



Long Range Planning Committee Meeting
August 9, 2024
8-9:30 am

In Person: Public Safety Classroom

Virtually via Zoom: To view the meeting via Zoom, [Click Here](#)

Members of the public may attend virtually or in person. Committee members are expected to attend in person unless the member meets one of the circumstances established in the Committee's remote participation policy.

Members: Allen Paul, Rick Shinay, Peter Freiling, Robyn Saunders, Portia Hirschman

Alternates: Robert Odlin and Judith Fischer

Planning Board Liaison: Rachel Hendrickson

Council Liaisons: Jean-Marie Caterina and Jon Anderson

- I. Roll Call and Identify Voting Members
- II. Review Minutes July 12, 2024
- III. Discussion and possible recommendation to Ordinance Committee concerning Mobile Food Vendor uses, allowed districts, applicable standards and license requirements
- IV. Continue review and discussion concerning existing Parking Standards
- V. Public Comment
- VI. Staff Updates
- VII. Committee Member Updates
- VIII. Adjourn – Next Meeting September 13, 2024

MINUTES

SCARBOROUGH
MAINE



Long Range Planning Committee Meeting
July 12, 2024
8-9:30 am

In Person: Public Safety Classroom & Virtually via Zoom:

In attendance: Allen Paul, Robyn Saunders, Peter Freilinger, Rick Shinay, Robert Odlin, Rachel Hendrickson, Autumn Speer, Karen Martin, Eric Sanderson

I. Roll Call and Identify Voting Members

Allen Paul opened the meeting at 8:04AM. Voting Members: Allen, Peter, Rick, Robyn.

II. Review Minutes June 14, 2024

Motion to approve the minutes made by Peter Freilinger, seconded by Rick Shinay. Passes 4-0-0.

III. Continue the review and discussion concerning existing Parking Standards

Autumn gave an overview of the recent discussion for villages in the Town and how the Committee will want to update parking based on the desired character. The State is also accepting comment on parking low-impact development standards (related to state and federal stormwater management reporting/MS4), which she noted the Committee may wish to weigh in on. The Town currently meets the standard maximum parking space size of 9x18, and angled parking requirements are not conducive to a safe site layout so the Town will not be utilizing that. Other optional standards were also reviewed. Town staff has asked for clarity on definition the state is using for rural, suburban, and urban. The state standards also recommend in lieu parking options (transit, fee in lieu, car share, bike/pedestrian), utilization of underground parking, and maximum parking aisle width of 22 feet.

Peter Freilinger noted fee in lieu could provide opportunity to incentivize neighboring properties to utilize shared parking. Robyn added she would want to see a parking management plan or template, so any agreements would run with the land. She noted a parking inventory in town is needed, as the Committee discussed the possibility to use unused high school parking on Municipal Drive off season or hours. Parking garages to not incentivize use of public transit, so garages are not a great end for a community wishing to incentivize use of transit or active transportation. Allen asked if it would be feasible to build parking that is town owned and collect fees to build or maintain other parking facilities in town where they would make sense. He stated that bike and pedestrian facilities, especially on site (bike racks, as opposed to off site bike lanes, etc.) should be key with input from the Transportation Committee.

The Committee weighed in on the recommended 22 foot drive aisle. The town standard is 25 feet, with the Planning Board regularly waiving this down to 24 feet. Peter stated he had concerns with 22 foot aisles. Robyn recommended reserving larger vehicle spots in one area of parking lots, and Robert Odlin agreed. Rachel Hendrickson added knowing what the extra foot (or 3 feet if the Town changes to 22 ft. lanes) goes. Is it added in as more impervious area

elsewhere, is it replaced with pervious landscape area? Autumn suggested the town further detail exact maximum impervious requirement ratios in each zoning district. Currently, only some zones specify maximum coverage. Peter requested the town provide comment that a more stringent maximum standard of impervious coverage is required. Robyn added that the Shoreland Zone should be 0%, with Autumn suggesting specific percentage ratio ranges for rural, suburban, and urban areas so commercial areas can be maxed out where necessary but where not needed impervious area can be minimized. The Committee went on to oppose and request more information on the overhang standard. Robyn was worried about vehicles leaking into any swales or environmental areas at the front of an overhang space, with Peter noting commercial vehicles may need that space for loading/unloading.

On the parking matrix, Autumn noted the town's consideration for parking based on village area. The matrix demonstrates uses, their required parking, and which zones or areas each use is generally permitted for discussion purposes. The Committee requested to start with Oak Hill. Peter noted whether Oak Hill includes the R2 zoned pieces east of Sawyer Road adjacent to The Downs, as well as the Maple Ave R2 area. He stated these areas are dense and it may be beneficial to incentivize active transportation options as opposed to additional parking in this area. Autumn noted the R2 zone may see changes in Oak Hill so the existing lots can be conforming and infill development can occur where requested. Peter noted having differential requirements between R2 and R4 could be beneficial. The Committee decided 1.5 spaces per single and two family unit in Oak Hill (R2, R4, R4A, TVC) would be a good starting point. For multifamily uses, Rachel noted the parking spaces per unit threshold is sufficient until a resident has guests over and needs more parking. Allen suggested defining (.25, .5 etc.) per unit in a designated area for visitor guest parking. Robyn noted having fees collected for stormwater impact will protect the town (flat fee for minimum standard, additional fee for anything built beyond what's required). Karen Martin suggested using census data to determine Scarborough's estimated vehicles per household, which she offered to pull. Autumn noted she could add this to the parking matrix.

IV. Public Comment

V. Staff Updates

VI. Committee Member Updates

Robert Odlin noted he was recently appointed to the Coastal Waters Committee. At recent meetings there have been requests for more moorings, and dredging recently occurred. Robyn requested more information on swells as part of the Committee's work. She also requested a map of impervious coverage and the percent change in the last 5-10 years.

Robyn updated the committee on an Open Space workshop on July 25th and meetings for the town's vulnerability assessment. Peter noted he attended his first Transportation Committee meeting, and the Town-wide Transportation Study was reviewed. Rachel and Rick noted the land bond will be heard at Council on Wednesday July 17th, with this being crucial to the town's 30% of land conserved by 2030 goal. The last bond helped conserve over 130 acres. Alan mentioned food trucks, and that the Committee should start thinking about what may be needed and how to handle that as it continues to come up.

VII. Adjourn – Next Meeting August 9, 2024

Motion made by Robyn Saunders to adjourn the meeting. Seconded by Peter Freilinger.
Motion passes unanimously and the meeting was adjourned at 9:35AM.

LRPC: August 9, 2024

Mobile Food Vendors Discussion

Topics:

- Definitions (Chapter 405) – Two types as allowed used only – NOT MOBILE
- Allowed Districts (Chapter 405)
- Site Plan Standards (Chapter 405B Food Vendor Court)
- General Performance Standards (Chapter 405)
- License/Permit Requirements (Licenses and Permits Ordinance)
- Exemptions

Definition Samples:

1. Mobile Food Vendor

- A vehicle, trailer, cart or stand designed and constructed to transport, prepare, sell or serve food at a number of sites and capable of being moved from its serving site at any time.
- Any business which sells edible goods from a nonstationary location within the Town. The terms shall include, but not be limited to:
 - MOBILE FOOD VENDOR— A self-contained motorized unit selling items defined as "edible goods."
 - CONCESSION TRAILER— A vending unit which is pulled by a motorized unit and has no power to move on its own.
- A mobile vehicle, which is designed, constructed and used to transport, prepare, sell, serve or deliver food or other goods at a number of sites and is capable of being moved from its serving site at any time. Mobile selling units include, but are not limited to, food vendors and Ice Cream Trucks.
- Mobile vehicle equipped with facilities for cooking and selling food from the vehicle. For the purpose of this definition, mobile vehicle also includes trailers attached to a vehicle.
- A vehicle or cart providing food and drink for construction sites and the like or for members of the public, in parking lots, outside the traveled way of a public or private street, or on private property pursuant to a properly approved site plan, which is not stationary but moves from site to site.
- Mobile food vendors are subject to Chapter 405 Zoning Ordinance use standards and applicable performance standards, applicable Chapter 405B Site plan review requirements based on location and Chapter xx license requirements.

2. Mobile Food Vendor Site

- A site with one (1) mobile food vendor located on the property. For the purpose of this definition the mobile food vendor site shall be accessory use to the primary use of the site.
- Mobile food vendor sites are subject to Chapter 405 Zoning Ordinance use standards and applicable performance standards and Chapter xx license requirements.



3. Mobile Food Vendor Court

- A collection of two or more mobile food vendors in a common outdoor plaza or site providing a common area for self-serve dining. For the purpose of this definition the mobile food vendor court may be an accessory use to the primary use of the site or the primary use of the site.
- Mobile Food Vendor Courts are subject to Chapter 405 Zoning Ordinance use standards and applicable performance standards, Chapter 405B Site plan review requirements and Chapter xx license requirements.



Permitted Residential Districts:

Mobile Food Vendor Use	PERFORMANCE STANDARDS APPLY	PERFORMANCE STANDARDS APPLY							VR2 VR4	
		RF	RF M	R2	R3	R4	R4 A			
Mobile Food Vendor Site (one) (accessory use)	License Requirements									
Mobile Food Vendor Court (two or more)	Performance Standards; License Requirements									

Permitted Non-Residential Districts:

Mobile Food Vendor Use	PERFORMANCE STANDARDS APPLY	TV C (2,3,4)	HP	CP D	RH, RH 2	B2	B3	BO R	LI, I
Mobile Food Vendor Site (one) (accessory use)	Performance Standards; License Requirements			P					P
Mobile Food Vendor Court (two or more)	Performance Standards; License Requirements	P	P	P	P	P	P	P	P

Proposed Review Authority

1. Mobile Food Vendor Site (one) – Staff Review and License Requirements
2. Mobile Food Vendor Court (two or more) – Planning Board Site Plan Review and License Requirements
3. Mobile Food Vendor License – Town Clerk and Town Council

Site Plan Requirements Examples:

- The location and orientation of each vendor pad;
- The location of permanent electrical and other necessary utility connections;
- The location of all proposed dining areas and areas designated for gathering and activities;
- The location of any paving, trash enclosures, landscaping, planters, fencing, or any other site requirement;
- The circulation of all pedestrian, bicycle, and vehicle traffic;
- The location of any fixed or movable seating and tables;
- The location and type of all proposed lighting.
- The location of any permanent and ADA accessible restrooms;
- The location of vehicular and bicycle parking and egress.

Performance Standard Examples

Location and Egress Samples

- Each vendor pad shall be equipped with electrical connections. Use of generators is prohibited.
- Mobile food vendors shall not conduct business or operate in the public right-of-way.

- Mobile food vendors shall be required to park on paved or other approved surfaces.
- Shall not set-up within any ADA accessible parking space;
- No food vendor shall impede the flow of traffic, interfere with the general ingress and egress to and from any property, public or otherwise, or present an unsafe condition for patrons, pedestrians, or other vehicles.
- Shall not set-up within any designated sight triangle/vehicle clear-zone;
- Shall not impede safe movement of vehicular and pedestrian traffic, parking lot circulation or access to any public alley or sidewalk;
- No equipment, vehicle, display or sales activity shall block access to a public facility such as a telephone booth, mailbox, parking meter, fire hydrant, fire alarm box, traffic control box, driveway or other access point.
- Shall not conduct business or operate within 20 feet of fire lanes, fire hydrants or fire connections.
- No food vendor may operate in a location that: impedes the ingress and egress from another business or otherwise causes undue interference with access to another business; blocks the lawfully placed signage of another business; or prevents access to another business by emergency vehicles.

Location and Service Limitation Samples

- Food vendors shall serve pedestrians only. Drive-through or drive-in service is prohibited.
- A mobile food vendor may not be located within 100 feet of the primary entrance of an open and operating fixed-location food service or eating establishment;
- No food vendor may operate within three (3) feet of any other food vendor.
- A five-foot clear space shall be maintained around the mobile food vending unit.
- No mobile food vendors shall be located within 200 feet of a residential structure.
- Any activity or structure shall maintain a minimum 20-foot setback from the right-of-way and not be located within a required landscape strip or buffer. Said activity or structure shall also maintain a minimum setback of ten feet from any internal drive or permitted curb cut.

Customer Parking - Mobile Food Vendor Site

- The mobile food vendor operator shall have available, and under written agreement, at least three offstreet parking spaces. In cases where on-street parking is available immediately in front, the operator must have one off-street parking space for any vehicle belonging to an employee working on a given shift.

Customer Parking - Mobile Food Vendor Court

- ??? – Depends on the number of units
- A minimum of six parking spaces shall be provided adjacent to the vending area for the exclusive use of the mobile food vendor and shall not occupy the minimum required parking spaces for any other use on site.

Hours of Operation

- The hours of operation shall be between the hours of 7:00 a.m. to 8:00 p.m., Sunday through Thursday and between the hours of 7:00 a.m. to 10:00 p.m., Friday through Saturday.
- Mobile food vendors may operate beginning at 7:00 AM and ending at 9:00 PM, unless otherwise qualified or limited by the municipal review authority.

DRAFT

SECTION VIII. LICENSE REQUIRED: MOBILE FOOD VENDOR

REFERENCE THESE: [mobile-guidance-document08-28-20.pdf \(maine.gov\)](#)

A. Applicability

No person shall carry on the business of operating to sell food, or beverage from a mobile food vehicle within the limits of the Town of Scarborough without first having obtained a license from the Municipal Officers of the Town of Scarborough, unless otherwise exempt by this ordinance. Mobile food vending may only occur on a permitted and approved Mobile Food Vendor Site or Mobile Food Vendor Court, or on exempted locations.

B. Definitions – Match Above

C. Application Process

Every mobile food vendor shall obtain a permit issued by the Town to conduct business in the Town. Each mobile food vending unit requires a separate permit.

A complete application shall require the following information from the applicant to be considered:

- 1) Name of applicant, as well as physical street address, mailing address, telephone number(s), and e-mail address.
- 2) Legal name of business or entity.
- 3) Mobile food vendors shall provide proof of a State of Maine health certificate at the time of application
- 4) Signed permission form, or provide notarized affidavit from the private property owner granting permission for unit placement.
- 5) Phone number for the private property owner on which the mobile food vendor unit will be placed.
- 6) Name, phone number and driver's license number of business owner and all employees operating within the mobile food vendor unit.
- 7) Valid and current vehicle/trailer registration of mobile food unit.
- 8) Description of product being sold.
- 9) Mobile food vendor site – Provide a site plan of the existing use showing where the mobile food vending unit will be located on the property.
- 10) Mobile food vendor court - Copy of the approved Site Plan where the mobile food vending unit will be located on the property. Identify which space will be utilized.

A. Public Hearing Required

The Town Council shall hold a public hearing prior to all applications for mobile food vendor licenses. Notice of the hearing shall be posted in at least two public places and shall be advertised in a local daily newspaper, at least seven (7) days prior to the hearing, both at the expense of the applicant.

D. Approval Authority

The application, when submitted to the Town Council shall bear the recommendation for approval or disapproval with reasons noted by the Code Enforcement Officer, the Police Chief, the Fire Chief and the Tax Collector.

A license shall be granted if the property in question complies with all Federal, State and local laws and the applicant demonstrates that the premises will be conducted in a healthful and sanitary manner so as not to jeopardize the public health, safety and welfare and that the applicant is not delinquent in the payment of any taxes or fees owed to the Town of Scarborough.

An initial license to operate as a mobile food vendor within Scarborough must be approved by the Town Council.

E. License Renewal

The Town Clerk shall renew a license issued under section D to operate a mobile food truck on or before May 1st of each year, provided however, that the applicant must still meet all of the licensing standards set forth in section xx. The Clerk shall be empowered to utilize the services of the Scarborough Police Department to update and to check on standards.

e) The applicant must submit the application and the renewal fee within 30 days before expiration of the permit or must reapply as a new applicant.

Upon renewal the applicant shall pay the renewal fee of \$200 and update any changes in the permitting documentation upon permit renewal.

F. License Revocation

If information is provided to the office of the Town Clerk that a current licensee has violated one or more of the standards set forth in Section 3 and this fact is verified by the Police Department, then the Clerk shall issue a notice of suspension revocation of an existing license. A licensee who has received such notice is entitled to a hearing before the Town Council before the revocation takes effect. The Council shall apply the standards of Section 3 to determine whether license should be suspended or revoked.

In addition, the Town Council may revoke or suspend the license of any owner or operator who violates the conditions of the license, makes a material misstatement on the application for the license, keeps or operates her/his mobile food vending unit in an unsafe, unclean or unsatisfactory condition.

G. License Posting Required

Every permit, including those from the City, shall be displayed at all times in a conspicuous place where they can be read by the general public on the mobile food vendor unit.

H. License Requirements: General Standards – Examples will work with Public Safety

- Mobile food vendors must meet all State of Maine Health Department regulations.

- Mobile Food vendors must hold a State of Maine Eating Place Mobile License.
- Mobile food vendors shall comply with the State of Maine rules relating to eating and lodging places, as periodically amended, and shall not operate without a Town issued mobile food vendor license/permit, unless exempt by this ordinance.
- Mobile food vendors shall not sell anything other than food and non-alcoholic beverages, unless a special events liquor license is approved by the local licensing authority.

I. License Requirements: Equipment

- Mobile food vendor operations, preparing food on-site, unless permanently connected to public utilities and approved by the Planning Board, shall not be left on-site or displayed, or left in public view, in the location of business during nonbusiness hours.
- Mobile food vendors shall ensure the vehicle/cart is attended at all times during operating hours.
- The allowable dimensions of a mobile food vendor (including all attachments, except hinged canopies that open to reveal food serving areas) shall be up to 30 feet long, 13 feet tall, and eight feet wide.
- Tents and tarps are prohibited. All services shall be conducted from the mobile food vendor.
- All mobile units shall have a gray water holding tank.
- The operator shall ensure that there is an adequate supply of potable water for cleaning equipment and the preparation of foods.
- Mobile food vendors must have an adequate supply of fresh water (through the means of an on-truck freshwater tank) to maintain the operation of the food service in a safe and sanitary manner.
- The operator shall ensure that there is an adequate and safe source of electrical power.
- The operator shall ensure that all storage of food supplies and other business material is within the vehicle or other container secured to the vehicle. No loose material shall be permitted outside of the vehicle.
- The trailer, or vehicle, being used shall be registered, in good upkeep, and provide a neat appearance.
- No item(s) related to the operation of the mobile food vendor shall be leaned against or hung from any building or any other structure, including but not limited to, lampposts, parking meters, mailboxes, traffic signal stations, fire hydrants, trees, tree boxes, benches, bus shelters or traffic barriers.
- All items related to the operation of the mobile food vendor shall be kept either on or in the mobile food vendor. No such items shall be stored or placed upon any public space adjacent to the mobile food vendor.
- All cooking, heating and electrical equipment and all cooking practices must comply with applicable safety regulations, including but not limited to applicable fire and electrical codes and any other safety requirements imposed by the Town.

J. License Requirements: Inspections Required

- Mobile food vendors conducting cooking operations shall obtain a fire inspection from the Fire Department prior to operating its business.
- Open flame cooking, either within or outside a food vendor, is prohibited, except where such activity is specifically permitted by the Fire Department.
- The mobile unit will be subject to inspection upon permit application through the Code Enforcement Department, the Health Department and the Fire Department, and may be subject to random inspection and upon reissuance of the permit.

K. License Requirements: Refuse and Waste

- Shall provide separate and clearly marked receptacles for trash, recycling and compost and properly separate and dispose of all trash, refuse, compost, recycling and garbage that is generated by the use;
- Shall not cause any liquid wastes used in the operation to be discharged from the mobile food vehicle;
- Mobile food vendors are responsible for the proper disposal of waste and trash associated with the operation. Mobile food vendors shall remove all generated waste and trash from their approved location at the end of each day or as needed to maintain the public health and safety. No liquid waste or grease is to be disposed of in tree pits, storm drains, sanitary sewers, onto the sidewalks, streets or other public or private space. A written waste management plan indicating plans for waste handling, sanitation, litter collection/prevention, recycling, and daily cleanup procedures shall be submitted with the use permit application.
- Each unit shall be equipped with a portable trash receptacle and shall be responsible for proper disposal of solid waste and wastewater in the sanitation facility legally accessed by the food service establishment. All disturbed areas must be cleaned following each stop to a minimum 20 feet of the sales location.
- The operator shall provide at least one fifty-five-gallon covered trash receptacle, or similar sized container, to hold wastes and debris. No paper, food or other wastes shall be allowed to accumulate on-site. b. The waste container shall be emptied at least daily into an approved commercial dumpster (it being emptied by a licensed hauler on a regular basis) or other suitable and approved means of transport away from the site. It shall be the responsibility of the operator to ensure that all wastes are handled and disposed of properly.
- No temporary sanitary facility or trash receptacle may be located within 100 feet of a property line of a residential use.
- All refuse associated with the operation of the food vendor shall be collected, stored, and transported by the licensee in such a manner as to protect against odor, infestation of insects and/or rodents and any other nuisance condition or conditions which are inconsistent with the health, safety, and welfare of the patrons and the general public.

L. License Requirements: Signage

- Shall not place signs/banners in or alongside the public right-of-way or across roadways. Signs must be permanently affixed to or painted on the mobile food vehicle or mobile vending cart, or in the case of a mobile retail food establishment, attached directly to the table, awning, canopy or similar item upon or under which sales are directly made;
- No signs shall be placed on sidewalks or other rights-of-way. No temporary or mobile signs shall be allowed.
- Signs advertising the mobile food vendor are prohibited, except for vehicle signs in compliance with the requirements set forth in article XII, Sign regulations, sections [80-426](#) through [80-438](#). Flyers, coupons, and paper handouts of any kind are also prohibited.

M. License Requirements: Noise, Lighting and Odors

- Mobile food vendors shall not emit sounds, outcry, speaker, amplifier or announcements.
- Shall not adversely impact on abutting properties in regards to: (1) Noise. (2) Odor, fumes or smoke. (3) Light and glare.
- Continuous music or repetitive sounds shall not project from the mobile unit.
- Amplified music or sounds from any food vendor may not at any time unreasonably disturb nearby businesses, pedestrians, or vehicles.

N. Hours of operation

Mobile food vendors may operate beginning at 7:00 AM and ending at 9:00 PM, unless otherwise qualified or limited by the municipal review authority. **MATCH ABOVE ??**

O. License Fee Required

The fee payable for a mobile food vendor license shall be as specified in Chapter 311, the *Schedule of License, Permit and Application Fees* established by the Town Council.

P. Insurance Required

Mobile food vendors shall provide, at their expense, and keep in force during the term of their contract, with a responsible insurance company or companies authorized to do business in the state, commercial general liability insurance in the amount of at least \$1,000,000. The mobile food vendor shall deliver certificates of such insurance to the City at the time of application

Q. License Expiration

A new license, when granted, shall be valid until May 31st, immediately following said granting of said license, except that new licenses granted during April and May shall be valid until May 31st of the following calendar year. A permit issued under this section is not transferable.

R. Exemptions

- Mobile Food Vendors located on private property for a private onetime event are not required to obtain a Mobile Food Vendor Permit, provided the unit is on the property less than 15 hours. All other required permits and permissions must be obtained (i.e. Special Event Permit, Mass Gathering Permit).
- A private catered event is an event that sells food and beverages for a limited time coinciding with an event not open to the general public and only to attendees of the event. A town issued mobile food vendor permit is not required to operate as a private catered event.
- Mobile food vendors participating in Town sponsored events are not required to obtain a Mobile Food Vendor Permit. Site location shall be approved by Public Safety Departments.

Mobile Eating Place Operator's Guide

Guidance for mobile eating place set up & safe food production.



Maine Health Inspection Program

286 Water Street, 3rd Floor

Augusta, ME 04333



Table of Contents

Definitions	1
Chapter 1: Basic Information	3
Mobile Unit License Types	3
Mobile Water and Septic	4
Water Supply and Sewage Tanks	5
Mobile Unit Requirements & Classifications	6
Approved Spaces/Additional Licensing	8
Mobile Unit Fact Sheet	9
Chapter 2: Administrative Requirements	10
Licensing Your Mobile Unit	10
Municipal Mobile Licenses	10
Certified Food Protection Manager	11
Person in Charge	11
Employee Health Policy	12
Clean-up of Vomiting and Diarrheal Events	12
Chapter 3: Basic Food Safety	13
Preventing Contamination of Food by Employees	13
Approved Food Sources	13
Potentially Hazardous Foods	14
Temperature Control	14
Thawing	14
Cooking	15
Cooling	15
Reheating for Holding	16
Date Marking	16
Consumer Advisory	16
Food Storage and Protection	16
Lighting and Ventilation	17
Chapter 4: Cleaning and Sanitizing Requirements	18
Physical Facilities and Non-Food Contact Surfaces	18
Food Contact Surfaces	18
Ware-washing Process	18
Toxic Materials	18
Appendix A: Checklist for Mobile Units	19
Appendix B: Mobile Unit Compliance Handout	20
Appendix C: Mobile Food Cart Diagram	21
Appendix D: Mobile Food Truck/Trailer Diagram	22
Appendix E: Mobile Unit/Catering Licensing Scenarios	23

Definitions

Approved means acceptable to the Department, based on its determination as to conformance with appropriate standards and good public health practice.

Catering means preparing food for pre-arranged events and requires a license. Catering does not include persons hired as personal chefs to prepare at-home meals in private households. Personal chefs are not licensed by the Department.

Catering establishment means any kitchen, commissary or similar place in which food or drink is prepared for sale or service elsewhere, or for service on the premises during special catered events.

Commercial kitchen means a kitchen used to prepare food for public consumption that meets all requirements of the Maine Food Code (10-144 C.M.R. Ch. 200). A commercial kitchen is not a private home kitchen.

Commissary means a kitchen that receives, stores, and prepares food for delivery to other meal sites or vending locations. Examples of commissaries include, but are not limited to, vending company production kitchens that prepare food for use in vending machines; senior citizen meals production kitchens that deliver either frozen or ready-to-eat meals; kitchens that prepare food for small boat day trips; kitchens located at an event hall or convention hall used by multiple caterers as part of specific events, or a commercial kitchen used by multiple food vendors.

Community event means an event that is of a civic, political, public or educational nature, including State and county fairs, city or town festivals, circuses and other public gatherings.

Department means the Department of Health and Human Services, Maine Center for Disease Control and Prevention.

Easily cleanable means that surfaces are readily accessible and made of such materials and finish, and so fabricated, that residue may be effectively removed by normal cleaning methods.

Eating establishment or eating place means any place where food or drink is prepared and served or served to the public for consumption on the premises or prepared and served or served ready to eat to the public for consumption off-premises. See the eating establishment definition in 10-144 CMR Ch. 201 Administration and Enforcement of Establishments Regulated by the Health Inspection Program for additional information.

Eating Place – Mobile means a mobile vehicle designed and constructed to transport, prepare, sell or serve food at a number of sites and is capable of being moved from its serving site at any time. This type of establishment is a self-contained food service operation, located in a vehicle or a movable stand on wheels, used to store, prepare, display or serve food intended for individual portion service.

Eating Place – Mobile Stick Built means food service equipment that may be assembled and disassembled for storage or transportation and may only operate at a fixed location for the duration of an approved community event.

Eating Place – Temporary means an eating place or establishment that operates at a fixed location, for a period not exceeding 14 consecutive days, in conjunction with a single community event.

Equipment means stoves, ovens, ranges, hoods, slicers, meat blocks, tables, counters, mixers, refrigerators, sinks, dishwashing machines, steam tables, and similar items, other than utensils, used in the operation of an establishment licensed by the Department under this rule.

Food means any raw, cooked or processed edible substance, ice, beverage, alcoholic beverage or ingredient used, or intended for use, or for sale, in whole, or in part, for human consumption.

Food contact surface means those surfaces of equipment and utensils with which food normally comes in contact, and those surfaces from which food may drain, drip, or splash back onto surfaces normally in contact with food.

Hazard means a biological, chemical, or physical property that may cause an unacceptable Consumer health risk.

Packaged means bottled, canned, cartoned, or securely wrapped. Packaged does not include a wrapper, carry-out box, or other nondurable container used to containerize food with the purpose of facilitating food protection during service and receipt of the food by the consumer.

Plan Review means a review conducted by the Department to assess the menu, equipment list, and layout of the establishment to ensure compliance with Maine Food Code regulations enabling the inspector to address any potential issues with the unit and make a licensing determination.

Potentially hazardous food means any food that requires time and/or temperature control for safety (TCS) to limit pathogenic microorganism growth or toxin formation and is further defined in the Maine Food Code (10-144 C.M.R. Ch. 200, §1201.10(B)(84)(b)).

Ready-to-Eat Food means Food that: (i) Is in a form that is edible without additional preparation to achieve food safety, as specified under one of the following: Maine Food Code (MFC) ¶ 3-401.11(A) or (B), § 3-401.12, or § 3-402.11, or as specified in ¶ 3-401.11(C); (ii) Is a raw or partially cooked animal food and the consumer is advised as specified in MFC Subparagraphs 3-401.11(D)(1) and (3); or (iii) Is prepared in accordance with a variance that is granted as specified in MFC Subparagraph 3-401.11(D)(4); and (iv) May receive additional preparation for palatability or aesthetic, epicurean, gastronomic, or culinary purposes.

Utensil means any tableware and kitchenware used in the storage, preparation, conveying, or serving of food.

Chapter 1: Basic Information

This Mobile Eating Place Guide is meant to be used by the mobile operator to properly design, set-up, and operate a mobile unit in a safe and sanitary manner. Focusing on foodborne illness risk factors and public health interventions will greatly reduce the risk of possible instances of foodborne illnesses resulting from your operation. This guide does not contain all the requirements for your eating establishment. Your mobile unit will be inspected according to the requirements in the Maine Food Code 10-144 CMR Ch. 200. The Maine Food Code is available online here:

<https://www.maine.gov/sos/cec/rules/10/chaps10.htm>.

Mobile Unit License Types

Eating Place – Mobile

A mobile eating place is a mobile vehicle designed and constructed to transport, prepare, sell or serve food at a number of sites and is capable of being moved from its serving site at any time. This type of establishment is a self-contained food service operation, located in a vehicle or a movable stand on wheels, used to store, prepare, display or serve food intended for individual portion service. Mobile units are required to be licensed annually and inspected at least once every two years. See Appendices C & D for examples of food cart & food truck/trailer design.

A unit that is licensed as Eating Place – Mobile must be one unit with all equipment (hand sink, ware washing sink with drainboards and bays large enough to submerge the largest pot/pan/utensil, prep counters, refrigeration units, water heater, potable and gray water tanks, etc.) installed on the unit so that as you transport it, the mobile kitchen remains one intact unit. This is a fixed kitchen on wheels.

A mobile unit must maintain the capability of being moved at any time even if the mobile unit generally operates from the same location. All utility connections (water, septic, electrical) must be able to be quickly disconnected and may not be permanent in nature. The mobile unit must remain freestanding with no additional structures (porches, decks, extensions of the food service area, etc.) attached.

The equipment installed in a mobile unit varies depending on the type of food being served. Mobile units may or may not be self-sufficient. If the equipment installed within the unit is capable of fully supporting preparation and execution of all menu items including proper dishwashing, the mobile unit is deemed to be self-sufficient. If a mobile unit is not capable of supporting the preparation of all food items and/or proper dishwashing, the unit is not self-sufficient, and the operator will be required to conduct these operations in their licensed commercial kitchen. See Approved Spaces/Additional Licensing section for further information.

Eating Place – Mobile Stick Built

A stick built mobile unit consists of food service equipment that may be assembled and disassembled for storage or transportation and may only operate at a fixed location for the duration of an approved community event. This type of mobile unit must meet the same equipment requirements (sinks, hot/cold holding, etc.) as all licensed mobile units. Equipment is set up under a tent or structure with overhead protection and a temporary flooring surface beneath. These units are only allowed to operate at fairs, festivals, and other approved community events such as farmer's markets. When operating at a community event that does not provide water from an approved water supply or gray water storage, the Mobile Stick Built operator is required to supply these utilities. You may not operate without potable water from an approved water supply and the capability to store gray water.

Eating Place – Temporary

A temporary eating place is an establishment that operates at a fixed location, for a period not exceeding 14 consecutive days, in conjunction with a single community event. A temporary eating place generally consists of food service equipment assembled under a tent. Equipment requirements may be more primitive than for a licensed mobile unit. No more than 3 temporary licenses will be granted to any operator per year. If an operator wishes to participate in more than 3 events per year, they will be required to apply for a mobile unit license and be in full compliance with all mobile unit requirements.

Mobile Water and Septic

Water supplied to a mobile unit must be from an approved water source and be supplied through an air gap or through a food grade hose with a backflow prevention device attached between the water supply and hose. Examples of approved water sources include public water systems (municipal water supply or other supply regulated by the Maine Drinking Water Program) or private sources that are required to test annually and report results to the Department as part of the license renewal process. If you wish to use water from your private well, or other unregulated source, you will be required to conduct water tests as stated within the Eating and Lodging application. See below:

The following test results, from a certified laboratory, must be sent in with a new application:

- a. Total Coliform bacteria, nitrate, and nitrite: samples must be taken within three months before the date this application is received.
- b. Fluoride, chloride, hardness, antimony, iron, pH, manganese, uranium, arsenic: samples must be taken within one year before the date this application is received.

Wastewater must be disposed of into an approved septic system. Examples include a public sewer system, an RV waste disposal site, or an approved private septic system. You will need to indicate where you plan to dispose of your graywater on the application. If wastewater is to be disposed of into a private septic system, such as your licensed establishment's or home's on-site wastewater disposal system, the Onsite Wastewater Disposal System - Local Review and Verification Form will need to be completed and submitted with your application.

Water Supply and Sewage Tanks

An adequate supply of clean (potable) water shall be provided from an approved source.

1) Water Supply Tanks - Standards for water supply tanks are as follows:

- a) The materials that are used in the construction of a mobile food unit water tank and accessories shall be safe, durable, corrosion resistant, nonabsorbent, and finished to have a smooth and easily cleanable surface.
- b) The water supply tank shall be enclosed from the filling inlet to the discharge outlet and be sloped to an outlet that allows complete drainage of the tank.
- c) An access port for inspection and cleaning shall open at the top of the tank, flanged upward at least one-half inch and equipped with a secure port cover, which is sloped to drain.
- d) A fitting with V-type threads is allowed only when the hose is permanently attached.
- e) If provided, a water tank vent shall end in a downward direction and be covered with 16 mesh when the vent is not exposed to dust or debris or with a protective filter when the vent is exposed to dust or debris.
- f) The tank and its inlet and outlet shall be sloped to drain. The inlet shall be designed so that it is protected from waste discharge, dust, oil or grease.
- g) Hoses used to fill potable water tanks shall be dedicated for that one task and shall be clearly and durably identified for that use, unless permanently attached. Food grade hoses are usually white, blue, white with a blue stripe, or labeled by the manufacturer as "food grade".
- h) A filter that does not pass oil or oil vapors shall be installed in the air supply line between the compressor and the drinking water system.
- i) The water inlet, outlet or hose shall be equipped with a cap and keeper chain or other adequate protective device. This device must be attached when the system is not in use.
- j) The water tank, pump and hoses shall be flushed and sanitized before being placed into service after construction, repair, modification or periods of nonuse.
- k) Water supply systems shall be protected against backflow or contamination of the water supply. Backflow prevention devices, if required, shall be maintained and adequate for their intended purpose.
- l) The water supply tank, pump and hoses shall be used to convey drinking water and shall be used for no other purpose.

2) Wastewater Disposal. The sewage holding tank shall be 15 percent larger in volume than the water supply tank and shall be sloped to drain. The drain hose (1inch) shall be larger than the supply hose (3/4 inch). Liquid waste shall be removed at an approved disposal site. The liquid waste retention tank shall be thoroughly flushed and drained during the servicing operation. Wastewater shall be disposed of in an approved wastewater disposal system sized, constructed, maintained and operated according to law.

Mobile Unit Requirements & Classifications

Equipment requirements for mobile units are dependent on the menu items being produced in the unit. There are three classifications of mobile units: low risk, moderate risk, and high risk. The menu submitted to the Department with your application will be used to determine which category your unit belongs in. Once this has been determined, your health inspector will review your mobile unit's design to determine whether equipment requirements have been met.

Mobile units are required to have:

- Hand wash sink with hot and cold running water. The hand wash station must consist of water at least 100F, soap, paper towels, trash can, and a "hand wash sink only" sign.
- 2 or 3-bay ware-washing sink depending on classification of unit (see Mobile Unit Classifications and Appendix B). Ware-washing sinks must supply water at least 110F, have adequately sized bays for submersion of largest piece of equipment, have drainboards, and be supplied with dish washing detergent, approved sanitizer, and test strips.
- Adequate hot water supply: must supply enough hot water to fill ware-washing sink at 110F with 100F minimum water left for hand washing.
- Adequate cold and hot holding equipment with thermometers (where required).
- Potable water holding tank: must provide enough potable water to support hand washing and ware-washing while in operation. Enough water must be provided to fill ware-washing sink as many times as you will need to fill it while in operation with adequate supply left for hand washing.
- Wastewater holding tank: must be at least 15% larger than potable water storage tank. The wastewater holding tank may not sit on the ground unless it is a portable tote style tank with wheels. All other tanks must be installed on your mobile unit.
- Potable water and wastewater storage are limiting factors. If you run out of potable water or wastewater storage, you must discontinue operation until after you have refilled potable water/emptied wastewater tanks. See Water Supply and Sewage section for additional holding tank requirements.
- Smooth/durable/cleanable surfaces.
- Proper storage for equipment, single serve items, and food.
- Food thermometers.

See Appendix A: Checklist for Mobile Units for additional requirements for some units.

Temporary eating places:

- May use a gravity fed hand washing station with water at least 100F, waste water collection pail, soap, paper towels, trash can and “hand wash station only” sign. Hand wash water must be dispensed so that both hands can be washed at the same time.
- May use an alternative ware washing set up using a three-basin system (bus tubs) for washing, rinsing and sanitizing dishes and utensils.
- Must provide a way to heat water to at least 110F for dishwashing, and have dish washing detergent, approved sanitizer, and test strips.
- Must have overhead protection.
- Must provide a flooring surface to control dust and mud, if not set up on concrete or asphalt that is graded to drain.

All Mobile, Stick Built Mobile and Temporary Eating Establishments must ensure there is a restroom located for convenient use by their food employees, wherever they plan to operate.

Mobile Unit Classifications

See Appendix B: Mobile Unit Compliance Handout.

Low Risk

Low risk establishments serve only non-potentially hazardous foods. Examples of foods served from these units include prepackaged foods and beverages (labeled & from licensed facility), popcorn, pretzels, shelled peanuts, candy apples, soda, dispensed beverages, cotton candy, and shaved ice.

These units are required to have a hand wash sink. If any utensils are being used to dispense food products, a 2-bay sink is required, and the operator must be able to demonstrate proper 2 bay technique.

Moderate Risk

Moderate risk establishments serve some potentially hazardous foods with onsite food preparation. Examples include smoothies, prepared potentially hazardous foods, canned chili, hot dogs, ice cream, apple crisp, onion rings/blossoms, french fries, fresh squeezed lemonade, veggie salads and dressings, pre-cooked eggs/lobster/crab/shrimp, etc.

These units are required to have a hand wash sink, refrigeration (with thermometer) to support storage of potentially hazardous foods, and a 2 bay sink if utensils only are used. If other food contact equipment/containers are being used, a 3-bay sink is required.

High Risk

High risk establishments serve potentially hazardous foods with onsite preparation including preparation of raw proteins. Foods served from these units include raw potentially hazardous foods, meats, poultry, sausage, fish, chili prepared on site, potato salad, egg salad, seafood salad, coleslaw, pasta salad, raw seafood (oysters), cream pies, pizza made with potentially hazardous foods (meats, sausage, etc.).

These units are required to have a hand wash sink, 3-bay sink, and adequate refrigeration with thermometers. Refrigeration and other equipment must be able to support storage of potentially hazardous foods (cold/hot holding) and any complex preparation (cooling, reheating) being performed on the unit. If equipment on the unit cannot support safe food preparation for all menu items, necessary tasks such as food preparation and dishwashing must be conducted in the owner's licensed kitchen as stated in the Approved Spaces/Additional Licensing section of this document.

Approved Spaces/Additional Licensing

As part of the plan review, the health inspector will determine whether your mobile unit is self-sufficient. If your mobile unit is not self-sufficient, you will be required to use your licensed commercial kitchen or apply for a Commissary license for food preparation and/or ware-washing that is not supported by the equipment on your mobile unit. If you currently own a licensed establishment such as a restaurant, catering facility or commercial kitchen licensed by Department of Agriculture, the health inspector will review use of this space to determine whether it is in good standing with the Department and adequate for the additional use of the mobile unit operation. If found to be adequate, additional licensing is not required and food preparation and dishwashing for the mobile unit may be conducted in your licensed commercial kitchen. A home kitchen licensed by Department of Agriculture is not a commercial kitchen and will not be approved for use as a commissary space to prepare foods or wash dishes in conjunction with your mobile unit operation.

If you do not have your own licensed commercial kitchen to work from, or it is determined that your licensed establishment is not acceptable, you will be required to obtain a Commissary license for a commercial kitchen that meets the needs of the mobile unit operation. You will be required to submit a separate application and fee to the Department for this additional license. Both your commissary and mobile unit will need to be inspected and licensed before food is prepared in or sold from either. If you need to change the location of your commissary, you must submit a new application and fee for the new kitchen. Your inspector will need to conduct a plan review and inspection to license the new commissary before you begin using it to support your mobile operation.

Food preparation and dishwashing must be performed in your licensed mobile unit, commissary or your other licensed and approved commercial kitchen. Mobile unit operators are not allowed to wash dishes or produce food in a home kitchen or in a kitchen for which you do not hold a license.

Mobile Unit Fact Sheet

1. A mobile unit must be movable at any time. A permanent structure cannot be licensed as a mobile unit.
2. Units that require assembly and disassembly of equipment and set up under a tent or other overhead structure are licensed as Eating Place – Mobile Stick Built. These units are allowed to operate at approved community events only.
3. Temporary units operating without pressurized water and proper sinks can obtain up to 3 Eating Place – Temporary licenses per year. To operate at more events, you will need to be licensed as an Eating Place – Mobile or Eating Place – Mobile Stick Built and be in compliance with all requirements.
4. All mobile units must have a hand wash sink equipped with hot water (at least 100F), hand soap, paper towels, a waste receptacle, and a “hand wash sink only” sign.
5. Mobile units must be positioned to keep the general public away from the food preparation and cooking areas of the unit.
6. All food production must take place within the licensed mobile unit or within the owner’s licensed and approved commercial kitchen.
7. A single table may be set up for use in conjunction with an Eating Place – Mobile unit to display self-serve condiments, to create a boundary between the unit and the customer or to facilitate the transfer of food to the customer. A table used for self-serve condiments or to facilitate the transfer of food to the customer must be able to be monitored from within the mobile unit or be monitored by a dedicated employee. This table is not to be used for food preparation.
8. Eating Place – Mobile units may cook on a single covered/enclosed cooker that is set up outside of the unit. Examples include a grill with a cover, an enclosed pizza oven or an enclosed smoker unit. Food must be protected as it is taken out of and returned to the mobile unit. Further processing and portioning must take place from within the mobile unit.
9. Operators must ensure that their food supply is secure from access to the public at all times. For example, food must be protected by physical means when food is stored in a mobile unit and the operator is not on site or when foods are being smoked in an ancillary smoker when the mobile unit is closed for business and the operator is not on site.
10. Coolers with ice may be used for food storage. Thermometers must be placed into coolers to ensure proper holding temperatures.
11. Mobile units, Mobile – Stick Built units and Temporary establishments may not operate without an adequate supply of potable water from an approved source and adequate gray water storage.

Chapter 2: Administrative Requirements:

Licensing Your Mobile Unit

All mobile units require a license. Your unit will be licensed as Eating Place – Mobile, Stick Built, or Temporary depending on your business model and the construction of your unit and you may be required to apply separately for a Commissary license (see Chapter 1). You must submit your Eating and Lodging application(s) at least 30 days before you plan to begin operating. Your application will first be reviewed at the main office for completeness. If incomplete, your application will be sent back to you with notes requesting that you resubmit the application with the missing information. Once your application is accepted, it will be sent to the health inspector covering your town. The inspector will review your application, conduct a plan review and contact you with any specific questions and schedule your pre-operational inspection. Once your pre-operational inspection has been completed and your inspector approves your license, you may begin operating. Your inspector will conduct an operational inspection within a few months after issuing the license. Your license will be mailed to you and must be posted in your unit, in view of the public. Your license must be renewed annually. You will receive a renewal notice with instructions approximately 60 days prior to the expiration date of your license.

The application can be found here: https://www.maine.gov/dhhs/mecdc/environmental-health/el/site-files/forms/Eating%20and%20Lodging%20HHE-602_rev%2054.pdf

Municipal Ordinances and Fees: Each town or city that you plan to operate in may have their own licensing fee and requirements. Be sure to check with the municipality in advance.

Municipal Mobile Licenses

If your business is based out of Portland, South Portland, Lewiston or Auburn and you plan to operate only in that city, you may apply for a Municipal Eating Place – Mobile license. However, the municipal license allows you to operate in that city only. If you plan to operate in locations throughout the state, you will need to apply for, and pay the fee for, a statewide mobile license. This will allow you to operate outside of the municipality at statewide fairs/festivals/locations.

The application for a municipal license can be found here:

<https://www.maine.gov/dhhs/mecdc/environmental-health/el/site-files/forms/MUN-Eating-and-Lodging-HHE-638-rev-4.pdf>

In addition to submitting this application to the Department, you must contact the municipality you plan to operate in regarding their licensing requirements.

Certified Food Protection Manager (CFPM)

Each establishment must employ a Person in Charge (PIC) who holds a current CFPM certification, unless exempt based on the extent of food preparation, as determined by the Health Inspection Program.

Exempted establishments include:

- Temporary eating establishments that operate fewer than 14 days.
- Establishments that serve or sell non-potentially hazardous pre-packaged foods.
- Establishments that prepare only non-potentially hazardous foods.
- Establishments that heat only commercially processed potentially hazardous foods for hot holding. No cooling of potentially hazardous foods.

Mobile unit operators that own multiple mobile units may employ one CFPM to cover all of their units, though each unit is licensed separately. This CFPM shall be in charge of training staff in all units and each unit needs to have an adequately trained PIC.

You can find a list of approved courses and some course providers here:

<https://www.maine.gov/dhhs/mecdc/environmental-health/el/site-files/miscellaneous/CFPM-Courses-2020.pdf>

Person in Charge (PIC)

There must be a PIC in the mobile unit during all hours of operation. The PIC must be adequately trained on proper food safety and have the authority to instruct other employees on food safety principals and to make important decisions like sending an ill employee home, discarding food that has been time/temp abused or contaminated, etc.

The PIC must train foodservice staff and demonstrate food safety knowledge, including, but not limited to:

- Prevention of food-borne illness by practicing good personal hygiene by:
 - Washing hands properly at all times.
 - Using closed containers with straws for employee drinks.
 - Eating or smoking in designated areas only.
 - Having clean fingernails.
 - Wearing gloves over artificial or painted fingernails.
 - Wearing no jewelry on the wrist or hands, other than a plain ring.
 - Wearing clean outer clothing.
 - Wearing proper hair restraints.
 - Not handling animals when preparing food.
- Prevention of food-borne illness by ill food employees by adopting and following a Maine Food Code compliant employee health policy.
- Cooking, serving, holding, cooling and reheating of foods to proper temperatures.
- Avoiding cross contamination of raw and cooked foods.

- Using a HACCP plan where required.
- Storing and disposing of toxic materials properly.
- Maintaining facility in clean condition and good repair.
- Maintaining clean non-food contact surfaces.
- Properly cleaning and sanitizing food contact surfaces.

Employee Health Policy

All eating establishments, including mobiles, must have and train employees on a Maine Food Code compliant employee health policy. Employees who are symptomatic with vomiting, diarrhea, jaundice, sore throat and fever, or skin infections such as open sores, are required to report these symptoms to the PIC. Employees who have been diagnosed with Norovirus, Shiga toxin-producing E. Coli (STEC), Shigella, Hepatitis A, or Salmonella Typhi must report the diagnosis to the PIC and be excluded from the food service operation. The PIC must notify the Department of the diagnosis and the ill employee is not allowed to return to work until approved by the Department.

Additional employee health guidance can be found here:

https://www.maine.gov/dhhs/mecdc/environmental-health/el/employee_health.htm

Your inspector will review the employee health policy documents with you at your pre-operational inspection.

Clean-up of Vomiting and Diarrheal Events

An eating establishment shall have procedures for employees to follow when responding to vomiting or diarrheal events that involve the discharge of vomitus or fecal matter onto surfaces in the eating establishment. The procedures shall address the specific actions employees must take to minimize the spread of contamination and the exposure of employees, consumers, food, and surfaces to vomitus or fecal matter.

The Emergency Action Plan for Bodily Fluid Response and Recovery can be found here:

<https://www.maine.gov/dhhs/mecdc/environmental-health/el/postings.htm>

Chapter 3: Basic Food Safety

Chapters 3 & 4 are a guide to the safe operation of your eating establishment. They do not contain all the rules by which your mobile unit will be inspected. For the complete set of rules please refer to The Maine Food Code which is available online here:

<https://www.maine.gov/sos/cec/rules/10/chaps10.htm>.

Preventing Contamination of Food by Employees

- Employees must wash hands properly at a dedicated hand wash sink with water 100F or hotter, soap, paper towels, hand wash sink only sign, and trash can.
- Employees must wash hands before working with food, before putting on new single use gloves, when changing tasks and whenever possible contamination may have occurred.
- To properly wash hands, employees must wet hands with warm running water, apply soap, rub hands together for 20 seconds minimum, remove soil from under fingernails, clean exposed portions of the arms & between fingers, rinse thoroughly, dry hands on a disposable paper towel or with an air dryer, and use a barrier to turn off the faucet to prevent recontamination of hands. Sanitizer may not be used in place of hand washing.
- Employees must use single use gloves properly. Gloves must be changed between tasks (along with proper hand washing). When torn or contaminated, gloves must be removed and discarded.
- Employees must wear clean outer clothing, wear no jewelry on the hands or wrists other than a plain ring, and wear an effective hair restraint.
- Employees must not smoke in the mobile unit or eat where food or clean equipment, linens or single use items are exposed.
- Employees may drink from a closed beverage container if it is handled to prevent contamination of the employee's hands, the beverage container, and exposed food, equipment, utensils, and single service/use articles. Example: drink in a cup with a cover and a straw.
- Employees may not handle ready-to-eat foods with their bare hands. Suitable utensils such as deli tissue, spatulas, tongs, or single use gloves must be used to avoid bare hand contact.

Approved Food Sources

Food shall be safe, unadulterated, honestly presented and shall be obtained from sources that comply with law. All foods offered from your mobile unit must be prepared in your unit or in your licensed and approved commercial kitchen that supplies your unit (ex. restaurant, catering facility, commissary).

Potentially Hazardous Food (Time/Temperature Control for Safety Food) (PHF/TCS)

Know which foods are PHF/TCS and how to handle them properly to avoid bacterial growth that can lead to food borne illness. Proper cooking, cooling, reheating, temperature control as well as properly date marking ready to eat PHF/TCS to be used within 7 days of opening or preparation are measures that must be taken to ensure the safety of your food products.

Potentially hazardous foods are:

- Foods of animal origin, raw or cooked.
 - Milk and milk products, eggs, meat, poultry, shellfish, fish, edible crustacea.
- Cooked plant products.
- Raw seed sprouts, cut melons, cut leafy greens, cut tomatoes or garlic-in-oil mixtures.

Temperature Control

Maintaining PHF/TCS at the proper temperature is essential to controlling bacterial growth.

- Maintain cold PHF/TCS at 41F or less.
- Maintain hot PHF/TCS at 135F or hotter.
- Temperatures between 41F and 135F are referred to as the danger zone as they can allow for rapid growth of bacteria that can lead to food borne illness.

Thawing

Properly thaw PHF/TCS:

- Under refrigeration at 41F or less.
- Under cold, running water (70F or less).
 - Portions of thawed, ready to eat foods may not be greater than 41F.
 - Raw animal foods requiring cooking may not be above 41F for more than 4 hours, including the time exposed to running water and the time it takes to cool food back to 41F.
- As part of cooking process.
- In the microwave if immediately transferred to conventional cooking equipment to complete cooking process.

Cooking

Follow these guidelines to ensure that your foods are cooked to the proper temperature:

- Cook poultry (whole or ground), stuffed meats, stuffed fish, stuffed pasta to 165F for 15 seconds.
- Cook ground meats (beef, pork, etc.) and shell eggs for hot holding to 155F for 15 seconds.
- Cook whole cuts of meat, fish, or shell eggs to 145F for 15 seconds.
- Cook fruits and vegetables for hot holding to 135F.

To properly cook raw foods in the microwave:

- Cover the food product to retain moisture.
- Rotate or stir the food halfway through the cooking process.
- Heat the food to at least 165F in all parts of the food.
- Allow to stand covered for 2 minutes after cooking to obtain temperature equilibrium.

Cooling

If your menu contains items that require cooling, be sure that your mobile unit contains proper equipment to rapidly cool food. If your inspector determines that the equipment on your unit is not adequate for cooling food properly, you will need to prepare these foods in your licensed facility that has been approved for this use (see Chapter 1).

To properly cool PHF/TCS:

- Monitor times and temps during the cooling process.
- Cool food from 135F to 70F within 2 hours.
- Cool food from 135F to 41F within a total of 6 hours.
- Cool PHF/TCS prepared from ambient air temp (canned foods) to 41F within 4 hours.

Methods for properly cooling food:

- Use shallow pans and fill to no more than 2 inches deep.
- Separate food into smaller, thinner portions (slice roast).
- Use rapid cooling equipment (blast chiller, ice paddle).
- Stir food while in an ice water bath to facilitate rapid, even cooling.
- Use containers that facilitate heat transfer (metal).
- Add ice as an ingredient.
- Partially cover or leave uncovered if protected from contamination.
- Cover food completely once cooled to 41F minimum in all parts.

Reheating for Holding

All potentially hazardous foods (time/temperature control for safety foods) (PHF/TCS) that have been cooked and cooled must be reheated to at least 165F within 2 hours for hot holding. PHF/TCS reheated in the microwave must be reheated and stirred, then covered and allowed to stand for 2 minutes after reheating and must reach 165F. Commercially produced products (precooked and canned foods) must be reheated to at least 135F for hot holding. All hot PHF/TCS must be reheated rapidly, within 2 hours and held at 135F or hotter.

Date Marking

Date mark all ready-to-eat PHF/TCS that will be held for more than 24 hours with a date of discard, no more than 7 days from the date of preparation, with the day of preparation counting as day 1. Commercially prepared PHF/TCS must be date marked to be used within 7 days of opening or by the use by or expiration date stamped on the product. Discard foods exceeding the discard or expiration date, whichever comes first. If PHF/TCS with different discard dates are combined, label the resulting food product to be discarded based on the earliest prepared food.

Consumer Advisory

Animal food that is served raw, undercooked or not otherwise processed to eliminate pathogens must be identified to the consumer by way of a disclosure and a reminder.

- Place an asterisk next to the food item requiring the advisory (egg, steak, burger, etc.).
- Place a footnote at the bottom of the menu with the consumer advisory wording.
 - *Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness.

Food Storage and Protection

Protect your food with the following practices:

- Store food in a clean, dry area, at least 6 inches off the floor.
- Do not store food where exposed to splash, dust or other sources of contamination.
- Store food completely covered in refrigerated, frozen, or dry storage (unless cooling).
- Store food so that raw produce and ready to eat foods cannot become contaminated by raw animal foods.
- Store food so that raw animal foods cannot become contaminated by other raw animal foods (raw eggs, fish, beef, pork, chicken).
- Store foods being held for return, refund, or credit away from good stock (broken seals, torn packaging, dented cans, spoiled food, recalled food).
- Use sneeze guards, display cases, or packaging to protect food on display.
- Label chemicals properly and store away from food product, clean equipment, and single use articles.

- Protect food, equipment and outer openings from insects, rodents and other sources of environmental contamination (dust).
- Provide overhead protection.

Lighting and Ventilation

Provide adequate lighting and shield lights in food prep areas. Provide adequate ventilation. Ventilation must be of sufficient capacity to prevent grease or condensation from collecting on walls and ceilings.

Chapter 4: Cleaning and Sanitizing Requirements

Physical Facilities and Non-Food Contact Surfaces

- Physical facilities must be maintained clean and in good repair.
- Clean non-food contact surfaces that are exposed to splash/splatter from foods during prep/cooking/dish washing as often as necessary to keep them free from the accumulation of soil residue.

Food Contact Surfaces

Clean and sanitize food contact surfaces (dishes, utensils, cooking equipment):

- Before each use with a different type of raw animal food, such as beef, fish, lamb, pork, or poultry.
- Each time there is a change from working with raw foods to working with ready-to-eat foods.
- Between uses with raw fruits and vegetables and with potentially hazardous food.
- Before using or storing a food thermometer.
- At any time during the operation when contamination may have occurred.
- Clean and sanitize in-use utensils that are in contact with PHF/TCS at least once every four hours.

Ware-washing Process

Properly cleaning and sanitizing food contact equipment is a four-step process:

1. Wash dishes/food contact equipment in hot water/detergent solution, at least 110F.
2. Rinse dishes in clean running water or dip in clean water to rinse.
3. Sanitize using approved sanitizer (chlorine or quaternary ammonium compound).
 - a. Follow instructions on product label and use test strips to verify appropriate concentration.
4. Air dry.

Toxic Materials

- Toxic materials must bear the manufacturer's label. Label working containers of toxic materials (cleaners, sanitizers, etc.) with the common name of the chemical.
- Store toxic materials away from food, equipment, utensils, linens, and single use items.
- Use toxic materials according to the manufacturer's instructions.

Checklist for Mobile Units

Appendix A

All units need:

- ☐ State license
- ☐ Hand Wash Sink (100°F Hot Water),
 - ☐ Name of water supply source _____
 - ☐ Soap
 - ☐ Paper towels
 - ☐ Hand wash signage
- ☐ 2 bay or 3 bay sink (see separate Mobile Compliance Handout to determine) (110°F Hot Water)
- ☐ Gray water tank – 15% larger than potable water tank
 - ☐ Location of disposal _____
- ☐ Food thermometer
- ☐ Nonporous and smooth surfaces
- ☐ Proper storage of utensils, food, dry goods etc.
- ☐ Dishwashing detergent
- ☐ Sanitizer and testing strips

Some units need:

- ☐ Municipal license (if City or Town requires one)
- ☐ Base station (if not 100% self-sufficient)
 - ☐ Location _____ License ID# _____
- ☐ Refrigeration (Depending upon food service of PHF Foods)
 - ☐ Thermometer inside
- ☐ Certified Food Protection Manager (see exemption list on CFPM Handout)
 - ☐ Name and Expiration Date _____
- ☐ Ice
 - ☐ Name of approved source supplier _____
- ☐ Backflow preventer and food grade hose
- ☐ Sneeze guard
- ☐ Consumer Advisory (if menu items require one)
- ☐ Light shield (food truck)
- ☐ Umbrella (overhead protection)
- ☐ Food Protection - Sliding Window, Screening or Air Curtain (food truck)
- ☐ Floor Covering

MOBILE/TEMPORARY MOBILE UNIT RISK AND EQUIPMENT COMPLIANCE HANDOUT

Appendix B

ALL MOBILE UNITS SHALL HAVE A HAND WASH SINK WITH HOT/COLD WATER UNDER PRESSURE; TEMPORARY MOBILE UNITS CAN USE A GRAVITY or PRESSURE SYSTEM

Temporary units may use an alternative ware washing set up using a three wash basin system (bus boy basins) for washing, rinsing and sanitizing dishes and utensils. Each Temporary license is one event no greater than either 4 days or 14 days. Three Temporary licenses are allowed per licensee per year. If you are going to attend more than three events per year, you will have to apply for a Mobile Unit license and comply with all the requirements of a mobile unit.

➤ LOW RISK: NON PHF*

Equipment: Hand Sink, if using utensils a 2 bay sink is required, refrigeration may be required.
Must be able to demonstrate proper 2 bay sink technique.

Popcorn	Ice/Slushi	Candy Apples
Pretzels	Shelled Peanuts	Soda
Dispensed Drinks	Pre-Packaged Juice	Cotton Candy
Pre-Packaged Foods (labeled & from a licensed facility)		

➤ MODERATE RISK: SOME PHF* and PREPARATION

Equipment: Hand sink, if only using utensils a 2 bay sink is required otherwise a 3 bay sink is required.
Refrigeration may be required.
Must be able to demonstrate proper 2 bay sink technique.

Fried Dough	Smoothies	Apple Crisp	Pre Cooked PHF*
French Fries	Ice Cream	Onion Rings	Fresh Squeezed Lemonade
Onion Blossoms	Cream Puffs	Hot Dogs	Vegetable Salads and Dressings
Salads	Canned Cheese	Canned Chili	Pre-packaged Condiments
Prepared Salads w/ PHF* (from a licensed facility)			Pre-cooked eggs, lobster, crab, shrimp
Cooked foods, delivered in an approved carrier and no utensils are used, but must demonstrate proper use of disposable gloves and/or single service papers.			

➤ HIGH RISK: ALL PHF*

Equipment: Hand sink, 3 bay sink, and refrigeration required.

Raw PHF*	Sausage	Meats	Seafood	Fish
Hot dogs with PHF* if any preparation i.e., chili				
Onsite prepared salads: i.e., potato, coleslaw, pasta, egg salad, and seafood				
Raw bar: i.e., oysters on the half shell				
Pizza with PHF*: i.e., (ground meats: hamburg or sausage)				
Pie with PHF* i.e., cream pies				

***PHF = POTENTIALLY HAZARDOUS FOOD**

3 bay dishwashing: Wash, Rinse, and Sanitize

Sinks must be big enough for the biggest pot or pan to be submersed.

If you have any questions, please contact your district health inspector or our offices at 287-5671.

Mobile Food Cart

Appendix C

Foods sold from a mobile food cart are generally non-PHF, commissary prepared foods, or precooked foods that require limited assembly, such as hotdogs.



The mobile food cart is self-contained and readily moveable. All equipment is attached to the unit.

Overhead protection is required to protect food from contamination.

Cold holding may be mechanical or done by other approved method. Equipment must be easily cleanable, capable of maintaining PHF at 41F or below and be equipped with a working thermometer.

Equipment for reheating and hot holding foods must be easily cleanable and be used according to manufacturer's instructions. Hot holding equipment must be capable of maintaining PHF at 135F or hotter and may not be used to re-heat foods, unless rated to do so.

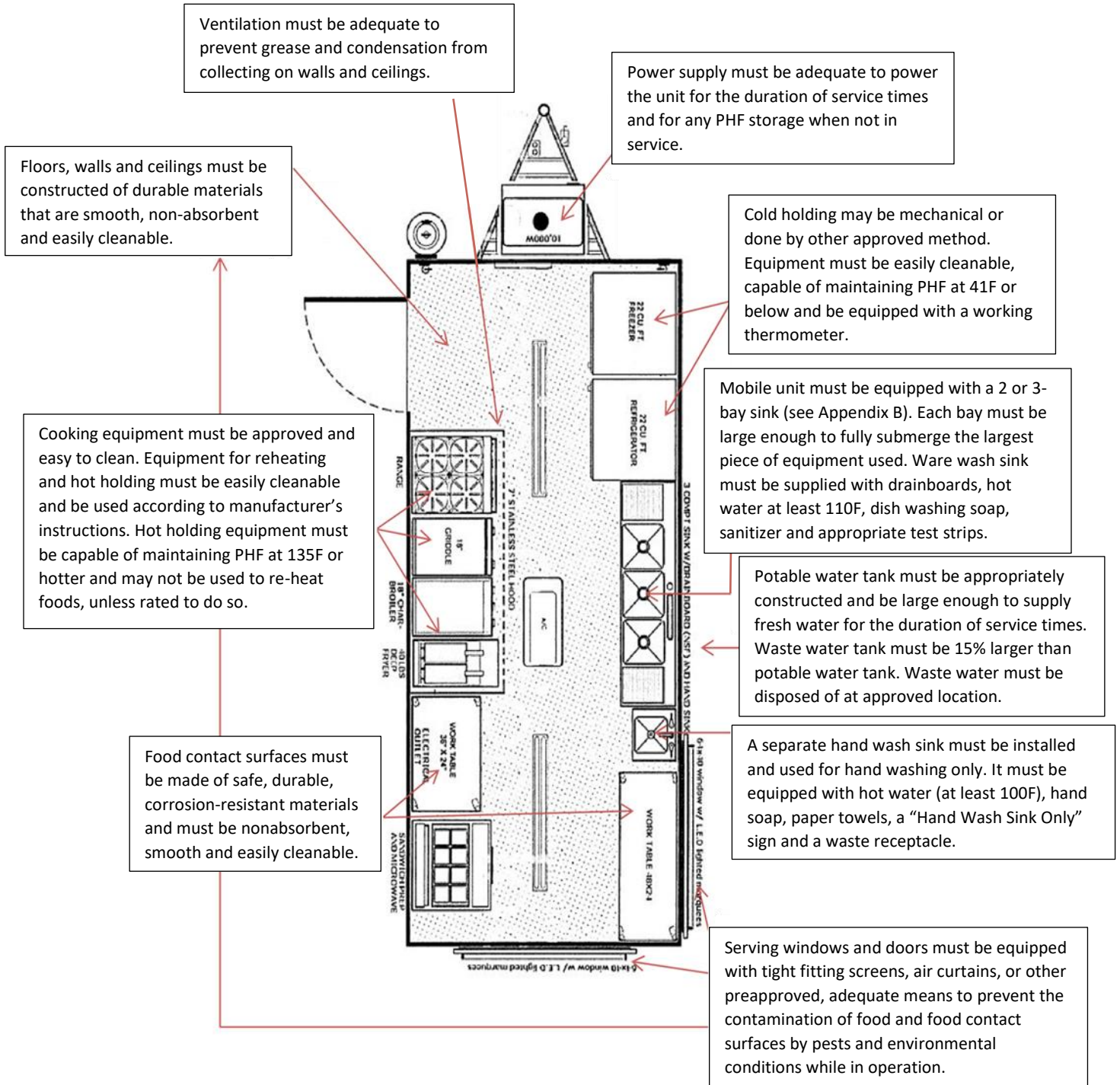
Potable water tank must be appropriately constructed and be large enough to supply fresh water for the duration of service times. Waste water tank must be 15% larger than potable water tank. Waste water must be disposed of at approved location.

A separate hand wash sink must be installed and used for hand washing only. It must be equipped with hot water (at least 100F), hand soap, paper towels, a "Hand Wash Sink Only" sign and a waste receptacle.

Cart must be equipped with a 2 or 3-bay sink (see Appendix B). Each bay must be large enough to fully submerge the largest piece of equipment used. Ware wash sink must be supplied with hot water at least 110F, dish washing soap, sanitizer and appropriate test strips.

Mobile Food Truck/Trailer

Appendix D



Mobile Unit/Catering Licensing Scenarios

Appendix E

1. A business that has a commercial kitchen and trailer/mobile unit/stick built mobile that sets up at private events only and uses the trailer or mobile unit to support the catering business requires a Catering license for the commercial kitchen.
2. A business that has a commercial kitchen and mobile unit or stick built mobile unit that sets up at private events and local community events, where returning to the commercial kitchen to restock supplies and food as needed is possible, requires a Catering license for the commercial kitchen. A separate license for the mobile unit is not required.
3. A business that has a commercial kitchen and mobile unit or stick built mobile unit that operates at private events and community events, where return to the commercial kitchen for restocking of supplies and food is not convenient, requires a Catering license plus a separate Eating Place – Mobile or Eating Place – Mobile Stick Built license.
4. A restaurant that sets up offsite to sell food at a private or local approved community event requires an Eating and Catering license.
5. A business that has only a stick built set up and operates at approved community events must obtain an Eating Place – Mobile Stick Built license and meet all mobile unit requirements. Stick built units may not operate outside of approved community events.
6. Any business that sets up in a location other than an approved community event, to sell food to the public, must have a mobile unit that meets the Eating Place – Mobile definition and obtain an Eating Place – Mobile license for their mobile unit.
7. A mobile unit with inadequate equipment for safe preparation of all menu items requires an Eating Place – Mobile license as well as a separate Commissary license for an approved commercial kitchen.

Household Size by Vehicles Available						
	2022	2022	2017	2017	2010	2010
Vehicles Available	# of Households	Total Vehicles	# of Households	Total Vehicles	# of Households	Total Vehicles
No Vehicle	144	-	346	-	166	-
1 Vehicle	2,911	2,911	2,159	2,159	2,121	2,121
2 Vehicles	3,970	7,940	3,536	7,072	3,544	7,088
3 Vehicles	1,186	3,558	1,080	3,240	1,274	3,822
4 or More Vehicles	957	3,828	519	2,076	292	1,168
Total Households/Vehicles	9,168	18,237	7,640	14,547	7,397	14,199
Total Vehicles per Household		1.99		1.90		1.92

Note: The category with 4 or more vehicles was assumed to have 4 cars. There may be a slight underestimate.

Vehicles available may include work vehicles

Source: *Census Bureau's American Community Survey
File B08201 Household Size by Vehicle
Compiled by SEDCO*

VILLAGE		Change of Use		R2	R3	R4	R4A	VR4	TVC	TVC2
Oak Hill				X	x	x	x	x	X	X
Use	Parking Required		Basis	R2	R3	R4	R4A	VR4	TVC	TVC2
Single Family	2 for each dwelling unit.		Units	X	X	1.5	1.5	1.5		1.5
Two Family	2 for each dwelling unit		Units	X	X	1.5	1.5	1.5	1.5	1.5
Multi-family	2 for each dwelling unit containing 2 or more bedrooms; 1.5 for each dwelling unit containing fewer than 2 bedrooms		Beds		X	X	X	X	X	X
Accessory Unit	None required		NA	X	X	X	X	X	X	X
Senior housing	1 parking space per dwelling unit and 1 parking space for each employee based on the expected average employee occupancy.		Units and employees		X	X	X	X	X	X
Work space in a live/work unit	2.5 per 1,000 sq. ft. of GLA.....		Gross Lease Area		P				X	X
Hotels, motels and other transient lodging establishments	1 for each guest room.		Rooms							X
Elementary and Middle School	1 per teacher and staff member, plus 1 space per 2 classroom		Classroom and staff	X	X	X	X	X	X	X
High School	1 per teacher and staff member on the largest shift, plus 1 space per 5 non-bused students.		Students and staff	X	X	X	X	X	X	X
College	1 space per staff member on the largest shift, plus 1 space per 2 students of the largest class attendance period.		Students and staff	X	X	X	X	X	X	X
Group Day Care Homes, Day Care Centers, Nursery Schools	1 per 4 children the facility is licensed for, plus 1 for each employee required by the State of Maine licensing standards for child to staff ratio		Students and staff	X	X	X	X	X	X	X
Hospitals, Boarding Care Facilities for the Elderly, nursing homes, residential and long-term care facilities for the ill, aged or disabled	1 per 3 beds, plus 1 for each employee based on the expected average employee occupancy.		Beds and staff					X	X	X
Funeral Home	10 per 1,000 sq. ft. of FA in slumber rooms, parlors, and individual service rooms		Floor Area						X	X
Water Dependent Golf Driving Ranges	1.5 spaces for each tee area.		Tees							
Industry, manufacturing, warehousing and distribution	2 per 1,000 sq. ft. of FA (additional spaces required for area(s) occupied for office and/or sales use)		Floor Area							
High Technology Facility	2 per 1,000 sq. ft. of FA		Floor Area							
Financial, Insurance and Real Estate Offices	3.5 per 1,000 sq. ft. of GLA		Gross Lease Area						X	X
Personal services	3.5 per 1,000 sq. ft. of GLA		Gross Lease Area						X	X
Place of assembly, amusement, culture and places of worship	1 for each 4 seats or for each 100 square feet or major fraction thereof of assemblage space if no fixed seats.		Seats	X	X	X	X	X	X	X
Health Club	3.5 per 1,000 sq. ft. Of FA...		Floor Area							X
Business services and business offices; Professional offices	4 per 1,000 sq. ft. of GLA		Gross Lease Area				X		X	X
Medical and Dental Offices	4 per 1,000 sq. ft. of GLA		Gross Lease Area				X		X	X
Data Processing/Telemarketing	6 per 1,000 sq. ft. of GLA		Gross Lease Area						X	X
Retail sales & services	4 per 1,000 sq. ft. of FA		Floor Area						X	X
Retail Services - HVAC, Electricians, Contractor Services			Zoning Issue as well							
Retail Service - Automobile Repair and service			Zoning Issue as well							
Retail sales - Gasoline Sales and Convenience Stores			Zoning Issue as well							
Restaurants & drinking establishments without drive-thru or take-out services	1 per 4 table or booth seats, plus 1 per 2 counter or bar seats, plus 1 for each 60 square feet of customer standing or waiting area, plus 1 for every 2 employees, based on highest employee occupancy		Seats and employees						X	X
Drinking Establishments - Bar and Brewery only										
Coffee Shop - Drive Thru Only										
Coffee Shop - Dine In										
Outdoor Recreation - Dining										
Restaurants & drinking establishments with drive-thru and/or take out services	Above with minimum number of parking spaces is 10, plus 6 stack spaces for each drive-up window, at least 3 of which must be designated for the ordering station, located so as not to impede pedestrian or vehicular circulation on the site of any adjacent street		Minimum plus stacking						X	X

***High Level Only Use Comparison - not to be used for development