

**Town of Bowling Green**  
**Town Council Meeting**



Date: March 1, 2018  
Agenda Item: III. Public Hearing  
B. O-2018-002 – To amend the Zoning Ordinance to add “Minor Event Facilities with conditions”

**TYPE OF AGENDA ITEM:**

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
  - Duly Advertised

**PURPOSE OF ITEM:**

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
  - Introduction       Resolution
  - Ordinance           Grant/MOU
  - By Motion             Bylaws
  - Certificate

**PRESENTER:** Reese Peck

**PRESENTER TITLE:** Town Manager

**AGENDA ITEM:** O-2018-002 – To amend the Zoning Ordinance to add “Minor Event Facilities with conditions”

**BACKGROUND / SUMMARY:**

The Town Planning Commission held a hearing on the attached text amendment to allow Minor Events in Residential Zoning Districts on December 18, 2017. By a vote of 3-1 the Commission recommended approval of the proposed amendment with the inclusion of an additional provision that all special use exceptions approved under this amendment be subject to review by the Town Council after one year.

**ATTACHMENTS:**

Public Hearing Advertisement run in Caroline Progress 2/15 & 2/22/18  
Proposed Ordinance O-2018-002

**REQUESTED ACTION:**

Adopt O-2018-002

**FOR MORE INFORMATION, CONTACT:**

Phone#: 804-633-6212  
Email: [Townmanager@townofbowlinggreen.com](mailto:Townmanager@townofbowlinggreen.com)

Name:  
Reese Peck

**FOR USE DURING MEETING**

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Coleman	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Davis	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Gaines	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Hauser	<input type="checkbox"/>	<input type="checkbox"/>	

**VOTE:**       PASS       NOT PASSED

McDearmon  
Wright  
Gibson  
Satterwhite

## **BOWLING GREEN TOWN COUNCIL PUBLIC HEARING**

The Bowling Green Town Council will conduct a public hearing on Thursday, March 1, 2018, at 7:00 PM in Town Hall, 117 Butler Street. The purpose of the hearing will be for the Council to receive public comment on and consider the following matter:

**Amend the Zoning Ordinance to add “Minor Event Facilities with conditions” as uses permitted by Special Use Permit in residential zoning districts.**

All interested persons may attend the hearings and be heard. Copies of the proposals are available for review in Town Hall during business hours. Any person requiring assistance in order to participate in the hearings is asked to contact the Town Manager in advance so appropriate arrangements can be made.

A. Reese Peck  
Town Manager/Zoning Administrator

ORDINANCE O-2018-002

BE IT ORDAINED by the Bowling Green Town Council, that the Code of the Town of Bowling Green, Chapter 3, "Land Use & Buildings," Division 15, "Special Provisions," Section 3-177, "Special use permits; additional standards and requirements" shall be amended to read in its entirety as follows and that Minor Event Facilities as noted in Section 3-177(d) be added to the following sections: Division 5, "Residential District R-1," Section 3-116(a); Division 6, "Residential District R-2," Section 3-121(a); Division 7, "Residential District R-3," Section 3-126(a); and Division 8, "Planned Unit Development" Section 3-131(a).

Section 3-177. Special use permits; additional standards and requirements.

(a) Home occupation permit.

(1) In addition to a business license as set forth in Chapter 7, Article VII, a home occupation must obtain a home occupation permit before operations may begin. These permits shall list any and all of the conditions as the Town Council deems necessary to execute the intent of this article. The fee for a home occupation permit shall be as set forth in Section 3-196 of this article.

(b) Bed and Breakfast Establishments.

(1) Off-street parking for the use shall be in accordance with the Code of the Town of Bowling Green, shall not be located in any required front yard, and shall be effectively screened.

(2) The building(s) so used shall maintain the character and appearance specified by the zoning requirements of the parcel.

(c) Special Events Facility.

(1) A Special Events Notification Form shall be submitted for each event involving 50 or more invited guests to serve as notification to the Town of Bowling Green as to the type, size, noise signature, and duration of the event.

(2) The Special Events Facility must be located on a minimum of a two (2) acre site.

(3) All applicable licenses shall be obtained and publicly displayed onsite for activities conducted on the site.

(4) Capacity of the Special Events Facility shall meet all Building and Fire Code requirements.

(5) Temporary event structures shall comply with Town and County Code requirements.

(6) An off-street parking area shall be provided to accommodate vehicular parking for all invited guests.

(7) The special events facility shall operate so as to limit the impact on any adjoining residential and commercial properties.

(8) The building(s) so used shall maintain the character and appearance specified by the zoning requirements of the parcel.

(d) Minor Event Facility

(1) A Minor Event Facility shall be defined as a location which is being offered for hire to anyone for use to conduct any type of private event not open to the public at which no more than forty (40) people will be in attendance. Capacity of the facility shall not exceed Building and Fire Code Requirements.

(2) No event conducted at a Minor Event Facility shall be open to the public. Such events are specifically for invited guests only.

(3) All applicable licenses shall be obtained and publically displayed onsite for activities conducted on the site.

(4) In order to provide the Town Council and Planning Commission with adequate information to evaluate each proposal, and to indicate that the proposed Minor Event Facility will have minimal impact on any adjoining residential property, there shall be submitted with each application, at a minimum, information concerning hours of operation, character and duration of typical events, parking requirements for the facility, frequency of potential events, adequacy of proposed

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restroom facilities, how trash will be stored and collected, and such other information as the Council and Planning Commission may deem necessary for appropriate review of each application.

(5) Special Use Permits issued for Minor Event Facilities shall meet all requirements of Town Code Section 3-176.

(6) A Generalized Development Plan shall be required showing existing and proposed physical facilities and structures on the property and associated properties in sufficient detail to show how requirements of the Zoning Ordinance will be met. As part of the Generalized Development Plan, the applicant shall present a parking layout and plan that shows that the needs of the Event Facility will be met without adversely affecting the surrounding residential area.

(7) On the one year anniversary of the issuances of the original special use permit the Town Council shall review the permit for modification, continuance or termination.

That Chapter 3, "Land Use & Buildings," Division 5, "Residential District R-1," Section 3-116(a) shall be amended to read in its entirety as follows:

Section 3-116. Special uses.

(a) The following uses are permitted when authorized by the Town Council of Bowling Green after a recommendation from the Planning Commission:

(1) Guest rooms.

(2) Family care homes.

(3) Two-family dwellings created by conversion of an existing single-family dwelling into a two-family dwelling.

(4) Day-care center.

(5) Bed and Breakfast Establishment.

(6) Minor Event Facilities.

That Chapter 3, "Land Use & Buildings," Division 6, "Residential District R-2," Section 3-121(a) shall be amended to read in its entirety as follows:

Section 3-121. Special uses.

(a) The following uses are permitted when authorized by the Town Council of Bowling Green after a recommendation from the Planning Commission:

(1) Corporate or public swimming pools and/or private clubs.

(2) Bed and Breakfast Establishment.

(3) Family care homes, foster homes or group homes.

(4) Day-care center.

(5) Minor Event Facilities.

That Chapter 3, "Land Use & Buildings," Division 7, "Residential District R-3," Section 3-126(a) shall be amended to read in its entirety as follows:

Section 3-126. Special uses.

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(a) The following uses are permitted when authorized by the Town Council of Bowling Green after a recommendation from the Planning Commission:

(1) Swimming pools, private club, corporate or public.

(2) Family care homes, foster homes or group homes.

(3) Day-care center.

(4) Bed and Breakfast Establishment.

(5) Minor Event Facilities.

That Chapter 3, "Land Use & Buildings," Division 8, "Planned Unit Development" Section 3-131(a) shall be amended to read in its entirety as follows:

Section 3-131. Special uses.

(a) The following uses are permitted when authorized by the Town Council of Bowling Green after a recommendation from the Planning Commission:

(1) Day-care center.

(2) Minor Event Facilities.

Adopted this 1<sup>st</sup> day of March, 2018

By the Town Council of Bowling Green, Virginia

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Honorable Jason E. Satterwhite, Mayor

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Clerk of the Council