



TOWN OF BOWLING GREEN PLANNING COMMISSION MEETING

MINUTES

Thursday, March 19, 2026
6:00 PM

PLEDGE OF ALLEGIANCE:

- Vice-Chair Gattie called the meeting to order at 6:06 PM and led the Pledge of Allegiance.

ROLL CALL AND DETERMINATION OF A QUORUM:

Commissioners Present: Vice-Chair Lisa Gattie, Commissioner Jeff Voit, Commissioner Lauren Griemsman

Commissioners Absent: Chair Matthew Benjamin, Commissioner Scott Seigmund

Staff Present: Darla Odom, Planner; Jeffrey Smith, Administrative Assistant/Deputy Clerk

APPROVAL OF THE MINUTES:

1. Minutes- February 19, 2026
 - The Planning Commission reviewed the minutes from the February 19, 2026 meeting.
 - Vice-chair Gattie moved to approve the February 19, 2026 meeting minutes. Commissioner Voit seconded the motion. The motion carried unanimously.

PUBLIC COMMENT ON NON-PUBLIC HEARING PLANNING COMMISSION/LAND USE MATTERS:

None.

PUBLIC HEARING:

None.

UNFINISHED BUSINESS:

2. Comprehensive Plan – Project Timeline
 - Darla Odom presented an updated Comprehensive Plan project timeline reflecting Town Council input. Key updates included shifting the first joint work session with Town Council to June and coordinating joint sessions during regular Planning Commission meetings rather than separate meetings. Additional milestones include a second joint work session in August, a pre-adoption work session in October, and a public hearing in November.
 - The Commission discussed scheduling considerations, including meeting start times, coordination with Town Council participation, and flexibility depending on agenda items. Concerns were raised regarding meeting timing conflicts and ensuring accessibility for applicants and the public.
 - The timeline was acknowledged as a working document, with flexibility to adjust as needed.
3. Comprehensive Plan – Demographic Updates

- Darla Odom introduced upcoming demographic updates to the Comprehensive Plan, noting that existing tables will be updated using current data. The Commission discussed the importance of updated demographic, water capacity, and infrastructure data to inform future planning decisions.
- Ms. Odom informed the Planning Commission that staff will compile updated data in a shared file for Commission review and will highlight any significant changes that may impact plan recommendations.
- The item was presented for informational purposes only.

4. Comprehensive Plan – Commission Evaluation of Current Plan’s Goals and Implementation Plans

- Darla Odom led a discussion on evaluating the current Comprehensive Plan goals and implementation strategies, emphasizing the need to make implementation steps more actionable and measurable.
- The Commission discussed refining strategies to clearly outline how goals will be achieved, including potential ordinance amendments, work plans, and timelines. Additional discussion included:
 - Incorporating updated state requirements (e.g., Chesapeake Bay regulations, housing, transportation, and environmental resiliency)
 - Clarifying roles and responsibilities within implementation strategies
 - Ensuring alignment with current organizational structure and staffing
 - Identifying opportunities to strengthen strategic planning elements
- The Commission agreed additional time is needed to review and provide input on goals and implementation strategies.
- Ms. Odom stated she will provide examples and guidance for improving implementation language and will identify required state code updates for incorporation into the plan. Commissioners were asked to review chapters, evaluate goals, and provide feedback at the next meeting.

REPORT OF THE ZONING ADMINISTRATOR:

None.

INFORMATIONAL ITEMS:

5. Adopted Policy and Application – Temporary Mobile Food Vending Vehicles

- The adopted policy and application for temporary mobile food vending vehicles were presented to the Planning Commission for informational purposes.

COMMISSION COMMENTS AND REPORTS:

ADJOURNMENT:

- Commissioner Griemsmann motioned to adjourn the meeting. Following second from Commissioner Voit, the meeting was adjourned at 7:36 PM.

Attest:

Chair: _____
Matthew Benjamin

Clerk: _____
India Adams-Jacobs, MPA, ICMA-CM