



**TOWN OF BOWLING GREEN  
PLANNING COMMISSION MEETING**

**A G E N D A**

**Monday, August 17, 2020  
6:00 PM**

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

**PUBLIC COMMENT:**

**PUBLIC HEARING:**

- [1.](#) ZP-2020-020 - Application for Special Use Permit WH Holdings LLC, 133 Courthouse Lane

**APPROVAL OF THE MINUTES:**

- [2.](#) July 20, 2020 Planning Commission Minutes

**NEW BUSINESS:**

- [3.](#) Schedule Public Hearing on proposed Future Use Map
4. Discussion of Potential R-3 Development – Justin Boynton and Ivan Cowger

**REPORT OF THE ZONING ADMINISTRATOR:**

**UNFINISHED BUSINESS:**

**INFORMATIONAL ITEMS:**

**COMMISSION COMMENTS AND REPORTS:**

**ADJOURNMENT**

**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

Run in the Free Lance Star 8/4 and 8/11  
Mailed directly to neighboring property owners

**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

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.

<b>Owner</b>	<u>WH Holdings, LLC</u>	<u>540-940-4077</u>
	Name	Daytime Telephone Number
	<u>329 A Wallace Lane, Fredericksburg, Va 22408</u>	
	Mailing Address	

<b>Applicant/Builder</b>	<u>Arco Construction, Inc.</u>	<u>540-710-6944</u>
	Name	Daytime Telephone Number
<input type="checkbox"/> Same as owner	<u>329 A Wallace Lane, Fredericksburg, Va 22408</u>	
	Mailing Address	

<b>Property Information</b>	<u>43A2-8-3, 43A2-9-C + 43A2-8-2B</u>	<u>B1</u>
	Tax Map/Parcel Number	Existing Use/Zoning
	<u>133 Courthouse Lane, Bowling Green, Virginia</u>	
	Address/Location (use street names)	
	<u>1, Main Office and shop, 2 wooden storage buildings, 1 cinder block structure</u>	
	Existing Structures (number and type)	

### 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	O 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 10
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

XXX

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**

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

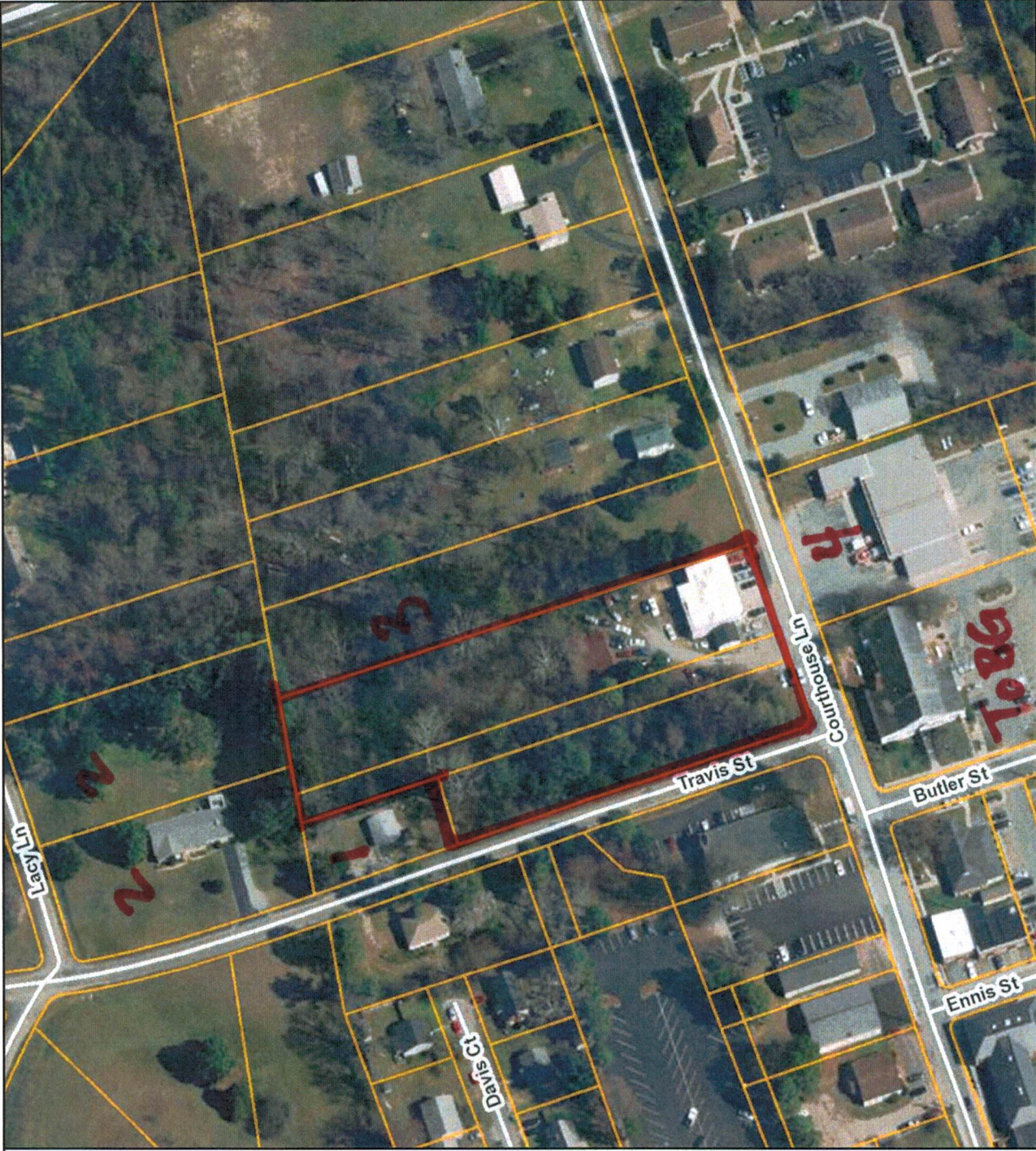
**REMINDER!!**

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.

# 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.*



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.

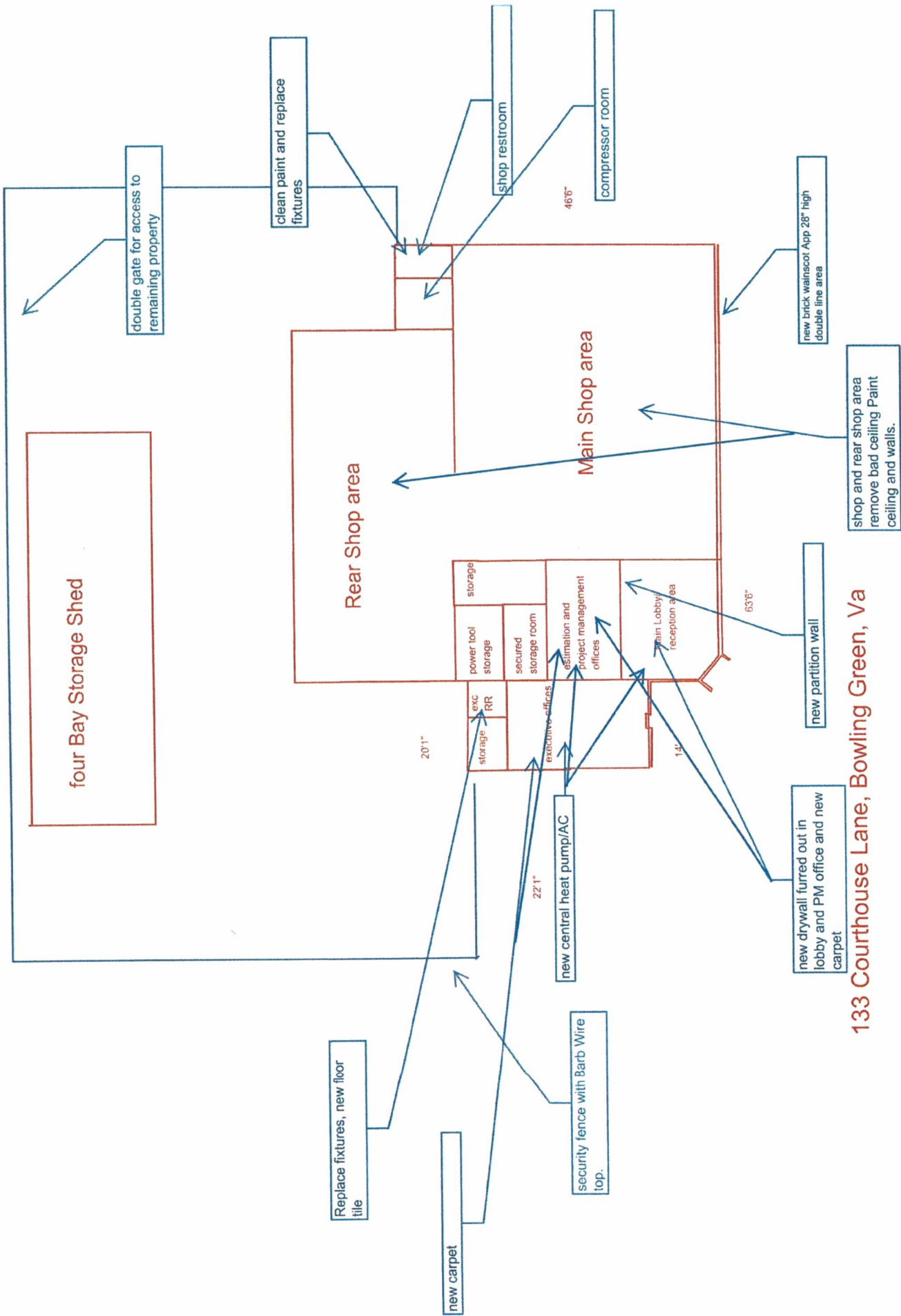
Sincerely,

Joe Hawkins

VP

Arco Construction, Inc.





133 Courthouse Lane, Bowling Green, Va

**TOWN OF BOWLING GREEN  
PLANNING COMMISSION MEETING**

**MINUTES**

**Monday, July 20, 2020**

**ROLL CALL AND DETERMINATION OF A QUORUM**

Chairman Voit established that a physical quorum was present.

**PRESENT**

Chairman Jeff Voit  
Vice Chairperson Lisa Gattie  
Commissioner Armando Flores  
Commissioner Arthur Wholey  
Commissioner Valarie Coyle

**OTHERS PRESENT:**

Jo-Elsa Jordan, Economic Development Coordinator  
Melissa Lewis, Town Treasurer/Clerk.  
Mr. Tim Lewis (ZP-2020-0019 – Text Amendment to B-1 Special Uses)  
Mr. Donnie Pitts and Mrs. Mary Pitts (ZP-2020-0020)

**PUBLIC COMMENT:**

None

**PUBLIC HEARING:**

ZP-2020-0019 – Text Amendment to B-1 Special Uses  
Motion made by Commissioner Wholey, Seconded by Commissioner Coyle

**APPROVAL OF MINUTES:**

1. June 22, 2020 Minutes

Chairman Voit – 1<sup>st</sup> Paragraph (pg. 9) Correct “published” to be “publish” and 8<sup>th</sup> paragraph (pg. 9) correct misspelling of “Continue”.

Vice Chair Gattie – 2<sup>nd</sup> paragraph remove “be”

Motion made by Commissioner Gattie,,Seconded by Wholey to approve the June 22,2020 minutes with corrections.

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

**NEW BUSINESS:**

Schedule Public Hearing for ZP-2020-0020 – Application for Special Use Permit at 133 Courthouse Lane.

Public Hearing scheduled for Monday, August 17, 2020  
Motion made by Commissioner Wholey, Seconded by Commissioner Coyle

**REPORT OF THE ZONING ADMINISTRATOR**

iWorQ Update – Melissa Lewis

**UNFINISHED BUSINESS**

5. Future Use Map Update – Jo-Elsa Jordan and Chairman Voit  
Jeff presented two FUM draft maps. The first option shows Commercial on the Rt. 301 frontage with High Density Residential (R3) behind. The second option shows a multi-use along the Rt. 301 commercial corridor.  
Jo-Elsa updated the Planning Commission on the joint meeting held with the EDA and land owners.  
Commissioner Coyle suggested putting the property owners’ names on the map.

**INFORMATIONAL ITEMS**

Melissa updated Commissioner Coyle’s concern that Gibson’s Soft Serve has applied for a business license and the Town attorney suggested putting language in the ordinance to address food trucks to include parking requirements, etc. Commissioner Wholey expressed concern about fire/rescue inspection for a “fixed” food trailer.

Commissioner Coyle expressed concern about fire/rescue access to the used-car lot on the corner of Broaddus and Main.

**COMMISSION COMMENTS AND REPORTS**

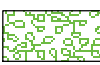

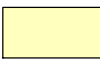


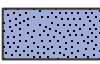




**ADJOURNMENT**

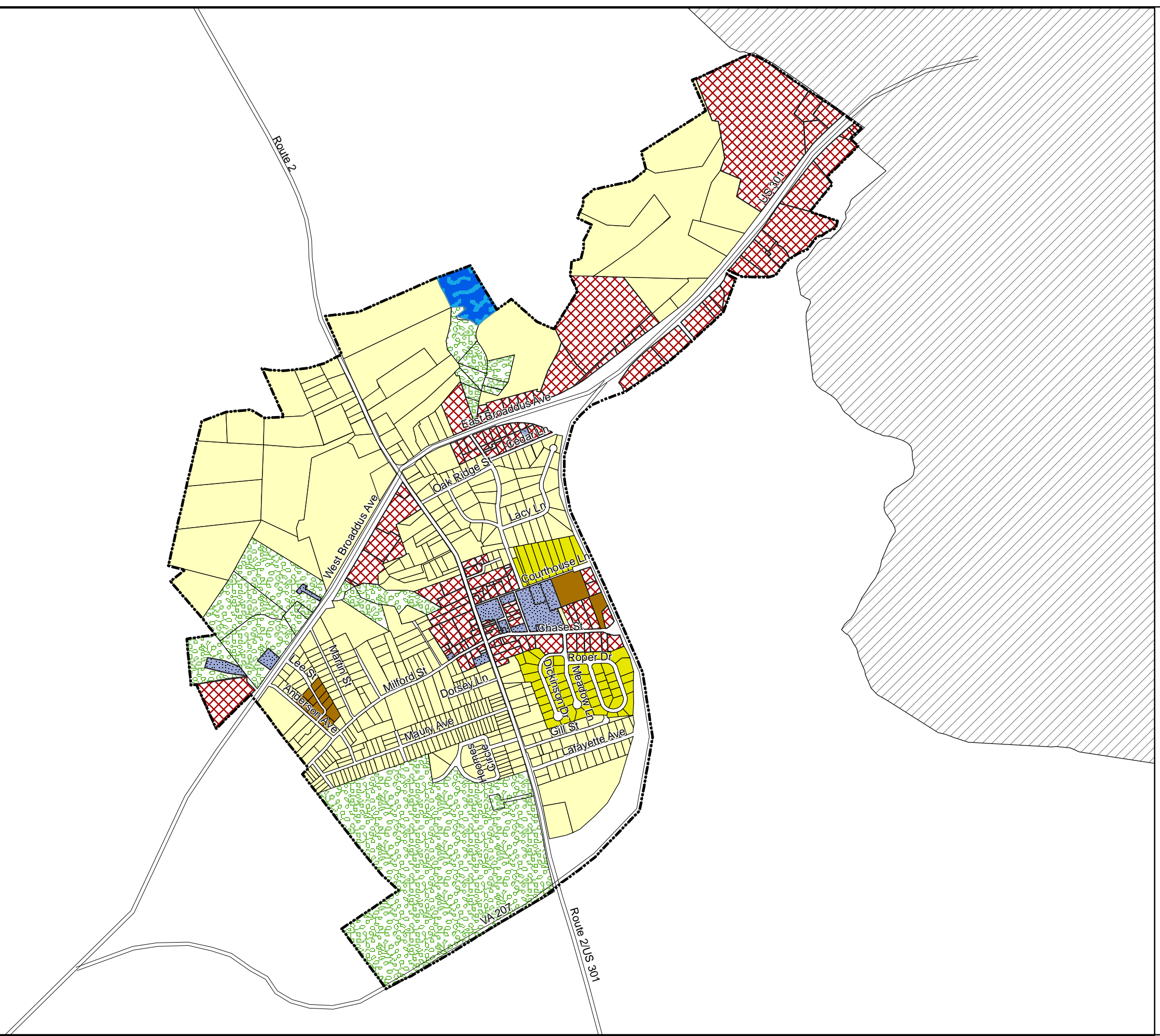
Motion made by Commissioner Flores, Seconded by Commissioner Wholey to adjourn the July 20, 2020 meeting with the next Commission meeting scheduled for August 17, 2020.

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

# Town of Bowling Green Comprehensive Plan 2008






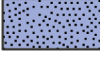




## Future Land Use

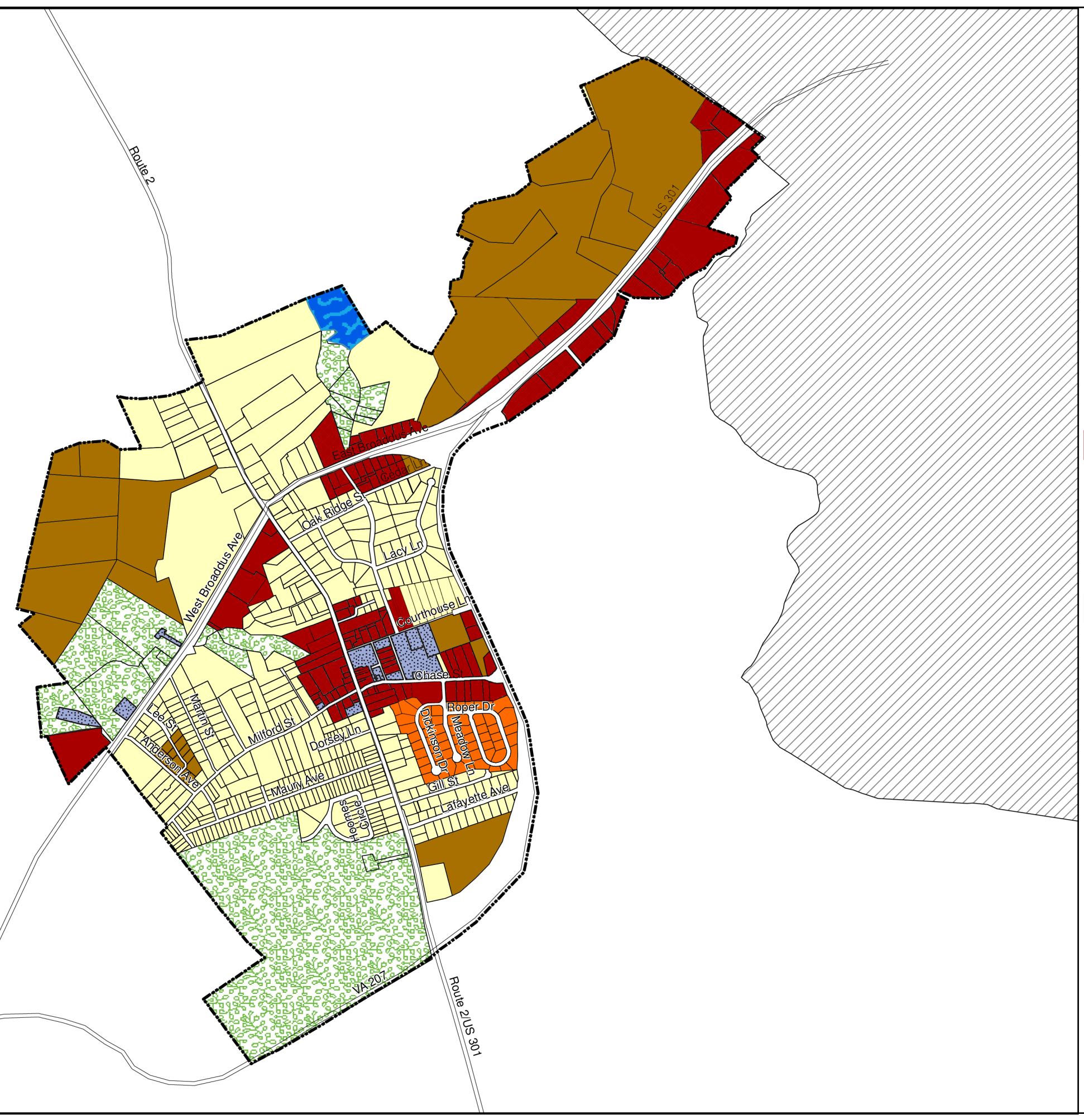
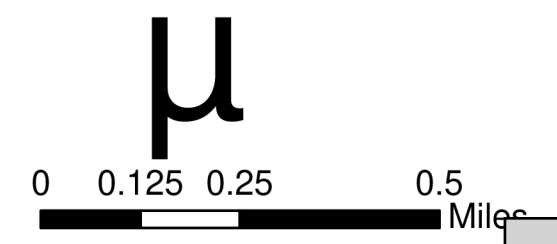
-  Agricultural/Conservation/  
Historic Preservation
-  Commercial
-  Low Density Residential
-  Low/Moderate  
Density Residential
-  Moderate Density Residential
-  Public
-  Road Network
-  Town Boundary
-  Fort A.P. Hill
-  Lake



Town of Bowling Green  
Comprehensive Plan  
2008

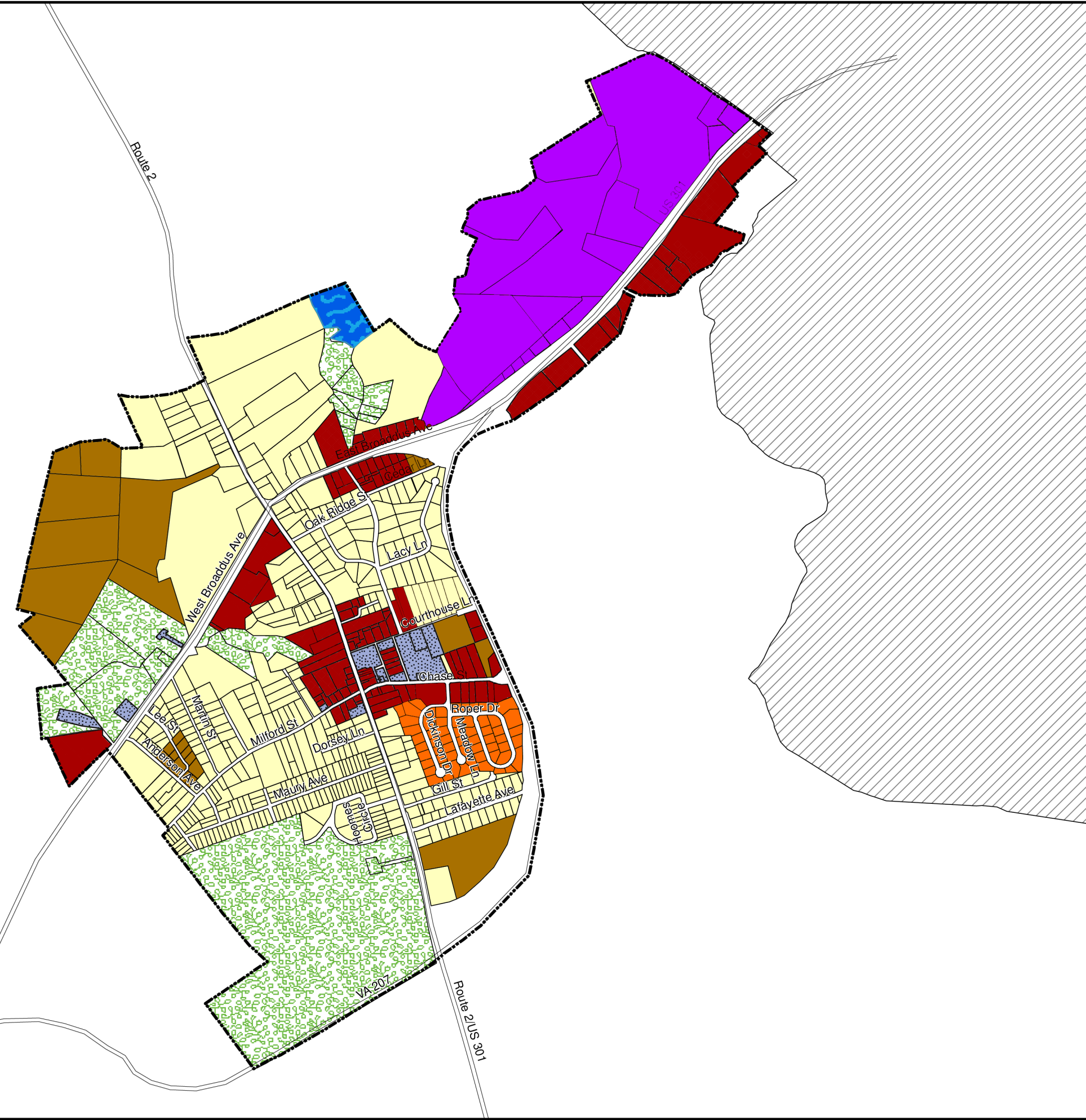
Future Land Use







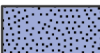




-  Agricultural/Rural/Historic Preservation
-  Commercial (B1,B2)
-  Low Density Residential (R1, A1)
-  Moderate Density Residential (R2)
-  High Density Residential (R3)
-  Public
-  Road Network
-  Town Boundary
-  Fort A.P. Hill
-  Lake



Town of Bowling Green  
Comprehensive Plan  
2008

Future Land Use



-  Agricultural/Rural/Historic Preservation
-  Commercial (B1,B2)
-  Low Density Residential (R1, A1)
-  Moderate Density Residential (R2)
-  High Density Residential (R3)
-  Mixed Use Development
-  Public
-  Road Network
-  Town Boundary
-  Fort A.P. Hill
-  Lake

