

- 0007 Mayor Barbara Larsen called the regular meeting of the Castle Rock City Council to order at 7:30 p.m., followed by the Pledge of Allegiance. The following councilmembers were present: Khembar Yund, Greg Marcil, Earl Queen, Jack Reilly and Mike Mask.
- 0049 Clerk-Treasurer Ryana Covington stated that a revision of the January 12, 2009 minutes was requested. The revision will reflect that Donna Williams was advised that she is welcome to participate in the budget process when Budget Workshop Meetings are scheduled.
- 0121 Councilmember Queen made a motion, seconded by Mask to approve the minutes of the January 12, 2009 Regular Council Meeting with the noted correction. By roll call vote, Yund abstained, the rest Aye, motion passed.
- 0134 Councilmember Mask made a motion, seconded by Queen to approve the minutes of the October 14, 2008 Budget Workshop Meeting. By roll call vote, Yund abstained, the rest Aye, motion passed.
- 0189 Councilmember Yund made a motion, seconded by Queen to approve the minutes of the November 17, 2008 Budget Workshop Meeting. By roll call vote, unanimous Aye.
- 0206 Councilmember Yund read a proclamation on behalf of Mayor Larsen, to Big Brothers Big Sisters Columbia Northwest Program Coordinator Jenny Duncan proclaiming the month of January 2009 as Big Brothers Big Sisters Month. Big Brothers Big Sisters extends an opportunity for increased involvement and positive interaction by creating one-to-one relationships between caring adults and youths. Ms. Duncan noted that January is National Mentors Month. She reports that adult males are especially encouraged to volunteer as 70% of youths on the waiting list for a mentor are boys, however 70% of adult volunteers are women.
- 0534 Dan Moss, 36 Shintaffer Street NW, requests a utility adjustment due to unusual circumstances. He is unsure of the reason for the high usage in November, but assumes that an outdoor faucet was turned on as no leaks were found. Mr. Moss has removed the handles from the outdoor faucets to prevent another high usage.
- 0617 Councilmember Reilly made a motion, seconded by Queen to approve an adjustment for 36 Shintaffer Street NW in the amount of \$287.75 due to unusual circumstances. By roll call vote, unanimous Aye.
- 0639 City Attorney Tom O'Neill reports that he has not received the centerline description that is needed from the surveyor for the transfer of the property where the boat launch is to be located.

- 0679 Police Chief Bob Heuer stated that the Police Department received a plaque from the Cowlitz County DUI Traffic Safety Task Force for promoting traffic safety.

Chief Heuer thanked the volunteers, Police Reserves and Cadets for their effort during the high water event on January 7th and 8th. Councilmember Reilly announced that the Senior Center will be open during such an emergency event to provide shelter and refreshments.

- 0830 City Engineer Mike Johnson requests approval of Water Treatment Plant Improvements Change Order #1 for a project increase of \$12,488. This change order includes the following two items:

Item #1 - will increase the capacity of the air blowers by increasing the horsepower of the motors from 15 hp to 20 hp and upgrading the wiring and electrical disconnects to accommodate the larger blowers. In addition the stainless steel air discharge pipe header will be raised five feet. The estimated cost for this change is \$5992. This increase in blower capacity is required to meet the updated air requirements of the filter underdrain manufacturer to make the new filter underdrain system operate correctly.

Item #2- includes the installation of two blower discharge pressure switches and associated wiring, an additional power circuit to the adsorption clarifier control panel, modifying feedback wiring for the raw water control valve to provide analog feedback instead of digital feedback, modifying piping to accommodate the blower pressure relief valve and adding a flushing connection to the adsorption clarifier drains. The estimated cost for this change is \$6496. These improvements are recommended by the adsorption clarifier manufacturer to operate and control the clarifier and blowers correctly.

In response to a question from Councilmember Mask, Johnson clarified that this increase will be funded with the project contingency funds.

- 0933 Councilmember Yund made a motion, seconded by Reilly to approve the Water Treatment Plant Improvements Change Order #1 for a project increase of \$12,488. By roll call vote, unanimous Aye.

- 0945 In response to a question from Councilmember Mask, Johnson reports that once again only one bid was received for the Wastewater Treatment Plant Blower Room Improvements Project. The project specifications were revised for this second bid request, however the same contractor submitted the only bid.

- 1014 City Planner T.J. Keiran reviewed the Planning Commission Annual Report of 2008. The Planning Commission (PC) worked diligently to resolve zoning compliance issues within the code. The Zoning Compliance Project was funded in part with a Community Trade and Economic Development grant. Additionally

in 2008, the preliminary plat for the Jacobson Investment's mixed use commercial/residential subdivision at 1100 Dougherty Drive NE was approved with conditions. The PC has also been discussing the need for a new commercial zoning district for the 'Four Corners' area.

The PC will continue working to develop design standards and further revise the subdivision code to reduce issues. An example of such a problem that was encountered when it was discovered that the Cowlitz County Assessor's Office will not accept a survey to convey a boundary line adjustment.

- 1463 Keiran reports that the PC recommends approval of the Lower Columbia Community Action Council (CAP) 'Field of Dreams' Subdivision Final Plat, subject to conditions for approval. Keiran explained that the applicant discovered discrepancies between the survey and the actual built environment following Preliminary Plat approval. When site construction began, it was discovered that existing fences encroached upon CAP property which caused discrepancies with four lots. These discrepancies caused two lots to be under the minimum square footage allowed by the City. Strict adherence to the minimum lot size regulation does not allow any flexibility to resolve the property line dispute with the neighbors. When survey line discrepancies are found the property owners of the area with a discrepancy must also be signators on the Final Plat. CAP has agreed to convey the discrepancy areas to the neighboring property owners. However, the result of this agreement is that Lot 1 would be reduced from 6009 square feet to 5990.5 square feet and Lot 9 would be reduced from 6001 square feet to 5678 square feet. CAP has submitted a request to relinquish the old subdivision regulations and to process a variation request under current new regulations Chapter 16.36 Variations. CAP is requesting the variance under special conditions to build on lots less than 6000 square feet. Keiran pointed out that a request for a variation should have been presented before the Preliminary Plat approval but this discrepancy was not known at that time. The PC found that the criterion for this variance is met and Final Plat approval is recommended.

Keiran reports that CAP has requested a reduced rear yard setback for Lots 12, 13 and 14. In accordance with state law, for the next five years this plat will be reviewed for Building Permits under the zoning that was approved at Preliminary Plat. This reduced setback was allowed under the old zoning code if the Hearings Examiner finds that provisions are made for off-street parking. The condition for approval of this plat requires that provisions are made for four off-street parking spaces for every lot. In an effort to reduce expenses, the new code does not require a Hearings Examiner's review for off-street parking provisions. The PC requests that a note be placed on the plat adjusting the rear yard setbacks on lots 12, 13 and 14 to four feet. This would eliminate the need for the hearings examiner process.

The recommended conditions of approval for the 'Field of Dreams' Final Plat are:

1. Add a note on the Final Plat stating: “For a period of five years from the date of Final Plat recording, the Castle Rock Site Plan Review Committee may reduce the rear yard setback for lots 12, 13 and 14 if provisions are made for off-street parking. The property owner shall pay the costs to provide notice for any such request and staff may include conditions of approval to the building permit to address concerns made by neighboring property owners.”
2. On Sheet 2 of 4, the southwest boundary line for Lot 12 is missing. This line should be added to the mylar prior to signature.
3. The maintenance bond required per CRMC Section 16.28.030 and Part 3.01 (B) of the Castle Rock Development Guidelines and Public Works Standards has not yet been submitted. The maintenance bond should be submitted prior to signature on the mylar.
4. A control key for the street lights must be provided to the Public Works Director.

1984 Councilmember Mask made a motion, seconded by Queen to approve the CAP ‘Field of Dreams’ Final Plat with the listed conditions for approval.

During discussion: In response to a question from Councilmember Reilly, Keiran clarified that the off-street parking requirement will be met with a two car garage or carport and a driveway with sufficient space for two more vehicles. A permit would not be issued for a garage conversion unless four off-street parking spaces are provided.

In response to a question from Councilmember Yund, Keiran explained that RCW 58.17 provides that the plat is vested under the code at the time of the signature of Final Plat for a period of five years.

In response to a question from Councilmember Queen, CAP Construction Manager Steve Webb indicated that eight lots have families approved and ready for construction.

Vote on motion: By roll call vote, Marcil abstained, the rest Aye, motion passed.

City Attorney Tom O'Neill indicated that Cowlitz County Civil Deputy Ron Marshall assisted in an effort to expedite the resolution of the discrepancies. Keiran clarified that a survey is not required at the time of preliminary plat which creates the risk of encountering these types of discrepancies.

2423 Clerk-Treasurer Ryana Covington presented the 2008 Budget Summary Report. The following funds are using the beginning fund balances because expenses exceed revenues: General, Exhibit Hall, Library, Local Criminal Justice, Sewer Operating, Regional Water, Regional Sewer, Stormwater Management, Sewer Loan Reserve, Emergency Repair/Replacement and Ambulance Service. She noted that at the beginning of the year, General Fund beginning fund balance was \$357,059. As of December 31, 2008 this fund’s ending balance has been reduced

to \$209,442. The Sewer Loan Reserve, Emergency Repair/Replacement and Ambulance Service Funds have a zero balance as these funds have been expended this year and will be closed out.

Tape 1 of 1

Side B

Covington pointed out that during the budget process the projected December ending balance for the General Fund was estimated at \$136,080.35, the actual December ending balance was \$209,442. She distributed a summary of how the estimation was made and a comparison of how the actual December revenue and expenditure totals affected the estimation.

- 2767 Librarian Vicki Selander reports that approximately \$6,000 in donations have been received by the Friends of the Library to fund library operations. In response to a question from Councilmember Mask, Selander estimates that approximately \$16,000 is needed for the Library to remain open through 2009. Many residents have donated the amount that they would have paid in taxes if the levy had passed and a few have donated quite a bit more than the amount they would have paid in taxes.
- 2866 Report of Meetings
Councilmember Yund and Public Works Director David Vorse attended the January 2009 Rainstorm Incident Action Plan Wrap-up Meeting today. Councilmember Mask attended a CARE Coalition Meeting last week.
- 2920 Councilmember Marcil made a motion, seconded by Reilly to approve Ordinance 2009-01 approving the vacation of the alley located between Lots 6 and 7, Block 4 of the Atrims Addition submitted by Greg Cronk, Brenda Arthur and Clinton Arthur, on first reading. By roll call vote, unanimous Aye.
- 2967 In response to a question from Councilmember Yund, Covington stated that the Building Inspector has not yet responded to her request for clarification of when a permit is required for roof repairs. Covington noted that currently a permit is required to repair the roof for a commercial building. Permits are also required if dry rot is encountered. The cost of the project determines the cost for a permit. When Covington receives clarification from the Building Inspector, the information will be forwarded to Councilmembers Yund and Marcil.
- 3257 Mayor Larsen reports that City Attorney Tom O'Neill has clarified that the official council meeting minutes are the cassette tape recording of the meeting, not the written minutes. Councilmember Yund specified that he would like the public to have access to a more accurate representation of what actually occurred during a meeting, especially since an article in the newspaper can cause confusion or create questions which are not fully clarified in the minutes. Covington suggested that

Comcast provides a service to local agencies, allowing the local television station, KLTV to broadcast tapings of public meetings. Covington stated that a compact disc of the meeting can be obtained from KLTV after one year. This CD could also be used as a backup of the official minutes.

In response to a comment from Councilmember Mask, Councilmember Yund specified that he is not seeking a verbatim recording for the record, but rather an accurate portrayal easy to access by the public. This would be particularly useful when a newspaper article creates questions or concerns.

Councilmember Yund specified that he has located a digital recording system that records to CD for approximately \$750. While researching options, Councilmember Yund found that the cost for office equipment is approximately four times the cost of comparable music equipment. The audio quality of a digital video recorder exceeds that of a cassette. A system such as this would improve the quality of the official recording.

Covington stated that last year she spoke with a company that could provide a live feed on the city's website. However this option was very costly at \$13,000 for the equipment, plus \$622 per month for file maintenance. Covington will contact KLTV representatives.

- 3834 Mayor Larsen reports that she will not be able to attend the next two Regular Council Meetings as she is scheduled to have surgery.
- 3845 There being no further business, Mayor Larsen adjourned the meeting at 8:45 p.m.

Mayor Barbara Larsen

Clerk-Treasurer