

Boonsboro Park Board

May 22, 2019

Present: Jeff Davidson, Rich Hawkins, Laura Schnackenberg, Greg Solberg, Sandra Shifler, Council Liaison Rick Weaver

Absent: Chris Hawkins, Isaac Whitmore

The meeting was called to order by Chairperson Schnackenberg at 7:02.

The April minutes were read and approved. Motion Greg, second Jeff, motion carried.

Unfinished Business

Trout Derby

The event was a huge success with 139 participants. Donations from organizations/businesses totaled \$925, cash donations at the event was \$48 totaling \$973. Expenses (prizes, food, drinks, and fishing supplies) were \$654.67 leaving a surplus of \$318.33.

Independence Day Celebration - July 3

Rohrersville Band and Jeff Taulton are confirmed. Vendors include Rohrersville Rotary, Boonsboro Bible Church, and Mt. Nebo.

Jeff will contact Greg Huntsbury about decorating the gazebo and the possibility of additional flags throughout the park. Small flags will not be distributed this year.

Stream/Park Clean-up/Arbor Day

All parts of the event, tree planting, tree labeling etc., went well. The cub scouts did a magnificent job cleaning the stream.

Grant Purchases

Update is needed about the purchases.

Movie Nights

Signs we purchased to advertise movie night have arrived.

Laura will check with Kim about Air Doctor providing concessions.

Greg contacted the movie company about the movie that was cancelled last year do to rain. We can still show the movie this year or take half off the movie How to Train Your Dragon. It was decided to take the credit since the movie schedule has been set. The total for the four movies is \$1403. The Library Board will be contacted to see if they will contribute to the cost.

Tree Board

The remainder of the tree signs need to be hung, seventeen trees have been staked, and the tree dedicated to Coach Scott has been planted in the Coach Scott Memorial Park.

Wagon Train

The event was well attended and very successful. A donation was made to the Peter Burr House as requested by the spinner.

Green Fest

The event was a huge success and there was a record crowd due to beautiful weather. The park was in good condition after the event.

Born Learning Trail

Laura will meet Kathy Saxman on June 3 at 5:00 pm in the library parking lot to discuss the logistics and placement for the trail. Anyone interested is invited to attend.

Concerts

June 14 - South Mountain Breed

June 29 - Cruisers

July 14 - South Mountain Jam

August 10 - US Army Downrange

August 24 - US Navy Cruisers

September 1 - Mason Dixon Barbershop Chorus

Possibility of one more concert in July.

Park Board Strategic Plan

Possible projects for 1 year and 3 years will be discussed at the next meeting.

Unfinished Business

Jeff Davidson was re-appointed for another term.

Motion to adjourn Greg, second Jeff, motion carried.

Respectfully submitted,
Sandra Shifler
Secretary

**MINUTES OF A MEETING OF THE PLANNING COMMISSION
TUESDAY, MAY 21ST, 2019**

PRESENT: Chairman Rob Maricle, Vice Chairman David Parmelee, Rico Aiello, Steve Jamison, Mayor and Council Liaison Rick Byrd
Staff Member(s): Town Planner / Zoning Administrator Ethan Strickler
Not Present: Doug Moore

APPROVAL OF MINUTES: April 30th, 2019 Regular Meeting

Rob Maricle asked the commission if they had any questions or comments on the April 30th minutes. The minutes were approved as presented.

Overview and Discussion of Planning & Zoning Commission By-Laws

Chairman Maricle introduced the by-laws to the commission for discussion. Rico Aiello stated that the section of the by-laws concerning order of business was missing some of the things that are usually on the commission meeting's agenda. Strickler stated that some of the things in the by-laws were more appropriate for around the time when the by-laws were adopted in the early 2000s. David Parmelee made a motion to amend the "order of business" section to better align with our current, standard agenda, Rico Aiello seconded the motion, and the motion carried unanimously. (Amendment to Article 7 Section 1)

UNFINISHED BUSINESS

Planning Commission Vacancy Recommendation(s)

The commission made its choices to fill the two Planning Commission vacancies via email vote in the weeks leading up to the May meeting. The only member who did not respond to the email poll was Steve Jamison, who voted in person at the meeting to recommend BJ Davis and Stu Mullendore to the Planning Commission. Chairman Maricle went over the votes the applicants received: 2 for Benjamin Thomas, 5 for BJ Davis, 1 for Stu Mullendore, and 2 for Jon Hart. As chairman, Mr. Maricle made the recommendation to the commission to break the tie between Benjamin and Jon by recommending BJ (top vote getter) and Benjamin (his choice between the two tied for second place in voting). Town Planner Strickler recommended making separate motions for each Planning Commission vacancy. David Parmelee motioned to recommend Bertrand "BJ" Davis to fill the first Planning Commission vacancy, Steve Jamison seconded, and the motion carried unanimously. David Parmelee motioned to recommend Benjamin Thomas to fill the second Planning Commission vacancy, Rico Aiello seconded, and the motion carried unanimously.

Planner Strickler stated that the recommendations would be moved forward to the Mayor & Council for their approval/disapproval at their June 10th meeting, and that the first meeting with new commissioners would be the June regular meeting scheduled for June 25th.

NEW BUSINESS

BNCP19-01 – Post Office, Preserve at Fox Gap, LLC – Concept Plan for commercial lots 5 and 6 (Plat 10850) on the Easterday Property

Town Planner Strickler stated that his staff report for this concept plan was brief, noting that the concept plan that was submitted was a stormwater and environmental site design concept plan typically submitted to the County. He explained that the concept plan shows the proposed post office on commercial lots 5 and 6, with the building itself on lot 5 and the stormwater management for the building on lot 6. Chairman Maricle stated the need for a larger than required shared entrance for any shared entrance accessing lots 5 and 6. Chairman Maricle also noted the sheer size of lot 6, stating that the larger commercial lot would attract a larger, more intensive commercial use. David Parmelee noted that the concept plan that was submitted had very little detail, and to ensure that the site plan submittal has everything it needs in terms of dimensional and ordinance detail. He stated he wanted to provide his concept plan comments to steer the site plan in the proper direction. The commission then provided the following comments:

- 1) The submittal was not a full site plan.
- 2) The parking stall dimensions were not shown.
- 3) The drive aisles were not dimensioned.
- 4) The building square footage was not identified.
- 5) The limits of construction were not identified.
- 6) The sidewalk dimensions were not identified.
- 7) Landscaping was not shown anywhere on the plan.
- 8) Servicing entrances for vehicles were not shown/dimensioned.
- 9) Parking for Post Office vehicles were not delineated.
- 10) Personnel parking was not delineated.

The Town Planner noted the Annexation Agreement in his Concept Plan review. He informed the commission that this developer was coming in to the Town on a first-come, first-serve basis for utility capacity. Steve Jamison asked if the Easterdays were going to be the owner of the Post Office lot. Rob Maricle explained ground leases to the commission.

PLANNING AND ZONING UPDATES

Short Term Rentals (AirBNBs) Draft Ordinance/Resolution from Sharpsburg

Town Planner Strickler distributed a copy of a draft ordinance and resolution that Sharpsburg was currently circulating for passage and approval. He noted that an ordinance for AirBNBs was something the Town was thinking about developing in order to stay ahead of a future uptick in short-term rentals in Boonsboro. David Parmelee thought it would be a good idea to take this example ordinance and make it more general, but that it was also a good idea to develop an ordinance to stay ahead of any issues. Chairman Maricle stated he did not see an issue with some type of ordinance to provide a layer of control over short-term rentals. Rico Aiello agreed that any ordinance should be very general. Town Planner Strickler noted that the AirBNB website shows 3 (three) AirBNBs in Boonsboro. He stated he would also look at example ordinances from the resources at the Maryland Municipal League. He stated he could draft a more general/generic ordinance and show it to the commission in June or July. Rico Aiello made a motion for drafting a less restrictive short-term rental ordinance, David Parmelee seconded, and the motion carried unanimously.

Development Updates

Strickler stated that he has not heard much from the developers of Fletcher's Grove recently.

Strickler stated that the Town ranked highly in the first round of ranking for an ARC grant for funding for a part of Warrior Boulevard (on the Flook property near Route 68, Lappans Road). Chairman Maricle stated that there may be a bridge requirement at this location. Strickler noted that David Lyles Developers was working with the Town on the grant project.

Strickler gave the commission an update on the water study (BMUC, WRA), and that WRA gave a preliminary presentation on their findings at a joint meeting in early May. Strickler stressed the important of the next joint meeting, which would be held during the Planning Commission's August meeting and would involve the BMUC and the Mayor & Council. He stated that the Boonsboro-Keedysville Water Board is having he and Paul do a full-water capacity analysis for their August meeting that he can provide for the Planning Commission at the August joint meeting. This will have a real impact on how much the Town could allocate for any residential development on the Preserve at Fox Gap Property, as well as others. In addition to discussing issues regarding water capacity, the commission also discussed I & I (Inflow & Infiltration), and how that impacts our capacity at the wastewater treatment plant.

Strickler updated the commission that, unfortunately, one of the main partners for King Road Associates, Ruff Fant, passed away in May. He stated that there were no other updates for King Road and/or Sycamore Run.

Strickler stated he met with Trevor from FSA regarding the Preserve at Fox Gap project. He stated SHA and the developer had met and are progressing towards moving forward from the impasse on street lighting. He stated he would prefer to see that the pump station (wastewater) upgrades underway before allowing High's to submit building permits through the Town.

Strickler reiterated, for future development, the Town of Boonsboro is moving forward on a first-come, first-serve basis for water and wastewater capacity. He stated this is consistent across Town Administration, the BMUC, and the Planning Commission.

Strickler stated he would like to get a letter from MDE stating that we could use our existing water withdrawals for future capacity planning instead of the traditional planning tool that states an EDU is 250 gallons per day.

CITIZEN COMMENTS

Eric Kitchen stated that when he was on the Boonsboro Keedysville Water Board, many of the same water capacity and development issues were being discussed then.

COMMISSION MEMBER COMMENTS

Steve Jamison commented on drilling a well at the school property for watering the football field, and if the idea of a turf football field has been explored. Ricky Weaver, a council member in attendance, stated that the County was planning on drilling wells for sports field watering at many of the County's schools. Chairman Maricle noted that the School should get a special exception to put a well on the school property because wells are not allowed in Town and even though the school is a County controlled property it falls within the Municipal boundary (would not want to set a precedent).

Chairman Maricle and others then commented on some stormwater issues they have observed recently around Town, including one on Ringley Drive in Fletchers Grove and along Warrior Boulevard in Crestview.

ADJOURN

Respectfully submitted,

Ethan Strickler,
Town Planner / Zoning Administrator

Draft
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MINUTES OF A MEETING OF THE ENVIRONMENTAL COMMISSION
TUESDAY, May 14, 2019

PRESENT: *Commission Members:* Chairperson Kathy Vesely, Vice Chairperson Laura Schnackenberg, Amy Jones, Alison Preston, Scott McIlwee, Town Council Liaison Terri Hollingshead

ABSENT: Anthony Dowell, Jessica Renner, Leah Grasso

PRESIDING: Chairperson Vesely called the regular meeting to order at 7:04 PM.

Town Planner Ethan Strickler shared information related to "MS4" which deals with municipal storm water management. As part of the town's storm water permit, points can be earned for certain activities (i.e.: distributing educational materials, reporting attendance at events such as Green Fest and the town's Arbor Day/Park Clean Up event, planting trees). Ethan requested assistance from the BEC with completing the attendance reports for Green Fest and Arbor Day.

APPROVAL OF MINUTES: April 9, 2019 minutes were reviewed and approved as read.

NEW BUSINESS:

FY2020 Budget: The BEC voted to recommend a budget of \$9,000.00 for FY2020. This includes a slight increase to the Farmer's Market and Special Project line items.

Scott McIlwee recommended that the BEC track any commission expenses related to MS4 and Sustainable Maryland for future budget considerations. The BEC will also make note of any goals that overlap into more than one initiative.

Strategic Plan: The BEC discussed a number of possible short-term and long-term goals which we would like to accomplish as part of our strategic plan. We will be adding Strategic Planning as a bullet point on future meeting agendas. Alison Preston will outreach to Town Manager Paul Mantello with questions related to the strategic plan.

SUBCOMMITTEE REPORTS

Farmer's Market – Opening day was well attended with over 200 visitors! Nearly all of the Farmer's Market shopping bags were given away. Most of the posters and rack cards have been distributed to area merchants.

Waste Reduction – no report.

Trees – A Swamp White Oak was planted at Shafer Park during the Arbor Day celebration. In addition, a number of trees have been planted around the police station and near the playground at the ball fields in the newer section of the park. The tree board has also been busy labeling the trees in the park with informational signs.

Public Education/Outreach – No report.

Green Team – No report

Monarch Butterfly – No report

TOWN UPDATE – Town Council Liaison Terri Hollingshead shared highlights from the May Town Council meeting including road construction updates and new names for some town parks.

COMMISSION MEMBER COMMENTS – No comments from commission members.

ADJOURN: The meeting was adjourned at 8:37 PM.

Respectfully submitted by
Amy Jones, BEC Secretary

***Next meeting: TUESDAY, June 11, 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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