



MEMORANDUM

TO: The Honorable Mayor & Town Council

FROM: Jeffrey Smith, Deputy Clerk/Admin Assistant

DATE: February 5, 2026

RE: Resolution No. 2026-007 – Planning Commission Appointment

BACKGROUND

Pursuant to Section 2.16.010 of the Town Code, the Town Planning Commission is composed of five members, including one Town Council member and four at-large members. The Town Council member serves as a liaison between the Planning Commission and the Town Council, providing coordination, communication, and continuity between the two bodies on matters related to land use, planning initiatives, and long-range development. The term of the current Planning Commission Liaison has expired. To maintain compliance with the Town Code and ensure continued representation on the Planning Commission, a new appointment is required.

RECOMMENDATION

Staff recommends that the Town Council adopt Resolution #2026-007 to appoint a Town Council member to serve as the Planning Commission Liaison.

DRAFT MOTION

I move to adopt Resolution #2026-007, appointing Town Council member _____ to serve as the Planning Commission Liaison in accordance with Section 2.16.010 of the Town Code of the Town of Bowling Green for a term of year, retroactive to January 1, 2026- December 31, 2026.

Attachment: RESOLUTION NO. 2026-007