

**2016 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 was \$27,253, mostly due to new development.

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 2016, the Planning Commission heard several applications for consideration:

- Dollar General: Site Plan Approval granted to construct a 9,100 square foot commercial building along US Alternate 40 west
- AC&T: Site Plan Approval granted to construct a 5,160 square foot convenience store and gas station along US Alternate 40 West
- Sycamore Run, Phase III: Final Plat approval granted for 48 single family lots
- Battlefield Estates: Preliminary Plan Approval for 48 age-restricted single story townhomes

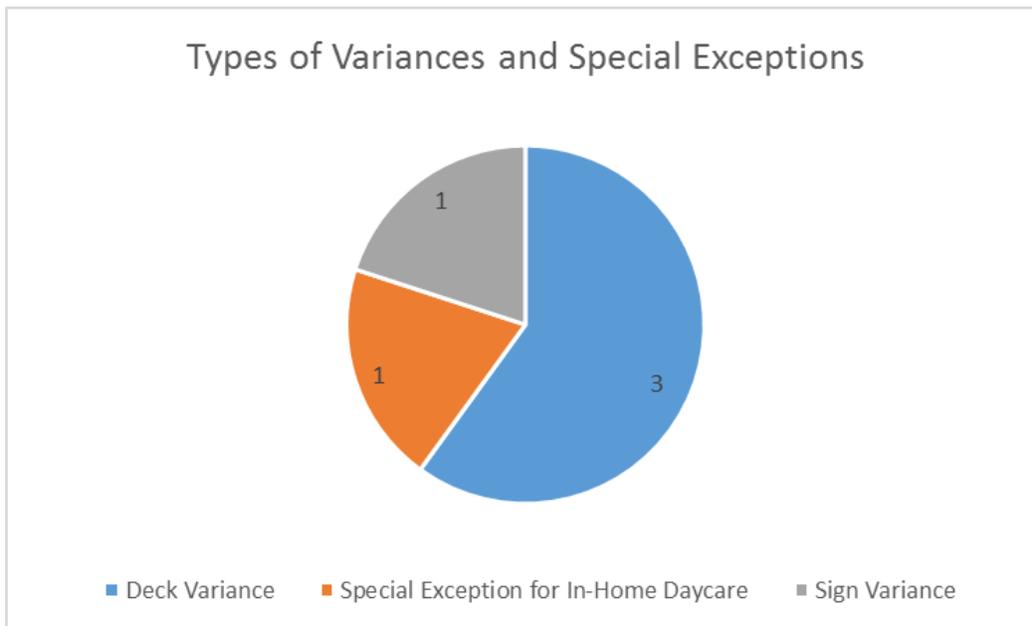
Minor Subdivisions

There were no minor subdivisions applications in 2016.



Variances and Special Exceptions

The Planning Commission and Board of Zoning Appeals each considered applications for variances and special exceptions. Following is a breakdown of the type of requests considered for 2016.



Zoning and Subdivision Text Amendments

There were not any amendments to the Zoning Ordinance or Subdivision Regulations in 2016.

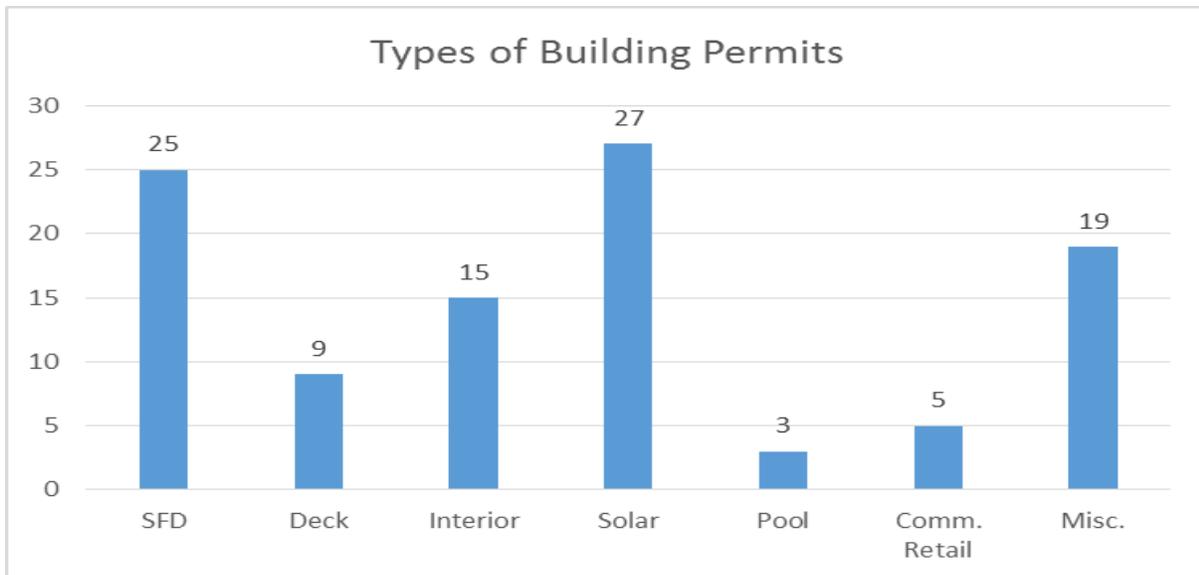
Rezoning

There were not any rezoning applications heard in 2016.



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 2016, 107 permits for buildings larger than 200 square feet and 13 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.

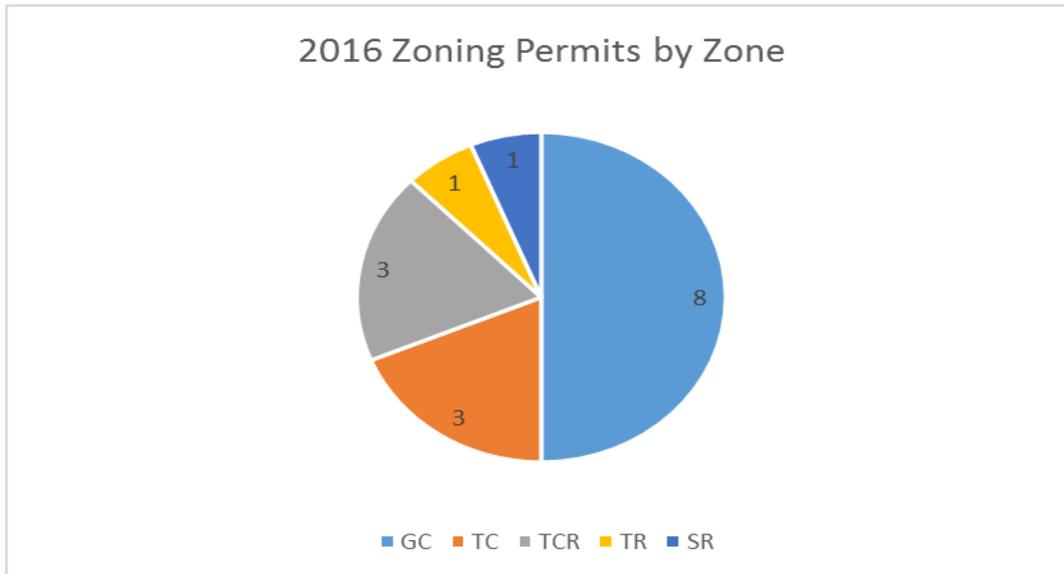


Miscellaneous permits include those for structural repairs, signs, demolitions, etc. The thirteen permits received for those projects less than 200 square feet were for mostly for sheds.



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 2016, five new businesses opened, including Rasco Pizza and Subs, Dollar General, Boonsboro Dance Studio, Heavenly Tans and Salon, and Home Once Again. A few other businesses, including Splits Gym, Tri-State Pump Service, Body Sense PT, and Antietam Liquors 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 2016, 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 and Subdivision Regulations, implement further recommendations of the 2009 Comprehensive Plan, including design standards, and begin preparing to update the Comprehensive Plan in the next several years.

Board of Zoning Appeals Meetings for January- December 2016

Meetings 02/16 04/19 05/17 07/19

BZA Members Term Expires

Linda Moser	July 2018	P	P	P	P
Darrell Jones	July 2018	P	P	P	P
Sara Sweeney	July 2018	A	P	P	P
Carol Long	Oct 2019	P	P	P	P
Gary Schlappal	May 2017	P	P	P	P
Natalie Mose (Alt)	Oct 2019	P	P	P	P
Scott Race (Alt)	July 2019	A	P	P	P

Planning Commission Meetings for January –December 2016

Meetings 2/23 4/26 8/23 10/25

PC Members Term Expires

Carvel Wright	Mar 2021	P	A	P	P
David Ambrose	Mar 2020	P	P	P	P
Rob Maricle	Aug 2020	P	P	A	P
Kim Koerting	Mar 2018	P	P	P	P
David Parmelee	May 2020	P	P	P	A
Curt Conway	July 2020	P	A	P	A
Steve Jamison	May 2018	P	P	P	P
Howard Long		P	P	N/A	N/A
Janeen Solberg				P	P

P = present A=absent

Report for January 1, 2016 to December 31, 2016	
County Permits	
Permits Filed	108
Entrance Fees	\$1,250.00
Permit Fees Collected	\$25,190.75
Redeemable to County	\$18,893.06
Town Portion (25%)	\$6,297.69
County Excise Tax	
New Residential /Additions	28
Total Paid	\$95,303
Town Collects (28%)	\$26,685
Town Permits	
Permits Filed	12
Review Fees Paid	\$1,029.20
Technology Fee	\$180.00
Zoning Permits	
Permits Filed	15
Review Fees Paid	\$1,320.00
Technology Fee	\$120.00
Sign Permits	
Permits Filed	13
Review Fees Paid	\$1,591.30
Technology Fee	\$195.00
Board of Appeals	
Review Fees Paid	\$1,415.00
Technology Fee	\$75.00
Development & Engineering Review	
Review Fees Paid	\$13,750.00
Technology Fee	\$30.00
Misc. Fees, etc.	
	\$0.00
2016 TOTAL FEES COLLECTED	\$46,146.25
2016 TOTAL REVENUE	\$27,253.19

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 2016	PFA	Non - PFA	Total
# New Residential Permits Issued	25	N/A	25

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
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.