



**CITY OF EDGEWOOD
ECONOMIC DEVELOPMENT ADVISORY BOARD (EDAB)
MEETING AGENDA**

Monday, August 4, 2025 – 6:00 PM ♦ City Hall – 2224 104th Avenue East ♦ Edgewood, WA

Meeting Link: <https://zoom.us/j/92275379112>

- 1. CALL TO ORDER**
- 2. CONSENT AGENDA:** *All matters listed under Item 2, Consent Agenda, are considered routine in nature and will be enacted by one motion. Individual discussion of these items is not planned. A member, however, may remove any item to discuss as an item for separate consideration under New Business.*
 - A.** Meeting Minutes of May 5, 2025
- 3. CITIZEN COMMENT PERIOD:** *Reserved for the public to comment on items not on the agenda. The Board may invite additional public comment on agenda items noted for discussion later in the meeting.*
- 4. ITEMS OF BUSINESS**
 - A.** Chair / Vice Chair Appointments
 - B.** EDAB Productivity
 - C.** Food Truck Outreach
 - D.** Commercial Developer Outreach
- 5. STAFF COMMENTS**
- 6. BOARD MEMBER UPDATES**
- 7. ADJOURN**

This meeting is accessible to persons with disabilities. For individuals who may require special accommodations, please contact City Hall at (253) 952.3299, 24 hours in advance.



**CITY OF EDGEWOOD
ECONOMIC DEVELOPMENT ADVISORY BOARD (EDAB)
MEETING AGENDA SUMMARY**

Monday, May 5, 2025 – 6:00 PM ♦ City Hall – 2224 104th Avenue East ♦ Edgewood, WA

1 CALL TO ORDER

Chair Wiesenfeld called the meeting to order at 6:00pm.

Present: Andrew Wiesenfeld, Steven Weiss, Shawn Olesen, Michael Stacey **Excused:** Michael Pearce, Kelsey Morgan

2 CONSENT AGENDA:

A. Meeting Minutes of April 7, 2025

Motion: As Read **Action:** Approve, **Moved by:** Commissioner Weiss **Seconded by:** Michael Stacey
Motion Passed 4-0

3 CITIZEN COMMENT PERIOD:

There were no citizen comments.

4 ITEMS OF BUSINESS

A. Land Use Table

Recommendation: As Read **Moved by:** Commissioner Wiesenfeld **Seconded by:** Michael Olesen **Motion Passed 4-0**

B. Transportation Impact Fees

Recommendation: As Read **Moved by:** Commissioner Wiesenfeld **Seconded by:** Michael Stacey **Motion Passed 4-0**

C. Sales Tax Revenues

Board members discussed the data and how it might inform future recommendations for policy regarding business development and sales taxes.

D. Development Project Updates

Feedback was provided to staff on what they would like to review and have available at a regular frequency, depending on staff time and resources.

E. EDAB Appointments

Staff reminded board members of their upcoming expiring terms.

5 STAFF COMMENTS

There were no staff comments.

6 BOARD MEMBER UPDATES

Board members discussed pressing topics.

7 ADJOURN

Chair Wiesenfeld adjourned the meeting at 7:33pm.



CITY OF EDGEWOOD
STAFF REPORT
EDAB AGENDA ITEM

Date: August 4, 2025

Title: Chair and Vice Chair Appointments

Attachments: Edgewood Municipal Code, Chapter 2.32 Economic Development Advisory Board (EDAB Bylaws)

Submitted By: Josh Kubitz, AICP, Planning Manager

Description:

Annual appointments or reappointments for Chair and Vice Chair must be voted on by the Board. Nominations can be made by members of the Board during the meeting and the Board will make a vote to select Chair and Vice Chair from its membership.

EMC 2.32.040: “The mayor may appoint a chair and vice chair from the membership or choose to allow the board to elect them from its members. The chair shall be a resident of the city of Edgewood. The chair and vice chair terms of office shall be for one year beginning July 1st and ending June 30th. The elected vice chair shall preside in the absence of the chair. The chair and vice chair shall be voting members of the board. The mayor may create and fill other such offices as is determined necessary.”

Please review the attached bylaws for a description of roles and responsibilities.

Chapter 2.32
ECONOMIC DEVELOPMENT ADVISORY BOARD

Sections:

[2.32.010 Created – Membership.](#)

[2.32.020 Appointment of members – Terms.](#)

[2.32.030 Powers.](#)

[2.32.040 Organization.](#)

[2.32.050 Summary preparation \(minutes\).](#)

[2.32.060 Removal and vacancies.](#)

2.32.010 Created – Membership.

There is hereby created an economic development advisory board (board) consisting of seven members, the majority of which shall be residents of the city of Edgewood and, because of the regional nature of economic development, up to three members may be nonresidents. No member shall serve more than two full consecutive terms on the board. The city council shall reasonably endeavor to seek a diverse membership including without limitation members from the banking industry, real estate investment, real estate sales, commercial marketing, business professionals, and economic development specialists. (Ord. 13-393 § 1; Ord. 12-381 § 1).

2.32.020 Appointment of members – Terms.

A. The initial members of the board shall be appointed by the mayor and confirmed by the council, in accordance with the process set forth in the Council Rules of Procedure, by position number, and shall serve staggered terms as follows: positions one through three will initially serve a three-year term expiring on June 30, 2015, with two-year terms being assigned thereafter, and positions four through seven will be assigned two-year terms expiring on June 30, 2014, with two-year terms being assigned thereafter, in order to create staggered terms for the overall membership.

B. Future members shall be selected in accordance with the Council Rules of Procedure.

C. The board shall serve the city council as an advisory body with power to recommend policy to the council. The board shall not take binding action on behalf of the city. (Ord. 18-531 § 4; Ord. 12-381 § 1).

2.32.030 Powers.

The economic development advisory board is created to assist and advise the city council in connection with issues and programs involving economic policy, commercial business, land development policy and business retention as may be referred to the board by the city council, including:

- A. Facilitate cooperation and coordination between various business groups on business issues;
- B. Make recommendations to the city council and to city staff for programs in which the city could or should participate to enhance commercial and mixed use development opportunities in the city, which programs may be in cooperation with any appropriate private, public, civic or community agency, group or association of or in the city, county, state or federal government;
- C. Recommend ways and means of obtaining private, local, county, state or federal funds and other participation for the promotion of business development projects within the city;
- D. Work with city staff, city council boards or commissions, task forces and other city/community based groups, as directed by the city council, on relevant issues and projects;
- E. The board shall periodically have the responsibility of advising and making recommendations, to council, on economic policy;
- F. The board shall periodically recommend projects or planning tools necessary to carry out its vision and develop the long-range capital budget necessary to support the recommendations;
- G. The board shall, on a regular basis, be available for citizens' input concerning any matter which the board is considering or may consider;
- H. The board shall make recommendations to the council regarding adoption of or amendments to all economic development plans. (Ord. 12-381 § 1).

2.32.040 Organization.

- A. City staff will be assigned as deemed necessary by the mayor in support of the board.
- B. The mayor may appoint a chair and vice chair from the membership or choose to allow the board to elect them from its members. The chair shall be a resident of the city of Edgewood. The chair and vice chair terms of office shall be for one year beginning July 1st and ending June 30th. The elected vice chair shall preside in the absence of the chair. The chair and vice chair shall be voting members of the board. The mayor may create and fill other such offices as is determined necessary.
- C. At least once each year, the board shall meet with the council at a joint study session to discuss the board's work plan for the coming year and other issues of general interest.
- D. The board shall adopt such rules and regulations as are necessary for the conduct of its business, including rules of procedure, that are consistent with applicable city ordinances and resolutions.
- E. A simple majority of board members shall represent a quorum for the transaction of businesses, and a

majority vote of those present shall be necessary to carry any proposition.

F. The board shall conduct meetings in accordance with the Open Public Meetings Act, and shall, whenever possible, keep an audio recording and/or written record of its meetings, business transactions, findings and determinations.

G. The board chair shall provide monthly reports to the city council at the second regular council meeting of the month. (Ord. 15-447 § 1 (Exh. A); Ord. 12-381 § 1).

2.32.050 Summary preparation (minutes).

A. A sufficient record must be kept to furnish evidence that the board has complied with the rules by which it is governed.

B. Summaries shall show exactly what actions were taken and decisions made at the board meeting(s). The following is a list of information to be included in the summaries:

1. Date of meeting;
2. Location of meeting;
3. Type of meeting (regular, continued, public hearing, etc.);
4. Time of meeting;
5. Time meeting commenced;
6. Officials/members present*;
7. Officials/members absent or excused*;
8. Topics of business;
9. Actions taken on each business matter;
10. Record of motions;
11. Record of voting;
12. Date and time of next scheduled meeting; and
13. Time of adjournment.

*If a board member leaves during a meeting, note time of departure and time of return, if applicable. If a board member arrives after commencement of the meeting, note time of arrival.

C. Standard Format. Use of standardized format to create uniformity of summary entries and to save time in composing the record shall be developed by the city clerk. Composition of the meeting summaries shall require the input of only specifics, such as verbiage of motions made, maker of motions and second, and results of voting. Other statements, discussion, and remarks of individual board members and commentators will not be noted in the summaries. Written statements may be submitted to the city clerk and will be retained in the appropriate meeting file.

D. Summaries of each meeting will be prepared by staff, approved by the board, and placed on the council consent agenda for approval. (Ord. 12-381 § 1).

2.32.060 Removal and vacancies.

The city council may remove any appointed member of the board. The board may, by a vote in favor thereof by a majority of its members, recommend to the city council removal of an appointed member upon such grounds as inefficiency, neglect of duty, or malfeasance in office. Three consecutive unexcused absences by any board member from both regular and special meetings shall constitute grounds for removal. Attendance of any board member that falls below 80 percent due to unexcused absences during any 12-month period shall also be grounds for removal. Any board member may resign at any time by delivering written notice to the city clerk. Vacancies occurring other than by expiration of term shall be filled for the unexpired term in the manner used for regular appointment to the board. (Ord. 12-381 § 1).



CITY OF EDGEWOOD
STAFF REPORT
EDAB AGENDA ITEM

Date: August 4, 2025

Title: EDAB Productivity Discussion

Attachments: EDAB 2025-2026 Work Plan

Submitted By: Josh Kubitza, AICP, Planning Manager

Description:

Board Member Wiesenfeld and Board Member Weiss requested an open discussion between EDAB members on ways to enhance EDAB productivity.

Please review the attached bylaws provided in EDAB Agenda Item 4a, the approved work plan (attached), and discuss ideas on enhancing EDAB productivity.



Members of the Economic Development Advisory Board (“EDAB”) serve as volunteers in an advisory capacity to the City Council, pursuant to [EMC Chapter 2.32](#). They are responsible for studying the economic development needs of the residents, business owners, and potential developers/investors, and for making recommendations to the City Council concerning those needs. The EDAB strives to align with Edgewood’s vision statements for the City as a whole and Town Center specifically, as established in the 2024 Comprehensive Plan under the Economic Development Element. This includes ensuring equitable economic development opportunities for all people with a goal of celebrating diversity, equity, and inclusion in Edgewood.

2025-2026 WORK PLAN
AS UPDATED BY CITY COUNCIL MARCH 15, 2025

1) City Council Priorities

The City Council has identified the following initiatives as their top priorities for the 2025-2026 cycle:

- a. **Impact Fees** – EDAB to provide policy recommendation to City Council on strategic reductions and/or waivers of Transportation Impact Fees for economic development and viability of specific / targeted land uses
- b. **Business Retention / “Support Local” Initiatives**
 - i. Edgewood Marketplace (ex. food truck court, farmers market, etc.) – EDAB to work with City on helping make this a reality because it is what the local community wants and it maintains the Edgewood character. Determine if this is feasible separately from other large commercial development projects.
 - ii. Support existing businesses – various EDAB members to visit and establish, or leverage already established, relationships with existing businesses to understand what it is like doing business in Edgewood and bring forward findings to the Board and City staff. Encourage business owners to attend meetings and speak to their business activities, issues, or needs.
 - iii. Regional economic development community and events – various EDAB members to attend Pierce County or Fife Milton Edgewood Chamber of Commerce event(s) to help facilitate connections for Edgewood businesses. Provide feedback to city on resources or information that may be helpful on the City website, etc.
 - iv. Placemaking & Wayfinding – Work with City staff on developing policy and process for designation and implementation of community based signage and informational handouts, to support the priorities listed above, to possibly include mapping or website resources for residents and visitors

2) Town Center and Greater Meridian Corridor - Commercial Development

For the 2025-2026 cycle, as time and resources allow, the EDAB will support staff’s focus on the commercial development of Town Center and the Greater Meridian Corridor. Our fundamental goal is to help the City recruit, attract, and establish substantial commercial development along the Meridian Corridor to kick-start the 20-year vision for Edgewood and its Town Center, as defined in the Comprehensive Plan. The EDAB will do this through the following activities:

- a. **Recruitment Ambassadors**
 - i. Invite potential commercial developers or interested parties as guest speakers or observers to one EDAB meeting or City Council Study Session per quarter. EDAB members to coordinate on upcoming guests as part of monthly meeting agendas.
 - ii. Provide advice and recommendations on advertising and recruiting efforts for substantial commercial development, as budget and appropriations may allow.

b. **City of Edgewood Coordination Efforts**

- i. Facilitate communication and information-sharing between EDAB, City Planning Commission, City Council, PRAB, and/or potential developers/investors or other stakeholders through:
 1. Current Permits/Proposals - EDAB monthly meeting agenda to include update from the City on Town Center (or other Meridian Corridor) proposals or permits in process
 2. Land Uses – Review of land use and zoning along Meridian
 3. Parks and Recreation - If necessary, collaborate meetings with Parks and Recreation Advisory Board or include their members on an invite to EDAB meetings with agenda topics that would be relevant to have a PRAB member there – specifically regarding the Edgewood Community Park on Meridian.

c. **Economic Policy Suggestions**

- i. EDAB to research 3 to 5 other cities in Washington State with similarities to Edgewood and provide detailed economic policy suggestions to the City Council related to capital planning, tax incentives, impact fees, or other related techniques used to attract new investors and developers to the city. ***EDAB to coordinate which cities to research and deadlines with the City Council before starting this effort.***

3) **Other Economic Development Activities**

The EDAB has identified the following economic development activities that should be maintained during the 2025-2026 cycle. The long-term goal for this section is to become an ongoing priority of future EDAB groups, as commercial development should already be established for the Town Center and Meridian Corridor. Regardless, these activities should not be ignored, and the EDAB will track the status of these items for review and updating over the next 2 years:

a. **Edgewood City Marketing & Communications Initiatives**

- i. Social media – provide advice on economic development posts (Example - Local business “spotlights” on Instagram or LinkedIn)
- ii. Help increase public engagement as needed

b. **Implementation Planning** – over the next year, develop a more detailed multi-year action plan template (ideally in matrix format) that establishes measurable action items to accomplish the priorities above, including status-tracking and timelines where applicable.

c. **Other Potential Activities**

- i. Home-based businesses evaluation and permitting improvements
- ii. Help explore alternative funding sources for various economic development projects (i.e. grant, private funding, etc.)

The below are not specific priorities of the EDAB for 2025-2026 but are examples of discussion topics that may become relevant in coordinating with the Planning Commission, PRAB, or others on the commercial development priority and other economic development activities above.

City of Edgewood Coordination – Potential discussion topics

- o Planning for public spaces in Town Center Subarea Plan
- o Improve curb appeal, enhance walkability, and increase pedestrian safety along Meridian Corridor
- o Continuing to promote parallel road network
- o Understanding maintenance responsibilities along Meridian Corridor
- o Incorporating Economic Development goals in land use and recreation planning



CITY OF EDGEWOOD
STAFF REPORT
EDAB AGENDA ITEM

Date: August 4, 2025
Title: Food Trucks/Mobile Food Vendor Regulations
Attachments: None
Submitted By: Josh Kubitz, AICP – Planning Manager

Background Information:

The Edgewood City Council has prioritized local initiatives like food truck courts as a key focus for the Economic Development Advisory Board (EDAB) in its 2025-2026 work plan.

Currently, the City of Edgewood classifies food trucks as “mobile vendors” and permits them in Mixed-Use Residential, Town Center, Commercial, Business Park, Industrial, and Public zones—provided they obtain a \$500 Temporary Use Permit. This applies even for short-term events, creating a financial and logistical hurdle for vendors. Local food truck operators have voiced concerns that these regulations hinder their ability to serve the community, and there has been increasing interest in allowing weekend visits to city parks.

Since late 2023, only one Temporary Use Permit has been issued for a food truck operation in Edgewood. Staff believe the cost and complexity of the permit deter operations from applying, despite multiple operators expressing interest in serving Edgewood residents.

As mobile food businesses gain popularity, outdated policies can impede growth, limit economic opportunities, and discourage these vendors from transitioning into permanent brick-and-mortar establishments. By modernizing regulations and streamlining the permitting process, Edgewood could attract new businesses while strengthening existing ones.

Food Truck Resources:

[Washington State Food Truck Association](#)

[Puyallup Launches New Food Truck Licenses \(Article\)](#)

[Puyallup Food Truck License Webpage](#)

[City of Lakewood \(vendor truck\)](#)

City of Sumner ([Parking on Street](#), [Dedicated Food Truck Parking](#), [Special Events](#))

City of Fife ([Mobile Food Vendor Permit](#))

Previous Discussions:

The following summarizes the previous discussion from June 3, 2025:

- The Board agreed that reviewing food truck and mobile food vendor regulations is a high priority.
- The Washington State Food Truck Association (WSFTA) – The board determined that it wouldn't be beneficial to utilize WSFTA services at this time.
- The board agreed that reviewing food truck and mobile food vendor regulations is a high priority.
- Board Member Morgan mentioned interest in holding a food truck pilot event (i.e. specific night).
- EDAB members would be willing to volunteer time to assist in managing the first pilot program.
- Board Member Pearce and Board Member Morgan volunteered to meet with food truck operators to get their ideas on how to put together a successful food truck program in Edgewood and brief the Board.
- Board Member Morgan voiced the need for EDAB taking responsibility for getting the word out on any food truck program or pilot event.

Current Discussion:

The following summarizes the current discussion items:

- **Food Truck Parking Management in Sumner:** Staff contacted the City of Sumner staff to learn how they manage dedicated food truck parking spots. Sumner operates these spots on a *first-come, first-served* basis, provided the trucks comply with all legal and safety requirements. The designated time window for food truck operations is 10:00 AM to 2:00 PM. The primary issue reported is that non-food truck vehicles occasionally occupy these spots during designated hours.
- **Outreach Progress with Food Truck Operators:** Board Member Pearce and Board Member Morgan provide an update on their ongoing efforts to connect with food truck operators.
- **2026 Program Recommendation Discussion:** The Board should discuss and provide directions to staff based on the following options:
 - Proceed with a one-year pilot program for 2026 without immediate changes to the Edgewood Municipal Code (staff recommendation).
 - Proceed with Edgewood Municipal Code changes that are effective for 2026.



CITY OF EDGEWOOD
STAFF REPORT
EDAB AGENDA ITEM

Date: August 4, 2025

Title: Commercial Developer Outreach

Attachments: None

Submitted By: Josh Kubitza, AICP, Planning Manager

Description:

As part of its approved 2025–2026 Work Plan, the Economic Development Advisory Board (EDAB) will invite potential commercial developers and other interested parties to attend upcoming meetings as guest speakers or observers. These "meet and greet" sessions aim to foster a clearer understanding of stakeholder needs and perspectives, ultimately supporting the City's efforts to recruit and establish commercial development along the Meridian Corridor.

Current Discussion:

Current Engagement Efforts Board Member Morgan has previously volunteered to initiate coordination with potential guests and will provide progress updates at Board meetings. All EDAB members are encouraged to actively participate in outreach efforts by connecting with commercial developers and other interested parties for inclusion in future sessions

Upcoming Guest Speaker Schedule:

- September 2025: Open
- October 2025: Open
- November 2025: Open
- December 2025: Open

Recommendation:

Staff recommends assigning each Board Member to a designated meeting month to coordinate and invite a guest speaker. This approach ensures active participation across the Board and promotes consistent engagement with potential commercial developers and stakeholders.