



## TOWN OF BOWLING GREEN PLANNING COMMISSION MEETING

### M I N U T E S

Thursday, March 20, 2025  
6:00 PM

Vice-Chair Gattie opened the meeting at 6:00 PM.

#### **PLEDGE OF ALLEGIANCE:**

#### **ROLL CALL AND DETERMINATION OF A QUORUM:**

Vice-Chair Gattie presided over the meeting in the absence of Chair Seigmund. Vice-Chair Gattie initiated a roll call, and quorum was established with all other members present.

#### **PUBLIC COMMENT:**

Public Comment was opened at 6:01 PM, no comments were made, Public Comment was closed at 6:02 PM.

#### **APPROVAL OF THE MINUTES:**

1. February 20th, 2025 Meeting Minutes

Commissioner Griemsman motioned to approve the Minutes, seconded by Councilmember Voit, the Minutes were adopted unanimously with no amendments.

#### **REPORT OF THE ZONING ADMINISTRATOR:**

2. Capital Improvement Plan Discussion, India Adams-Jacobs, Town Manager & Zoning Administrator

Town Manager India Adams-Jacobs provided the Planning Commission with updates to the Capital Improvement Plan as part of the budget process.

Commissioner Benjamin motioned to make a positive recommendation to Town Council, seconded by Commissioner Griemsman, the motion passed unanimously.

3. Briefing on Land-use Items from Town Council Strategic Planning Retreat, India Adams-Jacobs, Town Manager & Zoning Administrator

Town Manager India Adams-Jacobs informed the Planning Commission of land-use items discussed at the Town Council Strategic Planning retreat, including the comprehensive plan update.

#### **ANNUAL WORKPLAN UPDATE:**

4. 2025 Annual Workplan Approved By Council

J.C. LaRiviere, Director of Community Development & Partnerships, updated the Planning Commission regarding a request from Town Council to examine the prospects of tiny homes as a part of the comprehensive plan process.

Commissioner Griensman motioned to amend the Annual Workplan to include “tiny homes” to the February–April timeframe, seconded by Commissioner Benjamin, the motion passed unanimously.

5. Chesapeake Bay Preservation Act Local Compliance Review Update, J.C. LaRiviere, Director of Community Development & Partnerships

J.C. LaRiviere, Director of Community Development & Partnerships, provided updates to the Chesapeake Bay Preservation Act (CBPA) compliance review process.

6. Town Zoning Map GIS Update, J.C. LaRiviere, Director of Community Development & Partnerships; Jeffrey Smith, Intern

J.C. LaRiviere, Director of Community Development & Partnerships, and Jeffrey Smith, Intern, presented updates to the ongoing GIS project, detailing requested zoning designation changes submitted to Caroline County for parcels within the Town.

**NEW BUSINESS:**

None.

**UNFINISHED BUSINESS:**

None.

**COMMISSION COMMENTS AND REPORTS:**

Councilmember Voit provided updates from Council regarding the interest from Council in amending the Annual Workplan to include tiny homes, as well as the required updates to the Comprehensive Plan.

**ADJOURNMENT:**

Councilmember Voit motioned to adjourn the Planning Commission meeting, seconded by Commissioner Benjamin, the meeting was adjourned by unanimous approval at 6:27 PM.