

**2015 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 increased from \$12,063.09 in 2014 to \$29,037.22 due to development within Sycamore Run.

Appendix B provides a breakdown of all the fees collected.



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 2015, the Planning Commission heard two applications for new development and several others for consideration:

- Fletcher's Grove, Lot 2 Commercial: Concept Plan and Final Site Plan approved to develop a 8,100 square foot retail site
- Dollar General: Site Plan reviewed for the development of a 9,100 square foot commercial building along US Alternate 40 west for a Dollar General Retail Store
- Ostertag Pass: Site Plan approval for the extension of water/sewer utilities and road development on the commercial area of the Easterday property at the intersection of US Alternate 40 and MD Route 67
- Sycamore Run: Approvals granted for several plan changes including entrance striping, landscaping, and propane tank storage. Final Plat approval granted for 26 lots
- Fletcher's Grove Lot 2 Re-Plat: Forest Conservation changes

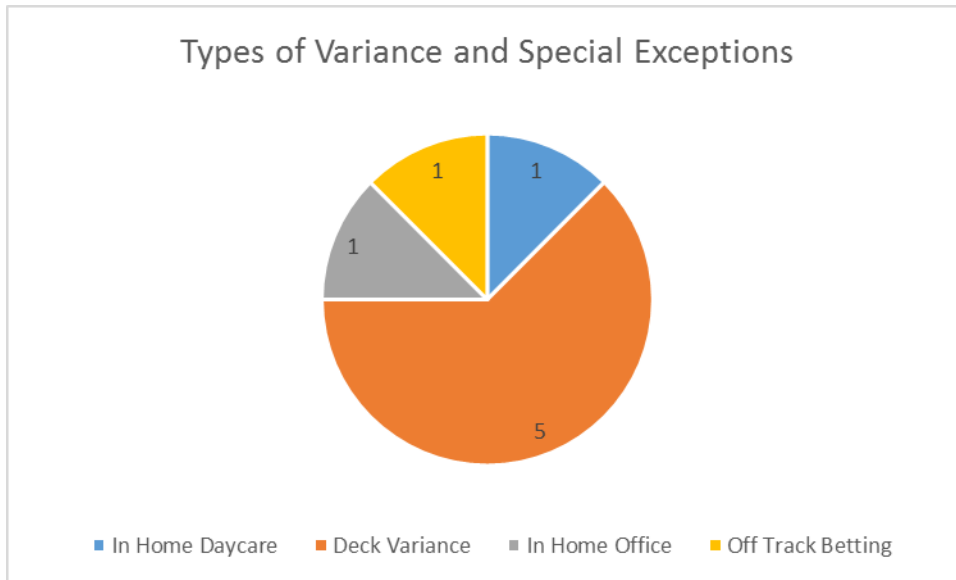
Minor Subdivisions

There were no minor subdivisions applications in 2015.



Variations and Special Exceptions

The Planning Commission and Board of Zoning Appeals each considered applications for variations and special exceptions. Following is a breakdown of the type of requests considered for 2015. Three Administrative Appeals were also considered by the Zoning Administrator.



Zoning and Subdivision Text Amendments

In October 2015, the Mayor and Council approved a Zoning Text Amendment to allow tattoo parlors as a special exception use in the Town Center and General Commercial zoning districts.

Rezoning

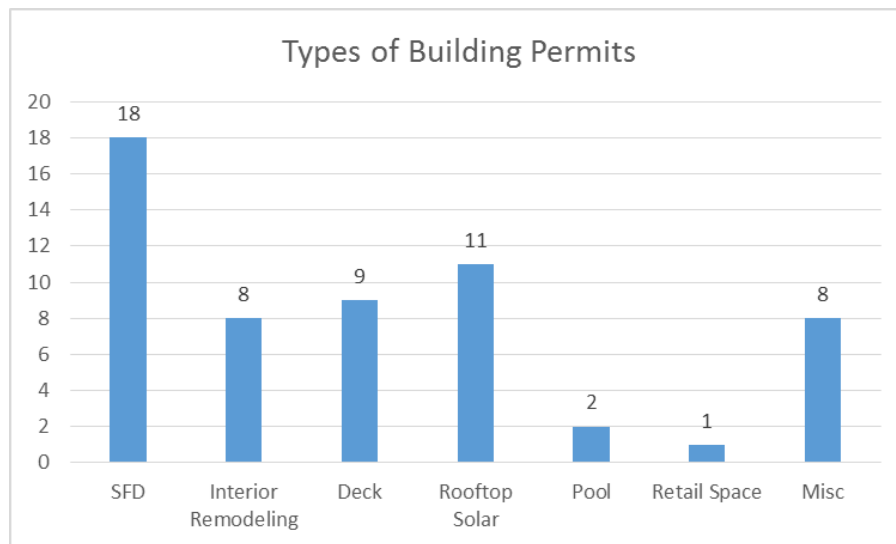
The Mayor and Council considered one application for rezoning in 2015.

Based upon a change in the character of the neighborhood; approximately 6 acres were rezoned from town/multi-family residential to general commercial zoning on the Easterday property at the southern end of Town.



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, Boonsboro processes the permits and then sends them to Washington County Permits Department for review and inspections in accordance with the building code. The town's Planning, Zoning, and Engineering Department processes permits for buildings and construction less than 200 square feet. In 2015, 60 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.

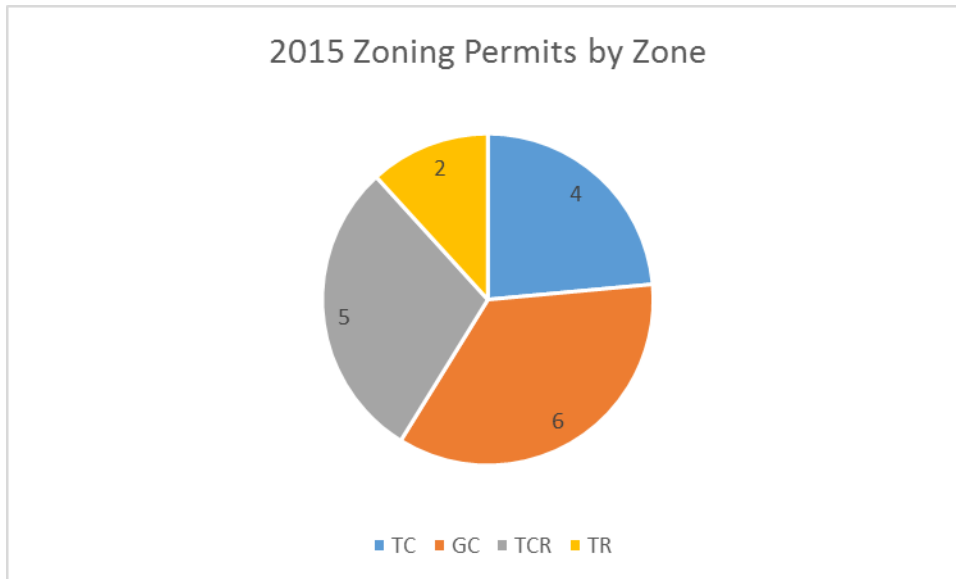


Miscellaneous permits include those for structural repairs, chimneys, sheds and fences. The eight permits received for those projects less than 200 square feet were for sheds.



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 2015, six new businesses opened, including Hospice, Recycled Granite Solutions, Robins Nest, Talon Studio, Boonsboro OTB, and G. Boone's Restaurant. A few other businesses, including Auction Square Marketplace, Boonsboro Dental, and Milex 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:





FUTURE PROJECTS AND GOALS

In 2015, 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 2015

Meetings		5/19	6/17	7/21	11/17	12/2
<u>BZA Members</u>	<u>Term Expires</u>					
Linda Moser	July 2018	P	A	P	P	P
Darrell Jones	July 2018	A	P	P	P	P
Sara Sweeney	July 2018	P	P	A	P	P
Carol Long	Oct 2016	P	P	P	P	P
Gary Schlappal	May 2017	P	P	P	P	P
Natalie Mose (Alt)	Oct 2016	A	P	P	P	P
Scott Race (Alt)	July 2016	P	P	P	A	A

Planning Commission Meetings for January –December 2015

Meetings		1/27	2/24	3/24	4/29	6/23	7/28	8/25	9/22
<u>PC Members</u>	<u>Term Expires</u>								
Carvel Wright	Mar 2021	P	P	P	P	P	P	P	P
David Ambrose	Mar 2020	P	A	P	P	P	P	P	P
Rob Maricle	Aug 2020	A	P	A	P	P	P	P	A
Kim Koerting	Mar 2018	P	P	P	P	P	P	P	P
David Parmelee	May 2020	P	P	P	P	A	P	P	A
Curt Conway	July 2020	P	A	P	A	P	A	P	P
Steve Jamison	May 2018	P	A	P	A	P	P	P	A
Howard Long		P	P	P	P	P	P	P	P

P = present A=absent

Report for January 1, 2015 to December 31, 2015	
County Permits	
Permits Filed	60
Entrance Fees	\$1,050.00
Permit Fees Collected	\$15,567.30
Redeemable to County	\$11,675.48
Town Portion (25%)	\$3,891.83
County Excise Tax	
New Residential /Additions	20
Total Paid	\$66,084
Town Collects (28%)	\$19,455
Town Permits	
Permits Filed	8
Review Fees Paid	\$1,330.80
Technology Fee	\$120.00
Zoning Permits	
Permits Filed	17
Review Fees Paid	\$1,050.00
Technology Fee	\$105.00
Sign Permits	
Permits Filed	16
Review Fees Paid	\$1,074.59
Technology Fee	\$240.00
Board of Appeals	
Review Fees Paid	\$2,470.00
Technology Fee	\$150.00
Development Review	
Review Fees Paid	\$17,480.00
Technology Fee	\$75.00
Misc. Fees, etc.	
	-
2015 TOTAL FEES COLLECTED	\$40,712.69
2015 TOTAL REVENUE	\$29,037.22

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 2015	PFA	Non - PFA	Total
# New Residential Permits Issued	20	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 8 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.