



# Mobile Stores on Private Property Policy

July 26, 2018

## PURPOSE

To provide guidance for the requirements for issuing business licenses for **mobile stores** to be sited on private property.

## POLICY SCOPE

This policy applies to applications for Business License for **mobile stores**, as defined in the Business License and Regulation Bylaw No. 7878, proposing to be sited on private property within the City.

## BACKGROUND

This internal policy provides staff supplemental information and interpretation guidance to the regulations and requirements of the Business License and Regulation Bylaw No. 7878 and Zoning Bylaw No. 8000 around the licencing of **mobile stores** on private property. Business License and Regulation Bylaw No. 7878, Section 17.1 and 17.3 provides specific regulations around siting of **mobile stores** on City boulevard sites that are not applicable to this internal policy.

## GUIDELINE

The following criteria are to be met in order for the approval and issuance of a Business License for a **mobile store** on private property within the City:

1. Authorization of the property owner to for the applicant to apply for the **mobile store** business license.
2. The **mobile store** use (food services, retail, etc.) must be an allowable use in the zoning category that applies to the property on which the license is applied for.
3. The Business License application must include a site plan with the following:
  - a. Proposed location of the **mobile store** on the site.
  - b. Duration **mobile store** is proposed to be on the site, days of operation and hours of operation.
  - c. Distance from property lines and buildings of the **mobile store**.
  - d. Parking calculation for site including:
    - i. Total number of vehicle parking stalls on the site.
    - ii. Number of parking stalls to be occupied by the **mobile store** (if applicable).
    - iii. Number of parking stalls required by existing uses on the site as per the Zoning Bylaw (must be adequate parking for existing uses)(no additional parking stalls required for **mobile store**).
4. The proposed location of the **mobile store** on the site must not impeded access from adjacent roadways to the site, nor impeded internal vehicle and pedestrian movements on site including loading areas.
5. The on-site location of the **mobile store** must not impact emergency access to the site nor to and from buildings, structures or enclosed areas on the site.
6. Food businesses **mobile store** applicants must provide verification of Interior Health approval with the business license application.
7. If the **mobile store** is proposing multiple locations a separate Business License application is required for each site.
8. Applicant must demonstrate reasonable access to washroom facilities for **mobile store** employees or operators.

Effective Date	Revised Date	Authorized By	Approved By
July 26, 2018	-	Dean Strachan Manager of Suburban and Rural Development	Ryan Smith Department Manager, Community Development