

FINAL

**LEBANON FOOD TRUCK TASK FORCE
(LFTTF)
MONDAY, DECEMBER 3, 2024 – 8:00AM
CITY HALL, MEETING ROOM 2, OR
REMOTE VIA VIRTUAL PLATFORM LEBANONNH.GOV/LIVE**

MINUTES

MEMBERS PRESENT: Cliff Below, Assistant Deputy Mayor, Falguni Mehta, Vice Chair, Victoria Smith, Chair

MEMBERS ABSENT: Ben Van-Vilet

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

1. CALL TO ORDER:

The December 3, 2024 Food Truck Task Force meeting was called to order at 8:07AM by Victoria Smith, Chair

2. APPROVAL OF MINUTES:

**Mr. Cliff Below MOVED to approve the November 12, 2024 Minutes as presented.*

Seconded by Ms. Falguni Mehta

**The MOTION was approved (3-0)*

3. OLD BUSINESS:

- A. Complete Review of and Recommended Updates to Proposed Amendments to City Code Chapter 179 (as presented to the City Council on June 5, 2024)

The review today started with 179-4 D. Abutting Business Permits.

Items 1-7 are generic but does not apply to all businesses. It is repeated throughout the document. Ms. Maville will review and adjust the wording as needed.

The question was asked who decides what the costs will be. Ms. Maville explained the recent history and logic behind making the fee annual.

Ms. Mehta does not like the fact that Three Tomatoes blocks street parking during the summer months. Mr. Below commented that this is not the focus of this Food Truck Task Force. Ms. Maville agreed to check the remaining length of this agreement with Three Tomatoes.

Ms. Mehta (as a citizen) can take this up with the City Manager, Shaun Mulholland, which she said she will do.

Ms. Mehta thinks it unfair that Three Tomatoes pays so little for the outdoor space. Mr. Below stressed that the value of the street space impacts (increases) the taxes for leased space, for Three Tomatoes.

179-5 Limitation of number and location of vending operations; nonprofit permits.

With the recommendations, the spaces would be reduced to two spaces on South Park (currently four), and the addition of two on Campbell St., and two near the River.

Ms. Mehta asked how the City decides which vendor gets which spot. Noting that Ms. Mehta was absent for the previous discussion, Ms. Maville clarified that the task force is recommending that an auction process take place if there are more vendors than spaces or if there are a number of vendors wanting the same spot.

179-6 Restrictions applicable to all vendors.

Sizes are addressed here with South Park in mind, which are 54' width and 9' in width, allowing for both the food truck and any vehicle.

Hours of operation are covered (excludes abutting businesses).

Ms. Mehta said that if the City allows the food trucks, the City needs to provide the electricity for all food trucks. Ms. Maville explained that this may be too cost prohibitive as the infrastructure does not currently exist, and may not be an option. While the recommendation will not be added to the proposed amendments in Chapter 179, it can be included in the report and recommendations to the City Council in February.

179-7 Grey water waste disposal. The Task Force discussed this section. No changes needed; this is a new section.

179-8 Suspension or revocation of permit.

This section was discussed. No changes are needed.

The Task Force completed their review and discussion of Chapter 179.

Ms. Maville will draft a new Chapter 179, and this Draft will be part of this Task Force's December 10, 2024 Agenda Packet. She will provide the Task Force with these changes along with the proposed zoning amendments for their review prior to the December 10th meeting.

Ms. Mehta asked about a working timeline. Ms. Maville reviewed the following future dates and action items for the Food Truck Task Force:

January 7, 2025 they will hold the public input meeting. They will need to get the messaging out to the public well in advance of the 7th. It will be held in Council Chambers and most likely in the evening, to allow for more attendance.

On January 21, 2025, they will draft their report which will include their recommendations for Chapter 179 and proposed zoning amendments, along with public comments.

February 4, 2025, they will finalize their recommendations for legal review and submission to the City Council.

4. NEW BUSINESS: NONE

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

6. FUTURE AGENDA ITEMS: NONE

7. OTHER BUSINESS: NONE

8. ADJOURNMENT:

** A MOTION to adjourn was made by Ms. Smith, Chair
Seconded by Ms. Mehta, Vice Chair*

Meeting was adjourned at 9:22AM.

Respectfully Submitted,
Cinda Mersel
Recording Secretary