



**CITY COUNCIL WORK SESSION MEETING**  
**CITY OF NEW PORT RICHEY**  
NEW PORT RICHEY CITY HALL COUNCIL CHAMBERS  
5919 MAIN STREET, NEW PORT RICHEY, FLORIDA  
September 17, 2024  
4:45 PM

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**AGENDA**

ANY PERSON DESIRING TO APPEAL ANY DECISION MADE BY THE CITY COUNCIL, WITH RESPECT TO ANY MATTER CONSIDERED AT ANY MEETING OR HEARING, WILL NEED A RECORD OF THE PROCEEDINGS AND MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. THE LAW DOES NOT REQUIRE THE CITY CLERK TO TRANSCRIBE VERBATIM MINUTES; THEREFORE, THE APPLICANT MUST MAKE THE NECESSARY ARRANGEMENTS WITH A PRIVATE REPORTER (OR PRIVATE REPORTING FIRM) AND BEAR THE RESULTING EXPENSE. (ES.286.0105)

**ORDER OF BUSINESS**

1. Call to Order - Roll Call

**DISCUSSION ITEMS**

2. Discussion Regarding Food Trucks - Page 2
3. Adjournment

Agendas may be viewed on the City's website: [www.dtynp.org](http://www.dtynp.org) This meeting is open to the public. In accordance with the Americans with Disabilities Act of 1990 and Section 286.26, Florida Statutes, all persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk, 727-853-1021, not later than four days prior to said proceeding.



# NEW PORT RICHEY

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**TO:** City of New Port Richey City Council  
**FROM:** Debbie L. Manns, ICMA-CM, City Manager  
**DATE:** 9/17/2024  
**RE:** Discussion Regarding Food Trucks - Page 2

**SUMMARY:**

This work session is being conducted at the suggestion of Councilman Butler who has expressed a specific interest in amending the ordinance to provide for the storage of food trucks in the city. More precisely, his interest relates to providing an opportunity for the owners of food trucks to park them on their private property for storage purposes. Although this is the intended purpose of the discussion I am aware of the fact that there are other concerns among members of council in relationship to this ordinance which may be brought to surface at the work session.

**REQUESTED ACTION:**

Staff recommends that City Council conduct the discussion regarding food trucks as requested.

**ATTACHMENTS:**

Description	Type
☐ Article XII - Mobile Food Vendors	Backup Material

## **ARTICLE XII. MOBILE FOOD VENDORS**

### **Sec. 13-558. Short title.**

This article may be known and cited as the "City of New Port Richey Mobile Food Vendor Ordinance".  
(Ord. No. 2018-2134, § 1, 9-4-2018)

### **Sec. 13-559. Purpose.**

The purpose of this article is to establish procedures and governing regulations for mobile food vending businesses operating in the city. These regulations are intended to recognize this special market segment, establish appropriate operational standards and mitigate any associated undesirable impacts.  
(Ord. No. 2018-2134, § 1, 9-4-2018)

### **Sec. 13-560. Definitions.**

For the purpose of this article, the following terms shall have the following definitions:

*Ancillary items.* Those items used in conjunction with, but not attached to or a part of, a mobile food unit.

*Food.* All substances used for human consumption as food, non-alcoholic drink, confectionery or condiments, whether simple, mixed or compound, and all substances or ingredients used in preparation thereof.

*MFDV license.* A license for the operation of a "mobile food dispensing vehicle," as defined by state law, issued by the Division of Hotels and Restaurants of the Florida Department of Business and Professional Regulation, which authorizes the operation of such vehicle as a "public food service establishment," as defined by state law.

*Mobile food dispensing vehicle.* Any mobile food unit that meets the definition of a "mobile food dispensing vehicle" as defined by state law, having a valid MFDV license.

*Mobile food unit.* Any vehicle used for the service of food, whether self-propelled or otherwise designed to be movable from place-to-place, including, but not limited to, push carts, vending carts, mobile kitchens, hot dog carts, mobile trailers, ice cream trucks and food trucks.

*Mobile food vendor.* Any person or entity who offers for sale or distribution any food from a mobile food unit. A mobile food vendor operating from a stationary mobile food unit, shall be considered a stationary mobile food vendor.

*Public property.* All real property owned or controlled by the city, county, state or federal governments, except public ways.

*Public ways.* All areas legally open to public use and used for or intended for use for vehicular or pedestrian traffic, including public streets, alleys, sidewalks and roadways.

*Stationary mobile food unit.* Any mobile food unit that remains in one (1) location for more than fifteen (15) consecutive minutes, or is located in any part of the same four hundred (400) square foot area more than once in a twenty-four (24) hour period.

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(Ord. No. 2018-2134, § 1, 9-4-2018; Ord. No. 2020-2211, § 2, 11-4-2020)

**Sec. 13-561. Registration and permitting requirement; exemption.**

- (a) It shall be prohibited and unlawful for any person or entity to engage in the sale or distribution of food as a mobile food vendor without first registering or obtaining a permit as a mobile food vendor in the city, as provided in this article.
- (b) A registration or permit fee for each mobile food unit to be operated by a mobile food vendor shall be paid prior to the operation of each mobile food unit. The registration or permit fee shall be established from time to time by resolution adopted by the city council.
- (c) Mobile food dispensing vehicles shall be exempt from the provisions of this section, section 13-562, the registration requirement, only, of section 13-563 and the permit requirement, only, of section 13-564 of this article, but shall be subject to all other provisions of this article.
- (d) Unless operation under a special event permit is required under subsection 13-564(a), mobile food dispensing vehicles, operated only on public streets in accordance with subsection 13-564(a), shall be exempt from the provisions of section 13-565, except the insurance requirements of subsection 13-565(b)(1), and shall provide proof of such insurance upon request of any city official from time to time.

(Ord. No. 2018-2134, § 1, 9-4-2018; Ord. No. 2020-2211, § 1, 11-4-2020)

**Sec. 13-562. Applications.**

All mobile food vendors registering as a mobile food vendor or applying for a permit hereunder shall provide the following:

- (a) An application as a mobile food vendor, including:
  - (1) The applicant's full name and address;
  - (2) The business name under which the applicant will be operating;
  - (3) A description of the food to be sold or distributed;
  - (4) The license or registration number of each vehicle or mobile food unit from which sales will be made that is required to be licensed to travel on public roads;
  - (5) The type of mobile food unit to be utilized;
  - (6) Current photographs of the mobile food unit to be utilized; and
  - (7) A current city business tax receipt for the mobile food vendor.
  - (8) A signed hold harmless agreement and proof of insurance, meeting the requirements of section 13-565, if applicable; and
- (b) Such additional information and documentation as the city manager, or designee, may determine to be reasonably necessary to accomplish the purposes of this article and to protect the public health, safety and welfare.

(Ord. No. 2018-2134, § 1, 9-4-2018)

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### **Sec. 13-563. Standards for mobile food vendors on private property.**

Each mobile food vendor shall register each mobile food unit with the city and comply with the requirements of this section for operation on private property.

- (a) Zoning. Stationary mobile food vendors shall only operate on properties designated with a commercial, industrial, multi-family or mixed-use planned development zoning classification, licensed and operating as a use authorized under one (1) of said zoning classifications.
- (b) Frequency. Except where a special event mobile food vendor license has been issued, stationary mobile food units shall not be operated on the same property for more than any part of three (3) consecutive days.
- (c) Parking. No handicap or required off-street parking spaces shall be utilized for mobile vending operations, including the placement of mobile food units and ancillary items, or the congregation of patrons of the mobile food vendor.
- (d) Location. No mobile food unit shall be placed in any location that impedes the ingress or egress of any business or building, emergency exit or handicap access area.
- (e) Storage. Mobile food units shall not be stored on private property at any time the operation thereof is prohibited, unless the zoning and use of the property allows for the storage of that type of mobile food unit.

(Ord. No. 2018-2134, § 1, 9-4-2018)

### **Sec. 13-564. Standards for mobile food vendors on public property and public ways.**

Each stationary mobile food vendor shall obtain a permit from the city and comply with the requirements of this section for operation on public property or public ways. No other mobile food vendor shall operate on public property or public ways within the city.

- (a) Locations. Stationary mobile food units shall only be operated on public property or public ways at such times and locations specifically authorized by a mobile food vendor permit or by special event permit issued by the city. Mobile food vendors operating from mobile food dispensing vehicles, without a permit issued by the city under this article, shall only operate on public streets, other than U.S. Highway 19, in legal parking areas, without ancillary items, in the C-1 Light General Commercial, C-2 General Commercial, Highway Commercial, Office, Downtown, Light Industrial, Residential/Office, and Residential/Office/Retail Zoning Districts of the city, with a properly displayed MFDV license, and on such other public properties specifically authorized by approval of the city. Notwithstanding the foregoing, no mobile food dispensing vehicle shall be operated from the portion of any public street lying adjacent to a public park, single family home, duplex or triplex on either side of said street. No mobile food vendor shall operate from any public property or public way within five hundred (500) feet of the area defined by a special event permit issued by the city during the time period of the special event as permitted, and twenty-four (24) hours prior to and after said period, unless authorized by the special event permit. No mobile food vendor shall operate on public property or public ways, without a permit from the city as provided in this article, or in areas of the city zoned for residential use or adjacent to residential dwellings, except as specifically authorized under this subsection.
- (b) Exclusivity. Issuance of a mobile food vendor permit shall not entitle the mobile food vendor to conduct business exclusively at any specific location on any public property or public way.

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- (c) Registration and equipment. Mobile food units shall be registered as required by state law, and it is prohibited and unlawful for a mobile food vendor to operate, move, park, stop or stand any mobile food unit on a public way unless the vehicle is equipped as required by state law.
  - (d) Traffic. No mobile food vendor shall operate on any public way or public property so as to impede normal pedestrian or vehicular traffic.
  - (e) Space. The mobile food vendor sales or distribution area, including the area where the public being served shall congregate and any ancillary items are placed, shall not exceed an area of four hundred (400) square feet.
  - (f) Ancillary items. On stationary mobile food units, ancillary items shall be limited to a total combined size of thirty (30) cubic feet, and shall not include displays, tables, racks, cases or similar items. No other ancillary items shall be used in conjunction with any mobile food unit.
  - (g) Removal. All mobile food vendors shall remove each mobile food unit and ancillary items at the close of each business day.

(Ord. No. 2018-2134, § 1, 9-4-2018; Ord. No. 2020-2211, § 2, 11-4-2020)

### **Sec. 13-565. Indemnification and insurance.**

Prior to the issuance of a mobile food vendor permit for any stationary mobile food unit to be operated on public property or public ways, the applicant shall provide the following:

- (a) A signed agreement on a form provided by the city that the licensee shall hold harmless the city, its officers, officials, employees and agents and shall indemnify the city, its officers, officials, employees and agents for, from and against any and all claims for damages to property or injury to persons which may be occasioned by any activity carried on under the terms of the mobile food vendor license; and
- (b) Proof of insurance for public liability, food products liability, and property damage liability for all claims and damage to property or bodily injury including, but not limited to, death, which may arise from operations under the mobile food vendor license or in connection therewith, as follows:
  - (1) Such insurance shall provide coverage of not less than one million dollars (\$1,000,000.00) for bodily injury, property damage, or any claims or injuries respectively per occurrence; and
  - (2) Such insurance shall be without prejudice to coverage otherwise existing therein and shall name as additional insured the city, its officers, officials, employees and agents, and shall further provide that the policy shall not terminate or be cancelled prior to the completion of the mobile food vendor license period without written notice to the city at the address shown in the permit.

(Ord. No. 2018-2134, § 1, 9-4-2018)

### **Sec. 13-566. Standards for mobile food units on any property.**

The requirements of this section shall apply to any mobile food unit, regardless of whether it is located on public or private property.

- (a) Hours of operation. No mobile food vendor shall operate between the hours of 3:00 a.m. and 8:00 a.m.
- (b) Trash. Prior to moving a mobile food unit from a sales location, a mobile food vendor shall pick up and remove all litter, trash and waste related to the mobile vendor's sales or distributions and within an area encompassing a radius of one hundred (100) feet from the sales or distribution area. Mobile food units shall be equipped with, or operate in an area with, a suitable trash container readily accessible to

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the public, in which the mobile food vendor's customers may deposit any litter, trash or waste related to the vendor's sales or distributions.

- (c) Signs. No mobile food vendor shall display any signs which are not attached to the mobile food unit, and no sign shall be displayed that extends more than thirty-six (36) inches above the mobile food unit.
- (d) Safety. No mobile food vendor shall create or contribute to a potential safety or hazardous situation or condition on public or private property, including without limitation the emission of excessive exhaust or any fluids of any kind.
- (e) Compliance with laws. All mobile food vendors shall comply with any applicable federal, state, or local laws or ordinances applicable to the activities and operations of the mobile food vendor.

(Ord. No. 2018-2134, § 1, 9-4-2018)

### **Sec. 13-567. Display of registration or permit.**

Each mobile vendor shall attach the mobile food vendor registration or permit issued pursuant to this article to each mobile food unit, at a location conspicuous to the public at all times.

(Ord. No. 2018-2134, § 1, 9-4-2018)

### **Sec. 13-568. Grounds for revocation of registration or permit.**

A mobile food vendor's registration or permit may be revoked by the city manager, or designee, for any of the following reasons, and said operator shall immediately remove the mobile food unit and all ancillary items:

- (a) Any false statements were made on the mobile food vendor application;
- (b) Changing conditions of pedestrian or vehicular traffic causes congestion on the public property or public way for which the permit was issued, creating a potential danger to the health, safety or general welfare of the public;
- (c) The mobile food vendor or any of the mobile food vendor's agents or employees fails to abide by one (1) or more of the terms, provisions, covenants or conditions of this article;
- (d) Revocation by any governmental jurisdiction of any other required license or permit held by the mobile food vendor;
- (e) The mobile food vendor or any of the mobile food vendor's agents or employees operates the mobile food unit in a manner that violates state or city traffic, parking, stopping and standing laws, code, ordinances, rules or regulations or otherwise creates or contributes to a potential safety or hazardous situation or condition on public or private property; or
- (f) The mobile food vendor or any of the mobile food vendor's agents or employees fails on two (2) or more occasions to restore the public way or public property to its original condition upon the close of business each day.

(Ord. No. 2018-2134, § 1, 9-4-2018)

### **Sec. 13-569. Registration or permit expiration.**

A mobile food vendor registration or permit shall be issued and valid for a period of one (1) year from the date of issuance and may be renewed upon the same terms and conditions as the original upon the filing of a new application in accordance with this article. A renewal applicant shall be required to update any expired information

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contained in the original application and provide any information that has changed from the original application. Temporary mobile food vendor permits may be issued for periods of less than two (2) weeks for special events conducted in the city, in locations approved by the city council for such events.

(Ord. No. 2018-2134, § 1, 9-4-2018)

**Sec. 13-570. Violations, penalties and code enforcement.**

- (a) It is prohibited and unlawful to violate the provisions of this article.
- (b) The provisions of this article may be enforced by any means of code enforcement as may be permitted under controlling law or the code of ordinances.
- (c) Penalties for violations of this article shall be as set forth in the applicable fine ordinance of the city.

(Ord. No. 2018-2134, § 1, 9-4-2018)

**Sec. 13-571. Appeal.**

Any person aggrieved by any decision of the city manager to revoke a registration or permit pursuant to section 13-568 may appeal said decision to the city council on an application filed with the city clerk within thirty (30) days of the revocation of said license.

(Ord. No. 2018-2134, § 1, 9-4-2018)

**Secs. 13-572—13-599. Reserved.**