



## TOWN OF BOWLING GREEN TOWN COUNCIL MEETING

### MINUTES

Thursday, November 07, 2024  
7:00 PM

#### **CALL TO ORDER AND ESTABLISHMENT OF QUORUM:**

- Mayor Gaines called to order at 7:00 PM, acknowledging the absence of council member Chinault. Following unanimous approval, quorum was established.

#### *Council Members Present:*

Honorable Mayor Mark Gaines, Vice-Mayor Valarie Coyle, Councilmember Jean Davis, Councilmember David Storke, Councilmember Jeff Voit, Councilmember Dan Webb, Councilmember Randy Hageman

#### *Staff Members Present:*

India Adams-Jacobs, Town Manager; J.C. LaRiviere, Director of Community Development; Tina Staples, Director of Finance; Jeff Gore, Town Attorney; Jamie Silveus, Inboden Environmental Services Operator; John Simmons, Inboden Environmental Services Chief Operating Officer

#### **CONSENT AGENDA:**

1. Work Session Minutes- October 3, 2024
  2. Regular Meeting Minutes- October 3, 2024
  3. Cancellation of December Town Council Meeting
- Mr. Voit motioned to adopt the consent agenda, seconded by Ms. Davis. The consent agenda was adopted unanimously by voice vote.

#### **RECONVENE IN OPEN SESSION:**

4. Proclamation for Mayor Mark Gaines
  - Vice-Mayor Coyle presented Mayor Mark Gaines with a proclamation of appreciation. Ms. Adams-Jacobs presented the Mayor with a plaque commemorating his eight years of service. The Mayor reflected on his history, and welcomed Mayor-elect Tina Gambill.
5. Recognition of Town Councilmembers
  - Town Manager Adams-Jacobs congratulated Councilmembers Coyle, Storke, Voit, and Chinault.
6. Recognition of CCPS International Teachers
  - The Town recognized and welcomed J-1 visa teachers for Caroline County Public Schools.

#### **STAFF REPORTS & PRESENTATIONS:**

7. Police Department Report

8. Public Works Report
9. Utilities Report, IES
  - Mr. Silveus discussed improvements to the waste plant, including reduced grease, and a resolved issue with grit. The Virginia Department of Health has requested additional compliance readings with well 1A.
  - Mr. Simmons introduced the need for a fats, oils, and grease (FOG) ordinance in the future.
10. Community Development Report
  - Mr. LaRiviere discussed the Short Term Rental ordinance, and collaborations with Department of Environmental Quality for the Chesapeake Bay Preservation Act.
11. Finance Director/Treasurer's Report
  - Ms. Staples provided updates for the transition to Southern Software, as well as this year's annual real estate, personal property tax, and Utility bills.
12. Town Manager's Report
  - Ms. Adams-Jacobs provided updates for the FY2022 audit process, the transition to Southern Software, the finalization of an RFP for the Planning and Design grant, execution of an agreement with CivicPlus for the updated Town website, and the completion of the lead and copper inventory. The Town Hall was power washed, and a new humidifier was installed. The Town Manager provided insights to the Virginia Department of Health regulatory process, and shared the 2024 Harvest Festival was the most successful in the past five years. Ms. Adams-Jacobs notified Council that the Christmas Parade will be held on December 14<sup>th</sup>.
13. Stantec Update, Bryant Mountjoy
  - Mr. Mountjoy presented updates from Stantec regarding the Planning & Design grant. He detailed progress on addressing elevated gross alpha radiation in the Town's wells and the use of packer testing to help identify water quality issues at specific depths and guide future well construction. Mr. Mountjoy also reported that the Town's groundwater withdrawal permit application received draft approval, increasing the annual limit to 90.7 million gallons. New permit conditions include well replacements, pump adjustments, and water conservation measures. The council discussed timelines, and funding strategies
  - Mr. Voit requested sooner access to technical reports to better engage with future updates.

**PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL**

- Ms. Sandra Pelter provided comments regarding a zoning discrepancy.
- Ms. Jessica Beale introduced the Town's application to the Virginia Main Street Program, pursuing the Mobilizing Main Street status until recently applying as Bowling Green Economic Partnership.
- Ms. Bonnie Cannon expressed safety concerns regarding streetlight outages in the Town, exacerbated by trick or treaters on Halloween. Ms. Cannon suggested performing a study to rout 18-wheelers around the Town.

**PUBLIC HEARINGS:**

14. Short-Term Rentals (STR) & Accessory Dwelling Units (ADU) Ordinance
  - Mr. LaRiviere led a presentation on the Short-Term Rental Ordinance. The process began in June when the Council referred the matter to the Planning Commission, which held multiple meetings, conducted public hearings, and ultimately recommended the ordinance for Council approval. The ordinance includes requirements for STR registration, emergency contact provisions, and transient occupancy tax compliance. It

also establishes regulations for ADUs, including size limits and integration into existing zoning. Key discussions focused on zoning impacts, utility connections for ADUs, and the potential for non-conforming uses if the ordinance is amended.

- Town resident Mickey Tingle voiced support for the proposed ordinance.

#### **MEMBER COMMENTS:**

- Vice-Mayor Coyle applauded the Harvest Festival's success.
- Mr. Storke discussed how street light outages were handled in the past.
- Mr. Voit commented on the Harvest Festival and Halloween, and discussed the upcoming veteran's ceremony, tree lighting, and Christmas Parade.

#### **NEW BUSINESS:**

15. Regional Planning Area (RPU) Appointment, India Adams- Jacobs, Town Manager

- To remain in state compliance, Ms. Adams-Jacobs is appointed as RPU. After a motion from Mr. Webb, seconded by Ms. Coyle, the motion was passed with unanimous approval.

16. Mobilizing Main Street Resolution Approval, BGEP

- Members of the community are collaborating with the Town Manager to pursue the Virginia Main Street Mobilizing Main Street grant program. "Bowling Green Economic Partnership" was chosen to operate under for the application. Mr. Webb motioned to approve the Resolution, seconded by Ms. Coyle. Following unanimous support from Council, the Resolution was approved.

17. Short-Term Rentals & Accessory Dwelling Unit Ordinance, J.C. LaRiviere, Director of Community Development & Partnerships

- Mr. Webb motioned to adopt the ordinance, seconded by Mr. Storke. The ordinance was adopted after unanimous approval.

#### **CLOSED SESSION:**

I MOVE that this meeting reconvene in a closed meeting for the purposes of:

- A discussion or consultation with legal counsel, staff members and/or consultants pertaining to actual or probable litigation, specifically regarding data privacy and security matters pursuant to Virginia Code Section 2.2-3711 (A)(7).

#### **ADJOURNMENT:**

- Honorable Mayor Gaines initiated a certification, role call was held, with all members present certifying. Upon motion to adjourn from Mr. Hageman with unanimous approval from council, the meeting was adjourned at 8:57 PM.