

BOONSBORO PLANNING AND ZONING



ANNUAL REPORT January 1, 2013-December 31, 2013

Prepared by Megan Clark, Town Planner/Zoning Administrator

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



Office Hours

The Planning and Zoning 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 and Zoning 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 and Zoning Department increased from \$11,569.91 in 2012 to \$16,244.13 in 2013.

Appendix C provides a breakdown of all the fees collected. It shows the increase in revenue was due largely to the development review fees, 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 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 2013, the Planning Commission heard three applications for development:

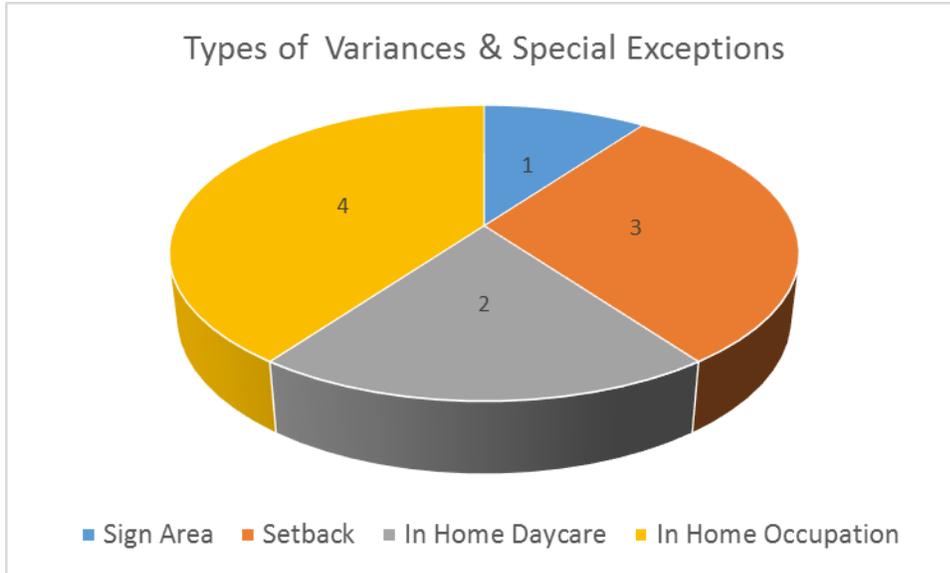
- Boonsboro High School Track Renovation, approved to resurface the existing seven lane track and two event runways with an alternate plan to add an eighth lane, shoulders, and a shot put pad
- Battlefield Estates Concept Plan, approved for 50 single-story age-restricted townhomes on 10 acres on Orchard Drive
- Sycamore Run, Phase I Final Plat, approved for 28 single-family lots off South Main Street

Minor Subdivisions

There were no minor subdivisions applications in 2013.

Variances and Special Exceptions

The Planning Commission and Board of Zoning Appeals each heard 10 requests for variances and special exceptions. Following is a breakdown of the type of requests heard for 2013. (The case descriptions can be found in Appendix D, “Zoning Code/Enforcement Report”.)



Zoning and Subdivision Text Amendments

Amendments to the Zoning Ordinance were discussed in 2013 to incorporate the TC(R) zoning requirements, changes to the table of uses, special exception requirements, and board of zoning appeals administration. There were not any formal amendments approved to the zoning or subdivision ordinances at the end of 2013.

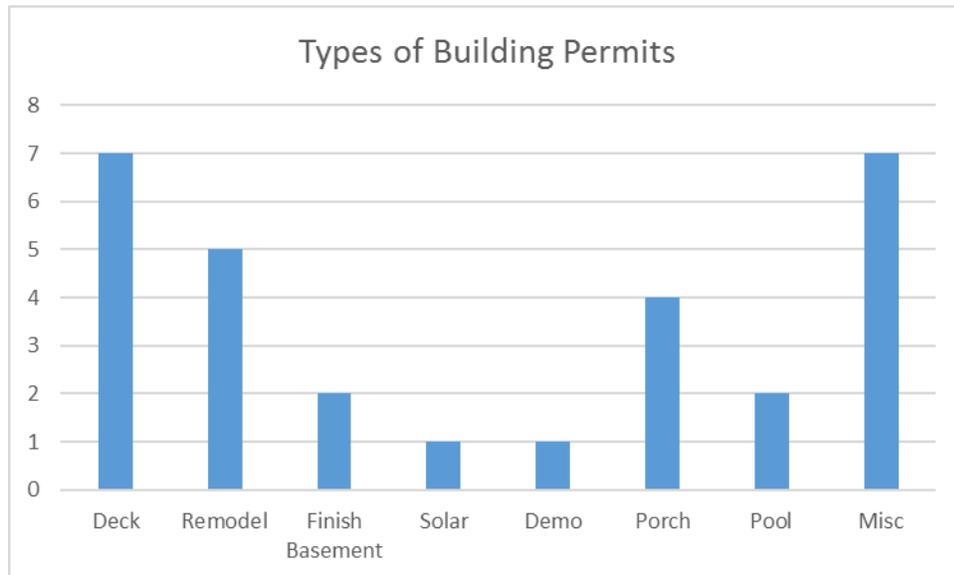
Rezoning

The Mayor and Council considered an application for rezoning in late 2013. The application proposed to rezone two parcels along Orchard Drive from employment center and town residential to Suburban Residential to permit the development of age-restricted townhomes. The Mayor and Council approved the rezoning based upon a change in the character of the neighborhood because one of the parcels was zoned for a light industrial use many years ago, and the surrounding neighborhood remained residential in nature with single- and multi-family dwellings surrounding the properties.



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 2013, 29 permits for buildings larger than 200 square feet and five 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.



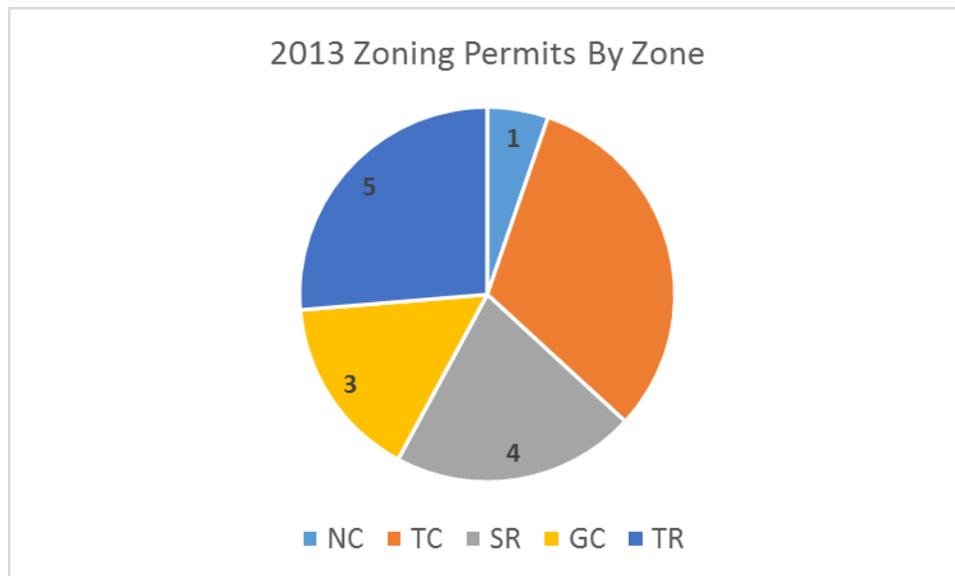
Miscellaneous permits include those for foundation repairs, ramps, chimneys, stairs, signs, and fences. The five permits received for those projects less than 200 square feet were for sheds and minor demolition.



The Planning and Zoning Department also processes all zoning permits, which are required for new businesses and new uses established within the town. In 2013, six new businesses opened, including Josie's on Main, Dealership for Life, Splits Gymnastics, Creative Concept Consignments, Kristi's Bakery and Café and, 4-Outdoor Sheds.

Zoning permits for the relocation or new ownership of existing businesses were also obtained for Country Zen Day Spa, Boonsboro Pharmacy, and Boonsboro Automotive.

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 2013, approximately 45 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

In 2013, the Town of Boonsboro adopted several sustainability policies and resolutions, including authorizing participation in Sustainable Maryland Certified, reducing 15 percent of its electricity usage, developing renewable energy sources to serve 20 percent of the Town's needs, establishing riparian buffers, and developing a town-wide stormwater management program. The Planning and Zoning Department has coordinated these efforts and will continue and will continue to ensure new development and town projects reflect reasonable efforts to preserve the Town's character and environment.

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 and Zoning Department will also be implementing geographic information system (GIS) to help spatially analyze the Town for various projects, and plan for future projects.

Board of Zoning Appeals Meetings for January- December 2013

Meetings	2/19	3/19	4/16	5/21	8/20	9/17	
<u>BZA Members</u>							
<u>Term Expires</u>							
Linda Moser	July 2015	P	P	P	A	P	P
Darrell Jones	July 2015	P	P	P	P	P	P
Sara Sweeney	July 2015	P	P	P	P	P	P
Carol Long	Oct 2016	P	P	P	P	P	P
Gary Schlappal	May 2014	P	P	P	P	P	P
Natalie Mose (Alt)	Oct 2016	P	P	P	P	P	P
Scott Race (Alt)	July 2016	P	A	P	P	P	P

Planning Commission Meetings for January –December 2012

Meetings	1/23	2/26	3/26	4/23	5/28	7/23	8/27	9/24	10/22	11/26	12/3
<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	A	P	A	P	P
Rob Maricle	Aug 2015	P	P	A	P	A	A	P	P	P	A
Kim Koerting	Mar 2018	A	P	P	P	P	P	P	P	P	P
David Parmelee	May 2015	P	A	P	A	P	P	P	P	P	P
Dan Ebersole	July 2015	P	P	A	A	P	P	P	P	P	P
Steve Jamison	May 2013	P	P	A	A	P	P	A	P	A	P
Howard Long		P	P	P	P	A	P	P	P	P	P

P = present A=absent

Department: Administration

Job Description:

This position is a professional, administrative and supervisory position involving management and administration for the Planning and Zoning Department. The position reports directly to the Town Manager and Mayor and Council.

Duties and Responsibilities:

- Plans, coordinates and evaluates the land use planning of the Town and oversees the implementation and enforcement of the Subdivision, Zoning, Comprehensive Plan and other applicable regulations of the Town
- Assists in the development and implementation of short- and long-term community initiatives and in the development of local initiatives to facilitate expansion of the economic growth of the Town.
- Performs highly responsible and complex duties requiring considerable knowledge and independent judgment in the application and interpretation of relevant state and local laws, and land use practices.
- Facilitates, in a collaborative manner, all long range-planning, including the development, updating and implementation of the Comprehensive Plan; assists the town in creating a vision for its future and recommends strategies for realizing that vision.
- Assists the Town Manager in critical decision making processes, organization, and management of the Town, including grant writing; bid processing; administration of budget; regulation enforcement; and overseeing staff
- Prepares and justifies annual departmental budget.
- Submits an annual report to the Planning Commission and Town Council outlining the activities of the department. Supervises the maintenance of all records and accounts. Submits all reports required by State County and Federal entities.
- Prepares and manages Planning Commission and Board of Zoning Appeals agendas, staff reports, minutes, and direct recommendations for approvals, and provides planning and administrative services to other Town boards and commissions.
- Coordinates the work of consultants in the study of major planning projects. Evaluates studies and reports for the Planning Commission and Mayor and Council.
- Prepares revisions to zoning, subdivision, and other land use regulations for consideration by the various Commissions
- Processes and reviews development applications, including minor, major, and commercial development, from application to recordation for compliance with all applicable regulations
- Confers with developers, Town and State agencies, regional planning bodies, other municipalities and the general public to provide information, to resolve problems and complaints, to coordinate activities and to represent the Planning Commission in joint planning studies.
- Assists other Town Departments in the planning and administration of municipal projects.
- Prepares grant applications for municipal projects and initiatives.
- Pursues economic development and grant opportunities and assists organizations, businesses and individuals who are interested in development projects in the Town.
- Acts as liaison between prospective business developers and the Town's Economic Development Commission.
- Serves as lead staff to the Environmental Commission and promotes sustainable application in all development
- Examines, approves, and issues applications for zoning and building permits, use and occupancy permits, variances, special exceptions, and interpretations pertaining to zoning
- Administers and enforces the Property Maintenance Code, including issuing notices and citations
- Assists the public with processes, procedures, and interpreting the regulations

Knowledge, Skills and Abilities:

- Thorough knowledge of the laws and the principles and practices of municipal land use and planning and zoning, the regulation of the subdivision of land, and related State laws and regulations.
- Knowledge of municipal economic development practices.
- Ability to prepare grant applications and write grants..
- Ability to interpret architectural, engineering and landscape drawings.
- Ability to communicate in oral and written forms in a professional manner with both technical and non-technical audiences and to prepare clear and concise written reports and correspondence.
- Ability to organize and execute multi-function cross organizational tasks.
- Ability to establish and maintain effective working relationships with residents and property owners, land use professionals, contractors, other Town staff and Town commission and board members.
- Ability to supervise personnel.
- Ability to perform basic computer functions including word processing and spreadsheet.
- Ability to use GIS Software

Report for January 1, 2013 to December 31, 2013	
County Permits	
Permits Filed	29
Entrance Fees	\$50.00
Permit Fees Collected	\$3,131.30
Redeemable to County	\$2,348.48
Town Portion (25%)	\$782.83
County Excise Tax	
New Residential /Additions	0
Total Paid	\$0
Town Collects (28%)	\$0
Town Permits	
Permits Filed	5
Review Fees Paid	\$273.00
Technology Fee	\$75.00
Zoning Permits	
Permits Filed	19
Review Fees Paid	\$1,350.00
Technology Fee	\$135.00
Sign Permits	
Permits Filed	8
Review Fees Paid	\$558.90
Technology Fee	\$105.00
Board of Appeals	
Review Fees Paid	\$1,650.00
Technology Fee	\$150.00
Development Review	
Review Fees Paid	\$11,054.40
Technology Fee	\$60.00
Misc. Fees, etc.	
	\$0.00
2013 TOTAL FEES COLLECTED	\$18,592.60
2013 TOTAL REVENUE	\$16,244.13

ZONING CODE / ENFORCEMENT REPORT
January 1, 2012- December 31, 2012

Location: 205 David Drive 06-020437 **Total Fee: \$80.00**
Permit No: **BO2013-001**
Owner: Howard & Judy Ellis
Applicant: JES Construction
Address: 569 Central Drive, Ste 200, Virginia Beach, VA 23454
Zone: SR **Map:** 600 **Parcel:** 358 **Lot:** 84
Project: Repair Foundation
Applied: 1/2/13 **Town Approved:** APPROVED **County Approved:** APPROVED

Location: 210 Maple Avenue 06-013783 **Total Fee: \$179.40**
Permit No: **BO2013-002**
Owner: John Reese
Applicant: same
Address: 210 Maple Avenue
Zone: NC **Map:** 600 **Parcel:** 1384 **Lot:**
Project: New monument sign
Applied: 1/25/13 **Town Approved:** PENDING **County Approved:** APPROVED

Location: 29-31 South Main St 06-007686 **Total Fee: \$127.20**
Permit No: **BO2013-003/004**
Owner: Matt & Amy Gibson
Applicant: same
Address: 29-31 South Main Street
Zone: TC **Map:** 601 **Parcel:** 792 **Lot:**
Project: 29 S. Main-Remodel Kitchn, add full bath & remodel bdrm 31 S. Main- remodel bathrooms on 1st and 2nd floor
Applied: 2/20/13 **Town Approved:** APPROVED **County Approved:** APPROVED

Location: 346 Lanafield Cir 06-008135 **Total Fee: \$80.00**
Permit No: **BO2013-005**
Owner: Gregory Coffman
Applicant: same
Address: 346 Lanafield Circle
Zone: TR(1) **Map:** 600 **Parcel:** 1391 **Lot:**
Project: 6'6" Fence
Applied: 4/10/13 **Town Approved:** APPROVED **County Approved:** APPROVED

Location: 3 Maple Avenue 06-01187 **Total Fee: \$81.70**
Permit No: **BO2013-006**
Owner: Stuart Mullendore
Applicant: same
Address: 3 Maple Avenue
Zone: SR **Map:** 600 **Parcel:** 1688 **Lot:**
Project: Replace garage door with siding and window
Applied: 4/26/13 **Town Approved:** APPROVED **County Approved:** APPROVED

Location: 107 Valley View Court 06-019897 **Total Fee: \$99.00**
Permit No: **BO2013-006**
Owner: Randy & Pamela Butts
Applicant: Gary Nalley/Nalley Home Improvement
Address: 224 Saint Paul Street
Zone: TR **Map:** 600 **Parcel:** 1205 **Lot:** 16
Project: 19' x 10' deck
Applied: 4/30/13 **Town Approved:** PENDING **County Approved:** APPROVED

Location: 109 Valley View Court 06-019900 **Total Fee: \$99.00**
Permit No: **BO2013-007**
Owner: Julie McAlevy
Applicant: Gary Nalley/Nalley Home Improvement
Address: 224 Saint Paul Street
Zone: TR **Map:** 600 **Parcel:** 1205 **Lot:** 17
Project: 19' x 10' deck
Applied: 4/30/13 **Town Approved:** PENDING **County Approved:** APPROVED

Location: 111 Green Fern Lane 06-033407 **Total Fee: \$99.60**
Permit No: **BO2013-008**
Owner: Daniel Roberts
Applicant: same
Address: 111 Green Fern Lane
Zone: MR **Map:** 68 **Parcel:** 561 **Lot:** 48
Project: 14' x 14' deck
Applied: 5/2/13 **Town Approved:** APPROVED **County Approved:** APPROVED

Location: 214 North Main Street 06-002560 **Total Fee: \$WAIVED**
Permit No: **BO2013-009**
Owner: Mayor and Council of Boonsboro
Applicant: National Road Heritage Foundation
Address: 33 North Main, PO Box 174, Boonsboro
Zone: TC **Map:** 601 **Parcel:** 328 **Lot:**
Project: Interior Demolition
Applied: 5/7/13 **Town Approved:** APPROVED **County Approved:** APPROVED

Location: 301 Lanafield Cir 06-007813 **Total Fee: \$120.00**
Permit No: **BO2013-010**
Owner: Julia Wenk
Applicant: Remodel USA MHIC#125450
Address: One Solution Way, Waynesboro, VA 22980
Zone: TR **Map:** 600 **Parcel:** 1441 **Lot:** 70A
Project: Finish Family room with Owens Corning System
Applied: 5/14/13 **Town Approved:** APPROVED **County Approved:** APPROVED

Location: 217 Southgate Drive 06-007988 **Total Fee: \$80.00**
Permit No: **BO2013-011**
Owner: Frederick Goings
Applicant: Reese's Home Improvement
Address: 210C Maple Avenue
Zone: TR **Map:** 600 **Parcel:** 1406 **Lot:**
Project: 4' x 27' ramp
Applied: 5/22/13 **Town Approved:** APPROVED **County Approved:** APPROVED

<p>Location: 105 Lakin Avenue 06-012183 Permit No: BO2013-024 Owner: Pamela Arnold Applicant: same Address: 1115 Pinewood Circle, Hagerstown, 21740 Zone: TR Map: 601 Parcel: 447 Lot: Project: Remodel 20' x 5' rear porch Applied: 08/08/13 Town Approved: APPROVED</p>	<p>Total Fee: \$90.00</p> <p>County Approved: APPROVED</p>
<p>Location: 215 Tiger Way 06-032710 Permit No: BO2013-025 Owner: Stephen Koehl Applicant: same Address: 215 Tiger Way Zone: TR Map: 68 Parcel: 554 Lot:53 Project: 26' x 20'7" trex deck Applied: 08/20/13 Town Approved: APPROVED</p>	<p>Total Fee: \$132.00</p> <p>County Approved: APPROVED</p>
<p>Location: 101 Burton Way 06-033849 Permit No: BO2013-026 Owner: Shawn Overstreet Applicant: Tovic Enterprises MHIC#47559 Address: 5002 Mallard Lane, Frederick, MD 21703 Zone: TR Map: 68 Parcel: 554 Lot: 65 Project: 16' x 20' deck with stairs Applied: 09/05/13 Town Approved: APPROVED</p>	<p>Total Fee: \$112.00</p> <p>County Approved: APPROVED</p>
<p>Location: 401 Potomac Street 06-031374 Permit No: BO2013-027 Owner: Wash. Co. Commissioners Applicant: Millennium 3 Energy c/o Phil Kelly Address: 17907 Garden Spot Drive, Hagerstown MD 21740 Zone: SR Map: 602 Parcel: 826 Lot: Project: Install 192 solar panels on roof Applied: 09/18/13 Town Approved: APPROVED</p>	<p>Total Fee: \$100.00</p> <p>County Approved: APPROVED</p>
<p>Location: 105 Fishing Creek Lane 06-028330 Permit No: BO2013-028 Owner: Linda Downs Applicant: same Address: 105 Fishing Creek Lane Zone: SR Map: 602 Parcel: 845 Lot: B74 Project: Remove existing basement window and replace with 36" wide door and 48" x 12' stairwell Applied: 10/9/13 Town Approved: APPROVED</p>	<p>Total Fee: \$84.80</p> <p>County Approved: APPROVED</p>
<p>Location: 56 Saint Paul Street 06-007112 Permit No: BO2013-029 Owner: Anita Sweigert Applicant: Remodel USA Address: 56 Saint Paul Street Zone: TR Map: 601 Parcel: 560 Lot: Project: Finish 260 sq ft in basement for rec room with Owens Corning finish Applied: 11/13/13 Town Approved: APPROVED</p>	<p>Total Fee: \$101.00</p> <p>PHONE: PHONE:</p> <p>County Approved: APPROVED</p>

Location: Crestview, Sec. A 06-013783 **Total Fee: \$WAIVED**
Permit No: **BN2013-01**
Owner: Potomac Edison c/o Wayne George
Applicant: same
Address:
Zone: SR **Map:** **Parcel:** **Lot:**
Project: Replace Single Phase Underground power line & place new junction box along Elmcrest Avenue
Applied: 2/4/13 **Town Approved:** APPROVED

Location: 315 North Main St. 06-014615 **Total Fee: \$65.00**
Permit No: **BN2013-002**
Owner: Brian & Kristin Lumm
Applicant: same
Address: 315 N Main Street
Zone: SR **Map:** 601 **Parcel:** 347 **Lot:** 1
Project: Demolish existing sheds on property
Applied: 4/18/13 **Town Approved:** APPROVED

Location: 23 Zachary Court 06-032265 **Total Fee: \$89.60**
Permit No: **BN2013-003**
Owner: Jack & Jessica McCauley
Applicant: same
Address: 23 Zachary Court
Zone: TR **Map:** 68 **Parcel:** 554 **Lot:** 12
Project: 8' x 12' pre-fab shed
Applied: 5/1/13 **Town Approved:** APPROVED

Location: 201 Graystone Drive 06-021298 **Total Fee: \$92.60**
Permit No: **BN2013-004**
Owner: Roger & Kathy Deatrigh
Applicant: same
Address: 201 Graystone Drive
Zone: TR **Map:** 600 **Parcel:** 358 **Lot:** 108
Project: 9' x 14' pre-fab shed
Applied: 5/30/13 **Town Approved:** APPROVED

Location: 308 Maple Avenue 06-017398 **Total Fee: \$96.00**
Permit No: **BN2013-005**
Owner: Bradford Race
Applicant: same
Address: 308 Maple Avenue
Zone: SR **Map:** 600 **Parcel:** 1473 **Lot:**
Project: 10' x 16' pre-fab shed
Applied: 10/23/13 **Town Approved:** APPROVED

Location: 210 Maple Avenue 06-013783 **Total Fee: \$85.00**
Permit No: **BS2013-01**
Owner: John Reese
Applicant: Justin Holder
Address: 210 Maple Avenue
Zone: NC **Map:** 600 **Parcel:** 1384 **Lot:**
Project: 5' x 10' Wall sign on Primary Frontage (Battlefield Automotive)
Applied: 1/11/13 **Town Approved:** APPROVED

Boonsboro Planning and Zoning 2013 Annual Report

Appendix D

Location: 210 Maple Avenue 06-013783 **Total Fee: \$168.60**
Permit No: **BS2013-02**
Owner: John Reese
Applicant: same
Address: 210 Maple Avenue
Zone: NC **Map:** 600 **Parcel:** 1384 **Lot:**
Project: New monument sign on primary frontage
Applied: 1/25/13 **Town Approved:** APPROVED

Location: 210 Maple Avenue 06-013783 **Total Fee: \$81.60**
Permit No: **BS2013-003**
Owner: John Reese
Applicant: Justin Holder
Address: 210 Maple Avenue
Zone: NC **Map:** 600 **Parcel:** 1384 **Lot:**
Project: Projecting Sign for Battlefield Automotive/Napa
Applied: 04/09/13 **Town Approved:** APPROVED

Location: 4 North Main Street 06-000339 **Total Fee: \$80.50**
Permit No: **BS2013-004**
Owner: Robert Glausier
Applicant: Dana Healy
Address: 4 North Main Street
Zone: TC **Map:** 601 **Parcel:** 605 **Lot:**
Project: Projecting Sign for Josie's on Main
Applied: 04/25/13 **Town Approved:** APPROVED

Location: 214 North Main Street 06-002560 **Total Fee: \$WAIVED**
Permit No: **BS2013-005**
Owner: Mayor and Council of Boonsboro
Applicant: National Road Heritage Foundation
Address: 33 North Main Street, PO Box 174, Boonsboro
Zone: TC **Map:** 601 **Parcel:** 328 **Lot:**
Project: 2' x 8' Wall Sign "National Road Heritage Foundation Museum"
Applied: 05/7/13 **Town Approved:** APPROVED

Location: 7638A Old National Pike 06-002560 **Total Fee: \$83.20**
Permit No: **BS2013-006**
Owner: Joe Reese
Applicant: Rob Hutzell
Address: 311 Lanafield Cir
Zone: GC **Map:** 68 **Parcel:** 328 **Lot:**
Project: 4' x 8' wall sign "Boonsboro Auto Sales"
Applied: 05/20/13 **Town Approved:** APPROVED

Location: 7638A Old National Pk 06-012787 **Total Fee: \$89.00**
Permit No: **BS2013-007**
Owner: Joe Reese
Applicant: NAPA c/o Randy Fulk
Address: 7638A Old National Pike
Zone: GC **Map:** 68 **Parcel:** 184 **Lot:**
Project: 6' x 15' Wall Sign "NAPA Auto Parts"
Applied: 09/24/13 **Town Approved:** APPROVED

Location: 7638A Old National Pk 06-012787 **Total Fee: \$89.00**
Permit No: BS2013-008
Owner: Joe Reese
Applicant: NAPA c/o Randy Fulk
Address: 7638A Old National Pike
Zone: GC **Map:** 68 **Parcel:** 184 **Lot:**
Project: 3' x 3' Wall Sign on secondary frontage "NAPA"
Applied: 09/24/13 **Town Approved:** APPROVED

Location: 210 Maple Avenue 06-013783 **Total Fee: WAIVED**
Permit No: BZ2013-001
Owner: John Reese
Applicant: same
Address: 210 Maple Avenue
Zone: NC **Map:** 600 **Parcel:** 1384 **Lot:**
Project: New monument sign on primary frontage 8' high, 36 sq. ft in area (BZA13-01)
Applied: 1/25/13 **Town Approved:** APPROVED

Location: 210 North Main Street 06-000339 **Total Fee: WAIVED**
Permit No: BZ2013-002
Owner: Tom Piston
Applicant: Dana Healy
Address: 210 North Main Street
Zone: TC **Map:** 601 **Parcel:** 329 **Lot:**
Project: Home Furnishings/General Retail "Josie's on Main"
Applied: 1/28/13 **Town Approved:** APPROVED

Location: 14 South Main Street 06-012639 **Total Fee: \$165.00**
Permit No: BZ2013-003
Owner: Lewis Kefauver
Applicant: Linda Brunk
Address: 14 South Main Street
Zone: TC **Map:** 601 **Parcel:** 739 **Lot:**
Project: Transfer ownership of Country Zen and rename to "Country Zen Day Spa & Massage Studio"
Applied: 2/6/13 **Town Approved:** APPROVED

Location: 3 Chestnut Avenue 06-005527 **Total Fee: WAIVED**
Permit No: BZ2013-004
Owner: Jeffrey Harrison
Applicant: Kevin & Theresa Markowski
Address: 3 Chestnut Avenue
Zone: SR **Map:** 602 **Parcel:** 832 **Lot:** A26
Project: Open an In-Home Daycare (BZA13-02)
Applied: 2/15/13 **Town Approved:** APPROVED

Location: 7628 Old National Pike 06-001025 **Total Fee: 165.00**
Permit No: BZ2013-005
Owner: Edward Galligan
Applicant: same
Address: 7628 Old National Pike
Zone: GC **Map:** 68 **Parcel:** 251 **Lot:**
Project: Open Pharmacy under new ownership "Med One Pharmacy D.B.A. Boonsboro Pharmacy"
Applied: 2/20/13 **Town Approved:** APPROVED

Location: 4 Thompson Court 06-029132 **Total Fee: WAIVED**
Permit No: **BZ2013-006**
Owner: Stacey Rogers
Applicant: same
Address: 4 Thompson Court
Zone: SR **Map:** 601 **Parcel:** 360 **Lot:** E147
Project: Open an In-Home Occupation (BZA13-03)
Applied: 03/08/13 **Town Approved:** APPROVED

Location: 202 Burton Way 06-034039 **Total Fee: WAIVED**
Permit No: **BZ2013-007**
Owner: Gary House
Applicant: same
Address: 202 Burton Way
Zone: TR **Map:** 68 **Parcel:** 554 **Lot:** 82
Project: Open an In-Home Occupation (BZA13-04)
Applied: 03/27/13 **Town Approved:** APPROVED 4/16/13

Location: 102 Redfern Place 06-028187 **Total Fee: WAIVED**
Permit No: **BZ2013-008**
Owner: Matthew & Jessica Hollis
Applicant: Donna Tolland
Address: 102 Redfern Place
Zone: SR **Map:** 602 **Parcel:** 845 **Lot:** B72
Project: Open an In-Home Daycare (BZA13-05)
Applied: 04/12/13 **Town Approved:** APPROVED

~~**Permit No:** **BZ2013-009** **VOID**~~

Location: 107 Valley View Court 06-019897 **Total Fee: WAIVED**
Permit No: **BZ2013-010**
Owner: Randy & Pamela Butts
Applicant: Gary Nalley
Address: 224 Saint Paul Street
Zone: TR **Map:** 600 **Parcel:** 1205 **Lot:** 16
Project: New 19' x 10' deck 1' from common wall
Applied: 04/30/13 **Town Approved:** APPROVED

Location: 109 Valley View Court 06-01900 **Total Fee: WAIVED**
Permit No: **BZ2013-011**
Owner: Julie McAlevy
Applicant: Gary Nalley
Address: 224 Saint Paul Street
Zone: TR **Map:** 600 **Parcel:** 1205 **Lot:** 17
Project: New 19' x 10' deck 1' from common wall & 10' from rear
Applied: 04/30/13 **Town Approved:** APPROVED

Location: 7740 Old National Pike 06-004040 **Total Fee: \$165.00**
Permit No: **BZ2013-012**
Owner: Boonsboro Bull Pen, LLC
Applicant: Leslie Cochran
Address: 7607 McKaig Road, Frederick, MD 21701
Zone: GC **Map:** 68 **Parcel:** 130 **Lot:**
Project: "4-Outdoor" Shed sales
Applied: 06/27/13 **Town Approved:** APPROVED

Location: 7 North Main Street 06-000991 **Total Fee: \$165.00**
Permit No: BZ2013-013
Owner: BAW, LLC
Applicant: Bill Shiflett
Address: 7 North Main Street
Zone: TC **Map:** 601 **Parcel:** 429 **Lot:**
Project: Open Bakery "Kristi's Cakes, Bakery & Café"
Applied: 07/8/13 **Town Approved:** APPROVED

Location: 16 South Main Street 06-012639 **Total Fee: \$165.00**
Permit No: BZ2013-014
Owner: Michael Kefauver
Applicant: Margaret Sifafoos
Address: 16 South Main Street
Zone: TC **Map:** 601 **Parcel:** 739 **Lot:**
Project: Open General Retail store "Creative Concept Consignments LLC"
Applied: 07/9/13 **Town Approved:** APPROVED

Location: 107 Saint Paul Street 06-003516 **Total Fee: \$WAIVED**
Permit No: BZ2013-015
Owner: Michael & Elena Miller
Applicant: Michael Miller
Address: 107 Saint Paul Street
Zone: TR **Map:** 601 **Parcel:** 577 **Lot:**
Project: Operate an In-Home Occupation for music instruction (BZA13-08)
Applied: 07/11/13 **Town Approved:** APPROVED

Location: 243 North Main Street 06-017126 **Total Fee: \$WAIVED**
Permit No: BZ2013-016
Owner: Robert & Wendy Kells
Applicant: Robert Kells
Address: 20419 Bent Willow Road, Rohrersville, MD 21779
Zone: TR **Map:** 601 **Parcel:** 342 **Lot:**
Project: Create a new 9,045 sq ft. lot, 67.5' feet wide (BZA13-09)
Applied: 07/19/13 **Town Approved:** APPROVED

Location: 411 North Main Street 06-002978 **Total Fee: \$WAIVED**
Permit No: BZ2013-017
Owner: Terry Davis
Applicant: same
Address: same
Zone: SR **Map:** 601 **Parcel:** 355 **Lot:**
Project: In-Home Occupation for a barber (BZA13-10)
Applied: 08/8/13 **Town Approved:** DENIED

Location: 210 North Main Street 06-0000339 **Total Fee: \$165.00**
Permit No: BZ2013-019
Owner: Paul Healy
Applicant: same
Address: 11105 Shalom Lane, Hagerstown, MD 21742
Zone: TC **Map:** 601 **Parcel:** 329 **Lot:**
Project: "Dealership for Life"- business service office
Applied: 10/10/13 **Town Approved:** APPROVED

Location: 69 South Main Street 06-011772 **Total Fee: \$165.00**
Permit No: BZ2013-020
Owner: Robert Kells
Applicant: Joanna Horine
Address: 69 South Main Street
Zone: TC **Map:** 601 **Parcel:** 781 **Lot:**
Project: "Splits Gymnastics"- gymnastics studio
Applied: 11/25/13 **Town Approved:** APPROVED

Location: 210 Maple Avenue 06-013783 **Total Fee: \$315.00**
Permit No: BZA13-01
Appellant: John Reese
Zone: NC **Map:** 600 **Parcel:** 1384 **Lot:**
Hearing Date: February 19, 2013
Reason for Request: to hear a Variance request by John Reese, appellant, to vary the sign area from 32 square feet to 36 square feet and vary the height from 5 feet to 8 feet for a monument sign at 210 Maple Avenue. The Variance request is in accordance with the procedures provided under Article 10, Section 1005 of the Boonsboro Zoning Ordinance.
Applied: January 25, 2013 **Decision:** APPROVED TO 7 FEET IN HEIGHT/36' IN AREA 2/19/13

Location: 3 Chestnut Avenue 06-005527 **Total Fee: \$165.00**
Permit No: BZA13-02
Appellant: Kevin & Theresa Markowski
Zone: SR **Map:** 602 **Parcel:** 832 **Lot:** A26
Hearing Date: March 19, 2013
Reason for Request: to hear a Special Exception request by Kevin & Theresa Markowski, appellant, to establish an In-Home Day Care (Sec. 305.B.16) at 3 Chestnut Avenue. The Special Exception request is in accordance with the procedures provided under Article 10, Section 1006 of the Boonsboro Zoning Ordinance.
Applied: February 15, 2013 **Decision:** APPROVED

Location: 4 Thompson Court 06-029132 **Total Fee: \$165.00**
Permit No: BZA13-03
Appellant: Stacey Rogers
Zone: SR **Map:** 601 **Parcel:** 360 **Lot:** E147
Hearing Date: April 16, 2013
Reason for Request: to hear a Special Exception request by Stacey Rogers, appellant, to establish an In-Home Occupation (Sec. 305.B.15) at 4 Thompson Court. The Special Exception request is in accordance with the procedures provided under Article 10, Section 1006 of the Boonsboro Zoning Ordinance.
Applied: March 8, 2013 **Decision:** APPROVED

Location: 202 Burton Way 06-034039 **Total Fee: \$165.00**
Permit No: BZA13-04
Appellant: Gary House
Zone: TR **Map:** 68 **Parcel:** 554 **Lot:** 82
Hearing Date: April 16, 2013
Reason for Request: to hear a Special Exception request by Gary House, appellant, to establish an In-Home Occupation (Sec. 305.B.15) at 202 Burton Way. The Special Exception request is in accordance with the procedures provided under Article 10, Section 1006 of the Boonsboro Zoning Ordinance.
Applied: March 27, 2013 **Decision:** APPROVED

Location: 102 Redfern Place 06-028187 **Total Fee: \$165.00**

Permit No: **BZA13-05**

Appellant: Donna Tolland

Zone: SR **Map:** 602 **Parcel:** 845 **Lot:** B72

Hearing Date: May 21, 2013

Reason for Request: to hear a Special Exception request by Donna Tolland, appellant, to establish an In-Home Daycare (Sec. 305.B.16) at 102 Redfern Place. The Special Exception request is in accordance with the procedures provided under Article 10, Section 1006 of the Boonsboro Zoning Ordinance.

Applied: April 12, 2013 **Decision:** APPROVED

Location: 107 Valley View Court 06-019897 **Total Fee: \$165.00**

Permit No: **BZA13-06**

Appellant: Gary Nalley

Zone: TR **Map:** 600 **Parcel:** 1205 **Lot:** 16

Hearing Date: May 21, 2013

Reason for Request: to hear a Variance request by Gary Nalley, appellant, to vary the 3' foot setback from the common wall of a townhome to two feet (Section 507.A.5) at 107 Valley View Court. The Variance request is in accordance with the procedures provided under Article 10, Section 1005 of the Boonsboro Zoning Ordinance.

Applied: April 30, 2013 **Decision:** APPROVED

Location: 109 Valley View Court 06-019900 **Total Fee: \$165.00**

Permit No: **BZA13-07**

Appellant: Gary Nalley

Zone: TR **Map:** 600 **Parcel:** 1205 **Lot:** 17

Hearing Date: May 21, 2013

Reason for Request: to hear a Variance request by Gary Nalley, appellant, to vary the 3' foot setback from the common wall of a townhome to two feet (Section 507.A.5) and reduce the 20' rear setback to 10' (Section 401.A.1) at 109 Valley View Court. The Variance request is in accordance with the procedures provided under Article 10, Section 1005 of the Boonsboro Zoning Ordinance.

Applied: April 30, 2013 **Decision:** APPROVED

Location: 107 Saint Paul Street 06-003516 **Total Fee: \$165.00**

Permit No: **BZA13-08**

Appellant: Michael Miller

Zone: TR **Map:** 601 **Parcel:** 577 **Lot:**

Hearing Date: August 20, 2013

Reason for Request: to hear a Special Exception request by Michael Miller, appellant, to establish an In-Home Occupation (Sec. 305.B.15) at 107 Saint Paul Street. The Special Exception request is in accordance with the procedures provided under Article 10, Section 1006 of the Boonsboro Zoning Ordinance.

Applied: July 11, 2013 **Decision:** Approved

Location: 243 North Main Street 06-017126 **Total Fee: \$165.00**

Permit No: **BZA13-09**

Appellant: Robert Kells

Zone: TR **Map:** 601 **Parcel:** 342 **Lot:**

Hearing Date: August 20, 2013

Reason for Request: to hear a Variance request by Robert Kells, appellant, to vary the minimum lot width from 80' to 67.5 feet and minimum lot size from 10,000 square feet to 9,045 square feet for a proposed new lot on the property of 243 North Main Street. The Variance request is in accordance with the procedures provided under Article 10, Section 1005 of the Boonsboro Zoning Ordinance.

Applied: July 19, 2013 **Decision:** Approved

Location: 411 North Main Street 06-002978

Total Fee: \$165.00

Permit No: **BZA13-10**

Appellant: Terry Davis

Zone: SR **Map:** 601 **Parcel:** 355 **Lot:**

Hearing Date: September 17, 2013

Reason for Request: to hear a Special Exception request by Terry Davis, appellant, to establish an in-home occupation as a barber on the property of 411 North Main Street. The Special Exception request is in accordance with the procedures provided under Article 10, Section 1006 of the Boonsboro Zoning Ordinance.

Applied: August 8, 2013 **Decision:** DENIED

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	0	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 10 acres to Suburban Residential – 5 of which were previously light industrial

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.