



TOWN OF BOWLING GREEN PLANNING COMMISSION MEETING

MINUTES

Thursday, May 21, 2026
6:00 PM

PLEDGE OF ALLEGIANCE:

- Chair Benjamin called the meeting to order at 6:00 PM and led the Pledge of Allegiance.

ROLL CALL AND DETERMINATION OF A QUORUM:

Commissioners Present: Chair Matthew Benjamin, Vice-Chair Lisa Gattie, Commissioner Jeff Voit, Commissioner Lauren Griemsman

Commissioners Absent: Commissioner Scott Seigmund

Staff Present: Darla Odom, Planner; Jeffrey Smith, Administrative Assistant/Deputy Clerk

APPROVAL OF THE MINUTES:

1. April 16, 2026, Minutes

- Commissioner Jeff Voit motioned to approve the April 16, 2026, Planning Commission minutes. The motion was seconded by Commissioner Lauren Griemsman and was approved unanimously.

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

- Chair Benjamin opened public comment at 6:02 PM. No one spoke, and public comment was closed at 6:03 PM.

CHESAPEAKE BAY PRESERVATION ACT PRESENTATION:

- Darla Odom, Planner, provided an overview of the Chesapeake Bay Preservation Act, including its purpose, the Town's local program responsibilities, and the relationship between water quality protection and land use decision-making.
- Discussion included non-point source pollution, stormwater runoff, erosion and sediment control, impervious surfaces, riparian buffers, Resource Protection Areas, Resource Management Areas, and the need to confirm the Town's current Chesapeake Bay mapping.
- Ms. Odom noted that the Comprehensive Plan and related ordinance provisions will need to be updated to reflect current requirements, including coastal resiliency, mature tree preservation or planting, and local website posting requirements. Commissioners also discussed the Planning Commission's role in recognizing Bay Act considerations during land use reviews.

UNFINISHED BUSINESS:

2. Comprehensive Plan Discussion

Vision

Goals

Implementation Matrix

- Ms. Odom continued the Comprehensive Plan discussion, including the plan revision schedule, draft outline, vision statement, goals, and implementation matrix. She noted that the anticipated June Town Council work session would likely need to be pushed back while staff continued work on demographics, existing conditions, draft text amendments, and mapping. Commissioner Voit stated that the Council discussed the worksession date as a place holder that could be modified. Commission members agreed. A potential joint worksession will be assessed for the August Commission meeting.
- The Commission reviewed the proposed structure and timeframe for the updated Comprehensive Plan, including whether to frame the plan through 2045 or 2050. Commissioners generally favored continuing with the 2045 timeframe and discussed possible title language, including “Full Stride to 2045.”
- The Commission participated in a visioning exercise focused on image, purpose, mission, and values. Key themes included Bowling Green as a thriving, welcoming, and historic small town; the heart of Caroline County; a hub for residents, businesses, visitors, and partnerships; and a community guided by historic character, safety, prosperity, transparency, environmental stewardship, and modern infrastructure.

3. Comprehensive Plan Next Steps

- Ms. Odom stated that she would continue refining the draft vision language and bring it back for additional Commission discussion at the next meeting. Commissioners were asked to retain their written comments on goals and implementation items so they can be revisited as each chapter is reviewed.
- Ms. Odom stated that she intended to bring the first two chapters, and possibly additional draft material, to the next meeting. She noted that edits would identify updates needed for legal compliance, improved wording, and revised demographic or background information.
- The Commission discussed long-term priorities, including mixed housing types, transportation safety for drivers, pedestrians, and cyclists, support for local businesses, major utility improvements, and low-impact recreation. Ms. Odom emphasized that the goal is to modernize the Comprehensive Plan, improve compliance, carry the vision through the document, and create a useful implementation section to guide future decisions, investments, and funding opportunities.

NEW BUSINESS:

- None.

REPORT OF THE ZONING ADMINISTRATOR:

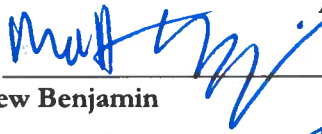
- None.

COMMISSION COMMENTS AND REPORTS:

- None.

ADJOURNMENT:

- Commissioner Jeff Voit motioned to adjourn the Planning Commission Meeting, seconded by Chair Benjamin. Following unanimous approval, the Planning Commission Meeting adjourned at 8:38 PM.

Chair: 
Matthew Benjamin

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

