

# Memo

**To:** Local Liquor Authority  
**From:** Mindy Andis, Town Clerk  
**Date:** May 5, 2026  
**Re:** Discussion of Street Vendor Policy

---

**Purpose:**

The of this agenda item is for council to discuss if it's necessary to change, adjust or keep our current pop-up vendor or food truck policy as is.

In 2021 council had discussed mobile vendors in town and whether to change the code or not. At that time council had discussed creating a Special Event Application. Staff created an application the cost is \$25.00 per event and maximum of 2 hours once a month. Currently we only have food truck which is set up at Burning Mountain Park and sells frozen sea food for 2 hours once a month. He does coordinate with Kelley to make sure there is nothing else going on at the park.

Staff have recently been asked by another vendor to set up at the park, but the 2-hour limit is not worth setting up for since they would be selling ready-to-eat food.

When discussing mobile vendors in the town (usually food trucks), our Municipal Code currently provides for regulation under two separate considerations, private property and public property.

The first area of regulation (*private property*) falls to Chapter 17 of the Municipal Code and provides guidance based on the particular Zoning District or PUD area. Within each *Zoning District* and approved *PUD Area* the regulations related to mobile vendors may vary. For the most part mobile vendors are not an approved activity within the towns PUD areas such as Lakota, Castle Valley Ranch, Burning Mountain, Riverside Park, Walters, etc. In the Commercial Retail District (City Market Plaza) the code states that all sales must be conducted from within a building (no mobile vendors allowed). In the *Mixed-Use Commercial District* (undeveloped area east of City Market) the code allows for temporary outdoor markets. In the *Downtown C-1 Commercial District*, mobile vendors would only be allowed to operate on private property after review and approval under the rules of a Conditional Use Permit.

The second area of regulation (*public property*) falls under Chapter 12.20.100 of the Municipal Code which prohibits the use of public places for any commercial activity. The code goes on to allow for permits to be issued which would allow for the temporary and limited use of public places for commercial activity. Under this code section the Town

Administrator may receive applications from those who wish to use public spaces for special events, private use, commercial activities, or any activity where a fee is charged. Based on the type of application received, the town administrator has the discretion to refer any application to Town Council for additional review and public comment.