

**FINAL**

**LEBANON FOOD TRUCK TASK FORCE  
(LFTTF)  
MONDAY, DECEMBER 10, 2024 – 8:00AM  
MEETING ROOM 2, CITY HALL OR  
REMOTE VIA VIRTUAL PLATFORM LEBANONNH.GOV/LIVE  
MINUTES**

**MEMBERS PRESENT:** Falguni Mehta, Vice Chair; Victoria Smith, Chair; Ben Van-Vilet; Cliff Below, Assistant Mayor (joined at 8:33am)

**MEMBERS ABSENT:**

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

**1. CALL TO ORDER:**

The December 10, 2024 Food Truck Task Force meeting was called to order at 8:06AM by Victoria Smith, Chair

**2. APPROVAL OF MINUTES:**

*\*Ms. Mehta MOVED to approve the November 19, 2024 Minutes as presented.*

*Seconded by Mr. Ben Van-Vilet*

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

**3. NEW BUSINESS: NONE**

**4. OLD BUSINESS:**

A. Review Proposed Amendments to City Code Chapter 179

Ms. Maville showed the FTTF proposed red line amendments on the screen. All task force members were provided with this document last week.

Mr. Van-Vilet asked about a vendor at a City event this past week; Ms. Maville answered.

Ms. Mehta had several questions about the document since she had missed last week's meeting and had not yet reviewed the red lined document.

All agreed that West Lebanon needs to be addressed regarding Food Trucks. Ms. Maville stated that she will include a recommendation regarding West Lebanon in the report to the Council and specifically note that a code amendment will be brought forth once Main Street construction work is completed.

Ms. Mehta inquired about electricity. Ms. Maville again stated that she will address this in the report to the Council.

The “auction” idea has also been included in their recommendations.

Ms. Maville wrote out all definitions, to be clear and concise. This Food Truck Task Force reviewed these and agreed these are accurate and comprehensive.

Ms. Maville explained that she forwarded the proposed zoning amendments to Planning staff so that they can fill in any blanks, make their recommendations and overall get a head start on these. They do not approve the proposed changes, that is a function of the Council. Ms. Maville reiterated that all amendments to the City Code and the Zoning Ordinance require a legal review *prior* to being approved by the City Council.

On January 7, 2025 the FTTF will hold their public input meeting in the City Council Chambers. Ms. Maville will get this posted on the City’s site and will also establish the time of day for this meeting (most likely in the evening).

February 4, 2025 will be the last Food Truck Task Force meeting, and they will finalize the report of their findings and recommendations to be presented to the City Council.

They will then meet with the Lebanon City Council on either February 19, 2025, or March 5, 2025.

Mr. Cliff Below joined the meeting remotely at 8:33AM.

B. Review Draft Zoning Ordinance Amendments (Definition, Use Districts, and Language Proposed for New Section 614)

Ms. Maville repeated the exact definitions as included in 179, for consistency.

Ms. Maville asked if this Task Force wants to add stand vendors in the definitions they do. She will include this as an amendment in this document.

Section 614 is a new section called Mobile Food Service. The purpose of this section is to provide opportunities for Mobile Food Service Vending within specific non-residential areas in the City.

Mobile Food Service Vending shall be permitted in the Central Business, Lebanon Downtown, General Commercial, General Commercial – 1, Light Industrial, and Medical Districts provided several standards are met, starting with obtaining a Zoning Permit (A). All vendors shall follow all requirements as spelled out under B. Under C the number of

food service units shall be determined by the lot size and the amount of available space on lot, as designated by the Planning Department. A factor of no more than 10% of parking spaces usage will be added.

Under D, minimum setback requirements for a Mobile Food Service Unit shall be determined by the Planning Department as well.

Mr. Below suggested that Ms. Maville add the wording for the property owner to apply for Permits, rather than the vendor, though the Permit will be binding for both parties.

Ms. Maville has asked for feedback from Planning Dept. by no later than December 23<sup>rd</sup>.

**5. OPEN TO THE PUBLIC: Mr. Robert (Bobby) Oakes.** Mr. Oakes owns property on Mechanic Street and is trying to learn more about the requirements.

**6. FUTURE AGENDA ITEMS: NONE**

**7. OTHER BUSINESS: NONE**

**8. ADJOURNMENT:**

*Mr. Van-Vilet MOVED for adjournment.  
Seconded by Ms. Fal Mehta, Vice Chair*

*The meeting was adjourned at 9:00AM.*

Respectfully Submitted,

Cinda Mersel

Recording Secretary