



CITY OF NAPAVINE PLANNING COMMISSION MEETING
Monday – October 6, 2025 – 6:00 PM

Deborah Graham,
Position 1

Amy Hollinger
Position 2

Arnold Haberstroh,
Position 3

Amy Morris
Position 4

Kacey Torgerson
Position 5

Bryan Morris
PW/CD Director

- I. PLEDGE OF ALLEGIANCE**
- II. INVOCATION**
- III. CALL TO ORDER**
- IV. ROLL CALL**
- V. APPROVAL OF AGENDA – As Presented**
- VI. APPROVAL OF MINUTES**
 - 1) Planning Commission Meeting Minutes – June 16, 2025**
- VII. CITIZEN COMMENT**
- VIII. OLD BUSINESS**
 - 1) Mobile Food Truck Code - Review**
- IX. CONSIDERATION**
- X. GOOD OF THE ORDER**
- XI. ADJOURNMENT**

**Planning Commission Meeting is held in person and via
Teleconference.**

Teleconference Information

Dial-in number (US): (720) 740-9753

Access code: 8460198

To join the online meeting:

<https://join.freeconferencecall.com/rdenham8>

City of Napavine
407 Birch Ave SW
P O Box 810
Napavine, WA 98565
360-262-3547

City Website
www.cityofnapavine.com



NAPAVINE PLANNING COMMISSION MINUTES
June 16, 2025 6:00 P.M.
Napavine City Hall, 407 Birch Ave SW, Napavine, WA

PLEDGE OF ALLEGIANCE:

INVOCATION: Invocation was led by **Director Morris**.

CALL TO ORDER:

Commissioner Graham opened the Planning Commission meeting to order at 6:00 PM

ROLL CALL:

Planning Commission present: **Commissioner Morris motioned to excuse Commissioner Torgerson, seconded by Commissioner Hollinger.**

APPROVAL OF AGENDA – As presented:

Commissioner Hollinger motioned to approve the agenda as presented, seconded by Commissioner Haberstroh.
Vote on motion 3 ayes, 0 nay.

APPROVAL OF MINUTES:

Commissioner Haberstroh motioned to approve Public Hearing Minutes and regular meeting minutes from June 2, 2025, seconded by Commissioner Hollinger. Vote on motion 3 ayes and 0 nay.

Commissioner Haberstroh stated that the meeting went well, everyone between the citizens, developers, and school district was able to address concerns.

CITIZENT COMMENT:

Tahliah McLernin – Is doing a health care class, needs content to write about. She wanted to know if anyone has anything or issues within the community, that would be great.

ADJOURNMENT 6:06 pm

Commissioner Hollinger motioned to adjourn, seconded by **Commissioner Haberstroh. Vote 3 ayes, 0 nay.**

These minutes are not verbatim. If so desired, a recording of this meeting is available online at
<https://fccdl.in/KZ0Sw7rFIn>

Respectfully submitted,

Bryan Morris, Community Development/Public Works Director

Planning Commission Chairperson

Chapter ~~17.56~~XX.YY

MOBILE FOOD ~~VENDORS~~

Commented [KW1]:

Sections:

XX.YY.010 ~~17.56.010~~—Definitions.

“City” means the City of Napavine, Washington.

“Mobile food unit” or “Food Truck” means a licensed and operable motor vehicle, or trailer, or a push cart, used to serve, vend, or provide ready-to-eat food, or nonalcoholic beverages for human consumption from an approved and fixed location.

“Mobile food vendor” means any business operator or vendor who conducts business from a motor vehicle or trailer upon public streets or private property, referred to in this chapter as “vendor.”(Ord. 1090 § 1, 2022)

“Right-of-way (ROW)” means land acquired or dedicated for public roads, streets, alleys, and/or sidewalks, regardless of whether or not these facilities have been constructed.

“Temporary Mobile Food Vendor” means any mobile food vendor who operates in the city for a temporary set period of time not to exceed ~~4~~ hours/days at the same location at a time.

“Permanent Mobile Food Vendor” means any mobile food vendor who operates in the city at the same approved and fixed location at all times.

Commented [MJ2]: Example from another code: “Mobile food vending units shall be temporary in nature, and may not operate from the same property more than three days of any calendar week, or 12 days per month.”

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XX.YY.020 ~~18.23.010~~—Purpose.

The purpose of this chapter is to provide guidance on mobile food vending within the city limits, promote the city’s vision for its downtown and its aesthetic values, allow mobile food vending as a special amenity, and to protect the health and welfare of residents and visitors.(Ord. 2022-644 § 3).

Commented [MJ3]: KW - Merged from NC

XX.YY.030 ~~17.56.030~~—Activities requiring a license.

It is unlawful for any person to operate within the city a mobile food unit, as defined in this chapter, without having first obtained a mobile food vendor business license ~~for that purpose~~. A separate mobile food vendor business license shall be required for each mobile food unit. No person shall then sell or offer food products at any location until the mobile food vendor has been duly licensed. General business license provisions (Chapter 5.02 NMC) shall apply to this special license. In

addition to the provisions set forth in this chapter, a city-issued business license shall be required. (Ord. 1090 § 1, 2022)

A temporary mobile food vendor shall apply for and receive a temporary mobile food vendor license prior to operating within the city. A permanent mobile food vendor shall apply for and receive a temporary mobile food vendor license prior to operating within the city

XX.YY.040 ~~17.56.040~~ —Exemptions.

The provisions of this chapter shall not be applied to:

- A. Temporary lemonade stands, garage sales, or youth fundraisers.
- B. Delivery or distribution of food, goods, or products ordered or purchased by customers from a source or point of sale other than a mobile vehicle operated for the purpose of soliciting customers while located on city streets or private property.

Commented [MJ4]: Are garage sales that are not youth fundraisers required to get a license?

Commented [MJ5]: ? What about ice cream trucks?

XX.YY.050 ~~17.56.050~~ —Application for license.

A person desiring to operate a mobile food unit within the City of Napavine shall make a written application for such a mobile food vendor business license to the city clerk. The application for such license shall, at a minimum, include the following:

A. Name, signature, phone number, email contact and current business address of the applicant.

~~A-B.~~ A completed Lewis County Public Health Food Establishment Application and Checklist.

~~B-C.~~ A site plan depicting the following:

1. -Vehicle ingress and egress;
2. -Location of the mobile food vending unit, signs, and accessory equipment such as tables and -canopies, if any; and
3. -Site conditions including property lines, parking, and buildings.

~~C-D.~~ Photograph of the mobile food vending unit, proposed signs, and any accessory equipment.

~~D.~~ Copy of Lewis County health district permit.

E. Evidence of current Washington State vehicle registration.

F. Permission to Use Property Form - The mobile food vendor must obtain a signed agreement between the property owner and the mobile food vendor allowing use of the property for the mobile food business including written permission from the property owner for employees of the mobile food vendor to use the property owner's restroom. Portable Restrooms are not permitted.

Commented [MJ7]: ?

G. Copies of all additional licenses or permits that are required by the Grays Harbor Lewis County Health Department, the Washington State Department of Labor and Industries, and a valid city of Napavine Ocean Shores business license. (This requirement shall be met within thirty (30) days of approval of a mobile food unit-vendor business license by the -city of -Napavine-Ocean Shores. However, no mobile food unit shall locate or operate within the city until such-all city, county, -and state licenses have been issued.)

Commented [MJ8]: ?

H. Proof of insurance as follows:

1. Proof of insurance in an amount not less than one million dollars (\$1,000,000) liability and designating the city of Napavine as a named insured when mobile food units are conducting business on city property. When not operating on city property, proof of insurance in an amount not less than \$1,000,000, and designating the property owner as a named insured.

~~2.~~ Certificate of public liability insurance in an amount not less than \$500,000 for injuries, including those resulting in death, resulting from any one occurrence, and on account of any one accident; ~~and~~;

~~3-2.~~ Property damage insurance of not less than \$25,000 for damages on account of any one accident or occurrence.

~~H.I.~~ Any applicable fees.

~~I.J.~~ Applications must be submitted at least ~~30~~ 65 days prior to the desired approval date.

~~J.K.~~ ~~Applications for sponsored events are to be held on file with the City Clerk.~~

~~XX.YY.060~~ ~~17.56.060~~ ~~License Fees.~~

~~The application fee and annual license fee for a food truck shall be established by the city council set by resolution. No application shall be deemed complete until all fees have been paid. Application fees and license fees are nonrefundable. Booster club/Charity/Fundraising may have the fee waived if requested by the Applicant and approved by the City.~~

~~XX.YY.070~~ ~~Renewal.~~

~~Permanent mobile food vendors shall submit an application for renewal of their permanent mobile food vendor license. An annual licensing fee in the amount of five hundred dollars is required with an updated site plan and annual license fee.~~

~~XX.YY.070XX.YY.080~~ ~~17.56.070~~ ~~Term of license.~~

The licenses issued pursuant to this chapter are not transferrable. ~~(Ord. 1090 § 1, 2022)~~

~~XX.YY.080XX.YY.090~~ ~~17.56.080~~ ~~Exhibition of license.~~

All licenses issued under this chapter shall be posted conspicuously on the mobile food unit. ~~(Ord. 1090 § 1, 2022)~~

~~XX.YY.100~~ ~~17.56.090~~ ~~Permitted Locations.~~

A. Mobile food vending may be allowed on city-owned properties and right-of-ways pursuant to either city contract, or a special event permit per Chapter ~~5-46~~ ~~MMC-NMC~~ and ~~MMC NMC 22C.260.050~~.

B. Permanent mobile food vending ~~ing units~~ ~~ors~~ are allowed on private properties in commercial zones; ~~and~~ industrial; ~~recreation and public institutional~~ zones. ~~At the time of application, the property's use must also be commercial.~~ Mobile food vendors are subject to the following requirements:

1. ~~The mobile food vending unit may not diminish required off-street parking for another use.~~

2. ~~All temporary signage associated with the mobile food vending unit shall be limited to 10 sq. feet.~~

3. ~~The mobile food vending unit shall conform to the standard setbacks for the zoning district~~

~~3-4.~~ Site conditions including property lines, parking, and buildings.

~~4-5.~~ Connected to City utilities (water and sewer ~~hook-up~~) ~~required and current on any bills for water and sewer service.~~—Verified by ~~the City's~~ Public Works ~~Department and City Treasurer~~ ~~Utility Billing Department.~~

Commented [KW9]: Need to verify what insurance is required with Attorney/City Clerk/ Treasurer

Commented [MJ10]: The City may approve quicker, but allowing the City 65 days to complete its review, is in line with all other types of similar permits/licenses.

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Commented [MJ11]: No such sections exist. Will the city be creating a special event permit?

Commented [MJ12]: What does this mean?

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~~5-6.~~ If more than one (1) food truck is located on a commercial property there— must ~~have-be~~ at least 10 feet of separation between each food truck.

~~6-7.~~ No more than one (1) food truck per 1500 sq. feet, with a maximum of — ~~three (3) food trucks max.~~

Commented [KW13]: Not sure we want to put a max of 3 if the sq. ft. of property allows more.

Commented [MJ14R13]: Agree.

~~XX.YY.090~~ 17.56.100 ~~Temporary Food Vendor/Special Events.~~

XX.YY.110

In additional to all other requirements, Temporary Mmobile food vendors may operate on private and public properties as part of an approved special event ~~-permit~~, subject to the following:

A. City Business License;

B. Special Event Application — ~~Booster club/Charity/ Fundraising no fee, but application still required.;~~

~~B-C.~~ Payment of application fees;

~~C-D.~~ Permission to Use Property Form.— The mobile food vendor must obtain a signed agreement between the property owner and the mobile food vendor authorizing the mobile food vendor allowing to use of the property for the mobile food business including the property owner's telephone number and written permission from the property owner for employees of the mobile food vendor to use the property owner's restroom. Portable Restrooms are not permitted.;

Commented [MJ15]: The City does not have a special event application in their code.

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~~D-E.~~ Site Plan;

F. Management of vendors, such as vendor selection, booth location and products offered, shall be the -responsibility of the event sponsor. Through the special event permit process, the city may regulate the -location of vendors to protect the health, safety, and general welfare of the public and ensure that the event -does not adversely affect the ability of the city to perform its duties and functions.;

~~E-G.~~ Any vendors who wish to operate on a public right of way shall obtain a right of way permit; and

~~F.—~~Events sponsored by the city can occur at a frequency of the city's discretion.

~~H.~~

XX.YY.120 Regulations applicable to mobile food vendors.

A. Mobile food vendors must operate in accordance with the following:

1. Comply with all provisions of the supplemental checklist.
2. Restore the site area occupied by the mobile food or retail vendor to the original or better condition upon removal of the vending unit.
3. Provide at least one garbage and recycling container for customers.
4. Operate only on an asphalt or paved surface unless otherwise approved through a special event permit.
5. Mobile food vending units shall have a minimum clearance of 10 feet from other vending units, buildings, structures, and combustible structures.
6. All mobile food vending units shall obtain fire district approval prior to operating in the city and shall comply with all fire district standards, this approval may include but is not limited to completing an inspection and certification process.

Commented [MJ16]: Permanent mobile food vendors do not need to have the landowners permission? Or is this addressed elsewhere?

7. Ensure sufficient queuing distance for customer vehicles.
8. The mobile food or retail vendor shall not:
 - a. Operate on an unimproved property;
 - b. Operate within five feet from any property line, unless located on a public right-of-way;
 - c. Obstruct any drive, ~~ways, aisles~~ or ingress/egress within the site;
 - d. Obstruct a sidewalk, bicycle lane, or other pedestrian way;
 - e. Obstruct the sight distance triangles for vehicles turning in and out of a site;
 - f. Impede ADA access;
 - g. Impede fire hydrant or fire lane access;
 - h. Operate on any private or public property without permission of the property owner(s);
 - i. Serve as a drive-through facility for vehicles;
 - j. Operate in a designated loading zone;
 - k. Remove the mobile food or retail vending unit from its wheels; or
 - l. Use or remove code-required parking spaces for principal site uses.

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XX.YY.130 ~~Revocation or Denial of Permit License.~~

Any ~~permit license~~ pursuant to this chapter may be revoked or denied, in writing, by the ~~Community Development Finance~~ Director for any of the following causes:

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- A. Any fraud, misrepresentation, or false statement contained in the application for license.
- B. Any fraud, misrepresentation, or false statement made in connection with the selling of products.
- C. Any violation of this chapter.
- D. Any violation of building or fire codes of the City, County, or State.
- E. Conducting the business licensed under this chapter in an unlawful manner or in such a manner as to constitute a breach of the peace or to constitute a menace to the health, safety, or general welfare of the public.

XX.YY.140 ~~Violation/Penalty.~~

- A. Unless a different penalty is provided for within a particular section of this chapter, any person found to be in violation of any provision of this chapter shall be deemed to have committed a civil infraction and shall be subject to the penalties prescribed in RCW 7.80.120, as it now exists or is hereafter amended, as follows:
 1. A first violation within a period encompassing the preceding twelve months shall be a class 3 civil infraction.
 2. A second violation with a contiguous twelve-month time period shall be a class 2 civil infraction.
 3. Any subsequent violation within a contiguous twelve-month time period shall be a class 1 civil infraction.
- B. In addition, the court may also order a person found to have committed a civil infraction to make restitution.

Commented [MJ17]: Examples of additional sections from other City codes.

XX.YY.150 A

- A. The maximum size for mobile food unit, including accessory structures, is 300 square feet.

- B. A canopy or umbrella may be included with the mobile food unit. The canopy or umbrella should be of vinyl, canvas, or similar durable material. All parts of the canopy or umbrella must have a minimum of seven feet of vertical clearance to the ground.
- C. Accessory seating and tables must meet the standards of the Americans with Disabilities Act.
- D. Restroom facilities to be used by the mobile food employees shall be contained within the unit or located within 200 feet of the unit. If tables and chairs are provided for customer use, customer restroom facilities must be provided as required by the ~~Thurston~~ **Lewis** County health department. Written approval from the property owner of the restroom facility must be provided before approval of the mobile food vending application.
- E. Mobile food vendors must meet the setbacks to private property lines of the zoning district in which the use is located.
- F. Mobile food vendor units must be self-contained.
- G. Electrical power generators are not permitted unless noise impacts can be mitigated.
- H. Utility service connections are permitted. Electrical service connections may be permitted by an adjacent property owner when the following requirements are met:
1. Electrical lines are not allowed overhead or lying on the sidewalk.
 2. The outlet location must be placed outside walkways which are accessible to the public.
 3. Hookup must be permanently wired to the retail stand and meet National Electrical Code requirements as to type, size and grounding, terminating in an approved outside weatherproof type receptacle.
- I. Mobile food vendors must keep the site clean and orderly at all times, and pick up all refuse or debris. All vendors must provide a refuse container for customer use.
- J. Mobile food vendors located within parking lots shall not occupy more than 15 percent of the parking spaces required for the primary use of the property, and provide safe vehicular maneuvering area for its customers.
- K. Mobile food vendors located within public right-of-way must:
1. Be located at least 100 feet from an existing food establishment. This minimum distance may be reduced or waived if the existing establishment provides written statement approving the location.
 2. Assure the public sidewalk remains accessible under the Americans with Disabilities Act.
 - ~~4.3.~~ Obtain and maintain liability and property damage insurance coverage, in the amount of \$1,000,000, naming the city as the co-insured, and sign an agreement to indemnify and hold the city harmless.

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