

Public Safety Committee Meeting

March 26, 2019

Present : Chad Matthews, Christi Weaver, Jean Burns

Chief of Police: Kevin Morgan

Council Member: Rick Weaver

Town Residents: Stu Mullendore and Eric Kitchen

Meeting was called to order at 1900 hours by Chairman Chad Matthews. There was no quorum so minutes were not approved.

Stu Mullendore requested help with an increasing problem of speeding through Knode Circle and Josiah Lane. Several suggestions were made to help slow the traffic through this area. Police are aware of this issue.

Eric Kitchen also stated there is a speed problem on Orchard Drive. He has had cars driving through his yard and has had to replace damages mail boxers.

Old Business: Tom Brown and Oley Griffith from the Emergency Management Program have scheduled the Cert Training for May 9, 2019 from 1800 hours to 2100 hours and May 11, 2019 from 0800 hours to 1600 hours. At present there are eight people registered.

It was reported by Chief Morgan that town insurance would cover the Police if injured during a problem in the county.

Plans are being discussed for canvassing the town for town to collect unused medications. This is a statewide program and there will be a need to train the volunteers.

Chief Morgan announced that Caleb Wade had completed the Police Academy.

The County Commissioners meeting was held in March with the Boonsboro Mayor and Council.

Next Meeting will be April 25, 2019.

Respectfully submitted

Jean Burns, Secretary

# Boonsboro Park Board

March 27, 2019

**Present:** Laura Schnackenberg, Jeff Davidson, Isaac Whitmore, Rich Hawkins, Chris Hawkins, Sandra Shifler, Rick Weaver, Ethan Strickler

**Absent:** Greg Solberg

The meeting was called to order at 7:03 by Chairperson Schnackenberg.

The February minutes were read and approved. Motion Jeff, second Chris.

## **Unfinished Business:**

### **Remaining POS money**

Park Board decided to purchase the Option 2 Shade Structure from Game Time in green and tan. Police Chief Morgan will be consulted before the installation of the structure. A park bench will also be purchased to replace the one damaged between Pavilion 5 and 6. Motion Rich, second Jeff.

### **Born Learning Trail**

The meeting with Kathy Saxman will be rescheduled.

### **Tree Board/Arbor Day**

Twenty-four trees, purchased with POS funds, will be planted near the walking trail in the new park. Scott McIlwee will request funds from the Environmental Commission to purchase additional trees.

The Park Board discussed storm water management upgrades to the Historical Park. We decided to direct staff to pursue engineering ideas/grants to develop an arboretum/storm water management measures on this area. Motion Jeff, second Laura.

Arbor Day/Park and Stream Clean-up will be April 28 from 1-4 pm. Becky Wilson from DNR will attend and present 2018 Tree City USA award to Boonsboro. Kim has a proclamation to be presented by the Mayor and Council. Jeff will ask Kim to notify Melissa Slifer to put information in Around Boonsboro.

John Reese's family will be asked for input in selection and planting of a tree in his memory.

### **Summer Concert**

Boonsboro High School Wind Ensemble – May 19 at 7:00 pm

US Navy Cruisers – August 24 at 7:00 pm

Mason Dixon Barbershop Chorus – Sept. 1 at 3:00 pm

### **Movies**

Movies will be: Mama Mia, Bernie the Dolphin, Mary Poppins Returns, and How to Train Your Dragon, The Hidden World. Exact dates will be decided at the April meeting. The library will help with the cost.

Movie night concessions by Air Doctor Heating and Air will be discussed at the April meeting.

### **Trout Derby – May 4 8:30 am- 1:00 pm**

Letters to businesses to request donations for food and prizes will be sent out in April. Rich will ask for volunteers from the Jr. Bassmasters Club at the high school to help at the event.

### **Wagon Train – May 19**

The wagon train will arrive at the park between 12:00 – 12:30 pm.

Post 10 Auxiliary will provide the concessions.

Ponies have been contracted, awaiting word on the spinner.

### **New Business**

#### **Member Re-appointment**

Rich was asked to remain on the Board for another term, he accepted. Greg and Jeff will be asked at the April meeting.

#### **2020 Census**

Tiffany Stone will be contacted about Park Board events where she can set up information about taking the census.

### **Town Updates**

Budget workshops will be April 1, 15, and 22.

April 8 – public hearing on an ordinance about installation of 5G boxes.

Meeting adjourned at 8:20. Motion Rich, second Sandy.

Respectfully submitted,  
Sandra Shifler  
Secretary

MINUTES OF A MEETING OF THE PLANNING COMMISSION (WORKSHOP)  
TUESDAY, MARCH 12<sup>TH</sup>, 2019

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**PRESENT:** Chairman Rob Maricle, Vice Chairman David Parmelee, Doug Moore, Steve Jamison, Mayor and Council Liaison Rick Byrd

**Staff Member(s):** Town Planner / Zoning Administrator Ethan Strickler

**Not Present:** Rico Aiello, Carvel Wright

**PRESIDING:** Chairman Maricle called the meeting to order at 7:00 p.m.

**Workshop Agenda Items**

**1) Consensus on Re-Scheduling the April Planning Commission meeting from April 23<sup>rd</sup> to April 30<sup>th</sup>**

Staff and the Commission agreed it would be a good idea to change the April meeting from the 23<sup>rd</sup> to the 30<sup>th</sup> due to scheduling conflicts. Staff indicated he would make the change on the Town Public Meetings Calendar on the Town's website, as well as update the Town Staff calendar.

**2) Discussion on Planning Commission Vacancy Applicants/Applications**

The Commission briefly discussed the three interviewees they had at their February meeting. They talked about which candidates who were interviewed would be a good fit for the commission. They also discussed the recent resignation of longtime member Carvel Wright, and how this resignation opened up another spot on the commission. The group agreed to formally recommend a new commission member after their last scheduled interview at their April meeting (the commission still has one person to interview at that meeting). They also agreed to discuss the second vacancy at their April meeting as well.

**3) 5G Small Cell Ordinance**

The Commission reviewed documents related to draft aesthetic and placement standards for 5G small cell wireless facilities in the Town of Boonsboro. The draft standards are meant to accompany an ordinance the Town must pass before April 15<sup>th</sup>. The commission gave staff their input on what they would like to see in the draft guidelines. Staff indicated he would circulate a formal draft of the guidelines after the next Mayor & Council workshop because he was preparing the draft standards for that workshop. Staff noted that the Planning Commission would be able to provide written comments (via email) if they had any additional thoughts on the matter prior to the passage of the ordinance and guidelines in April.

**4) 2019 Comprehensive Plan Update**

The Commission and staff discussed their strategy for the next Comprehensive Plan Update, which is set to begin during the 2019 calendar year. The commission discussed a ballpark budget figure that staff should give to the Mayor & Council for outside consultant support during the development of the comprehensive plan update. They settled on \$20,000 for a reasonable budget figure, with their reasoning being that the Town spent close to \$40,000 for its last update in 2009, a full update that provided a brand new document, and that this time around there are several sections of the plan that can be updated by Staff in house without the help of a consultant. The Commission informed staff to target sections of the plan that the Town can update in house and identify other sections of the plan that need updated with the help of an outside consulting firm. The Commission agreed to continue comprehensive plan update discussions at their April meeting.

**Citizens Comments**

Four citizens from the Crestview neighborhood were in attendance and had questions about a recent news article they had seen in the Herald Mail that discussed the Town applying for grant funding to construct a section of Warrior Boulevard. The citizens were Tracy & Ryan Jenkins, Linda Downs, and Kristin Bowl. The citizens and the commission had a lengthy discussion about the current grant proposal, an ARC Local Access Grant project proposal to build a portion of Warrior Boulevard on the Flook Property off of Lappans Road (MD-68), and the history behind the Warrior Boulevard proposed connector road, meant to eventually connect MD-68 to MD-34 to MD-67. The citizens stated their concerns with the word bypass being used, as the word bypass has a connotation for a large, wide road handling bustling, fast traffic. They also were confused about Warrior Boulevard being constructed in other parts of the Town, as the only road currently named Warrior Boulevard is a small road section within the Crestview development. The Commission talked about the long-time frame with respect to any development in the area, particularly with respect to the completion of any proposed roads within the Town. They also clarified that there was no imminent construction of new homes or roads in the vicinity of the citizens neighborhood, and that the Town would have control over the design and build out of any new road projects within the municipal boundary (other than on the current state highways). The citizens indicated that safety and the residential feel of their development were both important. The Commission ended the discussion talking about the history of the planned road network within the Town.

**Commission Members Comments****ADJOURN**

Chairman Maricle declared the meeting adjourned at 8:30pm.

Respectfully submitted,

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Ethan Strickler,  
Town Planner / Zoning Administrator

**MINUTES OF A MEETING OF THE BOARD OF APPEALS  
TUESDAY, MARCH 19<sup>th</sup>, 2019**

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Chairperson Carol Long called the meeting to order at 7:00 p.m. *Members Present:* Chairperson Carol Long, Vice-Chairperson Sara Sweeney, Linda Moser, Darrell Jones, Natalie Mose, and Scott Race. *Members Absent:* None. *Staff Present:* Ethan Strickler, Town Planner/Zoning Administrator

**APPROVAL OF MINUTES:**

Motion by Natalie Mose, second by Scott Race to approve the meeting minutes of the February 19, 2019 meeting approved as submitted. The motion passed unanimously.

**Docket No. BZA19-02**

To hear an appeal for a Special Exception under the Zoning Ordinance by Michelle Vining on behalf of Marv Investments, LLC (appellant) to permit a convenience store in the Town Center (TC) zone. The address of the appellant is 23 S Main Street.

The Zoning Administrator denied the request under Section 305.E.64 of the Zoning Ordinance, which states that a convenience store requires a Special Exception in the Town Center (TC) Zoning District.

**Testifying For:**

The Appellant, Michelle Vining of 23 S Main Street, spoke on behalf of the Special Exception Request. Michelle stated that she is trying to start a convenience store in the front of the building at 23 S Main Street. She stated that there is significant traffic moving through the center of Town in Boonsboro, and that she is hoping to provide a convenience store option for those people coming through town as well as the people who live in downtown Boonsboro. The appellant and the board spoke together about the current and future population growth in the Town of Boonsboro, including population projections. Board Member Mose asked Ms. Vining if she anticipated most of her customers to be generated by foot traffic, and if this number of customers would be financially viable for a convenience store in that location. Michelle provided a printed copy of the building layout for the board and explained her plan for the inside of the building. She also noted the amount of money they have invested in the building thus far, and that she owns the building, so that she does not have to worry about mortgage payments. The Board brought up the fact that there is a site plan for a High's at the south end of town.

Conversation continued around the topic of what the store would have for sale, including whether fresh food (sandwiches, cold cuts, etc.) would be for sale, and the status of a potential liquor license for the convenience store. Michelle indicated the license would likely be a very long and drawn-out process, if it were to ever come to fruition. Michelle noted that she has already received approval to sell tobacco products. Board Member Sweeney asked what the stores hours were going to be. Ms. Vining stated she was not certain yet on what the hours will be, and that, ultimately, they will learn as they go and set up hours appropriate to their customers needs. Planner Strickler noted that the Planning Commission had asked the applicant this question as well. Board Member Jones asked about the parking situation. Michelle stated that behind the building is a parking lot with 36 spaces. Strickler stated that the entrance from Main Street (to the parking lot) is a one-way entrance off of Alternate 40.

No one else testified for.

**Testifying Against:**

No one testified against.

**Board Discussion:**

Chairperson Long asked the Board if they had any additional questions or discussion points. Hearing none she entertained a motion.

**Action on BZA Case No 19-02:**

**Motion was made by Member Moser, seconded by Member Race, that the Board of Appeals APPROVE the Request for Special Exception. The motion passed unanimously.**

**Adjourn**

There being no more business to come before this meeting of the Board of Appeals, Chairperson Long declared the meeting adjourned.

BOARD OF APPEALS  
FOR THE TOWN OF BOONSBORO

Linda Moser, Secretary  
March 19, 2019

**Draft**  
**Town of Boonsboro**  
21 North Main Street, Boonsboro, Maryland 21713  
Telephone: (301) 432-5141

**MINUTES OF A MEETING OF THE ENVIRONMENTAL COMMISSION**  
**TUESDAY, March 12, 2019**

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**PRESENT:** *Commission Members:* Chairperson Kathy Vesely, Leah Grasso, Amy Jones, Laura Schnackenberg, Town Council Liaison Ray Hanson

**ABSENT:** Anthony Dowell, Scott McIllwee, Jessica Renner

**PRESIDING:** Chairperson Vesely called the regular meeting to order at 7:03 PM.

**APPROVAL OF MINUTES:** February 12, 2019 minutes were approved with change.

**BEC Applicant: Alison Preston:** BEC applicant Alison Preston was in attendance to introduce herself and to answer questions related to her application for the Environmental Commission. Alison has a background in education, writing (including grants), and statistics and is interested in continuing the BEC mission of public education and environmental awareness. A motion was made and seconded for Alison to join the BEC for a three year term. This will be subject to email vote due to lack of quorum at tonight's meeting.

**OLD BUSINESS:** Vice Chairperson Schnackenberg reminded the BEC of the upcoming Stream Cleanup/Earth Day/Arbor Day event to be held at Shafer Park on April 28<sup>th</sup> from 1-4 pm. The BEC and Park Board will be planting a tree at the park. There is the possibility for two additional tree plantings in honor of Coach Dwight Scott and retired firefighter Dennis Reese.

**NEW BUSINESS:** No new business

**SUBCOMMITTEE REPORTS**

**Farmer's Market** – Chairperson Vesely went to a Farmer's Market Meet & Greet at the Ag Center. She got a number of vendor contacts and has been trying to secure an additional vegetable vendor for the Boonsboro Farmer's Market.

The Farmer's Market executive committee has determined the need for some signage and promotional materials. The following motions were made and seconded and are subject to email vote due to lack of quorum at tonight's meeting:

- Window posters – motion to purchase 10-20 posters to be hung in local area business windows.
- Sandwich Board – motion to purchase one Sandwich Board to be sited at park entrance advertising vendor's products and upcoming Farmer's Market events. Cost of board is approximately \$70.00 plus shipping.
- Reusable grocery bags – motion to purchase 75 bags. Cost of bags (including one-time \$50 set up fee) is approximately \$316.25.

Discussed the possibility of a dunking booth or corn hole tournament at the "Mayor & Council Meet & Greet" night at the Farmer's Market. The cost to rent a dunking booth is approximately \$153.75. The BEC proposes that the Town Council sharing the cost of the dunking booth should we go that route. Chairperson Vesely will write a letter to the Mayor and Council on behalf of the BEC outlining this request.

**Waste Reduction** – BEC will include an article in the June newsletter about recycling with an emphasis on how to avoid recycling contamination (i.e.: do not put loose plastic bags in the recycling bin as they get tangled in the sorting machinery). Town Liaison Hanson suggested that we include a reminder about the town's yard debris and oil drop off site on Monroe Road.

A reminder that bulk trash pickup is Saturday, May 11<sup>th</sup>.

**Trees** – No report.

**Public Education/Outreach** – The BEC gives a small stipend to any guest speaker that we engage for public education. To date these have all been refused by the guest speakers. It was suggested that if a stipend is refused, the BEC offer to make a donation in the guest speaker's name to the charity of their choice (local or nationally recognized). A motion was made and seconded to donate stipends to the charity of guest speaker's choice and in their name. This is subject to email vote due to lack of quorum at tonight's meeting.

**Green Team** – No report.

**Monarch Butterfly** – No report.

**TOWN UPDATE** – Council Liaison Hanson provided updates on the County Commissioners recent meeting in Boonsboro, recent town staffing updates, and a number of road project updates.

**COMMISSION MEMBER COMMENTS** – Commission member Grasso commented on the Maryland General Assembly's recent vote to ban Styrofoam. Chairperson Vesely shared that while attending an event at Royal Farms Arena recently, compostable straws were offered instead of plastic.

**ADJOURN:** The meeting was adjourned at 8:24 PM.

Respectfully submitted by  
Amy Jones, BEC Secretary

\*Next meeting: **TUESDAY, April 8, 2019** – Boonsboro Town Hall. Regular meeting at 7:00.

*Any person desiring a transcript of tonight's meeting shall be responsible for a competent stenographer. Items on this agenda are subject to change at the discretion of the Chairman.*

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