



**TOWN OF BOWLING GREEN
PLANNING COMMISSION MEETING**

A G E N D A

**Thursday, November 20, 2025
6:00 PM**

PLEDGE OF ALLEGIANCE:

ROLL CALL AND DETERMINATION OF A QUORUM:

PUBLIC COMMENT:

PUBLIC HEARING:

1. ZONING ORDINANCE TEXT AMENDMENT TO DEFINE TEMPORARY MOBILE VENDING VEHICLES WITHIN B-1 AND B-2 ZONES NOTICE OF PUBLIC HEARING

APPROVAL OF THE MINUTES:

2. Minutes- Thursday, October 16, 2025

NEW BUSINESS:

REPORT OF THE ZONING ADMINISTRATOR:

UNFINISHED BUSINESS:

INFORMATIONAL ITEMS:

COMMISSION COMMENTS AND REPORTS:

ADJOURNMENT:

NOTICE OF PUBLIC HEARING

TOWN OF BOWLING GREEN, VIRGINIA

The Town of Bowling Green Planning Commission will hold a public hearing at its meeting on Thursday, November 20, 2025 beginning at 6:00 p.m. in the Town Council Chambers, located in the Bowling Green Town Office at 117 Butler Street, Bowling Green, Virginia, to consider the following:

Zoning Ordinance Text Amendment – Amendments are proposed to Articles 10.04. Definitions, 10.18. Business District (B-1) and 10.20. Business District (B-2) to define the term “Mobile Vending Vehicles, Temporary” and to add “Mobile Vending Vehicles, Temporary” as a permitted use in the B-1 and B-2 Business Districts.

All persons are invited to be present at this public hearing to speak to these matters. Anyone needing special assistance to participate in the public hearing is asked to contact the Town Manager prior to the public hearing so that appropriate arrangements may be made.

A copy of the documents for this item may be viewed at the Office at 117 Butler Street, Bowling Green, Virginia on Mondays,  sdays, and Fridays between 9:00 a.m. to 4:00 p.m.

By Order of the Town of Bowling Green Planning Commission
India Adams-Jacobs, Town Manager and Zoning Administrator
COL-3001694



MEMORANDUM

To: Planning Commission

From: India Adams-Jacobs, MPA, ICMA-CM, Town Manager/Zoning Administrator

Date: November 20, 2025

Subject: PUBLIC HEARING - Temporary Mobile Vending Vehicles Zoning Ordinance Text Amendment

BACKGROUND

As part of the Town's efforts to permit temporary food/vendor trucks in Town, amendments are needed to the Zoning Ordinance to add the temporary vendor use to the business zoning districts and clearly define the term.

The Planning Commission has discussed the use and preferred options for locations and permitting over the last several months. The recommended ordinance amendment reflects these discussions.

DISCUSSION

Temporary vendors are proposed to be permitted on private property within the B-1 and B-2 Business Zoning Districts. Each vendor would be required to obtain a permit from the Town and comply with the policy guidelines of the Town for the use which addresses items such as duration, operational hours, and site location.

The Ordinance amendments proposed in Attachment 1 would provide a definition of the term in Article 10.04 Definitions and add "mobile vending vehicle, temporary" as a permitted use in Articles 10.18 and 10.20 (Sections 10.18.20 (a) and 10.20.20 (a)) as a by-right use in the B-1 and B-2 Business Districts. Prior to locating any mobile vending vehicle on a property in Town, a permit from the Town Manager is necessary.

ACTION REQUESTED

At the conclusion of the public hearing, vote to recommend approval of the Zoning Ordinance Text Amendment to Town Council.

Attachment 1 – Draft Ordinance Amendments for "Mobile Vending Vehicles, Temporary"

**TOWN of BOWLING GREEN
MOBILE VENDING VEHICLE ORDINANCE**

**AMENDMENT TO THE ZONING ORDINANCE OF THE TOWN OF BOWLING GREEN,
VIRGINIA, TO ADD “MOBILE VENDING VEHICLES” AS A PERMITTED USE IN THE
B-1 AND B-2 BUSINESS DISTRICTS AND TO ADD A DEFINITION OF THE TERM
“MOBILE VENDING VEHICLES”**

Add the term “Mobile Vending Vehicle, Temporary” to Article 10.04. Definitions:

ARTICLE 10.04. Definitions

As used in this article, the following terms shall have the meanings indicated:

“Mobile Vending Vehicle, Temporary” means a self-propelled, pushed or towed vehicle, trailer, or cart from which food and/or items of personal property are prepared and/or sold at retail to walk-up customers, excluding vehicles used solely for delivery.

Add “Mobile Vending Vehicle, Temporary” as a permitted use in the Business (B-1) Zoning District:

ARTICLE 10.18. Business District (B-1)

10.18.20 Permitted Uses.

- (a) In the Business (B-1) District, structures to be erected or land to use used shall be for one or more of the following uses:

(34) Mobile Vending Vehicles, Temporary

Add “Mobile Vending Vehicle, Temporary” as a permitted use in the Business (B-2) Zoning District:

ARTICLE 10.20. Business District (B-2)

10.20.20 Permitted Uses.

- (a) In the Business (B-2) District, structures to be erected or land to use used shall be for one or more of the following uses:

(41) Mobile Vending Vehicles, Temporary



TOWN OF BOWLING GREEN

P.O. Box 468
117 Butler Street
Bowling Green, VA 22427
804-633-6212

TEMPORARY MOBILE VENDING VEHICLE PERMIT

An approved copy of this permit and required attachments including an approved Virginia Health Dept permit must be kept on site at all times.

APPLICANT	LOCATION
Name:	Proposed Site:
Address:	Zoning District:
Phone:	Date(s) of Operation:
Email:	Hours of Operation:

Business Name:	Type of Food Sold:
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APPLICABILITY

Per Town of Bowling Green Ordinance **O-2025-xxx**, temporary mobile vending vehicles are permitted on properties zoned B-1 and B-2 Business District subject to the approval of a Town permit. Any person who wishes to operate a temporary mobile vending vehicle on commercially zoned private property and is not part of a special event for no more than three (3) consecutive calendar days and no more than five (5) calendar days per month. Mobile food units permitted under an approved Special Events Application are exempt from these Zoning Regulations unless applicable under Virginia Code.

RULES AND REGULATIONS

1. Property must be privately owned and zoned B-1 or B-2 Business District; or Town-owned public property.
2. Applicant must provide written permission from property owner or owner's agent for each time location of the unit on the property is planned, stating dates and hours of operation. A copy of this written permission must be submitted with the permit application.
3. Mobile vending vehicle must be a minimum of 100 feet from a residential zoning district.
4. Mobile vending vehicles must be a minimum of 100 feet from any brick-and-mortar restaurant.
5. Mobile vending vehicles shall not block sidewalks and must have a valid vehicle registration.
6. Mobile vending vehicles selling food must have a current, valid license from the Virginia Department of Health. A copy must be submitted with the permit application.
7. Mobile vending vehicles must have a current fire inspection certificate. A copy must be submitted with the permit application.
8. Mobile vending vehicle operators must provide a copy of certificate of insurance with a minimum of \$1.0 million Comprehensive General Liability coverage.
9. Mobile vending vehicle operators must register with the Town of Bowling Green Finance Department and, when applicable under Virginia Code, obtain a Peddler's Business License and remit Meals Tax to the Town of Bowling Green Finance Department by the due date of the following month in which they are set up to sell in the Town of Bowling Green.
10. Mobile vending vehicle operators are responsible for cleanup around the unit and disposal of trash and grease and gray water disposal in an appropriate manner. No on-site grease or gray water disposal is allowed.
11. Operators must notify the zoning administrator immediately of any changes or issues encountered.

REQUIRED ATTACHMENTS

<u>PROVIDED</u>	<u>DOCUMENT</u>
_____	Property Owner Written Permission
_____	License from VDH
_____	Fire Inspection Certificate
_____	Certificate of Insurance (\$1.0 mil Comprehensive General Liability)

REQUIRED AUTHORIZED SIGNATURE

I certify the above information is true and correct to the best of my knowledge and agree to comply with the rules and regulations described above.
Authorized Signature:
Printed name:
Date:

DEPARTMENT USE ONLY

Date Application Filed with the Town:	Approval:	Approved	Denied
Permit Number:			
Signature of Zoning Administrator:			



www.townofbowlinggreenva.gov

Food on the Move:

How to set up a food truck in the Town of Bowling Green



Scan me

Step

01

Know the Regs

Contact the Zoning Administrator to get a copy of the permit application and learn the requirements.

540-205-5406

Step

02

Business License

Contact the Bowling Green Finance Department to obtain a business license and meals tax form.

804-633-6212

Step

03

Location

Obtain property owner permission to set up shop.

Step

04

Feed the Masses!

Serve some food to our hungry folks!



TOWN OF BOWLING GREEN PLANNING COMMISSION MEETING

M I N U T E S

**Thursday, October 16, 2025
6:00 PM**

PLEDGE OF ALLEGIANCE:

- The Planning Commission meeting was led by Vice-Chair Gattie in the absence of Chair Seigmund. Vice-Chair Gattie opened the meeting at 6:00 PM and led the Pledge of Allegiance.

ROLL CALL AND DETERMINATION OF A QUORUM:

- Commissioner Griemsman motioned to allow Councilmember Voit to attend the Planning Commission virtually, seconded by Commissioner Benjamin. The motion passed following unanimous approval.

PUBLIC COMMENT:

- Vice-Chair Gattie opened public comment at 6:02 PM. Having no comments provided by the public, public comment was closed at 6:03 PM.

APPROVAL OF THE MINUTES:

1. Minutes- Thursday, September 18, 2025
 - Commissioner Benjamin motioned to approve the September 18 Planning Commission meeting minutes. Seconded by Commissioner Griemsman, the motion passed unanimously.

NEW BUSINESS:

None.

REPORT OF THE ZONING ADMINISTRATOR:

None.

UNFINISHED BUSINESS:

2. Food Truck Draft Ordinance & Application, India Adams-Jacobs
 - India Adams-Jacobs, Town Manager, presented the draft ordinance and application prepared following Commission direction at the September Planning Commission meeting and based on surveys conducted in July–August. The Commission continued its review of the draft ordinance and application for mobile food vendors. Discussion was held on clarifying the regulation requiring a 100-foot separation from existing restaurants. Vice-Chair Gattie suggested adding the term “competitor” or revising language to specify exceptions to avoid ambiguity. Councilmember Voit proposed a cap of \$70 for administrative costs in addition to the \$30 business license fee, resulting in a total fee of about \$100. Commissioners discussed enforcement measures for non-compliance,

such as failing to clean up or follow regulations. Town Manager India Adams-Jacobs clarified that violations would result in revocation of the permit.

- Commissioner Griemsmann motioned to approve Town Staff to advertise a public hearing to be held at the next Planning Commission meeting on November 20, 2025, for the proposed ordinance with edits made per the occurred discussion, seconded by Commissioner Benjamin. The motion passed unanimously.

3. Comprehensive Plan Update- SWOT Report Outs, Planning Commission

- The Planning Commission conducted SWOT (Strengths, Weaknesses, Opportunities, and Threats) discussions as part of the Comprehensive Plan update.
 - **Strengths:** Commissioners emphasized Bowling Green's role as the county seat and government center. Additional strengths of the Comprehensive Plan included being data-informed with opportunities to better utilize available data, ongoing efforts to preserve historic and natural areas, a growth mindset that is proactive with preservation, and the potential for positive growth to generate more community improvements. Connectivity and broadband within the town were cited as assets, and the Commission noted that the Town has more activity and momentum now than in many past years.
 - **Weaknesses:** The Commission identified several weaknesses, including aging infrastructure and public facilities and concerns about whether public safety capacity has kept pace with growth. Several formatting issues were noted, including the need for a more readable format on page 85, overall reformatting of the Table of Contents, and general document readability improvements. The Comprehensive Plan features outdated or missing content, such as future water demand data, school information, and park information. Specific corrections were noted for page 80 and page 71. Missing housing element and insufficient attention to economic developments severely hinders the Comprehensive Plan. Commissioners also noted that the document can feel overwhelming and would benefit from more references and clarifying language.
 - **Opportunities:** Commissioners discussed the value of fostering stronger community engagement and ensuring alignment with Town Council's vision and strategic planning goals. Regionalism was highlighted as essential, with partnerships across the county and connections to broader strategies providing a foundation for sustainable growth. Pointed questions of "What are we?" and "How are we?" highlighted the need to define the town's identity more clearly. This branding effort, linked to Main Street initiatives, the EDA, and other strategic partners such as Fort AP Hill, was viewed as a way to balance the town's historic districts with a future-focused image. Commissioners also acknowledged traffic management as part of the opportunity space. There was brief discussion about whether the Architectural Review Board should play a role in shaping these opportunities, and base expansion was cited as both an opportunity and a challenge for the town moving forward.
 - **Threats:** Growth in neighboring areas, such as Ladysmith and Carmel Church, was identified as a direct challenge to Bowling Green's status as the government center. Commissioners also highlighted concerns about housing affordability and whether public safety and public services are sufficient to meet the demands of a growing population. Infrastructure regulations and the potential burden of unfunded mandates were recognized as risks, while energy-related issues, including the impacts of new data centers, were also flagged as emerging challenges. The Commission noted that aging infrastructure and public facilities could undermine the community's ability to sustain growth and deliver services effectively if not addressed in the plan.

INFORMATIONAL ITEMS:

4. VDOT 301 Smart Scale Project Public Hearing- October 23, 6pm, Town Hall
- Town Manager India Adams-Jacobs reminded Planning Commission of the upcoming VDOT Route 301 Smart Scale Project Public Hearing, scheduled for October 23, 2025 at 5:00 PM at Town Hall. She encouraged the Commissioners to attend to gain a better understanding of the project's scope, timeline, and to ask any questions.

COMMISSION COMMENTS AND REPORTS:

- Councilmember Voit thanked the Planning Commission for allowing him to attend virtually and confirmed he would connect with members during the upcoming Harvest Festival

ADJOURNMENT:

- Commissioner Benjamin motioned to adjourn the Planning Commission Meeting, seconded by Commissioner Griemsmen. Following unanimous approval, the meeting was adjourned at 7:01 PM.

Chair: _____

Scott Seigmund

Clerk: _____

India Adams- Jacobs, MPA, ICMA-CM