock is instituting this moratorium in the interest of the public health, safety, and welfare of the community; and

WHEREAS, the Council of the City of Castle Rock will hold a public hearing on this ordinance and moratorium within sixty (60) days of the adoption of this ordinance; and

WHEREAS, the Council of the City of Castle Rock will direct staff to research, draft, and prepare proposed amendments to the City's zoning ordinance regarding standards that should apply to residential development on legal nonconforming lots.

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

SECTION 1. Findings of Fact. The City Council hereby adopts the above "WHEREAS" recitals as findings of fact to support the adoption of this Ordinance, as required by RCW 36.70A.390 and RCW 35.63.200.

SECTION 2. Purpose. The purpose of this moratorium is to allow the City adequate time to draft new regulations that will adequately address the unique characteristics of legal nonconforming lots in residential zones.

SECTION 3. Moratorium. The City Council hereby imposes a six (6) month moratorium on the filing, acceptance, and approval of all applications for development activities on nonconforming lots in the residential zones. All such applications shall be rejected and returned to the applicant.

SECTION 4. Declaration of Emergency. The Council of the City of Castle Rock hereby declares that an emergency exists necessitating that this Ordinance take effect immediately. This Ordinance must be imposed as an emergency measure to prevent development that could result in the inappropriate development of nonconforming lots in a way that would be injurious to the public health, safety, and welfare of the community. Immediate effect is necessary to prevent the submission of applications to the City that could vest rights for an indefinite period of time.

SECTION 5. Effective Date. This Ordinance shall take effect and be in full force and effect immediately upon its passage.

SECTION 6. Effective Period. The moratorium established by this Ordinance shall continue for a six-month period ending no later than midnight on September 13, 2023.

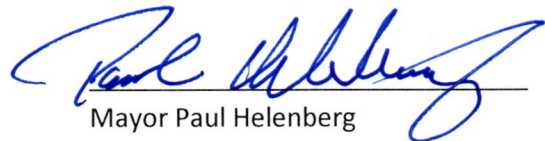
SECTION 7. Public Hearing Required. As required by RCW 36.70A.390, within 60 days of passage of this Ordinance, the Council of the City of Castle Rock shall hold a public hearing on this moratorium.

SECTION 8. Work Plan. During the moratorium period, City staff will study the issues concerning the development of nonconforming lots in the residential zones. Staff will prepare a draft ordinance with appropriate revisions to the City's land use regulations, and other documents deemed necessary for revision, and will conduct a public review process for these proposed amendments.

SECTION 9. Definitions. Any term used in this Ordinance is intended to be defined and used according to their normal everyday use. Defined terms shall be given the definition as found in the Castle Rock Municipal Code, or as it may be defined in the Revised Code of Washington.

SECTION 10. Severability. if any section, sentence, clause, or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Ordinance.

ADOPTED by the City Council and signed by the Mayor at a regular meeting thereof on the 13th day of March, 2023.


Mayor Paul Helenberg

ATTEST:


Carie Cuttonaro, Clerk-Treasurer

APPROVED AS TO FORM:


Frank Randolph, City Attorney

1. CALL TO ORDER

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

a. Pledge of Allegiance

Mayor Helenberg led the Pledge of Allegiance.

b. Roll Call

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

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

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
- 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
Mayor Helenberg gave a verbal report.
Councilmember Kessler requested to schedule a committee meeting to review the possibility of the police department adding a position. Mayor Helenberg stated a meeting would be scheduled toward the end of April.

1. Humane Society 1Q23 Report (page 3)

- CRCDA Representative

6. PUBLIC HEARINGS

7. CONSENT AGENDA

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

- a. Approve the minutes of the March 27, 2023 Regular Council Meeting. (page 4-6)
- b. Approve the March 2023 invoices as described in the Fund Transaction Summary Report in the amount of \$584,717.96. (page 7-8)

8. OLD BUSINESS

9. NEW BUSINESS

- a. Request to claim all funding received from American Rescue Plan Act (ARPA) as Revenue Replacement.

Clerk-Treasurer Carie Cuttonaro presented.

Councilmember Kessler made a motion, seconded by Rose, to approve all ARPA funding to be claimed as Revenue Replacement. Motion carried by roll call vote. Councilmembers Lee, Kessler, Queen, Simonsen, and Rose voted 'Aye'.

- b. Request for American Rescue Plan Act (ARPA) funding in the amount of \$9,000 to finish the north bank along Huntington Ave N as part of the Complete Street Project.

Public Works Director Dave Vorse presented.

Councilmember Kessler made a motion, seconded by Rose, to approve \$9,000 of ARPA Revenue Replacement funds to be used to finish the north bank along Huntington Ave N as part of the Complete Street Project. Motion carried by roll call vote. Councilmembers Lee, Kessler, Queen, Simonsen, and Rose voted 'Aye'.

- c. Street Striping costs have almost tripled. Cowlitz County Engineer's Estimate is \$15,487.55 and the 2023 budgeted amount is \$5,500.

Public Works Director Dave Vorse presented.

Councilmember Simonsen provided comment.

Consensus to move forward with the bid process.

- d. Memorandum of Understanding between the City of Castle Rock and the Police Collective Bargaining Unit, regarding bumping language relating to the position of Chief of Police. (page 9)

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

- e. Review and approval of an Employment Agreement between the City and Charlie Worley for the position of Chief of Police, effective January 1, 2022.

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

10. OTHER BUSINESS

Councilmember Paul Simonsen provided comment.

Public Works Director Dave Vorse provided comment.
Mayor Helenberg provided comment.
Councilmember Ellen Rose provided comment.

11. ADJOURNMENT

There being no further business, Mayor Helenberg adjourned the meeting at 7:54 PM.

Mayor Paul Helenberg

Clerk-Treasurer Carie Cuttonaro