



**TOWN OF BOWLING GREEN
PLANNING COMMISSION MEETING**

A G E N D A

**Thursday, June 12, 2025
6:00 PM**

PLEDGE OF ALLEGIANCE:

ROLL CALL AND DETERMINATION OF A QUORUM:

PUBLIC COMMENT:

NEW BUSINESS:

- 1.** Review of Annual Workplan, India Adams-Jacobs, Town Manager/Zoning Administrator
- 2.** Comprehensive Plan Update, India Adams-Jacobs, Town Manager/Zoning Administrator
- 3.** Discussion of Food Trucks in Town – Referral from Town Manager, India Adams-Jacobs, Town Manager/Zoning Administrator

REPORT OF THE ZONING ADMINISTRATOR:

UNFINISHED BUSINESS:

INFORMATIONAL ITEMS:

COMMISSION COMMENTS AND REPORTS:

ADJOURNMENT:

| 2025 Planning Commission Annual Workplan | |
|--|--|
| Timeframe | Action Items |
| February- April | CBPA Ordinance Changes |
| | Zoning Map Research |
| | Comprehensive Plan Discussions |
| | |
| May- July | Zoning Map Adoption |
| | Comprehensive Plan Discussions |
| | <i>Tiny Homes</i> |
| | <i>Food Trucks</i> |
| August- October | Comprehensive Plan Discussions |
| | Comprehensive Plan Hearings |
| | |
| November | Comprehensive Plan Recommendation to Council |
| December | Comprehensive Plan adopted by Council |



MEMORANDUM

To: Planning Commission

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

Date: June 6, 2025

Subject: Comprehensive Plan Update

I am writing to update you on our efforts to secure professional assistance for the upcoming Comprehensive Plan update. In response to our ongoing discussions, I am in the process of obtaining a quote from qualified consultants to assist with the following key tasks:

- Facilitation of One Public Meeting: Ensuring robust community engagement and input.
- Plan Revision: Incorporating feedback and recommended changes into a draft Comprehensive Plan.
- State Law Compliance: Reviewing and updating the plan as necessary to ensure compliance with the minimum requirements set forth by state law.

This approach will help ensure that our Comprehensive Plan not only reflects the community's vision but also remains compliant with all applicable regulations.



MEMORANDUM

To: Planning Commission

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

Date: June 6, 2025

Subject: Discussion of Food Trucks in Town – Referral from Town Manager

Background

At the June 5th Town Council meeting, the Town Manager formally referred the issue of food trucks operating within town limits to the Planning Commission for review and discussion. This referral follows an increase in interest from both local entrepreneurs and residents regarding the potential for food trucks to operate in our community.

Purpose

The purpose of this memo is to initiate a structured discussion within the Planning Commission regarding the regulation, location, and operational guidelines for food trucks in town. The Commission is requested to consider the following:

- **Zoning and Permitted Locations:**
Identify areas where food trucks may be permitted to operate (e.g., public parks, downtown areas, private lots, special events).
- **Operational Guidelines:**
Consider hours of operation, noise limitations, waste management, and health and safety requirements.
- **Permitting and Licensing:**
Discuss the process for obtaining permits, fees, and renewal procedures.
- **Impact on Local Businesses:**
Evaluate potential effects on existing brick-and-mortar restaurants and other local businesses.
- **Community Input:**
Recommend strategies for gathering feedback from residents, business owners, and other stakeholders.

Next Steps



1. **Schedule a Discussion:**

Place the topic of food trucks on the agenda for the next Planning Commission meeting.

2. **Research and Benchmarking:**

Staff will compile information on food truck regulations from comparable towns and provide a summary for the Commission.

3. **Public Engagement:**

Consider holding a public forum or survey to gather input.

4. **Draft Recommendations:**

Begin outlining possible recommendations or amendments to local ordinances regarding food trucks.

Action Requested

The Planning Commission has been asked to review the above considerations and prepare for an initial discussion at an upcoming meeting in August or September.