

**Woodburn Planning Commission
Meeting Minutes
April 25, 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 (Late)
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 meeting 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 April 11, 2024 minutes; there were none. Commissioner Lassen made a motion to approve of the minutes. Commissioner Berlin 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

Chair Ellsworth opened the work session and Planner Dan Handel introduced the Legislative Amendment LA 24-02: Food Cart Pods and gave a presentation.

About a few minutes into the presentation around 7:04 p.m., Vice-Chair Hernandez-Mejia joined the Planning Commission Meeting online.

Planner Handel’s presentation focused on responding to questions and comments from the prior work session on April 11th. Planner Handel explained the changes to mobile food services and special events, then discussed how food cart pod regulations have been updated based on the feedback that Commissioners gave. Planner Handel confirmed the review process for new food cart pods and went on to outline how Staff would be soliciting feedback from the public on the proposed amendments. The Planning Commission discussed what was presented so far among themselves. Chair Ellsworth asked if anyone online had comments or questions for Staff about the food cart pods, and there were none.

Community Development Director Chris Kerr mentioned that Staff had a meeting with the downtown businesses and addressed their concerns and questions. Most of the businesses are in support of the food

cart pods, especially if it'll deter illegal and unregulated food carts from popping up. **Director Kerr** said the most concern for the downtown businesses was having the food carts set up in the downtown area, since there are already restaurant related businesses there and the concern of code violations.

Planner Dan Handel wrapped up his presentation by outlining a schedule for the public hearings for this legislative amendment. The public hearing for the **Planning Commission** to **recommend LA 24-02** to **City Council** would be on **May 23, 2024**, and **City Council's** public hearing and adoption would be on **June 24, 2024**. The **Planning Commission** agreed to that timeline. **Commissioner Bartel** asked about ice cream trucks and Planner Handel said that those are already factored into a different code in the development ordinance, under delivery services and must move to a different spot every 15 minutes. **Chair Ellsworth** closed the work session and moved onto updates from **Staff**.

Business from the Commission: None.

Updates from Staff: **Director Kerr** has had a few updates from **Staff** to present. First was letting the **Planning Commission** know that there won't be a **May 9th, 2024, meeting**. There will be a **Planning Commission Meeting** for **May 23, 2024**, which is the one **Planner Handel** mentioned earlier, with potentially a few smaller quasi-judicial items to go with the May 23rd meeting. **Director Kerr** mentioned a few quasi-judicial items in the next few months, like a few gas stations that might receive a lot of testimony, specifically the one proposed on Oregon Way.

Chair Ellsworth asked **Assistant City Attorney Chris Killmer** how ex-parte is viewed, in terms of social media. **Assistant City Attorney Killmer** stated that if it's posted on a social media site, the **Planning Commission** should not engage in the conversation in any shape or form, just like they would avoid the topic if it was brought up to them via in-person, email, phone, etc. In short, any form of communicating about the quasi-judicial item that is outside the chamber room is prohibited.

Adjournment: **Chair Ellsworth** entertained a motion. **Commissioner Corning** motioned to adjourn the meeting. **Commissioner Lassen** seconded. **Chair Ellsworth** called for a vote, and it was unanimously in-favor. The meeting was adjourned around 7:53 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