

**MINUTES OF A MEETING OF THE PLANNING COMMISSION  
TUESDAY, JULY 23, 2019**

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

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

Not Present: Robert Maricle

**APPROVAL OF MINUTES: May 21st, 2019 Regular Meeting**

David Parmelee asked the commission if they had any questions or comments on the May 21<sup>st</sup> minutes. The minutes were approved as presented.

**UNFINISHED BUSINESS**

**Planning Commission Vacancy(s) and Town Commission Updates**

Mayor Long and Town Manager Paul Mantello were present to discuss the Planning Commission and Utilities Commission vacancies. In addition, several other Town Council members and BMUC members were also present. Mantello discussed that the Town was looking into several ideas, including creating more cross integration between the Planning Commission and BMUC, or merging the commission together into one commission.

Doug Moore expressed his concern about bringing two very busy commissions together combining them into one. He was also concerned that he was just now hearing about the extent of the turnover on the BMUC. Mantello spoke briefly about the issues with the BMUC and what he termed as a current leadership void. Strickler gave the full Planning Commission and update on its vacancies, including that Benjamin Thomas decided not to be on the commission after his nomination. Doug Moore expressed his disappointment that BJ Davis's nomination did not receive a second. He also stated that Jon Hart received votes as well, and David Parmelee stated that he would be discussed later during the meeting. Rick Byrd stated that the Council also spoke about the increased regularity of joint meetings between the Planning Commission and BMUC, some of which would be decided during and after a charter change to the BMUC's roles and responsibilities that would be happening in the near future.

David Parmelee stated that he had concerns over the technical expertise that the Planning Commissioners could bring to the Utilities Commission and vice versa. He also stated concerns about the potential length of meetings if they were to be combined on a regular basis. Mantello stated that any amendments or changes that would be made would take considerable time to come to fruition. He stated that capacity is the biggest issue facing future development in the Town at this time, and that it should be a primary focus of both the Planning Commission and the BMUC. He stated the vacancies should be looked at as an opportunity and that the appropriate changes should be made. Rico Aiello suggested a liaison for each commission to provide a greater connection between the commissions, while also stating that he was not a huge fan of merging the commissions into one. Paul stated that yes, this was an option under the umbrella of cross integration. Strickler stated that the Town was still focused upon great cross integration and more joint meetings irrespective of any additional potential changes. The biggest challenge staff identified was the leadership void on the BMUC.

David Parmelee asked staff what they wanted out of the commission at this meeting. Staff stated they valued the chairman's opinion as well, and that it might be best to wait to hear from the entire commission before any formal recommendations were made. Eric Kitchen informed everyone that they should not forget to include the Boonsboro Keedysville Water Board with respect to any decisions moving forward. Parmelee stated that the August meeting will be very important.

At the conclusion of the vacancy discussion, David Parmelee brought up the topic of recommending Jonathan Hart to the Planning Commission to fill one of their vacancies. Steve Jamison made a motion to recommend Jon Hart to the Mayor & Council to fill one of the vacancies, Rico Aiello seconded the motion, and the motion passed unanimously. Strickler stated that he made contact with Mr. Hart, that Mr. Hart was still very interested in serving on the commission, and that he (Strickler) printed off Jon's bio for the commission and Mayor & Council.

## **Temporary Storage Container Draft Ordinance Discussion and Recommendation**

Town Planner Strickler gave a brief overview of where this draft ordinance stood. He stated that the Council was interested in seeing an ordinance passed at this time. He stated that the current issue was that these storage containers are meant to be temporary, but in many cases they are becoming more permanent fixtures. Strickler then did an overview of past discussions regarding the draft ordinance.

Rick Byrd spoke about two issues, the first being exemptions for public properties and the second being hardship issues, including how hardships relate to permit extensions for a temporary storage container. The Commission also had a brief conversation about the cost of the permit, and settled upon \$80.00 that could be waived for hardships or on a case by case basis. Strickler stated he would come with an actual draft ordinance in August for the commission to review.

## **NEW BUSINESS**

### **BNMP19-01 – Sterling Care Minor Subdivision Application**

Strickler stated this minor subdivision application was simply a re-drawing of internal lot lines, and that the minor subdivision requirement was only triggered due to the recognized number of parcels on the property would increase from 2 to 3. Strickler stated it was pretty straight forward. David Parmelee asked if there was any downside to the Town, and Strickler stated that he did not think there was.

Doug Moore made a motion to approve the minor subdivision contingent upon the minor revisions mentioned in staff comments, Rico Aiello seconded, and the motion passed unanimously.

### **Water Capacity Analysis – Overview and Discussion**

Strickler gave the Planning Commission a presentation on the Town's current water capacity. The Town wanted to create an official capacity analysis in order to present to the Boonsboro Keedysville Water Board in their planning for an updated agreement. The Water Capacity Analysis capacity includes the Town's current policy on distributing water allocation, which is referred to by Town Staff as the Town's first come first serve policy. Strickler stated that the Town still needs to do a Wastewater Capacity Analysis as well.

Strickler stated that the most conservative estimate of the current water capacity the Town has left on its system is 979 new EDUs. He also stated that the number of pre-existing commitments to developers and Keedysville combined is 780 EDUs. Therefore, the most conservative estimates indicate that the Town of Boonsboro has 199 EDUs available for new applicants for water service that are not already allocated. Eric Kitchen asked what the definition of first-come, first-serve meant, which was followed by a discussion by the commission on the history behind the policy. Strickler stated that the state does not require that the Town use 250 gpd per EDU as a planning tool, but highly recommends it as a conservative planning number. Council Member Nally stated his preference to use the conservative estimate as well, based upon emergency circumstances, leaks, etc.

Additional discussion surrounded who all would see this analysis. Strickler indicated that it would be presented to the Mayor & Council at their next workshop and to the BMUC at their next meeting.

## **PLANNING AND ZONING UPDATES**

### **Development Updates**

#### **Fletchers Grove – Overview of Annexation Agreement and Correspondence with SHA**

Strickler gave the commission an update on this particular development, including the correspondence between the developer and the State Highway Administration. He informed the commission that SHA requested the developer to look into alignment alternatives for Chase Six Blvd to increase the intersection distance between Chase Six Blvd and Campus Avenue. He also stated that SHA was going to require the developer to perform a full signal warrant analysis on the intersection within three years. He stated that the traffic study would be approved by SHA based upon these two new contingencies.

### **Update on BNCP19-02 – The Preserve at Fox Gap Residential Subdivision Concept Plan (August Planning Commission agenda item)**

The Commission discussed how the August meeting would be critical regarding this developer and potential development. Strickler stated he would email the Commission copies of the concept plan if the Mayor & Council approves a resolution for it to be submitted.

### **Orchard Drive (London Fog) Update**

The Commission discussed an email the developer had sent town staff regarding a new development proposal that included zoning map amendments, developing on top of the existing building foundation, etc. The Commission requested a more formal meeting or development proposal in order to begin having a real discussion about the development of the property. The Commission and staff also discussed the current state of the property, including the vehicles parked there and the property maintenance code violation for tall grass and weeds. David Parmelee suggested that Town Staff should ask the property owner to schedule a meeting here in Boonsboro or to come to a Planning Commission meeting.

### **Sycamore Run As-Built Reviews and Bond Reduction Requests (August Agenda Item)**

Strickler stated that he and the consulting engineer would be looking at Phase I, Phase III, and the Pump Station for bond reductions during the month of August, and that it would be on the agenda for August or September's meeting. Discussion on the topic included the pace at which the development was being finished.

### **CITIZEN COMMENTS**

Terri Moffat, a resident of Lakin Avenue, came to the meeting to discuss the activity happening at one of her neighboring properties. Strickler stated the her neighbor submitted a demolition permit that day, but that he has not submitted any development plans or permits. The commission viewed the property on the projector using the Washington county property locator map online. The commission, staff, and the resident discussed potential concerns over re-development of the property, including the location of any driveway ingress or egress off of Center Street. Ms. Moffat wanted to be on the record saying she wants the driveway to be setback from her property line at the appropriate distance required by the required setbacks of the zoning district. Ms. Moffat also stated her desire to have the neighbor replace the 8 ft fence she had on her property that was damaged during the demolition of the sheds in the back yard. She requested an adjacent property owner notice before the property would be up for review for development.

Bob Sweeney asked the commission if there was a current timetable for the construction of Chase Six Blvd. He also reiterated the traffic issues that are present in the alley in the Knode Circle neighborhood.

Eric Kitchen asked about the traffic circle at the Easterday property and whether there was a time table for the construction being finished.

### **COMMISSION MEMBER COMMENTS**

None.

### **ADJOURN**

The Commission agreed to start the August 27<sup>th</sup> meeting at 6pm. David Parmelee adjourned the meeting.

Respectfully submitted,

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Ethan Strickler,  
Town Planner / Zoning Administrator