



Permit to Host Mobile Food Establishments (MFEs) Type 1 – Long-term or Type 2 – Short-term

MFE permits are issued to the property owner of the hosting site. There are two (2) types of permits.

Type 1 permits are issued to the property owner and are valid from January through December of a given year, if the site meets the requirements for this type of permit.

Type 2 permits are issued to the property owner of the site where a mobile food vendor is to be located. A new permit will be required for each event. Only 4 permits per calendar year are allowed, with each event permit issued for a maximum of 3 consecutive days.

Please complete the following **General Information** section, check the relevant boxes under either **Type 1** or **Type 2**, attach the required documents (listed below) and return to the Planning and Development Services Department, located at 301 W Bagdad Ave, Suite 210, Round Rock, TX 78664 with the associated fee. See the attached ordinance for more details.

General Information

Applicant & site info:

Permits are issued to the owner/property management company of the site where an MFE vendor is proposed to be located.

Name of hosting business/facility: _____

Address of hosting site: _____

Applicant name (site owner/property manager): _____

Applicant phone and email: _____

Name of proposed Mobile Food Truck: _____

Please initial to acknowledge the following:

Initial here

_____ Any MFE hosted on these premises is certified by the Williamson County & Cities Health District and meets all applicable City Fire Department regulations.

_____ I have read the MFE Ordinance, and any MFE on these premises meets all other requirements of the Code.

_____ I understand that I am responsible for code violations and any resulting penalties that may occur as a result of hosting a mobile food establishment.

Please attach the following:

- Aerial photograph showing the locations of all buildings, parking areas, and proposed MFE locations
- Documents from the appropriate department verifying permission to use public facility (if applicable)
- Permit fee

Signature(property owner or management company):

_____ Date: _____

City Staff Use Only	
<input type="checkbox"/> Site type qualifies to host MFE	Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No Date: _____
<input type="checkbox"/> All conditions acknowledged	
<input type="checkbox"/> Proposed MFE locations meet ordinance	Signed: _____
<input type="checkbox"/> Permission to use public facility (if applicable)	
<input type="checkbox"/> Permit fee received	FOOD _____

Permit to Host Mobile Food Establishments (MFEs) (Continued)

Type 1 – Long-term Event

Long-term permits are issued for one (1) calendar year (January – December). Must meet the following requirements.

This site is a: (check all that apply)

- Restaurant or bar on a lot zoned MU-1, or zoned PUD that is adjacent to lots zoned MU-1 or MU-2
- Pedestrian promenade in a multi-tenant center that is not visible from the public right-of-way
- Small-scale alcohol production facility
- Event center
- Municipal park and recreation facility (permission required from the department operating the facility)
- Higher education facility, corporate office campus, or business/industrial park

Fee : \$150 per year

Type 2 – Short-term Event

Short-term permits: Maximum number of permits per calendar year = 4 permits (maximum 3-days per permit). Must meet the following requirements

This site is a: (check all that apply)

- Commercially zoned property or property located within an employment or industrial zoning district, with an operational business.
- School
- Small-scale alcohol production facility
- Event center
- Place of worship
- Municipal park and recreation facility (permission required from the department operating the facility)
- Community/government service facility

Fee: \$25 per event.

The MFE ordinance is attached for more details.

Planning and Development Services Department
301 W Bagdad Ave, Suite 210
Round Rock, TX 78664
512-218-5428

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ORDINANCE NO. O-2019-0083

AN ORDINANCE AMENDING ZONING AND DEVELOPMENT CODE, CHAPTER 2, ARTICLE VIII, SECTION 2-93, CODE OF ORDINANCES (2018 EDITION), CITY OF ROUND ROCK, TEXAS, REGARDING USE REGULATIONS; AND PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ROUND ROCK,

TEXAS:

I.

That Zoning and Development Code, Chapter 2, Article VIII, Section 2-93, Code of Ordinances (2018 Edition), City of Round Rock, Texas, is hereby amended as follows:

CHAPTER 2. ZONING DISTRICTS AND USE REGULATIONS

Sec. 2-93. Accessory uses and home occupations.

(c) *Mobile food establishments.*

- (1) *General.* A mobile food establishment is a temporary food service operation that supports certain types of businesses in certain locations in the City.
- (2) *Temporary in nature.* Mobile food establishments are meant to be open and on-site only on a temporary basis. As such, the following requirements shall be met:
 - a. New connections to city water or wastewater infrastructure are prohibited;
 - b. New electric meters are prohibited; and
 - c. For mobile food establishments serving a municipal parks and recreation facility, the Parks and Recreation Department shall determine the permissible duration for which each establishment may operate.
- (3) *Site location criteria.*
 - a. Mobile food establishments shall not locate on public streets or in public parking lots, but may locate in an unimproved alley of a property zoned MU-1.
 - b. Mobile food establishments shall not be located within 50 feet of a single-family dwelling unit. This measurement shall be taken from the property line of the dwelling unit to the closest point of the mobile food establishment location.
 - c. Mobile food establishments shall not locate in access drives, fire lanes, or improved alleys.
 - d. Mobile food establishments shall not locate on sidewalks in or along the right-of-way without prior approval from the city. Approval may be granted if a minimum width of five (5) feet of sidewalk remains free of any obstructions.

1 e. Mobile food establishments may not occupy any parking spaces needed for the minimum
2 required parking for the primary use.

3 f. Mobile food establishments shall be located a minimum of 15 feet from fire hydrants and
4 five (5) feet from any utility box, ADA accessibility ramp, or building entrance.

5 (4) *Other requirements.*

6 a. The mobile food establishment shall be in compliance with Williamson County and Cities
7 Health District regulations and applicable City fire department regulations.

8 b. All signage and identification for the mobile food establishment shall be on or attached to
9 the vehicle. Menu items may be displayed on sandwich boards which are not attached to
10 the vehicle.

11 c. All food vending transactions shall occur from the vehicle.

12 d. No trash or grease shall be left at the site after the departure of the mobile food
13 establishment, except in existing on-site containers specifically designed for such waste.

14 e. Vehicles, generators, and other equipment shall be maintained so as to be in operable
15 condition at all times.

16 f. Durable exterior-grade finishes and decorations shall be utilized for all exterior materials on
17 the vehicle and shall be maintained in accordance with minimum property, structural and
18 health standards.

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20 (5) *Long term accessory use.* Upon the issuance of an annual permit as described in section (6)
21 below, mobile food establishments are permitted as an accessory use supporting the following
22 primary uses.

23 a. Eating and drinking establishments located on lots zoned MU-1 or a PUD which abuts a
24 MU-1 or MU-2 zoned parcel;

25 b. A multi-tenant center where the mobile food establishment is located within an internally
26 oriented pedestrian promenade which is not visible from the public right-of-way;

27 c. Small-scale alcohol production facilities;

28 d. Event centers;

29 e. Municipal parks and recreation facilities; and

30 f. Public and private education facilities, corporate office campuses, and business/industrial
31 parks, at which the mobile food establishment provides service to the students of
32 employees of the hosting organization.

33 (6) *Annual permit required.*

34 a. Except as provided below, an annual permit from the city for each calendar year beginning
35 January 1 shall be required for the operation of a mobile food establishment. The property
36 owner or tenant who is hosting the mobile food establishment shall be responsible for
37 obtaining the permit.

38 b. A site map showing the proposed location of the mobile food establishment(s) shall be
39 provided.

40 c. All applications for mobile food establishment permits shall be accompanied by the
41 appropriate fee as set forth in appendix A of the Code of Ordinances.

42 d. The mobile food establishment shall not operate during the hours that the primary use is
43 closed.

- 1 e. It shall be unlawful for the owner of a mobile food establishment which is visible from public
2 rights-of-way to park the vehicle overnight at the location of their associated primary use on
3 any Sunday, Monday, Tuesday, Wednesday, or Thursday night, except for Sunday and
4 Thursday nights that coincide with a federal holiday the following day; and
- 5 f. Sites smaller than one (1) acre are prohibited from having more than two (2) mobile food
6 establishments on-site at any time.
- 7 (7) *Short-term accessory use.* Upon issuance of a three-day permit as described in section (8)
8 below, mobile food establishments are permitted as an accessory use supporting the following
9 uses:
- 10 a. Property located within a Commercial Zoning District, which contains an operational
11 business;
- 12 b. Property located within an Employment and Industrial Zoning District which contains an
13 operational business;
- 14 c. Small-scale alcohol production facilities;
- 15 d. Event centers;
- 16 e. Community/government service facilities/places of worship;
- 17 f. Municipal parks and recreation facilities; and
- 18 g. Public and private education facilities, corporate office campuses, and business/industrial
19 parks, at which the mobile food establishment provides services to the students or
20 employees of the hosting organization.
- 21 (8) *Three-day permit required.*
- 22 a. Each event shall be for a maximum of three (3) consecutive days.
- 23 b. A maximum of four (4) permits within each calendar year shall be used for each property.
- 24 c. The property owner or tenant who is hosting the event shall be responsible for obtaining the
25 permit. If a tenant applies for the permit, the signature of the property owner or property
26 management company must be on the application.
- 27 d. All applications for mobile food establishment permits shall be accompanied by the
28 appropriate fee as set forth in appendix A the Code of Ordinances.

30 **II.**

31

32 **A.** All ordinances, parts of ordinances, or resolutions in conflict herewith are
33 expressly repealed.

34 **B.** The invalidity of any section or provision of this ordinance shall not
35 invalidate other sections or provisions thereof.

36 **C.** The City Council hereby finds and declares that written notice of the date,
37 hour, place and subject of the meeting at which this Ordinance was adopted was posted
38 and that such meeting was open to the public as required by law at all times during

1 which this Ordinance and the subject matter hereof were discussed, considered and
2 formally acted upon, all as required by the Open Meetings Act, Chapter 551, Texas
3 Government Code, as amended.

4 Alternative 1.

5 By motion duly made, seconded and passed with an affirmative vote of all the
6 Council members present, the requirement for reading this ordinance on two separate
7 days was dispensed with.

8 **READ, PASSED, and ADOPTED** on first reading this 14th day of
9 FEBRUARY, 2019.

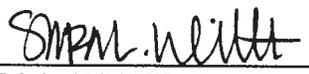
10 Alternative 2.

11 **READ and APPROVED** on first reading this the _____ day of
12 _____, 2019.

13 **READ, APPROVED and ADOPTED** on second reading this the _____ day of
14 _____, 2019.

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19 _____
20 CRAIG MORGAN, Mayor
21 City of Round Rock, Texas

22
23 ATTEST:

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25 
26 _____
SARA L. WHITE, City Clerk