

**CITY OF COLUMBIA, ILLINOIS
ORDINANCE NO. 3656**

**AN ORDINANCE DELETING CHAPTER 5.50, MOBILE FOOD VENDORS, OF THE
MUNICIPAL CODE AND ADOPTING A NEW CHAPTER 5.50, MOBILE VENDING, IN LIEU
THEREOF FOR THE CITY OF COLUMBIA**

WHEREAS, the City of Columbia (“City”), Monroe and St. Clair Counties, Illinois is a duly created, organized and validly existing municipality of the State of Illinois under the 1970 Illinois Constitution and the laws of the State of Illinois, including particularly the Illinois Municipal Code, and all laws amendatory thereof and supplementary thereto; and

WHEREAS, Chapter 5 of the City of Columbia Municipal Code (“City Code”), provides licensing requirements and regulations for businesses located within the City; and

WHEREAS, the City has determined that it needs to revise Section 5.50 to expand the regulations on Mobile Vending; and

WHEREAS, the City finds that it is in the public interest to regulate Mobile Vending Licenses within Columbia’s corporate limits.

NOW THEREFORE BE IT ORDAINED, by the Mayor and City Council of the City of Columbia, as follows:

Section 1. The above recitals are hereby incorporated by reference as findings of the City Council of the City of Columbia, Illinois.

Section 2. Chapter 5.50, Mobile Food Vendors, of the Municipal Code shall hereby be deleted and the attached Chapter 5.50, Mobile Vending, adopted in lieu thereof as attached in Exhibit 1.

Section 3. This Ordinance shall take full force and effect immediately upon passage by the Corporate Authorities.

PASSED by the City Council and **APPROVED** by the Mayor of the City of Columbia, Illinois and deposited and filed in the office of the City Clerk on the 4th day of December 2023, the vote being taken by ayes and noes and entered upon the legislative record as follows:

AYES: Aldermen Niemietz, Holtkamp, Riddle, Garmer, Khoury, Lawlor, and Nobbe.

NOES: None.

ABSTENTIONS: None.

ABSENT: Alderman Huch.

APPROVED:



BOB HILL, Mayor

ATTEST:



ANDREW HITZEMANN, City Clerk

(SEAL)

CHAPTER 5.50

MOBILE VENDING

Sections:

5.50.010	Definitions.
5.50.020	Mobile Vending Permits and Licenses Required.
5.50.030	Applications.
5.50.040	Rules and Regulations Established.
5.50.050	Sales Tax Returns.

Section 5.50.010 Definitions.

As used in this Chapter, the following words have the meanings indicated:

“Applicant”

Any person who applies for a mobile vendor permit, mobile vending business premises license, or mobile vending business park license within the city as required by this Chapter.

“Application”

An application for either a mobile vendor permit, mobile vending business premises license, or mobile vending business park license on a form provided by the City.

“City”

The City of Columbia, IL.

“City Clerk”

The City Clerk for the City of Columbia, or his/her designee.

“City Special Event”

Any outdoor or seasonal event including, but not limited to a picnic, parade, carnival, craft fair, art fair, bicycle/motorcycle /vehicle ride, walk / run, car show, wedding or other reception, or any other event held on public property which is open to attendance by the general public and / or may require special consideration from any or all of the following City Departments: Columbia Police Department (CPD), Columbia Fire Protection District (CFPD), Department of Public Works (DOPW), Columbia Emergency Medical Service (EMS), and Community Development Department (CDD).

“Code”

The Municipal Code of the City of Columbia, Illinois, as amended from time to time.

“Commissary”

A local health department permitted food establishment that acts as a base of operations for a food truck. The commissary provides facilities for adequate storage of food, food containers, or food supplies; equipment for adequate washing and sanitizing of food equipment and utensils; a servicing area for the sanitary disposal of liquid waste; for handling and disposal of garbage, grease, and rubbish originating from the food truck; facilities for filling a potable water holding tank in a sanitary manner.

“License Year”

May 1 through April 30 of a calendar year.

“Licensed Premises”

Real estate for which a mobile vending business premises license or mobile vending business park license has been issued.

“Merchandise”

Any goods, wares, flowers, horticultural products, services or similar items sold by a mobile vending business.

“Mobile Vending Business”

A business engaged in the cooking, preparing, assembling, serving, selling, offering for sale, or distributing of food, beverages, or any other type of merchandise to the general public from a mobile vending vehicle or temporary display stand within the city.

“Mobile Vending Business Park”

A property on which multiple mobile vending businesses may operate at a single time, as permitted by Title 17 of the Code.

“Mobile Vending Business Park License”

An annual license issued by the City to operate a mobile vending business park in the City.

“Mobile Vending Business Premises License”

An annual license issued by the City to the owner or operator of a licensed premises, excluding mobile vending business parks, which authorizes the operation of a mobile vending business on the licensed premises. The holder of a mobile vending business premises license may allow multiple mobile vending businesses to operate on the licensed premises.

“Mobile Vending Permit”

A permit issued by the City Clerk to the owner or operator of a mobile vending business to operate in the City.

“Mobile Vending Vehicle”

Any moveable vehicle, truck, trailer, pushcart, portable structure, or other similar vehicle used by a mobile vending business.

“Owner”

When used in connection with motor vehicles, any person who holds legal title to a vehicle or has the legal right to possession thereof; when applied to a structure, building or land, includes any part owner, joint owner, tenant in common, joint tenant or tenant by the entirety of the whole or part of such structure, building or land.

“Person”

Any individual, co-partnership, firm, association, company, or combination of individuals, of whatever form or character.

“Restaurant”

Any business establishment whose principal business (meaning 51% or more of sales) is the selling of unpackaged food to the customer in a ready-to-consume state for immediate consumption on or off premise.

“Temporary Display Stand”

A stand, booth, stall, table, tent, wagon, handcart, pack, basket or other similar portable structure, container, display or devise, but not a mobile vending vehicle, used by a mobile vending business to serve, sell, distribute or offer for sale at retail of food, beverages or any other type of merchandise.

Section 5.50.020 Mobile Vending Permits and Licenses Required.

A. Mobile Vendor Permit.

No person shall operate a mobile vending business within the City without having first obtained a mobile vendor permit from the City Clerk pursuant to the requirements of this Chapter.

B. Mobile Vending Business Premises License.

No owner or operator of real estate within the City shall authorize or allow a mobile vending vehicle or temporary display stand to engage in a mobile vending business on such real estate without the owner or operator of such real estate obtaining a mobile vending business premises license from the City Clerk pursuant to the requirements of this Chapter.

C. Mobile Vending Business Park License.

No person shall operate a mobile vending business park within the City without having first obtained a mobile vending business park license from the City Clerk pursuant to the requirements of this Chapter.

Section 5.50.030 Applications.

A. Applications And Fees.

1. Applications for a mobile vendor permit, mobile vending business premises license, or mobile vending business park license shall be made, in writing, on forms provided by the City and submitted to the City. An applicant must submit a completed application, along with the application fee, to the City Clerk.
2. Each application shall be accompanied by a non-refundable application fee as established in section 5.04 of the code.
3. No application fee shall be pro-rated if the license or permit is obtained during the middle of a license year.

B. Mobile Vendor Permit.

A separate mobile vendor permit shall be obtained for each separate and distinct mobile vending vehicle or temporary display stand proposed to be used by an applicant. An application for a mobile vendor permit shall include the following information and shall be submitted no later than fourteen (14) days in advance of the first date in a license year on which the applicant proposes to operate its mobile vending business:

1. The full legal name, daytime telephone number, e-mail address, home address, and business address of the person applying for the mobile vendor permit; and
2. If the applicant is an entity, the application shall state the full name of the entity, its principal address, daytime telephone number, and its registered agent and registered address; and
3. The name(s), address(es), and daytime telephone number(s) of the legal owner(s) of the licensed premises on which the applicant will operate the mobile vending business, along with proof of written permission or consent from the owner(s) for applicant to operate its mobile vending business; and
4. A description of the type of food, beverages or merchandise proposed to be sold, distributed, or offered for sale by the mobile vending business; and
5. A description of the mobile vending vehicle or temporary display stand;
6. If the mobile vending business will operate out of a mobile vending vehicle, then the application shall include:
 - a. The year, make, model, color, vehicle identification number (VIN number), State license plate number and State of licensing, if applicable, and dimensions, which shall not exceed thirty-six (36) feet in length or nine (9) feet in width, of such mobile vending vehicle.
 - b. Proof of current vehicle insurance for the mobile vending vehicle, if applicable, issued by an insurance company licensed to do business in the State of Illinois.
 - c. Proof of current vehicle registration for the mobile vending vehicle, if applicable.
 - d. If operating on City-owned property proof of a current insurance policy with limits of coverage determined by the City. Minimum policy limits shall provide for bodily injury liability of at least fifty thousand dollars (\$50,000.00) for each person, and of at least one hundred thousand dollars (\$100,000.00) for each accident, and limits for property damage liability of at least ten thousand dollars (\$10,000.00) for each accident, issued by an insurance company licensed to do business in the State of Illinois, covering all claims for damages to property and bodily injury, including death, which may arise from operation under or in connection with the mobile vendor permit. Such insurance shall name the City as an additional insured and shall provide that the policy shall not terminate or be canceled prior to the expiration date without thirty (30) days' advance written notice to the City; and
7. Copies of all requisite liquor licenses issued to the applicant by the City, County, or the State of Illinois; and

8. Applicant's State of Illinois number of the certificate of registration required under the Retailers' Occupation Tax Act, Service Occupation Tax Act, and/or Use Tax Act, if applicable; and
9. When applicable, a permit or license as required by the County Department of Public Health; and
10. Such other information as the City Clerk may require and provided by Section 5.04 Business Licenses and Regulations.

C. Mobile Vending Business Premises License.

An application for a mobile vending business premises license shall include the following information and shall be submitted no later than fourteen (14) days in advance of the first date in a license year on which a mobile vending business will operate on the licensed premises:

1. The full legal name, daytime telephone number, e-mail address, home address, and business address of the person applying for the mobile vending business premises license; and
2. If the applicant is an entity, the application shall state the full name of the entity, its principal address, daytime telephone number, and its registered agent and registered address; and
3. The proposed day(s) of operation and hour(s) of operation. No mobile vending premise may have mobile vending vehicles or temporary display stands on the licensed premises for more than six (6) days in a calendar year;
4. A description of the licensed premises, which shall include, but shall not be limited to, the following:
 - a. The address of the property;
 - b. A depiction of all buildings, structures, green space, parking spaces, ingress and egress onto and off of public roadways, and other natural or man-made features on the property; and
 - c. The number, size(s), location(s), and a description of the garbage receptacles to be located and utilized by the mobile vending business; and
 - d. Copies of all requisite liquor licenses issued to the applicant by the City, County, or the State of Illinois; and
 - e. When applicable, a permit or license as required by the County Department of Public Health; and
5. Such other information as the City Clerk may require and provided by Section 5.04 Business Licenses and Regulations.

D. Mobile Vending Business Park License.

An application for a mobile vending business park license shall include the following information and shall be submitted no later than fourteen (14) days in advance of the first date in a license year on which a mobile vending business will operate on the licensed premises:

1. The full legal name, daytime telephone number, e-mail address, home address, and business address of the person applying for the mobile vending business park license; and
2. If the applicant is an entity, the application shall state the full name of the entity, its principal address, daytime telephone number, and its registered agent and registered address; and
3. The proposed hour(s) of operation. There is no limitation on the number of days per license year in which mobile vending businesses may operate on the licensed premises; and
4. A description of the licensed premises, which shall include, but shall not be limited to, the following:
 - a. The address of the property; and
 - b. A depiction of all buildings, structures, green space, parking spaces, ingress and egress onto and off of public roadways, and other natural or man-made features on the property; and

- c. The number, size(s), location(s), and a description of the garbage receptacles to be located and utilized by the mobile vending business; and
 - d. Copies of all requisite liquor licenses issued to the applicant by the City, County, or the State of Illinois; and
 - e. When applicable, a permit or license as required by the County Department of Public Health; and
- 5. Such other information as the City Clerk may require and provided by Section 5.04 Business Licenses and Regulations.
- E. Application Review and Determination.
The City Clerk shall review each completed application in accordance with the following procedures:
 - 1. The City Clerk shall review each completed application upon receipt of such application and its corresponding application fee and shall approve, approve with conditions, or deny such application within fourteen (14) days of receipt thereof;
 - 2. An application is deemed to be complete upon the City Clerk determining that:
 - a. The application includes all necessary information required under sections 5.04 and 5.50.030 of the code; and
 - b. The applicant has submitted all other requisite permits and licenses from the City, County, or State; and
 - c. The applicant has paid the application fee.
 - 3. In granting a mobile vendor permit, mobile vending business premises license, or mobile vending business park license, the City Clerk may add reasonable conditions beyond the specific restrictions and requirements of this Chapter which are deemed by the City Clerk to be necessary to protect the peace, health, safety, comfort, morals, and general welfare of the City and its inhabitants.
- F. Issuance.
Issuance for the operation of a mobile vendor business shall be in accordance with Section 5.04 Business Licensing and Regulation.
- G. Denial.
Denial for the operation of a mobile vendor business shall be in accordance with Section 5.04 Business Licensing and Regulation.
- H. Liability.
Nothing in this Chapter shall be construed to create or constitute a liability to or a cause of action against the City related to the issuance of any mobile vendor permit, mobile vending business premises license, or mobile vending business park license.

Section 5.50.040 Rules and Regulations Established.

- A. It shall be the responsibility of the mobile vending business to ensure that:
 - 1. No mobile vending vehicle or temporary display stand is left unattended.
 - 2. All food, beverages and other merchandise cooked, prepared, assembled, served, distributed, offered for sale, or sold from its' mobile vending vehicle or temporary display stand are in a fresh and sanitary condition.
 - 3. The sidewalks, streets and other spaces adjacent to its area of operation are clean and free of refuse of any kind.
 - 4. No mobile vending vendor shall leave any location of operation without first picking up, removing, and properly disposing of all refuse remaining from sales made or otherwise resulting from the operation of the mobile vending business.
 - 5. No conduct of the mobile vending business is in a manner that obstructs access to private property, except with the prior written consent of the property affected thereby.
 - 6. No mobile vending operations shall block any part of the public right-of-way, street, sidewalk, ramp, curb cut, or trail in the City.

7. No mobile vending business shall operate on City property or on any part of the public right-of way, street, sidewalk, ramp, curb cut, or trail in the City except when approved as part of a City Special Event.
 8. No mobile vending business shall store, park, or leave any mobile vending vehicle or temporary display stand on any street, sidewalk or rights-of-way between 11:00 p.m. and 6:00 a.m.
 9. Signage shall be limited to signs permanently or magnetically affixed to the vehicle or cart.
 10. All sales taxes for the sales of food, beverages, or merchandise made by the mobile vending business within the City are promptly paid when due.
- B. It shall be the responsibility of the person or entity holding the mobile vending business premises license or mobile vending business park license to ensure that:
1. All mobile vendors operating on the licensed premises have been issued a valid mobile vending business permit and other licenses and permits required by the City, County, or State.
 2. Operations are done in accordance with aforementioned subsection 5.50.040 (A).
- C. The City or its' agents shall be permitted to inspect the licensed premises, the mobile vending vehicle, temporary display stand, and all items for sale by the mobile vending business at any reasonable time to ensure compliance with this Chapter and other provisions of the ordinances/code of the City.
- D. No mobile vending business shall be permitted to operate on property which is not a licensed premises under this Chapter.
- E. No mobile vending business shall be operated between the hours of 10:00 p.m. and 7:00 a.m.
- F. No mobile vending business providing the sales of food/liquids for immediate consumption to the public shall locate or operate within seven hundred fifty (750) feet of an existing restaurant unless they are part of a City Special Event.
- G. A mobile vending business providing the sales of food/liquids for immediate consumption to the public may only locate on the property of an existing restaurant if:
1. The record owner of the established restaurant provides written consent, and
 2. The restaurant is no closer than seven hundred fifty (750) feet to another restaurant.
- H. Sale of Liquor. Selling or serving of liquor, including beer, wine, and all alcoholic beverages from food trucks shall be regulated by Section 5.20 (LIQUOR CODE) of the City's Code of Ordinances.
- I. A mobile vending business shall only be permitted to connect to City water, electric, or other utility to conduct business with the written consent of the City or via City approved connections within a licensed Mobile Vending Park.
- J. A mobile vending business shall provide for a garbage receptacle for refuse that is to be adequate, maintained and emptied regularly.
- K. Rules and regulations as prescribed in Chapter 5.04 "Business Licensing and Regulations" of the code.

Section 5.50.050 Sales Tax Returns.

- A. To Illinois: Report of the tax return filed by the person engaged in the business of selling tangible personal property at retail with the Illinois Department of Revenue pursuant to 35 ILCS 120, as amended, (commonly known as "Retailers' Occupation Tax Act") showing the total sales made by such person for the preceding calendar month.
- B. To Columbia: A copy of the submitted tax return pursuant to 35 ILCS 120 to the Illinois Department of Revenue shall be filed with the City Treasurer on or before the twentieth day of each calendar month.