



**TOWN OF BOWLING GREEN
PLANNING COMMISSION MEETING**

A G E N D A

**Monday, July 20, 2020
6:00 PM**

ROLL CALL AND DETERMINATION OF A QUORUM:

PUBLIC COMMENT:

PUBLIC HEARING:

- [1.](#) ZP-2020-0019 - Text Amendment to B-1 Special Uses

APPROVAL OF THE MINUTES:

- [2.](#) Minutes June 15 and 22, 2020

NEW BUSINESS:

- [3.](#) Schedule Public Hearing for ZP-2020-0020 - Application for Special Use Permit at 133 Courthouse Lane

REPORT OF THE ZONING ADMINISTRATOR:

4. iWorQ Update - Melissa Lewis

UNFINISHED BUSINESS:

5. Future Use Map Update - Jo-Elsa Jordan and Chairman Voit

INFORMATIONAL ITEMS:

COMMISSION COMMENTS AND REPORTS:

ADJOURNMENT

The Bowling Green Planning Commission will conduct a public hearing on Monday July 20, 2020 at 6:00 PM in the Bowling Green Town Hall, 117 Butler Street. The purpose of the hearing is for the Planning Commission to receive public comment on and consider **Ordinance Number O-2020-003 – to amend Section 3-136 Special Uses in the B-1 Business Zoning District**. The purpose of this ordinance is to amend the Bowling Green Town Code Zoning Ordinance by adding verbiage to allow for business similar to that of an auto repair shop to Section 3-136 - Special uses in B-1 zoning district.

ZP 2020-0019

*****This permit shall be posted in a conspicuous place*****

PREVIOUS EDITIONS OF THE
FORM ARE OBSOLETE

FORM REVISED:
28 April 2008



Town of Bowling Green Zoning Permit Application

Application is hereby made for a Zoning Permit, and Certificate of Zoning Compliance, in accordance with the description and for the purpose hereinafter set forth. This application is made subject to all local and state laws and ordinances, which are hereby agreed to by the undersigned, and which shall be deemed a condition entering into the exercise of this permit.

Owner

T&M Lewis Inc	804-445-3951
Name	Daytime Telephone Number
P.O. Box 791 Bowling Green Va 22427	
Mailing Address	

Applicant/Builder

Timothy Lewis	804-445-3951
Name	Daytime Telephone Number
☒ Same as owner	
Mailing Address	

Property Information

43A2 8 2B	B-1
43A2 8 3	
43A2 9 C	
Tax Map/Parcel Number	Existing Use/Zoning
133 Courthouse Lane	
Address/Location (use street names)	
Commercial Building	
Existing Structures (number and type)	

Type of Permit

Please check appropriate box(s)

☐**Residential**☒**Commercial**☐

Single Family

☐

Alteration

☐

Multi-Family

No. of units _____

☐

Reroof

☐

Addition

Specify _____

☐

Remodeling

☐

Accessory

Building Less

Than 100 Feet Specify _____

☐

Accessory

Building More

Than 100 Feet Specify _____

☐

Commercial/Industrial Structure

☐

Verification of Non-Conforming Use

☐

Sign Permit

30 FT or Less Specify _____

☐

Sign Permit

More Than 30 FT Specify _____

☐

Zoning Certification Letter

☐

Modification/Variance

Specify _____

☐Special Use Permit (*Property Owner Notification Required*)

Specify _____

☐

Administrative Appeal

Specify _____

☒Other Specify Zoning Ordinance Text Amendment**Water and Sewer**

What is your water supply source?

☒**Municipal**☐**Private Well**☐**Municipal**☒**Septic Tank**

What is your sewage disposal source?

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.

6/12/2020

Date

Timothy H. Lewis

Owner/Applicant Signature

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

Refer to Planning Commission

☒

Yes

☐

No

☐

Recommend Approval

☐

Recommend Disapproval

Date _____

Refer to Town Council

☐

Yes

☐

No

☐

Approved

☐

Disapproved

Date _____

Refer to Director of Public Works

☐

Yes

☐

No

☐

Recommend Approval

☐

Recommend Disapproval

Date _____

Zoning Administrator

☐

Approved

☐

Disapproved

☐

Approved with Conditions (See Attached)

Fee Paid \$ 500.00

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.

Proposed text amendment to B-1 Zoning

Section 3-135. Permitted accessory uses. (Reserved)

Section 3-136. 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) Gasoline filling stations for the servicing of and making minor repairs to motor vehicles (when in a completely enclosed structure); public garages for storage and repair of motor vehicles (when in completely enclosed structure).~~

(1) Commercial service and light industrial uses that are primarily of a non-retail character, some of which require outdoor storage or activity areas. Typical uses include gasoline filling stations, small-scale light assembly operations, motor vehicle repair, equipment rental and storage yards, small-scale warehousing and distribution, and “workshop” type commercial land uses (e.g., welding and cabinet shops). Activity and storage are to be conducted in a completely enclosed structure or properly screened outdoor area.

**TOWN OF BOWLING GREEN
PLANNING COMMISSION, ECONOMIC DEVELOPMENT AUTHORITY & LANDOWNERS
FUTURE USE MAP COLLABORATIVE MEETING
MINUTES**

JUNE 22, 2020

CALL TO ORDER AND QUORUM ESTABLISHED:

Chairman, John Lane called the meeting to order at 6:07 PM and noted that a quorum of the EDA board was present.

Chairman, Voit called the meeting to order at 6:07 PM and noted that a quorum of the Planning Commission was present.

EDA MEMBERS PRESENT: Chairman John Lane, Jean Davis, David Storke, Donny Cutlip and Dan Webb.

EDA MEMBERS ABSENT: Glenn McDearmon

PLANNING COMMISSION MEMBERS PRESENT: Jeff Voit, Planning Commission Chairman, Valarie Coyle, and Lisa Gattie.

PLANNING COMMISSION MEMBERS ABSENT: Armando Flores and Arthur Wholey.

OTHERS PRESENT: Reese Peck, Town Manager, Jo-Elsa Jordan, Economic Development Coordinator, Mike Manns and Bern Mahon.

NEW BUSINESS: Future Use Map collaborative meeting with Planning Commission, EDA and landowners along the Rt. 301 Commercial Corridor.

Various ideas were proposed, and staff was directed to produce a draft map that reflected the proposed changes.

ADJOURNMENT:

There being no further business to come before the Authority, Chairman Lane adjourned the meeting at 7:12 p.m.

There being no further business to come before the Commission, Chairman Voit adjourned the meeting at 7:12 p.m.

**TOWN OF BOWLING GREEN
PLANNING COMMISSION MEETING**

M I N U T E S

**Monday, June 15, 2020
6:00 PM**

ROLL CALL AND DETERMINATION OF A QUORUM:

Chairman Voit established that a physical quorum was present.

Motion made by Commissioner Flores, Seconded by Vice Chairperson Gattie to allow for telephonic participation.

Voting Yea: Chairman Voit, Vice Chairperson Gattie, Commissioner Flores, Commissioner Coyle

Commissioner Wholey stated he was in Caroline County at a work site and could not attend in person.

PRESENT

Chairman Jeff Voit

Vice Chairperson Lisa Gattie

Commissioner Armando Flores

Commissioner Arthur Wholey

Commissioner Valarie Coyle

PUBLIC COMMENT:

None

PUBLIC HEARING: None

APPROVAL OF MINUTES:

1. March 9, 2020 Minutes

Motion made by Commissioner Coyle, Seconded by Vice Chairperson Gattie to approve the March 9, 2020 minutes.

Voting Yea: Chairman Voit, Vice Chairperson Gattie, Commissioner Flores, Commissioner Wholey, Commissioner Coyle

NEW BUSINESS:

Text Amendment Application - 133 Courthouse Lane

Motion made by Vice Chairperson Gattie, Seconded by Commissioner Flores to published the proposed text amendment to B-1 Zoning Section 3-136, Special Uses.

Voting Yea: Chairman Voit, Vice Chairperson Gattie, Commissioner Flores, Commissioner Wholey, Commissioner Coyle

REPORT OF THE ZONING ADMINISTRATOR: Reese Peck

Reese Peck briefed the commission on a new on-line system that will go live in July that will allow the public to view zoning permits and zoning violation from the Town's website. Additionally, people will be also be able to apply for their zoning permits online.

UNFINISHED BUSINESS: Future Use Map

Chairman Voit briefed the Commission on the upcoming June 22nd meeting with the EDA on the Comprehensive Plan's Future Use Map.

INFORMATIONAL ITEMS:

GWRC 2050 Long Range Transportation Plan

The Commission received the GWRC 2050 Long Range Transportation Plan.

COMMISSION COMMENTS AND REPORTS:

Commissioner Coyle requested that the Town follow-up with the County on the proposed Property Maintenance MOU.

Vice Chairperson Gattie noted that one of the houses on Broaddus Ave. needed the grass to mowed.

ADJOURNMENT

Motion made by Commissioner Flores, Seconded by Commissioner Coyle to contine the Commission meeting until June 22,2020.

Voting Yea: Chairman Voit, Vice Chairperson Gattie, Commissioner Flores, Commissioner Wholey, Commissioner Coyle

The Bowling Green Planning Commission will conduct a public hearing on Monday August 17, 2020 at 6:00 PM in the Bowling Green Town Hall, 117 Butler Street. The purpose of the hearing is for the Planning Commission to receive public comment on and consider **ZP- 2020-020 – WH Holdings LLC - Application for Special Use Permit to allow for operation of a business conducting commercial service and light industrial activities in the B-1 Business Zoning District.** The purpose of this Special Use Permit is to allow WH Holdings, LLC to conduct commercial HVAC project management and associated daily activities with occasional welding and fabrication at 133 Courthouse Lane. The Planning Commission will refer these matters to Town Council with its recommendation after the hearing. All those wishing to comment on these matters can come to the hearings and be heard.

A. Reese Peck
Zoning Administrator

ZP - 2020-0020

****This permit shall be posted in a conspicuous place****

PREVIOUS EDITIONS OF THE
FORM ARE OBSOLETE

FORM REVISED:
28 April 2008



Town of Bowling Green Zoning Permit Application

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Owner

WH Holdings, LLC

540-940-4077

Name

Daytime Telephone Number

329 A Wallace Lane, Fredericksburg, Va 22408

Mailing Address

Applicant/Builder

Arco Construction, Inc.

540-710-6944

Name

Daytime Telephone Number

☐

Same as owner 329 A Wallace Lane, Fredericksburg, Va 22408

Mailing Address

Property Information

43A2-8-3, 43A2-9-C + 43A2-8-2B B1

Tax Map/Parcel Number

Existing Use/Zoning

133 Courthouse Lane, Bowling Green, Virginia

Address/Location (use street names)

1, Main Office and shop, 2 wooden storage buildings, 1 cinder block structure

Existing Structures (number and type)

• 5050-0050 •

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)	Edith C Taylor	0 Courthouse lane
	Mailing Address: P.O. Box 169 Bowling Green Va 22427	
2)	James Morris Jr	125 Travis St
	Mailing Address: 125 Travis St Bowling Green, VA 22427	
3)	Susie Hicks	127 Travis St Lot 13
	Mailing Address: P.O. Box 225 Bowling Green, VA 22427	
4)	Susie Hicks	127 Travis St Lot 14
	Mailing Address: P.O. Box 225 Bowling Green, VA 22427	
5)	BG VFD	130 Courthouse lane
	Mailing Address: 130 Courthouse lane Bowling Green, VA 22427	
6)	Bowling Green Town Hall	117 Butler St
	Mailing Address: Bowling Green, VA 22427	
7)		
	Mailing Address:	
8)		
	Mailing Address:	
9)		
	Mailing Address:	
10)		
	Mailing Address:	
11)		
	Mailing Address:	
12)		
	Mailing Address:	
13)		
	Mailing Address:	
14)		
	Mailing Address:	
15)		
	Mailing Address:	

Type of Permit

Please check appropriate box(s)

☐**Residential**☒**Commercial**☐ Single Family☐ Alteration☐ Multi-Family No. of units _____☐ Reroof☐ Addition Specify _____☐ Remodeling☐ Accessory Building Less Than 100 Feet Specify _____☐ Accessory Building More Than 100 Feet Specify _____☐ Commercial/Industrial Structure☐ Verification of Non-Conforming Use☐ Sign Permit 30 FT or Less Specify _____☐ Sign Permit More Than 30 FT Specify _____☐ Zoning Certification Letter☐ Modification/Variance Specify _____☒ Special Use Permit (*Property Owner Notification Required*) Specify Welding Operation in B-1 Zoning☐ Administrative Appeal Specify _____☐ Other Specify _____**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.

7-15-2020

Date

Audrey J Hawkins Anthony R Wages

Owner/Applicant Signature

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

Refer to Planning Commission

☐

Yes

☐

No

☐

Recommend Approval

☐

Recommend Disapproval Date _____

Refer to Town Council

☐

Yes

☐

No

☐

Approved

☐

Disapproved

Date _____

Refer to Director of Public Works

☐

Yes

☐

No

☐

Recommend Approval

☐

Recommend Disapproval Date _____

Zoning Administrator

☐

Approved

☐

Disapproved

☐

Approved with Conditions (See Attached)

Fee Paid \$ _____

Zoning Administrator Signature

Date

CERTIFICATE OF ZONING COMPLIANCE

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Zoning Administrator Signature

Date

REMINDER!!

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Caroline County, Virginia

Legend

County Boundary

Parcels

Roads (12,000)

Interstate

US Highway Primary

State Highway Primary

Secondary

Secondary - 0

Null

Roads - Back (12,000)

Interstate

US Highway Primary

State Highway Primary

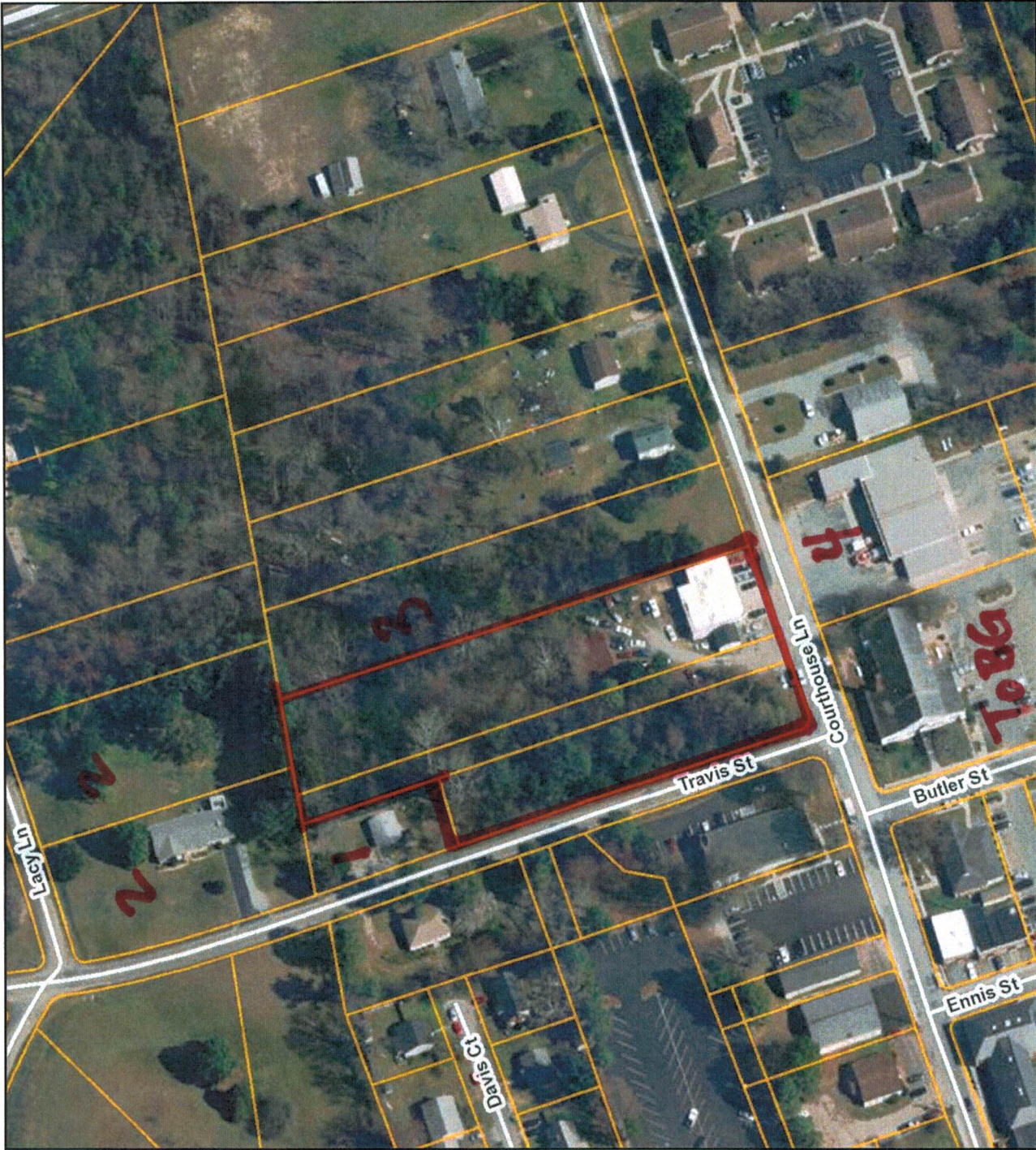
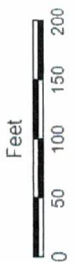
Secondary

Secondary - 0

Null

Road Labels

Map printed from Caroline
<http://caroline.mapsdirect.net/>



Title:

Date: 7/15/2020

DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and Caroline County is not responsible for its accuracy or how current it may be.

2807



4
4



329A Wallace Ln.
Fredericksburg, Va. 22408
Virginia Class A General Contractors License, Master HVAC and Master Gas License
540-710-6944

To: Town of Bowling Green
Date: 7-15-2020
RE: Use of Premises at 133 court house road Bowling Green, Va

To Whom It May Concern:

Arco Construction, Inc. if approved, will occupy the above addressed building. We will be performing Commercial HVAC project management, Estimation, daily company management as required. There operations will mainly take place in the office areas and main lobby.

We are a Commercial construction firm installing HVAC, and various piping systems on locations in central, Northern Virginia as well as Metro Washington DC area. These services are provided at the Job Site location.

On very limited occasions (in 2019 we were fabricating for only 2 ½" weeks) we will pre-fabricate piping to size then transport to the jobsite for installation.

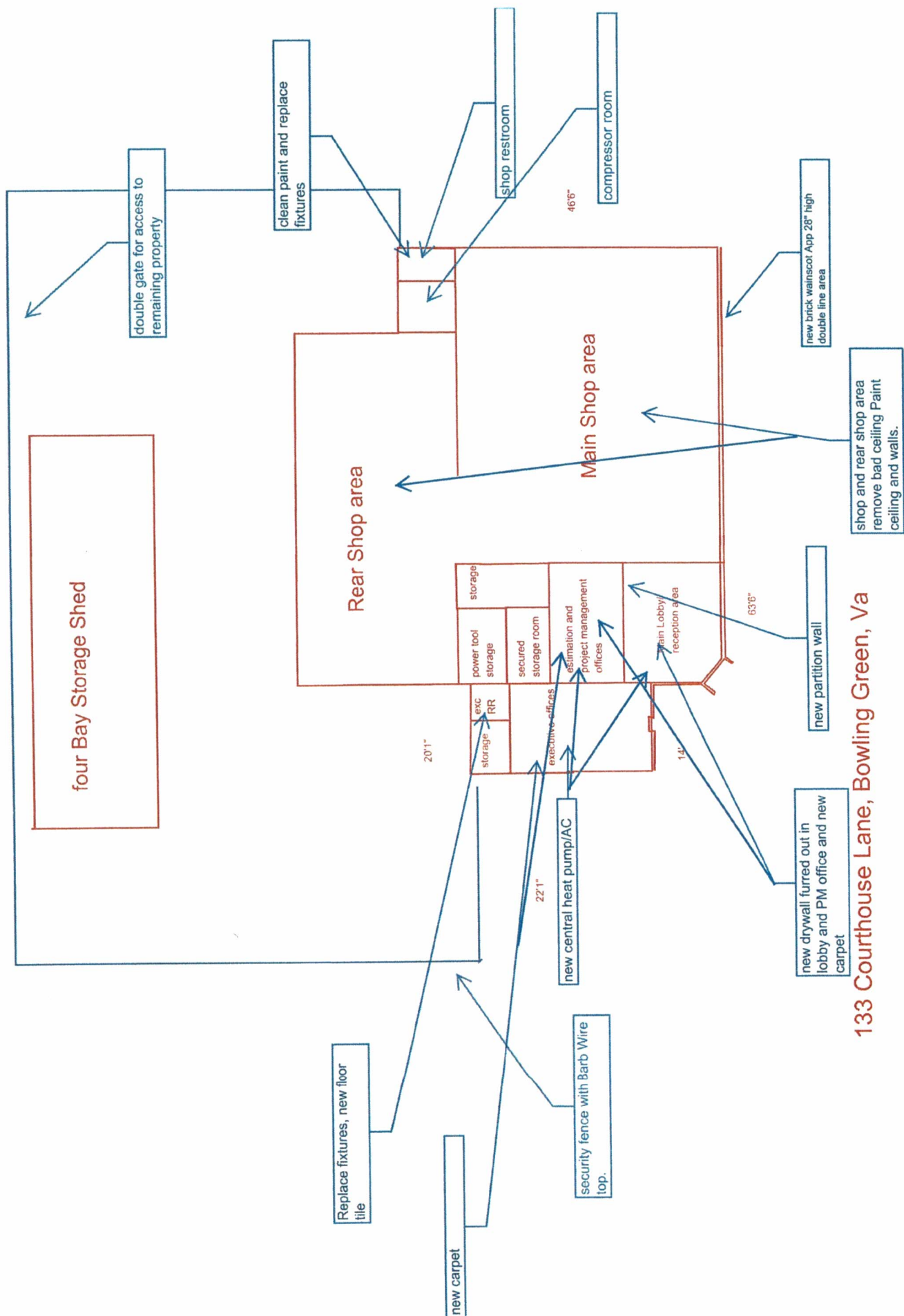
It is our intention to use the shop and rear shed to store and maintain our equipment as well as material storage sand occasionally pre-fabricate pipe spools. Our Vehicles will be coming into the gated area to pick up the material and construction equipment to take to the job sites.

Sincerely,

Joe Hawkins

VP

Arco Construction, Inc.



133 Courthouse Lane, Bowling Green, Va