



Mobile Vending Site Plan Review

City of Oshkosh, Wisconsin

Introduction

No Mobile Vending Unit shall operate within the City of Oshkosh without a Mobile Vending License first being approved by the Site Plan Review Committee. The City's Mobile Vending License is in addition to all other local, State, or Federal approvals, permits, or licenses necessary to engage in this activity (e.g. State of Wisconsin Seller's Permit, Winnebago County Health Licensing, etc.).

The Mobile Vending Site Plan Review is an administrative process that is typically held within 7-12 working days after the completed plans and application are received. A pre-submittal meeting/phone call is recommended prior to filing a site plan for acceptance. Contact the Development Review Coordinator (920-236-5059) several days before the application deadline to discuss submittal requirements. The Development Review Coordinator will serve as the central point of contact between the various City Departments involved in the review process and the developer.

The Site Plan Review Committee meets twice a month on the second and fourth Wednesdays and plans submitted by the noon deadline (see schedule) will be reviewed within 7-12 working days after the completed plans are received. The Site Plan Review Committee includes City staff representatives of Community Development, Engineering, Transportation, Police, Fire Departments, and other departments as needed depending on the project.

Please consult the Mobile Vending Site Plan Review Application (attached) for a complete list of plan requirements.

**Mobile Vending
Site Plan Review Process/Procedure**

1. The applicant is **required** to discuss submittal requirements with the Development Review Coordinator (920-236-5059) prior to filing an application for review.
2. After the pre-submittal discussion the applicant may submit plans.
3. The applicant shall submit the completed form and required submittals to the Development Review Coordinator. Applications may be denied or put on hold if all required plans and completed checklists are not submitted.
4. The review fee shall be provided at the time of submittal.
5. Review/License fee = \$100.00.
6. Upon submittal of all required information, project will be scheduled before the Site Plan Review Committee. Site plan applications submitted by the noon deadline will be reviewed within 7-12 working days. See schedule for meeting dates and submission deadlines.
7. Site Plan Review Committee will meet to review project, approve, approve conditionally, hold, or deny the submission. The applicant/owner is encouraged to attend the meeting to discuss project details and answer questions.
8. Applicant and/or owner will be informed in writing of the recommendation of the Site Plan Review Committee. The Development Review Coordinator will also contact the applicant to provide the status of the review within 1-2 working days after the meeting.

Application Form

The information listed on the Mobile Vending License/Plan Review Application shall be provided by the vending operator(s) and is necessary for the Site Plan Review Committee to perform a complete evaluation of the proposed activities. It is the City's goal that by providing the following detailed information that review time, and conditions, will be kept to a minimum and will prevent delays caused by submission of incomplete plans. Please complete the application carefully and provide the required information.

Application forms are available from the Department of Community Development and need to be completed prior to submitting a request for Mobile Vending Site Plan Review. All sections of the application must be completed. Incomplete submissions will not be reviewed by the Committee. If there are questions as to the applicability of required information, please contact the Development Review Coordinator (920-236-5059).

When the application, Site Plan set, documentation and other required information have been prepared, please schedule an appointment with the Development Review Coordinator for plan acceptance. Plans will not be accepted for processing until staff has completed an initial review for completeness. An incomplete application or a Site Plan set lacking complete information will not be accepted or reviewed.

A complete application includes:

- ✓ Completed Mobile Vending/Plan Review Application
- ✓ \$100.00 Filing fee – check made payable to “City of Oshkosh”
- ✓ Sample site plan (to scale)
- ✓ Photos of Mobile Vending Unit
- ✓ Mobile Vending Unit Cut/Specification sheets (if necessary)
- ✓ Proof of Liability and Property Insurance

Submit via email a **.PDF copy** of the completed application and other pertinent information to:

Planning@ci.oshkosh.wi.us
Department of Community Development
215 Church Avenue, Room 204,
Oshkosh, WI 54901

If you have any questions please call the Development Review Coordinator at (920) 236-5059.

Mobile Vending License/Plan Review Application City of Oshkosh, Wisconsin

- **Name of the Vending Operation:**
- **Applicant(s) Name (print). If the applicant is a legal organization provide the name of the person(s) authorized to act for the entity and the daily vending manager/operator:**

- **Additional names of any employees:**

- **Has the applicant(s), principal of applicant, or manager of the applicant's mobile vending unit ever been convicted within the previous 5 years of any felony, or misdemeanor that is substantially related to a Mobile Vending Operation? If yes, please specify.**

- **Is the applicant(s), principal of applicant, or manager at least 18 years of age?**
- **Applicant(s)/organization Mailing Address:**
- **Applicant(s) Telephone Number:**
- **Applicant(s) Email:**
- **Provide a detailed description of the Mobile Vending Operation including the type of vending (e.g. food or merchandise):**
- **Provide a detailed description of Mobile Vending Unit (cut sheets and specifications may be required):**
- **Provide a sample site plan (to scale) showing the dimensions the Mobile Vending Unit will occupy, including access to and around the Mobile Vending Unit.**
- **Provide a list of proposed locations where the Mobile Vending Unit will be operating.**
- **Provide copies of other necessary permits or licenses from other governmental agencies including, without limitation, a health license (mobile restaurant/mobile base, etc.) and a Wisconsin Seller's permit.**
- **Provide proof of liability and property insurance. A Mobile Vending License will not be issued until proof is provided showing the City of Oshkosh is named as an additional insured on the Mobile Vendor's policy.**

**Site Plan Review Committee
City of Oshkosh**

Department	Contact Person	Areas of Review
Planning Services Division	Todd Muehrer Development Review Coordinator tmuehrer@ci.oshkosh.wi.us 920-236-5059	Zoning & performance standards
Inspection Services Division Building & HVAC	Nicole Krahn Chief Building Official nkrahn@ci.oshkosh.wi.us 920-236-5119	Building code & permitting
Inspection Services Division Plumbing	Jerry Fabisch Building System Inspector jfabisch@ci.oshkosh.wi.us 920-236-5052	Plumbing code & permitting
Public Works/Engineering	Justin Gierach Engineering Division Manager jgierach@ci.oshkosh.wi.us 920-236-5065	Sanitary sewer, water, storm sewer, drainage requirements; any work in the right-of-way
Public Works/Storm Water	Alyssa Deckert Civil Engineering Supervisor adeckert@ci.oshkosh.wi.us 920-236-5065	Grading and drainage plans, stormwater review
Fire Department	Brian Bending Battalion Chief bbending@ci.oshkosh.wi.us 920-236-5241	Fire safety and protection
Police Department	Officer Kate Mann CPTED Crime Prevention kmann@ci.oshkosh.wi.us 920-236-5742	Public safety
Transportation Department	Jim Collins Transportation Director jcollins@ci.oshkosh.wi.us 920-232-5342	Access control, driveways, street lights, parking lot design, transit
Parks Department	Raymond Maurer Parks Director RMaurer@ci.oshkosh.wi.us 920-236-5080	Parks & trails
Forestry Division	Travis Derks Landscape Operations Manager tderks@ci.oshkosh.wi.us 920-236-5079	Street trees
Winnebago County Health Department	Anne Boyce Environmental Health Supervisor ABoyce@co.winnebago.wi.us 920-232-3011	Licensing and Inspection of food establishments; animal establishments; lodging facilities; recreational water facilities; mobile home parks; campgrounds; and tattoo parlors
Wisconsin Public Service	Jeff Henkelmann Account Executive JPHenkelmann@wisconsinpublicservice.com 920-433-1277	Private utility issues
City Attorney	Lynn Lorensen City Attorney LLorensen@ci.oshkosh.wi.us 920-236-5115	Developer & encroachment agreements

MOBILE VENDING ORDINANCE – SUMMARY

- Allows mobile vending of food and merchandise within the City of Oshkosh upon issuance of a permit.
- License allows them to vend in City, specific locations are on a daily first come, first reserved basis.
- Vending may occur generally in commercially and industrially zoned areas, and subject to limitations within residential areas.
- Vending may occur along a street in the hardscape terrace area as long as they are 5 feet from the buildings and 2 feet from the curb.
- Vending may occur on hard surface around Monument Square so long as an unobstructed 5 foot walkway is maintained and the mobile vendor is at least 2 feet from the curb or legally parked within a parking space.
- Street Licensed vending units may set up in on-street parking areas as long as parking restrictions are followed, (i.e. vehicle remains operational, time limits, 2 to 5 parking is observed, etc...)
- Mobile vending must be no closer than 37.5 feet to the doorway to a full service restaurant, a sidewalk café or another sidewalk vendor.
- Special Events have priority over normal vending locations.
- Vending is not allowed in City parking lots.
- Vendors may set up on private property. Vendors on private property may require a temporary use permit.
- Vending is not permitted in City Parks or on the City Riverwalk except through a vending contract with the City or as part of an approved Special Event.
- Vending is not allowed adjacent to main parks (generally, those with vending). Mobile vending is allowed adjacent to other city parks upon approval of the City Manager.
- In other residential areas (residential areas not adjacent to city parks), mobile vendors are not permitted to park and stay in one location. Mobile Vendors must keep moving and make only short stops to sell products.

- Vendors must maintain the appropriate distances from crosswalks, curb cuts, sidewalk benches, bike racks, bus shelters and stops, and other obstructions.
- Vendors are prohibited from connecting to light poles, utility poles, or any public source of electricity, water or sewer or to any planter or tree or other public amenity
- Mobile Vending hours are not restricted on private property locations.
- Mobile Vending hours on public property and public right-of-way are from 8 am to 2 am (Sunday through Thursday) and 2:30 am (Friday and Saturday). However, mobile vendors in on street parking spaces must obey the 2 to 5 parking rules, so must close or move to another location by 2 a.m. Mobile vending units must be closed, the area cleaned and the unit removed by the time specified.
- Vendors would need proof of insurance and add City as additional insured.
- Applications submitted to, and licenses granted by, Department of Community Development.
- All applicants would go through site plan review committee to give an opportunity to discuss their options for moving around the City.
- Appeal license denial or revocation to City Manager.