



**City of Coos Bay, Community Development Dept.**  
500 Central Ave., Coos Bay, OR 97420 [www.CoosBay.org](http://www.CoosBay.org)  
phone 541-269-8918 fax 541-269-8916

## **Transient Business Guidelines**

A Transient Business, as defined in Ordinance 451, is a business that operates from various city-owned properties and public right of ways and has no fixed permanent location from which the business is conducted, and which shall not remain on public property at any one location in the city for more than the time specific on any single day. The business is permanently affixed to wheels or is otherwise mobile and must be removed each day.

A business license is required to operate a transient business in the city of Coos Bay. Please submit the following documents to the Community Development Dept.:

- Business License Application (available online at <http://coosbay.org/BusinessLicense> or at the Community Development Department)
- Business license fee (\$50 per year)
- Certificates of insurance:
  - o Comprehensive General Liability with limits of not less than \$1 million, listing the City of Coos Bay as an additional insured
  - o If a motorized vendor business, a certificate of insurance for automobile liability (Verification of continued coverage must be submitted each year with the business license renewal)
- If handling food, copies of the health department license

Transient businesses may conduct business on specifically designated city-owned property and public right of ways. The designated city-owned properties are as follows: Boardwalk (200 S. Bayshore), Pedway (immediately south of 253 S. Broadway), Visitor Information Center (50 E. Central) and the Hollering Place Wayside (southwest corner of Newmark Ave and S. Empire). Transient businesses are not allowed to operate on other city parking lots or public properties, or on property under the control of other public agencies such as the Oregon Department of Transportation (US Highway 101), the Coos Bay School District, or other agencies. Transient businesses are not allowed to operate from the right of ways on highway 101, i.e. the parallel parking spaces and sidewalks on Bayshore and Broadway.

If in a parking space, the vehicle and any equipment must occupy no more than one legal standard-size parking space, may not occupy the oversized spaces designated for RVs at the Visitor Information Center, and must abide by time limits for parking spaces. Adjacent parking spaces may not be blocked. Parking spaces may not be reserved, such as by the use of cones, ropes, chairs, or other items; all parking spaces are first-come first-served.

Transient businesses must comply with conditions and specifications outlined in Resolution #13-002, as listed below:

1. All local and state licenses must be obtained prior to operating a transient business. This includes a Business License, which must be renewed annually, and a Right of Way Use Approval, which will remain valid as long as the business license does not expire.

2. When operating adjacent to or on a sidewalk, a minimum unobstructed pedestrian passage area of 36 inches must be maintained at all times. Avoid creating safety hazards for pedestrians and vehicles.
3. All transient businesses must be self-contained. The discharge of gray water or grease on site, or in a city storm drain, is prohibited. No electrical cords, ropes or other devices that may constitute a trip and fall hazard shall extend across any sidewalk or pedestrian-way.
4. Occasionally, the city issues permits for festivals and parades. Such permits shall supersede the use of the right of way for a transient business within the area subject to the event permit and within 300 feet or a city block, whichever is greater, of the area subject to the event permit unless separate approval has been granted by the event operator.
5. Business shall not be conducted in any area of the city which is predominantly residential. However, transient businesses, such as ice cream trucks, may make sales in residential districts as long as they are not in one location for more than 15 minutes.
6. A transient business shall not be within 10 feet of the entrance of a building where business is being conducted. A transient business shall not be conducted within 50 feet of the following: any restaurant, if selling food; a flower shop, if selling flowers, etc.
7. All areas around the business activity must be kept in a neat and orderly condition, free of debris and litter generated by business activities or patrons. The vendor must provide a litter receptacle for use by their patrons at the site where business is taking place and all trash must be removed upon departing the site. All transient business carts must be removed daily when the vendor is no longer operating/selling their goods.
8. There shall be no sale or consumption of alcoholic beverages at any time on public property or right of way.
9. At all times during the conduct of business a motorized vendor vehicle must be legally parked. The motorized vendor vehicle shall not be parked on the sidewalk, the Boardwalk, or the Pedway, obstruct a pedestrian way or a driveway, or create any type of hazard. Sales from a motorized vendor must be from curbside.
10. In order to eliminate fire hazard, propane or combustible fuels of any type are not permitted on the Boardwalk.
11. One sandwich board-type sign may be placed on the right of way adjacent to the transient business, subject to the 36-inch clearance for minimum unobstructed pedestrian passage as indicated above .
12. Transient businesses, motorized or non-motorized, are not permitted to conduct business on US Highway 101.
13. Transient businesses shall not locate on the Boardwalk in such a manner as to block the view of the water for the pedestrians using the Boardwalk.
14. Transient businesses shall provide the City of Coos Bay with the following certificates of insurance: Comprehensive General Liability with limits of not less than \$1 million, listing the City of Coos Bay as an additional insured, and, if a motorized vendor business, a certificate of insurance for automobile liability. Verification of continued coverage must be submitted each year with the business license renewal.
15. All city staff are authorized to enforce the above conditions. Failure to comply with any of the above listed conditions or specifications when operating on property or right of ways controlled by the city of Coos Bay will result in the revocation of your business license and a fine of up to \$500.

If you have any questions or need additional information, please contact Community Development at 541-269-8918.