

**BOARD OF TRUSTEES WORK SESSION**  
**11004 Carpenter Street, Mokena, Illinois 60448**  
**Monday, April 22, 2019**

**CALL TO ORDER**

Mayor Fleischer called the Board of Trustees work session to order at 7:39 p.m.

**ROLL CALL**

The following Trustees were present:

Joseph Budzyn  
Debbie Engler  
Jillian Hersted  
George Metanias  
Jim Richmond  
Joseph Siwinski

Also present were: Clerk Melissa Martini; Village Administrator John Tomasoski; Finance Director Barb Damron; Police Chief Steve Vaccaro; Community/Economic Development Director Alan Zordan; Building and Planning Director Matt Ziska, Civil Engineer Brian Fei; Public Works Director Lou Tiberi; and Village Attorney Carl Buck.

**Downtown Consultants**

Mr. Richard Hitchcock from Hitchcock Design Group and Mr. Michael Blue and Mr. Michael Hoffman from Teska Associates, Inc. both provided presentations relating to the Village's downtown, which addressed the following questions:

- Elaborate on how you would facilitate achieving Village Board direction.
- What issues would you recommend the Board focus their time and energy on?
- Would you recommend the Village receive community input? If so, what steps would you suggest for gathering community input?
- Elaborate on how the overall exercise can be broken down into components should the Village not want to initiate a full comprehensive plan amendment.
- What steps would you recommend the Board take over the next year to improve the downtown?


Trustee Hersted left the meeting at this point.

**Draft Food Truck Ordinance**


Building and Planning Director Matt Ziska presented this item.

**Draft Food Truck Ordinance**

Village Board Work Session  
April 22, 2019



Background:



**OVERVIEW**

- Definition for *mobile food vendor*
- Licensing and Permitting
- Frequency and Hours of Operation
- Operational Guidelines and Restrictions
- Exemptions

Definition:

**Mobile Food Vendor:**  
Any person(s) who operates or sells food from a mobile cart, stationary cart, pedal cart, trailer, van, or similar framework with or without an engine, or tent to the general public. *Catering operations scheduled by individual customers where food is not sold are excluded from the provisions of this Chapter.*



### Licensing:

- All mobile food vendors must obtain a local business license.
- All applicants for a Mobile Food License must provide:
  - Valid Operating Permit issued by the Will County Health Department
  - A complete list of food products sold by the vendor
  - a photo and/or detailed description of the mobile food vehicle(s)
  - Vehicle identification number(s),
  - Proof of liability insurance



### Permitting:

- All mobile food vendors must apply for a "Mobile Food Vendor Permit" for each event.
- Every application for a "Mobile Food Vendor Permit" must include:
  - Vendor/operator contact information
  - Event date
  - Hours of operation
  - Exact vending location
  - Signed letter of authorization from the property owner



### Frequency:

- All permits would be limited to one (1) day events, unless authorized by the Village as part of a Special Event.
- All businesses limited to no more than four (4) "Mobile Food Vendor Permits" annually, unless authorized by the Village.

### Hours of Operation:

- Residential Districts:
  - 7 A.M. to 10 P.M. Monday-Sunday.
- Commercial and Industrial Districts:
  - 7 A.M. to 12 A.M. Monday-Saturday, 7 A.M. to 10 P.M. on Sundays.



### Operational Guidelines and Restrictions:



- ✓ Location
- ✓ Parking and Circulation
- ✓ Nuisance Mitigation

### Location-based:

- All mobile food vendors are prohibited from parking on public streets and cannot pass through the community in search of customers.
- Must maintain a minimum setback distance of 200 feet from the primary entrance of other food service establishments, unless approved by the owner of the food service establishment.

### Parking & Circulation:

- Mobile food vehicles cannot obstruct or interfere with the free flow of pedestrian or vehicular traffic
- Mobile food vendors shall be responsible for organizing customer queuing.



### Nuisance Mitigation:

- Amplified music and loud noises are prohibited.
- Vendors are responsible for controlling smoke and odors.



### Proposed Exemptions:

- Delivery or distribution of food, goods, or products ordered or purchased by customers from a point of sale other than a mobile food vendor.
  - ☐ Ex: Peapod Deliveries
- Mobile food vendors operating in a residentially-zoned area are exempt from permit submittal requirements, while all other licensing and operational requirements shall apply.
  - ☐ Ex: Block parties and private parties held on residential property
- Mobile food trucks serving an active construction site.
- Catering operations where food is not sold by the mobile food vendor (see definition of mobile food vendor).



### Village Board Direction:

Is the language provided in the draft food truck ordinance appropriate?

### Discussion

The Village Board reviewed the terms of the draft food truck ordinance. The consensus of the Board was to put the proposed ordinance on an upcoming Village Board agenda for formal consideration.

There being no further business to bring before the Mayor and Board of Trustees, Mayor Fleischer adjourned the work session at 9:08 p.m.