



**TOWN OF BOWLING GREEN
PLANNING COMMISSION MEETING**

A G E N D A

**Thursday, September 17, 2026
6:00 PM**

PLEDGE OF ALLEGIANCE:

ROLL CALL AND DETERMINATION OF A QUORUM:

PUBLIC COMMENT:

PUBLIC HEARING:

APPROVAL OF THE MINUTES:

- [1.](#) Minutes- August 20, 2026

REPORT OF THE ZONING ADMINISTRATOR:

UNFINISHED BUSINESS:

- [2.](#) Comprehensive Plan Discussion
 - A. Town Council Briefing
 - B. Project Timelines
 - C. October Work Session
- [3.](#) Chapter 2: Community Profile Draft
- [4.](#) Chapter 3: Environmental Sustainability & Resilience Draft
- [5.](#) Chapter 5: Housing & Neighborhoods Diagnostic/Draft

NEW BUSINESS:

6. Draft Amendments to Zoning Ordinance Being Prepared by the Town Attorney– Chesapeake Bay Preservation Area Overlay

INFORMATIONAL ITEMS:

COMMISSION COMMENTS AND REPORTS:

ADJOURNMENT:

TOWN OF BOWLING GREEN PLANNING COMMISSION MEETING

M I N U T E S

**Thursday, August 20, 2026
6:00 PM**

PLEDGE OF ALLEGIANCE:

- Chair Matthew Benjamin called the Planning Commission meeting to order at 6:02 PM and led the Pledge of Allegiance.
- Commissioner Seigmund motioned to approve Commissioner Voit's electronic participation pursuant to the Town's electronic participation policy due to work obligations. The motion was seconded by Vice-Chair Gattie and carried unanimously.

ROLL CALL AND DETERMINATION OF A QUORUM:

Commissioners Present: Chair Matthew Benjamin, Vice-Chair Lisa Gattie, Commissioner Lauren Griensman, Commissioner Scott Seigmund, Commissioner Jeff Voit (participating electronically)

Staff Present: Darla Odom, Planner; Jeffrey Smith, Administrative Assistant/Deputy Clerk

APPROVAL OF THE MINUTES:

1. June 18, 2026 Minutes
 - Chair Benjamin motioned to approve the June 18, 2026, meeting minutes. Commissioner Seigmund seconded the motion. The motion carried unanimously.
2. July 16, 2026 Minutes
 - Commissioner Griensman motioned to approve the July 16, 2026, meeting minutes. Vice-Chair Gattie seconded the motion. The motion carried unanimously.

PUBLIC COMMENT ON NON-PUBLIC HEARING PLANNING COMMISSION/LAND USE MATTERS:

- Chair Benjamin opened public comment at 6:06 PM. No comments were presented, and public comment was closed at 6:07 PM.

PUBLIC HEARING:

3. Zoning Map Adoption - Case # ZMA 26-01
 - Chair Benjamin opened the public hearing at 6:09 PM. Darla Odom, Planner, explained that Caroline County's GIS staff had digitized the Town's existing paper zoning map to create an official digital zoning map and that the proposed map was not intended to change any property's zoning. No public comments were presented, and the public hearing was closed at 6:10 PM. Commission discussion addressed the R-1, R-2, and R-3 residential districts; existing multifamily, duplex, residential-care, and converted residential uses; special-use permits and lawful nonconforming uses; and the need to review historical zoning records when the origin of a use is unclear. Commissioners also requested graphical revisions so street names would not obscure parcel boundaries and discussed the labeling of Courthouse Road, County Street, A.P. Hill Boulevard, and Bowling Green Bypass. Commissioner Voit identified several apparent zoning discrepancies requiring further review, including Habitat for Humanity properties near East Broadus Avenue and Travis Street, a residential property on Chase Street behind the water tower, 221 North Main Street, and the Fairmont property, which should be shown as Planned Unit Development and added to the legend. Staff recommended postponing action to verify these and other prior rezonings and to revise the map's labeling and readability.

- Commissioner Gattie motioned to table Zoning Map Adoption Case # ZMA 26-01 pending additional research and correction of the identified parcels and map details. Chair Benjamin seconded the motion. The motion carried unanimously.

UNFINISHED BUSINESS:

4. Comprehensive Plan Update - New Community Facilities and Services Data

- Jeffrey Smith, Administrative Assistant/Deputy Clerk, presented updated Chapter 7 data concerning public safety, healthcare and assistance facilities, public utilities, and public-school enrollment and capacity. The public-safety tables consolidated the Police Chief's monthly reports from 2025 to the present. Commissioners requested that the table retain the Chief's terminology while clearly labeling 'Traffic Summonses,' place 'Other Activity' immediately above 'Total Activity,' and clarify what may be included within other activity. Discussion of wastewater data focused on the difference between average and peak daily flow, with staff explaining that elevated peak flow commonly reflects storm-related inflow and infiltration. The Commission noted the chapter's future-needs recommendation to reduce inflow and infiltration and rehabilitate aging collection infrastructure, and Commissioner Voit reported that recent sewer repairs had materially changed flows reaching the treatment plant.

5. Comprehensive Plan Chapter 5 - Revision Status Update

- Mr. Smith summarized revisions to Chapter 5, including clearer distinctions among Town, Caroline County, and George Washington Regional Commission data; more consistent reporting periods based principally on the latest American Community Survey five-year estimates; notes where newer data were unavailable; and definitions for acronyms and sources such as Esri and geographic information systems. He reported that business-license data were being refined to distinguish new and renewed businesses by year and that work continued on a trade-area population graphic for 5-, 15-, and 30-minute drive times. The Commission supported prioritizing Town-specific data while using county or regional information when relevant and clearly qualified. Commissioners favored keeping charts near the supporting narrative, complimented the revised graphics, and requested that the COVID-19 annotation on the unemployment chart be repositioned so it would not overlap the chart title.

6. Comprehensive Plan Community Profile Data Update

- Mr. Smith presented revisions to the Community Profile tables using the 2024 American Community Survey five-year estimates where available. Updates included source citations for each table, a Town-scaled population-change graphic, clarification that 'no bedroom' generally refers to studio-type housing units, separate unemployment and work-from-home tables, Bureau of Labor Statistics sourcing where applicable, and updated school enrollment and capacity data. Commissioners asked staff to identify more clearly which schools were represented in the enrollment-by-grade table, verify apparent differences among school data tables, and investigate why the Town's five-year estimates did not show the same 2020 unemployment and work-from-home patterns evident at the county and regional levels.

7. Comprehensive Plan Update - Chapter 3: Environment

- Ms. Odom presented a diagnostic review of Chapter 3 identifying mandatory state-code elements, best-practice recommendations, existing plan coverage, and areas needing stronger policies, objectives, strategies, and maps. She noted that Department of Environmental Quality recommendations would be incorporated and discussed efforts to obtain regional or county assistance with updated mapping. Discussion addressed the creek referenced in the existing plan, ownership and permitting considerations, Chesapeake Bay Preservation Area boundaries, drainage features, wetlands, and the need to confirm whether mapped tributaries and protected areas remain accurate. Ms. Odom advised that draft chapters on the environment, transportation, housing, and land use would follow, including state-required policy updates concerning affordable housing and manufactured housing.

- Chair Benjamin motioned to amend the agenda by adding Item 8, Comprehensive Plan Utilities Update, and Item 9, Comprehensive Plan Overall Update. Commissioner Griemsmann seconded the motion. The motion carried unanimously.
8. Comprehensive Plan Utilities Update
- Ms. Odom asked whether Commissioners had additional comments on the utilities section previously distributed for review. Commissioners reported no further comments and indicated that staff could proceed with the draft as presented.
9. Comprehensive Plan Overall Update
- Ms. Odom reviewed the remaining Comprehensive Plan schedule and emphasized the need to circulate draft chapters before the joint Planning Commission and Town Council work session and public open house scheduled for October 22, 2026. She advised that she would update Town Council on September 3 and anticipated presenting environmental and either transportation or housing materials at the September 17 Planning Commission meeting, with the remaining draft materials to follow. Commissioners discussed written review deadlines and the value of an additional work session to ensure the Commission's review was complete before meeting jointly with Town Council. Chair Benjamin stated that he would attempt to attend the September 3 Town Council meeting.
 - Vice-Chair Gattie motioned to schedule a Comprehensive Plan work session for October 8, 2026, at 6:00 PM. Commissioner Seigmund seconded the motion. The motion carried unanimously.

NEW BUSINESS:

None.

INFORMATIONAL ITEMS:

- Mr. Smith announced that the Town's KaBOOM! playground Design Day would be held Friday, August 21, from 4:00 PM to 6:00 PM at the Town playground, 117 Butler Street. He noted that refreshments would be provided and encouraged Commissioners to attend and participate in planning the funded playground improvements.

COMMISSION COMMENTS AND REPORTS:

- Commissioners thanked staff for the Comprehensive Plan revisions and noted the progress being made toward a cohesive draft.

ADJOURNMENT:

- Commissioner Voit motioned to adjourn the meeting. Vice-Chair Gattie seconded the motion. The motion carried unanimously, and the meeting adjourned at 7:49 PM.

Attest:

Chair: _____
Matthew Benjamin

Clerk: _____
India Adams-Jacobs, MPA, ICMA-CM

TOWN OF BOWLING GREEN - COMPREHENSIVE PLAN REVIEW - PROJECT TIMELINE													v.9.17.26							
Phase	#	Task Description	2026													2027				
			February	March	April	May	June	July	August	September	October	November	December	January	February	March	April	May		
Comp Plan Update	A1	Project Management	C	C	C	C	C													
	A2	Project Kickoff/PC SWOT Analysis	C																	
	A3	Document Review at PC Meetings		C	C	C	C	C	C											
	A4	Demographics & Existing Conditions		C	C	C	C	C	C											
	A5	Draft Plan Text Amendments				C	C	C	C											
	A6	Mapping																		
	A7	Joint Work Session (10.22.26)																		
	A8	Review & Clean Up																		
	A9	PC WS & Open House (PC regular mtg)																		
	A10	Incorporate Final Revisions																		
	A11	Planning Commission Public Hearing																		
	A12	Town Council Public Hearing																		
	A13	Post-Adoption Materials																		



Planning Commission Memorandum

TO: The Honorable Members of the Planning Commission
FROM: Darla Orr Odom, Deputy Zoning Administrator
COPY: India Adams-Jacobs, Town Manager
SUBJECT: **Comprehensive Plan Update – Draft Chapter 2: Community Profile**
DATE: September 17, 2026

SUMMARY:

For several months, the Commission has been reviewing demographic information that will inform the Town's Comprehensive Plan. This information informs the Plan's existing conditions, history and projected future. Staff is finalizing edits to this draft chapter.

BACKGROUND

Chapter 2 provides information related to the town's existing conditions, history and projected future growth projections. From the demographic information collected, staff is finalizing revisions to the chapter which provide an overview of the demographic information. This chapter will become Chapter 2 of the revised Comprehensive Plan named Community Profile.

Given the final edits needed, this document will be provided in a second agenda packet for the Commission's September 17th meeting which will be sent on Monday, September 14, 2026

RECOMMENDATION

Provided for Planning Commission review and discussion as part of the Comprehensive Plan update process.



Planning Commission Memorandum

TO: The Honorable Members of the Planning Commission
FROM: Darla Orr Odom, Deputy Zoning Administrator
COPY: India Adams-Jacobs, Town Manager
SUBJECT: **Comprehensive Plan Update – Draft Chapter 3: Environment**
DATE: September 17, 2026

SUMMARY:

At the Commission's August meeting, Staff provided a complete diagnostic of Chapter 3 – Environment and presented it to the Planning Commission as part of the Town's ongoing update to the Comprehensive Plan. Staff is finishing up final edits to the draft chapter.

BACKGROUND

Chapter 3 provides information related to the town's natural environmental resources and their protection. Due to the wealth of changes needed to this chapter, staff summarized the necessary changes in a diagnostic document presented to the Planning Commission at their August 2026 meeting. From this document, staff is finalizing revisions to the chapter. This chapter will become Chapter 3 of the revised Comprehensive Plan.

Given the final edits needed, this document will be provided in a second agenda packet for the Commission's September 17th meeting which will be sent on Monday, September 14, 2026

RECOMMENDATION

Provided for Planning Commission review and discussion as part of the Comprehensive Plan update process.



Planning Commission Memorandum

TO: The Honorable Members of the Planning Commission
FROM: Darla Orr Odom, Deputy Zoning Administrator
COPY: India Adams-Jacobs, Town Manager
SUBJECT: **Comprehensive Plan Update – Draft Chapter 5: Housing & Neighborhoods**
DATE: September 17, 2026

SUMMARY:

In an effort to assist a challenged housing market and housing affordability, there have been numerous revisions to state code regarding housing policies that are required in local governments' Comprehensive Plans. Staff has been analyzing the Town's current Comprehensive Plan to diagnose areas which need to be updated to be in compliance with these code revisions. Staff is making final edits to the diagnostic and draft chapter.

BACKGROUND

Chapter 5 of the revised Comprehensive Plan will provide information related to the town's housing and neighborhoods and will include policies for future housing. Certain policies are mandated by state code to assist housing in Virginia and housing affordability. From staff's analysis of these state code changes and a diagnostic of the existing Plan's housing chapter Staff is finalizing revisions to the housing chapter. This chapter will become Chapter 5 of the revised Comprehensive Plan.

Given the diagnostic and final edits needed, this document will be provided in a second agenda packet for the Commission's September 17th meeting which will be sent on Monday, September 14, 2026

RECOMMENDATION

Provided for Planning Commission review and discussion as part of the Comprehensive Plan update process.