



**TOWN OF BOWLING GREEN
PLANNING COMMISSION MEETING**

A G E N D A

**Thursday, February 20, 2025
6:00 PM**

PLEDGE OF ALLEGIANCE:

ROLL CALL AND DETERMINATION OF A QUORUM:

ELECTION OF CHAIR:

APPROVAL OF THE MINUTES:

- [1.](#) November 2024 Minutes

COMMISSION COMMENTS AND REPORTS:

PUBLIC COMMENT:

NEW BUSINESS:

2. 2025 Meeting Schedule

ANNUAL WORKPLAN UPDATE:

- [3.](#) 2024 Annual Workplan Review
- [4.](#) 2025 Annual Workplan Discussion

ADJOURNMENT:



TOWN OF BOWLING GREEN PLANNING COMMISSION MEETING

MINUTES

Thursday, November 21, 2024
6:00 PM

Chair Gambill opened the meeting at 6:01 P.M.

PLEDGE OF ALLEGIANCE:

ROLL CALL AND DETERMINATION OF A QUORUM:

Chair Gambill initiated a roll call, acknowledging the absence of Mr. Benjamin. Quorum was determined with unanimous approval.

PUBLIC COMMENT:

Public Comment was opened at 6:02 PM, there were no public comments made, Public Comment was closed at 6:03 PM.

1. October 2024 Meeting Minutes

Mr. Voit motioned to amend the minutes to correct a clerical error, seconded by Mr. Siegmund. The motion was approved unanimously, October 2024 meeting minutes were approved as amended.

NEW BUSINESS:

2. Cancellation of December Meeting

Mr. Siegmund motioned to approve, seconded by Ms. Gattie. The item was approved unanimously.

INFORMATIONAL ITEMS:

3. Annual Workplan

Mr. LaRiviere reviewed the 2024 Annual Workplan. He shared updates regarding the Town's zoning map project progress and expressed his vision for its finalization.

Ms. Gambill requested that the fence ordinance needed to be uploaded to the Town website.

Mr. Voit provided background on the Water Service Area item from the 2024 Annual Workplan.

Ms. Gambill emphasized that the Planning Commission will need to fill the Chair vacancy in January.

Mr. LaRiviere answered a question from Ms. Gambill regarding applications for Boards and Commissions, stating that the application will be developed and posted on the Town website for the Planning Commission and Board of Zoning Appeals.

COMMISSION COMMENTS AND REPORTS:

Mr. LaRiviere expressed his gratitude to the Planning Commission for their work together this past year. Ms. Gambill expressed warm regards for her fellow planning commission members and

discussed continuing her public service as Mayor.

ADJOURNMENT:

Mr. Voit Motioned to adjourn, seconded by Mr. Siegmund. After no further discussion, motion to adjourn was approved unanimously at 6:28 P.M.

2024 Planning Commission Annual Workplan

Months	Action Items
February- April	Propose Workplan to Council
	Adopt Annual Workplan
	Fence Ordinance Adoption
	Zoning Map Discussion
May- July	Zoning Map Discussion
	Zoning Map Adoption
August- October	Short-term Rental Ordinance
November- January	Water Service Area Discussion



Planning Commission Memorandum

To: Planning Commission for the Town of Bowling Green
Copy: India Adams-Jacobs, Town Manager & Zoning Administrator
From: J.C. LaRiviere, Director of Community Development & Partnerships
Date: January 16th, 2025
Subject: 2025 Annual Workplan Discussion

Background:

The chief purpose of the annual workplan is to serve as the procedural mechanism through which the Town Council and Planning Commission communicate. The Planning Commission works with staff to develop a proposed work plan, which is then brought to Town Council for approval. This best practice ensures that the Council supports the Commission and staff in dedicating significant resources and time on specific programmatic areas before work is initiated. The workplan is a living document that may change due to new Council directives or other routine business. The Planning Commission adopted its first workplan in 2024 which led to two ordinances being adopted by Council and significant improvements in Town zoning processes. Some aspects of the workplan may be mandated by the Commonwealth, such as adopting an amended comprehensive plan and any needed changes to the Town's ordinances related to the Chesapeake Bay Act upon conclusion of the programmatic audit by the Department of Environmental Quality.

Summary:

Benefits of the establishment of an annual workplan for the Commission include:

- Ensures that Town Council has knowledge of, and approves of, all major initiatives of the Planning Commission
- Ensures that the Town Council, Planning Commission, and Town Staff are unified in pursuing achievable broader goals while understanding that significant time will be needed to manage routine Commission business
- Enhances communication regarding the Commission's work and major goals to residents

Recommendation:

There is no staff recommendation. This is a discussion item only.