

# **CITY OF GRAHAM, TEXAS**

## **NOTICE OF PUBLIC HEARING**

Notice is hereby given that the City Council of the City of Graham, Texas, will hold a **Public Hearing on Monday, April 8, 2024, at 6:00 p.m.** in the City Council Chambers, City Hall, 608 Elm Street, Graham, Texas, to receive comments regarding a proposed policy for Food Truck operations on the interior of the Square.

The City Council is considering adoption of a policy to allow Food Truck operations on the interior of the Square. The **DRAFT** policy is attached to this Public Hearing Notice.

All interested parties are encouraged to attend the Public Hearing to express comments regarding the proposed policy for Food Truck operations on the interior of the Square.

If you cannot attend, you may submit comments in writing, prior to the Public Hearing, to the following:

City Secretary  
City of Graham  
612 Elm Street  
Graham, Texas 76450

If you have questions concerning this Notice of Public Hearing, please contact the City of Graham at (940) 549-3324 between 8:00 a.m. and 5:00 p.m.

### **ACCESSIBILITY NOTICE**

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations and interpretive services must be made 48 hours prior to the meeting. Contact the City Hall at (940) 549-3324.

*This Notice shall be posted on the City's website and in a newspaper of local circulation.*



## DRAFT

### Policy for Food Truck Operations on the Southern Half of the Square Version 1 - February 2024

The following shall be the policy of the City of Graham ('City') regarding the operation of Food Trucks on the interior of the Square.

1. **Allotted Spaces.** Three spaces will be allotted on the Southwest corner of the Square for the operation of Food Trucks with such spaces to be determined by the City on an as needed basis.
2. **Space Allocation Methodology.** Food Truck spaces will be allotted to vendors on a first-come, first-serve basis. However, in the event there are more than three vendors who apply for spaces, the City reserves the right to allocate spaces based on a lottery system. Food Truck vendors must register with the City's Code Enforcement Department to be eligible for selection to a space. The Code Enforcement Department will be responsible for scheduling and coordination of Food Truck spaces.
3. **Hours of Operation.** Food Trucks will only be allowed to operate in the Square on Sundays from 11:00 a.m. until 7:00 p.m. In those instances where an approved event on the Square conflicts with the scheduled availability for the Food Truck spaces, the scheduled event shall have priority and the City will not make Food Truck spaces available on that date.
4. **Alternate Dates of Operation.** The City may offer other dates of availability for Food Truck operations on the Square on a case-by-case basis (e.g., in conjunction with an event on the Square where the event sponsor has requested the presence of Food Trucks).
5. **Compliance Requirements.** All Food Truck vendors must comply with all City Ordinances to include, but not limited to, valid health inspection certificate and valid Sales Tax certificate.
6. **Insurance Required.** All Food Truck vendors shall be required to provide proof of liability insurance to operate on the Square. The minimum required liability insurance coverage is \$1,000,000 per-occurrence and an aggregate limit of \$2,000,000.
7. **Provision of Utilities by Vendor.** All Food Truck vendors shall be responsible for provision of all utilities associated with operation of the vendor's Food Truck including electrical service, water service, wastewater disposal, and solid waste removal.
8. **Permit Fee.** The City shall require a permit fee of \$30, per rental instance, for allotment of a Food Truck space on the Square.

9. **Revocation of Permit.** The City reserves the right to revoke any Food Truck vendor's permit in those instances of misconduct by the vendor, failure of the vendor to maintain cleanliness of the space, or failure of the vendor to maintain compliance with any element of this policy.

10. **Policy Endorsement.** All approved Food Truck vendors shall endorse this policy by signature. The original document shall be maintained by the Code Enforcement Department and a copy shall be provided to the vendor. Such endorsement by signature shall be considered binding on the parties, except as provided in Item Number 11.

11. **Exclusive Right of Amendment and Revocation.** The City herein reserves the right to amend or revoke this policy, without prior notice.

This policy was last updated on: **February 29, 2024**

For the City of Graham,

Eric Garretty  
City Manager

I, \_\_\_\_\_, the Vendor named on the attached permit for allocation of a Food Truck space on the Square, do hereby acknowledge, by signature below, that I have been provided a copy of the policy and will comply with all provisions contained herein.

Signed,

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Printed Name)

Date: \_\_\_\_\_

**Permit Checklist**

- Proof of Insurance provided
- Health Inspection
- Permit Fee Paid

Space No.: \_\_\_\_\_

Rental Dates(s): \_\_\_\_\_