



RETAIL STAND PERMIT APPLICATION

Department of Community & Economic Development

321 E. 5th Street, Port Angeles, WA 98362
360.417.4750 | www.cityofpa.us | ced@cityofpa.us

file no. _____

APPLICANT INFORMATION

Applicant Name: _____ (Property Owner: Yes No)

Mailing Address: _____

Phone: _____ Email: _____

Applicant's Representative (If other than applicant): _____

Phone: _____ Email: _____

RETAIL STAND INFORMATION

Business Name: _____

Business Description: _____

Business Phone: _____ Email: _____

Business Owner Name: _____

Business Mailing Address: _____

Retail Stand Description: _____

Retail Stand Dimensions: _____

Days/Hours of Operation: _____

LOCATION INFORMATION

Proposed location(s):

Include:

- Adjacent Address
- Zoning
- Description of property

SIGNATURE

I have read and completed the application and attached all application materials and know it to be true and correct. I am authorized to apply for this permit and understand that additional information may be required and it is my responsibility to determine what other permits are required and to obtain permits prior to work, use, or activity. I understand that I will forfeit fees if I withdraw the application prior to permit issuance.

Date _____ Print Name _____ Signature (Owner Representative)

Notes:	
Fees: \$200.00	

DATE STAMP



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The purpose of a Retail Stand (RTS) Permit is to ensure that retail stands are appropriately located in the commercial and public areas, are compatible with the uses allowed in such areas, and are conducive to the public health, safety and welfare, and to promote the diversity of retail stand activity. RTS Permits are approved by the Director of Community and Economic Development (Director). Appeals of the Director's decision may be made within 15 days of the decision to the City of Port Angeles City Council.

For more information see Chapter 17.26 of the Port Angeles Municipal Code

REQUIRED APPLICATION MATERIALS CHECKLIST

- RTS Application:** A completed application signed by the applicant or applicant's representative
- Project Narrative:** A detailed explanation of the goals and locations for the business
- RTS and Location Photos:** Photos of the Retail Stand and proposed locations
- A Vicinity Map:** Map of proposed locations in relation to surrounding properties, zoning, and land use
- Mailing Addresses:** Mailing labels and a list (MS Excel format) of property owners within 300 feet of the proposed site, obtained from the Clallam County Assessor's office.

FEES AND LIMITATIONS

In addition to the administrative conditional use permit fee, retail stand uses that are to be located within City right-of-way shall also be required to pay to the City of Port Angeles an annual rental fee in the amount set forth in PAMC 3.70.040, which shall be paid prior to initial occupancy on a pro-rata basis for use beginning during the calendar year and shall be paid on January 1 of each calendar year thereafter.

A RTS Permit may not be transferred to another person or to a location other than that stated on the permit.

A RTS Permit located on private property shall be approved for an initial period of time not to exceed one year.

RETAIL STAND STANDARDS

All proposed retail stands must be compatible with the permitted and conditional uses of the zone in which the retail stand is located and must be compatible with the use of sidewalks as pedestrian thoroughfares and the use of parking lots as public parking areas. In furtherance of this requirement, all retail stands shall comply with the following minimum development standards:

- A. The cart shall be not more than three feet wide by five feet long by five feet high and shall have a minimum of two functional rubber-tired wheels and positive wheel-locking devices.
- B. A canopy or umbrella may be included with the stand which may not exceed 40 square feet in area or a diameter of six feet. The canopy or umbrella shall be of vinyl, canvas, or similar durable material. Any part of such umbrella or canopy must have a minimum of seven feet of vertical clearance to the sidewalk and must not extend more than two feet from the edge of the cart in any direction.
- C. Retail stand materials shall be low maintenance, cleanable, preferably painted, and non-corrosive metal.
- D. Each retail stand shall be a self-contained unit; provided, however, that self-contained electrical power generators are not permitted. Utility service connections are not permitted, except that electrical service connections may be permitted when provided by the adjacent property owner and when the following:
 - 1. Electrical lines are not allowed overhead or lying on the sidewalk.
 - 2. Outlet location must be placed outside of walkways which are accessible to public and private use.
 - 3. Length of electrical hook-up must be within 15 feet of the stand.
 - 4. No extension cords will be allowed.



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5. The hook-up 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 weather-proof G.F.C.I. (ground fault circuit interrupting) type receptacle.
6. Each retail stand shall require an electrical permit unless previously UL approved, and require inspection prior to operation of the stand.
- E. Originality and diversity of design and the tasteful use of materials and colors shall be encouraged in order that existing businesses and properties are not detracted from and the economic development of the commercial area is enhanced. As a general rule, bright cheerful colors comply with this standard.
- F. Advertising signs may only be placed on the cart. Such signs must conform with City ordinance requirements for signs of the zoning district in which the retail stand is permitted. Any other signs shall not be permitted on sidewalks, parking lots or street areas; provided, however, in the CBD, Central Business District, advertising signs may be 40 percent of the façade or six square feet, whichever is less.
- G. Originality and appropriate graphics in signage shall be encouraged.
- H. All required licenses and permits issued by the City must be displayed in a prominent, visible manner.
- I. Retail stand operations must have a permit from the Clallam County Health Department, when required, and must comply with all applicable Health Department requirements.
- J. Retail stands must be removed from sites daily between the hours of 10:00 p.m. and 6:00 a.m. No retail stand shall be left unattended at any time.
- K. All persons conducting a retail stand business within the City must keep the site clean and orderly at all times and pick up any refuse or debris and clean up liquid spillage deposited by any person within 25 feet of the vendor's business location. Additionally, all such persons shall provide a refuse container for litter disposal by customers or other persons, which container shall be of a design approved by the City and which must be removed each day, along with the retail stand. City litter receptacles may not be used.
- L. Support equipment and accessories shall be self-contained within the retail stand when the vendor is not present. Support equipment and accessories must not be placed in front of the cart and must not extend in total more than three feet from the edge of the cart as long as the overall length does not exceed a total of eight feet. Support equipment and accessories shall not be placed so as to impede pedestrian or vehicular traffic. Food and non-alcoholic beverage preparation, serving, and display are prohibited in the support equipment area.
- M. Noise-making devices and loud shouting or yelling to attract attention are prohibited.
- N. All persons conducting a retail stand business shall obey any police order to temporarily move such retail stand to avoid congestion or obstruction of the surrounding area for pedestrian and/or vehicular traffic.
- O. Retail stands shall not be locked or chained to street furniture or trees.
- P. All retail stands shall have one 2A10BC fire extinguisher mounted on the cart.
- Q. A minimum of five feet from the curb and additional space around the retail stand to maintain the pedestrian walkway as a public right-of-way shall be maintained at all times. Such width shall be measured after including the dimensions of the cart and awning attached to the cart, any support equipment or accessories placed adjacent to the cart during operations, and street furniture, street trees, lamp posts, etc.

GENERAL LOCATION STANDARDS

- A. Retail stands may only be located in the following zones: Commercial, Arterial (CA); Central Business District (CBD); Commercial, Office (CO); Commercial, Neighborhood (CN); Community Shopping District (CSD); and PBP Public Buildings and Parks
- B. The retail stand location shall be compatible with the pedestrian and the vehicular nature of the zone, the public interest, the use of the right-of-way as a public thoroughfare, the use of parking lots as public parking areas, and/or the use of an open air plaza in the CBD Zone.
- C. In determining whether or not a proposed location will be permitted, the following criteria shall be considered:



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1. The type and intensity of the proposed use and the type and intensity of existing uses;
 2. The width of the sidewalk;
 3. The proximity and location of existing street furniture, including but not limited to sign posts, lamp posts, bus shelters, benches, phone booths, trees, newsstands, as well as the presence of bus stops and truck loading zones;
 4. Established and emerging pedestrian and vehicular traffic patterns;
 5. The number of available retail stand sites in the given area of the City and the number of existing retail stands in such area;
 6. Other factors deemed relevant by the City and consistent with the purpose of this chapter.
- D. The retail stand and location shall promote the diversity of retail stand activity.
- E. The site and retail stand together shall not create a pedestrian or vehicular traffic hazard.
- F. The retail stand shall be compatible with uses in the general vicinity and the adjacent properties.
- G. The retail stand and location shall promote the pedestrian nature of the general area in which it is located.
- H. The retail stand location shall be compatible with the public interest in the use of the sidewalk as a public right-of-way and the use of a public or private parking lot for the primary intended use for vehicular parking and access and shall not endanger the public health, safety and welfare.

SPECIFIC LOCATION STANDARDS

- A. No retail stand shall be placed directly abutting a business which specializes in an item that the retail stand offers for sale, unless the applicant owns the establishment or has written consent from the proprietor of the establishment; e.g., a retail stand selling flowers may not be located directly adjacent to an established floral shop. If neighboring owners have submitted written disapprovals, the decision-maker shall give similar consideration based on distance from the site and impacts to such neighboring owners.
- B. When the abutting owner or tenant has submitted to the Department of Community and Economic Development written disapproval of the retail stand site, the decision-maker shall give due consideration to the impact that the retail stand would have on the abutting property owner's business and duty to maintain the sidewalk area.
- C. Each retail stand shall be placed so it does not obstruct or impede pedestrian or vehicular traffic.
- D. No retail stand shall be located within 10 feet of the intersection of the adjacent sidewalk with any other sidewalk.
- E. Each retail stand shall be limited to one assigned location. In the event that two or more applications for the same location are received, the general locational standards of this chapter shall be used to determine which application, if approved, shall be assigned the location.
- F. One or two permits may be issued for a location, and no permit shall be issued for a location within 50 feet of a location for which two permits are already approved.
- G. No retail stand shall be placed within 200 feet of any public or private school, park, or playground, except when the entity having jurisdiction and control of such facility states in writing that it has no objection to the placement of such retail stand within 200 feet.
- H. Any retail stand located in a parking lot shall comply with the following minimum standards:
1. The retail stand shall not block entrances and exits to the parking lot or fire exit doors of any buildings.
 2. The retail stand shall only occur in parking lots containing more than 20 spaces.
 3. No retail stand shall occur in parking spaces directly in front of entrances or windows of a building.
 4. The retail stand shall comply with all other applicable City ordinances and State statutes.
- I. No retail stand shall be located within eight feet of an abutting property or within ten feet from any building entrances

Please Contact the Department of Community & Economic Development with any questions.