

# HARTSVILLE/TROUSDALE COUNTY PLANNING COMMISSION

*John Kerr – Chair  
David Thomas – Vice Chair  
Amanda Carman – Sec*

*Heather Bay  
Katie Dillion  
Mitch Gregory*

*Author "AB" Harper  
David Nollner  
Cal Welch*

JULY 9, 2024 | 7:00PM | TC COURTHOUSE

## **AGENDA**

### **CALL TO ORDER**

### **ROLL CALL**

### **APPROVAL OF MINUTES**

Regular meeting June 10, 2024

### **APPROVAL/CHANGES TO THE AGENDA**

### **PUBLIC HEARING**

### **OLD BUSINESS**

### **NEW BUSINESS**

#### **DISCUSSION**

- Food Trucks – Monitoring and Permitting

### **REPORT FROM CHAIRMAN**

### **REPORT FROM PLANNING OFFICE**

### **CLOSING REMARKS**

### **ADJOURN**

# Hartsville/Trousdale County Planning Commission Regular Meeting

## Meeting Minutes

June 10, 2024 - 7:00 P.M. – Trousdale County Community Center

**Present:** Heather Bay, Amanda Carman, Katie Dillon, John Kerr, Rosalie Myhan, David Nollner, David Thomas

**Absent:** Mitch Gregory, Arthur Harper, Cal Welch

**Others Present:** Chris Gregory

Chairman Kerr called the meeting to order at 7:00 P.M.

### Roll Call

- Chairman Kerr asked Amanda Carman to conduct a roll call.

### Approval of Minutes

- Chairman Kerr asked for a review of the May 13th, 2024 meeting minutes. David Thomas made a motion to approve the amended minutes. Seconded by Heather Bay. None opposed **MOTION CARRIED**

**Changes to the Agenda** – None

**Public Hearing** – None

**Old Business** – None

**New Business** – None

### DISCUSSION

- **ANALYZING THE IMPACT FEES OF TROUSDALE COUNTY AND THE NEED TO UPDATE**  
Planning Commission members discussed the current impact fees set for Trousdale County and the possibility of a need to raise them. It was discussed on whether it would be best to split the fees to help different departments in the county versus going to a general fund line item so it could be used when needed by the specific department. Ms. Rosalie Myhan provided the Planning Commission members with the current impact fees along with various counties for comparison.
- **PLANNING TRAINING TOPIC: Conflicts of Interest**  
Ms. Jessica Hill with GNRC presented a PowerPoint handout to the Planning Commissioners that discusses Conflicts of Interest.

**Report from Building Office**

**Closing Remarks from the Chair and Building Inspector**

### Adjourn

- David Nollner made a motion to adjourn. Seconded by David Thomas. None opposed .

**MOTION CARRIED**

July 8, 2024

**To:** Hartsville-Trousdale Planning Commission

**Subject:** Research of local ordinances regulating mobile food trucks



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**Two Examples:**

**City of Portland:** Portland has a distinct ordinance specifically addressing mobile food vendors, Ordinance 21-12.

- The ordinance outlines specific zones where mobile food vendors are permitted to operate.
- Requirements may include permits, health inspections, and compliance with zoning regulations.
- Specific rules regarding operating hours, waste disposal, and noise levels may also be detailed.
- Regulations aim to balance the interests of vendors, residents, and businesses.

**City of Dickson:** Dickson incorporates regulations for mobile food vendors within its general ordinance under section 9-7.

- The ordinance likely covers various aspects such as zoning, permits, and operational requirements.
- Mobile food vendors in Dickson may need to comply with specific zoning restrictions and obtain appropriate permits.
- Health and safety standards, including regular inspections, are likely part of the regulatory framework.
- The ordinance may also address issues like parking, waste management, and community impact.

**Comparison of Ordinance Sections:**

<u>Portland Ordinance:</u>	<u>Dickson Ordinance:</u>
<ul style="list-style-type: none"><li>• Definitions</li><li>• Applicability of Article</li><li>• Limited Exemptions</li><li>• Permitting</li><li>• Fees</li><li>• Operation of Vendors<ul style="list-style-type: none"><li>○ Additional Structures</li><li>○ Compliance with Laws</li><li>○ District Restrictions</li><li>○ Electrical Requirements</li><li>○ Electrical Service</li><li>○ Fire Inspection and Safety</li><li>○ Hours of operation</li></ul></li></ul>	<ul style="list-style-type: none"><li>• Definitions</li><li>• Permit required.</li><li>• Application for permit.</li><li>• Business license, health and safety inspections required.</li><li>• Exhibition of permit, license and inspection records.</li><li>• Suspension/revocation of permit.</li><li>• Appeal of denial or suspension/revocation of permit.</li><li>• Location restricted.</li><li>• Location may not interfere with ingress/egress.</li></ul>

<ul style="list-style-type: none"> <li>○ Items for sale</li> <li>○ Letter of permission</li> <li>○ Maximum number of units per parcel</li> <li>○ Methods of support (free standing, etc.)</li> <li>○ Mobile vending on City Property</li> <li>○ Obstruction of Vehicular and Pedestrian Traffic</li> <li>○ Operation on Unimproved Lots</li> <li>○ Outside preparation</li> <li>○ Parking Direction</li> <li>○ Service to Pedestrians</li> <li>○ Signs and lighting</li> <li>○ Sound Amplification</li> <li>○ Spills</li> <li>○ Waste Storage and disposal</li> </ul>	<ul style="list-style-type: none"> <li>● Location may not create building code or municipal code violation(s).</li> <li>● Waste disposal.</li> <li>● Loud noises, amplification and speaking devices prohibited.</li> <li>● Expiration and renewal of permit.</li> <li>● Enforcement and inspection.</li> <li>● Beer and alcohol sales prohibited.</li> <li>● Vendors to comply with all health regulations.</li> <li>● Traveling food vendors.</li> <li>● Dickson County Fair and Spring Festival exempt.</li> <li>● Private catered event exemption.</li> </ul>
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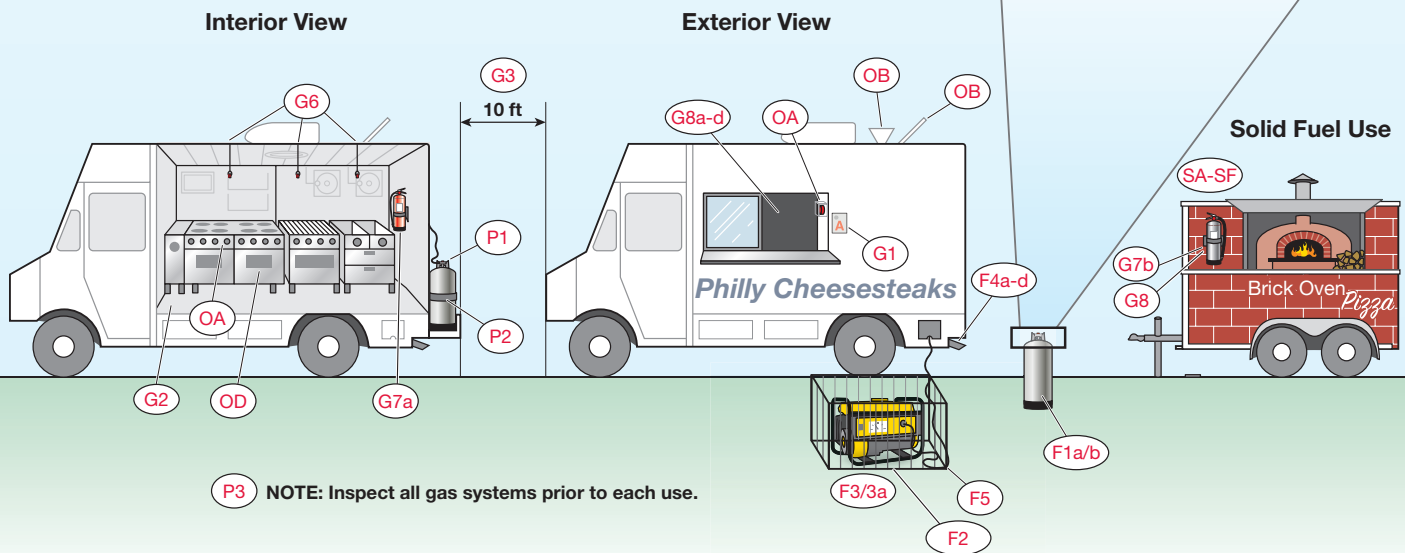
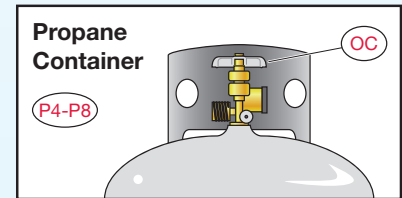
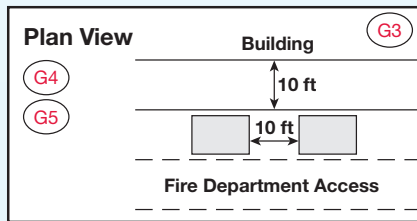
**Comparison and Analysis:** Portland's separate ordinance reflects a focused approach to regulating mobile food vendors, possibly offering clearer guidelines and stricter enforcement. In contrast, Dickson's inclusion within a broader ordinance may indicate a more integrated regulatory framework that considers mobile vendors alongside other business activities.

**Considerations:**

- Consider separate guidelines for mobile food vendors to streamline regulations and enhance clarity.
- Review the ordinance periodically to ensure it aligns with evolving city needs and industry standards.
- Understanding the ordinance is essential for mobile food vendors to operate legally and responsibly. Clear communication and compliance with local regulations are crucial for maintaining positive relationships with residents and local businesses is essential.



# FOOD TRUCK SAFETY



NFPA code references are provided at the end of each item. The red keys correspond to the NFPA food truck safety diagram. For more detailed information, see NFPA 1 and Chapter 17 in NFPA 96.

## General Safety Checklist

- Obtain license or permits from the local authorities. [1:1.12.8(a)] **G1**
- Ensure there is no public seating within the mobile food truck. [1:50.8.3.2] **G2**
- Check that there is a clearance of at least 10 ft away from buildings, structures, vehicles, and any combustible materials. [96:17.2] **G3**
- Verify fire department vehicular access is provided for fire lanes and access roads. [1:18.2.4] **G4**
- Ensure clearance is provided for the fire department to access fire hydrants and access fire department connections. [1:13.1.4; 1:13.1.5] **G5**
- Check that appliances using combustible media are protected by an approved fire extinguishing system. [96:10.1.2] **G6**
- Verify portable fire extinguishers have been selected and installed in kitchen cooking areas in accordance with NFPA 10. [96:10.9] **G7a**
- Where cooking appliances that use solid fuel, such as charcoal or wood, produce grease-laden vapors, make sure the appliances are protected by listed fire-extinguishing equipment. [96:15.7.1] **G7b**
- Ensure that workers are trained in the following: [96:17.10]: **G8**
  - Proper use of portable fire extinguishers and extinguishing systems [96:17.10.1(1)] **G8a**
  - Proper method of shutting off fuel sources [96:17.10.1(2)] **G8b**
  - Proper procedure for notifying the local fire department [96:17.10.1(1)] **G8c**
  - Proper procedure for how to perform simple leak test on gas connections [96:17.10.1(5)] **G8d**



# FOOD TRUCK SAFETY CONTINUED

## Fuel & Power Sources Checklist

- Verify that fuel tanks are filled to the capacity needed for uninterrupted operation during normal operating hours. [1:10.14.11.1 for carnivals only] **F1a**
- Ensure that refueling is conducted only during non-operating hours. [96:17.8.3] **F1b**
- Check that any engine-driven source of power is separated from the public by barriers, such as physical guards, fencing, or enclosures. [96:17.5.2.2] **F2**
- Ensure that any engine-driven source of power is shut down prior to refueling from a portable container. [1:10.15.4] **F3**
- Check that surfaces of engine-driven source of power are cool to the touch prior to refueling from a portable container. **F3a**
- Make sure that exhaust from engine-driven source of power complies with the following: **F4**
  - At least 12 ft in all directions from openings and air intakes [96:17.5.2.3(1)] **F4a**
  - At least 12 ft from every means of egress [96:B.13] **F4b**
  - Directed away from all buildings [96:17.5.2.3(2)] **F4c**
  - Directed away from all other cooking vehicles and operations [96:17.5.2.3(3)] **F4d**
- Ensure that all electrical appliances, fixtures, equipment, and wiring complies with the NFPA 70® [96:17.8.1] **F5**

## Propane System Integrity Checklist

- Check that the main shutoff valve on all gas containers is readily accessible. [58:6.26.4.1(3)] **P1**
- Ensure that portable gas containers are in the upright position and secured to prevent tipping over. [58:6.26.3.4] **P2**
- Inspect gas systems prior to each use. [96:17.7.2.3] **P3**
- Perform leak testing on all new gas connections of the gas system. [58:6.16; 58:6.17] **P4**
- Perform leak testing on all gas connections affected by replacement of an exchangeable container. [58:6.16; 58:6.17] **P5**
- Document leak testing and make documentation available for review by the authorized official. [58:6.26.5.1(M)] **P6**
- Ensure that on gas system piping, a flexible connector is installed between the regulator outlet and the fixed piping system. [58:6.26.5.1(B)] **P7**
- Where a gas detection system is installed, ensure that it is tested monthly. [96:17.7.2.2] **P8**

## Operational Safety Checklist

- Do not leave cooking equipment unattended while it is still hot. (This is the leading cause of home structure fires and home fire injuries.) **OA**

- Operate cooking equipment only when all windows, service hatches, and ventilation sources are fully opened. [96:12.1.1] **OB**
- Close gas supply piping valves and gas container valves when equipment is not in use. [58:6.26.8.3] **OC**
- Keep cooking equipment, including the cooking ventilation system, clean by regularly removing grease. [96:12.4] **OD**

## Solid Fuel Safety Checklist (Where Wood, Charcoal, Or Other Solid Fuel Is Used)

- Fuel is not stored above any heat-producing appliance or vent. [96:15.9.2.2] **SA**
- Fuel is not stored closer than 3 ft to any cooking appliance. [96:15.9.2.2] **SB**
- Fuel is not stored near any combustible flammable liquids, ignition sources, chemicals, and food supplies and packaged goods. [96:15.9.2.7] **SC**
- Fuel is not stored in the path of the ash removal or near removed ashes. [96:15.9.2.4] **SD**
- Ash, cinders, and other fire debris should be removed from the firebox at regular intervals and at least once a day. [96:15.9.3.6.1] **SE**
- Removed ashes, cinders, and other removed fire debris should be placed in a closed, metal container. [96:15.9.3.8.1] **SF**

### Learn More

- ▶ Get free digital access to NFPA codes and standards at: [nfpa.org/docinfo](https://nfpa.org/docinfo)
- ▶ Read the latest news and updates at: [nfpa.org/foodtrucksafety](https://nfpa.org/foodtrucksafety)
- ▶ Review the following and other NFPA resources at: [nfpa.org](https://nfpa.org)
  - NFPA 1, *Fire Code*, 2021 Edition
  - *NFPA 1 Fire Code Handbook*, 2021 Edition
  - NFPA 10, *Standard for Portable Fire Extinguishers*, 2018 Edition
  - NFPA 58, *Liquefied Petroleum Gas Code*, 2020 Edition
  - *LP-Gas Code Handbook*, 2020 Edition
  - NFPA 70®, *National Electrical Code*®, 2020 Edition
  - *National Electrical Code*® *Handbook*, 2020 Edition
  - NFPA 96, *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*, 2021 Edition
  - NFPA 96: *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations Handbook*, 2017 Edition

