



CASTLE ROCK PLANNING COMMISSION

Regular Meeting: Tuesday, May 19, 2026
6:00 PM

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

AGENDA

To join this meeting from your computer, tablet or smartphone: <https://meet.goto.com/216918261>
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1. CALL TO ORDER

a. Roll Call

2. CITIZEN COMMENTS

3. REPORTS

4. CONSENT AGENDA

5. OLD BUSINESS

a. Mobile Food Vendors - Draft Code and Discussion

6. NEW BUSINESS

7. ADJOURNMENT

UPCOMING MEETINGS:

June 16, 2026

July 21, 2026

August 18, 2026

Non-Discrimination Statement: This institution is an equal opportunity provider and employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at https://www.ascr.usda.gov/sites/default/files/Complain_combined_6_8_12_508_0.pdf or at any USDA office, or call 866.632.9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to USDA, Office of the Assistant Secretary for Civil Rights, 1400 Independence Ave, SW, Stop 9410, Washington, DC 20250-9410 or email to program.intake@usda.gov or by fax (202) 690-7442.

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

Planning Commission may add and take action on other items not listed on this Agenda.

Building - Apps 01-01-2025 thru 05-19-2026

Status	Permit number	Municipal address	Category	Work type	Work target
Submitted	CR-25-022	321 COWLITZ ST E	Mechanical	Replace	HVAC
In review	CR-25-054	105 COWLITZ ST W	Occupancy	Change	Change of Use
Submitted	CR-25-057	323 1ST AVE SW	Mechanical	Replace	HVAC
In review	CR-25-061	341 FRONT AVE SW	Mechanical	Replace	HVAC
Submitted	CR-26-017	1140 DOUGHERTY DR NE	Temporary uses	Other Temporary Placement	Other
In review	CR-26-018	125 MOSIER RD	Commercial building	Addition	Other
Ready to Issue	CR-26-019	248 COWLITZ ST W	Institutional building	Re-roof	Religious Building
In review	CR-26-021	41 COWLITZ ST W - UNIT A	Occupancy	Change	New Occupancy
Changes requested	CR-26-020	715 PIONEER LANE NE	Residential building	New	Duplex dwelling
Ready to Issue	CR-26-024	611 NORTHWOOD CT NE	Residential building	Re-roof	Single-family dwelling
In review	CR-26-025	312 1ST AVE SW	Commercial building	Re-roof	Other
In review	CR-26-029	56 SHEAR ST SW	Driveway/Culvert	Additional	Residential
Submitted	CR-26-030	4562 WEST SIDE	Commercial building	Re-roof	Office Building
Submitted	CR-26-031	441 FRONT	Residential building	New	Single-family dwelling
Submitted	CR-26-032	4562 WEST SIDE HWY	Commercial building	Addition	Other

Planning - Apps 01-01-2025 thru 05-19-2026

Status	Application number	Submitted date	Municipal address	Property ID	Category	Scope
Submitted	CRP-25-023	9/2/25	COWLITZ ST E - ROW BETWEEN PARCEL #3026901 & 30270	ROW	Other	
Submitted	CRP-25-025	10/2/25	1220 MT ST HELENS WAY NE	30835	Boundary Line Adjustment	Lot line adjustment
Submitted	CRP-26-003	2/5/26	PARCEL #308980100	308980100	Subdivision	Preliminary Plat
Submitted	CRP-26-006	4/30/26	1140 DOUGHERTY	30839	Special Use	
Submitted	CRP-26-007	5/7/26	5180 WEST SIDE HWY	308810100	Pre-Application Conference Request	

Add Definition on Mobile Food Vendors to CRMC 17.16. Definitions

Mobile Food Vendors: A business that sells food or beverages from a movable vehicle, cart, or trailer. The unit is not permanently affixed to the ground and is capable of being moved from place to place. This includes food trucks and food carts that typically require health department approval. Vendors that exclusively sell pre-packaged food items (such as ice cream trucks) and are exempt from health department permitting may be excluded from this definition, unless otherwise specified by local regulations.

CRMC 17.26 Table of Permitted Land Uses

Status	Use	R-1	R-2	C-1	C-2	MX	I	PROS
Current	Food cart/stand/mobile sales	X	X	S	S	S	S	S
Proposed	Mobile Food Vendors	P(14)	P(14)	P(14)	P(14)	P(14)	P(14)	P(14)
(14) Requires permission of the property owner, a city business license, and must comply with Cowlitz County health department regulations. See CRMC 17.48.160 for specific mobile food vendor standards								

New Code Section

CRMC 17.48.160 Mobile Food Vendors

- A. Purpose. The purpose of this chapter is to provide guidance on mobile food vending within the city limits, promote the city's vision and values, allow mobile food vending as a special amenity, and protect the health and welfare of residents and visitors.
- B. Permit Required. An approved permit for use of mobile food facilities must be obtained from the Building and Planning department prior to any mobile food facility operating within city limits. The permit type shall be based on the intended activity:
1. Event Permit – For mobile vendors participating in approved city-sanctioned or private special events.
 2. Site Permit – For vendors seeking to operate at a specific location on a recurring or stand-alone basis (not associated with a special event). Site permits may have more detailed requirements and associated costs.
 - ~~2.~~ [Seasonal Permit – For mobile vendors operating on a recurring basis in association with seasonal or periodic activities not requiring a City special event permit \(e.g., youth sports events, farmers markets, or similar activities on private or institutional property\). Seasonal permits may authorize operation for a defined season or series of dates at an approved location.](#)
- C. Application Requirements. The following requirements shall be addressed on forms provided and maintained by the city, and at a minimum shall include:
1. Name, signature, phone number, email contact and current business address of the applicant.
 2. Information on the food vehicle to include year, make, and model of the vehicle and the vehicle or trailer's license plate number, if applicable.
 3. The intended location of the mobile food unit, subject to locational limitations set forth by the city of Castle Rock.
 4. A photo or drawing of the proposed mobile food unit, showing the business name.
 5. An indication of whether awnings are proposed. Awnings shall be no less than eight feet above ground level.
 6. The proposed hours of operation, unless written authorization from all neighbors, shall in no case extend past ten (10) p.m. or begin before six (6) a.m.
 7. Provide proof of license/permit approval [requirement shall be met within thirty \(30\) days of approval of a mobile food unit license by the city of Castle](#)

~~Rock~~within thirty (30) days of permit approval. However, no mobile food unit shall locate or operate within the city until such applicable city, county and state licenses have been issued as well as approval from the following agencies:

- a. Cowlitz County Health and Human Services Department
 - b. Washington State Department of Labor and Industries
 - c. Other applicable license/permit approvals associated with the proposed business operations
8. Proof of insurance in an amount designated in the most recent adopted Castle Rock fee schedule. Proof of insurance shall designate the City of Castle Rock as a named insured when mobile food units are conducting business on city property, unless such coverage is provided through an approved City special event permit.
9. If operating on private property, written consent from the property owner is required.

D. General Requirements.

1. Operators of mobile food facilities must:
 - a. Have a valid business license within the city.
 - b. Have a valid operating permit from the Cowlitz County Health and Human Services Department.
 - c. Operators must pay all appropriate fees set forth by the adopted City fee schedule, ~~including an annual Mobile Food vendor license fee.~~ any applicable mobile food vendor license of permit fee.
 - d. Mobile food units stationed on public rights-of-way using external signage, bollards, seating, or any other equipment not contained within the unit shall not reduce or obstruct the sidewalk to less than five feet.
 - e. Vendor shall obey any lawful order of a police officer to move to a different permitted location to avoid congestion or obstruction of a public way or to remove the unit entirely from the public way if necessary to avoid such congestion or obstruction.
 - f. No power cable or equipment shall be extended at grade across any city street, alley, or sidewalk.
 - g. Any exterior lighting used by the mobile food unit shall be designed and placed in such a manner that it does not result in glare or light spillage onto other properties or interfere with vehicular traffic. Lighting shall be directed in a downward manner to minimize light pollution.
 - h. Exterior, freestanding signs shall conform to Chapter 17.82
 - i. The food truck shall be kept in good repair, and free of graffiti.

- j. No portion of the mobile food vending unit may be used as sleeping quarters.

2. Trash and Other Waste:

- a. The mobile food vendor shall leave the site clean each day, including picking up all trash and litter within 100 feet of the mobile food vending unit.
- b. Trash receptacles not intended for customer use shall be screened from public view and securely covered.
- c. The mobile food vendor shall install and maintain an adequate grease trap in the mobile food vending unit.
- d. Grease shall be properly disposed of per adopted Washington State health regulations.
- e. Wastewater generated by the mobile food vending unit shall be disposed of in a proper manner and documented.

E. Allowed Locations.

- 1. Mobile food vending may be allowed on city-owned properties approved pursuant to either a city contract or a special event permit.
- 2. Mobile food vending may be allowed in designated curbside food zones as established and on file with the City, vehicles may be parked within one foot of the curb in these designated zones.
- 3. Mobile food vending units shall be located at least 100 feet from an existing eating and drinking place except when the legal owner of the eating and drinking place provides written permission for the vendor to be located closer. Distance shall be measured using the shortest possible straight line from the closest edge of the mobile food vending unit to the closest edge of the restaurant building.
[This standard shall not apply to vendors operating under an Event Permit or Seasonal Permit.](#)
- 4. Prohibited Locations: Mobile food vendors may be allowed within the prohibited areas if approved as part of a special event permit. Unless a special event permit is obtained, mobile food vendors shall be prohibited in the following areas:
 - a. In no instances shall a mobile food vendor block or impede passage of any pedestrian, bike, or street right-of-way.
 - b. Any residential zones or the abutting rights-of-way
 - c. City rights-of-way, unless a right-of-way permit is obtained from the City of Castle Rock
 - d. Private streets

- e. Parking areas, unless it can be demonstrated that minimum parking requirements for the primary use(s) served by the parking area are met on site.

F. Frequency.

1. Mobile food vendors operating under a Site Permit may operate up to one hundred eighty (180) days per calendar year, as approved through the Site Permit, fifteen (15) days per calendar year and no more than three (3) consecutive days, unless otherwise authorized by the City. The City may establish site-specific conditions including days of operation, hours, and duration.
2. Mobile food vendors operating under an Event Permit are subject to the dates and locations approved as part of the permitted event. and are not limited by the fifteen-day annual cap.
- 2.3. Mobile food vendors operating under a Seasonal Permit may operate on approved dates and locations for the duration of the permitted season or series of events.

G. Revocation. A mobile food vendor, permitted pursuant to this chapter, may have its license revoked, suspended, or denied if the city finds:

1. The vendor has violated or failed to meet the terms of this chapter or other applicable sections of the municipal code or conditions of approval; or
2. The mobile food vending unit operation is detrimental to the surrounding businesses or to the public due to either appearance or conditions of the unit.