

Administrative Regulation

Supersedes:	Title: Department of Recreation, Parks and Cultural Activities Policy on Food Truck Vending in Public Parks and at Public Recreation Centers	Number: N/A
Related Documents: Procedure for Administering the Off Street Food Truck Pilot Program		Effective Date: July 1, 2014 Expiration Date: October 31, 2015

I. PURPOSE AND AUTHORITY OF ADMINISTRATIVE REGULATION

The purpose of this Administrative Regulation is to administer the Off Street Food Truck Pilot Program (“Pilot Program”) adopted by the City Council on May 17, 2014, and included in the City Code at Title 9, Chapter 15, at City parks and recreation centers in accordance with Section 9-15-13 (C) of the City Code. Upon consideration of the recommendation of the Parks and Recreation Commission, the City Manager is authorized to adopt this administrative regulation pursuant to Section 9-15-10 of the City Code.

II. POLICY

It will be the policy of the City through its Department of Recreation, Parks and Cultural Activities (RPCA) to allow Food Truck Vendors to vend in certain City parks and recreation centers in accordance with City Code, Title 9, Chapter 15, as applicable, in accordance with this administrative regulation.

III. REQUIREMENTS

- A. All Food Truck Vendors shall comply with City Code Section 9-15-1, et. seq. to the extent applicable, including but not limited to, obtaining a Food Truck Vendor Permit and complying with all applicable federal and state laws and regulations.
- B. Food Trucks shall be allowed in parking lots of public Parks and public recreation centers pursuant to Section 9-15-13(C) with the following limitations:
 - 1. Food Trucks may legally park at parks and recreation centers with paved off street parking lots with ten (10) or more designated spaces. The approved parks and recreation centers where Food Trucks may vend are set forth on

Attachment 1. Food Trucks shall vend only from a legally designated parking space.

2. Food Trucks will be allowed in the City's parks and recreation center parking lots on a first-come basis. No more than three (3) Food Trucks shall vend in a designated park and/or recreation center at the same time unless the Food Truck is vending as part of a Special Event pursuant to Section 9-15-4 of the City Code.
3. Food trucks are limited to vending between the hours of 7 a.m. and 8 p.m., if the park or center is open, and may not vend for longer than four (4) hours of continuous vending as set forth in Section 9-5-12 of the City Code unless the Food Truck is vending as part of a Special Event.
4. Food Trucks are not permitted to use a Push Cart as defined in Section 9-15-5 (10) of the City Code.

C. Notwithstanding the authorizations made herein,

1. The City reserves the right to prohibit a Food Truck Vendor from vending at City parks and recreation centers based on public health, safety and welfare concerns.
2. The City reserves the right to prohibit a Food Truck Vendor from vending at a City park listed on the National Register of Historic Places.
3. The City reserves the right to prohibit Food Truck Vendors from vending at City parks and recreation centers if a Special Event as defined by Section 9-15-14 of the City Code, a permitted sport/league activities or other permitted activities is taking place at such park unless they are affiliated with that event or activity.
4. A Food Truck Vendor shall provide express written consent from the permittee granting permission to vend at a Special Event, permitted sport/league activity or other permitted park or recreation center activity.
5. Specific dates and locations when Food Truck Vendors are prohibited from vending will be posted at www.alexandriava.gov/FoodTrucks.

- D. Food Truck Vendors must obtain a valid Certificate of Insurance for a one million dollar Commercial General Liability Policy listing the City of Alexandria, its officers, employees and volunteers, as additional insured.

- E. Food Truck Vendors shall comply with Section 9-15-12 (E) of the City Code with respect noise when vending. Any required measurement for compliance with such regulations shall be taken from the edge of the parking lot within which the food truck is parked.
- F. Food Truck Vendors shall comply with Section 9-15-12(H) of the City Code with regard to the disposal of waste materials and other litter. Food Truck Vendors shall provide an additional trash receptacle for the collection of recycling material. Trash collected and/or generated by Food Trucks shall not be placed and/or disposed of in City trash receptacles. Food Truck Vendors shall remove all trash and litter from park grounds within fifty (50) feet of their Food Truck.
- G. Food Truck Vendors shall be subject to all enforcement and penalties as by Section 9-15-17 of the City Code.

IV. EXPIRATION

This administrative regulation, if not renewed by the City Manager shall expire on October 31, 2015.

ATTACHMENTS: Attachment #1: Parks and Recreation Centers where Food Trucks may vend.



Rashad M. Young
City Manager

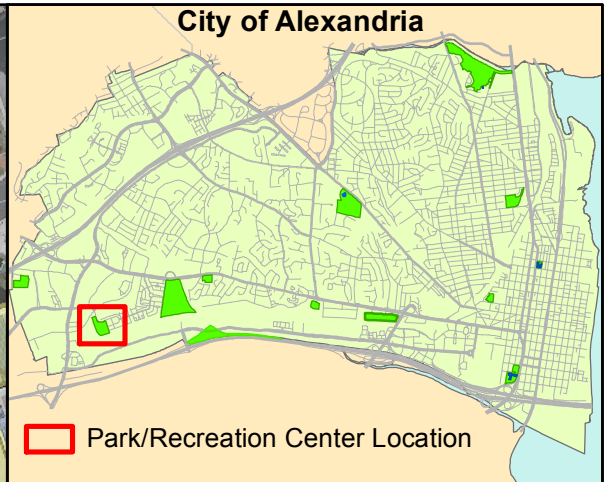
**Department of Recreation, Parks and Cultural Activities
Approved Food Truck Vending Sites with Off Street Parking**

Attachment

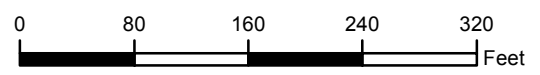
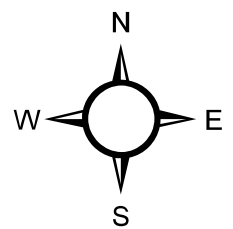
Park Locations	
<ol style="list-style-type: none"> 1. Armistead L. Boothe Park 520 Cameron Station Blvd. 2. Ben Brenman Park 4800 Brenman Park Dr. 3. Buchanan Park/Old Town Pool 1609 Cameron St. 4. Chinquapin Park 3210 King St. 5. Eugene Simpson Park 426 E. Monroe Ave. 6. Ewald Park 4452 Duke St. 	<ol style="list-style-type: none"> 7. Four Mile Run Park 3700 Commonwealth & 4131 Mount Vernon Avenues 8. Joseph Hensley Park 4200 Eisenhower Ave. 9. Luckett Field/Schuyler Hamilton Jones Skateboard Park 3540 Wheeler Ave. 10. Stevenson Park 300 Stultz Rd. 11. Witter Recreational Fields 2700 Witter Dr.

Recreation Center Locations
<ol style="list-style-type: none"> 1. Charles Houston Recreation Center & Memorial Pool 9011 Wythe St. 2. Chinquapin Park Recreation Center & Aquatics Facility 3210 King St. 3. Cora Kelly Recreation Center 43 W. Reed Ave. 4. Lee & Nannie J. Lee Recreation Center 1108 Jefferson St.

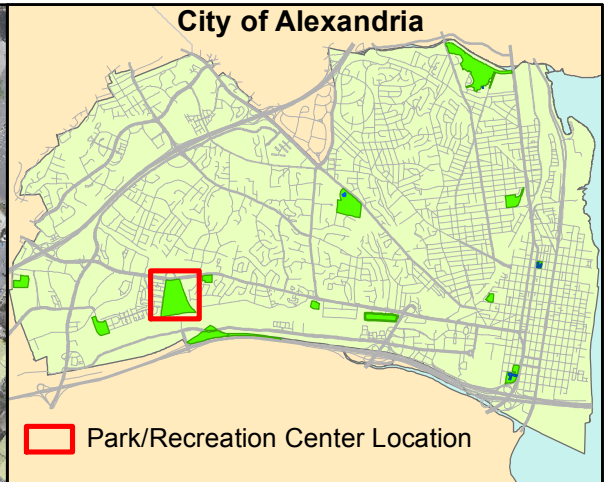
- Park and Facility maps on subsequent pages indicate approved parking locations for Food Truck Vending. Food Trucks shall vend only from a legally designated parking space.
- Visit www.alexandriava.gov/FoodTrucks for a calendar listing of restricting vending per this Administrative Regulation.



ARMISTEAD L. BOOTHE PARK
520 Cameron Station Blvd



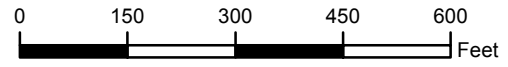
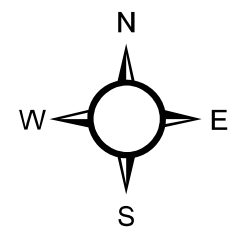
- Parks with Off-Street Parking
- Off-Street Parking Lot



Park/Recreation Center Location



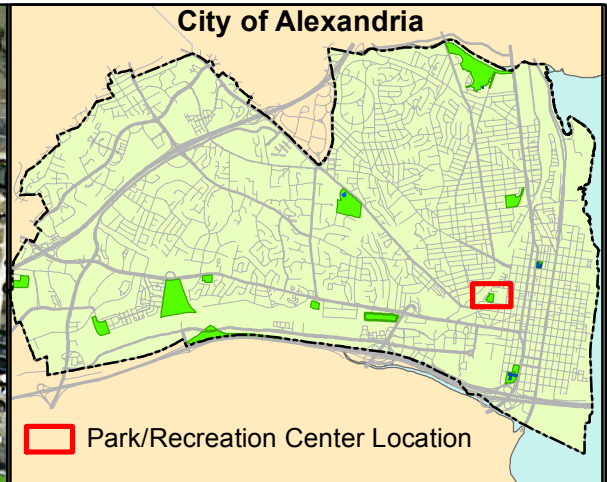
BEN BRENNAN PARK
4800 Brenman Park Dr.



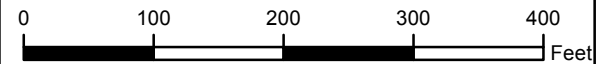
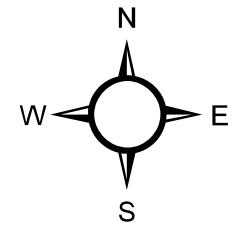
- Parks with Off-Street Parking
- Off-Street Parking Lot

Date: 06-25-2014

C:\Shared\Park_Rec_Inventory\Food Trucks\20140522_Ben Brenman Park.mxd

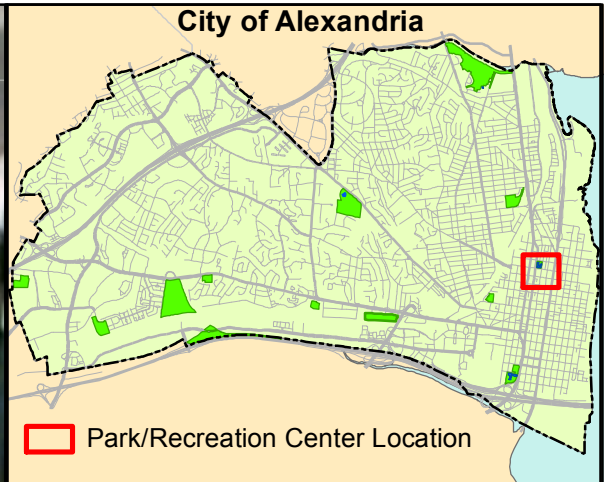


BUCHANAN PARK/OLD TOWN POOL
 1609 Cameron St.

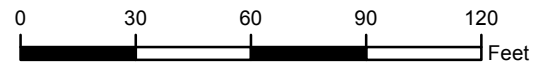
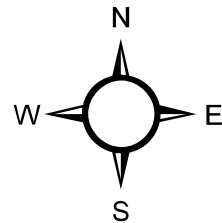


- Parks with Off-Street Parking
- Off-Street Parking Lot
- Under construction

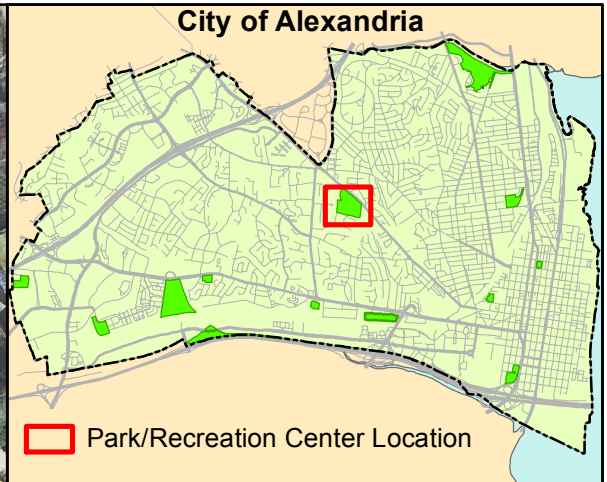
Date: 06-25-2014



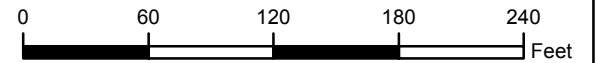
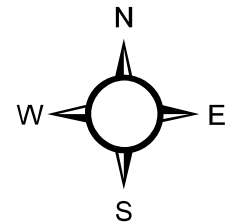
CHARLES HOUSTON REC. CENTER
9011 Wythe St.



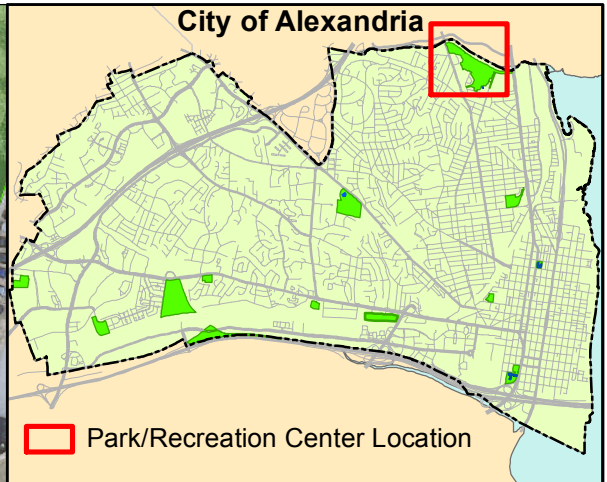
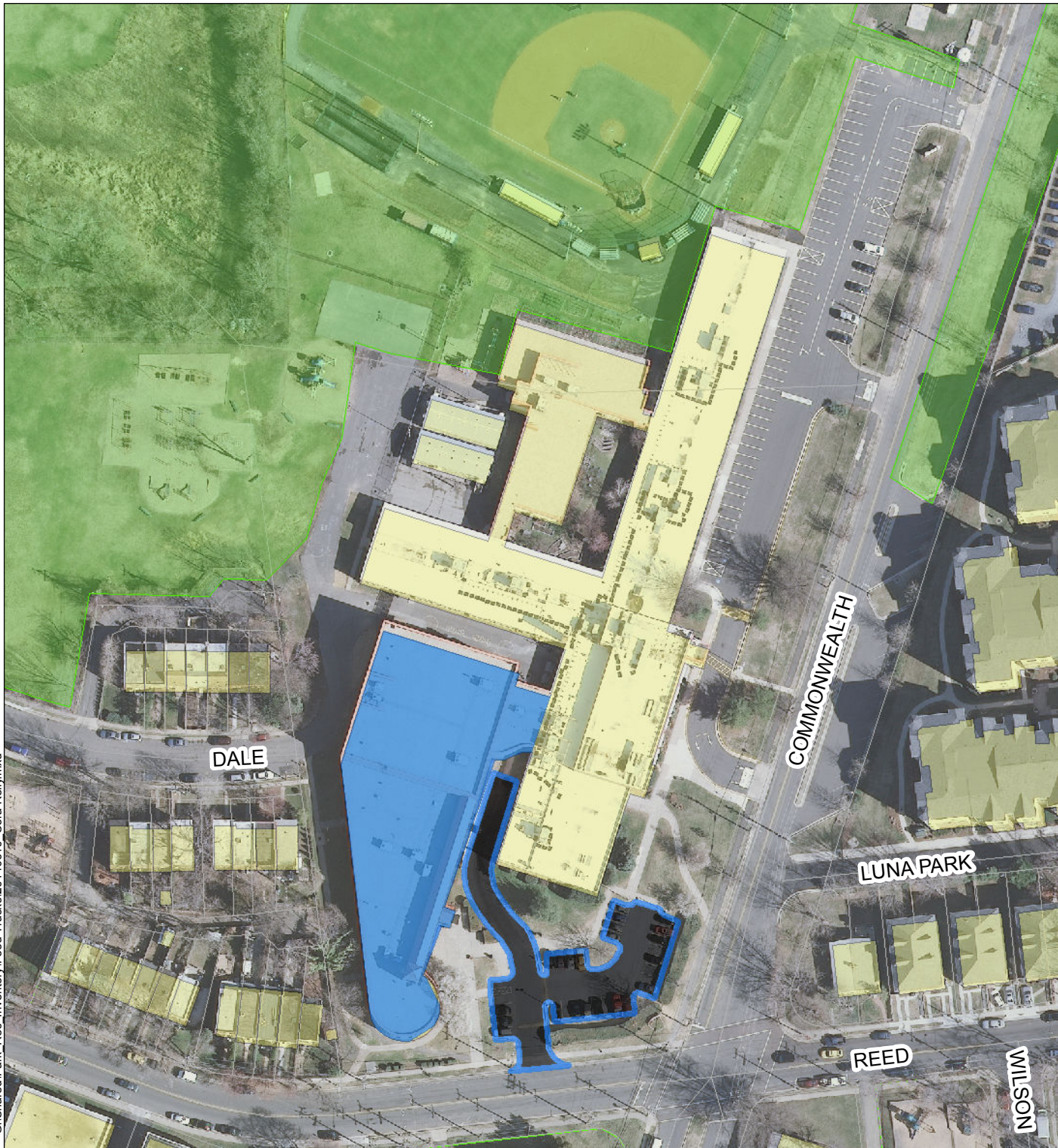
- Parks with Off-Street Parking
- Recreation Centers with Off-Street Parking
- Off-Street Parking Lot



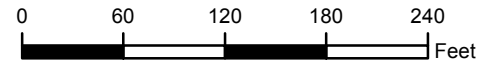
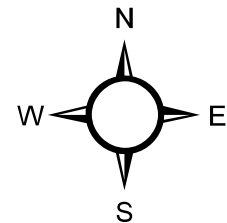
**CHINQUAPIN PARK &
CHINQUAPIN PARK REC. CENTER
3201 King St**



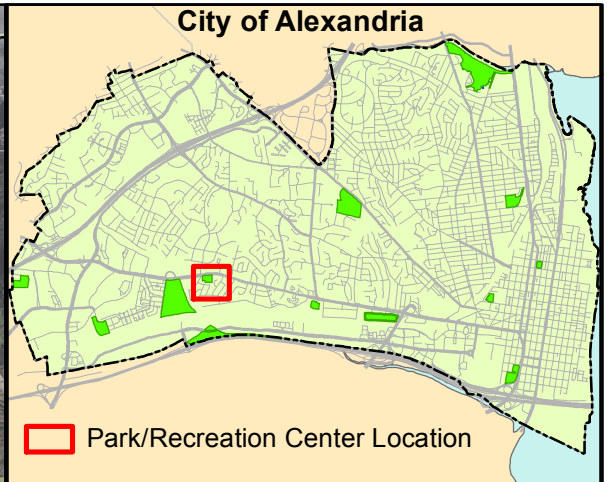
- Parks with Off-Street Parking
- Recreation Centers with Off-Street Parking
- Off-Street Parking Lot



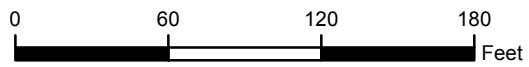
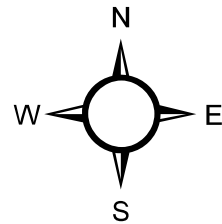
CORA KELLY REC CENTER
4131 Mount Vernon Ave.





- Parks with Off-Street Parking
- Recreation Centers with Off-Street Parking
- Off-Street Parking Lot



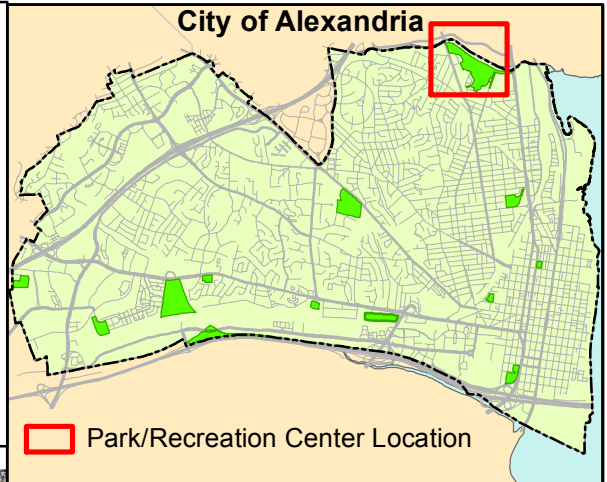
EWALD PARK
4452 Duke St.



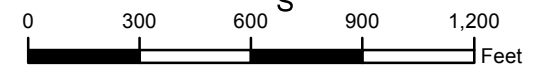
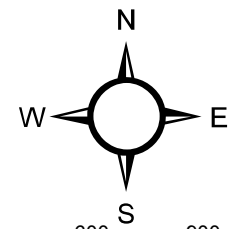
-  Parks with Off-Street Parking
-  Off-Street Parking Lot

Date: 06-25-2014

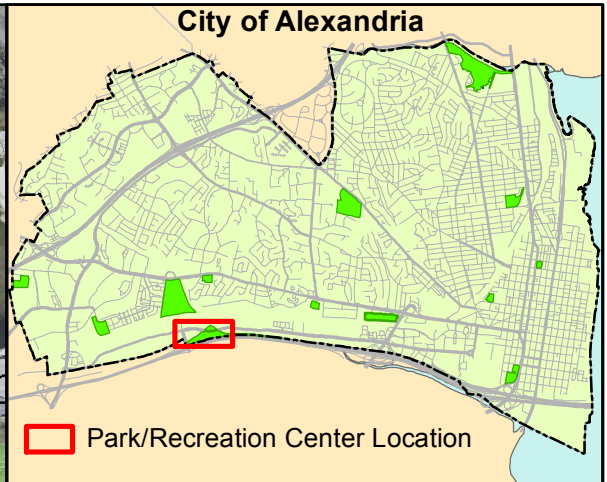
C:\Shared\Park Rec Inventory\Food Trucks\20140522_Ewald_Park.mxd



FOUR MILE RUN
4131 Mount Vernon Ave.



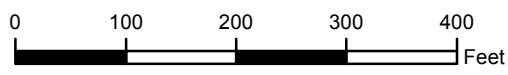
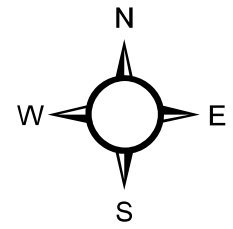
- Parks with Off-Street Parking
- Off-Street Parking Lot



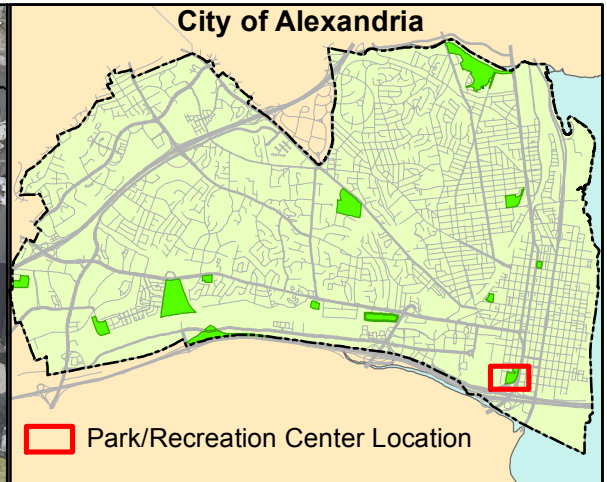
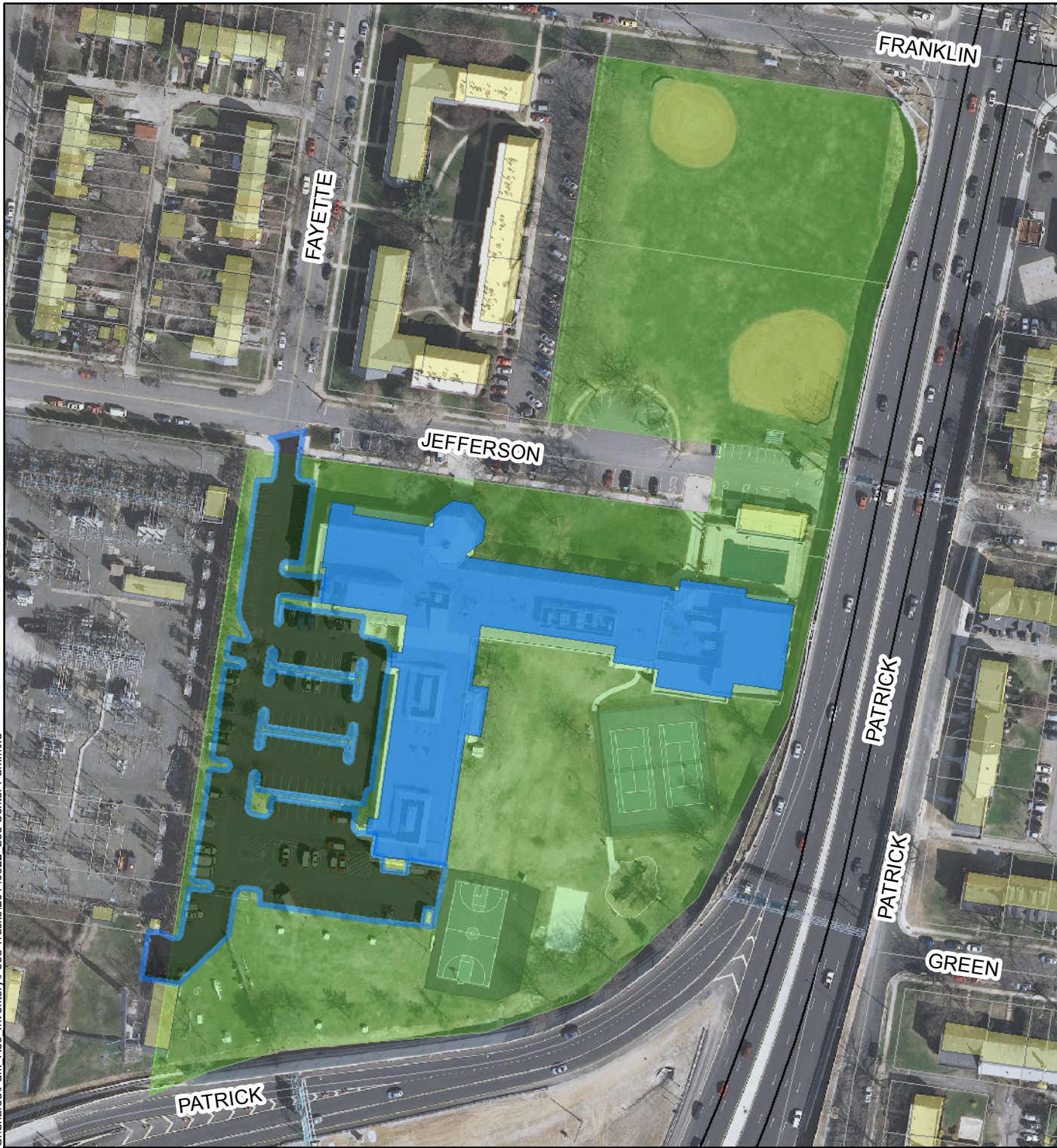
Red box: Park/Recreation Center Location



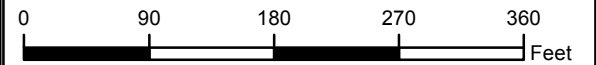
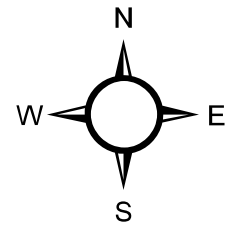
JOSEPH HENSLEY PARK
4200 Eisenhower Ave.



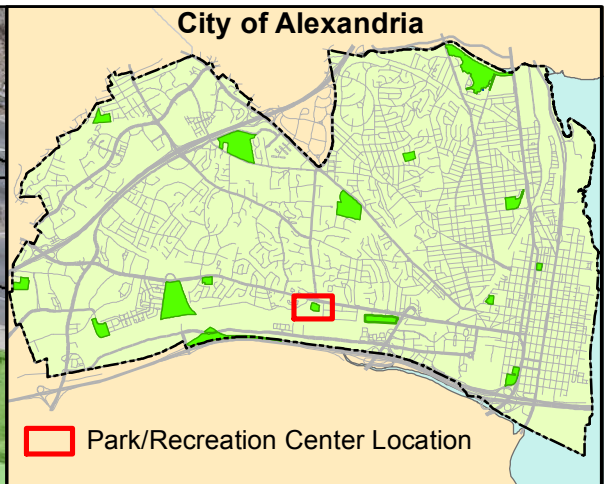
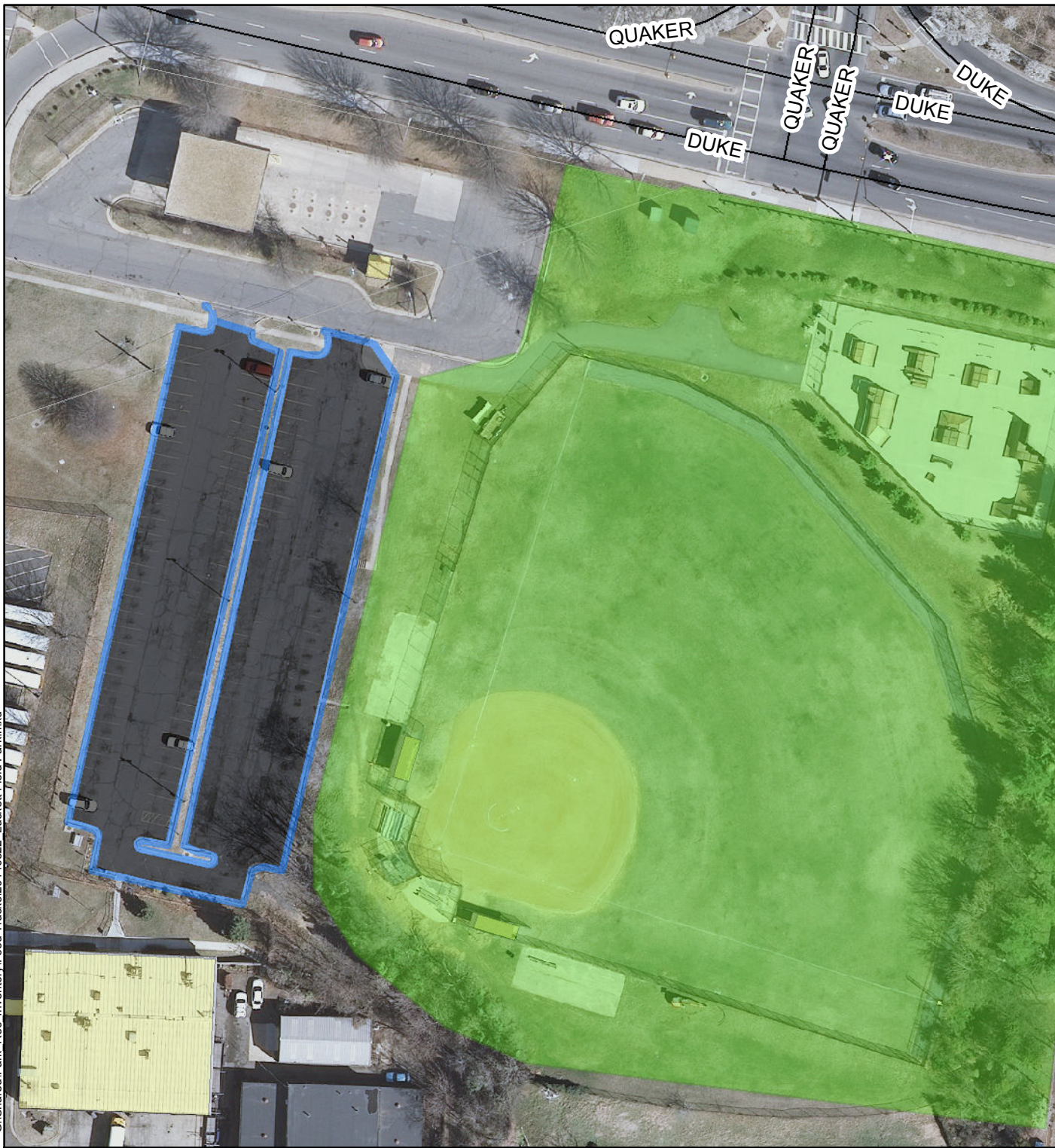
- Parks with Off-Street Parking
- Off-Street Parking Lot



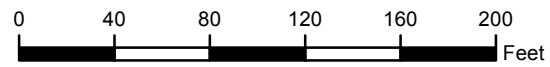
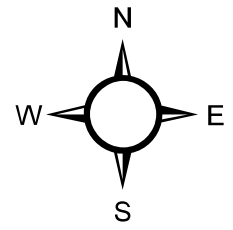
LEE & NANNIE J LEE REC. CENTER
 1108 Jefferson St.





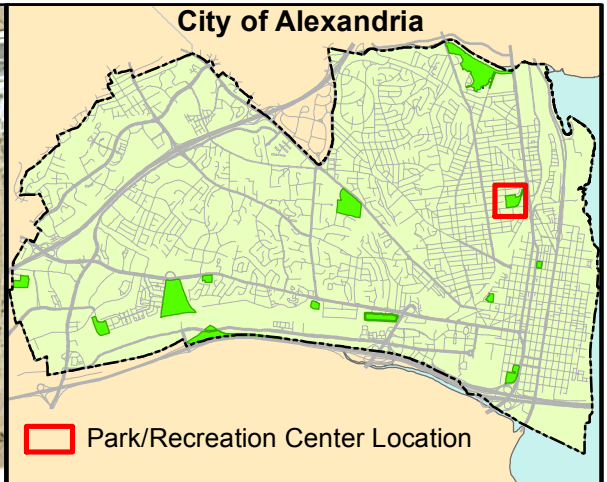
- Parks with Off-Street Parking
- Recreation Centers with Off-Street Parking
- Off-Street Parking Lot



LUCKETT FIELD/SKATEBOARD PARK
3540 Wheeler Ave.



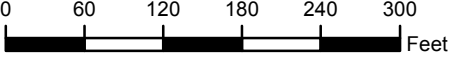
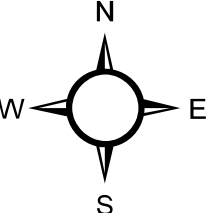
-  Parks with Off-Street Parking
-  Off-Street Parking Lot



Red square icon: Park/Recreation Center Location

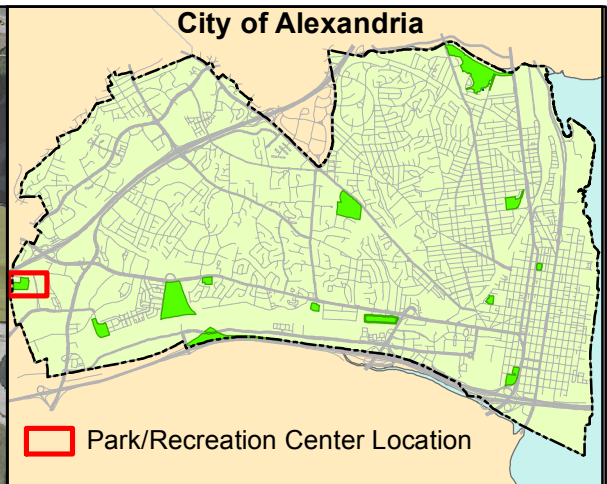


EUGENE SIMPSON PARK 426 Monroe Ave.

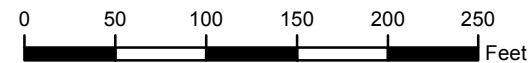
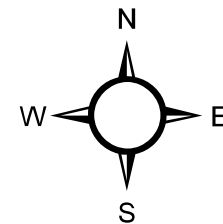




- Green square icon: Parks with Off-Street Parking
- Blue square icon: Off-Street Parking Lot

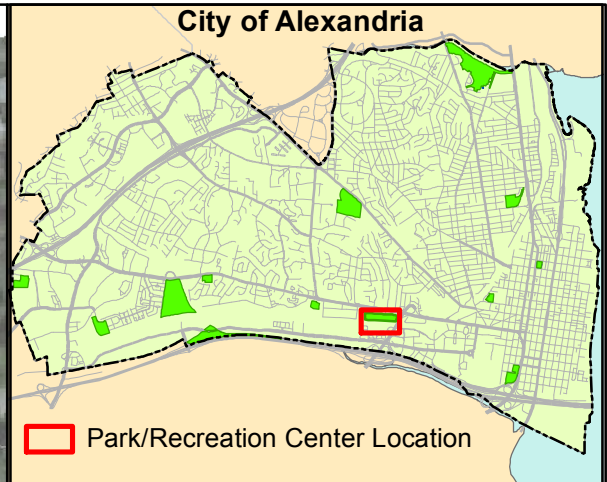
Date: 06-25-2014



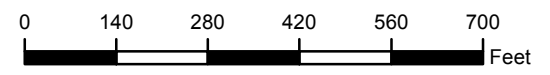
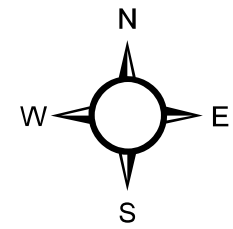
STEVENSON PARK
300 Stultz Park



-  Parks with Off-Street Parking
-  Off-Street Parking Lot



WITTER RECREATIONAL FIELDS
2700 Witter Dr.



- Parks with Off-Street Parking
- Off-Street Parking Lot