



MEMORANDUM

TO: Town of Bowling Green Planning Commission

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

DATE: January 15, 2026

RE: Town of Bowling Green Planning Commission Bylaws

BACKGROUND

The attached Town of Bowling Green Planning Commission Bylaws establish the formal framework governing the organization, authority, and procedures of the Planning Commission in accordance with the Code of Virginia.

DISCUSSION

The bylaws outline the Planning Commission's objectives, membership composition and terms, officer roles and election procedures, meeting requirements, order of business, public hearing procedures, and duties and powers of the Commission. The document also addresses recordkeeping responsibilities, voting and quorum requirements, use of parliamentary procedure, and required planning-related education for Commission members.

RECOMMENDATION

Staff recommends that the Planning Commission receive and review the Planning Commission Bylaws as provided.

Attachment: Planning Commission Bylaws