



CASTLE ROCK CITY COUNCIL AGENDA

Regular Meeting: Monday, May 13, 2024
7:30 PM

Location

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

AGENDA

To join this meeting from your computer, tablet or smartphone: <https://global.gotomeeting.com/join/201632365>

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1. CALL TO ORDER

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

2. PROCLAMATIONS & PRESENTATIONS

- a. May 11-17 - National Police Week (page 4)

3. CITIZEN COMMENTS - maximum 3 minutes

4. DEPARTMENT REPORTS

- City Attorney Frank Randolph
- Police Chief Charlie Worley
- Public Works Director Dave Vorse
 - a. 2023 Annual Drinking Water Quality Report (page 5-6)
 - b. 2nd Ave Water Main Repair and Replacement (page 7)
- 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 April 8, 2024 Regular Council Meeting. (page 8-9)
- b. Approve the minutes of the April 22, 2024 Regular Council Meeting. (page 10-12)
- c. Approve the April 2024 invoices as described in the Fund Transaction Summary Report in the amount of \$498,371.01. (page 13-14)

8. OLD BUSINESS

- a. Ordinance No. 2024-03, an ordinance of the City of Castle Rock amending Chapters 16.34, 16.37, and 17.16 of the Castle Rock Municipal Code and adopting Chapters 17.55 and 17.78 of the Castle Rock Municipal Code, on second reading. (page 15-64)
- b. Ordinance No. 2024-04, an ordinance of the City of Castle Rock repealing Ordinance No. 2024-02 and establishing an effective date, on second reading. (page 65)
- c. Ordinance No. 2024-05, an ordinance of the City of Castle Rock amending the Comprehensive Plan Future Land Use Map by changing the land use designation of 10 acres of land from commercial to low density residential. (page 66-68)
- d. Ordinance No. 2024-06, an ordinance of the City of Castle Rock amending the Official Zoning Map by rezoning 10 acres of land from highway business to low density residential. (page 69-71)

9. NEW BUSINESS

- a. Request to approve an Interlocal Agreement with Cowlitz County to receive funding in the amount of \$450,000 from the Rural County Public Facility Funds for the sewer force main portion of the Exit 48 Waterline Extension/Pressure Sewer Main Project. (page 72-73)
- b. Request to approve Exit 48 Waterline Extension Project Change Order No. 3 for an increase of \$340,559.38. This change order would add the construction of approximately 775 linear feet of 6-inch PVC C900 sanitary sewer force main, 275 linear feet of 6-inch DI sanitary sewer force main, including backfill, plug valves, connection to existing sanitary sewer force main, 1 sewer low point drain assembly, temporary traffic control, temporary erosion control, and surface restoration. Current contract of \$1,912,639.40 would increase to \$2,253,198.78. (page 74-77)
- c. Castle Rock BSA Troop #313 has advised the City of their intent to sell fireworks in 2024, per CRMC 5.32(c). Completed permit application and insurance has been submitted. (page 78-83)
- d. Acceptance of Surface Transportation Block Grant Program Award/Carbon Reduction Program in the amount of \$1,004,800 from the Southwest Washington Regional Transportation Planning Organization for the Citywide Pedestrian Improvements Project. (page 84-86)

10. OTHER BUSINESS

11. ADJOURNMENT

NEXT REGULAR COUNCIL MEETINGS:

<u>2Q24</u>	<u>3Q24</u>	<u>4Q24</u>	<u>1Q25</u>
April 08	July 08	October 14	January 13
April 22	July 22	October 28	January 27
May 13	August 12	Tuesday, November 12	February 10
Tuesday, May 28	August 26	November 25	February 24
June 10	September 09	December 09	March 10
June 24	September 23	December 23	March 24

Non-Discrimination Statement: This institution is an equal opportunity provider and employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination

Complaint Form, found online at https://www.ascr.usda.gov/sites/default/files/Complain_combined_6_8_12_508_0.pdf or at any USDA office, or call 866.632.9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to USDA, Office of the Assistant Secretary for Civil Rights, 1400 Independence Ave, SW, Stop 9410, Washington, DC 20250-9410 or email to program.intake@usda.gov or by fax (202) 690-7442.

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

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

Proclamation

FOR
NATIONAL POLICE WEEK
May 11 - 17, 2024

WHEREAS, there are approximately 900,000 law enforcement officers serving in communities across the United States, including the dedicated members of the Castle Rock Police Department; and

WHEREAS, the Castle Rock Police Department plays an essential role in safeguarding the rights and freedoms of all members of the community; and

WHEREAS, it is important that all citizens know and understand the duties, responsibilities, hazards and sacrifices of their law enforcement agency, and that members of our law enforcement agency recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent and the weak against oppression; and

WHEREAS, nearly 60,000 assaults against law enforcement officers are reported each year, resulting in approximately 16,000 injuries; and

WHEREAS, since the first recorded death in 1791, over 25,000 law enforcement officers in the United States have made the ultimate sacrifice and been killed in the line of duty; and

WHEREAS, the names of these dedicated public servants are engraved on the walls of the National Law Enforcement Officers Memorial in Washington, D.C.; and

WHEREAS, 282 new names of fallen heroes are being added to the National Law Enforcement Officers Memorial this spring. In 2023, the names of 556 officers were added to the wall; and

WHEREAS, May 15 is designated as Peace Officers Memorial Day, in honor of all fallen officers and their families and U.S. flags should be flown at half staff.

THEREFORE, BE IT RESOLVED, as Mayor of the City of Castle Rock, I formally designate May 11 – 17, 2024, as Police Week in the City of Castle Rock, and publicly salutes the service of law enforcement officers in our community and communities across the nation.

Signed on this 13th day of May, 2024,

Paul Helenberg, Mayor
City of Castle Rock, Washington

Annual Drinking Water Quality Report 2023

Castle Rock Water System

CASTLE ROCK, WASHINGTON – PUBLIC WATER SYSTEM #11800

We are pleased to present to you the **2023** Annual Quality Water Report in accordance with EPA regulations. This report is designed to inform you about the quality water and services we deliver to you every day. Our constant goal is to provide you with a safe and dependable supply of drinking water. We want you to understand the efforts we make to continually improve the water treatment process and protect our water resources. We are committed to ensuring the quality of your water. Our primary water source is ***the Cowlitz River. Additionally, there are 4 seasonal and 2 emergency deep water wells.*** Because we use both surface water and ground water our susceptibility rating is ranked 'high.' We have completed a source water assessment that provides more information such as potential sources of contamination, which is available from our office.

I am pleased to report that our drinking water is safe and meets Federal and State requirements.

If you have any questions about this report or concerning your water utility, please contact **David Vorse, Public Works Director, at Castle Rock Public Works Department, (360) 274-7478.** We want our valued customers to be informed about their water utility. If you want to learn more, please attend any of our regularly scheduled City Council meetings. They are held on **the second and fourth Monday of each month at 7:30 p.m. in the Castle Rock Senior Center, located at 141 A Street SW in Castle Rock, WA.**

The Castle Rock Water System routinely monitors for analytes in your drinking water according to Federal and State laws. The following table shows the results of our monitoring for the period of January 1st to December 31st, **2023.** All drinking water, including bottled drinking water, may be reasonably expected to contain at least small amounts of some analytes. It is important to remember that the presence of these analytes does not necessarily pose a health risk.

In the table below you will find many terms and acronyms you might not be familiar with. To help you better understand these terms we have provided the following definitions: (*Analyte* – A substance being identified and measured in a chemical analysis.)

Important Drinking Water Terminology

mg/L	number of milligrams of substance in one liter of water
ppm	parts per million, or milligrams per liter (corresponds to one penny in \$10,000)
ppb	parts per billion, or micrograms per liter (corresponds to one penny in \$10,000,000)
MCLG	Maximum Contaminant Level Goal: The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs allow for a margin of safety.
MCL	Maximum Contaminant Level: This highest level of a contaminant that is allowed in drinking water. MCLs are set as close as feasible using the best available treatment technology.
TT	Treatment Technique: A required process intended to reduce the level of a contaminant in drinking water.
AL	Action Level: The concentration of a contaminant which, if exceeded, triggers treatment or other requirements which water systems must follow.
MRDLG	Maximum Residual Disinfectant Level Goal: The level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.
MRDL	Maximum Residual Disinfectant Level: The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.
NTU	Nephelometric turbidity unit is a measure of the clarity of water. Turbidity in excess of 5 NTU is just noticeable to the average person. It is monitored because it is a good indicator of water quality and assists in the effectiveness of the water filtration system.
NA	not applicable
ND	not detected
NR	monitoring not required, but recommended

Additional information for Lead: If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. The City of Castle Rock is responsible for providing high quality drinking water, but cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline or online at <http://water.epa.gov/drink/info/lead/index.cfm>.

Additional information for Arsenic: Your drinking water currently meets EPA's revised drinking water standard for arsenic. However, it does contain low levels of arsenic in the City of Castle Rock seasonal wells, which produces 18.7% of the total water production for the city. There is a small chance that some people who drink water containing low levels of arsenic for many years could develop circulatory disease, cancer, or other health problems. Most types of cancer and circulatory diseases are due to factors other than exposure to arsenic. EPA's standard balances the current understanding of arsenic's health effects against the costs of removing arsenic from drinking water.

Additional information for Fluoride: Fluoride is added to the drinking water to assist in dental hygiene. A level of .5 ppm - .9 ppm is necessary to be effective.

Information regarding Per- and Poly-fluoroalkl Substances (PFAS): PFAS are a group of long-lasting chemicals that have been used since the 1940's that are used mainly to repel oil, grease, water, and heat. Scientists are still studying how PFAS affect people's health. Much of what we know comes from toxicity testing in laboratory animals. The City of Castle Rock has tested for these contaminants in the seasonal wells and the surface water treatment plant with concluding results of non-detect (ND).

Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. EPA/CDC guidelines on appropriate means to lessen the risk of infection by cryptosporidium and other microbiological contaminants are available from the Safe Drinking Water Hotline at 1-800-426-4791.

All drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that the water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the Environmental Protection Agency's Safe Drinking Water Hotline at 1-800-426-4791.

We at the City of Castle Rock work around the clock to provide top quality water to every tap. We ask that all our customers help us protect our water sources, which are the heart of our community, our way of life and our children's future. Please call our office if you have questions. This notice has been provided to property owners and tenants supplied with potable water from the Castle Rock Distribution System. The City of Castle Rock is an equal opportunity provider.

2023 TEST RESULTS							
Analytes	Violation Yes/No	Level Detected	Unit Measure	MCLG	MCL	Likely Source of Contamination	Possible Health Effects
Turbidity	No	High .10 Avg. .03 <.3/100%	NTU	No Goal Listed	TT= 1 NTU TT= <.3/95%	Soil runoff	Turbidity can interfere with disinfection and provide a medium for microbial growth. Turbidity may indicate the presence of disease-causing organisms.
Fluoride	No	.5 – .8 Avg. .6	ppm	4	4	Erosion of natural deposits; Water additive which promotes strong teeth; Discharge from fertilizer and aluminum factories	Some people who drink water containing fluoride in excess of the MCL over many years could get bone disease, including pain and tenderness of the bones. Fluoride in drinking water at half the MCL or more may cause mottling of children's teeth, usually in children less than nine years old. Mottling, also known as dental fluorosis, may include brown staining and/or pitting of the teeth, and occurs only in developing teeth before they erupt from the gums.
Nitrate (as Nitrogen)	No	<.10 – 2.49 Seasonal wells and surface water plant	ppm	10	10	Runoff from fertilizer use; Leaching from septic tanks, sewage; Erosion of natural deposits	Infants below the age of six months with exposure in excess of the MCL could become seriously ill and, if untreated, may die. Symptoms include shortness of breath and blue-baby syndrome.
TTHMs -Total Trihalomethanes	Yes	45.1 * 45.1	ppb	NA	80	Byproduct of drinking water chlorination	Exposure above the MCL over many years has the potential to cause liver, kidney or central nervous system problems and may increase the risk of cancer. This analyte is in violation due to only taking one of the two required samples in the reporting period.
HAA5s -Haloacetic Acids	Yes	15.5 * 15.5	ppb	NA	60	Byproduct of drinking water disinfection	Exposure above the MCL over many years may increase the risk of cancer. This analyte is in violation due to only taking one of the two required samples in the reporting period.
Lead	No	0 of 24 samples >.015 *.002 (90%)	ppm	.015	TT = AL AL is 10% > .015	Corrosion of household plumbing systems; Erosion of natural deposits	Infants and children with exposure in excess of the AL could have delays in physical or mental development. Adults with exposure above the MCL over many years could develop kidney problems or high blood pressure.
Copper	No	0 of 24 samples >1.3 in *.710 (90%)	ppm	1.3	TT = AL AL is 10% > 1.3	Corrosion of household plumbing systems; Erosion of natural deposits; Leaching from wood preservatives	Exposure in excess of the AL over many years could suffer liver or kidney damage. People with Wilson’s Disease should consult a doctor. Short term exposure can cause gastrointestinal distress
Arsenic	No	<1.0 *<1.0 Surface water	ppb	0	10	Erosion of natural deposits; Runoff from orchards; Runoff from glass and electronics production wastes	Some people who drink water containing arsenic in excess of the MCL over many years could experience skin damage or problems with their circulatory system, and may have an increased risk of getting cancer.

*Highest average at any one location

As you can see in this table, we received violations for taking only one of the two required samples for TTHMs and HAA5s. We’re proud the samples we did take of your drinking water meets or exceeds all Federal and State requirements. In addition to the few detections we have reported here, we also monitored and conducted tests on more than 2,769 samples for more than 136 analytes and parameters in 2023, many of which had no detections.

2024 RATES	CITY OF CASTLE ROCK’S WATER USE EFFICIENCY PLAN
WATER \$43.88 base fee \$0.0574 per 1 cubic foot 1 cubic foot = 7.48 gallons	Goal: To reduce the city’s water loss by 2% annually so that by 2028 the water loss is at 10% or less. To accomplish this goal, the City will take the following actions:
	Install new meter software to efficiently track flows and leaks by 2019 (completed); and
	Continue to replace all water mains that were installed prior to 1970 to assist with reducing water loss due to leaks by 2028; and
	To continue to replace leaky service lines by 2022; and
	Conduct system wide leak audit by 2018 (completed) and then again in 2022 to track water loss.
SEWER \$37.86 base fee \$0.0993 per 1 cubic foot 1 cubic foot = 7.48 gallons	2023 water loss was 11.6%
	Goal: To reduce the average consumption per capita by 1 gallon per day so that the average daily consumption per capita is 104 gallons by 2024 (completed). NEW Goal: Reduce to less than 100 gallons/day/capita. The City will take the following action to accomplish this goal:
	Provide education information to users (completed 2022); and
	Use water efficient flower baskets for all hanging flower baskets by 2019 (completed); and
	Develop education on rainwater reclamation program by 2022; and
	Develop and initiate a school outreach program on water conservation by 2023.



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, Paul Simonsen, and Ellen Rose.

Staff present: Police Chief Charlie Worley, City Attorney Frank Randolph, Public Works Director Dave Vorse, City Engineer Tom Gower, Public Works Senior Operator Tyler Stone, 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
- Public Works Director Dave Vorse
Public Works Director Dave Vorse gave a verbal report.
- City Engineer Tom Gower
- Clerk-Treasurer Carie Cuttonaro

5. COUNCIL AND AD HOC COMMITTEE REPORTS

- Mayor / Mayor Pro-Tempore / Councilmembers
Mayor Helenberg said a few words and led a moment of silence to honor retired Castle Rock Municipal Court Judge Evelyn Wooster.

Mayor Helenberg gave a verbal report.
- CRCDA Representative

6. PUBLIC HEARINGS

7. CONSENT AGENDA

Councilmember Rose made a motion, seconded by Lee, to approve the Consent Agenda as presented.

Motion carried by roll call vote. Councilmembers Lee, Kessler, Whalen, Simonsen, and Rose voted 'Aye'.

a. Approve the minutes of the March 25, 2024 Regular Council Meeting.

b. Approve the March 2024 invoices as described in the Fund Transaction Summary Report in the amount of \$1,058,545.29.

8. OLD BUSINESS

9. NEW BUSINESS

a. Amended Job Descriptions for Deputy Clerk I and Deputy Clerk II, New Job Description and corresponding Memorandum of Understanding for adding Lead Deputy Clerk.

Clerk-Treasurer Carie Cuttonaro presented.

Councilmember Lee made a motion, seconded by Rose, to approve the amendments to job descriptions for Deputy Clerk I and Deputy Clerk II, new job description and corresponding Memorandum of Understanding for adding Lead Deputy Clerk. Motion carried by roll call vote.

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

10. OTHER BUSINESS

11. ADJOURNMENT

There being no further business, Mayor Helenberg adjourned the meeting at 7:42 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 7:35 PM.

a. Pledge of Allegiance

Mayor Helenberg led the Pledge of Allegiance.

b. Roll Call

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

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

5. COUNCIL AND AD HOC COMMITTEE REPORTS

- Mayor / Mayor Pro-Tempore / Councilmembers
Mayor Paul Helenberg said a few words and led a moment of silence to honor Cordell Piper, a longtime business owner.

Mayor Helenberg gave a verbal report.

- CRCDA Representative
Mayor Helenberg reminded everyone Clean-up Day is April 27th. Police Chief Charlie Worley added that it's also National Drug Take Back Day.

6. PUBLIC HEARINGS

7. CONSENT AGENDA

8. OLD BUSINESS

a. Ordinance No. 2024-03, an ordinance of the City of Castle Rock amending Chapters 16.34, 16.37, and 17.16 of the Castle Rock Municipal Code and adopting Chapters 17.55 and 17.78 of the Castle Rock Municipal Code.

City Planner Cristina Haworth presented.

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

b. Ordinance No. 2024-04, an ordinance of the City of Castle Rock repealing Ordinance No. 2024-02 and establishing an effective date.

Councilmember Lee made a motion, seconded by Rose, to approve Ordinance No. 2024-04 on first reading. Motion carried by roll call vote. Councilmembers Lee, Whalen, and Rose voted 'Aye'.

9. NEW BUSINESS

a. Request from the Street Art Committee of the Castle Rock Community Development Alliance (CRCDA) to allow artwork, as provided in examples, on the Riverfront Trail.

Public Works Director Dave Vorse presented.

Councilmember Lee made a motion, seconded by Rose, to allow artwork on the Riverfront Trail. Motion carried by roll call vote. Councilmembers Lee, Whalen, and Rose voted 'Aye'.

b. Request to approve Exit 48 Waterline Extension Project Change Order No. 3 for an increase of \$340,559.38. This change order would add the construction of approximately 775 linear feet of 6-inch PVC C900 sanitary sewer force main, 275 linear feet of 6-inch DI sanitary sewer force main, including backfill, plug valves, connection to existing sanitary sewer force main, 1 sewer low point drain assembly, temporary traffic control, temporary erosion control, and surface restoration. Current contract of \$1,912,639.40 would increase to \$2,253,198.78.

This item was tabled.

c. Discussion Item Only: Ordinance No. 2024-05, an ordinance of the City of Castle Rock amending the Comprehensive Plan Future Land Use Map by changing the land use designation of 10 acres of land from commercial to low density residential.

City Planner Reese McMichael presented.

Councilmember John Whalen experienced technical difficulties at 8:01 PM. Quorum was lost and regained as Councilmember Whalen was able to reconnect. Meeting continued.

d. Discussion Item Only: Ordinance No. 2024-06, an ordinance of the City of Castle Rock amending the Official Zoning Map by rezoning 10 acres of land from highway business to low density residential.

City Planner Reese McMichael presented.

10. OTHER BUSINESS

A citizen, name and city unstated, asked a question. Public Works Director Dave Vorse responded.

11. ADJOURNMENT

There being no further business, Mayor Helenberg adjourned the meeting at 8:11 PM.

Mayor Paul Helenberg

Clerk-Treasurer Carie Cuttonaro

As of this date, 5/13/2024, 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#1069-4/2024	9,307.52	4/25/2024
Adjustment/EFT	EFT#1070-4/2024	192.61	4/2/2024
Adjustment/EFT	EFT#1071-4/2024	500.00	4/10/2024
Adjustment/EFT	EFT#1072-4/2024	20.00	4/17/2024
Claims	Check 55206	1,445.09	4/10/2024
Claims	Check 55207	83.71	4/16/2024
Claims	Check 55208 - 55209	109.56	4/17/2024
Claims	Check 55210	1,178.63	4/24/2024
Claims	Check 55211 - 55215	1,409.25	4/30/2024
Claims	Check 55216 - 55299	298,583.91	4/30/2024
		<u>312,830.28</u>	

Payroll Expenditures

<u>Transaction Type</u>	<u>Description</u>	<u>Amount</u>	<u>Payment Date</u>
Mid-Month Draw	Nacha # 1286398	20,850.00	4/15/2024
Mid-Month Draw	Taxes	4,570.00	4/15/2024
EOM Payroll	Nacha # 1296664	64,425.64	4/30/2024
EOM Payroll	Check 26650 - 26664	57,614.09	4/30/2024
EOM Payroll	Taxes	29,802.63	4/30/2024
Uniform Allowance	Check		
Uniform Allowance	Taxes		
Accrued - Quarterly Payroll Tax - L&I		6,739.31	
Accrued - Quarterly Payroll Tax - ESD		256.29	
Accrued - Quarterly Payroll Tax - PFML		690.88	
Accrued - Quarterly Payroll Tax - WA CARES		371.89	
		<u>185,320.73</u>	

TBD Expenditures

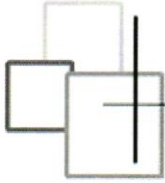
<u>Transaction Type</u>	<u>Description</u>	<u>Amount</u>	<u>Payment Date</u>
Adjustment/EFT	EFT#		
Adjustment/EFT	EFT#		
Claims	Check 2074	220.00	4/30/2024
Claims	Check	-	
		<u>220.00</u>	

	<u>Amount</u>	<u>Payment Date</u>
Grand Total Expenditures	498,371.01	4/1/2024 - 4/30/2024
Fund Transaction Summary Report	498,371.01	
Balance Check (s/b -0-)	-	

Lee Kessler, Audit Committee Member

Art Lee, Audit Committee Member

Ellen Rose, Audit Committee Member



Fund Transaction Summary

Transaction Type: Invoice
Fiscal: 2024 - Apr - May - City Council
System Types: Cash Management, Financials, Payroll, Resources, UB2, Utility Billing

Fund Number	Description	Amount
010	General Fund	\$132,192.50
100	Street Fund	\$14,482.45
115	Building Code Account Fund	\$2,626.05
120	Visitor Center Fund	\$420.37
130	Library Fund	\$826.30
140	Criminal Justice Fund	\$114.43
145	Local Criminal Justice Fund	\$6,344.96
170	DOT Spoil Site Fund	\$6,114.42
320	Street Construction Capital Fund	\$3,790.42
400	Water/Sewer Operating Fund	\$175,515.65
410	Regional Water System Fund	\$59,671.58
420	Stormwater Management Fund	\$9,034.80
430	Regional Water Capital Improvement	\$26.25
435	Muni Water Capital Improvement	\$45,427.63
470	Muni Sewer Capital Imprv Reserve	\$39,038.69
475	Boat Launch Facility Fund	\$999.42
631	Utility Deposit Fund	\$80.00
632	Transportation Benefit District Fund	\$220.00
634	State Custodial Pass-Thru Fund	\$1,445.09
	Count: 19	\$498,371.01

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

Sections:

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- 17.16.015 Generally.**
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- 17.16.026 Accessory use.**
- 17.16.027 Adult arcade.**
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17.16.115 Boardinghouse.

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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17.16.200 Common property line.

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17.16.208 Condominium.

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17.16.386 Landfill.

17.16.388 Large animal.

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17.16.390 Livestock.

17.16.395 Loading space.

17.16.400 Lot.

17.16.405 Lot area.

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17.16.415 Lot depth.

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17.16.430 Lot, key.

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17.16.455 Lot line, street.

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17.16.465 Lot, reverse frontage.

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17.16.475 Lot width.

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17.16.491 Neighborhood commercial.

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17.16.510 Parking space.

17.16.515 Person.

17.16.520 Preexisting building or structure.

17.16.525 Preexisting use.

17.16.530 Professional offices.

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17.16.540 Reclassification of property.

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17.16.550 Recorded.

17.16.555 Recreational vehicle.

17.16.560 Residence.

17.16.570 Retaining wall.

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17.16.630 Sign, flashing.

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17.16.750 Yard.

17.16.751 Youth/family oriented business or activity.

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.

- B. Design Guidelines and Design Review Required. Zero lot line development projects shall comply with applicable sections of the Nonconforming Lots Design Guidelines, including Site Planning and Building Design sections and all design guidelines for zero lot line development. Design Review approval shall be obtained prior to issuing a building permit for the project.

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.

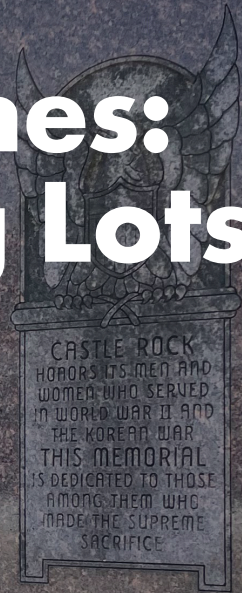
F. Design Guidelines and Design Review Required. Cottage housing development projects shall comply with applicable sections of the Nonconforming Lots Design Guidelines, including Site Planning and Building Design sections and all design guidelines for cottage housing development. Design Review approval shall be obtained prior to issuing a building permit for the project.

CITY HALL

City of Castle Rock

Design Guidelines: Non-Conforming Lots

April 2024



WORLD WAR II
ALBERTY, WALTER
AUSTIN, HAROLD
BRATORES, CHARLES
DAGGY, WAITE
EGGIMANN, ALVIN
GALLOWAY, LESTER C.
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 II
KING, HENRY

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
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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.**

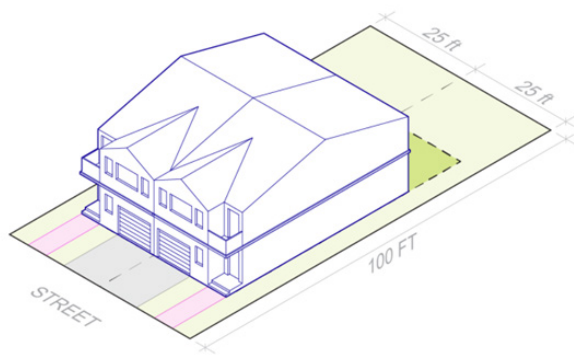


Figure 1: Sample Zero-Lot Line Development, Duplex Style

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.

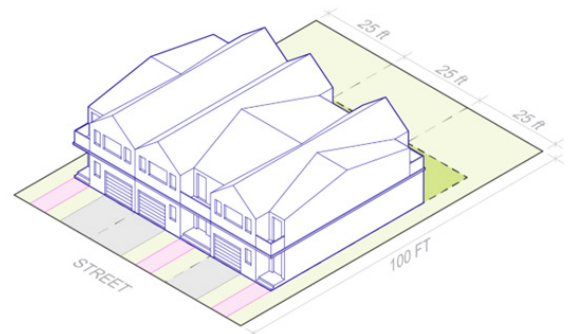


Figure 2: Sample Zero-Lot Line Development, Duplex Style



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.**

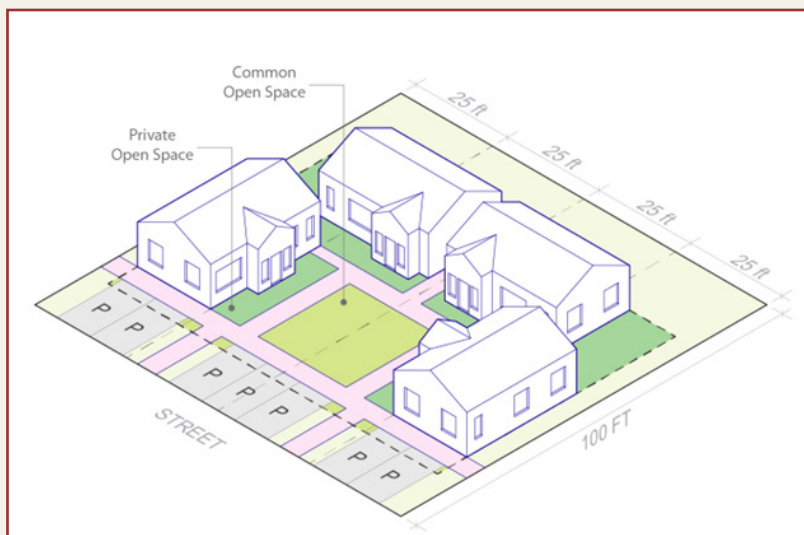


Figure 4: Required Open Space - Cottage Housing Development

300* ft²

of Common Open Space per cottage unit

60 ft²

of Private Open Space per cottage unit

* 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."

Administrative Relief

The project proponent may request a reduction in off-street parking requirements if they can demonstrate that the project will not cause an overflow of street parking into surrounding streets or neighborhoods and will not impact sight distance or the safe flow of motorized and nonmotorized traffic. A parking study or similar information may be required to support this request.

Table 2: Parking Guidelines by Development Type

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



5. Landscaping

Landscaping is required on site 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.



6. Accessory Buildings

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

These buildings are subject to lot coverage requirements listed in Table 3. Lot coverage is calculated using the footprint of all primary and accessory buildings on the lot.

Table 3: Accessory Building Requirements by Development Type

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

Relationship to Street

7. 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.



8. 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.

9. 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

10. 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.



11. 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**.

12. 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
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 II
KING, HAROLD R.

ORDINANCE NO. 2024-03

AN ORDINANCE OF THE CITY OF CASTLE ROCK AMENDING CHAPTERS 16.34, 16.37, AND 17.16 OF THE CASTLE ROCK MUNICIPAL CODE AND ADOPTING CHAPTERS 17.55 AND 17.78 OF THE CASTLE ROCK MUNICIPAL CODE

WHEREAS, the City of Castle Rock was incorporated in 1890, after the creation of certain lots and tracts for development; and

WHEREAS, the City of Castle Rock adopted development standards following incorporation, the most recent standards being adopted in 2018 by Ordinance No. 2018-02; and

WHEREAS, development standards adopted after the incorporation were not applicable during the creation of lots and tracts prior to incorporation, and such lots and tracts, being pre-existing to incorporation, are legally nonconforming; and

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

WHEREAS, the City Council of the City of Castle Rock has determined that development on nonconforming lots must be more effectively controlled and declared a moratorium on the acceptance of applications for development activities or other permit applications for nonconforming lots in residential zones by adopting Ordinance No. 2023-04 on March 13, 2023; and

WHEREAS, the City Council extended the moratorium by adopting Ordinance No. 2023-08 on September 11, 2023, and again by adopting Ordinance No. 2024-02 on March 11, 2024; and

WHEREAS, after providing notice consistent with CRMC 17.72.030, the Planning Commission held a public hearing on April 16, 2024.

WHEREAS, pursuant to RCW 36.70A.106(3)(a), a notice of intent to adopt was transmitted to the Washington State Department of Commerce on February 12, 2024 (Submittal ID 2024-S-6877); and

WHEREAS, the proposed amendments have been reviewed as required under the State Environmental Policy Act, Chapter 43.21C RCW, and a Determination of Nonsignificance was issued on February 24, 2024, pursuant to WAC 197-11-340(2).

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

SECTION 1. Amend CRMC Chapter 16.34. Section 010 is hereby amended and Sections 040 and 050 are hereby adopted to read as shown in Exhibit A attached hereto; all other provisions of this Chapter shall remain unchanged and in full force.

SECTION 2. Amend CRMC Chapter 16.37. Section 010 is hereby amended to read as shown in Exhibit B attached hereto; all other provisions of this Chapter shall remain unchanged and in full force.

SECTION 3. Amend CRMC Chapter 17.16. Sections 217, 247, 753, and 754 are hereby adopted to read as shown in Exhibit C attached hereto; all other provisions of this Chapter shall remain unchanged and in full force.

SECTION 4. Adopt CRMC Chapter 17.55. A new Chapter 17.55 of the Castle Rock Municipal Code is adopted to read as shown in Exhibit D attached hereto.

SECTION 5. Adopt CRMC Chapter 17.78. A new Chapter 17.78 of the Castle Rock Municipal Code is adopted to read as shown in Exhibit E attached hereto.

SECTION 6. Residential Design Guidelines for Non-Conforming Lots Adopted. Design Guidelines referenced in CRMC 17.78.080 are adopted to read as shown in Exhibit F attached hereto.

SECTION 7. Severability. If any section, sentence, clause, or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Ordinance; provided, however, that if any section, sentence, clause, or phrase of this Ordinance is held to be invalid by a court of competent jurisdiction then the section, sentence, clause, or phrase in effect prior to the effective date of this Ordinance shall be in full force and effect for that invalidated section, sentence, clause, or phrase, as if this Ordinance had never been adopted.

SECTION 8. Copy of Codes to be On File. Pursuant to RCW 35A.12.140, at least one copy of each code of technical regulations adopted by reference in this Ordinance shall be filed and maintained by the City Clerk for use and examination by the public.

SECTION 9. Effective Date. This Ordinance concerning powers vested solely in the Council, it is not subject to referendum and shall become effective five (5) days after its passage and publication as required by law.

ADOPTED by the City Council and signed by the Mayor at a regular meeting thereof on the _____ day of _____, 2024.

Mayor Paul Helenberg

ATTEST:

APPROVED AS TO FORM:

Carie Cuttonaro, Clerk-Treasurer

Frank Randolph, City Attorney

ORDINANCE NO. 2024-04

AN ORDINANCE OF THE CITY OF CASTLE ROCK REPEALING ORDINANCE NO. 2024-02 AND
ESTABLISHING AN EFFECTIVE DATE

WHEREAS, the City of Castle Rock declared a moratorium on the acceptance of applications for development activities or other permit applications for nonconforming lots in residential zones by adopting Ordinance No. 2023-04 on March 13, 2023; and

WHEREAS, the City Council extended the moratorium by adopting Ordinance No. 2023-08 on September 11, 2023, and again by adopting Ordinance No. 2024-02 on March 11, 2024; and

WHEREAS, the City Council adopted development code amendments and design guidelines to address residential development on nonconforming lots in Ordinance No. 2024-03 on April 22, 2024; and

WHEREAS, the City desires to repeal Ordinance No. 2024-02.

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

SECTION 1. Repealed. Ordinance No. 2024-02 is hereby repealed in its entirety.

SECTION 2. Effective Date. This Ordinance concerning powers vested solely in the Council, it is not subject to referendum and shall become effective five (5) days after its publication as required by law; provided that this Ordinance shall not take effect prior to May 3, 2024.

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

ORDINANCE NO. 2024-05

AN ORDINANCE OF THE CITY OF CASTLE ROCK AMENDING THE COMPREHENSIVE PLAN FUTURE LAND USE MAP BY CHANGING THE LAND USE DESIGNATION OF 10 ACRES OF LAND FROM COMMERCIAL TO LOW DENSITY RESIDENTIAL

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

WHEREAS, the Growth Management Act provides that comprehensive plan amendments shall be considered as a whole and the comprehensive plan shall not be amended more than once a year, with certain exceptions; and

WHEREAS, the Castle Rock Municipal Code (CRMC) establishes procedures for amending the comprehensive plan in Chapter 17.72 CRMC; and

WHEREAS, the City received one application initiated by the property owner for a site-specific comprehensive plan future land use map amendment; and

WHEREAS, the Planning Commission discussed the comprehensive plan amendment at the March 19, 2024 regular meeting; and

WHEREAS, after providing notice consistent with CRMC 17.72.030, the Planning Commission held a public hearing on April 16, 2024, to receive public testimony on the proposed comprehensive plan amendment; and

WHEREAS, after the public hearing, the Planning Commission voted to forward a recommendation to the City Council on the comprehensive plan amendment; and

WHEREAS, the City Council received the Planning Commission's recommendations on the proposed comprehensive plan amendment at their April 22, 2024 regular meeting; and

WHEREAS, the City Council finds that the comprehensive plan amendment is in the public interest of the community by designating a residential parcel for residential use; and

WHEREAS, pursuant to RCW 36.70A.106(3)(a), a notice of intent to adopt was transmitted to the Washington State Department of Commerce on April 18, 2024 (Submittal ID 2024-S-7052); and

WHEREAS, the proposed amendments have been reviewed as required under the State Environmental Policy Act, Chapter 43.21C RCW, and a Determination of Nonsignificance was issued on March 15, 2024, pursuant to WAC 197-11-340(2).

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

SECTION 1. Amend Future Land Use Map. Figure 3-1 in Section III of the *City of Castle Rock Comprehensive Plan* is hereby amended, changing Parcel No. 30869 from Commercial to Low Density Residential as shown in Attachment A.

SECTION 2. Severability. If any section, sentence, clause, or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section,

sentence, clause, or phrase of this Ordinance; provided, however, that if any section, sentence, clause, or phrase of this Ordinance, or any change in land use designation, is held to be invalid by a court of competent jurisdiction then the section, sentence, clause, or phrase, or land use designation, in effect prior to the effective date of this Ordinance shall be in full force and effect for that invalidated section, sentence, clause, or phrase, or land use designation, as if this Ordinance had never been adopted.

SECTION 3. Copy to Department of Commerce. Pursuant to RCW 36.70A.106(3), the City Clerk is directed to send a copy of this Ordinance to the State Department of Commerce for its files within ten days after adoption of this Ordinance.

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

ADOPTED by the City Council and signed by the Mayor at a regular meeting thereof on the _____ day of _____, 2024.

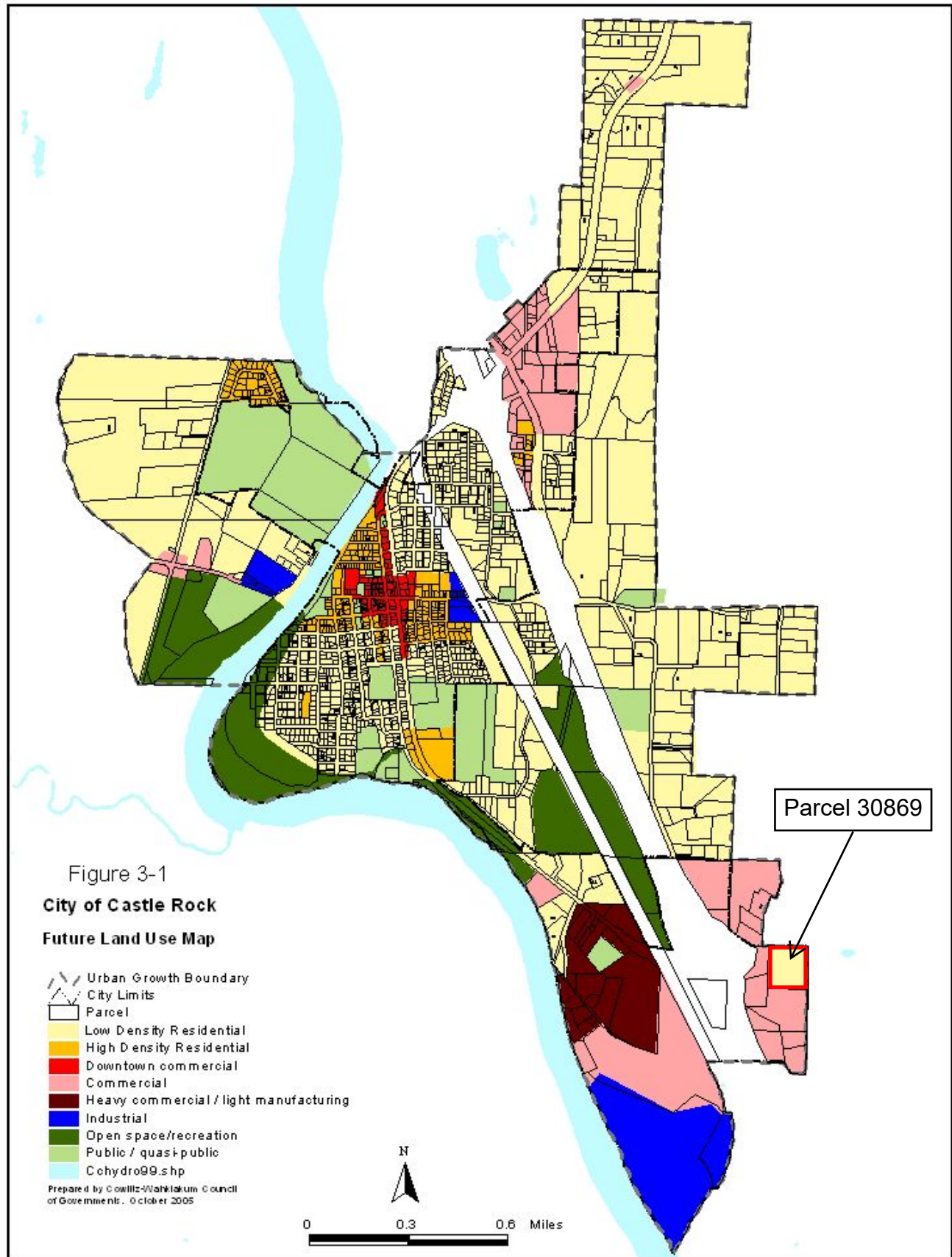
Mayor Paul Helenberg

ATTEST:

APPROVED AS TO FORM:

Carie Cuttonaro, Clerk-Treasurer

Frank Randolph, City Attorney



ORDINANCE NO. 2024-06

AN ORDINANCE OF THE CITY OF CASTLE ROCK AMENDING THE OFFICIAL ZONING MAP BY REZONING 10 ACRES OF LAND FROM HIGHWAY BUSINESS TO LOW DENSITY RESIDENTIAL

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

WHEREAS, the City Council adopted the Castle Rock Official Zoning Map by Ordinance No. 2018-02; and

WHEREAS, the Castle Rock Municipal Code (CRMC) establishes procedures for amending the official zoning map in Chapter 17.72 CRMC; and

WHEREAS, the City received one application initiated by the property owner for a site-specific zoning map amendment to reclassify the zoning on Parcel No. 30869 from Highway Business to Low Density Residential subject to the City Council's approval of a Comprehensive Plan Future Land Use Map amendment; and

WHEREAS, the City Council approved such Comprehensive Plan Future Land Use Map amendment in Ordinance No. 2024-05; and

WHEREAS, the Planning Commission discussed the zoning amendment at the March 19, 2024 regular meeting; and

WHEREAS, after providing notice consistent with CRMC 17.72.030, the Planning Commission held a public hearing on April 16, 2024, to receive public testimony on the proposed zoning map amendment; and

WHEREAS, after the public hearing, the Planning Commission voted to forward a recommendation to the City Council on the zoning map amendment; and

WHEREAS, the City Council received the Planning Commission's recommendations on the proposed zoning map amendment at their April 22, 2024 regular meeting; and

WHEREAS, the City Council finds that the zoning map amendment is in the public interest of the community by designating a residential parcel for residential use; and

WHEREAS, the proposed amendments have been reviewed as required under the State Environmental Policy Act, Chapter 43.21C RCW, and a Determination of Nonsignificance was issued on March 15, 2024, pursuant to WAC 197-11-340(2).

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

SECTION 1. Amend Official Zoning Map. The Official Zoning Map of the City of Castle Rock is hereby amended, changing Parcel No. 30869 from Highway Business to Low Density Residential as shown in Attachment A and the City Planner is hereby authorized and directed to make the necessary changes to the City's zoning map.

SECTION 2. Severability. If any section, sentence, clause, or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or

unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Ordinance; provided, however, that if any section, sentence, clause, or phrase of this Ordinance, or any change in zoning designation, is held to be invalid by a court of competent jurisdiction then the section, sentence, clause, or phrase, or land use designation, in effect prior to the effective date of this Ordinance shall be in full force and effect for that invalidated section, sentence, clause, or phrase, or zoning designation, as if this Ordinance had never been adopted.

SECTION 3. Copy to Department of Commerce. Pursuant to RCW 36.70A.106(3), the City Clerk is directed to send a copy of this Ordinance to the State Department of Commerce for its files within ten days after adoption of this Ordinance.

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

ADOPTED by the City Council and signed by the Mayor at a regular meeting thereof on the _____ day of _____, 2024.

Mayor Paul Helenberg

ATTEST:

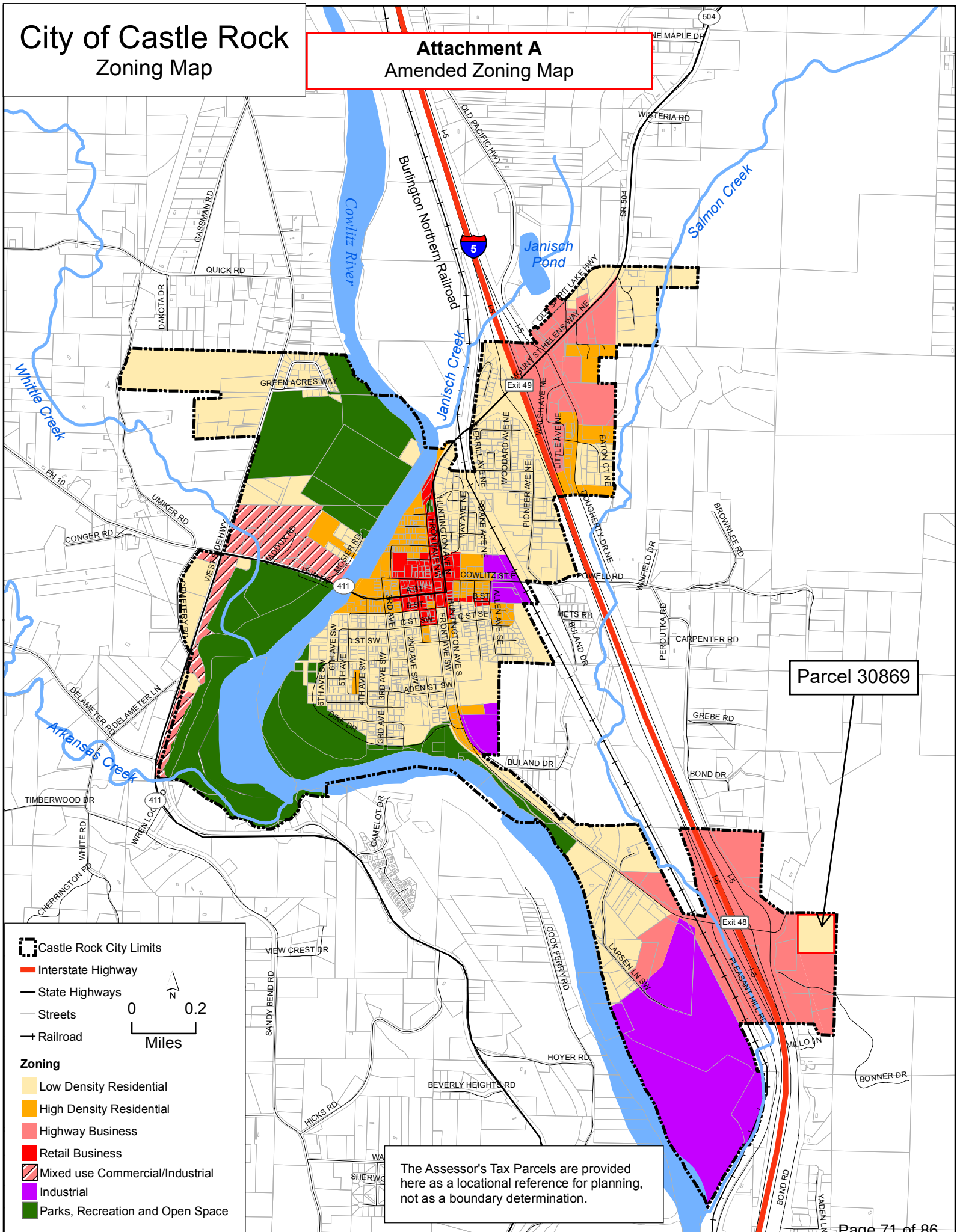
APPROVED AS TO FORM:

Carie Cuttonaro, Clerk-Treasurer

Frank Randolph, City Attorney

City of Castle Rock Zoning Map

Attachment A Amended Zoning Map



INTERLOCAL AGREEMENT

THIS INTERLOCAL AGREEMENT is made and entered into pursuant to Chapter 39.34 of the Revised Code of Washington, by and between Cowlitz County, Washington, a political subdivision of the State of Washington, acting by and through its Board of Commissioners, (the “County”) and the City of Castle Rock a municipal corporation organized under the laws of the State of Washington, and wholly situated in Cowlitz County, Washington, (the “City”), on the date shown below.

RECITALS

1. County is eligible for and receives sales and use taxes for rural counties authorized in RCW 82.14.370 and imposed in Cowlitz County Code Chapter 3.21, as amended. Such tax is authorized for the purpose of financing public facilities serving economic development purposes in rural areas. County has agreed to pay over to the City a portion of the proceeds of said tax revenues to assist the City for the costs of project to extend the pressure sewer main. Said improvements are more particularly described in the Project Information Sheet for Rural County Public Facility Funds, submitted by the City, dated March 7, 2024. The contribution to the City from County tax proceeds for this project will be in the amount of \$450,000.

This project is listed in the City of Castle Rock Capital Facilities Plan.

2. The City has the appropriate statutory authority pursuant to RCW Title 35A.11, and is ready, willing, and able to complete the project described herein, and the parties are entering into this Agreement to carry out such purpose.

3. Entry into this Agreement is authorized under Chapter 39.34 of the Revised Code of Washington, the Interlocal Cooperation Act.

AGREEMENT

For and in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

1. Effective Date/Duration: This Agreement shall be effective upon execution by both parties.
2. Purpose: The purpose of this Agreement is to allow the County to provide partial funding assistance to the City for the costs of economic development for a pressure sewer expansion. Said improvements are more particularly described in the Project Information Sheet for Rural County Public Facility Funds, submitted to the County by the City, dated March 7, 2024 (the “project”).
3. Planning Design/Implementation: The City agrees to complete the project described herein, no later than November 30, 2024. The County shall have no responsibility for the design or management of said project. The City shall have the sole authority to determine its design and enter into contracts with consultants and contractors in the manner allowed by law.
4. Financing: Pursuant to this Agreement, County shall pay to the City the sum of \$450,000 on or before August 31, 2024. Such funds shall be invested by the City until needed for project costs. All funds distributed to the City pursuant to this agreement, including interest accruing on the investment of such funds, shall be restricted solely for payment of costs incurred in connection with the project.
5. Budget: The total estimated cost for the project is \$2,244,000. The project is anticipated to be completed no later than November 30, 2024. The City has developed a budget for said project, will maintain the budget, and will account for all expenditures made for the project. In consideration of the above-described transfer of funds, the City hereby warrants and guarantees that the said project shall be completed as described herein notwithstanding

any cost overruns incurred in the course of the project. The City agrees to provide a final budget overview of the total project budget expended once the project is completed.

6. Repayment Guarantees: In the event that tax proceeds have been disbursed to the City and the project does not proceed or is not completed as anticipated, the City hereby guarantees that it will refund to the County all such proceeds disbursed to it, together with accrued interest at the same rate as if the funds had been invested with the Washington State Local Government Investment Pool, provided that the City may deduct such amounts as it shall have applied to the project through the date on which a decision is made not to proceed with or to abandon the project.

7. Termination: Neither the County nor the City may terminate this Agreement until the project is complete and payment for said project is fully satisfied.

8. Indemnification: The City shall be solely responsible for management of the project. In further consideration of the above described transfer of tax proceeds, the City shall defend, indemnify and hold harmless the County from and against all claims, whether sounding in contract or in tort, arising out of or in any way related to the project. This paragraph shall survive the completion, expiration, and/or termination of this Agreement.

9. Duty to Submit Agreement to Jurisdictional State Officer or Agency: The requirements of R.C.W. 39.34.050 do not apply to this Agreement as no State Officer or Agency has control over the subject matter of this Agreement.

Dated _____, 2024

BOARD OF COMMISSIONERS OF
COWLITZ COUNTY, WASHINGTON

CITY OF CASTLE ROCK

Richard Dahl, Chair

Paul Helenberg

Dennis P. Weber, Commissioner

Arne Mortensen, Commissioner

Attest:

Kelly Dombrowsky, Clerk of the Board

CHANGE ORDER

(Instructions on reverse side)

No. 3

PROJECT: CITY OF CASTLE ROCK – EXIT 48 WATERLINE EXTENSION

DATE OF ISSUANCE: April 16, 2024

OWNER: City of Castle Rock, Washington

OWNER's Contract No. N/A

CONTRACTOR: Tapani, Inc.

ENGINEER Gibbs & Olson, Inc.

You are directed to make the following changes in the Contract Documents.

Description: **Schedule D:** Construction of approximately 775 linear feet of 6-inch PVC C900 sanitary sewer force main, 275 linear feet of 6-inch DI sanitary sewer force main, including backfill, plug valves, connection to existing sanitary sewer force main, 1 sewer low point drain assembly, temporary traffic control, temporary erosion control, and surface restoration as shown on the drawings.

Reason for Change Order: The City has confirmed funds are available to construct Schedule D of this project as described above.

This change order includes all direct and indirect costs for labor, equipment, materials, and the time required for completion of the work described delivered to the Owner ready for use.

Attachments: (List documents supporting change) Change Order No. 3 – Plan and Specification Revisions; Contractor Change Order Request #3.0

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price Subtotal: \$1,357,375.00 Sales Tax: \$107,624.00 <u>\$1,464,999.00</u>	Original Contract Times Substantial Completion: <u>100</u> Physical Completion: <u>110</u> days or dates
Net changes from previous Change Order No. <u>1</u> and No. <u>2</u> Subtotal: \$414,481.85 Sales Tax: \$33,158.55 **Final Change Order 2 price depends on the final quantities Total: <u>\$447,640.40</u>	Net changes from previous Change Order No. <u>1</u> and No. <u>2</u> <u>20</u> days
Contract Price prior to this Change Order Subtotal: \$1,771,856.85 Sales Tax: \$140,782.55 Total: <u>\$1,912,639.40</u>	Contract Times prior to this Change Order Substantial Completion: <u>120</u> Ready for final payment: <u>130</u> days or dates
Net Increase of this Change Order Subtotal: \$315,625.00 Sales Tax: \$24,934.38 **Final Change Order 3 price depends on the final quantities Total: <u>\$340,559.38</u>	Net Increase (decrease) of this Change Order <u>35</u> days
Contract Price with all approved Change Orders Subtotal: \$2,087,481.85 Sales Tax: \$165,716.93 Total: <u>\$2,253,198.78</u>	Contract Times with all approved Change Orders Substantial Completion: <u>155</u> Ready for final payment: <u>165</u> days or dates

RECOMMENDED:

By: Gerald Mickelson
Engineer (Authorized Signature)

Date: Apr 16, 2024

APPROVED:

By: _____
Owner (Authorized Signature)

Date: _____

ACCEPTED:

By: _____
Contractor (Authorized Signature)

Date: _____



Tapani Inc.

Page 1 of 1

Main Office
PO Box 1900 •
1904 SE 6th Place
Battle Ground, WA 98604
360.687.1148 • 360.687.7968 FAX

Change Order Request #3.0

To: Ryan Walters Project Engineer Gibbs & Olson Phone: (360) 425-0991 Email: rwalters@gibbs-olson.com	From: Brandon Farmer Project Manager Tapani Inc. Phone: (360) 216-5159 Email: BrandonF@Tapani.com
--	--

Tapani Project #: 235523
Project: Exit 48 Waterline

Below is the detail for our proposal to complete the following changes in contract work:

- Pending Change Order: **3.0 – WSDOT ROW Sewer Addition**
- **Proposed Scope of Work:** This proposal the additional sewer work in WSDOT ROW per the 100% drawings provided by Gibbs & Olson. See the attached breakdown for further details.

	Status	Change (in Days)	Quantity	UM	Unit Price	Amount
1. Schedule D Scope	Pending	10	1.00	LS	\$315,625.00	\$315,625.00
2. Schedule D Tax	Pending	0	1.00	LS	\$24,934.38	\$24,934.38
3.						
4.						
5.						
6.						
7.						
8.						
9.						

Total \$340,559.38

Submitted By:

Approved By:

Brandon Farmer

04/12/2024

Brandon Farmer, Tapani

Date

Ryan Walters, Gibbs & Olson

Date

CHANGE ORDER NO. 3 – PLAN AND SPECIFICATION REVISIONS

ISSUE DATE: April 10, 2024
PROJECT: City of Castle Rock
Exit 48 Waterline Extension
Cowlitz County, Washington
PROJECT NO.: 0130-5023
TO: Tapani, Inc.

The revisions to the plans and specifications listed within this document are hereby made part of the Contract Documents to the same extent as though were originally included herein. The following changes, additions, or alterations to the Contract Documents and/or Plans are hereby made a part of the requirements and conditions of Change Order No. 3.

1. PLANS

Supplement the Plans with the following (see attached):

“Exit 48 Sewer Force Main, Schedule D.”

2. Specification Part II – Bid Form

Fill out the attached Schedule D Bid Form to determine the Change in Contract Price for Change Order 3.

-- END OF CHANGE ORDER NO. 3 – PLAN AND SPECIFICATION REVISIONS --

**EXIT 48 WATERLINE EXTENSION
SCHEDULE D: IN WSDOT RIGHT OF WAY**

Item	Description	Quantity	Unit	Unit Price	Amount
1	Mobilization	1	LS	\$34,000.00	\$34,000.00
2	Temporary Flaggers and Spotters	250	HR	\$60.00	\$15,000.00
3	Temporary Project Traffic Control	1	LS	\$10,000.00	\$10,000.00
4	HMA CL 3/8" PG 58H-22	150	TN	\$215.00	\$32,250.00
5	Shoring	1	LS	\$5,000.00	\$5,000.00
6	Imported Foundation Material	50	TN	\$30.00	\$1,500.00
7	Crushed Surfacing Top Course (CSTC)	500	TN	\$20.00	\$10,000.00
8	Crushed Surfacing Base Course (CSBC)	200	TN	\$45.00	\$9,000.00
9	Bank Run Gravel for Trench Backfill	900	TN	\$10.00	\$9,000.00
10	6-inch PVC C900 Sewer Force Main	775	LF	\$100.00	\$77,500.00
11	6-inch DI Sewer Force Main	275	LF	\$225.00	\$61,875.00
12	Connection to Existing Sewer Main	1	EA	\$3,500.00	\$3,500.00
13	6-inch Plug Valve	3	EA	\$3,000.00	\$9,000.00
14	Sewer Low Point Drain Assembly	1	EA	\$13,000.00	\$13,000.00
15	Erosion Control	1	LS	\$5,000.00	\$5,000.00
16	Site Restoration	1	LS	\$20,000.00	\$20,000.00

SUBTOTAL (SCHEDULE D) \$ 315,625.00

SALES TAX @7.9% (SCHEDULE D) \$ 24,934.38

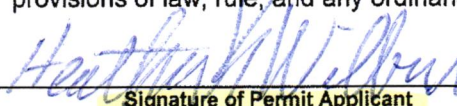
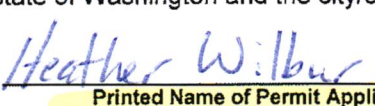
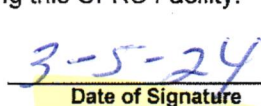
TOTAL (SCHEDULE D) **\$ 340,559.38**

** Unit Prices have been computed in accordance with paragraph 11.03 of the General Conditions. The minimum per hour unit price for "Flaggers and Spotters" shall be the state prevailing wage rate.

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 BSA TROOP #313				
Name of Group, Organization, or Person (Last, First, Middle Initial, and Date of Birth) Issued the Fireworks Retailer License				
HEATHER WILBUR				
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) 560-2036	W2.3FAMILY@YAHOO.COM		(253) 922-0800	
Phone Number	E-Mail Address		Local Business Number (if required)	
CFRS Facility Information			☒ Stand ☐ Tent Other: _____	Size: 24' _____
			Specify	Square Feet/Dimensions
120 FAIR LANE CASTLE ROCK, 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: 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		Printed Name of Permit Applicant		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

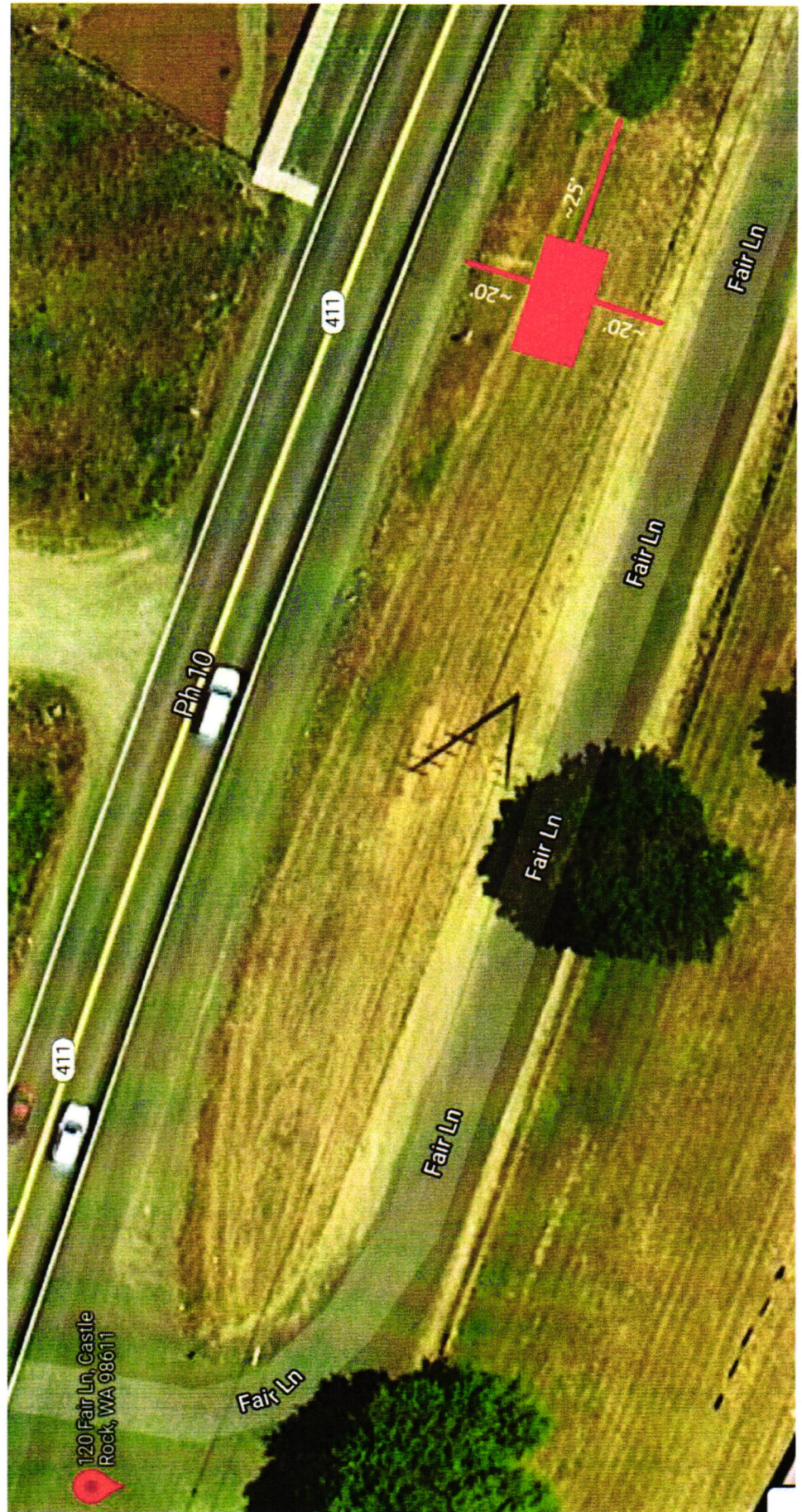
THE FIREWORKS RETAILER LICENSE HOLDER (LICENSEE) SHALL RETAIN THIS PERMIT WITH THE ASSOCIATED FIREWORKS RETAILER LICENSE AND MAKE THEM BOTH AVAILABLE FOR INSPECTION AT ANY TIME THE STAND IS IN OPERATION



WAS4012: Vacant Pad
120 Fair Lane, Castle Rock
LOCATION TYPE: STAND 20'



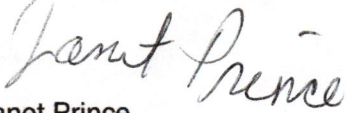
STAND



To whom it concerns,

The Castle Rock Fair board grants permission to The Parents of Troop 313, use of the land on 120 Fir lane Rd in Castle Rock to sell Fireworks on June 27-July 5 2024. Please contact me with any questions.

Thank you,



Janet Prince
Fair Board Secretary
(360)957-5275

Received

YK

APR 08 2024

via dropbox

Castle Rock
Finance

The Centre for a Fair Food System is pleased to announce that it has been awarded a grant of £10,000 from the Department for International Trade to support its work on food system resilience. Please contact us with any queries.

Yours faithfully,

Dr. Sarah E. Hall
Fair Food System
(020) 917-8272



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 WAS4012	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Everest Indemnity Insurance Company		10851
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

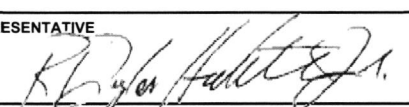
COVERAGES **CERTIFICATE NUMBER:** 12220780 **REVISION NUMBER:** XXXXXXXX

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 (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		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 120 Fair Lane Castle Rock, WA (WAS4012) 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**

12220780 City of Castle Rock Castle Rock BSA Troop #313 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

G23783

CONSUMER FIREWORKS RETAIL SALES (CFRS) FACILITY LICENSE

Stand Number: SN-15535

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 BSA TROOP #313**
Stand Operated By: **HEATHER WILBUR**

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

April 30, 2024

Mayor Paul Helenberg
City of Castle Rock
PO Box 370
Castle Rock, WA 98611

Re: Surface Transportation Block Grant/Carbon Reduction Program Funds – Citywide Pedestrian Improvements

Dear Mayor Helenberg:

The Cowlitz-Wahkiakum Council of Governments (CWCOG) Board of Directors approved the allocation of Surface Transportation Block Grant/Carbon Reduction Program (STBG/CRP) funds in the amount of \$1,004,800 toward the Citywide Pedestrian Improvements project in the City of Castle Rock. Please coordinate with CWCOG staff to ensure timely programming of these awarded funds in the Metropolitan and Regional Transportation Improvement Program (M/RTIP) / Statewide Transportation Improvement Program (STIP).

The funds are programmed for obligation according to the schedule in the following table. Please be aware these awards are subject to modification, pending Washington State Department of Transportation (WSDOT) confirmation of funding availability. Early obligation (i.e. before the year programmed) is strongly encouraged when allowed by WSDOT as it assists CWCOG in meeting annual obligation targets. If you plan to obligate the STBG/CRP funds early, please be advised WSDOT will be in contact with CWCOG, to verify authority to obligate.

Phase	Amount of Federal Funds	M/RTIP & STIP Year	Obligation Target Range [see notes]
PE	\$115,950 (CRP)	2024	June 1, 2024 – September 15, 2024
CN	\$888,850 (\$328,214 STBG; \$560,636 CRP)	2026	October 1, 2025 - June 30, 2026

Notes:

- (1) Targets may be adjusted based on overall program obligation status. All parties must agree to any shift in obligation targets. Failure to meet obligation target by City of Castle Rock could result in forfeiture of award.
- (2) CWCOG strongly encourages submission of complete authorization package to WSDOT by **June 1st** of the year programmed to allow sufficient time for review and processing.

With this approval, City of Castle Rock will be responsible for the contracting, obligation, and closing out of the funds for the aforementioned project. The Washington State Department of Transportation Southwest Region (WSDOT – SW) Local Programs office will work closely with you to make sure that the project funds are properly spent.

As a recipient of STBG/CRP funds, you are responsible for the timely expenditure of the funds for this project. Please ensure compliance with the Local Agency Guidelines (LAG) Manual and submit monthly expenditures to WSDOT's Local Programs office. You are also responsible for complying with CWCOG policy relating to meeting

obligation targets. After close-out of the project has been completed, any remaining funds will be returned to the CWCOG STBG/CRP account and cannot be transferred to another project in your jurisdiction.

As a recipient of STBG/CRP funds, you are also responsible for reporting to WSDOT and the CWCOG any expected surplus funds identified at the time you obligate for construction. This requirement is in place to assist in the management of the STBG/CRP program's obligation requirements.

To help ensure progress towards timely obligation and the completion of projects, CWCOG requires recipients of STBG/CRP funds do the following.

1. Communicate with CWCOG staff about the plan for programming the project on the M/RTIP and STIP as soon as possible after accepting this award.
2. For new projects, discuss the project with WSDOT – SW Local Programs staff to make sure the requirements to obligate are understood (i.e. NEPA, stormwater, right-of-way).
3. Notify CWCOG staff, and copy WSDOT - SW Local Programs Engineer, as soon as possible if any challenges are identified that may delay obligation.
4. Copy CWCOG staff on correspondence with WSDOT when it concerns obligation.
5. Provide CWCOG staff with a copy of the Local Agency Agreement and Project Prospectus when submitted to WSDOT.
6. Complete a CWCOG Annual Report each year until the project is closed out by WSDOT. A link to the online annual report form will be emailed each January.
7. In marketing outreach for the project, please refer to funding source as federal funds provided through the CWCOG.

If you have any questions regarding the allocation, obligation, and expenditure of these funds, please contact CWCOG staff or the WSDOT - SW Local Programs Engineer. We look forward to working with you as this project is completed.

Sincerely,



William A. Fashing, CWCOG Executive Director



Mike Karnofski, CWCOG Vice Chair

cc: David Vorse, Public Works Director; City of Castle Rock (by email)
Robert Klug, Local Programs Engineer; WSDOT Southwest (by email)

By signing and returning this award letter, City of Castle Rock accepts this award and agrees to move forward with the project; understands the requirements in this letter; and acknowledges that not obligating by the targets on the previous page may result in this award being forfeited. Confirm this award within 30 days of the date of this letter.

By: _____
City of Castle Rock Official / Title



Legend

- ① New LED Dual Beacon w/ Radar Speed Sign
- ② New Radar Speed Sign Mounted on Ex Dual Beacon Pole
- ③ Cross Walk Bulb Outs