



TOWN OF BOWLING GREEN PLANNING COMMISSION MEETING

A G E N D A

Thursday, March 20, 2025
6:00 PM

PLEDGE OF ALLEGIANCE:

ROLL CALL AND DETERMINATION OF A QUORUM:

PUBLIC COMMENT:

APPROVAL OF THE MINUTES:

- [1.](#) February 20th, 2025 Meeting Minutes

REPORT OF THE ZONING ADMINISTRATOR:

2. Capital Improvement Plan Discussion, India Adams-Jacobs, Town Manager & Zoning Administrator
3. Briefing on Land-use Items from Town Council Strategic Planning Retreat, India Adams-Jacobs, Town Manager & Zoning Administrator

ANNUAL WORKPLAN UPDATE:

- [4.](#) 2025 Annual Workplan Approved By Council
- [5.](#) Chesapeake Bay Preservation Act Local Compliance Review Update, J.C. LaRiviere, Director of Community Development & Partnerships
6. Town Zoning Map GIS Update, J.C. LaRiviere, Director of Community Development & Partnerships; Jeffrey Smith, Intern

NEW BUSINESS:

UNFINISHED BUSINESS:

COMMISSION COMMENTS AND REPORTS:

ADJOURNMENT:



TOWN OF BOWLING GREEN PLANNING COMMISSION MEETING

MINUTES

Thursday, February 20, 2025
6:00 PM

The meeting was called to order by Vice-Chair Seigmund at 6:01 PM.

PLEDGE OF ALLEGIANCE:

ROLL CALL AND DETERMINATION OF A QUORUM:

Commissioners in attendance: Scott Seigmund, Lisa Gattie, Matthew Benjamin, Jeff Voit, Lauren Griemsmann

Staff in attendance: J.C. LaRiviere, Director of Community Development & Partnerships

ELECTION OF CHAIR AND VICE-CHAIR:

Vice-Chair Seigmund accepted nominations from the floor. Commissioner Gattie nominated Vice-Chair Seigmund for Chair. No other nominations were made. Vice-Chair Seigmund accepted the nomination. Upon motion by Councilman Voit and second by Commissioner Benjamin, the Commission voted unanimously to elect Vice-Chair Seigmund as Chair of the Commission. Mr. Seigmund presided over the rest of the meeting as Chair.

Chair Seigmund then requested nominations for Vice-Chair. Commissioner Benjamin nominated Commissioner Gattie for Vice-Chair. Commissioner Gattie accepted the nomination. Upon motion by Commissioner Benjamin and second by Chair Seigmund, the Commission voted unanimously to elect Commissioner Gattie as Vice-Chair.

APPROVAL OF THE MINUTES:

1. November 2024 Minutes

Upon motion by Councilman Voit and second by Vice-Chair Gattie, the Commission voted unanimously to approve the minutes.

COMMISSION COMMENTS AND REPORTS:

Councilman Voit welcomed Commissioner Grimsmann to the Commission.

PUBLIC COMMENT:

Chair Seigmund opened public comment at 6:07.

Vice-Mayor Coyle welcomed Commissioner Grimsmann and thanked reappointed Commissioners Seigmund and Benjamin for their continued service.

Chair Seigmund closed public comment at 6:10.

NEW BUSINESS:

2. 2025 Meeting Schedule

Upon motion by Councilman Voit and second by Commissioner Gattie, the 2025 meeting schedule was approved unanimously as follows:

Meetings will occur at Town Hall at 6:00 PM on the third Thursday of each month, except for the months of December, June, and July. The December and July meetings are cancelled. Based on Commissioner availability, the June meeting has been moved to June 12th.

ANNUAL WORKPLAN UPDATE:

3. 2024 Annual Workplan Review

Mr. LaRiviere highlighted completed items from the 2024 workplan and proposed the ongoing items for addition to the 2025 Annual Workplan.

4. 2025 Annual Workplan Discussion

Mr. LaRiviere proposed items for the Commission's consideration for inclusion in the workplan for proposal to Council. Items included are the Zoning Map, Comprehensive Plan update, and the Chesapeake Bay Preservation Act Ordinance update. Upon motion by Commissioner Gattie and second by Chair Seigmund, the proposed workplan was approved unanimously for proposal to Town Council.

ADJOURNMENT:

Upon motion by Commissioner Benjamin and second by Commissioner Gattie, the Commission voted to adjourn at 6:35 PM.

2025 Planning Commission Annual Workplan	
Timeframe	Action Items
February- April	CBPA Ordinance Changes
	Zoning Map Discussion
	Discussion Item- Tiny Homes
May- July	Zoning Map Adoption
	Comprehensive Plan Discussions
August- October	Comprehensive Plan Discussions
	Comprehensive Plan Hearings
November	Comprehensive Plan Recommendation to Council
December	Comprehensive Plan adopted by Council



Planning Commission Memorandum

TO: Bowling Green Planning Commission
FROM: J.C. LaRiviere, Director of Community Development & Partnerships
COPY: India Adams-Jacobs, Town Manager & Zoning Administrator
SUBJECT: Chesapeake Bay Preservation Act- Local Compliance Review Update
DATE: March 20th, 2025

SUMMARY:

The Town's Chesapeake Bay Preservation Act Local Compliance Program is currently being audited by the Virginia Department of Environmental Quality (DEQ). These audits occur every five years. The chief goal of the Chesapeake Bay Preservation Act (CBPA), for municipalities in the Chesapeake Bay watershed, requires that construction projects be executed in an environmentally responsible manner. It also contains specific requirements for logging, farming, and other industries that potentially impact water quality.

BACKGROUND:

Below is a summary of the review process thus far:

The Town's Director of Community Development & Partnerships (DCDP) was notified of a potential compliance action against the Town for its failure to file the requisite annual CBPA report with DEQ. The DCDP attended the next available CBPA training conducted by DEQ with King George County planning staff on April 18th, 2024. The Town was then removed from DEQ's warning list. The DCDP then secured all available records, collaborated with the Public Works department, and completed the Annual Report that had not been filed which was then submitted to DEQ.

The Town received correspondence that the CBPA audit would begin in August 2024. DEQ initiated their review and requested documents from the Town including comprehensive plan components, CBPA maps, and zoning ordinance components. The DCDP secured all requested documents and submitted them to DEQ. The documents that were secured which were not publicly available were also added to the Town website. After this initial document review, the Town hosted DEQ on-site in October 2024 to discuss the document review and the audit process. At this meeting, DEQ requested documents for the next phase of the audit, focusing on construction projects. The DCDP was asked to secure permit documents, design plans, and any other documentation available for five construction projects executed in town in the last 1-3 years. After an extensive record search, five projects were selected. Once selected, the Town requested information from Caroline County related to the five projects as the County executes building permit processes for the Town. According to County staff, the County had recently purged its land-use records, and the records required were in an off-site storage unit. The DCDP and DEQ met with Caroline County staff to discuss the records request. Once received, in December 2024, the town hosted DEQ on-site on December 17th, 2024 to review all documents pertaining to the five projects submitted for review. In January 2025, the DCDP hosted DEQ for field inspections of the five projects submitted. In February 2025, the Town received additional interrogatories from DEQ



Planning Commission Memorandum

pertaining to agricultural activities in town. The DCDP is searching Town records and collaborating with the Hanover-Caroline Soil & Water Conservation District to obtain the required information. There is no projected completion date for the CBPA audit at this time. One outcome that will come before the Commission at the completion of the audit is an update to the Town's CBPA Ordinance. Revisions to the Comprehensive Plan may also be needed. These items will be brought before the Commission upon receipt of DEQ's final staff report on the programmatic audit.

FISCAL IMPACT:

This is an informational item only.

RECOMMENDATION & DRAFT MOTION:

This is an informational item only.