PLANNING COMMISSION
SPECIAL MEETING
Tuesday, May 27, 2025
6:00 p.m. - Hybrid Meeting - Conference Room

Zoom Link

Planning Commission Agenda and Documents - May 27, 2025
Meeting ID: 952 4752 2778
Passcode: 365966

MEMBERS PRESENT:

Terry Carter - Chair Jean Strong Ted Stryhas

Judy Pullinen

MEMBERS ABSENT:

Ryan Silvestri

STAFF PRESENT:

Lisha Klaiber Noah Schmidt, Select Board Rep to Planning Commission

OTHERS PRESENT:

Eric Alden Logan Nicoll Michelle Suker
Lauren Nazzaro

I. CALL TO ORDER

1. Terry Carter, Chair, opened the meeting at 6:00 p.m. She said this is a special meeting because it is not on our regularly scheduled date. The Trustees met last Tuesday.

II. ROLL CALL BY RECORDING SECRETARY

1. All members present, except Ryan Silvestri

III. OPENING STATEMENT BY CHAIR

1. Terry Carter welcomed guests and said that comments from citizens will be welcomed, but not during working sessions - agenda items 7-8 and 9. Comments may be welcomed for item #9.

We will accept comments prior to votes but requested no repetitions. She asked that respect to be shown to board members as board members show respect to citizens. Comments will also be accepted at the end of the meeting

IV. CONSIDERATIONS OF ANY CHANGES, ADDITIONS OR REMOVAL TO THE AGENDA

1. Terry Carter suggested replacing agenda item #VI - Rules of Procedure - be replaced with Short Term Rental vendors. She said that all members of the board are not present to vote on Rules of Procedure.
2. **MOTION by Terry Carter and seconded by Jean Strong to replace Rules of Procedure with Short Term Rental vendors. Motion passed unanimously.**
3. **MOTION by Terry Carter and seconded by Jean Strong to accept changes to the agenda. Motion passed unanimously.**

V. APPROVAL OF MINUTES APRIL 15, 2025

1. Terry Carter said she reviewed the minutes and did not see any changes
2. **MOTION by Jean Strong and seconded by Terry Carter to accept the minutes from April 15, 2025 as presented.**
3. Judy Pullinen recused herself as she was absent from that meeting.
4. **Motion passed unanimously.**
5. Eric Alden asked why Comments from Citizens had been deleted. He said it was always after Consideration of Changes. He said that this board is showing signs that it is trying to limit comments from Citizens.
6. Terry Carter said it was not deleted, but moved to the end of the meeting.

VI. ~~RULES OF PROCEDURE IF ALL MEMBERS PRESENT~~ CHANGED TO SHORT TERM RENTAL VENDORS

1. Noah Schmidt said there are a number of vendors, but the big ones are GovOS, Granicus, Deckard and iWoQ. He said that iWoQ is cheap, but requires a lot of manpower on our part. It is not streamlined. He said that the companies send out BOTs to search the web and companies such as Airbnb, VRBO, Zillow and real estate agents. They capture the information and create lists of properties specific to our town. It verifies information such as physical location, address, owner and goes into land records. It creates a portal for listings and documents that the town requires. He said that some of the companies handle financial items and others the town would be responsible. Where do we want to go with this? They are able to cross reference our records with the web descriptions and create spreadsheets. They have the potential to flag issues, 24/7 hotlines. He is getting more refined quotes.
2. Terry Carter said if the company flags issues, who handles them

3. Noah Schmidt said the town.
4. Judy Pullinen asked if the town would have to hire someone to oversee this.
5. Noah Schmidt said that Granicus said that it would require one hour per week. Noah Schmidt said that the town could hire a person to do this and also help out in the Planning and Zoning office. He would not recommend pulling someone from the Planning and Zoning office staff. Eventually, when we are doing the inspections, we would need more time.
6. Terry Carter said the fire department would do the inspections
7. Noah Schmidt said he is not sure how this will evolve. He said that GOV-OS said the onus should be on the property owners - like self-certification. The next step is to request RFPs and meet with the vendors. The manager should be involved with the software. He asked where the Planning Commission wants to go with this.
8. Terry Carter said that the Select Board and the Trustees would have to make the decisions.
9. Judy Pullinen said that as a board, we think this is a good idea and recommend hiring a Short Term Rental vendor and part time person. We need the software.
10. Noah Schmidt said this is a start
11. Jean Strong asked if someone doesn't have a CO, can they still rent.
12. Noah Schmidt said with an occupancy of 8 or less, they can self-certify. Jean Strong said that she supports having a registry. She said that enforcement is an issue
13. Noah Schmidt said the town does not have permitting software. He said we need to start small, get the framework laid and build on it.
14. Terry Carter asked if the tow would have to pay upfront
15. Noah Schmidt said yes. He said that according to GOV-OS, there is usually 80% compliance in the first year. GOV-OS has a relationship with VRBO. He said that Education is a big piece.
16. Terry Carter asked if they start with an email or letter
17. Noah Schmidt said that some of the vendors' software has email tied to it.
18. Judy Pullinen asked if the Select Board is looking for us to develop a full recommendation including a vendor, enforcement and violations.
19. Noah Schmidt said that was in the ordinance that was presented. The Select Board and Trustees wanted some updates. He thinks the proposed ordinance will be amended and presented at the June meetings. He said that Fire and Safety rules already exist. He said that septic systems may provide issues based on tiers of numbers of bedrooms. Can the septic system handle the occupancy and usage.
20. Terry Carter said that Chris Callahan said the most important thing is to define occupancy.

VII. VILLAGE PEDESTRIAN SAFETY:

1. REDUCE SPEED LIMIT BRIDGE TO BRIDGE
    a. Terry Carter said the chief of police is not in favor. She said that he said the fastest speed clocked was 48 mph. She said she spoke to Logan Nicoll about a traffic study, but with the construction, we have to wait until it is finished. She will talk to the Trustees. She said that she is not sure that the police chief is the final authority on this. She is also not sure if the Trustees can just lower the speed

2. ADD SIDEWALKS SHAW'S BRIDGE TO STOPLIGHT AND PLEASANT STREET BRIDGE TO PEDESTRIAN BRIDGE
    a. Jean Strong said they had discussed sidewalks from the stoplight to Shaw's.
    b. Terry Carter added that Shell will also restore the sidewalk for the full length of their property.
3. PEDESTRIAN WALKWAYS WITH SIGNAL LIGHTS TO PUSH, 6 INCH PAINTED LINES THAT GLOW WITH HEADLIGHTS
    a. Terry Carter said she added this to the list. She saw it at a presentation at Regional Planning Commission
4. REAL WALKLIGHT AT STOPLIGHT
    a. Jean Strong said that when you walk, the light is on and can cross, but the cars are still turning off Depot onto Main.
    b. Judy Pullinen said it should be "RED" on both sides and beep, but ours is green.
    c. Terry Carter suggested a NO TURN ON RED sign. She will talk to Brendan McNamara..
5. ESTABLISHMENT OF GREEN SPACE ON MILL STREET
6. HANDICAP PARKING
7. Terry Carter said that if this is adopted, it will make us eligible for grants, but they focus on higher birth and marriage rates.

VIII. VENDOR ORDINANCE POSSIBLE CHANGES

1. Terry Carter said that she researched other towns and the town with the ordinance most like Ludlow's is Shelburne. (Copy of comparison chart attached at end of minutes) She plugged in items specific to Ludlow:

    - NOT ALLOWED WITHIN 200 FEET OF SAME CUISINE OF FOOD OFFERED BY BRICK AND MORTAR
    - LIMIT THE NUMBER OF DAYS OF OPERATION - CURRENTLY AT 150 DAYS
    - INCREASE THE PERMIT FEE, CURRENTLY AT $250 OR $25 A DAY
    - EXEMPTION FOR FARMERS' MARKETS
    - FOLLOW LIGHTING AND BILLBOARD RULES

    a. Terry Carter said that Shelburne's is $25/one day, $65/one week and $100/one month. She said that Rutland is $500, but they are in the process of redoing their ordinance. They currently have a $100 one month temporary fee for this summer and require a lot of permits. Shelburne requires a DRB Conditional Use permit.
    b. Jean Strong asked where the food trucks could go.
    c. Terry Carter said private or public with permit. She said our current ordinance was written in 2008 and just copied the State Safety laws. She said that Brendan McNamara wants to see the draft before we present it to the Select Board and Trustees. It mentions Section 430 of the Ludlow bylaws. They need to make an application, have a Vermont

vehicle license. To park on public property, they need a letter from the Town Manager. She said the Sunoco applied for the permit for the one on their property. Sunoco should have applied for a change of use permit from the DRB.

d. Judy Pullinen said they could do one month per year.
e. Jean Strong asked if the fee is for being onsite or days open while onsite. She said that Brendan McNamara had mentioned that his wife had suggested they only be allowed one day per week in the same location.
f. Ted Stryhas said what if the truck is the whole sign
g. Lauren Nazzaro said that 200 feet scares her, she would be more comfortable with 500 feet.
h. Terry Carter said we want to protect the vitality of the town and not put our brick and mortar businesses out of business.
i. Michelle Suker said that she started out with a food truck. It was a less risky entry point into the restaurant business and built a name. She said she was committed that she would not go head to head with brick and mortar businesses. She said that allowing them to be there full time for the summer allows them to "cherry pick" the best times. She said she had to have the following
    i. Proof of business insurance
    ii. Do they have a commissary kitchen - if yes, caterer's license
    iii. Consider limiting the amount of time for the truck
    iv. She said that under the "old" ordinance, the business owner would get response from the town within 15 days, while the brick and mortar permits from the DRB are over 30 days
    v. Is there a handicap bathroom - food trucks do not need this
    vi. Potable water
j. Michelle Suker said that if the truck is not at a big event, they can fly under the radar and are less conspicuous.
k. Terry Carter said the Trustees are on board with limiting the number of days
l. Michelle Suker asked if they would have a specific location like Summer Fest
m. Terry Carter said that other towns don't have time limits
n. Noah Schmidt said that the signs on the trucks are their advertising
o. Judy Pullinen said that the number of days needs to be limited and 200 feet is not far enough
p. Ted Stryhas said we should not have any trucks in town, but it would be better if there were a specific area. He added that the signage is huge and maybe should go to the DRB.
q. Jean Strong asked where that location would be. It would not fly. It may affect the flow of traffic if at Sam's.
r. Terry Carter asked about distances away from restaurants
s. Judy Pullinen said at least 400 feet. She said that Main and Mountain has a food truck on weekends
t. Eric Alden checking the definition of signage and lettered vehicles may not fall under that definition/

u. Jean Strong said there is also a truck by New England Cider and Donuts and using the parking associated with that business and also affecting traffic.
v. Terry Carter said it competes with Village Pizza
w. Judy Pullinen said they need to limit the number of days.
x. Terry Carter asked - one day, one week, and one month??
y. Judy Pullinen said no more than "x" number of consecutive days.
z. Noah Schmidt said getting into signage is a slippery slope - Cota & Cota and Master Plumbing have signs on their trucks. He agreed that the number of days should be limited
aa. Noah Schmidt said that no food truck would meet signage requirements. We have special event permits - Chili Cook-off and Legion - all would need zoning permits
bb. Judy Pullinen said we need 2 permits - special events or operation for "x" number of consecutive days.
cc. Jean Strong said that if someone has a business and permitted parking, if they invite a food vendor, that truck is using some of the parking and that becomes a safety issue. If someone has a permit and adds another business, that becomes a problem unless part of the original permit. The trucks are not part of the permits for Sunoco, NE Cider and Donuts and Main and Mountain
dd. Eric Alden said that the Chili Cook-off and BBQs are under the vendor ordinance , this would be a special permit for food trucks.
ee. Jean Strong said we need a definition for Food Truck
ff. Michelle Suker asked the maximum number of consecutive days per calendar year - maybe no more than 30 days in a calendar year.
gg. Noah Schmidt said it is a mobile food unit. He said the Farmers' Market would have a special event permit. He asked about the DRB, saying where the trucks would go. Sunoco has a lot of parking.
hh. Jean Strong said that they have a parking plan and where is the business in the line of traffic
ii. Lauren Nazzaro suggested that the trucks get written consent from adjacent restaurants.
jj. Jean Strong said we already have a parking issue in town.
kk. Noah Schmidt said no more than 3 consecutive days does limit trucks. He said the current trucks have permits
ll. Jean Strong said the Trustees and Select Board will review this.

IX. YEARLY GOALS - FROM THE TOWN PLAN, THE VILLAGE SURVEY AND CURRENT NEEDS

1. Terry Carter suggested tabling this item until the June meeting.

X. NEXT MONTH'S AGENDA

1. Terry Carter said that Jason Rasmussen told her that we received a Municipal Planning Grant and we will start to look at the Flood Regulations at our next meeting and Town Zoning.

XI. OTHER BUSINESS

1. BOARD MEMBER COMMENTS (5 MINUTES)
    a. There were no questions or comments

2. CITIZEN COMMENTS (5 MINUTES)
    a. Eric Alden said that he is concerned that Citizen Comments was removed. It is very concerning that it was moved from the beginning. He stated that the board has no reason to remove it and stated that the board does not care to hear what people have to say and asked the board to replace it to the beginning.

XII. ADJOURN

1. **MOTION by Judy Pullinen and seconded by Jean Strong to adjourn. Motion passed unanimously.**
2. Meeting adjourned at 7:41 p.m.

Respectfully Submitted

Lisha Klaiber

_____ _____
Terry Carter., Chairman Jean Strong

_____ _____
Judy Pullinen Ted Stryhas

_____
Ryan Silvestri

Food Truck Ordinances

	Shelburne	Rutland	Springfield	West Windsor	Chester	Woodstock
Duration	3 Types of Licenses Listed Below	Working on a new ordinance.		If moved to a new location, 3 consecutive days or 12 days of a year total		Only allowed on the green under special circumstances
Fees	One Day $25 One Week $100 One Month $100	$500, this summer it is a $100 a month		Weekday event $65 Weekend or Holiday event $80		
Licenses Required		Mobile Food Facility Permit Public Health Permit Employee Health Permit City Business License	Mobile Food Facility Permit Public Health Permit Employee Health Permit Town License	Temporary Food License Must get a conditional use permit	Mobile Food Facility Permit Public Health Permit Food Seller's Permit Employee Health Permit DRB Approval	