DATE: February 26, 2020
FROM: Charles Hart, Manager, Right of way Services
TO: Eulois Cleckley, Executive Director of DOT
SUBJECT: Meter Permits for Food Trucks in the Right of Way Interim Procedures, Amended

This memorandum amends, clarifies, and supersedes the memorandum dated August 27, 2019, referencing the subject, “Meter Permits for Food Trucks in the Right of Way Interim Procedures.” A collaborative team of Denver Department of Transportation & Infrastructure (DOTI) divisions are working together to develop a set of Rules and Regulations that will help better define mobile commerce activities within the City Right-of-Way (ROW). As this work is pursued, critical changes to existing procedures are needed to manage existing permitting activities and to ensure public health, welfare, and safety. Updated procedures will be applied in addition to guidelines set forth on the City’s website at:

https://www.denvergov.org/content/denvergov/en/transportation-infrastructure/get-help/permit-operations.html

Currently, as a condition of being approved for a DOTI meter permit and reserving curbside space(s) vendors must first obtain the appropriate Denver business license(s). Specific to food trucks, a valid Retail Mobile Food License, and all appropriate verifications including but not limited to, inspections from the Denver Department of Public Health & Environment and the Denver Fire Department.

A food truck may operate or park on the ROW, in legal parking spaces in accordance with posted or unposted parking regulations, except in locations prohibited by ordinance. Interim procedures in addition to those already defined will include:

- A complete application for a curbside meter space shall be submitted no earlier than 14 (fourteen) calendar days but no later than 1 (one) business day prior to the beginning date for the permit (the Manager of DOTI or appropriate designee shall, in his/her sole discretion, determine whether an application is complete).
- The number of food trucks within the 2000 block of Larimer, the 2000 block of Market, and the 1900 block of Blake (“food truck limitation area”) shall be limited to no more than 4 (four) food trucks on each of these blocks at any given time, and each food truck shall have a valid permit issued by DOTI Permit Operations. Food trucks paying a curbside meter within the food truck limitation area shall be prohibited. Meter permits for these locations will be issued on a first come, first served basis.
- Violation of the interim procedures will result in the denial of all applications for a curbside meter space within the food truck limitation area until in-person counseling on the interim procedures with DOTI Permit Operations is conducted in order to gain compliance from the applicant with the interim procedures.

Increased enforcement will be conducted to ensure that food truck permit holders are in compliance with the terms of their permits and applicable procedures. Both DOTI ROW enforcement staff and the Denver Police Department will be involved in increased monitoring. Food truck businesses found in violation may be subject to enforcement actions, including administrative and/or criminal citations.