



CASTLE ROCK PLANNING COMMISSION

Regular Meeting: Tuesday, August 20, 2024
6:00 PM

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

AGENDA

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1. CALL TO ORDER

- a. Roll Call

2. APPROVAL OF MINUTES

- a. July 16, 2024 Planning Commission Regular Meeting Minutes

3. PUBLIC COMMENT

4. REPORTS

5. OLD BUSINESS

- a. DRAFT - 17.48.160 Mobile Food Vendors

6. NEW BUSINESS

7. ADJOURNMENT

UPCOMING MEETINGS:

September 17, 2024

October 15, 2024

November 19, 2024

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

1. CALL TO ORDER

Chairperson Rick Sullivan called the regular meeting to order at 6:05 pm.

a. Roll Call

Members present: Chairperson Rick Sullivan, Vice-Chair Matt Rasmussen, Commissioners Richard Skreen, Ryane Olin, and David VanCamp. Commissioner Lisa White was excused.

Staff present: Contracted Planner Mike Manning of SCJ Alliance, Secretary Karlene Akesson.

2. APPROVAL OF MINUTES

a. April 16, 2024 Planning Commission Regular Meeting and Public Hearings Minutes

Commissioner Matt Rasmussen motioned, seconded by Ryane Olin, to approve the April 16, 2024 minutes as presented. Motion carried by roll call vote. Commissioners Rick Sullivan, Matt Rasmussen, Richard Skreen, Ryane Olin, and David VanCamp voted 'Aye'.

b. June 18, 2024 Planning Commission Regular Meeting Minutes

Commissioner Matt Rasmussen motioned, seconded by Ryane Olin, to approve the June 18, 2024 minutes as presented. Motion carried by roll call vote. Commissioners Rick Sullivan, Matt Rasmussen, Richard Skreen, Ryane Olin, and David VanCamp voted 'Aye'.

3. PUBLIC COMMENT

4. REPORTS

5. OLD BUSINESS

6. NEW BUSINESS

a. Regulating Food Trucks/Food Carts and Other Temporary Food Vendors

Planner Mike Manning presented. Commissioner Richard Skreen stated he would concur with option number 2 (of Planner Mike Manning's presentation); to allow as a ministerial decision (no public notice/hearing) due to the mobile nature of it; as it does not pose a long-term planning or zoning problem. Commissioner Rick Sullivan provided comment. Planner Mike Manning provided comment. Commissioner Rick Sullivan stated his items of concern were electrical setups, wires crossing roads or sidewalks, restroom availability for staff and patrons, and the proximity of mobile vendors to existing eating establishments. Planner Mike Manning provided comments and stated parameters could be set to only allow mobile establishments so many feet from existing food establishments. Commissioner Ryane Olin provided comments and stated unless they (mobile vendors) have permission from the brick and mortar establishment. Planner Mike Manning provided comment. Commissioners Rick Sullivan and Ryane Olin provided comment. Commissioner Rick Sullivan provided comment and stated concern over trash disposal, grease traps, and waste water. Commissioner Ryane Olin provided comment. Commissioner Rick Sullivan provided comment and expressed concern over fire, gas, and open fire cooking or if that would even be allowed, and no

cooking under a canopy. Planner Mike Manning provided comment. Commissioners Matt Rasmussen, Ryane Olin, Rick Sullivan, and Planner Mike Manning provided comment. Planner Mike Manning asked for the Commissioners' thoughts on zoning or having a food truck overlay. Commissioner Matt Rasmussen expressed he does not think there is any particular area(s) to designate. Commissioner Ryane Olin provided comment. Richard Skreen asked if (the area mobile food vendors could occupy) could fall under ministerial review. Commissioner Matt Rasmussen expressed concern over establishing a zone (for mobile food vendors) due to the size of the City. Commissioner Rick Sullivan expressed he did not see anything wrong with, if once in a while; parks, ball fields, schools, church parking lots for fundraisers; use mobile food vendors, as long as it's not interfering with parking and public access, but was not in favor of them just pulling up in front of somebody's house and parking on the street for business. Ryane Olin was in agreement with Commissioner Rick Sullivan and expressed that insurance should be taken into consideration. Planner Mike Manning agreed and provided additional comment. Commissioner Richard Skreen asked if there would be some conditional use permits that would be in the residential zone, and would be allowed per ministerial review. Planner Mike Manning clarified that if (the commission) was to make an allowance for those special circumstances within residential zones such as churches, it would have specific language; maybe state only for churches or sites with this type of use within a residential zone that would allow for the administrative review so long as it follows those pre-determined bounds that we can agree upon for the code. Commissioner Rick Sullivan expressed they should limit the hours of operation to what is allowed by the noise ordinance. Planner Mike Manning was in agreement and stated he would look at what like-sized communities are doing and what seems sensible for what could work for Castle Rock and write a draft code to bring back for the Commissioners to look at. Commissioner Matt Rasmussen provided comment. Planner Mike Manning provided comment. Commissioners Rick Sullivan, Matt Rasmussen, and Richard Skreen provided comment. Commissioner Rick Sullivan asked what the Commission's thoughts were in the lines of what the Commission did with Air B'n-B's and such - limiting the number of permits for the year - maybe having something set up that would limit the amount of time under a permit, maybe have a dedicated space for them. Planner Mike Manning expressed that to be an option; but maybe for vendors that would want to stay more long-term rather than on a temporary basis. Commissioner Rick Sullivan provided comment. Planner Mike Manning stated he would look into what other communities are doing and see if anybody has identified any capacity like that. Commissioners Rick Sullivan, and Richard Skreen provided additional comment.

7. ADJOURNMENT

Commissioner Richard Skreen motioned, seconded by Commissioner Rasmussen, to adjourn the regular meeting. All were in favor.

At 6:28 pm, Chairperson Rick Sullivan adjourned the regular meeting.

Karlene Akesson, Secretary

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.

C. Application Requirements.

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, which in no case shall extend past ten p.m. or begin before six a.m.
7. Copies of all necessary licenses or permits issued by the Cowlitz County Health Department.
8. Copies of all additional licenses or permits that are required by the Cowlitz County Health and Human Services Department, the Washington State Department of Labor and Industries, and a valid City of Castle Rock business license. This requirement shall be met within thirty days of approval of a mobile food unit license by the city of Castle Rock. However, no mobile food unit shall locate or operate within the city until such city, county and state licenses have been issued.
9. Proof of insurance in an amount not less than one million dollars liability and designating the city of Castle Rock as a named insured when mobile food units are conducting business on city property.
10. In addition to the submittal materials above, food vendors operating on privately owned land must submit written consent from the property owner.

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. 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.
 - d. 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.
 - e. No power cable or equipment shall be extended at grade across any city street, alley, or sidewalk.
 - f. 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.
 - g. All identifying information, logos, advertising, or other displays on the exterior of a mobile food unit shall conform to the purposes set forth in Chapter 17.82 regulating commercial signage.
 - h. 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 and vacant 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 vendors shall be prohibited in the following areas:
 - a. Any residential zones or the abutting rights-of-way
 - b. City rights-of-way, unless a right-of-way permit is obtained from the City of Castle Rock
 - c. Private streets
 - d. 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.
 - e. Mobile food vendors may be allowed within the prohibited areas in this section if approved as part of a special event permit.

2. Mobile food vending may be allowed on city-owned properties approved pursuant to either a city contract or a special event permit.
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.

F. Frequency. Events not sponsored by the city, utilizing mobile food vendors, trailers and/or stands, can occur up to three days per calendar year.

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.