



CASTLE ROCK CITY COUNCIL AGENDA

Regular Meeting: Monday, March 11, 2024
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

5. COUNCIL AND AD HOC COMMITTEE REPORTS

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

6. PUBLIC HEARINGS

7. CONSENT AGENDA

- a. Approve the minutes of the January 24, 2024 Special Council Meeting. (page 3-4)
- b. Approve the minutes of the February 12, 2024 Regular Council Meeting. (page 5-7)
- c. Approve the minutes of the February 26, 2024 Regular Council Meeting. (page 8-10)
- d. Approve the February 2024 invoices as described in the Fund Transaction Summary Report in the amount of \$715,281.43. (page 11-12)

8. OLD BUSINESS

- a. Ordinance No. 2024-02, an ordinance renewing for an additional six months the six-month moratorium established in Ordinance No. 2023-04 and Ordinance No. 2023-08 on the acceptance of applications for development activities or other permit applications for nonconforming lots in residential zones, on second reading. (page 13-14)

b. Continued discussion related to recommended draft regulations that would address the unique characteristics of legal nonconforming lots in residential zones. (page 15-66)

9. NEW BUSINESS

- a. Proposed agreement for contracted legal services with Randolph Law Firm. (page 67-70)
- b. Castle Rock Lions Club has advised the City of their intent to sell fireworks in 2024, per CRMC 5.32
- (c). Completed permit application, and insurance submitted. (page 71-75)
- c. Castle Rock Eagles has advised the City of their intent to sell fireworks in 2024, per CRMC 5.32 (c). Completed permit application, and insurance submitted. (page 76-81)
- d. Request to approve out-of-state travel, as required by CRMC 2.96.010, for Renee Schuller to attend the Motorola Solutions (Spillman) Summit 2024 in Grapevine, TX, April 28 - May 1, 2024. (page 82-83)
- e. Resolution No. 2024-05, a resolution of the City Council of the City of Castle Rock, Washington, setting a new fee for the processing of public records requests for records related to body worn cameras for the Castle Rock Police Department. (page 84)
- f. Annual Spring Clean-Up Event April 20, 2024; CRCDA requests City sponsorship to pay costs of printing forms and flyers, not to exceed \$500 including tax.
- g. Contract renewal for five-year lease with Ricoh for police copier/printer. Monthly lease would increase \$16.01 to \$174.31. Including image costs, the average annual cost would increase \$250-\$300 for an annual cost of approximately \$2,700.00. (page 85-89)

10. OTHER BUSINESS

11. ADJOURNMENT

NEXT REGULAR COUNCIL MEETINGS:

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

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

1. CALL TO ORDER

Mayor Paul Helenberg called the regular meeting of the Castle Rock City Council to order at 6:02 PM.

a. Pledge of Allegiance

Mayor Helenberg led the Pledge of Allegiance.

b. Roll Call

Councilmembers present: Lee Kessler, John Whalen, and Ellen Rose. Councilmember Art Lee arrived at 6:28.

Staff present: Police Chief Charlie Worley, City Attorney Frank Randolph, Public Works Director Dave Vorse, Senior Operator Tyler Stone, City Engineers Tom Gower and Cindy Gower, City Planners Cristina Haworth and Ryan Shea, Clerk-Treasurer Carie Cuttonaro, and Deputy Clerk Karlene Akesson.

2. PUBLIC HEARINGS

Mayor Helenberg acknowledged the work put forth by the Applicant's team and the City's team on this project.

Mayor Helenberg closed the Special Meeting at 6:05 PM and opened the Public Hearing at 6:05 PM.

a. Public Hearing Procedures (page 2-3)

Clerk-Treasurer Carie Cuttonaro read the Public Hearing Procedures.

b. Proposed Development Agreement for the Landing on the Cowlitz Master Planned Mixed Use Development. (page 4)

City Planner Cristina Haworth presented.

A citizen, name and city unstated, provided a question. Mayor Helenberg responded.

LeAnne Bremer, Applicant's counsel, presented on behalf of the Applicant.

Councilmember Lee requested information regarding roundabouts.

City Planner Ryan Shea presented information from studies on roundabouts.

A citizen, name and city unstated, provided a question. City Planner Ryan Shea responded.

A citizen, name and city unstated, provided a question. Mayor Helenberg and City Planner Cristina Haworth responded.

A citizen, name and city unstated, provided a question. Mayor Helenberg responded.

Ted Sprague, Cowlitz Economic Development Council, added additional acknowledgments for the Cowlitz County Commissioners and Community Economic Revitalization Board.

There being no further comment, Mayor Paul Helenberg closed the Public Hearing at 6:45 PM and reopened the special meeting at 6:45 PM.

3. NEW BUSINESS

a. Resolution No. 2024-03, a resolution of the Castle Rock, Washington City Council approving and authorizing execution of a Development Agreement for the Landing on the Cowlitz Mixed-Use

Master Planned Development. (page 5-375)

Councilmember Kessler made a motion, seconded by Rose, to approve Resolution No. 2024-03.
Motion carried by roll call vote. Councilmembers Lee, Kessler, Whalen and Rose voted 'Aye'.

4. ADJOURNMENT

There being no further business, Mayor Helenberg adjourned the meeting at 6:47 PM.

Mayor Paul Helenberg

Clerk-Treasurer Carie Cuttonaro

1. CALL TO ORDER

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

a. Pledge of Allegiance

Mayor Helenberg led the Pledge of Allegiance.

b. Roll Call

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

Councilmember Art Lee was excused.

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

c. Changes to Agenda

2. PROCLAMATIONS & PRESENTATIONS

3. CITIZEN COMMENTS - maximum 3 minutes

4. DEPARTMENT REPORTS

- City Attorney Frank Randolph
- Police Chief Charlie Worley

1. 2023 Statistics

Police Chief Charlie Worley gave a report. Mayor Helenberg and Councilmember Ellen Rose provided comment.

- Public Works Director Dave Vorse
- City Engineer Tom Gower
- Clerk-Treasurer Carie Cuttonaro

5. COUNCIL AND AD HOC COMMITTEE REPORTS

- Mayor / Mayor Pro-Tempore / Councilmembers

Mayor Helenberg gave a verbal report.

Councilmember Lee Kessler gave a verbal report. Mayor Helenberg provided comment.

Councilmember Paul Simonsen provided comment. Mayor Helenberg and City Attorney Frank Randolph provided comment.

Councilmembers Ellen Rose and Paul Simonsen and Mayor Helenberg provided additional comment.

- CRCDA Representative

6. PUBLIC HEARINGS

7. CONSENT AGENDA

Clerk-Treasurer Carie Cuttonaro reported the Fund Transaction Summary Report contained in the packet was incorrect and has since been corrected. The corrected Fund Transaction Summary Report in the amount of \$552,801.12 was distributed for council review.

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

- a. Approve the minutes of the December 11, 2023 Regular Council Meeting.
- b. Approve the minutes of the January 8, 2024 Regular Council Meeting.
- c. Approve the minutes of the January 22, 2024 Regular Council Meeting.
- d. Approve the January 2024 invoices as described in the Fund Transaction Summary Report in the amount of \$546,761.06.

8. OLD BUSINESS

9. NEW BUSINESS

- a. Approve update to signers for City and Transportation Benefit District bank accounts. Current approved positions include Mayor, Mayor Pro Tem, and Clerk-Treasurer. They are currently held by Paul Helenberg, Lee Kessler, and Carie Cuttonaro. Previous Mayor Pro Tem, Earl Queen, to be removed as a signer.

Councilmember Rose made a motion, seconded by Whalen, to approve an update to the signers for City and Transportation Benefit District bank accounts.

After further discussion, motion carried by roll call vote. Councilmembers Whalen, Simonsen, and Rose voted 'Aye'. Councilmember Kessler abstained.

- b. Ordinance No. 2024-01, an ordinance of the City of Castle Rock granting Astound Broadband, LLC, a non-exclusive franchise for the transmission of telecommunications in, through, over and under the rights-of-way of the City of Castle Rock, on first reading.

Public Works Director Dave Vorse presented.

Councilmember Kessler made a motion, seconded by Rose, to approve Ordinance No. 2024-01.

Mayor Helenberg, Councilmember Kessler, Police Chief Charlie Worley, Public Works Director Dave Vorse, and City Attorney Frank Randolph provided comment. Motion carried by roll call vote.

Councilmembers Kessler, Whalen, Simonsen, and Rose voted 'Aye'.

- c. Request to add a 'signing bonus' for advanced entry level Police Officers hired for employment with the City of Castle Rock. Signing bonus would be in the amount of \$2,500; \$1,250 payable upon hire and \$1,250 payable upon 90 days completed employment. This is 50% of the signing bonus for lateral Police Officers.

Police Chief Charlie Worley presented.

Councilmember Kessler provided comment.

Councilmember Kessler made a motion, seconded by Rose, to approve the request to add a 'signing bonus' for advanced entry-level Police Officers hired for employment with the City of Castle Rock. After further discussion, motion carried by roll call vote. Councilmembers Kessler, Whalen, Simonsen, and Rose voted 'Aye'.

d. Resolution No. 2024-04 - a resolution of the City Council of the City of Castle Rock, Washington, approving a Local Agency Federal Aid Project Prospectus and Local Agency Agreement between the City of Castle Rock and the Washington State Department of Transportation for Transportation Alternative Program grant funds for the Six Rivers Regional Trail System Phase 2 - SR 411 Improvements Project.

Public Works Director Dave Vorse presented.

Clerk-Treasurer Carie Cuttonaro and Councilmember Rose provided comment.

Councilmember Kessler made a motion, seconded by Rose, to approve Resolution No. 2024-04. After further discussion, motion carried by roll call vote. Councilmembers Kessler, Whalen, Simonsen, and Rose voted 'Aye'.

10. OTHER BUSINESS

A citizen, name and city unstated, provided comment.

Larry Crosby, Cowlitz County resident, provided comment.

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

11. ADJOURNMENT

There being no further business, Mayor Helenberg adjourned the meeting at 8:01 PM.

Mayor Paul Helenberg

Clerk-Treasurer Carie Cuttonaro

1. CALL TO ORDER

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

a. Pledge of Allegiance

Mayor Helenberg led the Pledge of Allegiance.

b. Roll Call

Councilmembers present: Art Lee, Lee Kessler, John Whalen, and Ellen Rose.

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

c. Changes to Agenda

Councilmember Kessler requested to add the results from the Ad-Hoc Committee for the Street Naming Project under New Business.

2. PROCLAMATIONS & PRESENTATIONS

3. CITIZEN COMMENTS - maximum 3 minutes

Larry Crosby, Cowlitz County resident, provided comment.

A citizen, name and city unstated, provided comment.

4. DEPARTMENT REPORTS

- City Attorney Frank Randolph
- Police Chief Charlie Worley
- Public Works Director Dave Vorse
SR 411 Bridge Update
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
Expenditure, Revenue, Cash & Investments Reports
Clerk-Treasurer Carie Cuttonaro gave a verbal report.

5. COUNCIL AND AD HOC COMMITTEE REPORTS

- Mayor / Mayor Pro-Tempore / Councilmembers
Mayor Helenberg gave a verbal report.
- CRCDA Representative

6. PUBLIC HEARINGS

a. To consider Ordinance No. 2024-02 which extends an existing moratorium for six months on the acceptance of applications for development activities or other permit applications for nonconforming lots in residential zones.

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

Mayor Helenberg closed the Public Hearing at 7:42 PM and reopened the Regular Meeting at 7:42 PM.

7. CONSENT AGENDA

8. OLD BUSINESS

a. Ordinance No. 2024-01, an ordinance of the City of Castle Rock granting Astound Broadband, LLC, a non-exclusive franchise for the transmission of telecommunications in, through, over and under the rights-of-way of the City of Castle Rock, on second reading.

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

9. NEW BUSINESS

a. Ordinance No. 2024-02, an ordinance renewing for an additional six months the six-month moratorium established in Ordinance No. 2023-04 and Ordinance No. 2023-08 on the acceptance of applications for development activities or other permit applications for nonconforming lots in residential zones.

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

b. Discussion related to recommended draft regulations that would address the unique characteristics of legal nonconforming lots in residential zones.

City Planner Cristina Haworth presented.

A citizen, name and city unstated, asked a question. City Planner Cristina Haworth responded.

Public Works Director Dave Vorse asked a question. City Planner Cristina Haworth responded.

Councilmember Lee asked a question. City Planner Cristina Haworth responded. Mayor Helenberg provided comment.

Councilmember Rose asked a question. City Planner Cristina Haworth and Mayor Helenberg responded.

c. *Added Item*

Results from the Ad-Hoc Committee for the Street Naming Project.

Councilmember Kessler presented.

Councilmember Rose made a motion, seconded by Kessler, to accept naming the boat launch access road as "Traditions Drive". Motion carried by roll call vote. Councilmembers Lee, Kessler, Whalen, and Rose voted 'Aye'.

Research Note:

CRMC 12.12 definitions:

“Drive” shall be a lengthy irregular or diagonal street over two grid blocks in length not conforming to the grid pattern.

“Lanes” shall be private street or streets in a private street subdivision except lanes that are established by this chapter.

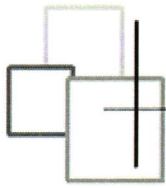
10. OTHER BUSINESS

11. ADJOURNMENT

There being no further business, Mayor Helenberg adjourned the meeting at 8:15 PM.

Mayor Paul Helenberg

Clerk-Treasurer Carie Cuttonaro



Fund Transaction Summary

Transaction Type: Invoice

Fiscal: 2024 - Feb - Mar - City Council

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

Fund Number	Description	Amount
010	General Fund	\$269,474.47
100	Street Fund	\$28,525.47
115	Building Code Account Fund	\$4,535.65
120	Visitor Center Fund	\$1,484.03
130	Library Fund	\$8,304.54
145	Local Criminal Justice Fund	\$211.93
170	DOT Spoil Site Fund	\$5,098.90
400	Water/Sewer Operating Fund	\$230,496.40
410	Regional Water System Fund	\$73,801.44
415	DNU - 2022 - Regional Sewer System Fund	\$0.00
420	Stormwater Management Fund	\$14,041.41
430	Regional Water Capital Improvement	\$18.38
435	Muni Water Capital Improvement	\$78,279.08
470	Muni Sewer Capital Imprv Reserve	(\$4,532.31)
475	Boat Launch Facility Fund	\$4,400.57
634	State Custodial Pass-Thru Fund	\$1,141.47
	Count: 16	\$715,281.43

As of this date, 3/11/2024, 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>
Adjustment/EFT	EFT#1054-2/2024	1,488.00	2/5/2024
Adjustment/EFT	EFT#1055-2/2024	268,032.00	2/5/2024
Adjustment/EFT	EFT#1056-2/2024	162.00	2/6/2024
Adjustment/EFT	EFT#1057-2/2024	165.64	2/5/2024
Adjustment/EFT	EFT#1062-2/2024	6,898.67	2/26/2024
Claims	Check 55047 - 55048	3,424.24	2/14/2024
Claims	Check 54979 Voided	(36,534.24)	2/27/2024
Claims	check 54992 Voided	76.58	2/13/2024
Claims	Check 55049	1,260.95	2/21/2024
Claims	Check 55050 - 55051	22,267.12	2/27/2024
Claims	Check 55052	804.33	2/29/2024
Claims	Check 55053 - 55129	258,685.36	2/29/2024
		<u>526,730.65</u>	

Payroll Expenditures

<u>Transaction Type</u>	<u>Description</u>	<u>Amount</u>	<u>Payment Date</u>
Mid-Month Draw	Nacha # 1224973	20,850.00	2/15/2024
Mid-Month Draw	Taxes	4,570.00	2/15/2024
EOM Payroll	Nacha # 1242217	63,417.86	2/29/2024
EOM Payroll	Check 26605 - 26617	55,403.83	2/29/2024
EOM Payroll	Taxes	28,995.07	2/29/2024
EOM Payroll Benefit	EFT	-	
Uniform Allowance	Check		
Uniform Allowance	Taxes		
Accrued - Quarterly Payroll Tax - L&I		12,637.89	
Accrued - Quarterly Payroll Tax - ESD		510.41	
Accrued - Quarterly Payroll Tax - PFML		1,424.39	
Accrued - Quarterly Payroll Tax - WA CARES		741.33	
		<u>188,550.78</u>	

TBD Expenditures

<u>Transaction Type</u>	<u>Description</u>	<u>Amount</u>	<u>Payment Date</u>
Adjustment/EFT	EFT#		
Adjustment/EFT	EFT#		
Claims	Check -	-	
Claims	Check	-	
		<u>-</u>	

	<u>Amount</u>	<u>Payment Date</u>
Grand Total Expenditures	715,281.43	2/1/2024 - 2/29/2024
Fund Transaction Summary Report	<u>715,281.43</u>	
Balance Check (s/b -0-)	-	

Lee Kessler, Audit Committee Member

Art Lee, Audit Committee Member

Ellen Rose, Audit Committee Member

ORDINANCE NO. 2024-02

AN ORDINANCE RENEWING FOR AN ADDITIONAL SIX MONTHS THE SIX-MONTH MORATORIUM ESTABLISHED IN ORDINANCE NO. 2023-04 AND EXTENDED IN ORDINANCE NO. 2023-08 ON THE ACCEPTANCE OF APPLICATIONS FOR DEVELOPMENT ACTIVITIES OR OTHER PERMIT APPLICATIONS FOR NONCONFORMING LOTS IN RESIDENTIAL ZONES

WHEREAS, within the express terms of the Growth Management Act, the Washington State Legislature has specifically conferred upon the governing bodies of Washington cities the right to establish and adopt moratoria related to land use and development applications; and

WHEREAS, the City Council adopted Ordinance No. 2023-04 on March 13, 2023, declaring an emergency and imposing a six-month moratorium on the acceptance of applications for development activities or other permit applications for nonconforming lots in residential zones; and

WHEREAS, the City Council adopted Ordinance No. 2023-08 on September 11, 2023, declaring an emergency and extending for another six months the moratorium on the acceptance of applications for development activities or other permit applications for nonconforming lots in residential zones; and

WHEREAS, the City has begun a study process and is preparing draft regulations to address the declared emergency, and renewal of the moratorium is intended to preserve the status quo until the study and draft regulations, now underway, are completed; and

WHEREAS, RCW 36.70A.390 states that a “moratorium, interim zoning map, interim zoning ordinance, or interim official control may be renewed for one or more six-month periods if a subsequent public hearing is held and findings of fact are made prior to each renewal.”

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 renewal 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. Renewal of Moratorium. As authorized by the Growth Management Act, RCW 36.70A.390, and the Planning and Zoning Enabling Act, RCW 35A.63.220, renewal of the moratorium established in Ordinance No. 2023-04 and extended in Ordinance 2023-08 declaring an emergency and imposing a moratorium on the acceptance of applications for development activities or other permit applications for nonconforming lots in residential zones is hereby extended for an additional six months.

SECTION 4. Effective Period. The moratorium established by this Ordinance shall continue for an additional six-month period ending no later than midnight on September 11, 2024, unless sooner repealed.

SECTION 5. Public Hearing Required. As required by RCW 36.70A.390, the City Council of the City of Castle Rock held a public hearing on this moratorium on February 26, 2024.

SECTION 6. 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 _____ day of _____, 2024.

Mayor Paul Helenberg

ATTEST:

APPROVED AS TO FORM:

Carie Cuttonaro, Clerk-Treasurer

Frank Randolph, City Attorney

1. CALL TO ORDER

Chairperson Sullivan called the regular meeting to order at 6:00pm.

a. Roll Call

Members present: Chairperson Rick Sullivan, Vice-Chair Matt Rasmussen, Commissioners Ryane Olin, and David Van Camp.

Staff present: Contracted Planner Cristina Haworth; Secretary Karlene Akesson

Members excused: Commissioners Richard Skreen and Lisa White

2. INTRODUCTIONS

a. Introduce Contracted City Planner Cristina Haworth, SCJ Alliance.

Newly appointed Contracted City Planner Cristina Haworth of SCJ Alliance introduced herself to the Planning Commission.

3. APPROVAL OF MINUTES

Vice-Chair Rasmussen motioned, seconded by Olin, to approve the May 16, 2023 PC Regular Meeting Minutes as presented. Motion carried by roll call vote. Commissioners Rick Sullivan, Matt Rasmussen, Ryane Olin, and David Van Camp voted 'Aye'.

a. May 16, 2023 Planning Commission Regular Meeting

4. PUBLIC COMMENT

5. REPORTS

6. OLD BUSINESS

a. Review and discuss draft code amendments associated with Ordinance No. 2023-04 - An ordinance which established a six-month moratorium on applications and/or development activities on nonconforming lots.

City Planner Cristina Haworth presented.

b. Draft Code Amendment - Castle Rock Municipal Code Chapter 16.34 - Boundary Line Adjustment
City Planner Cristina Haworth presented.

c. Draft Code Amendment - CRMC Ch. 16.37 - Table of Required Information
City Planner Cristina Haworth presented.

d. Draft Code Amendment - CRMC Ch. 17.55 - Substandard Lots
City Planner Cristina Haworth presented.

The Commission engaged in discussion.

Commissioner Van Camp motioned, seconded by Rasmussen, to approve recommending to City Council the Draft Code Amendments for Castle Rock Municipal Code (CRMC) Chapter 16.34, 16.37,

and 17.55 as written with exceptions to the correction of item number 9 of CRMC Draft Code for 16.37 be amended to follow the current code for Boundary Line Adjustments. Motion carried by roll call vote. Commissioners Rick Sullivan, Matt Rasmussen, Ryane Olin, and David Van Camp voted 'Aye'.

7. NEW BUSINESS

8. ADJOURNMENT

Vice-Chair Rasmussen motioned, seconded by Van Camp, to adjourn the regular meeting. All were in favor.

At 6:29 pm, Chairperson Sullivan adjourned the regular meeting.

Karlene Akesson, Secretary

1. CALL TO ORDER

Chairperson Sullivan called the regular meeting to order at 6:00 pm.

a. Roll Call

Members present: Chairperson Rick Sullivan, Vice-Chair Matt Rasmussen, Commissioners Richard Skreen, Ryane Olin, Lisa White, and David VanCamp.

Staff present: Contracted Planner Cristina Haworth; Secretary Karlene Akesson

2. APPROVAL OF MINUTES

a. November 21, 2023 Planning Commission Meeting Minutes

Commissioner Rasmussen motioned, seconded by VanCamp, to approve the November 21, 2023 minutes as presented. Motion carried by roll call vote. Commissioners Rick Sullivan, Matt Rasmussen, Richard Skreen, Ryane Olin, Lisa White, and David VanCamp voted 'Aye'.

3. PUBLIC COMMENT

4. REPORTS

5. OLD BUSINESS - Review and discuss code amendment options associated with Ordinance No. 2023-04 - An ordinance which established a six-month moratorium on applications and/or development activities on nonconforming lots.

Contracted City Planner Cristina Haworth presented. Planner Haworth provided slides and a live 'Design Guidelines Revisions' (DGL) document with Track Changes for the presentation.

Commissioner Rasmussen motioned, seconded by VanCamp, to approve recommending to the City of Castle Rock City Council, the approval of the draft code amendments (Chapter 17.16 Definitions and Chapter 17.78 Development On Nonconforming Lots) and the Design Guidelines for Non-Conforming Lots, including the edits that were discussed and made to the Design Guidelines Revisions document during this December 19, 2023 Planning Commission Meeting. Motion carried by roll call vote. Commissioners Rick Sullivan, Matt Rasmussen, Richard Skreen, Ryane Olin, Lisa White, and David VanCamp voted 'Aye'.

6. NEW BUSINESS

7. ADJOURNMENT

Commissioner Olin motioned, seconded by Commissioner Rasmussen, to adjourn the regular meeting. All were in favor.

At 6:52 pm, Chairperson Sullivan adjourned the regular meeting.

Karlene Akesson, Secretary

Chapter 16.34

BOUNDARY LINE ADJUSTMENT AND LOT CONSOLIDATION

Sections:

- 16.34.010 Application requirements.**
- 16.34.020 Boundary line adjustment requirements.**
- 16.34.030 Boundary line adjustment – Recording.**
- 16.34.040 Lot consolidation requirements.**
- 16.34.050 Lot consolidation – Process.**

16.34.010 Application requirements.

Boundary line adjustment, as defined in Chapter 16.08 CRMC, and lot consolidation shall comply with the following:

A. Preapplication Meeting. Before making an application for a boundary line adjustment or lot consolidation, the applicant may arrange to have the proposal reviewed informally by submitting a preapplication request form to the city clerk-treasurer. The proposal should include the information required for submission of a boundary line adjustment or lot consolidation. Upon receipt of a properly prepared request, the city shall notify the applicant of the time and place of the preapplication conference.

B. General Application. A general application form must be completed including the existing legal description of the properties involved.

1. A general application form completed and signed by all property owners;
2. A map illustrating the boundary line adjustment or lot consolidation and any supplemental material prepared in accordance with CRMC 16.37.010, Table of required information. The number of prints shall be as required on the application form;
3. A title insurance report which bears the original signature of the title officer and is no more than 30 days old shall be furnished by the developer. The report must confirm that the title of the land in the proposed subdivision is vested in the name of the owners having a title interest and whose signatures appear on the plat's certificate;
4. The application shall be accompanied by a nonrefundable fee as established by the city fee schedule.

~~C. Lot Consolidations. In cases where multiple lots, parcels or tracts will all be used for one building site, and in particular those cases where a structure is proposed to be built across a property line, the lots, parcels or tracts shall be consolidated into one lot, parcel or tract. The consolidation shall be~~

prepared by the owner(s) or their representative and reviewed by the city in the same manner as a boundary/lot line adjustment, and shall be recorded at the office of the county auditor.

16.34.020 Boundary line adjustment requirements.

- A. Boundary line adjustments require a property survey prepared by a licensed land surveyor. A copy of such survey or plat shall be submitted with the application.
- B. The boundary line adjustment drawing shall identify the exterior boundaries of all properties involved in the adjustment and shall identify the receiving parcel as a single parcel which includes the conveyed portion of the grantor's property. Revised legal descriptions of the parcels involved shall accompany the drawing.
- C. The boundary line adjustment drawing and conveyance document shall contain a binding covenant that the land being conveyed is for the sole purpose of adjusting the boundary line between parcels and shall not result in the creation of additional parcels and is not to be sold or transferred as a separate parcel by the grantee, heirs or assigns.
- D. The boundary line adjustment drawing shall contain a title of "Boundary Line Adjustment Survey" and shall contain a certificate for approval by the city planner and city engineer. [Ord. 2010-01 Att. A, 2010; Ord. 2006-09 Att. A, 2006].

16.34.030 Boundary line adjustment – Recording.

- A. The surveyor shall set the necessary monuments in compliance with the Survey Recording Act.
- B. When the requirements of this chapter are met, the city planner and city engineer shall certify approval of the boundary line adjustment. Two Mylar bases and the required recording fee shall be furnished to the city of Castle Rock. The city planner shall then forward one Mylar base to the city engineer. One Mylar shall be recorded with the Cowlitz County auditor by the city planner within five days after the date the last required signature has been obtained.
- C. After recording, the developer shall provide one 11-inch-by-17-inch paper copy of the recorded Mylar to the city clerk-treasurer within seven days of recording the document. No building permits will be issued until the copy of the recorded document has been provided to the city clerk-treasurer. The fees for this copy shall be paid by the developer in addition to all other recording fees. [Ord. 2010-01 Att. A, 2010; Ord. 2006-09 Att. A, 2006].

16.34.040 Lot consolidation requirements.

- A. In cases where multiple lots, parcels or tracts will all be used for one building site, and in particular those cases where a structure is proposed to be built across a property line, the lots, parcels or tracts shall be consolidated into one lot, parcel or tract. The consolidation shall be prepared by the owner(s)

or their representative and reviewed by the city in the same manner as a boundary/lot line adjustment, and shall be recorded at the office of the county auditor.

B. When an applicant seeks only to consolidate two or more lots, parcels, or tracts that share a common boundary and common ownership into a single lot, and no other property boundary changes are proposed, such action shall not be effective until:

1. The proponent has an approval for the lot consolidation from the planning department, verifying that the proposed consolidation conforms to the requirements of the Castle Rock Municipal Code.
2. The planning department approval, legal description, map, and notarized declaration have been recorded with the county auditor by the applicant. The applicant has one year, from the date of approval, to record the lot consolidation or the lot consolidation will be considered invalid and will require re-approval, including fees, before recording.

16.34.050 Lot consolidation – Process.

A. The planning department shall give approval to the applicant if it finds that:

1. No new lots are created;
2. The consolidation does not create a parcel which results in the addition of or an increase of a nonconformity of any lot or structure which does not currently meet the requirements of any applicable land use or environmental health regulation;
3. The consolidation does not adversely affect easements or drainfields, and shall have legal access meeting the standards of the City of Castle Rock;
4. The consolidation is for legal lots of record;
5. The public interest will be served by the lot consolidation; and
6. The consolidation meets the requirements of other applicable sections of the Castle Rock Municipal Code.

Chapter 16.37

TABLE OF REQUIRED INFORMATION

Sections:

16.37.010 Table of required information.

16.37.010 Table of required information. [SHARE](#)

TABLE OF REQUIRED INFORMATION		Short Plat/Large Lot		Subdivision		Boundary Line Adjustment/ Lot Consolidation	<u>Lot Consolidation</u>	Binding Site Plan
		Preliminary	Final	Preliminary	Final			
1.	Scale. All pertinent information shall be shown normally at a scale of 1 inch to 100 feet; however, the scale may be increased or decreased to fit standard size sheets of 18 inches by 24 inches. In all cases, the scale shall be a standard drafting scale, being 10, 20, 30, 40, 50, or 60 feet to the inch or multiples of 10 for any one of these scales.	X	X	X	X	X	<u>X</u>	X
2.	Appropriate identification of the drawing as a short plat, large lot, subdivision,	X	X	X	X	X	X	X

TABLE OF REQUIRED INFORMATION		Short Plat/Large Lot		Subdivision		Boundary Line Adjustment/ Lot Consolidation	<u>Lot Consolidation</u>	Binding Site Plan
		Preliminary	Final	Preliminary	Final			
	preliminary, final, boundary line adjustment, <u>lot consolidation</u> , binding site plan and the name of the development. The name shall not duplicate or resemble the name of any other subdivision in the county unless the subject subdivision is contiguous to an existing subdivision under the same subdivision of the same last name filed.							
3.	Plat certificate verifying ownership and encumbrances.		X		X	X	X	X
4.	The names and addresses of the owner(s) and surveyor or engineer.	X	X	X	X	X	X	X
5.	The date, north point and scale of the drawing.	X	X	X	X	X	X	X
6.	A full legal description and location of the entire development property.	X	X	X	X	X	X	X

TABLE OF REQUIRED INFORMATION		Short Plat/Large Lot		Subdivision		Boundary Line Adjustment/ Lot Consolidation	<u>Lot Consolidation</u>	Binding Site Plan
		Preliminary	Final	Preliminary	Final			
7.	The locations, widths, lengths and names of both improved and unimproved streets and alleys within or adjacent to the proposed development together with all existing easements and other important features such as section lines, section corners, city and urban growth area boundary lines, and monuments.	X	X	X	X	X	X	X
8.	The address of each lot including number, street name, city, state and zip code.		X		X	X	X	X
9.	The name and location of adjacent subdivisions and the location and layout of existing streets which are adjacent to or across contiguous right-of-way from the proposed development.	X		X				

TABLE OF REQUIRED INFORMATION		Short Plat/Large Lot		Subdivision		Boundary Line Adjustment/ Lot Consolidation	<u>Lot Consolidation</u>	Binding Site Plan
		Preliminary	Final	Preliminary	Final			
10.	The location and approximate dimensions of lots, proposed lot and block numbers.	X	X	X	X	X	X	X
11.	The location, approximate acreage and dimension of areas proposed for public use.	X	X	X	X	X		X
12.	The location, approximate acreage and dimension of areas proposed for open space, park, recreation, and/or common ownership.	X	X	X	X	X		X
13.	The property's current zoning.	X	X	X	X	X	X	X
14.	Existing contour lines at sufficient intervals for slopes of 15% or more. Show existing evaluations related to some established benchmark or datum approved by the city engineer. (1929 NGVD)	X		X		X		X

TABLE OF REQUIRED INFORMATION		Short Plat/Large Lot		Subdivision		Boundary Line Adjustment/ Lot Consolidation	<u>Lot Consolidation</u>	Binding Site Plan
		Preliminary	Final	Preliminary	Final			
15.	The locations and sizes of existing public and private sanitary sewers, water mains, and public storm drains, culverts, fire hydrants and electrical lines within and adjacent to the proposed development.	X		X		X	X	X
16.	The approximate curve radii of any existing public street or road within the proposed development.	X		X				X
17.	Existing uses of property and locations of all existing buildings and designating which existing buildings are to remain after completion of the proposed development.	X	X	X		X	X	X
18.	The location of areas subject to inundation, stormwater overflow, and/or within a designated 100-year floodplain, all areas	X	X	X	X	X	X	X

TABLE OF REQUIRED INFORMATION		Short Plat/Large Lot		Subdivision		Boundary Line Adjustment/ Lot Consolidation	<u>Lot Consolidation</u>	Binding Site Plan
		Preliminary	Final	Preliminary	Final			
	covered by water, and the location, width and direction of flow of all watercourses.							
19.	Locations of existing natural features such as wetlands which would affect the design of the development.	X	X	X	X	X	X	X
20.	A vicinity map showing the location of the proposed development in relation to the rest of the city.	X		X		X	X	X
21.	The approximate locations, widths, lengths, names and curve radii for all proposed streets.	X		X		X		X
22.	The locations and dimensions of proposed lots and the proposed lot and block numbers. Numbers shall be used to designate each such block and lot. Where a plat is an addition to a plat previously recorded,	X	X	X	X	X		X

TABLE OF REQUIRED INFORMATION		Short Plat/Large Lot		Subdivision		Boundary Line Adjustment/ Lot Consolidation	<u>Lot Consolidation</u>	Binding Site Plan
		Preliminary	Final	Preliminary	Final			
	numbers of blocks and lots or parcels shall be in consecutive continuation from a previous plat.							
23.	A preliminary public facilities plan for the location and construction of proposed water service facilities to serve the development.	X		X				X
24.	A preliminary public facilities plan and profile for the location and construction of proposed sanitary sewer facilities to serve the development.	X		X				X
25.	A preliminary plan for storm drainage, erosion and sedimentation control.	X		X				X
26.	Locations, widths, and lengths of streets and roads to be held for private use and all reservations or	X	X	X	X	X		X

TABLE OF REQUIRED INFORMATION		Short Plat/Large Lot		Subdivision		Boundary Line Adjustment/ Lot Consolidation	<u>Lot Consolidation</u>	Binding Site Plan
		Preliminary	Final	Preliminary	Final			
	restrictions relating to such private roads.							
27.	Designation of any land the council may require held for public reserve and configuration of projected lots, blocks, streets and utility easements should the reserved land not be acquired.	X	X	X	X			X
28.	All areas and the proposed uses thereof to be dedicated by the owner.	X	X	X	X	X		X
29.	The following survey data:							
	(a) Track, block and lot boundary lines with dimensions;	X	X	X	X	X		X
	(b) Street rights-of-way widths with centerline;		X	X	X	X		
	(c) Radius, length, central angle of all tangent curves; radius, length, centered		X	X	X	X		X

TABLE OF REQUIRED INFORMATION		Short Plat/Large Lot		Subdivision		Boundary Line Adjustment/ Lot Consolidation	<u>Lot Consolidation</u>	Binding Site Plan
		Preliminary	Final	Preliminary	Final			
	angle, long chord distance and bearing of all nontangent curves;							
	(d) Ties to boundary lines and section or quarter-section corners immediately surrounding the development;		X		X	X		X
	(e) The location and type of all permanent monuments within the development including initial point, boundary monuments and lot corners.		X		X	X		X
30.	Reference points of existing surveys identified, related to the plat by distance and bearings, and referenced to a field block or map as follows:		X		X	X		X
	(a) Stakes, monuments or other evidence found on the ground and used to determine the boundaries of the development;		X		X	X		X

TABLE OF REQUIRED INFORMATION		Short Plat/Large Lot		Subdivision		Boundary Line Adjustment/ Lot Consolidation	<u>Lot Consolidation</u>	Binding Site Plan
		Preliminary	Final	Preliminary	Final			
	(b) Adjoining corners of adjoining subdivisions;		X		X	X		X
	(c) Monuments to be established marking all street intersections and the centerlines of all streets at every point of curvature and the point of tangent;		X		X	X		X
	(d) Other monuments as found or established in making of the survey required to be installed by the provisions of this chapter and state law.		X		X	X		X
31.	The lot area in square feet identified on each lot on the plat.	X		X		X	X	X
32.	Designation of proposed portions of subdivisions to be developed in phases, if any, indicating proposed sequence of platting.	X		X				
33.	All flood control features and references to		X		X	X		X

TABLE OF REQUIRED INFORMATION		Short Plat/Large Lot		Subdivision		Boundary Line Adjustment/ Lot Consolidation	<u>Lot Consolidation</u>	Binding Site Plan
		Preliminary	Final	Preliminary	Final			
	easements or deeds for drainage land.							
34.	Deed restrictions or covenants, if any, in outline form.	X		X				
35.	Existing and proposed easements clearly identified and denoted by dashed lines and, if already of record, their recorded reference. The width of the easement, its length and bearing, and sufficient ties to locate the easement with respect to the development shall be shown.	X	X	X	X	X	<u>X</u>	X
36.	Identification of any land or improvements to be dedicated or donated for any public purpose or private use in common.	X	X	X	X	X		X
37.	The following certificates:							
	(a) A certificate signed and acknowledged by all		X		X	X	<u>X</u>	X

TABLE OF REQUIRED INFORMATION		Short Plat/Large Lot		Subdivision		Boundary Line Adjustment/ Lot Consolidation	<u>Lot Consolidation</u>	Binding Site Plan
		Preliminary	Final	Preliminary	Final			
	parties having any record title interest in the land, consenting to the preparation and recording of the project;							
	(b) A certificate signed and acknowledged as above, dedicating to the public all land intended for public use;		X		X	X		X
	(c) A certificate for execution by the city mayor;				X			X
	(d) A certificate for execution by the city engineer;		X		X	X		X
	(e) A certificate for execution by the planning commission representatives;		X		X	X		X
	(f) A certificate for execution by the city planner;		X		X	X		X

TABLE OF REQUIRED INFORMATION		Short Plat/Large Lot		Subdivision		Boundary Line Adjustment/ Lot Consolidation	<u>Lot Consolidation</u>	Binding Site Plan
		Preliminary	Final	Preliminary	Final			
	(g) A certificate for execution by the county auditor;		X		X	X		X
	(h) A certificate for execution by the county treasurer;		X		X	X		X
	(i) A surveyor's certificate certifying that he is registered as a professional land surveyor in the state of Washington and certifies that the plat is based on an actual survey of the land as described and that all monuments have been set and lot corners staked on the ground as shown on the plat.		X		X	X		X
38.	A statement of approval signed by the director of the State Department of Ecology, or its successor, for any portion of development which lies				X			X

TABLE OF REQUIRED INFORMATION		Short Plat/Large Lot		Subdivision		Boundary Line Adjustment/ Lot Consolidation	<u>Lot Consolidation</u>	Binding Site Plan
		Preliminary	Final	Preliminary	Final			
	within a flood control zone.							
39.	An executed surety (developer agreement and bond) when required.		X		X	X	X	X
40.	Appropriate architectural and site development plans which show the proposed building location, specific landscaping, prominent existing trees, ground treatment, sight-obscuring fences and hedges, off-street parking, vehicular and pedestrian circulation, and major exterior elevations of building(s).							X
41.	Such additional information pertaining to the land division or development site and the immediate vicinity as may be required by the administrative official for review of the proposal.							

Chapter 17.16

DEFINITIONS

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- 17.16.027 Adult arcade.**
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17.16.125 Building.

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17.16.171 Child day care – Church/school.

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17.16.175 Church.

17.16.176 City.

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17.16.390 Livestock.

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17.16.400 Lot.

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17.16.510 Parking space.

17.16.515 Person.

17.16.520 Preexisting building or structure.

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17.16.753 Zero lot line development.

17.16.754 Zero lot line.

17.16.755 Zone.

17.16.005 Headings.

Chapter and section headings shall not be deemed to govern, limit, modify, or in any manner affect the scope of meaning or intent of any section thereof. [Ord. 2018-02 § 2 (Exh. A), 2018].

17.16.015 Generally.

For the purpose of this title, certain terms or words herein shall be interpreted as follows, except as specifically defined in this chapter. All words used in this title shall carry the customary meanings:

A. "Lot" includes "plot."

B. "Building" includes "structure."

C. "Shall" is intended to be mandatory.

D. "Occupied" or "used" means to dwell in.

E. "May" denotes a use of discretion in making a decision. [Ord. 2018-02 § 2 (Exh. A), 2018].

...

17.16.217 Cottage housing development.

"Cottage housing development" means a single development of several cottages clustered around shared open space.

...

17.16.245 Dwelling.

"Dwelling" means a building or portion thereof designed exclusively for residential purposes, including one-family, two-family, and multiple-family dwellings, but not including hotels, boardinghouses, or motel units. [Ord. 2018-02 § 2 (Exh. A), 2018].

17.16.247 Dwelling, attached.

"Attached dwelling" means a dwelling unit that is located on a separate lot and shares a wall on one or both sides with a neighboring dwelling. Duplexes are attached dwelling units and zero lot line developments may be attached dwelling units.

17.16.250 Dwelling, group.

"Group dwelling" means more than two separate buildings, each containing one or more dwelling units. [Ord. 2018-02 § 2 (Exh. A), 2018].

17.16.255 Dwelling, one-family.

“One-family dwelling” means a detached building designed exclusively for occupancy by one family and containing one dwelling unit. [Ord. 2018-02 § 2 (Exh. A), 2018].

17.16.260 Dwelling, two-family (duplex).

“Two-family dwelling” means a detached building designed exclusively for occupancy by two families living independently of each other doing their own cooking and containing two dwelling units. A “two-family dwelling” is the same as a “duplex.” Such building has a common roof or the dwelling units are joined by a common roof. [Ord. 2018-02 § 2 (Exh. A), 2018].

17.16.265 Dwelling, multifamily.

“Multifamily dwelling” means a building or portion thereof, designed for occupancy by three or more families living independently of each other, doing their own cooking and containing three or more dwelling units. “Multifamily dwelling” includes all types of buildings or portions thereof designed for occupancy of three or more families such as triplex, fourplex, apartment house, and flats designed for occupancy on a permanent basis as distinguished from a transient basis. Such building has a common roof or the dwelling units are joined by a common roof. [Ord. 2018-02 § 2 (Exh. A), 2018].

17.16.270 Dwelling unit.

“Dwelling unit” means one or more rooms designed for or occupied by one family for living or sleeping purposes and containing kitchen facilities for use solely by one family. All rooms comprising a dwelling unit shall have access through an interior door to other parts of the dwelling unit. [Ord. 2018-02 § 2 (Exh. A), 2018].

...

17.16.753 Zero lot line development.

“Zero lot line development means a development containing two or more dwelling units which have no yard on one or more of the side lot lines. Dwelling units in zero lot line developments are located in such a manner that one or more of a building’s sides rest directly on a side lot line and each dwelling unit is located exclusively on one lot, except for the common wall which is separated by the property line. Zero lot line developments may include attached or detached dwelling units.

17.16.754 Zero lot line.

“Zero lot line” means a side lot line which has no yard.

...

Chapter 17.55

NONCONFORMING LOTS

Sections:

17.55.010 Development on nonconforming lots – General.

17.55.020 Residential use of nonconforming lots.

17.55.010 Development on nonconforming lots – General.

A. The city recognizes that there are lots which were lawful at the time of their creation, but which now do not conform with the development regulations in effect. These nonconformities should eventually be converted to a conforming status.

B. A party asserting the existence of a lawfully established nonconforming lot has the burden of proof that the lot was not substandard in meeting the development regulations in effect at its creation.

C. A nonconforming lot may be developed and used in the same manner as a conforming lot; provided, that the lot development and use comply with applicable development regulations other than those involving lot area, lot width, or similar dimensional standards applicable to lots or a variance from applicable development regulations is granted and provided that development and use complies with Cowlitz County Health Department standards.

D. Modifications to the area and/or dimensional standards of a nonconforming lot are allowed provided modification does not increase nonconformity or create a new nonconformity.

E. A government agency may lawfully modify a lot in a manner that would result in nonconformity, if the modification is for the purpose of acquiring property for a public use or purpose, or is permitted otherwise by law.

F. Where development will occur on two or more nonconforming lots, and particularly where a structure is proposed to be built across a property line, the nonconforming lots shall be consolidated into one lot following the requirements in Chapter 16.34 of this Municipal Code. No portion of said lot shall be used, altered or sold in any manner which diminishes compliance with lot area and width requirements, nor shall any division be made which creates a lot with a width or area below the requirements permitted by this title.

17.55.020 Residential use of nonconforming lots.

A. Single-family dwellings and incidental uses established pursuant to subsection (A) of this section are permitted uses and are not nonconforming uses.

B. Contiguous Lots Under Common Ownership.

1. One or more contiguous nonconforming lots under common ownership may be used for one single-family dwelling plus incidental uses thereto if the development meets applicable development regulations for the zone in which they are located, other than those involving lot area, lot width, or similar dimensional standards, and Cowlitz County Health Department standards are met.
 2. Two or more contiguous nonconforming lots under common ownership may be used for up to two single-family dwellings plus incidental uses thereto if the development meets applicable development regulations for the zone in which they are located, other than those involving lot area, lot width, or similar dimensional standards, and Cowlitz County Health Department standards are met.
 3. Additional contiguous nonconforming lots owned by the same person may be used for additional building sites, one dwelling per building site if the additional building sites contain at least one acre or 50 percent of the lot area required for the zone in which such building sites are located, whichever is less and if the building sites meet applicable development regulations for the zone in which they are located, other than those involving lot area, lot width, or similar dimensional standards, and Cowlitz County Health Department standards are met.
- C. Corner Lots. Residential developments on nonconforming corner lots are exempt from the corner lot/side yard setback standards in residential zones but shall have a side yard not less than five feet in width on the sides of dwellings. Residential developments on substandard corner lots shall comply with [CRMC 17.48.030](#);
- D. Expansion of Nonconforming Structures on Nonconforming Lots. Existing nonconforming single-family dwellings on nonconforming lots may improve or expand the single-family dwelling and may improve, expand, or add incidental uses to the single-family dwelling; provided that any improvements or additions meet applicable development regulations for the zone in which they are located, other than those involving lot area, lot width, or similar dimensional standards, and Cowlitz County Health Department standards are met.

Chapter 17.78

DEVELOPMENT ON NONCONFORMING LOTS

Sections:

17.78.010 Purpose

17.78.020 Applicability

17.78.030 Design Review Required

17.78.040 Zero Lot Line Dwellings

17.78.050 Cottage Housing

17.78.010 Purpose

The purpose of this title is to provide development regulations specific to legally created lots that no longer meet the dimensional standards and requirements of Castle Rock Municipal code.

17.78.020 Applicability

The provisions of this title apply to non-conforming lots within the R-1 Low Density Residential and R-2 High Density Residential Zoning Districts in Castle Rock.

17.78.030 Design Review Required

A. Nonconforming lots shall comply with the Nonconforming Lots Design Guidelines. Design Review approval shall be obtained prior to issuing a building permit for the project.

A. Exceptions:

1. Lots under common ownership that are consolidated pursuant to Chapter 16.34 of the Castle Rock Municipal Code do not require design review. Consolidation that does not achieve full compliance with one or more dimensional requirements in the underlying zone is exempt from design review.
2. Lots that are developed consistent with Zero Lot Line Dwellings regulations in this Chapter shall comply with the following Nonconforming Lots Design Guidelines: Site Planning Section 2.
3. Lots that are developed consistent with the Cottage Housing regulations in this Chapter shall comply with the following Nonconforming Lots Design Guidelines: Site Planning Section 3.

17.78.040 Zero Lot Line Developments

Zero lot line developments allow for elimination of side yard requirements from the common lot line between two or more adjoining lots. This method of development is allowed when at least two non-conforming lots are contiguous to one another and are involved in the development.

A. Requirements:

1. Each dwelling shall be located on its own lot.
2. A minimum of two and a maximum of four contiguous lots can be developed as a single zero lot line project. Zero lot line developments may be located adjacent to each other.
3. The interior side yard setback between non-conforming contiguous lots may be reduced to zero. Other side yards, front yards, and rear yards shall not be reduced unless otherwise authorized in the Castle Rock Municipal Code.
4. Side yards shall not be reduced adjacent to a public or private street or adjacent to lots that are not part of the zero-lot line development. Corner lots shall observe the minimum yard setback requirements on both street frontages.
5. Each dwelling shall have a minimum of one off-street parking space.

17.78.050 Cottage Housing

Cottage housing is a cluster of small detached single-family dwelling units around a common open space. Cottage housing may allow for higher residential density than is normally allowed in the underlying zoning district. The increased density is possible through the use of smaller than average home sizes and site design standards.

A. General Requirements.

1. Cottage housing is permitted in minimum clusters of 2 or more dwellings, with no more than one dwelling per 2,500 square feet.
2. Cottage housing is for residential use only and may not be operated as short-term rentals or transient accommodations.
1. Cottage housing is authorized through the Design Review process and shall comply with the Nonconforming Lots Design Guidelines.

- B. Density and Dimensions. The following density and dimensional standards apply in lieu of the standards in the underlying zoning district.

<u>Density</u>	<u>No more than 1 dwelling per 2,500 square feet.</u>
<u>Minimum Front Setback</u>	<u>10 feet</u>
<u>Minimum Side Setback</u>	<u>5 feet</u>
<u>Minimum Rear Setback</u>	<u>10 feet</u>
<u>Maximum Building coverage</u>	<u>40 percent</u>
<u>Maximum Building Height</u>	<u>35 feet</u>

- C. Open Space. Common open space shall be provided as follows:

- a. 300 square feet of common open space is required per unit. This can be reduced to 200 square feet per unit if a permanent recreation/communal feature is provided. Recreation/communal features shall provide opportunities for community gathering. Examples of acceptable recreation/communal features include but are not limited to cooking facilities, play equipment, or permanent outdoor gathering spaces with furnishings.
 - b. Common open space shall be in a centrally located area and be accessible to all dwellings within the development with a direct pedestrian connection.
 - c. Fences may not be located within required common open space areas.
1. Private open space shall be provided as follows:
- a. 60 square feet of private open space is required per unit.
 - b. Private open space may be designed as a garden, patio, or similar feature and shall include fencing or similar visual barrier.
 - c. Private open space may be adjacent to common open spaces. Access must be provided between private and common open spaces.

- D. Parking

1. One off-street parking space per unit is required.
2. A single access can be used to access a shared parking area.

E. Building & Site Design Standards

1. Each unit shall be a maximum of 1,200 square feet.
2. Each dwelling unit shall have a primary entry or covered porch oriented to the common open space. This entry or porch may count toward the private open space requirement in CRMC 17.78.050(C)(2).
3. Accessory buildings shall follow the minimum requirements of the R-2 Zoning District.

CITY HALL

City of Castle Rock

Design Guidelines: Non-Conforming Lots

February 2024



WORLD WAR II
ALBERTY, WALTER
AUSTIN, HAROLD
BRATORES, CHARLES
DAGGY, WAITE
EGGIMANN, ALVIN
GALLOWAY, LESTER G.
GARLOCK, ROBERT
GAZE, RICHARD W.
GUIER, CLAUDE
HOSKIN, DONALD
HOYER, GLEN
JOHNSON, FLOYD
JONES, ROY
MELTON, RUBEN A.
MUNYON, KENNETH
PHILLIPS, FLOYD
PHILLIPS, LLOYD
PITTMAN, EDWARD
POTTER, CLARENCE
WILKINS, JR. DON

KOREAN WAR
SAUM, JACK

VIETNAM WAR
HARDY, LARRY
KRUSE, DALE LYNN
WEIDERMAN, CLAUDE

WORLD WAR I
KING, JAMES

CITY OF
CASTLE
ROCK

SCJ ALLIANCE

Project Information

Project: City of Castle Rock On-Call General Planning

Prepared for: Castle Rock
141 A Street SW
PO Box 370
Castle Rock, WA 98611

Project Representative

Prepared by: SCJ Alliance
108 N Washington, Suite 300
Spokane, WA 99201
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Introduction

1. Purpose

This document is provided as a **supplement to Castle Rock Municipal Code (CRMC) and the requirements established within**. The contents of this guide are to provide guidelines, graphic representations, and methods of construction to convey the intents of the CRMC Non-Conforming Lots standards.

2. Administrative Procedure

In accordance with CRMC 17.78.030, **design review approval shall be obtained prior to issuance of a building permit**. All development is required to obtain a building permit in accordance with CRMC 17.80.020

3. Focal Points of Design Guidelines

These design guidelines will focus on providing **context** and **visualizations** to meet the intent of the Castle Rock Municipal Code Non-Conforming Lot's Chapter, CRMC 17.78.



Site Planning

1. Small Lot Development

The building should be placed on the site so it responds to topography, the street front, surrounding buildings, and the neighborhood at large. At a minimum, buildings should be designed with the following features:

- ◆ Primary **pedestrian entries** shall **face the adjoining public street**. Where possible, **vehicular entries** should be located at the **rear or side** of the lot.
- ◆ Off-street parking shall be provided consistent with the Castle Rock Municipal Code. Where possible, **shared parking areas are encouraged**. The appearance of parking and vehicular entries should be **minimized** as much as possible to emphasize pedestrian entries.
- ◆ Building materials shall consist of **natural materials** or **materials that are designed to appear as natural** materials, such as wood lap siding or shingles, Hardy plank, brick or stone, and similar materials. **Corrugated metal is not allowed**.
- ◆ Rooflines shall be **pitched**. Acceptable designs include **gable, hipped, shed, and similar sloped or pitched designs**.





Single Lots

Houses developed on one nonconforming lot shall comply with underlying zoning requirements, except the side yard can be reduced to no less than three feet when the following features are included:

- Landscaping in excess of the requirements in Section 5, Landscaping, below.
- Pervious pavement, except the use of aggregate.
- Collective storm infiltration design, prepared by a professional engineer.
- Design features, consistent with architectural design in the neighborhood, are proposed by the developer and acceptable to the Planning Commission.

Two or More Lots

Projects constructing more than one home on multiple small lots shall include the following design features:

- Shared driveways are required for every two houses in a single project.
- In the instance of flag lots exemption for shared driveways may be made as part of the design review process.
- Front yard landscaping should have a consistent design.
- Buildings shall not be identical. Variation in roofline, roof orientation, façade design, and/or fenestration is acceptable to achieve variation.

Side yards can be reduced following the requirements for single lots, above.

Corner Lots

Homes built on corner lots must include the following design features:

- The primary front façade shall be located on the same street frontage as other homes in the immediate vicinity. Where there is no consistency in the immediate vicinity, the project proponent can choose the primary front façade.
- The front door should be emphasized with architectural features such as a covered entry, porch, or similar design element.
- Site design shall accommodate safe sight distances for drivers. This includes eliminating sight obstructions and selecting low-growing landscape plants.
- Yards cannot be reduced unless otherwise provided in the Castle Rock Municipal Code.
- Consistent façade treatment is required on both street facing facades.

Desirable design features include:

- ♦ **Deep overhangs**
- ♦ **Simple ornamentation**, such as brackets and shutters
- ♦ **Exposed wood** structural members
- ♦ **Porches** with **support columns**

2. Zero-Lot Line Development

Zero Lot Line Dwellings or Attached Housing **allows for elimination of side-yard setback requirements from the common lot line between two or more lots.** This method of development is allowed when **at least two non-conforming lots are contiguous** to one another and are involved in the development.

Compatibility

Zero lot line developments can occur on non-conforming lots within the R-2 zoning district. There must be a minimum of two available lots of record. It is permissible to build a **duplex** style zero-lot line structure **or a townhouse style structure** with up to 4 units across 4 lots.

Duplex Style

A duplex style zero lot line development is an attached structure containing **two units on two lots.** The two units share a **common wall** on the shared interior lot line, where the **setback is reduced to 0.**

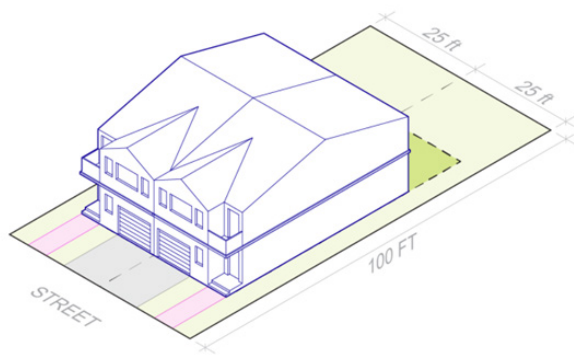


Figure 1: Sample Zero-Lot Line Development, Duplex Style

Townhouse Style

The townhouse style of zero-lot line development involves **3 or more units on their own respective lots.** Each unit **shares a wall on their shared lot line.** In Castle Rock, you can have up to 4-units in a townhouse style zero lot line development.

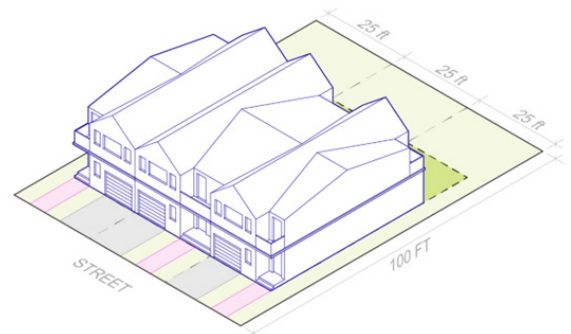


Figure 2: Sample Zero-Lot Line Development, Duplex Style



3. Cottage Housing Development

Cottage housing is a cluster of small detached single-family dwelling units around a common open space. Cottage housing may allow for higher residential density than is normally allowed in the underlying zoning district. The increased density is possible through the use of smaller than average home sizes and site design standards.



Compatibility

Cottage housing can occur on non-conforming lots within the R-2 zoning district. Developments of cottage housing can be built in **minimum clusters of 2 or more** with a density standard of 1 dwelling per 2,500 square feet. For example, If you have two 2,500 square foot lots you can have a cluster of 2 cottage houses.

Dwellings within a cottage housing development shall be oriented to promote a sense of community.



Figure 3: Sample Cottage Housing Development

Table 1: Cottage Housing Development Standards	
Development Standards	Requirements
Density	No more than 1 dwelling per 2,500 square feet.
Minimum Front Setback	10 feet
Minimum Side Setback	5 feet
Minimum Rear Setback	10 feet
Maximum Building coverage	40%
Maximum Building Height	35 feet

Development Standards

Development standards for cottage housing developments are listed in Table 1.

Orientation

Dwellings within a cottage housing development shall be **oriented to promote a sense of community**. To achieve this, cottage developments utilize common open space in their design.

The **primary entrance or covered porch of each cottage must be oriented towards a common open space**. All buildings and common spaces need to be served by a pedestrian circulation system that connects to an existing or planned sidewalk, public sidewalk, or trail system.

Common Open Space

The use of common open space is a key feature in the design requirements for cottage housing developments. The spirit of cottage housing is to provide a sense of connectedness and community between each housing unit. Open space is utilized in the design to achieve this.

A minimum of **300 square feet of common open space is required per cottage housing unit.**

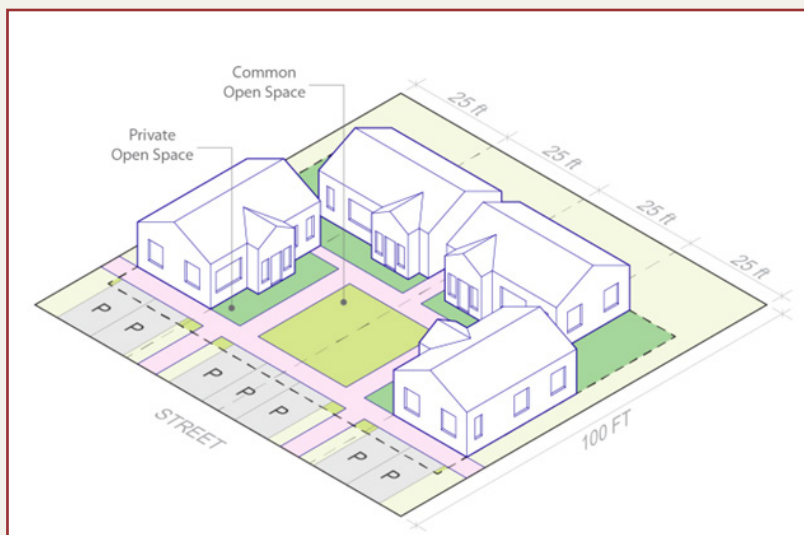
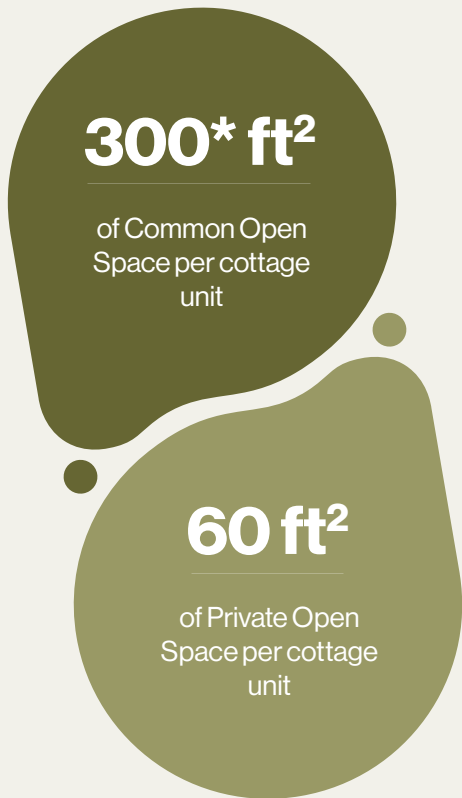


Figure 4: Required Open Space - Cottage Housing Development



* can be reduced to 200 ft² per unit if additional amenities are provided

The open space requirement **can be reduced to 200 square feet per unit if a permanent recreation/communal feature is provided.** Recreation/communal features shall provide opportunities for community gathering. Examples of acceptable recreation/communal features include but are not limited to cooking facilities, play equipment, or permanent outdoor gathering spaces with furnishings.

Common open space should provide a sense of openness, visual relief and community for cottage developments.

Private Open Space

Each unit within a cottage development must also be provided with private open space.

A minimum of **60 square feet of private open space is required per cottage housing unit.**

This private space can be designed as a garden, patio, or similar feature and shall include fencing or similar visual barrier.

Private open space may be adjacent to common open spaces. Access must be provided between private and common open spaces.

4. Parking Guidelines

Zero-Lot Line

The required off-street parking space shall be placed in front of each respective unit.

Cottage Housing

Required off-street parking are typically placed in cluster on site. It is not required that the parking be "located in front of each unit. Fui imus consulturei publicatus

Table 2: Parking Guidelines by Development Type

Development Type	Guidelines
Zero-Lot Line Development	A minimum of one off-street parking space per dwelling
Cottage Housing Development	A minimum of one off-street parking space per dwelling

Landscaping

Landscaping is required in the front yard to create a visually interesting transitional space between the street and the front of the house. The project shall provide at least **100 square feet of landscaping** that enhances the main pedestrian entry and includes a mix of trees, shrubs, and groundcovers. Landscaping must be an integral part of the project design and should consider the following measures:

1 Landscaping can be planted in the ground, in raised planters, or in other configurations provided landscape areas are a meaningful size for visual interest and long-term maintenance.

2 Provide a direct pedestrian connection from the front door to the street.

3 Use native vegetation or Northwest-adapted vegetation.



Accessory Buildings

Accessory buildings are **permissible** and shall follow the minimum requirements of the R-2 Zoning District.

These buildings are subject to meet lot coverage requirements as listed below.,

Table 3: Accessory Building Requirements by Development Type

Development Type	Lot Coverage
Zero-Lot Line Development	--
Cottage Housing Development	40%



Relationship to Street

Street to House Orientation

Zero Lot Line Developments

The orientation of homes in a zero lot line development must always be **faced to the street**. Each unit's primary entry in the development must all face the **same direction**. Attached units are required to be designed with a **consistent style**.



Cottage Housing Development

When designing cottage housing the orientation of each unit may be directed **inward toward another or facing the street**. It is required that each unit be **oriented towards the common open space**. This may mean that the cottages face towards the center of the property rather than the street. The orientation of the dwellings can never face side or rear property lines.



Setbacks

Setbacks are measured **from the property line to the structures nearest foundation wall.**

**Table 4: Zero Lot Line Development
Minimum Setbacks**

Setback	Minimum Required
Front Yard	15'
Side Yard	5'
Side Yard (Interior)	--
Rear Yard	20'
Corner Lot (Street Side)	15'

**Table 5: Cottage Housing Development
Minimum Setbacks**

Setback	Minimum Required
Front Yard	10'
Side Yard	5'
Rear Yard	10'
Corner Lot (Street Side)	10'

Parking for cottage housing is allowed within the rear setback area.

Driveway Access

Zero Lot Line Developments

Each unit within a zero-lot line development is required to have one off-street parking space located in front of each respective unit. This means that **each unit must have a driveway connected to the right-of way.**

Cottage Housing Developments

Required off-street parking spaces are located contiguously in cottage housing developments. This means that there will be **one driveway connected to the right-off-way to access a shared parking area.**

Building Design

Design Character

Zero Lot Line Developments

The character of each unit within a zero-lot line development is meant to look **similar to one another however being inclusive of varied elements**. This means that the design of each unit shall be **similar in size** however can include **varied façade elements** such as windows, doors, porches, and color scheme.

Cottage Housing Development

Cottage housing developments offer more flexibility in the design character of each unit. Each cottage should be **consistent in style with the greater neighborhood** and **uniform in architectural style within the cottage development**. Each cottage can include variation in its design features, such as façade treatments, fenestration, pedestrian entries, and similar details.



Architectural Scale Relation to Neighborhood

The structural design of both zero-lot line and cottage housing developments shall be done so in a way to achieve **consistency with the existing neighborhood as much as possible**.

Blank Walls and Building, Corners

In the instance of blank walls facing the right of way, **design elements must be utilized to enhance visual appearance**. A minimum of **30 percent of the blank wall should be treated with windows**.

CITY OF CASTLE ROCK

CITY HALL



CASTLE ROCK
HONORS ITS MEN AND
WOMEN WHO SERVED
IN WORLD WAR II AND
THE KOREAN WAR
THIS MEMORIAL
IS DEDICATED TO THOSE
AMONG THEM WHO
MADE THE SUPREME
SACRIFICE

WORLD WAR II
BRYCE, WALTER
BRYCE, HAROLD
BRYCE, CHARLES
DAGLEY, WAITE
EGGIMANN, ALVIN
GALLOWAY, LESTER G.
GARLOCK, ROBERT
GAZE, RICHARD
GUIER, CLAUDE
HOSKIN, DONALD
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JOHNSON, FLOYD
JONES, ROY
MELTON, RUBEN A.
MUNYON, KENNETH
PHILLIPS, FLOYD
PHILLIPS, LLOYD
PITTMAN, EDWARD
POTTER, CLARENCE
WILKINS, JR. DON

KOREAN WAR
SAUM, JACK

VIETNAM WAR
HARDY, LARRY
KRUSE, DALE LYNN
WEIDERMAN, CLAUDE

WORLD WAR II
KING, HAROLD R.

LEGAL SERVICES AGREEMENT

THIS AGREEMENT is entered into by and between (1) **The City of Castle Rock and the Castle Rock Transportation Benefit District** (Client), and (2) **Frank F. Randolph d.b.a. Randolph Law Firm**, licensed attorney in the State of Washington (“Attorney”).

RECITALS.

The Client desires to contract for routine legal services, advice, interpretations, and risk management, as hereafter mutually agreed between the parties. Client acknowledges that Attorney is limited in the performance of his duties by the Washington State Rules of Professional Conduct.

NOW THEREFORE, IT IS AGREED BETWEEN CLIENT AND ATTORNEY:

1. **Authority.** The Client’s officials responsible for assigning the Attorney work are the Mayor, the Public Works Director, the Clerk Treasurer and/or a majority of the City Council.

2. **General Duties.** The Attorney shall be responsible for performing all legal work for the Client, except as set forth below, or in those instances in which the Client assigns legal work to other attorneys, at Client’s own discretion.

3. **Specific Duties.** The following list of duties are illustrative of the services required from Attorney, but is not necessarily inclusive of all duties. In addition, Attorney shall only provide these services when so requested by Client.

a. ***Legal Documents.*** The Attorney shall review and offer his professional advice on all resolutions, contracts, interlocal agreements, legal correspondence and/or other legal documents. The Attorney shall draft such documents as requested by the Client. The Client may forward all draft documents (including contracts, resolutions and inter-local agreements) to the Attorney to approve as to form, when required by law.

b. ***Advisory Duties.*** The Attorney shall advise the Client with regard to legal matters relating to their respective duties. This includes providing advice on procedural issues relating to the conduct of meetings and conduct with the public.

In addition, when special counsel may be required by the Client for legal issues, either outside Attorney’s expertise or at the request of Client, he will assist in finding such suitable counsel.

c. ***Meetings.*** The Attorney shall attend and prepare for meetings as requested by the Client.

d. Court Proceedings. The Attorney shall advise the Client in civil lawsuits and other contested proceedings commenced by or against the Client. However, Attorney has been able to control legal costs by operating from his office out of his home, without any staff support, by not litigating himself. In addition, he has maintained his ties with both local and regional specialized legal expertise and will, if requested, assist the Client in finding suitable outside counsel.

If desired, Attorney shall also assist Client in pursuing any insurance benefits or seeking defense representation for claims covered by existing insurance, and will provide assistance thereto as required by Client.

e. Other Services. The Attorney shall provide such other requested services as are necessary, appropriate and within Attorney's competence in order to provide Client with adequate and cost-effective legal representation.

4. Location, Time Frame of Services.

a. Location. Attorney shall provide legal services in the State of Washington as directed. Attorney shall be compensated for mileage at the then existing federal rate and reasonable travel expenses for services outside of Cowlitz County, as requested by Client.

b. Time Frame. The Attorney shall make every effort to perform the duties requested by the Client in the time frame requested by the Client or as expeditiously as possible. The Attorney agrees to keep the Client informed of the status of any assignment and will assist Client in obtaining outside counsel as desired by Client.

5. Excluded Services. The Attorney's services do not include:

a. Providing any advice or representation to the Client on labor or employment law.

b. Representing or advising Client employees where the interest of the Client employee may conflict with that of the Client.

c. Providing legal advice where the Client has insurance coverage that provides for legal services and the Client has tendered the defense to the insurance carrier. Provided, however, the Attorney shall assist outside or insurance counsel as requested by such counsel or as desired by Client and within Attorney's capabilities.

6. Conflict of Interest. Attorney provides services to other local municipal clients in his independent law practice. The Attorney shall not perform such services for other clients where a conflict of interest or ethical violation, as defined in the Washington State Bar Rules of Professional Conduct, may exist. However, if desired, Attorney will

assist Client, as well as his other conflicting client to finding suitable conflict counsel and then remove himself from the matter as required by ethical rules.

7. Compensation.

a. Hourly Rate. Client shall pay Attorney at the rate of \$215.00 per hour. The Attorney shall invoice the Client no later than after a week of each month for work performed that month. The Client shall pay the Attorney's invoice promptly, for the amounts agreed, and in no case later than 60 days from the invoice date.

b. Attorney's actual direct and reasonable expenses incurred for any routine work for the Client shall be reimbursed at actual cost to client. Examples of direct costs include copying costs, mailing and postage fees, hiring of subcontractors or other Attorneys as approved in advance by the District, and other reasonable costs.

8. Term of Agreement. This Agreement is for a term of two years: May 1, 2024 to April 30, 2026.

a. This Agreement may be terminated by either party by giving 30 days' written notice to the other party. Any earned compensation or expenses appropriate under this Agreement will be paid for services rendered during the notice period but will only be authorized thereafter upon express agreement of the Board Chairman. Attorney agrees to co-operate in the transferring of all Client's files and records and provide a copy of all pending attorney files to the Client's designee promptly upon completion of services.

b. Upon termination of this Agreement, Attorney shall not be entitled to severance pay or continued compensation other than for ongoing services the Attorney and Client have agreed will extend beyond the effective termination date.

9. Equipment and Other Resources. Attorney shall obtain his own cellular phone, computer, office equipment and access to electronic legal research services as needed to perform the legal services contemplated in this agreement.

10. Professional Liability Insurance. During the term of this Agreement and any extensions thereof, Attorney shall secure and maintain a policy of comprehensive professional liability insurance provided by The Hanover Insurance Group an insurance company licensed to do business in the State of Washington. Said policy shall have limits of \$2,000,000.

11. Confidentiality. Attorney agrees to keep all of the information provided by Client in the context of this Agreement confidential for the term of this Agreement and thereafter, unless the Attorney-Client privilege is specifically and knowingly waived, in writing, by an individual authorized to waive this privilege for Client. This applies to all

information and communications, including electronic communications, unless available to the public through a public records request and otherwise not subject to a specific exemption. In addition, Attorney agrees to assist client in avoiding an unintended waiver of this privileged as observed by attorney or as requested by client.

12. Maintenance of District Records and Files. Any work-related products, such as letters, plans, spreadsheets, databases, or the like, that are developed during the term of this Agreement for the Client by Attorney shall be deemed to be owned jointly by Attorney and Client. The Attorney will keep the Client advised of all legal matters by providing copies of all letters or correspondence, plans or proposals as required. All copies of correspondence received by Attorney relating to Client's business will be routinely forwarded to the Clerk Treasurer.

13. Qualifications. Throughout the term of this Agreement, Attorney shall be licensed by the State of Washington.

15. Independent Contractor Status. Attorney is an independent contractor and is not an employee of Client. Attorney is responsible for paying his own federal income tax withholding and other taxes, fees or other charges imposed by law upon independent contractors. The Attorney is not entitled to any benefits such as sick leave, vacation, unemployment insurance, worker's compensation, PERS, overtime, compensatory time or any other benefit not specifically addressed and provided for in this Agreement.

16. Non-Exclusive Contract. This is a non-exclusive contract. Client reserves the right to appoint additional attorneys, to contract for a new attorney in the future, or to terminate this Agreement as provided herein. Nothing in this Agreement shall guarantee renewal of this Agreement, and, in the event of future renewal, the parties reserve the right to renegotiate all provisions. Likewise, Attorney reserves the right to perform legal duties for other clients, provided that there is no conflict of interest with Client.

17. Entire Agreement. This Agreement incorporates the entire Agreement between the parties with regard to the legal work to be performed on behalf of the Client, and the rates to be charge therefore.

DATED this ____ day of _____ 2024.

Client

Attorney

Paul Helenberg, Mayor

Frank F. Randolph, Attorney

THIS FORM IS INTENDED FOR USE BY LOCAL AUTHORITIES HAVING JURISDICTION (AHJ) IN THE EVENT THEY DO NOT HAVE A PERMIT FORM SPECIFIC FOR RETAIL FIREWORKS SALES AT A CONSUMER FIREWORKS RETAIL SALES (CFRS) FACILITY. IT IS NOT MEANT TO BE REQUIRED IN ADDITION TO OR IN LIEU OF ANY LOCAL PERMITTING FORM AND/OR PROCESS THAT MAY EXIST WITH THE LOCAL AHJ.

Directions: Provided the local jurisdiction has no permit form of their own, complete this permit application and submit it with the local AHJ portion of your Retail Fireworks Stand License to the jurisdiction in which you wish to run your CFRS facility.

WASHINGTON STATE FIREWORKS RETAIL SALES PERMIT APPLICATION

Applicant Information		
☐ New/First Time Applicant ☒ Previous Permit Holder		
CASTLE ROCK LIONS CLUB Name of Group, Organization, or Person (Last, First, Middle Initial, and Date of Birth) Issued the Fireworks Retailer License CLARENCE KNUTSON Name of Permit Applicant (Last, First, Middle Initial, and Date of Birth) 2120 Milwaukee Way Tacoma, WA 98421 Permit Applicant Mailing Address (Complete Including Street, City, State, and ZIP Code) (360) 749-4719 CKNUTSON@@KALAMA.COM (253) 922-0800 Phone Number E-Mail Address Local Business Number (if required)		
CFRS Facility Information		
☒ Stand ☐ Tent Other: _____ Size: 16'		
209 HUNTINGTON AVE N CASTLEROCK, WA 98611 CFRS Facility Address (Complete Including Street, City, State, and ZIP Code) _____ () _____ Name of Property Owner Phone Number Parcel Number for Stand Location		
Fireworks Supplier Information List all of the licensed fireworks wholesalers who will be supplying this stand product		
AMERICAN PROMOTIONAL EVENTS, INC. - WEST		
Storage Information		
☒ On Site ☐ Off Site: _____ Storage Address (Complete Including Street, City, State, and ZIP Code) ☒ Sales Structure ☐ Detached Building ☐ Truck/Trailer ☐ Other: _____ Specify		
CHECKLIST FOR SUBMISSION Check with the local AHJ for all applicable submission dates and deadlines:		
☒ Application/Permit Fee ☒ Insurance Certificate (\$1,000,000) ☐ Clean-Up Bond Fee (if applicable)		
☒ Valid Washington State Fireworks Retailer License ☐ Property Owners Written Permission		
☒ Detailed Site Plan ☐ Interior Plan (required for tents and "other" facilities)		
I hereby certify the information in this application is true and correct. I am aware of and agree to comply with all relevant provisions of law, rule, and any ordinance of the state of Washington and the city/county permitting this CFRS Facility.		
 Signature of Permit Applicant CLARENCE O KNUTSON Printed Name of Permit Applicant 3/5/24 Date of Signature		
FIRE CODE AUTHORITY HAVING JURISDICTION ☐ APPROVED ☐ DENIED		
Permit Number: _____ Approved By: _____ Date of Approval: _____ SEE BACK OF THIS FORM FOR ANY RESTRICTIONS, CONDITIONS, OR NOTATIONS ON THIS PERMIT		
Signature of Permitting Official: _____ Printed Name and Title: _____ Date of Signature: _____		

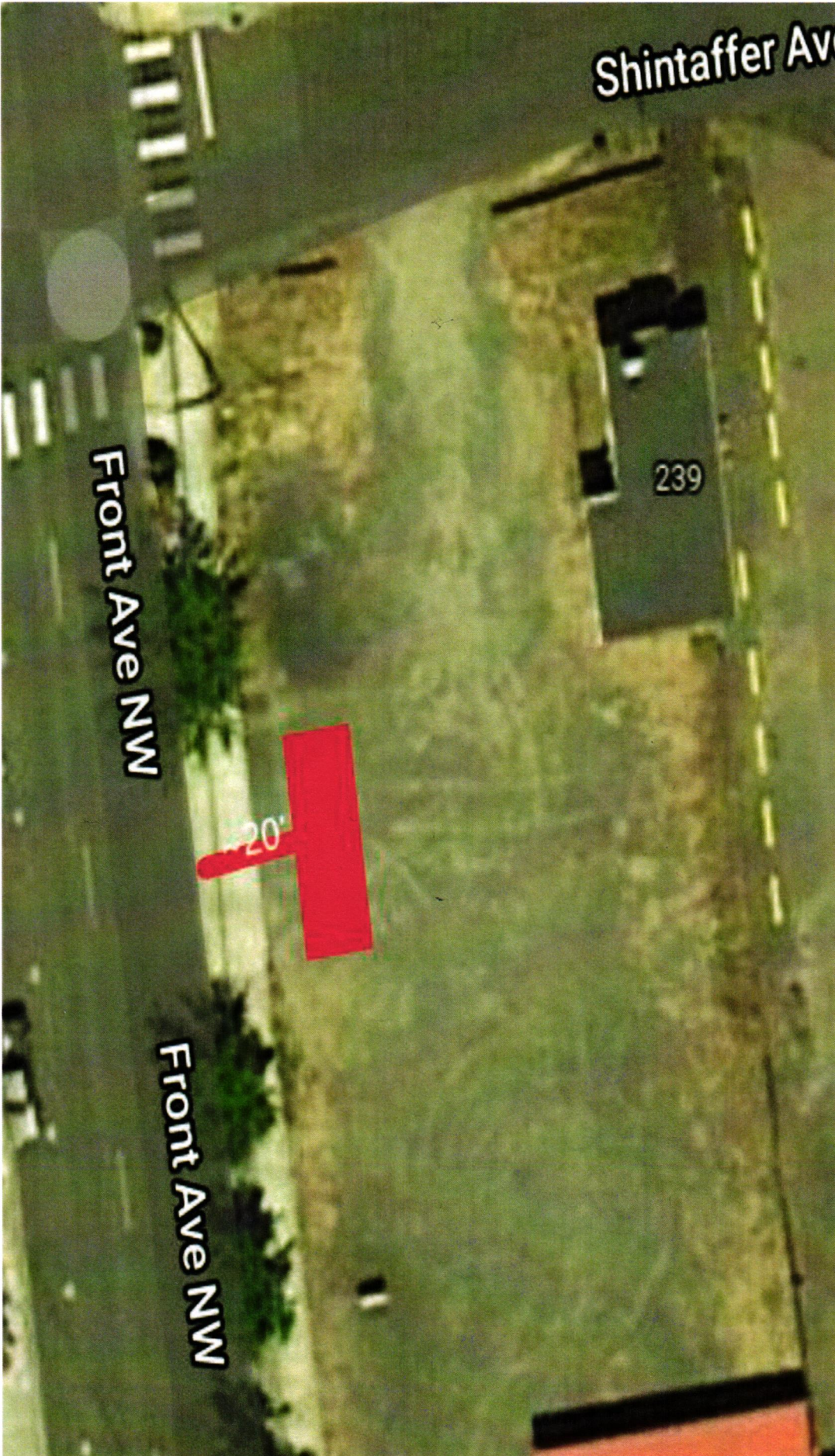
THE FIREWORKS RETAILER LICENSE HOLDER (LICENSEE) SHALL RETAIN THIS PERMIT WITH THE ASSOCIATED FIREWORKS RETAILER LICENSE AND MAKE THEM BOTH AVAILABLE FOR INSPECTION AT ANY TIME THE STAND IS IN OPERATION



WAS4011: Stand Location
209 Huntington Ave N, Castle Rock
LOCATION TYPE: STAND ~20'



STAND





Castle Rock Lions

P.O. Box 776
Castle Rock, Washington 98611

Clarence Knutson
Fireworks Chair
cknutson@kalama.com
360 274-8597
360 749-4719 cell

Robert Yeager
3503 Spirit Lake Hwy
Silverlake, WA 98645

The Lions Club of Castle Rock is asking for your continued permission to use the vacant lot directly behind the Luckman's Coffee, on the corner of Front Ave NW and Shintaffer St NW. We have used this location with permission for many years for our annual fireworks sale for high school scholarships at Castle Rock and Toutle Lake high schools.

We would need to use the space from June 24th through July 5th for this fundraiser sale. We will have all state and local permits and liability insurance for this fundraiser. As always, we take great care to leave the area clean as we leave.

Thank you,

Clarence Knutson
C.R. Lions Fireworks Chair

I give permission for the Castle Rock Lions to use the vacant lot on the corner of Front Ave NW and Shintaffer St. NW from June 24th to July 5th for their fireworks fundraiser sale.

Signature

Date



CERTIFICATE OF LIABILITY INSURANCE

11/1/2024

DATE (MM/DD/YYYY)

11/1/2023

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

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

PRODUCER Lockton Companies 3280 Peachtree Road NE, Suite #1000 Atlanta GA 30305 (404) 460-3600	CONTACT NAME:	FAX (A/C, No):	
	PHONE (A/C, No, Ext):	E-MAIL ADDRESS:	
INSURED 1359629 American Promotional Events, Inc. DBA TNT Fireworks, Inc. P.O. Box 1318 4511 Helton Drive Florence AL 35630	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Everest Indemnity Insurance Company		10851
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

COVERAGES WAS4011 **CERTIFICATE NUMBER:** 13193933 **REVISION NUMBER:** XXXXXXXX

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☒ LOC ☐ OTHER:	Y	N	SI8GL00242-231	11/1/2023	11/1/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY			NOT APPLICABLE			COMBINED SINGLE LIMIT (Ea accident) \$ XXXXXXXX BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$ ☐			NOT APPLICABLE			EACH OCCURRENCE \$ XXXXXXXX AGGREGATE \$ XXXXXXXX \$ XXXXXXXX
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y / N ☐ N / A			NOT APPLICABLE			PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ XXXXXXXX E.L. DISEASE - EA EMPLOYEE \$ XXXXXXXX E.L. DISEASE - POLICY LIMIT \$ XXXXXXXX

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Property located at Vacant Lot, 209 Huntington Ave N., Castle Rock, WA. 98611 (WAS4011) Certificate holder is an additional insured on the General Liability as required by written contract subject to policy terms, conditions, and exclusions.

CERTIFICATE HOLDER**CANCELLATION****13193933**City of Castle Rock
Castle Rock Lions Club
141 A Street SW
Castle Rock WA 98611

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Washington State Patrol Fire Protection Bureau
Office of the State Fire Marshal

G23784

CONSUMER FIREWORKS RETAIL SALES (CFRS) FACILITY LICENSE

Stand Number: SN-15536

Licensee Data

American Promotional Events, Inc. - West
2120 Milwaukee Way
Tacoma, WA 98421
License Number: WSPFL-02766
Phone Number: (253) 922-0800

Operational Data

Wholesaler: American Promotional Events, Inc. - We
County of Operation: Cowlitz
Operates For: **CASTLE ROCK LIONS CLUB**
Stand Operated By: **CLARENCE KNUTSON**

Date of Issue: February 23, 2024

Date of Expiration: January 31, 2025

Consumer Fireworks Retailer Licenses issued after May are ONLY valid for New Years Sales

This license is NOT valid without a permit from a local fire code official/authority having jurisdiction. This license allows for operation of a single location/stand for retail sales to the public of state legal consumer fireworks purchased only from a licensed fireworks wholesaler.

THIS LICENSE PORTION ACCOMPANIES YOUR LOCAL PERMIT APPLICATION

CASTLE ROCK EAGLES #556
P.O. BOX 217
224 HUNTINGTON AVE. S.
CASTLE ROCK, WA 98611
360-274-8353

March 5, 2024

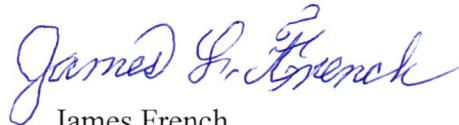
Castle Rock Eagles #556 would like to apply for a fireworks permit within the City of Castle Rock. The stand would be located at 1300 Mt. St. Helen's Way NE in the Parkers Steakhouse parking lot and the fireworks would be provided by American Promotional Events, Inc., a licensed fireworks distributor.

The Eagles are a 501(c)(8) non-profit organization through our Grand Aerie which is the national level of our organization. We support the Grand Aerie sponsored charities as required but also support local community service endeavors. Some of those include partnering with the Lions Club to provide an annual community Easter Egg Hunt, sponsoring scholarships for the Castle Rock and Toutle schools, providing gifts to local families through our own Angel Tree program, supporting the Lions Club Food Bank which is housed at our facility, hosting the State Eagles Youth Convention and supporting local teams, individuals and groups with various donations. We also operate as a local business within the city limits with the appropriate licensing and tax obligations. We have sold fireworks for many years and rely on the proceeds to support the programs of our organization

We, again, are asking for permit consideration.

Yours truly,

Castle Rock Eagles #556



James French
Aerie 556 Secretary

THIS FORM IS INTENDED FOR USE BY LOCAL AUTHORITIES HAVING JURISDICTION (AHJ) IN THE EVENT THEY DO NOT HAVE A PERMIT FORM SPECIFIC FOR RETAIL FIREWORKS SALES AT A CONSUMER FIREWORKS RETAIL SALES (CFRS) FACILITY. IT IS NOT MEANT TO BE REQUIRED IN ADDITION TO OR IN LIEU OF ANY LOCAL PERMITTING FORM AND/OR PROCESS THAT MAY EXIST WITH THE LOCAL AHJ.

Directions: Provided the local jurisdiction has no permit form of their own, complete this permit application and submit it with the local AHJ portion of your Retail Fireworks Stand License to the jurisdiction in which you wish to run your CFRS facility.

WASHINGTON STATE FIREWORKS RETAIL SALES PERMIT APPLICATION

Applicant Information		
☐ New/First Time Applicant ☒ Previous Permit Holder		
CASTLE ROCK EAGLES #556		
Name of Group, Organization, or Person (Last, First, Middle Initial, and Date of Birth) Issued the Fireworks Retailer License		
JIM FRENCH		
Name of Permit Applicant (Last, First, Middle Initial, and Date of Birth)		
2120 Milwaukee Way Tacoma, WA 98421		
Permit Applicant Mailing Address (Complete Including Street, City, State, and ZIP Code)		
(360) 274-9723	CASTLEROCKEAGLES556@GMAIL.COM	(253) 922-0800
Phone Number	E-Mail Address	Local Business Number (if required)
CFRS Facility Information		
☒ Stand ☐ Tent Other: _____ Size: 16'		
Specify _____ Square Feet/Dimensions		
1300 MT ST HELENS WAY NE CASTLE ROCK, WA 98611		
CFRS Facility Address (Complete Including Street, City, State, and ZIP Code)		
PARKER STEAKHOUSE ()		
Name of Property Owner	Phone Number	Parcel Number for Stand Location
Fireworks Supplier Information List all of the licensed fireworks wholesalers who will be supplying this stand product		
AMERICAN PROMOTIONAL EVENTS, INC. - WEST		
Storage Information		
☒ On Site ☐ Off Site: IN STAND WITH SECURITY		
Storage Address (Complete Including Street, City, State, and ZIP Code)		
☒ Sales Structure	☐ Detached Building	☐ Truck/Trailer ☐ Other: _____
		Specify _____
CHECKLIST FOR SUBMISSION Check with the local AHJ for all applicable submission dates and deadlines:		
☒ Application/Permit Fee ☒ Insurance Certificate (\$1,000,000) ☐ Clean-Up Bond Fee (if applicable)		
☒ Valid Washington State Fireworks Retailer License ☐ Property Owners Written Permission		
☒ Detailed Site Plan ☐ Interior Plan (required for tents and "other" facilities)		
I hereby certify the information in this application is true and correct. I am aware of and agree to comply with all relevant provisions of law, rule, and any ordinance of the state of Washington and the city/county permitting this CFRS Facility.		
 Signature of Permit Applicant James L. French Printed Name of Permit Applicant 3/6/2024 Date of Signature		
FIRE CODE AUTHORITY HAVING JURISDICTION		
☐ APPROVED ☐ DENIED		
Permit Number Approved By Date of Approval		
SEE BACK OF THIS FORM FOR ANY RESTRICTIONS, CONDITIONS, OR NOTATIONS ON THIS PERMIT		
Signature of Permitting Official Printed Name and Title Date of Signature		

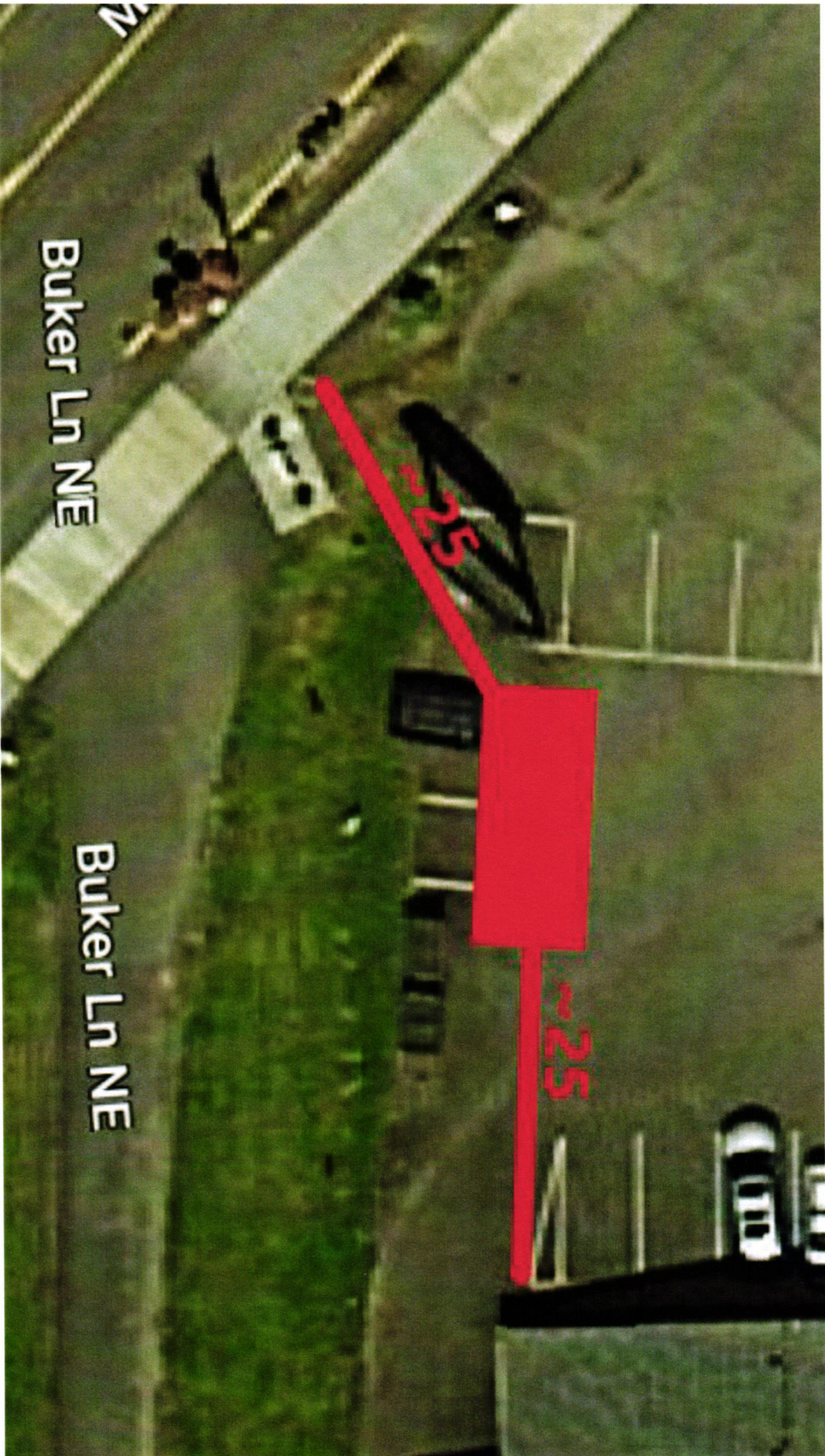
THE FIREWORKS RETAILER LICENSE HOLDER (LICENSEE) SHALL RETAIN THIS PERMIT WITH THE ASSOCIATED FIREWORKS RETAILER LICENSE AND MAKE THEM BOTH AVAILABLE FOR INSPECTION AT ANY TIME THE STAND IS IN OPERATION



WAS4010: Parkers Steak House
1300 Mt St Helens Way NE, Castle Rock
LOCATION TYPE: STAND 20'

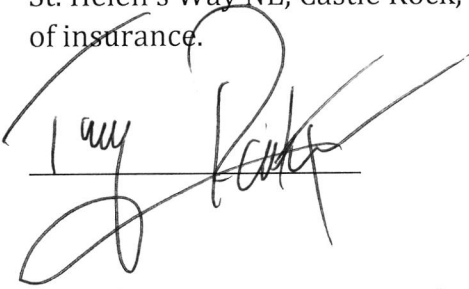


STAND



March 3, 2024

I authorize the Castle Rock Eagles to use a portion of the property located at 1300 Mt. St. Helen's Way NE, Castle Rock, WA for their fireworks stand upon presentation of proof of insurance.

A handwritten signature in black ink, appearing to read "Jay Rink", is written over a horizontal line. The signature is stylized with large, sweeping loops and a long horizontal stroke extending to the right.



CERTIFICATE OF LIABILITY INSURANCE

11/1/2024

DATE (MM/DD/YYYY)

11/1/2023

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

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

PRODUCER Lockton Companies 3280 Peachtree Road NE, Suite #1000 Atlanta GA 30305 (404) 460-3600	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
INSURED 1359629 American Promotional Events, Inc. DBA TNT Fireworks, Inc. P.O. Box 1318 4511 Helton Drive Florence AL 35630 WAS4010	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Everest Indemnity Insurance Company	
	INSURER B:	
	INSURER C:	
	INSURER D:	
INSURER E:		
INSURER F:		
NAIC # 10851		

COVERAGES **CERTIFICATE NUMBER:** 12220774 **REVISION NUMBER:** XXXXXXXX

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☒ LOC ☐ OTHER:	Y	N	SI8GL00242-231	11/1/2023	11/1/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY			NOT APPLICABLE			COMBINED SINGLE LIMIT (Ea accident) \$ XXXXXXXX BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$			NOT APPLICABLE			EACH OCCURRENCE \$ XXXXXXXX AGGREGATE \$ XXXXXXXX \$ XXXXXXXX
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ Y / N ☐ N / A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			NOT APPLICABLE			PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ XXXXXXXX E.L. DISEASE - EA EMPLOYEE \$ XXXXXXXX E.L. DISEASE - POLICY LIMIT \$ XXXXXXXX

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Property located at Parker Steak House 1300 Mt St Helens Way NE, Castle Rock, WA (WAS4010) Certificate holder is an additional insured on the General Liability as required by written contract subject to policy terms, conditions, and exclusions.

CERTIFICATE HOLDER

CANCELLATION

12220774

City of Castle Rock
Castle Rock Eagles #556
PO Box 370
Castle Rock WA 98611

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Washington State Patrol Fire Protection Bureau
Office of the State Fire Marshal

G23782

CONSUMER FIREWORKS RETAIL SALES (CFRS) FACILITY LICENSE

Stand Number: SN-15534

Licensee Data

American Promotional Events, Inc. - West
2120 Milwaukee Way
Tacoma, WA 98421
License Number: WSPFL-02766
Phone Number: (253) 922-0800

Operational Data

Wholesaler: American Promotional Events, Inc. - We
County of Operation: Cowlitz
Operates For: **CASTLE ROCK EAGLES #556**
Stand Operated By: **JIM FRENCH**

Date of Issue: February 23, 2024

Date of Expiration: January 31, 2025

Consumer Fireworks Retailer Licenses issued after May are ONLY valid for New Years Sales

This license is NOT valid without a permit from a local fire code official/authority having jurisdiction. This license allows for operation of a single location/stand for retail sales to the public of state legal consumer fireworks purchased only from a licensed fireworks wholesaler.

THIS LICENSE PORTION ACCOMPANIES YOUR LOCAL PERMIT APPLICATION

Agenda-At-A-Glance



Summit 2024 offers a unique opportunity for learning, innovation and networking. The conference agenda is thoughtfully designed with a rich selection of dynamic classes and interactive activities to ensure that each attendee, regardless of their specific focus, finds valuable insights and information.

Sunday, April 28

ALL DAY / Recommended Arrivals

2:00 p.m. - 7:00 p.m.



Early Registration Check-in
(Center Pre-Function)

Monday, April 29

6:45 a.m. - 8:00 a.m.



Breakfast (Halls E,F)

8:30 a.m. - 10:00 a.m.



Opening General Session
(Texas Ballroom)

10:30 a.m. - 11:30 a.m.



Training Sessions

11:30 a.m. - 12:30 p.m.



Lunch (Halls E, F)

12:45 p.m. - 1:45 p.m.



Training Sessions

2:00 p.m. - 3:00 p.m.



Training Sessions

3:15 p.m. - 4:15 p.m.



Training Sessions

4:30 p.m. - 5:30 p.m.



Training Sessions

5:30 p.m. - 6:30 p.m.



The Forum Happy Hour
(Grapevine Ballroom)

Tuesday, April 30

6:45 a.m. - 8:00 a.m.



Breakfast (Halls E, F)

8:00 a.m. - 9:00 a.m.



Focused Forum Time
(Grapevine Ballroom)

9:15 a.m. - 10:15 a.m.



Training Sessions

10:30 a.m. - 11:30 a.m.



Training Sessions

11:30 a.m. - 12:30 p.m.



Lunch (Halls E, F)

12:45 p.m. - 1:45 p.m.



Training Sessions

2:00 p.m. - 3:00 p.m.



Training Sessions

3:15 p.m. - 4:15 p.m.



Training Sessions

4:30 p.m. - 5:30 p.m.



Training Sessions

Wednesday, May 1

6:45 a.m. - 8:00 a.m.



Breakfast (Halls E, F)

8:00 a.m. - 9:00 a.m.



Training Sessions

9:15 a.m. - 10:15 a.m.



Training Sessions

10:30 a.m. - 11:30 a.m.



Training Sessions

11:30 a.m. - 12:30 p.m.



Lunch (Halls E, F)

12:45 p.m. - 1:45 p.m.



Training Sessions

2:00 p.m. - 3:00 p.m.



Training Sessions

3:15 p.m. - 4:15 p.m.



Training Sessions

6:30 p.m. - 10:00 p.m.



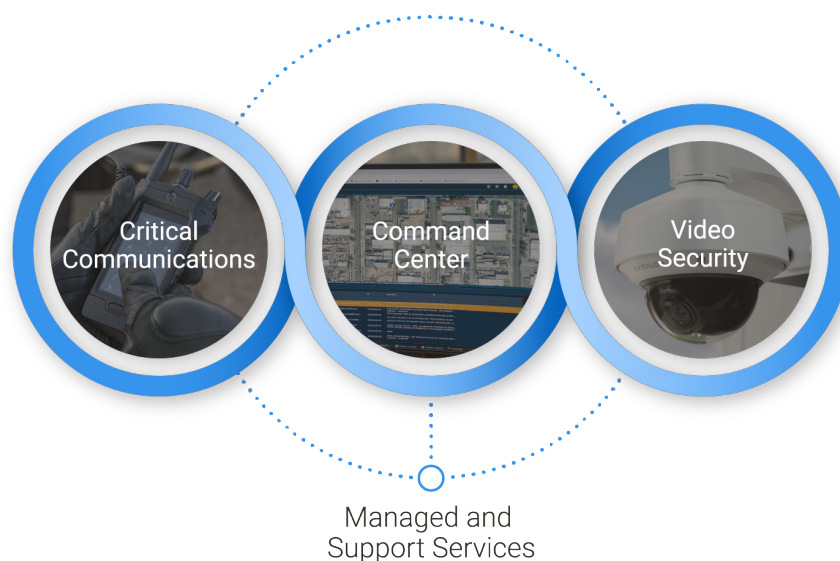
Closing Event,
The Glass Cactus



Classes & Activities

Summit 2024 offers 300+ unique training sessions and provides the opportunity for attendees to exchange ideas and build relationships with not only Motorola Solutions personnel, but public safety peers from across the nation as well. With 22 different tracks, each class is designed to bring value to every role within your agency and provide the knowledge and tools you need to get the most out of your technology, regardless of which solutions you use. By the end of the conference, we hope you are able to return to your agency feeling empowered to implement the tips and tricks you have learned and excited for the additional possibilities of Motorola Solutions safety & security ecosystem.

Sessions-at-a-Glance →



Hands-On Labs

Summit 2024 will feature more hands-on labs than ever previously offered, and they no longer require pre-registration. Like all of our other Summit class sessions, these will be available first-come, first-served to those in attendance.

Post Conference Certifications

Your Summit registration will once again include the option to book a virtual certification course to take place at a date of your choosing before or after Summit, helping you to maximize your time while onsite. Your registration confirmation email will include links and instructions for registering for one of these optional certifications.



Motorola Solutions, Inc. 500 West Monroe Street, Chicago, IL 60661 U.S.A. motorolasolutions.com

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RESOLUTION NO. 2024-05

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CASTLE ROCK, WASHINGTON, SETTING A NEW FEE
FOR THE PROCESSING OF PUBLIC RECORDS REQUESTS FOR RECORDS RELATED TO BODY WORN
CAMERAS FOR THE CASTLE ROCK POLICE DEPARTMENT

WHEREAS, the Castle Rock Police Department has implemented the use of body worn cameras for officers in the department as required by state laws; and

WHEREAS, recordings from these body worn cameras constitute a public record subject to public disclosure requests; and

WHEREAS, under RCW 42.53.240(14)(e) and 42.56.240(14)(f) requests by certain individuals will be filled at no cost to the requester, while the City may charge a reasonable cost to those non-exempted under the statute for the redacting, altering, distorting, pixelating, suppressing, or otherwise obscuring any portion of the recording prior to disclosure, only to the extent necessary to comply with exemptions provided for in the RCWs and any other applicable laws; and

WHEREAS, the City has established that the cost for processing a disclosure request for recordings from the body worn cameras shall be set at the hourly staff rate of the police clerk for the department.

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

Section 1. The City adopts a new fee to be known as the Body Worn Camera Records Fee as authorized by RCW 42.56.240(14)(f) in the amount of \$50.53 per hour for those requesters not exempted by RCW 42.56.240(14)(e) to cover the reasonable costs of redactions necessary to comply with the relevant state and federal laws.

BE IT FURTHER RESOLVED that this resolution will take effect upon its passage.

PASSED by the City Council and signed by the Mayor on this ____ day of _____, 2024.

Mayor

Attest:

Approved as to form:

City Clerk

City Attorney



Your Configured RICOH IM C3010



*Note: The image is a photo realistic illustration of your selected configuration.

DIMENSIONS

WIDTH	DEPTH	HEIGHT
23.10in	27.60in	47.60in
(587mm)	(701mm)	(1,209mm)

Actual dimensions may vary. These are approximate only.

POWER CONSUMPTION (MAIN UNIT)

120V-127V, 60Hz

Additional power requirements may apply.

Please read each option's description copy to see if additional power sources are needed.

Your Chosen Options

- IM C3010
- LCIT PB3330
- Internal Finisher SR3310 (500 sheet)
- Fax Option Type M52
- Power Filter with Inrush, Surge and Noise Protection 120V/15A

Current solution: 60 month lease
IMC3500
Lease payment: \$158.30

Service:
B/W - \$.008
Color - \$.052

Proposed solution: 60 month lease
IMC3010
Lease payment: \$174.31

Service:
B/W - \$.0085
Color - \$.0551



Main Unit

Item/Description	Item #	Power Requirements
IM C3010	419302	120V-127V, 60Hz

Paper Tray & Optional Accessories

Item/Description	Item #	Power Requirements
LCIT PB3330	419374	N/A

Output & Finishing Options

Internal

Item/Description	Item #	Power Requirements
Internal Finisher SR3310 (500 sheet)	419401	N/A

Fax Options

Item/Description	Item #	Power Requirements
Fax Option Type M52	419423	N/A

Security & Miscellaneous Accessories

Item/Description	Item #	Power Requirements
Power Filter with Inrush, Surge and Noise Protection 120V/15A	W1500-15-120	N/A



Main Unit

Item/Description	Item #	Thumbnail
IM C3010 - Output Speed (Letter): 30-ppm - Maximum Monthly Volume: 20,000 impressions/month (Letter paper, 20 lb.) - Power Requirements: 120V-127V, 60Hz - Weight: 218.9 lbs. (99.3 kg) - W x D x H (inches): 23.1 x 27.6 x 37.9 - W x D x H (mm): 586.74 x 701.04 x 962.66 Note: 1. In order to complete a configuration, one of the following must be installed on the mainframe: Paper Feed Unit PB3320, LCIT PB3330 or Cabinet Type A5. 2. This model has been Common Criteria certified.	419302	

Paper Tray & Optional Accessories

Item/Description	Item #	Thumbnail
LCIT PB3330 Provides an additional 2,000 sheets. Paper sizes up to 8.5" x 11"/A4. Paper weights up to 80 lb./166 lb. Index (300 g/m²). Weight: 50.7 lbs. (23 kg) W x D x H (inches): 23.1 x 27 x 9.7 W x D x H (mm): 586.74 x 685.8 x 246.38 Note: LCIT PB3330 cannot be installed with Paper Feed Unit PB3320 or Cabinet Type A5.	419374	

Output & Finishing Options

Internal

Item/Description	Item #	Thumbnail
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Internal Finisher SR3310 (500 sheet) The 500-sheet Internal Finisher provides multi-position stapling and optional hole punching. Recommended for offices with limited floor space. Supports paper sizes up to 12" x 18". Weight: 28.2 lbs. (12.8 kg) W x D x H (inches): 21.5 x 20.6 x 6.7 W x D x H (mm): 546.1 x 523.24 x 170.18 Note: Internal Finisher SR3310 cannot be installed with Internal Multi-Fold Unit FD3020, Internal Shift Tray SH3090, Bridge Unit BU3100, Finisher SR3320, Booklet Finisher SR3330 or any related options.	419401	
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Fax Options		
Item/Description	Item #	Thumbnail
Fax Option Type M52 Installation required to enable fax services: 33.6 kbps, approximately 3 second transmission speed, standard JBIG and standard 320 Pages Memory. Includes standard Internet Fax (T.37), LAN Fax, IP-Fax (T.38), Fax Forwarding to Email & Paperless Fax function.	419423	

Security & Miscellaneous Accessories		
Item/Description	Item #	Thumbnail
Power Filter with Inrush, Surge and Noise Protection 120V/15A Designed to provide a higher level of noise filtering and surge protection for devices that employ more sensitive and complex electronic components. Our Advanced Technical Support (ATS) recommends the use of power protection products to minimize potential electrical interference with products.	W1500-15-120	

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