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 Venders 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

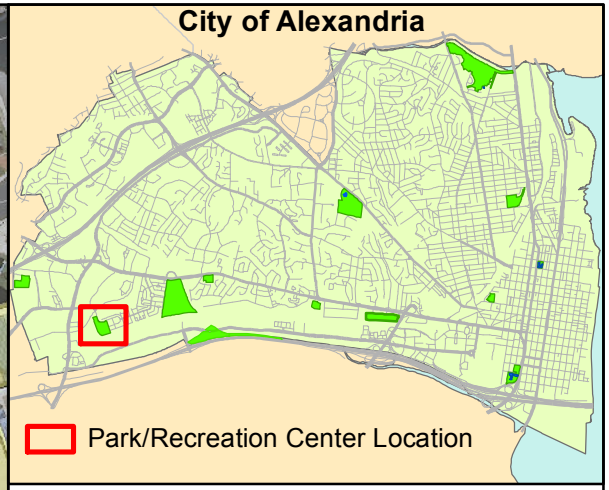
Attachment

Park Locations	
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.	**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
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

N
W E
S

0 80 160 240 320 Feet

Parks with Off-Street Parking

Off-Street Parking Lot

Date: 06-25-2014

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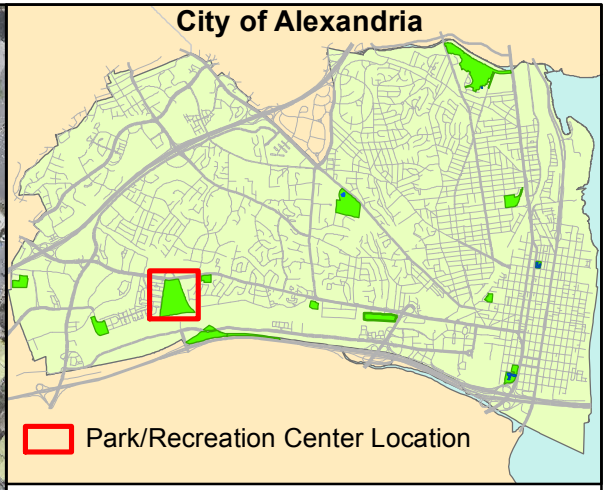

BEN BRENMAN PARK
4800 Brenman Park Dr.

N
W E
S

0 150 300 450 600 Feet

Parks with Off-Street Parking
Off-Street Parking Lot

Date: 06-25-2014

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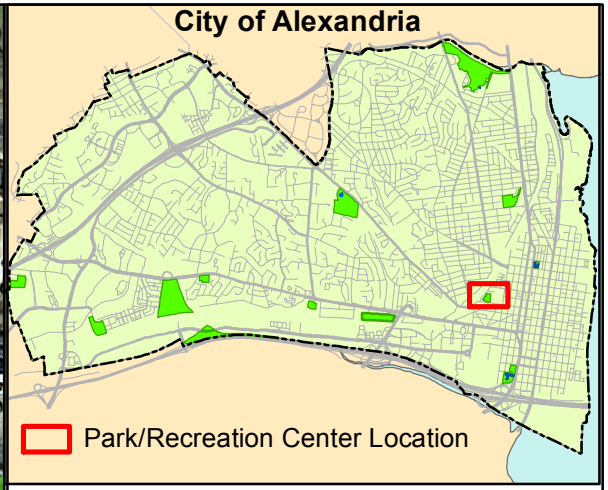

BUCHANAN PARK/OLD TOWN POOL
1609 Cameron St.

N
W E
S

0 100 200 300 400 Feet

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

Date: 06-25-2014

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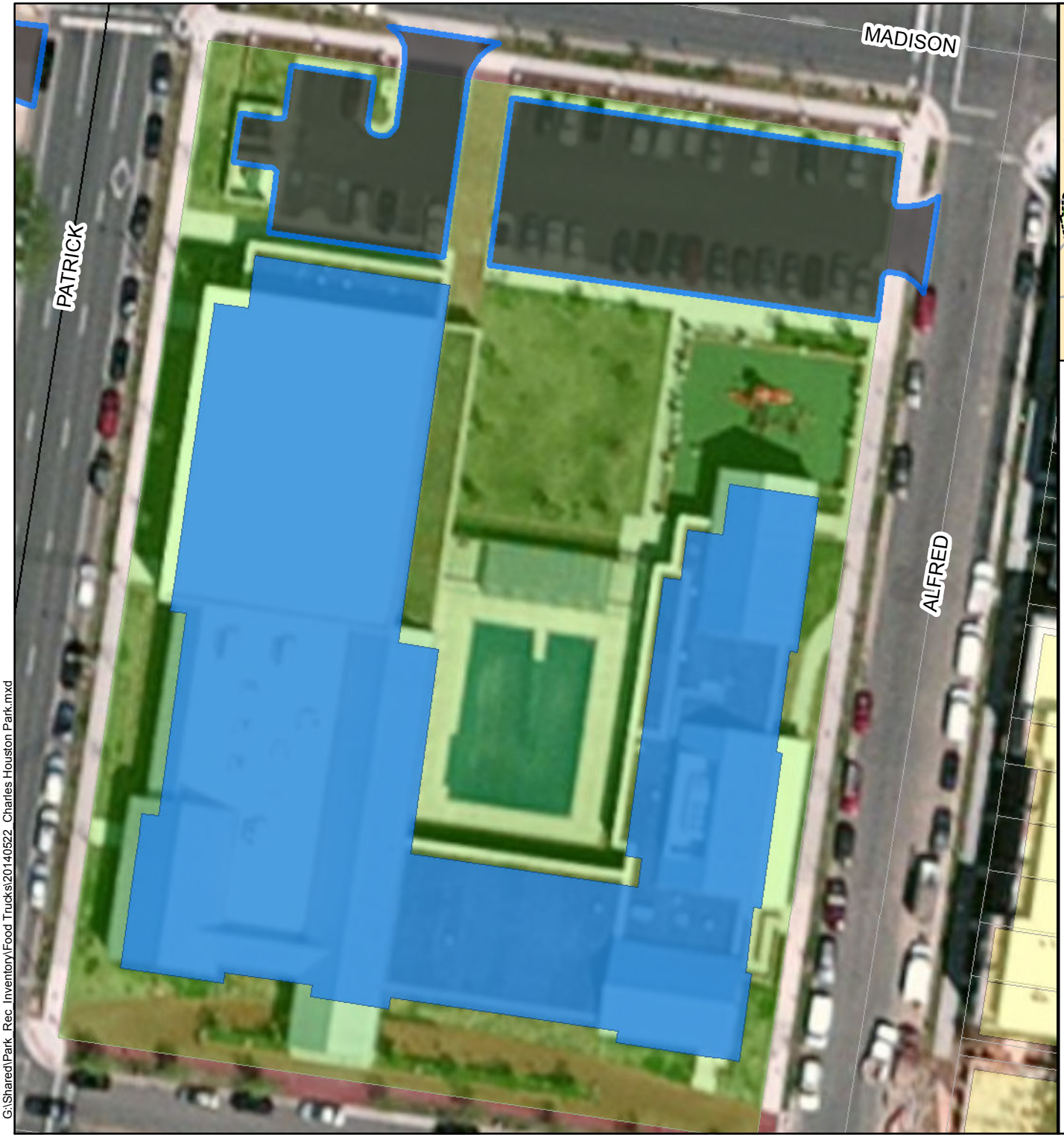

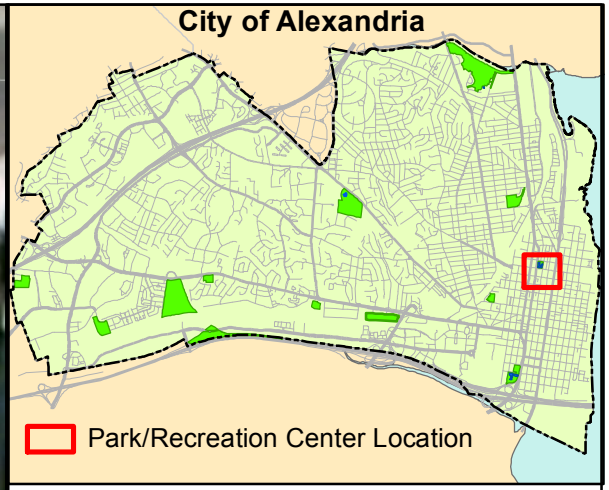

CHARLES HOUSTON REC. CENTER
9011 Wythe St.

N
W E
S

0 30 60 90 120 Feet

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

Date: 06-25-2014

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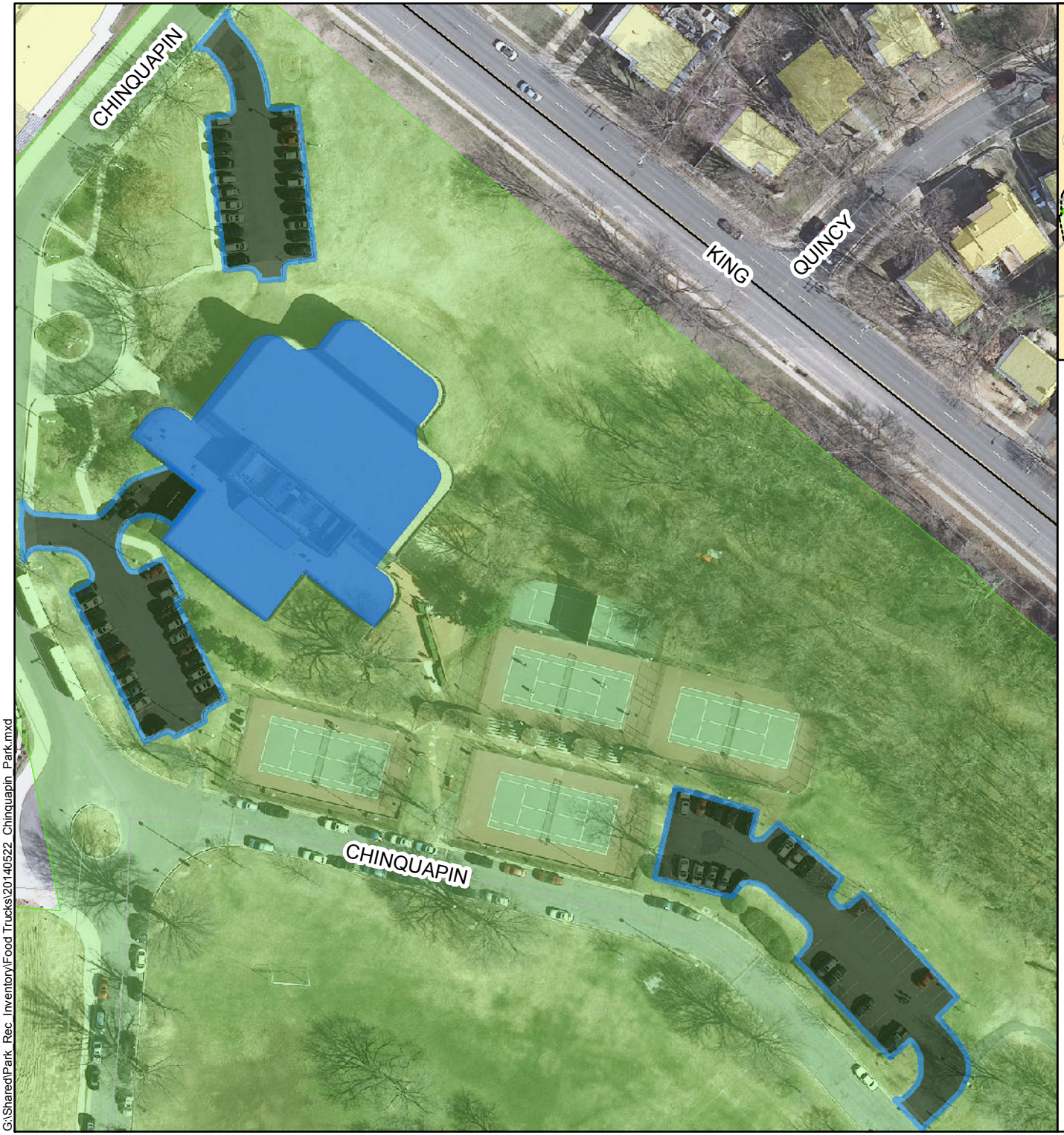

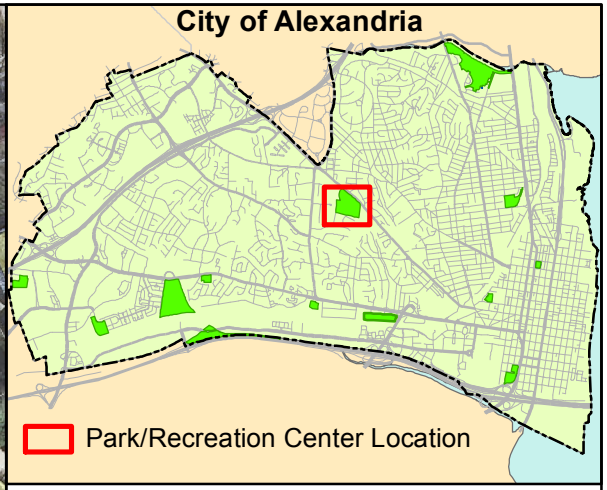

CHINQUAPIN PARK &
CHINQUAPIN PARK REC. CENTER
3201 King St

N
W E
S

0 60 120 180 240 Feet

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

Date: 06-25-2014

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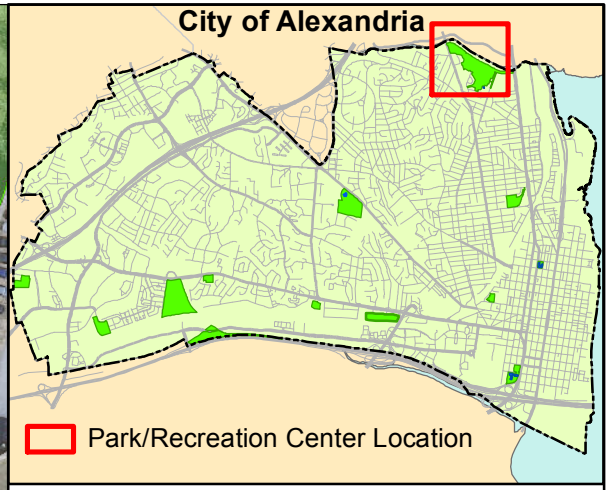

CORA KELLY REC CENTER
4131 Mount Vernon Ave.

N
W E
S

0 60 120 180 240 Feet

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

Date: 06-25-2014

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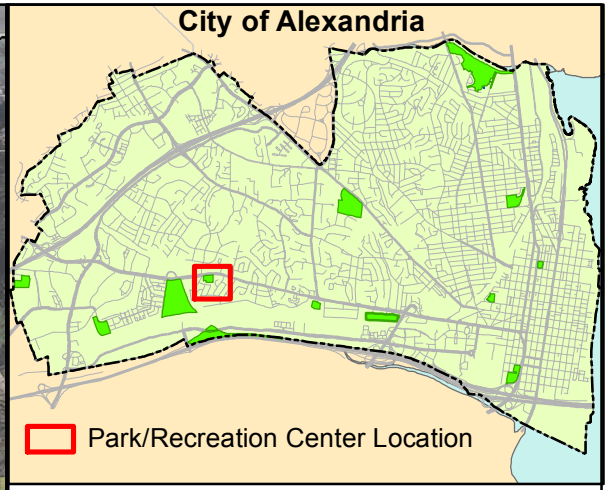

EWALD PARK
4452 Duke St.

N
W E
S

0 60 120 180 Feet

Parks with Off-Street Parking
Off-Street Parking Lot

Date: 06-25-2014

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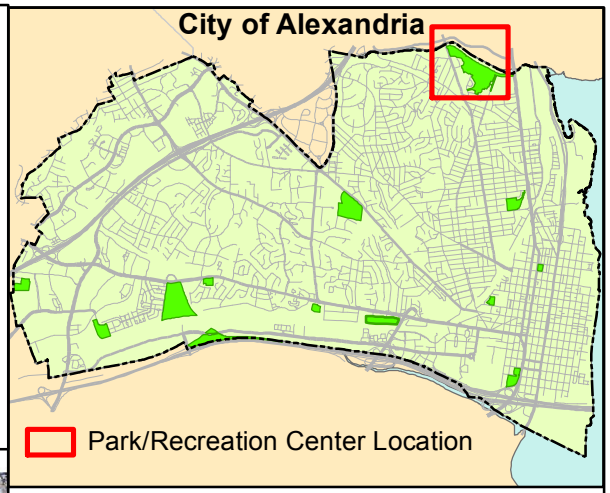

FOUR MILE RUN
4131 Mount Vernon Ave.

N
W E
S

0 300 600 900 1,200 Feet

Parks with Off-Street Parking
Off-Street Parking Lot

Date: 06-25-2014

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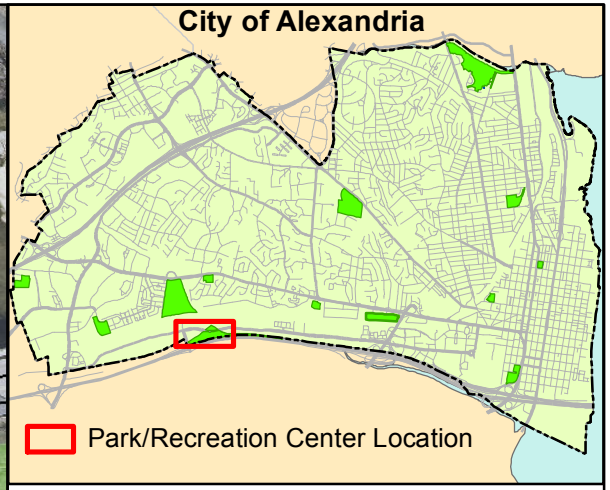

JOSEPH HENSLEY PARK
4200 Eisenhower Ave.

N
W E
S

0 100 200 300 400 Feet

Parks with Off-Street Parking
Off-Street Parking Lot

Date: 06-25-2014

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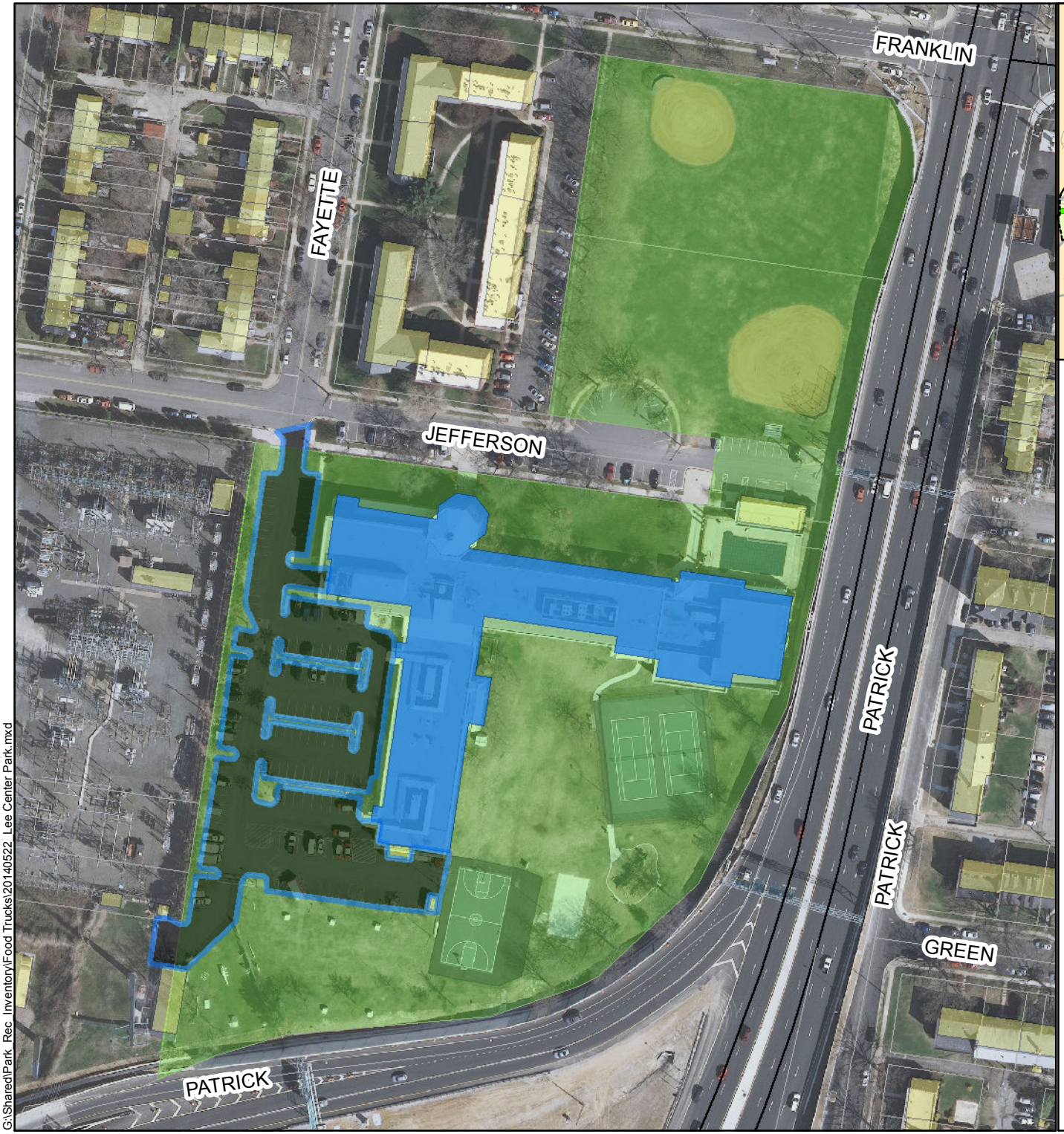

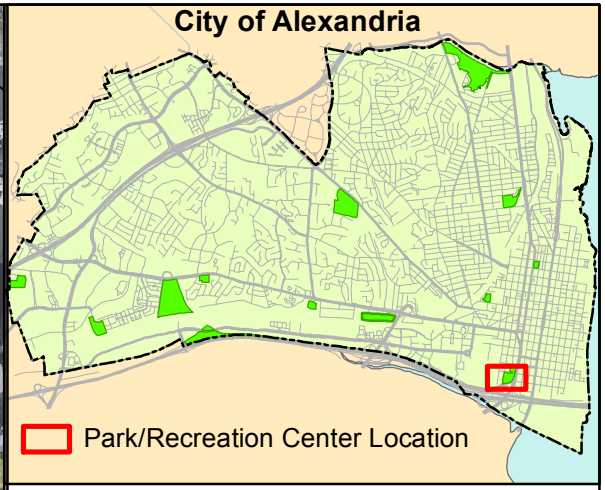

LEE & NANNIE J LEE REC. CENTER
1108 Jefferson St.

N
W E
S

0 90 180 270 360 Feet

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

Date: 06-25-2014

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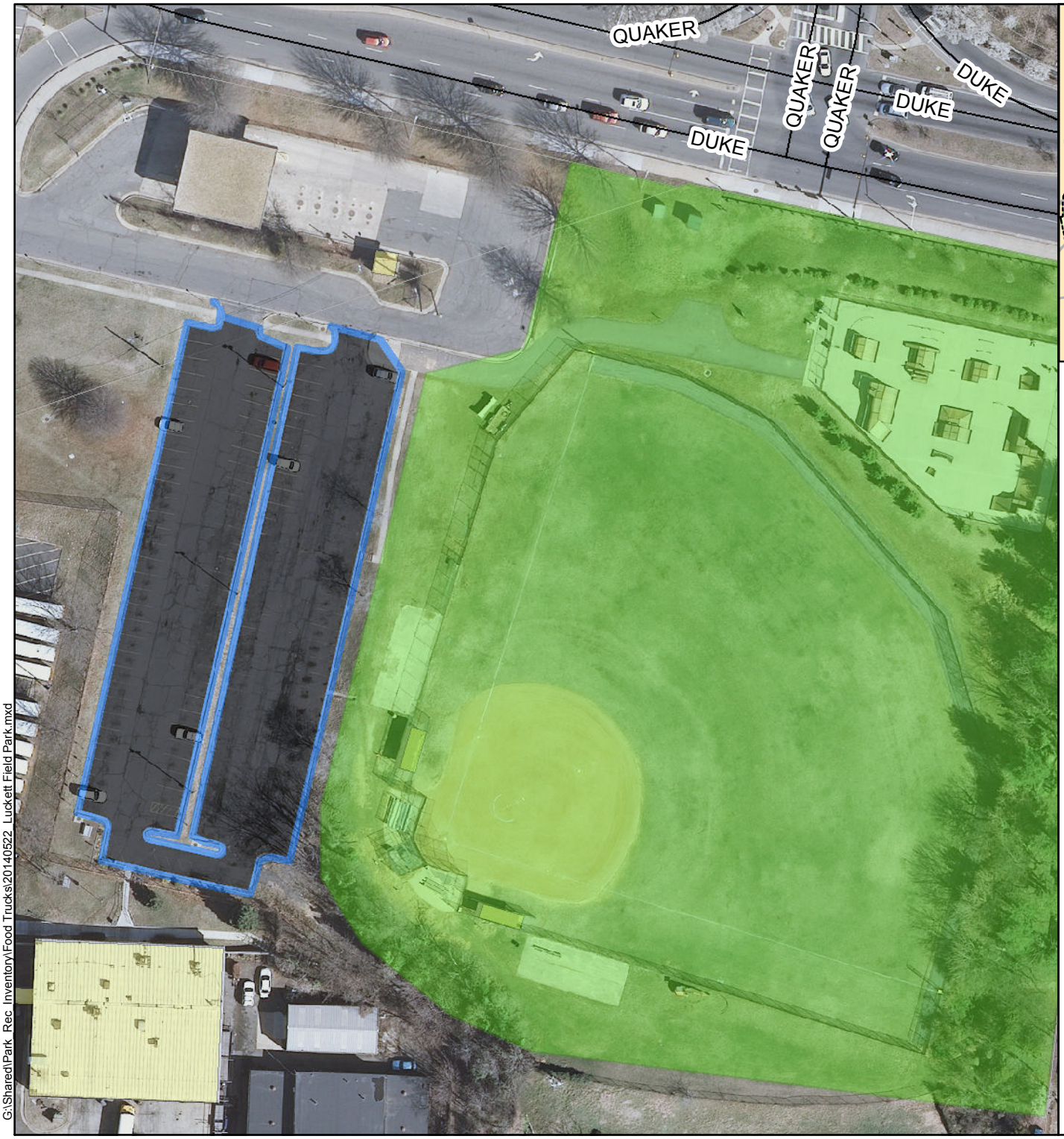

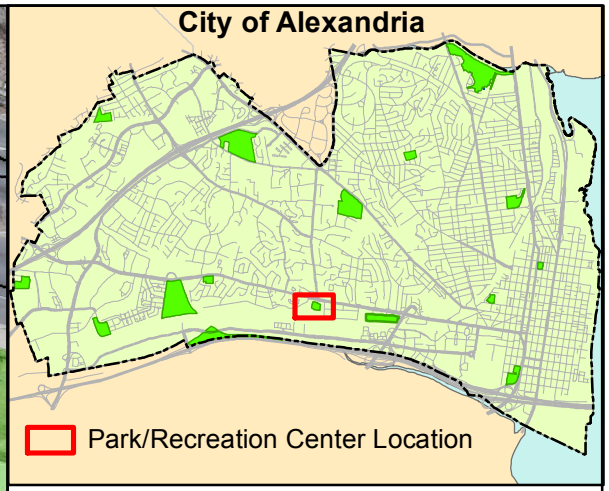

LUCKETT FIELD/SKATEBOARD PARK

3540 Wheeler Ave.

N
W E
S

0 40 80 120 160 200 Feet

Parks with Off-Street Parking

Off-Street Parking Lot

Date: 06-25-2014

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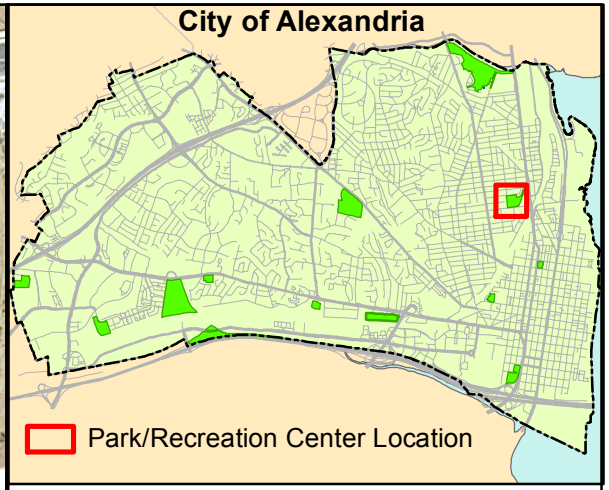

EUGENE SIMPSON PARK

426 Monroe Ave.

N
W E
S

0 60 120 180 240 300 Feet

Parks with Off-Street Parking

Off-Street Parking Lot

Date: 06-25-2014

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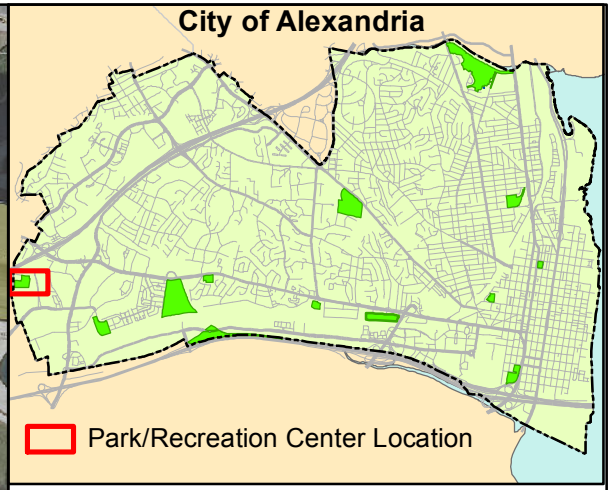

STEVENSON PARK
300 Stultz Park

N
W E
S

0 50 100 150 200 250 Feet

Parks with Off-Street Parking
Off-Street Parking Lot

Date: 06-25-2014

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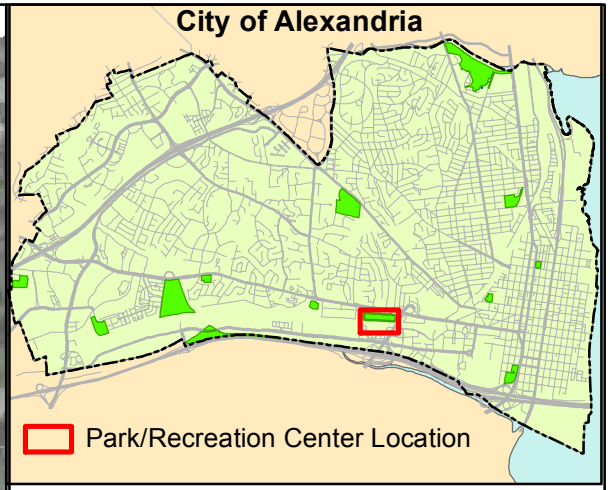

WITTER RECREATIONAL FIELDS

2700 Witter Dr.

N
W E
S

0 140 280 420 560 700 Feet

Parks with Off-Street Parking

Off-Street Parking Lot

Date: 06-25-2014

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