

**2021 ANNUAL REPORT OF THE PLANNING AND  
ZONING ACTIVITIES OF THE TOWN OF BOONSBORO**



*Prepared by Reiley Stanley, 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 one alternate 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**

Reiley Stanley is the Town Planner, Zoning Administrator, and Code Enforcement Officer for the Town. She is responsible for handling all activities related to land use within the Town of Boonsboro.



## **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 2021 was \$17,199.41 (*\$8,513.87 for County Building Permits, \$903.60 for Town Building Permits, \$300 for Zoning Permits, \$150 for Zoning Appeals, and \$7,332 for Development Review Applications*), mostly due to new development projects. \$6,385.36 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 \$11,526.05.

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 2021, the Planning Commission heard the following:

- 3 Residential Concept Plans
  - Fox Gap Residential
  - Dean South/North Residential
  - Rigley Residential

The Planning Commission approved one commercial concept plan for a Dunkin Donuts.



One construction drawing set that is still being reviewed for Dean South of Fletcher's Grove.

### **Minor Subdivisions**

There were no minor subdivisions applications in 2021.

### **Final Plats**

There were no final plat applications in 2021.

### **Rezoning**

There was one rezoning application that changed 7514 Old National Pike from TR to GC which was approved.

### **Variances and Special Exceptions**

The Planning Commission and Board of Zoning Appeals each considered applications for administrative appeals, variances, and special exceptions.

The Board of Zoning Appeals heard only one special exception request to establish a medical marijuana dispensary which was denied by the Board.

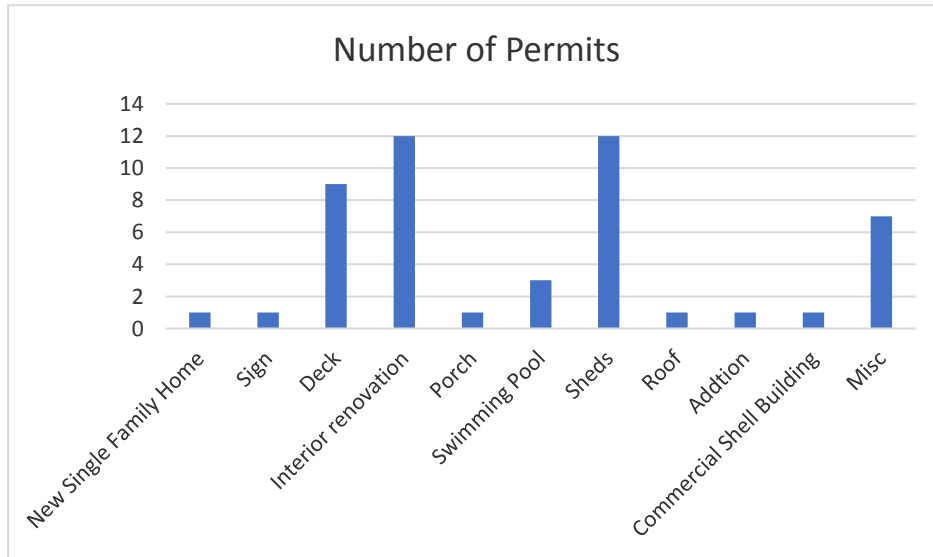
### **Zoning and Subdivision Text Amendments**

There were no amendments to the Zoning Ordinance or Subdivision Regulations in 2021.

The only ordinances and resolutions passed in 2021 that have an impact on the development review.

### **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 table below provides a breakdown of the type of building permits the Town of Boonsboro received in 2021:



Miscellaneous permits include those for structural solar panels, interior beams, ramps etc.

### **FUTURE PROJECTS AND GOALS**

In 2021, 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 2021**

Meetings 7/21

BZA Members      Term Expires

Linda Moser	March 2022	P
Sara Sweeney	March 2022	P
Carol Long	May 2024	P
Natalie Mose	May 2024	P
Scott Race (Alt)	May 2024	A

**Planning Commission Meetings for January –December 2021**

Meetings 01/26    02/25    04/27    05/25    06/22    09/28

PC Members      Term Expires

Rob Maricle	Feb 2026	P	P	P	A	P	P
David Parmelee	Feb 2026	P	P	A	P	A	P
Steve Jamison	Aug 2023	P	A	P	P	P	P
Doug Moore	Feb 2026	P	P	P	P	P	P
Rico Aiello	Aug 2023	P	P	P	P	P	P
Jon Hart	Aug 2024	P	A	P	A	A	P
Rick Byrd (Council Liaison)		P	P	P	P	P	P

P = present      A=absent



<b>Report for January 1, 2021, to December 31, 2021</b>	
<b>County Permits</b>	
Permits Filed	39
Permit Fees Collected	\$8,513.81
Redeemable to County	\$6,385.36
Town Portion (25%)	\$2,128.45
<b>County Excise Tax</b>	
New Residential / Additions	4
Total Paid	\$6,492.5
Town Collects (28%)	\$1,817.90
<b>Town Permits</b>	
Permits Filed	11
Review Fees Paid	\$903.60
Technology Fee	\$165.00
<b>Entrance (Driveway) Permits</b>	
Permits Filed	2
Review Fees Paid	\$115
<b>Zoning Permits</b>	
Permits Filed	4
Review Fees Paid	\$300.00
Technology Fee	\$30.00
<b>Sign Permits</b>	
Permits Filed	4
Review Fees Paid	\$229.80
Technology Fee	\$45.00
<b>Board of Appeals</b>	
Review Fees Paid	\$ 150
Technology Fee	\$15.00
<b>Development or Engineering Review</b>	
Review Fees Paid	\$7,332.00
Technology Fee	\$90.00
<b>Miscellaneous Fees, etc.</b>	
Review Fees Paid	\$127.80
Technology Fee	\$45.00
<b>2021 Total Fees Collected</b>	\$24,164.51
<b>2021 Total Revenue</b>	\$13,103.65
<b>Excise Tax Collected</b>	\$6,492.50
<b>Excise Tax Revenue</b>	\$1,817.90

**Annual Report Worksheet- SHORT FORM**

1. Number of new Residential Permits Issued inside and outside of the Priority Funding Area (PFA), §1-208(c)(1)(i) and (c)(3)(ii):

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

Residential – Calendar Year 2021	PFA	Non - PFA	Total
# New Residential Permits Issued	0	0	0

2. Is your jurisdiction scheduled to complete and submit to Planning a 5-Year Mid-Cycle comprehensive plan implementation review report this year, as required under §1-207(c)(6) of the Land Use Article? If yes, please submit the 5-Year Report as an attachment. Y  N

*Note: To find out if your jurisdiction is scheduled to submit this report, please consult the Transition Schedule section located at: <https://planning.maryland.gov/pages/OurWork/compPlans/ten-year.aspx>*

3. Were there any growth related changes, including Land Use Changes, Annexations, Zoning Ordinance Changes, Rezoning, New Schools, Changes in Water or Sewer Service Area, etc., pursuant to §1-207(c)(1) of the Land Use Article? If yes, please list or map. Y  N
4. Did your jurisdiction identify any recommendations for improving the planning and development process within the jurisdiction? If yes, please list. Y  N
5. Are there any issues that Planning can assist you with in 2021? If yes, please list. Y  N   
As a Town, we are always looking for Capital Improvements. We believe that planning for these Capital improvements and how they all may look with timing can assist in issues down the road.
6. Have all members of the Planning Commission/Board and Board of Appeals completed an educational training course as required under §1-206(a)(2) of the Land Use Article?  
Y  N