



TOWN COUNCIL STUDY SESSION AGENDA
August 25, 2025
5:00 PM

I. Study Session Items

1. Parker Area Historical Society Annual Update - Jan Truskolaki, 30 minutes
2. Douglas County Emergency Operation Plan Update - Epp - 15 minutes
3. Mobile Food Vendors - Kivela/Fussa - 30 minutes

II. Staff Updates

III. Town Council Updates/Items



MEMORANDUM

TO: Honorable Mayor and Councilmembers

FROM: Jim Tsurapas, Chief of Police
Greg Epp, Emergency Manager

DATE: August 25, 2025

SUBJECT: Discussion on updates to the Douglas County Emergency Operations Plan

ISSUE:

Discussion on updates to the Douglas County Emergency Operations Plan

FISCAL/BUDGET IMPACT:

No impact to budget.

BACKGROUND:

The Douglas County Emergency Operations Plan details the roles and responsibilities of agencies within Douglas County and its partner agencies. It serves as a connection for Douglas County Office of Emergency Management to local resources within Parker. This plan is updated approximately every 4 to 5 years and the Chief of Police has been a signatory on the plan in the past. It clarifies roles and responsibilities before, during or after a disaster. The plan follows the guidelines set forth by FEMA and the State of Colorado, and helps to solidify the partnership between Douglas County and municipalities within the county.

RECOMMENDATION:

For information purposes. Further information to be provided at Study Session.

REQUESTED DIRECTION:

For informational purposes. Further information to be provided at Study Session.

ATTACHMENT:

None



MEMORANDUM

TO: Honorable Mayor and Councilmembers
FROM: Michelle Kivela, Town Manager
John Fussa, Community Development Director
DATE: August 25, 2025
SUBJECT: Mobile Food Vendors

ISSUE:

The Town Manager's Office and Community Development Department will discuss the current policy and regulations for mobile businesses such as food trucks. Staff will also discuss potential options should the Town Council wish to amend the current policy and regulations.

FISCAL/BUDGET IMPACT:

None

BACKGROUND:

The Town addresses most forms of use, development and improvement of land through the Land Development Ordinance (LDO), Title 13 of the Municipal Code. The LDO allows a broad range of permanent and temporary uses that are subject to standards for engineering, planning and site-specific development to ensure consistency with Town policy and regulations. These standards also promote high quality development, mitigate nuisance impacts and support consistency with the Parker 2035 Master Plan. The LDO allows mobile businesses, such as food trucks, throughout the Town pursuant to Section 13.05.060, Temporary Uses and Structures, and subject to the standards for these types of businesses found at Section 13.05.060c(3). Since food trucks are considered temporary uses, the Town's approach to them is more permissive with limited standards than for permanent uses such as "bricks and mortar" restaurants.

The Town standards for mobile businesses, such as food trucks, support the current policy that this type of use is allowed (and encouraged) but is different from permanent "bricks and mortar" commercial uses. As a result, the Town has adopted limited standards that recognize this difference and require that food trucks should be temporarily located on any particular site, movable from place-to-place and meet criteria to address safety, nuisance impacts, parking/access and signage. There is a section of the Town website dedicated to food trucks and mobile business permits, a copy of which is attached and may be found at this link: <https://www.parkerco.gov/2400/Food-TruckMobile-Business-Permit>.

A copy of the Town code/standards for food trucks and other mobile businesses is attached for review. They may be summarized as follows:

- Requires a Town permit, which is valid for up to two (2) years.
- Must be operated in a manner that does not create a nuisance, traffic, access problem or hazard.
- Must maintain the area around the mobile business in a clean manner.
- Must observe and not violate the noise regulations of the Municipal Code.
- Must observe hours of operation from 5AM and 10PM.
- Must be stored inside a principal structure or outside of public view between 10PM and 5AM the following day, excluding weekends and holidays.
- Must obtain other permits including a Town business/tax license for sales tax, SMFR fire permit for safety and Health Department permit for food handling.
- **NOTE:** A mobile business such as a food truck does not require a site plan because it's considered a temporary use that is not permanent in nature.

Staff from the Town Manager's Office and Community Development Department have researched how other jurisdictions regulate food trucks for comparison purposes. The Town's requirements and standards are in the middle zone between those jurisdictions that are more permissive and those that are more restrictive with regard to food trucks. For example, the Cities of Centennial and Littleton are more permissive than Parker while the City of Greenwood Village is more restrictive than the Town. A copy of the Food Truck Comparison spreadsheet is attached for review.

Currently, the Community Development Department has 51 active mobile business permits for food trucks to operate in the Town at a location of their choosing. The majority of these food trucks operate on private property, although several of them operate in Town parks with approval by the Parks and Recreation Department. There have also been 15 food trucks with potential code violations that staff have followed up with to educate/inform the business owners, help them obtain a mobile business permit and promote compliance with the standards for mobile businesses. Most of the food truck operators in the Town comply with the standards for mobile businesses; however, there are several that have not which may require follow-up in the future.

Staff have identified several options for Town Council consideration with regard to food trucks, as follows:

1. **Maintain Current Requirements & Standards:** This approach appears to work for traditional food truck operators who move their business from place-to-place daily.
2. **Amend Current Requirements & Standards:** This approach would make the Town's requirements/standards for food trucks more permissive.
3. **Eliminate Current Requirements & Standards:** This approach would remove the Town's requirements/standards for food trucks, except for a business/tax license.

For option #2 above, staff believe there may be opportunities to streamline the Town's approach to food trucks and the standards that apply to them. This may include:

- **Requirement to Move:** Revise or eliminate the standard that requires a food truck to "be stored inside a principal structure or outside of public view between 10PM and 5AM the following day, excluding weekends and holidays." Revising the standard would

allow them to operate for an extended period of time (to be determined) on one (1) site without moving. Eliminating the standard would allow them to operate long-term on one (1) site without moving. In both options, the food truck may become a long-term or permanent use, so consideration should be given to issues such as trash/recycling storage, screening of unsightly elements, mitigation of nuisance impacts, deliveries, parking and access.

- **Hours of Operation:** Revise or eliminate the standard that "hours of operation shall be limited to between 5AM and 10PM." The Town does not regulate hours of operation for other types of businesses, so this would align with the Town's approach for "bricks and mortar" restaurants. Consideration should be given to the potential for nuisance impacts where a food truck is operating late at night or early in the morning, especially when near a residential neighborhood.
- **Signs:** Revise the standard that "mobile businesses shall be permitted one (1) sandwich board sign as part of the Mobile Business Permit" to allow one (1) temporary banner and/or a freestanding sign that complies with the Town sign code.
- **Food Truck Court/Rally/Rodeo:** Revise the standards to allow a property owner to establish a location where multiple food trucks may operate in one (1) location on a periodic, regular or seasonal basis. Consideration should be given to access, seating, bathrooms, lighting, nuisances, parking and trash/recycling.

There are several other issues related to food trucks that the Town Council may wish to consider as part of the discussion:

- How a more permissive approach to food trucks may affect permanent "bricks and mortar" restaurants.
- The potential for increased visual/nuisance impacts from noise, odors, lighting, outdoor storage, sanitation and trash if food trucks are allowed permanently at a site.
- Achieving a balance between allowing expanded opportunities for food trucks throughout Town, supporting traditional "bricks and mortar" businesses and meeting community expectations for development quality and community character through appropriate standards.

RECOMMENDATION:

For Town Council discussion and direction

REQUESTED DIRECTION:

Town Council discussion and direction.

ATTACHMENT:

1. Mobile Business - Food Trucks_13.05.060___Temporary Uses And Structures_8-20-25
2. Final_Comparison_Food Trucks_8-21-25
3. Town Web Site_Food Truck-Mobile Business Permit_8-21-25

13.05.060 Temporary uses and structures.

- (a) Purpose. To provide for the regulation of temporary uses and structures and address the impact of these structures and uses on surrounding properties, including aesthetics and economic development.
- (b) Temporary structures.
 - (1) Structures allowed.
 - a. A temporary structure that is used to temporarily replace an existing structure being demolished while a new permanent replacement structure is being constructed on the same site;
 - b. A temporary structure for the storage of construction materials, as a construction office or a sales office for managing a construction project;
 - c. Temporary school structures for classrooms;
 - d. Temporary accessory structure(s) incidental and subordinate to a permitted principal use that is limited in duration not to exceed a duration of ninety (90) days.
 - e. The use of semi-trailers or shipping containers as a temporary structure shall not be permitted unless otherwise approved as part of a Temporary Use Permit. Use of such trailers or containers shall be limited to forty-five (45) cumulative calendar days within a year.
 - (2) Standards applicable to temporary structures. All temporary structures are subject to the following requirements:
 - a. A Building Permit is required for all temporary structures, except as otherwise provided by the applicable building code.
 - b. No temporary housing shall be allowed in the Town except where expressly permitted by the applicable zoning regulations. Temporary housing is any dwelling unit that does not have a permanent roof or foundation. Trailers, RVs, tents, and similar shelters are temporary in nature and shall not be permitted on residential lots except that an RV or trailer may be used on site when rebuilding a dwelling unit following a catastrophic event, with approval of a Temporary Use Permit.
 - c. The applicant installing the temporary structure shall completely remove the temporary structure, and restore the site to its original conditions, once the permit for the temporary structure has expired or a Certificate of Occupancy or Certificate of Completion has been issued for the principal use, whichever occurs first.
 - d. The temporary structure's location, size and general design shall be described on the construction staging plan.
 - e. The temporary structure can be used with or without utilities or services.
 - f. The temporary structure shall not be more than one (1) story in height and shall be located in such a manner that the exterior walls are a minimum of ten (10) feet from any adjacent property lines and a minimum of twenty (20) feet or more from any other structure.
 - g. Temporary structures are subject to permits issued by the building department. Temporary structures shall not be placed on site prior to the issuance of a Building Permit, unless otherwise permitted by the Town, and shall be removed upon issuance of a Certificate of Occupancy or upon substantial completion of a project that does not require a Certificate of Occupancy.
 - (3) Replacement of an existing structure. Temporary structures that are used to temporarily replace an existing structure being demolished while a new permanent replacement structure is being

constructed, or is undergoing substantial remodeling, on the same site shall be allowed subject to the following requirements:

- a. The temporary structure is used for the same principal use as the structure that is being demolished.
 - b. The temporary structure shall have a floor area not greater than the structure it is temporarily replacing.
 - c. The temporary structure shall not be placed on site until a Building Permit has been issued for the new replacement structure.
 - d. The temporary structure shall be located on the same property as the project under construction, as indicated by a recorded plat or final Site Plan or located on an adjacent property subject to property owner authorization and Planning Director approval.
- (4) Standards applicable to construction-related activities. Temporary structures for the storage of construction materials, as a construction office or a sales office for managing a construction project may be allowed, subject to the following requirements:
- a. The temporary structure is to be used only during normal business hours for construction activities, as provided in Chapter 6.03, *Noise Regulations*, of the Parker Municipal Code.
 - b. The temporary structure shall be located on either the same property as the project under construction, as indicated by a recorded plat or final Site Plan, or located on an adjacent property, subject to property owner authorization and Planning Director approval.
 - c. The applicant, owner or tenant of the temporary structure shall possess construction permits for the subject property, including, but not limited to, a Building or Grading Permit.
- (5) Standards applicable to temporary school structures. For schools in any zoning district in which permanent educational facilities are expressly permitted, the Planning Director may, by permit, allow the use of temporary structures on property where a permanent educational facility is located or vacant land immediately adjacent to property to be used by any school district or charter school, as defined in Title 22, C.R.S., for permanent educational facilities. The temporary structures shall be used for school classroom purposes only and requires Site Plan approval pursuant to Section 13.03.040(p).
- (c) Temporary uses.
- (1) Temporary uses allowed.
- a. Temporary uses shall be limited to the uses identified in 13.05.E as temporary uses.
 - b. All allowed temporary uses shall be permitted under a Temporary Use Permit, unless a Community Event Permit, as described in Chapter 10.08, *Community Events*, of the Parker Municipal Code, is issued for the use, in which case a Temporary Use Permit is not required.
- (2) Temporary use standards.
- a. Seasonal sales temporary uses are limited to five thousand (5,000) square feet in total area, unless located within a residential zoning district or adjacent to a residential use in which case seasonal sales temporary uses are limited to two thousand (2,000) square feet.
 - b. The proposed temporary use shall only be in operation for the duration described in Table 13.05.E during any calendar year. The applicant will be allowed seven (7) days to set up before the Effective Date of the permit and to remove seven (7) days after the expiration of the permit. The temporary use shall only be allowed during the days specified on the permit. Permits do not continue from year to year.

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- c. The property where the proposed temporary use is to be located and/or the property owner of record shall not have any outstanding land use violations or obligations to the Town.
 - d. The proposed temporary use shall only be located within a nonresidential zoned area (area zoned for commercial and/or industrial use) unless specifically allowed by the Planning Director, upon a finding that there will be no material adverse impact to a residentially zoned area.
 - e. Temporary structures, such as tents, sheds, shipping containers and pods, and trailers, may be used with a temporary use, so long as such temporary structures comply with the regulations and permitting requirements of the Town and other referral agencies, including all electrical and generator connections and the requirements of this Section 13.05.060. Operable vehicles, such as RVs or semi-trucks, may also be used with a temporary use, subject to the requirements of this Section 13.05.060. At the termination of the temporary use, the temporary structures and vehicles must be removed within the seven-day removal time.
 - f. All required parking for the temporary use shall be on the same site as the lot where the temporary use is located, and the number of required parking spaces described in Table 13.08.F: *Off-Street Parking Requirements* shall be provided for the temporary use, which required parking spaces shall be in addition to the parking spaces required for the principal use of such property.
 - g. The temporary use shall be operated in compliance with Title 6, *Health and Safety*, of the Parker Municipal Code, including, but not limited to noise, litter, trash, and debris from such use.
 - h. Temporary uses proposed on undeveloped properties without improved surfaces will be subject to additional requirements from the Engineering and Public Works Department to ensure any potential disturbances to the property are restored pursuant to Town policies.

(3) Mobile business.

- a. Standards and limitations. A mobile business, whether stopping on a property for an extended period of time or for a short duration, may be allowed in any zoning district subject to the following requirements:
 - 1. A Mobile Business Permit shall be required for each mobile business. Mobile business permits shall be valid for a period of two (2) years and, regardless of the date of issue, shall expire on December 31 of each even-numbered year consistent with the business license requirements for the Town.
 - 2. The Mobile Business Permit shall apply to the mobile business, not the location. Such permit shall be displayed in a publicly visible location within the vehicle.
 - 3. The mobile business shall comply with the requirements of the currently adopted International Fire Code. A separate permit may be required through the Building Department.
 - 4. The proposed mobile business shall not be operated in a manner that creates a nuisance (noise, odor, vibrations, trash, and debris, or other), traffic, or access distraction or hazard.
 - 5. The operator of a mobile business shall maintain the area surrounding the mobile business in a clean manner. The operator shall not violate the noise regulations contained in Chapter 6.03, *Noise Regulations*, of the Parker Municipal Code.
 - 6. Hours of operation shall be limited to between 5:00 a.m. and 10:00 p.m.
 - 7. The mobile business shall be stored inside a principal structure or outside of public view between 10:00 p.m. and 5:00 a.m. the following day, excluding weekends (defined as 10:00 p.m. on Friday through 5:00 a.m. the following Monday) and holidays observed by the Town.

8. The mobile business shall not impede traffic or sidewalks.
9. The mobile business shall use the minimum number of parking spaces to park and safely operate and to serve customers.
10. Mobile businesses may be restricted from operating within the Town right-of-way during events that have obtained an approved Community Event Permit or separate agreement with the Town, unless specifically allowed as part of the Community Event, in which case a separate Mobile Business Permit shall not be required.
11. Mobile businesses shall be permitted one (1) sandwich board sign as part of the Mobile Business Permit.
12. The mobile business must be parked outside of any designated fire lane and outside the corner intersection sight distance as required by the Roadway Design and Construction Criteria Manual. See Figure 05.1 below.

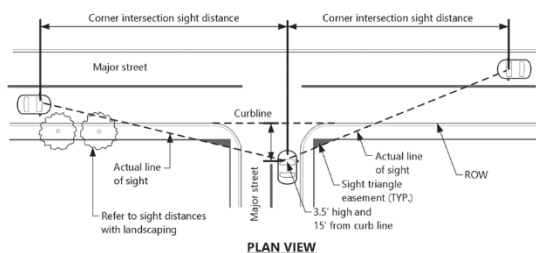


Figure 05.1 Sight Distance Requirement at Intersections

Posted Speed MPH	Corner Intersection Sight Distance
45	555 ft.
40	500 ft.
35	445 ft.
30	390 ft.
25	335 ft.
20	280 ft.

- b. Town-owned property (excluding right-of-way). Mobile businesses may operate on Town-owned or other public property provided they meet the following requirements:
 1. The mobile business shall have a valid Mobile Business Permit.
 2. The mobile business shall obtain permission from the property owner through the internal permitting and processing system, as amended.
- c. Mobile business permit requirements. Requests for approval of a mobile business shall require the issuance of a Mobile Business Permit. Application for a Mobile Business Permit is subject to Table 13.05.D below and shall include the following information:
 1. A Mobile Business Permit application.
 2. All other requirements within the Town's permitting and processing system, as amended.

d. Other licenses and permit requirements. The following are also required for mobile businesses:

1. Copy of a current Town business license.
2. Copies of other required permits from the Douglas County Health Department and/or other health department, if applicable.
3. Copies of all pertinent certificates or permits required by any of the referral or regulatory agencies as deemed necessary by the Planning Director to operate the mobile business, as it relates to the public health, safety and welfare. This may include, but is not limited to, health certificates, tent permits, electrical permits, Sign Permits and nursery licenses.
4. If a vehicle is used for the mobile business, the vehicle shall be properly licensed and registered through the State of Colorado.
5. An inspection of the mobile business is required by the Town of Parker Building Division to include fire life safety prior to release of a Mobile Business Permit.

Table 13.05.D: Mobile Business Permit Requirements		
Location	Duration	Renewal
Private Property	2 years	Permits are valid for a period of two (2) years and, regardless of the date of issue, shall expire on December 31 of each even-numbered year.
Right-of-Way	2 years	Permits are valid for a period of two (2) years and, regardless of the date of issue, shall expire on December 31 of each even-numbered year.
Town Owned Property (excluding right-of-way)	2 years	

- (4) Temporary use permit submittal requirements. Requests for temporary uses shall require the issuance of a Temporary Use Permit, except that seasonal sales are exempt from the Temporary Use Permit requirement provided such use meets the other standards in this Section 13.05.060(c)(3) and the requirements for outdoor display in Section 13.05.050(d)(7).

Table 13.05.E: Temporary Structure and Use Permit Requirements			
Temporary Use	Permit Required	Duration	Renewal
Replacement of existing structure	Building Permit	Upon issuance of a CO or upon substantial completion of a project that does not require a CO	—
Temporary sale/construction trailer	Building Permit		
Temporary school structure	Building Permit		
Seasonal sales	Temporary Use Permit	45 days	Permits are valid for the time allowed

Agricultural product stand	Temporary Use Permit	90 days	through the permit. Each year a new permit is required for the event Additional fees and permits may be required through the Building Department.
Carnival or festival	Temporary Use Permit	10 days	
Outdoor market	Temporary Use Permit	150 days	

Revised process – start with Community Development as 1st point of contact

- **Step 1: Community Development shares mobile business information and code requirements with operators**
 - Code requires a permit
 - Where located: private property, ROW or Town-owned property
 - Signage
 - Cleanliness/nuisances
- **Step 2: Operator obtains permits/licenses**
 - Health dept retail food license
 - SMFR permit/fire inspection
 - Town business/tax license
 - Town food truck/mobile business permit (with affidavit)
- **Step 3: To operate, must have and display the following:**
 - Required permits/licenses
- **Step 4: If necessary, Code Compliance follow-up on complaints, reports of violation**

Food Truck Community Comparison

Municipality	Permit Process	Hours of Operation	Moving/Screening Requirements	New Business Info	Other
Castle Rock – not in SMFR	Currently, we require them to have an approved Temporary Use Permit (\$250) that allows them to be on a lot zoned commercial but does not have to be approved. The TUP is good for 90 days. They are allowed to stay on the site, even at night, for 90 days. We have had several food truck businesses wanting us to issue a Food Truck Vendor permit so they can move around town.			Mobile Food Preparation Vehicles Castle Rock, CO - Official Website	Code sec. 17.16.020 - Temporary uses
Centennial	We would ask they register for a Retail Sales Tax License, collect and remit Centennial Sales Tax. We also don't allow commercial activities in the public right of way. We don't have any other code requirements. I do remind them they need to have a Health Inspection and License and speak with the local Fire Department.	None	None	Sales Tax and Business Licensing – City of Centennial – nothing specific to food trucks	
Douglas County – partly in SMFR	Douglas County allows food trucks on zoned business, commercial, and industrial properties that have an approved site improvement plan. Depending on the site, we may require a SIP modification to ensure the food truck location does not interfere with required parking and circulation. The food truck must leave the site every night (and this has been a bit of a struggle to enforce). Food trucks are also allowed as part of entertainment and special events via the permit.		Yes - The establishment is intended to physically report to and operate from a commercial commissary kitchen for servicing, restocking, and maintenance each operating day.	Food Trucks and Push Carts - Douglas County	Toilet rooms must be conveniently located and accessible to employees during all hours of operation.

Municipality	Permit Process	Hours of Operation	Moving/Screening Requirements	New Business Info	Other
Englewood – not in SMFR	Mobile food vendor license – complete application requires: City sales/use tax license, certificate of insurance, site approval/map, applicable health dept approval, fire inspection Unless selling at an event already licensed or approved by the City, to operate under the current City zoning code, vendors must obtain a temporary use permit (\$150) from the Community Development Department	None	None	Taxes and Business Licenses City of Englewood, Colorado Food Trucks City of Englewood, Colorado – housed under Finance, instructions on how to get food truck license & vendor application	Has own fire department – not part of SMFR
Greenwood Village	Mobile food service permit: • Written description of nature of mobile food service to be conducted by the applicant • Copy of valid City sales tax license • Description of cart or other vending device from which food/beverages are to be served • Statement indicating distance of proposed mobile food service location from nearest occupied dwelling & school property • Evidence of compliance with applicable health regulations • If mobile food service is to be conducted on private property, a written statement signed by property owner granting permission to	None	None	Business Tax Licensing Greenwood Village Official Website – nothing specific to food trucks	Code sec. 16-2-535 Code sec. 16-24-30

Municipality	Permit Process	Hours of Operation	Moving/Screening Requirements	New Business Info	Other
	conduct mobile food service on property - Director shall determine whether proposed location is compatible with public interest and use of ROW, location of adjacent buildings, availability of adequate parking areas, proximity of loading zones and presence of other characteristics which may result in obstruction of side or ROW or in pedestrian or street congestion Requirements: - A mobile food service permit is required and valid through December 31 of the year issued. Each permit is location-specific (only valid for one site). - Permitted in all zone districts but must be more than 300 feet from any residentially zoned property. - Vendors cannot block sidewalks or the traveled portion of the street. - If on private property, the vendor must have written permission from the property owner. - Compliance with applicable health regulations and a valid city sales tax license are required.				

Municipality	Permit Process	Hours of Operation	Moving/Screening Requirements	New Business Info	Other
	Vendors must keep the area within 25 feet of their location free of litter.				
Lakewood	Food trucks are allowed in mixed-use, commercial & light industrial zone districts. Food trucks are not allowed in residential zone districts unless part of an approved block party Must obtain retail food establishment license from JeffCo health dept Must obtain Lakewood business license and display at all times, unless operating in Lakewood for only one event per year No food truck permit is required but must comply with following: - If on private property, have written authorization on hand at all times - Supply trash container and dispose of any waste properly - Abide by all parking laws - Abide by West Metro Fire Rescue	None	None	License My Business - City of Lakewood Food Trucks - City of Lakewood – housed under Sustainability/Local Food, shows requirements for food trucks	
Littleton	We do not have special permitting (we tried a pilot back in 2018) but do require a sales tax license as appropriate.	None	None	Business & Sales/Use Tax License - Littleton CO – nothing specific to food trucks	
Lone Tree	Selling food out of any portable vehicle including trucks, carts, trailers, roadside kiosks, and stands is allowed with an	No earlier than 7 AM & later than midnight	None	Taxing & Business Licensing - City of Lone Tree	Fire separation distance - units may not be within 10 feet of any building entranceway,

Municipality	Permit Process	Hours of Operation	Moving/Screening Requirements	New Business Info	Other
	approved Temporary Use Permit (subject to conditions and requirements) Temp Use Permit requires: • Compliance with regulations/permitting of all applicable agencies (i.e. SMFR, DougCo health dept) • Copies of certificates/ permits must be attached to temp use application • Letter of authorization from property owner • If alcohol is served, applicant shall adhere to City’s liquor licensing regulations • Full zoning compliance must be met • Proposed dates, times & duration of operation must be provided • Photos of mobile food vending unit must be submitted Site plan must be submitted as part of application and must show the following: • Distance to all structures within 300 feet, including use & business name • Accessible restrooms within 300 feet • Access to public ROW • Location of off-street parking & loading areas			Food Trucks - City of Lone Tree – housed under Code Enforcement, requirements to operate food truck	doorway, or driveway. Units must not impede the safe movement of vehicular and pedestrian traffic, parking lot circulation, or access to any public ROW or sidewalk. Property eligibility & permission - property where the proposed temporary use is to be located, and the property owner of record shall not have any outstanding land use violations or obligations to the City, including taxes and fees. Units must be located on private property with permission from the property owner. Impacts - units may not beam or radiate light, emit audible sound or music detectable to adjoining parcels, emit fumes, smoke, and/or odors that create a nuisance to adjoining parcels. External lighting shall be shielded such that the source of illumination (bulb or direct lamp image) is not

Municipality	Permit Process	Hours of Operation	Moving/Screening Requirements	New Business Info	Other
	Must provide written permission from business to use its restroom (within 300 feet) Must provide DougCo health affidavit of employee restroom availability Following licenses are required to operate: • Business retail sales/use tax licenses • State of CO retail food establishment license • DougCo health dept retail food license				visible from any adjacent property. Lights may not blink, strobe, or flash. Trash/recycling receptacles - units must provide trash and recycling receptacles at their location and maintain a clean and litter-free area around their operation – including picking up all trash from customers.
Parker	Definition – commercial retail, food or service establishment that is not intended to be permanent and is operated in a static or transitory location, may include truck that is motorized, wheeled vehicle or trailer that is licensed for use on public roadways or a cart Food truck/mobile business permit – allows mobile businesses to operate year-round, may be renewed every 2 years, allows operation on approved Town-owned property, Town ROW and private property Mobile business permit shall apply to the mobile business, not the location Steps to operate mobile business: • Retail food license from health dept	Between 5 AM and 10 PM	Stored outside of public view between 10 PM and 5 AM (excluding weekends and national holidays)	Business and Tax Licenses Town of Parker - Official Website	Subject to standards in code such as: The proposed mobile business shall not be operated in a manner that creates a nuisance, traffic or access distraction or hazard The operator of a mobile business shall maintain the area surrounding the mobile business in a clean manner. The operator shall not violate the noise regulations contained in Chapter 6.03 of this Code.

Municipality	Permit Process	Hours of Operation	Moving/Screening Requirements	New Business Info	Other
	- Business/tax license from Town - SMFR fire permit/approval To apply for food truck/mobile business permit: - Apply for permit via eTRAKiT - Upload docs – Town business/tax license, mobile business affidavit SMFR reviews: - Fire permit/inspection of cooking area, appliances, fuel, suppression, etc. - Separate permit required Town reviews: - Code provisions for mobile businesses such as health dept approval, business license approval, signage. - Applicant must provide approved fire permit from SMFR with mobile business permit application to address code requirement – applicable code is Sec. 13.05.060(c) Mobile businesses on Town-owned property & ROW: - If downtown, refer to downtown parking restrictions map on food				

Municipality	Permit Process	Hours of Operation	Moving/Screening Requirements	New Business Info	Other
	truck/mobile business permit application - Parks and Recreation has separate process for food trucks at parks, recreation facilities Mobile businesses on private property: - Allowed on all private property in Town as temporary use, subject to standards. Permitted one (1) sandwich board sign Max. 15 business days for review process, usually shorter duration Operating during Town-approved Community Event does not require Food Truck/Mobile Business permit				
SMFR	All food trucks equipped with appliances that produce smoke or grease-laden vapors operating in SMFR's jurisdiction are required to possess a valid SMFR Operational Permit Mobile food preparation vehicle permit application: - Mobile preparation vehicle operator information - Vehicle operator/owner address - Vehicle details	N/A	N/A	Special Events South Metro Fire Rescue, CO - instructions on obtaining food truck permit	

Municipality	Permit Process	Hours of Operation	Moving/Screening Requirements	New Business Info	Other
	- Inspecting agency - Specific vehicle elements (systems present, fuel used)				

Summary of Permit Processes

Parker - Food truck/mobile business permit

- Step 1: Health dept. retail food license
- Step 2: Obtain Town business/tax license
- Step 3: SMFR permit/fire inspection
- Step 4: Apply via eTRAKiT
 - Upload Health dept. retail food license
 - Upload Town business/tax license
 - Complete mobile business affidavit
 - Upload SMFR permit
- Step 5: Town Review: location, signage, code compliance
- Step 6: Town administrative review and approval
- Step 7: Permit valid private property, Town ROW and Town property (Parks/Rec approval)

Lone Tree – Temp use permit

- Step 1: Gather documentation
 - Health permits (DougCo health mobile unit license & SMFR permit)
 - Business licenses (state & local)
 - Property owner authorization
 - Site plan with 300-ft radius details, restrooms, parking
- Step 2: Apply for Temp Use Permit
- Step 3: Submit photos of unit
- Step 4: Undergo zoning & code compliance check
- Step 5: Meet all conditions (e.g., distance, lighting, fire safety)

Greenwood Village – Mobile food service permit

- **Step 1:** Prepare application

- Description of service, location info, cart/truck details
- Sales tax license, health compliance, and property owner permission
- **Step 2:** Submit for mobile food service permit (site-specific)
- **Step 3:** Reviewed for public interest/ROW compatibility

Englewood – Mobile food vendor license & temp use permit

- **Step 1:** Obtain:
 - City sales/use tax license
 - Insurance
 - Site map approval
 - Health and fire clearance
- **Step 2:** Apply for Mobile Food Vendor License
- **Step 3:** If not part of an approved event, apply for Temporary Use Permit

Lakewood – no food truck permit required

- **Step 1:** Operate only in approved zones (no residential areas)
- **Step 2:** Obtain:
 - Jefferson County health license
 - Lakewood business license
- **Step 3:** No food truck permit required, but must:
 - Have written private property authorization on-hand
 - Dispose of trash properly
 - Follow fire code (West Metro Fire Rescue)
 - Abide by parking laws

SMFR – Operational permit

- Applicable to multiple jurisdictions
- Requires Operational Permit for trucks producing smoke/grease-laden vapors

- Submit mobile prep vehicle details including appliances, fuel, inspection

***Notes and Shared Requirements Across Some Communities**

- **Fire & Health Clearance:** Required in Parker, Lone Tree, Englewood, Greenwood Village, and often coordinated with SMFR
- **Private Property Use:** Most cities require **written authorization** from the property owner
- **Site Plan:** Often required showing distances, services, and access
- **Waste Management:** Many require vendors to maintain a **clean area with trash/recycling**
- **Zoning Restrictions:** Some cities restrict operation based on zoning (e.g., Lakewood, Greenwood Village)

Food Truck/Mobile Business Permit

A mobile business is a commercial retail, food or service establishment that is not intended to be permanent and is operated in a static or



transitory location. A mobile business may include a truck that is a motorized, wheeled vehicle, or a trailer that is licensed for use on public roadways, or a cart.

[Download a printable brochure](#) with the information on this page.

Permit Details

A Food Truck/Mobile Vendor Permit:

Contact Us

Community Development Planning Division

20120 E. Mainstreet
Parker, CO 80138

Phone: 303.841.2332

Fax: 303.841.3223

Hours

Monday – Friday
8 a.m. – 5 p.m.

- Allows mobile businesses to operate year round; may be renewed every two years with renewals required on the even number years.
- Allows mobile business operations on approved Town-owned property and Town right-of-way (Streets).
- Allows mobile business operation on private property.

There are several steps to operate a mobile business in the Town of Parker:

- A retail food license from a county health department is required. We do not accept Denver Health Department food licenses.
- A business and tax license is required.
- A fire inspection of the food truck/mobile business is required; South Metro Fire Rescue will conduct the inspections. To schedule, please go to their website [SouthMetro.org](https://www.southmetro.org). Click on the link *Special Event or Food Truck Permits* in the middle of the home page. Then follow the instructions to schedule the inspection.

To apply for a Food Truck/Mobile Vendor Permit:

- Apply for the Food Truck/Mobile Vendor Permit online via the eTRAKiT system (ParkerCO.gov/eTRAKiT).
- Setup a login to the Town of Parker's eTRAKiT system using a public account
- Upload required documents including, but not limited to: Town of Parker Business License, Mobile Business Affidavit, Douglas County Health Department and/or other health department retail food license. We do not accept Denver Health Department.

The applicant logs in to the eTRAKiT system to resolve issues/requests for additional documents for a submitted permit.

Mobile Businesses on Town-owned Property or Right-of-way

- When determining the locations you'd like to operate, consider all possibilities for doing business in Town.
- Refer to downtown parking restrictions map on the Food Truck/Mobile Vendor permit application on eTRAKiT.

Additional Permit Information

- Refer to Mobile Business procedures and requirements on eTRAKiT if additional locations are needed after permit issuance.
- A mobile business is permitted one (1) sandwich board sign as part of the Food Truck/Mobile Vendor permit.
- Please allow 15 business days for the review process. If there are additional issues that need to be addressed, the review process may take longer.
- If you have questions or need additional information contact the Community Development Department at 303.841.2332.

Municipal Code/Mobile Business

View the section of the Parker Municipal Code that deals with mobile businesses.

Community Events

Operating a mobile business during a Town approved Community Event does not require a Food Truck/Mobile Vendor Permit (Parker's Farmer's Market). You would need to contact the event organizer for approval during event times. This approval is only good for the

times and location for that specific event. Mobile businesses without organizer approval cannot operate during Town approved community events.

Under Municipal Code 10.08, a Community Event Permit must be obtained from the Town before any group or individual can conduct an organized event on, or directly impacting, Town property or roadways within Town limits. As a rule of thumb, if you are planning an event that is likely to impact the normal flow of pedestrian or vehicular traffic in public spaces or privately-owned property, you must apply for a Community Event Permit.

An organized event is defined as:

Block Party

- Any event involving closure of residential street.
- Bike parade or horse/carriage rides in your neighborhood

Community Event

- Any event that involves a public road or public parking lot closure.
- Any event on public property with alcohol.
- Any event hosted outside with 100+ people on public property.
- Any event hosted outside with 1,000+ people on private property.

General Event

- Any park or facility rental that includes vendors or selling of items.

While a Food Truck/Mobile Vendor Permit is not required to operate at Community Events, it is required for any operation within the Town of Parker outside of the approved Community Event.

Find more information about Community Event Permits at

 **Government Websites by CivicPlus®**

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