



City of Ashtabula

Ashtabula City Council

Community Development/Economic Development/Parks & Recreation Committee Meeting

Wednesday, June 4, 2025 at 5:30 PM

Council Chambers

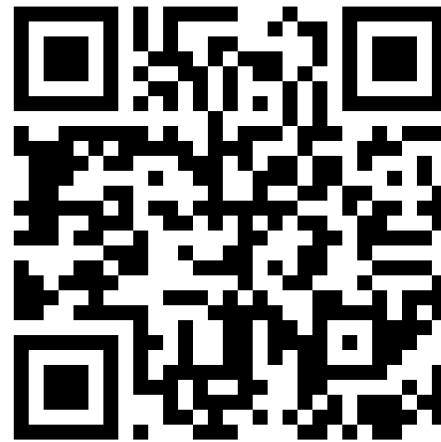
4230 Lake Avenue, Ashtabula, OH 44004

Agenda

- 1. Opening of Committee Meeting**
 - a. Call to Order
 - b. Roll Call
 - c. Sunshine Law Certification
- 2. Welcome and Acknowledgement of Visitors**
- 3. Special Guest Presentation**
 - a. Camille Licate - Kids for Positive Change
- 4. City Manager's Report**
- 5. Parks & Recreation Committee Report**
- 6. Unfinished Business**
 - a. Food Truck Legislation - Assistant City Solicitor Catherine Colgan
- 7. New Business**
- 8. Next Meeting**
 - a. July 2, 2025
- 9. Public Comments**
- 10. Adjournment**

WATCH

KIDS FOR POSITIVE CHANGE SERIES



SCAN HERE

 SUBSCRIBE

READ

[The Climate Book by Greta Thunberg](#)
[The Book of Hope by Jane Goodall](#)

DOWNLOAD



GET INVOLVED

[Climate Reality Project](#)

RESOURCE LIST

**SAY NO TO
FOOD WASTE**

<https://savethefood.com/guestimator>



Biodegradable bamboo toothbrush, dental floss, bamboo razor
www.zerowastestore.com

1 billion plastic toothbrushes are thrown away each year. It takes 1,000 years for a plastic toothbrush to break down.

Plastic-free lip "eco" balm, deodorant, all-in-one bath/shampoo/shave bar, and laundry detergent
www.boodaorganics.com

200 million plastic lip balm containers are tossed each year. Plastic deodorant containers produce 15 million pounds of plastic waste each year (That's enough to fill over 200 Boeing 747s with disposable plastic).

Vegan skin care in plastic-free packaging
www.pacificabeauty.com
Sustainable & Fairtrade Clothing
www.wearpact.com

The beauty industry heavily relies on plastic packaging.
The fashion industry produces 10% of global carbon emissions.

Plastic-free, biodegradable & compostable phone cases, watch bands, sunglasses, and AirPods cases
www.pelacase.com

1.5 billion plastic phone cases are thrown away each year. On average it takes 1,000 years for a plastic phone case to break down.

Note: Plastic toothbrushes, plastic lip balm, deodorant and cosmetic containers, and plastic phone cases cannot be recycled in standard recycling facilities.

RESOURCE LIST



Look for the sustainable palm oil label on food and products
Download the Palm Oil Scan App:

LEARN MORE



Tree Free Paper Towels & Toilet Paper

www.cabooproducts.com

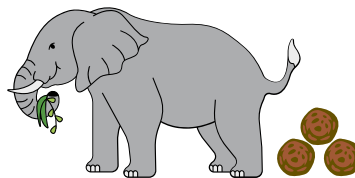
Reusable & Biodegradable Cleaning Cloth

www.swedishcloths.com

Old-growth trees are essential in the fight against climate change, yet hundreds of thousands are cut down to make paper towels, facial tissue and toilet paper.

Paper made from Elephant Dung (Really!)

www.poopoopaper.com



The pulp and paper industry can negatively impact biodiversity, people and climate, due to unsustainable practices and deforestation.

Plastic-free, Boxed Water

www.boxedwaterisbetter.com

60 million plastic water bottles are tossed each day in the U.S.

Shop Plant-based VEGAN food

www.veganessentials.com

[Ju.st Egg](#) & [Beyond Meat](#)

Studies show eating plant-based three times a week reduces carbon emissions!

Indoor Compost Bin

www.lomi.com

Food waste in landfills emits methane, a greenhouse gas causing climate change. Composting helps curb food waste, and adds nutrients to soil.

Product-Specific Recycling Programs

www.terracycle.com



Whenever you can, shop local!



Food Waste

When we waste food, we are also wasting the land cleared to grow the crops or raise the animals for food and the water, seeds, feed, soil and human labor used to grow crops or raise animals for food. We are also wasting the carbon emissions used to transport and process the food.

PROBLEM

- 40% of food is wasted in the United States each year.
- 25% of all freshwater goes to produce food we never eat.
- When food is wasted, forests are wasted.
 - Forests are home to plants, animals, and indigenous communities.
 - Forests capture carbon dioxide, which helps curb climate change.
- 1.4 billion tons of food is wasted globally each year. That's enough food to feed approximately 2 billion people.
- 2.8 billion people around the world are food insecure. When people are food insecure, they do not get nutritious food each day.
- World hunger is rising, with approximately 828 million people hungry in the world.

CLIMATE CHANGE CONNECTION

- Cows and sheep raised for food emit methane (CH₄), a greenhouse gas causing climate change.
- Growing crops and raising animals for food produces carbon dioxide (CO₂), a greenhouse gas causing climate change.
- Food waste in landfills produces methane (CH₄).
- A main cause of world hunger is climate change.

SUSTAINABLE SOLUTIONS

- Take smaller portions
- Eat everything on your plate 
- Eat leftovers
- Taste new food first
- Compost fruits and veggies 
- Share and donate food
- Buy only what you need 
- Check the fridge  
- Repurpose food
 - brown bananas = banana bread
- Do your very best not to waste meat, dairy, and fish
- Learn how to store food properly so it lasts longer

SHARE
YOUR
KNOWLEDGE!



- Apple leather shoes - shoes made from leftover parts of apples (core, stem, skin)
- Food as fuel! Food waste is converted into biofuel. Biofuel powers trucks.

CHAPTER 759

Temporary Stores & Mobile food vendings

- 759.01 Temporary stores defined.
- 759.02 Permit required.
- 759.03 Posting of permit.
- 759.04 Farmer’s markets.
- 759.05 Street fairs and festivals.
- 759.06 Exemption from fee.

759.07 -Mobile Food Vending Definitions

759.08 Mobile Food Vending - Registration Permit Required

759.09 Mobile Food Vending - Expiration and Renewal of Registration Permit

759.10 Mobile Food Vending - Transfer of Registration Permit Prohibited

759.11 Mobile Food Vending - General Operational Requirements

759.12 Mobile Food Vending - Location Requirements.

759.13 Mobile Food Vending - Exemptions

759.14 Food Truck Parks

759.15 Ice Cream Trucks Permit Required

759.16 Ice Cream Trucks Display of Permit

759.17 Denial or Revocation of Permit

759.98 Appeals

759.99 Penalties

CROSS REFERENCES

Secondhand dealers - see BUS. REG. Ch. 743

759.01 TEMPORARY STORES DEFINED.

—“Temporary store” means any building, stand, cart, or location whatsoever which is used for the solicitation of orders for or the sale of goods, wares, merchandise or other items of personal property on a seasonal or temporary basis at said location. “Temporary store” does not include a garage or yard sale conducted pursuant to a permit issued by the City Manager under Chapter 727 of the Codified Ordinances; or a public auction conducted by a person regularly engaged in

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the business of being an auctioneer. For purposes of this section, “seasonal or temporary basis” means any period of time which does not exceed 120 days.

(Ord. 2012-187. Passed 11-19-12.)

759.02 PERMIT REQUIRED.

—Except as otherwise provided in this Chapter, any person or entity operating a temporary store ~~or Food Truck~~ within the corporate limits of the City of Ashtabula, Ohio, must first obtain a permit therefore from the City Manager. The application for said permit shall fully identify the applicant by name and permanent address, generally describe the goods or wares to be sold, specify the time period in days for which the permit is sought, and state the specific location(s) of the temporary store(s). The City Manager has the right to refuse a requested location. The cost of said permit shall be \$250.00 for each location for each 30-day period or part thereof covered by the permit.

(Ord. 2012-187. Passed 11-19-12.)

759.03 POSTING OF PERMIT.

—Every temporary store shall have its current permit posted in a conspicuous location whenever it is open for business.

(Ord. 2012-187. Passed 11-19-12.)

759.04 FARMER’S MARKETS.

—(a) As used herein, “farmer’s market” means any temporary store or combination of temporary stores where three (3) or more different participating vendors offer for sale fruits, vegetables, preserves, cheeses, and similar agricultural products which are grown or produced within a 50-mile radius of the farm market location.

—(b) Farmer’s markets are required to register with the office of the City Manager and provide all the information required of other temporary stores, but shall not be charged a fee for a permit to operate during the months of June through November.

(Ord. 2012-187. Passed 11-19-12.)

759.05 STREET FAIRS AND FESTIVALS.

—The City Manager may waive the requirement of a Temporary Store permit fee for vendors who are participating in a street fair or festival which is of between one (1) and three (3) days’ duration and in which local merchants with permanent business locations inside the City also participate. Such waiver must be obtained in advance by the sponsor or sponsors of the street fair or festival. (Ord. 2012-187. Passed 11-19-12.)

759.06 EXEMPTION FROM FEE.

—A vendor may request to be exempt from paying the fee for a permit if the net proceeds of the sales are to be given or donated to a charitable organization or charitable cause, or to a religious organization. ~~Exemption requests must be approved by a majority vote of Council upon recommendation to Council by the City Manager.~~

(Ord. 2012-187. Passed 11-19-12.)

759.07 MOBILE FOOD VENDING - DEFINITIONS

- a. "Food" shall mean a raw, cooked, or processed edible substance, ice, beverage, or ingredient used or intended for use or for sale in whole or in part for human consumption.
- b. "Food trailer" shall mean any vehicle without motive power that is designed to be drawn by a motor vehicle and is specifically designed or used for food vending operations.
- c. "Food truck" shall mean a motorized vehicle or mobile food unit which is temporarily located on a premise to sell food items to the general public.
- d. "Ice Cream Truck" means motor vehicles from which ice cream, popsicles, ice sherbets, frozen desserts, or other similar items are sold.
- e. "Mobile food vending" shall mean a retail food establishment that is not intended to be permanent and is a motorized wheel vehicle, or a trailer that is licensed for use on public roadways, designed and equipped to serve food and beverages.
- f. "Non-Incorporated Children's Stands" shall mean a non-incorporated business that is commonly owned and operated by a child or children to sell lemonade or other beverages (e.g. iced tea, coffee, hot chocolate, etc.) and snack foods (e.g. cookies, etc.)
- g. "Operator" means the individual who manages one (1) or more mobile food vending units whether as the owner, an employee of the owner or as an independent contractor.
- h. "Special Event" means: any temporary, planned recreational event which is located wholly or partially on public property which requires coordination of City resources beyond what is normally provided. Special Event includes, but is not limited to, concerts, festivals, tournaments, residential block parties, waterway activities, timed or competitive races, fundraising runs and walks, non-motorized vehicle rides, parades, private functions and ceremonies. A Special Event does not include a Spontaneous Event, regular vehicular traffic, lawful picketing, or a funeral procession.

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759.08 MOBILE FOOD VENDING - ~~REGISTRATION~~PERMIT & COMPLIANCE REQUIRED

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No individual or organization shall operate, or cause to be operated, any mobile food vending unit within the corporate limits of the City of Ashtabula without a current and valid mobile food vending annual ~~registration~~permit.

No individual or organization shall operate, or cause to be operated, any mobile food vending unit within the corporate limits of the city of Ashtabula without a current and valid health license issued in accordance with laws, rules and regulations established in the Ohio Revised Code, the Ohio Administrative Code, or the Ashtabula City Codes, whichever is applicable.

~~Mobile food vending units that only operate as part of a special event shall not require a mobile food vending registration. Such units must comply with any health and fire licensing requirements of the State.~~

Nothing in this chapter shall be construed as superseding, supplanting, or otherwise replacing any duty imposed by Ohio Revised Code Chapter 3701 or 3717, or rules or regulations promulgated thereunder, upon an applicant for a health license, or upon a department of health in the conduct of its responsibilities relative to mobile food vending units.

Mobile food vending units that only operate as part of a special event shall not require a mobile food vending permit. Such units must comply with any health and fire licensing requirements of the State.

All ~~registered~~ mobile food vendors shall comply with all local and state fire codes.

A Mobile Food Vendor registration permit shall be submitted to the City Manager's Office and include the following minimum requirements:

- a. Copy of current/valid State of Ohio mobile food vendor license;
- b. A mobile food vending health license/permit as provided for by the State of Ohio;
- c. Proof of registration permit with city's Income Tax Division;
- d. Proof of current liability insurance of at least \$100,000;
- e. A physical description of the unit proposed to be registered for mobile food vending;
- f. The name, permanent address, telephone number, and electronic mail address of the owner of the mobile food vending unit;
- g. A non-refundable \$80 registration permit fee;
- h. Approval/Proof that the mobile food unit has passed a fire safety code inspection conducted by the Fire Division;

~~+~~ An applicant with an existing permanent place of business in the city is exempted from the proof of registration permit with the city's Income Tax Division.

A registration permit is not considered complete unless all minimum requirements are satisfied.

759.09 MOBILE FOOD VENDING - EXPIRATION AND RENEWAL OF REGISTRATION PERMIT

Each registration permit under this chapter shall expire on the thirty-first (31st) day of March following the date of issue.

Each permitholder registrant must comply with the application requirements of this chapter to receive a new registration permit for the succeeding registration permit period.

759.10 MOBILE FOOD VENDING - TRANSFER OF REGISTRATION PERMIT PROHIBITED.

No mobile food vending registration permit under this chapter shall be transferred or assigned by the named permitholder registrant to any other individual or organization, or to any other mobile food vending unit. Should a change in ownership of a mobile food vending unit occur

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at any time, the succeeding owner must comply with the application requirements of this chapter.

759.11 MOBILE FOOD VENDING - GENERAL OPERATIONAL REQUIREMENTS

Mobile food vendors shall:

- ~~1.a.~~ Mobile food vendors shall operate in compliance with all applicable laws including but not limited to Health, Fire, Traffic, Zoning, and local noise regulations. In all instances, the City Manager or their designee shall have the authority to remove any vendor, whether on public property or private property when selling to the general public, when said vendor's operation is deemed a safety concern.
- ~~2.b.~~ Maintain a twenty-five (25) foot radius around the unit free and clear of any refuse, and, at the conclusion of vending operations each day, collect and dispose of any refuse within the aforementioned radius as provided for herein;
- ~~3.c.~~ Provide sufficient, accessible, private refuse disposal to maintain sanitary conditions in and about the mobile food vending unit, provided that private recycling container(s) may also be used to supplement this purpose;
- ~~4.d.~~ Post, in a conspicuous place, a notice to customers requesting that they use the refuse and/or recycling receptacle(s) provided;
- ~~5.e.~~ Legally dispose of all refuse and/or recyclable materials collected under this section;
- ~~6.f.~~ Only sell or serve food sidewalk side, if vending from a street, road or alley;
- ~~7.g.~~ Comply with applicable provisions of the Americans with Disabilities Act related to pedestrian use of city sidewalks;
- ~~8.h.~~ Upon request from any person authorized under Ashtabula Codified Ordinances, provide any documentation or reservation confirmation required for mobile food vending in the public right of way;
- ~~9.i.~~ Offer to each customer a receipt; such receipt must be given by either physical or electronic means unless declined by the customer, and must contain, at a minimum, the name and telephone number of the mobile food vending unit or owner, the date of purchase, and the amount of purchase;
- ~~10.j.~~ Comply with all established parking rules and regulations, including prompt and timely payment of any applicable parking meter fees;
- ~~11.k.~~ Refrain from selling food items to occupants of vehicles stopped in traffic or to any person standing in a street of the City;
- ~~12.l.~~ Refrain from leaving the mobile unit unattended at any time during hours of operation;
- ~~13.m.~~ Refrain from causing or allowing the projection of music from a mobile food vending unit;
- ~~n.~~ Refrain from causing or allowing the use of any sound system to announce the availability of goods.
- ~~14.o.~~ External signs must conform to the city zoning ordinance Chapter 1154.

759.12 MOBILE FOOD VENDING - LOCATION REQUIREMENTS.

Food Trucks may only be located on a lot with a principally permitted use on the same zoning lot (no operation on vacant lots).

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No individual or organization shall cause or allow the operation of a mobile food vending unit in any of the following:

- a. In a residential zone, a food truck in any location other than a private driveway (this restriction does not apply to food trailers);
- b. A handicap parking space;
- c. A valet zone during hours of normal operation;
- d. A loading zone during hours of normal operation;
- e. Any metered parking space with a maximum parking time of thirty (30) minutes or less;
- f. Any taxi stand during hours of operation;
- g. Any bus stop at any time;
- h. The public right of way abutting a commercial establishment utilizing sidewalk dining, as this constitutes unreasonable interference with pedestrian traffic;
- i. The public right of way abutting public or city permitted bicycle parking, a fire hydrant, or a public trash or recycling receptacle;
- j. Anywhere in the public right of way when a street and/or sidewalk closure has been issued by the city of Ashtabula for construction, maintenance, or any other permitted purpose, unless authorized by written agreement with the individual or entity requesting the closure;
- k. The public right of way between the hours of 1:00 a.m. and 6:00 a.m.;
- l. The public right of way within one-thousand (1,000) feet of any pre-K-12 school, provided that nothing herein shall prohibit operation on school property at the discretion of the school;
- m. Any City owned property, without the approval of the City Manager;
- n. The public right of way on either side of the portion of a street, road or alley that abuts any City of Ashtabula facility, without City Manager approval (only as part of a special event or public event);
- o. A sidewalk unless the unit is a pushcart;
- p. Within one-thousand (1,000) feet of any special event, except as follows: as an authorized participant in said event or with the express written permission of the event organizer(s);
- q. Within 100 feet of a restaurant that is unaffiliated with the mobile food vending unit without permission of the restaurant owner/operator;
- r. The public right of way if the unit is not parallel to the curb;
- s. The public right of way on any bridge or other elevated roadway;
- t. The public right of way so as to unreasonably impede the flow of pedestrian traffic, including pedestrian ingress and egress from a building abutting such right of way;
- u. The public right of way so as to unreasonably impede the flow or operation of vehicular traffic; or
- v. A parking space designated as unavailable for mobile food vending by the Ashtabula Police Chief or Ashtabula Fire Chief because such location would constitute a threat to public safety.

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759.13 MOBILE FOOD VENDING – EXEMPTIONS

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The following activities are exempted from the provisions of this Chapter:

~~Ice Cream Trucks;~~

- a. Home delivery of pre-packaged and/or pre-made food.
- b. Non-Incorporated Children's Stands;
- c. ~~Mobile Food Vehicle's~~ Food Trucks conducting business at a particular property at the request of and with the permission of the property owner or operator of the business located on the property and which limits the sale of its food to employees or invitees of such business or property owner. Provided, however, such mobile food vending units may operate only between the hours of 9 a.m. and 9 p.m.

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759.14 FOOD TRUCK PARKS

Food truck parks can provide a unique setting for the service of food in areas that have historically not been serviced by a concentration of traditional restaurants. Food truck parks can serve as vibrant public spaces where a variety of activities take place, but where the primary function is the sale and consumption of food from a diverse array of vendors. While the operation of food truck parks should contribute to the liveliness and vibrancy of the community, they must not be allowed to create a nuisance, either by loud music, unruly customers, or disorderly premises. Where food truck parks will further these goals without unduly impacting upon adjoining businesses or residential neighborhoods, they may be permitted pursuant to approval of the Planning Commission and City Council. as a main use subject to the following requirements:

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759.15 ICE CREAM TRUCKS PERMIT REQUIRED A. Space definition and location:

B. Operations:

C. Distance and screening requirements:

Any person or entity desiring to obtain or renew an ice cream truck operator's permit shall be required to file all of the following information with the City Manager:

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- a. A valid state-issued identification card including legal name, date of birth and residence address of the applicant. If the applicant is a partnership or corporation, the information from all partners or officers is required.
- b. A list of any person(s) who will operate or work within the ice cream truck, including the full legal name, date of birth, and residence address. A criminal background check conducted by the Ashtabula County Sheriff's office, or other agency approved by the City, is required for each person who will operate or work from the ice cream truck. This list must be kept current with the City at all times.
- c. The year, make, model and color of the motor vehicle that will be used as an ice cream truck and a valid sticker indicating passage of a motor vehicle inspection (MVI) conducted by the Ohio State Highway Patrol. Any vehicle used as an ice cream truck must maintain a valid MVI sticker at all times.

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- d. A copy of a registration certificate issued by the Ohio Bureau of Motor Vehicles is to be provided to the City for any vehicle to be operated as an ice cream truck.
- e. Proof of valid insurance for the vehicle and liability insurance of no less than three hundred thousand dollars (\$300,000) with the City named as an additional insured.

759.16 ICE CREAM TRUCKS DISPLAY OF PERMIT

The permit provided by the City must be displayed at all times in a place upon the vehicle that is easily visible to the public.

759.17 DENIAL OR REVOCATION OF PERMITS

The City Manager shall deny or revoke a permit if it is found that the applicant, or any employee or contractor working on behalf of the applicant, has a conviction of any of the following:

- a. Any misdemeanor or felony if the offense involved a sex crime.
- b. Any misdemeanor or felony if the offense involved a violent crime.
- c. Any misdemeanor or felony if the offense involved drugs.
- d. Any misdemeanor or felony if the offense involved a crime against a child.

The City Manager may refuse to issue permits and/or revoke permits under this Chapter if any of the following apply:

- a. The applicant has made a false statement as to any matter in the application submitted under this Chapter;
- b. The applicant has violated any provision of this Chapter within the last three years;
- c. The applicant has not complied with all applicable regulations of the City or of any other political subdivision, governmental unit, or agency regarding the issuance of a permit or license for mobile food vending; or
- d. The applicant or any employees of applicant have been convicted of a felony offense of any kind or a misdemeanor offense involving fraud, theft, or dishonesty.

Rejected applicants may file an appeal with the Administrative Board, as provided in Chapter 1111 of the Codified Ordinances of the City of Ashtabula.

759.98 APPEALS

In the event that a Permit Application is denied, or in the event that a previously issued permit is revoked pursuant to the authority granted herein, the decision to deny or revoke the permit may be appealed to...by the party filing the original application. The following provisions shall govern the application process and process for an appeal:

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(1) Timely Appeal Required. The appeal shall be filed within five (5) calendar days after the issuance of the determination to deny a permit or revoke a previously issued permit.

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(2) Application Form Required. The appeal shall be made on the application form prescribed by the office of the City Manager.

(3) Application Materials and Fees Required. The appeal shall be filed in person and shall include the following information:

A. Application Form;

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B. Filing Fees in the amount of ***** (\$*****).

C. A copy of the original application and filing seeking a permit to conduct activities as regulated by this Ordinance; along with the receipt evidencing receipt of the request by the City and the payment of the required fees, or in the case of an appeal involving a permit revocation, a copy of the issued permit;

D. A copy of the signed written denial letter issued by the City, or in the case of a permit revocation, a copy of the written order issued by the City revoking the previously issued permit;

E. A written statement documenting the reasoning for the appeal and how the adverse decision specifically results in the imposition of an undue hardship upon the appealing party.

(4) Certification of Application. Upon receipt of the appeal, the City Manager, or a designated representative, shall immediately date-stamp the request and shall review the application for completeness, to ensure that the required documentation has been provided.

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(5) Review Process. After processing the request and determining that all required information has been provided by the appealing party, the ... shall review the request and shall issue a determination as to whether to grant the appeal, or to uphold the determination within ten (10) business days of receiving the appeal.

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(6) ...'s Determination. In reviewing the request, the ... may review the totality of the evidence presented and may conduct other investigatory and fact-finding activities prior to issuing a determination regarding the appeal, provided that the determination is issued within the required ten (10) day period as prescribed herein. The ...'s determination shall be evidenced in writing and furnished to the appealing party. The determination of the ... shall be final and nonappealable.

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(7) Supplementary Conditions and Safeguards. In granting any appeal, the ... may prescribe appropriate conditions and safeguards to assure conformity with the intent of this Ordinance, any other adopted City Ordinance or policy, or as required to protect public health and safety. Violation of such conditions and safeguards when made a part of the terms under which the appeal is granted shall be deemed a violation of this Ordinance, punishable under this Ordinance.

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759.99 PENALTIES.

—(a) Any person or entity that violates Section 759.02 is guilty of a minor misdemeanor on a first offense and a fourth degree misdemeanor on a second or subsequent offense after a predicate conviction. Each day that such violation continues shall constitute a separate offense.

—(b) Any person or entity that violates any other provision of this Chapter is guilty of a minor misdemeanor. Each day that such violation continues shall constitute a separate offense.

(c) A conviction under this section shall automatically revoke a permit issued pursuant to this Chapter.

(d) In addition to the penalties described herein, repeat offenders may be either temporarily or permanently banned from filing future applications seeking authorization to conduct activities regulated by this Ordinance, to be determined at the City Manager's sole discretion. The City Manager's determination to temporarily or permanently suspend or bar repeat offenders shall be final and non-appealable.

(Ord. 2012-187, Passed 11-19-12.)

CITY OF ASHTABULA

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FOOD TRUCK PERMIT APPLICATION

A Food Truck Permit is issued for one year or a fraction thereof and expires on March 31st.

Company Name _____ Federal Tax ID _____

Type of Ownership *Sole Proprietorship Partnership Corporation Other* _____

Company Mailing Address _____

Responsible Party _____

Email _____ Contact Phone _____

Please attach the following documents in order for your application to be processed:

- Proof of registration with the city's Income Tax Division.
- Certificate of General Liability Insurance with coverage limits of not less than one hundred thousand dollars (\$100,000).
- Mobile Food Service license issued by the Ashtabula City Board of Health or other health department in the State of Ohio with licensing authority.
- Ashtabula Fire Department Approval.
- A non-refundable \$80 fee.

An application is not considered complete/submitted until all required documentation is submitted.

Once the above documents are received and approved, the City Manager (or his designee) will review for issuance of a permit.

The requirements for operating a food truck within the City of Ashtabula, Ohio are attached.

By signing below, you acknowledge you have read them and will operate within the established requirements.

Applicant Signature _____ Date _____

Questions regarding this application? Please contact the Ashtabula City Manager's Office at 440.992.7103.