



Agenda Item

March 7, 2024

To: Lisa Ellsworth, Chair
Woodburn Planning Commission

From: Dan Handel, Planner

Subject: LA 24-02 Work Session: Food Carts and Food Cart Pods

Staff has scheduled this informal work session to get feedback and direction on how the City should regulate food carts and food cart pods. I will give a brief outline of our current process and the challenges that it creates, then the meeting will be open-ended. You'll see a number of questions throughout the following pages to guide our discussion. This is likely the first of several work sessions so it's ok if we don't cover everything.

Similar to the recent tree code amendments, this will eventually be scheduled for a public hearing where the Commission will give a formal recommendation to City Council. You will see draft code language well before that point, and will have ample time to continue giving feedback.

Defining Food Carts and Food Cart Pods

Food Cart: A vehicle, trailer, wagon, or similar facility that is self-propelled or can be pushed or pulled down a sidewalk or street, and is primarily used for the sale of food and/or beverages directly to the consumer.



Examples of food carts

Food Cart Pod: A site containing space for three or more food carts and associated amenities (seating areas, restrooms, etc.) under common management on private property.



Checkpoint 221 in West Salem

Regulatory Questions for Consideration

The following regulatory topics include questions that are intended to guide discussion about how to regulate food carts and food cart pods in Woodburn. Staff also provides a suggestion for each topic.

Allowed Locations

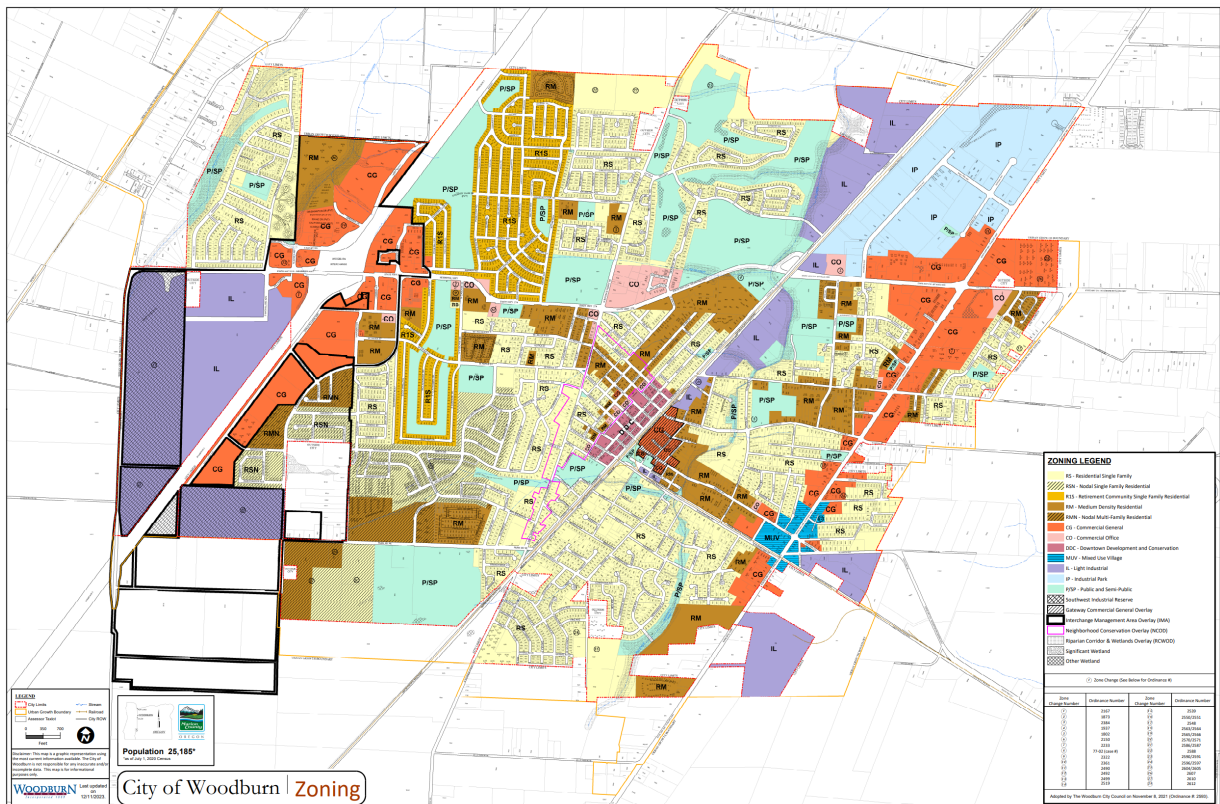
What zoning districts should allow for food carts and food cart pods? Industrial only? Commercial? Downtown?

Should there be a minimum separation distance between food carts or food cart pods?

Should food carts be allowed to occupy sidewalks or street parking? If so, for how long?

Staff Suggestion:

- Allow individual food carts in industrial zones, not in commercial zones. Maximum 1 per property.
- Allow individual food carts to use on-street parking only around the Plaza Park in the Downtown zone during the day.
- Allow food cart pods within all commercial and industrial zones.



Woodburn Zoning Map

Seating Areas & Restrooms

Should seating areas be required? Can each cart within a pod have its own seating area or should there be a centralized common seating area for all carts within the pod?

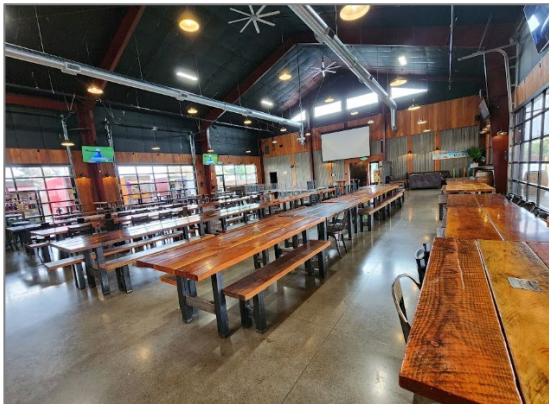
Should seating areas be covered? Should the cover be a permanent structure or can it be temporary like an umbrella?

Should seating areas be on paved surfaces? Gravel or woodchips ok?

Can portable restrooms be used to satisfy restroom requirements?

Staff Suggestion:

- Individual food carts are not required to provide seating areas.
- Food cart pods must provide at least 50 square feet of seating area per cart within a centralized common seating area. At least half of this common seating area must be covered.
- Restrooms are required for food cart pods. Portable restrooms are prohibited.



The Yard in Salem



Piknik Park in Portland



BGs Food Cartel in Beaverton

Site Access & Parking

Should the driveway and parking lot be paved? Is gravel ok?

If there are no sidewalks along the site, should they be required?

Do carts need to be on a paved surface? Gravel ok?

How many parking stalls should be required?

Should drive-thrus be allowed?

Staff Suggestion:

- Individual food carts need only be outside of fire lanes, drive aisles, and walkways.
- Food cart pods with 9 or fewer carts can be on gravel or pavement. Pods with 10 or more carts must be on pavement.
- Food cart pods must provide sidewalk along the site frontage.
- A minimum of 2 parking stalls must be provided per food cart.
- No drive-thrus allowed.

Landscaping and Screening

Should there be landscaping requirements? How much to require?

Should carts be screened from view from the street? From neighboring properties? What type of screening would be required?

Staff Suggestion:

- No landscaping or screening requirements for individual food carts.
- Have a minimal per-cart landscaping requirement for food cart pods. Can be met through decorative planters or in-ground planting.
- Perimeter screening for a food cart pod required only along shared boundary with residentially zoned property. Screening would be a 6-foot fence.
- Refuse storage areas would be enclosed behind 6-foot sight-obscuring fence.

Utilities

Should food carts be required to connect to municipal water and sewer? Should the City charge SDC fees?

Should food carts be required to connect to PGE power? Are generators ok?

What about natural gas lines? Propane tanks ok?

Staff Suggestion:

- Do not require individual food carts connect to municipal utilities, PGE power, or natural gas. Allow generators and propane tanks.
- Require food cart pods to provide connections to municipal utilities and PGE power for each cart. Generators prohibited. Natural gas allowed, not required.

Permitting and Review

What process should staff use to review new food cart pods? To modify existing pods?

Should there be a permit process for individual food carts?

Staff Suggestion:

- A new food cart pod would follow the Type II Design Review procedure for obtaining a site plan approval prior to applying for any Public Works Department or Building Division permits.
- An existing food cart pod could be modified or expanded by following the Type I Design Review process.
- Have individual food carts follow the Type I Design Review process for obtaining site plan approval.
- All food carts must maintain the annual City business registration and comply with all applicable City, Woodburn Fire District, Marion County, and state agency permitting requirements.