

MINUTES 5-21-12

TOWN OF BOWLING GREEN
PLANNING COMMISSION MEETING

MINUTES

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MEMBERS PRESENT: Chairman Martin Hauser, Counselor Jean Davis, Armando Flores, Johnson Coleman, Gene Self, and Chad Webb (arrived at (7:05).

MEMBERS ABSENT: Vice-Chairman, Matt Rowe

OTHERS PRESENT: Tim Cox of the Caroline Progress (arrived at 7:05), and Town Manager/Zoning Administrator Stephen Manster.

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

Roll Call and Determination of a Quorum: The Chairman called the roll and noted that Mr. Webb (arrived at 7:05) and Mr. Rowe were absent and thereby a quorum was determined.

Approval of Minutes: **On MOTION by Mr. Self, seconded by Mr. Flores, the minutes of the February 27, 2012, Planning Commission meeting were approved as presented by 5-0 vote.**

Report of Zoning Administrator: Mr. Manster noted that there was very little building activity in bowling Green, but stated that he had issued a permit for a 12 foot by 24 foot deck to be added to one of the accessory buildings on the property of the Bowling Green Christian fellowship on A. P. Hill Boulevard. This deck would be used for church activities. Mr. Hauser also noted that there was some work being done on construction of an accessory building on Maury Avenue. Mr. Manster confirmed that this permit had been issued several months ago,

By-laws Review: Chairman Hauser noted that each year the Planning Commission reviews its by-laws. The idea is to make any changes that the Commission feels are necessary, or to confirm that the current set of by-laws meets the needs of the Commission in expressing the manner and format in which it will operate. The Commission members took several minutes to review the current by-laws. **On MOTION by Mr. Flores, seconded by Mr. Self, the existing Planning Commission By-laws were confirmed and approved by 6-0 vote.**

Planning Commission Classes: Mr. Hauser noted that Commission members had received some information at previous meetings concerning classes that were being

Chairman _____ Clerk _____

offered by the Virginia Citizen's Planning Association. He expressed his interest in registering for the class that was being offered in Richmond in September. Mr. Manster stated that when Mr. Rowe called to notify staff that he would not be able to attend the meeting, he also stated the he was interested in attending the September class in Richmond. The Chairman noted that based on information provided by the Town Manager, funds would be in the budget to allow two Planning Commission members to attend classes each year. Mr. Manster advised that registration for these classes would require a commitment on the part of Commission members because payment would have to be made upon registration. He said that he would register Mr. Hauser and Mr. Rowe shortly.

Report of Town Council Representative: Ms. Davis suggested that Mr. Manster deliver the report of the May 3, 2012 Town Council meeting. The report of the meeting is attached to these minutes. Mr. Manster reported on the proposed budget for the coming fiscal year, notified the Commission that a contract for construction of the playground had been awarded, John's Place (restaurant) had opened on East Broaddus Avenue, and that the fifth annual Festival of Feet had been a great success.

Having completed the agenda, Chairman Hauser noted that the next meeting of the Planning Commission would be on June 18, 2012, at 7:000 PM, in the Rappahannock Reception Room.

On MOTION by Mr. Flores, seconded by Ms. Davis, and by 6-0 vote, the meeting was adjourned at 7:20 PM.

Chairman _____ Clerk _____