



MEMORANDUM

TO: Town of Bowling Green Planning Commission

FROM: India Adams-Jacobs MPA, ICMA-CM, Town Manager

DATE: January 15, 2026

RE: Draft 2025 Planning Commission Annual Report

BACKGROUND

The attached Draft **2025 Planning Commission Annual Report** has been prepared as a summary document reflecting the Planning Commission's primary focus areas and actions undertaken during calendar year 2025. The report serves as a record of the Commission's work over the past year. The Commission is required by state code to provide an annual report to Town Council each year.

DISCUSSION

The draft Annual Report organizes Planning Commission activity by timeframe and documents key focus areas addressed throughout 2025, including Comprehensive Plan discussions and hearings, zoning map research and adoption, Chesapeake Bay Preservation Area (CBPA) ordinance changes, and policy discussions related to topics such as tiny homes and food trucks/mobile vending.

RECOMMENDATION

Staff recommends that the Planning Commission review the Draft 2025 Planning Commission Annual Report, provide any comments or revisions it deems appropriate. After the discussion, the Planning Commission may vote to approve the 2025 Annual Report.

DRAFT MOTION

I move that the Planning Commission approve the 2025 Planning Commission Annual Report.