

**Woodburn Planning Commission
Meeting Minutes
March 14, 2024**

Convened: The Planning Commission met at 7:00 p.m. both in person and through a public online/virtual session via Microsoft Teams.

Roll Call:

Chair	Ellsworth	Present
Vice-Chair	Hernandez-Mejia	Present
Commissioner	Bartel	Present
Commissioner	Berlin	Present
Commissioner	Bravo	Present
Commissioner	Corning	Present
Commissioner	Lassen	Present

Staff Present:

Chris Killmer, Assistant City Attorney
Chris Kerr, Community Development Director
Dan Handel, Planner

Introduction: Chair Ellsworth opened the public hearing at 7:00 p.m. and asked **Staff** to begin roll-call. **Chair Ellsworth** led everyone through the Pledge of Allegiance.

Minutes: Chair Ellsworth asked for any corrections, additions, or modifications for the **February 8, 2024** minutes; there were none. **Commissioner Lassen** made a motion to approve of the minutes. **Vice-Chair Hernandez-Mejia** seconded. The vote was unanimous and the minutes were approved.

Business from the Audience: None.

Communications from Staff: None.

Public Hearings: None

Work Session:

Legislative Amendment LA 24-02: Food Carts & Food Cart Pods

Planner Dan Handel introduced **Legislative Amendment LA 24-02: Food Carts & Food Cart Pods** and gave a presentation. **Planner Handel** outlined what food carts and food cart pods are and briefly described the various levels of governmental review that are involved. He then discussed the current City rules and practices as well as the regulatory and enforcement challenges that come with these rules. **Commissioners** inquired as to what type of permit is required to operate a food cart. **Community Development Director Chris Kerr** explained to the **Commission** that since our rules only allow food carts to set up in an industrial zone, and most operators want to locate in commercial zones, they utilize Temporary Outdoor Marketing Permits to open for a limited time in a commercially zoned property. **Assistant City Attorney Chris Killmer** explained that the **City’s Code Enforcement Department** is only active from Monday – Friday from 8 a.m.- 5 p.m., with one exception for one officer who has a limited Saturday shift, therefore the city has limited supervision when it comes to food carts or other temporary businesses on weekends. **Planner Handel** showed the **Planning Commission** photos of food trucks in Woodburn.

The guest for tonight’s meeting is **John Stromquist**, who helped develop the Willamette Garage at 1590 Willamette Falls Drive in West Linn, which was an old gas station that they repurposed. **Mr. Stromquist**

discussed what the review and development process was like for him. **Staff** and **Planning Commissioners** asked **Mr. Stromquist** about the food pod, such as what food is served, how big the space is, when is the busy season, how they adapted to the weather, and many other questions. After the Q & A, **Commissioners** thanked **Mr. Stromquist** for his time and welcomed his continuing participation in the legislative amendment process.

The **Planning Commission** and **Staff** discussed a variety of potential regulatory topics for food cart pods including where to allow them, seating areas, parking, landscaping, screening, and utilities. **Commissioners** gave feedback and direction for each of these regulatory topics. **Staff** ended this work session and outlined the process moving forward. Draft code language would be provided at a second work session and it would get further refined with additional feedback from the **Commission** before moving on to a public hearing.

Business from the Commission: None.

Updates from Staff: **Director Kerr** mentioned the department budget, as it's budget preparation season. He also discussed building activity being continuous and not stopping anytime soon. **Director Kerr** informed the **Commission** that the Parks and Recreation Master Plan had been adopted by the **City Council** and he also touched on the development status on a few, specifically Boones Crossing Park.

Director Kerr mentioned upcoming projects, including the two gas stations – one located north of Safeway and the other at the location that the **Planning Commission** looked at 18 months ago at Oregon Way. He moved on discussing legislative amendment items that would be looked at, such as the sign code. **Director Kerr** talked about the UGB expansion for the urban reserve areas of Woodburn.

Director Kerr then talked about the recently approved Emergency Housing Shelter at 1560 Hardcastle Ave, the location of an emergency warming and cooling center for the last couple of years. The new group running that space is called **Mid-Willamette Valley Community Action Agency** and is using this location for the mentioned Emergency Housing Shelter. The **Planning Commission** discussed more about the shelter and **Director Kerr** informed them that it's a state mandate and that the legislature has been making changes recently to make it easier for emergency homeless services to be provided. The **Planning Commission** asked if the church would lose its ability to be a warming/cooling station and **Assistant City Attorney Chris Killmer** stated that while he's not the lead attorney on this project, his understanding is that the tent set up has multiple HVAC systems for those tents for heating and cooling. While he doesn't know the church set-up and what that looks like, he stated that in terms of the heating and cooling station, it will still be there and operating for those who need it.

Lastly, there will be **no Planning Commission Meeting on March 28, 2024**. The next one will be April 11, 2024.

Adjournment: **Chair Ellsworth** entertained a motion. **Commissioner Berlin** motioned to adjourn the meeting. Both **Commissioner Coning** and **Vice-Chair Hernandez-Mejia** seconded. **Chair Ellsworth** called for a vote, and it was unanimously in-favor. The meeting was adjourned around 9:12pm.

Approved _____ Date _____
Lisa Ellsworth
Chair of Planning Commission
City of Woodburn, Oregon

Attest _____ Date _____
Chris Kerr, AICP
Community Development Director
City of Woodburn, Oregon