

TOWN OF BOWLING GREEN
PLANNING COMMISSION MEETING

MINUTES

11-15-10

MEMBERS PRESENT: Chairman Martin Hauser, Chad Webb, Jean Davis, Matt Rowe, Johnson Coleman, and Gene Self.

MEMBERS ABSENT: Armando Flores.

OTHERS PRESENT: Town Manager/Zoning Administrator (ZA) Stephen Manster, Town Treasurer Kathy McVay, and Public Works Director (PWD) William Stanley.

The Chairman called the meeting to order at 7:00 P.M.

MINUTES – OCTOBER 18, 2010 MEETING: **On motion by Davis, seconded by Self, the Planning Commission voted to approve the minutes of October 18, 2010 as written. Voting Aye: Hauser, Webb, Davis, Rowe, and Self. Abstain: Coleman.**

ZONING ADMINISTRATOR’S REPORT -

Report - The ZA stated he had no prepared report. He stated that the main topic tonight was discussion regarding the development of a Capital Improvement Program.

UNFINISHED BUSINESS:

Capital Improvement Program - The ZA stated that the Public Works Director Mr. William Stanley was here tonight to discuss the sidewalk program as part of the Capital Improvement Plan. The PWD stated that the Town currently has two plans regarding sidewalks. The first plan is the repair of sidewalks, which is handled by VDOT (Virginia Department of Transportation). He stated that the Town submits a list of sidewalks in need of repair to VDOT and when funds are available the repairs are usually made. The second sidewalk program is funded by the Town and it includes new construction similar to the work that was done on Courthouse Lane recently. The PWD stated that he was aware of several suggested sidewalk projects which included a new sidewalk on Chase Street from the NAPA building to the Bowling Green Meadows subdivision; Chase Street to Dickinson Park; Maury Avenue; Lafayette Avenue; and Gill Street. The PWD stated that a letter had been sent to the residents of Gill Street previously and the majority of the residents did not want a sidewalk. He stated that cost estimates for the sidewalk project from Chase to the Park were estimated to be \$15,000 - \$20,000. The PWD stated that sidewalk upgrades to Maury Avenue might

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also have to include lighting upgrades. He stated that Maury Avenue is a unique area and that the road is not very wide and that residents utilize the sidewalks on the right hand side for parking. He also stated that VDOT has issues with the drainage and sidewalks on Maury Avenue. The PWD stated that VDOT views the sidewalks on the left side as part of the repair program and the right hand side would be a new construction that had to be funded by the Town. The ZA suggested that grants could available through the Transportation Enhancement Program that provided 80% funding with a 20% match by the local government. He stated that a comprehensive plan that would make Bowling Green more pedestrian friendly through a sidewalk program could be a good candidate for a grant. Self stated that he felt that a funding program needed to be set up and allow the staff to develop the need areas. Rowe stated that he thought projects need to be addressed prior to development of funding. Self inquired about the starting process for a Capital Improvement Plan. The ZA stated that the first step is to determine the need and that the Planning Commission might want to hold a Public Hearing to get input on specific needs. Coleman asked if residents had expressed any concerns and suggested projects. The ZA stated that he had not received any tremendous complaints. Self stated that he thought sewer lines were more important than sidewalks. Hauser suggested a list be developed of needs for the Town and then the list would be forwarded to the Bowling Green Town Council for their consideration and funding recommendations. The ZA stated that the presentation held at prior meetings and tonight were to update the Planning Commission on the inventory and needs in specific areas. He stated that vehicle and building and grounds inventory and needs would be discussed at future meetings. Hauser stated that after the inventory was presented along with a need list that a priority list could be developed by the Planning Commission. The ZA stated that staff would be developing a list of desired projects with cost projections. He asked that each member send him a list of desired projects. The ZA stated staff would work on it, but he could not promise that it would be all done by the next meeting. He hoped that a sampling could be provided. He stated that the job of the Planning Commission is to develop a five year Capital Improvement Plan for the Town with justifications for each project. Rowe suggested that street lights be included and the ZA stated that is one of the benefits for Town residents. Self asked what the Town does for the downtown merchants. The ZA stated that the commercial center of the Town is that of a small town and that customers come to Bowling Green for specialty items such as antiques, gifts, art, etc. He stated that stores that are successful in Bowling Green are those that don't compete with larger department stores. Self stated that he thought Bowling Green needed to be a destination for something. The ZA stated that the Bowling Green Town Council's Economic Development Committee is looking into projects like that. Self asked about incentives to attract new businesses. The ZA stated that Caroline County currently offers incentives like the Technology Zone to attract new businesses. The ZA stated that the function of the downtown is changing and maybe the niche for the Town is to become the antique and art capital. Rowe asked about the 301 corridor project. The ZA stated that the Comprehensive Plan will need to be updated in the near future. He stated that when Caroline County updated their Comprehensive Plan they established several sub committees to consider development in specific areas like the Bowling Green/Milford Sub Area Committee. Self asked about UDA (Urban Development Areas) in the Town and thought that type of development would be appropriate

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between Bowling Green and Milford. The ZA asked that the Planning Commission members forward him any CIP projects and then he and the PWD will develop specific projects based on the need and bring back as much as possible to the next meeting. Self felt very strongly that the CIP project needed a completion date or deadline. There was discussion about a timetable for the project and the ZA stated that he hoped to have a draft plan to the Planning Commission by May or June. Rowe thought it could be accomplished by March.

INFORMATIONAL ITEMS:

Bowling Green Town Council Representative's Report - A copy of the report is attached to these minutes as Attachment A.

Town Council Committee Reports - No reports

ADJOURNMENT: On motion by Rowe, seconded by Self, the Planning Commission voted to adjourn at 8:12 P.M. Voting Aye: Hauser, Webb, Davis, Rowe, Coleman, and Self.

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