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**INTEROFFICE MEMORANDUM**

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**TO:** CAPE ELIZABETH TOWN COUNCIL

**FROM:** MATTHEW STURGIS, TOWN MANAGER

**SUBJECT:** FOOD TRUCK FEES

**DATE:** 10/6/2022

**CC:** FILE

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Item 148-2022 is an item for Council action on the October 12, 2022 agenda discussing fees for the operation of food trucks.

In performing research on how surrounding communities manage food truck fees. I reviewed South Portland, Scarborough, and Falmouth's ordinances and fee schedules relating to Food Trucks. All three communities do charge fees for the operation of food trucks in their communities. These would be for food trucks operating as mobile food vendors, not for food trucks engaged for private events.

In Scarborough, food trucks are considered as Food Handlers, and their fees are broken down as either a year round business or seasonal business. The year round operators have a registration fee of \$220, while the seasonal operators (6 months or less) pay a fee of \$110.

South Portland considers food trucks to be mobile vending units, and there is a flat fee of \$120, with no difference between seasonal and year round operations.

Finally, in Falmouth, food trucks are considered as mobile food service vendors, and they have an initial fee of \$250, with a renewal fee of \$150 if the vendor is reapplying in the same manner and location. There is no difference between year round and seasonal operators.

In review of the fees for operation of food trucks in Cape Elizabeth, in accordance with the new ordinance, the recommendation is to establish a fee of \$120 per application, per calendar year, and per location in the event that one operator has multiple locations. This fee structure is comparable to our neighboring community of South Portland. This fee would be reviewed as part of the annual review of the fee schedule already performed by the council.