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April 29, 2022

To Whom It May Concern,

The purpose of this letter is to inform you that on August 16, 2021 the City of Waterloo adopted an ordinance establishing a Mobile Food Business licensing program. The effective date of the ordinance was delayed until January 3, 2022, which means this is the first year a license will be required to operate a Mobile Food Business in Waterloo. All businesses in Waterloo with a State of Iowa Mobile Food Unit License will receive this letter and information packet.

The licensing program was adopted for the following reasons:

- To document business plans for trash collection and proper disposal of cooking grease.
- To review vending locations for adequate parking space and conformance to the City of Waterloo Zoning Ordinance.
- To establish a fire safety inspection process for mobile food units with Class III and IV food service licenses and a site inspection for fire safety at special events held on city property.

The City of Waterloo website has additional information about the Mobile Food Business program and the ordinance adopted by the Waterloo City Council. On the home page of the city website, <https://www.cityofwaterlooia.com/>, select the *How Do I...* section located in the upper right corner of the page. Included with this letter is the Mobile Food Business Application and Guide. The purpose of the guide is to help business owners determine if they need a license, explain the licensing process, and help an applicant gather the information necessary to complete an application. Fire safety materials are also included with this letter. Questions about the licensing process can be directed to the City Clerk's Office.

Regards,

City Clerk's Office Staff