

**MINUTES OF A MEETING OF THE PLANNING COMMISSION
TUESDAY, AUGUST 11TH, 2020**

PRESENT: Chairman Robert Maricle, Vice Chairman David Parmelee, Rico Aiello, Doug Moore, Jon Hart, Steve Jamison, Mayor and Council Liaison Rick Byrd
Staff Member(s): Town Planner / Zoning Administrator, Tim Lung & Town Manager, Paul Mantello

APPROVAL OF MINUTES: May 28th, 2020 Regular Meeting

Minutes approved, as presented.

INTRODUCTION

Mantello introduces Interim Town Planner, Tim Lung, formerly with Washington County. Chairman Maricle welcomes Lung. Mantello explains Lung's role and the plan transition from a part-time consultant, to a full-time hire. Maricle expresses interest in meeting with Lung and Mantello to review current projects.

OLD BUSINESS

Temporary Storage Container Ordinance – Final Review

Maricle introduces Final Draft of Storage Container Ordinance. Maricle entertains motion to accept the ordinance, as presented. Moore makes a motion & Parmelee seconds. Motion Passes.

Public Works Agreement – Easterday Post Office (Draft & Engineering Review)

Chairman Maricle recognizes the Town Council must review the PWA to assure compliance with the Annexation Agreement. Maricle reiterates the need for a legal review and asks Mantello to forward to Attorney Wantz. Maricle identifies the included the timelines are too short and should be adjusted, and a point-by-point review of cost estimates should be performed.

Easterday Final Plan Application – Lots 1-6

Maricle identifies that Lot-4 may have issues with SWM and sediment-control, and may not be a useable lot, as such. Maricle identifies the possibility that the size of the lots may have changed, since the last review by the planning commission, and should be compared to the originally submitted plat.

Easterday Post Office – Revised Plan Review

Chairman Maricle notes the requested revisions have been added. The Town's engineer, Billie at Triad, has reviewed the cost estimates and revised the quantities. Maricle notes many of the improvements from the Ostertag Pass PWA need to be reviewed by the BMUC and inquires about the status of those improvements. Parmelee notes the Town requires a full size site plan. Lung to review and provide comment. Parmelee asserts the developer (Easterday) will be providing a pad-ready site. Parmelee requests submission of architectural drawings to compare with a site plan. Mantello and Lung to request from developer's engineer, Trevor Frederick @ FSA.

PLANNING AND ZONING UPDATES

South End Pump Station Updates

Mantello informs the improvements are not complete and estimates a month until completion. Mantello informs work is currently underway to schedule/install an electrical upgrade through Potomac Edison.

COMMISSION MEMBER COMMENTS

Aiello notes that exit from Dollar General does not provide adequate visibility, due to signage and foliage, of motorists proceeding down Alt. 40. Maricle informs that is within SHA's purview and should be discussed at a Safety Commission Meeting. Mantello to forward to Safety Commission.

Maricle informs "Tube Man" has been removed and a meeting with Ms. Vining, and associates, took place with Maricle and Town Staff to discuss zoning ordinance and the need to more closely observe regulations.

Mantello informs the property owner who installed a fence and blocked the Town's SWM right of way, has been removed. Maricle inquires about the status of the 2 empty lots at Sycamore Run and the driveway asbuilts. Mantello to follow-up with Ryan Homes and request a legal review from Attorney Keefer.

ADJOURN

Robert Maricle adjourned the meeting at 8:05pm.

Respectfully submitted,

Paul Mantello, Town Manager
Town of Boonsboro