



CITY COUNCIL WORK SESSION AGENDA

Work Session - Food Truck

COUNCIL MEETING WILL BE ONLINE ONLY

Due to the COVID-19 precautions, the Council Meeting will be held online and is planned to be cablecast on Verizon 21, Comcast 71 and 996 and streamed to www.greenbeltmd.gov/municipaltv.

Resident participation:

Join Zoom Meeting

[https://us02web.zoom.us/j/82749268047?](https://us02web.zoom.us/j/82749268047?pwd=SVAYOTUyUk9HVIRYdHRyUHNTR1A5UT09)

pwd=SVAYOTUyUk9HVIRYdHRyUHNTR1A5UT09

OR

Join By phone: (301) 715-8592

Meeting ID: 827 4926 8047

Passcode: 217943

In advance, the hearing impaired is advised to use Video Relay Services (VRS) at 711 to submit your questions/comments or contact the City Clerk at (301) 474-8000 or email

banderson@greenbeltmd.gov.

Wednesday, August 18, 2021

8:00 PM

Work Session Packet

Food Trucks

Suggested Action:

Reference: Division 11 Mobile Units Food Truck Hubs

R2019073 Food Trucks

Food Truck hub Presentation

Memorandum, Terri Hruby, 08/09/2021

Agenda

- Introductions
- Council Discussion
- Questions and Answers
- Other Items

[DIVISION_11.____MOBILE_UNITS____FOOD_TRUCK_HUBS.pdf](#)

[R2019073 Food Trucks.pdf](#)

[Food-Truck-Hub-Presentation-English-PDF.pdf](#)

[Staff Memo Food Truck Regulations.pdf](#)

DIVISION 11. - MOBILE UNITS - FOOD TRUCK HUBS.

Sec. 5-189.01. - Definitions.

- (a) **Food Truck Hub** means an outdoor area (unenclosed space) with an approved application certified by the Department of Permitting, Inspections, and Enforcement as provided in Section 5-189.03 in which two or more mobile units as defined by Section 12-104(a)(13) may cluster in order to primarily sell freshly prepared foods or fresh fruits and vegetables. Mobile Units primarily selling pre-packaged foods are prohibited from a Food Truck Hub. A Food Truck Hub shall only be located on the open area or parking lot or public rights-of-way of the following: parks and recreational facilities under the operation and control of the Maryland-National Capital Park and Planning Commission, or areas within a one-quarter mile radius of the station entrance of any Metro and MARC stations. Food Truck Hubs not located in these areas may be granted special authorization by resolution of the Council, upon notice and public hearing. Mobile units may not park overnight at a Food Truck Hub.
- (b) **Coordinator** means the applicant for the Food Truck Hub License which may be a non-profit, governmental, or a private entity.

(CB-16-2015)

Editor's note— CR-15-2015 established the Food Truck Hub Oversight Committee to provide continuing oversight and support of the Food Truck Hub Program.

Sec. 5-189.02. - Duration of license; renewal.

- (a) The Food Truck Hub License shall be issued on an annual basis with receipt of a completed application. The license may be renewed, pending receipt of a new completed application and verification that no outstanding violations are on file for the Food Truck Hub.

(CB-16-2015; CB-37-2019)

Editor's note— CR-15-2015 established the Food Truck Hub Oversight Committee to provide continuing oversight and support of the Food Truck Hub Program.

Section 3 of CB-8-2018 limits the number of Food Truck Hub licenses to twelve (12) for the first year of implementation, which can be revisited after one-year of operation to determine if additional Food Truck Hub venues need to be added within the County per recommendation of the Food Truck Hub Oversight Committee to the County Council. Three of the licenses are reserved for locations near metro stations at Suitland and New Carrollton and the parking lot at the Shops at Iverson Mall to ensure that food truck hubs occur throughout the County. Licenses shall not be allocated within one quarter mile of the entrance of metro stations at Largo Town Center, Prince George's Plaza, Branch Avenue, and West Hyattsville.

Sec. 5-189.03. - License Application.

- (a) The license application for a Food Truck Hub shall be made by a coordinator and shall include:
 - (1) A suitable site layout showing all existing improvements on the property, restroom facilities for participating vendors either on location or within the immediate area, off-street parking areas and driveways (including traffic control patterns), and the specific area (dimensioned) of the property to be occupied by the Food Truck Hub or if located within a parking lot, the Food Truck

Hub application shall include a letter from the property owner stating that parking is available for Food Truck Hub patrons.

- (2) A letter of support from the municipality for the Food Truck Hub, if the property to be occupied by the Food Truck Hub is located within the corporate boundaries of a municipality, or if not in a municipality, a letter of support from the Prince George's County Economic Development Corporation.
- (3) Permission of the property owner where the Food Truck Hub will be located with a copy of the existing site plan. If the Food Truck Hub is located on the public right-of-way, a letter of permission is also required from the municipality, the County, or the State that is the record property owner of the right-of-way.
- (4) Schedule of specific operational days and hours , to begin no earlier than 6:00 a.m. and end no later than 9:00 p.m., unless the applicant provides a letter of support from the municipality or the Prince George's County Economic Development Corporation, as appropriate, as well as a letter signed by the Council Member for the area of the Food Truck Hub authorizing that Food Truck Hub to operate until, but no later than, 12:00 a.m.
- (5) The number of mobile units on a given day.

(CB-16-2015; CB-48-2016)

Editor's note— CR-15-2015 established the Food Truck Hub Oversight Committee to provide continuing oversight and support of the Food Truck Hub Program.

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Sec. 5-189.04. - Duties and Responsibilities of a Coordinator.

(a) A Coordinator shall:

- (1) Compile and provide to the Department of Permitting, Inspections and Enforcement for enforcement purposes per Subtitle a comprehensive list of licensed vendors that comprise a specific Food Truck Hub to include each participating vendor's Tax Identification Number, County license, Health Department certification and demonstrated proof that a participating vendor has no outstanding notice of violations.
- (2) Report a change in vendor participation to the Department of Permitting, Inspections and Enforcement through written communication within 24 hours before or after of such change, and include each new participating vendor's Tax Identification Number, County license, Health Department certification and demonstrated proof that said vendor has no outstanding violations.
- (3) Report an unlicensed vendor to the Department of Permitting, Inspections and Enforcement for appropriate enforcement action per Subtitle.
- (4) Ensure that only vendors included on the Food Truck Hub participating Vendors' List submitted to the Department of Permitting, Inspections and Enforcement are on-site selling products.

- (5) Ensure that the Food Truck Hub remains free of trash by providing adequate trash receptacles, including recycling receptacles, and that said receptacles are emptied on a daily basis to prevent trash build-up, rodent infestation and other health-related concerns.
- (6) Ensure that Food Truck Hub signage at the site shall be minimal and limited to one sign no larger than 4 × 6 feet. No signage advertising the food truck hub shall be permitted beyond a sign at the site.

(CB-16-2015)

Editor's note— CR-15-2015 established the Food Truck Hub Oversight Committee to provide continuing oversight and support of the Food Truck Hub Program.

Sec. 5-189.05. - Violation and Revocation.

- (a) The Department of Permitting, Inspections, and Enforcement may immediately revoke the permit if the Food Truck Hub constitutes a nuisance because of noise, traffic, physical activity, public safety, or for other good cause.
- (b) Should the Coordinator fail to ensure the daily disposal of trash and further fail to prevent trash from being strewn throughout the immediate area of the Food Truck Hub, the Coordinator, as the Food Truck hub representative, shall be subject to a citation that carries with it a fine of \$500 for the first offense, and a fine of \$1,000 for each subsequent citation as per Subtitle 13, Section 246.
- (c) The Department of Permitting, inspections and Enforcement has the authority to revoke the license of a Food Truck Hub vendor if the vendor constitutes a nuisance because of noise, traffic, physical activity, public safety or for other good cause per Subtitle 13, Section 246.

(CB-16-2015)

Editor's note— CR-15-2015 established the Food Truck Hub Oversight Committee to provide continuing oversight and support of the Food Truck Hub Program.

COUNTY COUNCIL OF PRINCE GEORGE'S COUNTY, MARYLAND
2019 Legislative Session

Resolution No. CR-73-2019
 Proposed by Council Members Ivey and Glaros
 Introduced by Council Members Ivey, Glaros, Turner, Streeter, Anderson-Walker,
Dernoga & Franklin
 Date of Introduction September 10, 2019

RESOLUTION

1 A RESOLUTION concerning

2 Food Truck Operations in Incorporated Municipalities

3 For the purpose of allowing incorporated municipalities to have food trucks within their
 4 jurisdiction without requiring a special resolution as mandated by Section 5-189.01 of the Prince
 5 George's County Code.

6 WHEREAS, there are incorporated municipalities that have the desire to have food trucks
 7 operate within their jurisdiction; and

8 WHEREAS, Prince George's County wants to encourage the lawful operation of food
 9 trucks within the County in general; and

10 WHEREAS, Prince George's County finds that the incorporated municipalities have the
 11 knowledge, understanding and resources to allow the operation of food trucks within their
 12 respective jurisdictions without the need for a special resolution as mandated by Section 5-
 13 189.01 of the Prince George's County Code.

14 NOW, THEREFORE, BE IT RESOLVED by the County Council of Prince George's
 15 County, Maryland, that the incorporated municipalities of Prince George's County shall have the
 16 right to allow the operation of food trucks within their respective jurisdictions without the need
 17 for a special resolution as mandated by Section 5-189.01 of the Prince George's County Code.

18 BE IT FURTHER RESOLVED that as a condition of this allowance by Prince George's
 19 County to the incorporated municipalities, these municipalities agree to provide the designated
 20 locations for food truck vending to the Department of Permitting, Inspection, and Enforcement
 21 (DPIE), have a designated "coordinator" or person of contact responsible for the operation and
 22 proper lawful functioning of the food truck vending, which includes but is not limited to litter,

1 noise and disturbance control. The municipalities agree not to charge any fees in excess of
2 seventy-five dollars (\$75.00) per event per vendor.

3 BE IT FURTHER RESOLVED that Prince George’s County shall reserve the right to
4 revoke licenses under Section 5-189.05 for the County Code for violations of County standards
5 in Subtitle 5, Division 11 of the County Code.

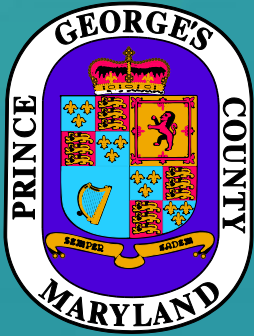
Adopted this 8th day of October , 2019.

COUNTY COUNCIL OF PRINCE
GEORGE'S COUNTY, MARYLAND

BY: _____
Todd M. Turner
Chair

ATTEST:

Donna J. Brown
Acting Clerk of the Council



Rushern L. Baker, III
County Executive



Food Truck Hub

February 18, 2016

What is a Food Truck Hub?

Outdoor area in which 2 or more mobile units cluster together to sell freshly prepared food.

**Will there be more than
1 Food Truck Hub in
the County?**

There can be up to 12 hubs.





Why is Prince George's County implementing a Food Truck Hub Program?

- Increase access to food options
- Encourage economic development and community revitalization
- Promote innovative entrepreneurship
- Enhance public safety

Where will the hubs be allowed?



*Hubs are not allowed at Prince George's Plaza, West Hyattsville, Largo Town Center or Branch Avenue unless special approval from County Council is obtained.



Does a Food Truck Hub have to be licensed?

✓ **Yes**

- Food Truck Hub License will be issued on a yearly basis to a Hub Coordinator
 - If a Hub operates 60 days or less per year, the fee is \$500
 - + 5% Technology Fee
 - If a Hub operates more than 60 days per year, the fee is \$3500
 - + 5% Technology Fee

Does a Food Truck Hub Vendor (Mobile Unit) have to be licensed?

- Yes, a Special Food Service Facility — Mobile Unit License for a Food Truck Hub is required
- Cost:
 - (1) \$300 + a 5% Technology Fee of \$15 = \$315
 - (2) \$672 Health Department Fee
 - (3) \$75 Fire Department Fee
- Vendor must be included in Food Truck Hub Participant List
- Vendor may participate in more than 1 Food Truck Hub, but must be on Food Truck Participant List for each site



If I want to be a coordinator, what do I need to do?

Complete the application and provide the following with the application:

- Site layout
- Site dimensions
- Restroom facilities for vendors
- Off-street parking areas and driveways with traffic flow patterns
- Letter from the property owner that parking is available
- Letter of support from:
 - A municipality if located within one; or
 - From the County's Economic Development Corporation if not





Upon approval of a coordinator's application, the coordinator shall:

- Compile and provide a list of licensed Food Truck Hub Vendors to DPIE
- Ensure that only vendors included on the Hub Participating List are on site selling
- Provide minimal signage — one sign no larger than 4' x 6' on the site
- Ensure the Hub remains free of trash
- Report changes in vendor participation to DPIE within 24 hours
- Report unlicensed vendors to DPIE

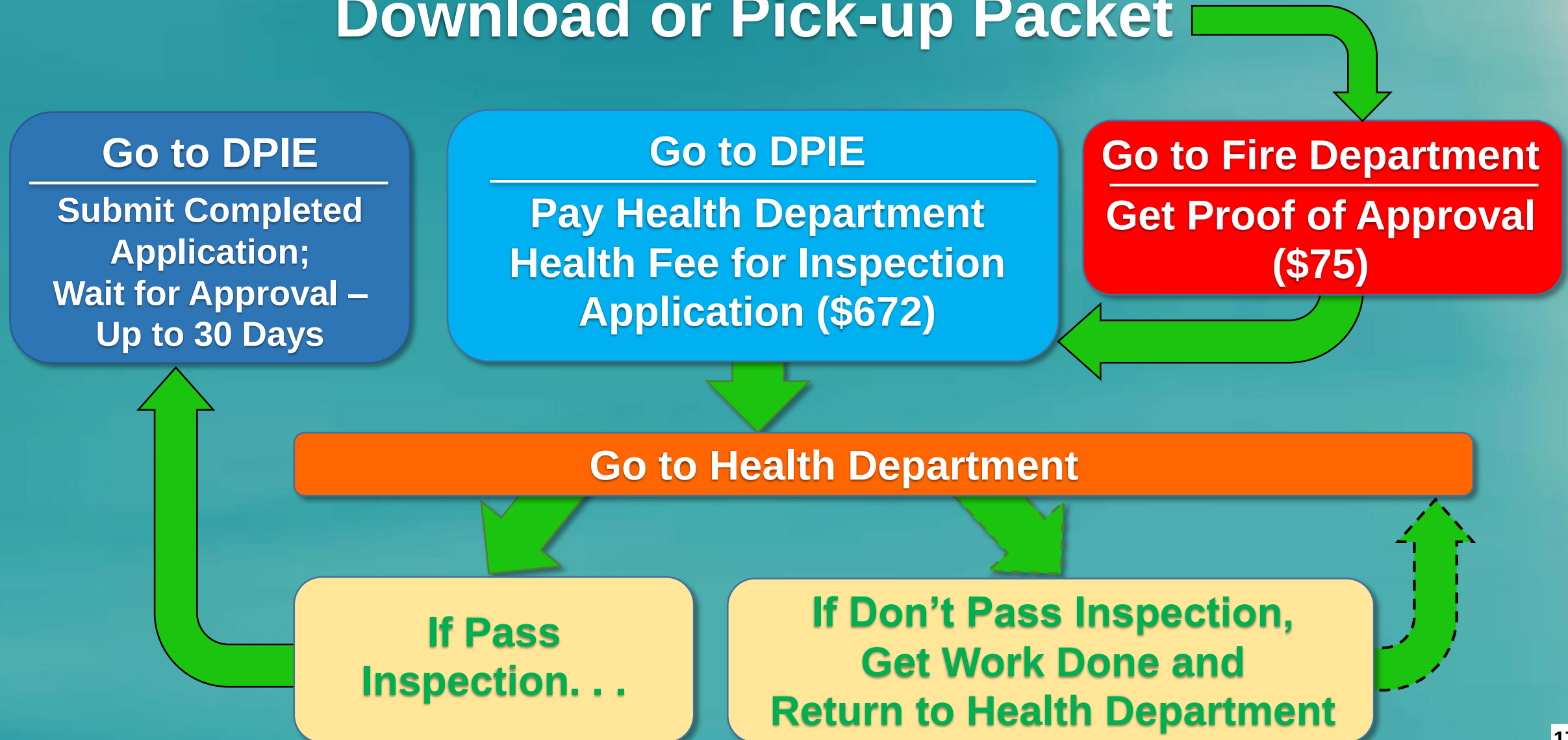
I want to be a Food Truck Vendor, what do I need to do?

- Must be at least 18 years old
- Provide a description of the type of food offered
- Provide a description and **INCLUDE** a color photograph of the mobile unit
 - Truck must meet physical appearance standards
- Provide a copy of the vehicle registration
- Provide a copy of driver's license
- Sign the application if an individual
- Have the president or vice president sign the application if applicant is a corporation
- Have a general partner sign the application if the applicant is a general or limited partnership
- Have the manager sign the application if the applicant is a limited liability company
- Provide the name(s) and copy(ies) of card(s) for Certified Food Manager(s)



Step-by-Step Process for Vendor

Download or Pick-up Packet



Why is a Fire Department Inspection necessary?

- Inspect mobile unit to ensure operational safety
- Inspect mobile unit for issuance of open flame or propane gas permit



Why Does a Vendor Go to the Health Department?

- So the following can be checked to make sure everything is available, in good working order and all requirements met:
 - Certified Food Service Manager on-site with a Prince George's County card
 - Commercial equipment
 - Hood over cooking equipment
 - Smooth and easily cleanable surfaces
 - Everything is contained in the unit
 - Approved food sources



Why Does a Vendor Go to the Health Department?

Continued



- Proper contact identification on the unit in letters at least 3" in size
- VIN and permanent registration and tags on the unit
- Proper sized freshwater and wastewater tanks
- Hand and equipment washing sinks
- Hot and cold running water
- Refrigeration maintained at 41 degrees F

And to review your menu, depot letter, floor plan and Hazard Analysis Critical Control Point (HACCP), which must be submitted one week prior to the inspection.

Food Truck Hub Mobile Vendor Exterior Appearance Regulations

DPIE will inspect vendors' units to ensure they are:

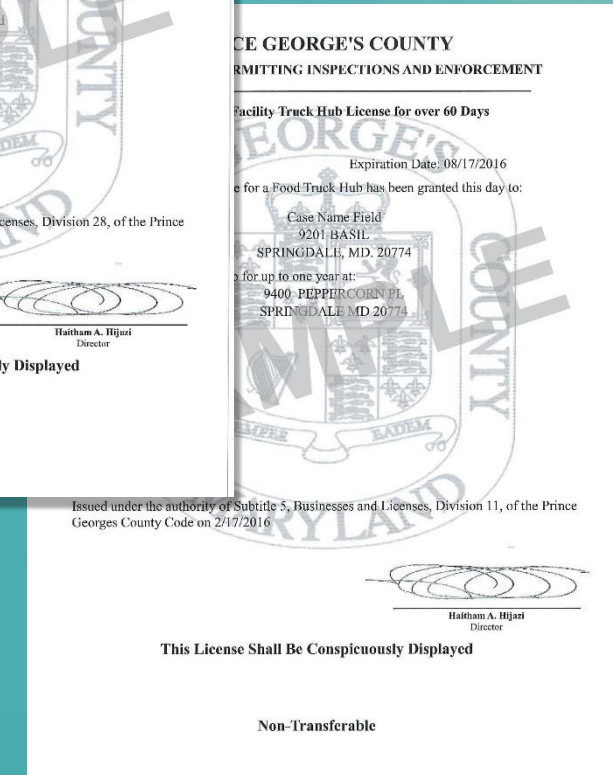
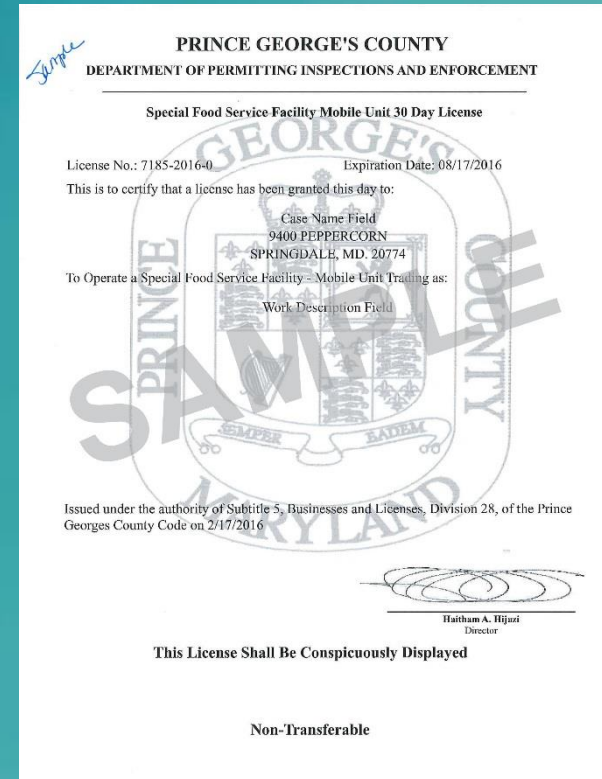
- Maintained in a safe, clean, sanitary condition, and in good repair:
 - No damaged/wrecked exterior parts
 - No substituted external parts that do not match original color
 - No broken or missing glass, mirrors, headlights, taillights, flashers or reflectors
 - No broken or damaged doors
 - No bald, flat tires or missing tires (dual axle vehicle)
 - No sharp objects protruding out from the mobile vending unit
- Secured with drive wheels chocked to prevent movement
- Displaying all licenses, permits and certificates (Also, must have Motor Vehicle Registration and current Satisfactory Inspection Certificate on-site)



Violation and Revocation of Food Truck Hub License

DPIE will. . .

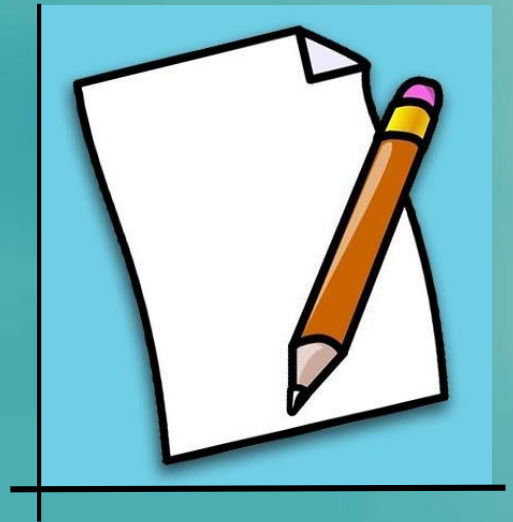
- Issue citations within each calendar year if a coordinator fails to ensure the daily disposal of trash and prevent trash from being strewn throughout the Hub area:
 - 1st Citation — fine of \$500
 - Additional Citations — fine of \$1,000 each
- Revoke the Food Truck Hub permit/license if the Hub constitutes a “nuisance” (*i.e.*, noise, traffic, physical activity, public safety, etc.)
- If a vendor does not have a license for the Hub, vendor will be cited and ejected



Violation and Revocation of Food Truck Hub License

Revenue Authority (RA) and DPIE will. . .

- Issue a citation to a vendor without a license or found to be operating where he/she is not authorized to do so
- Issue a citation to a vendor operating outside of a designated Food Truck Hub
- Issue citations as follows:
 - 1st Violation — warning
 - 2nd Violation — \$2,500
— impoundment of unit by authority of RA
 - 3rd Violation — \$5,000
— impoundment of unit by authority of RA



Violation and Revocation of Food Truck Hub License

Health Department will. . .

- Issue a citation to a vendor operating “outside” of or without Health Department requirements:
 - Commercial equipment/cleanable surfaces
 - Hood over cooking equipment
 - Hot and cold running water
 - Freshwater/wastewater tanks & hand washing sinks
 - Proper food storage and refrigeration
 - VIN/registration/tags on unit
 - Certified Food Service Manager with ID card
 - Truck appearance



Photo by Yanks9697. This file is licensed under the Creative Commons Attribution-Share Alike 3.0.

Timeline for License/Permit Issuance

Monday, March 28, 2016

- DPIE will begin accepting applications for coordinators and vendors

Monday, May 2, 2016

- DPIE will begin to issue licenses/permits

Simple

PRINCE GEORGE'S COUNTY
DEPARTMENT OF PERMITTING INSPECTIONS AND ENFORCEMENT

Special Food Service Facility Mobile Unit 30 Day License

License No.: 7185-2016-0 Expiration Date: 08/17/2016

This is to certify that a license has been granted this day to:

Case Name Field
9400 PEPPERCORN
SPRINGDALE, MD. 20774

To Operate a Special Food Service Facility - Mobile Unit Trading as:
Work Description Field

Issued under the authority of Subtitle 5, Businesses and Licenses, Division 28, of the Prince Georges County Code on 2/17/2016


Haitham A. Hijazi
Director

This License Shall Be Conspicuously Displayed

Non-Transferable

Questions?



Memorandum

TO: Ms. Nicole Ard, City Manager
FROM: Terri S. Hruby, Assistant Planning Director
DATE: August 9, 2021
RE: Food Truck Regulations

County Regulations

Per Prince George's County Code, Mobile Food Units (i.e., Food Trucks) are prohibited on public rights-of-way in the County and on private property except if authorized as participants of a designated Food Truck Hub or as permitted at a stadium, amusement park, in conjunction with a carnival or fair or similar event which has been issued a temporary use permit from Prince George's County Department of Permitting, Inspections and Enforcement (DPIE). In 2015, the County adopted Food Truck legislation establishing Food Truck Hubs. Per County Code a Food Truck Hub requires the participation of at least 2 licensed¹ vendors, a designated hub coordinator and an approved Food Truck Hub license from DPIE. Food Truck Hubs can only be located on the open area or parking lot or public rights-of-way of the following: parks and recreation facilities under the operation and control of the Maryland-National Capital Park and Planning Commission, or areas within one-quarter mile radius of the station entrance of any Metro and MARC stations. County legislation does provide for relief of these location requirements subject to special authorization by resolution of the County Council. County legislation currently limits the number of Food Truck Hub licenses to twelve (12) in the County. According to the County's website, there were several Food Truck Hub licensed in the County but due to COVID-19 there are currently two operating. The remaining let their annual license lapse, including the hub at Capital office Park.

In 2019, the County Council passed CR-73-2019, waiving the need for municipalities to obtain a special resolution for allowing Food Truck Hubs to operate outside of required locations. According to DPIE staff, a municipality who wishes to establish a Food Truck Hub in its jurisdiction must still meet all other requirements, including the following: Obtain a Food Truck Hub license for each location, only allow licensed Food Truck Hub Vendor participation and have a designated Hub Coordinator responsible for the operation and ensuring the food truck hub functions lawfully

City of Greenbelt**Department of Planning and Community Development**

15 Crescent Road, Suite 200, Greenbelt, Maryland 20770

(301) 345-5417 Fax (301) 345-5418

including but not limited to litter, noise and disturbance control. CR-73-2019 also limits municipalities to charging a maximum of \$75 per event per vendor.

Food Truck in Greenbelt

Staff is aware of the interest expressed by at least one food truck vendor to operate within the City of Greenbelt, and while the City has the authority to establish and operate Food Truck Hub Locations outside what is typically allowed by the County, it does not have the authority to waive the County's Food Truck regulations in terms of allowing a single licensed food truck vendor to operate on City property/rights-of-way without being associated with a City sponsored special event or to operate on private property/rights-of-way.

Based on staff's findings, if Council desires to take steps to establish additional opportunities for food truck vendors to operate in the City it recommends one or both of the following approaches: 1) Invite County licensed vendors to participate in City sponsored events, as appropriate, and 2) Host food truck nights at City parks, such as Schrom Hills Park. This second approach is gaining traction throughout the region and are typically well received by communities.

City of Greenbelt

Department of Planning and Community Development

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¹ Prince George's County Code requires all mobile food units/food truck vendors to be licensed by DPIE and pass health and fire inspections.