



**TOWN OF BOWLING GREEN
PLANNING COMMISSION MEETING**

A G E N D A

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

PLEDGE OF ALLEGIANCE:

ROLL CALL AND DETERMINATION OF A QUORUM:

PUBLIC COMMENT:

APPROVAL OF THE MINUTES:

- [1.](#) Minutes- Thursday, September 18, 2025

NEW BUSINESS:

REPORT OF THE ZONING ADMINISTRATOR:

UNFINISHED BUSINESS:

- [2.](#) Food Truck Draft Ordinance & Application, India Adams-Jacobs
3. Comprehensive Plan Update- SWOT Report Outs, Planning Commission

INFORMATIONAL ITEMS:

4. VDOT 301 Smart Scale Project Public Hearing- October 23, 6pm, Town Hall

COMMISSION COMMENTS AND REPORTS:

ADJOURNMENT:



TOWN OF BOWLING GREEN PLANNING COMMISSION MEETING

MINUTES

Thursday, September 18, 2025
6:00 PM

PLEDGE OF ALLEGIANCE:

- Vice-Chair Gattie led the Planning Commission meeting in the absence of Chair Seigmund. Vice-Chair Gattie opened the meeting at 6:00 PM.

ROLL CALL AND DETERMINATION OF A QUORUM:

PUBLIC COMMENT:

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

APPROVAL OF THE MINUTES:

1. Planning Commission Minutes- August 21
 - Councilmember Voit motioned to approve the August 21 Planning Commission Meeting minutes, seconded by Commissioner Griemsman. The minutes were approved following unanimous support.

ANNUAL WORKPLAN UPDATE:

- There were no updates to provide to the Planning Commission at this meeting.

REPORT OF THE ZONING ADMINISTRATOR:

- India Adams-Jacobs, Town Manager and Zoning Administrator, provided updates to the Planning Commission on the results of the food truck surveys sent out to businesses and residents. The results of the surveys reflected a favorable opinion of food truck operations in Town.

Business Survey Results (18 Responses):	Residential Survey Results (18 Responses):
<ul style="list-style-type: none"> • Business Types: Service (8), Retail (6), Restaurants (5), Professional offices (3) • Operating History: 6–10 years (6), 1–5 years (6), 10+ years (5), less than 1 year (1) • Location: Majority of the Main Street and Milford Street commercial district • Food Truck Awareness: Yes (8), No (10) • Customer Traffic Impact: No noticeable change (14), Unsure (2), Negative (1), Positive (1) • Personal Patronage: Yes (7), No (11) 	<ul style="list-style-type: none"> • Respondent Location: County outside 22427 (7), Out-of-town within 22427 (6), In-town (5) • Residency Duration: 10+ years (4), 1–5 years (5), Other (5) • Food Truck Awareness: Yes (8), No (10) • Food Truck Patronage: 13 of 18 have purchased from a food truck locally or nearby • Frequency of Use: Never (2), Few times/year (10), Monthly (3), Weekly (3)

<ul style="list-style-type: none"> • Support for Food Trucks: Strongly support (6), support (6), Neutral (4), Opposed (2), Strongly opposed (0) • Competition vs. Complementary: Both (10), Compete (4), Complement (3), Unsure (1) • Perceived Benefits: Greater dining variety (12), Increased foot traffic (10), Event draw (10), Tourism appeal (7), Other (1) • Concerns: Trash/cleanliness (8), Competition (7), Parking (5), Safety (3), Noise (2) • Permitted Locations: Designated downtown (11), Anywhere in commercial zoning (7), Special events only (6) • Limits on Food Trucks: Should be limited (13), No limit (3), Unsure (2) • Operating Hours Restrictions: Yes (7), No (9), Unsure (2) • Proximity to Restaurants: No minimum (4), 500 feet (4), Unsure (6), 100 feet (2), 250 feet (2) 	<ul style="list-style-type: none"> • Support for Food Trucks: Strongly support (12), support (5), Neutral (1), Opposed (0), Strongly opposed (0) • Perceived Benefits: More dining options (16), Support events (13), Gathering spot (9), Affordable choices (8), Attracts visitors (5) • Concerns: Trash/cleanliness (8), Traffic/parking (7), Other (7), Competition (4), Safety (3), Noise (2) • Permitted Locations: Anywhere in Town (14), Main Street (10), Parks (10), Special events only (3) • Limit on Trucks: Yes (7), No (6), Unsure (5) • Seasonal vs. Year-round: Year-round (16), Unsure (2) • Operating Hours: All times (16), Lunch only (1), Dinner only (1) • Event Attendance w/ Food Trucks: Yes (15), No (1), Unsure (2) • Regular Food Truck Friday Support: Yes (17), Unsure (1), No (0)
--	--

NEW BUSINESS:

2. Food Truck Survey Results, India Adams-Jacobs, Town Manager/Zoning Administrator
 - The Planning Commission discussed how food trucks should be regulated. Planning Commissioners expressed that there should not be a seasonal limitation. Still, hours and locations of operation should be limited, as well as placing a cap on the total food trucks operating in Town at one time:

<p>Commission Direction: The Planning Commission directed Town staff to prepare draft ordinance language and an application form for food truck operations with these parameters:</p> <ul style="list-style-type: none"> • Seasonal Operation: No mandated season; self-regulation expected • Operating Hours: Cap to be considered, avoiding early-morning noise nuisances • Definition: Broad definition of “temporary food service” (trucks and carts) • Competition Considerations: Encourage diverse food types; brick-and-mortar businesses considered in application review • Alcohol: To be researched under ABC regulations • Private & Public Property: Requires owner approval and insurance documentation for the use of town property. • Cap on Permits: Lean toward a discretionary approach based on competition/market gaps rather than a strict numerical cap • Administrative Approach: Rolling application process; stipulations possible on property owner agreements
--

- **Next Steps:** Staff to draft ordinance and application for next meeting, followed by public hearing; target adoption November 2025 for implementation in 2026

- Councilmember Voit motioned to approve Town staff to draft a food truck application and draft ordinance language per the above Planning Commission direction for review at the following Planning Commission meeting. Seconded by Commissioner Benjamin, the motion passed following unanimous approval.

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

- Town Manager and Zoning Administrator, India Adams-Jacobs, advised the Planning Commission that the Town's Comprehensive Plan, last formally reviewed in the late 2010s, is due for update in 2026. Staff recommends beginning early to ensure compliance with state code, and presented the following key areas as highest priority: geographic data, historical trends, Housing element (state-level changes noted), Economic development (potential separation from tourism/historic resources section), State code compliance (to be reviewed with Town Attorney).
- India Adams-Jacobs tasked the Planning Commission with conducting individual SWOT (Strengths, Weaknesses, Opportunities, Threats) analyses, which are to be provided to Town staff by October 8, 2025, to aid the Comprehensive Plan update. Next steps include the Commission's review of materials and feedback submission, staff compilation of responses, prioritization of revision areas at the following meeting, and adoption targeted for 2026.

UNFINISHED BUSINESS:

INFORMATIONAL ITEMS:

- India Adams-Jacobs shared Town updates with the Planning Commission:
 - Harvest Festival: Plan underway to transform event into multi-day format. The 2025 Harvest Festival kickoff is scheduled for October 17 with evening programming, followed by traditional Saturday events. The Town is working with the Main Street group and applying for grants to support expansion.
 - VDOT Smart Scale Project: Public meeting scheduled October 23, 2025, at 5:00 PM in Town Hall regarding Route 301 Smart Scale (\$14 million state-funded transportation project). Town staff provided feedback on sidewalks and lighting. Advocacy for character-appropriate black streetlight poles continues. Commission members are encouraged to attend and support historic preservation.
 - Regional Meetings & Surveys: Multiple surveys ongoing (food truck, Harvest Festival volunteers, regional economy, Main Street). The George Washington Regional Commission provided housing literature, and the regional economic study is underway. Bowling Green Main Street is participating in the Mobilizing Main Street program survey on downtown revitalization.
 - Clean Sweep: A town-wide yard sale and cleanup effort is upcoming.

ADJOURNMENT:

- Councilmember Voit motioned to adjourn the meeting, followed by a second from Commissioner Griemsmann. Following unanimous approval, the Planning Commission meeting was adjourned at 6:49 PM.

Chair: _____

Scott Seigmund

Clerk: _____

India Adams- Jacobs, MPA, ICMA- CM



MEMORANDUM

To: Planning Commission

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

Date: October 16, 2025

Subject: Temporary Mobile Vending Vehicles Zoning Ordinance 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 Sections 10.18.20 (a) and 10.20.20 (a) as a by-right use in the B-1 and B-2 Business Districts.

ACTION REQUESTED

Authorize advertisement of a public hearing on the proposed ordinance amendments at the Commission's November 20, 2025 public hearing.

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 10.18. Business District (B-1)

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

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 Bowling Green Ordinance O-2025-xxx: 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-1 or B-2.
2. Property must be privately owned and used commercially, or Town-owned public property.
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 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.
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: