

FINAL

**LEBANON FOOD TRUCK TASK FORCE
(LFTTF)
NOVEMBER 19, 2024 – 8:00AM
ROOM 2, CITY HALL OR
REMOTE VIA VIRTUAL PLATFORM LEBANONNH.GOV/LIVE**

MINUTES

MEMBERS PRESENT: Cliff Below, Assistant Mayor; Victoria Smith, Chair;
Ben Van-Vilet

MEMBERS ABSENT: Falguni Mehta, Vice Chair

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

The November 19, 2024 Food Truck Task Force Meeting was called to order at 8:00AM by Victoria Smith, Chair

1. APPROVAL OF MINUTES: NONE

2.. OLD BUSINESS:

This task force continued their review of proposed amendments to City Code 179, as presented to the City Council on June 5, 2024, starting with 179-3. It was reformatted to make it easier to read.

Ms. Maville shared a City map with this team, for reference.

Paragraph A –update include: there are currently 5 vending areas limited to the North side of South Park Street. As proposed, four areas on either side of South Park would be permitted for seasonal vendors only.

Mr. Below suggested that food trucks to be limited to a specific area on South Park Street (if still allowed) to the area East of the mid-block crosswalk. That would leave much of South Park open. This could allow up to three trucks without their vehicles. This Task Force will also need to include the criteria for safety cones, advance up to date notice on the City Calendar, etc.

They discussed the possibility of requiring the food trucks to remove all cones when they leave for the day, but this is not feasible. This has happened in the past, and then the City is forced to call the Police to remove vehicles from reserved spots, when food trucks are blocked from their reserved spaces.

Several other possible food truck locations were discussed, including on Campbell St. near Lucky's, near or in front of Carter House, North Park Street, stands only (i.e. jewelry stand), W. Park Street, Lebanon Mall (maximum of two stand vendors), and along the retaining wall near the river. Chair Smith has observed that this spot is typically vacant during events. Also, the Senior Citizen building might consider allowing food trucks in the evenings, since they typically do not have meetings during these hours. Mr. Below noted that about 10' of this parking lot is a City right of way. The Task Force viewed this area on the map and agreed that this could be a viable option.

They considered all options A-F and have some possibilities. This Task Force will make suggestions for both food truck and vendor stand locations in Lebanon as well as West Lebanon. They also discussed a food court, but the City would not approve unless it was a private venture.

Mr. Below cautioned that the season needs to be extended to December 25th, so as not to exclude the sale of Christmas trees by Boy Scouts. They will address this in their recommendations under seasonal permits. Perhaps "the vending season for seasonal permits will be"...specific to seasonal permits only, a solution proposed by Mr. Below.

Ms. Maville reminded them that this task force needs to focus only on food trucks and vendors, and that special events cover some topics that were brought up in today's meeting.

The requirement of assumed liability has been added to the recommendations and needs to stay.

Daily permits will be for stand vendors only, any day of the week, at \$10 per day. Number 4 can be removed under both A, Daily Permits and B, Weekly Permits, because a stand is not a motor vehicle.

Future discussions will also focus on who they are trying to attract, and again, what they are trying to accomplish.

Mr. Below advocated that they consider adding language with an option for bidding for the spaces and the task force agreed to include this in their suggestions.

He added that they should add a new requirement that addressed each food truck having and putting out safety cones, and possibly a barrier connecting these cones.

Ms. Maville suggested they move #6 under seasonal to the top of the recommendations at the beginning of 179-3, so that it stands out. This task force agreed with her logic.

4. NEW BUSINESS:

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

6. FUTURE AGENDA ITEMS: NONE

7. OTHER BUSINESS: NONE

8. ADJOURNMENT:

Meeting was adjourned at 9:30AM.

Respectfully Submitted,
Cinda Mersel
Recording Secretary