



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

Monday, October 20, 2025 – 4:00 PM ♦ City Hall – 10440 Dom Calata Way E ♦ Edgewood, WA

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

- 1. CALL TO ORDER**
- 2. 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.*
- 3. DISCUSSION ITEMS**
 - A. Small Business Discussion**
 - a. Edgewood Small Business Guest: Evia Medical Spa Owner, Tabitha Koshman
 - B. November 7, 2025 Meeting Agenda Discussion**
 - C. Food Truck Program Update**
- 4. 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
STAFF REPORT
EDAB AGENDA ITEM**

Date: October 20, 2025
Title: Small Business Discussion
Attachments: None
Submitted By: Josh Kubitz, AICP – Planning Manager

Background Information:

The Economic Development Advisory Board (EDAB) has determined that it is essential to meet with various business owners and developers to progress through the 2025-2025 EDAB work plan. These question-and-answer sessions with special guests are aimed at understanding what brought the business to and stay in Edgewood and what troubles they had getting started in Edgewood. The overall aim of these sessions is to better understand how to best attract and keep businesses in Edgewood.

Current Discussion:

Today's special guests is Evia Medical Spa Owner, Tabitha Koshman, BSN, RN. The EDAB Chair will lead the discussion. The following are some initial questions to start the conversation, but EDAB is open to ask more questions to facilitate the discussion:

1. Please introduce yourself and your business.
2. What brought you to open a business in Edgewood?
3. What can the city do to support you and your business?
4. What can the city do to bring in more small business?

Next Steps:

Staff recommends that EDAB is prepared to talk small business and have questions ready for the Evia Medical Spa Owner.



CITY OF EDGEWOOD
STAFF REPORT
EDAB AGENDA ITEM

Date: October 20, 2025
Title: November 7, 2025 Meeting Discussion
Attachments: None
Submitted By: Josh Kubitza, AICP – Planning Manager

Background Information:

The Economic Development Advisory Board (EDAB) has determined that they will hold a study session on November 7, 2025, to continue their progression through the 2025-2026 EDAB Work Plan and better plan for the next regular meeting.

Current Discussion:

The board should discuss the November 7, 2025 meeting agenda and provide any associated direction to staff. Staff will prepare the meeting agenda and be part of the discussion, but staff don't plan to provide any staff reports for these sessions. The following includes potential meeting guests and topics:

1. Nov. 7th - Commercial Development Guest
 1. Lake Washington Partners - <https://lkwp.com/>
 2. Amanda Lybeck, Marketing Manager - <https://www.linkedin.com/in/amanda-lybeck/>
2. Nov. 17th - Tacoma Pierce County EDB
 1. <https://choosetacomapierce.org/>



**CITY OF EDGEWOOD
STAFF REPORT
EDAB AGENDA ITEM**

Date: October 20, 2025
Title: Food Trucks Pilot Program Update
Attachments: Food Truck Pilot Program Guidelines
Submitted By: Josh Kubitzka, AICP – Planning Manager

Background Information:

On August 4, 2025, the Economic Development Advisory Board (EDAB) recommended that the City Council establish a pilot program for licensing Food Truck Vendors in the City of Edgewood, similar to the recent pilot program in the City of Puyallup, charging a \$50 annual fee to support the program. The Food truck Pilot Program Guidelines.

Staff Update:

Staff drafted the Food Truck Pilot Program Guidelines, see attached, and will be introducing it and the EDAB recommendation at the October 21, 2025, City Council Study Session.

Next Steps:

Discuss at the November 7, 2025 Meeting if there any actions EDAB would like to take to advertise the Pilot Program for 2026. This may include directly reaching out to Property Owners on Meridian, reaching out to specific Food Trucks and Food Truck Organizations, etc.

Pilot Program Guidelines

Food Truck Program Guidelines

The Food Truck Program is a pilot program authorized by City Council that allows licensed and permitted food trucks to operate within the City of Edgewood. Food trucks that comply with the following regulations are exempt from EMC 18.70 Permitted Land Uses and EMC 18.50.070 Temporary Use Permits. All other local and state laws may apply.

A food truck is defined as a motor vehicle, or trailer, used to prepare and serve food and that vends food from a curbside location or on private property. Sale of ice cream, candy, gum, soft drinks, and similar pre-packaged products does not constitute operation of a food truck.

PROGRAM GUIDELINES

All Food trucks must apply for and obtain the following

- City of Edgewood Food Truck License (\$50.00)
 - All licenses shall follow the calendar year and expire on December 31st each year.
- City of Edgewood Business License
- Certificate of Insurance
 - Public Liability Insurance in the amount not less than \$1,000,000 for injuries including those resulting in death, resulting from any one occurrence and on account of any one accident
 - Property Damage Insurance in the amount not less than \$75,000 for damages on account of anyone accident or occurrence.
- Tacoma Pierce County Health Department Approval
- Pierce County Fire Prevention Bureau approval OR Mobile Food Preparation Vehicle Inspection Program Participating Jurisdiction approval
- Any required State Labor and Industry regulations

PERMIT PROCEDURES

Submit proof of compliance with the food truck program guidelines through the city's permit portal. A license will be issued within three business days if the food truck operator complies with the program guidelines and EMC Title 5 Business License and Regulations unless the food truck operator has more than two known violations of this program within the previous year. If the application does not comply with the above stated food truck program guidelines, only one revision will be allowed. If the application is resubmitted and isn't compliant with the food truck program, the application will be denied. Denied applications may be appealed, see below for appeal procedures. An applicant can resubmit a new application if denied previously.

OPERATING CONDITIONS AND REGULATIONS

Food trucks shall comply with all parking time limits and location limitations, including sight distance as established in the Edgewood Municipal Code.



Food trucks shall be allowed in any marked on-street parking area or private property with property owner approval, subject to the following Conditions:

- No parking on City property, including street right-of-way, unless participating in an event that holds a special event permit
- Food Trucks shall not operate in front of another restaurant without business owner permission
- Food Trucks shall not park overnight
- Food Trucks operating in the right of way shall not utilize tables, chairs, or audio amplification.
- All areas within 5 feet of the food truck must be kept clean and be cleaned prior to leaving the site
- The food truck operator is responsible for disposing of all trash and waste associated with the operation of the food truck. City trash receptacles may not be used to dispose of trash or waste, and waste disposal and spill prevention regulations must be followed.
- All equipment shall be contained within or on the food truck.
- Signage: One sandwich board sign allowed, placed within the same block the truck is parked. The sign shall not impede ADA access.

VIOLATIONS

A license issued pursuant to these guidelines may be revoked, in writing, by the Community Development Director for any of the following reasons.

- a) Any fraud, misrepresentation or false statement contained in the application for license;
- b) Any fraud, misrepresentation or false statement made in connection with the selling of products;
- c) Any violation of these policies;
- d) Conviction of the licensee of a felony or of a misdemeanor involving moral turpitude; or
- e) Conducting the business licensed under this program in an unlawful manner or in such a manner as to constitute a breach of the peace or to constitute a menace to the health, safety or general welfare of the public.

APPEAL

A person aggrieved by the denial of an application for a license, a license renewal, or by the revocation of a license as provided for in this chapter shall have the right to appeal such an administrative decision to the hearing examiner as provided in the Edgewood Municipal Code.