



CASTLE ROCK CITY COUNCIL AGENDA

Regular Meeting: Monday, February 10, 2025
7:30 PM

Location

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

AGENDA

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1. CALL TO ORDER

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

2. PROCLAMATIONS & PRESENTATIONS

- a. Proclamation - Teen Dating Violence Awareness Month (page 3)

3. CITIZEN COMMENTS - maximum 3 minutes

4. DEPARTMENT REPORTS

- City Attorney Frank Randolph
- Police Chief Charlie Worley
- Public Works Director Dave Vorse
- City Engineer Tom Gower
- Clerk-Treasurer Carie Cuttonaro

5. COUNCIL AND AD HOC COMMITTEE REPORTS

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

6. PUBLIC HEARINGS

7. CONSENT AGENDA

- a. Approve the minutes of the January 27, 2025 Regular Council Meeting. (page 4-5)
- b. Approve the January 2025 invoices as described in the Fund Transaction Summary Report in the amount of \$718,653.80. (page 6-7)

8. OLD BUSINESS

9. NEW BUSINESS

- a. Utility customer, Ryan Ballentine - 830 Little Ave NE, requests an extended payment arrangement due to higher than expected bills caused by a leaky toilet that does not qualify for a leak adjustment. (page 8-9)
- b. Contract renewal for a five-year lease with Ricoh for public works copier/printer. Monthly lease would increase \$57.09 to \$116.63. Including image costs, the average annual cost would increase \$700-\$1,000 for an annual cost of approximately \$1,800-\$2,200. (page 10-14)
- c. Contract with Ricoh for a five-year lease for an additional finance copier/printer. Monthly lease would be \$83.22. Including image costs, the average annual cost would be approximately \$1,000-\$1,200. (page 15-19)

d. Lease Agreement with Sound Precast, LLC., to lease city-owned property for a period of 10 years. Rent shall be \$10,000 per year. (page 20-26)

e.

1. Ordinance No. 2025-01, an ordinance of the City of Castle Rock amending, in part, Chapter 13.12 of the Castle Rock Municipal Code.
2. Ordinance No. 2025-02, an ordinance of the City of Castle Rock amending, in part, Chapter 13.16 of the Castle Rock Municipal Code.
3. Ordinance No. 2025-03, an ordinance of the City of Castle Rock amending, in part, Chapter 13.18 of the Castle Rock Municipal Code.
4. Ordinance No. 2025-04, an ordinance of the City of Castle Rock amending, in part, Chapter 6.06 of the Castle Rock Municipal Code.
5. Ordinance No. 2025-05, an ordinance of the City of Castle Rock amending, in part, Chapter 5.16 of the Castle Rock Municipal Code.
6. Ordinance No. 2025-06, an ordinance of the City of Castle Rock amending, in part, Chapter 1.30 of the Castle Rock Municipal Code.
7. Resolution No. 2025-01, a resolution of the City Council of the City of Castle Rock, Washington, creating a Master Fee Schedule and updating current rates in Schedules 2, 4, 5, and 6.

(page 27-74)

10. OTHER BUSINESS

11. ADJOURNMENT

NEXT REGULAR COUNCIL MEETINGS:

January 13	April 14	July 14	October 13
January 27	April 28	July 28	October 27
February 10	May 12	August 11	November 10
February 24	Tuesday, May 27	August 25	November 24
March 10	June 09	September 08	December 08
March 24	June 23	September 22	December 22

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

Proclamation

FOR

TEEN DATING VIOLENCE AWARENESS MONTH

February 2025

WHEREAS, teen dating violence is a serious public health issue affecting young people across the United States; and

WHEREAS, teen dating violence can take many forms, including physical, emotional, sexual, and verbal abuse; and

WHEREAS, one in three adolescents in the United States experience some form of physical, sexual, or emotional abuse from a dating partner; and

WHEREAS, early intervention and prevention efforts are crucial to breaking the cycle of teen dating violence; and

WHEREAS, raising awareness about teen dating violence and providing support to victims is essential to creating a safe and healthy environment for all young people.

THEREFORE, BE IT RESOLVED, as Mayor of the City of Castle Rock, I hereby proclaim the month of February 2025 as Teen Dating Violence Awareness Month.

I encourage all citizens to learn more about teen dating violence and to support efforts to prevent and address this critical issue.

I urge all young people to seek help if they are experiencing dating violence and to know that they are not alone.

I encourage all schools and community organizations within our city to actively participate in Teen Dating Violence Awareness Month by organizing educational workshops, awareness campaigns, and support groups for young people. I urge them to utilize this opportunity to educate students and community members about healthy relationships, the signs of teen dating violence, and the available resources for support and assistance.

I recognize the vital role of local resources in supporting victims of teen dating violence and specifically acknowledge the Emergency Support Shelter as a valuable resource within our community, offering support services, prevention and education to our community. I encourage anyone affected by teen dating violence to reach out to the Emergency Support Shelter or other local support organizations for assistance.

Signed on this 10th day of February, 2025,

Paul Helenberg, Mayor
City of Castle Rock, Washington

1. CALL TO ORDER

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

a. Pledge of Allegiance

Mayor Helenberg led the Pledge of Allegiance.

b. Roll Call

Councilmembers present: Art Lee, Lee Kessler, John Whalen, and Paul Simonsen. Councilmember Ellen Rose arrived at 7:33 PM.

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

c. Changes to Agenda

2. PROCLAMATIONS & PRESENTATIONS

3. CITIZEN COMMENTS - maximum 3 minutes

Amber MacLaren informed Council of an ongoing noise complaint caused by a specific neighbor. Police have been in contact with the individual causing issues, however the issue remains unsolved. The noise ordinance is not enforceable as written. A couple noise ordinance citations that had been issued have been dismissed by contracted city prosecuting attorney. Council requested the noise ordinance to be updated. MRSC has solid noise ordinance examples to utilize.

4. DEPARTMENT REPORTS

- City Attorney Frank Randolph
- Police Chief Charlie Worley
- Public Works Director Dave Vorse

1. 2024 Projects List
2. 2025 Projects List

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
- CRCDA Representative

6. PUBLIC HEARINGS

7. CONSENT AGENDA

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

- a. Approve the minutes of the January 13, 2025, Regular Council Meeting.
- b. Title VI Annual Accomplishment & Goals Report for Fiscal Year 2024 for the submittal to the Washington State Department of Transportation.
- c. Approve the December 2024 open period invoices as described in the Fund Transaction Summary Report in the amount of \$63,974.66.

8. OLD BUSINESS

9. NEW BUSINESS

- a. Request to approve out-of-state travel, as required by CRMC 2.96.010, for Renee Schuller to attend the Motorola Solutions (Spillman) Summit 2025 in Grapevine, TX, May 12 - May 16, 2025.

Councilmember Rose made a motion, seconded by Whalen, to approve the out-of-state travel. 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 7:45 PM.

Mayor Paul Helenberg

Clerk-Treasurer Carie Cuttonaro

As of this date, 2/10/2025, 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#1120-1/2025	1,535.00	1/1/2025
Adjustment/EFT	EFT#1121-1/2025	275,479.00	1/1/2025
Adjustment/EFT	EFT#1124-1/2025	267.95	1/3/2025
Adjustment/EFT	EFT#1125-1/2025	7,288.48	1/24/2025
Claims	Check 55925 - 55927	2,586.01	1/23/2025
Claims	Check 55928	913.92	1/31/2025
Claims	Check 55929 - 55998	206,702.10	1/31/2025
		<u>494,772.46</u>	

Payroll Expenditures

<u>Transaction Type</u>	<u>Description</u>	<u>Amount</u>	<u>Payment Date</u>
Mid-Month Draw	Nacha # 1558747	24,150.00	1/15/2025
Mid-Month Draw	Taxes	5,250.00	1/15/2025
Mid-Month Draw	Check		
EOM Payroll	Nacha # 1576735	71,814.95	1/31/2025
EOM Payroll	Check 26798 - 26808	63,084.63	1/31/2025
EOM Payroll	Taxes	33,003.30	1/31/2025
Uniform Allowance	Check 26783 - 26795	9,974.11	1/15/2025
Uniform Allowance	Benefit 26796 - 26797	104.25	1/15/2025
Uniform Allowance	Taxes	1,763.18	1/15/2025
Accrued - Quarterly Payroll Tax - L&I		8,207.81	
Accrued - Quarterly Payroll Tax - ESD		284.75	
Accrued - Quarterly Payroll Tax - PFML		953.61	
Accrued - Quarterly Payroll Tax - WA CARES		453.75	
		<u>219,044.34</u>	

TBD Expenditures

<u>Transaction Type</u>	<u>Description</u>	<u>Amount</u>	<u>Payment Date</u>
Adjustment/EFT	EFT# 1122-1/2025	300.00	1/1/2025
Adjustment/EFT	EFT# 1123-1/2025	4,537.00	1/1/2025
Claims	Check	-	
Claims	Check		
		<u>4,837.00</u>	

	<u>Amount</u>	<u>Payment Date</u>
Grand Total Expenditures	718,653.80	1/1/2025 - 1/31/2025
Fund Transaction Summary Report	<u>718,653.80</u>	
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: 2025 - Jan - Feb - City Council

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

Fund Number	Description	Amount
010	General Fund	\$309,079.36
100	Street Fund	\$25,616.49
115	Building Code Account Fund	\$2,494.97
120	Visitor Center Fund	\$1,887.76
130	Library Fund	\$5,675.04
145	Local Criminal Justice Fund	\$5,486.00
170	DOT Spoil Site Fund	\$3,883.79
400	Water/Sewer Operating Fund	\$212,750.77
410	Regional Water System Fund	\$69,461.86
420	Stormwater Management Fund	\$17,076.84
430	Regional Water Capital Improvement	\$18.38
435	Muni Water Capital Improvement	\$55,802.02
475	Boat Launch Facility Fund	\$3,680.45
632	Transportation Benefit District Fund	\$4,837.00
634	State Custodial Pass-Thru Fund	\$903.07
	Count: 15	\$718,653.80

Open Agreement Form



Date 1/29/2025
 Account # 4251.0
 Account Name Ryan Ballentine (Owner)
 Address 830 Little Ave NE

I, Ryan Ballentine, am requesting a payment arrangement with the City of Castle Rock due to an extremely large leak that does not qualify for a leak adjustment.

Due to a large leak that spans over two bills (December 2024 and January 2025), I agree to the following schedule for a payment arrangement, subject to approval from the City Council. The payment shall include \$282.12 (which is 1/12 of the leak balance) plus current charges. Following the payment schedule as noted below will prevent any and all delinquent charges while the payment arrangement is in effect.

If the City Council approves this payment arrangement, I understand that if I do not comply with this written agreement, my utility services will be disconnected, and additional fees will apply. Failure to comply with the executed agreement may adversely affect the possibility of future payment arrangements.

Table 1 below is an example. The amounts with an asterisk (*) will change as reflected in Table 2.

Billing Date	Amount	Date Due	Payment Arrangement	Cumulative Balance	Payment Arrangement Process
11/30/2022	*1,260.86	12/20/2022		*1,260.86	1 st Leak Bill
12/31/2022	*739.14	01/20/2023	*500.00	*1,500.00	2 nd Leak Bill – Initial Payment (starts arrangement)
01/31/2023	*100.00	02/20/2023	*600.00	*1,000.00	Payment #1
02/28/2023	*100.00	03/20/2023	*600.00	*500.00	Payment #2
03/31/2023	*100.00	04/20/2023	*600.00	0.00	Payment #3

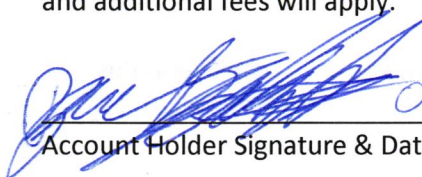
Table 2 below will be updated accordingly. Payment shall include current charges.

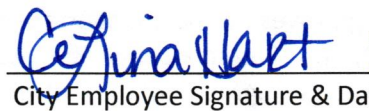
Billing Date	Amount	Date Due*	Payment Arrangement	Cumulative Balance	Payment Arrangement Process
12/31/2024	1,390.86	1/24/2025		1,390.86	1 st Leak Bill (was due 1/24, late fee added 1/27 due to no payment)
1/30/2025	2,394.61	2/04/2025	400.00	3,385.47	2 nd Leak Bill – Initial Payment (starts arrangement)
2/27/2025		3/24/2025			Payment #1
3/31/2025		4/24/2025			Payment #2
4/30/2025		5/24/2025			Payment #3
5/29/2025		6/24/2025			Payment #4

6/30/2025		7/24/2025			Payment #5
7/31/2025		8/24/2025			Payment #6
8/28/2025		9/24/2025			Payment #7
9/30/2025		10/24/2025			Payment #8
10/30/2025		11/24/2025			Payment #9
11/25/2025		12/24/2025			Payment #10
12/31/2025		1/24/2026			Payment #11
1/30/2026		2/24/2026			Payment #12 (Final)

**If the 24th falls on a day the office is closed (Friday, Saturday, Sunday or Federal Holidays recognized by the city), the due date will move to 5:00pm the following business day.*

I understand that if the City Council doesn't approve this payment arrangement, I will need to make sure I pay the past due balance of \$1,390.86 by 1:00pm on 2/12/2025 or my services will be disconnected, and additional fees will apply.

 02/04/25
Account Holder Signature & Date

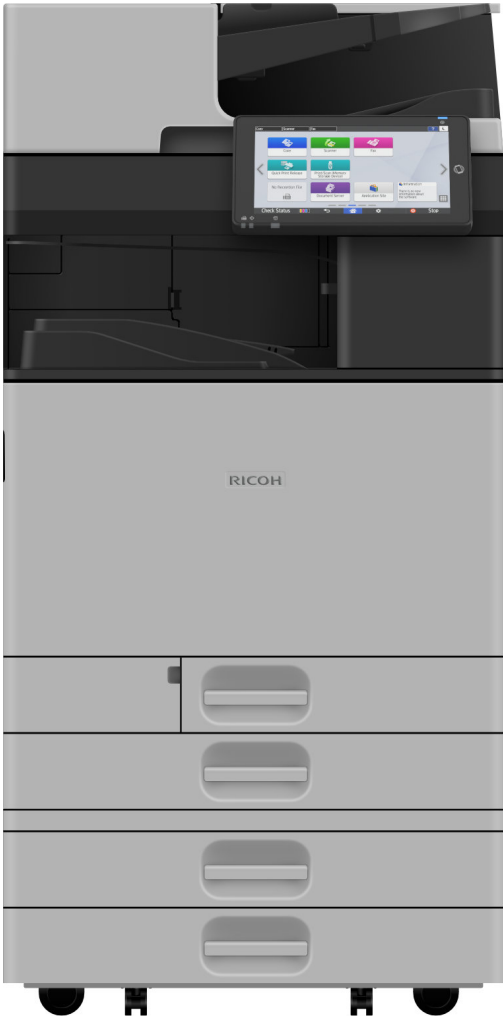
 2/04/2025
City Employee Signature & Date

A copy of this arrangement is being provided to the account holder. Customer initialing this document is signifying they received a copy.

Customer Initials



Your Configured RICOH IM C2510



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

DIMENSIONS

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

Actual dimensions may vary. These are approximate only.

POWER CONSUMPTION (MAIN UNIT)

120V-127V, 60Hz

Additional power requirements may apply.

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

Your Chosen Options

- IM C2510
- Paper Feed Unit PB3340
- Power Filter with Inrush, Surge and Noise Protection 120V/15A

Proposed solution:
60 month lease - OMNIA contract #2021002788
Monthly lease payment - \$116.63 per month

Service: Cost per copy
B/W - \$.0088 per page
Color - \$.0573 per page

Service includes ALL toner, parts, staples, and labor. Excludes paper.
Billed on usage only. No overages or minimums.



Main Unit

Item/Description	Item #	Power Requirements
IM C2510	419348	120V-127V, 60Hz

Paper Tray & Optional Accessories

Item/Description	Item #	Power Requirements
Paper Feed Unit PB3340	423700	N/A

Security & Miscellaneous Accessories

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



Main Unit

Item/Description	Item #	Thumbnail
IM C2510 • Output Speed (Letter): 25-ppm • Recommended Monthly Volume: 4,000 impressions/month • Maximum Monthly Volume: 10,000 impressions/month (Letter paper; 20 lb.) • Power Requirements: 120V-127V, 60Hz • Weight: 211.9 lbs. (96.1 kg) • W × D × H (inches): 23.1 × 27.6 × 37.9 • W × D × H (mm): 586.74 × 701.04 × 962.66 Note: 1. In order to complete a configuration, one of the following must be installed on the mainframe: Paper Feed Unit PB3340 or Cabinet Type A5. 2. This model has been Common Criteria certified.	419348	

Paper Tray & Optional Accessories

Item/Description	Item #	Thumbnail
Paper Feed Unit PB3340 Provides an additional 1,100 sheets (2 × 550 sheet trays). Paper sizes from 5.5" × 8.5" to 12" × 18". Paper weights up to 80 lb./166 lb. Index (300 g/m²). Weight: 50.7 lbs. (23 kg) W × D × H (inches): 23.1 × 27 × 9.7 W × D × H (mm): 586.74 × 685.8 × 246.38 Note: Paper Feed Unit PB3340 cannot be installed with Cabinet Type A5.	423700	

Security & Miscellaneous Accessories

Item/Description	Item #	Thumbnail
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Power Filter with Inrush, Surge and Noise Protection
120V/15A

Designed to provide a higher level of noise filtering and surge protection for devices that employ more sensitive and complex electronic components.

Our Advanced Technical Support (ATS) recommends the use of power protection products to minimize potential electrical interference with products.

W1500-
15-120



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Your Configured RICOH IM C400F



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

DIMENSIONS

WIDTH	DEPTH	HEIGHT
19.60in	22.10in	44.10in
(498mm)	(561mm)	(1,120mm)

Actual dimensions may vary. These are approximate only.

POWER CONSUMPTION (MAIN UNIT)

120V - 127V, 60Hz, 12A

Additional power requirements may apply.

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

Your Chosen Options

- IM C400F
- Paper Feed Unit PB1170
- Medium Cabinet Type W
- Power Filter with Inrush, Surge and Noise Protection 120V/15A

Proposed:

60 month lease - OMNIA CONtract #2021002788

Total monthly lease payment - \$83.22

Service - cost per copy
B/W - \$.0100 per page
Color - \$.0639 per page

Service includes ALL toner, parts staples and labor. Excludes paper
Billed on usage only. No overages or minimums



Main Unit

Item/Description	Item #	Power Requirements
IM C400F	418562	120V - 127V, 60Hz, 12A

Paper Tray & Optional Accessories

Item/Description	Item #	Power Requirements
Paper Feed Unit PB1170	418583	N/A
Medium Cabinet Type W	52800	N/A

Security & Miscellaneous Accessories

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



Main Unit

Item/Description	Item #	Thumbnail
IM C400F • Output Speed (Letter): 42-ppm (Full Color)/45-ppm (B&W) • Average Monthly Volume: 3,000 impressions/month • Maximum Monthly Volume: 10,000 impressions/month • Power Requirements: 120V - 127V, 60Hz, 12A • Weight: 110.2 lbs. (50 kg) • Dimensions include: Single Pass Document Feeder and Smart Operation Panel • W x D x H (inches): 19.6 x 22.1 x 23.2 • W x D x H (mm): 497.84 x 561.34 x 589.28	418562	

Paper Tray & Optional Accessories

Item/Description	Item #	Thumbnail
Paper Feed Unit PB1170 Provides an additional 550 sheets. Paper sizes up to 8.5" x 14". Paper weights up to 44 lb. Bond/90 lb. Index. Weight: 24 lbs. (10.7 kg) Up to three paper feed units may be added to the mainframe for a maximum paper capacity of 2,300 sheets. W x D x H (inches): 19.6 x 21.7 x 5.9 W x D x H (mm): 497.84 x 551.18 x 149.86 Note: 1. Paper Feed Unit PB1170 cannot be installed with Tall Cabinet Type X. 2. Caster Table Type Y will be automatically added when three optional paper feed units are installed.	418583	

Medium Cabinet Type W Raises the base unit to a comfortable height for a floor-standing configuration when the system is configured with one optional paper feed unit. Weight: 28.5 lbs. (13.0 kg) W × D × H (inches): 19.6 × 20.9 × 15 W × D × H (mm): 497.84 × 530.86 × 381 Note: 1. Medium Cabinet Type W cannot be installed with Caster Table Type Y, Low Cabinet Type V or Tall Cabinet Type X. 2. Medium Cabinet Type W can only be installed when the base unit is configured without an optional paper feed unit or configured with one optional paper feed unit. If two or three optional paper feed units are selected then this option cannot be added to your configuration.	52800	
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Security & Miscellaneous Accessories		
Item/Description	Item #	Thumbnail
Power Filter with Inrush, Surge and Noise Protection 120V/15A Power filter provides multi-stage power protection as well as line conditioning. Our Advanced Technical Support (ATS) recommends the use of power protection products to minimize potential electrical interference with products. Note: Power Filter with Inrush, Surge and Noise Protection 120V/15A cannot be installed with Single Outlet Wall Mount Power Filter 120V/15A.	W1500-15-120	

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CITY OF CASTLE ROCK
AND
SOUND PRECAST, LLC
LEASE AGREEMENT

THIS LEASE, made and entered into this _____ day of _____, 2024, between the **City of Castle Rock**, a Washington municipal corporation, hereinafter called "Lessor", and **Sound Precast, LLC**, a Washington for-profit corporation, hereinafter called "Lessee".

WITNESSETH:

WHEREAS, Lessor has and owns vacant land that is not being fully used at the present time and more accurately described on attached Exhibit A; and

WHEREAS, this portion of Lessor's parcel only abuts the Lessee's parcel; and

WHEREAS, the leasing of this property will advance economic growth by allowing a business to expand their operations, develop more product and may result in additional local jobs; and

WHEREAS, Lessee real property, more accurately described in Exhibit B as 4562 Westside Highway, parcel number 309350100 is adjacent to this vacant land owned by the Lessor and Lessee has a need for additional space for expanded operations of this business; and

WHEREAS, the parties desire to enter into a lease agreement whereby the Lessee shall have the right to operate on this vacant land as described in Exhibits "A" and "B",

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

1. **PREMISES.** Lessor hereby leases to Lessee, upon the terms and conditions herein set forth, a portion of the real property situated in the City of Castle Rock, Cowlitz County, Washington, described as follows (herein called 'Exhibit "B"'), to wit:

The portion leased to Lessee shall be a portion of parcel WJ1502001 in the amount of 8.1188 acres, located in the City of Castle Rock, Cowlitz County, Washington.

2. **TERM.** The term of this Lease shall be for a period of ten (10) years commencing on _____, 2025, and terminating on _____, 2035, provided, however, that either party may cause this Lease to be terminated without cause by notifying the other party in writing of such intent no later than 4 months preceding the date upon which such termination is to be effective.

3. **RENT.** As rent for said premises, Lessee shall pay to Lessor the sum of \$10,000 (or concrete products, including delivery that equal the same monetary amount

based on their Standard rates, not to include sales tax) per year beginning November 1st of every year through October 31st of the next year. If product is not needed the Lessee shall make a payment to the Lessor for the difference in what is still owed by December 1st of that year to equal the full rent amount.

4. **CHANGE IN RENT.** Upon the anniversary of this Lease, _____, an adjustment of the rent payment shall be equal to 90% of the 12 months ending June CPI-W, which can be found at <https://www.ssa.gov/oact/STATS/cpiw.html>.

5. **SITE MAINTENANCE.** Lessee shall be responsible for the cleanliness and maintenance of this property. They shall ensure that no hazardous materials are kept on site and no hazardous landscaping will be present at any time during the lease of this property.

6. **USE OF PREMISES.** The premises shall be used for the purpose for which the Lessee was organized and, that is to say, for any lawful profit purpose or purposes that are associated with their type of business that furthermore, allowed by Castle Rock Municipal Code and any revisions thereof. There shall be no excavating, permanent building structures, or alterations to the land without the written permission from the Lessor.

7. **REPAIRS.** The premises have been inspected by Lessee and are accepted in their present condition. Lessee agrees that it will at all times keep the premises neat, clean and in a sanitary condition, and will maintain any fences, landscape (including existing trees) and stay clear from the creek and its buffer area.

8. **LESSOR'S ACCESS TO PREMISES.** Lessor may inspect the premises at all reasonable times and enter the same for the purpose of cleaning, inspecting, improving or exhibiting the same, but nothing herein shall be construed as imposing the obligation on Lessor to perform any such work.

9. **ALTERATIONS AND MAINTENANCE BY LESSEE.** Lessee shall make no changes, improvements or alterations, including fencing, to the premises without the prior consent of Lessor. All such changes, improvements and alterations, if any made, shall remain on the premises and shall become the property of Lessor upon the expiration or sooner termination of this Lease. The Lessee agrees to pay any and all fees if any work requires a permit, and this work shall be completed by a licensed, bonded contractor, with approval from the Lessor.

Lessee shall maintain the premises and all items therein installed in good condition, except for reasonable wear and tear and damage caused other than by any act or omission by Lessee, its employees, agents, invitees or licensees.

Lessee shall not allow the presence of Asbestos, PCBs, Petroleum, Hazardous Waste, or Radioactive Material on the leasehold in such quantities or circumstances that could present a substantial danger to persons or property exposed

thereto to be stored on this site. And Lessee shall obtain such reasonable and necessary insurance to cover such liability.

10. **INDEMNIFICATION**. The Lessee shall protect, indemnify, and save the Lessor harmless from and against any damage, cost or liability, including reasonable attorney fees, for injuries to persons or property arising from acts or omissions of Lessee, its employees, agents, subcontractors, invitees and guests howsoever caused. The Lessee will be responsible for any damages sustained by his employees, agents, invitees or guests to Lessor's real property as described in Exhibit "A". Furthermore;

To the fullest extent permitted by Laws and Regulations, Lessee shall indemnify, defend and hold harmless Lessor from and against all claims, costs, losses, and damages (including but not limited to: all fees and charges of attorneys, and other professionals and all court or arbitration or other dispute resolution costs) arising out of or relating to a Hazardous Environmental Condition created by Lessee or by anyone for whom Lessee is responsible. Nothing in this paragraph shall obligate Lessee to indemnify and defend any individual or entity from and against the consequences of that individual's or entity's own negligence.

11. **INDEPENDENT STATUS OF LESSEE**. The parties to this contract, in the performance of it, will be acting in their individual capacities and not as agents, employees, partners, joint ventures, or associates of one another. The employees or agents of one party shall not be considered or construed to be the employees or agents of the other party for any purpose whatsoever.

12. **INSURANCE REQUIREMENTS OF LESSEE**. The LESSEE shall provide insurance coverage that shall be maintained in full force and effect during the term of this lease, as follows:

A. The insurance required shall be issued by an insurance company(s) authorized to do business within the state of Washington, and shall name the Lessor, its agents and employees, as additional insureds under the insurance policy(s). All policies shall be primary to any other valid and collectable insurance. Lessee shall instruct the insurers to give the Lessor thirty (30) days advanced notice of any insurance cancellation.

B. The Lessee shall submit to the Lessor, within fifteen (15) days of the contract effective date, a Certificate of Insurance, which outlines the coverage and limits defined in the Insurance section. Lessee shall submit renewal certificates as appropriate during the term of the contract.

C. The Lessee shall obtain at the Lessee's cost, and maintain in full force and effect during the term of the Lease, insurance to meet the following minimum amounts from an insurance carrier licensed to conduct business in the state of Washington:

1. Commercial General Liability Insurance: Provide a Commercial General Liability Insurance Policy, including contractual liability, written on an occurrence basis, in adequate quantity to protect against legal liability arising out of contract activity but no less than \$1,000,000 per occurrence, \$2,000,000 per project aggregate. This insurance shall be primary over any and all insurance the agency may have in place. Additionally, the Lessee is responsible for ensuring that any subcontractors provide adequate insurance coverage for the activities arising out of subcontracts.

13. ASSIGNMENT. This Lease is non-assignable by Lessee.

14. FIRE OR OTHER CASUALTY. In the event the premises are destroyed or damaged by fire, earthquake, flooding or other casualty to such extent as to render the same untenable in whole or in substantial part thereof, it shall be optional at Lessor's sole discretion to rebuild or repair the same.

15. RULES AND REGULATIONS. Lessee shall use the premises in a manner that is consistent with the current type of business. The Lessee shall not sub-lease any part of the Lessor's property to any individual, organization or corporation.

16. UTILITIES. Lessee agrees to pay the current monthly rate, as adopted by the Lessor in its sole discretion, stormwater for any impervious surface on Lessor's real property.

Sound Precast, LLC, Lessee

CITY OF CASTLE ROCK, a
Municipal Corporation, Lessor

By: _____
Regional Manager Clay Prewitt

By: _____
Mayor Paul Helenberg

Date: _____

Date: _____

City Attorney, Frank Randolph

ATTEST:

ATTEST:

FOR COPY PURPOSES – ORIGINAL SIGNATURES ON FILE IN/AT CASTLE
ROCK CITY HALL.

Exhibit A

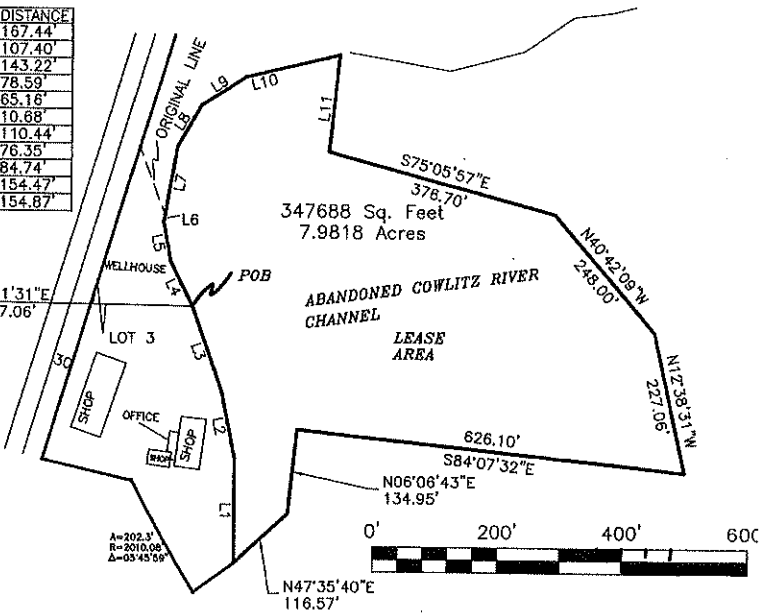
THAT PORTION OF SECTIONS 10 AND 15, TOWNSHIP 9 NORTH, RANGE 2 WEST, W.M. IN COWLITZ COUNTY, WASHINGTON MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE CORNER OF SECTIONS 9, 10, 15 AND 16, TOWNSHIP 9 NORTH, RANGE 2 WEST, W.M.; THENCE SOUTH $89^{\circ}21'31''$ EAST 1137.06 FEET ALONG THE LINE BETWEEN SAID SECTIONS 10 AND 15 TO THE POINT OF BEGINNING; THENCE NORTH $26^{\circ}38'17''$ WEST 78.59 FEET ALONG THE RIGHT BANK OF THE ABANDONED CHANNEL OF THE COWLITZ RIVER; THENCE NORTH $10^{\circ}28'38''$ WEST 65.16 FEET ALONG SAID RIGHT BANK; THENCE NORTH $10^{\circ}07'04''$ EAST 10.68 FEET ALONG SAID RIGHT BANK; THENCE NORTH $10^{\circ}07'04''$ EAST 110.44 FEET ALONG SAID RIGHT BANK; THENCE NORTH $29^{\circ}45'44''$ EAST 76.35 FEET ALONG SAID RIGHT BANK; THENCE NORTH $57^{\circ}32'48''$ EAST 84.74 FEET ALONG SAID RIGHT BANK; THENCE NORTH $76^{\circ}27'42''$ EAST 154.47 FEET ALONG SAID RIGHT BANK; THENCE SOUTH $06^{\circ}06'43''$ WEST 154.87 FEET; THENCE SOUTH $75^{\circ}05'57''$ EAST 376.70 FEET; THENCE SOUTH $40^{\circ}42'09''$ EAST 248.00 FEET; THENCE SOUTH $12^{\circ}38'31''$ EAST 227.06 FEET; THENCE NORTH $84^{\circ}07'32''$ WEST 626.10 FEET; THENCE SOUTH $06^{\circ}06'43''$ WEST 134.95 FEET; THENCE SOUTH $47^{\circ}35'40''$ WEST 116.57 FEET TO A POINT ALONG SAID RIGHT BANK; THENCE NORTH $00^{\circ}01'29''$ WEST A DISTANCE OF 167.44 FEET ALONG SAID RIGHT BANK; THENCE NORTH $11^{\circ}37'56''$ WEST 107.40 FEET ALONG SAID RIGHT BANK; THENCE NORTH $19^{\circ}28'36''$ WEST 143.22 FEET ALONG SAID RIGHT BANK TO THE POINT OF BEGINNING;



LINE	BEARING	DISTANCE
L1	N00°01'29"W	167.44'
L2	N11°37'56"W	107.40'
L3	N19°28'36"W	143.22'
L4	N26°38'17"W	78.59'
L5	N10°28'38"W	65.16'
L6	N10°07'04"E	10.88'
L7	N10°07'04"E	110.44'
L8	N29°45'44"E	76.35'
L9	N57°32'48"E	84.74'
L10	N76°27'42"E	154.47'
L11	S06°06'43"W	154.87'


 S.10 S89°21'31"E
 S.15 1137.06'



10/17/2024

Assessor Web Map Instructions

To start your search click in the text box in the upper Right corner of the map.

To view the Tax Property details, click inside the boundary of the Tax Parcel.

For questions or comments contact the Assessor's Office at 360-577-3010 or via email at assessor@co.cowlitz.wa.us.

Basemap Gallery



Dark Gray Canvas



Imagery



Imagery Hybrid



Exhibit B

ORDINANCE NO. 2025-01

AN ORDINANCE OF THE CITY OF CASTLE ROCK AMENDING, IN PART, CHAPTER 13.12 OF THE CASTLE ROCK MUNICIPAL CODE

BE IT ORDAINED by the City Council of the City of Castle Rock, Washington, that Chapter 13.12 HOOKUP RATES, of the Castle Rock Municipal Code, is amended to read as follows:

SECTION 1. Amend CRMC Chapter 13.12.010 Water system. Section 010 is hereby amended as follows:

The hookup rate, or the charge for connecting into the city's water system, shall be established by resolution of the city council. Such charges will be assessed per meter size connection and shall include connection fee, system development fee and any applicable charges for parts and labor.

SECTION 2. Amend CRMC Chapter 13.12.014 Water Connection – Parts and labor charges. Section 014 is hereby amended as follows:

- A. If the water service line is not located at the property line, charges as established by resolution of the city council shall apply in addition to the connection fee and system development charge.
- B. In the event that the city must excavate, repair or install materials and/or equipment which exceed the charges as established by resolution of the city council in order to effectuate the connection for water service, the owner, developer or applicant shall reimburse the city for such materials, services, and equipment. The public works director shall provide the applicant with an estimate of the charges. Nothing in this section shall require the city to provide such services, materials or equipment; provided, that the applicant shall post indemnity bond in the amount satisfactory to the public works director that its contractor shall do all acts necessary to properly install materials and equipment to effect the connection to the city water system and shall post a bond in an amount satisfactory to the public works director to indemnify the city for any damages or losses that may be occasioned by such installation of materials and equipment.

SECTION 3. Amend CRMC Chapter 13.12.020 Sewer system – Connection permit. Section 020 is hereby amended as follows:

It is unlawful for any person to make an opening in any sewer or drain, or connect any private sewer or drain thereto without complying with all of the provisions of this chapter, and obtaining therefor permits from the public works director to make such connection or opening. Any public street restoration required due to the construction of a sewer lateral shall be inspected by the city. There is no fee for such inspection.

SECTION 4. Amend CRMC Chapter 13.12.030 Sewer system – Connection permit – Application – Contents. Section 030 is hereby amended as follows:

In order to obtain the permit provided for in CRMC 13.12.020, the property owner or their designated agent shall file with the city an application therefor stating the name of the owner or occupant of the premises to be connected, the number of buildings therein, and the purposes for which they are to be occupied, together with plans and specifications in duplicate showing the course and depth of the drain from the connection with the public sewer to its terminus within the building and premises. The public works director and/or city engineer shall examine the plans and may change or modify the same and designate the manner and route from which the connecting sewer shall be connected with the building and places where such connection with the public sewer shall be made, and shall specify the material and size of such connecting sewer. A connection permit shall be issued upon the approval of the plans and specifications. It is unlawful for any person to extend any private sewer or drain beyond the limits of the building or property for which a permit has been given.

SECTION 5. Amend CRMC Chapter 13.12.040 Sewer system – Additional connection charges. Section 040 is hereby amended as follows:

In addition to the permit required by CRMC 13.12.020 and 13.12.030, charges as established by resolution of the city council shall be made at the time of application for a permit to connect to the system.

SECTION 6. Amend CRMC Chapter 13.12.042 Sewer system – Mobile home park. Section 042 is hereby amended as follows:

Each mobile home located in a mobile home park shall be assessed equal to one single-family residential dwelling unit charge.

SECTION 7. Amend CRMC Chapter 13.12.044 Sewer connection – Parts and labor charges. Section 044 is hereby amended as follows:

- A. If the sewer service lateral is not located at the property line, charges as established by resolution of the city council shall apply in addition to the connection fee and system development charge.
- B. In the event that the city must excavate, repair or install materials and/or equipment which exceed the charges as established by resolution of the city council in order to effectuate the connection for sewer service, the owner, developer or applicant shall reimburse the city for such materials, services, and equipment. The public works director shall provide the applicant with an estimate of the charges. Nothing in this section shall require the city to provide such services, materials or equipment; provided, that the applicant shall post

indemnity bond in the amount satisfactory to the public works director that its contractor shall do all acts necessary to properly install materials and equipment to effect the connection to the city sewer system and shall post a bond in an amount satisfactory to the public works director to indemnify the city for any damages or losses that may be occasioned by such installation of materials and equipment.

SECTION 8. 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 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 _____, 2025.

Mayor Paul Helenberg

ATTEST:

APPROVED AS TO FORM:

Carie Cuttonaro, Clerk-Treasurer

Frank Randolph, City Attorney

ORDINANCE NO. 2025-02

AN ORDINANCE OF THE CITY OF CASTLE ROCK AMENDING, IN PART, CHAPTER 13.16 OF THE
CASTLE ROCK MUNICIPAL CODE

BE IT ORDAINED by the City Council of the City of Castle Rock, Washington, that Chapter 13.16 RETAIL WATER SALES, of the Castle Rock Municipal Code, is amended to read as follows:

SECTION 1. Amend CRMC Chapter 13.16.011 Point of sale designated – Special projects.

Section 011 is hereby amended as follows:

The city public works director is authorized to designate point of sales as follows:

- A. Intersection of Powell Road and Pioneer Avenue NE for Burlington Northern Santa Fe Railroad usage;
- B. At points where contractors were required to install new hydrant as outlined in CRMC 13.16.021.
- C. 360 A Street SW, the public works facilities.

SECTION 2. Amend CRMC Chapter 13.16.020 Retail water sales – Fees. Section 020 is hereby amended as follows:

- A. There shall be imposed a fee per gallon of water, in addition to a meter charge per customer for each calendar month or partial month of meter use. The fee per gallon and meter charge shall be established by resolution of the city council. Customers must have an approved backflow device prior to getting water. Customers who do not have an approved backflow device may use a city-owned device for an additional fee as established by resolution of the city council. A retail water sales application must be completed by the customer and hydrant arrangements made with the public works director prior to any sales becoming final.
- B. Customer will be responsible for all charges to repair or replace the meter used due to negligence as determined by the public works director.

SECTION 3. Amend CRMC Chapter 13.16.021 Retail water sales – Anticipated sales exceeding 1,000,000 gallons within a consecutive two-month period – Fees and requirements. Section 021 is hereby amended as follows:

- A. At a location prescribed by the public works director, install a new hydrant, at the contractor's cost, which will be in lieu of a service connection fee; and
- B. Provide a deposit, determined by the public works director, which is based on the cost sufficient to replace a two and one-half inch hydrant meter; and
- C. Be imposed the same fees as set forth in CRMC 13.16.020.

SECTION 4. 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 5. 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 _____, 2025.

Mayor Paul Helenberg

ATTEST:

APPROVED AS TO FORM:

Carie Cuttonaro, Clerk-Treasurer

Frank Randolph, City Attorney

ORDINANCE NO. 2025-03

AN ORDINANCE OF THE CITY OF CASTLE ROCK AMENDING, IN PART, CHAPTER 13.18 OF THE
CASTLE ROCK MUNICIPAL CODE

BE IT ORDAINED by the City Council of the City of Castle Rock, Washington, that Chapter 13.18 STORMWATER MANAGEMENT SERVICES, of the Castle Rock Municipal Code, is amended to read as follows:

SECTION 1. Amend CRMC Chapter 13.18.020 System of charges. Section 020 is hereby amended as follows:

The following monthly services charges are hereby established for all parcels of real property within the boundaries of the city of Castle Rock, as they now exist or as they may be hereafter amended, for the purpose of carrying on the responsibilities of the stormwater management utility:

- A. Undeveloped Parcels. Undeveloped parcels shall not be charged.
- B. Single-Family Parcels. The monthly service charge for each single-family parcel shall be set by resolution of the city council and be hereafter referred to as the “base rate”.
- C. Duplex Parcels. The monthly service charge for each duplex parcel shall be the amount of the specified base rate.
- D. Multifamily Parcels. Multifamily parcels with multiple dwelling units (three or more) shall be charged the base rate times the number of dwelling units within a structure. Multiple dwelling units shall also include mobile home parks. The base rate shall be charged for each mobile home on the developed parcel.
- E. Other Developed Parcels, Including Commercial-Designated Parcels. The monthly service charge for all other developed parcels (including commercial) shall be determined by taking the total measured square footage of impervious surface area, multiplied by the rate schedule as established by resolution of the city council to determine what category any particular parcel falls into:

Category	Description	Square Footage of Impervious Surface
1	Very Light	0 – 4,000
2	Moderately Light	4,001 – 11,000
3	Light	11,001 – 17,000
4	Moderate	17,001 – 24,000
5	Moderately Heavy	24,001 – 30,000
6	Heavy	30,001 – 37,000
7	Very Heavy	37,001 – 43,560
8	Parcels over 1 acre in size will be charged by the number of acres multiplied by the same rate as applied to Category 7.	

F. Minimum Charge and Partial Month. Notwithstanding the number of impervious units applicable to any individual property, the minimum service charge for all developed properties shall be equal to the base rate. Monthly base rates shall be prorated to a daily rate. New and vacating customers occupying premises for a partial month's billing cycle shall be billed 1/30th per day during the partial month of service.

SECTION 2. Severability. If any section, sentence, clause, or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Ordinance; provided, however, that if any section, sentence, clause, or phrase of this Ordinance is held to be invalid by a court of competent jurisdiction then the section, sentence, clause, or phrase in effect prior to the effective date of this Ordinance shall be in full force and effect for that invalidated section, sentence, clause, or phrase, as if this Ordinance had never been adopted.

SECTION 3. 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 _____, 2025.

Mayor Paul Helenberg

ATTEST:

APPROVED AS TO FORM:

Carie Cuttonaro, Clerk-Treasurer

Frank Randolph, City Attorney

ORDINANCE NO. 2025-04

AN ORDINANCE OF THE CITY OF CASTLE ROCK AMENDING, IN PART, CHAPTER 6.06 OF THE
CASTLE ROCK MUNICIPAL CODE

BE IT ORDAINED by the City Council of the City of Castle Rock, Washington, that Chapter 6.06 ANIMAL CONTROL, of the Castle Rock Municipal Code, is amended to read as follows:

SECTION 1. Amend CRMC Chapter 6.06.080 Dangerous dogs and potentially dangerous dogs – Certificates of registration – Requirements - Fee. Section 080 is hereby amended as follows:

- A. It is unlawful for an owner or keeper to have a dangerous dog or a potentially dangerous dog in the city without a certificate of registration issued under this section. This section shall not apply to dogs used by law enforcement officials for police work.
- B. The animal control authority shall issue a certificate of registration to the owner or keeper of such animal if the owner or keeper presents to the animal control authority sufficient evidence of:
 - 1. A proper enclosure to confine a dangerous dog and the posting of premises with a clearly visible warning sign that there is a dangerous dog on the property. In addition, the owner or keeper shall conspicuously display a sign with a warning symbol that informs children of the presence of a dangerous dog;
 - 2. A surety bond issued by an insurer qualified under Chapter 48.28 RCW, in a form acceptable to the animal control authority, in the sum of at least \$250,000, payable to any person injured by the dangerous dog; or
 - 3. A policy of liability insurance, such as homeowner's insurance, issued by an insurer qualified under RCW Title 48 in the amount of at least \$250,000, insuring the owner or keeper for any personal injuries inflicted by the dangerous dog.
- C. The annual fee for registration of a dangerous dog or a potentially dangerous dog shall be set by resolution of the city council. Such registration fee for dangerous or potentially dangerous dogs shall be in addition to the registration and tag fees set forth in CRMC 6.06.120.

SECTION 2. Amend CRMC Chapter 6.06.120 Dog and cat registration fees. Section 120 is hereby amended as follows:

- A. Registration and tag fees shall be set by resolution of the city council.
- B. It is unlawful for any person to transfer a certificate to another person or for a tag to be worn by any dog or cat other than the one registered in accordance with this chapter.
- C. A reduction of 50 percent in the annual license fee may be allowed for one dog other than a dangerous dog or potentially dangerous dog or cat per household to those persons who shall be declared by the city manager to be hardship accounts by reason of indigency or

senior citizens on a fixed or limited income. Persons seeking such reduction shall make written application to the finance department and may present oral evidence in addition thereto. Upon receipt of any such written application it shall be forwarded to the city manager for investigation and no such reduction will be granted in the absence of a prior approval by the city mayor or his duly authorized representative.

SECTION 3. Amend CRMC Chapter 6.06.200 Redemption before sale. Section 200 is hereby amended as follows:

The owner or keeper of any dog impounded may redeem the same within 72 hours by paying to the animal control authority the following redemption charges:

- A. The registration fee hereinabove provided, unless such dog then has a valid current registration issued by the animal control authority; and
- B. An impounding fee shall be set by resolution of the city council and shall be charged for each day of impoundment; and
- C. A service charge shall be set by resolution of the city council upon the first impounding of the dog, an increased service charge set by resolution of the city council upon any second impounding, and an increased service charge set by resolution of the city council shall be charged upon each subsequent impounding; provided, the owner, keeper or purchaser of any dangerous or potentially dangerous dog, as defined in this chapter, shall not be permitted to keep such dog within the city after redemption or purchase or sell or give such dog to anyone who shall thereafter keep such dog within the city. If any such dangerous or potentially dangerous dog is again impounded, the animal control authority shall destroy such dog by humane methods.

SECTION 4. Amend CRMC Chapter 6.06.210 Rabies or dangerous dog – Observation – Fees. Section 210 is hereby amended as follows:

- A. Any animal for which the animal control authority possesses information which would lead a reasonable person to conclude that such animal has bitten or scratched any person so as to break the skin of such person and leave a mark of injury visible to the animal control authority shall be immediately impounded for a period of at least 10 days, at the expense of the owner or keeper of such dog, and kept in quarantine, securely confined and away from any other animal. Said animal shall be kept in quarantine at the animal shelter, or at the owner/keeper's request with a licensed veterinarian, or, at the discretion of the animal control authority and with a written statement from a licensed veterinarian certifying that said animal has been vaccinated for rabies and that said vaccination was sufficiently recent so as to then be effective against rabies, on the premises of the owner or keeper. The purpose of such impoundment and quarantine shall be to determine whether or not such

animal has rabies or, in the case of a dog, whether the animal has rabies or is a dangerous or potentially dangerous dog.

- B. The owner or keeper of any such animal, if known to the animal control authority, shall be notified by the animal control authority by certified mail (postage prepaid), with return receipt requested, of the impounding of such animal and that the owner or keeper is liable to the animal control authority for the costs of impoundment as set forth in CRMC 6.06.200, together with the sum set by resolution of the city council for each day that the animal is held at the animal shelter.
- C. If, after seizing such dog, such dog is immediately placed in the care of a licensed veterinarian, the owner or keeper shall be liable to the animal control authority for the pick-up charge as set by resolution of the city council only; otherwise, the owner or keeper shall pay such pick-up charge plus a fee set by resolution of the city council per day for each day, or fraction thereof in excess of three hours after the time the dog was impounded, until such dog is transferred to a licensed veterinarian at the owner's/keeper's request.
- D. Except as provided in CRMC 6.06.240, if, after such animal is seized, the owner or keeper thereof delivers to the animal control authority a written statement from a licensed veterinarian certifying that said animal has been vaccinated for rabies, and that said vaccination was sufficiently recent so as to then be effective against rabies, said animal shall be placed in the care of its owner or keeper, who shall cause said animal to be impounded at the residence of such owner or keeper for the period of time set forth in subsection (A) of this section; provided, however, that the owner or keeper of such animal, before receiving delivery of said animal, shall pay to the animal control authority the pick-up charge as set by resolution of the city council, plus a charge as set by resolution of the city council per day for each day or fraction thereof in excess of three hours after the time the animal was impounded until delivery of such animal to the owner or keeper thereof. In the event the animal is found at large during the remainder of the aforesaid 10-day period, said animal shall be impounded in the animal shelter by the animal control authority for the remainder of the aforesaid 10-day period, at the expense of the owner or keeper of such animal.

SECTION 5. Amend CRMC Chapter 6.06.290 Female dogs in heat. Section 290 is hereby amended as follows:

It is unlawful for any person as owner or keeper to permit or suffer any female dog to be outside of an enclosed building or suitable enclosure, unless on a leash held by the owner or keeper, at any time during such dog's mating period. If any female dog is found off the owner's or keeper's premises during such period, such female dog shall be impounded and for such offense under this section the owner or keeper shall pay the redemption charges specified in CRMC 6.06.200, except that the service charges shall be set by resolution of the city council and shall be increased from the fees provided in CRMC 6.06.200(C). For purposes of this section

only, the term “suitable enclosure” means a structure or fence closed on all sides and of sufficient height, strength and density to prevent dogs from entering or exiting except through openings designed for the purpose of entry or exit.

SECTION 6. Amend CRMC Chapter 6.06.350 Fees for impounding strays. Section 350 is hereby amended as follows:

- A. The animal control authority shall make a charge as set by resolution of the city council for impounding any animal referred to in CRMC 6.06.310 in addition to a daily fee as set by resolution of the city council for keeping and feeding the same while so impounded.
- B. All fees and charges so collected by the animal control authority shall be accounted for and paid to the city treasurer.

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. 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 _____, 2025.

Mayor Paul Helenberg

ATTEST:

APPROVED AS TO FORM:

Carie Cuttonaro, Clerk-Treasurer

Frank Randolph, City Attorney

ORDINANCE NO. 2025-05

AN ORDINANCE OF THE CITY OF CASTLE ROCK AMENDING, IN PART, CHAPTER 5.16 OF THE
CASTLE ROCK MUNICIPAL CODE

BE IT ORDAINED by the City Council of the City of Castle Rock, Washington, that Chapter 5.16 OCCUPATION TAX – GENERALLY, of the Castle Rock Municipal Code, is amended to read as follows:

SECTION 1. Amend CRMC Chapter 5.16.570 Payment by uncertified check – Extension of time for payment. Section 570 is hereby amended as follows:

- A. The tax payable hereunder shall, at the time the return is required to be filed hereunder, be paid to the city by bank draft, certified check, cashier's check, personal check, money order or in cash. If payment is made by bank draft or check, the tax shall not be deemed paid unless the check or draft is honored in the usual course of business. A returned payment fee set by resolution of the city council shall be assessed for all bank drafts or checks which are dishonored or returned. The acceptance of any sum by the city shall not be an acquittance or discharge of the tax due unless the amount of the payment is in full. The return shall be presented to the clerk-treasurer, who shall endorse thereon the date and amount of payment received by him and file the same.
- B. The clerk-treasurer is authorized, but not required, to mail to taxpayers forms for applications for registration certificates and forms for returns, but failure of the taxpayer to receive any such forms shall not excuse the taxpayer from making application for and securing the registration certificate, making returns and payments of the tax, when and as due hereunder.
- C. The clerk-treasurer for good cause shown may extend the time for making and filing any return required under this chapter, and may grant such reasonable additional time within which to make and file such returns as he may deem proper; provided, however, that no extension shall be in excess of 30 days.

SECTION 2. Severability. If any section, sentence, clause, or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Ordinance; provided, however, that if any section, sentence, clause, or phrase of this Ordinance is held to be invalid by a court of competent jurisdiction then the section, sentence, clause, or phrase in effect prior to the effective date of this Ordinance shall be in full force and effect for that invalidated section, sentence, clause, or phrase, as if this Ordinance had never been adopted.

SECTION 3. 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 _____, 2025.

Mayor Paul Helenberg

ATTEST:

APPROVED AS TO FORM:

Carie Cuttonaro, Clerk-Treasurer

Frank Randolph, City Attorney

ORDINANCE NO. 2025-06

AN ORDINANCE OF THE CITY OF CASTLE ROCK AMENDING, IN PART, CHAPTER 1.30 OF THE
CASTLE ROCK MUNICIPAL CODE

BE IT ORDAINED by the City Council of the City of Castle Rock, Washington, that Chapter 1.30 INSPECTION AND COPYING OF PUBLIC RECORDS, of the Castle Rock Municipal Code, is amended to read as follows:

SECTION 1. Amend CRMC Chapter 1.30.070 Costs and expenses for inspection and copying.

Section 070 is hereby amended as follows:

The city finds that calculating the actual costs it incurs for providing records would be unduly burdensome and therefore adopts the following charges for copying public records:

- A. Fifteen cents (\$0.15) per page for photocopies of public records, printed copies of electronic public records when requested by the person requesting records, or for the use of city equipment to photocopy public records; and
- B. Ten cents (\$0.10) per page for public records scanned into an electronic format or for the use of city equipment to scan the records; and
- C. Five cents (\$0.05) per each four electronic files or attachment uploaded to email, cloud-based data storage service, or other means of electronic delivery; and
- D. Ten cents (\$0.10) per gigabyte for the transmission of public records in an electronic format or for the use of city equipment to send the records electronically. The city shall take reasonable steps to provide the records in the most efficient manner available to the city in its normal operations; and
- E. The actual cost of any digital storage media or device provided by the city, the actual cost of any container or envelope used to mail the copies to the requester, and the actual postage or delivery charge.
- F. The charges in this section may be combined to the extent that more than one type of charge applies to copies produced in response to a particular request.
- G. The city may charge a flat fee of up to two dollars (\$2.00) for any request as an alternative to fees authorized under this section when the city reasonably estimates and documents that the costs allowed under this section are clearly equal to or more than two dollars (\$2.00). An additional flat fee shall not be charged for any installment after the first installment of a request produced in installments.
- H. The city shall not impose copying charges under this section for access to or downloading of records that the city routinely posts on its public internet website prior to receipt of a request unless the requester has specifically requested that the city provide copies of such records through other means.

- I. A requester may ask the city to provide, and if requested the city shall provide, a summary of the applicable charges before any copies are made and the requester may revise the request to reduce the number of copies to be made and reduce the applicable charges.
- J. In addition to the charge imposed for providing copies of public records and for the use by any person of city equipment copying costs, the city may include a customized service charge. A customized service charge may only be imposed if the city estimates that the request would require the use of information technology expertise to prepare data compilations, or provide customized electronic access services when such compilations and customized access services are not used by the city for other city purposes.
 - 1. The customized service charge may reimburse the city up to the actual cost of providing the services in this subsection.
 - 2. The city may require a deposit in an amount not to exceed 10 percent of the estimated cost of providing copies for a request, including a customized service charge. If the city makes a request available on a partial or installment basis, the city may charge for each part of the request as it is provided. If an installment of a records request is not claimed or reviewed, the city is not obligated to fulfill the balance of the request. The city may waive any charge assessed for a request pursuant to city rules and regulations. The city may enter into any contract, memorandum of understanding, or other agreement with a requester that provides an alternative fee arrangement to the charges authorized in this section, or in response to a voluminous or frequently occurring request.

The fees in this chapter provided may hereafter be modified or amended by the city council by resolution duly enacted and approved at any regular meeting called for that purpose.

SECTION 2. Severability. If any section, sentence, clause, or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Ordinance; provided, however, that if any section, sentence, clause, or phrase of this Ordinance is held to be invalid by a court of competent jurisdiction then the section, sentence, clause, or phrase in effect prior to the effective date of this Ordinance shall be in full force and effect for that invalidated section, sentence, clause, or phrase, as if this Ordinance had never been adopted.

SECTION 3. 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 _____, 2025.

Mayor Paul Helenberg

ATTEST:

APPROVED AS TO FORM:

Carie Cuttonaro, Clerk-Treasurer

Frank Randolph, City Attorney

RESOLUTION NO. 2025-01

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CASTLE ROCK, WASHINGTON, CREATING A MASTER FEE SCHEDULE AND UPDATING CURRENT RATES IN SCHEDULES 2, 4, 5, AND 6.

WHEREAS, it is the general policy of the City to establish fees that are reflective of the cost of services provided by the City; and

WHEREAS, the City has found it necessary to employ the use of a master fee schedule for the establishment of fees for City programs, permits and services, and periodically the fee schedule must be updated to incorporate new or modified services.

NOW, THEREFORE BE IT RESOLVED, the City Council of the City of Castle Rock do hereby resolve as follows:

SECTION 1. Master Fee Schedule is created. The master fee schedule is created as set forth in the schedules attached hereto as Exhibit A and incorporated by reference.

SECTION 2. Current rates are updated for Schedules 2, 4, 5, and 6.

SECTION 3. This resolution shall be effective immediately upon its adoption.

PASSED by the City Council and signed by the Mayor on this ____ day of _____, 2025.

Mayor Paul Helenberg

Attest:

Approved as to form:

Carie Cuttonaro, Clerk-Treasurer

Frank Randolph, City Attorney

City of Castle Rock
Master Fee Schedule

Approved by Resolution No. 2025-01

Effective Date _____, 2025

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Schedule 1 – Administrative

Reproduction of Public Records

The City Council hereby finds that it would be an undue burden as provided for in [RCW 42.56.120\(2\)\(b\)](#) to calculate the actual costs for scanned pages, electronic documents except as provided for below, and standard black and white copies, because the City lacks sufficient staff to track and then bill for the actual costs of those records. The following fees are set by Ordinance No. 2021-04:

Description	Fee
Public Records Inspection Request	No Charge
Photocopies, printed copies of electronic records when requested or for the use of agency equipment to make photocopies.	\$0.15 per page
Scanned records, or use of agency equipment for scanning.	\$0.10 per page
Records uploaded to email, or cloud-based data storage service, or other means of electronic delivery.	\$0.05 per four electronic files or attachments
Records transmitted in electronic format or for use of agency equipment to send records electronically.	\$0.10 per gigabyte
Digital storage media device, envelopes and/or packaging provided by the City.	Actual Cost
Postage or delivery charges.	Actual Cost
(Varies) *	Records for which other costs are authorized pursuant to specific fee statutes.
<i>Copy Charges above may be combined to the extent more than one type of charge applies to copies responsive to a particular request.</i>	

*If the City determines, in its sole discretion, that the materials need to be copied by an outside vendor due to volume, current workload of City staff, size or nature of the record, or any other reason, the requester will be charged the actual amount invoiced to the City by the copying vendor.

Returned Payment

Description	Fee
Returned payment, or payment not honored by a financial institution. <i>Replacement payment shall be made by cash, cashier's check, or money order payable to the City of Castle Rock.</i>	\$35.00

Schedule 2 – Other Fees

Business Licenses* (Obtained through WA State DOR)		
Description		Fee
Annual Home Business License		\$75.00
Annual General Business License		\$75.00
Annual Non-Resident Business License	Gross Annual Income greater than \$2,000.00.	\$75.00
	Gross Annual Income \$0 - \$2,000.01.	No Fee
Annual Nonprofit Business License		No Fee
*Annual Business Registrations are obtained, and fees paid through the Washington State Department of Revenue at this website: https://dor.wa.gov/manage-business/city-license-endorsements/castle-rock .		

Other Business Licenses (Obtained through Castle Rock Finance Department)		
Description		Fee
Temporary Business License (valid for 30 consecutive days)	Maximum number of Temporary Business Licenses issued per calendar year is two (2) for a maximum of sixty (60) days	\$30.00
Cabaret/Dance Hall/Music License	Annual (Jan 1 – Dec 31)	\$120.00
	Per Day	\$30.00
Card Room License	Annual (Jan 1 – Dec 31)	\$100.00
Coin-Operated Amusement Devices (Includes Jukebox machines, pinball machines, and all other coin operated amusement devices)	Annual (Jan 1 – Dec 31) (Each Individual Device)	\$20.00
Pool Table	Annual (Jan 1 – Dec 31) (Each Individual Table)	\$75.00

Special Event Permit	
Description	Fee
Fireworks Permit Application Processing Fee	\$0

Fireworks Permit	
Description	Fee
Fireworks Permit Application Processing Fee	\$10.00

Schedule 3 – Police

Firearms Dealer License	
Description	Fee
Firearms Dealer License	\$125.00*

*Rates are set by the State and are subject to change without notice.

Concealed Pistol License	
Description	Fee
Concealed Pistol License	\$36.00* plus fingerprinting fees
Concealed Pistol License – Renewal	\$32.00*
Concealed Pistol License – Late Renewal	\$42.00*
Concealed Pistol License – Replacement	\$10.00*

*Rates are set by the State and are subject to change without notice.

Other Fees	
Description	Fee
Fingerprints	\$10.00
Body Worn Camera Records Fee (unexempted requests)	\$50.53* per hour

*Rates are set by the State and are subject to change without notice.

Repeated False Alarm Response	
Description	Fee
Third occurrence of a false alarm within any 6-month period.	\$50.00
Fourth and all subsequent false alarms within the same 6-month period.	\$100.00

Schedule 4 – Building Code

Non-Refundable Fees

All fees and charges collected pursuant to this schedule shall be non-refundable except as provided by the building codes for bona fide refunds as approved by the building official.

Tables

- Table A-1 – Building Division Fees
- Table B-1 – Building Permit Fees
- Table B-2 – One- and Two-Family Dwellings / Structures / Accessory to Dwelling; Alterations
- Table F-1 – Fire Code Permit Fees
- Table G-1 – Excavation and Grading Fees
- Table M-1 – Mechanical Permit Fees
- Table O-1 – Other Fees
- Table P-1 – Plumbing Permit Fees

Building Permits

International Building Code (Ch. 51-50 WAC) and International Residential Code (Ch. 51-51 WAC). Building permit fees are to be assessed from Table A-1 Based upon the building valuation. City of Castle Rock will utilize the international Code Council's (ICC) "Building Valuation Data", current edition, as published by the ICC with exceptions allowed as follows: For structures not specifically referenced in the valuation table; the building official, or designee, is authorized to use the fair market value or bid price of the project as the basis for fee assessment. The plan review fees will be collected when the building plans and applications are submitted. The building permit fee, and other associated fees, will be collected when the permit is issued.

Plan Review Fees

The fee for reviewing plans for building permits is sixty-five percent (65%) of the building permit fee unless otherwise stated. The plan review fee is to be paid at the time of plan submittal.

"Same As" – if an applicant submits, all at the same time, plans for identical buildings for one- or two-family dwellings under the International Residential Code, the plan review fee shall be fifty percent (50%) of the plan review fee for the first one submitted. The plan review fees are in addition to the permit fees in Table A-1 and are to be paid at the time of plan submittal.

The plan review fees specified in this section are separate fees from the permit fees and in addition to permit fees.

Refer to Table O-1 for other applicable fees.

Table A-1 Building Division Fees	
Total Valuation	Fee
\$1.00 to \$500.00	\$39.25
\$501.00 to \$2,000.00	\$39.25 for the first \$500.00, plus \$5.04 for each additional \$100.00, or fraction thereof, to and including \$2,000.00.
\$2,001.00 to \$25,000.00	\$138.00 for the first \$2,000.00, plus \$22.41 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00.
\$25,001.00 to \$50,000.00	\$670.00 for the first \$25,000.00 plus \$16.04 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00.
\$50,001.00 to \$100,000.00	\$1,083.00 for the first \$50,000.00 plus \$11.53 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00.
\$100,001.00 to \$500,000.00	\$1,659.50 for the first \$100,000.00 plus \$9.15 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00.
\$500,001.00 to \$1,000,000.00	\$5,415.00 for the first \$500,000.00 plus \$7.90 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00.
\$1,000,001.00 and up	\$9,405.00 for the first \$1,000,000.00 plus \$5.15 for each additional \$1,000.00 or fraction thereof.

*Additional costs apply. Additional costs may include but are not limited to copies, postage, publishing, engineering fees, city planner fees, and hearing examiner fees. Each additional cost will be billed at actual cost plus 10%.

Commercial Structures and Alterations

Valuation is based on the greater of 'Building Valuation Data' table or Fair Market Value. Shell buildings and unfinished spaces shall be valued at no less than eighty percent (80%) of the above valuations.

Factory Assembled Structures

Factory Assembled Structures are regulated by Washington State Labor & Industries. A Placement Permit is required for installation of factory assembled structures. For residential structures, the Placement Permit shall include allowance for two (2) exterior exit landings, not to exceed 4 feet by 8 feet, and associated stairs. For commercial structures, a separate building permit may be required for means of egress structures; refer to Table B-1 for associated fees. Separate mechanical, plumbing and fire code permits may be required; refer to Table M-1, P-1, and F-1 for associated fees. Placement Permits shall include allowance for three (3) inspections. Each additional inspection will be conducted at the applicable rate.

Refer to Table B-1 for Building Permit Fees.

Refer to Table O-1 for other applicable fees.

Table B-1 Building Permit Fees		
Description		Fee
Permit Administration Fee – Apply to each permit issued.		\$45.00
Washington State Surcharge (for each permit under IRC)	First Unit	\$6.50
	Each Additional Unit	\$2.00
Washington State Surcharge (for each permit under IBC or IEBC)		\$25.00
Commercial Structures	Permit	Use Table A-1 to calculate based on Valuation.
	Plan Review	65% of Permit
One- & Two-Family Dwellings and Accessory Structures	Permit	Use Table A-1 to calculate based on Valuation.
	Plan Review	65% of Permit Fee
One- & Two-Family “Same As”	Initial Permit	Use Table A-1 to calculate based on Valuation.
	Initial Plan Review	65% of Permit Fee
	Permit; all Subsequent Issuance	Use Table A-1 to calculate based on Valuation.
	Plan Review; all Subsequent Issuance	50% of Initial Plan Review Fee
Commercial Factory Assembled Structures – Means of Egress	Landing $\leq 5' \times 8'$ and associated stairs and ramp	\$200.00
	All Other (minimum fee \$200.00)	Use Table A-1 to calculate based on Valuation.
	Plan Review for All Other	65% of Permit Fee
Occupancy Permit (Does not include tenant alterations)	Change of Occupancy	\$100.00
	Plan Review for Change of Occupancy	\$100.00
	Verification of Occupancy Classification (tenant move-in)	\$100.00
Issuance of Address		\$100.00 per address
Re-Roof Fees	Commercial Permit (minimum fee \$200.00)	Use Table A-1 to calculate based on Fair Market Value. Fee is equal to 50% of that calculation.
	One- and Two-Family Dwellings (when required) (two inspections included)	\$200.00
General Building Permit for which no fee is specified	Permit	Use Table A-1 to calculate based on Fair Market Value or Bid Price.
	Plan Review	65% of Permit Fee

*Additional costs apply. Additional costs may include but are not limited to copies, postage, publishing, engineering fees, city planner fees, and hearing examiner fees. Each additional cost will be billed at actual cost plus 10%.

One and Two-Family Dwellings / Structures / Accessory to Dwellings; Alterations

Refer to Table B-1 for Building Permit Fees.

Refer to Table B-2 for One and Two-Family Dwellings / Structures / Accessory to Dwellings; Alterations.

Refer to Table O-1 for other applicable fees.

Table B-2 One and Two-Family Dwellings / Structures / Accessory to Dwellings; Alterations	
Valuation Table – Per Square Foot Valuations shall be determined as follows:	
Description	Valuation
Single-Family and Two-Family Dwellings	\$123.00 per square foot
Multi-Family Dwellings	\$120.00 per square foot
Addition	\$100.00 per square foot
Unfinished Spaces: Basement/Attic	\$52.00 per square foot
Garage/Utility Building; Conventional Light Frame Construction	\$48.00 per square foot
Utility Buildings/Garage/Carport; Pole Building Type Construction	\$32.00 per square foot
Carport/Patio Cover	\$26.00 per square foot
Wood Deck	\$20.00 per square foot
Wood Deck with Roof Cover	\$34.00 per square foot
Alterations	Fair Market Value
Work other than described	Fair Market Value

Fire Code – International Fire Code – Chapter 51-54A WAC.

Operational Permits – the fire code official is authorized to issue operational permits for the installations and activities enumerated in Section 105.6 of the WAC. Permits shall be valid for a prescribed period of time or until renewed or revoked. Permits shall be renewed each year thereafter upon approval of the fire code official and payment of appropriate fees.

Construction Permits – The fire code official is authorized to issue fire code construction permits for the work activities enumerated in Section 105.7 of the WAC.

Refer to Table F-1 for Fire Code Permit Fees.

Refer to Table O-1 for other applicable fees.

Table F-1 Fire Code Permit Fees Note: Minimum Permit / Plan Review Fee unless otherwise noted is \$100.00, including the Administration Fee)		
Description		Fee
Permit Administration Fee	Apply to each permit issued.	\$45.00
Plan Review Fee	Applied to each permit – unless otherwise noted.	\$100.00
Commercial Hood Suppression System	Permit	\$180.00
Construction Permits	Permit	Use Table A-1 to calculate based on Fair Market Value.
	Plan Review	50% of Permit Fee
LPG Storage Tank > 25 GL ≤ 120 GL – Residential Installation Only	Permit	\$100.00
	Plan Review	\$20.00
LPG Storage Tank	≤ 500 GL - Permit	\$100.00
	≥ 500 GL ≤ 2,000 GL- Permit	\$180.00
	> 2,000 GL - Permit	Use Table A-1 to calculate based on Fair Market Value.
	Plan Review	50% of Permit Fee
Fire Alarm – Complete System	Permit	Use Table A-1 to calculate based on Fair Market Value.
	Plan Review	50% of Permit Fee
Fire Alarm – Repair and/or Panel Replacement		\$100.00
Fire, Life, Safety Plan Review	Commercial Building Permits Only	50% of Permit Fee
	Commercial Occupancy Permit	\$100.00
Fire Suppression/Sprinkler Systems	Permit	Use Table A-1 to calculate based on Fair Market Value.
	Plan Review	50% of Permit Fee
Fire Sprinkler System Alterations, Replacement (Maximum two (2) heads)		\$100.00
Fuel Storage Tank (Flammable/Combustible Liquids) ≤ 500 GL	Permit	\$100.00
Fuel Storage Tank (Flammable, Combustible Liquids) > 500 GL	Permit	Use Table A-1 to calculate based on Fair Market Value.
	Plan Review	50% of Permit Fee
Generators	Permit	\$100.00
Operational Permits	Permit	\$100.00
	Plan Review (initial permit; not applicable to renewal unless conditions of permit change)	\$45.00

*Additional costs apply. Additional costs may include but are not limited to copies, postage, publishing, engineering fees, city planner fees, and hearing examiner fees. Each additional cost will be billed at actual cost plus 10%.

Table G-1 Excavation and Grading Fees All Excavating and Grading permits will be accompanied by an Inspection Fee of \$100.00 in addition to the fees listed below.		
Cubic Yards	Plan Review Fee	Permit Fee
0 – 50	\$41.25	\$93.50
51 – 1,000	\$66.50	\$104.50
1,001 – 10,000	\$97.35	\$121.00
10,001 – 20,000	\$142.18	\$143.00
20,001 – 30,000	\$186.95	\$185.90
30,001 – 40,000	\$231.00	\$231.00
40,001 – 50,000	\$275.00	\$275.00
50,001 – 60,000	\$319.61	\$550.00
60,001 – 70,000	\$364.10	\$605.00
70,001 – 80,000	\$408.10	\$726.00
80,001 – 90,000	\$440.00	\$1,100.00
90,001 – 100,000	\$495.00	\$1,485.00
100,001 – 200,000	\$491.00 for first 100,000 cubic yards, plus \$24.00 for each additional 10,000 cubic yards or fraction thereof	\$1,711.00
200,001 and more	\$726.00 for the first 200,000 cubic yards, plus \$14.00 for each additional 10,000 cubic yards or fraction thereof	\$1,711.00 for the first 200,000 cubic yards, plus \$59.00 for each additional 10,000 cubic yards or fraction thereof

*Additional costs apply. Additional costs may include but are not limited to copies, postage, publishing, engineering fees, city planner fees, and hearing examiner fees. Each additional cost will be billed at actual cost plus 10%.

Mechanical Construction – International Mechanical Code – Chapter 51-52 WAC.

A mechanical permit is required for all mechanical work regulated by the Washington State Building Code. For mechanical work associated with Building Permits for New Residential and for New Commercial/Industrial Construction, the building and mechanical permits may be combined, and the mechanical permit fees added to the building permit.

The permit shall include allowance for two (2) inspections. Each additional inspection will be conducted at the applicable rate.

Refer to Table M-1 for Mechanical Permit Fees.

Refer to Table O-1 for other applicable fees.

Table M-1 Mechanical Permit Fees		
Note: Minimum Permit Fee is \$100.00 (including the Administration Fee)		
Description		Fee
Permit Administration Fee – Apply to each permit issued, unless associated with combination building permit for new residential or commercial/industrial construction.		\$45.00
Combination Building Permit Fees – New Residential Construction	Up to 3,000 square feet	\$200.00
	Over 3,000 square feet	\$300.00
Stand Alone Mechanical Permits – Residential Construction	Base Fee (Apply to each stand-alone Mechanical Permit for Residential Construction plus itemized fees below.	\$35.00
	Heating system (furnace, heat pump, suspended heater, fireplace, wood stove, etc.). A/C system (air conditioner, chiller, or Air Handling Unit (VAV) including ducts and vents)	\$20.00 per unit
	Boiler or Compressor	\$20.00
	Appliance or piece of equipment regulated by this code but not classed in other appliance categories, or for which no other fee is listed in this code	\$20.00
	Ventilation/exhaust fan	\$20.00
	Fuel Gas Piping (each gas piping system up to six (6) outlets)	\$20.00
Combination Building Permit Fees – New Commercial/Industrial		\$500.00
Stand Alone Mechanical Permits – Commercial/Industrial Construction	Base Fee (Apply to each stand-alone Mechanical Permit for Commercial or Industrial Construction plus itemized fees below.	\$75.00
	Heating system (furnace, heat pump, suspended heater, fireplace, wood stove, etc.). A/C system (air conditioner, chiller, or Air Handling Unit (VAV) including ducts and vents)	\$35.00 per unit
	Boiler or Compressor	\$75.00
	Refrigeration System	\$75.00
	Commercial Hood: Installation of each served by a mechanical exhaust, including the ducts for such hood	\$75.00
	Incinerator: Installation or relocation of each	\$100.00
	Appliance or piece of equipment regulated by this code but not classed in other appliance categories, or for which no other fee is listed in this code	\$35.00
	Fuel Gas Piping (each gas piping system up to six (6) outlets)	\$35.00
	Propane Tank Placement – Installation or relocation of each	\$100.00

*Additional costs apply. Additional costs may include but are not limited to copies, postage, publishing, engineering fees, city planner fees, and hearing examiner fees. Each additional cost will be billed at actual cost plus 10%.

Table O-1 Other Fees		
Description		Fee
Inspections	Additional Inspection Fee	\$100.00 each
	Outside of normal business hours.	\$300.00 each
	Reinspection Fee	\$150.00 each
	Inspection for which no fee is specifically indicated	\$100.00 each
Administrative Determination		\$25.00 each 15 minutes or fraction thereof
Additional plan review required by amendments or revisions to the approve plans		No Fee*
For use of outside consultants for plan checking and inspections, or both		No Fee*
Staff Consultation Fee (minimum charge – one hour)		\$75.00 per hour
Commercial Factory Assembled Structure Placement	Administration Fee	\$45.00
	Plan Review	\$195.00
	Permit	\$195.00
Manufactured Home Placement	Administration Fee	\$45.00
	Plan Review	\$275.00
	Permit	\$225.00
Utility Building Accessory to a Dwelling - Placement	Administrative Fee	\$45.00
	Plan Review	\$195.00
	Permit	\$195.00
Demolition	Commercial Structure	\$450.00
	Residential Structure	\$150.00
Signs requiring a Building Permit (In addition to any building permit fees and/or plan review fees for installation, a sign permit fee is applicable.)	Permit	Use Table A-1 to calculate based on Total Valuation.
	Plan Review	50% of Permit Fee
Non-Compliance (Failure to obtain a Permit)		Permit Fees Double

*Additional costs apply. Additional costs may include but are not limited to copies, postage, publishing, engineering fees, city planner fees, and hearing examiner fees. Each additional cost will be billed at actual cost plus 10%.

Plumbing Construction – Uniform Plumbing Code – Chapter 51-56 WAC.

A plumbing permit is required for all plumbing work regulated by the Washington State Building Code. For plumbing work associated with Combination Building Permits for New Residential and for New Commercial/Industrial Construction, the building and plumbing permits may be combined, and the plumbing permit fees added to the building permit.

The permit shall include allowance for two (2) inspections. Each additional inspection will be conducted at the applicable rate.

Refer to Table P-1 for Plumbing Permit Fees.

Refer to Table O-1 for other applicable fees.

Table P-1 Plumbing Permit Fees		
Note: Minimum Permit Fee is \$100.00 (including the Administration Fee)		
Description		Fee
Permit Administration Fee – Apply to each permit issued, unless associated with combination building permit for new residential or commercial/industrial construction.		\$45.00
Combined Building Permit Fees – New Residential Construction	Up to 3,000 square feet	\$300.00
	Over 3,000 square feet	\$400.00
Stand Alone Plumbing Permits – Residential	Base Fee (Apply to each stand-alone Plumbing Permit for Residential Construction plus itemized fees below.	\$35.00
	Per plumbing fixture (e.g., sink, shower, toilet, dishwasher, tub, etc.) or set of fixtures on one trap	\$10.00
	Water Service: For meter to building	\$10.00
	Per fixture for repair or alteration of drainage, waste, or vent piping	\$10.00
	Per drain for rainwater systems	\$10.00
	Per lawn sprinkler system, includes backflow prevention	\$10.00
	Per vacuum breaker or backflow protection device on tanks, vats, etc.	\$10.00
	Per interceptor for industrial waste pretreatment	\$10.00
Combination Building Permit Fees – New Commercial/Industrial		\$500.00
Stand Alone Plumbing Permits – Commercial/Industrial Construction	Base Fee (Apply to each stand-alone Plumbing Permit for Commercial or Industrial Construction plus itemized fees below.	\$50.00
	Per plumbing fixture (e.g., sink, shower, toilet, dishwasher, tub, etc.) or set of fixtures on one trap	\$20.00
	Water Service: For meter to building	\$20.00
	Per fixture for repair or alteration of drainage or vent piping	\$20.00
	Per drain for rainwater systems	\$20.00
	Per lawn sprinkler system, includes backflow prevention	\$20.00
	Per vacuum breaker or backflow protection device on tanks, vats, etc.	\$20.00
	Per interceptor for industrial waste pretreatment	\$20.00
Medical Gas Piping: (each gas piping system up to six (6) outlets		\$20.00

*Additional costs apply. Additional costs may include but are not limited to copies, postage, publishing, engineering fees, city planner fees, and hearing examiner fees. Each additional cost will be billed at actual cost plus 10%.

Schedule 5 – Planning

Environmental Review			
Description			Fee
Critical Areas	Determination	Application Fee	\$250.00
		Administration Fee	\$45.00
	Permit	Application Fee	\$500.00*
		Administration Fee	\$45.00
SEPA (State Environmental Policy Act)	EIS Permit (Environmental Impact Statement)		\$1,500.00* (Bond Required)
	Threshold Determination		\$300.00*
Shoreline	Appeal (shoreline only)		No Fee*
	Permit		\$1,000.00*
	Substantial Development Permit (SDP)		\$1,500.00*

*Additional costs apply. Additional costs may include but are not limited to copies, postage, publishing, engineering fees, city planner fees, and hearing examiner fees. Each additional cost will be billed at actual cost plus 10%.

Land Use Actions		
Description		Fee
Binding Site Plan		\$2,500.00*
Boundary Line Adjustment		\$350.00*
Fee in Lieu of Park Land Dedication		\$2,500.00*
Manufactured Home Park/Subdivision		\$2,500.00*
Recreational Vehicle (RV) Park		\$2,500.00*
Short Plat (Includes Final)		\$1,500.00 plus \$250/lot*
Subdivision	Preliminary Plat	\$2,500.00 plus \$250/lot*
	Plat Time Extension	\$1,000.00
	Final Plat	\$1,500.00*
Vacation of Plat or Public Right-of-Way		\$100.00* plus purchase price of Land

*Additional costs apply. Additional costs may include but are not limited to copies, postage, publishing, engineering fees, city planner fees, and hearing examiner fees. Each additional cost will be billed at actual cost plus 10%.

Other Land Use/Planning Fees		
Description		Fee
Appeals (other than shoreline)		\$750.00*
Right-of-Way Permit (ROW)	Notification	No Fee
	Road Cut	No Fee
Annexation/ Hearing		\$2,500.00 plus \$50.00/acre over 10 acres
Conditional Use Permit		\$500.00*
Special Use Permit		\$350.00*
Temporary Use Permit		\$150.00
Variance		\$500.00*

*Additional costs apply. Additional costs may include but are not limited to copies, postage, publishing, engineering fees, city planner fees, and hearing examiner fees. Each additional cost will be billed at actual cost plus 10%.

Preapplication Conferences & Site Plan Reviews		
Description		Fee
Preapplication Conference for Conservation Easement or Density Incentives (CRMC 18.10.090)		Actual Cost of City Staff Time Expended
Preapplication Conference for Land Exchanges (CRMC 18.10.090)		Actual Cost of City Staff Time Expended
Preapplication Conferences & Site Plan Reviews	Binding Site Plans	\$300.00 for first hour plus additional costs* for all time exceeding one hour.
	Commercial Uses	
	Duplexes	
	General Land Use Conference	
	Industrial Uses	
	Mobile Home Parks	
	Multi-Family Structures	
	Recreational Vehicle Parks	
	Short Plats	
	Single Family Dwellings	
	Subdivisions	
	Preapplication Conferences/Site Plan Reviews for which no other fee is listed.	

*Additional costs apply. Additional costs may include but are not limited to copies, postage, publishing, engineering fees, city planner fees, and hearing examiner fees. Each additional cost will be billed at actual cost plus 10%.

Signs		
Fees below are in addition to any fees required through IBC for installation.		
Description		Fee
Electric Signs		In addition to the City's permit & fees, applicant must also receive permit from L&I.
Political Signs		No Fee
Sandwich Board (portable sidewalk signs)		\$35.00
Signage	Up to 100 square feet	\$55.00
	Over 100 square feet	\$55.00 for first 100 square feet, plus \$0.25 for each additional square foot, or fraction thereof

Zoning		
Description		Fee
Rezone		\$1,000.00*
Comprehensive Plan Amendment	Map Change	\$1,250.00*
	Text Change	\$1,250.00*
Zoning Ordinance	Map Change	\$2,500.00
	Text Change	\$2,500.00

*Additional costs apply. Additional costs may include but are not limited to copies, postage, publishing, engineering fees, city planner fees, and hearing examiner fees. Each additional cost will be billed at actual cost plus 10%.

Schedule 6 – Water and Sewer

Water – Residential – Single-Family Dwellings (SFD)						
Meter Size	Connection Fee +	System Development Charge =	Water Hookup Charge +	Parts and Labor (See CRMC 13.12.014 for applicability of these fees)		
				Main Side	Push/Open Cut	Across State Highway or Arterial Street
¾"	\$2,700 +	\$1,850 =	\$4,550 +	\$2,000	\$8,200	\$15,600
1"	\$3,780 +	\$3,330 =	\$7,110 +			
1 ½"	\$4,995 +	\$7,400 =	\$12,395 +			
2"	\$6,885 +	\$13,320 =	\$20,205 +			

Water – Residential – Multi-Family Dwellings (MFD)					
Meter Size	Connection Fee +	System Development Charge Multiplied by the Total Number of Available Living Units (LU)*	Parts and Labor (See CRMC 13.12.014 for applicability)		
			Main Side	Push/Open Cut	Across State Highway or Arterial Street
¾"	\$2,700 +	\$1,388 x LU	\$2,000	\$8,200	\$15,600
1"	\$3,780 +				
1 ½"	\$4,995 +				
2"	\$6,885 +	\$1,388 x LU	\$3,000	\$12,300	\$23,400
3"	\$9,450 +				
4"	\$11,475 +				
6"	\$18,360 +				
*Each Living Unit (LU) is equal to 0.75 equivalent residential units (ERUs).					

Water – Commercial and Industrial					
Meter Size	Connection Fee +	System Development Charge Multiplied by PU, Divided by 500 Cubic Feet per Month (CPM) +	Parts and Labor (See CRMC 13.12.014 for applicability)		
			Main Side	Push/Open Cut	Across State Highway or Arterial Street
¾"	\$2,700 +	\$1,850 x PU/500 CFM	\$2,000	\$8,200	\$15,600
1"	\$3,780 +				
1 ½"	\$4,995 +				
2"	\$6,885 +				
3"	\$9,450 +	\$1,850 x PU/500 CFM	\$3,000	\$12,300	\$23,400
4"	\$11,475 +				
6"	\$18,360 +				
8"	\$24,300 +				
10"	\$36,990 +	\$1,850 x PU/500 CFM	\$4,000	\$16,400	\$31,200
12"	\$47,790 +				
*The projected usage (PU) shall be computed at a rate equal to the estimated monthly water usage (measured at the source of water consumption in cubic feet, over a one-year basis), as accepted by the public works director or the city engineer, or their designee, based on information provided by the applicant.					

Sewer – Residential – Single-Family Dwellings (SFD)						
Lateral Size	Connection Fee +	System Development Charge =	Water Hookup Charge +	Parts and Labor (See CRMC 13.12.044 for applicability of these fees)		
				Main Side	Push/Open Cut	Across State Highway or Arterial Street
4"	\$2,450 +	\$3,265 =	\$5,715 +	\$2,500	\$10,000	\$19,250
6"	\$3,675 +		\$8,573 +			

Sewer – Residential – Multi-Family Dwellings (MFD)					
Lateral Size	Connection Fee +	System Development Charge Multiplied by the Total Number of Available Living Units (LU)*	Parts and Labor (See CRMC 13.12.044 for applicability)		
			Main Side	Push/Open Cut	Across State Highway or Arterial Street
4"	\$2,450 +	\$2,450 x LU	\$2,500	\$10,000	\$19,250
6"	\$3,675 +				
8"	\$4,900 +	\$2,450 x LU	\$5,000	\$20,000	\$38,500
10"	\$7,350 +				
12"	\$12,250 +				
*Each Living Unit (LU) is equal to 0.75 equivalent residential units (ERUs).					

Sewer – Commercial and Industrial					
Lateral Size	Connection Fee +	System Development Charge Multiplied by PU, Divided by 500 Cubic Feet per Month (CPM) +	Parts and Labor (See CRMC 13.12.044 for applicability)		
			Main Side	Push/Open Cut	Across State Highway or Arterial Street
4"	\$2,450 +	\$3,265 x PU/500 CFM	\$2,500	\$10,000	\$19,250
6"	\$3,675 +				
8"	\$4,900 +	\$3,265 x PU/500 CFM	\$5,000	\$20,000	\$38,500
10"	\$7,350 +				
12"	\$12,250 +				
*The projected usage (PU) shall be computed at a rate equal to the estimated monthly water usage (measured at the source of either water consumption or sewer discharge in cubic feet, over a one-year basis), as accepted by the public works director or the city engineer, or their designee, based on information provided by the applicant. One equivalent residential unit is equal to 500 CFM in commercial and industrial usage.					

Retail Water Sales	
Description	Fee
Per Gallon	\$ 0.05
Meter Charge per month, or fraction thereof	\$ 43.18

Miscellaneous Fees	
Description	Fee
Rebiling Fee	\$ 10.00
Delinquent Administration Fee	\$ 10.00
Delinquent Disconnect/Reconnect Fee	\$ 40.00
Overtime Reconnection Fee on Delinquent Accounts	\$ 120.00

All other water and sewer account service charges/rates are included under separate resolution.

Schedule 7 – Stormwater

The following monthly service charges are hereby established for all parcels of real property within the boundaries of the City of Castle Rock, as they now exist or as they may be hereafter amended, for the purpose of carrying on the responsibilities of the stormwater management utility.

Notwithstanding the number of impervious units applicable to any individual property, the minimum service charge for all developed properties shall be equal to the base rate. Monthly base rates shall be pro-rated to a daily rate. New and vacating customers, occupying premises for a partial month's billing cycle, shall be billed 1/30th per day during the partial month of service. Refer to Ordinance No. 2025-03 for more information.

Miscellaneous Fees	
Description	Fee
Base Rate	\$ 8.79
Undeveloped Parcels	No Fee
Single-Family Parcels	Base Rate
Duplex Parcels	Base Rate
Multi-Family Parcels	Fee = Base Rate * # Dwelling Units
Mobile Home Parks	Fee = Base Rate * Each Mobile Home

Other Developed Parcels, including Commercial-Designated Parcels shall be charged as follows:			
Category	Description	Square Footage of Impervious Area	Monthly Service Charge per Impervious Area
1	Very Light	0 - 4,000	\$ 8.11
2	Moderately Light	4,001 - 11,000	\$ 21.53
3	Light	11,001 - 17,000	\$ 37.71
4	Moderate	17,001 - 24,000	\$ 53.93
5	Moderately Heavy	24,001 - 30,000	\$ 70.09
6	Heavy	30,001 - 37,000	\$ 89.07
7	Very Heavy	37,001 - 43,560	\$ 113.29
8	Parcels over 1 acre in size will be charged by the number of acres multiplied by \$113.29 (i.e. 1.3 acres x \$113.29 = \$147.28 monthly charge)		

Refer to [CRMC 13.18.030](#) for Rate Adjustments.

Schedule 8 – Library

Non-Resident Library Cards	
1-Year Membership	\$25.00
6-Month Membership	\$15.00
Interlibrary Loan Fee	\$2.00

Overdue Fines	
Daily Fine	\$0.10 per day
Grace Period	7 Days
Maximum Fine	\$10.00 per item

Lost or Unreturned Items	
Lost or Unreturned Fee	Original Value in addition to accrued charges*.
*Library Director may authorize charging the cost of replacement or replacement fees on books or sets which are particularly valuable or difficult to replace (i.e. encyclopedias).	

Damaged Materials and Equipment	
Library materials such as books	Cost to repair or rebind the item with a minimum charge of \$1.00.
The Library Director shall determine the cost of reparation according to the amount of damage the material has sustained. Irreparable Damage – The patron must pay the replacement cost of the item. Once the replacement charge is paid, the patron, upon request, may have the damaged item.	

Internet Charges	
Access to the Internet	No charge
Computer Disk (purchase)	\$ 1.00/each
Material Printed	\$ 0.15/page
1. Patrons using the Internet will be subject to the regulations set forth by the Library Board of Trustees. 2. Use of software other than provided by the library is prohibited. 3. The user will be responsible for any charges incurred as a result of their use of the Internet to purchase items or subscriptions. 4. The user will be held financially responsible for damages that occur to the computer due to intentional misuse.	

Schedule 9 – Boat Launch

Parking Fees	
Annual Parking Permit (valid Jan 1 – Dec 31)	\$60.00
Additional Trailer (valid Jan 1 – Dec 31)	\$10.00
Daily Parking Fee	\$5.00 per day
Disabled Veteran Parking Pass Exemption*	No Charge
Annual Parking Permit Replacement	\$10.00
*Disabled Veteran Parking Pass Exemptions can be given with acceptable documentation for: - United States Armed Forces Veteran, honorably discharged, 65 years old or older, with a service-connected disability. - United States Armed Forces Veteran, honorably discharged, under 65 years old, with at least a 30% service-connected disability.	Acceptable Documentation: - Disabled Veteran’s Lifetime Pass; or - Letter from Department of Veterans Affairs approving service-related disability compensation and denoting the percentage of disability allowed.

Schedule 10 – Animal Control

Dog/Cat Registration & Fees (obtained through Humane Society of Cowlitz County)		
Unaltered Animal	New - On or Before June 30	\$35.00
	New - On or After July 1	\$17.50
	Renewal - Prior to January 2	\$35.00
	Renewal - Late Registration	\$50.00
Altered Animal	New - On or Before June 30	\$15.00
	New - On or After July 1	\$7.50
	Renewal - Prior to January 2	\$15.00
	Renewal - Late Registration	\$30.00
Lost Tag Replacement		\$5.00
In addition to the Registration Fees listed above, the following fees shall also apply:		
Dangerous Dog Fee	On or Before June 30	\$100.00
	On or After July 1	\$50.00
Exceptions: - Registration of cats is optional for the cat owner. - No fee shall be charged for a service dog or cat. See CRMC 6.06.010 definition of “Service dog or cat.”		
Reference CRMC Chapter 6.06 – Animal Control for more information.		

Dog Impoundment/Redemption Fees		
Pick-up Charge		\$15.00
Daily Impoundment Fee		\$15.00
Service Charge/Redemption Fees*	First Impoundment	\$50.00
	Second Impoundment	\$100.00
	Third and Each Subsequent Impoundment	\$150.00
*Provided the owner, keeper or purchaser of any dangerous or potentially dangerous dog, as defined in CRMC Chapter 6.06 , shall not be permitted to keep such dog within the city after redemption or purchase or sell or give such dog to anyone who shall thereafter keep such dog within the city. If any such dangerous or potentially dangerous dog is again impounded, the animal control authority shall destroy such dog by humane methods.		
Reference CRMC Chapter 6.06 – Animal Control for more information.		

Rabies, Dangerous or Potentially Dangerous Dog Fees		
Daily Impoundment Fee		\$15.00
Service Charge*	First Impoundment	\$50.00
	Second Impoundment	\$100.00
	Third and Each Subsequent Impoundment	\$150.00
*Provided the owner, keeper or purchaser of any dangerous or potentially dangerous dog, as defined in CRMC Chapter 6.06 , shall not be permitted to keep such dog within the city after redemption or purchase or sell or give such dog to anyone who shall thereafter keep such dog within the city. If any such dangerous or potentially dangerous dog is again impounded, the animal control authority shall destroy such dog by humane methods.		
Reference CRMC Chapter 6.06 – Animal Control for more information.		

WATER & SEWER CONNECTION FEES ADJUSTMENT 1-25

Water:

Part 1 City Water System Development Charge (SDC) Information:

Projects identified in the Water System Plan:

Replace water main - Buland Dr S	\$ 439,000
Replace water main 2nd Ave - B St - Warren St	\$ 302,000
Replace water main in alley next to hardware store	\$ 84,100
Replace water main C St; west end to alley - D St	\$ 112,000
Construct reservoir on west side of Cowlitz River	\$ 3,759,300
Re-coat Carpenter Rd reservoir	\$ 250,000
Subtotal	\$ 4,946,400
Inflation since 2021 Water System Plan - 22.3%	\$ 1,103,047
Total	\$ 6,049,447

Current Water Usage:

$$\begin{aligned} & 144,000,000 \text{ total annual gallons, of which the city portion is 58\%} \\ & \times \frac{58\%}{1} \text{ City Portion of annual gallons} \\ & = 83,520,000 \text{ annual gallons} \\ & \div 365 \text{ days} \\ & = 228,822 \text{ daily gallons} \\ & \div \frac{120}{1} \text{ gallons per day ERU (Equivalent Residential Unit for Single Family Dwelling)} \\ & = 1,907 \text{ ERUs} \end{aligned}$$

1,960 Remaining ERUs in City System, based on existing storage capacity.

$$\begin{aligned} & \$ 6,049,447 \text{ Project costs identified above} \\ & \div \frac{1,960}{1} \text{ Remaining ERUs} \\ & = 3,086 \text{ Development cost per remaining ERU} \\ & \$ 1,100 \text{ Proposed SDC (a portion of the calculated \$3,086)} \\ & \quad 36\% \text{ proposed rate is 36\% of the calculated SDC.} \end{aligned}$$

Justification:

City Public Works crew does all the water main replacements resulting in significant savings (usually less than half of the estimated amount).

The west side reservoir will likely be partially grant funded.

Part 2 Regional Water System Development Charge (SDC) Information:

Both the City and the County pay a Regional Water SDC in their connection fee cost. The Regional Water Board has recommended that this fee be raised from \$500 per ERU to \$750 per ERU. The Regional System SDC fee is calculated in a similar way; however, the cost is paid by both entities.

Part 3

Value of the existing water system:
\$ 37,000,000 Estimated value
x 0.005% Recommended buy-in portion of the system.
= \$ 1,850 connection fee prior to parts
+ \$ 850 plus parts
\$ 2,700 Total Connection Fee

Water connection fee calculation:

Part 1	\$ 1,100	SDC City		
Part 2	\$ 750	SDC Regional		
Part 3	\$ 2,700	Connection Fee		
Total Cost*	\$ 4,550		<u>Current Fee</u>	<u>Increase</u>
			\$ 2,770	\$ 1,780

*Based on 3/4" x 5/8" water service where the service line is already at the property line.

Comparable Entities Fees:

\$ 5,324 Beacon Hill
\$ 5,550 Cowlitz County
\$ 4,500 Kalama
\$ 4,041 Kelso
\$ 2,381 Longview
\$ 4,246 Woodland

Sewer:

Part 1 System Development Charge (SDC) information

Projects identified in the Capital Facility Plan:

Repair or replace 9,000 linear feet of sewer main <i>(This is 14% of the total 64,000 linear feet of main line.)</i>	\$ 2,738,100
Rehabilitate the Green St Lift Station	\$ 55,000
Purchase 2 portable emergency generators for lift stations	\$ 80,000
Wastewater Treatment Plant Upgrades	\$ 3,000,000
Subtotal	\$ 5,873,100
Inflation since 2021 Water System Plan - 22.3%	\$ 1,309,701
Total	\$ 7,182,801

800,000 gallons per day - collection system & treatment plant capacity
- 250,000 gallons per day - current usage
550,000 remaining daily gallon capacity
31% per day - current usage
69% remaining daily capacity

3,200.00 ERU capacity
 x 31% per day - current usage
 1,000.00 daily ERUs
 2,200.00 remaining ERUs

Calculation:

\$ 7,182,801 Project costs identified above
 ÷ 2,200.00 remaining ERUs
 3,265 Cost per ERU (The Public Works crew is not able to perform most of this type of work, so reducing this amount is not recommended.)

Part 2

Value of the existing sewer system:

\$ 49,000,000 Estimated value
 x 0.005% Recommended buy-in portion of the system.
 \$ 2,450 Total Connection Fee
 (Typically, no parts are required, so there is \$0 cost added.)

Sewer connection fee calculation:

<u>Part 1</u>	\$	3,265	SDC City		
<u>Part 2</u>	\$	2,450	Connection Fee (existing buy-in)		
Total Cost*	\$	5,715			
				<u>Current Fee</u>	<u>Increase</u>
				\$ 4,100	\$ 1,615

*Owner to dig up and connect to service lateral at property line.

Comparable Entities Fees:

\$	5,825		Beacon Hill
\$	4,000	- 5,560	Cowlitz County
\$	10,000		Kalama
\$	7,182	- 15,019	Kelso
\$	3,874		Longview
\$	5,243	- 13,109	Woodland