

TOWN OF BOWLING GREEN

PLANNING COMMISSION MEETING

MINUTES

9-20-10

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 Stephen Manster and Town Treasurer Kathy McVay.

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

NEW BUSINESS:

Capital Improvement Plan - Public Works Director William Stanley presented an overview of the water and sewer systems for the Town of Bowling Green along with a detailed report showing the inventory of the systems. A copy of the report is attached to these minutes as Attachment A. The ZA stated that it is important to understand the Town’s water and sewer systems in order to better understand and plan for projects for capital improvement. He stated that the current water system is in compliance with all State requirements. He stated that future regulations regarding Chesapeake Bay and nutrient levels could have an impact on requirements for the Town. He stated that the WWTP might have to be upgraded to comply or an option might be available to buy nutrient level credits. The ZA stated that there will be two concerns regarding the Waste Water Treatment Plant (WWTP): (1) capacity of the plant and when will the Town have to upgrade? and (2) will the level of treatment have to increase due to compliance with Chesapeake Bay requirements. The PWD stated that the attached maps were designated to show areas of greatest need of repair. The color coding is as follows: green – in good shape; yellow – possible problems exist or repairs have been made; and orange – areas of greatest concern. The PWD stated that the Town needed to concentrate on the main lines of the Town that included lines from the wells to the customer base around the Town Hall. He stated that the oldest pipes were located on Butler Street, Chase Street, North and South Main Streets, Milford Street and Davis Court. The PWD suggested that the Town consider a joint cooperative effort with VDOT similar to the project on Anderson Avenue where upgrades were done during road improvements. The PWD stated that a plan needed to be developed that designated areas in need of improvements and replacement. There was discussion about other areas in Town. The ZA stated that the duty of the Bowling Green Planning Commission was to compile a list of Capital Improvements projects to be presented to the Bowling Green Town Council for their consideration.

Chairman _____

Clerk _____

He stated that the Plan would be for five years and that projects could be budgeted over that five year span. He stated that in order to develop the plan, the Planning Commission needed to look at water and sewer needs, vehicles and building needs. He stated that he felt it would be better for the Planning Commission to understand the existing systems of the Town in order to better plan for the Capital Improvement needs. The ZA stated that other Capital Improvements could include vehicle replacement and sidewalk construction. He stated that VDOT is responsible for the maintenance and repair of sidewalks in Town and the Town would be responsible for new construction. The PWD will be at the next meeting to discuss vehicle and sidewalk inventory. The PWD stated that the current vehicle inventory includes 3 pickups, 1 blazer, 2 dump trucks, 1 backhoe and 2 street sweepers. He stated that maintenance is done in house and a log is kept for each vehicle. Gene Self requested a tour of the facilities and all members were asked to meet on September 23, 2010 at 6 P.M. at the Waste Water Treatment Plant for a tour of the facilities.

On motion by Self, seconded by Rowe, the Planning Commission voted to hold a work session on September 23, 2010 at 6:00 P.M. at the Waste Water Treatment Plant at 120 Anderson Avenue, Bowling Green, for a tour of the facilities. Voting Aye: Hauser, Webb, Davis, Rowe, Self and Coleman.

MINUTES – AUGUST 16, 2010 MEETING: On motion by Rowe, seconded by Davis, the Planning Commission voted to approve the minutes of August 16, 2010 as written. Voting Aye: Webb, Davis, Rowe, Self and Coleman. Abstain: Hauser.

ZONING ADMINISTRATOR’S REPORT:

Report of Zoning Permits Issued - The ZA stated that a permit had been issued for a new deck on Meadow Lane and the property located at 149 Courthouse Lane had been purchased and was being revitalized by Chris Flora. The property had been vacant for 10 years.

UNFINISHED BUSINESS:

INFORMATIONAL ITEMS:

Town Council Committee Reports - A copy of September 2, 2010 Budget Committee Report (Attachment B) is attached to these minutes for reference.

ADJOURNMENT: On motion by Davis, seconded by Self, the Planning Commission voted to adjourn at 8:25 P.M. Voting Aye: Hauser, Webb, Davis, Rowe, Coleman and Self.

Chairman _____

Clerk _____