

TOWN OF BOWLING GREEN  
PLANNING COMMISSION MEETING

MINUTES

2-28-11

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

MEMBERS ABSENT:

OTHERS PRESENT: Town Manager/Zoning Administrator Stephen Manster and Town Clerk Virginia Brooks.

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

NEW BUSINESS:

ZP-2011-01 – Sullivan, Donahoe & Ingalls – Northview Properties Minor Subdivision – A. P. Hill BLVD – Pump Station Property – Route 301 – The Zoning Administrator (ZA) asked Planning Commission to note the Plat of a Minor Subdivision that was attached to the agenda, which if approved would create an 8,000 square foot lot (and related easements). The ZA said the purpose of creating this subdivision is to deed property to the Town to locate the sewerage pump station for the Route 301 water and sewer extension project. He noted that the Plat had been reviewed by their engineers and by the Director of Public Works William Stanley. The ZA said he had reviewed the submission in relation to the Town Code and believes that all the requirements of the Town Code have been met. He said the Planning Commission approves preliminary plats and the Town Council approves final plats and he believes this plat can serve as both preliminary and final since it does meet the requirements for both submissions. In his review of the Plat, Mr. Webb noted that the lots shown on Page Two of the presentation were not oriented in the direction that is required by the Subdivision Ordinance. Even though this is the case, the Commission notes that the orientation presented by the surveyor presents a more appropriate picture of the property than would otherwise be the case. Mr. Webb stated that the required reference to the Virginia Coordinate Grid System was not shown on the Plat. The point being made by the Commission is that there is a need to review and possibly revise sections of the Subdivision Ordinance in order to insure that regulations can best be applied to all situations.

**There was a motion made by Mr. Rowe and seconded by Mr. Flores to recommend to Town Council that the ZP-2011-01 Minor Subdivision be approved, based on recommendations by the ZA and then with a review of the Subdivision Ordinance to bring back changes, based on**

Chairman \_\_\_\_\_

Clerk \_\_\_\_\_

**concerns of some of the Planning Commission Members.**

Mr. Self said he did not feel comfortable with the motion and suggested that the ordinance be changed before approval or the plat be revised. After some additional discussion the former motion was withdrawn and the following motion was made in its stead.

**On motion by Mr. Self, seconded by Mr. Rowe, the Planning Commission voted to recommend approval of the ZP-2011-01 Minor Subdivision Plat with notation of exceptions that will be made including the proper orientation of the site arrow and signatures of property owners, with Planning Commission Chairman to sign Plat and boundary survey done when the property is transferred.**

In answer to a question from the ZA, Mr. Self stated that if Town Council wishes to approve the plat as it is now, the Planning Commission does not necessarily object but wanted it noted that Planning Commission had these concerns. The ZA said he would contact the engineer tomorrow to see if they can get corrections to present to Council. For clarification, the Commission noted that the following is Number (4) in Section 3-225 Preliminary plat of the Bowling Green Subdivision Ordinance that Planning Commission agreed was their major problem:

*The North meridian, designated “true” or “magnetic,” and the direction oriented to the top of the sheet, and each sheet comprising the plat shall be so oriented and prepared in accordance with the Virginia Coordinate Grid System.*

**Voting Aye: Webb, Flores, Hauser, Coleman, Davis, Self, and Rowe.**

The Planning Commission will work with staff to review the Subdivision Ordinance and develop certain potential amendments for discussion and consideration.

**MINUTES – JANUARY 24, 2011 MEETING: On motion by Mr. Flores, seconded by Ms. Davis, the Planning Commission voted to approve the minutes of the meeting held on January 24, 2011, as written. Voting Aye: Webb, Hauser, Flores, Coleman, Rowe, Davis and Self.**

**ZONING ADMINISTRATOR’S REPORT**

**CAPITAL IMPROVEMENT PLAN:** The ZA asked the Planning Commission to note the two packets of material at their desks regarding the Capital Improvement Program. He said the sheets provide uniform information about each proposed Capital Project. The ZA said the information lets the Commission know exactly what the project is what the project consists of, provides some justification for the project, and questions about funding. He noted that this information should help them prioritize the projects. The following are proposed water and sewer projects:

Chairman \_\_\_\_\_

Clerk \_\_\_\_\_

1. Maury Avenue Main Sewer Line Replacement
2. Chase Street Water Line Replacement
3. Lee Street Main Sewer Line Replacement
4. Davis Court Water Line Replacement
5. Martin Street Main Sewer Line Replacement
6. Edwards Road Subdivision Water Line Replacement
7. North Main Street Water Line Replacement
8. South Main Street Water and Sewer Line Replacement

Following are proposed projects under General Fund:

1. Chase Street Sidewalk Extension
2. Bowling Green Meadows Lighting
3. West Broaddus Avenue Sidewalk Extension
4. Maury Avenue Sidewalk Extension

The ZA said that the Planning Commission will receive a suggested priority list but they can ask questions and adjust the priority as they see fit. He suggested that when the Planning Commission has enough information, they might agree to the top two or three projects and then allows the Town Manager to see how much funding he can come up with. The ZA said this recommended CIP would be submitted to Town Council and Council would come up with an annual Capital Budget. He noted that capital funds stay in the Capital Budget for projects while other funds go back into the regular operating account. The ZA suggested there be a vehicle reserve account set up for vehicles although none are needed in the next two years or so. He asked the Planning Commission to consider taking the sheets they received and between now and the next meeting each member send him a priority list of projects from one to twelve. He said he would then prepare a composite listing of the priorities. In answer to a question from Mr. Rowe, the ZA said he and the PWD had met with VDOT and hope to soon get a list from VDOT on the street paving that was proposed in Town. Mr. Hauser said they hoped to have a discussion at the next meeting on project priorities and have a recommendation for Town Council to take action on. In answer to a question from Mr. Self, the ZA stated that in the next year or two, very little money will be available for capital projects, depending on the development on the 301 Corridor. He said if the Planning Commission feels some project needs to be made a high priority, they can do that, because Town Council needs to know Planning Commission's priorities.

**ADJOURNMENT: On motion by Mr. Flores, seconded by Mr. Rowe, the Planning Commission voted to adjourn at 8:20 P.M. Voting Aye: Webb, Davis, Rowe, Flores, Coleman, Hauser and Self.**

Chairman \_\_\_\_\_

Clerk \_\_\_\_\_