



Memorandum

Meeting Details: March 4, 2026 – BOC Regular Meeting
Prepared For: Honorable Mayor Brooks and the Board of Commissioners
Staff Contact: Community Development Department
Subject: Special Application For Mobile Food Vending at Archibald Park

Background & Discussion:

As requested, city staff has reviewed the process by which mobile food vending trucks can operate out of Archibald Park while the snack shack is being repaired. For this request city staff reviewed and applied section 58-3 which allows outside vending, but as an exception which allows for “*The board of commissioners may, upon special application, permit outdoor sales or displays during other appropriate times.*” Therefore approval of this “Special Application For Mobile Food Vending at Archibald Park” memorandum will allow for the recreation department and applicable supporting departments to facilitate a method by which vendors can apply to provide mobile food services on a, reserved, weekly basis until such time that the Snack Shack has reopened and is serving food.

Vendors will be required to provide food that is equivalent to the type and style which has been historically provided by the Snack Shack. City staff anticipates one food truck during a “reserved” period, unless discussed otherwise during the BOC meeting.

Upon application, food vendors will be provided a map defining the location where they can operate and the orientation of the vending apparatus such that traffic is not impeded. The vendor must be self-contained and leave no trace. The vendors will be required to adhere to all state and local requirements including the NFPA Fire Safety guidelines attached. The food vending special event application will provide clear guidelines and expectations to include but not be limited to: insurance requirements, state licensing, fuel source, operating hours, etc.

Fiscal Impact:

Anticipated vendor costs for occupying public parking spaces will be assessed at \$25.00 for occupying up to 2 spaces per day, \$50 for 3 to 5 spaces per day and the required annual fire inspection fee of \$100.00. All fees will be due upon application and/or inspection.

Recommendation(s):

City staff recommends discussion and approval of this application including any requested changes or clarifications.

Attachments/Corresponding Documents:

- NFPA Food Truck Safety Inspection
- City of Madeira Beach LDR 58-3,
https://library.municode.com/fl/madeira_beach/codes/code_of_ordinances?nodeId=PTIICOOR_CH58S_TSIOTPUPL_ARTIINGE_S58-3OUSADI
- Florida Statute 509.102, Mobile Food Dispensing