



TOWN OF BOONSBORO

DEPARTMENT OF PLANNING, ZONING & ENGINEERING

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**SITE PLAN REVIEW: Easterday Post Office – Boonsboro, MD
STAFF REPORT
November 19th, 2019**

PROJECT: Easterday Post Office – Preliminary/Site Plan Application (BNSP 19-03(rev))

OWNER/DEVELOPER: The Preserve at Fox Gap, LLC
20320 Ayoub Ln
Hagerstown, MD 21742

ENGINEER: FSA, Inc.
c/o Trevor Frederick
128 S. Potomac Street
Hagerstown, MD 21740

TAX ID: Tax Map 0073, Grid 0012, Parcel 0311, Lot 5, General Commercial ZONE

LOCATION: Along the north and east side of Old National Pike, south side of town

PROPOSAL: To build a 3,760 sq. ft. building (post office) with associated site improvements

PROJECT NOTES:

1. The following Staff Report is an overview of the re-submittal for this project, first reviewed by the Planning Commission at their September 24th, 2019 regular meeting.
2. The project proposes the full development of Lot 5 of the Commercial Lots at the Preserve at Fox Gap, LLC property in Boonsboro for a Post Office building.
3. The footprint of new buildings on the property will be 3,760 square feet, with 0.60 acres of the 0.94-acre commercial lot being proposed to have impervious surfaces (64%).
4. An Engineering Review will be conducted by TRIAD Consulting prior to the Planning Commission's review of the site plan.
5. A Planning & Zoning Review was conducted by Town Staff on November 6th, 2019.

STAFF RECOMMENDATION:

Staff recommends approval of the site plan contingent upon all staff, County, and engineer comments being adequately addressed, with a corresponding resubmittal if necessary, and applicable agency approvals.

Respectfully Submitted,

Ethan Strickler
Town Planner & Zoning Administrator



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Comments: Planning & Zoning Review (conducted by Town Staff)

November 6th, 2019

The above referenced project has been scheduled for discussion at the November 19th, 2019 regular meeting of the Boonsboro Planning Commission. The Commission meets at 7 pm in the 1st Floor Town Hall Annex (Charles F. “Skip” Kauffman building meeting chambers) room at Town Hall. It is recommended that someone is present to answer any questions the Planning Commission may have.

The project has been forwarded to the following agency for review and comment: TRIAD Engineering (Town’s Consulting Engineer on the project). We will also forward the project to Boonsboro Planning Commission (as stated previously) and the Boonsboro Municipal Utilities Commission for their review at their November 20th, 2019 meeting.

If you have not done so already, please forward the project to the following agencies for their review and comment as well: Washington County Engineering (for review of Stormwater Management and Grading); Washington County Soil Conservation (for review of Soil Erosion and Sediment Control); and Washington County Planning (for review of Forest Conservation).

At this time, the following comments have been generated for the re-submittal after the Town’s initial planning & zoning review process; any required subsequent submittals (if necessary) may generate further comments. Comments that are bold and italicized were addressed by the applicant in a response letter to the Town Planner dated October 25th, 2019:

1. On Sheet 1, please include the Town of Boonsboro’s Public Works Department on the comment regarding having a complete set of plans and a copy of the grading permit on site and available.
2. On Sheet 2, under General Notes, the Town of Boonsboro’s phone number should be 301-432-5690.
3. On Sheet 2, please include the Town of Boonsboro’s Public Works Department on the comment regarding having a complete set of plans and a copy of the grading permit on site and available. This is in response to Comment 3 under Division of Plan Review and Permitting Notes.
4. On Sheet 2, in Site Data, please change the proposed allocation from 200 GPD to 250 GPD (1 EDU). The Town of Boonsboro regards this 250 gpd figure as 1 EDU.
5. At the request of Town Staff, General Note G.24 was added to Sheet 2 of the plans. ***The note states that all construction shall be in accordance with the most up-to-date Town of Boonsboro Specifications, including the Water System Construction and Sanitary Sewer Construction specifications.*** Staff is now asking the applicant to simply add the date of the



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- latest revision to those specifications within the G.24 general note in order to provide clarification (the date is 2019 for both sets of specifications).
6. The site plan must comply with the Washington County Stormwater Management, Grading, Soil Erosion, and Sediment Control Ordinance (last revised February 2013), and must receive approvals from the appropriate Washington County agencies. ***The applicant notes that all necessary approvals from Washington County are currently being obtained.***
 7. On Sheet 2, under Site Data, the proposed building area is listed as 3,600 square feet, while Sheets 3, 4, 5, 11, and 12 list the proposed building area as 3,760 square feet. Please make the proposed building square footage consistent across all plan Sheets to avoid confusion.
 8. Two comments, the first being “Line to be Vacated” and the second being “New Line of Division,” appear on Sheet 3 of the plans indicating a proposed change in the commercial parcel lines for Lots 5 and 6. The applicant must ensure they receive all the required approvals from all the appropriate agencies to make this change formal. They must also ensure that the Parcel size under “Site Data” is accurately depicted to reflect any changes.
 9. No new fire hydrants nor water line extensions (other than the water meter and lateral service line for the property) are proposed on this site plan directly adjacent to, or on, Lot 5. This topic should at least be discussed by the Planning Commission at their November 19th, 2019 meeting to ensure this is consistent with the general development and utility network in the Town of Boonsboro.
 10. Sheet 3 of the plans indicates that a 4” Sanitary Sewer Lateral and a 1” Water Lateral. The Town of Boonsboro requires a standard service size of 6” for wastewater (sanitary sewer) and 1.5” for water. Please amend the plans to reflect the Town of Boonsboro’s standard service line size.
 11. Pedestrian crosswalks along the frontage of both shared entrances connecting the sidewalk network along the west side of Ostertag Pass should be depicted on the plans on Sheet 3 (and wherever else is appropriate) and provided as a part of the site’s development. Appropriate crosswalk and/or pedestrian signage should also be included (where necessary).
 12. The Site Plan submittal proposes building mounted signage. Signs within the Town of Boonsboro require review per the most up-to-date Sign Ordinance and Revisions (Ordinance No. 2010-02). Town Sign Permits will be required. ***The applicant has made the owner aware of this requirement.***
 13. On Sheet 2, the minimum setbacks are labeled correctly (20’ front, 25’ rear, 15’ sides). ***The proposed building setbacks were added to both Sheet 2 (Site Data) and Sheet 3 (on the plans). The front setback is 59.1’, the side setbacks are 44.3’ and 151’, and the rear setback is 62.2’. All setbacks, including those for the trash enclosure fence, comply with the zoning ordinance.***



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14. ***The Parking Tabulation is now provided on Sheet 2 of the plans.*** The Use corresponds to Article 6, Section 600. D. 6. Government office buildings, which require 1 off-street parking space per 200 square feet of gross floor area used by the public, plus 1 parking space for every employee on duty. The Parking Summary on Sheet 2 states that 13 spaces are required, and 32 spaces are provided (30 regular plus 2 handicapped). For informational purposes, Town Staff is simply requesting that the gross floor area used by the public and the number of employees on duty be added to the plans. The parking depicted is adequate.
15. All parking spaces depicted on the plan were dimensioned by the applicant on Sheet 3. All parking spaces in the plans are either depicted as 20' by 10' or as 20' by 9'. ***All of the parking spaces depicted in the plan comply with Town Regulations (Section 602 of the Zoning Ordinance).*** The only discrepancy that was found by Town Staff on the plans was that the 2 Handicap Spaces are dimensioned as 20' by 9' on Sheet 3 but labeled as 20' by 8' on Sheet 9 in the Handicap Parking Space Detail. Please update the detail on Sheet 9 to reflect 20' by 9'.
16. ***Directional arrows for customer, employee, and post office delivery vehicle traffic have been added to the plans on Sheet 3.*** If possible, directional arrows for the ingress and egress of commercial delivery trucks (deliveries bound for the Post Office) should be added to the plans as well, specifically for the delivery loop around the back side of the building depicted on the revised plans as discussed at the September 24th Planning Commission meeting.
17. ***The site's northern entrance was modified per Planning Commission comments and is now 36' wide at the intersection with Ostertag Pass. The northern entrance, according to the applicant, has been widened to allow commercial vehicles to enter and exit the site.***
18. ***On Sheet 9, the Curb & Gutter detail and the Sidewalk – Concrete detail are substantially similar to the Boonsboro Street Standards Ordinance (Ordinance No. 2010-01), particularly Detail 9.0 and Detail 10.0.***
19. ***On Sheet 9, all proposed traffic sign details, a dumpster pad detail, and a trash enclosure detail were all added to the plans.*** The 6' fence depicted in the trash enclosure detail will not require a town building permit. Ordinance 2009-04 typically requires an 8-foot fence around refuse collection areas (605.2.z.). Staff is comfortable with a 6-foot fence in lieu of an 8-foot fence if the Planning Commission approves.
20. Per Ordinance No. 2009-04, the site would typically require the planting of four (4) canopy trees and (8) understory trees for a parking lot with a total of 32 parking spaces. Four (4) canopy trees are proposed in the parking area, which meets the requirement, while four (4) understory trees are proposed in the parking area, which does not meet the requirement. Because this is a minor detail for plan approval, Town Staff recommends the applicant either add four (4) more understory trees to the site plan or simply ask the Planning Commission for their approval of the plan as it is currently depicted, falling a few understory trees short of the parking landscape requirements (719.H.). The proximity and number of street trees along Ostertag Pass greatly diminishes staff concerns about meeting this requirement. Staff is



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comfortable with the applicant not meeting this requirement if the Planning Commission approves.

21. *Previous comments by Town Staff regarding Sheet 11, the Landscape Plan, have been adequately addressed.*
22. *A detail for Street Lighting was added by the applicant to Sheet 12 of the plans.* Lighting location, including street lighting, parking lot lighting, and building-mounted lighting, are depicted in most detail on Sheet 12, the Photometric Plan.
23. The revised site plan shows two (2) micro-bioretenment (stormwater) facilities, one of which is entirely located on the proposed site and the other of which is located partially on-site and partially off-site on the neighboring commercial parcel to the west. The applicant noted in their response letter that the stormwater management facilities will be privately owned. If this is not mentioned already, it should be noted in the plans that this is the desired ownership outcome of the stormwater management facilities on-site. The applicant must ensure that all necessary access easements or maintenance agreements are obtained for the stormwater management facility that is proposed to be located off-site.
24. It should be noted that after site plan approval you will need to apply for water and sewer service either before or concurrent with the building permit application process. Please contact us for the water and wastewater allocations and if you have any questions about this process. Water and wastewater connection applications, benefit charges, and connection fee must accompany the building permit application, unless there are any extenuating circumstances that would cause them to be submitted separately. *The applicant is aware of this staff comment.*
25. Any development of the property is subject to, and can only be approved and begin with, the completion of the Ostertag Pass Improvements mandated by the Town and the State Highway Administration. The work that must be completed before the commercial development of the property can begin is shown in the Entrance Plan for Ostertag Pass (with revisions) and the Phase I Sanitary Sewer Improvement Plan for the South End Pumping Station (with revisions), both approved in February of 2016 and revised in 2019. *The applicant is aware of this Staff comment.*

If you have any questions, please feel free to contact me at townplanner@townofboonsboro.com or 301.432.5690.

Sincerely,

Ethan Strickler
Town Planner / Zoning Administrator