



**TOWN OF BOWLING GREEN
PLANNING COMMISSION MEETING**

A G E N D A

**Monday, September 21, 2020
6:00 PM**

ROLL CALL AND DETERMINATION OF A QUORUM:

PUBLIC COMMENTS:

APPROVAL OF THE MINUTES:

- [1.](#) Approval of Minutes – August 17, 2020

NEW BUSINESS:

- [2.](#) Future Use Map - Public Input Meeting
- [3.](#) Schedule work session

REPORT OF THE ZONING ADMINISTRATOR:

- [4.](#) Zoning Administrators Monthly Report for August/September 2020

COMMISSION COMMENTS AND REPORTS:

ADJOURNMENT



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

AGENDA ITEM: Approval of Minutes – August 17, 2020

ITEM TYPE: Action Item

PURPOSE OF ITEM: Decision - By Motion

PRESENTER: Melissa Lewis, towntreasurer@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:
Minutes from August 17, 2020 Planning Commission Meeting

ATTACHMENTS:
8/17/2020 Minutes

REQUESTED ACTION:
Approve minutes

**TOWN OF BOWLING GREEN
PLANNING COMMISSION MEETING**

MINUTES

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

ROLL CALL AND DETERMINATION OF A QUORUM:

Chairman Voit called the meeting to order and determined a quorum was present.

PRESENT

Chairman Jeff Voit
Vice Chairperson Lisa Gattie
Commissioner Armando Flores
Commissioner Arthur Wholey (arrived to meeting at 6:25 pm)
Commissioner Valarie Coyle

Motion made by Commissioner Coyle, Seconded by Commissioner Flores to move agenda item # 4.
Discussion of Potential R-3 Development before agenda item # 3. Schedule Public Hearing on proposed Future Use Map.

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

Motion passed.

PUBLIC COMMENT:

Jeff Sili, 205 Travis Street - Supervisor Sili voiced concerns about future development in Town and its impact on the Wastewater Treatment Plant. He also raised concerns about the Commission scheduling a Public Hearing on the proposed Future Use Map at its September meeting.

PUBLIC HEARING:

ZP-2020-020 - Application for Special Use Permit WH Holdings LLC, 133 Courthouse Lane

Chairman Voit opened the Public Hearing and read aloud the public notice run in the Free-Lance Star on August 4 and August 11, 2020. He noted that Edith Taylor, neighboring property owner, had called and stated that she was in support of recommendation of approval of the Special Use Permit. He called for comments from the public, hearing none he invited the applicant to speak.

Joe Hawkins, applicant - Mr. Hawkins gave a brief description of the proposed operation and welcomed questions from the Commission. In direct response to the Commission, Mr. Hawkins stated that onsite fabrication very limited, usually taking place for no more than two weeks per year.

Chairman Voit closed the Public Hearing.

Motion made by Commissioner Flores, Seconded by Commissioner Coyle to send ZP-2020-020 - Application for Special Use Permit WH Holdings LLC, 133 Courthouse Lane to Council with a recommendation of approval.

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

Motion passed.

APPROVAL OF THE MINUTES:

July 20, 2020 Planning Commission Minutes

Motion made by Commissioner Coyle, Seconded by Vice Chairperson Gattie to approve the July 20, 2020 Planning Commission minutes as presented.

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

Motion passed.

NEW BUSINESS:

Discussion of potential R-3 Development

Developers Justin Boynton and Ivan Cowger introduced a preliminary development plan for property located at the intersection of S. Main Street and the Route 301 by-pass. The proposed development is in the early stages of planning and currently not in accordance with the Town's future use designation in that area. Mr. Boynton asked that the Commission consider updating the future use to reflect high density residential so that he may apply for a rezoning of the parcel.

The Commission discussed the impact of residential development on the Town's public utility infrastructure and emergency services. Staff was directed research the wastewater treatment plant capacity and potential impact that development will have on need for police services.

Schedule Public Hearing on proposed Future Use Map

Discussion was held on the implications of holding a Public Hearing versus a Public Input meeting. Staff was directed to advertise that a Public Input meeting will be held at the September 21st Planning Commission meeting.

REPORT OF THE ZONING ADMINISTRATOR:

The Zoning Administrator reported that she would be exploring possible text amendment options to address food trucks and trailers - to be presented to the Planning Commission for discussion at a future meeting.

COMMISSION COMMENTS AND REPORTS:

Commissioner Flores - had no comment.

Commissioner Gattie - aske about the reporting of building maintenance issues.

Commissioner Coyle - stated that the Town should be thinking about broadband upgrades and expansion of technology to keep up with the needs of the public.

Commissioner Wholey - emphasized the importance of staff looking into the wastewater treatment plant capacity.

Chairman Voit - had no comment.

ADJOURNMENT

Motion made by Commissioner Flores, Seconded by Vice Chairperson Gattie to adjourn the meeting.

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



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING AGENDA ITEM REPORT

AGENDA ITEM: Future Use Map - Public Input Meeting

ITEM TYPE: Presentation

PURPOSE OF ITEM: Information Only

PRESENTER: Melissa Lewis, towntreasurer@townofbowlinggreen.com

PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Presentation of Future Use Conceptual Maps created from initial feed back from Planning Commission and Economic Development Authority Joint meetings and 301 corridor property owners. The purpose of the presentation is to inform the public and offer a question and answer forum. Input from meeting will used to update proposed Future Use Conceptual Map.

ATTACHMENTS:

Future Use Map Public Input meeting direct mailing.

REQUESTED ACTION:

None.



Please join the
Planning Commission
of the Town of Bowling Green
for a collaborative discussion related to the Town of Bowling Green's

Future Use Map

that is to be included in the
Comprehensive Plan

Monday, September 21, 2020, 6:00 p.m.

At the Bowling Green Town Hall
117 Butler Street, Bowling Green, Virginia

Please wear your mask!

Streaming live on Bowling Green's YouTube Channel.

Type **"Bowling Green VA Videos"** in the YouTube Search feature

OR

Call-in by dialing: **(301) 715-8592; Meeting ID: 903 096 4448**

Creating a Vision for Bowling Green

The Bowling Green Planning Commission is in the process of updating the Town's Future Use Map. As a resident of Bowling Green and an important member of our community, with an active interest in Bowling Green's growth, we would like to invite you to join in a collaborative meeting and get your feedback specific to the Future Use Map.

Your feedback is important and will be considered by the Planning Commission prior to proposing the Future Use Map to the Bowling Green Town Council, followed by a public hearing and a vote by Council to adopt the Future Use Map.



FREQUENTLY ASKED QUESTIONS

Q: What is a Future Use Map?

A: The Future Use Map is a component of the Comprehensive Plan and serves as a community's visual guide to future planning and zoning decisions.

Q: Why is having a Future Use Map important?

A: A Future Use Map gives the community a conceptual road map for future development. It also allows for smart and strategic growth in a community and, what this growth looks like, is driven by the folks that live there.

Q: Is the Future Use Map the same as a Zoning Map?

A: No. The Future Use Map is intended to focus on the future. The Zoning Map, by contrast, refers to the here and now (i.e. current allowances and guidelines such as acceptable lot dimensions, setback locations, buffers, landscape standards, etc.).

Q: How is the Future Use Map relevant to zoning classifications?

A: The future use designation of a specific area could serve as supporting documentation for development within that same area that will require re-zoning from its current zoning classification.

Q: If an area on the Zoning Map is classified differently on the Future Use Map, can the area be developed based on the Future Use designation?

A: No. While the Future Use Map may support the intent of the proposed development, the landowner would be required to rezone the property.

Q: What is the rezoning process in Bowling Green?

A: Requests to rezone a property would first be presented by the landowner to the Planning Commission and a public hearing held. The Commission would send its recommendation to Town Council who would hold a second public hearing before voting on the rezoning request.

Q: What is Mixed Use?

A: Mixed Use is a combination of land uses in a given area. A Mixed Use area may blend commercial, residential, institutional, cultural and even in some instances, light industrial, that fit together to help create and build environments where residents can live, work, and play.



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

AGENDA ITEM: Schedule work session
ITEM TYPE: Action Item
PURPOSE OF ITEM: Decision - By Motion
PRESENTER: Melissa Lewis, towntreasurer@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Schedule a work session to discuss:

1. Feedback from Future Use Map public input meeting.
2. Discussion of food truck and semi-permanent mobile units.

*Suggested dates: Monday October 5th or Monday October 12th

ATTACHMENTS:

None.

REQUESTED ACTION:

Motion to schedule work session on (selected date) for the purpose of discussing the Future Use Map and food truck and semi-permanent mobile units.



**TOWN OF BOWLING GREEN
PLANNING COMMISSION MEETING
MONTHLY REPORT / PROJECT UPDATE**

AGENDA ITEM: Zoning Administrators Monthly Report for August/September 2020

DATE: September 18, 2020

PREPARED BY: Melissa Lewis

MONTHLY REPORT / PROJECT UPDATE:

Zoning Permits Issued:

ZP-2020-020 – 133 Courthouse Lane, Special Use Permit

ZP-2020-021 – 112 Coghill Street, Accessory Building

ZP-2020-022 – 121 Trewall Lane, Re-roof

ZP-2020-023 – 207 Milford Street, Minor Alteration

ZP-2020-024 – 116B Chase Street, Zoning Certification

ZP-2020-025 – 218 N. Main Street, Re-roof

ZP-2020-026 – 137 Maury Avenue, Minor Alteration

Minor Subdivisions:

SD-2020-004 - 17600 A.P. Hill Blvd, Split B-2 Commercial lot

ATTACHMENTS:

None.

HEADS UP ITEMS:

Work Session needed to discuss semi-permanent mobile units in commercial zoning districts.