



MEMORANDUM

TO: Town of Bowling Green Planning Commission

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

DATE: January 15, 2026

RE: Draft 2026 Planning Commission Annual Work Plan

BACKGROUND

The attached Draft 2026 Planning Commission Annual Work Plan has been prepared to outline anticipated Planning Commission activities and major focus areas for calendar year 2026. The work plan is intended to assist with scheduling, coordination, and workload planning throughout the year.

DISCUSSION

The draft work plan organizes Planning Commission activities by time frame and identifies anticipated action items, including ongoing Comprehensive Plan revision discussions, review of the Town's Capital Improvement Plan, consideration of Chesapeake Bay Preservation Area (CBPA) and other ordinance amendments, as well as scheduling of stakeholder input on these matters. An important component of this Work Plan is the anticipated timing for forwarding a revised Comprehensive Plan recommendation to Town Council later in the year.

It is important to note that the Work Plan is a working document and will be brought back to the Planning Commission if revisions are needed and will be updated as projects are completed.

RECOMMENDATION

Staff recommends adoption of work plan as presented and forward to council for adoption.