



**TOWN OF BOWLING GREEN
PLANNING COMMISSION MEETING**

A G E N D A

**Thursday, August 21, 2025
6:00 PM**

PLEDGE OF ALLEGIANCE:

ROLL CALL AND DETERMINATION OF A QUORUM:

PUBLIC COMMENT:

APPROVAL OF THE MINUTES:

- [1.](#) Planning Commission Minutes- May 15
- [2.](#) Planning Commission Meeting- June 12

ANNUAL WORKPLAN UPDATE:

3. Planning Commission Annual Workplan

REPORT OF THE ZONING ADMINISTRATOR:

NEW BUSINESS:

UNFINISHED BUSINESS:

- [4.](#) Food Trucks Discussion
5. Comprehensive Plan Update Discussion

INFORMATIONAL ITEMS:

COMMISSION COMMENTS AND REPORTS:

ADJOURNMENT:



TOWN OF BOWLING GREEN PLANNING COMMISSION MEETING

MINUTES

Thursday, May 15, 2025
6:00 PM

Chair Seigmund opened the meeting at 6:01 PM.

PLEDGE OF ALLEGIANCE:

ROLL CALL AND DETERMINATION OF A QUORUM:

Chair Seigmund, acknowledging the absence of Commissioner Benjamin, initiated a roll call. With all other members present, a quorum was established.

Councilmember Voit motioned to add June planning Commission Meeting Discussion to unfinished business, and to reorder Annual Workplan Update items 2 and 3, seconded by Commissioner Griemsman. The motion passed unanimously.

APPROVAL OF THE MINUTES:

1. April 17th, 2025 Meeting Minutes

Vice-Chair Gattie Motioned to approve the minutes, seconded by Councilmember Voit, the minutes were approved unanimously.

PUBLIC COMMENT:

Public Comment was opened at 6:03 PM. No comments were brought to the Planning Commission, Public Comment was closed at 6:04 PM.

UNFINISHED BUSINESS:

2. June 12th Planning Commission Meeting Discussion

Some discussion occurred regarding the June 12th Planning Commission Meeting. No motion was made, the June 12th Planning Commission Meeting remained as scheduled.

ANNUAL WORKPLAN UPDATE:

3. Discussion of Tiny Homes

J.C. LaRiviere addressed questions posed by Commissioners at the previous Planning Commission Meeting. Discussion included how tiny homes could be taxed, Town Code's allowance of tiny homes, providing utility service to tiny homes, the disallowance of outhouses per Town Code, and state building code Appendix Q.

4. Town Zoning Map Update, J.C. LaRiviere, Director of Community Development & Partnerships

J.C. LaRiviere presented a new draft of a Town zoning map. Feedback was provided by the Planning Commission.

COMMISSION COMMENTS AND REPORTS:

Councilmember Voit provided updates from Council regarding the interest from in addressing food truck operation in Town.

ADJOURNMENT:

Councilmember Voit motioned to adjourn the meeting, seconded by Commissioner Griemsman. The Meeting was adjourned by unanimous approval at 6:40 PM.



TOWN OF BOWLING GREEN PLANNING COMMISSION MEETING

MINUTES

Thursday, June 12, 2025
6:00 PM

Chair Seigmund opened the meeting at 6:05 PM.

PLEDGE OF ALLEGIANCE:

ROLL CALL AND DETERMINATION OF A QUORUM:

Chair Seigmund initiated a roll call. With all Commission members present, a quorum was established.

PUBLIC COMMENT:

Public comment was opened at 6:06 PM. With no public comment posed to the Planning Commission, the public comment section was closed at 6:07 PM.

NEW BUSINESS:

1. Review of Annual Workplan, India Adams-Jacobs, Town Manager/Zoning Administrator

India Adams-Jacobs, Town Manager/Zoning Administrator, reviewed and discussed the Annual Workplan with the Planning Commission.

2. Comprehensive Plan Update, India Adams-Jacobs, Town Manager/Zoning Administrator

Vice-Chair Gattie motioned to add tiny homes and food trucks to the Comprehensive Plan, seconded by Commissioner Griemsman. The motion passed following unanimous approval.

3. Discussion of Food Trucks in Town – Referral from Town Manager, India Adams-Jacobs, Town Manager/Zoning Administrator

India Adams-Jacobs, Town Manager/Zoning Administrator, presented a report on food truck operation within municipalities similar to the Town of Bowling Green. The Planning Commission discussed these details, and requested a draft survey, to be sent to local business owners, be provided at the next Planning Commission Meeting. The Town Manager shared additional follow-up questions for other municipalities.

UNFINISHED BUSINESS:

None.

INFORMATIONAL ITEMS:

None.

COMMISSION COMMENTS AND REPORTS:

None.

ADJOURNMENT:

Councilmember Voit motioned to adjourn the meeting, seconded by Commissioner Benjamin. The meeting was adjourned following unanimous approval at 6:57 PM.



MEMORANDUM

To: Planning Commission

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

Date: August 21, 2025

Subject: Food Trucks Discussion-Continued from June 6th Meeting

Background

Town staff have gathered preliminary information on zoning considerations, operational guidelines, permitting processes, and potential impacts on existing businesses. Interest from both residents and entrepreneurs remains strong, with several inquiries received regarding potential operating locations and requirements. The Planning Commission's initial discussion will serve as the foundation for evaluating regulatory options, identifying community priorities, and determining whether amendments to local ordinances are warranted.

Purpose

The purpose of this memo is to provide updates on the structured discussion that occurred at the June 6 Planning Commission meeting regarding the regulation, location, and operational guidelines for food trucks in town.

- **Discussion Scheduled:** The topic of food trucks was placed on the agenda for the next Planning Commission meeting.
- **Research and Benchmarking Completed:** Staff compiled and summarized food truck regulations from comparable towns for the Commission's consideration.
- **Public Engagement:** Staff drafted a survey to be sent to local businesses within Town to gauge opinions on the operation of food trucks.
- **Community Input:**
Recommend strategies for gathering feedback from residents, business owners, and other stakeholders.

Action Requested

The Planning Commission has been asked to review the attachments for consideration.



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.

Food on the Move:

How to set up a food truck in the Town of Wise



Scan me

Step **01** Know the Regs

Contact the Zoning Administrator to get a copy of the free permit and learn the requirements. 276-328-6013 x204

Step **02** Business License

***Contact the Treasurer's Office to obtain a business license and meals tax form.* 276-328-6013 x101

Step **03** Location

Obtain property owner permission to set up shop.

Step **04** Feed the Masses!

Do your thing and have fun!

****Food trucks that have been in business less than two years and have a valid business license in another locality are not required to obtain a Town of Wise Business License.**

The Town of Wise is an equal opportunity employer and provider. Individuals needing special assistance for language or accessibility are encouraged to contact the Town Manager's Office at 276-328-6013.



TOWN OF WISE

Department of Planning and Zoning

P.O. Box 1100

501 W. Main Street

Wise, VA 24293

276-328-6013 x204

MOBILE FOOD UNIT PERMIT

An approved copy of this permit and required attachments must be kept on site during operating hours.

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

APPLICABILITY

Per Town of Wise Ordinance No. 2, 2019: Any person who wishes to operate a mobile food unit on commercially used 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 zoned B-2 (General Business District) or B-3 (Central Business District).
2. Property must be privately owned and used commercially.
3. Applicant must provide written permission from property owner or owner's agent for each time stating dates and hours of operation. A copy must be submitted with the permit application.
4. Mobile food units must be a minimum of 100 feet from a residential zoning district.
5. Mobile food units must be a minimum of 100 feet from any brick-and-mortar restaurant.
6. Mobile food units shall not block sidewalks.
7. Mobile food units must be registered and have a current, valid license from the Virginia Department of Health. A copy must be submitted with the permit application.
8. Mobile food units must have a current fire inspection certificate. A copy must be submitted with the permit application.
9. Mobile food units must provide a copy of certificate of insurance with a minimum of \$1.0 million Comprehensive General Liability coverage.
10. Mobile food units must register with the Town of Wise Treasurer's Department and, when applicable under Virginia Code, obtain a Peddler's Business License and remit Meals Tax to the Town of Wise Treasurer's Department by the due date of the following month in which they are set up to sell in the Town of Wise.
11. Mobile food unit operators are responsible for cleanup around the unit.
12. No on-site grease disposal allowed.
13. Notify zoning administrator immediately of any changes or issues encountered.

REQUIRED ATTACHMENTS

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:



Department of Community Development
777 Lynn Street
Herndon, Virginia 20170-4602

APPLICATION FOR A MOBILE FOOD FULL SERVICE VENDOR PERMIT

Submittal of this form with **original signatures is required**. PLEASE PRINT OR TYPE (Unless otherwise indicated.)

Mobile Food Vendor Business Name: _____

Property Address (Proposed Location of Service): _____

Name and Title of Business Owner: _____

Business Mailing Address: _____

Email Address: _____ Phone #: _____ Fax #: _____

The undersigned hereby applies for a Mobile Food Full Service Vendor Permit under the provisions of § 78-80.4(t) of the Herndon Town Code.

I hereby affirm and certify that:

- *The information provided on this form is true and correct to the best of my knowledge.*
- *The requirements associated with this application have been read and are understood.*
- *The use and occupancy of buildings and/or the use of land noted above is in conformance with all provisions of the Town of Herndon, Virginia Zoning Ordinance regulations to the best of my knowledge.*

Business Owner Signature: _____ **Date:** _____

TO BE SUBMITTED WITH THIS APPLICATION

_____ A copy of the mobile food unit and purveyor's current full service mobile food unit Fairfax County Health Department permit.

_____ A letter signed and notarized by the owner of record or the owner's agent*, of the property on which the, mobile food unit preparer, full service apparatus proposes to operate, stating:

1. The proposed time and duration of the operation including days of the week and hours within the day.
2. The number of parking spaces on site and the percentage of parking spaces being used and occupied by the mobile food unit(s) present on site at any one time.
3. The location of the parking spaces to be used on the site.
4. If a loading space(s) is to be used, the letter shall state that no deliveries shall be made to the businesses served by that loading space during the period of time when the mobile food unit is present and a statement that no delivery will be accepted if it arrives while the mobile food unit is present.

*If the letter required is signed by the owner's agent, applicant must produce written evidence of the agent's authority.

_____ A site plan, site location detail, and/or aerial photograph showing the location and size of the mobile unit and any accompanying features such as signage, seating, or trash and recycling receptacles. This plan should demonstrate that vehicular access and egress to the site and pedestrian access are not adversely impacted and show exactly which parking spaces will be impacted.

_____ A receipt or other documentation indicating that taxes have been paid on lands subject to the application (may be obtained when application is filed).

_____ A \$100 application fee (can be paid with cash, check, or credit card).

AUTHORIZATION* BY ZONING ADMINISTRATOR

Zoning Administrator Signature: _____ **Date:** _____

Comments:

This Permit, Permit # _____ is valid for one year, starting on _____ and ending _____.

*** APPROVAL SUBJECT TO A FINAL INSPECTION BY THE FAIRFAX COUNTY HEALTH DEPARTMENT AND ISSUANCE OF A TOWN OF HERNDON BUSINESS LICENSE**

For Office Use Only:

Application Received by:	Date:
Tax Map Reference #:	Zoning District:
Business and Occupational License #:	
Business Status: ☐ New Business ☐ Renamed Business ☐ Relocation	Status of Taxes: ☐ Paid ☐ Delinquent ☐ Other

**Distribution
after
approval:**

Applicant

Community
Development

Fairfax
County
Health
Department

Finance



Food Truck Survey

The Town of Bowling Green would like to hear your thoughts as a business owner on the topic of food trucks. Please complete this survey to share your opinions on the subject.

* Required

1. What is your name? *

2. What is your email? *

3. What is your phone number? *

The value must be a number

4. What type of business do you operate? *

- ☐ Retail
- ☐ Restaurant/Café
- ☐ Service
- ☐ Professional Office
- ☐ Other

5. How long has your business been operating in the area? *

- ☐ Less than 1 year
- ☐ 1–5 years
- ☐ 6–10 years
- ☐ 10+ years

6. Where is your business located? *

7. Are you aware of food trucks currently operating in or near our town? *

☐ Yes

☐ No

8. Have you noticed food trucks impacting customer traffic near your business? *

☐ Positive Impact

☐ Negative Impact

☐ No Noticeable Change

☐ Unsure

9. Have you personally patronized a food truck in the past year? *

☐ Yes

☐ No

10. Overall, how do you feel about allowing food trucks in Bowling Green? *

☐ Strongly Support

☐ Support

☐ Neutral

☐ Oppose

☐ Strongly Oppose

11. Do you believe food trucks complement or compete with local brick-and-mortar businesses? *

☐ Complement

☐ Compete

☐ Both

☐ Unsure

12. What benefits do you think food trucks bring to the community? *

- ☐ Increased foot traffic
- ☐ Greater dining variety
- ☐ Event draw
- ☐ Tourism Appeal
- ☐ Other

13. What concerns, if any, do you have about food trucks? *

- ☐ Competition with existing businesses
- ☐ Parking availability
- ☐ Trash/cleanliness
- ☐ Noise
- ☐ Safety
- ☐ Other

14. Where do you think food trucks should be permitted to operate? *

- ☐ Special events only
- ☐ Designated downtown areas
- ☐ Anywhere within commercial zones (B-1, B-2)
- ☐ Other

15. Should food trucks be limited in number within the town? *

- ☐ Yes
- ☐ No
- ☐ Unsure

16. Should there be restrictions on hours of operation for food trucks? (Ex. Seasonal hours only, no operation after 5:30, etc) *

- ☐ Yes
- ☐ No
- ☐ Unsure

17. How far away from existing restaurants should food trucks be allowed to operate? *

☐ No minimum distance

☐ At least 100 feet

☐ At least 250 feet

☐ At least 500 feet

☐ Unsure

18. Please share any other comments or concerns regarding food trucks in Bowling Green

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