

10.829A Temporary Mobile Food Vendors and Mobile Food Vendor Pods.

(1) *Purpose.* These regulations are intended to establish criteria for the placement of mobile food vendor pods in the City of Medford. Temporary mobile food vendors provide the community with a wider variety of eating, drinking, and socializing options. Pods provide different vending opportunities for temporary mobile food vendors located on private property. Temporary mobile food vendors shall comply with all applicable City, County, and State regulations.

(2) *Mobile Food Vendor Pod Types.* Mobile food vendor pods are categorized as either a Daily Pod or a Semi-Permanent Pod.

Daily Pods. This type of pod provides for the placement of one or more temporary mobile food vendor on private property for no more than five consecutive days at a time. The site may be developed or vacant and must be paved.

Semi-Permanent Pods. This type of pod provides for the placement of one or more temporary mobile food vendor on private property for periods of time exceeding 24-hours. This type of pod may include the construction of a covered or enclosed seating area, food storage structure, or a structure that serves alcoholic beverages along with designated locations and utilities (water, sewer, power) for temporary mobile food vendors.

(3) *Allowed Zoning Districts.* Mobile food vendor pods are permitted in the following zoning districts: Commercial – Service/Professional (C-S/P), Neighborhood Commercial (C-N), Heavy Commercial (C-H), Community Commercial (C-C), Regional Commercial (C-R), Light-Industrial (I-L), General Industrial (I-G), and Public Parks (P-1).

(4) *Review Authority.* Daily pods shall be reviewed for compliance with applicable standards as a Type I, Ministerial Decision. Semi-permanent pods shall be reviewed for compliance with applicable standards as a Type III, Quasi-Judicial Decision by the Site Plan and Architectural Commission. If the property is within a historic district then the proposal shall be reviewed for compliance with applicable standards as a Type III, Quasi-Judicial Decision by the Landmarks and Historic Preservation Commission.

(5) *Applicable Criteria.* The Planning Director or designee shall approve daily pods per the applicable standards noted below. The Site Plan and Architectural Commission and Landmarks and Historic Preservation Commission shall approve a semi-permanent pod if the proposal conforms to the criteria in Section [10.200](#), (10.188 if within a historic district), and the standards outlined below.

(6) *Site Standards.*

(a) Site design standards for Daily and Semi-Permanent Pods.

(i) Temporary mobile food vendors shall be located on a paved surface.

(ii) Temporary mobile food vendors shall not occupy or obstruct the following:

(A) Pedestrian walkways

- (B) Setbacks, buffer yards or required landscaping
 - (C) Required bicycle or vehicular parking spaces
 - (D) Fire lanes, fire hydrants, other fire protection devices or equipment, or other emergency vehicle access areas
 - (E) Vision clearance triangle at intersections (Section [10.735](#))
 - (F) Existing or proposed easements
 - (G) Public right-of-way or ADA clearance (48 inches) on sidewalks
- (iii) Temporary mobile food vendors shall not create tripping hazards in pedestrian and vehicular circulation areas with items such as, but not limited to, cords, hoses, pipes, or cables.
- (iv) Temporary mobile food vendors shall be separated or setback from parked vehicles, combustible materials, and other food vendors by a minimum radius of 10 feet.
- (v) Trash and recycling bins shall be provided on site for customers.
- (vi) Outdoor equipment is permitted within pods and includes items such as seating, tables, grills, canopy tents, and other items used for preparing food or accommodating guests.
- (A) In daily pods, outdoor equipment is limited to 100 square feet in the downtown historic overlay and 170 square feet outside of the downtown historic overlay.
 - (B) In semi-permanent pods, the size of the outdoor equipment is not limited and shall be reviewed and approved as part of the Type III procedure.
- (vii) All food must be in a ready-to-eat condition when sold.
- (b) Additional site design standards for Semi-Permanent Pods.
- (i) Buildings and temporary mobile food vendors shall comply with applicable buffer yards and building setbacks in accordance with Sections [10.720](#) and [10.721](#). The approving authority may increase setbacks to mitigate impacts to adjacent properties.
 - (ii) Restroom facilities shall be provided on site for patrons of the pod. Alternatives to on-site facilities may include recorded agreements with adjacent businesses located within five hundred feet of the property line. A sign shall be posted for patrons indicating where restrooms are available. Portable toilets are permitted.
 - (iii) Dumpster(s) shall be provided on site for business trash and screened in accordance with Section [10.781](#). Dumpster locations shall be accessible to the waste management company.
 - (iv) If food storage buildings are constructed on site for use by the temporary mobile food vendors, the buildings shall be properly permitted and incorporated into the site plan for the site. Building permits

are required for storage sheds, cargo containers, or other pre-fabricated structures when used on the premise.

(v) Membrane structures such as tents, canopies, or permanent structures may be used to provide shade or cover from weather for patrons on site. The size and material of the structure shall be provided on the site plan. The structures shall comply with applicable building and fire codes prior to installation. Temporary membrane structures in excess of 400 square feet used at the site for less than 180 days require a permit from the Fire Department.

(vi) The plan shall identify the location of seating areas (including the layout of chairs and tables) and any accessory items or amenities such as fire pits.

(vii) An integrated pest control management plan shall be provided for the site (pests such as insects and rodents)

(7) *Design Standards for Temporary Mobile Food Vendors within Pods.*

(a) All temporary mobile food vendors shall be subject to the design standards listed below:

(i) The wheels and tongues shall remain on the temporary mobile food vendor. The tires must remain inflated and the unit/truck operable. No permanent skirting or base shall be constructed around the temporary mobile food vendor.

(ii) The maximum length of the temporary mobile food vendor shall not exceed 20 feet. The length shall only include the area devoted to the production of food excluding things such as vehicle cabs, bumpers, trailer tongues, slide outs and trailer hitches. See the depiction below for measurement guidance.



(iii) Attached awnings are permitted if smaller than the size of the temporary mobile food vendor unit

(iv) Food vendor truck awnings shall have a minimum of (7) feet of clearance between the ground and awning for safe pedestrian circulation.

(8) *Utilities.*

(a) The following utilities are required for temporary mobile food vendors located in daily pods:

(i) Temporary mobile food vendors shall have their daily need of water located on the truck/unit.

(ii) No dumping of wastewater is permitted in the City's storm drain system, public streets, or directly onto pavement. Wastewater shall be disposed of at an approved off-site location.

(iii) Connection to a temporary power source is permitted. Extension cords shall be covered or screened to prevent tripping hazards.

(b) The following utilities are required for temporary mobile food vendors located in a semi-permanent pod:

(i) Connection to sanitary sewer lines consistent with applicable state plumbing codes, and all wastewater discharged to the sanitary sewer is subject to the requirements identified in Chapter [11](#) of this Code.

(ii) Connection to a site-dedicated master water meter is required. The size, installation, and applicable fees shall be coordinated through the Medford Water Commission.

(iii) Installation of a State of Oregon approved backflow device is required behind the master water meter. The location of the device shall be coordinated with the Medford Water Commission.

(iv) Private water line extensions from the master water meter to each vendor are required per the Uniform Plumbing Code requirements.

(v) The installation of a pressure reducing valve (PRV) may be required if static water pressure is greater than 80 psi at the building.

(vi) Connection to a permanent power source that is located underground. Overhead wires connected to the temporary mobile food vendor truck are not permitted. The use of stand-alone generators are prohibited.

(vii) Generally, utilities shall be placed or otherwise screened, covered, or hidden from view of the public right-of-way to minimize visual impacts and prevent tripping hazards or other unsafe conditions.

(9) *Parking.*

(a) The following are minimum parking standards for food pods:

(i) One (1) parking space per temporary mobile food vendor. Existing parking spaces on site may be used.

(ii) No minimum parking spaces required if the site is located within a quarter mile of a public parking lot.

(10) *Signs.*

(a) A sign permit is not required for the name of the business painted/placed on the temporary mobile food vendor.

(b) All other signs located on the site or attached to the temporary mobile food vendor shall be in accordance with the regulations in Article [VI](#) and the applicable zoning district.

(11) *Lighting.* Semi-permanent food pods shall install lighting to ensure a safe environment for customers and employees in accordance with Section [10.764](#).

(12) *Operating Hours.* Temporary mobile food vendors located in a daily pod must vacate the premise after the fifth consecutive day of operating before returning to conduct business at the same location. The hours of operation for a semi-permanent pod shall be identified with the submittal materials and reviewed by the approving authority for impacts to surrounding property owners. The name and contact information of the person in charge of the pod shall be provided to the Business License Department in the event issues or questions arise.

(13) *Permits and Fees.*

(a) Proprietors of the temporary mobile food vendors shall obtain and maintain a current City Business License.

(b) Proprietors of the temporary mobile food vendors shall maintain all required licenses/permits to operate by Jackson County Environmental Health and any applicable State agency.

(c) Temporary mobile food vendors shall obtain an operational permit from the Fire Department.

(d) Within semi-permanent pods, structures and temporary mobile food vendors shall pay applicable System Development Charges prior to issuance of applicable building permits.

(14) *Submittal Requirements.* A site plan drawn to scale shall be provided that outlines the standards above for daily pods. The submittal materials for a semi-permanent pod shall be in accordance with Section [10.200\(10\)](#) and include the applicable provisions above.

(15) *Exemptions.*

(a) At an Event of Public Interest, temporary mobile food vendors per 10.840(4)(a) are exempt from the standards of 10.829A.

(b) On City-owned property and right-of-way (except as outlined in Section [10.829B](#)), temporary mobile food vendors shall obtain a permit pursuant to Chapter [2](#), and are exempt from the standards of 10.829A.

(c) Vending within City parks and facilities shall be regulated through the Medford Parks, Recreation, and Facilities Management Department.

(16) *Other Code Provisions.* Proposals for mobile food vendor pods are permitted to use other applicable code provisions found in Chapter [10](#) in order to satisfy the development requirements noted above and address applicable criteria.

(17) *Optional Adjustment of Utility Standards.* Applicants may seek approval of alternative methods of water delivery and wastewater disposal in semi-permanent pods. The Site Plan and Architectural Commission may

approve an application for a semi-permanent pod that does not connect to sanitary sewer or a master water meter if the Commission can find the proposal conforms to the following criteria:

- (a) The applicant has demonstrated the alternatives proposed will provide sufficient water and wastewater disposal needs to the temporary mobile food vendors of the development without being a detriment to the safety and welfare of the public.

[Added Sec. 9, Ord. No. 2019-104, Sep. 19, 2019.]

The Medford Municipal Code is current through Ordinance 2023-165, passed December 14, 2023.

Disclaimer: The city attorney's office has the official version of the Medford Municipal Code. Users should contact the city attorney's office (541-774-2020) for ordinances passed subsequent to the ordinance cited above.

[City Website: www.medfordoregon.gov](http://www.medfordoregon.gov)

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