

PRESERVATION COMMISSION MEETING

Thursday, March 10, 2022 at 3:00 PM

Glen Rose City Hall, Council Chambers,
201 NE Vernon, Glen Rose, TX 76043



AGENDA

City Hall will be open to the public.

Citizens can view or listen live by tuning in to the following Zoom.com webinar:

Meeting ID: 853 5220 9652 • Passcode 522188 • or dial 1-346-248-7799

CALL TO ORDER

1. Pledge of Allegiance
2. Roll call and verification of quorum

CITIZEN/VISITOR COMMENTS (Limited to three minutes per person.)

CONSENT AGENDA

WORKSHOP

3. Discuss the Farmers Market Questions and Farmers Market Vendor draft application submitted by Venus Vara

ADJOURNMENT

CERTIFICATION

I, the undersigned authority, do hereby certify that this NOTICE OF MEETING was posted in accordance with the regulations of the Texas Open Meetings Act on the bulletin board located at the entrance of the City of Glen Rose City Hall, a place convenient and readily accessible to the general public, as well as to the City's website at www.glenrosetexas.org and said notice was posted on the following date and time: **Monday, March 07, 2022, by 01:15 PM** and remained posted for at least two hours after said meeting was convened.

This building is wheelchair accessible. Any request for sign interpretation or other services should be made 48 hours in advance of the meeting. To make arrangements, call the City Secretary's office at (254) 897-2272 x 102.

Jodi Holthe

Building, Planning Code Enforcement Department

Certification of NOTICE OF MEETING was removed on: _____ at _____ am/pm

by _____ . _____

Farmers Markets Q&A

1. **We** would like to ask if a committee for the Farmers Market can be created?

To be a member of the GRFM Committee, must have spent more than 2 years or 5 full Spring/Summer seasons on the market, and must have been a vendor on the market, also a Somervell County Resident, for more than 2 years. With a 1-year term, and elected from Local Farmers Market Vendors, by a show of hands.

The GRFM Committee members would help the city maintain the GRFM through their knowledge and availability. **Would** this be something that interest the Historical Preservation Board, and City Council?

2. **We** would like to ask that the radius of the Farmers Markets be limited to a 75-mile radius? To keep our market small and unique.
3. **We** ask if a Vendor comes from out of the 75-mile radius, a fee of \$25 per set up or more be charged to that vendor?
4. **We** ask that out of radius vendor have a different color permit?
5. **We** would like to ask if this Farmers Market Application / Permit be separate from the cities function and events?

This would keep the applications simple and to this one entity.

6. **We** ask if the market side on Elm Street is full on weekends, you grant us permission to move on to Vernon Street (survey office)?

This is so are market can expand, and grow with new vendors.

7. **We** ask how long applications will be good for? 1 year, and maybe just a 2-year update for local to update licenses?
8. **We** would like to know how fast applications to be processed for new vendors?
9. **We** you like to ask if the GRFMC could grant a one-day temporary permit, if a new vendor shows up on a Saturday or Sunday?

These farmers market provisions do not apply in counties with a population of less than 50,000 people, and over which no local health department has jurisdiction. www.farmandranchfreedom.org

City of Glen Rose Farmers Market

Vendor Participation Application

Date of Application ____/____/20____ Good for 1 year

Our Glen Rose Farmers Market is a community gathering place to sell local agriculture products and other items hand crafted, homemade, hand grown, value added goods, baked goods, arts & crafts, and others listed on this application **within a 75-mile radius**. It is the responsibility of the vendor to abide by all laws & regulations which govern the production, harvest, preparation, preservation, labeling, and/or safety of products offered for sale at the market. Vendors are liable for their own product(s). The vendor is responsible for having all required taxes, permits, licenses, and insurance policies and have copies with them at the market. Included in the Market Rules are summaries of these responsibilities and links for further information.

Name of Business: _____

Name of Applicant: _____

Mailing Address: _____

City: _____ County: _____ State: _____

Zip: _____ Email: _____

Telephone #: _____ Cell#: _____ Text: _____

Website: _____

County (where product is produced) _____

Business Type (Circle all that apply for this 1-year application)

Arts & Crafts	Baked Goods	Dairy/Cheese/Milk
Dried Herbs/Spices	Eggs	Floral & Nursery
Farm/Garden Tools, handmade	Honey	Jelly / Jams / Butters
Jewelry, handmade	Meats (butchered/processed)	Non- Alcoholic Beverages
Nuts – plain/candied	Organic Grower	Personal Care
Pet Treats & Products	Pets	Pickles/Salsas/Relishes
Produce (vegetables & fruits)	Quilting/crochet	Ready -To -Eat Foods
Small Arms Ammunition	Small Farm Animals	Value Added Foods/Products*
Wood Crafts	Other: _____	

*Valued Added Foods/ Products are items made from raw agricultural product to which some value has been added through preparing, crafting, cooking, packaging, or other methods. Value Added: Culinary products from Texas Food Manufacturing license operation that has changed the form, flavor, blend and/or the substance of raw products using as many market products as available, preference given to those vendors who use local products. Organic ingredients must be incorporated when available. Cottage kitchen must be within 75 miles of the market attended.

Ex: Salsa, Hummus, Cider, Dog Food Treats, Baked Goods, Herbal products, Jelly, Jams, Ready-to Eat. Must Have cold storage if acceptable, 45

Required Documents:

Vendor is responsible for complying and having all required taxes, permits, licenses, and insurance policies and have copies with them at the market if required in regulations with federal, state, county, and city.

Check and provide copies of all licenses and permits that apply to your products:

Cottage Law - Food Handler	Nursey & Floral	Butcher Facility Permit (Texas or USDA)
Egg License	Sales Tax ID	Texas Food Manufacturing License
Organic Certificate	GO TEXAN	Federal Firearms License (TABC)

Others: _____

Product Labels:

- **Attach a copy of a general label, or business card for each business type checked on side 1**
- **Attach a copy of your Cottage Law Food Handler labels and other ingredient labels below, whichever is appropriate.**
- **Attach separate sheet/copies if more room is needed.**

Vendors / Family Member / Direct Representative Assignment:

The following person(s) may serve as my Family Member(s) / Direct representative(s) for the Glen Rose Farmers Market and may sell items on my behalf

I understand that each person listed below, must have read, filled out and signed the Market Rules & Regulations

PRINTED NAME	PHONE #	TEXT Y/N	SIGNATURE

I have designated the above parties to represent me and sell the products that have been listed above and approved for at the Glen Rose Farmers Market.

Signature of Vendor / Applicant

Date

Accommodation:

If you need special assistance of any kind to participate in the market, please request specific accommodations here.

APPLICATION SUBMITTAL CHECKLIST:

- ☐ I have Completed and Signed Vendor Participation Application
- ☐ I have read the Glen Rose Farmers Market Rules and Regulations
- ☐ I have included general product labels for all business types circled
- ☐ I have attached copies of all necessary licenses and permits
- ☐ I am including \$25 fee payable to The City of Glen Rose, IF I live outside the 75-mile radius

All required items and information above must be signed off by a member of the Glen Rose Farmers Market Committee and then submitted to the City of Glen Rose Permit Department for an application to be considered complete.

Vendor business types will be inspected at the vendor's first setup at the Glen Rose Farmers Market either by Glen Rose Farmers Market Committee member (weekends) or City of Glen Rose (week days). Incomplete application submissions will not be reviewed or signed off by the City of Glen Rose until all deficient items or licenses have been signed off by a Glen Rose Farmers Market Committee Member and submitted to the City. Final admittance to the Farmers Market is pending final approval from the City of Glen Rose, to receive your Glen Rose Farmers Market permit.

By signing below, I acknowledge that I have read and met the above requirements for a complete submittal:

Vendor Printed Name

Signature of Vendor / Applicant

Date

Applications may be picked up with one (1) of the Glen Rose Farmers Market Committee, or at the City of Glen Rose City Hall. Application needs to be submitted to the City of Glen Rose in person to the receptionist at City of Glen Rose City Hall (201 Vernon St) during regular business hours, or emailed to Jodi Holthe 254-897-2272, Ext 109 / jholthe@glenrosetexas.org

Employee of City of Glen Rose - Print Name

Signature

Date

Glen Rose Farmers Market Committee-Print Name

Signature

Date

Glen Rose Farmers Market Committee - 8am – 5pm / Mon- Sat

Venus Brumley Vara 254-396-1354 / vsbvara1976@gmail.com

Sheryl Bybee 254-716-4901 / Sherylpickle@yahoo.com

Thomas Faster 817-879-5625 / twf308@gmail.com

GRFMC NOTES FOR CITY:

Glen Rose Farmers Market Rules and Regulations

- 1) From *Ordinance 2020.02.10C.sec. 5 adopted 2/10/2020*:
 - a) The Glen Rose Historic Farmers Market is located on Elm Street in the parking area adjoining the historic courthouse square.
 - b) Items that can be sold in the farmers market are homemade, homegrown and/or handcrafted products. No resale items are allowed.
 - c) The farmers market area is on a first come basis, with no designated or reserved parking. Times of operation are daily from sunrise to sunset. Vendors will not be allowed to set up during events produced, sponsored, or hosted by the city and/or the city's convention and visitor's bureau or any private event taking place in the historic square.
 - d) Vendors may not utilize any electrical outlets on the square without expressed written permission from the city.
- 2) Agricultural products and other items should be produced within a 75-mile radius of the Glen Rose Farmers Market.
- 3) If vendor is from outside the 75 miles radius, they will be charged \$25 fee per set up, checks made payable to The City of Glen Rose
- 4) It is the responsibility of the vendor to abide by all laws & regulations which govern the production, harvest, preparation, preservation, labeling, and/or safety of products offered for sale at the market. Vendors are liable for their own product(s). The vendor is responsible for having all required permits and licenses and have copies with them at the market. Included on the attached pages are summaries of these responsibilities and links for further information.
- 5) Vendors are required to provide their own set up/tables/tents
- 6) No more than 2 parking spots are allowed per vendor
- 7) Food trucks/stands for cooking/preparing/serving food onsite are not allowed except during sponsored events
- 8) Vendors may not sell/resell commercial goods, mass-produced items or used items
- 9) GRFM is a family event. Displays and items for sale should be family and child friendly and appropriate for local customers and/or tourists; no displays or items for sale with profanity, violent content and/or overtly sexual content
- 10) Vendors and their representative are expected to always be courteous and professional to customers and other vendors
- 11) Vendors may not consume drugs or alcohol and/or sell drugs or alcohol on the premises

In the event a vendor does not comply with the Market Rules they will be issued a warning and informed of the rule that was violated, issued in-person at the market or via call/email after the market.

- If additional infractions occur, a vendor may be asked to remove items that are in violation of the rule.
- Serious violations that occur during a market may cause a vendor to be asked to shut down their booth and depart the premises immediately.

Vendor types and guidelines

AGRICULTURAL VENDORS

Agricultural vendors are those vendors who sell locally grown or wild-harvested fruits, vegetables, eggs, honey, or meat products *produced and /or grown in a 75-mile radius of the Glen Rose Farmers Market*. These may fall under the growing process of conventional or organic. A farmer using synthetic chemicals or dusts on his/her crops must be completely transparent with this information to shoppers. Vendors must display current Organic Certification when promoting products as organic. Claim of organic status may not be posted or used in promotion of the product, farm, or ranch without proof of their license.

EGGS

To meet requirements set by state of Texas and local jurisdictions

- Eggs must always be stored at 45* or lower
- Unlicensed producers must label their egg cartons

Egg Label Guidelines

- Print all the below in **BOLD FACE FONT** attached to the top of the carton, so can be read clearly:
- UNGRADED EGGS
- Producers Name
- Full Address
- Egg cartons must include this label too.
- Safe Handling Instructions:
 "To prevent illness from bacteria, keep eggs refrigerated, cook each egg until yolk is firm, and cook food containing eggs thoroughly."

HONEY

- Small honey producers in Texas should check out resources at jasper.agrilife.org

Farmers Market Honey Label Guidelines

- Name of Product (example: Local Wildflower Honey)
- Beekeepers Name
- Full Address
- Net Weight
- This statement on label:
 "Bottled/packaged in a facility not inspected by the Texas Department of state Health Services."

MEAT

- Must be from animals born and bred on the producers' land (including leased land) and processed at a USDA inspected facility as well as processed meat products such as bacon, jerky, and sausage.
- No fish, fowl, and feral animals
- You will need a permit from your city/county health department or the Retail Food Division of the Texas Department of State Health Services (DSHS).
- Link for resources: dshs.texas.gov/meat/faq.aspx

Meat Label Guidelines

- Evidence that a meat or poultry product comes from an approved source: stamp/seal in the shape of Texas or federal circle mark of inspection

FLORAL & NURSERY

- State of Texas requires a Nursery Floral License and an Event Permit for each event. For more information go to Texasagriculture.gov or click on this link: [Nursery Floral - Texas Department of Agriculture](#)

SMALL ARMS AMMUNITION

- Must ALWAYS display your Federal Firearms license, along with your TAX ID. For more information see the US Department of Justice Bureau Alcohol, Tabaco, Firearms and Explosives

NON-ALCOHOLIC BEVERAGES

- Pre-Bottled / Can drinks such as soft drinks, waters, Gatorade, energy drinks, Starbucks Coffee, and many more may be sold for a cost or offered free depending on the choice of the Farmer markets vendor.
- Homemade lemonade/Kool aids may also be sold/offered; Ingredients must be displayed, and proper food handling must be followed, such as using disposable gloves and

COTTAGE FOOD VENDORS

Cottage Food Vendors are bakers & producers who sell certain items that are made in a home kitchen. The Texas Cottage Food Law is your primary resource for what you can bring to the market and how to properly sell them. A great resource for information can be found at <https://texascottagefoodlaw.com/>

Cottage Food Items:

- Cakes, candy, cookies, breads, pastries, and pies that do not require refrigeration
- Un-roasted nuts & nut butters
- Candy
- Dehydrated fruits, vegetables, and beans
- Popcorn, cereal, and granola
- Roasted coffee, dry tea, and dried herb mixes
- Fruit batters, jams, and jellies
- Pickled fruits and veggies with a pH of 4.6 or less
- Fermented veggies with a pH of 4.6 or less

Per the law, Cottage Food Vendors are REQUIRED to have their food handler's training. Be sure to keep your certification up to date and able to display the following:

Cottage Food Labeling Requirements:

- Name and physical address of the cottage food production operation
- Name of product (may be handwritten)
- List of all potential allergens in the product (e.g.: wheat, eggs, nuts, soy, peanuts, milk, fish, shellfish)
- Statement of non-inspection: "This food is made in a home kitchen and is not inspected by the Department of State Health Services or a local health department."

SMALL FARM ANIMALS AND PETS

- Must be raised on your own land, farm, ranch within a 75-miles of the Glen Rose Farmer's Market

Farm Animals

- Only small farm animals allowed, for example chickens, ducks, rabbits, sheep, goats (largest allowed)

Pets

- Cat & dogs - For an 8-week-old pet you must show 1st set of shots and wormer, with their health records (vial tags attached) or 1st vetting papers. Include repeat records every 4 weeks until 3rd set is given
- All animals must have proper size cages, and water.
- Must clean up all waste left behind from an animal before you leave the GRFM.

ARTS & CRAFTS/HANDMADE VENDORS

All art or craft items must be the original handmade work of the vendor. The handcrafted component should dominate any commercial components, and commercial components should be transformed in a way that makes the work unique. **LABELS**, unless otherwise noted, may be your business card

Nonacceptable items include:

- Re-selling of any product. This includes used/garage-sale items, non-altered items that are bought specifically to resell, and mass produced, commercial items
- Any item with profanity, violent content and/or overtly sexual content

Qualifying examples include, but are not limited to:

- Original photography or 2d art
- Original crafts made from wood, fiber, metal, glass, pottery etc., especially those made mostly from local agricultural products
- Jewelry, scarves, hats, bags
- Candles
- Wreaths, mums
- Soaps, cosmetics

Soap/ Cosmetics Labeling Minimum Guidelines

- Product Name
 - This can be considered the brand, type, "flavor," or combination. This is the identifier used on the label. For example, "Oatmeal Milk Honey."
- Name of maker
- Phone number / email address
- Basic Ingredients
- Furniture
- Blacksmith produced items like handmade tools, farming and gardening tools (shovels, axes, racks, hoes, horseshoes, tack etc.)
- Items with an original design created by the vendor
- Other products that may contribute to the mission and success of the market