



Memo

To: Mayor Davis and City Councilmembers

From: Shannon Drappo, Planner

Date: 5/21/2026

Agenda Item: New & Unlisted Use – Mobile Food Establishment Discussion

Agenda Item Location

New Business

Recommended Action or Motion

Motion to Approve – I move to approve the request to allow for the New and Unlisted Use of “Mobile Food Establishment - Independent” and “Mobile Food Establishment- Complex” to Hayden City Code §11-2 and to direct Staff to draft design standards to bring back to a future meeting.

Motion to Continue – I move to continue this discussion and decision to {date specific} to address concerns related to _____.

Motion to Deny – I move to deny the request to allow for the New and Unlisted Use of “Mobile Food Establishment - Independent” and “Mobile Food Establishment- Complex” to Hayden City Code §11-2.

Summary

Hayden City Code §3-7 “Mobile Food Establishment Pilot Program” was previously adopted by City Council in March 2020 for a one-year term. The Code allowed local citizens to obtain a license through the city to conduct their Mobile Food business within City Limits. It also provided standards encompassing public health and safety, location, and design. It was extended and ultimately repealed in December 2021 due to a lack of data in the success of the program. It is important to note that the program was during the active months of COVID-19 which could have contributed to the lack of licenses issued for Mobile Food Establishments.

Recently, the Community Development Department has received multiple phone calls, emails and walk-ins inquiring about the use of mobile food establishments within City Limits, in which Staff inform citizens that the city does not allow for the use. Staff would like City Council to discuss two uses; an independent mobile food establishment, and a mobile food establishment complex (an area of land developed to accommodate 2 or more mobile food establishments).

Pursuant to §11-1-7(A), staff has received a New and Unlisted Use request from the owners of 10264 N Government Way, asking City Council to consider the allowance of a Mobile Food Establishment – Complex. In review of the request, the Council shall consider the nature and describe the performance of the proposed use and its compatibility with the uses permitted in the various districts and determine the type of zone within which such use should be permitted.

Requests which staff have received since the pilot program expired have generally been in the Commercial, Light Industrial and CBD zones. Based on this information, staff have identified the



following zone designations for the locations. Should City Council approve the New and Unlisted Use request, then staff would suggest the Use Table to show the following as well:

Mobile Food Establishment	Zone Designation	Suggested Use in Table
Independent	CBD, C, LI, MU – non-residential	“A” - Allowed Outright
Complex	CBD, C, LI MU – non-residential	“C” - Conditional Use Permit

Fiscal Impact

Staff has not vetted the process for a Mobile Food Establishment in regard to a license, design standards or a combination of both. Fees would be imposed for the licensure of each Mobile Food Establishment in addition to any site development and/or off-site development requirements in accordance with Hayden City Code.

Attachments

Hayden City Code 3-7 (Repealed), New and Unlisted Use Request

From: Sarah Carlon <sarah@carlonbookkeeping.com>

Sent: Thursday, May 14, 2026 11:17 AM

To: Sadie Roe <sroe@haydenid.gov>

Subject: 10264 N Government Way

You don't often get email from sarah@carlonbookkeeping.com. [Learn why this is important](#)

Hi Sadie,

I forgot to grab contact information for the people in our meeting yesterday and was wondering if you could forward this on to Shannon for us?

We would like to request a New & Unlisted Use permit for a vendor food court for mobile food trucks.

Please let me know if you need any other information.

Thank you!

All the best,

Sarah Carlon

Bookkeeping Professional

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