

**Woodburn Planning Commission
Meeting Minutes
April 11, 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	Absent
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 March 14, 2024 minutes; there were none. Commissioner Lassen made a motion to approve of the minutes. Commissioner Corning 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 Cart Pods

Planner Dan Handel introduced Legislative Amendment LA 24-02: Food Cart Pods and gave a presentation. He presented a timeline of LA 24-02 and presented current WDO regulations for Mobile Food Services (Section 2.07.15). Planning Commission discussed with Staff about mobile food trucks that travel to construction sites and how they operate. They then discussed delivery services and the current code for this type of service (Section 2.07.06). Planner Handel discussed the Special Events (2.07.17) current code and Staff answered any questions about the code, specifically what constitutes a seasonal event and what type of event would stay or be removed from that definition. Ultimately, Commissioners asked Staff to clarify the provisions for each type of special event.

Planner Handel moved onto a potential Food Cart Pods code (2.07.08). The Planning Commission discussed potential scenarios with Staff and talked about the one existing mobile food pod in the industrial zone in Woodburn and discussed those development standards. Planner Handel presented potential site development standards and street improvements for a food cart pod. Staff answered questions regarding public restrooms and whether port-a-potties are acceptable or would the food pod need to build a restroom facility. The Planning Commission and Staff discussed potential language they can incorporate into the Food Cart Pods section of the code. Planner Handel then discussed utilities and what would be required

for the food cart pod. One topic of discussion was whether or not to allow propane tanks as part of a new pod. Commissioners discussed the pros and cons and ultimately directed staff to prohibit propane tanks because it would be reasonable to also install natural gas lines at the same time underground water and sewer lines are being installed. Then **Planner Handel** discussed access regulations and parking for the food cart pods. Then he talked about landscaping and screening regulations, and the **Commission** provided feedback to have **Planner Handel** provide examples to see how both aspects will be presented in the next work session. Lastly, **Planner Handel** discussed signage for the food cart pods and the lighting requirements to the **Commission**. The **Planning Commission** spent the rest of the evening discussing what was presented about food cart pods and the timeline of **LA 24-02**. After a lengthy discussion, **Chair Ellsworth** closed the work session.

Business from the Commission: None.

Updates from Staff: **Director Kerr** had a few items to address the **Planning Commission**. First was that they will have a few quasi-judicial items that are currently in review by **Staff**. He reminded **Commissioners** to not discuss items outside of the meetings with anyone and if the **Commission** has any questions or comments, they send them to **Staff**. A few examples of those quasi-judicial are two gas stations, with one being an item that the **Planning Commission** reviewed about 2 years ago on Newberg Hwy and the other one is on the Eastside, just North of the Safeway.

Director Kerr then talked about the schedule for the **Planning Commission Meetings** for the next two months. **The next meeting is on April 25, 2024**, and that would be the **Food Cart Pods' Final Work Session**. He then said that there will be **No Planning Commission Meeting on May 9, 2024**, and the **Food Cart Pods Public Hearing will be on May 23, 2024**.

Lastly, **Director Kerr** mentioned the new **WDO** binders are available for **Planning Commissioners** to have, and they just need to email **Staff** to make them one.

Adjournment: **Chair Ellsworth** entertained a motion. **Commissioner Lassen** motioned to adjourn the meeting. **Commissioner Coning** seconded. **Chair Ellsworth** called for a vote, and it was unanimously in-favor. The meeting was adjourned around 8:31 p.m.

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

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