

**Planning Commission
Regular Meeting Agenda
Wednesday, September 3, 2025 at 7:00 p.m.**

**Lowell City Hall Community Room
70 North Pioneer Street
Lowell, OR 97452**

Members of the public are encouraged to provide comment or testimony through the following:

- Joining by phone, tablet, or personal computer. For details, click on the event at [Lowelloregon.gov](https://www.lowelloregon.gov)
- Submitting written comments by mail to PO Box 490, Lowell, OR 97452 or in person to Lowell City Hall located at 70 N. Pioneer St.
- By email to: admin@lowelloregon.com

Meeting Agenda

1. Call to Order/Roll Call/Pledge of Allegiance

Commissioners: Kintzley ____ George ____ Petrie ____ Trimper

2. Approval of Agenda

3. Public Comment

4. Meeting Minutes

- April 16, 2025 Planning Commission Meeting Minutes

New Business

5. Land Use File #2025 03, "City of Lowell Mobile Food Vendor Ordinance." – Discussion / Possible action

- a. The public hearing is now open at ____ (state time)
- b. Staff report – Max Baker, City Administrator
- c. Public comment
- d. Applicant Presentation
- e. The public hearing is now closed at ____ (state time)
- f. Planning Commission decision on Land Use File # LU 2025 03

Other Business

Adjourn

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or other accommodations for persons with disabilities must be made at least 48 hours before the meeting to City Clerk Sam Dragt at 541-937-2157.

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

The Lowell Planning Commission held a regular meeting on April 16, 2025. The meeting location was Lowell City Hall Community Room at 70 N. Pioneer Street, Lowell, OR 97452. Max Baker called the meeting to order at 6:01 pm.

Planning Commissioners present:

Chair Suzanne Kintzley, Bill George, John Petrie.

Planning Commission absent:

None.

Staff present:

City Administrator Max Baker, Associate Planner Henry Hearley.

Others Present:

Mayor Maureen Weathers

For the applicant:

Jerry Valencia, Owner

Approval of the agenda:

Commissioner Kintzley moved to approve the agenda, which Commissioner George seconded. APPROVED: 3-0.

Appointment of chairperson and vice-chairperson:

Max Baker explained that as it was the first meeting of the year, they needed to select a chairperson and vice chairperson from among the three members present, as per Lowell City Code 2.61.

Commissioner George moved to appoint Suzanne Kintzley as chairperson, which Commissioner Petrie seconded. APPROVED: 3-0.

Commissioner Kintzley moved to appoint Commissioner Petrie as vice-chairperson, which Commissioner George seconded. APPROVED: 3-0.

New business:

Review City Land Use File # LU 2025 01, "Variance to Setback Requirements in residential zone." – Discussion / Possible action

Chairperson Kintzley opened the public hearing at 6:09 PM for land use file LU 2025 01, a variance for setback requirements in the residential zone.

Henry Hearley, Associate Planner from Lane Council of Governments, presented the staff report. He explained that the applicants, Jerry and Julie Valencia, were requesting a variance to place a home and garage, needing 3 feet into the setback. The parcel is irregularly shaped, narrowing along the western property line. Staff recommended approval because other homes in the area have garages, and without the variance, the homeowner would likely not be able to use the garage properly.

Henry noted that notices were sent to adjacent properties and affected governmental agencies, with no relevant comments received except from the building official, who had no issues as long as there were no eaves or other projections into the 3-foot setback. The city engineer also had no issues from an engineering standpoint.

The applicant, Jerry Valencia, stated that they were building the home for his wife's son to be closer to his grandson.

There were no comments from those in favor or opposed to the application.

Chairperson Kintzley closed the Public Hearing at 6:15PM

Commissioner George moved to approve LU 2025 01, which Commissioner Petrie seconded. Approved: 3-0.

Food Truck Ordinance Discussion – Maureen Weathers

Mayor Maureen Weathers presented a proposal for creating a mobile food vending ordinance. She explained that she had been looking into allowing food trucks on private and public property and found out it needed to come through the planning commission.

Maureen proposed setting up an ad hoc committee consisting of herself (representing the city council), Bill George (representing the planning commission), Brittney Hunt (a food cart vendor from Lonnie Moku), Meesa Anders (from Blackberry Jam Parks Committee), and Kristen (owner of Stomping Grounds Coffee).

The goal is to create an ordinance that wouldn't be a cost to the city and wouldn't require managing a food court. Maureen mentioned they would be using language from the Coburg ordinance, which Henry had written.

Max Baker added that a citizen had approached Parks and Recreation Committee about doing a "jam in the park" event that would include food trucks. He noted that this ordinance would allow for both public and private events.

Commissioner Petrie moved to approve the formation of an ad hoc committee to explore mobile food vendor ordinances, with the members as presented, which Commissioner Kintzley seconded. Approved: 3-0

Other Business

Suzanne inquired about the development behind the meeting location. Max Baker and Henry Hearley provided clarification on the process, explaining that the previous application had expired, and a new application went through a type 2 review process. They assured the commission that the process was followed correctly and transparently.

Max Baker also provided updates on other developments in the area, including a 16-lot subdivision, a mixed-use development, and an ADU project that was ready to break ground.

Adjourn

The meeting was adjourned at 6:43 PM.

APPROVED:

Suzanne Kintzley, Chair

ATTEST:

Max Baker, City Recorder

Staff Report
For Lowell Planning Commission
LU 2025 03 – Mobile Food Vendor Ordinance
Amendment to the Lowell Development Code

I. BACKGROUND

The City of Lowell is proposing an amendment to the Lowell Development Code to adopt zoning regulations and standards for MFV within the city. At the recommendation of the City Planner, 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, community member Kristen Prenevost (owner of Stomping Grounds Coffee Shop), and community member Brittany Hunt (owner of Lani Moku and a MFV operator). The committee met on June 30, 2025, to review and revise draft code language for consideration by the Planning Commission and City Council.

Pursuant to Lowell Development Code Section 9.253, an amendment to the Lowell Development Code may be initiated by the City. An application to amend the Code was submitted by Max Baker, City Administrator, on August 12, 2025. This amendment follows the Type IV review process, which requires a minimum of two public hearings.

The first hearing will be held before the Lowell Planning Commission, which will review the proposed amendments and make a recommendation for approval or denial to the City Council. The second hearing will be held before the City Council, which will take final action. Adoption of the amendment requires passage of an ordinance in accordance with the Lowell City Charter.

This staff report evaluates the applicable criteria for a Type IV application, which primarily focuses on conformance with the Lowell Comprehensive Plan and the Oregon Statewide Planning Goals. Type IV applications are generally policy-oriented, have broader citywide implications, and involve a higher level of discretion.

Notice of the proposed amendments were published In the Register Guard on August 22, 2025 and posted around conspicuous spaces at City Hall.

II. PROPOSAL

The next several pages outline the precise language the committee landed on to regulate MFV in Lowell. The language set forth below is the language that is up for consideration by the Lowell Planning Commission and Lowell City Council.

City of Lowell Mobile Food Vendor Ordinance -- 2025

Section 1: Purpose and Intent

The purpose of this ordinance is to allow mobile food vending operations, also known as “food trucks” within the City of Lowell. Further, the ordinance is intended to ensure that these operations comply with city, county, and state laws and regulations to protect public health, safety, and welfare, promote responsible business practices, and ensure the peaceful enjoyment of public spaces.

Section 2: Definitions

- **Mobile Food Vendor:** Any person or business that sells or serves food from a vehicle, cart, trailer, or other mobile unit.
 - **Mobile Food Unit (MFU):** The vehicle or equipment used for mobile food vending.
 - **Public Property:** Includes streets, sidewalks, parks, and other land zoned as Public Lands.
-

Section 3: Permit Requirements

- Applicants must fill out a City of Lowell mobile food vendor permit application form and provide a site plan of the vending location showing the following:
 - a. All existing buildings and their setbacks from the sidewalk or public right of way.
 - b. Driveway(s) and sidewalks(s).
 - c. Areas for adequate parking, not occupying an established business’ private parking, and allow for vehicles to park off the roadway so that hazardous traffic conditions are not created.
- Mobile food vendors must provide written proof that establishes the operator has obtained the required state permits, county health permits, and Fire Marshal clearance.
- Mobile food vendor must show written consent from the property owner if vending site is located on private property.
- A Certificate of Insurance for liability coverage in the amount of at least \$1,000,000, naming the City of Lowell as an additional insured, is required.
- Permits are valid for six months, not transferable, must be renewed before expiration, and must be clearly displayed on the MFU.
- Mobile Food Vendor permit fee is \$50 with each application or renewal.

- Permits cover the fiscal year, July 1 through June 30. Fees are not prorated. The City of Lowell reserves the right to approve or deny any permit application.
-

Section 4: Operational Requirements

- Vending hours are limited to 6:00 a.m. – 9:00 p.m. unless otherwise authorized.
 - MFUs may not operate within 100 feet of a brick-and-mortar restaurant without written consent from the restaurant owner.
 - MFUs must maintain a clean area within 20 feet of their unit.
 - MFUs must have self-contained water and sewer. No discharge of any liquids into storm drains or onto ground is allowed. MFUs are prohibited from connecting to public or private water and/or sewer.
 - Proper trash disposal and on-site trash receptacles are required. It shall be the Mobile Food Vendor's responsibility for disposal of trash and general site clean-up each day.
-

Section 5: Location Restrictions

- Mobile food vending is allowed within the following zones: Commercial, Downtown, Industrial, and Public Lands.
 - MFUs and all accessory items may not block motor vehicle access or pedestrian walkways.
 - Pedestrian (walk-up) traffic only is allowed (no drive-through service is allowed).
 - All signage must conform to City of Lowell sign code requirements of LRC 9.530.
-

Section 6: Health and Safety Regulations

- Compliance with all **local and state health codes** is mandatory.
 - Compliance with all Fire safety measures (e.g., fire extinguishers, propane regulations) is mandatory.
-

Section 7: Noise and Nuisance Control

- No use of amplified sound or generators exceeding 65 dB at 50 feet.
-

2

- Vendors must minimize odor, smoke, and other nuisances.
 - Lighting must be oriented and/or shielded to prevent glare on abutting properties.
-

Section 8: Enforcement and Penalties

- Failure of any Mobile Food Vendor to comply with any of the above listed regulations may have their MFU permit revoked or suspended by the City Administrator or designee at any time after notification to the Mobile Food Vendor.
 - Violations may result in fines or suspension/revocation of permit.
 - Repeated violations (three or more within a permit period) may result in a ban for one year.
-

Section 9: Appeals Process

- Vendors may appeal permit denials or enforcement actions to City Council within 15 days from date of notice.
-

Section 10: Severability

If any part of this ordinance is found to be invalid or unenforceable, the remaining provisions shall continue in full force and effect.

III. CRITERIA

LOWELL LAND DEVELOPMENT CODE, SECTION 9.253

(b) Decision Criteria.

All requests for an amendment to the text or map of this Code or the Comprehensive Plan may be permitted upon authorization by the City Council in accordance with following findings:

(1) The proposed amendment does not conflict with the intent of the Comprehensive Plan.

Staff Response and Proposed Finding: Staff finds no reasonable basis to conclude that MFV regulations would conflict with the Comprehensive Plan. In fact, the proposed MFV ordinance directly supports Goal 9 – Economic Development, which aims:

“To provide adequate opportunities throughout the state for a variety of economic activities vital to the health, welfare, and prosperity of Oregon's citizens. Comprehensive Plans should contribute to a stable and healthful economy and should provide areas suitable for increased growth and development of the area's economic base.”

Additionally, the ordinance aligns with Goal 3(b):

“To provide support for existing businesses and governmental activities while encouraging new businesses that support community needs.”

Accordingly, Staff finds this criterion is met.

(2) There is a need for the proposed amendment to comply with changing conditions, new laws or to correct existing deficiencies.

Staff Response and Proposed Finding: The changing conditions that necessitate the proposed amendments include the growing popularity of MFV over the past decade and the success of similar communities in Lane County (such as the well-received Coburg Food Cart area in downtown Coburg). The City is taking a proactive approach by adopting reasonable time, place, and manner regulations and standards for MFV in anticipation of a potential increase in such businesses.

Additionally, Lowell currently has limited food options. Allowing MFV will provide the community with an opportunity to expand its dining choices.

(3) The amendment will not have a significant adverse impact on adjacent properties.

Staff Response and Proposed Findings: To help mitigate potential adverse impacts on adjacent properties, the proposed MFV code language specifically prohibits MFV in any residential zone.

City of Lowell

Text Amendment – Mobile Food Vendor Ordinance –Planning Commission Staff Report

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It also requires all MFV to obtain the necessary permits from the state, county, or fire marshal, as applicable. A limit on hours of operation is proposed from 6:00 a.m. to 9:00 p.m., unless otherwise permitted. Additionally, a MFV must be located at least 100 feet away from a brick-and-mortar restaurant (this distance may be reduced with permission from the restaurant). Daily trash disposal is required, and vendors must ensure that the site is cleaned each day.

Refer to the proposed amendments for additional regulations. Overall, the majority of the proposed regulations are intended to mitigate adverse impacts on adjacent properties.

(4) The amendment will not have a significant adverse impact on the air, water and land resources of the City.

Staff Response and Proposed Findings: Similar to the previous finding, the proposed regulations are intended to mitigate adverse impacts on Lowell’s air, water, and land resources. Each MFV unit must have self-contained water and sewer systems. No discharge of liquids into storm drains or onto the ground is permitted. MFV are prohibited from connecting to public or private water and/or sewer systems. Noise levels may not exceed 65 dB when measured at 50 feet from the unit, and vendors must take steps to minimize odors, smoke, and other nuisances.

(5) The amendment will not have a significant adverse impact on public facilities, transportation, the economy, or on the housing needs of the City.

Staff Response and Proposed Finding: MFV are not anticipated to have a significant adverse impact on public facilities, transportation, the economy, or the City’s housing needs, although housing needs are not directly related to the addition of MFV.

Regarding public facilities, the proposed regulations do not allow connection to private or public water or sewer systems; each unit must have self-contained water and sewer systems.

Regarding transportation, MFV may not block vehicle or pedestrian access ways or sidewalks, and no vehicular drive-up service is allowed; all customers must be on foot.

It is reasonable to expect that the addition of MFV will have a positive impact on Lowell’s economy through the introduction of new businesses, increased retail purchases, and attracting visitors seeking food options. This can contribute to a vibrant and welcoming image that supports Lowell in attracting visitors and strengthening its sense of community.

(6) The amendment does not conflict with the intent of Statewide Planning Goals.

Staff Response and Proposed Finding: Staff find no reasonable argument that the addition of MFV and the proposed regulations conflict with the intent of the Statewide Planning Goals. In fact, the proposal supports these goals—specifically Goals 1 and 9 of the Oregon Statewide Planning Goals.

City of Lowell

Text Amendment – Mobile Food Vendor Ordinance –Planning Commission Staff Report

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Goal 1 – Citizen Involvement: Goal 1 requires that public hearings be noticed and held to allow the public to become informed and provide testimony on certain land use proceedings. At least two public hearings will be held on the proposed amendment to ensure compliance with this goal.

Goal 9 – Economic Development: The addition of MFV is reasonably expected to have a positive impact on Lowell's economy by introducing new businesses, increasing retail purchases, and attracting visitors seeking food options. These outcomes can contribute to a vibrant and welcoming community image that supports economic growth and strengthens Lowell's sense of community.

IV. CONCLUSION

The proposed amendments to the Lowell Development Code to adopt an ordinance regulating and allowing the use of MFV in Lowell is consistent with the applicable approval criteria for Amendments, as set forth in Section 9.253. **Staff recommend the Lowell Planning Commission issue a recommendation of approval onto the City Council.**

V. EXHIBITS

- A – Application Materials
- B- Notice Materials



PO Box 490, Lowell OR 97452

DEVELOPMENT APPLICATION - TYPE IV

Legislative - City Council

The following information must be fully completed in order to process your application. All Type IV applications require a Pre-Application Conference. The fee for a pre-application conference is in addition to the land use application fee. Some types of applications also require supplemental information, as noted below. All decisions shall address approval criteria, including applicable requirements of any road authority. Applications missing required information may be deemed incomplete. Based on the criteria and facts contained within the record, an application deemed complete shall be: approved, approved with conditions, or denied. By signing the application below, applicant acknowledges that if the total cost to the City exceeds 125% of application fees collected, applicant will be required to reimburse the City in accordance with Ordinance 228. Thank you for your cooperation.

Site Address _____

Applicant's Name CITY OF LOWELLPhone No 541-937-2157Applicant's Address 70 N. PIONEER ST.Email Max.Baker@LowellOregon.GovOwner's Name SAME AS ABOVE

Phone No _____

Owner's Address ↓

Email _____

APPLICATION FOR:

Check One Box:

Supplemental Info Req'd?

<input type="checkbox"/>	Annexation	Yes
<input checked="" type="checkbox"/>	Text Amendment	Yes
<input type="checkbox"/>	Zone Change/ Map Amendment	Yes
<input type="checkbox"/>	UGB Expansion Request	Yes
<input type="checkbox"/>	PUD - Planned Unit Development	Yes
<input type="checkbox"/>	Vacation - Right-of-Way	Yes
<input type="checkbox"/>	Vacation - Easement	Yes

Appeals:

File No for appeal _____

<input type="checkbox"/>	Appeal - Type III Decision	Yes
<input type="checkbox"/>	Appeal - Civil Penalty	Yes
<input type="checkbox"/>	Appeal - LUBA Remand Hearing	Yes

Map Number _____

Tax Lot(s) _____

Total Area _____

(Indicate Sq Ft or Acres)

Current Zoning _____

Current Property Use _____

Proposed Property Use _____

Affected Roads & Jurisdiction - (local, county, state, etc) _____

I am the:

- ☐ Owner - (as filed with the Lane County Assessor)
- ☒ Owner's Authorized Representative*

*Requires authorization letter signed by Owner as an attachment to this document

I understand that any false statement on this application or on any supplemental attachments may cause subsequent approval to be null and void

Applicant's Signature

8/12/25

Date

FOR OFFICIAL USE ONLY

STAFF REVIEW

File Number _____

Date Received _____

Received By _____

☐

Fee Paid

Amount: _____

Receipt Date: _____

☐

All Requirements Attached

☐

Application deemed Complete Date: _____

☐

Owner's Signature or Letter of Authorization

☐

City Council Hearing

Date: _____

☐

Additional Information Required
(complete next section)

☐

Planning Commission Hearing Date: _____

ADDITIONAL INFORMATION REQUIRED *List Additional Information Needed to Deem the Application Complete*

☐

Notice Mailed to Applicant Requesting Additional Information

Notice Mailed Date: _____

If requested information is not provided within 30 days of the request date, the application will be considered null and void on the 31st day following the request for additional information unless an extension has been granted, per section 9.203 (h).

☐

Extension of Time to provide Information Granted

Extension Due Date: _____

☐

Additional Information Received

Information Rec'd Date: _____

NEIGHBORHOOD NOTICES

☐

Neighborhood Notices Required

Notices Mailed Date: _____

DEVELOPMENT PERMIT APPROVAL

Approval Entity: Planning Commission

Date: _____

Planning Commission & City Council

Signatures on Decision Document

City Council

Date: _____

Type I & II Approvals:

Authorizing Signature

Date

Approval of this application, after all applicable conditions have been met, constitutes a development Permit in accordance with Lowell Development Code Section 9.203, Application Procedure.

City of Lowell Mobile Food Vendor Ordinance -- 2025

Section 1: Purpose and Intent

The purpose of this ordinance is to allow mobile food vending operations, also known as “food trucks” within the City of Lowell. Further, the ordinance is intended to ensure that these operations comply with city, county, and state laws and regulations to protect public health, safety, and welfare, promote responsible business practices, and ensure the peaceful enjoyment of public spaces.

Section 2: Definitions

- **Mobile Food Vendor:** Any person or business that sells or serves food from a vehicle, cart, trailer, or other mobile unit.
 - **Mobile Food Unit (MFU):** The vehicle or equipment used for mobile food vending.
 - **Public Property:** Includes streets, sidewalks, parks, and other land zoned as Public Lands.
-

Section 3: Permit Requirements

- Applicants must fill out a City of Lowell mobile food vendor permit application form and provide a site plan of the vending location showing the following:
 - a. All existing buildings and their setbacks from the sidewalk or public right of way.
 - b. Driveway(s) and sidewalks(s).
 - c. Areas for adequate parking, not occupying an established business’ private parking, and allow for vehicles to park off the roadway so that hazardous traffic conditions are not created.
- Mobile food vendors must provide written proof that establishes the operator has obtained the required state permits, county health permits, and Fire Marshal clearance.
- Mobile food vendor must show written consent from the property owner if vending site is located on private property.
- A Certificate of Insurance for liability coverage in the amount of at least \$1,000,000, naming the City of Lowell as an additional insured, is required.
- Permits are valid for six months, not transferable, must be renewed before expiration, and must be clearly displayed on the MFU.
- Mobile Food Vendor permit fee is \$50 with each application or renewal.

- Permits cover the fiscal year, July 1 through June 30. Fees are not prorated. The City of Lowell reserves the right to approve or deny any permit application.
-

Section 4: Operational Requirements

- Vending hours are limited to 6:00 a.m. – 9:00 p.m. unless otherwise authorized.
 - MFUs may not operate within 100 feet of a brick-and-mortar restaurant without written consent from the restaurant owner.
 - MFUs must maintain a clean area within 20 feet of their unit.
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 - Proper trash disposal and on-site trash receptacles are required. It shall be the Mobile Food Vendor's responsibility for disposal of trash and general site clean-up each day.
-

Section 5: Location Restrictions

- Mobile food vending is allowed within the following zones: Commercial, Downtown, Industrial, and Public Lands.
 - MFUs and all accessory items may not block motor vehicle access or pedestrian walkways.
 - Pedestrian (walk-up) traffic only is allowed (no drive-through service is allowed).
 - All signage must conform to City of Lowell sign code requirements of LRC 9.530.
-

Section 6: Health and Safety Regulations

- Compliance with all **local and state health codes** is mandatory.
 - Compliance with all Fire safety measures (e.g., fire extinguishers, propane regulations) is mandatory.
-

Section 7: Noise and Nuisance Control

- No use of amplified sound or generators exceeding 65 dB at 50 feet.

- Vendors must minimize odor, smoke, and other nuisances.
 - Lighting must be oriented and/or shielded to prevent glare on abutting properties.
-

Section 8: Enforcement and Penalties

- Failure of any Mobile Food Vendor to comply with any of the above listed regulations may have their MFU permit revoked or suspended by the City Administrator or designee at any time after notification to the Mobile Food Vendor.
 - Violations may result in fines or suspension/revocation of permit.
 - Repeated violations (three or more within a permit period) may result in a ban for one year.
-

Section 9: Appeals Process

- Vendors may appeal permit denials or enforcement actions to City Council within 15 days from date of notice.
-

Section 10: Severability

If any part of this ordinance is found to be invalid or unenforceable, the remaining provisions shall continue in full force and effect.

City of Lowell
Mobile Food Vendor Permit Application
70 N. Pioneer Street / 541-937-2157 / www.lowelloregon.gov
P. O. Box 490, Lowell, Oregon 97452

APPLICANT INFORMATION

Applicant Name: _____

Mailing Address: _____

City, State, Zip: _____

Email Address: _____

Phone: _____

MOBILE FOOD UNIT INFORMATION

Business Name: _____

Products to be Sold: _____

Days/Hours of Operation: _____

Copies of: _____

____ Certificate of Insurance

____ County Health Dept. Permit

____ Fire Marshal Approval

____ Other _____

SITE AND PROPERTY OWNER INFORMATION

Site Address: _____

Map/Tax Lot #: _____

Property Owner: _____

Mailing Address: _____

City, State, Zip: _____

Property Owner Signature: _____

Date: _____

SIGNATURE AND INFORMATION

Applicant Signature: _____

Date: _____

The information provided on this form is true and complete to the best of my knowledge.

Payment of \$50 must be submitted with applications, payable to City of Lowell.

OFFICE USE ONLY

Permit #: _____

Date Received: _____

By: _____

City of Lowell
Mobile Food Vendor Permit - Site Plan of Lot

Applicant Name: _____

Email Address: _____

Phone: _____

INFORMATION NEEDED

1. All existing buildings and their setbacks from the sidewalk or public right of way.
2. Driveway(s) and sidewalk(s).
3. Show the size of the parking area on the lot and/or public parking.
4. Any objects such as trees, fences, light poles, landscaping, adjacent streets, etc.
5. Proposed location of the mobile food unit (only one unit is allowed per lot).
6. Attach a current picture of the Mobile Food Unit.

City of Lowell
Mobile Food Truck Committee Meeting Minutes
Monday, June 30, 2025

The Planning Commission-appointed Mobile Food Vendor committee convened their meeting at 2:30 p.m. at Stomping Grounds Coffee Shop in Lowell.

Committee members present:

Mayor Maureen Weathers, Planning Commissioner Bill George, Community member Kristen Prenevost (Owner of Stomping Grounds Coffee Shop), and Community member Brittany Hunt (Owner of Lani Moku and Mobile Food Vendor).

Staff/other present:

City Administrator Max Baker.

Mayor Weathers began the meeting with a review of the draft City of Lowell Mobile Food Vendor Ordinance – 2025 and Permit Application.

Sections 1 and 2: no suggested changes.

Section 3 - Permit Requirements: all requirements were reviewed with most of the discussion focused on the amount of the permit fee. Committee members unanimously decided that the \$50 fee per new application or renewal was appropriate and that the permit would be for the fiscal year of July 1 through June 30, with no prorated fees.

Following more discussion, it was also agreed that language should be added saying, “The City of Lowell reserves the right to approve or deny any permit application for any reason.” This language was intended to give the City flexibility so that the ordinance wouldn’t have to be amended every time some new type of product or service was proposed.

Section 4 – Operational Requirements: Vending hours were discussed and it was agreed to go with the proposed 6:00 a.m. – 9:00 p.m., although depending on the situation, variances might be allowed, if desired, on a case-by-case basis. No other changes were contemplated.

Sections 5 through 7: no suggested changes.

Sections 8 and 9: Enforcement and penalties in Section 8 were discussed, as well as the 15-day appeal period in Section 9. It was agreed that the proposed language is acceptable and that once the ordinance was in effect, any problems or improvements could be made for the following year.

Section 10: no suggested changes.

Permit Application form: The only change was to add the same language about the right to approve or deny the permit to the permit application form that was added in Section 3 of the ordinance.

CA Baker explained that the revisions will be sent to the City Planner for his review and a schedule for review and adoption would be developed. Mayor Weathers thanked everyone for their attendance and participation.

The meeting was adjourned at 3:35 p.m.

**The public is invited to attend and testify at a public hearing for
Adoption of an Ordinance permitting and regulating Mobile Food Units in Lowell**

Over the past year, a committee has been reviewing and discussing how to permit and regulate Mobile Food Units in Lowell. The City wants Mobile Food Units to be welcomed in the community while still applying certain regulations to them. The committee met several times throughout the year and also met with the Planning Commission to seek feedback.

After several revisions to the ordinance, the committee submitted a Type IV application to amend the Lowell Development Code to permit and regulate Mobile Food Units. This is a City-driven initiative.

If adopted, the ordinance would permit Mobile Food Units in the Commercial, Downtown, Industrial, and Public Lands zones.

To review a copy of the ordinance up for consideration, please contact Max Baker at Max.Baker@lowelloregon.gov or visit Sam Dragt at City Hall. Since this is a Type IV application two public hearings are required. The Planning Commission will make a recommendation onto the City Council for final action.

Planning Commission Public Hearing Information

Date: September 3, 2025

Time: 7:00 pm

Place: City Hall Community Room, 70 N Pioneer Street

Contact: Max Baker, City Administrator, 541-937-2157, Max.Baker@lowelloregon.gov

City Council Public Hearing Information

Date: September 16, 2025

Time: 7:00 pm

Place: Lowell Rural Fire Protection District Fire Station 1

Contact: Max Baker, City Administrator, 541-937-2157, Max.Baker@lowelloregon.gov

HEARLEY Henry O

From: DLCD Plan Amendments <plan.amendments@dlcd.oregon.gov>
Sent: Monday, August 18, 2025 3:08 PM
To: HEARLEY Henry O
Subject: Confirmation of PAPA Online submittal to DLCD

WARNING: This is **NOT** an internal sender. Please review this message carefully before responding or interacting. If you have any concerns, contact the SERVICE DESK or click [here](#) to submit a ticket.

Lowell

Your notice of a proposed change to a comprehensive plan or land use regulation has been received by the Oregon Department of Land Conservation and Development.

Local File #: LU 2025 03

DLCD File #: [001-25](#)

Proposal Received: 8/18/2025

First Evidentiary Hearing: 9/3/2025

Final Hearing Date: 9/16/2025

Submitted by: hhearley

If you have any questions about this notice, please reply or send an email to plan.amendments@dlcd.oregon.gov.

Order Confirmation

Not an Invoice

Account Number:	823853
Customer Name:	Lowell, City Of
Customer Address:	Lowell, City Of Po Box 490 Lowell OR 97452
Contact Name:	Jeremy Caudle
Contact Phone:	
Contact Email:	JCaudle@ci.lowell.or.us
PO Number:	

Date:	08/19/2025
Order Number:	11593204
Prepayment Amount:	\$ 0.00

Column Count:	2.0000
Line Count:	44.0000
Height in Inches:	4.5300

Print

Product	#Insertions	Start - End	Category
EUG The Register Guard	1	08/22/2025 - 08/22/2025	Govt Public Notices
EUG registerguard.com	1	08/22/2025 - 08/22/2025	Govt Public Notices

As an incentive for customers, we provide a discount off the total order cost equal to the 3.99% service fee if you pay with Cash/Check/ACH. Pay by Cash/Check/ACH and save!

Total Cash Order Confirmation Amount Due	\$125.56
Tax Amount	\$0.00
Service Fee 3.99%	\$5.01
Cash/Check/ACH Discount	-\$5.01
Payment Amount by Cash/Check/ACH	\$125.56
Payment Amount by Credit Card	\$130.57

Order Confirmation Amount

\$125.56

Ad Preview

**The public is invited to attend and
testify at a public hearing for
Adoption of an Ordinance permitting
and regulating Mobile Food Units in Lowell**

Over the past year, a committee has been reviewing and discussing how to permit and regulate Mobile Food Units in Lowell. The City wants Mobile Food Units to be welcomed in the community while still applying certain regulations to them. The committee met several times throughout the year and also met with the Planning Commission to seek feedback.

After several revisions to the ordinance, the committee submitted a Type IV application to amend the Lowell Development Code to permit and regulate Mobile Food Units. This is a City-driven initiative.

If adopted, the ordinance would permit Mobile Food Units in the Commercial, Downtown, Industrial, and Public Lands zones.

To review a copy of the ordinance up for consideration, please contact Max Baker at Max.Baker@lowelloregon.gov or visit Sam Dragt at City Hall. Since this is a Type IV application two public hearings are required. The Planning Commission will make a recommendation onto the City Council for final action.

Planning Commission Public Hearing Information

Date: September 3, 2025

Time: 7:00 pm

Place: City Hall Community Room, 70 N Pioneer Street

Contact: Max Baker, City Administrator, 541-937-2157,
Max.Baker@lowelloregon.gov

City Council Public Hearing Information

Date: September 16, 2025

Time: 7:00 pm

Place: Lowell Rural Fire Protection District Fire Station 1

Contact: Max Baker, City Administrator, 541-937-2157,
Max.Baker@lowelloregon.gov

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