

# **PUBLIC WORKS AND TRANSPORTATION COMMITTEE MINUTES May 1, 2018**

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## **In Attendance**

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Councilman Jerry Mitchell, Committee Chair, called the meeting to order at 3:08 p.m. in the Assembly Room. A quorum was present, including Council Chairman Ken Smith, Vice-Chairman Erskine Oglesby and Council members Carol Berz, Anthony Byrd, Demetrus Coonrod, Russell Gilbert, Chip Henderson and Darrin Ledford. City Attorney Wade Hinton and Council Support Specialist Keren Campbell were also present.

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## **Others in Attendance**

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Public Works: Justin Holland, Administrator, and Roshonda Woods, Sanitation Manager;  
Transportation: Blythe Bailey, Administrator; City Attorney: Keith Reisman, Assistant City Attorney; Information Technology: Brent Messer, Chief Information Officer

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## **Approval of Minutes**

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**On motion of Councilman Ledford** and seconded by Councilman Gilbert, the minutes of the last meeting (April 17, 2018) were approved as published.

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## **Ordinances (First Reading) - Agenda Item 6B**

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Councilman Mitchell asked Mr. Holland to brief the Council on this item. Upon no questions or comments, the issues were closed.

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## **Resolutions - Agenda Item 7D**

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Councilman Mitchell asked Mr. Holland for details on the bidding process for this item. Upon no further questions or comments, the issues were closed.

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## **Resolutions - Agenda Item 7E**

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Councilman Gilbert asked Mr. Holland to brief the Council on this item. Upon no further questions or comments, the issues were closed.

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## **Resolutions - Agenda Item 7F, 7G & 7H**

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These items had been discussed at previous open meetings. Upon no questions or comments, the issues were closed.

## **Next Week's Agenda: May 8, 2018**

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### **Resolutions - Agenda Item 7G, 7H & 7I**

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These items had been discussed at previous open meetings. Upon no questions or comments, the issues were closed.

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### **Garbage Containers**

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Councilman Ledford asked Mr. Holland to explain the process for purchasing garbage containers. Mr. Holland introduced Ms. Woods, who briefed the Council on the protocol for these purchases. There being no questions or comments the issue was closed.

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### **Mobile Food Units**

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Mr. Bailey made a presentation on the Mobile Food Units that included the following:

- General overview of codes
- Operation requirements
- Insurance
- Compliance
- Process for approval
- Application form
- Food Truck Zone

A discussion ensued with Mr. Bailey, who responded to questions on the following topics:

- Areas of operation (Councilman Gilbert)
- Availability in parks (Councilman Gilbert)
- Council's input in process (Councilman Gilbert)
- Petitions for Constituents (Councilman Gilbert)
- Distance regulations (Councilman Gilbert)
- Consequences and penalties (Councilman Gilbert)
- Zone Timeline (Councilman Henderson)
- Survey (Councilman Henderson)
- Process for establishing zone (Councilman Henderson)
- Buffer between Zones (Councilman Henderson)
- Regulations from ordinance (Councilman Henderson)
- Residential Zones (Councilwoman Berz)
- Area of designation (Councilwoman Berz)
- Park Zones (Councilwoman Berz)
- Process for on street parking (Councilwoman Berz)
- Beer Trucks (Councilman Smith) Mr. Reisman also responded
- Mayor's representative as outline in code (Councilman Mitchell)
- Parking issues (Councilman Mitchell)
- Timeline for operating once approved (Councilman Oglesby)

Upon no further questions or comments, the issue was closed.

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**Other Business**

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Councilman Ledford asked Mr. Messer to brief the Council on the SMART Homes contract. Councilman Gilbert asked for an update on camera set up in the Brainerd area. Upon no further questions or comments, the issue was closed.

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**Adjournment**

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There being no further business, Councilman Mitchell adjourned the meeting at 3:58 p.m.

*Attachment: Mobile Food  
Unit Presentation*

# MOBILE FOOD UNITS

Code	Title	Description	Change or No Change
20-147	Mobile Food Units	General information referencing state requirements, health department, and other requirements.	No Change
20-148	Permit Requirements	Permits administered by City Treasurer	No Change
20-149	Operational Requirements	Changes code to allow Food Trucks to be able to operate on city streets	Change
20-149	Operational Requirements	Changes to allow food trucks in non-residential zones rather than strictly in the downtown or certain zoning districts	Change
20-149	Operational Requirements	Considering changing hours of operation to align with nearby businesses	Change
20-149	Operational Requirements	Changes to provide for the opportunity to allow portable tables and chairs on private property and sidewalks under certain circumstances and as long as clear zone is maintained.	Change
20-150	Compliance with Health Regulations	References other health regulations	No Change
20-151	Compliance with fire safety regulations	Adds specific fire safety regulations	Change
20-152	Insurance	Adds specific provision for the requirement to provide current insurance holding the city harmless	Change
20-153	Failure to obtain Permit	outlines consequence of violations	No Change

## Mobile Food Units (MFU) Zone Permit Application Form

Chattanooga Department of Transportation  
Development Resource Center  
1250 Market Street, Suite 3030  
Chattanooga, TN 37402  
(423) 643-5950

### RE: Request for Mobile Food Units (MFUs) Zone Permit

This is a request for **Mobile Food Units Zone Permit**

Please provide the required documents with this form:

- ☐ Site plan showing the space(s) within the ROW or zone proposed to be used, including all pertinent dimensions. Show a large boundary for the affected zone that is defined as a default to be an area one block larger in all directions than the zone being proposed.  
*Note, CDOT has final authority to determine the affected zone and may add or remove properties based on their perceived interest or relatability to the proposed Zone.*
- ☐ Clear identification of any marked or metered parking spaces proposed to be made available for MFU's within the zone
- ☐ Submit a list of all properties and ownership representative and show that 75% of those properties are in approval of the proposed zone.

In making this request: Permittee agrees to all conditions and requirements contained in this document as well as those required by City code and by other authorities having jurisdiction.

APPLICANT'S ADDRESS

