



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):

- **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)

Residential Survey Results (18 Responses):

- **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)

• 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)	• 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)
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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:

Commission Direction: The Planning Commission directed Town staff to prepare draft ordinance language and an application form for food truck operations with these parameters:

- **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 Griensman. Following unanimous approval, the Planning Commission meeting was adjourned at 6:49 PM.

Chair: 
Scott Seigmund

Clerk: 
India Adams- Jacobs, MPA, ICMA- CM

