

**Planning Commission
Regular Meeting Minutes
April 16, 2025**

The Lowell Planning Commission held a regular meeting on September 3, 2025. The meeting location was Lowell City Hall Community Room at 70 N. Pioneer Street, Lowell, OR 97452. Suzanne Kintzley called the meeting to order at 7:02 pm.

Planning Commissioners present:

Chair Suzanne Kintzley, Bill George, John Petrie, Rick Trimper

Planning Commission absent:

None.

Staff present:

City Administrator Max Baker

Others Present:

Mayor Maureen Weathers

Approval of Agenda: The agenda was approved without any changes.

Public Comment: None

Meeting Minutes: The minutes of the April 16, 2025 Planning Commission meeting were presented for approval. A motion was made and seconded to approve the minutes as presented.

Commissioner George moved to approve the minutes as presented, seconded by Commissioner Trimper. The motion carried unanimously.

New Business: Land Use File #2025 03, "City of Lowell Mobile Food Vendor Ordinance." – Discussion / Possible Action

The public hearing for Land Use File #2025 03, regarding the City of Lowell Mobile Food Vendor Ordinance, was opened by Commissioner Kintzley at 7:04 PM.

Max Baker, the City Administrator, presented the staff report for the proposed Mobile Food Vendor Ordinance. He explained that the ordinance aimed to adopt zoning regulations and standards for mobile food vendors within the city. A committee was formed to review existing code standards from other Lane County cities and develop draft regulations for Lowell. The committee consisted of Mayor Maureen Weathers, Planning Commissioner Bill George, and two local business owners.

Mr. Baker outlined the key points of the proposed ordinance, including permit requirements, operational requirements, location restrictions, health and safety regulations, and enforcement measures. He emphasized that the ordinance was designed to allow mobile food vending operations while ensuring compliance with city, county, and state laws to protect public health, safety, and welfare.

The staff report evaluated the applicable criteria for the Type 4 application, focusing on conformance with the Lowell Comprehensive Plan and Oregon Statewide Planning Goals. Mr. Baker stated that the proposed amendments were found to be consistent with these criteria and recommended approval.

During the presentation, several questions and concerns were raised by the commissioners:

Clarification on permit expiration: It was noted that there was a discrepancy in the ordinance regarding permit duration. Mr. Baker acknowledged this and stated that permits would be valid for 12 months, expiring on June 30th each year, regardless of when they were purchased.

Blackberry Jam event considerations: Commissioners discussed how the ordinance would interact with the annual Blackberry Jam event. Mr. Baker explained that the ordinance was separate from event-specific regulations and that vendors would need separate approval to participate in Blackberry Jam.

Location restrictions: There was a discussion about preferred locations for food trucks, with Mr. Baker noting that the turnout area near the park would not be recommended due to traffic and safety concerns. He suggested that Main Street or other designated areas would be more suitable.

Safety inspections: Mr. Baker confirmed that food trucks would be subject to inspections by Lane County, the fire marshal, and city staff to ensure compliance with health and safety regulations.

Public Comment: There were no public comments received for this item, either in writing or from attendees at the meeting.

Applicant Presentation: Mayor Maureen Weathers, speaking on behalf of the community, expressed support for the proposed ordinance. She emphasized the need for flexibility in implementing the regulations and the potential benefits for the growing population of Lowell. Mayor Weathers acknowledged that while they had missed the current season, getting the ordinance on the books would allow for future opportunities.

The public hearing was closed by Commissioner Kintzley at 7:50 PM.

Planning Commission Decision on Land Use File # LU 2025 03

After deliberation, the Planning Commission decided to recommend approval of the proposed Mobile Food Vendor Ordinance to the City Council, with one amendment to clarify permit expiration dates.

Commissioner John Petrie moved to send the proposed amendments regulating mobile food vending to the City Council as amended, with the recommendation that the Council approve and adopt the amendments, based on the findings prepared in the staff report. The motion was seconded by Commissioner George.

The motion carried unanimously.

Other Business: There was no other business discussed.

Adjourn: The meeting was adjourned at 7:52 PM.

APPROVED:

Suzanne Kintzley, Chair

ATTEST:

Max Baker, City Administrator