

MINUTES OF A MEETING OF THE PLANNING COMMISSION  
TUESDAY, JULY 24, 2018

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**PRESENT:** Chairman Rob Maricle, Vice-Chairman David Parmelee, Doug Moore, David Ambrose, Steve Jamison, Rico Aiello, Carvel Wright, Mayor and Council Liaison Rick Byrd

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

**Guests:** William Griffith, William Griffith Jr., Rick Curry, Jim Draper, Eric Kitchen, Tony Nally, Terri Hollingshead, Ray Hanson

**NOT PRESENT:**

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

### **APPROVAL OF MINUTES**

Ethan Strickler noted that he revised the April 24<sup>th</sup> meeting minutes to reflect that the motion was made to make Rob the chairman, David the vice-chairman, and Riccardo the secretary.

Chairman Maricle declared the Minutes for April 24, 2018 (revised) and June 26, 2018 meetings approved as presented.

### **COMMISSION MEMBERS**

**PLANNING COMMISSION MEMBER TERM EXPIRATIONS AND RE-APPOINTMENTS – Riccardo Aiello (term expired in March 2018) and Steve Jamison (term expired in March 2018)**

The chairman recommended that commission members Mr. Aiello and Mr. Jamison remain on the planning commission, stating they have been excellent members of the commission and have contributed greatly to the town.

*Carvel Wright made a motion to approve the re-appointments (and sent the re-appointments to the Mayor & Council for a vote) of Riccardo Aiello and Steve Jamison to the Planning Commission for another 5 year term. David Parmelee seconded the motion and the motion carried unanimously.*

### **UNFINISHED BUSINESS**

**FLETCHERS GROVE – Informational Concept Plan, Overall Fletchers Grove Development, Accompanies June 26th, 2018 Meeting Approval of Dean North Concept Plan BNCP18-02**

The Town Planner noted that this topic was a supplemental piece of information accompanying the Concept Plan (BNCP18-02) submitted by the developer for June's meeting.

Jim Draper noted that they submitted this supplemental information to show the planning commission what the overall Fletchers Grove development would eventually look like. Chairman Maricle asked if this had been presented to the state in any way, and Mr. Draper confirmed that it has. Rick Curry, the developer's engineer (B&R Design), was present. Mr. Draper brought a letter to confirm that they are in dialogue with the state. The engineer stated that all of the roads would operate at acceptable service once the build-out is complete, and that the only possible additional improvement would be a bypass lane on Mapleville Road (heading north). Chairman Maricle made a comment about the tank farm on the map. The developer stated that the tank farm on the map would serve all of Fletcher's Grove. Chairman Maricle also made comments about community signage and a dedicated lane for servicing the tank farm. The developer stated the main community sign would be at Chase Six & Mapleville, and that the tanks would consist of one large underground tank. The developer stated he would meet with the provider (for the tank) ahead of his next visit to the Planning Commission. Riccardo Aiello made a comment about the units being close to the roadway. The engineer confirmed a minimum 18 foot driveway from the right of way line, with an 18 foot wide driveway. The Town Planner stated he would send Traffic Concepts' response letter out to the Planning Commission. He also reiterated that final approval of any single family detached housing at the site will still require a special exception and BZA approval.

### **TRI-COUNTY PUMPS – Re-Submission of Site Plan Application Addressing Staff and Commission Comments from May 22nd, 2018 Meeting**

The Town Planner noted that he prepared a new staff report for Tri-County Pumps resubmission that cover the three, primary pending comments, including sidewalks. Street trees were the first un-addressed comment, but the commission and staff noted that the street tree requirements could be relieved. Tree species type and the landscaping standards for parking lots was another comment that can be addressed directly between town staff and Tri-County's engineer. The third comment, about Tri-County's responsibility to develop the sidewalks on their property was the comment that garnered, by far, the most discussion.

The chairman asked if Easterday still owed utilities that needed to go in in the front of Tri-County Pumps' property, along where the proposed sidewalk will be. Bill Griffith Sr. already noted that the water infrastructure and storm drains were already installed by Easterday, but that curb and gutter and the traffic circle still remain to be developed. Mr. Griffith said he is opposed to developing the sidewalks on his property because this was already in Easterday's agreement. He stated, due to the grade coming in to the parking lot, that there are further issues with developing the sidewalk and having it be handicap accessible. He noted he is trying to do this job out of pocket, and that he will look to leave Boonsboro and seek another location if necessary. The chairman stated the fact is that Tri-County is developing first, and that the town's interest and the town's ordinances require the sidewalks. Bill Griffith Jr. stated it was possible that they might have to increase the grade of the driveway in order to make the sidewalk handicap accessible (2% grade), rendering their driveway potentially inaccessible because of the steep existing grade. The chairman stated that the Town would take these potential hardship issues up with the Town Planner, but that Tri-County Pumps will need to address the sidewalks. Mr. Griffith stated that his engineer (Gordon Poffenberger) informed him that you cannot get what is required for handicap access off of the sidewalk when it meets Tri-County Pumps driveway. The Griffith's stated that their driveway entrance is probably greater than a 5% slope. David Ambrose noted that the state should handle the sidewalks, driveway, and road separately. Mr. Griffith asked if we knew what was required there (by SHA). The chairman stated that Tri-County must address the issue with the state (SHA). The Town Planner noted that the Easterday's did call in to town hall last week requesting information, and that Tri-County should try to work with the Easterdays if possible. Mr. Parmelee stated that because Tri-County Pumps goes first, then Tri-County must develop the sidewalk, and that this is the Town's standard. Mr. Griffith reiterated that the Easterday's should develop the sidewalks. Mr. Griffith indicated that Tri-County Pumps will occupy all of the building addition they are putting in, as opposed to leasing it. He also stated that the businesses continued growth will depend on his son. The chairman stated that Gordon (engineer) should get with the state (SHA) to figure out what requirements exist with respect to the sidewalk. The item ended with everyone agreeing that the sidewalk was the one, final lingering issue in getting Tri-County Pumps site plan approved by the planning commission.

### **KING ROAD ASSOCIATES – DRRA Recommendation, Advisory Recommendation to the Mayor & Council concerning May 22nd, 2018 agenda item**

Nobody from King Road was in attendance. This was noted and the chairman finished the roll call for guests at the meeting. Discussion on the DRRA was brief, as the topic had been discussed at previous planning commission meetings and previous BMUC meetings. The chairman welcomed a motion to recommend that the mayor & council not approve the DRRA to approve additional water taps for King Road, and to not recommend the DRRA in general (that it should go back to the drawing board).

*Carvel Wright made the motion to recommend disapproval (to the Mayor & Council) of the DRRA Request from King Road Associates as it is presented. David Parmelee seconded the motion and the motion carried unanimously.*

The Town Planner noted that the BMUC's recommendation was of denial, and that he had received an email from Mr. Fant that he would like to withdrawal the DRRA from consideration. He noted he would give the commission an update once that withdrawal was official, and that if the withdrawal holds that it will not need to go to Mayor & Council.

### **NEW BUSINESS**

### **MD STATE HIGHWAY ADMINISTRATION TRAFFIC STUDY – Advisory Recommendation ahead of July 30th Public Hearing**

The commission discussed a Traffic Study from 2017, whose recommendations are being voted on by the Mayor & Council. Discussion began with the intersection of Potomac Street and Old National (directly in Town Center). The chairman made the comment that he would make the recommendation for a delayed green or a dedicated arrow in this location (based on current traffic patterns), as opposed to State Highway's recommendations. Council Liaison Byrd addressed the chairman's comments based upon his previous correspondence with State Highway. The Town Planner noted that his correspondence with SHA indicated that the lanes would be 10.5' in width. The commission noted that the long-term solution to traffic would be a bypass. Mr. Moore spoke briefly about the Shafer Park Drive intersection. Mr. Byrd stated that phasing would not solve the traffic issues, and that this option was already discussed with SHA. Mr. Aiello asked about what State Highway's safety concerns were with respect to a left hand turn lane versus a dedicated light. Mr. Byrd stated that, as of last year, it is now legal to pass on the right anyway, and that making a lane would make the intersection safer. The Town Planner gave the commission the lane widths for different types of streets in town based upon the Town's street standards. Mr. Parmelee stated that something needs to be done, and that parking in the area could be helped out with better signage and access for different lots. Council member Nally, in attendance, stated about how approving the SHA recommendations are about helping the citizens of Boonsboro alleviate traffic concerns. Mr. Byrd noted that an offset light could happen in the future. Mr. Moore stated the recommendations are the best current option. The chairman stated that he is a firm believer in traffic through town, and that he has seen town, such as Woodsboro, be hurt by diverting traffic from town.

*A motion was made to recommend approval of the State Highway Administration's recommendations from the Traffic Study, including the Eastbound Left Turn Lane with Parking Restrictions on Old National Pike (Main Street). The motion passed with 5 yes votes and 2 no votes. Yes: David P., Doug M., David A., Riccardo A., Carvel W. No: Steve J., Rob M. The motion carried to recommend the changes.*

Mr. Parmelee noted the study also addressed removal of parking spaces near Shafer Park Drive (on Main Street). He also asked that the planning commission be involved with future decisions related to the roads/streets in town because they could be helpful in making recommendations based on their experience with these types of issues in town. Chairman Maricle made a comment about how developers can help compensate the town for traffic studies.

Mr. Byrd brought up the left hand turn lane recommendations for Maple Avenue and Old National (intersection), and how the turn lane and removal of parking space in this area was also a part of SHA's recommendations.

## **PLANNING AND ZONING UPDATES**

Town Planner and Zoning Administrator Ethan Strickler had the following comments regarding Planning & Zoning developments in town:

1. Easterday Letter – The Town Planner noted that Todd Easterday had called in to town hall requesting a letter stating how many sewer taps he has purchased from the town thus far. Krista Davis sent Todd a letter stating, to date, he has purchased 8 sewer taps.
2. Comp Plan Update (2019) – The Town Planner noted that our last Comp Plan update took place in 2009, meaning that the Town's next Comprehensive Plan update will have to take place by the end of 2019 (10 years). The commission noted that the comp plan update was contracted out in 2009, that is was reasonably twice, that they met with the contractor at least twice, and that the town planner should look back through town files and records to see who was contracted for the 2009 update.
3. MS4 NPDES Permit – The Town Planner informed the Planning Commission that he would be informing them on the recent MS4 permit that the Town was recently notified (by MDE) that it must comply with. The Town Planner informed the commission that he would be giving a presentation to the Town Council at their August Workshop, and that he would put the MS4 Phase II NPDES permit as an agenda item on the commission's meeting agenda in September or October. The Town must notify MDE of their intention to comply with the permit by the end of October 2018.
4. Mayor & Council Agenda Items – The Town Planner let the commission know which items would be headed to the Mayor & Council in the near future.

**CITIZEN'S COMMENTS**

**Eric Kitchen** – Eric commended and thanked the 3 town council members in attendance at the planning commission meeting, noting that, as a frequent guest at planning commission meetings, it had been a long time since he had seen that many council members at a planning commission meeting. Eric also talked about another potential parking solution that was not mentioned: Doug Boss and the old Boss Furniture building.

**COMMISSION MEMBER COMMENTS**

It was noted that Staff and the Planning Commission should follow up on Steve Jamison's comment from June that we should reintroduce the storage container ordinance proposal.

**ADJOURN**

Chairman Maricle declared the meeting adjourned at 8:34 pm.

Respectfully submitted,

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Ethan Strickler,  
Town Planner/Zoning Administrator