



## 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 6<sup>th</sup> Meeting**

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### 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.