



## Planning Commission Memorandum

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To: Planning Commission for the Town of Bowling Green

Copy: India Adams-Jacobs, Town Manager & Zoning Administrator

From: J.C. LaRiviere, Director of Community Development & Partnerships

Date: January 16<sup>th</sup>, 2025

Subject: 2025 Annual Workplan Discussion

### **Background:**

The chief purpose of the annual workplan is to serve as the procedural mechanism through which the Town Council and Planning Commission communicate. The Planning Commission works with staff to develop a proposed work plan, which is then brought to Town Council for approval. This best practice ensures that the Council supports the Commission and staff in dedicating significant resources and time on specific programmatic areas before work is initiated. The workplan is a living document that may change due to new Council directives or other routine business. The Planning Commission adopted its first workplan in 2024 which led to two ordinances being adopted by Council and significant improvements in Town zoning processes. Some aspects of the workplan may be mandated by the Commonwealth, such as adopting an amended comprehensive plan and any needed changes to the Town's ordinances related to the Chesapeake Bay Act upon conclusion of the programmatic audit by the Department of Environmental Quality.

### **Summary:**

Benefits of the establishment of an annual workplan for the Commission include:

- Ensures that Town Council has knowledge of, and approves of, all major initiatives of the Planning Commission
- Ensures that the Town Council, Planning Commission, and Town Staff are unified in pursuing achievable broader goals while understanding that significant time will be needed to manage routine Commission business
- Enhances communication regarding the Commission's work and major goals to residents

### **Recommendation:**

There is no staff recommendation. This is a discussion item only.