

MINUTES OF A MEETING OF THE PLANNING COMMISSION (WORKSHOP)
TUESDAY, FEBRUARY 5TH, 2019

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) Discussion on Planning Commission Proposal to Submit a Zoning Map Amendment Request for remaining portions of the Easterday Property

Town Planner Strickler gave the Planning Commission an update on the Zoning Map Amendment Request for The Preserve at Fox Gap, and that the Mayor & Council had approved the request at their last meeting. An ordinance now must be drafted and passed to formally change the zoning map per the request. Part of the Planning Commission's recommendation to the Mayor & Council was that they would move forward with a separate proposal to the Mayor & Council to amend the zoning map on other portions of the Preserve at Fox Gap property to lower density residential, as this would balance the overall density of the property after recommending higher density in the middle of the property per the PFG zoning map amendment request. The Planning Commission discussed how this was in line with smart growth and smart neighborhood principles, and that these principles provided the supporting mistake argument for both their map amendment proposal and PFG's. The Planning Commission discussed a map amendment request that would re-zone 13 acres of land that is currently zoned Town Residential (TR) to Suburban Residential (SR), which would lower the potential development density of this approximately 13 acre are bordering Washington County (the eastern border of the PFG property). The Commission will formalize a proposal and vote at their February 26th meeting.

2) Adjacent Property Owner Notices for Development Applications

The Commission discussed adjacent property owner notices for development applications and whether or not Town Staff should develop a policy or draft/change an ordinance to guide staff during development review. The commission felt that these notices are proactive and necessary in the context of future development within the Town of Boonsboro. They stated their preference for an internal staff policy rather than drafting or changing any ordinances, but that the policy should be included with the applicable development review ordinances such as the Land Subdivision Ordinance. Town Planner Strickler stated that he learned at a conference that our Frederick County, MD neighbor Middletown sends out notices to everyone within an 1/8 mile radius of the property subject to the development application. He distributed a map to the commissioners showing a two buffers around a property, one at 200 feet and the other at 660 feet (or 1/8 of a mile), as an example to show how such buffers include adjacent property owners and others. The commission ultimately agreed upon notices for development applications for everyone within a 1/8 mile radius of the property for all development applications excluding concept plans. This would include site plans, subdivisions, final plats, etc. Because they directed Town Staff to create a policy internally, the commission will not be voting on this topic at their next meeting.

3) Zoning Ordinance Section 401 – Amendment to Include Dimensional Requirements for 401.A.2. in the MR Zone

The Planning Commission discussed the Town's lack of Dimensional Requirements for two-family, demi-detached dwellings in the Multi-Family Residential Zone (MR). When a concept plan for this type of housing in this zone was submitted by the developers at Fletcher's Grove, it prompted the Planning Commission to want to look in to specific dimensional standards so that the Town has a standard in place for future development applications with similar uses in the MR zone. Town Staff provided the City of Hagerstown's Zoning Ordinance and Dimensional Standards for similar dwellings to look over and discuss. The Commission instructed Town Staff to draft dimensional requirements for Boonsboro using the City of Hagerstown's ordinance as an initial

guide, and that whenever staff was ready they could submit the drafted requirements for a vote. The group discussed March or April's Planning Commission meetings as a reasonable timeframe.

4) 5G – Discussion on local aesthetic and placement standards for 5G Towers

The Planning Commission discussed how the Town was being prompted by the Town's Attorney to draft and pass an ordinance to put some local controls on the aesthetics, location, permitting, etc. of 5G wireless technology infrastructure. The drafting and passing of such an ordinance would likely happen quickly due to various factors. The Planning Commission discussed that a helpful approach would be to set conditions, establish a criteria sheet, or author design criteria for 5G infrastructure on existing utility poles or on new poles erected by the wireless provider. The Planning Commission asked Town Staff to provide them with some additional information in the form of articles, examples from other communities, and draft ordinances before their February 26th meeting. The commission stated that this would be an agenda item for their February meeting.

5) Storage Container Issue and Potential Ordinance

Town Planner Strickler gave the Planning Commission two example ordinances to review concerning Storage Containers, PODS, and similar infrastructure. Past attempts at amending the zoning ordinance to define temporary storage containers (PODS), create a permitting process, and permit where they could be used in Town were unsuccessful. The example ordinances offered new approaches that clearly delineate residential and commercial uses for the structures, the permitting process, connecting their use to existing/approved building permits, etc. Town Staff asked the commission to look over the example ordinances before the next few Planning Commission meetings and schedule an agenda item to discuss the matter future. The group discussed March as an appropriate time to have this as an agenda item again.

6) 2019 Comprehensive Plan Update

The Commission decided it would be best if they scheduled a special workshop to address the Comprehensive Plan and the Town's need to update that plan beginning in 2019. The commissioners present settled on March as the month they would like to have the workshop, and will vote formally on a time and place for the next workshop (for the Comprehensive Plan) at their next meeting in late February

ADJOURN

Chairman Maricle declared the meeting adjourned at 8:48pm.

Respectfully submitted,

Ethan Strickler,
Town Planner / Zoning Administrator