

ORDINANCE NO. 1066

AN ORDINANCE AMENDING TITLE 3, "BUSINESS REGULATIONS", TO ADD CHAPTER 11, "MOBILE FOOD VEHICLES", TO THE VILLAGE CODE OF THE VILLAGE OF STILLMAN VALLEY

WHEREAS, the corporate authorities are vested with the police powers to regulate use of businesses through licensing to make sure the uses conform to federal, state and local law, and promote the public health, safety and welfare; and

WHEREAS, the corporate authorities believe it is in the best interests of the public health, safety and welfare to amend Title 3, "Business Regulations," to add Chapter 11 "Mobile Food Vehicles" to regulate such use through required licensing.

BE IT ORDAINED, by the President and Board of Trustees of the Village Stillman Valley, Illinois:

Section 1. Title 3, "Business Regulations", is hereby amended to add Chapter 11, "Mobile Food Vehicles," which shall read as follows:

CHAPTER 11.- MOBILE FOOD VEHICLES

Sec. 11-1.- License required; application.

(a) It shall be unlawful for any person or business to operate a mobile food vehicle in the Village without first having obtained a permit approved by the village president or his/her designee based on the president's evaluation of:

- (1) The number and location of mobile food vehicles operating within the village;
- (2) Vehicle size;
- (3) Anticipated sales;
- (4) The planned location or route;
- (5) Operating hours;
- (6) Lighting;
- (7) Impact on traffic and parking;
- (8) Impact on neighboring businesses and properties; and
- (9) Such other factors that are deemed necessary for the public health, safety and welfare.

(b) Application: Mobile food vehicle license applicants must file an application on forms provided by the village clerk. In addition to the information required in this Section, the forms will require the applicant to provide:

- (1) A copy of all necessary licenses, permits, or registrations required by the:
 - a. Ogle County Department of Public Health;

- b. Illinois Department of Public Health;
 - c. Illinois Department of Transportation;
 - d. Illinois Secretary of State; and
 - e. Illinois Department of Revenue.
- (2) A description of the public or private property or public ways where the applicant seeks to operate;
 - (3) Evidence of permission from the owner of any private property where the owner seeks to operate;
 - (4) A site diagram depicting the proposed operating location or route, signs, lighting, and vehicle circulation;
 - (5) A description of the preparation methods and food or beverage products offered for sale, including the intended menu, display, and distribution containers;
 - (6) The anticipated volume of food to be stored; prepared, and sold;
 - (7) Information and permission necessary to conduct a criminal background check; and
 - (8) A signed statement that the applicant shall hold harmless the village, its elected officials, officers and employees, and shall indemnify the village, its elected officials, officers and employees for and from any claims for damage to property or injury to persons which may be occasioned by any activity carried on under the terms of the license;
 - (9) Proof of the insurance required by this section;
 - (10) The license fee of One Hundred Dollars (\$100.00) required annually, and
 - (11) Any other information deemed appropriate by the village clerk, Board of Trustees or village president, or his/her designee.
- (c) Standards. Mobile food vehicle licensees must comply with all applicable federal, state, and local laws and ordinances, including the following standards:
- (1) Licenses are not transferable from the approved licensee, or operating location or route.
 - (2) Only the licensee or an authorized employee may operate the licensed mobile food vehicle.
 - (3) Each mobile food vehicle requires a separate license.

- (4) Each mobile food vehicle must display a sign consisting of letters no less than three inches in height stating the name and telephone number of the vehicle owner.
- (5) Registered sex offenders, as defined in the Sex Offender Registration Act (730 ILCS 150/1), are ineligible for a mobile food vehicle license.
- (6) Licensees must furnish and maintain such public liability, food products liability, and property damage insurance as will protect the applicant, the mobile food vehicle, and the village from all claims for damage to property of bodily injury, including death, which may arise from the operations under the license or in connection therewith. Such insurance shall provide coverage of not less than Two Million Dollars (\$2,000,000.00) per occurrence. In addition, the policy shall name the village as an additional insured, and the applicant shall provide the village with sufficient written proof thereof. The policy shall further provide that it may not be cancelled except upon 30 days' written notice served upon the village clerk. A license issued pursuant to the provisions of this section shall be invalid at any time the insurance required herein is not maintained and evidence of continuing coverage is not filed with the village clerk.
- (7) Licensees must file and pay the taxes required by the Village of Stillman Valley and the State of Illinois.
- (8) Mobile food vehicles are prohibited from parking, standing, or operating;
 - a. Within 20 feet of a crosswalk, stop light, or stop sign; or
 - b. Within 100 feet of the property line of a restaurant or other eating place. This requirement may be waived if the application is submitted with the written consent of the proprietor of the restaurant or other eating place; or
 - c. Within 1,500 feet of village park or of such other location of any event for the duration of such event;
 - d. In a manner that obstructs a public way, impairs the movement of pedestrians or vehicles, or poses a hazard to public safety; or
 - e. On any private property without written consent of the owner; or
 - f. With amplified sound; or
 - g. With freestanding signs.
- (9) Mobile food vehicles must be attended at all times on a public way and may only remain on the public way during approved hours of operation.

(10) Mobile food vehicles may only operate during approved hours of operation and according to such other conditions required by the village president to promote compliance with this Section.

Section 2. This ordinance shall be in full force and effect from and after its passage, approval and publication in [pamphlet form as provided by law.

ADOPTED BY the Village Board of Trustees this 9th day of January, 2026.

APPROVED BY the Village President this 9th day of January, 2026.

By: Martin Tuper
MARTIN TYPER, Village President,
Village of Stillman Valley, Illinois

ATTEST:

YVONNE DEWEY
YVONNE DEWEY, Village Clerk,
Village of Stillman Valley, Illinois

Motion by: Trustee Waltrip

Motion seconded by: Trustee Long

Ayes: 4, Russell, Lorenz, Waltrip & Long

Nays: 0

Abstain: 2, Marsh & Connell



**VILLAGE OF STILLMAN VALLEY
MOBILE FOOD VENDOR LICENSE APPLICATION**

Annual Fee: \$100 per mobile food truck, cart, container, or any other like object
Annual Due Date: April 30 Annually

SECTION A: Information Regarding the Mobile Food Vendor Establishment/Owner

Name of Establishment/Business: _____

Address: _____

Telephone #: _____ Fax #: _____

Federal I.D.#: _____

Name of Owner of Establishment/Business: _____

Address: _____

Telephone #: _____ Fax #: _____

Email: _____

Name of person responsible for day-to-day management of the business: _____

Address: _____

Telephone #: _____ Email: _____

In Manager's absence, person in charge: _____

Telephone #: _____ Email: _____

SECTION B: Information Regarding Mobile Food Truck, Trailer, or Cart

Will vending be from a mobile food truck, trailer attached to vehicle, or Cart: _____

If vending is from a mobile food truck or trailer, please provide for each mobile food truck or trailer
trailer, the Make, model, year and VIN: _____

License plate #'s: _____

Please attach the following information to this application:

1. If the applicant is a separate corporate entity, limited liability company, limited liability partnership, or other business entity, then the names and addresses of all parties holding any interest in the entity shall also be provided.
2. A copy of any health department permit(s) under which the applicant will be operating.
3. Certificates of insurance showing insurance as required by Ordinance 1066; Section 1, Subsection (b).
4. Proof of lighting so that flashing will be visible at a distance of 500 feet whenever the mobile food truck is stopped on a **public way** or **public property** for vending. In this proof, a sign on the side of the mobile food truck shall be visible and consist of letters no less than three inches in height, and shall state the name, telephone number of the owners, of the vehicle, and an identification numeral distinguishing the vehicle.
5. Copy of current, valid registration proof of the vehicle, trailer, pushcart, or any like object intended to further a delivery of food.
6. Copies of a valid driver's license for any person who will be driving the mobile food truck.
7. A narrative explaining the hours of operation, days of operation, and anticipated location of operation.
8. If the mobile food vendor is to be located on private property, a detailed site plan.

All applications shall be subject to a completed background check, acceptable to the village board, for any persons who will be offering food for sale as part of any mobile food vendor. All applications shall provide to the Village such information as is requested by the Village for the background check to be completed.

By signing below, the business and its owners represent, warrant and agree that the information contained in this application is true and correct, that they will abide at all times with all applicable federal, state and local laws, rules, regulations, and ordinances, including, but not limited Village Ordinances Chapter 3-xxx to 3-xxx, and that they consent to a background check being performed on all persons who will be selling or offering food/drink as part of the mobile food vendor license being applied for herein.

Business Owner: _____ Date: _____

FOR OFFICE STAFF ONLY

Documentation Checklist

Copy of Health department Permits/Licenses: _____

Certificates of Insurance: _____

Copies of Vehicle/Trailer Registration: _____

Copies of Drivers Licenses: _____

Narrative: _____

Permit Fee Paid: _____

Application Approved: _____ Denied: _____

Authorized Staff Signature: _____

Approval Date: _____

Mobile Food Vendor License Number: _____