

1. CALL TO ORDER

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

a. Roll Call

Members present: Chairperson Rick Sullivan, Commissioners Richard Skreen, Ryane Olin, and David VanCamp; Commissioner Rasmussen arrived during roll call. Memebers absent: Robert Frazier
Staff present: Contracted Planner Rachel Granrath, Secretary Karlene Akesson. Mayor Paul Helenberg arrived at approximately 7:00 pm.

2. CITIZEN COMMENTS

3. CONSENT AGENDA

a. Approval of Minutes - February 18, 2025 Planning Commission Regular Meeting Minutes

Commissioner Matt Rasmussen motioned, seconded by Commissioner Ryane Olin, to approve the February 18, 2025 Planning Commission Regular Meeting minutes as presented. Motion carried by roll call vote. Commissioners Rick Sullivan, Matt Rasmussen, Richard Skreen, Ryane Olin, and David VanCamp voted 'Aye'.

b. Request for Special Meeting - July Planning Commission

Commissioner Rick Sullivan provided comment. Secretary Karlene Akesson provided comment, clarified that the July 29, 2025 Special Planning Commission Meeting would be held in place of the canceled July 15, 2025 Regular Planning Commission Meeting.

Commissioner Matt Rasmussen motioned, seconded by Commissioner Ryane Olin, to approve the request for the July 15, 2025 Regular Planning Commission Meeting to be canceled, and a Special Meeting to be held on July 29, 2025. Motion carried by roll call vote. Commissioners Rick Sullivan, Matt Rasmussen, Richard Skreen, Ryane Olin, and David VanCamp voted 'Aye'.

4. REPORTS

Contracted City Planner -

Planner Rachel Granrath gave a verbal report. Commissioner Matt Rasmussen and Planner Rachel Granrath provided additional comment. Commissioner Rick Sullivan and Planner Rachel Granrath provided comment.

5. OLD BUSINESS

a. Periodic Update Grant (PUG) Update

- Draft Critical Areas Checklist
- Draft Development Regulations Checklist
- Draft Public Participation Plan

Planner Rachel Granrath presented the Draft Critical Areas Checklist. Commissioners Richard Skreen, Rick Sullivan, and Ryane Olin provided comment. Planner Rachel Granrath provided additional comment.

Planner Rachel Granrath presented the Draft Development Regulations Checklist.

Planner Rachel Granrath presented the Draft Public Participation Plan. Commissioner Richard Skreen suggested communicating with the Castle Rock Community Development Alliance, a non-profit organization, would be good. Commissioner Matt Rasmussen provided comment. Planner Rachel Granrath provided comment. Commissioner Rick Sullivan and Planner Rachel Granrath provided comment.

b. Food Truck Ordinance

Planner Rachel Granrath presented. Commissioners Richard Skreen, Rick Sullivan, and Matt Rasmussen provided comment. Planner Rachel Granrath provided comment. Commissioners Richard Skreen, Rick Sullivan, and Planner Granrath provided comment. Commissioner Matt Rasmussen and Planner Rachel Granrath provided comment.

Commissioners Matt Rasmussen and Rick Sullivan conveyed the signage regulations (in the draft Mobile Food Vendors code) seem too restrictive, though sandwich board/exterior of the unit type of signs should be addressed. Planner Rachel Granrath stated that she could amend this section to say "exterior of the unit, not the vehicle specifically". The Commissioners were in favor of this proposal. Planner Rachel Granrath went over parking considerations. Commissioners Matt Rasmussen and Rick Sullivan conveyed the intent of section E. 1. e. of the draft Mobile Food Vendors code was to ensure that mobile food vendors could not pull into any parking lot and open their trucks. In addition, if a parking lot is to be occupied by a mobile food vendor, they prefer there to be adequate parking for both cars and food trucks, as it is preferred that the mobile food vendor be located in the parking lot, not on the street. Commissioner Richard Skreen referenced the Langley Municipal Code and read the following excerpt: "food trucks on city property or right-of-way may only operate in designated food truck zones and in spaces assigned by the city to the operator". Commissioner Richard Skreen asked if a reference similar to this might cover where they are allowed to locate/park. Commissioner Matt Rasmussen, Planner Rachel Granrath, and Commissioner Rick Sullivan provided comment. There was discussion regarding the possibility of mobile food vendors parking on the street and what that would look like. It was conveyed that it would not be unusual for mobile food vendors to park on the street during a special event, where the streets are blocked off, but that it would be unusual for them to park on a street that was not closed to traffic. There was also discussion regarding limiting the number of mobile food trucks allowed to be licensed within the city. It was the consensus of the Planning Commissioners that designated mobile food vendor areas should be established (not including special events) and not to limit the total number of mobile food vendor permits allowed. Planner Rachel Granrath and Commissioner Matt Rasmussen provided comment.

Planner Rachel Granrath went over collecting fees for mobile food vendors. Commissioners Matt Rasmussen, Richard Skreen, Secretary Karlene Akesson, and Commissioner Rick Sullivan provided comment. There was a discussion about how fees are currently assessed and how they should be assessed within the new mobile food vendor ordinance. Secretary Karlene Akesson relayed that the city of Castle Rock has a master fee schedule and that the draft code could reference the master fee schedule. Commissioners Rick Sullivan, Ryane Olin, Matt Rasmussen and Secretary Karlene Akesson provided comment. The commissioners were in favor of this proposal. There was discussion regarding how often the fees would apply. The conversation focused on how often the applicants would have to apply. It was asked if they would be required to apply for each event separately or apply for one permit annually. It was the consensus of the Planning Commission that fees should be assessed and the frequency for which they are required to apply should not be burdensome to the applicants or city staff.

Planner Rachel Granrath went over the frequency portion of the draft code (section F. of the draft

code). Commissioner Rick Sullivan stated he recalled the Commissioners had intended this section to mean mobile food vendors could operate no more than 15 days total per calendar year and no more than 3 consecutive days. Commissioner Richard Skreen asked if the frequency could be regulated by something like a short-term permit that states the timeframe. Commissioners Matt Rasmussen and Rick Sullivan provided comment. Commissioner Matt Rasmussen asked for clarification on how often a permit would need to be applied for. The examples given were: would a permit cover an event for three days, or would it cover an annual permit for anywhere? Secretary Karlene Akesson conveyed that business licensing is currently done on an annual basis, and that the permit to operate a mobile food vending unit within city limits would likely be assessed through the business licensing procedures, with additional application forms that would be sent to food vendor business license applicants. Commissioners Matt Rasmussen, Richard Skreen, and Rick Sullivan provided comments. Secretary Karlene Akesson suggested possibly wording section F. of the draft ordinance to state "Mobile food vendors operating trailers and/or stands outside Special Events approved by the City, can occur up to three days per calendar year". Commissioner Matt Rasmussen suggested stating it as three consecutive days and possibly capping the number of days allowed. Commissioner Rick Sullivan provided comment. Commissioner Ryane Olin conveyed there may be instances where an event might last more than three days. Commissioner Richard Skreen agreed and asked what the mechanism would be for establishing the duration of a short-term permit. Commissioner Matt Rasmussen provided comment. Planner Rachel Granrath conveyed that she could look into what mechanism could be used for establishing the duration of short-term permits. Commissioner Richard Skreen asked if it could be an administrative decision. Planner Rachel Granrath provided additional comment and stated it could probably be an administrative decision. Commissioner Matt Rasmussen conveyed that they were trying to avoid letting someone file for a bunch of permits, which could block others from obtaining permits. Commissioner Ryane Olin suggested looking at Kelso's codes regarding food trucks. Commissioner Rick Sullivan provided comment. Planner Rachel Granrath and Commissioner Ryane Olin provided comment.

Planner Rachel Granrath asked if there were any other sections to comment on. Secretary Karlene Akesson stated section C.7. and provided additional comment. Commissioner Matt Rasmussen suggested combining number 8 of section C with number 7. Secretary Karlene Akesson suggested taking out number 8 and rewording number 7 to say: "Provide proof of license/permit approval from the following agencies: Cowlitz County Health and Human Services Department, Washington State Department of Labor and Industries, and other applicable license/permit approvals associated with the proposed business operations." Planner Rachel Granrath, Commissioners Richard Skreen and Ryane Olin provided comment in favor of the proposal. Commissioner Matt Rasmussen addressed section C number 8 in the draft ordinance that states that the licensing requirements listed "shall be met within 30 days of approval" and asked if the City would issue the permit without having those approvals and if the City could take back the permit if they didn't get the approvals. Secretary Karlene Akesson conveyed the business license could be revoked if the proper licensing was not obtained within thirty days. Commissioner Matt Rasmussen and Secretary Karlene Akesson provided comment. Commissioner Ryane Olin conveyed that food vendors may be licensed in more than one county, and they may need time to schedule inspections with Cowlitz County. Commissioner Matt Rasmussen agreed and there was no opposition to retaining the "shall be met within 30 days of approval" statement. Commissioner Rick Sullivan addressed section D. where there is no mention of a previously discussed item: not having open flames (such as barbecue grills) under canopies. Commissioner Richard Skreen cited that the draft regulations (section C.5.) states: "awnings shall be no less than eight feet above ground level". Commissioners Matt Rasmussen, Richard Skreen, Rick Sullivan, Ryane Olin, and Matt Rasmussen provided comment. It was the consensus of the

commission to not include language regarding open flame in section D. of the draft ordinance. Commissioner Ryane Olin addressed the insurance requirement (section C.9. of the draft ordinance). Secretary Karlene Akesson, Mayor Paul Helenberg and Commissioner Matt Rasmussen provided comment. Secretary Karlene Akesson asked the Commission if the section on insurance should reference the Master Fee Schedule for insurance requirements instead of stating the insurance requirements within this section of the code. Commissioner Matt Rasmussen and Planner Rachel Granrath suggested wording the ordinance to say: "Insurance is required as outlined in the most recently adopted fee schedule". There was no opposition to this proposal.

Planner Rachel Granrath went over the language on page 34 item 3. (Section E.3. of the draft ordinance). Planner Rachel Granrath wanted to make it clear that the allowed locations were listed above (items 1 and 2 of Section E.) and prohibited locations were listed in items 3.a. through 3.e. Planner Rachel Granrath stated they could add language to item number 3.a. that says there may be some approved locations, which would probably likely not be right-of-ways like through ways of streets, but probably a parking stall or something like that. Commissioner Richard Skreen provided comment.

Commissioner Ryane Olin addressed section D.2.a. of the draft ordinance, asking if the vendors are attending an event for multiple days, would they have to clean and vacate each night. Planner Rachel Granrath conveyed this section could be amended to clarify the intent. The Commissioners did not oppose amending this section to clarify its intent.

Commissioners Ryane Olin and Rick Sullivan provided comments regarding hours of operation (section C.6. of the draft ordinance). Commissioner Ryan Olin inquired about how this requirement may affect vendor operations during special events. Secretary Karlene Akesson provided comment. Commissioners Ryane Olin and Matt Rasmussen provided additional comment.

6. NEW BUSINESS

7. ADJOURNMENT

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

At 7:09 PM, Chairperson Rick Sullivan adjourned the regular meeting.

Karlene Akesson, Secretary