

**NOTICE OF PUBLIC MEETING
LAFAYETTE PLANNING COMMISSION**

DATE & TIME: Thursday, October 16, 2025 – 6:30 p.m.
PLACE: Community Center 133 Adams 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. September 18, 2025 Planning Commission Meeting Minutes.....2
6. WORK SESSION
 - a. LA 2025-01 Food Trucks/Carts.....5
7. NEW BUSINESS
 - a. Parking and Driveway Regulations for Single Family Housing
8. COMMISSIONER COMMENTS
9. NEXT MEETING
 - a. November 20, 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, June 19, 2025 at 6:30 p.m.

1. **CALL TO ORDER:** Chair Kerr called to order at 6:30 p.m.

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

3. **ROLL CALL:** Chair Kerr called the Roll:

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

City Staff Present: Jim Jacks, City Planner; Nicole Laudisio, Community Development Clerk

Not Present: Sheila Neuman

4. **CITIZEN INPUT ON NON-AGENDA ITEMS:**

None.

5. **APPROVAL OF MINUTES:**

a. June 19, 2025, Planning Commission Meeting

Commissioner Belding made a motion to approve April 17, 2025 Minutes and

Commissioner Adamson seconded the motion; the motion passed 5-0 (aye- Ron Kerr,

Stephan Belding, David Rogers, Scott Adamson, Jon Meola)

6. **WORK SESSION:**

a. LA 2025-01 Food Truck/Carts

Commissioner Chair Kerr opened the work session at 6:33 p.m. and City Planner Jacks introduced the staff report regarding food cart and food truck standards. The staff report included two attachments- a spreadsheet comparing 11 Oregon cities food truck and food cart regulations and the second attachment is the Oregon Health Authority's Mobile Food Unit Plan Review Packet. Commissioner Belding asked if there was interest that led to this coming before the Planning Commission; City Planner Jacks stated there were a few inquiries in the past year or so, he then explained the City of Lafayette's temporary use permit only covers temporary occupation of an RV. City Planner Jacks continues with the staff report and suggested a few things to consider when working on the regulation for mobile food units- limitations on the number of units in the City, owner approval on lot, the lot material, time limit and hours, regulations on generators, and what district would it be zoned.

Commission Chair Kerr stated that trailers and self-propelled mobile food units should both be allowed within city limits. Commissioner Adamson stated that the City of Keizer's regulations in the staff report attachment were a good starting point for the City of Lafayette. Commission Chair Kerr suggested it should be outright allowed in the C-1, C-2, and RC zoning districts. City Planner Jacks recommended being careful with allowance in the RC district, Commission Chair Kerr explained his reasoning in supporting mobile food units in the RC stating that properties in that zoning district already can be developed into businesses and the Planning Commission should not only help residents but also help businesses. City Planner Jacks explained that mobile food units have never been allowed within city limits and allowing them adjacent to residential properties may stir up problems. Commissioner Meola stated he was in favor of allowing mobile food units in C-1 and C-2 but not in RC as this is just the initial implementation that can be later expanded and keeping it in the commercial core could lead to foot traffic for other businesses in the commercial core. City Planner Jacks warned against putting conflicting uses next to each other and approval from surrounding residential property owners may lead to tensions between those neighbors. Commissioner Rogers agreed that allowance in C-1 and C-2 is a good starting point, he noted that many of the other cities seen in the staff report attachment do not allow drive-thrus and that restriction could also lead to more foot traffic to the commercial core; Commissioner Adamson agreed that C-1 and C-2 should be the starting point for allowing mobile food units. Commissioner Meola agreed with the earlier comment that Keizer's regulations are a good starting point to model after.

7. NEW BUSINESS:

City Planner Jacks informed the commission that the city has applied for a DLCD Housing Planning Assistance Grant Program, and the city should be hearing back soon.

8. OLD BUSINESS:

None.

9. COMMISSIONER COMMENTS:

Commissioner Belding asked if the Planning Commission would still be interested in meeting when City Planner Jacks cannot attend or there is nothing to review- Commissioner Adamson was in favor of meeting on days when the meeting was to be cancelled.

10. NEXT MEETING:

a. October 16, 2025

- Location change to the Community Center

11. ADJOURNMENT:

Commissioner Adamson moved to adjourn the meeting. Commissioner Rogers seconded; the motion passed unanimously 5-0 (aye- Ron Kerr, Stephan Belding, Scott Adamson, David Rogers, Jon Meola)

Minutes approved on the 16th day of October 2025.

CERTIFIED:

ATTESTED:

Ron Kerr, Chair

Kennedee Richardson, City Recorder

DRAFT

City of Lafayette

486 Third Street, P.O. Box 55
Lafayette, Oregon 97127
Phone: (503) 864-2451 Fax: (503) 864-4501



TO: LAFAYETTE PLANNING COMMISSION
FROM: JIM JACKS, CITY PLANNER
SUBJ: WORK SESSION: MOBILE FOOD UNITS (MFU) (LA 2025-01)
DATE: OCTOBER 16, 2025

I. BACKGROUND

On September 18, 2025 the Planning Commission held a work session on mobile food units (MFU). The Commission reviewed a matrix summarizing the standards from 11 mid-valley cities and identified the City of Keizer standards as a basis from which to proceed.

The September 18 staff report listed the following for Keizer.

CITY	GENERAL APPROACH	DEFINITION	DETAILS
KEIZER	Mobile Food Vendor Permit processed as a Type I. City application requires County license, site plan, photo or rendering of the unit, property owner signature/contract, and fee.	Mobile Food Vendor: A non-permanent use that typically is a truck, van, or trailer which have their wheels intact and have been outfitted to prepare and serve food. Limited language in KDC 2.434.	Permit valid for one year. Authorization from property owner required. Hours of operation are 6:00am to 11:00pm. All litter, trash, & materials on the property related to the mobile food vendor is the responsibility of the vendor & will be disposed of properly. Common areas to be hard surface. Shall not operate in a public right of way unless.... Skirting & screening required. Signs must comply with portable sign provisions.

II. CITY OF KEIZER PROVISIONS

The following are the Keizer standards for the Commission to review and to propose additions and deletions. The Keizer Development Code includes a definition of “Mobile Food Vendor.”

Mobile food vendor. A non-permanent use that typically is a truck, van, or trailer which has their wheels intact and has been outfitted to prepare and serve food. (9/16)

The Keizer Development Code then includes the following Section 2.434.

- **2.434. - MOBILE FOOD VENDORS**

Where permitted as a special permitted use, mobile food vendors may be allowed, provided that they comply with the following:

- A. Obtain a license from Marion County Environmental Health or appropriate governing agency.
- B. Must be located on a site which has obtained a mobile food vendor premises permit.

The above is the only language in the Development Code, except for the definition. The majority of the Mobile Food Vendor language is in the Municipal Code, Chapter 10, Businesses, Article III, Mobile Food Vendors, which follows.

As indicated in Section III, below, at this point the approach for Lafayette will be that MFU's will be (1) amended into the Municipal Code based on the recommendation of the City Attorney and City Administrator, OR amended into the LZDO, Chapter 2.300, Supplemental Standards For Special Uses, in a new Section 2.318, Mobile Food Units. Due to some subjective standards, the MFU Permit will be a Type II permit.

The Keizer language follows:

- **ARTICLE III. - MOBILE FOOD VENDORS**
- **Sec. 10-47. - Purpose.**

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

- **Sec. 10-48. - Definitions.**

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Manager means the city manager or designee.

Mobile food vendor means a non-permanent, contained vehicle, typically a truck, van, or trailer, which has its wheels intact and has been outfitted to prepare and serve food to pedestrian customers and patrons outside of the vehicle.

Owner means a person who has an ownership interest in a mobile food vendor.

Person means every natural person, firm, partnership, association, social or fraternal organization, corporation, estate, trust, receiver, syndicate, branch of government, or any other group or combination acting as a unit.

Premises means a single lot or parcel of record.

Property owner means the owner of record of real property as shown on the latest tax rolls or deed records of the county.

Site means the space on premises designated to be occupied by one mobile food vendor.

- **Sec. 10-49. - Permit required.**

- (a) An owner of any mobile food vendor operating in the city shall obtain and maintain current licensing with the county environmental health or other appropriate governing agency and must comply with the requirements of any and all federal, state or local laws. Such license or sticker must be displayed in a prominent location in view of all patrons and customers. Mobile food vendors may not provide drive-through window service.
- (b) A property owner wishing to allow one or more mobile food vendors on the owner's property must receive a mobile food vendor premises permit issued under this article. A new permit must be obtained if the property owner wants to change the number or location of allowed mobile food vendor sites on property owner's property.
- (c) This article is not applicable if the mobile food vendor is operating under a special event permit, park permit or other city permit.

- **Sec. 10-50. - Permit application and fee requirements.**

- (a) Application forms for mobile food vendor premises permits will be available at the planning department. Applications must be submitted to the planning department and must be signed by the property owner under penalty of perjury. The application documents must include at least the following:
 - (1) The completed application form.
 - (2) A detailed premises plan showing the number and location of the proposed site for mobile food vendors. Such plan shall detail the following:
 - a. The site location;
 - b. The distance from the site to driveway approaches, sidewalks, and on-site pedestrian ways;
 - c. Clearly delineate the parking spaces, both available and unavailable, due to the sites.
 - (3) The description, location of and size of the eating area, if one is provided.
 - (4) The application fee as set by council resolution. No portion of the mobile food vendor premises permit fee is refundable once the premises plan has been submitted for review.
 - (5) Such other information deemed necessary by the manager to conduct any investigation for the mobile food vendor premises permit.
- (b) The permit will be approved, denied or approved as modified. The sites shall be approved if, in the planning department's discretion, the sites meet the requirements as forth in this section and the sites are in a safe and appropriate location considering vision clearance, pedestrian safety and access, parking requirements and other appropriate factors.

- **Sec. 10-51. - Permit termination.**

- (a) A mobile food vendor premises permit shall remain in effect so long as the site location and number of mobile food vendors remain the same.

- (b) A mobile food vendor premises permit terminates automatically if federal or state statutes, regulations or guidelines are modified, changed, or interpreted in such a way by state or federal law enforcement officials as to prohibit operation of a mobile food vendor.

- **Sec. 10-52. - Permit conditions.**

The property owner must comply with the following requirements, in addition to any other federal, state or local requirements:

- (1) The property owner shall only allow mobile food vendors that have and display the vendor's current county environmental health department license or sticker, or current appropriate governing agency licensing, in a prominent location in view of all patrons and customers.
- (2) The property owner shall require that the mobile food vendor be mobile and on wheels at all times when present on the premises.
- (3) The property owner shall ensure that the mobile food vendor shall not be on the premises for more than four days without being open for business.
- (4) The premises shall not be used as storage for the mobile food vendor vehicle.
- (5) The property owner shall maintain the premises as follows:
 - a. 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.
 - b. The property owner must not place a site in a public right-of-way.
 - c. The property owner must place the site on an improved parking lot or other hard surface area.
 - d. The minimum off-street parking requirements for all uses or activities must be maintained.
 - e. Mobile food vendors may only occupy sites as approved in the permit.
 - f. The property owner must set operating hours for the mobile food vendors which shall not exceed 6:00 a.m. to 11:00 p.m.
 - g. Signage must comply with signage regulations in the city development code.
 - h. The property owner may not allow mobile food vendors to place or store any type of supplies, material, or equipment outdoors on property owner premises. All supplies, material, and equipment must be fully contained within mobile food vendor or in an enclosed structure, except that one grill, barbeque or cooking surface may be used outdoors.

- i. The property owner may be allowed a temporary covered eating area, provided the 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.
- j. The property owner is responsible for keeping the premises free of paper, cardboard, wood, plastic containers, wrappers, and litter. Bathroom facilities must be provided for mobile food vendors and customers during operating hours.
- k. The property owner shall not allow grey water to be discharged on the premises.
- l. All conditions of the permit must be in compliance.

- **Sec. 10-53. - Examination of premises.**

- (a) To determine compliance with the requirements of this article and any and all applicable regulations, the manager may examine or cause to be examined by an agent or representative designated by the manager, at any reasonable time, the premises. Every permittee is directed and required to furnish to the manager the means and opportunity for making such examinations.
- (b) Without reducing or waiving any provisions of this article, the manager or designee shall have the same access to the premises as allowed to county inspectors. Denial or interference with access shall be grounds for revocation or suspension of a mobile food vendor premises permit.

- **Sec. 10-54. - Administrative and other remedies for noncompliance, administrative appeals, and penalties.**

[Note: Depending on whether the Lafayette provisions are in the Municipal Code or in the LZDO, the following enforcement provisions may be retained or deleted.]

- (a) The manager may deny, suspend, or revoke a mobile food vendor premises permit for failure to comply with this article or rules adopted under this article, for submitting falsified information to the city, or for noncompliance with any other city ordinances or regulations, or violation of any state laws.
 - (1) Any suspension or revocation pursuant to this section shall be in writing, setting forth the reasons therefor, and giving the permittee written notice by first class United States mail at least ten calendar days prior to effective date of the revocation or suspension.
 - (2) A decision to deny, suspend, or revoke a mobile food vendor premises permit may be appealed by filing a notice of appeal in writing physically delivered to the manager on or before the effective date. Unless the manager has declared imminent danger to the public will exist, the manager's decision to revoke or suspend is stayed pending appeal. The matter shall be heard by the hearings officer, who shall determine, by preponderance of the evidence, whether the manager's decision should be upheld or reversed, or upheld in part and reversed in part. The hearing shall be conducted no later than 20 days from the date of appeal, unless a different date is stipulated by the city and the applicant or good cause is shown for setting the matter forward. Testimony at the hearing shall be taken upon oath or affirmation of the witnesses.

The hearings officer shall consider only the matters set forth in the notice of appeal. The findings and decision of the hearings officer shall be served upon the appellant by first class mail within ten days after the hearing concludes. The hearings officer decision shall be effective ten days following the date of the decision. The findings and decision of the hearings officer shall be final and conclusive, subject only to writ of review under ORS 34.010 to 34.100, which shall be the sole remedy.

- (b) In addition to the remedies of suspension and revocation, failure to comply with the requirements of this article or the conditions of the permit constitutes an infraction under [chapter 1](#), article II. Violations are subject to fines not to exceed \$500.00 per day. Each day in violation constitutes a separate offense.
- (c) The remedies provided in this section are not exclusive and shall not prevent the city from exercising any other remedy available under the law.

III. PROPOSED LANGUAGE IN THE LZDO

Based on the preference of the City Attorney and City Administrator, the proposed language would be placed in the Municipal Code or in the LZDO, Chapter 2.300, Supplemental Standards For Special Uses, in a new Section 2.318, Mobile Food Units.

Once the final draft language is known, and if the preference is for the MFU provisions to be in the LZDO, this section of the staff report to the Planning Commission will show the language to be added to the LZDO.

IV. STAFF RECOMMENDATION

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

As is always the case, if you have questions prior to the October 16, 2025 work session, please contact me at 503 540-1619 or jjacks@mwvcog.org.