

TOWN OF BOWLING GREEN  
PLANNING COMMISSION MEETING

MINUTES

8-16-10

MEMBERS PRESENT: Vice-Chairman Chad Webb, Jean Davis, Matt Rowe, Armando Flores, Johnson Coleman and Gene Self.

MEMBERS ABSENT: Martin Hauser

OTHERS PRESENT: Town Manager/Zoning Administrator Stephen Manster and Town Treasurer Kathy McVay.

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

NEW BUSINESS:

NEW MEMBER CERTIFICATION: Vice-Chairman Webb asked each of the new members, Davis, Rowe and Self, if they had been in at the Caroline Circuit Court, and each of the members certified that they had been sworn in.

RECOMMENDATION FOR MEMBERSHIP ON THE BOARD OF ZONING APPEALS: The TM stated that the Bowling Green Planning Commission has the option to recommend that one of its members be appointed to the Board of Zoning Appeals. He stated that the process is for the Planning Commission to recommend a member to the Bowling Green Town Council and the Town Council then recommends a person to the Caroline Circuit Court Judge for his approval and appointment.

**On motion by Davis, seconded by Rowe, the Planning Commission voted to recommend Gene Self to the Bowling Green Town Council as the Planning Commission’s representative to the Bowling Green Board of Zoning Appeals. Voting Aye: Webb, Davis, Rowe, Flores and Coleman. Abstain: Self.**

MINUTES – June 21, 2010 MEETING: **On motion by Flores, seconded by Webb, the Planning Commission voted to approve the minutes of May 17, 2010 as written. Voting Aye: Webb and Flores.**

ZONING ADMINISTRATOR’S REPORT:

Certified Planning Commission Classes - The ZA stated that a schedule for the Certified

Chairman \_\_\_\_\_

Clerk \_\_\_\_\_

Planning Commission Programs was included in the packet. The next class will be held in September, but a location has not been announced. The ZA stated that the Town would pay the costs of these classes for all interested members who would like to attend. He also stated that the new Town Attorney, Andrea Erard, might be offering on site training for the Commission and that the ZA would update the Planning Commission on that possibility at a later date.

Workshop Planned - The ZA stated that on September 21, 2010 at 7:00 P.M. at the Bowling Green Town Hall that the George Washington Regional Commission would be hosting a workshop entitled “Your Vision Our Future.” He stated that this workshop would be focused on land use potential for the Town of Bowling Green and Caroline County and public comments would be received. He stated that the GWRC would be able to forecast the impact of certain types of development on the Town. The ZA encouraged all members to attend.

Bowling Green Town Council Committee Reports - The ZA stated that attached to these minutes are the Committee Reports for the Buildings and Grounds Committee and Streets and Sidewalks Committee. He stated that Town Hall lobby improvements are currently underway. He stated that over the past few years the Town had prepared for some upgrades to the Town Hall through the Capital Improvement Plan. He stated that the windows in lobby, kitchen and office had already been replaced. Also a new dropped ceiling had been placed in both the kitchen and stage area. He stated that the current plans are for improvements to be made to the Lobby which includes painting, removal of the refreshment stand (which has already been removed), new carpet, new ceiling and the installation of crown molding and base board. He stated that \$20,000 has been allocated for this improvement. The ZA stated that through the Capital Improvement Plan, funds had been allocated for sidewalk repairs and extensions. He stated that the sidewalk on Courthouse Lane from the Main Street to the end of the Visitor Center fence would be replaced and extended. He stated that a handicap access would be placed at the end of the sidewalk past the Visitor Center to coincide with other handicap accessibility on the sidewalk on the other side of Courthouse Lane. The ZA stated that \$8,000 has been budgeted for the project, but the actual could be less than expected.

Capital Improvement Plan - The ZA stated that the Planning Commission plays an important role in planning for the capital improvements for the Town of Bowling Green. He stated that the Planning Commission needs to start discussion regarding the long term Capital Improvement Program for the next five years. The Planning Commission recommends a list of Capital Projects to the Bowling Green Town Council for its consideration. The ZA stated that an inventory list will be presented to Planning Commission at its next meeting. The ZA stated that a Capital Improvement Plan (CIP) is not an operating expense. He stated that it could be vehicles, infrastructure, sidewalks, etc. He stated that the list could possibly include sidewalk construction, either new or extended. He stated that sidewalks that required repair were fixed by VDOT and a list was given to them for their consideration. The ZA stated that the goal of this Commission is to provide a list to the Bowling Green Town Council of suggested projects for the next five years. The ZA stated that Mr. William

Chairman \_\_\_\_\_

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Stanley, Public Works Director for the Town of Bowling Green, will be at the next meeting to update the Planning Commission on the current utility system and utility needs.

Town Code Book - The ZA that the Town Code had been recodified with the exception of the Zoning and Subdivision Sections. He stated that the Planning Commission will need to review those sections and recommend changes to the Bowling Green Town Council.

Report of Zoning Permits Issued - The ZA stated that a permit had been issued for a remodeling and an addition at 141 Milford Street. He stated that several other permits had been issued to include sign permits and re-roofing jobs.

UNFINISHED BUSINESS:

INFORMATIONAL ITEMS:

Town Council Committee Reports - A copy of August 5, 2010 Buildings and Grounds Committee Report (Attachment A) and Streets and Sidewalks Committee Report (Attachment B) are attached to these minutes for reference.

**ADJOURNMENT: On motion by Flores, seconded by Coleman, the Planning Commission voted to adjourn at 7:34 P.M. Voting Aye: Webb, Davis, Rowe, Flores, Coleman and Self.**

Chairman \_\_\_\_\_

Clerk \_\_\_\_\_