



TOWN OF BOWLING GREEN PLANNING COMMISSION MEETING

MINUTES

**Thursday, January 15, 2026
6:00 PM**

PLEDGE OF ALLEGIANCE:

ROLL CALL AND DETERMINATION OF A QUORUM:

ELECTION OF OFFICERS:

1. Chairman and Vice-Chairman
 - Commissioner Seigmund nominated Commissioner Benjamin for Chairperson. The nomination was seconded by Commissioner Gattie. Following a vote of the Planning Commission, Commissioner Matt was elected Chairman for 2026, with one abstention noted (Councilmember Voit).
 - The Commission then opened nominations for Vice-Chairman. Chairperson Benjamin nominated Commissioner Gattie for Vice-Chairperson. The nomination was seconded by Commissioner Griemsmann. Following a vote of the Planning Commission, Commissioner Gattie was elected Vice-Chairperson for 2026, with one abstention (Councilmember Voit).

PLANNING COMMISSION 2026 ORGANIZATIONAL MATTERS:

2. Planning Commission Bylaws
 - The Commission reviewed the Planning Commission bylaws. Discussion included clerical and numbering corrections, clarification of officer duties, and language addressing the separation of Planning Commission officer roles from Town Council liaison responsibilities.
 - Staff noted that the bylaws were previously adopted by Town Council and that substantive amendments would be brought forward for consideration in the following year if needed.
 - Commissioner Seigmund motioned to approve the bylaws with clerical amendments and corrected numbering, seconded by Chairperson Benjamin. The motion passed following unanimous approval from the Planning Commission.

PUBLIC COMMENT ON NON-PUBLIC HEARING PLANNING COMMISSION/LAND USE MATTERS:

- Public comments were opened and closed. No public comments were received.

NEW BUSINESS:

3. 2025 Annual Workplan Review & Report, India Adams-Jacobs
 - The Town Manager presented the 2025 Planning Commission Annual Report, summarizing Commission activities throughout the year. Discussion included Comprehensive Plan discussions and hearings, zoning map research and adoption, Chesapeake Bay Preservation Area (CBPA) ordinance updates, and policy discussions related to topics such as tiny homes and food trucks/mobile vending.

- Commissioner Voit raised a question regarding the duration of food truck allowances, noting a discrepancy between five days and ten days per property. Commissioner Benjamin stated his recollection was that the allowance was ten days.
 - Following discussion, Commissioner Griemsmann motioned to recommended approval of the 2025 Annual Report, seconded by Commissioner Seigmund. The motion passed following unanimous approval.
4. Capital Improvement Program Review, India Adams-Jacobs, Town Manager
- The Town Manager presented an overview of the Town's Capital Improvement Program (CIP). Discussion included increased project costs, infrastructure capacity, long-term planning considerations, and coordination between capital planning and land use decisions.
 - Vice-chair Gattie motioned to recommend the Capital Improvement Program to Council. Seconded by Commissioner Griemsmann, the motion passed following unanimous approval.
5. Discussion of Increasing Allowed Operating Days for Food Trucks to 10 Days
- Following discussion on the 2025 Annual Work Plan, Chair Benjamin motioned to amend the draft food truck ordinance to increase total monthly operation of food trucks from five days to 10 days per property. Seconded by Vice-Chair Gattie, the motion passed with unanimous approval.

ANNUAL WORKPLAN UPDATE:

6. 2026 Workplan Discussion, Planning Commission
- The Commission reviewed the Draft 2026 Planning Commission Annual Work Plan. Discussion included anticipated Comprehensive Plan revision activities, a review of the Capital Improvement Plan, CBPA considerations, and scheduling of ordinance amendments.
 - Commissioners discussed terminology within the document, including a request that the title reference "Work Plan" as two words.
 - Commissioner Seigmund motioned to recommend approval of the 2026 Work Plan with requested clerical edits to Council for approval, seconded by Chair Benjamin. The motion passed following unanimous approval from the Planning Commission.

UNFINISHED BUSINESS:

7. Comprehensive Plan SWOT Analysis Discussion-Continued, Planning Commission
- The Commission continued discussion of the Comprehensive Plan SWOT analysis, led by Darla Odom. Topics included growth capacity, infrastructure constraints, revenue considerations, the balance between residential and commercial development, and the preservation of historic and natural resources.
 - Additional discussion addressed outdated data within the existing Comprehensive Plan, including school enrollment, park information, water demand projections, housing elements, and economic development content.
 - Opportunities discussed included community engagement, branding and identity, alignment with Town Council strategic goals, regional coordination, and partnerships with Main Street, the Economic Development Authority, and Applied History.

- Threats discussed included housing affordability, public safety demands, unfunded mandates, aging infrastructure, and potential impacts of county relocation or institutional changes.
- Commissioners discussed the potential value of joint meetings with the Economic Development Authority and Town Council as part of future Comprehensive Plan work.

REPORT OF THE ZONING ADMINISTRATOR:

- The Zoning Administrator provided updates on recent zoning activities, noting approximately 36 zoning permits issued in 2025.
- Darla Odom, consultant, requested additional information related to the Comprehensive Plan Map Annex for future discussion.

INFORMATIONAL ITEMS:

COMMISSION COMMENTS AND REPORTS:

ADJOURNMENT:

- Commissioner Seigmund motioned to adjourn the meeting. The motion was seconded by Commissioner Griemsman. Following approval of the Planning Commission, the meeting was adjourned at 7:34 PM.

Attest:

Chair: 
Matt Benjamin

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

