

FINAL

**LEBANON FOOD TRUCK TASK FORCE
(LFTTF)
MONDAY, OCTOBER 28, 2024 – 8:00AM
MEETING ROOM 1, CITY HALL OR
REMOTE VIA VIRTUAL PLATFORM LEBANONNH.GOV/LIVE**

MINUTES

MEMBERS PRESENT: Cliff Below (remote), Falguni Mehta (Vice Chair), Victoria Smith (Chair), Ben Van-Vilet

MEMBERS ABSENT: None

STAFF PRESENT: Paula Maville, Deputy City Manager for Special Projects

1. CALL TO ORDER:

- A. The October 28, 2024 Food Truck Task Force Meeting was called to order at 8:05AM by Victoria Smith, Chair.

2. APPROVAL OF MINUTES: Not applicable

3. OLD BUSINESS: Not applicable

4. NEW BUSINESS:

The focus of today's meeting was Reviewing City Code, Chapter 179, a general overview of how things are regulated and is the chapter that regulates vending. Ms. Maville displayed this code on a screen for the task force to view.

The responsibility of this Task Force will be to suggest changes to the City Council for Chapter 179, as well as Zoning regulations for private properties.

Ms. Maville will be meeting with Tim Corwin and David Brooks this week, to learn more about how they currently regulate food trucks in the zoning ordinance. She will share her findings with this Task Force.

Ms. Maville began by reviewing the definitions in Chapter 179, Section 179-2 and explained that this section outlines how many vendors they're allowed to have, locations, conditions of what is being regulated, definition of abutting businesses, etc.

Mr. Below addressed the term “STAND” and the fact that the term trailer might need to be added to the current verbiage.

179-3 Permit required. It was noted that the City has a part time inspector/consultant for public health. The City does not have a separate division for this. Restaurants are regulated by the State of New Hampshire. The City confirms that businesses have the proper licensing.

Mr. Below said we no longer have a licensing board and Ms. Maville thinks that this has been addressed in the proposal from June 5, 2024.

179-4 Permits and fees. These must be obtained from the City Manager. Due to the increased cost of electricity, the City no longer provides food trucks with electricity, but charges them for it.

Daily permits = \$10
Weekly permits = \$50
Seasonal permits = \$100 (quarterly)

To date, they have not had more vendors than spaces. If this happens, the City will utilize a “lottery” system. Allowing for growth, this will need to be addressed as well as possible other locations including West Lebanon, since currently they have no allocated spaces for vendors.

Ms. Maville noted that things are not exactly as is currently written in 179. Task Force will address several items and make recommendations. For example, vendors *might remain* on South Park Street, but the wording will need to allow for the size of food trucks, trailers, etc. This is all up for consideration and discussion.

Ms. Maville suggested this Task Force look at the June 5, 2024 Council meeting, to understand both current regulations as well as some amendments that were proposed. Also, they will need to come up with a variety of options. She will resend it to them.

Mr. Below said that two concerns from the June 5th meeting are shifting vendors to the south side of South Park Street and a concern about a non-code compliant curb that is tilted and could be a safety hazard for patrons stepping from the grassy area to the vendors.

179-5 Application.

179-6 Limitation of number and location of vending operations; nonprofit permits. Currently this is seasonal, and this Task Force will address the possibility of other options such as year-round vending, daily, weekly, etc.

179-7 Restrictions applicable to all vendors. Definitions for actual vendors will need to be reviewed for clarification and to allow for craftspeople, large size trailers, food trucks, etc.

Also, they need to suggest safety considerations such as vendors windows not facing the road, safety cones near the trucks, among other possible considerations.

The East side of the Park is not an option. The Grounds crews use this, and the traffic and visibility there is already a challenge.

The question was asked if the Farmers Market could be more frequent than once each week (currently Thursdays). It was asked if a vendor could share the same space, given the allowed hours are currently 7:00AM-9:00PM. Ms. Maville said this Task Force could ask for these in their suggestions.

Some kind of marking that is parallel to the park could be a suggestion to designate vendor permitted spaces. This task force can consider a better way to address this and include this in their suggestions for better parameters.

It was agreed that this Task Force also needs to consider any options for private property as well. The Task Force needs to understand what is currently allowed on private properties and decide which areas they want to address and make suggestions accordingly. They need to provide guidance on how this is regulated, for both public and private property.

Mr. Below said that in the past, there had been an issue with food trucks at River Park in West Lebanon that included an event with The Lebanon Opera. Ms. Maville reiterated that all of this and more needs to be addressed by this Task Force as they take a comprehensive and thoughtful approach to this.

5. OPEN TO THE PUBLIC: No One came forth.

6. FUTURE AGENDA ITEMS: The next meeting they will discuss proposed zoning changes along with the June 5, 2024 Council meeting proposal and meeting notes, as well as Zoning ordinance and the discussion Ms. Maville has with Zoning. She will also look at the comparison between 179 and what was proposed in June and share this with this Task Force.

7. OTHER BUSINESS: NONE

8. ADJOURNMENT:

*A MOTION to adjourn was made by Falguni Mehta.
Seconded by Ben Van-Vile.*

**The MOTION was approved (4-0)*

Meeting was adjourned at 9:27AM.

Respectfully Submitted,
Cinda Mersel
Recording Secretary