



MEMORANDUM CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

FROM: Sherilyn Lombos, City Manager

DATE: AUGUST 22, 2016

SUBJECT: Work Session for August 22, 2016

5:30 p.m. (45 min) – Willamette Water Supply Program Update. The Willamette Water Supply Program is a joint effort led by Tualatin Valley Water District (TVWD) and the City of Hillsboro to use the Willamette River as a drinking water supply source. The project consists of intake upgrades, a raw water pipeline that will take water from the intake to the treatment plant, a new treatment plant, terminal storage, and a pipeline to deliver treated drinking water to the participating cities. The partners are currently designing the major components of the project and need information on whether other cities intend to participate in the various project components in order to design and size components appropriately, as well as plan for phasing and expansion needs. Council will discuss the project and what, if any, participation the City of Tualatin should have in the upcoming components of the project.

6:15 p.m. (30 min) – Food Carts: Research Results and Policy Discussion. Staff will provide an update to the Council on the results of research conducted by staff on ordinances from other cities in the Portland area and will ask Council for policy direction on a number of issues related to food cart regulation in Tualatin.

6:45 p.m. (5 min) – Request for Proclamation. The City received the attached request for a Proclamation honoring and appreciating our veterans.

6:50 p.m. (10 min) – Council Meeting Agenda Review, Communications & Roundtable. Council will review the agenda for the August 22nd City Council meeting and brief the Council on issues of mutual interest.



STAFF REPORT

CITY OF TUALATIN

City Council Work Session

Meeting Date: 08/22/2016

Subject: Willamette Water Supply
Program Update

Through: Sherilyn Lombos, Administration

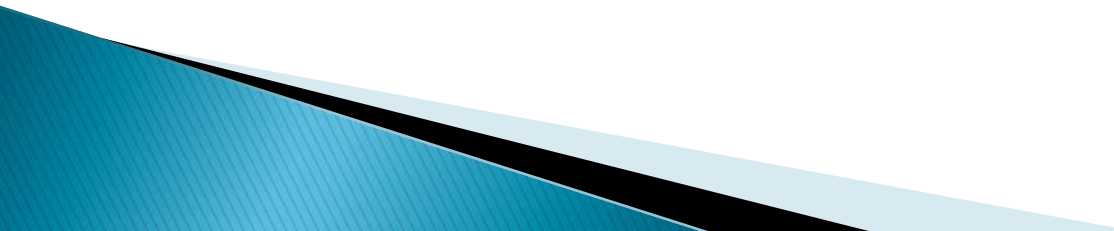
PowerPoint

Willamette Water Supply Program

Update, August 22, 2016

Overview

- ▶ **Willamette Water Supply Program**
 - Program Members
 - Status

 - ▶ **Tualatin Water Background**
 - Current Water Use
 - Future Demands
 - Sources
 - Portland Contract
 - Tualatin Charter
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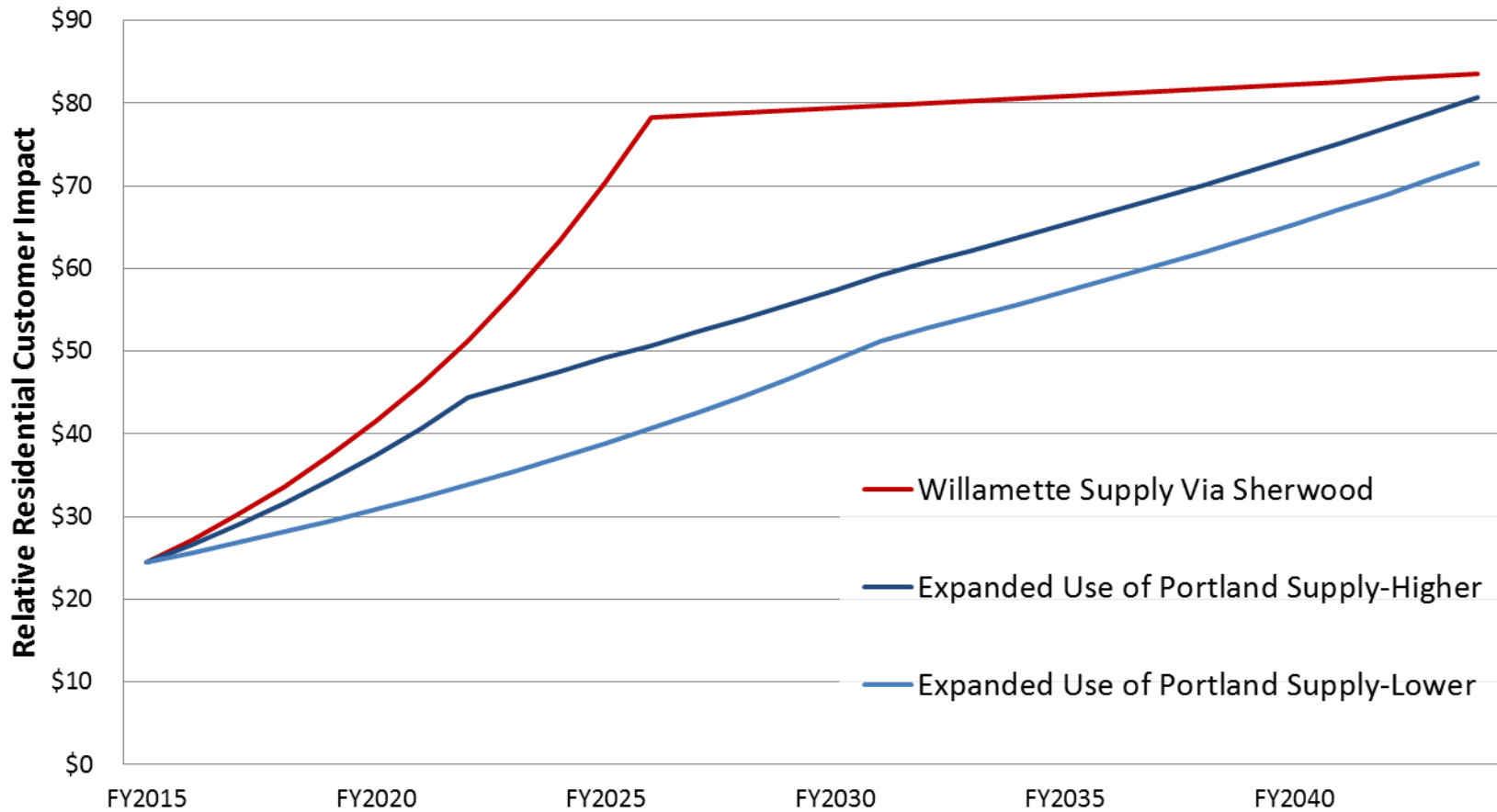
Willamette River Water Coalition Options

- ▶ **Willamette River Water Coalition (WRWC)**
 - Water Rights
 - Current Members
 - Potential New Members
 - WRWC Withdraw/Disband

Willamette Water Supply Options

- ▶ **Willamette Water Supply Participation**
 - Intake
 - Full Participation
 - Participate Through WRWC

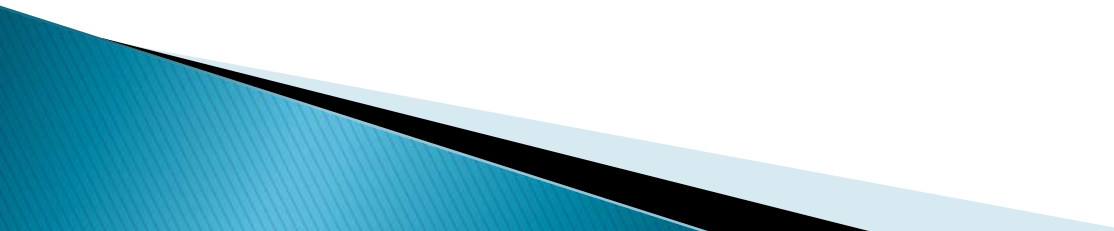
Within the limitations of the HDR analysis, Portland Supply rates were estimated to be lower than the Willamette Supply option over the 30-year period



Information presented is based on relative rate increases only and is not intended as a projection of actual future rates.

Other Potential Options

▶ Options

- Washington County Supply Line
 - Stored Water
 - Customer of Willamette Water Supply
 - Customer Through Sherwood
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MEMORANDUM

CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager

FROM: Charles Benson, Associate Planner
Alice Cannon, Assistant City Manager

DATE: 08/22/2016

SUBJECT: Mobile Food Units (Food Carts): Research Results and Best Practices

ISSUE BEFORE THE COUNCIL:

Staff will provide an update to Council on the results of research conducted by staff on best practices contained in ordinances regulating food carts and pods recently adopted by similarly-sized jurisdictions in the Portland metropolitan area. Staff will also provide an update on mobile unit (food cart) activity in Tualatin since adoption of temporary rules by Ordinance 1393-16 (see Attachment A).

EXECUTIVE SUMMARY:

Staff presented a project framework, including a timeline with milestones (see Attachment B), to the City Council for consideration at the June 13, 2016 work session. The Council agreed that the timeline seemed appropriate and directed staff to move forward with the steps necessary to bring an ordinance for mobile food units to the Council by the end of the calendar year.

The first milestone is to review research and best practices. Tonight's presentation responds to questions posed by the Council at the June 13, 2016 work session regarding preliminary research parameters and framework and presents best practices contained in recently adopted ordinances regulating food carts in nearby jurisdictions. Attachment C includes the minutes from the June 13, 2016 work session. A table comparing regulations of five jurisdictions is included in Attachment D.

DISCUSSION:

Preliminary Research Results

After adoption of Ordinance 1393-16, Staff created a frequently asked questions (FAQ) web page on the City of Tualatin web site to inform the public about temporary mobile food cart provisions included in the Tualatin Municipal Code. Information regarding these new provisions were also highlighted in the August 2016 issue of Tualatin Today.

With the exception of the PuPu Shack operating on private property at the intersection of SW

Boones Ferry Road and Nyberg Street, Staff is not aware of other food carts or pods operating in the City at this time. While the intent of the relaxed temporary regulations in Ordinance 1393-16 was to spur food cart operations for observation and data collection, a sufficient sample size of food cart operations has not yet occurred.

Best Practices

Staff identified five cities that have recently adopted ordinances regulating mobile food carts: Beaverton, Gresham, Hillsboro, Milwaukie, and Tigard. These ordinances were reviewed to determine the status of the most recent regulatory “best practices” for mobile food carts.

Some generalizations among these five ordinances include the following.

- All jurisdictions require local business licenses to operate food carts.
- All jurisdictions require that the individual food carts businesses obtain health or food handler licenses from their respective counties.
- All jurisdictions permit food carts as an outright, limited, accessory, or conditional use in commercial, industrial, and mixed-use planning districts; all jurisdictions prohibit food cart operations in residential (only) districts.
- All jurisdictions emphasize the "vehicular" and "eating and drinking establishment" characteristics of mobile food cart units.
- All jurisdictions require food cart and pod sites to be paved and improved.
- With the exception of Hillsboro, none of the jurisdictions place restrictions on hours of operation; although Gresham requires a development permit for food and beverage carts that remain on one site for more than four hours in any one day.

Some major areas where the five ordinances differ include the following.

- Beaverton, Gresham, and Tigard regulate food carts in their respective development codes. Hillsboro and Milwaukie regulate food carts in their municipal codes.
- The actual definition of mobile food cart/unit/pod and the allowable physical interpretation of the structure defined and regulated vary for each jurisdiction; although all ordinances emphasize mobility and food/beverage service.
- Some of the ordinances, including Beaverton, Gresham, and Milwaukie, require accessory uses such as restrooms and additional parking for food cart and pod users.
- Beaverton requires direct infrastructure (water, sewer, power) connections. Gresham allows temporary connections (and require permits to do so). Hillsboro, Milwaukie and Tigard require food carts to be self-contained and do not allow infrastructure connections.
- Signage regulations vary by jurisdiction. Both Beaverton and Gresham expressly allow signage on food carts/units themselves without stated limitations. Milwaukie and Tigard regulate food cart/unit signage per their respective municipal codes.
- Site conditions/on-site restrictions (e.g., setbacks, blocking pedestrian walkways, occupying required parking spaces) and operational interactions with adjacent uses (e.g., buffer areas, lightning provisions) vary by jurisdiction.

Based on review of the best practices above, Staff has the following suggestions.

- Add food cart and/or pod regulations to the Tualatin Municipal Code and limit discussion of food carts/pods in the Tualatin Development Code to which planning districts they would be permitted to operate.
- Adopt the mobile food unit definition as found in Section 2A of Ordinance 1393-16 as the legal definition of food carts as it pertains to food cart and pod operations in Tualatin.
- Restrict food cart and pod operations to sites that have previously undergone Architectural Review (AR) and prohibit such operations on vacant or unimproved sites.
- Require food carts and pods to be self-contained and prohibit direct connections to the City's water, sanitary sewer, and storm water systems.
- Require food carts and pods to be responsible for solid waste and recycling collection and removal.
- Restrict signage to the vehicle itself.

Staff is seeking Council input on the following possible components of the ordinance.

- Determining level of permit review for food carts/pods (staff-level vs. City Council).
- Adopting a specific permit or license for food cart operations.
- Requiring temporary accessory uses such as restrooms, seating, and parking for food cart/pod operations.
- Restricting the number of food carts at any one location (prohibiting pods).
- Regulating overall hours of operation.
- Adopting Gresham's food and beverage cart design guidelines, which states that carts must be mobile but cannot operate from motorized vehicle (example: a trailer modified to serve food but not a food truck or RV).

Next Steps

Staff will return to the September 26, 2016 work session to present results from public outreach and to discuss policy direction on components of the food cart ordinance, which will be presented for Council consideration in November. Next steps include the following.

- Continue to research and monitor food cart operations in Tualatin.
- Begin public engagement/involvement with stakeholders regarding best practices.
- Incorporate policy recommendations from both City Council and Planning Commission.
- Present draft PTA and ordinance to City Council and Planning Commission.

RECOMMENDATION:

Review and discuss input received from staff and provide direction on possible ordinance components.

Attachments: Attachment A - Ordinance 1393-16
 Attachment B - Timeline
 Attachment C - Council Work Session minutes June 2016
 Attachment D - Food Cart Jurisdiction Comparison Matrix
 Attachment E - Powerpoint Presentation

ORDINANCE NO. 1393-16

AN ORDINANCE TEMPORARILY ALLOWING MOBILE FOOD UNITS TO OPERATE IN THE CITY OF TUALATIN

WHEREAS, Mobile Food Units, defined in OAR 333-150-0000, can allow individual entrepreneurship at a small scale and provide unique eating establishments for the public; and

WHEREAS, Council is currently reviewing and considering new code provisions to allow Mobile Food Units to operate in Tualatin; and

WHEREAS, Council wants to temporarily allow Mobile Food Units to operate in Tualatin until such time as Council can approve permanent regulations.

THE CITY OF TUALATIN ORDAINS AS FOLLOWS:

Section 1. Purpose. The purpose of this Ordinance is to temporarily allow Mobile Food Units to operate in the City until such time as the Council can consider and establish permanent regulations.

Section 2. Mobile Food Units Allowed.

- A. Mobile Food Units mean any vehicle that is self-propelled or that can be pulled or pushed down a sidewalk, street, highway or waterway, on which food is prepared, processed or converted or which is used in selling and dispensing food to the ultimate consumer.
- B. Mobile Food Units are allowed to operate on private property in all Commercial and Industrial planning areas within the City.
- C. Mobile Food Units must obtain a business license under Tualatin Municipal Code 9-01.
- D. Operation of Mobile Food Units on City property and rights-of-way is subject to the permitting requirements of the City, as provided in the relevant sections of the Tualatin Municipal Code and Tualatin Development Code.

Section 3. Ordinance Not Codified. This ordinance will be known as Tualatin's Temporary Mobile Food Unit Regulations and it being temporary, will not be codified in the Tualatin Municipal Code.

Section 4. Severability. Each section of this ordinance, and any part thereof, is severable. If any part of this ordinance is held invalid by a court of competent jurisdiction,

the remainder of this ordinance shall remain in full force and effect.

Section 5. Emergency. This ordinance is necessary for the immediate protection of the public peace, health, safety and welfare and takes effect immediately upon adoption.

Section 6. Ordinance Expiration. This ordinance automatically expires and is to be deemed repealed on December 31, 2016, unless sooner repealed or extended by Council ordinance.

Adopted by the City Council this 13 Day of June, 2016.

CITY OF TUALATIN, OREGON

BY 
Mayor

APPROVED AS TO FORM

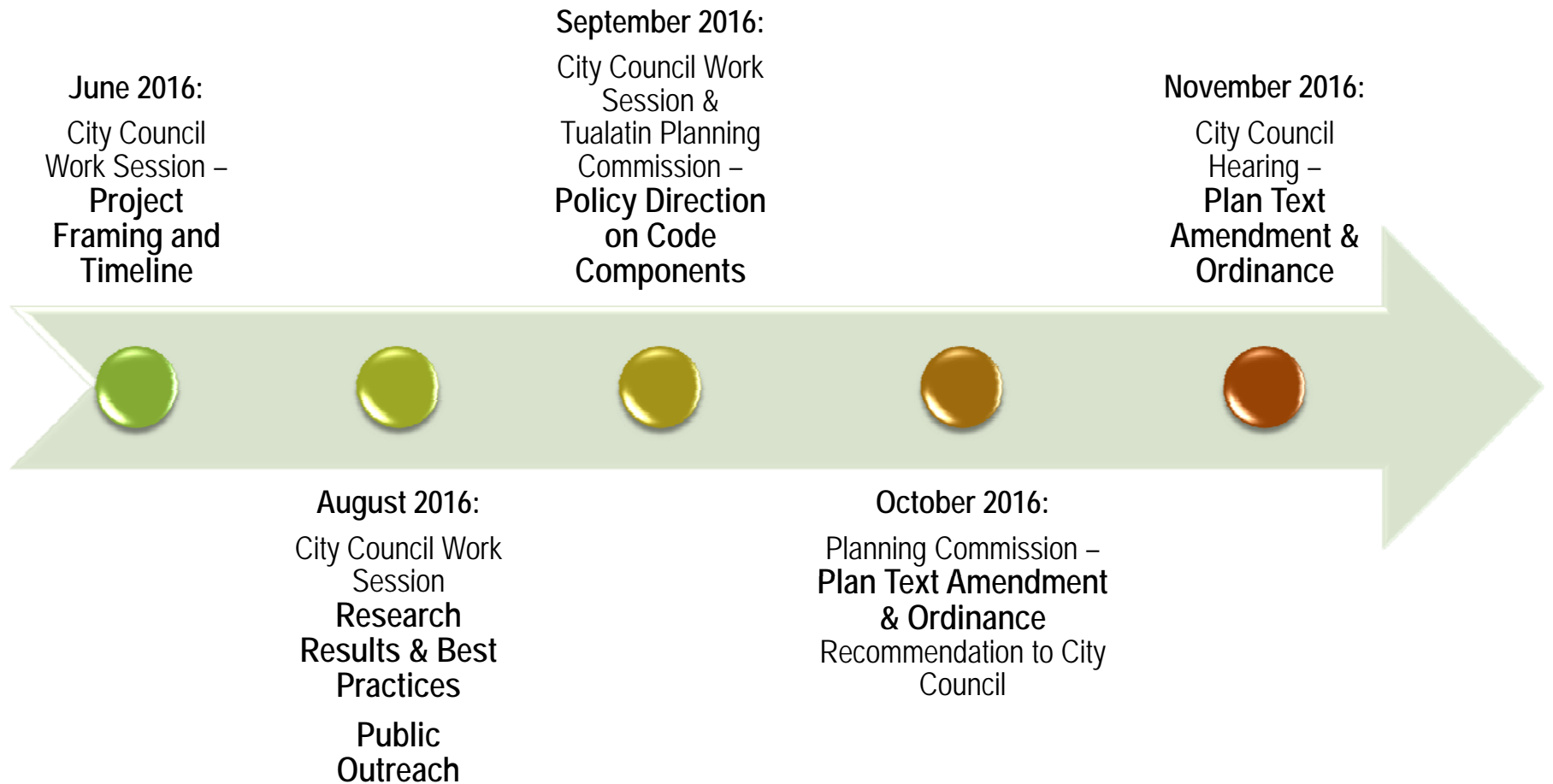
BY 
City Attorney

ATTEST:

BY 
City Recorder

Timeline - Mobile Food Vending

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Updated August 9, 2016



STAFF REPORT CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager

FROM: Nicole Morris, Deputy City Recorder

DATE: 06/27/2016

SUBJECT: Consideration of Approval of the Minutes for the Work Session and Regular Meeting of June 13, 2016

ISSUE BEFORE THE COUNCIL:

The issue before the Council is to approve the minutes for the Work Session and Regular Meeting of June 13, 2016.

RECOMMENDATION:

Staff respectfully recommends that the Council adopt the attached minutes.

Attachments: City Council Work Session Minutes of June 13, 2016
City Council Regular Meeting Minutes of June 13, 2016



Present: Mayor Lou Ogden; Council President Monique Beikman; Councilor Frank Bubenik; Councilor Joelle Davis; Councilor Ed Truax

Absent: Councilor Wade Brooksby; Councilor Nancy Grimes

Staff Present: City Manager Sherilyn Lombos; City Attorney Sean Brady; Police Chief Kent Barker; Community Services Director Paul Hennon; Finance Director Don Hudson; Planning Manager Aquilla Hurd-Ravich; Assistant to the City Manager Tanya Williams; Assistant City Manager Alice Cannon; Associate Planner Erin Engman; City Engineer Jeff Fuchs; Associate Planner Charles Benson; Senior Planner Karen Fox

CALL TO ORDER

Mayor Ogden called the meeting to order at 5:10 p.m.

1. **Mobile Food Carts.**

Associate Planner Charles Benson and Planning Manager Aquilla Hurd-Ravich presented a summary of framing for the mobile food cart project. The Pupu Shack could not operate per current TDC 34.013 regulations last year in the parking lot of Clark Lumber. Planner Benson discussed different types of food carts to be considered, which included: push carts, stationary carts, mobile food trucks and catering trucks. He discussed operational regulations to be considered such as: locations, hour-limitations, design limitations and items of sale. Considerations of configuration of devices such as: stand alone structures, buildings, and multiple food carts operating in the same area. Options for permitting and review were discussed. Associate Planner Benson discussed public engagement proposing online surveys, questionnaires and outreach to local businesses. Citizens would be provided the opportunity to comment and provide testimony at City Council public hearings. The timeline is set to be completed by the end of the calendar year.

Mayor Ogden would like to know what ordinances are in place for surrounding cities. Manager Hurd-Ravich stated they are currently in the process of obtaining this information with the intention of presenting information at a work session in July.

Councilor Bubenik expressed his concerns of stationary food carts and the ascetic of what they may look like. He suggested researching all four options presented.

Councilor Truax believes catering trucks are a non issue. They currently operate around the city and serve industrial business parks. He stated complaints from business owners and their perception of potential loss of business needs to be considered. He stated he feels Tualatin does not have enough traffic to support stationary carts. Overall he wants to allow more opportunities for mobile food carts, not prevent them from having a business in Tualatin.

Councilor Davis would like to see what other cities are doing and then narrow down the options. She does not support being restrictive at this point.

Mayor Ogden likes the idea of having food carts in parking lots of businesses but does not want to see stationary food carts in Tualatin. He is in favor of food carts that are truly mobile and can be moved daily. He would like to ensure the standards of mobile food carts are in line with those which are in place for brick and mortar businesses.

Councilor Truax stated he supports the trial period this summer. Mayor Ogden concurred.

Manager Hurd-Ravich asked the Council for clarification regarding approval of their plan for public engagement.

Councilor Bubenik would like to see feedback from both citizens and local businesses. Councilor Davis agreed and would like to see a presence online as well.

2. *Basalt Creek Concept Plan Update.*

Senior Planner Karen Fox, Assistant City Manager Alice Cannon, and Planning Manager Aquilla Hurd-Ravich presented an update on the Basalt Creek Concept Plan. In December 2015, a joint Council meeting was held with Wilsonville. Two actions were achieved during this meeting including the jurisdictional boundary being agreed upon and ten considerations of success were discussed. The ten considerations included sewer, storm water, industrial lands, transportation funding, future regional transportation projects, trips, Basalt Creek parkway and I-5 Crossings, North-South collector, Basalt Creek Canyon, and public transportation.

Manager Hurd-Ravich explained the maps showing suitable land for development and the three different options for land use and development. Assistant City Manager Cannon added that feedback received in December regarding residential land use and the expressed desire for more employment land was addressed. Manager Hurd-Ravich explained the different land use options and trips associated with each type of land use. Assistant City Manager Cannon stated Wilsonville is using part of their land as high tech, which will up the trip limit and potentially cause an excess.

Councilor Bubenik asked if they are anticipating having people live and work in the same area. Assistant City Manager Cannon explained Wilsonville doesn't have a lot of residential land in this part of their city and they don't believe there would be a high demand for residences in that specific area.

Manager Hurd-Ravich stated they are currently working on a concept plan using recent activity and feedback from meetings. Next steps include having another agency review team review the draft concept plan.

Assistant City Manager Cannon asked for feedback from the Council on the ten considerations and what their vision entails.

Council President Beikman stated previously there was emphasis on not making

changes due to the trip count so she was surprised by the new numbers.

Councilor Bubenik asked for an estimate of the trip count with the proposed changes. Assistant City Manager Cannon stated they do not have the current trip count estimate but noted it is within the range of working something out. Finding a balance on the trip count will require compromise for both cities.

Mayor Ogden commented on the high tech zone and would like to know if it is the best use of the land. He stated high tech allows for higher paying wages and with the limited acres he would like the best use of the land. Manager Hurd-Ravich stated they could look at changing the employment mix of land use. She noted light industrial tech flex allows for a certain amount of open space which brings the trip count down.

Mayor Ogden stated he does not want the transportation system to fail. Noting both cities need to come to an agreement on how trips can be used proportionate to the acres allotted. Each city will then have a trip limit and it will be up to the city to use the trips as they see fit. Assistant City Manager Cannon clarified the suggestion is to have an equal number of trips per developable acre.

Councilor Bubenik asked which zone type has the highest capacity for generating trips. Assistant City Manager Cannon stated high tech zoning has the highest trip count and residential has the lowest.

Councilor Truax suggested residential areas will have to be added to bring the trip count down.

Councilor Bubenik wanted to make sure staff is responding to the email from Grace Lucini. He requested the Council be included on responses.

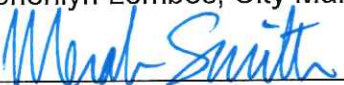
3. Council Meeting Agenda Review, Communications & Roundtable.


Councilor Bubenik stated parking on Hazelbrook Road is becoming an issue with cars on both sides, causing one lane for traffic to travel. He requested staff make sure the standards are being met. Assistant City Manager Cannon stated staff is looking into the issue by the direction of the City Manager.

ADJOURNMENT

The work session adjourned at 6:38 p.m.

Sherilyn Lombos, City Manager

 / Merab Smith, Recording Secretary

 / Ed Truax, Mayor Pro Tem

Tualatin Food Trucks Plan Text Amendment (PTA)

Best Practices Matrix

Jurisdiction	TUALATIN	Washington County			Clackamas County	Multnomah County
		Tigard	Hillsboro	Beaverton	Milwaukie	Gresham
Predominant Governing Document	Tualatin Municipal Code (TMC): Ordinance No. 1393-16, <i>Temporary Mobile Food Unit Regulations</i>	Tigard Community Development Code (TCDC)	Hillsboro Municipal Code: Chapter 5, Business Licenses and Regulations: Subchapter 5.36, Sidewalk Vendors and Cafes	Beaverton Development Code, Chapters 20, 40,60	Milwaukie Municipal Code (MMC)	Gresham Development Code Section 10.1600
Defining Term	Mobile Food Units (OAR 333-150-0000)	Mobile Food Cart (trailer or vehicle as found in ORS Sections 801.560 and 801.590)	Mobile Businesses; Mobile Devices; Sidewalk Vendors	Food Carts/Food Cart Pods	Mobile Food Carts (MMC Section 19.201 Definitions)	Food & Beverage Carts
Definition	Any vehicle that is self-propelled or than can be pulled or pushed down a street, sidewalk, street, highway or waterway, on which food is prepared, processed or converted or which is used in selling and dispensing food to the ultimate consumer.	Eating and Drinking Establishments are characterized by the sale of prepared food and beverages for consumption on-site or take-away (TCDC 18.130.060.F)	Not expressly defined in Municipal Code (or Development Code, which is subset).	A Food Cart is “a mobile vehicle, such as a food truck, trailer or cart, from which service of food and/or beverages is provided to walk-up customers.” A Food Cart Pod is defined as “a site containing one or more food carts and associated amenities on private property.”	“Vehicle” means a device in, upon, or by which any person or property is or may be transported or drawn upon a public street, except devices moved by human power or used exclusively upon stationary rails or tracks. “Eating establishment” means a restaurant or other similar business establishment with the primary function of serving food, prepared to order, to the public, and may serve alcoholic beverages at the dining table. This establishment may or may not have an attached drinking establishment.	The sale of goods or merchandise from a location outside of a building in a mobile unit where at least 50 percent of the sales is a combination of food and beverages. Examples include coffee carts and carts or trailers designed to serve food. Exceptions include residential lemonade stands and similar short-term sales associated with residential uses. **Must be mobile units but cannot operate from motorized vehicles: example is a trailer modified to serve food, but NOT a food truck or RV).
Local Permits Required			Sidewalk vendor permit (for operations on a public sidewalk); mobile business permit		Electrical permit (for work in or on the cart)	Gresham Food & Beverage Cart permit; Gresham Fire Protection permit
Local Licenses Required	Tualatin business license (TMC 9-01)	Tigard business license	Hillsboro business license	City of Beaverton Business License	City of Milwaukie business registration	Gresham business license
County Licenses Required	Washington County Health License	Washington County Health License	Not specifically mentioned in municipal code as the code refers to Mobile and Temporary Businesses, but business must comply with all applicable federal, state, and local regulations.	Washington County Health License	Mobile unit plan review; Mobile unit commissary & warehouse license, environmental health service license, restaurant license, food handler's license	Multnomah County Health Department license; Mobile food unit plan
PRIVATE/PUBLIC PROPERTY						
Location Guidelines--Planning Districts	All commercial and industrial planning districts	Commercial (C-C, C-G, C-P); Mixed Use (MU-C, MUE, MUC, MUC-1, MUE, MUR-1, MUR-2); Industrial (I-P)	For operations in excess of 20 minutes in any one day on a single property: Commercial or industrial use; Multi-family residential uses > 10 units	Commercial (NS, CS, CC, CG); Employment/Industrial (OI); Multiple Use (RC-TO, RC-OT, RE-E, OI-WS, C-WS,TC-MU, SC-MU, SC-S)	<u>Allowed Outright:</u> mixed use (GMU, DMU, NMU); commercial (C-G); industrial (M-TSA); <u>Limited Use:</u> industrial (BI); <u>Accessory Use:</u> industrial (M); <u>Conditional Use:</u> commercial (C-N)	Commercial and mixed-use districts; allowed on sites of approved institutional uses (with limitations)
Location Guidelines--Surface Conditions		Paved surface required.	Improved surface (concrete or asphalt) required.	Paved or concrete surface required.	Existing paved surface required.	Paved surface required.
Location Guidelines--Site Conditions/On-Site Restrictions		Must be located on site with an existing structure; must meet setback requirements; must not obstruct vehicular or pedestrian circulation; must not occupy a required parking space without providing a replacement.	Must not block or occupy minimum parking spaces required for existing use; must not block public ROW, fire lane, or vision clearance area; mobile push cart/food cart may not operate within 100 feet and on the same block face of a retail outlet offering the same or similar commodity.	Not to occupy pedestrian walkways or landscaped areas; front yard setbacks of 6 feet; side and rear setbacks follow underlying zoning; buffer widths required when adjacent to residential uses; lighting standards as to not affect neighboring properties.	Existing paved surface; must not occupy a required parking space without providing a replacement per MMC 19.600	Not to occupy pedestrian walkways or landscaped areas; must meet setback standards of host district; queue distance standards for drive-up uses; distance from ROW and driveway entrance regulations; lighting and visual requirements for safety/crime prevention purposes and as to not affect neighboring properties.
Location Guidelines--Accessory Uses		None required. (Cart must be located on site with existing structure, but that structure does not have to provide restrooms.)	All temporary buildings, equipment, furniture, wastebaskets, and other stand-alone items must be placed in immediate vicinity of mobile business and must be removed from the site upon cessation of business operations.	Pods that providing seating must provide restrooms on-site or adjacent property and screened from public ROW or adjacent residential properties; waste/storage and shelter structure requirements.	Restrooms required within quarter-mile or 5-minute walk of food cart pod (per Clackamas County regulations).	Restrooms required for employees and carts that service food to walk-up customers--can be on-site or within quarter mile or 5-minute walk of cart.
Design Guidelines--Carts		Must have wheels and wheels must not be removed; canopies, awning, or attachments must be entirely supported by cart and not touch the ground.	None discussed.	Wheels and tongues must remain on cart, and whiles must remain inflated; carts shall have a minimum of 7 feet of clearance between the ground and the awning to allow access for pedestrians under the awning;carts and accessory uses should be kept in state of good repair; mobile units should not exceed 26 feet in length.	Must have wheels and wheels must not be removed; canopies, awning, or attachments must be entirely supported by cart and not touch the ground. Food carts on private property in downtown Milwaukie are not subject to design review, but high-quality materials, attractive colors and designs are encouraged.	Awnings attached to Food and Beverage Carts shall have a minimum of 7 feet of clearance between the ground and the awning to allow access for pedestrians under the awning; carts and accessory uses should be kept in state of good repair; mobile units should not exceed 26 feet in length.

Tualatin Food Trucks Plan Text Amendment (PTA)
Best Practices Matrix

Jurisdiction	TUALATIN	Washington County			Clackamas County	Multnomah County
		Tigard	Hillsboro	Beaverton	Milwaukie	Gresham
Design Guidelines--Utility/Infrastructure		Must not require any plumbing or electrical connection that require permits.	No water, sanitary sewer, or stormwater connections allowed between mobile business and any utility systems; electrical connection must be of the type that can be quickly disconnected and must comply with all applicable laws.	Must connect to water, sanitary sewer, and power source per applicable codes; all utilities must be placed underground.	Must be self-contained and not require any plumbing connections.	Any desired utility connections (i.e., water, sewer, electricity) will require permits and connections must be temporary in nature; applicants must provide wastewater/graywater disposal documentation; no direct discharge to City's wastewater or stormwater systems.
Design Guidelines--Signage		Subject to Tigard's sign code, no food cart regulations called out separately.	None discussed.	Signs are allowed on the food cart itself; freestanding signs are subject to provisions in Chapter 60.40.35.3.	Subject to MMC 14.16 Sign Districts.	Signs are allowed on the cart, plus one readerboard or A-board sign per street frontage; sign rules are in Appendix 6 of development code.
Operational Guidelines--Pods		Yes. More than one cart per property is allowed provided each meets design and location requirements. No other pod regulations at this time.	None discussed.	Yes. Carts must be 6 feet from each other; pods in commercial and industrial districts must provide one parking space per food cart (multiple-use zones exempt from parking requirement).	None discussed.	Yes. Carts must be 10 feet from each other; on pod sites that are close to street at least 1/3 must face street with service window.
Operational Guidelines--Hours of Operation		No restrictions on hours of operation.	Must not exceed 6 operating hours and 1 setup/takedown hour (for a total of 7 hours) per day; business can only operate between 8 AM and midnight in commercial areas > 50 feet from residential areas, and from 8 AM to 9 PM in all other permitted areas.	No restriction on hours of operation, but lighting must be provided during hours of darkness if carts/pods are open for business.	No restrictions on hours of operation.	Food and Beverage Carts shall be required to acquire a development permit if they remain on one site more than four hours in any one day.
PUBLIC ROW						
General Regulations/Guidelines		None currently. Tigard Engineering department is currently researching this.	Cannot block public ROW, vision clearance area, or fire lane.	Carts/pods cannot occupy pedestrian walkways (sidewalks), fire lanes or other emergency access areas, or vision clearance areas.	No difference in public or private property regulations at this time. Completed recent survey regarding interest in pods on public property (triangle area near downtown MAX station).	Carts cannot occupy pedestrian walkways (sidewalks).
Info Source(s)		City of Tigard, "Mobile Food Carts on Private Property;" phone call with Lloyd Purdy on 08/09/2016.	Hillsboro Municipal Code.	City of Beaverton, "Food Cart Pods FAQ;" Beaverton Development Code	City of Milwaukie, "Mobile Food Carts on Private Property;" City of Milwaukie 'Food Carts' hand-out; phone call with Vera Kolas on 08/02/2016.	City of Gresham, "Food & Beverage Cart Permit Information;" Gresham Development Code, Section 10.1600, "Food & Beverage Carts."
Notes/Current Conditions/Status		Current regulations are for individual trucks only, no pods. No public survey, regulations based on "sensible ideas." Conducted successful 4-week test run (twice) in dense area near City Hall.			Currently about 6 carts operating in Milwaukie. City is actively courting the public to support pod on publicly-owned land at downtown MAX station.	*Includes section addressing how carts operating under temporary use permit (similar to Tualatin Municipal Code) can convert to permanent use.
Contact		Lloyd Purdy, Economic Development Manager (503) 718-2442			Vera Kolas, Associate Planner (503) 786-7653	POD (503) 618-2780

Mobile Food Units (Food Carts) Research Results and Regional Examples

Tualatin City Council

Work Session

August 22, 2016



City of Tualatin

Purpose of Tonight's Discussion

- Review and discuss research results from recently-adopted ordinances in the Portland metro area
- Provide an update on food cart activity in Tualatin since adoption of temporary rules per Ordinance 1393-16.



June 2016 City Council Work Session Summary of Direction

- Request for additional information regarding food cart/pod regulations in neighboring jurisdictions
- Research four types of mobile food units (push carts, stationary carts, mobile food trucks, and catering trucks) presented during work session
- Support expressed for food cart trial period
- Need feedback from both local businesses and the public regarding potential food cart presence in Tualatin



Preliminary Research Results

- **Limited food cart operations currently in operation in Tualatin**
- **Food cart FAQs and information on application processes included on City web site and promoted in Tualatin Today publication**



Regional Examples—Similarities

- **Local business licenses required**
- **County health or food handler licenses required**
- **Food cart operations allowed in commercial, industrial, and mixed-use planning districts**

Regional Examples—Similarities

- **Vehicular and eating/drinking establishment characteristics of food cart/pod operations are emphasized**
- **Food cart/pod sites must have paved/improved surfaces**
- **Few restraints on hours of operation**

Regional Examples—Differences

- **Regulations incorporated within municipal codes vs. development codes**
- **Legal definition of mobile food unit/cart/pod**
- **Accessory use requirements**



Regional Examples—Differences

- **Utility/Infrastructure connection guidelines**
- **Signage regulations**
- **Site conditions, on-site restrictions, and operational interactions with adjacent uses**

Policy Considerations—Initial Staff Suggestions

- **Add food cart/pod regulations to Tualatin Municipal Code**
- **Adopt operational definition as found in current temporary Ordinance 1393-16**
- **Restrict food cart/pod operations to sites that have previously undergone Architectural Review and prohibit operations on vacant/unimproved sites**



Policy Considerations—Initial Staff Suggestions

- **Require food carts to be self-contained and not require connections to City infrastructure**
- **Require food carts/pods to be responsible for their own trash/recycling collection and removal**
- **Restrict signage to vehicle itself**



Other Policy Considerations

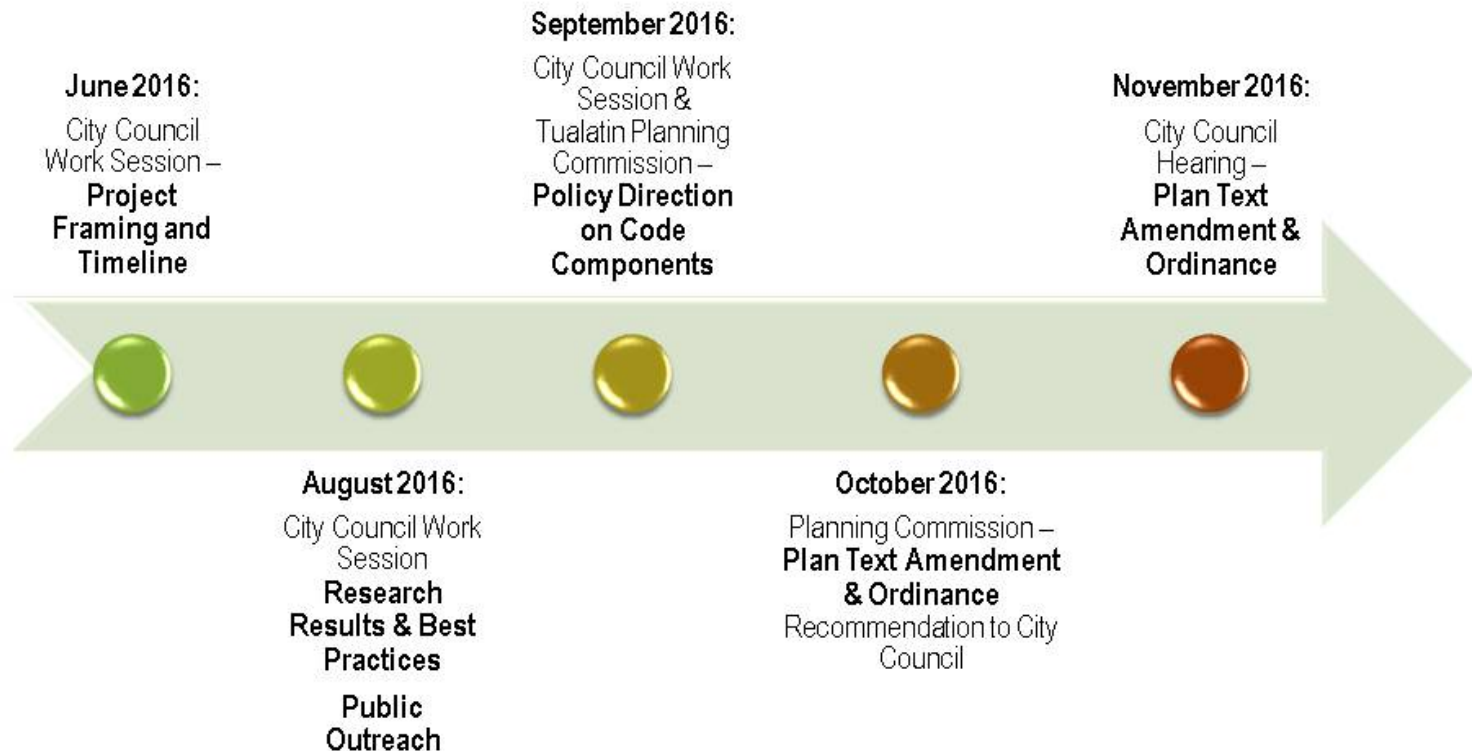
- **Appropriate level of permit review for food carts/pods (Staff-level vs. City Council)?**
- **Adopt specific permit/license for food cart operations?**
- **Require accessory uses such as restrooms, seating, and parking?**

Other Policy Considerations

- **Restrict number of food carts at any one location (prohibit pods)?**
- **Regulate overall hours of operation?**
- **Adopt City of Gresham's food and beverage cart design guidelines?**

Timeline - Mobile Food Vending

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Updated August 9, 2016

Next Steps

- Continue to research and monitor food cart operations in Tualatin
- Conduct Public Engagement/Involvement with Stakeholders
- Incorporate policy recommendations from both City Council and Planning Commission
- Present Draft PTA and Ordinance to Planning Commission and City Council



Discussion





STAFF REPORT

CITY OF TUALATIN

City Council Work Session

Meeting Date: 08/22/2016

Subject: Proclamation Request- Veteran's
Appreciation Month

Through: Sherilyn Lombos, Administration

Request



CITY OF TUALATIN

APPLICATION TO REQUEST A PROCLAMATION
18880 SW MARTINAZZI AVE • TUALATIN, OR 97062
PHONE 503.691.3011

Requests for City Proclamations should be submitted four weeks prior to the requested Council Meeting date. The City Council meets the 2nd and 4th Monday of each month unless otherwise noted. For specific meeting dates, please visit the City of Tualatin website at www.tualatinoregon.gov.

Topic & Purpose of Proclamation:

VETERANS APPRECIATION FOR THE MONTH OF NOVEMBER

Individual, Agency, or Organization Sponsoring the Proclamation:

CANDICE KELLY AS CHAIR FOR JPCAC-ACTIVE AGING CENTER

Local Resident Attending Council Meeting to Receive Proclamation:

DALE POTTS - VETERANS BREAKFAST 503 692-1832
Name COMMITTEE FOR JPCAS Phone

Note: There is a limit of two proclamations per City Council meeting and selection is made in the order requests are received. Please indicate an alternative meeting date for the event the preferred date is unavailable. While the City does its best to recognize citizen needs, we retain the right to decide if the proclamation will be issued or not.

Preferred City Council Meeting Date Requested: MONDAY, OCTOBER 24TH, 2016

Alternate City Council Meeting Date: MONDAY, OCTOBER 10TH, 2016

Requested By: CANDICE KELLY - CHAIR 503 691-1155
Name JPCAC Phone

8700 SW TUALATIN RD # 209 CANDICE.KELLY@MSN.COM
Address Email

Please attach a draft copy of your one page proclamation to this application or check the box if the proclamation will be the same as the previous year. Wording will be the same as the previous year.

Return the completed form to: City of Tualatin, Attn: Deputy City Recorder, 18880 SW Martinazzi Ave, Tualatin OR, 97062 or via email to

For Official Use Only:

Date Request Received _____
Approved _____ Not Approved _____ Applicant Notified _____
Date Proclaimed _____

Proclamation

Proclamation declaring that the City of Tualatin will celebrate our
Military Veterans during the Month of November 2016

Where as, the City of Tualatin has always supported our Military and Veteran population including becoming a Purple Heart City,

Where as, we want to make sure our Military Veterans are clearly aware that we value their service to our Nation, our State and most especially, our City of Tualatin,

Where as, Tualatin has a large population of Veterans including leaders awarded for valor and gold star families, and

Where as, Tualatin appreciates the sacrifices of all our military veterans, combat veterans, the families of the killed in action residents, as well as, the personal sacrifices that have been made by our servicemen and women and their families while defending our freedom, we want to express our deep appreciation and honor to each and every one of them.

NOW THEREFORE, BE IT PROCLAIMED BY THE CITY COUNCIL OF THE CITY OF TUALATIN, OREGON that: November is Veterans Appreciation Month.

The City Council hereby encourages the residents and businesses of the City of Tualatin to show their appreciation for the sacrifices that our Military Veterans have made in defending our freedoms, to acknowledge their courage, and to show them the honor and support they have earned, especially during the month of November.

INTRODUCED AND ADOPTED this 24th day of October, 2016
City of Tualatin, Oregon

By _____

Mayor

ATTEST:

By _____

City Recorder