

TOWN OF BOWLING GREEN, VIRGINIA

MEMORANDUM

TO: The Honorable Mayor and Members of Town Council

FROM: Jeffrey Smith, Deputy Clerk

COPY: India Adams-Jacobs, MPA, ICMA-CM, Town Manager/Zoning Administrator

DATE: August 6, 2026

SUBJECT: **Request for Town Council Meeting and Joint Planning Commission - Comprehensive Plan**

Background

Please consider this memorandum as a request to schedule a joint meeting between the Planning Commission and the Town Council on Thursday, October 22, 2026, at 6:00 p.m. The purpose of the meeting is to provide an opportunity for both bodies to discuss planning-related priorities, coordination needs, and any matters of mutual interest in advance of future policy and land use discussions.

Summary

A joint session on this date would support collaboration between the Planning Commission and Town Council and allow for aligned discussion on current and upcoming community development topics related to the comprehensive plan update. If approved, staff can proceed with agenda coordination, public notice requirements, and meeting logistics.

Recommendation

Staff requests that Town Council advise whether it is agreeable to holding the joint meeting on the proposed date and time and recommends approval of the joint meeting as proposed.

DRAFT MOTION

I move to approve scheduling a joint meeting of the Town Council and the Planning Commission on Thursday, October 22, 2026, at 6:00 p.m., and to direct staff to proceed with agenda coordination, public notice, and meeting logistics.