

BOONSBORO PLANNING AND ZONING



ANNUAL REPORT January 1, 2012-December 31, 2012

Prepared by Megan Clark, Town Planner/Zoning Administrator

Table of Contents

INTRODUCTION.....	2
ADMINISTRATION.....	3
Boards and Commissions.....	3
Staff	3
Fees.....	4
SUMMARY OF ACTIVITIES.....	5
Overview	5
Major Subdivisions/Commercial Site Plans	5
Minor Subdivisions.....	5
Variances, Special Exceptions & Administrative Adjustments.....	6
Zoning Text and Subdivision Amendments.....	6
Rezoning.....	7
Building and Zoning Permits.....	8
Property Maintenance.....	9
FUTURE PROJECTS/GOALS	10
Appendix A: 2012 Board and Commission Member, Meetings, and Attendance.....	11
Appendix B: Town Planner & Zoning Administrator Job Description... ..	12
Appendix C: 2012 Fees.....	13
Appendix D: 2012 Zoning Code/Enforcement Report.....	14



INTRODUCTION

The purpose of the Annual Report is to summarize the activities of the Planning and Zoning Department for the year and to help establish future goals and recommendations for the department. The report is developed in accordance with Article 66B §3.09 of Maryland State Code to assist both the citizens of the Town of Boonsboro and the Officials of the Town, including Mayor & Council, the Planning Commission and Board of Zoning Appeals in evaluating the performance of the Department, determining growth patterns, and planning the future of the Town.



ADMINISTRATION

Boards and Commissions

The Town of Boonsboro has two appointed boards/commissions that are charged with upholding the Regulations and Codes of the Planning and Zoning Department. The Planning Commission hears applications for subdivisions and site plans, makes recommendations on variance and special exception requests, as well as implements and updates the recommendations of the Comprehensive Plan. The Board of Zoning Appeals hears and decides cases of requests of variances and special exceptions. The Board also hears appeals of decisions made by the Zoning Administrator and Planning Commission.

The Planning Commission is comprised of seven members that serve five-year staggered terms and one Mayor and Council liaison appointed by the Mayor. The Planning Commission meets the fourth Tuesday of the month and also as necessary. The Commission meetings are held on the second floor of Town Hall, 21 North Main Street.

The Board of Zoning Appeals is comprised of five members and one alternate who serve three-year staggered terms. The Board of Zoning Appeals meets every third Tuesday as necessary in the Community Center at Shafer Park.

The names of the members of these boards, meeting dates, attendance records, and the member term expirations are located in Appendix A.

Staff

Megan Clark is the current Town Planner/Zoning Administrator for the Town. She is directly responsible for all activities related to land use within the Town of Boonsboro. The Town Planner/Zoning Administrator reports to the Town Manager as well as Mayor and Council and the Boards and Commissions. The job description is located in Appendix B.

Office Hours

The Planning and Zoning Department is located on the 2nd Floor of Town Hall and is open from 8am-4:30pm Monday through Friday.



Fees

The Planning and Zoning Department collects review fees for all applications, including but not limited to permits, subdivision reviews, zoning amendments, entrance permits, and annexations. A revised fee schedule became effective in October 2011, increasing fees for the first time since 2007. Fees for major subdivisions and sign permits were increased and new fees for modifications and as-built submittals were included in the revision.

Seventy-five percent of building permit review fees go to Washington County for the processing and inspection of the town's building permits. The total revenue of the Planning and Zoning Department decreased from \$16,476.33 in 2011 to \$11,569.91 in 2012.

Appendix C provides a break down of all the fees collected. It shows the decrease in revenue was due largely to a decrease in the number of building permits received, because all other types of fees collected remained nearly the same.



SUMMARY OF ACTIVITIES

Overview

The Planning and Zoning Department processes all applications relating to land use, including but not limited to building, subdividing, commercial uses, signs, road entrances, and property maintenance. The department also keeps and maintains records that are available to the public. The following sections are broken down into categories based on the type of applications:

Major Subdivisions/Commercial Site Plans

In 2012, the Planning Commission heard one application for a Commercial development:

- McDonald's Corporation proposed a 3,987 square-foot drive-thru restaurant for the north end of town. Landscaping buffer and parking reductions were proposed with the development. Due to the significance of these proposed modifications, the Planning Commission denied the application.

Minor Subdivisions

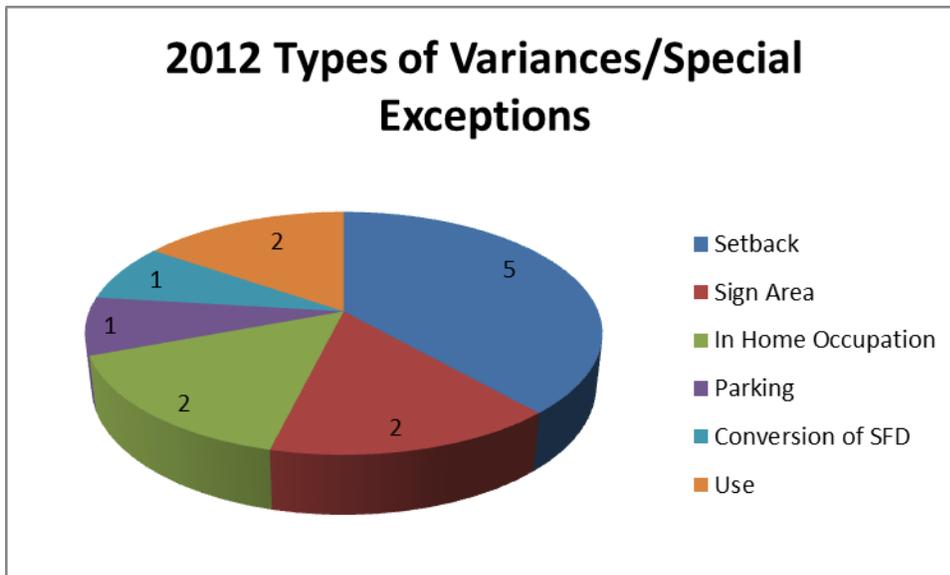
Three minor subdivisions were presented and approved by the Planning Commission in 2012.

- Easterday, Lots 1-4, subdivided an existing commercial parcel fronting South Main Street into four lots and a residue.
- Easterday, Lot 5, subdivided a commercial parcel into two lots and created a future right-of-way into the property.
- JCG, Lots 1 & 2, subdivided an existing property on North Main Street into two lots.



Variances, Special Exceptions & Administrative Adjustments

Both the Planning Commission and Board of Zoning Appeals heard 10 requests for variances and special exceptions. The Zoning Administrator processed two administrative adjustments in 2012. Below is a breakdown of the type of requests heard for 2012. The case descriptions can be found in Appendix D, “Zoning Code/Enforcement Report”.



Zoning and Subdivision Text Amendments

A zoning text amendment to revise the parking requirements was approved in early 2012. The amendment revised parking requirements for various uses, including swimming pools, drive-thru restaurants, commercial retail sales, and warehouses, as well as revised requirements for stacking and shared parking facilities.

A zoning text amendment to allow amateur radio facilities and revised uses within the Neighborhood Commercial Zone was also approved in 2012. The amendment defined amateur radio facilities and permitted the use within all zoning districts. The Neighborhood Commercial Zone was also amended to incorporate more uses by special exception, including animal hospitals; funeral homes; and auto repair facilities, with the approved amendment.



In December 2012, a zoning text amendment to allow in-home vendors within all zoning districts. An in-home vendor is defined as “Any use of a dwelling or accessory building conducted solely by a member or members of the family residing therein, which is incidental or subordinate to the main use of the building for dwelling purposes; and which may be used to store inventory to be sold off-premises at a trade/craft show; and, for which an approved zoning permit is required in obtaining a trader’s license”.

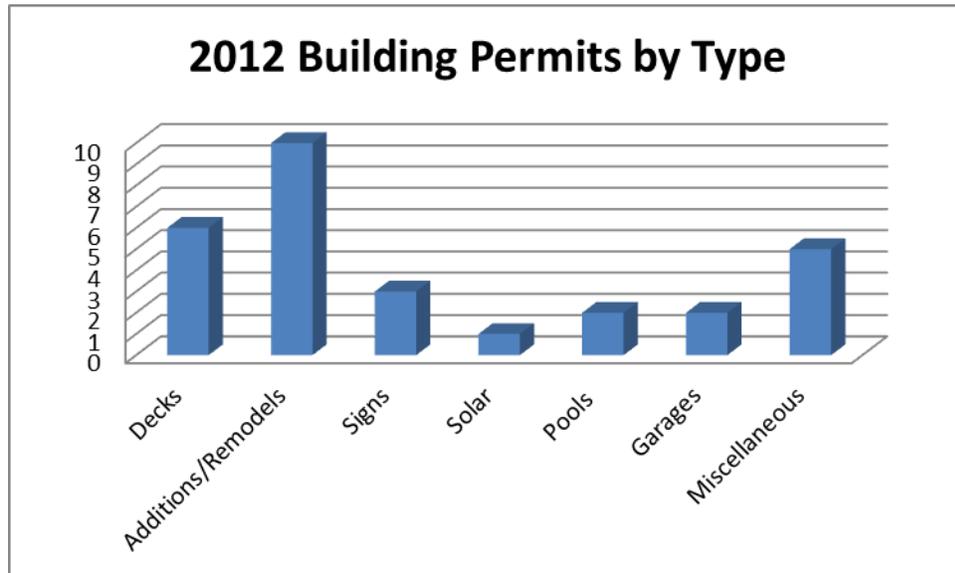
Rezoning

The Mayor and Council considered an application for rezoning in mid-2012. The application proposed to rezone two parcels on the southern end of Town; one currently zoned Neighborhood Commercial and the other zoned Suburban Residential, to General Commercial. The Mayor and Council determined a change in the character of the neighborhood had occurred adjacent to the property because the general commercial area had expanded in recent years and approved the change in zoning.



Building and Zoning Permits

Building and zoning Permits are issued for all types of construction, use, signs, and occupancy within the corporate limits of the town. All permits are processed and approved within the Planning and Zoning Department. For building permits with proposed construction greater than 200 square feet, the Washington County Permits Department reviews and inspects the construction. The town's Planning and Zoning Department processes permits for buildings and construction less than 200 square feet. In 2012, 27 building permits over 200 square feet and 19 permits fewer than 200 square feet were submitted. The table below provides a breakdown of the type of building permits over 200 square feet. Appendix D provides a further summary of all building permits processed.



Miscellaneous permits include porches, windows, foundation repairs, and roofs. The 19 permits received for activities less than 200 square feet were for sheds, curbing and sidewalks.



The Planning and Zoning Department also processes all zoning permits, which are required for new businesses and new uses established within the town. In 2012, five new businesses opened, including Boonsboro Auto Sales, Reese's Home Improvement, The Frayed Cottage, Knothole Studio, and Battlefield Automotive. Zoning permits are also required for applications to be forwarded to the Board of Zoning Appeals (i.e. special exceptions and variances) and the relocation of businesses. The following chart shows the number of zoning permits and in which zones they were issued:



Property Maintenance

In 2012, approximately 40 properties were cited to be in violation of the Property Maintenance Code. The majority of the violations were for tall grass, weeds, excessive rubbish, and untagged vehicles.



FUTURE PROJECTS/GOALS

The Planning and Zoning Department is continually updating its ordinances and, based upon recommendations in the 2009 Comprehensive Plan, will be revising the zoning and subdivision ordinances accordingly.

The Planning and Zoning Department is also continuing to digitize records and is keeping the public informed of its activities via the Town website. By updating permits, staff plans to make available on-line all the permit applications. Staff also continues to work with other Town and County departments to make the development process more efficient and hopes to establish a standardized process.

Board of Zoning Appeals Meetings for January- December 2012

Meetings		4/17	6/19	7/17	8/21	9/18	10/16	11/20	12/18
<u>BZA Members</u>	<u>Term Expires</u>								
Laura Kirby*	July 2013	P	P	P	A	P	N/A	N/A	N/A
Linda Moser	July 2015	P	P	P	A	P	P	P	P
Darrell Jones	July 2015	A	A	P	P	P	A	P	A
Sara Sweeney	July 2015	A	A	P	P	A	P	P	P
Paul Gudelski**	Oct 2013	P	A	N/A	N/A	N/A	N/A	N/A	N/A
Carol Long	Oct 2013	P	P	P	P	P	P	P	P
Gary Schlappal	May 2014	P	P	P	P	P	P	P	P
Natalie Mose***	Oct 2013	N/A	N/A	N/A	N/A	N/A	N/A	N/A	P

*Laura Kirby resigned, effective October 2012

**Paul Gudelski resigned, effective July 2012

***Natalie Mose was appointed in December 2012

Planning Commission Meetings for January –December 2012

Meetings		1/17	1/24	2/28	3/28	4/24	6/13	8/28	9/26	10/23	11/27
<u>PC Members</u>	<u>Term Expires</u>										
Carvel Wright	Mar 2016	P	P	P	P	P	P	P	P	P	P
David Ambrose	Mar 2015	P	P	P	P	P	P	P	A	A	P
Rob Maricle	Aug 2015	P	P	P	P	A	P	P	A	P	P
Kim Koerting	Mar 2013	P	P	P	P	P	P	P	P	P	P
David Parmelee	May 2015	P	P	P	P	P	P	P	P	A	P
Dan Ebersole	July 2015	P	P	P	P	P	P	P	A	P	P
Steve Jamison	May 2013	P	P	P	A	P	P	P	A	P	A
Howard Long		P	P	P	P	P	P	P	P	P	P

P = present

A=absent



BOONSBORO MAYOR AND COUNCIL

21 N. MAIN STREET • BOONSBORO, MARYLAND 21713 • 301-432-5141

TOWN PLANNER

1. Performs plat and development reviews.
2. Reviews and assists in the update of subdivision regulations.
3. Meets with developers.
4. Reviews and assists in the update of zoning classifications.
5. Attends Planning Commission meetings.
6. Works with the Economic Development Commission.
7. Updates zoning maps and other maps of the Town.
8. Works on annexations and associated proceedings.
9. Works with the Zoning Administration on zoning problems.
10. Assists Town staff in various duties as requested.
11. Works with residents on planning problems.

ZONING ADMINISTRATOR

1. Receives and examines all applications for zoning permits, variances, special exceptions and interpretations pertaining to zoning.
2. Issues zoning permits.
3. Conducts inspections and surveys to determine compliance or noncompliance with the terms of the Zoning Ordinance.
4. As directed, institute in the name of the town any actions or proceedings to prevent unlawful construction or modifications to existing or new buildings.
5. Revokes by order zoning permits in violation of the law, or provisions of the zoning ordinance.
6. Maintain maps showing current zoning classifications of all land in the town.
7. Presents material and makes oral presentations to the Planning Commission and to the Appeals Board as required.
8. Reports/coordinates with the Town Planner and reports to the Town Manager.
9. Performs other duties as assigned.

2012 Fees

Report for January 1, 2012 to December 31, 2012	
County Permits	
Permits Filed	27
Entrance Fees	\$0.00
Permit Fees Collected	\$3,646.00
<i>Redeemable to County</i>	<i>\$2,734.50</i>
Town Portion (25%)	\$911.50
County Excise Tax	
New Residential /Additions	2
Total Paid	\$727
Town Collects (28%)	\$204
Town Permits	
Permits Filed	19
Review Fees Paid	\$1,218.40
Technology Fee	\$240.00
Zoning Permits	
Permits Filed	20
Review Fees Paid	\$900.00
Technology Fee	\$90.00
Sign Permits	
Permits Filed	8
Review Fees Paid	\$501.35
Technology Fee	\$90.00
Board of Appeals	
Review Fees Paid	\$2,800.00
Technology Fee	\$165.00
Development Review	
Review Fees Paid	\$4,390.00
Technology Fee	\$60.00
Misc. Fees, etc.	
	\$0.00
2012 TOTAL FEES COLLECTED	
	\$14,828.10
2012 TOTAL REVENUE	
	\$11,569.91

<p>Location: 109 Saint Paul St 06-003524 Permit No: BO2012-006 Owner: Kenneth & MaryLou Bowers Applicant: same Address: 109 Saint Paul Street Zone: TR Map: 601 Parcel: 576 Lot: Project: 10' x 20' deck around pool Applied: 4/9/12 Town Approved: APPROVED</p>	<p>Total Fee: \$100.00</p> <p>County Approved: APPROVED</p>
<p>Location: 12 Della Lane 06-013104 Permit No: BO2012-007 Owner: Todd Kennedy Applicant: JES Construction Address: 569 Central Dr, Ste 200, Virginia Beach, VA 23454 Zone: SR Map: 601 Parcel: 356 Lot: Project: Repair foundation Applied: 4/11/12 Town Approved: APPROVED</p>	<p>Total Fee: \$80.00</p> <p>County Approved: APPROVED</p>
<p>Location: 405 Green Fern Circle 06-033679 Permit No: BO2012-008 Owner: Jennifer Morgan Applicant: same Address: 405 Green Fern Circle Zone: MR Map: 68 Parcel: 561 Lot: 72 Project: 14' x 12' Deck Applied: 4/13/12 Town Approved: APPROVED</p>	<p>Total Fee: \$97.00</p> <p>County Approved: APPROVED</p>
<p>Location: 214 South Main St 06-022022 Permit No: BO2012-009 Owner: Matthew & Amy Gibson Applicant: Howe Construction Services Address: 334 N. Main Street Zone: TR Map: 601 Parcel: 803 Lot: 1 Project: Remodel Bathroom Applied: 4/26/12 Town Approved: APPROVED</p>	<p>Total Fee: \$86.00</p> <p>County Approved: APPROVED</p>
<p>Location: 308 Maple Avenue 06-017398 Permit No: BO2012-010 Owner: Bradford Race Applicant: same Address: 308 Maple Avenue Zone: SR Map: 600 Parcel: 1473 Lot: Project: Finish Basement Applied: 5/3/12 Town Approved: APPROVED</p>	<p>Total Fee: \$112.00</p> <p>County Approved: APPROVED</p>
<p>Location: 211 Green Fern Cir 06-033075 Permit No: BO2012-011 Owner: Raymond Grove Applicant: same Address: 208 Della Lane Zone: MR Map: 68 Parcel: 561 Lot: 18 Project: 14' x 16' deck Applied: 5/9/12 Town Approved: APPROVED</p>	<p>Total Fee: \$102.00</p> <p>County Approved: APPROVED</p>

Location: 7619 Old National Pike 06-018955 **Total Fee: \$WAIVED**
Permit No: **BO2012-012**
Owner: Boonsboro Ambulance & Rescue Co
Applicant: same
Address: same
Zone: GC **Map:** 68 **Parcel:** 437 **Lot:**
Project: Retrofit existing sign to incorporate LED Display
Applied: 5/16/12 **Town Approved:** APPROVED **County Approved:** APPROVED

Location: 15 Della Lane 06-001858 **Total Fee: \$106.00**
Permit No: **BO2012-013**
Owner: John Burns
Applicant: Mark Summerville MHIC#69930
Address: 14621 Pennsylvania Ave, Hag MD 21742
Zone: SR **Map:** 601 **Parcel:** 357 **Lot:** 3
Project: 16' x 16' deck with stairs to grade
Applied: 5/29/12 **Town Approved:** APPROVED **County Approved:** APPROVED

Location: 23 Zachary Court 06-032265 **Total Fee: \$97.00**
Permit No: **BO2012-014**
Owner: Jack McCauley
Applicant: Decks Unlimited
Address: 1591 Cross Country Dr, Westminster, MD 21158
Zone: TR **Map:** 68 **Parcel:** 554 **Lot:** 12
Project: 14' x 12' screened porch over existing deck
Applied: 5/30/12 **Town Approved:** APPROVED **County Approved:** APPROVED

Location: 207 Carroll Avenue 06-008224 **Total Fee: \$184.00**
Permit No: **BO2012-015**
Owner: Charles Conway
Applicant: Castle Construction Services
Address: PO Box 33, Boonsboro, MD 21713
Zone: TR(1) **Map:** 600 **Parcel:** 1462 **Lot:** 69
Project: 40' x 26' addition/garage (160 sq ft habitable space)
Applied: 5/30/12 **Town Approved:** APPROVED 6/20/12 **County Approved:** APPROVED

Location: 212 David Drive 06-020348 **Total Fee: \$100.00**
Permit No: **BO2012-016**
Owner: Robert Snyder
Applicant: L.A. Sifler & Sons
Address: 8023 Mapleville Road, Boonsboro, MD 21713
Zone: SR **Map:** 600 **Parcel:** 358 **Lot:** 89
Project: 12' x 16'6" roof over existing deck
Applied: 6/19/12 **Town Approved:** APPROVED **County Approved:** APPROVED

Location: 4 Zachary Court 06-032168 **Total Fee: \$114.00**
Permit No: **BO2012-017**
Owner: Alfred Norl
Applicant: River Valley Construction MHIC#129967
Address: 5830 Mt. Briar Road, Keedysville, MD 21756
Zone: TR **Map:** 68 **Parcel:** 554 **Lot:** 2
Project: 18' x 19' deck with stairs to grade
Applied: 6/25/12 **Town Approved:** APPROVED **County Approved:** APPROVED

Location: 311 Lanafield Cir 06-000053 **Total Fee: \$133.00**
Permit No: **BO2012-018**
Owner: Robert Hutzell
Applicant: same
Address: 311 Lanafield Cir
Zone: TR-1 **Map:** 600 **Parcel:** 1452 **Lot:** 81
Project: 12' x 44' porch/ramp with roof
Applied: 6/25/12 **Town Approved:** APPROVED **County Approved:** APPROVED

Location: 401 Potomac St 06-031374 **Total Fee: \$WAIVED**
Permit No: **BO2012-019**
Owner: Wash. Co. Commissioners
Applicant: same
Address: 100 West Washington St, Hag, 21740
Zone: SR **Map:** 602 **Parcel:** 826 **Lot:**
Project: Revise existing sign
Applied: 7/12/12 **Town Approved:** APPROVED **County Approved:** APPROVED

Location: 10 Campus Avenue 06-023274 **Total Fee: \$WAIVED**
Permit No: **BO2012-020**
Owner: Wash. Co. Board of Education
Applicant: Ellsworth Electric
Address: 88 West Lee Street, Hagerstown, 21740
Zone: TR **Map:** 600 **Parcel:** 1381 **Lot:**
Project: 24' x 25' electronic scoreboard
Applied: 7/12/12 **Town Approved:** APPROVED **County Approved:** APPROVED

Location: 204 Burton Way 06-034020 **Total Fee: \$170.00**
Permit No: **BO2012-021**
Owner: James Webber
Applicant: same
Address: 204 Burton Way
Zone: TR **Map:** 68 **Parcel:** 554 **Lot:** 81
Project: 12' x 36" deep above ground pool
Applied: 7/13/12 **Town Approved:** APPROVED **County Approved:** APPROVED

Location: 209 Carroll Avenue 06-008151 **Total Fee: \$202.00**
Permit No: **BO2012-022**
Owner: Russell Reinhart
Applicant: Castle Construction Serv.
Address: PO Box 33, Boonsboro, MD 21713
Zone: TR-1 **Map:** 600 **Parcel:** 1469 **Lot:** 62
Project: New Garage (26' x 30') with 12' x 20' shop and 10' x 20' porch
Applied: 7/20/12 **Town Approved:** APPROVED **County Approved:** APPROVED

Location: 28 Potomac Street 06-002803 **Total Fee: \$230.00**
Permit No: **BO2010-039 REVISED**
Owner: David Weissenberger
Applicant: same
Address: 28 Potomac Street
Zone: TR **Map:** 601 **Parcel:** 652 **Lot:**
Project: Remodel 1st & 2nd floors (3 bdrm/1.5bath) including new electric, mechanical & plumbing
Applied: 8/27/12 **Town Approved:** APPROVED **County Approved:** APPROVED

Location: 210 Maple Avenue 06-013783 **Total Fee: \$345.00**
Permit No: **BO2012-023**
Owner: John Reese
Applicant: same
Address: 210 Maple Avenue
Zone: NC **Map:** 600 **Parcel:** 1384 **Lot:**
Project: 16' x75' addition to existing garage
Applied: 10/2/12 **Town Approved:** APPROVED **County Approved:** APPROVED

Location: 208 Burton Way 06-034004 **Total Fee: \$50.00**
Permit No: **BO2012-024**
Owner: Charles & Erin Thatcher
Applicant: Cap City MHIC#33950
Address: 208 Burton Way
Zone: TR **Map:** 68 **Parcel:** 554 **Lot:** 79
Project: 26 Roof Mounted Solar Panels
Applied: 10/8/12 **Town Approved:** APPROVED **County Approved:** APPROVED

Location: 209 Carroll Avenue 06-008151 **Total Fee: \$100.00**
Permit No: **BO2012-022 REVISED**
Owner: Russell Reinhart
Applicant: Castle Construction Services
Address: 210 Maple Avenue
Zone: TR-1 **Map:** 600 **Parcel:** 1469 **Lot:** 62
Project: 26' x 30' garage with 12' x 20' workshop
Applied: 10/9/12 **Town Approved:** APPROVED **County Approved:** APPROVED

Location: 110 Conestoga Court 06-030785 **Total Fee: \$176.00**
Permit No: **BO2012-025**
Owner: John Jakupciak
Applicant: same
Address: 110 Conestoga Court
Zone: SR **Map:** 602 **Parcel:** 845 **Lot:** C40
Project: Frame Basement
Applied: 11/8/12 **Town Approved:** APPROVED **County Approved:** APPROVED

Location: 102 Potomac Street 06-014054 **Total Fee: \$107.00**
Permit No: **BO2012-026**
Owner: David Shifler
Applicant: Dale Ford
Address: 6113 Appletown Road, Boonsboro, MD 21713
Zone: TR **Map:** 601 **Parcel:** 646 **Lot:**
Project: Remodel Kitchen
Applied: 11/26/12 **Town Approved:** APPROVED **County Approved:** APPROVED

Location: 213 Tiger Way 06-032729 **Total Fee: \$220.00**
Permit No: **BO2012-027**
Owner: Richard & Carol Wilks
Applicant: Michael Barnes (MHCI#97009)
Address: 9140 Links Road, Walkersville, MD 21793
Zone: TR **Map:** 68 **Parcel:** 554 **Lot:** 54
Project: Finish Basement
Applied: 12/17/12 **Town Approved:** APPROVED **County Approved:** APPROVED

Location: 10 Campus Avenue 06-005284 **Total Fee: \$WAIVED**
Permit No: BN2012-001
Owner: Wash. Co. Board of Education
Applicant: same
Address:
Zone: TR **Map:** **Parcel:** **Lot:**
Project: Replace curb along driveway to school
Applied: 1/3/12 **Town Approved:** APPROVED

Location: 617 North Main Street 06-006795 **Total Fee: \$92.00**
Permit No: BN2012-002
Owner: David Gray
Applicant: same
Address: 617 North Main Street
Zone: TR **Map:** 600 **Parcel:** 193 **Lot:**
Project: 10' x 12' stick built shed
Applied: 3/6/12 **Town Approved:** APPROVED

Location: 201 Burton Way 06-033970 **Total Fee: \$90.00**
Permit No: BN2012-003
Owner: Jeff & Andrea Spencer
Applicant: same
Address: 201 Burton Way
Zone: TR **Map:** 68 **Parcel:** 554 **Lot:** 76
Project: 8' x 12' stick built shed
Applied: 3/20/12 **Town Approved:** APPROVED

Location: 103 Burton Way 06-0333857 **Total Fee: \$91.00**
Permit No: BN2012-004
Owner: Dan & Julie Ebersole
Applicant: same
Address: 103 Burton Way
Zone: TR **Map:** 68 **Parcel:** 554 **Lot:**
Project: 12' x 8' shed
Applied: 4/5/12 **Town Approved:** APPROVED

Location: 202 Burton Way 06-034039 **Total Fee: \$90.00**
Permit No: BN2012-005
Owner: Gary House
Applicant: same
Address: 202 Burton Way
Zone: TR **Map:** 68 **Parcel:** 554 **Lot:** 82
Project: 8 x 12 shed
Applied: 5/9/12 **Town Approved:** APPROVED

Location: 119 Burton Way 06-033954 **Total Fee: \$88.00**
Permit No: BN2012-006
Owner: Jesse & Jennifer Melloy
Applicant: same
Address: 119 Burton Way
Zone: TR **Map:** 68 **Parcel:** 554 **Lot:** 74
Project: 10' x 8' stick built shed
Applied: 5/18/12 **Town Approved:** APPROVED

Location: 10 Campus Avenue 06-023274 **Total Fee: \$WAIVED**
Permit No: BN2012-007
Owner: Wash. Co. Bd. Of County Commissioners
Applicant: Jeff Harr
Address: 820 Commonwealth Avenue.
Zone: TR **Map:** 600 **Parcel:** 1381 **Lot:**
Project: Rework dumpster area to include new concrete pad; replace curb and gutter along entrance drive
Applied: 5/18/12 **Town Approved:** APPROVED

Location: 205 Burton Way 06-033997 **Total Fee: \$90.00**
Permit No: BN2012-008
Owner: Matthew Lincoln
Applicant: same
Address: 205 Burton Way
Zone: TR **Map:** 68 **Parcel:** 554 **Lot:** 78
Project: 10' x 10' shed
Applied: 5/25/12 **Town Approved:** APPROVED

Location: 110 Saint Paul Street 06-027121 **Total Fee: \$86.00**
Permit No: BN2012-009
Owner: Rick Byrd
Applicant: same
Address: 110 Saint Paul Street
Zone: TR **Map:** 601 **Parcel:** 569 **Lot:** 1
Project: 8' x 8' pre-fab shed
Applied: 06/05/12 **Town Approved:** APPROVED

Location: 101Maple Avenue 06-005721 **Total Fee: \$102.00**
Permit No: BN2012-010
Owner: Rich Hawkins
Applicant: same
Address: 101 Maple Avenue
Zone: SR **Map:** 600 **Parcel:** 1682 **Lot:**
Project: 18' x 12' Gazebo & concrete pad
Applied: 6/27/12 **Town Approved:** APPROVED

Location: Young Avenue **Total Fee: \$80.00**
Permit No: BN2012-011
Owner:
Applicant: Percy Shumaker
Address: 257 S. Potomac St, Hagerstown 21740
Zone: SR **Map:** **Parcel:** **Lot:**
Project: Replace Sidewalks in front of 4 and 8 Young Avenue
Applied: 07/05/12 **Town Approved:** APPROVED

Location: 105 Chieftan Lane **Total Fee: \$94.00**
Permit No: BN2012-012
Owner: Robert Eackles
Applicant: same
Address: 105 Chieftan Lane
Zone: SR **Map:** 602 **Parcel:** 845 **Lot:** C27
Project: 10' x 14' pre-fab shed
Applied: 07/16/12 **Town Approved:** APPROVED

Location: 202 Burton Way **Total Fee: \$84.00**
Permit No: BN2012-013
Owner: Gary House
Applicant: Nature Boys
Address: 202 Burton Way
Zone: TR **Map:** 68 **Parcel:** 554 **Lot:** 82
Project: 12' x 3' ramp
Applied: 08/08/12 **Town Approved:** APPROVED

Location: 1 Coldstream Court **Total Fee: \$92.00**
Permit No: BN2012-014
Owner: David Parmelee
Applicant: same
Address: 1 Coldstream Court
Zone: SR **Map:** 602 **Parcel:** 845 **Lot:** B20
Project: 10' x 12' shed
Applied: 08/21/12 **Town Approved:** APPROVED 9/19/12

Location: 16 Knode Circle **Total Fee: \$89.60**
Permit No: BN2012-015
Owner: Ronald Poffenberger
Applicant: same
Address: 16 Knode Circle
Zone: SR **Map:** 600 **Parcel:** 174 **Lot:**
Project: 8' x 12' pre-fab shed
Applied: 10/2/12 **Town Approved:** 10/2/12

Location: 16 Knode Circle **Total Fee: \$82.80**
Permit No: BN2012-016
Owner: Ronald Poffenberger
Applicant: same
Address: 16 Knode Circle
Zone: SR **Map:** 600 **Parcel:** 174 **Lot:**
Project: 4' x 7' stick built shed
Applied: 10/2/12 **Town Approved:** 10/2/12

Location: 10 Campus Avenue (Elementary School) **Total Fee: \$SWAIVED**
Permit No: BN2012-017
Owner: Wash. Co. Board of Commissioners
Applicant: Wash. Co. School Board
Address: 10 Campus Avenue
Zone: TR-1 **Map:** 600 **Parcel:** 1381 **Lot:**
Project: Replace Existing Sidewalks on north side, install new sidewalk/curbing by rear parking lot
Applied: 10/24/12 **Town Approved:** 10/24/12

Location: 201 Orchard Drive **Total Fee: \$100.00**
Permit No: BN2012-018
Owner: Edward L. Martz
Applicant: same
Address: 201 Orchard Drive
Zone: TR **Map:** 600 **Parcel:** 529 **Lot:**
Project: 10' x 20' pre-fab shed
Applied: 11/19/12 **Town Approved:** 11/19/12

Location: 16 Knode Circle **Total Fee: \$118.00**
Permit No: **BN2012-019**
Owner: Ronald Poffenberger
Applicant: Linda Hensley
Address: 16 Knode Circle
Zone: SR **Map:** 600 **Parcel:** 174 **Lot:**
Project: 18' x 21' carport
Applied: 11/26/12 **Town Approved:** 11/26/12

Location: 14 South Main Street 06-005284 **Total Fee: \$80.75**
Permit No: **BS2012-001**
Owner: Louis Keefauver
Applicant: Betsy Schoonover
Address: 14 South Main Street
Zone: TC **Map:** 601 **Parcel:** **Lot:**
Project: New 36" x 29" projecting sign "Country Zen & Massage"
Applied: 2/16/11 **Town Approved:** APPROVED

Location: 7619 Old National Pike 06-018955 **Total Fee: \$WAIVED**
Permit No: **BS2012-002**
Owner: Boonsboro Ambulance & Rescue Service
Applicant: same
Address: 7619 Old National Pike
Zone: GC **Map:** 68 **Parcel:** 437 **Lot:**
Project: Retrofit existing sign with new LED Readerboard
Applied: 3/13/12 **Town Approved:** APPROVED

Location: 7638 Old National Pike 06-012787 **Total Fee: \$84.40**
Permit No: **BS2012-003**
Owner: Joe Reese
Applicant: Charles Banks
Address: 7638 Old National Pike
Zone: GC **Map:** 68 **Parcel:** 184 **Lot:**
Project: 3 wall signs on primary frontage for "Motorcycle Center of Maryland" totaling 28 sq. ft.
Applied: 3/28/12 **Town Approved:** APPROVED

Location: 7638 Old National Pike 06-012787 **Total Fee: \$84.40**
Permit No: **BS2012-004**
Owner: Joe Reese
Applicant: Charles Banks
Address: 7638 Old National Pike
Zone: GC **Map:** 68 **Parcel:** 184 **Lot:**
Project: 4' x 4' wall sign on secondary frontage
Applied: 3/28/12 **Town Approved:** APPROVED

Location: 3 South Main St 06-016545 **Total Fee: \$89.00**
Permit No: **BS2012-005**
Owner: Wilder Family LLC
Applicant: Dan Aufdem-Brinke
Address: 3 South Main Street
Zone: TC **Map:** 601 **Parcel:** 798 **Lot:**
Project: Projecting sign "Dan's Restaurant & Taphouse"
Applied: 5/3/12 **Town Approved:** APPROVED

Location: 210 Maple Avenue **Total Fee: \$85.00**
Permit No: **BS2012-006**
Owner: John Reese
Applicant: same
Address: 20230 Lappans Road, Boonsboro, MD 21713
Zone: NC **Map:** 600 **Parcel:** 1384 **Lot:**
Project: 5' x 10' Wall Sign on Primary Frontage "Reese's Home Improvement"
Applied: 08/01/12 **Town Approved:** APPROVED

Location: 210 Maple Avenue **Total Fee: \$84.00**
Permit No: **BS2012-007**
Owner: John Reese
Applicant: same
Address: 20230 Lappans Road, Boonsboro, MD 21713
Zone: NC **Map:** 600 **Parcel:** 1384 **Lot:**
Project: 4' x 10' Wall Sign on Secondary Frontage "Reese's Home Improvement"
Applied: 08/01/12 **Town Approved:** APPROVED

Location: 310 South Main Street 06-002268 **Total Fee: \$168.20**
Permit No: **BS2012-008**
Owner: Cliff Pereschuk
Applicant: same
Address: 310 South Main Street
Zone: GC **Map:** 601 **Parcel:** 810 **Lot:**
Project: 19' x 12' Monument Sign "Olde Homestead" on primary frontage
Applied: 09/06/12 **Town Approved:** APPROVED

Permit No: BZ2012-01 **VOID**
Permit No: BZ2012-02 **VOID**

Location: 7638A Old National Pike 06-012787 **Total Fee: \$165.00**
Permit No: **BZ2012-003**
Owner: Joseph Reese
Applicant: Rob Hutzell
Address: 7638A Old National Pike
Zone: GC **Map:** 68 **Parcel:** 184 **Lot:**
Project: Open Motor Vehicle Sales & Repair (Section 305.E.43) "Boonsboro Auto Sales"
Applied: 3/12/12 **Town Approved:** APPROVED

Location: 7619 Old National Pike 06-018955 **Total Fee: \$WAIVED**
Permit No: **BZ2012-004**
Owner: Boonsboro Ambulance & Rescue Service
Applicant: same
Address: 7619 Old National Pike
Zone: GC **Map:** 68 **Parcel:** 437 **Lot:**
Project: Retrofit existing sign with new LED Readerboard 21 feet in area (BOAP12-01)
Applied: 3/13/12 **Town Approved:** APPROVED

Boonsboro Planning and Zoning 2012 Annual Report

Appendix D

Location: 221 North Main Street 06-000487
Permit No: **BZ2012-005**
Owner: Michelle Payne
Applicant: Ron Hardy
Address: 2825 Chestnut Grove Rd, Keedysville 21756
Zone: TC **Map:** 601 **Parcel:** 337 **Lot:**
Project: Convert single family dwelling into 2 units (BZA12-03)
Applied: 3/21/12 **Town Approved:** APPROVED 4/17/12

Total Fee: \$WAIVED

Location: 210 Maple Avenue 06-013783
Permit No: **BZ2012-006**
Owner: Edward Perkins
Applicant: John Reese
Address: 20230 Lappans Road
Zone: NC **Map:** 600 **Parcel:** 1384 **Lot:**
Project: Open "Reese Home Improvement, Inc" Contracting Business (BZA12-04)
Applied: 3/22/12 **Town Approved:** APPROVED 4/17/12

Total Fee: \$WAIVED

Location: 7638 Old National Pike 06-012787
Permit No: **BZ2012-007**
Owner: Joseph Reese
Applicant: Charles Banks
Address: 7638 Old National Pike
Zone: GC **Map:** 68 **Parcel:** 184 **Lot:**
Project: Open "Motorcycle Center of Maryland" Motorcycle retail and repair shop
Applied: 3/28/12 **Town Approved:** APPROVED

Total Fee: \$165.00

Location: 6708 Old National Pike 06-016324
Permit No: **BZ2012-008**
Owner: 6708 ONP, LLC
Applicant: J. Randall Thompson
Address: 6708 Old National Pike
Zone: GC **Map:** 73 **Parcel:** 125 **Lot:**
Project: Combine offices previously located at 210 Maple Avenue into one business
Applied: 4/13/12 **Town Approved:** APPROVED

Total Fee: \$165.00

Location: 211 Green Fern Circle 06-033075
Permit No: **BZ2012-009**
Owner: Ray Grove
Applicant: same
Address: 208 Della Lane
Zone: MR **Map:** 68 **Parcel:** 561 **Lot:** 18
Project: Build new deck within 3' setback (BOAP12-02)
Applied: 5/9/12 **Town Approved:** APPROVED

Total Fee: \$WAIVED

Location: 207 Carroll Avenue 06-008224
Permit No: **BZ2012-010**
Owner: Charles Conoway
Applicant: same
Address: 207 Carroll Avenue
Zone: TR(1) **Map:** 600 **Parcel:** 1462 **Lot:** 69
Project: New Addition/Garage within Front Setback (BZA12-05)
Applied: 5/30/12 **Town Approved:** APPROVED 6/20/12

Total Fee: \$WAIVED

Location: 306 Lanafield Drive 06-007775 **Total Fee: \$WAIVED**
Permit No: **BZ2012-011**
Owner: David Nunamaker
Applicant: same
Address: 306 Lanafield Drive
Zone: TR(1) **Map:** 600 **Parcel:** 1438 **Lot:** 12
Project: Open In-Home Occupation (BZA12-06)
Applied: 6/4/12 **Town Approved:** APPROVED 7/17/12

Location: 210 Maple Avenue 06-013783 **Total Fee: \$WAIVED**
Permit No: **BZ2012-012**
Owner: John Reese
Applicant: same
Address: 20230 Lappans Road, Boonsboro, MD 21713
Zone: NC **Map:** 600 **Parcel:** 1384 **Lot:**
Project: Addition to existing garage 7' from side (BZA12-07)
Applied: 8/1/12 **Town Approved:** APPROVED

Location: 308 Maple Avenue 06-017398 **Total Fee: \$WAIVED**
Permit No: **BZ2012-013**
Owner: Bradford Race
Applicant: Scott Race
Address: 308 Maple Avenue
Zone: TR **Map:** 600 **Parcel:** 1473 **Lot:**
Project: Open Home Occupation for part time auto detailing (BZA12-08)
Applied: 8/16/12 **Town Approved:** 9/19/12

Location: 1 Coldstream Court 06-027504 **Total Fee: \$WAIVED**
Permit No: **BZ2012-014**
Owner: David Parmelee
Applicant: same
Address: 1 Coldstream Court
Zone: SR **Map:** 602 **Parcel:** 845 **Lot:** B20
Project: Place 10' x 12 shed six inches from side and rear property lines (BZA12-09)
Applied: 8/21/12 **Town Approved:** 9/19/12

Location: 120 North Main Street 06-007678 **Total Fee: \$165.00**
Permit No: **BZ2012-015**
Owner: Winnette Evy
Applicant: Dana Healy
Address: 11105 Shalom Lane, Hagerstown, MD 21742
Zone: TC **Map:** 601 **Parcel:** 411 **Lot:**
Project: Open Home Furnishings General Retail store "The Frayed Cottage"
Applied: 8/27/12 **Town Approved:** APPROVED

Location: 210 Maple Avenue 06-013783 **Total Fee: \$WAIVED**
Permit No: **BZ2012-016**
Owner: John Reese
Applicant: Justin Holder
Address: P.O. Box 431, Sharpsburg, MD 21782
Zone: NC **Map:** 600 **Parcel:** 1384 **Lot:**
Project: Open a motor vehicle repair garage "Battlefield Automotive" (BZA12-10)
Applied: 9/21/12 **Town Approved:** APPROVED 10/17/12

Location: 315 North Main St 06-014615 **Total Fee: \$WAIVED**
Permit No: **BZ2012-017**
Owner: JGC Enterprises
Applicant: Ed Schreiber
Address: 128 South Potomac St, Hag, MD 21740
Zone: TR **Map:** 601 **Parcel:** 347 **Lot:**
Project: Existing Garage/Barn on new lot 0.7" from side property line and 0.2" from front property line (BZA12-11)
Applied: 10/12/12 **Town Approved:** APPROVED 11/21/12

Location: 16 South Main St 06-012639 **Total Fee: \$150.00**
Permit No: **BZ2012-018**
Owner: Michael Kefauver
Applicant: Thomas Tholen
Address: 1 North Main St, Boonsboro
Zone: TC **Map:** 601 **Parcel:** 739 **Lot:**
Project: Open an Art Gallery "Knothole Studio"
Applied: 10/25/12 **Town Approved:** APPROVED

Location: 308 Maple Avenue 06-017398 **Total Fee: \$WAIVED**
Permit No: **BZ2012-019**
Owner: Bradford Race
Applicant: Scott Race
Address: 308 Maple Avenue
Zone: TR **Map:** 600 **Parcel:** 1473 **Lot:**
Project: Place a 2' x 3' sign on property for Home Occupation (BZA12-12)
Applied: 11/19/12 **Town Approved:** DENIED

Location: 115 Orchard Drive 06-028578 **Total Fee: \$165.00**
Permit No: **BZ2012-020**
Owner: Eric Kitchen
Applicant: same
Address: 115 Orchard Drive
Zone: TR **Map:** 601 **Parcel:** 530 **Lot:**
Project: Sell Clothing at trade show (In-Home Vendor)
Applied: 12/4/12 **Town Approved:** APPROVED

Permit No: BZA12-01 **VOID**

Location: 727 North Main Street 06-002129 **Total Fee: \$315.00**
Permit No: **BZA12-02**
Appellant: Carmen DiDiano (McDonald's)
Zone: GC **Map:** 601 **Parcel:** 201 **Lot:**
Hearing Date: March 20, 2012
Reason for Request: to hear a Variance request by Carmen DiDiano,, appellant, to reduce the required number of on-street parking spaces from 88 to 26 spaces for a proposed drive-thru restaurant. The Variance Request is in accordance with the procedures provided under Article 10, Section 1005 of the Boonsboro Zoning Ordinance.
Applied: February 22, 2012 **Decision:** WITHDREW APPLICATION 2/28/12

Location: 7619 Old National Pike 06-018955 **Total Fee: \$WAIVED**

Permit No: **BOAP12-01**

Appellant: Boonsboro Ambulance & Rescue Company

Zone: GC **Map:** 68 **Parcel:** 437 **Lot:**

Decision Date: March 29, 2012

Reason for Administrative Appeal: to hear a request by Boonsboro Ambulance., appellant, to increase the required area of an electronic readerboard from 20 to 21 feet for a proposed new LED sign. The Administrative Appeal is in accordance with the procedures provided under Article 9, Section of the Boonsboro Zoning Ordinance.

Applied: March 13, 2012 **Decision:** APPROVED 3/29/12

Location: 221 North Main Street 06-000487 **Total Fee: \$515.00**

Permit No: **BZA12-03**

Appellant: Ron Hardy

Zone: TC **Map:** 601 **Parcel:** 337 **Lot:**

Hearing Date: April 17, 2012

Reason for Request: to hear a Special Exception request by Ron Hardy, appellant, to convert a single family dwelling into two units. The Special Exception request is in accordance with the procedures provided under Article 10, Section 1006 of the Boonsboro Zoning Ordinance.

Applied: March 21, 2012 **Decision:** APPROVED

Location: 210 Maple Avenue 06-013783 **Total Fee: \$515.00**

Permit No: **BZA12-04**

Appellant: John Reese

Zone: NC **Map:** 600 **Parcel:** 1384 **Lot:**

Hearing Date: April 17, 2012

Reason for Request: to hear a Special Exception request by John Reese, appellant, to a general contracting business. The Special Exception request is in accordance with the procedures provided under Article 10, Section 1006 of the Boonsboro Zoning Ordinance.

Applied: March 22, 2012 **Decision:** APPROVED

Location: 211 Green Fern Circle 06-033075 **Total Fee: \$165.00**

Permit No: **BOAP12-02**

Appellant: Ray Grove

Zone: MR **Map:** 68 **Parcel:** 561 **Lot:** 18

Decision Date: May 25, 2012

Reason for Request: to consider an Administrative Adjustment by Ray Grove, appellant, to reduce the three foot side setback for a deck by four inches. The Administrative Adjustment is in accordance with the procedures provided under Article 905 of the Boonsboro Zoning Ordinance.

Applied: May 9, 2012 **Decision:** APPROVED 5/25/12

Location: 207 Carroll Avenue 06-008224 **Total Fee: \$165.00**

Permit No: **BZA12-05**

Appellant: Charles Conaway

Zone: TR(1) **Map:** 600 **Parcel:** 1462 **Lot:** 69

Hearing Date: June 19, 2012

Reason for Request: to hear a Variance request by Charles Conaway, appellant, to reduce the front setback by four (4) feet and eight (8) feet on the front corner of the property for a new addition/garage. The Variance request is in accordance with the procedures provided under Article 10, Section 1005 of the Boonsboro Zoning Ordinance.

Applied: May 30, 2012 **Decision:** APPROVED

Location: 306 Lanafield Drive 06-007775 **Total Fee: \$165.00**

Permit No: BZA12-06

Appellant: David Nunamaker

Zone: TR(1) **Map:** 600 **Parcel:** 1438 **Lot:** 12

Hearing Date: July 17, 2012

Reason for Request: to hear a Special Exception request by David Nunamaker, appellant, to open an in-home occupation. The Special Exception request is in accordance with the procedures provided under Article 10, Section 1006 of the Boonsboro Zoning Ordinance.

Applied: June 4, 2012 **Decision:** APPROVED

Location: 210 Maple Avenue 06-013783 **Total Fee: \$315.00**

Permit No: BZA12-07

Appellant: John Reese

Zone: NC **Map:** 600 **Parcel:** 1384 **Lot:**

Hearing Date: August 21, 2012

Reason for Request: to hear a Variance request by John Reese, appellant, to vary the side setback from 15' to 7' for an addition to an existing garage. The Variance request is in accordance with the procedures provided under Article 10, Section 1005 of the Boonsboro Zoning Ordinance.

Applied: August 1, 2012 **Decision:** APPROVED

Location: 308 Maple Avenue 06-017398 **Total Fee: \$165.00**

Permit No: BZA12-08

Appellant: Scott Race

Zone: TR **Map:** 600 **Parcel:** 1473 **Lot:**

Hearing Date: September 18, 2012

Reason for Request: to hear a Special Exception request by Scott Race, appellant, to establish a home occupation for a part time auto detailing business. The Special Exception request is in accordance with the procedures provided under Article 10, Section 1006 of the Boonsboro Zoning Ordinance.

Applied: August 16, 2012 **Decision:** APPROVED

Location: 1 Coldstream Court 06-027504 **Total Fee: \$165.00**

Permit No: BZA12-09

Appellant: David Parmelee

Zone: SR **Map:** 602 **Parcel:** 845 **Lot:** B20

Hearing Date: September 18, 2012

Reason for Request: to hear a Variance request by David Parmelee, appellant, to vary the five foot setback to six inches on the side and rear property line for a shed less than 200 square feet in area. The Variance request is in accordance with the procedures provided under Article 10, Section 1005 of the Boonsboro Zoning Ordinance.

Applied: August 21, 2012 **Decision:** APPROVED

Location: 210 Maple Avenue 06-013783 **Total Fee: \$165.00**

Permit No: BZA12-10

Appellant: Justin Holder

Zone: NC **Map:** 600 **Parcel:** 1384 **Lot:**

Hearing Date: October 16, 2012

Reason for Request: to hear a Special Exception request by Justin Holder, appellant, to establish a motor vehicle repair garage at 210 Maple Avenue. The Special Exception request is in accordance with the procedures provided under Article 10, Section 1006 of the Boonsboro Zoning Ordinance.

Applied: September 21, 2012 **Decision:** APPROVED

Location: 315 North Main Street 06-014615

Total Fee: \$315.00

Permit No: **BZA12-11**

Appellant: Ed Schrieber

Zone: TR **Map:** 601 **Parcel:** 347 **Lot:**

Hearing Date: November 20, 2012

Reason for Request: to hear a Variance request by Ed Schrieber, appellant, to establish vary the side and rear setbacks on a newly proposed lot for an existing garage on the rear of the property at 315 North Main Street. The Variance request is in accordance with the procedures provided under Article 10, Section 1005 of the Boonsboro Zoning Ordinance.

Applied: October 12, 2012 **Decision:** APPROVED

Location: 308 Maple Avenue 06-017398

Total Fee: \$165.00

Permit No: **BZA12-12**

Appellant: Scott Race

Zone: TR **Map:** 600 **Parcel:** 1473 **Lot:**

Hearing Date: December 18, 2012

Reason for Request: to hear a Variance request by Scott Race, appellant, to vary the sign area from 2 square feet to 6 square feet, at 308 Maple Avenue. The Variance request is in accordance with the procedures provided under Article 10, Section 1005 of the Boonsboro Zoning Ordinance.

Applied: November 19, 2012 **Decision:** DENIED
