



NAPAVINE PLANNING COMMISSION MINUTES  
July 1, 2024 6:00 P.M.  
Napavine City Hall, 407 Birch Ave SW, Napavine, WA

---

**PLEDGE OF ALLEGIANCE:**

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

**CALL TO ORDER:**

**Commissioner Graham** opened the regular Planning Commission meeting to order at 6:16 PM

**ROLL CALL:**

Planning Commission present: **Commissioner Hollinger (virtual), Commissioner Graham, Commissioner Haberstroh, and Commissioner Morris**. **Commissioner Morris** motioned to excuse **Commissioner Collins**, seconded by **Commissioner Haberstroh**. **Vote on Motion 3 aye, 0 nay.**

**APPROVAL OF AGENDA – As presented:**

**Commissioner Haberstroh** motioned to approve the agenda as presented, seconded by **Commissioner Morris**. **Vote on motion 3 aye, 0 nay.**

**APPROVAL OF MINUTES:**

**Commissioner Morris** motioned to approve minutes from the Planning Commission Meeting on June 17, 2024, seconded by **Commissioner Hollinger**. **Vote on motion 3 aye and 0 nay.**

**OLD BUSINESS:**

**1. Sewer/Utility Extension/Late Comer Codes**

**Executive Assistant Katie Williams** explained the work that was done on the existing codes and the new code. Planning Commission approved the changes of section 13.08.020 Facilities Installation. Had a long discussion on NMC 13.08.030 Director to cause connections. **Commissioner Haberstroh** stated that some other cities have an infrastructure loan or something that helps the citizen pay for the construction to get the water or sewer hooked up. **Director Morris** stated that if we get them to pay hook up fees at escrow and pay a temp non-use why would the city care if you are to ever hook up? **Commissioner Haberstroh** agrees with **Director Morris**. **Director Morris** stated should only require them to hook up with a change of hands or failure. **Executive Assistant Katie Williams** stated the issue she sees is the city will never be able to expand or run utilities down if everyone can stay on well and septic. If we have no water because we allowed everyone to keep the wells? We will never be able to pass a LID if we allow everyone to stay on wells and septic. **Commissioner Haberstroh** stated that it shouldn't apply to residential, only commercial. **Executive Assistant Katie Williams** stated how do you put that in the code that residential is exempt in the code?

**Commissioner Haberstroh** stated that when someone comes for a commercial building permit, they need to pay a water hook-up, but not physically extending or using water until they are ready for it. **Executive Assistant Katie Williams** stated that we can't charge a water hook-up when the water isn't available. They would need to extend and hook-up at the same time, because that would be pre-paying.

Discussion continued, will revisit at next Planning Commission meeting.

**Commissioner Morris** motioned to table **Sewer/Utility Extension/Late Comer's Codes** until next meeting, seconded by **Commissioner Haberstroh**. **Vote on motion 3 aye, 0 nay.**

**2. Mobile Food Vendors – Moratorium Ordinance**

Commission Hollinger requested a quick review of the Temporary Food Vendor discussion.

Bullet items from the workshop are below.

Temporary Food Vendor –

1. Business License
2. Signed Permission to Use Property Form with landowner phone number with site plan
3. Fee Schedule
4. Application should be filled out for fundraising/booster club/charity, but the fee will be waived.

Permanent Food Vendor –

1. Will need to be hooked up to city water and sewer.
2. 10 ft. separation between each food truck.
3. No more than 1 food truck per 1500 sq. ft – 3 max.
4. Only allowed in commercial zone with a commercial use
5. Require yearly fee (\$500) with an updated site plan

Executive Assistant Katie Williams asked Planning Commission to look over the Mobile Food Code that Commissioner Hollinger and Katie have been working on, just to get their feet wet. She will work on incorporating the changes above into the code.

**Commissioner Haberstroh motioned to table until next meeting so Katie can work on the code to reflect the discussion of the workshop meeting, seconded by Commissioner Morris. Vote on motion 3 aye, 0 nay.**

**GOOD OF THE ORDER:**

Commissioner Graham wanted to let everyone know she will not be at the July 15<sup>th</sup> Planning Commission Meeting.

**ADJOURNMENT** 7:22 pm

**Commissioner Haberstroh motioned to adjourn, seconded by Commissioner Morris. Vote 3 aye, 0 nay.**

*These minutes are not verbatim. If so desired, a recording of this meeting is available online at <https://fccdl.in/OUxi0XTshA>.*

Respectfully submitted,

  
Bryan Morris, Community Development/Public Works Director

  
Planning Commission Chairperson