



**TOWN OF BOWLING GREEN  
PLANNING COMMISSION MEETING**

**A G E N D A**

**Monday, November 18, 2019  
6:00 PM**

**ROLL CALL AND DETERMINATION OF A QUORUM:**

1. Introduction and welcome of newly appointed member

**NEW BUSINESS:**

2. Text Amendment to R-1 Special Use
3. ZP-2019-027 Special Use Permit Application

**UNFINISHED BUSINESS:**

4. Final Review of Comp Plan Citizen Advisory Committee

**INFORMATIONAL ITEMS:**

5. Commission Bylaws review

**ADJOURNMENT**



**TOWN OF BOWLING GREEN  
PLANNING COMMISSION MEETING  
AGENDA ITEM REPORT**

**AGENDA ITEM:** Introduction and welcome of newly appointed member

**ITEM TYPE:** Informational

**PURPOSE OF ITEM:** Information Only

**PRESENTER:** Jeff Voit, Chairman

**PHONE:** (804) 633-6212

**BACKGROUND / SUMMARY:**

At its November meeting, Council unanimously appointed Ms. Lisa Gattie to the Planning Commission. Her term begins immediately runs through Dec. 31, 2022.

Lisa has been a Bowling Green resident for 15 years; she currently lives on Maury Ave.

**ATTACHMENTS:**

None.

**REQUESTED ACTION:**

None.



## TOWN OF BOWLING GREEN PLANNING COMMISSION MEETING AGENDA ITEM REPORT

**AGENDA ITEM:** Text Amendment to R-1 Special Use

**ITEM TYPE:** Action Item

**PURPOSE OF ITEM:** Decision - By Motion

**PRESENTER:** Andrea Erard, Town Attorney

**PHONE:** (804) 633-6212

### **BACKGROUND / SUMMARY:**

Interest has been expressed by the public to allow light impact business activity in certain residential areas. Staff recommends a text amendment to the R-1 zoning that would allow for such activity by Special Use Permit.

At its Nov. 7<sup>th</sup> meeting, Council referred the matter to Planning Commission for review.

### **ATTACHMENTS:**

Proposed text amendment.

### **REQUESTED ACTION:**

Schedule Public Hearing for Dec. 16<sup>th</sup> Planning Commission meeting.

Proposed Text Amendment to R-1

**Section 3-116. Special uses.**

(a) The following uses are permitted when authorized by the Town Council of Bowling Green after a recommendation from the Planning Commission:

- (1) Guest rooms.
- (2) Family care homes.
- (3) Two-family dwellings created by conversion of an existing single-family dwelling into a two-family dwelling.
- (4) Day-care center.
- (5) Bed and Breakfast Establishment.
- (6) Mixed Use Development - a residential use and a business use that is compatible with the neighborhood.



**TOWN OF BOWLING GREEN  
PLANNING COMMISSION MEETING  
AGENDA ITEM REPORT**

**AGENDA ITEM:** ZP-2019-027 Special Use Permit Application

**ITEM TYPE:** Action Item

**PURPOSE OF ITEM:** Decision - By Motion

**PRESENTER:** Andrea Erard, Town Attorney

**PHONE:** (804) 633-6212

**BACKGROUND / SUMMARY:**

Ms. Pam Weldon, 333 N. Main St., has applied for a Special Use Permit to allow for mixed use development on her property pursuant to the pending text amendment. Legal counsel has advised that the Public Hearings can be run in tandem, with action on each item being taken separately.

**ATTACHMENTS:**

ZP-2019-027 – Weldon, 333 N. Main St. – Special Use Permit

**REQUESTED ACTION:**

Schedule Public Hearing for Dec. 16<sup>th</sup> Planning Commission meeting.



**Type of Permit**

Please check appropriate box(s)

Residential  Commercial

- |  |  |
|--|--|
| <input type="checkbox"/> Single Family   | <input type="checkbox"/> Alteration  |
| <input type="checkbox"/> Multi-Family No. of units _____   | <input type="checkbox"/> Reroof  |
| <input type="checkbox"/> Addition Specify _____  | <input type="checkbox"/> Remodeling  |
| <input type="checkbox"/> Accessory Building Less Than 100 Feet Specify _____   | <input type="checkbox"/> Accessory Building More Than 100 Feet Specify _____ |
| <input type="checkbox"/> Commercial/Industrial Structure   | <input type="checkbox"/> Verification of Non-Conforming Use                  |
| <input type="checkbox"/> Sign Permit 30 FT or Less Specify _____   | <input type="checkbox"/> Sign Permit More Than 30 FT Specify _____           |
| <input type="checkbox"/> Zoning Certification Letter   | <input type="checkbox"/> Modification/Variance Specify _____                 |
| <input type="checkbox"/> Special Use Permit ( <i>Property Owner Notification Required</i> ) Specify _____  | <input type="checkbox"/> Administrative Appeal Specify _____                 |
| <input checked="" type="checkbox"/> Other Specify <u>Concurrently apply for text amendment to allow mixed-use by Special Use Permit in R-1 and apply for a Special Use Permit for mixed-use to operate an antique store in existing house.</u> |  |

**Water and Sewer**

What is your water supply source?

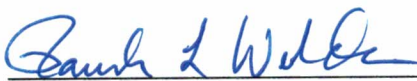
What is your sewage disposal source?

Municipal  Private Well  Municipal  Septic Tank

**Certification by Owner/Applicant**

I certify that I have the authority to make the foregoing application, that the information given is correct, including any attached plans or drawings, and that all construction will conform with all applicable state, county, and town laws, ordinances, and regulations with regard to zoning, health and building. Failure to do so will automatically render this permit invalid. I understand that two copies of a plot plan (or a plan for signs) must be submitted with this application, that construction requires a building permit Issued by the Caroline County Building Official, that a separate application must be made for water & sewer connections, and that all contractors must register with the Town prior to commencing work. I agree to repair any damages to sidewalks, streets, and utilities caused during this construction. I agree to pay an inspection deposit and notify the Zoning Administrator within ten (10) days of completion of the work for an inspection and issuance of Certificate of Zoning Compliance. Failure to do so may result in the forfeiture of the inspection deposit which in no way relieves me of any obligation to comply with all Town requirements. Land may be used or occupied, and buildings structurally altered or erected may be used or changed in use, only after the Certificate of Zoning Compliance is issued.

11/06/2019  
Date

  
Owner/Applicant Signature

**\*\* FOR TOWN USE ONLY \*\***

<u>Refer to Planning Commission</u>	<input type="checkbox"/>	Yes		<input type="checkbox"/>	No
<input type="checkbox"/> Recommend Approval	<input type="checkbox"/>	Recommend Disapproval	Date _____		
<u>Refer to Town Council</u>	<input type="checkbox"/>	Yes		<input type="checkbox"/>	No
<input type="checkbox"/> Approved	<input type="checkbox"/>	Disapproved	Date _____		
<u>Refer to Director of Public Works</u>	<input type="checkbox"/>	Yes		<input type="checkbox"/>	No
<input type="checkbox"/> Recommend Approval	<input type="checkbox"/>	Recommend Disapproval	Date _____		
<u>Zoning Administrator</u>	<input type="checkbox"/>	Approved		<input type="checkbox"/>	Disapproved
<input type="checkbox"/> Approved with Conditions (See Attached)				Fee Paid \$	<u>750.00</u>
_____ Zoning Administrator Signature			_____ Date		

**CERTIFICATE OF ZONING COMPLIANCE**

The building, its proposed use, or the use of the land, as described in the above application and permit complies with the provisions of Chapter 126 (Zoning) of the Code of the Town of Bowling Green and any applicable conditions.

\_\_\_\_\_  
Zoning Administrator Signature

\_\_\_\_\_  
Date

**REMINDER!!**

Issuance of this permit does not mean work can begin. Permits must be obtained from the Caroline County Building Official and possibly (depending on the scope of the work) Virginia Department of Transportation (VDOT) and the Health Department or Department of Environmental Quality (DEQ). It is the responsibility of the owner/applicant to check with these agencies to ensure all permits are obtained before beginning work.



**ADJACENT PROPERTY OWNERS**

The following are all of the individuals, firms, or corporations owning property adjacent to both sides and rear, and the property in front of (across the street from) the property for which a Special Use Permit is requested. **All adjacent property owner information is required to be accurate and complete before the application can be accepted.**

**NAME**

**STREET ADDRESS**

1) \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

2) \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

3) \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

See Attached

4) \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

5) \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

6) \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

7) \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

8) \_\_\_\_\_  
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12) \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

13) \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

14) \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

15) \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

# CAROLINE COUNTY

**INSERT 43A1**

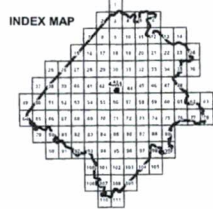
Last Updated 2/7/2018



Map information is believed to be accurate, but accuracy is not guaranteed. Any errors or omissions should be reported to Caroline County. In no event will the County be liable for any damages or other pecuniary loss that may arise from the use of this data.



- LEGEND**
- County Boundary
  - 42 Lots
  - Inserts Adjacent Maps Lots
  - Streams
  - Fire Stations
  - Roads
  - Sections / Blocks
  - Water Bodies
  - Schools



\* = Applicants Property  
 • = Neighboring Property to receive Notice of Application



**TOWN OF BOWLING GREEN  
TOWN COUNCIL MEETING  
AGENDA ITEM REPORT**

**AGENDA ITEM:** Final Review of Comp Plan Citizen Advisory Committee

**ITEM TYPE:** Presentation

**PURPOSE OF ITEM:** Decision - By Motion

**PRESENTER:** Jeff Voit, Chairman

**PHONE:** (804) 633-6212

**BACKGROUND / SUMMARY:**

**ATTACHMENTS:**

**REQUESTED ACTION:**

Review and finalize charter and appointment of committee members.

## Bowling Green Planning Commission Advisory Committee

### Purpose

1. To aid the Bowling Green Planning Commission in the updating of the Comprehensive Plan into a robust and competitive layout for future growth and development.
2. To draw diverse points of view from the committee as well as any invited speakers in order to create an inclusive dialog in order to gather as much data as possible.
3. To aid in the planning of ideas for the implementation of Bowling Green Comprehensive Plan, including Future Land Use, Capital Improvements Projects, and other initiatives for development.

### Organization

This Committee is to consist of a selection of individuals with a vested interest in the growth of Bowling Green whether that be as a resident, property owner, or business owner. Potential members have been discussed by the Planning Commission and efforts have been made to contact individuals that crossover into multiple paths of town integration. The final selection/appointment to this committee is yet to be concluded.

### Scheduling

Due to the effort to gather a diverse snapshot of the community, it will be necessary to open a dialog with the members themselves in order to setup a proper meeting schedule. Their needs and availability will determine the time, length, and number of required meetings to complete the objectives outlined later in this document.

### Format

The meetings will be held at Town Hall based on availability and scheduling with a setup similar to regular committee meetings. They will be conducted as worksessions, presided over by the Chairman of the Planning Commission. Each objective will be discussed as a working topic in order. When applicable there may be speakers invited to give data over specific issues. Public comment is not intended at this time, though later a joint meeting between this committee and the Planning Commission may open the floor to a larger public involvement.

## Objectives

The following is each main topic of discussion followed by its relevant Comprehensive Plan chapter and brief notes.

### 1. Vision (introduction, pg 12)

What are Bowling Green's strengths and weaknesses. Where do we see these leading the town in the future? Of the parts of that future we wish to change, how is it that we want to shape Bowling Green to do so?

### 2. Transportation (chap 6, pg 53)

A multi point discussion to be had regarding the development of our sidewalks, streets, bike paths, parking, the bypass, and commuting.

### 3. Community Facilities (chap 7, pg 59)

Discussion of current publicly owned land and facilities from the viewpoint of what should be done to strengthen or expand the services offered by such land. This topic will also include consideration of the capital improvement plan.

### 4. Historic Resources (chap 8, pg 65)

The town is rich in history in essence and in physical property. Thought must be considered in how to align this property with the overall comprehensive plan. This consideration applies to property that has been deemed 'historic preservation' and property that has not.

### 5. Land Use (chap 9, pg 79)

The future land use map is a crucial tool for future development of the town. Aligning the needs of the locality with potential developers is necessary for overall growth. This discussion centers on developing a solution to achieve the best possible outcome for the future development of our locality, in tandem with the following section.

### 6. Strategies (chap 10, pg 79)

Topic for the consideration of all initiative prospects in order to garner the results desired above.

Other topics will almost certainly come up and will be added in to this overall agenda.



**TOWN OF BOWLING GREEN  
TOWN COUNCIL MEETING  
AGENDA ITEM REPORT**

**AGENDA ITEM:** Commission Bylaws review

**ITEM TYPE:** Presentation

**PURPOSE OF ITEM:** Discussion Only

**PRESENTER:** Jeff Voit, Chairman

**PHONE:** (804) 633-6212

**BACKGROUND / SUMMARY:**

Bylaws are reviewed annually and amended as needed.

**ATTACHMENTS:**

Bylaws – last reviewed Feb. 28, 2019

**REQUESTED ACTION:**

None.

TOWN OF BOWLING GREEN PLANNING COMMISSION

**BYLAWS\***

**TOWN OF BOWLING GREEN PLANNING COMMISSION**

ARTICLE 1

**OBJECTIVES**

- 1-1. This planning commission, re-established pursuant to an Ordinance enacted by the Town of Bowling Green Town Council on the 17th day of January, 2018, has adopted these subsequent Articles in order to clearly delineate its powers and duties in accordance with the provisions of the Code of Virginia, 1950, as amended.
- 1-2. The official title of this planning commission shall be the "Town of Bowling Green Planning Commission."

ARTICLE 2

**MEMBERS**

- 2-1. In accordance with the provisions of the Code of Virginia, 1950, as amended, the Town of Bowling Green Planning Commission shall consist of five (5) members, one member of the Bowling Green Town Council and four of which are appointed at-large by the Bowling Green Town Council. All commission members shall be residents of the Town of Bowling Green, qualified by knowledge and experience to make decisions on questions of community growth and development. At least one-half of the commission members must be owners of real property in the Town of Bowling Green.
- 2-2. After initial appointments, Commission member appointments shall be for a term of four years except that the Bowling Green Town Council representative shall serve a two year term. Vacancies on the Planning Commission shall be filled by the Town of Bowling Green Town Council for the unexpired term only.
- 2-3. Commission members may be removed for malfeasance in office.
- 2-4. All members of the planning commission shall serve with compensation in an amount specified by the governing body.

\* Adopted by the Bowling Green Planning Commission, January 28, 2019

## TOWN OF BOWLING GREEN PLANNING COMMISSION

### ARTICLE 3 OFFICERS AND THEIR SELECTION

- 3-1. The officers of the planning commission shall consist of a chairman and vice-chairman. The Town of Bowling Green Zoning Administrator shall serve as secretary and staff to the planning commission and may designate town staff or other consultants as needed for timely completion of assignments.
- 3-2. Nomination of officers shall be made from the floor at the regular January meeting each year. Election of officers shall follow immediately thereafter.
- 3-3. A candidate receiving a majority vote of the entire membership of the planning commission shall be declared elected and shall take office immediately and serve for one (1) year or until his successor shall take office.
- 3-4. Vacancies in office shall be filled immediately by regular election procedures.

### ARTICLE 4 DUTIES OF OFFICERS

- 4-1. The *chairman* shall be a citizen member of the commission and shall:
- 4-1-1. Preside at all meetings;
- 4-1-2. Appoint committees, special and/or standing;
- 4-1-3. Rule on all procedural questions subject to a reversal by a two-thirds [3/5] majority vote of the members present;
- 4-1-4. Be informed immediately of any official communication and report same at the next regular meeting; and
- 4-1-5. Carry out other duties as assigned by the governing body.
- 4-2. The *vice-chairman* shall be a citizen member of the commission and shall:
- 4-2-1. Act in the absence or inability of the chairman to act, and



## TOWN OF BOWLING GREEN PLANNING COMMISSION

- 4-2-2. Have the powers to function in the same capacity of the chairman in cases of the chairman's inability to act.
- 4-3. The *secretary* shall:
  - 4-3-1. Keep a written record of all business transacted by the commission;
  - 4-3-2. Notify all members of all meetings;
  - 4-3-3. Keep a file of all official records and reports of the commission;
  - 4-3-4. Certify all maps, records and reports of the commission;
  - 4-3-5. Serve notice of all hearings and public meetings;
  - 4-3-6. Attend to the correspondence of the commission as hereinafter prescribed;
  - 4-3-7. Keep a set of minutes as hereinafter prescribed;
  - 4-3-8. Prepare and be responsible for the publishing of advertisements relating to public hearings in compliance with the requirements of the Code of Virginia, 1950, as amended;
  - 4-3-9. Draft and sign all correspondence necessary for the execution of the duties and functions of the planning commission; and
  - 4-3-10. Communicate by telephone whenever necessary to accomplish communications that cannot be carried out as rapidly as required through direct correspondence. A record of such communication shall be kept and presented at the next meeting of the commission.
- 4-4. All official papers and plans involving the authority of the commission shall bear the signature of the chairman or vice-chairman together with the certification signed by the secretary and chairman.

TOWN OF BOWLING GREEN PLANNING COMMISSION

ARTICLE 5  
COMMITTEES, STANDING AND SPECIAL

- 5-1. Special Committees may be appointed by the chairman for purposes and terms approved by the commission.
- 5-2. All committees are appointed to more efficiently and expeditiously research and develop recommendations for the planning commission's consideration. No committee has authority to hold public hearings or to take final action on any matter. The planning commission has sole authority to act on those matters as permitted by the Code of Virginia, 1950, as amended and to make recommendations to the Bowling Green Town Council.
- 5-3. The Bowling Green Zoning Administrator shall serve as staff to each committee.

ARTICLE 6  
MEETINGS

- 6-1. Regular meetings of the commission shall be held on the third Monday of each month. When such regular meeting date is scheduled on a State designated holiday or the chairman declares that weather or other conditions are such that it is hazardous for members to attend the meeting, the meeting shall be held on the following Monday. All hearings and other matters previously advertised for such regular meeting shall be conducted at the continued meeting and no further advertisement is required.
- 6-1-1. The commission shall cause a copy of the yearly regular meeting schedule to be inserted in a newspaper having general circulation in the Town of Bowling Green at least seven days prior to the first meeting held pursuant to the adopted schedule.
- 6-2. Special meetings shall be called at the request of the chairman or at the request of two members. Such requests for special meetings shall be made to the Bowling Green Zoning Administrator who shall be responsible for notice of such meeting by mail to all members. Written notice of meetings shall be given to each member at least five (5) regular days in advance of a special meeting and shall state the purpose, time and place of the special meeting.
- 6-2-1. Written notice of a special meeting is not required if the time of the special meeting has been fixed at a regular meeting or if all members file a written waiver of notice.
- 6-3. Pursuant to the Virginia Freedom of Information Act, meetings, hearings, records, and accounts shall be open to the public.

\* Adopted by the Bowling Green Planning Commission, January 28, 2019

TOWN OF BOWLING GREEN PLANNING COMMISSION

- 6-4. A majority of the membership of the commission shall constitute a quorum and no action of the planning commission shall be valid unless authorized by a majority vote of those present and voting.
  
- 6-5. All documents, requests, applications, and forms of communication that require action by the Town of Bowling Green Planning Commission or review by a committee must be received fourteen (14) business days prior to the next scheduled meeting to allow for town staff processing and distribution to the members of the Town of Bowling Green Planning Commission and adequate time for review by the members prior to the meeting which they are scheduled for action. Items received less than fourteen (14) business days will be assessed by the Bowling Green Zoning Administrator for urgency and if not urgent, will be acknowledged as received at the next scheduled meeting and deferred for action until the following meeting.

ARTICLE 7  
ORDER OF BUSINESS

- 7-1. **ROLL CALL AND DETERMINATION OF A QUORUM:**
  
- 7-1.1 **PUBLIC HEARING:**
  
- 7-1.2 **APPROVAL OF THE MINUTES:**
  
- 7-1.3 **NEW BUSINESS:**
  
- 7-1.4 **REPORT OF THE ZONING ADMINISTRATOR:**
  
- 7-1.5 **UNFINISHED BUSINESS:**
  
- 7-1.6 **INFORMATIONAL ITEMS:**
  
- 7-1.7 **ADJOURNMENT:**

\* Adopted by the Bowling Green Planning Commission, January 28, 2019

## TOWN OF BOWLING GREEN PLANNING COMMISSION

- 7-2. Motions shall be restated by the chairman before a vote is taken. The names of persons making and seconding motions shall be recorded. All votes shall be recorded in the minutes as roll call votes.
- 7-3. Parliamentary procedure in commission meetings shall be governed by Robert's Rules of Order. The rules and procedures under Robert's Rules of Order may be waived or temporarily suspended on a designated matter by a majority vote of commission members present and voting.
- 7-3-1. These by-laws may be modified by a recorded two-thirds (3/5) vote of the entire membership.
- 7-4. The planning commission shall keep a set of minutes of all meetings and these minutes shall become public record.
- 7-4-1. The secretary shall cause a set of minutes for all regular, continued, and special meetings to be prepared.
- 7-4-2. The chairman shall sign all minutes and at the end of the year shall certify that the minutes of the preceding year are a true and correct copy of same.

### ARTICLE 8 HEARINGS

- 8-1. The planning commission shall hold public hearings as required by the Code of Virginia, 1950, as amended.
- 8-2. Notice of such hearings shall be published in accordance with the requirements of the Code of Virginia, 1950, as amended.
- 8-3. The matter before the commission shall be summarized by the chairman, and parties in interest shall have the privilege of the floor. No record or statement shall be recorded, or sworn to, as evidence for any court of law without notice to the parties in interest.
- 8-4. A record shall be kept of those speaking before the hearing.

TOWN OF BOWLING GREEN PLANNING COMMISSION

ARTICLE 9  
**DUTIES OF THE COMMISSION**

- 9-1. To effectuate the duties and powers of a local planning commission under the Code of Virginia, 1950, as amended, the Bowling Green Planning Commission shall:
- 9-1-1. Exercise general supervision of, and make regulations for, the administration of its affairs;
- 9-1-2. Prescribe rules pertaining to its investigations and hearings;
- 9-1-3. Supervise its fiscal affairs and responsibilities, under rules and regulations as prescribed by the Bowling Green Town Council;
- 9-1-4. Keep a complete record of its proceedings; and be responsible for the custody and preservation of its papers and documents;
- 9-1-5. Make recommendations in an annual report to the Bowling Green Town Council concerning the operation of the Bowling Green Planning Commission and the status of planning within its jurisdiction;
- 9-1-6. Prepare, publish and distribute reports, ordinances and other material relating to its activities;
- 9-1-7. Prepare and submit an annual budget request in the manner prescribed by the Bowling Green Town Council; and
- 9-1-8. Establish advisory committees, if deemed advisable.
- 9-2. The commission shall perform those duties and functions as requested by the Bowling Green Town Council and as required by the Code of Virginia, 1950, as amended which shall include but not be limited to the following:
- 9-2-1. Prepare and recommend a comprehensive plan for the physical development of the Town of Bowling Green. In the preparation of the comprehensive plan, the commission shall make careful and comprehensive surveys and studies of the existing conditions and trends of growth, and of the probable future requirements of its land and citizens;
- 9-2-2. Review and determine whether any requested amendment to the adopted Town of Bowling Green zoning map is substantially in accord with the adopted comprehensive plan and communicate its findings to the Bowling Green Town Council;

## TOWN OF BOWLING GREEN PLANNING COMMISSION

- 9-2-3. Review and consider all additions and modifications to the official zoning map referred by the Bowling Green Town Council which shall be acted upon within ninety (90) days of referral;
- 9-2-4. Prepare and recommend any amendment to the subdivision ordinance and transmit it to the Bowling Green Town Council;
- 9-2-5. Prepare and revise annually a capital improvement program based on the comprehensive plan. The commission shall submit the program annually to the Bowling Green Town Manager at such time as the Town Manager directs;
- 9-2-6. Review and make recommendations on applications for special exceptions, and when deemed necessary, on appeals and applications for special permits filed with the Board of Zoning Appeals (BZA);
- 9-2-7. Review and make recommendations on preliminary and final development plans; and
- 9-2-8. Approve or disapprove the general or approximate location, character and extent of streets, parks or other public areas, public buildings, public structures, public utilities, or public service corporations, other than railroads, whether publicly or privately owned.

### ARTICLE 10 EDUCATION REQUIREMENTS

- 10-1. All appointees to the Town of Bowling Green Planning Commission are required to attend and successfully complete a Planning Commissioners Course. The appointee will make every attempt to attend the course in the first year of the appointed term. Should class schedule, funding, or personal circumstances prevent attendance in the first year, the class will be completed as soon as possible.
- 10-2. The Chairman of the Town of Bowling Green Planning Commission shall identify all educational requirements for the upcoming budget year and provide the request for funds to the Town Manager during the budget development cycle. Other educational opportunities that will benefit the town planning process may be identified by the Chairman of the Town of Bowling Green Planning Commission and appropriate approvals and funding will be requested from the governing body or projected for the next budget cycle.