



TOWN OF OCCOQUAN
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Occoquan Town Council
Work Session Meeting
March 21, 2017 | 7:00 p.m.

- 1. Call to Order**
- 2. Regular Items**
 - a. FYE 2016 Financial Audit Presentation
 - b. FY 2017 2nd Quarter Report (October-December)
 - c. Zoning Policy Guidance: Chicken Coops and Food Trucks
 - d. River Mill Park Trail Improvements Update
- 3. Adjournment**



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

2. Regular Business - Work Session	Meeting Date: March 21, 2017
2 A: FYE 2016 Financial Audit Presentation	

Explanation and Summary:

The review of the FYE 2016 financials has been completed and a representative from Robinson, Farmer, Cox & Associates will provide a presentation of the audit during the work session. This is an opportunity for Council to be briefed on the status of the report and have any questions addressed. The Town Council vote to accept the FYE June 30, 2016 Financial Report will be at the April 4, 2017 Regular Town Council meeting.

A copy of the report will be provided at the meeting.

Attachments: None.



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

2. Regular Business - Work Session	Meeting Date: March 21, 2017
2 B: FY 2017 2nd Quarter Report (October-December)	

Explanation and Summary:

The second quarter financial report (October - December) of Fiscal Year (FY) 2017 will be presented.

Attachments: (1) FY 2017 2nd Quarter Financial Report

TOWN OF OCCOQUAN
Balance Sheet Prev Year Comparison
As of December 31, 2016

	12/31/2016	12/31/2015	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
10001 · Petty Cash	100	100	-
10020 · Operating Account - Payroll	16,524	15,487	1,037
10021 · Operating Account	31,987	161,300	(129,313)
10030 · Craft Show - Checking	8,077	11,330	(3,253)
10031 · Craft Show - MM/CD	200,000	200,000	-
10032 · Craft Show - MM	164,943	178,838	(13,895)
10033 · Craft Show - PayPal	-	413	(413)
10034 · Craft Show - Investment Pool	100,951	100,015	936
10080 · Mamie Davis - Checking	4,183	4,373	(190)
10081 · Mamie Davis - MM/CD	100,000	100,000	-
10090 · Bricks Account	-	3,963	(3,963)
10092 · Bricks MM	6,097	-	6,097
Total Checking/Savings	632,864	775,819	(142,956)
Accounts Receivable			
10180 · Accounts Receivable	15,299.66	138,640.39	(123,341)
10190 · Real Estate Receivable	1,553.26	3,095.90	(1,543)
10200 · Sales Tax Receivable	4,043.91	4,052.32	(8)
10250 · Engineering Receivable	1,858	5,800	(3,943)
10260 · Building Official Receivable	(11,705)	(1,290)	(10,415)
10270 · BPOL Receivable	102	-	102
Total Accounts Receivable	11,151	150,299	(139,148)
Other Current Assets			
10230 · Inventory	1,737	1,985	(248)
11000 · Prepaid Expenses	-	10,129	(10,129)
12000 · Property Deposit	40,000	-	40,000
Total Other Current Assets	41,737	12,114	29,623
Total Current Assets	685,752	938,232	(252,480)
TOTAL ASSETS	685,752	938,232	(252,480)

TOWN OF OCCOQUAN
Balance Sheet Prev Year Comparison
As of December 31, 2016

	12/31/2016	12/31/2015	\$ Change
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 · Accounts Payable	29,289	240,339	(211,051)
Total Accounts Payable	29,289	240,339	(211,051)
Other Current Liabilities			
20930 · Security Deposit	-	1,300	(1,300)
20935 · Performance Bond	4,126	4,126	-
20940 · Unearned Craft Show Revenue	12,122	8,973	3,149
20950 · Unearned Other Revenue	750	700	50
20980 · Unearned R.E. Tax	25,417	46,191	(20,774)
21100 · Grant Pass-thru	-	200	(200)
21200 · Payroll Liabilities	11,893	8,617	3,276
Total Other Current Liabilities	54,307	70,107	(15,800)
Total Current Liabilities	83,596	310,446	(226,850)
Total Liabilities	83,596	310,446	(226,850)
Equity			
30000 · Restricted-Mamie Davis Fund	100,000	100,000	-
30010 · Operating Reserve	200,000	200,000	-
30020 · Unrestricted Retained Earnings	(14,312)	(30,512)	16,200
30030 · Temporarily Restricted - CS	143,223	221,407	(78,184)
30040 · Temporarily Restricted - CIP	337,000	226,500	110,500
30050 · Temporarily Restricted - MDP	3,673	4,072	(399)
30060 · Temporarily Restricted - PS Grant	23,424	14,206	9,217
30070 · Temporarily Restricted - PEG	209	-	209
Net Income	(191,060)	(107,888)	(83,172)
Total Equity	602,156	627,786	(25,630)
TOTAL LIABILITIES & EQUITY	685,752	938,232	(252,480)

TOWN OF OCCOQUAN
General Fund Profit & Loss Budget vs. Actual
July through December 2016

Ordinary Income/Expense	Jul '16 - Dec '16	Budget	\$ Over Budget	% Over Budget
Income				
40000 - TAXES				
40010 - Real Estate Tax	-	-	-	0%
40020 - Meals Tax	113,201	93,277	19,924	21%
40030 - Sales Tax	12,481	12,250	231	2%
40040 - Utility Tax	15,627	16,000	(373)	-2%
40050 - Communications Tax	22,024	22,500	(476)	-2%
40060 - Transient Lodging Tax	70	-	70	100%
Total 40000 - TAXES	163,403	144,027	19,376	13%
41000 - FEES/LICENSES				
41010 - Auto Decals	11,372	11,000	372	3%
41020 - Business Licenses	1,173	-	1,173	100%
41030 - Late Fees	642	1,000	(358)	-36%
41040 - Fines - Public Safety	14,066	6,000	8,066	134%
41050 - Architectural Review Board Fees	60	75	(15)	-20%
41060 - Precious Metal License	200	-	200	100%
41070 - ATM Fees	1,500	1,500	-	0%
41080 - Dock Fees	341	175	166	95%
41100 - Administrative Fees	1,590	1,000	590	59%
41110 - Services Revenue- Bldg Official	6,600	22,000	(15,400)	-70%
41120 - Services Revenue - Engineering	179,059	10,000	169,059	1691%
41130 - Services Revenue - Legal	-	1,250	(1,250)	-100%
41140 - Services Revenue - Other	180	1,000	(820)	-82%
Total 41000 - FEES/LICENSES	216,782	55,000	161,782	294%
42000 - GRANTS				
42010 - Litter Grant	1,031	1,050	(19)	-2%
42020 - Public Safety (HB 599)	10,992	10,500	492	5%
42030 - Safety	1,000	-	1,000	100%
42040 - Grant - Other	-	-	-	0%
Total 42000 - GRANTS	13,023	11,550	1,473	13%
43000 - RENTALS				
43010 - Town Hall	-	300	(300)	-100%
43020 - River Mill Park	-	1,000	(1,000)	-100%
43030 - Mamie Davis Park Rental	-	-	-	0%
Total 43000 - RENTALS	-	1,300	(1,300)	-100%
44000 - OTHER				
44010 - General Fund Interest	53	33	20	62%
44040 - Bricks Revenue	2,011	3,500	(1,489)	-43%
44050 - General Fund - Sponsorships	3,016	-	3,016	100%
44060 - Other	5,128	-	5,128	100%
Total 44000 - OTHER	10,208	3,533	6,675	189%
Total Income	403,415	215,409	188,006	87%

TOWN OF OCCOQUAN
General Fund Profit & Loss Budget vs. Actual
July through December 2016

Expense	Jul '16 - Dec '16	Budget	\$ Over Budget	% Over Budget
Total 60000 · PERSONNEL SERVICES	160,083	153,430	6,653	4%
60400 · PROFESSIONAL SERVICES				
60410 · Building Official Services				
60415 · Services Expense - Bldg Official	3,745	-	3,745	100%
60410 · Building Official Services - Other	6,450	22,000	(15,550)	-71%
Total 60410 · Building Official Services	10,195	22,000	(11,805)	-54%
60420 · Consulting	270	-	270	100%
60430 · Zoning and Engineering Services				
60435 · Services Expenses - Zoning/Engineering	176,859	-	176,859	100%
60430 · Zoning and Engineering Services - Other	18,643	25,000	(6,358)	-25%
Total 60430 · Zoning and Engineering Services	195,501	25,000	170,501	682%
60440 · Legal Services				
60445 · Services Expense - Legal	-	-	-	0%
60440 · Legal Services - Other	30,841	25,000	5,841	23%
Total 60440 · Legal Services	30,841	25,000	5,841	23%
60450 · Audit Services	-	-	-	0%
60460 · Payroll Processing	300	300	-	0%
60465 · Financial System Maintenance	800	1,500	(700)	-47%
60470 · Bank Charges	189	50	139	278%
Total 60400 · PROFESSIONAL SERVICES	238,096	73,850	164,246	222%
Total 60800 · INFORMATION TECHNOLOGY SERVICES	11,283	5,200	6,083	117%
Total 61200 · MATERIALS AND SUPPLIES	9,443	4,650	4,793	103%
Total 61600 · OPERATIONAL SERVICES	3,839	2,900	939	32%
Total 62000 · CONTRACTS	43,399	39,042	4,357	11%
Total 62400 · INSURANCE	7,714	8,360	(646)	-8%
Total 62800 · PUBLIC INFORMATION	1,740	1,800	(60)	-3%
Total 63200 · ADVERTISING	2,275	6,825	(4,550)	-67%
Total 63600 · TRAINING AND TRAVEL	2,553	6,050	(3,497)	-58%
Total 64000 · VEHICLES AND EQUIPMENT	6,470	6,450	20	0%
Total 64400 · SEASONAL	1,517	3,250	(1,733)	-53%
Total 64800 · TOWN HALL	5,940	4,385	1,555	35%
Total 65200 · MILL HOUSE MUSEUM	6,486	6,370	116	2%
Total 65600 · VISITORS CENTER	105	370	(265)	-72%
Total 66000 · MAINTENANCE YARD (Commerce)	1,024	920	104	11%
Total 66400 · MILL STREET STORAGE FACILITY	-	-	-	0%
Total 66800 · RIVER MILL PARK & FACILITY	16,978	9,120	9,038	99%
Total 67200 · MAMIE DAVIS PARK	1,096	1,025	71	7%
Total 68400 · STREETS AND SIDEWALKS	91	875	(784)	-90%
Total 68800 · HISTORIC DISTRICT	7,531	4,100	3,431	84%
Total 69200 · SPECIAL EVENTS	3,409	4,450	(1,041)	-23%
Total Expense	531,070	343,422	187,648	55%
Net Income	(127,655)	(128,013)	358	0%

Craft Show Fund	Jul '16 - Dec '16	Budget	\$ Over Budget	% Over Budget
Income	113,549	108,563	4,986	5%
Expense	53,152	52,054	1,098	2%
	60,397	56,509	3,889	7%

Mamie Davis Park Fund	Jul '16 - Dec '16	Budget	\$ Over Budget	% of Budget
Income	1,800	1,000	800	80%
Expense	510	1,000	(490)	-49%
	1,290	-	1,290	100%

PEG Fund	Jul '16 - Dec '16	Budget	\$ Over Budget	% of Budget
Income	-	-	-	0%

CIP Fund	Jul '16 - Dec '16	Budget	Remaining Budget
70001 - Mill St. Revitalization Project	12,324	-	(12,324)
70002 - Intersection Improvements	-	10,000	10,000
70003 - Street Maintenance	-	15,000	15,000
70004 - Sidewalk Maintenance	-	20,000	20,000
70005 - Building Maintenance	-	5,000	5,000
70006 - Stormwater Management	-	5,000	5,000
70008 - Trash/Recycling Containers	-	11,000	11,000
70009 - Town Hall Renovations	33,439	25,000	(8,439)
70012 - Gas Light Replacement	-	18,000	18,000
70014 - Parking/Traffic Study	-	10,000	10,000
70017 - Community Planning Project	-	15,000	15,000
72001 - Tanyard Hill Parcel - Site Research	-	5,000	5,000
72003 - River Park Project	64,460	5,000	(59,460)
72004 - Canoe/Kayak Ramp	5,970	140,000	134,030
72007 - Tree Canopy Maintenance	-	5,000	5,000
74002 - In-Vehicle Laptop Replacement	-	2,000	2,000
74004 - Body/In-Car Camera System	-	7,000	7,000
76001 - Computer Upgrades	1,322	1,000	(322)
76005 - A/V Equipment - Town Hall	5,993	5,000	(993)
76006 - Document Management System	-	10,000	10,000
78002 - Town Code Recodification/Legal Review	-	20,000	20,000
78004 - Comprehensive Plan Review/Update	1,585	-	(1,585)
78005 - Office Equipment Replacement		3,000	3,000
Total 70000 - CIP EXPENSE	125,093	337,000	211,907

70001 - Mill St. Revitalization Project is comprised of acquisition costs



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

2. Regular Business - Work Session	Meeting Date: March 21, 2017
2 C: Zoning Policy Guidance: Chicken Coops and Food Trucks	

Explanation and Summary:

Recently, residents have inquired if chicken coops were permitted within the Town's limits. Currently there are no regulations within the Town Code that prohibit the keeping of chickens or other types of animals that residents may wish to keep on their property. The Zoning Administrator has researched this topic and has provided information from Spotsylvania County and Prince William County that addresses this issue.

In addition, the issue of food trucks has been raised several times within the last few months, and is a topic of issue for many localities who are also challenged with how to regulate food trucks within their jurisdictions. Currently, food trucks are permitted to operate within VDOT right-of-ways, with permits issued to the locality, not to individual businesses. Currently, the town does not hold a permit with VDOT to permit food trucks within VDOT right-of-way. In addition, the Town Code currently does not permit commercial activities on town property. The only exception is during the semi-annual craft shows. Staff is requesting direction from Council on how to proceed in either allowing and regulating food trucks operating within the town, or to not permit this activity outside of the semi-annual craft show.

Guidance from the Town Council on these two topics is requested in order to update the Zoning Ordinance during the update process currently underway.

Attachments: (4) Spotsylvania County Chicken Coop Ordinance
Prince William County Domestic Fowl Ordinance
City of Alexandria Food Truck Ordinance
Arlington County Guidelines for Vendors

- **Sec. 23-5.2.2. - Development standards; use limitations.**

(1)

No accessory structure shall be occupied or utilized unless the principal structure to which it is an accessory to is occupied and utilized.

(2)

All structures accessory to single-family detached dwellings, to include such extensions permitted by [section 23-5.1.2](#), shall cover no more than thirty (30) percent of the area within the minimum required rear yard.

(3)

The following standards shall apply to fences and walls except when modified by the issuance of a special use permit. These height limitations shall not apply to stormwater management facilities. Public utilities, distribution, public utilities generation and public utilities, transmission which are not otherwise already exempt from the ordinance from which this section derives pursuant Virginia Code § 56-46.1, shall be exempt from the regulations of the ordinance from which this section derives for any fencing used in connection with such use:

(a)

Agriculture and rural districts (A-2, A-3, R-A, Ru). Fences and walls may be constructed to a maximum of ten (10) feet in height in any rear or side yard, and four (4) feet in height in any front yard, except within the sight triangle, and except as otherwise allowed for agricultural uses. For agricultural uses including but not limited to containing livestock, fences and walls may be constructed to a maximum of eight (8) feet in height in any front yard, except within the sight triangle. The use of barbed wire, electricity or similar contrivance that may cause bodily harm shall not be allowed in subdivisions, developments, or estates where the lot is less than one (1) acre in area or along any property line adjacent to a residential subdivision or development where any lot is less than one (1) acre in area.

(b)

Residential districts (R-1, R-2, R-3, R-8, R-12, RR). Fences and walls may be constructed to a maximum height of ten (10) feet in any side or rear yard and to a maximum height of four (4) feet in any front yard, except within the sight triangle. The use of barbed wire, electricity or similar contrivance that may cause bodily harm shall not be allowed in these residential districts on any lot less than one (1) acre.

(c)

Commercial districts (C-1, RC) and office districts (O-1, O-2). Fences and walls may be constructed to a maximum height of ten (10) feet in any side or rear yard and to a maximum of four (4) feet in any front yard, except within the sight triangle. The use of barbed wire, electricity or any similar contrivance that may cause bodily harm shall not be allowed in these commercial and office districts except when incorporated into a fence at a height of not less than seven (7) feet above the nearest adjacent grade and located on arms which do not protrude onto or over any adjacent property.

(d)

Commercial (C-2, C-3) and industrial districts (I-1, I-2). Fences and walls may be constructed to a maximum height of ten (10) feet in any yard except for within the sight triangle. The use of barbed wire, electricity or any similar contrivance that may cause bodily harm shall not be allowed in these commercial and industrial districts except when incorporated into a fence at a height of not less than seven (7) feet above the nearest adjacent grade and located on arms which do not protrude onto or over any adjacent property.

(e)

Planned development districts (PDH, PDC). Fences and walls shall conform to the criteria for fences and walls for the type of zoning district (residential or commercial) in which the fence is to be located within the planned development district.

(f)

The use of razor wire shall be prohibited except in the instance of a correctional facility, penal facility or similar type use.

(4)

Keeping of domestic laying hens as permitted in accessory uses [section 23-5.3.2](#) shall be limited to permanent confinement within a **chicken** coop constructed to provide at least three (3) square feet of roost space per **chicken** in the coop with an additional five (5) square feet of run space per hen;

(a)

All feed for the keeping of domestic laying hens shall be kept in a secure container or location in order to prevent the attraction of rodents and other animals;

(b)

In addition to the requirements in this section, keeping of domestic laying hens shall also be subject to: Coop certificate for keeping domestic laying hens in section 23-4.14; section 23-5.3, Accessory uses; [chapter 13](#), Nuisances, and performance standards located in [chapter 4](#), article I, Animals and fowl in general.

(Ord. No. 23-160, 1-13-15)

• **Sec. 23-5.2.3. - Location regulations.**

(1)

If a building that otherwise would be considered accessory is attached to a principal building by any wall or roof construction, it shall be deemed to be a part of the principal building and shall comply in all respects with the requirements of this chapter applicable to a principal building.

(2)

The required minimum yards referenced in this section shall refer to the minimum yards in the applicable zoning district for the principal building(s) with which the accessory-type building is associated.

(3)

Ground-supported antenna structures for the operation of private radio facilities authorized by the Federal Communications Commission regulations may be permitted in an agricultural, rural or residential district provided that such structures shall not be located closer to any lot line than a distance equal to their height.

(4)

Off-street parking and loading spaces shall be located in accordance with the provisions of this chapter and article 5 of the Design Standards Manual.

(5)

Recreational courts, including but not limited to tennis courts, basketball courts and the like may not extend into any required yard.

(6)

All **chicken** coops and **chicken** tractors as permitted in the R-1, R-2, R-3, R-R, V, PD-H districts, and A-2, A-3, Ru, R-A, PRR lots under five (5) acres where the keeping of domestic laying hens are permitted shall be located behind the primary structure (outside of the side yard), or ten (10) feet from adjoining property lines not owned by the applicant, whichever is greater, and thirty-five (35) feet from any dwelling located on a property not owned by the applicant. Additionally:

(a)

No such structure in any instance within the zoning districts as specified above shall be located in a resource protection area (RPA) or storm drainage area that would allow fecal matter to enter any storm drainage system, water body or stream.

(7)

The following regulations shall apply to the location of all freestanding structures or uses except that specifically set forth in subsections (1)—(6) above:

(A)

No accessory structure, except a statue, basketball standard or flagpole, shall be located (a) in any minimum required front yard on any lot or (b) in any front yard on any lot containing less than two (2) acres or (c) in residential resort (RR) or resort agricultural (RA) district on any lot containing less than one (1) acre. When located in a front yard, these exempt structures shall not be located closer than fifteen (15) feet to a front lot line or twelve (12) feet to a side lot line.

(B)

Any residential accessory structure may extend into required rear and side yards but shall be located no closer than ten (10) feet from the rear and side yard lot lines or in cluster subdivisions no closer than five (5) feet from the rear and side yard lot lines.

(C)

Any commercial or industrial accessory structures must meet minimum yard requirements as set forth in the underlying zoning district, except for accessory structures that are less than or equal to two hundred fifty (250) square feet where a ten (10) foot rear yard is required.

(Ord. No. 23-160, 1-13-15)

- *Cemetery* means property used for the burial or interment of the deceased.

Chicken coop includes any fully enclosed and covered hen house, and associated run space providing a predator resistant shelter that is thoroughly ventilated, provides adequate sun and shade and all season protection from the elements, designed to be easily accessed and cleaned where poultry and/or **chicken** lives.

Chicken tractor means a movable fully enclosed structure commonly used for pastured chickens who graze on fresh grass daily. The tractor is moved every day or week as needed for the chickens to have fresh grass underneath them. Chicken tractors can be used as permanent or temporary housing for chickens; and are considered a type of **chicken** coop.

Child care center means any facility licensed and operated in accordance with the provisions of section 63.1-195 of the Code of Virginia, 1950, as amended, for the purpose of providing care, protection, and guidance to a group of children separated from their parents or guardians during a part of the day only.

Church. See Place of worship.

Civic, social or fraternal facility means a building or meeting facility which is restricted to members and guests of members of a non-profit association or corporation, including accessory uses, such as temporary rental of the facility to nonmembers, recreational facilities, banquet facilities but not including the sale of goods or services to the general public on the premises on a regular basis.

Civic and sports arena means a large open or enclosed facility used for sports games and major events either partly or completely surrounded by tiers of seating for spectators.

Cluster subdivision/development. See *Subdivision, cluster.*

Co-location means the shared use of an antenna support structure by two (2) or more wireless service providers or other entities operating antennae.

College or university means an educational institution, including medical schools, authorized to award higher education, certification, associate, baccalaureate, masters or doctorate degrees.

Community center means a facility in which events, meetings and ceremonies, services are conducted by organizations including but not limited to civic clubs, businesses and individuals, for their own use or for rent. Such facilities may be publicly or privately owned and operated and include on-site kitchens or provide for catered meals. A hotel which includes meeting facilities is not considered a community center.

Contractor's offices and shops means establishments for the installation and servicing of such items as air conditioners, electrical equipment, flooring, heating, painting, plumbing, roofing, tiling and ventilating and establishments for the planting and maintenance of gardens, grounds and yards such as landscape contractors and lawn maintenance services.

Contributing building, structure, or landscape means a building, structure, or landscape which has historic or cultural significance by reason of type, period, design, style, workmanship, form, materials, architectural details, or historic association to a significant event, or person, or has or may yield information important to prehistory or history.

Convenience store means any retail establishment offering for sale prepackaged food products, household items, newspapers and magazines, fresh fruits and vegetables, sandwiches and other freshly prepared foods, such as salads, for off-site consumption and containing less than seven thousand five hundred (7,500) square feet of gross floor area. The definition of convenience store shall not include fuel dispensing facilities unless such facilities are permitted or approved through special use permit consistent with zoning district provisions.

Convent, monastery, seminary and nunnery means an establishment of a religious order for the housing and/or education of male or female members.

Conventional subdivision. See *Subdivision, conventional.*

Correctional facility means a public or privately operated use providing housing and care for individuals legally confined, designed to isolate those individuals from a surrounding community.

Country club means a recreational facility, restricted to members and their guests, which generally includes a clubhouse, dining, eating and/or drinking establishment, and recreational facilities including but not limited to golf course(s), tennis courts, and swimming pools.

Crematory or crematorium means a facility containing a furnace for cremation of deceased human bodies.

Cultural center, museum or similar facilities means establishments that document the social, environmental, or religious structures and intellectual and artistic manifestations that characterize a society including museums, art galleries, botanical and zoological gardens of a natural, historic, educational, or cultural interest.

Dam means a manmade structure across a watercourse use to retain water.

Dam break inundation zone, as defined by the Code of Virginia, § 10.1-604 means the area downstream of a dam that would be inundated or otherwise directly affected by the failure of the dam. The dam break inundation zone shall be shown on the dam break inundation zone map filed with the state department of conservation and recreation and the county.

Deck line means the intersection of two (2) roof surfaces of a mansard roof forming the highest horizontal line of the steeper roof slope.

Design standards means the County Design Standards Manual, adopted concurrently with this chapter, as the same may be amended from time to time, and incorporated by reference in this chapter.

Diameter at breast height means the diameter of a tree measured outside the bark at a point four and one-half (4.5) feet above ground.

Direct line of sight means the ability to directly view an area without the benefit or assistance of a mirror, video camera or similar aid.

Domestic laying hens include any varietal of egg laying **chicken**, either fertile or barren.

- **DIVISION 14. - COOP CERTIFICATE FOR KEEPING OF DOMESTIC LAYING HENS**

- **Sec. 23-4.14.1. - Definitions.**

Chicken coop, as defined in [section 23-2.1.4.](#), Definitions.

Domestic laying hen, as defined in [section 23-2.1.4.](#), Definitions.

(Ord. No. 23-153, 2-12-13; Ord. No. 23-160, 1-13-15)

- **Sec. 23-4.14.2. - Certificate—Required.**

It shall be unlawful for any person to keep domestic laying hens as permitted in the R-1, R-2, R-3, R-R, V, PD-H, and A-2, A-3, Ru, R-A, PRR lots under five (5) acres in the county, unless such person has secured a valid coop certificate for the housing of such domestic laying hens in accordance with the provisions of this article. Such certificate is not required in A-2, A-3, Ru, R-A lots over five (5) acres where agricultural uses including but are not limited to the keeping of domestic laying hens, are permitted.

(Ord. No. 23-153, 2-12-13; Ord. No. 23-155, 3-11-14; Ord. No. 23-160, 1-13-15)

- **Sec. 23-4.14.3. - Same—Duration, scope and conditions.**

- (a) Any coop certificate issued in accordance with this article shall be valid from approval date.
 - (b) Only one (1) certificate shall be issued for any single address or household.
 - (c) All certificates issued in accordance with this article shall be subject to the following:
 - (1) Coop certificate requirements for keeping domestic laying hens in section 23-4.14; section 23-5.2, Accessory structures; section 23-5.3, Accessory uses; [chapter 13](#), nuisances; and performance standards located in [chapter 4](#), article I, Animals and fowl in general.
- (Ord. No. 23-153, 2-12-13; Ord. No. 23-160, 1-13-15)

- **Sec. 23-4.14.4. - Same—Application—Fee.**

- (a) There shall be an application review and onsite inspection fee associated with securing a required coop certificate for the keeping of domestic laying hens;
- (b) Any person seeking a coop certificate shall complete an application provided by the department of zoning including the following:
 - (1) Applicant identification including name, address, phone number, email address (if applicable), applicant status (renter or owner);
 - (2) Authority for application must be signed by the owner(s) of the subject property or must have attached to it written evidence of the owner's consent, which may be in the form of a binding contract of sale with the owner's signature or a letter signed by the owner(s) authorizing the applicant to act as his or her agent. Signing this application shall constitute the granting of authority to the county to enter onto the property for the purpose of conducting inspections to verify compliance with setbacks and performance standards.
 - (3) Property description including zoning district, lot area, number of domestic laying hens to be kept, species, corresponding square footage of coop, location of coop and coop setbacks;
 - (4) Attachments:
 - (a) A sketch plan must show the location and size of coops where **chickens** will be kept. The distance, in feet, separating the coop from property lines and the nearest adjacent dwelling not owned by the applicant shall be shown, including setback from dwelling.
 - (b) Signed acknowledgement of receipt of domestic laying hen standards.

(Ord. No. 23-153, 2-12-13; Ord. No. 23-160, 1-13-15)

PART 508. - DOMESTIC FOWL OVERLAY DISTRICT

Sec. 32-508.01. - Purpose and intent.

The purpose of creating a Domestic Fowl Overlay District is to permit the keeping of chickens, pigeons, doves and other domestic fowl on lots with a rural and semi-rural character that also contain a dwelling unit as a principal use. The keeping of domestic fowl is permitted by right on A-1 zoned properties and on SRR zoned properties by Special Use Permit on a lot with or without a principal residence within this district. To ensure reasonable protection of health, safety and welfare associated with the keeping of domestic fowl, development regulations specific to this district are provisioned. The keeping of domestic fowl is not permitted outside of the Domestic Fowl Overlay District, except on A-1 zoned lots of ten acres or larger.

(Ord. No. 11-22, 4-19-11)

Sec. 32-508.02. - Establishment of Domestic Fowl Overlay District.

1. A Domestic Fowl Overlay District may be established by the Board of County Supervisors on properties of a minimum size of one acre that are zoned agriculture or rural residential.
2. A Domestic Fowl Overlay District shall be created and amended by ordinance upon resolution of the Board of County Supervisors. The boundaries shall be set using a map. Such map shall display the properties contained in the district and its boundaries shall follow property lines.
3. Said district shall overlay the existing zoning district. The regulations and requirements of the underlying zoning district and the Domestic Fowl Overlay District shall both apply, provided however, that when the regulations applicable to the Domestic Fowl Overlay District conflict with the regulations of underlying zoning district, the Domestic Fowl Overlay District regulations shall apply.
4. Areas within the district that are not zoned A-1, SR-1, SR-3, or SR-5 are excluded from the district.

(Ord. No. 11-22, 4-19-11)

Sec. 32-508.03. - Uses permitted by right.

All Uses Permitted by Right in the underlying zoning district shall be permitted in the Domestic Fowl Overlay District.

(Ord. No. 11-22, 4-19-11)

Sec. 32-508.04. - Secondary uses.

All permitted secondary uses in the underlying zoning district shall be permitted in the Domestic Fowl Overlay District.

(Ord. No. 11-22, 4-19-11)

Sec. 32-508.05. - Uses permitted by Special Use Permit.

All permitted special uses in the underlying zoning district shall be permitted in the Domestic Fowl Overlay District.

(Ord. No. 11-22, 4-19-11)

Sec. 32-508.06. - General regulations and development standards.

1. The keeping of chickens, pigeons, doves, and other domestic fowl shall be permitted by right on any A-1 zoned property of a minimum size of one acre and by Special Use Permit on any SR-1, SR-3 or SR-5 zoned property of a minimum size of one acre where the restrictions set forth in subsections 2. through 7. below can be maintained. The maximum number of fowl permitted shall be proportional to the size of the parcel at the rate of one bird unit per acre for parcels from 1—4.99 acres and three bird units per acre from 5—9.99 acres. There will be no limit on the number of bird units per acre on parcels ten acres or larger in size. For the purposes of this section, one "bird unit" is defined as follows:

- (a) Twenty pigeons, doves, quail, or similar bird, or
- (b) Ten chickens, or
- (c) Six ducks, or
- (d) Four turkeys, geese, or pea fowl, or
- (e) One ostrich or emu.

Note: Permitted units apply only to fowl six weeks and older. In determining the number of fowl permitted, combinations of birds are allowed, provided that the ratios of bird units per acre as established above are maintained.

2. Coops or cages and runs for chickens, pigeons, doves, ducks, geese, turkeys and similar birds shall be required on any lot less than five acres when the number of fowl equals one or more bird units. Such coops, cages or runs shall be enclosed with a minimum four feet high chicken wire fence and shall be kept clean and free from excess feed, excrement, and such

substances that may attract rodents or other predators. Runs provided for emus, ostriches and similar fowl shall be enclosed with a fence of a minimum height of six feet. Structures for housing permitted fowl shall be located only in the rear or side yard and shall adhere to the same setbacks as non-commercial kennels. Such structures shall also be set back at least five feet from the principal dwelling on the property and at least 100 feet from an RPA stream and 50 feet from all other streams. A zoning permit must be obtained for all structures required under this subsection.

3. Runs and cages for chickens shall be sized to accommodate a maximum density of four square feet per bird. For larger fowl, such as geese or turkey, the maximum run or cage density per bird is 15 square feet. For emus, ostriches and similar large birds, the maximum run or cage density is 100 square feet per bird.
4. Cages, coops and runs on properties not served by public water shall be located so that such structures are separated from the private well head on the property. If the well is a class 3A or B well, then the minimum separation distance is 50 feet. If the well is a class 3C or class 4 well, then the minimum separation distance is 100 feet. If the chicken coop is enclosed, has a concrete floor and the chicken manure is removed and placed for trash pickup, or other best management practices are applied, then the separation distance for a class 3C or 4 well can be reduced to 50 feet.
5. Roosters and guinea fowl shall be permitted at the rate of one rooster or two guinea fowl per acre, in addition to the allocation of fowl listed in subsection 1. above. Roosters and guinea fowl shall be confined between sunset and sunrise within a caged area on any lot less than ten acres, and such caged area shall be setback not less than 150 feet from neighboring dwellings.
6. Waste management for surface and groundwater protection must be established using Prince William Soil and Water Conservation district guidelines.
7. Fowl raised on properties less than five acres in size may only be used for production of eggs. No dispatch of fowl may take place on the premises.
8. Fowl raised on properties five acres or larger but less than ten acres may be dispatched for domestic use only.
9. Fowl raised on parcels of ten acres or larger shall be under the same provisions for dispatch as any other livestock.

(Ord. No. 11-22, 4-19-11)

Sec. 32-508.07. - Mapping of domestic fowl overlay district.

1. Upon approval by the Board of County Supervisors, a map of the district boundaries shall be incorporated into the zoning maps of the County.
2. Should a dispute concerning the district boundary arise, resolution of such dispute shall be made by the Zoning Administrator.

(Ord. No. 11-22, 4-19-11)

ORDINANCE NO. 4991

AN ORDINANCE to amend and reordain Title 9 (Licensing and Regulations) of the Code of the City of Alexandria, Virginia, to add Chapter 15 (Food Truck Vendors) as amended.

THE CITY COUNCIL OF ALEXANDRIA HEREBY ORDAINS:

Section 1. That Title 9, Chapter 15 of the Code of the City of Alexandria, Virginia, as amended, be, and the same hereby is, amended by deleting the language shown in strikethrough and adding the language shown in underline as follows:

CHAPTER 15 - Food Truck Vendors

Sec. 9-15-1 - Title.

This chapter shall be known and may be cited as the City of Alexandria Food Truck Ordinance.

Sec. 9-15-2 - Purpose.

The purpose of this chapter is to permit food truck vendors on public and private property within the city with regulations that balance the integration of the food truck vendors with the impacts on the health, safety and general welfare of the city.

Sec. 9-15-3 - Administration and enforcement.

The city manager shall administer and enforce this chapter.

Sec. 9-15-4 - Scope.

This chapter shall apply to food trucks, as the same is defined herein; ~~vending on off street property only. Nothing in this chapter shall be interpreted to allow food truck vendors to vend on public rights of way within the city. Additionally, t~~ This chapter shall not apply to vendors selling non-food products or sales of food from pushcarts or trailers.

Sec. 9-15-5 - Definitions.

(1) City manager. The city manager for the City of Alexandria, or his designee.

- (2) Farmer's market. A building, structure, or place authorized by the city for use by vendors to sell, offer for sale or solicit orders for any products or crafts sold, grown, raised or produced by them. This shall include outdoor food and crafts markets as set forth in the zoning ordinance.
- (3) Food. Any raw, cooked, or processed edible substance, beverage, ingredient, ice or water used or intended for use or for sale in whole or in part for human consumption.
- (4) Food truck. A food truck is a mobile food establishment as defined in section 11-2-4 of this code, but limited to food establishments located in a motor vehicle licensed to operate by a department of motor vehicles.
- (5) Food truck vendor. Any person who sells, offers for sale, or serves food from a food truck.
- (6) Private property. Real property owned by an individual or individuals who have exclusive rights over it and it is not owned by a public entity or open to the public generally.
- (7) Private residence. A dwelling place owned or inhabited by an individual or individuals, other than a multifamily dwelling as defined by the Alexandria Zoning Ordinance Section 2-137, as the same may be amended.
- (8) Public property. Property within the City of Alexandria, with the exception of public rights-of-way, that is owned by either the city of Alexandria or the Alexandria City Public Schools.
- (9) Public rights-of-way. The surface and area across, in, over, along, and upon the surface of the public streets, roads, bridges, sidewalks, lanes, courts, ways, alleys which are owned, under the jurisdiction or control of the city.
- (10) Pushcarts. Any wheeled vehicle or device other than a motor vehicle or trailer that may be moved with or without the assistance of a motor and that does not require registration by the department of motor vehicles, used for the displaying, storing, providing or transporting of Food, articles, or services, offered for sale or served by a vendor.

Sec. 9-15-6 - Authorization.

Notwithstanding any provision of the city code or zoning ordinance to the contrary, food trucks shall be permitted within the city limits subject to the rules and regulations contained in this chapter. ~~Food truck vendors are prohibited from vending on public rights of way within the city.~~

Sec. 9-15-7 - Permits and licenses required.

The following permits and licenses shall be required for all food trucks:

- A. Food truck permit as required pursuant to this title 9, chapter 15 of this code.
- B. Business license as required pursuant to title 9, chapter 1 of this code.
- C. Health permit as required by title 11, chapter 2 of this code.
- D. Fire prevention permit, if required, pursuant to title 4, chapter 2, article B of this code.

Sec. 9-15-8 - Food truck vendor permit required: fee for same.

- A. All food truck vendors shall obtain an annual food truck vendor permit from the city manager, with the exception of those food truck vendors who vend only at a special event pursuant to section 9-15-14 below.
- B. Prior to issuing the permit, the city manager shall determine that:
 - i. the food truck vendor and food truck are in compliance with this chapter and with the administrative regulations promulgated by the city manager pursuant to section 9-15-10 herein;
 - ii. the food truck vendor has paid all applicable fees; and
 - iii. the food truck vendor has received all applicable permits as required herein.
- C. After reviewing the application and finding that the health, safety and general welfare of the public so demands, the city manager may refuse to issue a permit for reasons including, but not limited to, the following:
 - i. The applicant for the permit has received three or more notices of violation of this chapter pursuant to section 9-15-17 below, including any violations of other sections of this code that are issued for violations relating to the operation of a food truck, in the 12 months prior to the date of the application;
 - ii. The applicant's permit has been suspended or revoked within the 12 months prior to the date of the application;
 - iii. Fraud, misrepresentations, or intentional false statements of material or relevant facts are contained in the application; or
 - iv. The applicant lacks the necessary permits or licenses to conduct the business proposed to be conducted.
- D. The city manager shall establish an annual food truck vendor permit fee which shall be updated annually.

E. Exemptions from Permit Requirement. Food Trucks that are permitted with any of the following permits are not required to obtain a Food Truck Vendor Permit or comply with the provisions of this Chapter but shall comply with the conditions of the permit it is authorized under:

- i. Special Event Permit pursuant to Section 9-15-14;
- ii. Special Use Permit pursuant to Section 11-500 of the Zoning Ordinance;
- iii. At a private residence at the direction of a resident for a private event that is not vending to the public and for which the food truck has the applicable licensing and follows the applicable regulations for a caterer; and
- iv. Food trucks that are stopping for only short term stops pursuant to Section 5-2-19 and 13-1-26 of the City Code provided the truck is selling pre-packaged food only.

Sec. 9-15-9 - Display of licenses and permits.

All food trucks shall display all required licenses, tags, and permits.

Sec. 9-15-10 - Administrative regulations.

The city manager is authorized to make such reasonable rules and regulations as may be necessary to administer the provisions of this chapter.

Sec. 9-15-11 - Compliance with other codes and regulations.

All food trucks and food truck vendors shall comply with all applicable provisions of this Code, the Code of the State of Virginia and the Federal Code.

Sec. 9-15-12 - Operational requirements for all food trucks.

The following rules shall apply to all food trucks:

A. Hours.

- i. Vending may take place between the hours of 7:00 a.m. and 8:00 p.m.
- ii. A food truck may not vend for longer than four hours of continuous vending.

B. Parking locational requirements.

- i. Food truck vendors shall not have any exclusive right to any location on public property;
- ii. Food trucks parked in a marked parking space must fit within the width and the length of the marked parking space;
- iii. Occupation of any parking space shall not interfere with the lighting, trees, overhead wires, and/or utilities;
- iv. The food truck vendor shall not block any other vehicle's or pedestrian's ingress or egress, cause traffic congestion, or be parked in any drive aisles or fire lanes;

C. Vending locational requirements.

- i. **no deliveries shall be received from another vehicle while a food truck is vending in a Designated On-Street Vending Location;**
- ii. Vending shall only take place from the inside of the food truck;
- iii. Vending shall not take place to any person while such person is standing in the street unless said street has been closed to the public pursuant to a special event or street closure permit issued by the city;
- iv. Vending shall not take place to any driver or passenger in a motor vehicle while the motor vehicle is stopped at a red light or while in a moving traffic lane; and
- v. Food truck shall not be left unattended while vending.

D. Signs. No sign shall be displayed except for a sign displaying a menu or signs that are imprinted on the exterior body of a licensed food truck. All signs shall also comply with the applicable provisions of Article IX of the zoning ordinance. The applicable regulations shall include, but not be limited to, that the food truck shall not:

- i. advertise other businesses on the food truck;
- ii. use A-frame signs or remote signs;
- iii. attach balloons or windblown signs to the food truck; or
- iv. use animated or electronic signs.

E. Noise.

- i. No music or other amplified announcements that are audible outside of the food truck shall be allowed, **except as allowed by Section 13-1-26 of the City Code;** and

- ii. Food truck vendors shall comply with the noise code as set forth in section 11-5-1 et seq. of this code including utilizing generators that meet the requirements of the noise code.
- F. Storage. No merchandise, food, equipment, or other item related to the operation of a food truck, other than a trash receptacle required by subsection H below, shall be stored or kept adjacent to the food truck.
- G. Liquid waste. No liquid wastes used in the operation of the food truck or food vending shall be allowed to be discharged from the food truck except into an approved sewerage system as permitted by law.
- H. Trash. Portable receptacles for the disposal of waste materials or other litter shall be provided by the food truck vendor for the use of customers and all food truck vendors shall direct customers to place all waste and litter in the receptacles. All waste shall be removed and disposed of by the food truck vendor. Public trash receptacles shall not be used for compliance with this section.

Sec. 9-15-13 - Vending locations.

Vending may take place at the following locations:

- A. On private property, if the food truck vendor is legally parked on the property and has received written permission from the property owner and displays such written permission upon request;
- B. At any farmer's market held on public or private property, if the food truck vendor is legally parked at the farmer's market and has received written permission from the farmer's market manager and displays such written permission upon request;
- C. On public property, including, but not limited to, parks subject to policy recommendations of the parks and recreation commission, parking lots, and community buildings, where such public property has sufficient space for the parking of vehicles and with the permission of the city manager;
- D. On public property owned by the Alexandria City Public Schools or the City of Alexandria School Board, where such public property has sufficient space for the parking of vehicles and with the permission of the superintendent of the schools or his designee;
- E. **At Designated On-Street Locations pursuant to Section 9-15-15;**

Sec. 9-15-14 - Special events.

The city manager may permit food truck vendors to vend at a special event approved through the City of Alexandria Special Events Policy and Procedures, approved by the city council on January 23, 2010, as the same may be amended, provided that food truck vendors:

- A. who vend only at the special event and do not vend at other times on public right-of-way, public property or private property within the city, shall:
 - ~~i. not be required to pay the food truck vendor permit fee required by section 9-15-8 herein but shall be required to pay any fees associated with any applicable temporary permits; and~~
 - ii. obtain a temporary food truck vendor permit and any other temporary permits required by the special events permit, including but not limited to a permit to operate a temporary food establishment from the health department;
- B. shall vend only within the area designated for the special event; and
- C. shall comply with all regulations set forth in this chapter, unless such regulation is amended by the special event permit or permit to operate a temporary food establishment.

Sec. 9-15-15 – Designated On-Street Vending Locations.

The City Council may establish one or more designated vending locations within parking spaces on the public right of way where a food truck vendor may operate.

- A. Factors for Consideration of Location: City Council shall consider the following factors in determining whether a location should be used for vending:
 - a. Concentration of people within a quarter (1/4) mile of the location;
 - b. Adequacy of parking in the surrounding area;
 - c. Adequacy of space on the street for circulation and safety; and
 - d. Amount of congestion.
- B. Minimum Requirements of Location: At a minimum, the designated vending locations shall:
 - a. be on streets that have at least sixty six (66) feet of right-of-way;
 - b. include no more than four (4) parking spaces in a row;

- c. not be located in front or within twenty (20) feet from a commercial outdoor dining area measured along the curb line;
- d. not be within ten (10) feet of an intersection, crosswalk, driveway, bus stop, taxi stand, or handicapped parking space;
- e. not be situated in any part of any designated loading zone or fire lane; and
- f. allow for adequate clearance for pedestrian traffic as determined by the director of T&ES based on the context of the specific site.

Sec. 9-15-16 - Suspension or revocation of food truck vendor permit.

- A. The city manager may, after providing the opportunity for a hearing as provided herein, suspend or revoke a food truck vendor permit issued under the provisions of this article if the city manager finds that such person has violated any provision of this article on three or more occasions within a 12-month period.
- B. Prior to ordering the suspension or revocation of a food truck vendor permit, the city manager shall notify, in writing, the applicant or the permit holder, stating the reasons for the suspension or revocation. This notice shall be mailed, postage prepaid, to the applicant or to the permit holder at the business address appearing on the permit application, or if there is none, to the residential address appearing thereon. The notice shall state that the permit will be suspended or revoked unless a written request for hearing is filed with the city manager, by the applicant or the permit holder within 10 business days of the date the notice is mailed. If no request for a hearing is filed within this 10 business day period, the application or the permit shall be suspended or revoked by order of the city manager, and the suspension or revocation shall be final.
- C. If the applicant or the permit holder files a request for a hearing in accordance with this provision, the city manager, shall give written notice of the hearing to the applicant or the permit holder at a time and place designated by the city manager. At the hearing the applicant or the permit holder may be represented by counsel, may cross-examine witnesses, and may present evidence in his or her favor.
- D. The city manager shall issue his determination in writing, to grant or deny the appeal within 10 business days of the conclusion of the hearing.

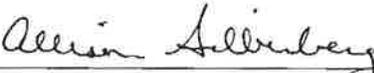
Sec. 9-15-17 - Enforcement and penalties.

- A. If the city manager determines that a violation of this chapter has occurred, he may cause a notice of violation to be served on any or all persons committing or permitting such violation.

- B. Any person who commits, permits, assists in, or attempts, whether by act or omission, a violation of any provision of this chapter shall be liable for a class four civil violation and the violation will be enforced pursuant to section 1-1-11 of the city code. The penalty for each individual violation shall be \$100 for the first violation, \$250 for the second violation of the same regulation or requirement arising from the same set of operative facts, and \$500 for each additional violation of the same regulation or requirement arising from the same set of operative facts.
- C. Enforcement of penalties of this chapter of the city code shall not preclude enforcement of violations of other sections of the city code or zoning ordinance that may be applicable.

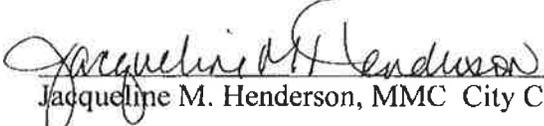
Section 2. That Title 9, Chapter 15 as amended pursuant to Section 1 of this ordinance, be, and the same hereby is, reordained as part of the City of Alexandria City Code.

Section 3. That this ordinance shall become effective upon the date and at the time of its final passage.



ALLISON SILBERBERG
Mayor

ATTEST:



Jacqueline M. Henderson, MMC City Clerk

Final Passage: April 16, 2016

GUIDELINES FOR VENDORS IN ARLINGTON COUNTY

<p>Step 1: Vendor's Permit</p>	<p>To apply for a vendor's permit, visit the Licensing Unit of the Police Department on Wednesday or Thursday promptly at 12:00 pm. The Licensing Unit is located at 1425 Courthouse Road, 1st Floor, Police Department Information Counter. Licensing Unit staff can be reached at 703-228-4258 or psims@arlingtonva.us to address any questions or concerns.</p> <p>Bring the following documents:</p> <ul style="list-style-type: none"> • Complete application that is signed and notarized • Proof of citizenship or Employment Authorization Card • Two passport size photographs (front facing) • If you are selling food, a copy of your Northern Virginia Certified Food Manager Card and food vendor health license <p>A vendor's permit is necessary for each employee of the vendor who conducts sales. Each permit costs \$20.00.</p> <p>Reminder: No cell phones or electronic devices are allowed into the Courthouse Building and the Police Department. Please allow time to pass through security to be assured you will arrive on time.</p> <p>Obtain a health license prior to applying for a vendor's permit. Contact the Environmental Health office at 703-228-7400 to apply for a health license. Use our Checklist to Obtain Your Mobile License to help you when applying.</p>
<p>Step 2: Vendor's Tag</p>	<p>Applicants must then go to the Commissioner of Revenue (COR), at 2100 Clarendon Blvd, Suite 200, Arlington, VA. Before vendors may sell goods or services in Arlington County, registration is required with the COR. The vendor's tag, which is issued by the Commissioner of Revenue, costs \$500 and is issued in the name of the business owner. Contact the Office of The Commissioner of Revenue at 703-228-3060 for further information.</p> <p>Note: Proof of Virginia retail sales tax registration and the retail sales tax number issued, if applicable, shall be shown to the Commissioner of Revenue.</p>
<p>Step 3: Fee Payment</p>	<p>After the COR, applicants must go to the Treasurer's Office to pay the above fees required by the Police Department and the COR. The Treasurer's Office is located in the same building as the COR, in Suite 201 (2100 Clarendon Blvd).</p>
<p>Step 4: Fingerprints</p>	<p>The next step in the vendor process is fingerprinting. This is conducted by the Sheriff's Office, located at 1425 N. Courthouse Road, 9th Floor, Suite 900.</p> <p>The hours of operation for fingerprinting are Monday - Thursday from 1:30 pm - 3:00 pm. Every potential vendor must be fingerprinted by the Sheriff's Office. There is a \$10 fee for this service which must be paid in cash.</p> <p>Reminder: No cell phones or electronic devices are allowed into the Courthouse building and the Sheriff's Office. Please allow extra time to pass through security.</p>
<p>Step 5: Vendor's License</p>	<p>After completing the above steps, applicants should return to the Licensing Unit of the Police Department located at 1425 N. Courthouse Road, 1st Floor. The applicant will be issued a Vendor's License after showing proof of completing the above steps.</p>

GUIDELINES FOR VENDORS IN ARLINGTON COUNTY

Certificate of Occupancy

- Vending is prohibited in or upon Arlington County public parks and recreational facilities.
- Many public sidewalks are located on private property **Any vendor wishing to sell on private property** (including on public sidewalks located on private property) **must obtain a Certificate of Occupancy from the Zoning Office** in addition to the foregoing licensing requirements.
- The vendor must show proof that the private property owner has given permission for sales to occur on the property. Staff from the Zoning Office will then determine whether the location in question is zoned for the types of sales proposed.
- Contact the Zoning Office at 703-228-3883 for more information.

Useful Arlington County Code References

- [Chapter 9.2](#) - food and handling code
- [Chapter 30](#) - regulates vendors in Arlington County
- [Chapter 11](#) - regulates business licenses, vendor tags, and other requirements
- [Chapter 14.2](#) - motor vehicle and traffic codes

A copy of these chapters can be reviewed at any Arlington County Public Library or online at:
<http://www.arlingtonva.us/departments/CountyBoard/CountyCode/default.aspx>.

Checklist to Help You Obtain Your Mobile Unit License



Follow the steps below to get your mobile unit license:

✓	Schedule your mobile unit inspection by calling the Arlington County Public Health Division's Environmental Health office at 703-228-7400.
✓	Submit your mobile unit license application, \$40 application fee, and base of operations letter to the Environmental Health office at 2110 Washington Blvd, Ste 350, Arlington, VA 22204.
✓	Provide a copy of your base of operations health license and last inspection at the same time you submit your application. The health license and last inspection can be obtained from the owner of your base of operations.
✓	Obtain a Northern Virginia Certified Food Manager (CFM) License for at least one member of your staff who will work in your mobile unit. A CFM must be on site whenever the mobile unit is in operation. Licenses are issued by ORS Interactive, located at 6066 Leesburg Pike, Suite 200B, Falls Church, VA 22041. Their telephone number is 703-533-7600.
✓	Obtain your business license and vendor permit before operating your mobile unit. Call the Commissioner of Revenue office at 703-228-3060 for business license questions and the Police Licensing office at 703-228-4258 for vendor permit questions.
✓	If you use propane or prepare oil/grease-producing foods, please contact the Arlington County Fire Prevention Office at 703-228-4644 for inspecting and permitting information.
✓	Buy fire extinguishers and store them in your mobile unit according to Fire Prevention Office recommendations.
✓	Ensure your mobile unit's hand washing sink is in working condition. Supply hot and cold water to the sink; keep soap and paper towels nearby; post hand washing signs over the sink; and secure sink to the mobile unit wall or counter.
✓	Ensure your mobile unit's three-compartment sink is in working condition. Supply hot and cold water to the sinks; provide three sink basin stoppers; provide sanitizer and sanitizer test kit; and secure sinks to mobile unit wall or counter.
✓	Ensure your mobile unit's waste and fresh water tanks are in working condition. The fresh water tank requires a cap or cover on its water pipe; the waste tank must be 15% larger than the fresh water tank and have a valve in good condition.
✓	Keep your food preparation equipment and utensils in working condition. Equipment must be commercial/NSF approved; ventilation hoods must be in working condition and supplied with a grease/oil drip pan; refrigerators must have a thermometer and be kept at 41°F or lower; hot-holding equipment must be on and kept at 135°F or higher; and a calibrated food thermometer must be provided for taking internal food temperatures.
✓	Place a screen over your vending window when not serving customers.



BASE OF OPERATION AGREEMENT

Enter N/A where requested information does not apply. Leave NO BLANK SPACES.

TYPE OF MOBILE FOOD ESTABLISHMENT:

- VEHICLE STAND CART

LICENSE PLATE NUMBER:

MOBILE FOOD ESTABLISHMENT NAME:

MOBILE OWNER(S) NAME:

MOBILE OWNER PHONE NUMBER: () -

TO BE COMPLETED BY BASE OF OPERATION OWNER/OPERATOR

The below listed facility will be providing the following services to the above mentioned business owner/operator on a DAILY BASIS WEEKLY BASIS

OTHER, EXPLAIN:

- A) Approved Potable Water Source B) Waste Water Disposal C) Cleaning Area for Mobile Unit D) Overnight Storage of Mobile Unit E) Overnight Refrigeration F) Food Preparation Area G) Food Storage Area H) Utensil Washing Area I) Equipment and Utensil Storage Area J) Prepackaged Foods for Retail Sale

BASE OF OPERATION NAME:

BASE OF OPERATION OWNER/MANAGER:

ADDRESS:

CITY: STATE: ZIP:

PHONE: () - FAX: () -

EMAIL:

FOOD ESTABLISHMENT PERMIT ISSUED BY:

(ATTACH COPY OF PERMIT/LICENSE ISSUED BY REGULATORY AGENCY)

I give permission to the above listed Mobile Food Establishment Operator to use my establishment located at the above address.

SIGNATURE:

DATE: / /

TITLE:



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

2. Regular Business - Work Session	Meeting Date: March 21, 2017
2 D: River Mill Park Trail Improvements Update	

Explanation and Summary:

At the March 7, 2017, Regular Meeting, Town Council directed staff to obtain an updated quote to pave the entire trail (currently stone dust) at River Mill Park. In addition, the Town Council approved funding to install a drain along the top portion of the trail to aid in reducing water runoff along the trail, and further requested staff to obtain calculations that estimate the storm rating of the proposed drainage system.

Stan Orndorff, Engineering Groupe, will be present to provide information on the proposed drain's stormwater capacity. In addition, Bruce Reese, Town Engineer, will also be present.

An updated quote on the paving costs for the entire trail will also be provided at the meeting.

Town staff will provide a recommendation to Council on how to proceed in regards to the trail improvements. Official approval and funding appropriation will be on the April 4, 2017 Town Council regular meeting agenda.

Attachments: None.