



Site Plan Review Committee
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SITE PLAN REVIEW COMMITTEE

Meeting Agenda

Monday, July 7, 2025

Join Zoom meeting: [Public Meeting Link](#)
Join by mobile: #1-253-215-8782

Meeting ID: 891 1886 9218 Passcode: 926458

All applicants should join the meeting at 10 AM as time frames are estimations only and subject to change. The public are invited to participate.

9:00 AM STAFF REVIEW TIME

10:00 AM – Site Plan Review

Project Name:	DSHS Service Station
Applicant/Owner:	Kelly Lerner, Kelly Inman, Anita Black Community Service Office, DSHS
Property Address:	1227 Harrison Avenue
Contact Phone:	509.720.4875
Email:	kelly.lerner@dshs.wa.gov kelly.inman@dshs.wa.gov anita.Black@dshs.wa.gov
Zone:	C-1, General Commercial District
Comp. Plan:	CG, Commercial General District
Parcel Information:	003475-006-008, 4.25 AC
Request:	Establish a mobile Community Service Office in the parking lot of the Harrison Square Presbyterian Church.

Hillary Hoke

From: Lerner, Kelly (DSHS/FFA) <kelly.lerner@dshs.wa.gov>
Sent: Thursday, June 26, 2025 5:02 PM
To: Hillary Hoke
Cc: Inman, Kelly (DSHS/FFA); Sullivan, Shaun (DSHS/ESA/CSD); Black, Anita (DSHS/FFA)
Subject: [External]DSHS use of parking lot at Harrison Square Presbyterian Church
Attachments: 25-06-195 - License Agreement - VF.pdf; Exhibit A - License Area Map.pdf
Importance: High

Caution: Think before you click! This email is from an outside organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hi Holly,

We spoke on the phone last week. DSHS will be offering services at Harrison Square Presbyterian Church parking lot starting July 1. (see site plan below and list of services below) Please let me know if a City of Centralia Use Permit will be required for this usage. Thank you.

Here are the specifics:

- Operating hours are Monday to Friday, 7:30a.m. to 5:00p.m.
- Up to a total of forty-one (41) parking stalls may cover up the License Area. i. Sixteen (16) parking stalls in the License Area may be used by Licensee's staff and clients during operating hours.
- The following equipment is permitted in the License Area and may cover or occupy up to twenty-five (25) parking stalls:
 - 40 foot mobile CSO
 - 30 foot mobile CSO
 - 10 foot x 10 foot shade structure
 - 15 foot x 15 foot shade structure (exact size to be confirmed)
 - ADA accessible port-a-potty for clients
- The CSO trucks and shade structures may be stored off-site from 5:00 p.m. to 7:30 a.m. each day and over the weekend, except for the 40 foot mobile CSO truck which may remain in the Licensing Area for the entire duration of this License Agreement.
- The port-a-potty will remain in the Licensing Area 24 hours – 7 days a week for the duration of the License Term.
- No electricity will be provided by the Licensor.



Services provided:

The Community Service Office provides a safe and friendly way to apply for public benefits.

WA residents may apply for benefits such as Food, Cash and Classic Medical programs the same day without a completed application or appointment. These are the financial assistance and programs:

- Aged, Blind & Disabled (ABD) is monthly cash assistance for eligible individuals.
- Basic Food (SNAP) is a monthly food benefit, with expedited services, and disaster replacement for eligible individuals and families.
- Temporary Assistance for Needy Families (TANF/Workfirst) program provides a monthly grant, medical aid, job-readiness support, and vouchers for work-related needs.
- EBT (Quest) card service is a debit-like usage and given the same day of applying.
- Washington Apply Health (Medicaid) including Disability Medical Assistance

services

- Medicare Savings Program helps low-income Medicare recipients with premiums, copays, and deductibles.

Kelly Lerner, R.A., CDE® (she, her, they, them)

Chief, Leased Facilities and Maintenance Operations

Finance, Technology, & Analytics Administration

(O & C) 509-720-4875 / kelly.lerner@dshs.wa.gov

Exhibit B

