

**2014 ANNUAL REPORT OF THE PLANNING AND
ZONING ACTIVITIES OF THE TOWN OF BOONSBORO**



Prepared by Megan Clark, Town Manager/Zoning Administrator



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INTRODUCTION

The purpose of the Annual Report is to summarize the activities of the Planning, Zoning, and Engineering Department for the year and to help establish future goals and recommendations for the department. The report is developed in accordance with the Land Use Article, §1-207 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, Zoning, and Engineering Department.

- The Planning Commission hears applications for subdivisions and site plans, and 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 for 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 who serve five-year staggered terms and one Mayor and Council liaison appointed by the Mayor. The Commission meets the fourth Tuesday of the month and also as necessary, including special joint meetings with the Mayor and Council on rezoning issues, and with the Utilities Commission regarding water and sewer infrastructure planning. The Commission meetings are held in the Town Hall Annex, located at 21 North Main Street.

The Board of Zoning Appeals is comprised of five members and two alternates who serve three-year staggered terms. The Board of Zoning Appeals meets every third Tuesday as necessary in the Town Hall Annex.

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 Manager/Zoning Administrator for the Town. Brian Hopkins is the Town Engineer for the Town. Both are responsible for handling all activities related to land use within the Town of Boonsboro.



Office Hours

The Planning, Zoning and Engineering Department is located on the second floor of Town Hall and is open from 8 a.m. - 4:30 p.m. Monday through Friday.

Fees

The Planning, Zoning, and Engineering Department collects review fees for all applications, including but not limited to those for permits, subdivision reviews, zoning amendments, entrance permits, and annexations.

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, Zoning, and Engineering Department decreased from \$16,244.13 in 2013 to \$12,063.09 in 2014

Appendix C provides a breakdown of all the fees collected. The decrease in revenue is due to the amount of development review fees collected; however, an increase in building permit review fees was collected for 2014.



SUMMARY OF ACTIVITIES

Overview

The Planning, Zoning, and Engineering Department processes all applications relating to land use, including but not limited to those for buildings, subdivisions, 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 2014, the Planning Commission heard five applications for development:

- High's Convenience Store: Concept Plan approved to develop a 4,630 square foot convenience store with gas pumps on Lot 1 of the Easterday property
- Fletcher's Grove, Lot 3: Concept Plan approved to develop a 10,200 square foot commercial building at the intersection of Tiger Way and Chase Six Boulevard
- The Preserve at Fox Gap: Concept Plan approved to develop Easterday Property for approximately 88 single family homes; 57 townhomes; and 5 commercial lots as well as a roundabout at the Alternate 40/Route 67 intersection
- Shafer Park Parking Lot: Site Plan approval granted for a pervious parking lot at the intersection of Shafer Park Drive and Potomac Street
- Boonsboro Solar Array: Site Plan approval granted for an 896kw solar array to be developed behind the Wastewater Treatment Plant

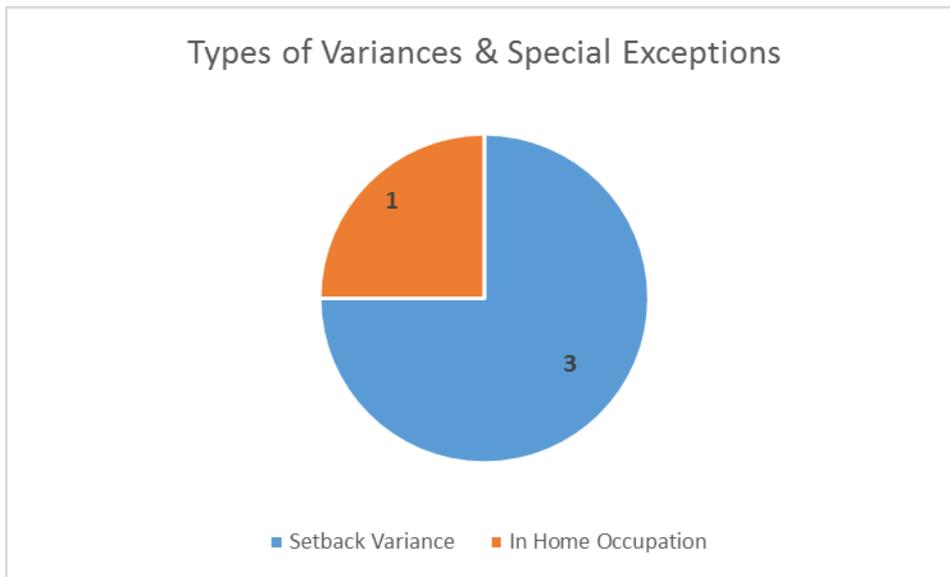
Minor Subdivisions

There were no minor subdivisions applications in 2014.



Variations and Special Exceptions

The Planning Commission and Board of Zoning Appeals each heard three applications for variations and special exceptions. Following is a breakdown of the type of requests considered for 2014. One Administrative Appeal was also considered by the Zoning Administrator. (The case descriptions can be found in Appendix D, “Zoning Code/Enforcement Report”).



Zoning and Subdivision Text Amendments

In September 2014 the Mayor and Council approved a Zoning Text Amendment to enable residents to keep a small number of female domesticated chickens on a noncommercial basis while creating standards to ensure that domesticated chickens do not adversely impact the neighboring properties. The zoning amendment includes provisions to allow domesticated chickens in the rural, suburban, and town residential zoning regulations, permit requirements, and provisions for enclosures; setbacks; number permitted; registration; lighting; waste storage and other regulations.



Rezoning

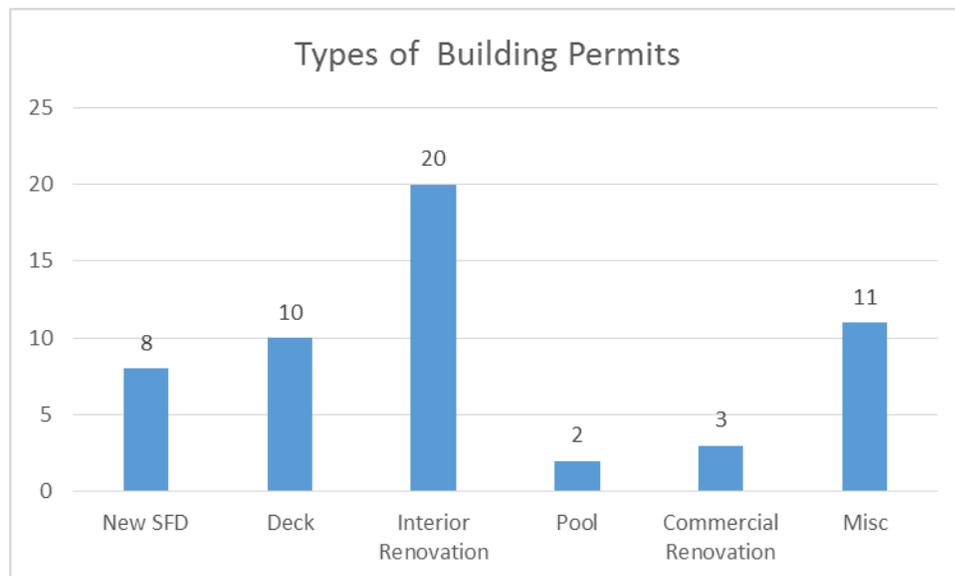
The Mayor and Council considered two applications for rezoning in 2014.

Based upon a mistake in the zoning; portions of the King Road property, totaling 9.75 acres, were rezoned from suburban residential and town residential to town center residential zoning.

Also based upon a mistake in the zoning, the property within the Fletcher's Grove development known as Dean South, totaling 7.63 acres, was rezoned from suburban residential to multifamily residential.

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, Zoning, and Engineering 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, Zoning, and Engineering Department processes permits for buildings and construction less than 200 square feet. In 2014, 54 permits for buildings larger than 200 square feet and eight permits for buildings less than 200 square feet were submitted. The table below provides a breakdown of the type of building permits for buildings larger than 200 square feet. Appendix D provides a further summary of all building permits processed.

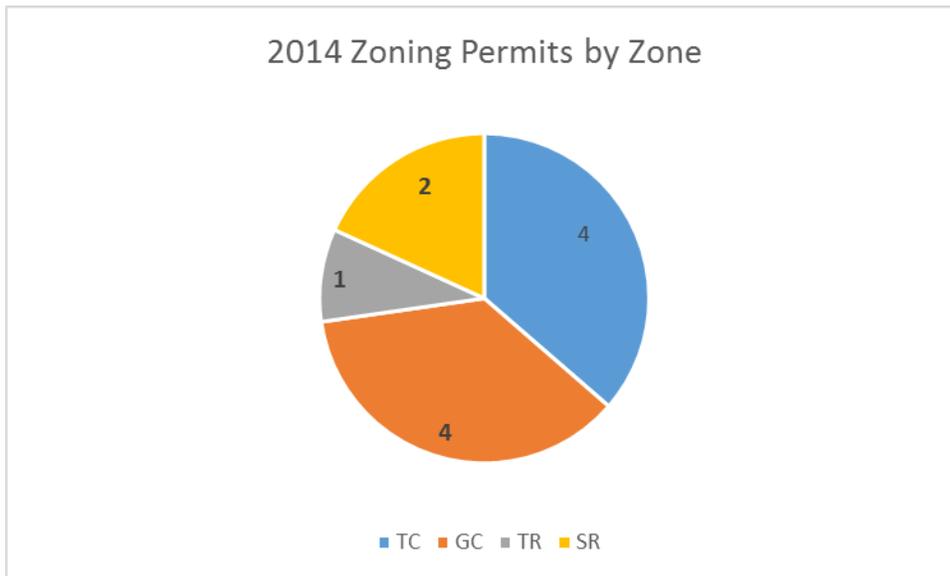




Miscellaneous permits include those for foundation repairs, windows, roofs, and construction trailers. The five permits received for those projects less than 200 square feet were for fences, sheds and sidewalks.

The Planning, Zoning, and Engineering Department also processes all zoning permits, which are required for new businesses and new uses established within the town. In 2014, three new businesses opened, including Promise Animal League, Cromwell's Small Engine Repair and Welding, and Boonsboro Dental Care. A few other businesses, including Boonsboro Liquors, NAPA, and H&R Block relocated or transferred ownership throughout the year

Zoning permits are also required for applications to be forwarded to the Board of Zoning Appeals (i.e. special exceptions and variances). The following chart shows the number of zoning permits and for which zones they were issued:



Property Maintenance

In 2014, approximately 18 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 AND GOALS

In 2014, staff worked diligently with the various boards and commissions, including the Boonsboro Municipal Utilities Commission; the Planning Commission, and the Environmental Commission to ensure each commission was aware of the features of the developments and the development was consistent with the Commission's goals and vision, including those within the Comprehensive Plan.

The Planning Commission plans to complete the update of the Zoning Ordinance, implement further recommendations of the 2009 Comprehensive Plan, and begin preparing to update the Comprehensive Plan in the next several years. The Planning, Zoning, and Engineering Department is also working on updating the Subdivision Regulations, and Water and Sewer specifications.

Board of Zoning Appeals Meetings for January- December 2014

Meetings 2/18 4/24 10/21

BZA Members Term Expires

Linda Moser	July 2015	P	P	P
Darrell Jones	July 2015	A	P	P
Sara Sweeney	July 2015	P	P	P
Carol Long	Oct 2016	P	A	P
Gary Schlappal	May 2017	P	A	P
Natalie Mose (Alt)	Oct 2016	P	P	P
Scott Race (Alt)	July 2016	A	P	A

Planning Commission Meetings for January –December 2014

Meetings 1/28 2/25 3/25 4/22 5/27 6/24 8/26 9/23 10/28 11/18 12/16

PC Members Term Expires

Carvel Wright	Mar 2016	P	P	P	P	P	P	P	P	P	A	P
David Ambrose	Mar 2020	P	P	P	A	P	P	P	P	P	A	P
Rob Maricle	Aug 2015	A	P	P	P	A	P	P	P	A	P	P
Kim Koerting	Mar 2018	A	P	P	P	P	P	P	A	P	P	A
David Parmelee	May 2015	P	P	P	P	P	P	P	P	A	P	A
Curt Conway	July 2015	N/A	N/A	N/A	P	P	A	P	P	P	P	P
Steve Jamison	May 2018	P	P	P	P	P	P	P	A	P	P	P
Howard Long		P	P	P	A	P	P	P	P	P	P	P

P = present A=absent

Report for January 1, 2014 to December 31, 2014		
County Permits		
Permits Filed		54
Entrance Fees		\$400.00
Permit Fees Collected		\$13,059.15
Redeemable to County		\$9,794.36
Town Portion (25%)		\$3,264.79
County Excise Tax		
New Residential /Additions		9
Total Paid		\$27,962
Town Collects (28%)		\$7,829
Town Permits		
Permits Filed		8
Review Fees Paid		\$649.20
Technology Fee		\$120.00
Zoning Permits		
Permits Filed		11
Review Fees Paid		\$1,200.00
Technology Fee		\$120.00
Sign Permits		
Permits Filed		6
Review Fees Paid		\$486.60
Technology Fee		\$90.00
Board of Appeals		
Review Fees Paid		\$960.00
Technology Fee		\$60.00
Development Review		
Review Fees Paid		\$4,637.50
Technology Fee		\$75.00
Misc. Fees, etc.		
		\$166.40
2013 TOTAL FEES COLLECTED		\$21,857.45
2013 TOTAL REVENUE		\$12,063.09

ZONING CODE / ENFORCEMENT REPORT
January 1, 2014- December 31, 2014

Location: 101 South Main Street 06-010482	Total Fee: \$90.00
Permit No: BO2014-001	
Zone: TR Map: 601 Parcel: 780 Lot: 84	
Project: 6' x 16.5' deck on second floor, extend existing roof	
Applied: 1/07/14 Town Approved: APPROVED 2/19/14 County Approved: APPROVED	
Location: 117 Valley View Court 06-020038	Total Fee: \$98.50
Permit No: BO2014-002	
Zone: TR Map: 600 Parcel: 1205 Lot: 21	
Project: New 19' x 5' front porch and roof	
Applied: 1/30/14 Town Approved: APPROVED County Approved: APPROVED	
Location: 15 Zachary Court 06-32311	Total Fee: \$164.00
Permit No: BO2014-003	
Zone: TR Map: 68 Parcel: 554 Lot: 16	
Project: Finish basement including full bath, office, 2 closets & media room	
Applied: 2/3/14 Town Approved: APPROVED County Approved: APPROVED	
Location: 10 Campus Avenue 06-023274	Total Fee: \$WAIVED
Permit No: BO2014-004	
Zone: TR Map: 601 Parcel: 1381 Lot: 84	
Project: Replace doors and windows at the Middle School	
Applied: 2/10/14 Town Approved: APPROVED County Approved: APPROVED	
Location: 10 Campus Avenue 06-023274	Total Fee: \$WAIVED
Permit No: BO2014-005	
Zone: TR Map: 601 Parcel: 1381 Lot: 84	
Project: Replace doors and windows at the High School	
Applied: 2/10/14 Town Approved: APPROVED County Approved: APPROVED	
Location: 220 South Main St 06-012086	Total Fee: \$210.40
Permit No: BO2014-006	
Zone: TR Map: 601 Parcel: 805 Lot: 84	
Project: Interior Renovations (new electrical, mechanical, new bathroom & kitchen)	
Applied: 2/12/14 Town Approved: APPROVED County Approved: APPROVED	
Location: 333 North Main St 06-001661	Total Fee: \$105.60
Permit No: BO2014-007	
Zone: TR Map: 601 Parcel: 353 Lot:	
Project: Frame existing 2 nd story porch, replace windows and doors and change roof pitches	
Applied: 2/27/14 Town Approved: APPROVED County Approved: APPROVED	
Location: 34 Saint Paul St 06-007090	Total Fee: \$220.00
Permit No: BO2014-008	
Zone: TR Map: 601 Parcel: 553 Lot:	
Project: Remodel to include new stairs, raise 2 nd level; full bath, replace ceiling joists	
Applied: 4/01/14 Town Approved: APPROVED County Approved: APPROVED	

Location: 204 Young Ave	06-009263	Total Fee: \$87.00
Permit No: BO2014-009		
Zone: SR Map: 601 Parcel: 713 Lot:		
Project: Renovate existing laundry room to include full bath		
Applied: 4/21/14 Town Approved: APPROVED	County Approved: APPROVED	
Location: 2 Young Avenue	06-012248	Total Fee: \$185.40
Permit No: BO2014-010		
Zone: SR Map: 601 Parcel: Lot:		
Project: Renovate kitchen; finish basement, including ½ bath and walk in closet, egress window		
Applied: 4/21/14 Town Approved: APPROVED	County Approved: APPROVED	
Location: 109 Green Fern Lane	06-033415	Total Fee: \$120.00
Permit No: BO2014-011		
Zone: MR Map: 68 Parcel: 561 Lot: 49		
Project: Finish basement		
Applied: 4/21/14 Town Approved: APPROVED	County Approved: APPROVED	
Location: 101 Stuart Place	06-033415	Total Fee: \$104.00
Permit No: BO2014-011		
Zone: TR Map: 68 Parcel: 561 Lot:		
Project: Deck		
Applied: 4/30/14 Town Approved: APPROVED	County Approved: APPROVED	
Location: 801 Brookridge Dr.	06-029876	Total Fee: \$110.40
Permit No: BO2014-013		
Zone: SR Map: 602 Parcel: 1845 Lot: C-9		
Project: 38' x 8 Deck		
Applied: 5/2/14 Town Approved: APPROVED	County Approved: APPROVED	
Location: 623 North Main St.	06-014313	Total Fee: \$158.00
Permit No: BO2014-014		
Zone: SR Map: 600 Parcel: 195 Lot: 001		
Project: Finish Basement including full bath and family room		
Applied: 5/6/14 Town Approved: APPROVED	County Approved: APPROVED	
Location: 113 South Main St	06-000851	Total Fee: \$220.60
Permit No: BO2014-015		
Zone: TR Map: 601 Parcel: 777 Lot:		
Project: Remodel incl. finish attic; change 2 staircases; add full bath on 2 nd story; move 1 st floor bath		
Applied: 5/8/14 Town Approved: APPROVED	County Approved: APPROVED	
Location: 121 Valley View Court	06-020054	Total Fee: \$96.00
Permit No: BO2014-016		
Zone: TR Map: 600 Parcel: 1205 Lot: 23		
Project: 10' x 16' deck		
Applied: 5/12/14 Town Approved: APPROVED	County Approved: APPROVED	
Location: 309 Green Fern Cir	06-033180	Total Fee: \$101.00
Permit No: BO2014-017		
Zone: MR Map: 68 Parcel: 561 Lot: 28		
Project: 14' x 15' deck		
Applied: 5/13/14 Town Approved: APPROVED	County Approved: APPROVED	

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Appendix C

Location: 139 Lakin Avenue 06-013120 **Total Fee: \$104.00**
Permit No: **BO2014-018**
Zone: TR **Map:** 601 **Parcel:** 447 **Lot:** 33/34
Project: 12' x 20' pre-fab shed
Applied: 5/15/14 **Town Approved:** APPROVED **County Approved:** APPROVED

Location: 306 Chieftan Ln 06-030300 **Total Fee: \$108.00**
Permit No: **BO2014-019**
Zone: SR **Map:** 602 **Parcel:** 845 **Lot:** C63
Project: 14' x 20' Patio Roof
Applied: 5/22/14 **Town Approved:** APPROVED **County Approved:** APPROVED

Location: 141 S. Main Street 06-024874 **Total Fee: \$2247.45**
Permit No: **BO2014-020**
Zone: TR **Map:** 601 **Parcel:** 0770 **Lot:**
Project: Replace Roof
Applied: 5/22/14 **Town Approved:** APPROVED **County Approved:** APPROVED

Location: 304 Tiger Way 06-032575 **Total Fee: \$120.00**
Permit No: **BO2014-021**
Zone: TR **Map:** 68 **Parcel:** 554 **Lot:** 40
Project: Deck with Stairs
Applied: 5/27/14 **Town Approved:** APPROVED **County Approved:** APPROVED

Location: 220 South Main St 06-012086 **Total Fee: \$251.40**
Permit No: **BO2014-022**
Zone: TR **Map:** 601 **Parcel:** 805 **Lot:**
Project: Temporary Sales Trailer for Sycamore Run
Applied: 5/30/14 **Town Approved:** APPROVED **County Approved:** APPROVED

Location: 6508 Appletown Road 06-07503 **Total Fee: \$227.00**
Permit No: **BO2014-023**
Zone: TC(r) **Map:** 73 **Parcel:** 19 **Lot:**
Project: Replace portions of stone foundation and new footing
Applied: 6/17/14 **Town Approved:** APPROVED **County Approved:** APPROVED

Location: 111 Mason Place 06-027407 **Total Fee: \$220.00**
Permit No: **BO2014-024**
Zone: SR **Map:** 602 **Parcel:** 845 **Lot:** B11
Project: 13' x 35' x 6' in-ground pool
Applied: 6/20/14 **Town Approved:** APPROVED **County Approved:** APPROVED

Location: 113 Valley View Ct. 06-020003 **Total Fee: \$81.60**
Permit No: **BO2014-025**
Zone: TR **Map:** 600 **Parcel:** 1205 **Lot:**
Project: add two new windows and interior partition wall framing for half bath
Applied: 7/11/14 **Town Approved:** APPROVED **County Approved:** APPROVED

Location: 113 Conestoga Ct. 06-030734 **Total Fee: \$105.20**
Permit No: **BO2014-026**
Zone: SR **Map:** 0605 **Parcel:** 0845 **Lot:** C35 (Crestview)
Project: add 12x21' covered deck
Applied: 7/31/14 **Town Approved:** APPROVED **County Approved:** APPROVED

Location: 215 Tiger Way 06-032710 **Total Fee: \$232.50**
Permit No: **BO2014-027**
Zone: TR **Map:** 0068 **Parcel:** 0554 **Lot:** Fletcher Grove
Project: Finish Basement
Applied: 8/4/14 **Town Approved:** APPROVED **County Approved:** APPROVED

Location: 4 Della Ln. 06-000290 **Total Fee: \$122.00**
Permit No: **BO2014-028**
Zone: SR **Map:** 0601 **Parcel:** 0356 **Lot:** Graystone Section A
Project: add 14x20' deck
Applied: 8/5/14 **Town Approved:** APPROVED **County Approved:** APPROVED

Location: 103/105 N. Main St. 06-00746 **Total Fee: \$231.90**
Permit No: **BO2014-029**
Zone: TC **Map:** 0601 **Parcel:** 0439
Project: Addition of handicap accessible bathroom and interior remodeling
Applied: 8/8/14 **Town Approved:** APPROVED **County Approved:** APPROVED

Location: 107 Burton 06-033873 **Total Fee: \$215**
Permit No: **BO2014-030**
Zone: TR **Map:** 0068 **Parcel:** 0554 **Fletchers Grove PHII Lot 68**
Project: Finish basement – walls, ceiling, bathroom and wet bar
Applied: 8/11/14 **Town Approved:** APPROVED **County Approved:** APPROVED

Location: 6 Red Fern Pl 06-028071 **Total Fee: \$205**
Permit No: **BO2014-031**
Zone: SR **Map:** 0602 **Parcel:** 0845 **Crestview lot B51 Sec B**
Project: Install inground pool
Applied: 8/14/14 **Town Approved:** APPROVED **County Approved:** APPROVED

Location: 318 Monument Drive (Lot20) 06-0TBDD **Total Fee: \$494**
Permit No: **BO2014-032**
Zone: TC(R) **Map:** 0073 **Parcel:** 0313 **Sycamore Run lot 20**
Project: NEW SFD
Applied: 8/19/14 **Town Approved:** APPROVED **County Approved:** APPROVED

Location: 208 David Dr. 06-020356 **Total Fee: \$80**
Permit No: **BO2014-033**
Zone: SR **Map:** 0600 **Parcel:** 0358 **Graystone**
Project: Alteration reinforcement of roof trusses
Applied: 8/20/14 **Town Approved:** APPROVED **County Approved:** APPROVED

Location: 22-26 N. Main St. 06-017134 **Total Fee: \$567.80**
Permit No: **BO2014-034**
Zone: TC **Map:** 0601 **Parcel:** 0423
Project: **Porch and interior remodeling**
Applied: 8/20/14 **Town Approved:** APPROVED **County Approved:** APPROVED

Location: 214 Potomac St. 06-6034128 **Total Fee: \$WAIVED**
Permit No: **BO2014-035**
Zone: SR **Map:** 0602 **Parcel:** 0629-1 **Lot:**
Project: BPD Interior Renovations
Applied: 9/3/14 **Town Approved:** APPROVED **County Approved:** APPROVED

Location: 47 Park Drive 06-023606	Total Fee: \$WAIVED
Permit No: BO2014-036	
Zone: SR Map: 0601 Parcel: 735 Lot:	
Project: Monument Welcome Sign	
Applied: 9/8/14 Town Approved: APPROVED	County Approved: APPROVED
Location: 413 Green Fern Circle 06-033717	Total Fee: \$102.40
Permit No: BO2014-037	
Zone: MR Map: 0068 Parcel: 0068 Lot: Fletcher Grove	
Project: Deck	
Applied: 9/9/14 Town Approved: APPROVED	County Approved: APPROVED
Location: 230 Center St. 06- 014674	Total Fee: \$191.60
Permit No: BO2014-038	
Zone: TR Map: 0601 Parcel: 0542 Lot:	
Project: Enclosing and Partitioning Carport	
Applied: 9/18/14 Town Approved: APPROVED	County Approved: APPROVED
Location: 6 Holder Pl. 06-032443	Total Fee: \$103.40
Permit No: BO2014-039	
Zone: TR Map: 0068 Parcel: 0554 Lot 28 Fletchers Grove	
Project: Deck	
Applied: 9/18/14 Town Approved: APPROVED	County Approved: APPROVED
Location: 207 Weldon Dr. 06- 007937	Total Fee: \$220.00
Permit No: BO2014-040	
Zone: TR(1) Map: 0600 Parcel: 1409 Lot:	
Project: In Ground Pool	
Applied: 10/1/14 Town Approved: APPROVED	County Approved: APPROVED
Location: 320 East Wing Way 06- 065310	Total Fee: \$456.80
Permit No: BO2014-041	
Zone: TC(R) Map: 0073 Parcel: 0313 Lot: Sycamore Run Lot 2	
Project: Single Family Dwelling Florence model	
Applied: 10/3/14 Town Approved: APPROVED	County Approved: APPROVED
Location: 316 Monument Dr. 06- 065329	Total Fee: \$438.00
Permit No: BO2014-042	
Zone: TC(R) Map: 0073 Parcel: 0313 Lot: Sycamore Run Lot 21	
Project: Single Family Dwelling Pisa Torre model	
Applied: 10/3/14 Town Approved: APPROVED	County Approved: APPROVED
Location: 306 Monument Dr. 06- 065334	Total Fee: \$545.00
Permit No: BO2014-043	
Zone: TC(R) Map: 0073 Parcel: 0313 Lot: Sycamore Run Lot 26	
Project: Single Family Dwelling Springhaven model	
Applied: 10/3/14 Town Approved: APPROVED	County Approved: APPROVED
Location: 327 N. Main St. 06- 008755	Total Fee: \$287.80
Permit No: BO2014-044	
Zone: TR Map: 0601 Parcel: 0351 Lot:	
Project: demolition of existing outbuilding/garages, and adding two story addition with garage and patio	
Applied: 10/15/14 Town Approved: APPROVED	County Approved: APPROVED

Location: 206 Carroll Avenue 06-019226	Total Fee: \$99.20
Permit No: BN2014-001	
Zone: TR Map: 600 Parcel: 1402 Lot:	
Project: 12' x 16' prefab shed	
Applied: 4/16/14 Town Approved: APPROVED	
Location: 101 Chieftan Lane 06-030610	Total Fee: \$94.40
Permit No: BN2014-002	
Zone: SR Map: 602 Parcel: 845 Lot: 121	
Project: 12' x 12' Gazebo	
Applied: 4/22/14 Town Approved: APPROVED	
Location: 18 Zachary Ct 06-032230	Total Fee: \$74.60
Permit No: BN2014-003	
Zone: TR Map: 068 Parcel: 544 Lot:	
Project: Shed	
Applied: 6/27/14 Town Approved: APPROVED 6/27/14	
Location: 108 Burton Way 06-6034128	Total Fee: \$80.00
Permit No: BN2014-04	
Zone: TR Map: 0068 Parcel: 0554 Lot:	
Project: add fence segments	
Applied: 9/4/14 Town Approved: APPROVED	
Location: 230 Center Street 06-6034128	Total Fee: \$80.00
Permit No: BN2014-05	
Zone: TR Map: 601 Parcel: 0542 Lot:	
Project: 12' x 14 shed	
Applied: 9/4/14 Town Approved: APPROVED	
Location: 214 N. Main St. 06- 002560	Total Fee: \$Waived
Permit No: BN2014-006	
Zone: TC Map: 0601 Parcel: 0328 Lot:	
Project: Adding sidewalk	
Applied: 10/28/14 Town Approved: APPROVED	
Location: 134 S. Main St. 06- 0022293	Total Fee: \$65
Permit No: BN2014-007	
Zone: TR Map: 0601 Parcel: 0759 Lot:	
Project: Demo shed	
Applied: 11/20/14 Town Approved: APPROVED	
Location: Sycamore Run Open Space	Total Fee: \$116.00
Permit No: BN2014-008	
Zone: TC(r) Map: 0601 Parcel: 0759 Lot:	
Project: Construction Trailer	
Applied: 12/20/14 Town Approved: APPROVED	

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Appendix C

Location: 210 North Main Street 06-000339 **Total Fee: \$80.30**
Permit No: **BS2014-01**
Zone: TC **Map:** 601 **Parcel:** 329 **Lot:**
Project: 12.5" x 28" projecting sign on Primary Frontage (Dealership for Life)
Applied: 2/10/14 **Town Approved:** APPROVED

Location: 7638B Old National Pike 06-012787 **Total Fee: \$81.00**
Permit No: **BS2014-02**
Zone: GC **Map:** 68 **Parcel:** 184 **Lot:**
Project: 3'x 6' wall sign "Cromwell's Small Engine Repair & Welding"
Applied: 3/10/14 **Town Approved:** APPROVED

Location: 2 South Main St 06-012787 **Total Fee: \$80.30**
Permit No: **BS2014-03**
Zone: TC **Map:** 68 **Parcel:** 184 **Lot:**
Project: 1' x 3' projecting sign "Vesta Parking"
Applied: 4/8/14 **Town Approved:** APPROVED

Location: 210A Maple Avenue 06-013783 **Total Fee: \$81.60**
Permit No: **BS2014-04**
Zone: NC **Map:** 600 **Parcel:** 1384 **Lot:**
Project: 4' x 4' wall sign on secondary frontage
Applied: 5/28/14 **Town Approved:** APPROVED

Location: 1-7 S. Main St 06-006841 **Total Fee: \$81.00**
Permit No: **BS2014-005**
Zone: TC **Map:** 601 **Parcel:** 0799 **Lot:**
Project: projecting Sign "Dans Tap House"
Applied: 7/17/14 **Town Approved:** APPROVED

Location: 2 S. Main St 06-012787 **Total Fee: \$82.40**
Permit No: **BS2014-006**
Zone: TC **Map:** 601 **Parcel:** 0799 **Lot:**
Project: wall sign on secondary frontage
Applied: 12/17/14 **Town Approved:** APPROVED

Location: 7 Potomac Street 06-016340 **Total Fee: \$165.00**
Permit No: **BZ2014-001**
Zone: TC **Map:** 601 **Parcel:** 0607 **Lot:**
Project: Open "H&R Block" professional service office
Applied: 1/14/14 **Town Approved:** APPROVED

Location: 101 South Main Street 06-010482 **Total Fee: WAIVED**
Permit No: **BZ2014-002**
Zone: TR **Map:** 601 **Parcel:** 780 **Lot:**
Project: New 2nd story deck 2' from side property line (BZA14-01)
Applied: 1/07/14 **Town Approved:** APPROVED 2/19/14

Location: 7700 Old National Pike 06-028918 **Total Fee: \$165.00**
Permit No: **BZ2014-003**
Zone: GC **Map:** 68 **Parcel:** 525 **Lot:**
Project: Open "Promise Animal League Inc" Spay/neuter clinic
Applied: 2/21/14 **Town Approved:** APPROVED

Location: 7738B Old National Pike 06-012787 **Total Fee: \$165.00**
Permit No: BZ2014-004
Zone: GC **Map:** 68 **Parcel:** 184 **Lot:**
Project: Open "Cromwell's Small Engine Repair and Welding" business
Applied: 2/24/14 **Town Approved:** APPROVED

Location: 801 Brookridge Drive 06-029876 **Total Fee: \$WAIVED**
Permit No: BZ2014-005
Zone: SR **Map:** 602 **Parcel:** 845 **Lot:** C9
Project: Extend deck to six inches from side property line (BZA14-02)
Applied: 3/07/14 **Town Approved:** APPROVED

Location: 309/311 South Main St 06-002552 / 06-014399 **Total Fee: \$165.00**
Permit No: BZ2014-006
Zone: GC **Map:** 601 **Parcel:** 811/812 **Lot:**
Project: Trader's permit to obtain liquor license for future business
Applied: 6/12/14 **Town Approved:** APPROVED 6/12/14

Location: 16 South Main St. 06-028071 **Total Fee: \$165**
Permit No: BZ2014-007
Zone: TC **Map:** 601 **Parcel:** 0739 **Lot:**
Project: relocation of H&R Block business to this location
Applied: 8/4/14 **Town Approved:** APPROVED **County Approved:** APPROVED

Location: 6 Redfern Pl 06- 0028071 **Total Fee: \$WAIVED**
Permit No: BZ2014-008
Zone: SR **Map:** 602 **Parcel:** 0845 **Lot:** B51
Project: Build an in-ground pool 20 feet from the rear property line (BOAP14-01)
Applied: 8/14/14 **Town Approved:** APPROVED 9/3/14

Location: 212 Tiger Way 06- 032427 **Total Fee: \$WAIVED**
Permit No: BZ2014-009
Zone: TR **Map:** 68 **Parcel:** 0554 **Lot:** 26
Project: Establish an In-Home Office (BZA14-03)
Applied: 9/03/14 **Town Approved:** APPROVED

Location: 608 Chase Six Blvd 06- 032427 **Total Fee: \$165.00**
Permit No: BZ2014-010
Zone: GC **Map:** 68 **Parcel:** 0554 **Lot:**
Project: Open Dental Office
Applied: 9/03/14 **Town Approved:** Approved

Location: 101 South Main Street 06-010482 **Total Fee: \$315.00**
Permit No: BZA14-01
Appellant: Brian Smith **PHONE:** 301-432-1932
Zone: TR **Map:** 601 **Parcel:** 780 **Lot:**
Hearing Date: February 18, 2014

Reason for Request: to hear a Variance request by Brian Smith, appellant, to vary the side setback from 8 feet to 2 feet for a proposed 2nd floor deck at 101 South Main Street. The Variance request is in accordance with the procedures provided under Article 10, Section 1005 of the Boonsboro Zoning Ordinance.
Applied: 1/7/03 **Decision:** APPROVED 2/18/14

Location: 801 Brookridge Drive 06-029876 **Total Fee: \$315.00**

Permit No: BZA14-02

Appellant: Ronald Sanford Jr.

PHONE: 540-903-5864

Zone: SR **Map:** 602 **Parcel:** 845 **Lot:** C-9

Hearing Date: April 24, 2014

Reason for Request: to hear a Variance request by Ronald Sanford Jr., appellant, to vary the side setback from 15 feet to six inches for a proposed addition to an existing deck at 801 Brookridge Drive. The Variance request is in accordance with the procedures provided under Article 10, Section 1005 of the Boonsboro Zoning Ordinance.

Applied: 3/7/14 **Decision:** APPROVED 4/24/14

Location: 6 Redfern Place 06-028071 **Total Fee: \$165.00**

Permit No: BOAP 14-01

Appellant: Flohr Pools

PHONE:

Zone: SR **Map:** 602 **Parcel:** 845 **Lot:** B51

Decision Date: April 24, 2014

Reason for Request: Administrative Appeal request by Flohr Pools, appellant, to reduce the rear setback from 25 feet to 20 feet for a proposed in-ground pool at 6 Redfern Place. The Administrative Appeal is in accordance with the procedures provided under Article 9 of the Boonsboro Zoning Ordinance.

Applied: 8/14/14 **Decision:** APPROVED 9/3/14

Location: 212 Tiger Way 06-032427 **Total Fee: \$165.00**

Permit No: BZA14-03

Appellant: Shirley Marriott

PHONE: 240-455-8431

Zone: TR **Map:** 68 **Parcel:** 554 **Lot:** 26

Decision Date: October 21, 2014

Reason for Request: A Request for Special Exception by Shirley Marriott, appellant, to establish an in-home-occupation for an office at 212 Tiger Way. The Special Exception request is in accordance with the procedures provided under Article 10, Section 1006 of the Boonsboro Zoning Ordinance.

Applied: 9/03/14 **Decision:** APPROVED

Annual Report Worksheet- SHORT FORM

1. Number of new Residential Permits Issued:

**Table 1: New Residential Permits Issued
Inside and Outside the Priority Funding Area (PFA)**

Residential – Calendar Year 2013	PFA	Non - PFA	Total
# New Residential Permits Issued	8	N/A	0

2. All land is within the boundaries of the jurisdiction are in the PFA? Y N
3. Were there any growth related changes which include Land Use Changes, Zoning Ordinance Changes, New Schools, Changes in Water or Sewer Service Area, etc? If yes, list. Y N
- Rezoning of approximately 17 acres*
4. Did your jurisdiction identify any recommendations for improving the planning and development process within the jurisdiction? If yes, list. Y N
5. The adoption date of the comprehensive plan is prior to January 1, 2010? Y N

If yes, review Section IV(A) of the Annual Report Worksheet.