



**TOWN OF BOWLING GREEN  
PLANNING COMMISSION MEETING**

**A G E N D A**

**Thursday, April 17, 2025  
6:00 PM**

**PLEDGE OF ALLEGIANCE:**

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

**PUBLIC COMMENT:**

**APPROVAL OF THE MINUTES:**

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

**ANNUAL WORKPLAN UPDATE:**

- [2.](#) Discussion of Tiny Homes

**UNFINISHED BUSINESS:**

**NEW BUSINESS:**

**COMMISSION COMMENTS AND REPORTS:**

**ADJOURNMENT:**



## TOWN OF BOWLING GREEN PLANNING COMMISSION MEETING

### M I N U T E S

Thursday, March 20, 2025  
6:00 PM

Vice-Chair Gattie opened the meeting at 6:00 PM.

#### **PLEDGE OF ALLEGIANCE:**

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

Vice-Chair Gattie presided over the meeting in the absence of Chair Seigmund. Vice-Chair Gattie initiated a roll call, and quorum was established with all other members present.

#### **PUBLIC COMMENT:**

Public Comment was opened at 6:01 PM, no comments were made, Public Comment was closed at 6:02 PM.

#### **APPROVAL OF THE MINUTES:**

1. February 20th, 2025 Meeting Minutes

Commissioner Griemsman motioned to approve the Minutes, seconded by Councilmember Voit, the Minutes were adopted unanimously with no amendments.

#### **REPORT OF THE ZONING ADMINISTRATOR:**

2. Capital Improvement Plan Discussion, India Adams-Jacobs, Town Manager & Zoning Administrator

Town Manager India Adams-Jacobs provided the Planning Commission with updates to the Capital Improvement Plan as part of the budget process.

Commissioner Benjamin motioned to make a positive recommendation to Town Council, seconded by Commissioner Griemsman, the motion passed unanimously.

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

Town Manager India Adams-Jacobs informed the Planning Commission of land-use items discussed at the Town Council Strategic Planning retreat, including the comprehensive plan update.

#### **ANNUAL WORKPLAN UPDATE:**

4. 2025 Annual Workplan Approved By Council

J.C. LaRiviere, Director of Community Development & Partnerships, updated the Planning Commission regarding a request from Town Council to examine the prospects of tiny homes as a part of the comprehensive plan process.

Commissioner Griensman motioned to amend the Annual Workplan to include “tiny homes” to the February–April timeframe, seconded by Commissioner Benjamin, the motion passed unanimously.

5. Chesapeake Bay Preservation Act Local Compliance Review Update, J.C. LaRiviere, Director of Community Development & Partnerships

J.C. LaRiviere, Director of Community Development & Partnerships, provided updates to the Chesapeake Bay Preservation Act (CBPA) compliance review process.

6. Town Zoning Map GIS Update, J.C. LaRiviere, Director of Community Development & Partnerships; Jeffrey Smith, Intern

J.C. LaRiviere, Director of Community Development & Partnerships, and Jeffrey Smith, Intern, presented updates to the ongoing GIS project, detailing requested zoning designation changes submitted to Caroline County for parcels within the Town.

**NEW BUSINESS:**

None.

**UNFINISHED BUSINESS:**

None.

**COMMISSION COMMENTS AND REPORTS:**

Councilmember Voit provided updates from Council regarding the interest from Council in amending the Annual Workplan to include tiny homes, as well as the required updates to the Comprehensive Plan.

**ADJOURNMENT:**

Councilmember Voit motioned to adjourn the Planning Commission meeting, seconded by Commissioner Benjamin, the meeting was adjourned by unanimous approval at 6:27 PM.

**Town of Bowling Green  
Capital Improvement Plan  
FY 2026 - FY 2030**

**General Fund Projects**

|   | Funded By  | 2026 | 2027      | 2028       | 2029 | 2030 | Total      |
|---|------------|------|-----------|------------|------|------|------------|
| <b>Public Works &amp; Parks</b>                       |            |      |           |            |      |      |            |
| Town Hall Rehabilitation (Phase II)                   | Grant/Town |      | \$ 75,000 |            |      |      | \$ 75,000  |
| Community Park (Town Green) Playground Revitalization | Grant      |      |           | \$ 350,000 |      |      | \$ 350,000 |
| <b>Total Public Works &amp; Parks</b>                 |            | \$ - | \$ 75,000 | \$ 350,000 | \$ - | \$ - | \$ 425,000 |
| <b>Police</b>   |            |      |           |            |      |      |            |
| Police Patrol Vehicle Replacement                     | Grant      | \$ - | \$ 20,000 |            |      |      | \$ 20,000  |
| <b>Total Police</b>                                   |            | \$ - | \$ 20,000 | \$ -       | \$ - | \$ - | \$ 20,000  |
| <b>Total General Fund Supported Projects</b>          |            | \$ - | \$ 95,000 | \$ 350,000 | \$ - | \$ - | \$ 445,000 |

**Enterprise Fund Projects**

|   | Funded By  | 2026         | 2027       | 2028       | 2029       | 2030         | Total         |
|---|------------|--------------|------------|------------|------------|--------------|---------------|
| <b>Water Fund</b>                                       |            |              |            |            |            |              |               |
| Well Replacements/Modification & Radionuclide Treatment | Grant/Town | \$ 7,000,000 |            |            |            |              | \$ 7,000,000  |
| Truck- F150   | Grant      |              | \$ 45,000  | \$ 45,000  |            |              | \$ 90,000     |
| <b>Total Water Fund</b>                                 |            | \$ 7,000,000 | \$ 45,000  | \$ 45,000  | \$ -       | \$ -         | \$ 7,090,000  |
| <b>Total Water Fund Supported Projects</b>              |            | \$ 7,000,000 |            |            |            |              | \$ 7,090,000  |
| <b>Sewer Fund</b>                                       |            |              |            |            |            |              |               |
| Generator-Lift Station - Meadows                        | Town       | \$ 60,000    |            |            |            |              | \$ 60,000     |
| Generator- Lift Station - Oak Ridge                     | Town       |              | \$ 55,000  |            |            |              | \$ 55,000     |
| Generator- Lift Station - Lacy Lane                     | Town       |              |            | \$ 60,000  |            |              | \$ 60,000     |
| Wastewater Treatment Plant Upgrade-Phase I              | Grant/Town |              |            |            | \$ 500,000 |              | \$ 500,000    |
| Wastewater Treatment Equalization (EQ) Basin            | Grant/Town |              |            |            |            | \$ 2,500,000 | \$ 2,500,000  |
| <b>Total Sewer Fund</b>                                 |            | \$ 60,000    | \$ 55,000  | \$ 60,000  | \$ 500,000 | \$ 2,500,000 | \$ 3,175,000  |
| <b>Total Enterprise Fund Supported Projects</b>         |            | \$ 7,060,000 | \$ 100,000 | \$ 105,000 | \$ 500,000 | \$ 2,500,000 | \$ 10,265,000 |
| <b>Capital Improvement Plan Total</b>                   |            |              |            |            |            |              | \$ 17,800,000 |



## Planning Commission Memorandum

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**TO:** Bowling Green Planning Commission  
**FROM:** J.C. LaRiviere, Director of Community Development & Partnerships  
**COPY:** India Adams-Jacobs, Town Manager & Zoning Administrator  
**SUBJECT:** Discussion of Tiny Homes  
**DATE:** April 17<sup>th</sup>, 2025

### **SUMMARY:**

Town Council, at their March 6<sup>th</sup> meeting, requested that the Planning Commission discuss tiny homes as part of the Comprehensive Plan update, and the item was added to the 2025 Planning Commission Annual Workplan at the Commission's March 20<sup>th</sup> meeting.

### **BACKGROUND:**

The request from Council was to consider tiny homes within the context of the Comprehensive Plan update, slated for completion by the end of 2025, and not in the context of making any changes to the Zoning Ordinance. This distinction is of critical import, as the question before the Commission is not whether to add this as a permitted use and regulate the use, but rather, the Commission is being asked whether the potential future existence of tiny homes would be complimentary to the vision for the future of the Town within the context of the Comprehensive Plan.

Appendix Q of the 2018 Virginia Residential Code outlines stipulations regarding tiny homes. Tiny homes are defined as "A dwelling that is 400 square feet or less in floor area excluding lofts." Staff will present analyses of state building code regulations and assist in facilitating discussion.

### **FISCAL IMPACT:**

This is a discussion item only.

### **RECOMMENDATION:**

There is no staff recommendation at this time. This is a discussion item only.