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City of Fort Collins Introduction & Agenda 2



Agenda for Today

- ❖ Introduction
- ❖ Getting started & website tour
- ❖ What is an outdoor vendor?
- ❖ Municipal Code & definitions
- ❖ The five types of vendors
- ❖ General do's and don'ts
- ❖ Exceptions
- ❖ Application process
- ❖ Location, location, location!
- ❖ Non-compliance
- ❖ Materials in Folder
- ❖ Q&A

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City of Fort Collins Getting Started & Websites 3

Getting Started!

You must first obtain a city sales and use tax license – this serves as your license to conduct business in Fort Collins – We are a *Home Rule City* and require our own licensing and tax filing

- Sales tax license is free and never expires
 - Please notify our office of any changes or closure
 - You must file your sales tax returns on time even if it is a zero return
 - We are separate from the State and County

Let's head to the website

- ❖ Sales Tax Main page: <https://www.fcgov.com/salestax/>
- ❖ Outdoor vendor page: <https://www.fcgov.com/salestax/vendors.php>
- ❖ Munirevs page: <https://fortcollins.munirevs.com/>

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City of Fort Collins Municipal Code 4

Fort Collins Operates by the Municipal Code

City Sales and Use Tax is found in Chapter 25, Article III

Outdoor Vendors can be found in Chapter 15, Article XIV

Links can be found on main sales tax page *and* outdoor vendor page:
https://library.municode.com/co/fort_collins/codes/municipal_code?nodeId=CH15LIBURE_ARTXIVOUVE

Outdoor vendor shall mean any person, whether as owner, agent, consignee or employee, who sells or attempts to sell, or who offers to the public free of charge, any services, goods, wares or merchandise, including, but not limited to, food or beverage, from any outdoor location.

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City of Fort Collins The Five Types of Vendors 5

There are FIVE different types of vendors

- ❖ **Mobile food truck** shall mean a motorized wheeled vehicle or towed wheeled vehicle designed and equipped to serve food. *Mobile food truck* shall include both "hot trucks," upon which food is cooked and prepared for vending, and "cold trucks," from which only commissary-prepared, ready-to-eat or packaged foods in individual servings are handled.
- ❖ **Neighborhood mobile food vendor** shall mean an outdoor vendor operating in locations on streets that are in neighborhood zone districts from a mobile food truck or pushcart licensed for use in the retail sale or service of only commissary-prepared, ready-to-eat or packaged food in individual servings. *Neighborhood mobile food vendor* shall not include a vendor operating from a mobile food truck or pushcart on which food is cooked.

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City of Fort Collins The Five Types of Vendors 6

- ❖ **Pushcart** shall mean a mobile vending cart, pushcart or trailer that is not motorized or attached to a vehicle for towing and that does not exceed ten (10) feet in length (excluding the length of the trailer hitch, if any), four (4) feet in width or eight (8) feet in height. A *pushcart* may be used to cook and prepare food for vending or to serve commissary prepared, ready-to-eat or packaged food in individual servings.
- ❖ **Outdoor vendor of miscellaneous goods and services** shall mean an outdoor vendor who offers miscellaneous goods or services to the public on private property. *Outdoor vendor of miscellaneous goods and services* shall include, but not be limited to, Christmas tree lots, pumpkin patches and other temporary outdoor holiday sales; vehicle windshield chip repair; temporary car wash events; and temporary nonprofit fundraising sales.
- ❖ **Outdoor vendor of transportation services** shall mean an outdoor vendor (not regulated by the Colorado Public Utilities Commission) who offers transportation services to the public. *Outdoor vendor of transportation services* shall include, but not be limited to, vendors of valet parking services; transportation services by pedal power such as pedi-cab or conference bicycle services; horse-drawn carriage rides; or other means of transportation service offered for hire.

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City of Fort Collins Do's & Don't 7

General Do's...

- ❖ In general, food trucks and pushcarts are treated the same
 - ❖ Either can apply to vend on business private property OR in non-neighborhood zones where parallel parking is allowed.
- ❖ Vendors of miscellaneous goods and services can only vend on business private property
- ❖ Neighborhood mobile vendors can vend in neighborhoods but with guidelines:
 - ❖ Only vend between 10am and 8pm
 - ❖ Not stop to vend for more than fifteen minutes
- ❖ Vendors of transportation services are governed by the Colorado Public Utilities Commission – they do have rules in our code, but I have never seen an approved vendor of transportation services in Fort Collins

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Must Do's...

- ❖ All vendors must complete an application prior to vending anywhere in the city which includes necessary inspections and signed permissions
 - ❖ You can add locations throughout your active license
- ❖ All vendors must be current on sales tax filings
- ❖ All vendors must maintain a safe and clean operation at all times
- ❖ All vendors must display licensing in a visible location on each vehicle, structure, cart
- ❖ All (except neighborhood vendors) may vend from 7am – 3am but no more than 12hrs at a time
- ❖ All food vendors MUST go through inspections and obtain a health permit

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General Don'ts...

- ❖ No vendor is allowed to vend within 200ft of a property boundary of any public or private school, grades K-12
- ❖ No vendor is allowed to:
 - ❖ Block a public right of way or sidewalk
 - ❖ Set up within 10ft of an entranceway, doorway, or driveway
 - ❖ Vend from a diagonal spot of any kind
 - ❖ Take up more than one parking spot
- ❖ No vendor is allowed to sell alcohol or drugs of any kind
- ❖ Vendors may not vend at any one location more than 3d/wk unless that location is licensed as a stationary vendor approved site – we will discuss when we go through application

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The Exceptions and Confusing Stuff...

- ❖ I cannot review or approve any requests in the following locations:
 - ❖ Colorado State University property
 - ❖ Poudre School District property
 - ❖ Any parks or trails
 - ❖ Downtown Zone District (old town square and the downtown area)

- ❖ You do NOT need an outdoor vendor license for:
 - ❖ Farmer's Markets
 - ❖ Festivals
 - ❖ Private parties or catering events
 - ❖ Auctions or yard sales
 - ❖ Anything on or behalf of the City
 - ❖ If you have a license for any of the special jurisdictions (above)
 - ❖ License through them only

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Let's talk application!

Location is everything...

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Final Thoughts

Non-Compliance - Revocation

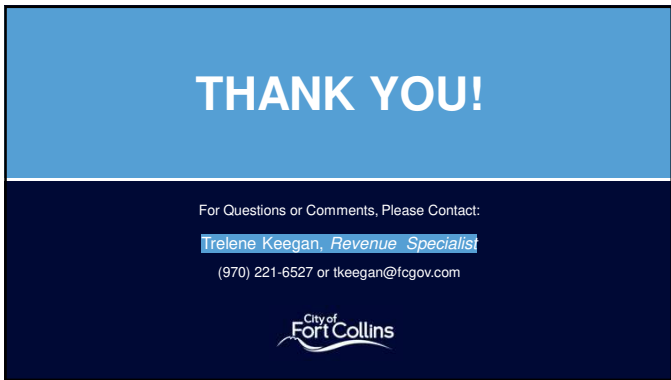
- ✓ Please take the time to complete the paperwork correctly for the fastest and smoothest results – it's easy
 - ✓ We have this process in place for a reason – please comply
- ✓ Please file your returns on time or reach out if you have an issue
- ✓ I will reach out if I have any questions or concerns
- ✓ Do your homework on location before investing in your setup
- ✓ If you ignore everything above it may result in revocation...

Just call me! Always happy to hear a new idea
(970) 221-6527

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