

**NOTICE OF PUBLIC MEETING
LAFAYETTE PLANNING COMMISSION**

DATE & TIME: Thursday, November 20, 2025 – 6:30 p.m.
PLACE: Council Chambers, 486 Third Street, Lafayette, OR 97127

AGENDA

1. CALL TO ORDER
2. FLAG SALUTE
3. ROLL CALL
4. CITIZEN INPUT ON NON-AGENDA ITEMS
5. APPROVAL OF MINUTES
 - a. October 16, 2025 Planning Commission Meeting Minutes.....1
6. WORK SESSION
 - a. LA 2025-01 Allowing Mobile Food Units.....3
7. NEW BUSINESS
 - a. Transportation System Plan Update
 - b. Housing Capacity Analysis Grant Update
8. COMMISSIONER COMMENTS
9. NEXT MEETING
 - a. December 18, 2025
10. ADJOURNMENT

The Council Chambers is accessible. If you need an accommodation to attend or participate in a meeting or wish to participate remotely, please notify the City at (503) 864-2451 at least 24 hours prior to the meeting.

City of Lafayette
Planning Commission Meeting Minutes
Thursday, October 16, 2025, at 6:30 p.m.

1. CALL TO ORDER: Chair Kerr called to order at 6:37 p.m.

2. FLAG SALUTE: Chair Kerr led the flag salute.

3. ROLL CALL: Chair Kerr called the Roll:

Present: Chair Ron Kerr, Scott Adamson, Jon Meola, David Rogers

City Staff Present: Jim Jacks, City Planner; Kennedee Richardson, City Recorder

Excused: Stephen Belding

Absent, Unexcused: Sheil Neuman

Chair Kerr lays out his expectations for attendance at meetings and the reasons that an absence will be excused, such as illness and family emergency.

4. CITIZEN INPUT ON NON-AGENDA ITEMS:

No citizen input on non-agenda items.

5. APPROVAL OF MINUTES:

a. September 18, 2025, Planning Commission Meeting

Commissioner Meola notes the header has the wrong date. Commissioner Meola made a motion to approve the September 18, 2025, Planning Commission Meeting Minutes with the noted changes to the date in the header, and Commissioner Adamson seconded the motion; the motion passed 4-0 (aye- Ron Kerr, David Rogers, Scott Adamson, Jon Meola; excused – Stephan Belding, absent – Sheila Neuman)

6. WORK SESSION:

a. LA 2025-01 Food Trucks/Carts

City Planner Jim Jacks goes over the permit conditions approved by the City of Keizer. The Commission discusses the language for several conditions in that section, including language to make property owners and mobile food units both responsible for the conditions. The Commission comes to a consensus of no more than three units per property. City Planner Jacks discusses the possibility of deleting sections 10-53 and 10-54. The Commission discusses where the code for this permit would be listed.

Additional discussion about the details and language is had.

7. NEW BUSINESS:

a. Parking and Driveway Regulations for Single Family Housing

City Planner Jacks shares the background of why this issue is being discussed.

8. OLD BUSINESS:

City Planner Jacks updates the Commission that the City Council is discussing outdoor seating. City Recorder Richardson updated the Commission on the Council's discussion on outdoor seating.

9. COMMISSIONER COMMENTS:

Commissioner Adamson congratulates City Staff on receiving the DLCD funding for a Housing Capacity Analysis. Discussion about the process moving forward has been had.

10. NEXT MEETING:

a. November 20, 2025

11. ADJOURNMENT:

Commissioner Rogers moved to adjourn the meeting. Commissioner Adamson seconded; the motion passed 4-0 (aye- Ron Kerr, Scott Adamson, David Rogers, Jon Meola; excused – Stephan Belding, absent - Sheila Neuman)

Minutes approved on the 16th day of October 2025.

CERTIFIED:

ATTESTED:

Ron Kerr, Chair

Kennedee Richardson, City Recorder



TO: LAFAYETTE PLANNING COMMISSION

FROM: JIM JACKS, CITY PLANNER

SUBJ: ALLOW MOBILE FOOD UNITS (FOOD TRUCKS, FOOD CARTS) IN THE C-1 (COMMERCIAL-CORE) AND C-2 (COMMERCIAL-GENERAL) DISTRICTS (Case File: LA 2025-01)

DATE: NOVEMBER 20, 2025

I. BACKGROUND

In 2025 the city received an inquiry to locate a mobile food unit (MFU) in the city. Currently, the Lafayette Zoning and Development Ordinance (LZDO) does not allow MFU's in any zoning district. Staff brought the issue to the City Council who directed staff to work with the Planning Commission to allow MFU's subject to standards.

The Planning Commission discussed the issue on September 18 and October 16, 2025 and determined MFU's should be allowed in the Commercial – Core (C-1) and Commercial – General (C-2) zoning districts, subject to standards.

II. LIST OF PROPOSED LZDO AMENDMENTS

The following is a list of the proposed amendments to the LZDO. They are in the order of the LZDO's section numbers.

1.200 DEFINITIONS

1. 1.200.02, Definitions. Propose adding the term "Mobile Food Unit" and adding a definition for the term as defined by the Oregon Health Authority.

2.105 COMMERCIAL – CORE DISTRICT (C-1)

2. 2.105.02, Permitted Uses. Propose adding a new Subsection 2.105.02, Z, Mobile Food Unit, as a permitted use in the C-1 District, subject to standards in a new Subsection 2.317.

2.106 COMMERCIAL – GENERAL DISTRICT (C-2)

3. 2.106.02, Permitted Uses. Propose adding a new Subsection 2.105.02, X, Mobile Food Unit, as a permitted use in the C-2 District, subject to standards in a new Subsection 2.317.

2.300 SUPPLEMENTAL STANDARDS FOR SPECIAL USES

4. 2.317 Propose adding a new Section 2.317, Mobil Food Unit (MFU)
5. 2.317.01 Propose adding a new Subsection 2.317.01, Purpose, for MFU's.
6. 2.317.02 Propose adding a new Subsection 2.317.02, Procedure, to establish a process to review MFU Permit applications.
7. 2.317.03 Propose adding a new Subsection 2.317.03, Standards, to establish standards that MFU's must meet.

3.101 SUMMARY OF APPLICATIN TYPES AND REVIEW PROCEDURES

8. 3.101.01 Type I-B Actions (decided by City Administrator with a 15-day comment period afforded to owners of properties within 100 feet). Currently, there are 7 Type I-B Actions listed. Propose adding Mobile Food Unit Permit as the eighth Type I-B Action.

III. PROPOSED LZDO AMENDMENTS – “MARK-UP” VERSION

The following presents the “mark-up” version of the proposed amendments to the LZDO. They are in the order of the LZDO’s section numbers.

The language to be deleted is shown in [~~brackets and strikeout~~] and the language to be added is shown in ***bold italics***.

1.200 DEFINITIONS

1.200.02 Definitions.

Mobile Food Unit: A self-propelled or towable vehicle, such as a food truck or trailer where food is prepared and sold to the public.

2.105 COMMERCIAL – CORE DISTRICT (C-1)

2.105.02 Permitted Uses.

Unless otherwise subject to Conditional Use provisions or requirements of this Ordinance, the following uses are permitted in the C-1 District, subject to the provisions in Section 3.105, Site Development Review:

A – Y. No change.

Z. *Mobile Food Unit, subject to the provisions in Section 2.317, Special Permitted Use - Mobile Food Unit.*

2.106 COMMERCIAL – GENERAL DISTRICT (C-2)

2.105.02 Permitted Uses.

Unless otherwise subject to Conditional Use provisions or requirements of this Ordinance, the following uses are permitted in the C-2 District, subject to the provisions in Section 3.105, Site Development Review:

A – W. No change.

X. ***Mobile Food Unit, subject to the provisions in Section 2.317, Special Permitted Use - Mobile Food Unit.***

2.300 SUPPLEMENTAL STANDARDS FOR SPECIAL USES

2.317 MOBILE FOOD UNIT

2.317.01 Purpose

The purpose of this Section is to minimize adverse public safety and public health impacts that may result from allowing mobile food units in the city by adopting requirements and a permitting process to allow property owners to site mobile food units and to allow mobile food units to locate on a property.

2.317.02 Scope

- A. ***The provisions of this section apply to mobile food units and to the owners of properties where mobile food units are placed after the date the mobile food unit provisions are effective.***
- B. ***Section 2,317, Mobile Food Unit, is not applicable if the mobile food unit is operating under a special event permit, park permit or other city permit***

2.317.03 License and Permit Required

- A. ***A mobile food unit operator must obtain and maintain current licensing with the Yamhill County Environmental Health Department or other appropriate governing agency and must comply with the requirements of any and all federal, state or local laws.***
- B. ***A mobile food unit operator must display such license or sticker on the mobile food unit in a prominent location in view of all patrons and customers.***
- C. ***A mobile food unit operator must obtain a Mobile Food Unit Permit from the City of Lafayette in accordance with Section 2.317, Mobile Food Units.***

2.317.03 Standards

Where a mobile food unit is permitted as a special use, compliance with the following is required:

- A. A mobile food unit must only occupy a location on a property as approved in the Mobile Food Unit Permit.**
- B. No more than 3 mobile food units may be located on a property.**
- C. The property owner must only allow mobile food units that have and display the vendor's current Yamhill County Environmental Health Department license or sticker, or current appropriate governing agency licensing, in a prominent location in view of all patrons and customers.**
- D. A mobile food unit operator must display the unit's current Yamhill County Environmental Health Department's environmental health license or sticker, or current appropriate governing agency licensing, in a prominent location in view of all patrons and customers.**
- E. A mobile food unit operator must ensure the mobile food unit is mobile and is on operable wheels and tires at all times when present on the premises.**
- F. A mobile food unit operator must ensure the mobile food unit is not on the premises for more than 7 consecutive days without being open for business.**
- G. The premises must not be used as storage for a mobile food unit.**
- H. A mobile food unit operator and the property owner must comply with all Americans with Disability Act accessibility requirements and not impede any pedestrian pathways, driveways or drive aisles of any off-street parking area or create safety or traffic hazards.**
- I. A mobile food unit must not be located in a public right-of-way.**
- J. Pedestrian and vehicular access to a mobile food unit must be on a surface that is either a minimum of 2.5-inches of asphalt over a 6-inch aggregate base, or 4-inches of Portland cement concrete.**
- K. A mobile food unit must be located on a surface that is either a minimum of 2.5-inches of asphalt over a 6-inch aggregate base, or 4-inches of Portland cement concrete.**
- L. For a property with other existing uses or activities, the minimum number of off-street parking requirements for the other existing uses or activities must be maintained.**
- M. Two parking spaces must be provided for each mobile food unit on a property.**
- N. A mobile food unit operator must open no earlier than 5:00 a.m. and must close no later than 11:00 p.m.**
- O. Except for signage painted on a mobile food unit, signage must comply with signage regulations in the Lafayette Zoning and Development Ordinance, Section 2.206, Signs.**

- P. A mobile food unit operator or the property owner must not place or store any type of supplies, material, or equipment outdoors on the premises. All supplies, material, and equipment must be fully contained within a mobile food unit or in an enclosed structure.**
- Q. A mobile food unit operator is allowed three temporary covered eating areas, provided each temporary covered eating area is kept in good condition and maintained to manufacturer's specifications. The covering must be able to be securely tied down.**
- R. A mobile food unit operator must provide a minimum of 1 trash receptacle and is responsible for keeping the premises free of paper, cardboard, wood, plastic containers, wrappers, and litter.**
- S. A mobile food unit operator must not allow grey water to be discharged on the premises.**
- T. All conditions of approval and requirements of the Mobile Food Unit Permit must be in compliance.**

2.317.04 Permit Application Process

- A. Application forms for Mobile Food Unit Permits are available at the Lafayette City Hall. Applications must be submitted at City Hall and must be signed by the property owner and mobile food unit operator under penalty of perjury. The application documents must include at least the following:**
 - 1. A completed application form.**
 - 2. A detailed Site Plan drawn to scale showing the following:**
 - a. The location of each mobile food unit;**
 - b. The distance from each mobile food unit to driveway approaches, on-site pedestrian ways and public sidewalks;**
 - c. The location of the driveway aisle(s) and parking spaces on the property. Label the minimum of 2 parking spaces required for each mobile food unit.**
 - d. Show that each of the standards in Section 2.317.04 is met.**
 - 3. Describe each eating area and show its location and size, if eating areas are provided.**
 - 4. The Mobile Food Unit Permit application fee as set by council resolution. No portion of the Permit fee is refundable once the application materials have been submitted for review.**
 - 5. Such other information deemed necessary by the City to conduct any investigation for the Mobile Food Unit Permit.**

- B. The permit will be approved, denied or approved as modified. The location of each mobile food unit shall be approved if, at the City's discretion, the location meets the requirements as forth in this section and the locations are in a safe and appropriate location considering vision clearance, pedestrian safety and access, parking and vehicle and pedestrian circulation, and other applicable factors.**

3.100 APPLICATION REQUIREMENTS AND REVIEW CRITERIA

3.101 SUMMARY OF APPLICATION TYPES AND REVIEW PROCEDURES

3.101.01 Type I Action

Type I actions are reviewed and decided by the City staff. They are divided into four categories:

- A. Type I-A actions are reviewed and decided by City staff based on objective standards that allow for no interpretation or the exercise of policy or legal judgment. Conditions may be placed on the decision provided they do not require an interpretation or the exercise of policy or legal judgment. Notice of the decision is provided consistent with Section 3.201.01. There is no appeal. The following are Type I-A actions:
1. Property Line Adjustment
 2. Sign Permit
 3. Floodplain Development Permit.
- B. Type I-B actions are reviewed and decided by City staff based on objective and subjective standards that allow interpretation or the exercise of policy or legal judgment. Conditions may be placed on the decision. Notice of the decision is provided consistent with Section 3.201.02. Appeal is to the Planning Commission. The following are Type I-B actions:
1. Minor Variance.
 2. Home Occupation.
 3. Property Line Adjustment with discretion.
 4. Sign Permit with discretion.
 5. Floodplain Development Permit with discretion.
 6. Similar Use/Ordinance Interpretation as part of a Type I-B application.
 7. Similar Use/Ordinance Interpretation not part of an application.
 8. ***Mobile Food Unit Permit.***

- C. Type I-C.... No change.
- D. Type I-D.... No change.

IV. PROPOSED LZDO AMENDMENTS – “CLEAN COPY” VERSION

The following is the “clean copy” version of the proposed amendments as they would read if adopted. They are in the order of the LZDO’s section numbers.

1.200 DEFINITIONS

1.200.02 Definitions.

Mobile Food Unit: A self-propelled or towable vehicle, such as a food truck or trailer where food is prepared and sold to the public.

2.105 COMMERCIAL – CORE DISTRICT (C-1)

2.105.02 Permitted Uses.

Unless otherwise subject to Conditional Use provisions or requirements of this Ordinance, the following uses are permitted in the C-1 District, subject to the provisions in Section 3.105, Site Development Review:

A – Y. No change.

- Z. Mobile Food Unit, subject to the provisions in Section 2.317, Special Permitted Use - Mobile Food Unit.

2.106 COMMERCIAL – GENERAL DISTRICT (C-2)

2.105.02 Permitted Uses.

Unless otherwise subject to Conditional Use provisions or requirements of this Ordinance, the following uses are permitted in the C-2 District, subject to the provisions in Section 3.105, Site Development Review:

A – W. No change.

- X. Mobile Food Unit, subject to the provisions in Section 2.317, Special Permitted Use - Mobile Food Unit.

2.300 SUPPLEMENTAL STANDARDS FOR SPECIAL USES

2.317 MOBILE FOOD UNIT

2.317.01 Purpose

The purpose of this Section is to minimize adverse public safety and public health impacts that may result from allowing mobile food units in the city by adopting requirements and a permitting process to allow property owners to site mobile food units and to allow mobile food units to locate on a property.

2.317.02 Scope

- A. The provisions of this section apply to mobile food units and to the owners of properties where mobile food units are placed after the date the mobile food unit provisions are effective.
- B. Section 2,317, Mobile Food Unit, is not applicable if the mobile food unit is operating under a special event permit, park permit or other city permit

2.317.03 License and Permit Required

- A. A mobile food unit operator must obtain and maintain current licensing with the Yamhill County Environmental Health Department or other appropriate governing agency and must comply with the requirements of any and all federal, state or local laws.
- B. A mobile food unit operator must display such license or sticker on the mobile food unit in a prominent location in view of all patrons and customers.
- C. A mobile food unit operator must obtain a Mobile Food Unit Permit from the City of Lafayette in accordance with Section 2.317, Mobile Food Units.

2.317.04 Standards

Where a mobile food unit is permitted as a special use, compliance with the following is required:

- A. A mobile food unit must only occupy a location on a property as approved in the Mobile Food Unit Permit.
- B. No more than 3 mobile food units may be located on a property.
- C. The property owner must only allow mobile food units that have and display the vendor's current Yamhill County Environmental Health Department license or sticker, or current appropriate governing agency licensing, in a prominent location in view of all patrons and customers.
- D. A mobile food unit operator must display the unit's current Yamhill County Environmental Health Department's environmental health license or sticker, or current appropriate governing agency licensing, in a prominent location in view of all patrons and customers.
- E. A mobile food unit operator must ensure the mobile food unit is mobile and is on operable wheels and tires at all times when present on the premises.
- F. A mobile food unit operator must ensure the mobile food unit is not on the premises for more than 7 consecutive days without being open for business.
- G. The premises must not be used as storage for a mobile food unit.

- H. A mobile food unit operator and the property owner must comply with all Americans with Disability Act accessibility requirements and not impede any pedestrian pathways, driveways or drive aisles of any off-street parking area or create safety or traffic hazards.
- I. A mobile food unit must not be located in a public right-of-way.
- J. Pedestrian and vehicular access to a mobile food unit must be on a surface that is either a minimum of 2.5-inches of asphalt over a 6-inch aggregate base, or 4-inches of Portland cement concrete.
- K. A mobile food unit must be located on a surface that is either a minimum of 2.5-inches of asphalt over a 6-inch aggregate base, or 4-inches of Portland cement concrete.
- L. For a property with other existing uses or activities, the minimum number of off-street parking requirements for the other existing uses or activities must be maintained.
- M. Two parking spaces must be provided for each mobile food unit on a property.
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- O. Except for signage painted on a mobile food unit, signage must comply with signage regulations in the Lafayette Zoning and Development Ordinance, Section 2.206, Signs.
- P. A mobile food unit operator or the property owner must not place or store any type of supplies, material, or equipment outdoors on the premises. All supplies, material, and equipment must be fully contained within a mobile food unit or in an enclosed structure.
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- T. All conditions of approval and requirements of the Mobile Food Unit Permit must be in compliance.

2.317.05 Permit Application Process

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 - d. Show that each of the standards in Section 2.317.04 is met.
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 5. Such other information deemed necessary by the City to conduct any investigation for the Mobile Food Unit Permit.
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1. Minor Variance.
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 5. Floodplain Development Permit with discretion.
 6. Similar Use/Ordinance Interpretation as part of a Type I-B application.
 7. Similar Use/Ordinance Interpretation not part of an application.
 8. Mobile Food Unit Permit.
- C. Type I-C.... No change.
- D. Type I-D.... No change.

V. STAFF RECOMMENDATION

As shown above the proposed language is placed in the LZDO because a MFU relates to the use of land, and the LZDO currently includes several “special uses” in Chapter 2.300, Supplemental Standards For Special Uses.

Staff recommends the Commission review the staff report and be prepared to discuss the proposed final draft amendments.

As is always the case, if you have questions prior to the November 20, 2025 Planning Commission public hearing, please contact me at 503 540-1619 or jjacks@mwvcog.org.