

TOWN OF BOWLING GREEN  
PLANNING COMMISSION MEETING

MINUTES

3-21-11

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

MEMBERS ABSENT: Jean Davis

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.

MINUTES – FEBRUARY 28, 2011 MEETING: **On motion by Flores, seconded by Self, the Planning Commission voted to approve the minutes of the meeting held on February 28, 2011, as written. Voting Aye: Webb, Hauser, Flores, Coleman, Rowe, and Self.**

ZONING ADMINISTRATOR’S REPORT:

The ZA apologized for the delay of the delivery of the Planning Commission packet. The ZA stated that the Bowling Green Town Council has granted final approval (ZP2011-01) of the plat of a Minor Subdivision and Easement Plat for the purpose of construction of a sewer pump station on A. P. Hill Boulevard with slight adjustments based on the Planning Commission’s comments from the February meeting. He stated that Town Council had agreed that the Planning Commission review the Subdivision Ordinance for possible revisions and updates. A copy of the report of Council’s Representative Jean Davis is attached to these minutes for additional information as Attachment A.

UNFINISHED BUSINESS:

Capital Improvement Plan - The ZA stated that he had received project prioritization from four Planning Commission members and of those, three had ranking for all twelve projects. He stated that the CIP Priority List included eight water and sewer projects, three sidewalk projects and one lighting project. He stated that the fourth member’s comment recommended doing smaller more affordable project first during this time of money constraints. The ZA stated that he felt this was a reasonable approach to the projects. He stated that his FY2012 Town of Bowling Green proposed budget currently has \$30,000 allocated for Capital Projects for water and sewer. He stated that a

Chairman \_\_\_\_\_

Clerk \_\_\_\_\_

project that could be recommended based on that budget figure could be the Martin Street Project. Hauser stated that he had thought about his recommendation in two different approaches. He stated that his first consideration was based on the greatest need for the Town and then based on budgetary constraints. Rowe asked about VDOT's plans in the future for the Town in regard to repaving in the hope that a cooperative effort could be accomplished with a joint utility project and repaving similar to Anderson Avenue that occurred several years ago. The ZA stated that he had received that information late this afternoon and no projects were scheduled in the areas of proposed CIP Projects for the Town. Self suggested that the Town might want to consider a special tax on utility customers for the sole purpose of raising revenue for CIP utility projects. Webb suggested that the Town consider doing water and sewer projects that are situated the closest to the WWTP and then work back into the main system. Webb stated that he had several questions regarding some of the projects and thought the advice of Public Works Directors William Stanley would be needed to clarify some of the projects and prioritization of the CIP list. Webb expressed a concern that the area located on North Main Street from the stop light headed north to the Caroline Community Pool might need to be addressed. The ZA stated that the project might be able to be done in conjunction with the Rt. 301 Utility Expansion Project. Webb asked about the prioritization of projects based on their status of inside and outside the Town boundaries. The ZA stated that the Town has an obligation to take care of all of its customers. Hauser stated that it appeared that the Planning Commission has different approaches to creating a Preliminary Priority CIP List and asked how the Commission would like to proceed. Self asked if a special committee could be established to create a project priority list. Rowe asked about public comment. The ZA stated that a Public Hearing could be held for input. Rowe stated that the process would be for the Planning Commission to create the list, seek public comment and then submit their recommendation to the Bowling Green Town Council. Rowe stated that he would like to know the number of people affected by each proposed project.

**WORKSESSION: On motion by Flores, seconded by Rowe, the Planning Commission voted to hold a work session on Monday, March 28, 2011 at 7 P.M. at the Bowling Green Town Hall. Voting Aye: Webb, Rowe, Flores, Coleman, Hauser and Self.**

**ADJOURNMENT: On motion by Flores, seconded by Webb, the Planning Commission voted to adjourn at 7:50 P.M. Voting Aye: Webb, Rowe, Flores, Coleman, Hauser and Self.**

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