

Community Development Department  
Building | Planning | Code Enforcement  
P.O. Box 9, 230 Davidson Avenue  
(360) 225-7299, www.ci.woodland.wa.us

# Notice of Decision

## Mobile Non-Alcoholic Drink/Coffee Cart Temporary Use Permit

Land Use Application Nos.:	TUP-23-001 (Administrative Temporary Use Permit)
Applicant:	Women's Wellness Clinic of Woodland C/O Stacy Belvin PO Box 659 Woodland, Wa 98674
Property Owner:	Woodland Insurance 557 Goerig Street Woodland, Wa 98674
Site Location:	557 Goerig Street Woodland, Wa 98674
Zoning Designation:	C-1, Central Business
Date Application Received:	May 19 <sup>th</sup> , 2023
Notice of Decision Issued:	June 2 <sup>nd</sup> , 2023
DRC Decision	Approve with Conditions

### I. DESCRIPTION OF REQUEST

The applicant is proposing the operation of a mobile vending cart located in the rear parking lot of the existing business at 557 Goerig Street. The subject property is zoned central business (C-1) and the applicant operates an existing clinic at the location. The applicant and/or their employee(s) will utilize a self-contained beverage cart to sell a variety of non-alcoholic beverages, including espresso drinks, sodas, juices, and water. The hours of operation will be approximately 9AM to 3PM every Monday and Wednesday, and the applicant is proposing to begin sales on Monday June 12<sup>th</sup>, 2023.

This proposal is being reviewed as a mobile vending cart, a permissible temporary use within the Central Business (C-1) district.

#### Review Authority

Per WMC 17.36.026, mobile vending carts located in the Central Business (C-1) zoning district can be approved as Administrative Temporary Use Permits (ATUPs) per WMC 17.70.

Per WMC 17.70.050 and 19.08.030, ATUPs shall be approved, or modified and approved by the City Public Works Director or their designee.

## II. FINDINGS OF FACT

### Criteria for Approval | WMC 17.70.050

**Finding 1:** The director or designee may approve, or modify and approve an application for a temporary use permit if the application satisfies all of the following criteria:

1. The temporary use will not be materially detrimental to the public health, safety or welfare, nor injurious to property or improvements in the immediate vicinity;
2. The temporary use is compatible with the purpose and intent of this title, and the specific zoning district in which it will be located;
3. The temporary use is compatible in intensity and appearance with existing land uses in the immediate vicinity;
4. Structures proposed for the temporary use comply with the setback requirements of the specific zoning district in which it will be located;
5. Adequate on-site parking area is available to serve the temporary use;
6. Hours of operation of the temporary use are specified;
7. The temporary use will not cause noise, light, or glare which adversely impacts surrounding land uses;
8. The use must provide sanitary facilities if the director or designee finds it to be necessary.

Following review, the City has found that the proposed temporary use can meet these criteria as conditioned. Conditions of approval have been added requiring the applicant to provide a trash can at all times of operation, and to place the cart horizontally across the parking space parallel to the building (*See Exhibit A for an example*). Additionally, staff has added a condition that the applicant shall provide signage denoting the area appropriate for pedestrian access and the drive aisle and that the applicant shall provide the City with relevant Cowlitz County Health Department and Washington State Labor & Industries permits prior to beginning operation of the coffee cart. *See Exhibit A and Conditions # 1, 2, 3, and 4*

**Conclusion:** As conditioned, the project can comply with this standard.

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### Time Limitation | WMC 17.70.060

**Finding 2:** A temporary use is valid for up to 180 calendar days from the effective date of the permit.

The effective date of the application is the date on which it has been approved by the City of Woodland. The City of Woodland has approved the subject application on June 2<sup>nd</sup>, 2023 and as such the application shall be valid for 180 days, expiring on Wednesday November 29<sup>th</sup>, 2023 at 5PM should no further action be taken. *See Condition # 5*

**Finding 3:** Per WMC 17.70.060, the City may grant one 60-day extension of the permit upon written request so long as the temporary use remains in compliance with WMC Chapter 17.70 and this report. *See Condition # 5*

**Finding 4:** The property owner or holder of a temporary use permit may not file an application for a successive temporary use permit for sixty days following the expiration of an approved permit associated with the property. *See Condition # 6*

**Finding 5:** The use and all physical evidence of the use is required to be removed from the site within five days of the expiration of the temporary use permit.

**Conclusion:** As conditioned, the proposal can comply with the development standards

### III. DECISION

The above application for an Administrative Temporary Use Permit (ATUP) has been approved with the following conditions based on the criteria outlined in WMC 17.70.050.

Conditions of Approval:

1. The applicant shall provide a trash receptacle available for customer's use at all times of beverage cart operation.
2. The applicant shall place the coffee cart horizontally across the parking lot, to ensure that customers are not queuing within the drive aisles.
3. The applicant shall provide the City with copies of their approved Cowlitz County Health Department and Washington State Department of Labor & Industries permits prior to beginning operation.
4. The applicant shall provide signage indicating where the customer area ends and where the drive aisle begins.
5. A Temporary Use Permit (TUP) is valid for up to one hundred eighty (180) calendar days from the effective date of the date of this notice. One extension of up to sixty (60) calendar days may be granted upon written request by the applicant.
6. The property owner or holder of a TUP may not file an application for a successive TUP for sixty (60) days following the expiration of an approved permit applying to that property.
7. Within five days of the expiration of the temporary use permit, the applicant shall have the use and all physical evidence removed from the site.

## IV. APPEAL PROCEDURE

As per WMC 19.08.020 and 19.08.030, this Notice of Decision may be appealed to the Hearing Examiner within 14 days of the date this decision is issued. The appeal with grounds for appeal in writing shall be submitted to the Community Development Department **by 5:00 p.m., June 16th, 2023.**

**Staff Contact:** David Lukaczer, Associate Planner  
City of Woodland  
P.O. Box 9  
230 Davidson Ave  
Woodland, WA 98661  
[lukaczerd@ci.woodland.wa.us](mailto:lukaczerd@ci.woodland.wa.us)

## V. NEXT STEPS

If there is no appeal to the decision, the applicant may begin operating the proposed coffee cart once the City has been Provided with the relevant Cowlitz County Health Department and Washington State Department of Labor & Industries permits required for its operation.

**Date:** 6/2/2023

**Signature:**



*David Lukaczer, Associate Planner*

cc:

Applicant  
Property Owner  
Ryan Walters, P.E., Gibbs & Olson  
Parties of Record  
Department Heads  
Building Official  
Fire Marshal  
Planning Commission  
City Council

Mayor  
File  
Counter Copy  
Website

### ATTACHMENTS

- A. Cart placement example;
- B. Plans and Narrative

# Attachment A

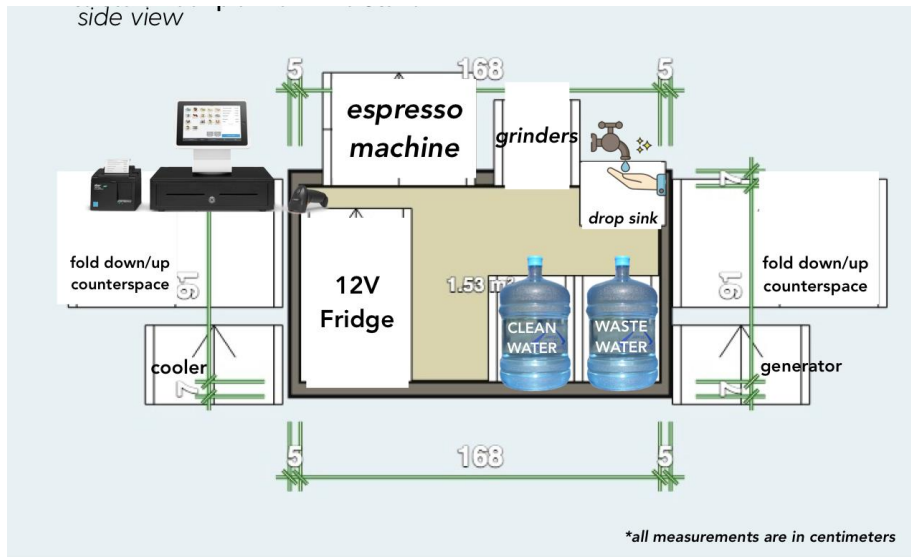
STAFF

BUMPER

← Coffee Cart →

CUSTOMERS

## A Promised Life Mobile Drink Coffee Cart



Cart Dimensions:

5.5 feet long

3 feet deep/wide

3 feet tall

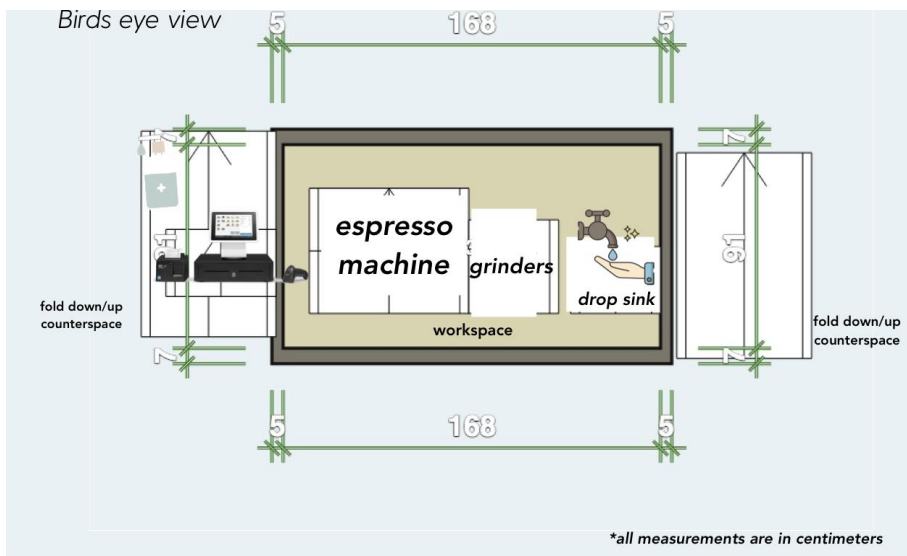
Plumbing Fixtures:

-Drop sink

-Water pump (will be mounted under the espresso machine and hooked up to both espresso machine and sink)

-Waste water/Clean water jugs (shared by machine and sink)

\*No ventilation system needed as we will be located outside



- Our primary water source will be from filtered 5-gallon jugs stored under the cart and attached via a water pump to our espresso machine and sink. We will have a designated wastewater jug and multiple clean water jugs ready for use.
- Our ice will be stored in a sanitary and double walled ice chest and bought new at the start of each event and replaced as necessary.

## Cleaning Schedule

Before	During	After
All steam pitchers and stirring utensils will be washed and sanitized in a stainless steel 3 compartment sink.	Steam pitchers will be thoroughly rinsed after every use. Stirrers will be kept in a cup full of ice.	All steam pitchers and stirring utensils will be washed and sanitized in a stainless steel 3 compartment sink.
All countertops/work surfaces will be wiped down with an antibacterial cleaner.	Surfaces will be wiped periodically through the event/as messes are made.	All countertops/work surfaces will be wiped down with an antibacterial cleaner.
	All high contact areas will be sanitized periodically	All high contact areas will be thoroughly sanitized
	Steam wands will be wiped with a rag kept in hot water after each drink made.	Deep clean of espresso machine, including steam wands, portofilters, water catch and steam knobs.
		Wipe down of inner storage (Where fridge, water jugs are located.) wipe down of outside of the cart, and all disposable serving utensils and coffee will be kept and stored until next event in a designated closed plastic tub.

**557 Goerig Street, Woodland WA 98674**







**Women's Wellness Clinic of Woodland, Inc**  
*Every Woman Is Worth Being Well*

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May 19, 2023

City of Woodland  
Planning Department  
230 Davidson Avenue  
Woodland, WA 98674  
ATTN: David

Dera David,

I am writing to you regarding the permit for A Promised Life Mobile Drink Coffee Cart located outside on our premises at 557 Goerig St, Woodland, WA 98674. We kindly request your approval for this endeavor.

Starting from Monday, June 12<sup>th</sup>, the coffee cart will operate on Mondays and Wednesdays from 9am to 3pm. We believe these hours will allow us to serve the community effectively while ensuring a manageable schedule to begin with. The coffee cart will consist of espresso beverages, Italian sodas, fresh lemonade, tea, and bottled water.

In terms of facilities, there are public restrooms conveniently located approximately 50 feet away from the designated coffee cart location. This proximity ensures that visitors can easily access restroom facilities while enjoying their beverages from the cart.

To provide you with a clear understanding of the proposed coffee cart location, I have enclosed a diagram illustrating the exact placement within one of the parking stalls on our property as well as the sketch of the coffee cart and cleaning schedule.

It is important to note that this mobile coffee cart serves as a continuous fundraiser and a means to engage with the community in fellowship. We believe it will create a welcoming and enjoyable environment for individuals to gather, socialize, and contribute to worthy causes.

We appreciate your time and consideration in reviewing this request. Should you have any further questions or require additional information, please do not hesitate to contact the clinic at 360-513-0541. We look forward to receiving your response.

Thank you for your attention to this matter.

Sincerely,

*Stacy Belvin*

Stacy Belvin, **Founder**



360-813-0541



PO Box 659  
Woodland, WA 98674



[www.womenswellnessclinic.org](http://www.womenswellnessclinic.org)