



TOWN OF BOWLING GREEN PLANNING COMMISSION MEETING

MINUTES

Thursday, October 16, 2025
6:00 PM

PLEDGE OF ALLEGIANCE:

- The Planning Commission meeting was led by Vice-Chair Gattie in the absence of Chair Seigmund. Vice-Chair Gattie opened the meeting at 6:00 PM and led the Pledge of Allegiance.

ROLL CALL AND DETERMINATION OF A QUORUM:

- Commissioner Griemsman motioned to allow Councilmember Voit to attend the Planning Commission virtually, seconded by Commissioner Benjamin. The motion passed following unanimous approval.

PUBLIC COMMENT:

- Vice-Chair Gattie opened public comment at 6:02 PM. Having no comments provided by the public, public comment was closed at 6:03 PM.

APPROVAL OF THE MINUTES:

1. Minutes- Thursday, September 18, 2025
 - Commissioner Benjamin motioned to approve the September 18 Planning Commission meeting minutes. Seconded by Commissioner Griemsman, the motion passed unanimously.

NEW BUSINESS:

None.

REPORT OF THE ZONING ADMINISTRATOR:

None.

UNFINISHED BUSINESS:

2. Food Truck Draft Ordinance & Application, India Adams-Jacobs
 - India Adams-Jacobs, Town Manager, presented the draft ordinance and application prepared following Commission direction at the September Planning Commission meeting and based on surveys conducted in July–August. The Commission continued its review of the draft ordinance and application for mobile food vendors. Discussion was held on clarifying the regulation requiring a 100-foot separation from existing restaurants. Vice-Chair Gattie suggested adding the term “competitor” or revising language to specify exceptions to avoid ambiguity. Councilmember Voit proposed a cap of \$70 for administrative costs in addition to the \$30 business license fee, resulting in a total fee of about \$100. Commissioners discussed enforcement measures for non-compliance,

such as failing to clean up or follow regulations. Town Manager India Adams-Jacobs clarified that violations would result in revocation of the permit.

- Commissioner Griemsmann motioned to approve Town Staff to advertise a public hearing to be held at the next Planning Commission meeting on November 20, 2025, for the proposed ordinance with edits made per the occurred discussion, seconded by Commissioner Benjamin. The motion passed unanimously.

3. Comprehensive Plan Update- SWOT Report Outs, Planning Commission

- The Planning Commission conducted SWOT (Strengths, Weaknesses, Opportunities, and Threats) discussions as part of the Comprehensive Plan update.
 - **Strengths:** Commissioners emphasized Bowling Green's role as the county seat and government center. Additional strengths of the Comprehensive Plan included being data-informed with opportunities to better utilize available data, ongoing efforts to preserve historic and natural areas, a growth mindset that is proactive with preservation, and the potential for positive growth to generate more community improvements. Connectivity and broadband within the town were cited as assets, and the Commission noted that the Town has more activity and momentum now than in many past years.
 - **Weaknesses:** The Commission identified several weaknesses, including aging infrastructure and public facilities and concerns about whether public safety capacity has kept pace with growth. Several formatting issues were noted, including the need for a more readable format on page 85, overall reformatting of the Table of Contents, and general document readability improvements. The Comprehensive Plan features outdated or missing content, such as future water demand data, school information, and park information. Specific corrections were noted for page 80 and page 71. Missing housing element and insufficient attention to economic developments severely hinders the Comprehensive Plan. Commissioners also noted that the document can feel overwhelming and would benefit from more references and clarifying language.
 - **Opportunities:** Commissioners discussed the value of fostering stronger community engagement and ensuring alignment with Town Council's vision and strategic planning goals. Regionalism was highlighted as essential, with partnerships across the county and connections to broader strategies providing a foundation for sustainable growth. Pointed questions of "What are we?" and "How are we?" highlighted the need to define the town's identity more clearly. This branding effort, linked to Main Street initiatives, the EDA, and other strategic partners such as Fort AP Hill, was viewed as a way to balance the town's historic districts with a future-focused image. Commissioners also acknowledged traffic management as part of the opportunity space. There was brief discussion about whether the Architectural Review Board should play a role in shaping these opportunities, and base expansion was cited as both an opportunity and a challenge for the town moving forward.
 - **Threats:** Growth in neighboring areas, such as Ladysmith and Carmel Church, was identified as a direct challenge to Bowling Green's status as the government center. Commissioners also highlighted concerns about housing affordability and whether public safety and public services are sufficient to meet the demands of a growing population. Infrastructure regulations and the potential burden of unfunded mandates were recognized as risks, while energy-related issues, including the impacts of new data centers, were also flagged as emerging challenges. The Commission noted that aging infrastructure and public facilities could undermine the community's ability to sustain growth and deliver services effectively if not addressed in the plan.

INFORMATIONAL ITEMS:

4. VDOT' 301 Smart Scale Project Public Hearing- October 23, 6pm, Town Hall

- Town Manager India Adams-Jacobs reminded Planning Commission of the upcoming VDOT' Route 301 Smart Scale Project Public Hearing, scheduled for October 23, 2025 at 5:00 PM at Town Hall. She encouraged the Commissioners to attend to gain a better understanding of the project's scope, timeline, and to ask any questions.

COMMISSION COMMENTS AND REPORTS:

- Councilmember Voit thanked the Planning Commission for allowing him to attend virtually and confirmed he would connect with members during the upcoming Harvest Festival

ADJOURNMENT:

- Commissioner Benjamin motioned to adjourn the Planning Commission Meeting, seconded by Commissioner Griemsman. Following unanimous approval, the meeting was adjourned at 7:01 PM.

Chair: _____

Scott Seigmund

Clerk: _____

India Adams- Jacobs, MPA, ICMA-CM

