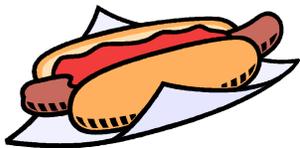


**A Site Plan (*drawn to scale*) shall show the following:**

- ❑ Dimensions of the temporary food vendor unit
- ❑ Location of unit on the site, including dimensions
- ❑ Location of any structures on the site, including square footage
- ❑ Location and number of off-street parking spaces on the site.
- ❑ Paved vehicular access including driveway location
- ❑ Trash receptacle, located within 10 feet of the unit
- ❑ Dimensions of the area to be occupied by the unit, including any outdoor equipment (tables, seating, etc)
- ❑ Location of utility connections, if any



**For more information contact the Planning Department**

Please note that this brochure is meant to provide a summary of information. Please refer to the Medford Land Development Code, Section 10.012 and Section 10.840 for the exact text of the code. It can be found online at the city's website, or a copy can be obtained from the Planning Department.

At an Event of Public Interest as defined in Section 10.012, temporary food vendors are exempt from the standards described in this brochure.

**CITY OF MEDFORD**

Planning Department  
Lausmann Annex  
200 S. Ivy Street  
Medford, OR 97501

Tel (541) 774-2380  
Fax: (541) 618-1708

Email: [planning@ci.medford.or.us](mailto:planning@ci.medford.or.us)

Website: [www.ci.medford.or.us](http://www.ci.medford.or.us)



**City of Medford**

**Planning  
Department**

**Temporary Food  
Vendor**



*“Working with the community to  
shape a vibrant and exceptional city”*

## What is a temporary food vendor?

Any kiosk, shed, shelter, trailer, vehicle, or wagon which is used for the purpose of preparing, processing, or converting food for immediate consumption as a drive-in, curb, or walk-up service that remains in or on any one site or lot for less than 24 hours on any calendar day. Temporary shall mean that all equipment must be removed from the site at the end of the vendor's business day. A temporary food vendor is only allowed on private property. Sidewalk vendors have different regulations.

## Where are they allowed?

Temporary food vendors are permitted in the C-S/P, C-N, C-C, C-H, C-R, I-L, and I-G zoning districts. There are special restrictions within the Central Business District and Historic Preservation Overlay.



## Standards & Dimensions

Attached awnings are permitted as long as they are no larger than the unit and are intended for weather protection for customers.

If the temporary unit is located on or adjacent to a privately owned walkway, the minimum remaining unobstructed walkway width shall be five (5) feet.

No temporary unit shall displace parking spaces required for other uses on the site or access to such required spaces, nor be located within any required setbacks.

The temporary unit and all outdoor equipment shall be located on an improved surface (i.e. asphalt or concrete).

All food must be in a ready-to-eat condition when sold.

Within the Central Business District and the Historic Preservation Overlay zones, the exterior dimensions of the temporary unit shall be no more than 128 square feet, including any slide-outs, and excluding trailer tongue, and bumper. Outdoor equipment such as tables and chairs are not permitted.

In all other zones, the exterior dimensions of the temporary unit shall be no more than 170 square feet, including any slide-outs and excluding trailer tongue, and bumper. An additional 170 square feet is allowed for outdoor equipment as long as it does not displace any required parking spaces, nor is located within any required setbacks.

## What permits or licenses are needed?

- ◆ City of Medford Business License.
- ◆ A site plan will also need to be submitted to the Planning Department for review (see other side for instructions).
- ◆ Temporary units in public parks must obtain a Vendor Permit from the Parks and Recreation Department
- ◆ Sidewalk vendors in the public right-of-way are permitted at pre-determined sites designated by the City Manager and require a permit issued by the Finance Department.
- ◆ If there are any utility connections (electric, water, sewer, or natural gas), a building permit is required.
- ◆ A sign that is not painted on a truck or trailer will require a sign permit from the Planning Department.
- ◆ You will need to contact the Jackson County Health Department at 541-774-8200 for information on the permits they require.

Outdoor food vendors also need to comply with the Fire Department's Outdoor Food Vendor Safety Checklist, which may be obtained at the Fire Department, 200 S. Ivy Street, Medford, OR, or at the city's website under fire safety: [www.ci.medford.or.us](http://www.ci.medford.or.us).

