



**TOWN OF BOWLING GREEN  
PLANNING COMMISSION MEETING**

**A G E N D A**

**Thursday, May 26, 2022  
7:00 PM**

**PLEDGE OF ALLEGIANCE:**

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

**PUBLIC COMMENT:**

**APPROVAL OF THE MINUTES:**

1. Approval of April 28, 2022 Meeting Minutes

**NEW BUSINESS:**

**UNFINISHED BUSINESS:**

**INFORMATIONAL ITEMS:**

**COMMISSION COMMENTS AND REPORTS:**

**ADJOURNMENT**



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

**AGENDA ITEM:** Approval of April 28, 2022 Meeting Minutes

**ITEM TYPE:** Action Item

**PURPOSE OF ITEM:** Decision - By Motion

**PRESENTER:** Allyson Finchum, Interim Town Manager

**PHONE:** (804) 633-6212

**BACKGROUND / SUMMARY:**

Minutes from April 28, 2022 Planning Commission Meeting

**ATTACHMENTS:**

4/28/22 Meeting Minutes

**REQUESTED ACTION:**

Approve Minutes



**TOWN OF BOWLING GREEN  
PLANNING COMMISSION MEETING  
DRAFT MINUTES**

Thursday, April 28, 2022  
7:00 p.m.  
Town Hall

**ROLL CALL AND DETERMINATION OF A QUORUM**

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

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**MEMBERS PRESENT**

Lisa Gattie, Chair  
Scott Seigmund, Vice-Chair  
Tina Gambill, Commissioner  
Valarie Coyle, Commissioner

**MEMBERS ABSENT**

Sandra Pelter, Commissioner

**PUBLIC COMMENT**

Ms. Gattie opened the public comment period and asked if anyone wished to speak on issues not on this evening's agenda. There being no one that desired to speak, Ms. Gattie closed the public comment period.

**PUBLIC HEARING**

**Rezoning – #RZS-2022-008 – JPM Investments, East Broaddus Ave**

Ms. Finchum presented to the members the request to rezone four (4) parcels from B-1, Business to R-1, Residential, located at the Southwest Corner of East Broaddus Avenue and Travis Street. Ms. Finchum discussed the following additional information:

- Area designated as commercial by the 2021 Comprehensive Plan;
- Three parcels vacant, one parcel contains a principal structure with an accessory structure;

- Principal structure used as a commercial office by State Farm Insurance;
- Accessory structure has been used as a residential property, and maintained non-conforming use continuously;
- Principal structure must be rezoned to continue residential use;
- Significant traffic impacts are not anticipated;
- Existing water main to serve the proposed properties;
- Not required to connect to town sewer; and
- Proposal is three (3) residential dwellings one each vacant parcel.

Ms. Gattie opened the public hearing.

Mr. Jason Manns, Applicant, addressed the members and discussed the following:

- Principal structure built by grandfather for residential use;
- State Farm obtained past approval for commercial use; and
- Adjoining vacant lots were intended for the development of single-family homes.

The Planning Commission requested the location of each driveway and expressed safety concerns regarding access on Travis Street. The Applicant stated there are two proposed driveways on Broadus Road; two on Travis Street; and one is pre-existing. Mr. Jason Tickle, Habitat for Humanity, explained that the intent is to shift the driveways a significant distance from Broadus Road to address safety concerns.

The Planning Commission asked if the homes will be connected to town water and sewer. The Applicant's Representative said yes.

The Planning Commission asked for information regarding storm water management and expressed concern of increased hazardous driving conditions due to water runoff. The Applicant's Representative stated subterranean rain gardens will be utilized for water mitigation and a landscape buffer for privacy. The Planning Commission suggested the use of rain chains.

The Planning Commission asked if the existing structure would remain residential. The Applicant stated the intent is two apartments. The Planning Commission asked if the internal staircase was removed. The Applicant said yes. The Planning Commission asked if a Special Use Permit (SUP) has been submitted to allow multi-family use. Staff stated an application has not been received and reviewed the requirements for submission.

The Planning Commission asked if the vacant parcels will be used as single or multi-family dwellings. The Applicant stated the intended use is single family.

The Planning Commission asked if property owners must be maintained for any length of time prior to resell. The Applicant's Representative stated the program will require approximately three (3) to five (5) years prior to the sale of the home.

Mr. Mark Gaines, resident, addressed the members in favor of the request and stated that the residential use would be beneficial to the town.

Bonnie Cannon, resident, addressed the members in opposition of the request and expressed the desire for more commercial uses.

Ms. Gattie closed the public hearing.

Staff reviewed the requirements for multi-family water connections. Staff noted an update to the Comprehensive Plan will be needed in the future.

The Planning Commission discussed the difficulty attracting commercial business to the existing vacant commercial buildings. The Planning Commission noted that the residential use is appropriate but reiterated the concern of stormwater management. The Planning Commission recommended approval with stipulations to stormwater management and that Habitat for Humanity is responsible for water connections.

On the motion of Mr. Seigmund, seconded by Ms. Gambill, which carried a vote of 4-0, the Planning Commission agreed to forward the application to the Town Council with the recommendation of approval.

**Amendment to Zoning Ordinance, Division 16, Section 3-189. Prohibited Signs. (C) (3)**

Ms. Gattie opened the public hearing.

Ms. Finchum presented to the members the proposed amendment to the Sign Ordinance and discussed the following information:

- Amendment allows the erection of signs on parapet walls;
- Up to five (5) feet in height above roof line; and
- Resolves conflicts in the ordinance.

The Planning Commission inquired about the use of neon lighting. Staff stated that neon lighting is prohibited.

The Planning Commission requested information regarding the need for the amendment. Staff explained that an application was received for a sign to be located on a parapet wall. Staff added, the amendment is needed to approve the sign permit and resolve ordinance conflicts.

Mr. Lee Tingler, owner of Tingler Insurance, addressed the members and discussed the need for the amendment which would allow him to gain approval of a sign permit and requested the approval of the Planning Commission.

The Planning Commission requested images of the proposed sign. Mr. Tingler presented photos to the members.

The Planning Commission asked if the site will be illuminated. Mr. Tingler stated the sign will be lit with low voltage, low wattage, internal back lighting.

Ms. Bonnie Cannon, resident, addressed the members and inquired if the use of neon lighting will be prohibited. Staff stated that neon lights are prohibited.

The Planning Commission discussed effects to other commercial areas and expressed concern for the clarity of language. Staff explained the amendment will permit signs to be erected on parapet walls and stated the amendment was sent to the attorney for review.

The Planning Commission asked for the size restrictions for signs. Staff stated the size requirements are in a separate section of the ordinance.

The Planning Commission questioned if a sign may be located on a parapet wall and obstruct the view of another business or residence. Staff would need to research to determine if there was a separation requirement for signs.

The Planning Commission expressed concern regarding an overabundance of signs that could be placed at any building. Staff noted the ordinance includes limitations to the number of signs permitted.

The Planning Commission requested the matter could be deferred to the next meeting to allow for further review of the sign regulations. The Planning Commission discussed options for rescheduling to avoid delay and undo impact to any business waiting for a permit.

The Planning Commission asked if the amendment would affect the 301 Corridor. Staff stated if the amendment is approved, any business owner may erect a sign on a parapet wall.

Ms. Gambill withdrew the motion to defer.

On the motion of Ms. Gambill, seconded by Mr. Seigmund, which carried a vote of 4-0, the Planning Commission voted to adopt the amendment to Zoning Ordinance, Division 16, Section 3-189. Prohibited Signs. (C) (3)

### **APPROVAL OF THE MINUTES**

None.

### **NEW BUSINESS**

None.

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

None.

### **UNFINISHED BUSINESS**

#### **Comprehensive Plan Update – Mixed Used**

The Planning Commission stated that the mixed-used information disbursed by staff was informative, useful, and should be reviewed by all members.

On the motion of Ms. Coyle, seconded by Ms. Gambill, which carried a vote of 4-0, the Planning Commission voted to schedule a worksession following the regularly scheduled meeting for May 26, 2022.

### **INFORMATIONAL ITEMS**

None.

**COMMISSION COMMENTS AND REPORTS**

None.

**ADJOURNMENT**

On the motion of Ms. Gambill, seconded by Mr. Seigmund, which carried a vote of 4-0, the Planning Commission voted to adjourn the April 28, 2022, meeting at 8:20 p.m.