



August 27, 2019

Report of Citizens Advisory Committee “Food Trucks at North Point”

Summary

The Port of Olympia Citizens Advisory Committee (POCAC) for 2019 was introduced to six tasks each of which has been assigned to a POCAC sub-committee. The Food Trucks at North Point study was introduced by Commissioner Downing. The task is Attachment 1.

The specific assignment was presented as:

The Port Peninsula has at its northernmost acreage a paved parking lot, which is also called the Cascade Pole Cap. Part of this is used for boat trailer parking. A good portion of it is used by folks to enjoy the view and eat their lunch. On any weekday, you can see 10-15 cars with people sitting there.

Why not incentivize 3-4 food trucks to show up there each day, and create a lovely setting for people to travel to and eat lunch, meet up for lunch, or just enjoy a cup of coffee? That piece of property is one of the best viewpoints in the whole city.

This could be a low-cost additional public amenity that the Port offers, or organizes.

Subcommittee

A subcommittee of the following POCAC members was established:

Jerry Wilkins (Chair)

Cameron Wilson

Thomas Woodruff

Meren Gadman (resigned from POCAC)

No specific Port of Olympia staff was assigned to support this task.

Scope of Work

1. What is the cost to the Port?
2. Who would be opposed to this idea?
3. How to respond to people who are opposed?
4. Safety/health concerns?
5. Picnic tables or covered areas?
6. Security concerns?
7. How to attract food vendors... are there enough of these businesses?
8. Look at Washington, D. C. model
9. Look at Eugene, OR model
10. Is there a Seattle model that you can go visit and see firsthand?

General Findings/Discussion/Summary Issues

Key components as provided by the Thurston County Public Health and Social Services Department a Mobile Food Unit (MFU) applicant needs to consider prior to operating a mobile food unit:

1. Jurisdiction consent from city and/or county planning departments regarding zoning requirements and/or restrictions.
2. A properly equipped MFU with commercial grade equipment, and installed per manufacturer's specifications.
3. Pressurized plumbing with adequate hot and cold water supply to the required number of sink(s) inside the MFU.
4. A signed commissary agreement with a permitted food establishment that is equipped and designed to support the MFU.

Attachment 2 is the Mobile Food Unit (MFU) Application Checklist as provided by the Thurston County Public Health and Social Services Department.

All mobile food units, such as: mobile trucks; trailers; or push carts selling or giving away foods or any item that requires temperature control MUST have a valid Thurston County Public Health and Social Services (Health Department) Mobile Food Unit permit to operate. To obtain a permit all mobile food unit applications must be reviewed and approved by the Health Department in accordance with the Washington Administrative Code (WAC) 246-215 Retail Food Code.

RESTROOM:

If parked at any location for more than one hour, restrooms shall be available for employees within two hundred (200) feet of the MFU. Avoid choosing restrooms that are located across multiple lanes of traffic or major intersections. Restrooms shall be provided with handwashing facilities equipped with warm running water, soap, and paper towels. An agreement letter granting restroom authorization is required. Access hours shall be in sync with the MFU's hours of operation. Restrooms must be made available for all employees and customers when seating is provided.

MFUs that choose to provide seating for their customers shall be required to provide approved restroom facilities within two hundred (200) feet of the MFU for their customers. If bathroom doors are locked during business hours, the MFU operator must provide access to allow customers to use the restroom if they were to request.

Portable toilets may not be substituted as approved restrooms facilities for MFUs. These types of restroom facilities shall only be reserved for temporary purposes, such as for public events, fairs, etc. with an outside hand wash station.

WATER SYSTEM:

- The water system must be designed and constructed in an approved manner in accordance to the Washington State Retail Food Code Working Document, Chapter 5.3 for Mobile Water Tank and Mobile Food Establishment Water Tank.
- All food contact equipment requiring drainage, such as refrigerators (non-evaporator type), ice, soda, and espresso machines must be plumbed to the holding tank.
- There must be sufficient hot water to fill two of the three sink compartments and still enough hot water for using the hand washing sink all at one time.
- Water pumps shall provide at least ten p.s.i. Gravity fed water systems are not allowed on MFUs.

- Freshwater must come from an approved source, refill tank through a food-grade hose and a hose bib backflow device.
- The fresh water supply tank shall have five gallons minimum capacity for hand washing alone. With additional sinks installed on the MFU, freshwater tanks shall be sized to provide enough hot and cold water for hand washing, food preparation, utensil cleaning, sanitizing, and facility cleaning on the MFU. Preferably, the freshwater tank should have a minimum 35-gallon capacity and 42-gallon capacity for wastewater. Connecting several tanks together to meet capacity is acceptable if plumbed correctly.
- The wastewater holding tank must have at least (15%) fifteen percent more capacity than the fresh water supply tank. External wastewater storage tanks are not allowed. Once the wastewater tank is nearly full, the MFU must move to empty the tank at their approved disposal location or transfer it to an approved wastewater caddy to transport and dispose the wastewater in the approved location.
- Several removable wastewater tanks adding up to the required storage tank size are not allowed. A permanently installed single wastewater tank is required and must be an integral part of the MFU, but permanently connecting several tanks together to meet capacity is acceptable if plumbed correctly.

WATER SOURCE AND WASTEWATER DISPOSAL:

Both water source and wastewater disposal approval is required for a MFU to operate.

WATER SOURCE:

All commissaries or servicing areas must provide verification of an approved water source. If connecting to a public water system (i.e. city water), approval can be obtained by submitting a copy of the water bill of the location or consent of the water purveyor. If connecting to a public well system, then provide the public water system identification number. A few items to consider when connecting to a water system:

- The water source verification form is NOT required if the commissary or servicing area are connected to a permitted food establishment and is used as their ONLY source of water supply for the MFU operation.
- Hoses used for filling fresh water tanks must be or be made of food-grade material. These are typically white or blue RV hoses.
- Provide a hose bib backflow device attached to the water faucet when connecting the food grade filler hose to a public water source. This backflow device is available at any home improvement store.
- Provide a shut off valve for filling hoses. Store filling hoses in a sanitary manner. Keep both ends of hose off the floor/ground by sealing all inlets or store in a clean container or bag when not in use.
- Hoses used for filling freshwater tanks cannot be used for draining or cleaning wastewater tanks.
- NO PERMANENT OR CONTINUOUS WATER PRESSURE CONNECTIONS FROM ANY WATER SOURCE.
- Temporary water connections to the MFU water inlet are NOT allowed except under special circumstances (i.e. attending public events for several days with wastewater removal availability).

WASTEWATER:

All commissaries or servicing areas must provide verification of an approved wastewater disposal site. If disposing the wastewater in public sewer system (i.e. city sewer, LOTT), approval can be obtained by submitting a copy of the sewer bill of the location, consent of the wastewater purveyor or contract with LOTT. If the commissary or servicing area will be connected on an onsite sewage system (i.e. septic tank system) for wastewater disposal, then the system must be reviewed and approved by the Health Department's Onsite Wastewater Program. This review will be done in conjunction with the MFU plan review as part of the commissary or servicing area review. A few items to consider when holding or disposing waste water:

- Wastewater tanks shall be an integral part of the MFU. No external holding tanks outside the mobile food unit. Unless otherwise approved, such as for large public events, no direct or temporary connection to any sewer or onsite sewage system during normal hours of operation.

- **PROVIDE NO PERMANENT CONNECTIONS TO ANY WASTEWATER DISPOSAL SYSTEMS.**
- Wastewater in holding tanks must be disposed of daily regardless of the wastewater level inside the tank. Tanks shall be sloped to drain into a one inch hose inside diameter, or greater and equipped with a shut-off valve. No dumping wastewater onto the streets or ground.
- All connections on the MFU for servicing waste disposal shall be of a different size or type than those used for supplying fresh water to the MFU.
- Wastewater tanks shall be sized fifteen percent larger in capacity than the fresh water supply tank.
- If disposing wastewater at more than one location, complete and provide additional Wastewater Verification forms and submit them to the health department so they can be filed.
- Use of a portable holding waste tank to remove and transport wastewater is acceptable, but it shall not remain connected to the MFU during normal hours of operation.

EQUIPMENT AND SINKS:

Depending on the menu items served, specific sinks and equipment will be required. Only the menu and equipment provided for approval will be permitted. Unless otherwise approved, the following items shall be required for mobile food units (MFU):

- Provide a complete list of all equipment to go inside the MFU. Use the equipment list form provided.
- All equipment, such as burners, grills, fryers, refrigerators, hoods, blenders, ovens, steam tables, roasting ovens, etc. must be commercial grade and bear the certified NSF stamp or equivalent.
- Residential (i.e. Maytag), merchandise, and recreational (i.e. Coleman) type refrigerators shall not be used for MFUs when storing potentially hazardous foods. Push carts are the exception and can use ice chests built into the pushcart for cold holding non-potentially hazardous foods (i.e. hotdogs).
- All equipment and supplies must be stored within/on the MFU or in the commissary only.
- Refrigeration requirements are primarily based on the menu. Adequate refrigerated storage must be available for the separation of (high risk) potentially hazardous foods and ready-to-eat foods. Any menu item(s) requiring assembling prior to customer service (i.e. hamburgers, sandwiches, gyros, etc.) shall require a refrigerated food make/prep table. Prior to opening, refrigeration units may require professional service if it has been determined the unit is not working per the manufacturer's specifications.
- Sufficient power (such as on site power through an outlet or generator) is required at each location to operate ALL cooking equipment and refrigeration or freezers simultaneously. Generators and gasoline containers must be stored away from food preparation and storage areas.

ADDITIONAL SINK REQUIREMENTS:

- The MFU must provide a separate hand wash sink for employees that is accessible at all times of operation. It shall be equipped with a mixing faucet capable of delivering a minimum of one gallon/minute, hot water (min. 100°F) and cold water, soap, single-use towels, and a posted hand wash sign. Splash shield(s) on side(s) of sinks may be required to protect from cross-contaminating food. If the hand sink is stored on moving tracks beneath a cabinet, then the sink must be pulled out during operation. If an MFU consists of an outside BBQ/smoker, then a separate hand wash sink shall be plumbed and installed outside the MFU and conveniently located near the BBQ/smoker for easy access.
- The operating procedure and menu will determine if a three-compartment sink is required on the MFU, but in most cases it is typically required. To clean, all utensils, pots, and pans must fit or be submerged in each sink compartment. Also, a drain board and/or wire shelf is required for drying equipment.
- If fruits or vegetables are washed in the MFU, a food preparation sink is required. The sink must include a drain board for drying and shall be indirectly plumbed with a one-inch air gap in the waste line.

The MFU shall remain readily movable at all times. Parking the MFU with no plans to relocate or return daily to the commissary or servicing area is prohibited.

Discussion/Summary Issues:

Some general observations by Cameron Wilson are:

1. Talked with food truck operators. There is high demand for space for trucks, as well as from consumers.
2. Health department requirements include the following: a restroom within 200 feet of the area; water; electricity; a place to dump "grey water"; and, garbage access
3. **Per Bruce Marshall, the Cascade Pole cap site cannot be trenched through to provide water/sewer to the site, which makes that site particularly unsuitable.**
4. Costs for temporary bathroom and "above grade" water/sewer connections are likely to be cost prohibitive
4. Alternative locations on other Port property would be well received by the community

Other Summary Issues:

There may be an economic opportunity for the Port to generate revenue from leasing space to food trucks on Port property.

If successful, the presence of food trucks in the North Point would generate additional traffic and use of the property and facilities in that area.

There would most likely be a minimal amount of conflict in the parking area between the North Point users and the parking of the boat launch trailer parking area.

Restroom Concerns:

- The restroom may not be able to accommodate the increased use of the boat launch users, the marina users and traffic from the North Point area.
- The requirement is for paper hand drying and we think there is only air blower hand dryers in the restrooms.
- The availability of the requirement of hot water in the restroom is unknown.
- There would be an increase in the cost of maintenance and personnel to maintain the restrooms.
- It may be a challenge to site the food trucks in the North Point area to be within the 200 feet requirement to the restrooms.

Infrastructure Costs:

- There would be an additional infrastructure cost to provide the power source requirements for the food trucks to connect to the power source.
- There would be an additional significant infrastructure cost to provide the water source requirements for the food trucks.
- If a seating area is developed, then there are installation and maintenance costs associated with establishing the area. This sitting area may be subject to the weather and structures may have to be installed for protection.

The siting of food trucks in the North Point area may only be seasonal and the pedestrian traffic may be very limited during inclement weather.

If food trucks are to remain overnight, then increased security of the area would need to be considered.

Research may need to be conducted to determine the type of foods that the public may want while in the area during what would be expected primarily the lunch period.

Research may need to be conducted to determine the number of food trucks that would service the area.

Considerations would have to be addressed for the periods and/or times that an event would be otherwise scheduled in the area as to whether the food trucks remain and service the event or not be there.

There may be opposition from current North Point users, current parking lot users, folks in opposition of any Port initiative and local restaurants.

We do not know if this would constitute a significant change in the use of shoreland property to be in violation of the Shoreland Management Act.

Recommendation:

Based on the aforementioned facts and challenges discovered in researching the opportunity for the Port to host food trucks at North Point, although there may be economic opportunity for the Port to host food trucks at some of its properties, and there may be a supply of food trucks desiring locations, and there may be diners desiring to eat at food trucks, due to lack of services (water, sewer and bathrooms) at North Point and the construction impasses or associated costs to provide the necessary services, the subcommittee must make a recommendation against pursuing the concept of hosting food trucks at North Point. It cannot be a “low-cost” public amenity offered by the Port.

Response to Initial “Scope of Work” questions/statements (many reiterate the responses above):

1. What is the cost to the Port?

- No exact cost has been identified but learning of the construction challenges of trying to provide North Point with water and sewer, the apparent cost would be considerable and more than would justify the program.

2. Who would be opposed to this idea?

- Possibly: the boaters who park their vehicles and trailers in the lot – there could be conflict of users of the trailer parking area; those that use North Point now in a setting more relaxed and uncrowded than what could exist with a successful food truck complex; and restauranteurs in the area (e.g., Hearthfire, Peppers, Anthony’s, Mercator, the existing vendors at Port Farmer Market) that may resent “Port-subsidized”, low-overhead competition.

3. How to respond to people who are opposed?

- Signage and enforcement to assure non-boat trailer cars are not parking in boat trailer parking areas; centralize and minimize the area the food trucks and their customers will capitalize; the diners at the food trucks are probably not the same clientele that would be seat-dining at these other restaurants, or at the Farmers Market.

4. Safety/health concerns?
 - Addressed above on the need for bathrooms, hot water, waste disposal, trash service, and health standards as enforced by the appropriate authorities
5. Picnic tables or covered areas?
 - Seating would need to be provided to maximize the program and considering the sun/heat effect, and the rainy climate of the area, covered seating would be preferable, but this should be the food truck vendors decision.
6. Security concerns?
 - Until evidenced otherwise, probably not a concern. Day users should be safe and nighttime security for the food trucks would be their own liability, but they usually are secure.
7. How to attract food vendors... are there enough of these businesses?
 - Given the opportunity, research indicates (see above from Cameron) that there would be interest and there are available food trucks
8. Look at Washington, D. C. model
 - Demographics are totally different and not a comparable model.
9. Look at Eugene, OR model.
 - Reasonably comparable and apparently successful, but it remains all about, location, location, location.
10. Is there a Seattle model that you can go visit and see firsthand?
 - No committee members visited Seattle, but again, the demographics are not comparable. Tacoma apparently has a very successful food truck arena, which confirms they can be successful, but they need to be in the right location. North Point unfortunately does not seem to be the right location, for reasons cited above and throughout.



PORT of OLYMPIA

Citizens Advisory Committee

Food Trucks at North Point

Staff Lead:

Commissioner Downing

Background:

The Port Peninsula has at its northernmost acreage a paved parking lot, which is also called the Cascade Pole Cap. Part of this is used for boat trailer parking. A good portion of it is used by folks to enjoy the view, and eat their lunch. On any weekday, you can see 10-15 cars with people sitting there.

Why not incentivize 3-4 food trucks to show up there each day, and create a lovely setting for people to travel to and eat lunch, meet up for lunch, or just enjoy a cup of coffee? That piece of property is one of the best view points in the whole city.

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Timeline:

6 months



Public Health & Social Services Department
 Environmental Health Division
 412 Lilly Road NE Olympia, WA 98506
 Phone (360) 867-2667 Fax (360) 867-2600
 TDD Line for the hearing impaired (360) 867-2603
 Email: foodapplication@co.thurston.wa.us
 Website: www.co.thurston.wa.us/health/ehfood

MOBILE FOOD UNIT APPLICATION CHECKLIST

To make the mobile plan process as easy as possible, please refer to the attached Mobile Food Unit Guideline and complete the following checklist. As you prepare your plans, please remember your attention to detail will assist staff in completing the review in a timely manner; thus, helping to reduce your plan review costs and the time it takes to complete the review. It is important to make sure your plans are accurate, complete, and legible.

To ensure that the following items have been provided in your application, please initial off each item from the check list prior to submitting them to the health department. The application is subject to additional plan review fees if all the requested information on the check list is not submitted at one time. Once complete, please mail or drop off the entire application to the address listed above. Please allow at least 2 weeks to complete the initial review.

THIS CHECKLIST MUST BE COMPLETED AND INCLUDED WITH THE PLAN REVIEW APPLICATION

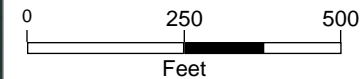
| INITIALS | ITEM # | ITEM | DESCRIPTION |
|----------|--------|--|--|
| | 1 | Plan Review Fee | Plan review fee. There is a \$660.00 fee due at time of the application being submitted. This fee covers 3.0 hours of plan review. Additional time will require additional fees. |
| | 2 | Menu and food flow plan or chart | Menu and food flow plans. Include all foods that will be prepared and served, along with a description of all food preparation steps. Provide details of each step from purchase to service. Any future changes in the menu must be pre-approved by the health department. Use the enclosed food flow preparation chart as an example. |
| | 3 | Floor plan, dimensions, finish details, etc. | Provide a SCALED drawing of the side views and floor plan of the mobile food unit. Include dimensions (length, width, height) and finish schedule for the counters, walls, ceiling and floor. Identify type of overhead protection. Show layout of all equipment including, but not limited to, sinks, counter equipment, and all storage compartments. |
| | 4 | Department of Labor & Industries | Washington State L&I approval. Provide written approval or decal that would indicate the electrical, plumbing, structural and mechanical systems to the mobile food unit has been approved by Washington State Department of Labor & Industries. <u>This requirement only applies to occupied mobile food units.</u> |
| | 5 | Department of Motor Vehicles Registration | Washington State DMV registration. If using a trailer as a mobile unit, then proof of ownership or permission of a tow vehicle capable of towing the trailer is required. |
| | 6 | Other jurisdictions and government agencies | The applicant/owner has contacted other government agencies to obtain approval to operate. Permission to operate by other government agencies is often determined by site location, cooking methods, size of unit or other additional requirements needing approval. Such agencies may include, but not limited to, county and/or city officials for planning, zoning, building, fire, or permitting. |
| | 7 | Diagram of plumbing system. | Provide detailed plumbing diagram/schematics of both fresh and wastewater systems. Provide manufacturers specification sheet on the hot water heater, capacity of holding tanks, and a plumbing schematic. Refer to WAC 246-215 Section 5-3. |
| | 8 | Equipment | Provide make and model number of all equipment. Only commercial, NSF, or equivalent equipment is acceptable. Use the equipment listing form provided. |

Food Truck Bathroom

Legend

- Parcel Boundaries
- Roads - Major
 - Major Roads
 - Ramp
 - I 5; US 101
- Roads (Large Scale)
- Railroads
- County Border

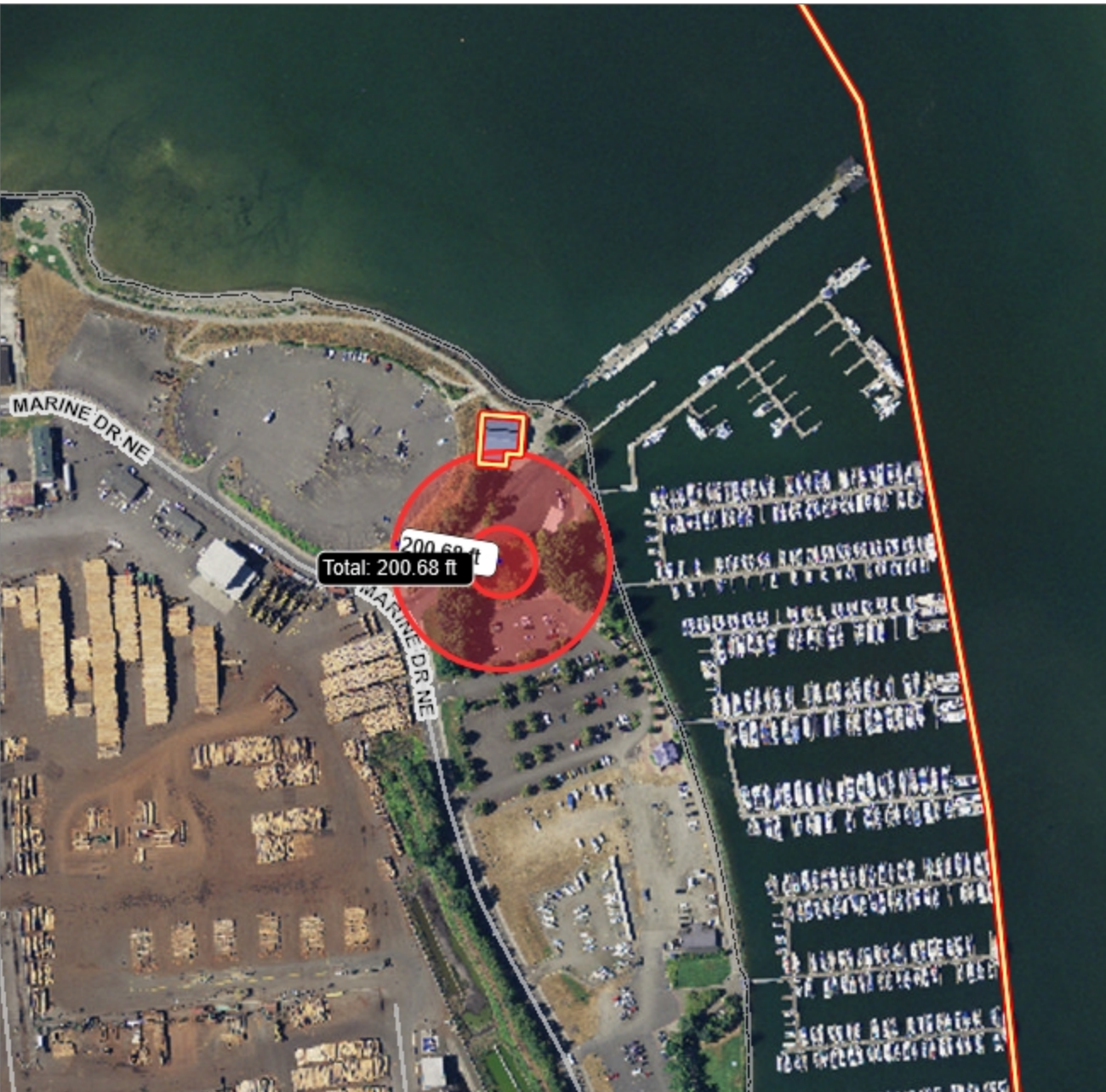
Scale 1: 5,369



Map Created Using GeoData Public Website

Published: 8/15/2019

Note: The largest red circle is approximately 200 feet from the closest bathroom.



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