



**TOWN OF BOWLING GREEN
PLANNING COMMISSION MEETING**

A G E N D A

**Monday, March 15, 2021
7:00 PM**

ROLL CALL AND DETERMINATION OF A QUORUM:

PUBLIC HEARING:

- [1.](#) Chapters 9 and 10 of the Comprehensive Plan

PUBLIC COMMENT:

APPROVAL OF THE MINUTES:

- [2.](#) February 22, 2021 Meeting Minutes

NEW BUSINESS:

REPORT OF THE ZONING ADMINISTRATOR:

- [3.](#) Zoning Administrators Monthly Report for March 2021

COMMISSION COMMENTS AND REPORTS:

ADJOURNMENT



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

AGENDA ITEM: Chapters 9 and 10 of the Comprehensive Plan
ITEM TYPE: Public Hearing - Duly Advertised
PURPOSE OF ITEM: Decision - By Motion
PRESENTER: Melissa Lewis, townmanager@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Revisions to Chapters 9 and 10 of the Comprehensive Plan.

ATTACHMENTS:

Proposed revisions to Chapters 9 and 10 of the Comprehensive Plan

REQUESTED ACTION:

Make recommendation to send to Town Council.

Run in the Free Lance Star on March 2 and March 9, 2021

PUBLIC HEARING

Town of Bowling Green Planning Commission

The Bowling Green Planning Commission will conduct a public hearing on Monday, March 15, 2021, at 7:00 PM in the Bowling Green Event Hall, 117 Butler Street. The purpose of the hearing is for the Planning Commission to receive public comment on and consider proposed updates to Chapters 9 and 10 of the Town's Comprehensive Plan.

The Planning Commission will send its recommendation to Town Council after the hearing. The proposed changes are available for review at Town Hall, 117 Butler Street during normal business hours and online at www.townofbowlinggreen.com. All those wishing to comment on this matter can come to the hearing and be heard. Any person requiring assistance in order to participate in the public hearing is asked to contact the Town Manager at 804-633-6212 ext. 1001 in advance so appropriate arrangements can be made.

Melissa Lewis
Town Manager/Zoning Administrator

CHAPTER 9 - LAND USE

Introduction

Land use is one of the most complex issues in planning. All sections of the Comprehensive Plan must be considered together as they work together to provide the complete vision. A good future land use plan is critical to the economic vitality and quality of life of the community. This chapter will examine the existing land use and the Town's goals for future land use along with outlining Development Standards and Design Features that shall be used by the community and developers when proposing new land uses and development.

Existing Land Use:

Existing Land Use is identified in Table 9-1 and in **Map Annex, Existing Land Use**. It is important to understand that multiple zoning classifications can exist in one (1) use.

Residential

Residential land use is approximately 21% of the total acreage in Town. Single family detached housing units occupy approximately 19% and multi-family housing units occupy approximately 2%. Residential areas are located throughout the Town with the exception of the downtown commercial district and the majority of the 301highway corridor located in the Northeastern portion of Town.

- ~~Look at updating percentages.~~

Commercial

Commercial land uses occupy approximately 7% of the total acreage of the Town. There are three (3) commercial areas in Town. These areas include, the Broaddus Avenue commercial corridor, the Downtown Commercial District, and the Route 301 North Corridor Area on the Northeast side of Bowling Green.

The three (3) business areas described are appropriately zoned for commercial uses. Most of the new businesses in these areas have filled in where other businesses have left the town. Infill development for commercial activity in the Town of Bowling Green should be prioritized with a focus on growth from within the commercial areas and expanding outward.

Institutional

Institutional land uses (churches, schools, government offices, etc.) occupy approximately 3% of Town's acreage. There are eight (8) churches in Town and the remaining acreage is occupied by Town and County municipal offices and parking lots.

Industrial

There are no industrial areas within the Town.

Other Uses

Currently, there are no Planned Unit Developments in the town. A conservation easement for the Old Mansion property exists on the South end of Main Street which occupies approximately 126.8 acres and cannot be developed. Right of Way acreage exists for roads, streets, and utilities which reduces the amount of available acreage for development. Agricultural land use exists within the town boundary along with Encroachment Potential Areas for land, which could be used as both preservation areas or growth areas. Areas within the town boundary meet the criteria of the Chesapeake Bay Preservation Act for designation as an environmentally sensitive area.

Table 9-1: Land Use – Existing and Future *Update with accurate percentages

Existing Land Use	Households	Percent	Acres	Percent	Future Land Use	Acres	Percent
Residential (R1)	343	80.1%	200.3	19.7%	Low Density Residential	523.4	51.5%
Residential (R2 & R3)	78	18.2%	13.3	1.3%	Moderate Density Residential	13.3	1.3%
Planned Unit Development	0	0%	0.0	0.0%	High Density/Mixed Use	0.0	0.0%
Commercial (B1 & B2)	2	.5%	60.4	5.7%	Commercial	165.3	16.1%
Industrial (M1)	0		0.0	0.0%	Limited (Light) Industry	6.6	0.6%
Agricultural (A1)	4	1.0%	190.9	18.8%	Agricultural	0.0	0.0%
Conservation/Historic (A-1)	1	.2%	126.8	12.5%	Conservation/Historic (A-1)	126.8	12.5%
Right of Way			155.7	15.4%	Right-of-Way	155.7	15.4%
Institutional/Public Lands			26.2	2.6%	Institutional/Public Lands	26.2	2.6%
Encroachment Potential Areas			0.0	0.0%	Encroachment Potential Areas	0.0	0.0%
Vacant/Undeveloped			243.7	24.0%	Not Applicable	-	-
Total	428	100.0%	1017.3	100.0%	Total	1017.3	100.0%

Source: Town of Bowling Green

Future Land Use:

Future Land Use is identified in Table 9-1 and in **Map Annex, Future Land Use**.

Future Vision

Growth will come to Bowling Green and it is important that the Future Land Use Plan provide the right balance of residential, commercial and industrial land use to meet the demands for growth without sacrificing Bowling Green's small town charm and quality of life. The Future Land Use map indicates what types of development are appropriate for a particular area. It should be noted that the Comprehensive Plan is not an ordinance. It is a plan to help guide Town officials in making land use decisions. Table 9-1 shows the amount and percentage of land which is proposed for various types of land use.

Area Plan

There are three commercial areas within the town boundary which will benefit greatly with detailed planning to ensure proper development, redevelopment, growth, and viability. These areas are the Broadus Avenue commercial corridor, the Downtown Commercial District, and the Route 301 North Corridor Area on the Northeast side of Bowling Green. **Residential areas are located on the North and South ends of Main Street, including side streets, Bowling Green Meadows and Caroline Manor Apartments.** Detailed plans should be established and reviewed on a regular basis to ensure that all activity is supportive of the established goals and objectives for each area. Although individual area plans are relevant for establishing goals and tracking progress toward those goals to achieve a desired result, the size of Bowling Green in both population and land area dictates the need for an overarching plan to unify the town across all development areas. This plan requires the input from residents, business owners, land owners, developers, builders, VDOT, Fort A.P Hill, and Caroline County in concert with the Planning Commission and Town Council to document a unified position on land use and development.

Future Land Use Descriptions: ~~*Add High Density Residential~~

These descriptions are to be used in conjunction with the Future Land Use Map of the Comprehensive Plan when evaluating development proposals. The Future Land Use Map and Comprehensive Plan are intended to be used as guidelines for development over the next five to ten years.

Low Density Residential

Low Density Residential areas are residential developments or land suitable for such development with overall densities of no more than 3 to 4 dwelling units per acre dependent upon the character of the surrounding area, physical attributes of the property, and consistency with the Comprehensive Plan. Low Density Residential areas are located where natural characteristics such as terrain and soils are suitable for residential development and where public services and utilities exist or are planned for the near future. This land use is consistent with the Town Code requirements for Zoning Designation R-1.

Moderate Density Residential

Moderate Density Residential areas are residential developments or land suitable for such developments with an overall density of no more than 4 to 8 dwelling units per acre, depending on the character and density of surrounding development, physical attributes of the property, and consistency with the Comprehensive Plan. Moderate Density Residential areas are located where natural characteristics such as terrain and soils are suitable for higher density residential development and where public services and utilities exist or are planned for the near future. This land use is consistent with the Town Code requirements for Zoning Designations R-2 and R-3.

High Density Residential

High Density Residential areas are residential developments or land suitable for such developments with an overall density of no more than 5 to 10 dwelling units per acre, depending on the character and density of surrounding development, physical attributes of the property, and consistency with the Comprehensive Plan. High Density Residential areas are located where

natural characteristics such as terrain and soils are suitable for higher density residential development and where public services and utilities exist or are planned for the near future. This land use is consistent with the Town Code requirements for Zoning Designations R-3 and PUD.

Commercial

General business activities having a moderate impact on nearby developments are designated Commercial. Location criteria for commercial uses require access to arterial roads, preferably at intersections with collector and arterial roads; moderate to large sized sites; public water and sewer; suitable environmental features such as soils and topography; and adequate buffering by physical features or adjacent uses to protect nearby residential development. This land use is consistent with the Town Code requirements for Zoning Designation B-1 and B-2.

Limited Industry

Limited Industry sites are areas that have a moderate impact on the surrounding area. Industrial developments require access to arterial or major collector roads, public water and sewer, moderate sized sites, environmental features such as soils and topography suitable for intense development, and adequate buffers to protect nearby residential uses. This land use is consistent with the Town Code requirements for Zoning Designation M-1.

Agricultural/Conservation/Historic Areas

Agricultural, Conservation, and Historic Areas are lands that are intended to be preserved. Wetlands, steep slopes, wildlife habitats, and streams banks are types of areas that meet the criteria under the Chesapeake Bay Protection Act as environmentally sensitive and require conservation. Historically significant sites and properties are important and should be preserved. Examples of preferred land use in these three areas include agriculture, horticulture, parks, wildlife habitats, open space, historic preservation, renovation back to original use, adaptive reuse, or any use that maintains the integrity of the site or property. Agricultural land use is consistent with the Town Code requirements for Zoning Designation A-1.

Institutional/Public Lands

This designation includes land owned by Federal, State, County, and Town governments along with other community facilities. There are no Federal owned or managed properties within the Town limits. There are properties that are owned by the State, County, and Town governments within the Town boundary along with **eight (8)** churches.

Development Standards:

Development standards are intended to provide a guide for accommodating land uses in a manner harmonious with the environment. If any standard listed in the Comprehensive Plan conflicts with existing ordinances, the Town Code is the final authority.

General Land Use Standards

1. Permit new development where the impact of such development can be adequately addressed. Particular attention shall be given to impacts such as density, intensity, building height and scale, land uses, smoke, noise, dust, odor, vibration, light, traffic, and encroachment.
2. Permit new development or redevelopment only when required public services, utilities, and facilities or upgraded public services, utilities, and facilities can be provided.
3. Preserve the natural and wooded character of the Town. Particular attention shall be given to locating structures and uses outside of sensitive areas; maintaining existing topography, vegetation and trees to the maximum extent possible, especially along roads and between

uses; encouraging enhanced landscaping of the developments located in open fields; locate new roads and minimize access points, such as driveways, in accordance with VDOT requirements; and utilize lighting where necessary to enhance safety.

4. Protect land designated as conservation areas by encouraging conservation easements.
5. Protect environmentally sensitive areas such as steep slopes, historic and archaeological resources, wetlands, water supply, wildlife habitats, and other sensitive areas by locating conflicting land uses away from such areas.
6. Minimize the impact of development on major roads by limiting access points and providing side street access and common entrances.
7. Encourage a transition to underground utilities for existing above ground utilities when major improvements are planned or when major work on collocated utilities supports the transition from above ground to underground.

Residential Land Use Standards

1. Ensure that overall housing densities are compatible with the capacity of public services, facilities, and utilities available or planned; and character of development in the surrounding area. Ensure that residential developments provide usable open space and protect the Town's natural wooded character.
2. Preserve sensitive areas as open space, retain trees and vegetation, and design residential developments to preserve the character of the Town's natural setting in support of a pleasant living environment.
3. Design with the best and most beneficial use of topography and other physical features in mind.
4. Encourage builders and developers to design diversity and character into their development to avoid excessive repetitiveness in larger developments.
5. Prohibit individual single family and duplex units within a development from having direct access to arterial and collector roads wherever possible. Locate residential development along internal roads within the development improve traffic flow and enhance safety.

Commercial and Industrial Land Use Standards

1. Locate commercial and industrial developments adjacent to compatible uses and ensure special features are incorporated in the design to protect residential or sensitive areas.
2. Commercial and industrial areas should be planned and located to avoid traffic through residential areas except in special circumstances where residential and nonresidential areas are both part of an overall Master Plan or special measures are taken to ensure the residential uses are protected.
3. Provide landscaped areas and trees along public roads and private properties and develop sites in a manner that retains or enhances the natural wooded character of the Town.

Aesthetics and Design:

The Town's appearance and design are important as a quality of life issue for its residents and as an economic development tool. The following are design features and resources that should be used to propose and develop land uses.

Aesthetics:

Entrance Corridors

These corridors are important for historical, aesthetic, and practical reasons. Entrance corridors serve to visually mark the boundary of the municipality, establish the first impression of the Town for visitors, and generally, show the Town's commitment to its appearance and attractiveness. There are five major entrance corridors in the Town: Route 301 at Fort A.P. Hill, Route 2 starting at Paige Road, Route 207 adjacent to the Bowling Green Shopping Center, Route 301/Route 207/Route 2 at the outer bypass interchange, and Route 301 bypass at the eastern entrance to the Town. Design features such as signs, appropriate placement of parking areas near the corridors, and landscaping should be encouraged.

Historic Sites

Places of historic significance should be preserved or considered for preservation during the development of a particular site. An example of historic preservation is the historic easement placed on Bowling Green Farm (formerly known as the Old Mansion) located at the south end of Town. This easement protects the property by prohibiting certain land uses. In 2003, an historic area was identified consisting of 140 contributing properties and the area was added to the National Register of Historic Places. A list of the properties can be found in Chapter 8.

Utility Lines

Utility lines include electrical, natural gas, telephone, cable, water, and others. All utilities should be placed underground to reduce susceptibility to above ground hazards and weather events and eliminate competition with trees and other landscaping features.

Design Features:

Landscaping

Landscaping is one of the best ways to enhance a site. A well-designed landscape plan can provide shade that decreases radiant heat from man-made and natural surfaces, green areas aid in the absorption and filtration of runoff, and a pleasant environment in which to work and live. Plant materials should be chosen to compliment the structure or use and the surrounding environment. Care should be taken to choose native plants that will survive the local climate conditions.

Landscape Strips

Landscape strips are areas of land between roads and parking areas or adjacent properties and developed areas, for the placement of landscaping material. These areas help buffer developments from adjacent uses and improve their appearance. Trees have particular root structures which need a particular amount of soil to survive and the proper amount of room to accommodate future growth. Landscape strips should be wide enough to provide adequate room for the type and density of trees and shrubs to be used and sufficient buffering between uses.

Berms

A berm is a man-made mound of earth. Its purpose is to provide a visual, acoustic, and safety barrier between two land uses or between a development and public road. A berm offers several advantages by standing directly between a driver's eye level view and a development, reducing traffic noise from adjacent roads, and adding topographic diversity to flat sites. As the development of many sites requires excavation, it is possible to use the soil on site to construct berms which can reduce the need to remove soil from the site. While berms offer a number of advantages, it is important to note that they occupy a finite amount of land.

Fencing

If a berm is deemed unfeasible or undesirable, fencing provides a good alternative as a buffer or decorative feature. Fencing should be chosen that compliments the structure or use and the surrounding environment. Fencing can also be used to buffer conflicting land uses. Fencing materials may be man-made or natural such as trees or shrubs.

Signage

A sign can be a person's first impression of a business or a Town in the case of an entrance corridor. A sign should be designed to compliment the site on which it is placed. Signs can be building mounted, pole mounted, or a monument style. Signs can be made of metal, plastic, wood, or other variations. Care should be taken to insure that signs are in compliance with the local ordinance and compatible with the development and surrounding area. Use of monument style signs should be encouraged. This type of sign can be constructed to be less obtrusive than pole mounted signs and still provide adequate visibility to customers. For large developments, the use of one sign should be encouraged to advertise the multiple uses within the development and decrease the number of signs, increase visibility of tenants, and improve the appearance of

the development.

Lighting

Lighting on commercial, industrial and public sites is necessary for safety reasons. Lighting can be obtrusive if not carefully designed. Lights should be placed far enough from residential properties and roads and at a height that does not produce objectionable glare to adequately light the site. Light should be focused more downward than outward for maximum effect and light fixtures should be complimentary to the surrounding area and aesthetically pleasing.

External Factors Affecting Development:

Encroachment on Military Installations

Bowling Green must be constantly aware of its proximity to Fort A.P. Hill especially in its North Route 301 area where future development is highly possible. Encroachment can be prevented by working closely with Department of Defense officials at Fort A. P. Hill.

Bowling Green-Milford Sub-Area Development Plan

Planning in the Town of Bowling Green must remain sensitive to the planning accomplished and development projected in the Bowling Green-Milford Sub-Area Development Plan in which the Caroline County Government identifies one of three development areas in Caroline County. Many opportunities exist to work with our County partners to ensure the needs of County residents are met regardless of whether they live in the Town of Bowling Green or outside of its outer boundary.

~~CHAPTER 10 – GOALS, OBJECTIVES AND STRATEGIES~~

Environment:

~~GOAL: — Achieve a pattern of land use which balances water quality and environmental protection with social and economic development goals.~~

~~Objective: Focus Town growth in areas most suitable for development so that environmentally sensitive areas are protected.~~

~~*Strategy 1* — The Bowling Green Planning Commission obtains information from Caroline County regarding soil conditions prior to the preliminary development plan review to determine suitability for development. Do not allow development in areas where soil conditions do not support the proposed development.~~

~~*Strategy 2* — The Bowling Green Planning Commission assesses the impact of development throughout the Town in areas where slopes are 15% or greater, and limit development in Chesapeake Bay Preservation Act areas with slopes of 15% or greater.~~

~~*Strategy 3* — The Bowling Green Planning Commission reviews data from the Virginia Division of Natural Heritage prior to approving development in order to protect the Town's natural heritage resources.~~

~~Objective: Conserve the Town's natural and fiscal resources by supporting infill and concentrated development and redevelopment in existing commercial areas.~~

~~*Strategy 1* — The Bowling Green Town Council follows the recommendations of the Downtown Bowling Green Revitalization Action Plan to encourage revitalization of the downtown area and thus reduce the need to expand into undeveloped areas. Use shared access and parking to achieve a well-designed and concentrated commercial area downtown.~~

~~*Strategy 2* — The Bowling Green Town Council follows the Comprehensive Plan's recommendations for commercial development.~~

~~Objective: Review the Subdivision and Zoning Ordinances every two years, as a minimum, to achieve land use which balances environmental protection with development goals.~~

~~*Strategy 1* — The Bowling Green Planning Commission recommends changes to the Subdivision Ordinance and Zoning Ordinance to include provisions for open space developments, biking and walking trails, open space easements and donations. Ensure that all development includes safety features such as sidewalks, adequate lighting, marked crosswalks, etc. for residents, visitors, and tourists.~~

~~Strategy 2—The Bowling Green Planning Commission recommends changes to land use ordinances to reflect the future land use recommendations of the Comprehensive Plan, including environmental objectives.~~

Objective: Protect the groundwater and surface water resources from an increase in pollution while managing the potable water supply.

~~Strategy 1—The Bowling Green Public Works Director manages the water supply system, performs required testing, and manages of the chlorination system, the cross connection control and inspection program, hazard inspection requirements, and the installation of backflow prevention devices.~~

~~Strategy 2—The Bowling Green Public Works Director identifies local groundwater recharge areas and uses mapping techniques to assess the vulnerability of the areas to groundwater contamination. Ensure appropriate land use controls are in place for those areas.~~

~~Strategy 3—The Bowling Green Public Works Director provides for the long-term water needs of the Town through semi-annual evaluations of population projections, estimates water needs for future growth, and participates in county or regional water resources management planning.~~

~~Strategy 4—The Bowling Green Public Works Director prevents point source pollution through compliance with the VPDES permit program.~~

~~Strategy 5—The Bowling Green Zoning Administrator takes action to prevent increases in nonpoint source loadings by erosion and sediment control practices and by other means of nutrient reduction.~~

~~Strategy 6—The Bowling Green Zoning Administrator prevents increases in storm water runoff by utilizing and maintaining Best Management Practice (BMP) in Chesapeake Bay Preservation Act areas, including vegetative buffers at all storm water runoff sites.~~

Objective: Enlist County, Regional or State assistance where needed to ensure water quality protection.

~~Strategy 1—The Bowling Green Zoning Administrator participates in a cooperative partnership with Caroline County for the enforcement of the Town's Chesapeake Bay Preservation Act program and to address any erosion problems, including stream bank and stream bed erosion areas.~~

~~Strategy 2—The Bowling Green Zoning Administrator encourages the use of shared or regional retention basins for existing and future development.~~

~~Strategy 3—The Bowling Green Zoning Administrator and Public Works Director enlist State and County assistance in identifying possible existing sources of point and nonpoint source pollution in the Town such as illegal landfills, underground~~

storage tanks, abandoned wells, failing septic systems, inadequate treatment of organic effluent, and industrial discharges.

Strategy 4—The Bowling Green Public Works Director educates the Town citizenry on ways to conserve water and to minimize impacts on water quality from everyday activities like yard and garden care, driving, vehicular maintenance, storage tank maintenance, and other activities that adversely affect water quality.

Objective: Protect the natural wooded character of the Town.

Strategy 1—The Bowling Green Planning Commission reviews site plans and other types of development plans to ensure the trees are retained to the greatest extent possible.

Strategy 2—The Bowling Green Town Council provides funding to plant trees on Town properties and in selected areas throughout the Town.

Housing:

GOAL: Encourage adequate housing in a variety of attractive styles and costs to meet the needs of present and future Town residents.

Objective: Assure a scale and density of residential development compatible with adjacent and surrounding land uses, environmental conditions, and supporting infrastructure.

Strategy—The Bowling Green Planning Commission reviews the current Zoning and Subdivision Ordinances to ensure they allow residential development in areas with surrounding compatible land uses and adequate provision for public utilities and recommends changes to the Bowling Green Town Council, as required.

Objective: Provide an adequate supply of properly zoned land to support the demand for the future housing needs of Town residents.

Strategy—The Bowling Green Planning Commission reviews the Comprehensive Plan, Zoning Ordinance and Subdivision Ordinance to ensure they allow densities that maximize the use of land for new housing while protecting the environment.

Objective: Encourage the rehabilitation of existing substandard housing.

Strategy—The Bowling Green Town Manager coordinates with Caroline County to ensure that the Building Code allows for rehabilitation projects at a reasonable cost.

Objective: Protect residential developments from encroachments by incompatible land uses.

~~Strategy~~—The Bowling Green Planning Commission reviews the Subdivision Ordinance and Zoning Ordinance to ensure that they require adequate buffers between residential, commercial and industrial uses and recommends changes to the Bowling Green Town Council, as required.

Economies:

~~GOAL: **Promote managed economic growth while preserving historic character of the Town and the quality of life of its residents.**~~

~~Objective: **Promote the Town as the center of retail trade for Caroline County.**~~

~~Strategy 1~~—The Bowling Green Town Council works with the County Office of Economic Development and Caroline County Chamber of Commerce to promote the Town through the development of advertising materials.

~~Strategy 2~~—The Bowling Green Town Manager uses the results of the marketing study of the Town and surrounding area to pursue new businesses.

~~Strategy 3~~—The Bowling Green Town Council follows the recommendations of the Downtown Revitalization Action Plan to improve the downtown area thereby strengthening it as a business center.

~~Strategy 4~~—The Bowling Green Planning Commission shall conduct a semi-annual review of the land use map in the Comprehensive Plan to ensure it allows for an adequate supply of land zoned for business and industrial development.

~~Objective: **Provide adequate public utilities and services to support commercial and industrial growth.**~~

~~Strategy 1~~—The Bowling Green Public Works Director shall conduct an annual review of the Town's existing public utilities and services to ensure that they are adequate to support projected development.

~~Strategy 2~~—The Bowling Green Town Manager shall conduct an annual review of all possible resources, financial and otherwise, that will enable the Town to extend utilities and services to areas that have business growth potential.

~~Objective: **Develop an economic development program.**~~

~~Strategy 1~~—The Bowling Green Town Manager shall work with the County Office of Economic Development, the Caroline County Visitors Center, and the Caroline County Chamber of Commerce to promote economic development opportunities to potential developers.

~~Strategy 2~~—The Bowling Green Town Manager shall promote the growth of existing and development of potential businesses in order to provide job opportunities.

Transportation:

~~GOAL: Provide for the safe, efficient and economical movement of people and goods.~~

~~Objective: Plan and coordinate land use development and transportation improvements in such a manner as to establish and maintain a viable Town roadway system.~~

~~*Strategy 1*—The Bowling Green Town Council prioritizes road improvement projects.~~

~~*Strategy 2*—The Bowling Green Town Manager shall actively pursue funding for needed road projects.~~

~~*Strategy 3*—The Bowling Green Planning Commission shall require that private land developers adequately provide transportation improvements which are necessary to serve their developments. Minimize the impact of developments on the roadway network by limiting access points, by providing joint entrances, and interconnecting adjoining developments.~~

~~Objective: Ensure that regional and local transportation networks complement each other.~~

~~*Strategy*—The Bowling Green Town Manager shall work with Caroline County and VDOT in a cooperative manner to provide for projects that meet the transportation needs of Town residents.~~

~~Objective: Ensure that the transportation network is designed to be compatible with the environment.~~

~~*Strategy 1*—The Bowling Green Planning Commission shall review the environmental impact of all proposed road projects to ensure that they meet the environmental goals of the Comprehensive Plan.~~

~~*Strategy 2*—The Bowling Green Town Council shall improve the environmental setting of the road network by providing for roadway beautification projects, Adopt-A-Highway program, and corporate sponsored projects.~~

~~Objective: Promote the use and development of sidewalks throughout Town.~~

~~*Strategy 1*—The Bowling Green Town Council shall review the Town's sidewalk system annually, and make recommendations for improvement of the system.~~

~~*Strategy 2*—The Bowling Green Town Council shall provide funding for new sidewalks using Town funds or request funds from Caroline County and Virginia Department of Transportation for new sidewalks.~~

Community Facilities and Services:

GOAL:—~~Provide a variety of community facilities and services to meet the needs of the citizens of Bowling Green.~~

Objective: ~~Develop a Master Community Facilities and Services Plan to assess the Town's current and future public service needs.~~

Strategy—~~The Bowling Green Town Manager shall prepare a Master Community Facilities document that outlines the Town's existing facilities and plans for future needs. Review the Town, State and County facilities and services to ensure that the Town does not duplicate facilities and services which are already being provided. Include the recreational needs of the community and develop a plan to meet those needs.~~

Objective: ~~Maintain and upgrade existing facilities and services.~~

Strategy 1—~~The Bowling Green Town Manager shall review the condition of existing facilities and provide funding requirements in the Capital Improvement Program to ensure their upkeep and extend their life.~~

Strategy 2—~~The Bowling Green Town Council shall pursue grant funding to provide funds for public facilities and services and determine the priority of the projects to be funded.~~

Historic Preservation and Tourism:

GOAL:—~~Preserve the historic assets of the community while promoting tourism.~~

Objective: ~~Ensure the protection and preservation of the historical assets of the community.~~

Strategy 1—~~The Bowling Green Planning Commission shall monitor Federal and State legislation related to historic and cultural preservation and development.~~

Strategy 2—~~The Bowling Green Town Council shall promote the Civil War Trail Lee v. Grant and Bowling Green's markers located in front of the County Courthouse.~~

Strategy 3—~~The Bowling Green Town Council shall promote the Bowling Green walking tour, Old Mansion, County Courthouse and other historic attractions of the historic district listed on the National Register of Historic Places and The Virginia Landmarks Register.~~

Strategy 4—~~The Bowling Green Town Council shall work with the Caroline~~

~~County Historical Society, the Caroline County Visitors Center, and other organizations to identify and preserve historical assets located in the Town of Bowling Green.~~

Objective: Develop and promote tourism programs that highlight the Town's historical and cultural assets.

~~*Strategy 1*—The Bowling Green Town Council shall use the Potomac Gateway Welcome Center and the Caroline County Visitors Center as resources to promote the Town's tourist attractions.~~

~~*Strategy 2*—The Bowling Green Town Manager and the Bowling Green Town Council shall work closely with Caroline County, the Chamber of Commerce, and other organizations to develop and promote tourism programs.~~

Land Use:

GOAL: Provide a balance pattern of land use that promotes harmony among existing development, future development and the natural environment while meeting the Town's future growth needs.

Objective: Ensure that land exists for the controlled growth of residential, commercial, industrial, recreational, and institutional uses.

~~*Strategy*—The Bowling Green Planning Commission reviews and the Bowling Green Town Council approves the amount of land being used within each type of land use category. If land for a particular type of land use becomes limited, review the options to add additional land for that type of land use category.~~

Objective: Ensure that land uses are compatible with their surroundings.

~~*Strategy 1*—The Bowling Green Planning Commission shall review the Town and County Comprehensive Plans to ensure that their goals are compatible with each other.~~

~~*Strategy 2*—The Bowling Green Planning Commission shall review all land use applications and the associated impacts to ensure that they are compatible with the Town's environmental protection goals.~~

~~*Strategy 3*—The Bowling Green Planning Commission reviews and recommends to the Bowling Green Town Council which acts on proposed strip commercial development to prevent long commercial strips and integrate other less intensive types of land uses.~~

~~*Strategy 4*—The Bowling Green Zoning Administrator requires the documentation of impacts for proposed developments to include, but not limited to, the analysis of the traffic in order to review the traffic impacts of development proposals and~~

~~require that private developers provide funds to address those~~

impacts in and adjacent to development, environmental impact on storm water management, and other considerations such as noise, odor, smoke, light and building height and scale.

Strategy 5—The Town of Bowling Green follows the Comprehensive Plan's Development Standards and Design Features in the Bowling Green Planning Commission review and the Bowling Green Town Council approval of future development.

Objective: **Promote land uses that are consistent with the Town's ability to provide public services for those uses.**

Strategy 1—The Bowling Green Planning Commission conducts an annual review of the Town's Capital Improvement Plan to ensure that funds are provided to support the future land use plans and infrastructure needs of new developments.

Strategy 2—The Bowling Green Planning Commission, with input from the Bowling Green Public Works Director, reviews and the Bowling Green Town Council approves development proposals so that the Town's ability to provide public services is not jeopardized or exceeds mandated limits.

Strategy 3—The Bowling Green Town Council defines and implements a process to seek private investment and State and Federal grants that will provide funds to support facilities for future land uses.

Objective: **Encourage "infilling" of vacant parcels to utilize existing facilities.**

Strategy—The Bowling Green Planning Commission prepares an inventory of infill parcels and encourages their development above parcels that need full development of public services such as utilities.

Objective: **Encourage the compatibility of land uses between the Town's Comprehensive Plan and County's Comprehensive Plan.**

Strategy—The Bowling Green Planning Commission reviews the Town and County Comprehensive Plans to seek ways to consolidate resources and support the land use needs of both jurisdictions.

Improved Coordination and Cooperation:

~~GOAL: Develop a collaborative process between the Town of Bowling Green and the various county, state, and federal agencies to improve Bowling Green's and Caroline County's capacity to address issues related to growth.~~

~~Objective: Initially, establish an annual meeting between the Town of Bowling Green and Caroline County. Increase the frequency of the meetings as needs dictate.~~

~~*Strategy 1*—The Bowling Green Planning Commission coordinates and holds a meeting with the Caroline County Planning Commission.~~

~~*Strategy 2*—The Bowling Green Town Council coordinates and holds a meeting with the Caroline County Board of Supervisors.~~

~~*Strategy 3*—The Bowling Green Town Staff coordinates and holds a meeting with the Caroline County Staff.~~

~~Objective: Establish and maintain a continuous dialogue between the Town of Bowling Green and Fort A.P. Hill. Set the frequency of the meetings as needs and notification requirements dictate.~~

~~*Strategy 1*—The Town of Bowling Green, represented by the Bowling Green Town Council, Mayor, Town Manager, Bowling Green Planning Commission, and the Public Works Director, coordinates and holds meetings with the Commander, Fort A.P. Hill and his staff to address mutual needs.~~

~~*Strategy 2*—The Bowling Green Town Manager notifies the Commander, Fort A.P. Hill and his staff of any proposed development, rezoning requests, and other actions within 3000 feet of the installation boundary, or other defined encroachment sensitive zone that is federally mandated.~~

~~Objective: In matters of growth, involve all parties early and address the Big Picture to define all known development, zoning, and rezoning proposals. Avoid piecemeal approval of subdivision, zoning, and rezoning requests that will ultimately define a pattern of growth that is unexpected. Be proactive in all matters to achieve responsible growth.~~

~~*Strategy*—The Bowling Green Town Council shall use the charette to bring the all parties together and identify proposed and anticipated growth so that a clear understanding of growth for the next 24 to 60 months is achieved. Document and follow all agreements. Update the Comprehensive Plan, Subdivision Ordinance, and Zoning Ordinance as required.~~

Public Relations and Information Sharing:

GOAL: ~~Provide pertinent, relevant, and legally required information to the public in a timely manner.~~

Objective: ~~Meet all legal and logical requirements to disseminate and provide access to all information that affects the residents of Bowling Green and the surrounding jurisdictions.~~

Strategy ~~The Bowling Green Town Government (Mayor, Town Council, Planning Commission, and Town Staff) shall use the Town's web site, newsletter, press releases, the local government TV channel, the local newspapers, and other methods and media to provide information to the public.~~

Chapter 10 – Goals and Implementation Plans

Notes:

~~Throughout this Chapter will be entries that reference a particular body of government or staff. The following list will illustrate the short form of these for ease of reading. One aspect of reviewing this section includes an organization of responsibility, therefore these references are open to change or addition. Bear in mind that the Council has a final say in any matters that are labeled as a responsibility of a lower body.~~

Legend:

Planning Commission [PC]
Economic Development Authority [EDA]
Town Manager [TM]
Zoning Administrator [ZA]
Public Works Director [PWD]
Bowling Green Town Council [Council]
All of the Above [BGTG]

~~The goals below are organized into general areas of consideration. The category is followed by a primary goal, supported by multiple implementation directives with explanation.~~

1. Environment:

Goal

~~Achieve a pattern of land use that balances water quality and environmental protection with social and economic needs.~~

Implementation

1. Focus growth in areas most suitable for development to protect environmentally sensitive areas
 - [PC] Determine soil suitability by referencing County information before development plan reviews. Do not allow development where soil conditions do not support the proposed plans.
 - [PC] Limit development in areas of the Chesapeake Bay Preservation Act with slopes of 15% or greater.

2. Conserve the Town's natural and fiscal resources by supporting infill and concentrated development and redevelopment in existing and defined growth areas.
 - [PC] Adhere to the Comprehensive Plan when reviewing potential development plans, recommending projects that follow those guidelines as a rule.
 - [BGTG] Encourage infill growth in the downtown area commercial district to reduce the need of expansion into undeveloped areas.
 - [BGTG] Prioritize shared access, parking, and pedestrian walkway improvements to achieve a well-designed and concentrated commercial downtown area. Continue this method as growth occurs in the secondary commercial areas.
 - [PC] Review Subdivision and Zoning Ordinances every two years, as a minimum, to ensure alignment between environmental and development goals. This may involve updates to those ordinances, to the Comprehensive Plan, or both as needs change.

3. Protect the groundwater and surface water resources from an increase in pollution while managing the potable water supply.
 - [Council] Support and maintain communication with the Public Works Director. Encourage consistent reporting to be made aware of issues as early as possible to address them.
 - [TM] Ensure that the job description of the Public Works Director is updated according to the needs of the town.
 - [PWD] Prevent increases in storm water runoff by maintaining Best Management Practices (BMP) at runoff sites, including vegetative buffers and the maintenance thereof.

4. Enlist County, Regional or State Assistance where needed to ensure water quality protection.
 - [TM ZA] Maintain a cooperative partnership with Caroline County for the enforcement of the Town's Chesapeake Bay Preservation Act Program and to address any erosion problems.
 - [TM ZA] Encourage the use of shared or regional retention basins for existing and future development.
 - [PWD], [TM ZA] Enlist State and County assistance as needed in order to identify possible sources of point and non-point pollution in the town such as illegal landfills, underground storage tanks, abandoned wells, failing septic systems, inadequate treatment of organic effluent, and industrial discharges.
 - [BGTG] Educate the Town citizenry on ways to conserve water and to minimize

impacts on water quality.

5. Protect the natural wooded character of the town.

- [PC] When reviewing site plans, ensure that trees are retained to the highest extent possible.
- [Council] will attempt to provide funding for trees to be planted on Town properties and in selected areas throughout Town.

2. Housing

Goal

Encourage adequate housing in a variety of attractive styles and costs to meet the needs of present and future Town residents.

Implementation

1. Assure a scale and density of residential development compatible with adjacent and surrounding land uses, environmental conditions, and supporting infrastructure.
 - [PC] Review the Zoning and Subdivision Ordinances to ensure they allow residential development in areas with surrounding compatible land uses and adequate provision for public utilities.
 - [PC] Review the Zoning and Subdivision Ordinances and Comprehensive Plan to ensure they allow densities that maximize the use of land for new housing while protecting the environment and surrounding character.
 - [TM] Encourage the rehabilitation of existing substandard housing. Coordinate with Caroline County to ensure the Building Code allows for rehabilitation at a reasonable cost.
 - [PC] Review the Zoning and Subdivision Ordinances to ensure they require adequate buffers between residential, commercial and industrial uses to protect development from encroachment.

3. Economics

Goal

Promote managed economic growth while preserving historic character of the Town and quality of life of its residents.

Implementation

1. Promote the Town as a center of retail trade for Caroline County.
 - [EDA] Maintain and regularly update a marketing plan to promote the town, working with the County Office of Economic Development and Chamber of

- Commerce as needed.
 - [PC] Conduct an annual review of the land use map in the Comprehensive Plan to ensure it allows for an adequate supply of land zoned for business and industrial development.
 - [Council] Use the EDA's market plan and Planning Commission's review to direct staff Town Manager on how to pursue new business.
2. Provide adequate public utilities and services to support commercial and industrial growth.
- [PWD] Conduct an annual review of the Town's existing public utilities and services to ensure that they are adequate to support projected development.
 - [TM] Conduct an annual review of all possible resources, financial and otherwise, that will enable the Town to extend utilities and services to areas that have business growth potential.
3. Maintain an Economic Development Program.
- ~~Support the cooperation of~~ To foster collaboration between the Town Manager and Bowling Green Economic Development Authority with the County Office of Economic Development, County Visitor Center, and County Chamber of Commerce to promote opportunities for potential developers.
 - [EDA] Report to the Council regularly regarding plans and potential avenues of development.
 - The Planning Commission, EDA, and Council will have open communication in order to promote cooperation between the bodies, including joint meetings when the need arises to properly collaborate. An annual joint meeting should be considered between the PC and EDA as well as each of them with the Council separately.

4. Transportation

Goal

Provide for the safe, efficient and economical movement of people and goods.

Implementation

1. Plan and coordinate land use development and transportation improvements in such a manner as to establish and maintain a viable Town roadway system.
 - [Council],[TM], [PC] Prioritize ~~road~~ transportation improvement projects and pursue funding through multiple avenues.
 - [PC] Private land developers will be required to provide adequate transportation improvements necessary to serve their developments. They must minimize the impact of development on the roadway network by limiting access points, providing joint entrances, and interconnecting adjoining developments.
 - [TM],[PC] Ensure regional and local transportation networks complement each other by ~~cooperating~~ collaborating with the County and VDOT on applicable projects.

2. Ensure that the transportation network is designed to be compatible with the environment.
 - [PC] Review the environmental impact of all proposed road projects to ensure that they meet the goals of the Comprehensive Plan.
 - [Council] Improve the environmental setting of the road network by providing for roadway beautification projects, Adopt-a-Highway programs, and corporate sponsored projects.

3. Promote the use and development of sidewalks throughout Town.
 - [Council] Review the Town's sidewalk system annually and make recommendations for improvement of the system.
 - [Council] Provide funding for new sidewalks if possible using Town funds or request funds from Caroline County and VDOT for new sidewalks. In addition the Town Manager will search for grant opportunities.

5. Community Facilities and Services

Goal

Provide a variety of community facilities and services to meet the needs of the citizens of Bowling Green.

Implementation

1. Develop a Master Community Facilities and Services Plan to assess the Town's current and future public service needs.
 - [TM] Ensure that resources are available to meet the needs of the community.
 - [TM] Develop a plan that reviews Town, County, and State facilities and services so that the town does not duplicate items that are already being provided.

2. [TM], [PWD] Review existing facilities regularly to assess their conditions and need of upkeep or renovation to extend their life.

3. [TM] Pursue grant funding for public facilities and services when available to ease the economic burden of the Town.

6. Historic Preservation and Tourism

Goal

Preserve the historic assets of the community while promoting tourism.

Implementation

1. Ensure the protection and preservation of the historical assets of the community.
 - [BGTG] Work with the Caroline County Historical Society, the County Visitor Center, and other organizations to identify and preserve historical assets located in the Town.
 - [PC] Regularly review Federal and State legislation related to historic and cultural preservation and development.
 - [BGTG] Promote Bowling Green as a walk-able historic district. Emphasize the Old Mansion, County Courthouse, ~~Civil War~~ All Historical Markers, and other historic attractions listed on the National Register of Historic Places and the Virginia Landmarks Register.
 - [EDA] Develop and promote tourism programs.

7. Land Use

Goal

Provide a balanced pattern of land use that promotes harmony among existing development, future development, and the natural environment while meeting the Town's future growth needs.

Implementation

~~**Special Note: This Is The Section That Would Reference The Proposed-Utility Resource Management Plan**~~

1. [PC] Ensure that land exists for the controlled growth of residential, commercial, industrial, and institutional uses. Review land use annually and recommend updates if land for a particular use becomes limited.

2. Ensure that land uses are compatible with their surroundings.
 - [PC] Encourage the compatibility of land uses between the Town's Comprehensive Plan and Caroline County's Comprehensive Plan. When reviewing the Town's Plan seek ways to consolidate resources and support the needs of both jurisdictions.
 - [PC] Review all land use applications and the associated impacts to ensure that they are compatible with the Town's environmental protection goals.
 - [PC] Promote infilling of downtown commercial district whenever possible. Limit intensive commercial development of vacant land outside of the 301 Growth District.
 - [TM ZA] Require development proposals to include analysis assessments regarding traffic impact, environmental impact, and other considerations such as noise, odor, smoke, light, building height and scale. Private developers will be required to provide funds to address impact in and adjacent to development.
 - [PC] Maintain the character of the town by easing land use transition. Adequate buffers will be required for new development adjacent to existing residential areas when such new development represents a change in land use. These buffers will differ based on the intensity of the change.
 - [PC] reviews the Zoning and Subdivision Ordinances to ensure adequate setbacks, buffers, and restrictions exist between development areas in ~~order to protect the character of existing residential zoning.~~
 - ~~[BGTG] Adopt the attached Residential Character Preservation Plan into the Comprehensive Plan.~~

3. ~~Public utilities for the uses~~ Public utilities for the uses that are consistent with the Town's ability to provide
 - [PC] Conduct an annual review of the [CIP] to ensure funds are provided to support the future land use plans and infrastructure needs of new developments.
 - [PC] Review all development proposals so that the Town's ability to provide public services is not jeopardized or exceeds mandated limits.
 - [Council] [TM] Define and implement a process to seek private investment and/or State or Federal grants that will provide funds to support facilities and future land uses.
 - ~~[BGTG] Adopt the attached proposal of the Utility Resource Management Plan into the Comprehensive Plan.~~

8. Utility Resource Management Plan

Goal -

To responsibly and efficiently provide a means ~~of which~~ to oversee incoming growth of the Town of Bowling Green. To establish a method of control over the Town's resource usage and establish a method of phasing in

scaled development to address potential resource capacity concerns.

Implementation:

1. Staff [TM] [PWD] maintains an accurate and accessible current projection of public utility capacity and usage. A corresponding engineering study to verify capacity should also be enacted.
2. This report will establish a baseline usage of current public utility from which to generate the following Plans. The report should also include an estimated impact of expected by-right usage awaiting connection but not yet online.
3. The Planning Commission shall give a recommendation and Council approve an appropriate threshold limiting large development upon reaching a defined percentage of utility capacity. This is beyond the scope of the existing DEQ limit and is intended as a hard stop against large scale projects that would over-encumber the Town's ability to provide service to its existing residents.
4. The Planning Commission shall give a recommendation and Council approve a defined projection of land use to direct growth while approaching this limit. This should establish a policy of prioritizing specific land uses incrementally so that uses grow together rather than a single large development absorbing all remaining supply. These brackets may be tiered and tied to related overall caps to serve as a multi-phased growth plan as the Town looks to expand its resource capacities.
5. Benchmarks and ratios will be assigned to land use types based off of remaining utility access. If the Town chooses to establish multiple growth tiers then large developments will be on hold until the corresponding benchmarks of those tiers are met.
6. These metrics are to be reassessed annually at a minimum.
7. The Town will establish and continue on an overall utility conservation, maintenance, and expansion plan that will serve future growth without causing undue economic or environmental harm to the community.
8. The Town will reach out and work with both inside and outside agencies to complete these goals. The Town will be transparent with the public. Efforts will be made to search for grant opportunities and other potential ways to improve utility performance, access, and growth.
9. This Plan will be adopted into the Bowling Green Comprehensive Plan as a defined policy in dealing with all site plan and development projects.

Sewer

Totals do not include County reserve and usage

Current Usage		Amount (gallons per day)	% of capacity used	Actions Triggered
Max Capacity Permitted		205,000 250,000		None
Total Average Usage by Town		98,000	39.2 %	
▪ Residential		51,156	20.4 %	
▪ Commercial		29,890	12.0 %	
▪ Inflow and Infiltration		16,954	6.8 %	
Caroline County Reserve		45,000	18.0%	
Unused Capacity		107,000	42.8 %	
Tier 1 Growth Cap	New Growth GPD	Total GPD	Capacity used	
Total Max Usage	25,000	123,000	60.0 %	<ul style="list-style-type: none"> ▪ Engineering Study ▪ Project Approval ▪ Financing Secured
▪ Residential	9,944	61,100	29.8 %	
▪ Commercial	4,760	34,650	16.9 %	
▪ Inflow and Infiltration	46	17,000	8.3 %	
▪ Reserve	10,250	10,250	5.0 %	
Unused Capacity		82,000	40.0%	
Tier 2 Growth Cap	New Growth GPD	Total GPD	Capacity used	
Total Max Usage	20,500	143,500	70.0 %	<ul style="list-style-type: none"> ▪ Break Ground on Project ▪ Secure Amended Permit
▪ Residential	9,225	70,325	34.3 %	
▪ Commercial	6,150	40,800	19.9 %	
▪ Inflow and Infiltration	0	17,000	8.3 %	
▪ Reserve	5,125	15,375	7.5 %	
Unused Capacity		61,500	30.0%	

Water

The Town's current groundwater withdrawal permit allows for 69,520,000 gallons per year which is 190,465 GPD on average. The current average daily production is 153,000 GPD.

- This total includes unaccounted for water usage from water leaks, flushing of hydrants, use from Caroline County Fire and Rescue (training, filling trucks, etc.)
- Current daily reserve is 37,465 which allows for an additional 124 connections at 300 GPD
- Approval of development that will cause an excess of 190,000 GPD is contingent upon the Virginia Department of Environmental Quality's (VDEQ) approval of modified withdrawal permit.
- VDEQ will not consider modifying the Town's groundwater withdrawal permit without conditionally approved development plans.

Current Usage	Total Production GPD	Capacity used
Total Permitted Daily Production	190,465	
Total Average Usage	153,000	80.3%
▪ Residential	92,070	48.3 %
▪ Commercial	34,050	17.9 %
▪ Unaccounted for water loss	26,880	14.1 %
Unused Capacity	37,465	19.7%

9. Public Relations and Information Sharing

Goal

Provide Pertinent, relevant, and legally required information to the public in a timely manner.

Implementation

1. [BGTG] shall use the Town's website, ~~newsletter~~, press releases, local government television, newspapers, social media, and other methods and media to provide information the public.
2. [BGTG] will meet all legal and logical requirements to disseminate and provide access to information that affects the Town and surrounding areas swiftly and efficiently.
3. [BGTG] will facilitate the means for public feedback on public matters and access to public meetings. When emergency or executive orders prohibit physical access, every effort to enable electronic participation will be enacted.
4. [TM] Contact information for the Town Office will be easily accessible for the public. ~~to communicate with.~~ The staff will be prompt in referring communication to the appropriate channel.
5. [TM] Contact information for elected and appointed officials will be publicly available. ~~to the public to be able to serve as representatives of the Town.~~

10. Improved Coordination and Cooperation

Goal

Develop a collaborative process between the Town of Bowling Green and the various County, State, and Federal Agencies to improve Bowling Green and Caroline County's capacity to address issues.

Implementation

1. [BGTG] Forge and foster a cooperative relationship with the Caroline County Board and Administration. Establish communicative points of contact and if possible establish annual meetings with the equivalent bodies of the Town and County.
2. [BGTG] ~~Establish and maintain a continuous dialogue~~ Forge and foster a cooperative relationship between the Town and Fort A.P. Hill. Coordinate and hold meetings with the Commander and/or staff to address needs. Ensure prompt notification of A.P. Hill of any proposed actions within 3000 feet of the installation boundary, or any other defined encroachment sensitive zone that is federally

mandated.

3. [BGTG] In matters that would greatly affect other ~~parties~~agencies, involve ~~them~~ said agencies early and address the scope to define all known developmental, zoning, and rezoning proposals. Avoid piecemeal approval of subdivision, zoning, and rezoning requests that will ultimately define a pattern of growth that is unexpected. Be proactive in all matters to achieve responsible growth.



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

AGENDA ITEM: February 22, 2021 Meeting Minutes
ITEM TYPE: Action Item
PURPOSE OF ITEM: Decision - By Motion
PRESENTER: Melissa Lewis, townmanager@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Minutes from the February 22, 2021 Planning Commission Meeting

ATTACHMENTS:

February 22, 2021 Meeting Minutes

REQUESTED ACTION:

Approve minutes.

**TOWN OF BOWLING GREEN
PLANNING COMMISSION**

MINUTES

**Monday, February 22, 2021
7:00 PM**

ROLL CALL AND DETERMINATION OF A QUORUM:

Chairperson Gattie called the meeting to order and determined a quorum was present.

PRESENT

Chairperson Lisa Gattie
Vice Chairperson Charles Scott Seigmund
Commissioner Valarie Coyle
Commissioner Sandra Pelter
Commissioner Tina Gambill
Ex-officio member Jeff Voit

Motion made by Commissioner Pelter, Seconded by Commissioner Gambill to amend the agenda by adding item 4a. Discussion of meeting calendar.

Voting Yea: Chairperson Gattie, Vice Chairperson Seigmund, Commissioner Coyle, Commissioner Pelter, Commissioner Gambill

Motion passed.

PUBLIC COMMENT:

Peggy Wholey, 134 Lafayette Ave. - Would like low density residential zoning on the 11 acres that abuts her property. Asked that development be focused on Rt. 301 corridor.

Barbara Ciperano, 135 Lafayette, Ave. - Opposed to PUD zoning in low density residential future use designation.

Ashley Adams McGill, 140 Lafayette Ave - Opposed to PUD zoning.

Arthur Wholey, 137 Main St. - As member of Town Council, was contact by several residents that are opposed to PUD zoning.

Jeff Sili, 205 Travis St. - Opposed to PUD zoning. Encouraged Planning Commission to make changes to Future Land Use Map.

James Watson, 145 Martin St. - Opposed to PUD and high density zoning.

Whitney Watts, 165 S. Main St. - stated that mis-information that is circulating is confusing the public, feels there is a lack of transparency.

Linda Sullivan, 161 S. Main St. - concerned about the traffic that medium/high density zoning will create.

PUBLIC HEARING:

Public Hearing - ZP-2021-002 - Special Use Permit Application made by Bowling Green Properties, LLC to convert an existing single-family dwelling into a two-family dwelling at 221 N. Main St., Tax ID# 43A2-10-2. The property is zoned R-1 Residential zoning.

Chairperson Gattie opened the public hearing and called for public comments on the matter. She called a second and third time, hearing none she closed the public hearing.

The applicant explained that prior to the property's re-zoning from B-1 to R-1, the building was mixed use with an office space on the ground floor and a residential living space on the second floor. He received several inquiries about renting the residential space and few that were interested in the commercial space. Since the property is now zoned residential he would like to convert the office space to a second dwelling unit.

Motion made by Commissioner Gambill, Seconded by Commissioner Pelter to send a recommendation of approval to the Town Council.

Voting Yea: Chairperson Gattie, Vice Chairperson Seigmund, Commissioner Coyle, Commissioner Pelter, Commissioner Gambill

Motion passed.

APPROVAL OF THE MINUTES:

Meeting Minutes – January 25, 2021

Motion made by Commissioner Pelter, Seconded by Commissioner Coyle to approve the minutes as presented.

Voting Yea: Chairperson Gattie, Vice Chairperson Seigmund, Commissioner Coyle, Commissioner Pelter, Commissioner Gambill

Motion passed.

NEW BUSINESS

Proposed PUD revision - Ex-officio member Voit present the idea of amending Planned Unit Development (PUD) zoning for the purpose of addressing the public's concerns. A discussion ensued.

Motion made by Commissioner Pelter, Seconded by Commissioner Gambill to send a recommendation to Town Council that the two parcels south of Lafayette Avenue be changed from low/moderate density residential to low density residential on the proposed Future Land Use map.

Voting Yea: Chairperson Gattie, Vice Chairperson Seigmund, Commissioner Pelter, Commissioner Gambill

Voting Nay: Commissioner Coyle

Motion passed.

Motion made by Commissioner Pelter, Seconded by Vice Chairperson Seigmund to send a recommendation to Council that they remove PUD as a compatible zoning in the low/moderate density residential use designation on the proposed Future Land Use map.

Voting Yea: Chairperson Gattie, Vice Chairperson Seigmund, Commissioner Pelter, Commissioner Gambill.

Voting Nay: Commissioner Coyle

Motion passed.

Schedule Work Session

Motion made by Commissioner Gambill, Seconded by Commissioner Pelter to schedule a work session on March 10, 2021 at 6:30 p.m. for the purpose of an information meeting about the Town's Water System.

Voting Yea: Chairperson Gattie, Vice Chairperson Seigmund, Commissioner Coyle, Commissioner Pelter, Commissioner Gambill.

Motion passed.

Discussion of meeting calendar - staff was directed to repopulate the Town's website calendar with all Planning Commission meeting through December 2021.

REPORT OF THE ZONING ADMINISTRATOR:

A verbal report was given.

UNFINISHED BUSINESS:

Review of Comp Plan Chapters 9 and 10

Motion made by Commissioner Pelter, Seconded by Commissioner Coyle to schedule a Public Hearing for March 15, 2021 at 7:00 p.m. on Chapters 9 and 10 as amended of the Comprehensive Plan .

Voting Yea: Chairperson Gattie, Vice Chairperson Seigmund, Commissioner Coyle, Commissioner Pelter, Commissioner Gambill.

Motion passed.

ADJOURNMENT

Motion made by Commissioner Gambill, Seconded by Commissioner Pelter to adjourn the meeting. Voting Yea: Chairperson Gattie, Vice Chairperson Seigmund, Commissioner Coyle, Commissioner Pelter, Commissioner Gambill.



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

AGENDA ITEM: Zoning Administrators Monthly Report for March 2021

DATE: March 12, 2021

PREPARED BY: Melissa Lewis

MONTHLY REPORT / PROJECT UPDATE:

- 333 N. Main Street – Special Use Permit conditions have been met and business will hold a ribbon cutting on March 26th at 12 pm.
- All meetings have been listed on the Town website calendar.

ATTACHMENTS:

- Memo to Town Council with recommendations relating to the Future Land Use Map.

HEADS UP ITEMS:

- Reminder - Special called meeting on Thursday March 18th at 7:00 p.m. for the purpose on an informational session on Land Use and Planning with the Town Attorney.



MEMORANDUM

TO: The Honorable Mayor
The Honorable Members of the Bowling Green Town Council

FROM: Melissa Lewis, Town Manager/Zoning Administrator

RE: Proposed Future Land Use Map

DATE: March 15, 2021

At its February meeting, the Planning Commission voted to send two recommendations to you that relate to the proposed Future Land Use Map that was presented at the December Town Council meeting. The Planning Commission asks for the Council's consideration on the following:

1. That the two properties located south of Lafayette Avenue, tax map #'s 43-A-84 and 43-A-84A, be changed from low/moderate density residential designation to low density residential designation on the proposed Future Land Use map.
2. That PUD be removed as a compatible zoning in the low/moderate density residential use designation on the proposed Future Land Use map.

The Planning Commission has made these recommendations based on public comments they have received since their initial recommendation to approve the proposed Future Land Use Map made at its November 16, 2020 meeting.