

CITY OF ROHNERT PARK

GUIDELINES FOR PERMITTING OF MOBILE FOOD VENDORS ON PRIVATE PROPERTY

These guidelines shall be used in the processing of permits for mobile food vendors on private property in order to provide a standardized and consistent review process. The guidelines below consist of standards established in the City of Rohnert Park Municipal Code and include additional requirements that will serve as standard conditions of approval for these types of facilities.

A mobile food vendor, defined as a mobile structure from which food or food products are sold or offered for sale, may be located on private property where outdoor café's are listed as permitted with Administrative Permit (A) and in compliance with the development standards, design criteria, and operational requirements identified below.

APPLICATION SUBMITTAL REQUIREMENTS

Administrative review by the Director of Development Services is required. Applications shall include the following:

- [Administrative Permit Application](#)
- A copy of written approval of the property owner.
- Site Plan/Landscape plan that shows landscaping, location of outdoor seating, parking and driveway access, food vendor equipment, bathrooms, and garbage.
- Elevation drawings and three-dimensional graphics to adequately show fencing, signage, and other design elements.
- Elevation drawings of any accessory structure
- Confirmation that all prefabricated structures have the appropriate listing for the type of use.
- Project Narrative describing proposed operation and compliance with the requirements for mobile food vendor use.

DEVELOPMENT STANDARDS AND DESIGN CRITERIA

The mobile food vendor shall comply with the following standards and criteria:

- 1) *Types of Structures Allowed.* Mobile/prefabricated structures must be approved for commercial use by Housing and Community Development and must have an HCD insignia prior to locating on property. No food may be sold from a vehicle used as a dwelling or recreational vehicle. Tables and chairs shall meet the requirements shown below.

CITY OF ROBERT PARK
MOBILE FOOD VENDOR
Page 2

- 2) *Setbacks.* Setbacks shall comply with the setback requirements of the applicable zoning district as outlined in Chapter 17 of the Rohnert Park Municipal code.

- 3) *Separation Between Structures.* The minimum separation between structures shall be as follows:
 - A) Ten feet between each mobile food structure and ten feet from any building located on site.

- 4) *Separation from other businesses.* Mobile food vendor facilities shall be located at least 200 feet from another food vendor or other food service business. Separation requirements shall be between the food vendor facilities and not from property lines.

- 5) *Parking* shall comply with Chapter 17.16 of the Rohnert Park Municipal Code and shall include the following:
 - A) Parking lot surface shall be paved with concrete, asphalt, or other all-weather material.

 - B) Parking Spaces. Parking shall meet the minimum parking requirements established by 17.16 of the Rohnert Park Municipal Code. At least one bicycle parking space shall be required for every fifteen off-street vehicle parking spaces required, but no less than two spaces shall be provided.

 - C) A reduction in the total parking space requirement may be allowed for the following:
 - i) Shared parking arrangements with adjacent parcel. A 10% reduction in parking may be allowed when uses share a common parking area and parking demand occurs over different time periods.
 - ii) Bicycle Parking as an alternative. A 25% reduction in parking may be allowed if bicycle parking is provided at a ratio of 1.5 parking spaces for each 1 vehicle parking space.

- 6) *Landscaping.* Site landscaping shall meet the following requirements:
 - A) Parking lot trees shall be provided at a minimum ratio of one tree for every four parking spaces.

 - B) No more than six consecutive parking spaces should be allowed in any row of parking without a tree well or tree well finger from a landscape strip.

 - C) The end of each row of parking stalls shall be separated from driveways by a landscaped planter with a preferred width of five feet.

 - D) Additional trees. Landscaping shall be installed within any outdoor seating area.

- 7) *Walking surface.* Any **new** walking surfaces and ground surface in the outdoor eating areas shall be semi permeable material such as pavers or decomposed granite.

- 8) *Outdoor Seating.* Any outdoor tables and chairs shall be of high quality durable material such as wood or metal and shall be able to withstand heavy winds (see examples below). Outdoor furniture shall be permanently installed on pavement or concrete or other hard surface. Tables and Chairs shall be maintained in a clean manner and painted as needed.

**CITY OF ROBERT PARK
MOBILE FOOD VENDOR
Page 3**

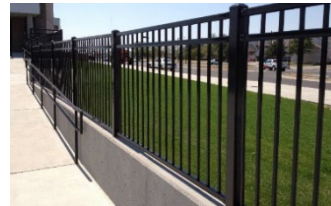


- 9) **Fence height.** Fence height shall comply with the following:
- A) Front yard and street side yard. Front and street side yard fencing shall be no taller than 3 feet in height unless a taller fence height is required by the Director.
 - B) Rear and Interior Side yard. Side yard fencing shall be no taller than six (6) feet in height.
 - C) All fences shall maintain a minimum three-foot clearance from any fire hydrant
 - D) Fencing along the street front and side yards shall be open fencing to provide visibility to the property and may include the following:

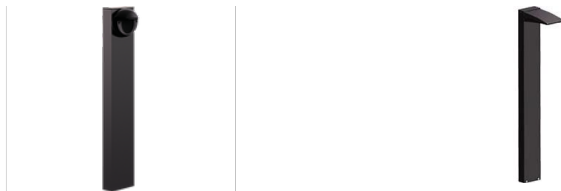
Example 1. Wood and Wire fence; heavy gauge



Example 2. Wrought



- 10) **Lighting.** Lighting shall consist of low profile downfacing bollard type lighting. See examples



- 11) **Signage.** One freestanding sign is allowed for each food vendor location. Freestanding signs shall not exceed a height of 8 feet and shall not exceed an area of .25 square feet per

CITY OF ROBERT PARK
MOBILE FOOD VENDOR
Page 4

each linear feet of property line adjoining a street. Signs must comply with RMPC section 17.27.070

OPERATIONAL CONDITIONS.

Mobile food vendor operators shall comply with the following conditions:

Hours of operation. Hours of operation shall be between 7:00 AM and 10:00 PM daily. The site shall be secured and non-stationary equipment removed by 10:00 PM.

Bathroom facilities. Bathroom facilities shall be located either on-site or within 350 feet of the site. An agreement for the use of properly operating restroom facilities within 350 feet of the mobile food vendor location shall be maintained at all times.

No Public Right-of-Way. The use shall be conducted entirely upon private property and not within any public right-of-way.

Fire Safety. Applicant shall comply with all fire safety requirements as determined by the City of Rohnert Park Fire Marshal.

Building Permits. Applicant must comply with applicable building code requirements as determined by the Chief Building Official.

Litter Removal. The food vendor area and surrounding property within twenty-five-foot radius of the vending location shall be maintained free of litter caused by food vendors at all times. Food vendors shall not discharge any liquid (e.g., water, grease, oil, etc.) onto or into city streets, storm drains, catch basins, or sewer facilities.

Noise. The food vendors shall abide by noise limits established by 9.44 of the Rohnert Park Municipal Code. Live entertainment may be allowed with prior Planning Commission approval. No amplified music or loudspeakers shall be permitted.

Additional Conditions and Requirements. Additional requirements and conditions may be required at the discretion of the Director.