

**2017 ANNUAL REPORT OF THE PLANNING AND  
ZONING ACTIVITIES OF THE TOWN OF BOONSBORO**



*Prepared by Ethan Strickler, Town Planner, Zoning Administrator, & Code Enforcement Officer*



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## **INTRODUCTION**

The purpose of the Annual Report is to summarize the activities of the Planning & 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 & 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 as necessary. The Commission's meetings sometimes include special joint meetings with the Mayor and Council on rezoning issues, and special joint meetings 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 can be found in Appendix A.

### **Staff**

As of early 2019, Ethan Strickler is the Town Planner, Zoning Administrator, and Code Enforcement Officer for the Town. He is responsible for handling all activities related to land use within the Town of Boonsboro. However, during the 2017 calendar year, Megan Clark, who was the Town Manager at the time, was responsible for most Planning, Zoning, and Code Maintenance functions within the Town, with Brian Hopkins, the Town's Engineer at the time, also filling some of the roles and responsibilities within the Planning & Zoning Department.



## **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, Zoning, and Engineering Department in 2017 was \$19,444.90 (*\$13,854.93 for County Building Permits, \$750.00 for Driveway Permits, \$1,188.80 for Town Building Permits, \$1,099.55 for Sign Permits, \$660.00 for Zoning Permits, \$810.00 for Zoning Appeals, \$81.62 for Chicken Coop Permits, and \$1,030.00 for Development Review Applications*), mostly due to new development. \$10,391.20 of this revenue was sent to Washington County for processing and inspection of the Town's Building Permits, so the revenue after this County remittal was \$9,083.70.

Appendix B provides another breakdown of all the fees collected.



## 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 2017, the Planning Commission heard two applications for consideration:

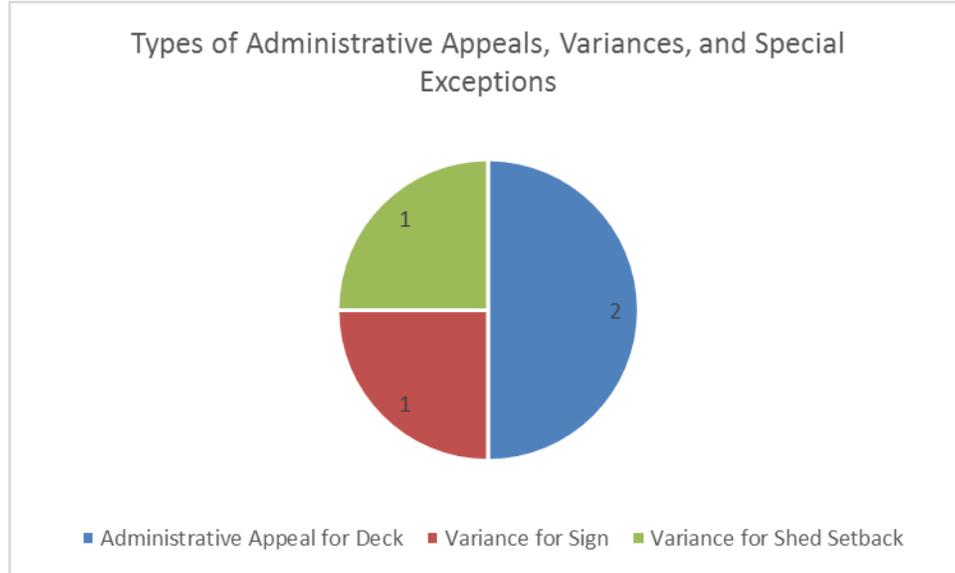
- AC&T: As-Built Review for Commercial Development at 725 N Main Street
- AC&T: Plan Change Review for Re-Building and Re-Orienting the Carwash at 725 N Main Street

### **Minor Subdivisions**

There were no minor subdivisions applications in 2017.

### **Variances and Special Exceptions**

The Planning Commission and Board of Zoning Appeals each considered applications for administrative appeals, variances, and special exceptions. *The Administrative Appeal process for variances, new in 2017, applied to variance requests where the requested setback variance was anywhere between 80% to 100% of the requirement (less than a 20% variance of the setback). For example, a deck variance in a zoning district allowing for a 20-foot rear setback could go through the administrative appeals process to adjust the setback up to 4 feet (16 foot instead of 20 foot).* Following is a breakdown of the type of requests considered for 2017.



### Zoning and Subdivision Text Amendments

There were no amendments to the Zoning Ordinance or Subdivision Regulations in 2017.

The only ordinances and resolutions passed in 2017 that have an impact on the development review process were the following:

**Ordinance 2017-03** Boonsboro Floodplain Management Ordinance (in coordination with Washington County)

**Resolution 2017-01** Agreement between the County Commissioners of Washington County and the Mayor & Council of the Town of Boonsboro to enforce Boonsboro's Floodplain Management Ordinance

### Rezoning

There was one rezoning application heard in 2017.

**BNZR 17-01**, Hrubar Property, SR (Suburban Residential) to TR (Town Residential)

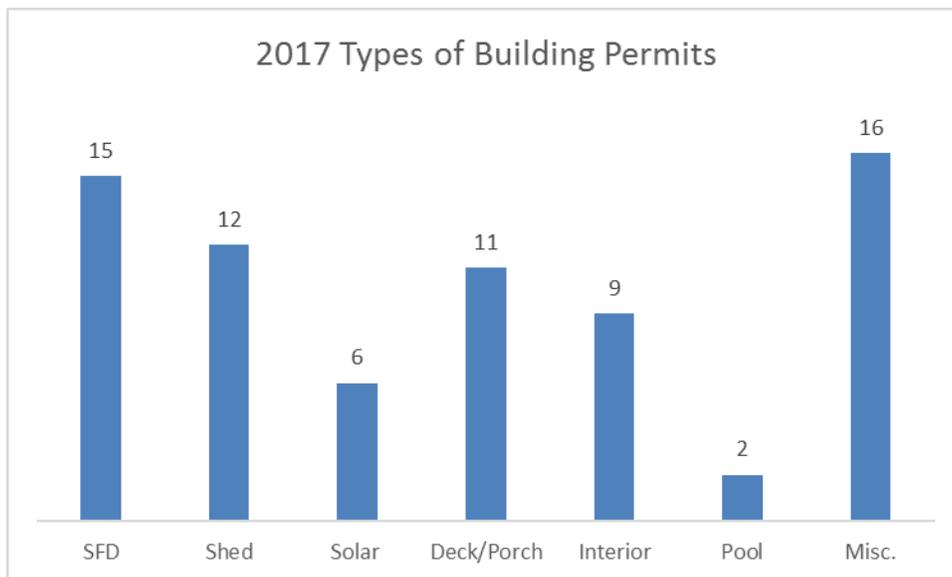
The Planning Commission and Mayor & Council held a joint public hearing on the zoning map amendment request on March 28<sup>th</sup>, 2017. The Planning Commission tabled the matter for further



discussion. At their April 25<sup>th</sup>, 2017 meeting, the Commission was informed that the request for rezoning was withdrawn by the applicant. Therefore, BNZR17-01 was not processed.

### **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 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 Department processes permits for buildings and construction less than 200 square feet. In 2017, 57 permits for buildings larger than 200 square feet and 14 permits for buildings less than 200 square feet were submitted. The table below provides a breakdown of the type of building permits the Town of Boonsboro received in 2017:

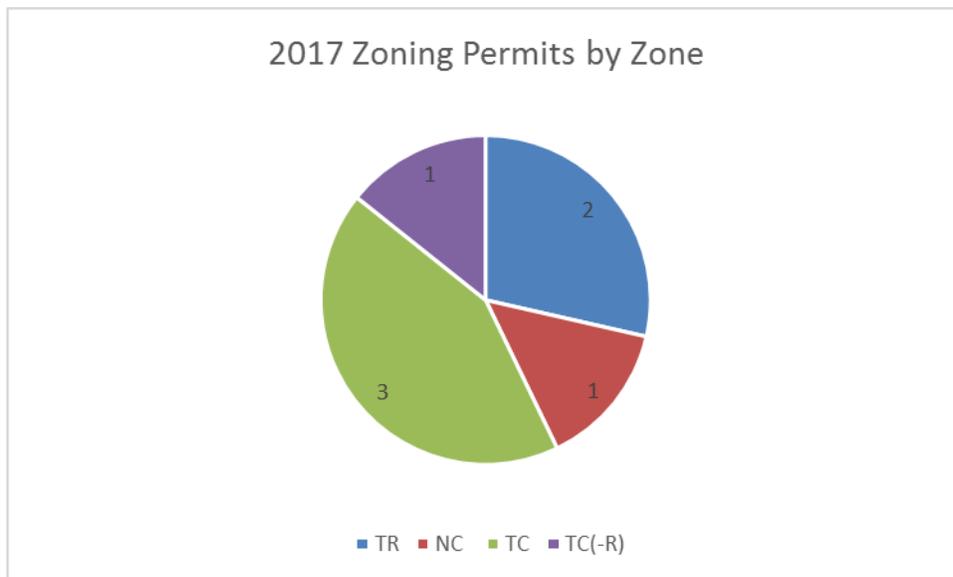


Miscellaneous permits include those for structural repairs, signs, demolitions, etc. Twelve of the fourteen permits received for projects of less than 200 square feet in size were for sheds. Three (3) of the building permits were municipal projects, eight (8) were commercial projects, and the rest (forty six (46)) were residential projects.



The Planning & Zoning Department also processes all zoning permits, which are required for new businesses and new uses established within the town. In 2017, four (4) new businesses opened, including REM Electric Motors, Stoneworks Coffee & Sweets, and Catoclin Valley Insurance.

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 2017, 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 that all development was consistent with the various Commissions' goals and visions, 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 2017**

Meetings 01/17 06/20

BZA Members      Term Expires

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

**Planning Commission Meetings for January –December 2017**

Meetings 01/24 02/28 03/28 04/25 05/23 09/26 10/24 11/28

PC Members      Term Expires

Carvel Wright	Mar 2021	P	P	P	P	P	P	P	P
David Ambrose	Mar 2020	P	P	P	P	P	P	P	P
Rob Maricle	Aug 2020	P	A	P	P	P	P	P	A
Kim Koerting	Mar 2018	P	A						
David Parmelee	May 2020	P	P	P	P	A	P	P	P
Curt Conway	July 2020	P							
Steve Jamison	May 2018	A	P	P	P	P	P	P	P
Doug Moore	July 2020						P	P	A
Rico Aiello	August 2023						P	A	A
Janeen Solberg		P	P	P	P	P	P	P	A

P = present      A=absent

<b>Report for January 1, 2017 to December 31, 2017</b>	
<b>County Permits</b>	
Permits Filed	57
Permit Fees Collected	\$13,854.93
Redeemable to County	\$10,391.20
Town Portion (25%)	\$3,463.73
<b>County Excise Tax</b>	
New Residential / Additions	16
Total Paid	\$52,504.00
Town Collects (28%)	\$14,701.12
<b>Town Permits</b>	
Permits Filed	14
Review Fees Paid	\$1,008.80
Technology Fee	\$180.00
<b>Entrance (Driveway) Permits</b>	
Permits Filed	15
Review Fees Paid	\$750.00
<b>Zoning Permits</b>	
Permits Filed	7
Review Fees Paid	\$600
Technology Fee	\$60
<b>Sign Permits</b>	
Permits Filed	8
Review Fees Paid	\$949.55
Technology Fee	\$150.00
<b>Board of Appeals</b>	
Review Fees Paid	\$750.00
Technology Fee	\$60.00
<b>Development or Engineering Review</b>	
Review Fees Paid	\$1,000.00
Technology Fee	\$30.00
<b>Miscellaneous Fees, etc.</b>	
Review Fees Paid	\$66.62
Technology Fee	\$15.00
<b>2017 Total Fees Collected</b>	\$19,474.90
<b>2017 Total Revenue</b>	\$9,083.70
<b>Excise Tax Collected</b>	\$52,504.00
<b>Excise Tax Revenue</b>	\$14,701.12

**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)**

<b><u>Residential – Calendar Year 2017</u></b>	<b>PFA</b>	<b>Non - PFA</b>	<b>Total</b>
<b># New Residential Permits Issued</b>	15	N/A	15

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.