

21 North Main Street
Boonsboro, Maryland 21713
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MINUTES OF A MEETING OF THE PLANNING COMMISSION TUESDAY, SEPTEMBER 22, 2020

PRESENT: 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, Reiley Stanley; Interim Town Planner, Tim Lung; Town Manager, Paul Mantello

APPROVAL OF MINUTES: May 28th, 2020 Regular Meeting

Minutes approved, as presented.

INTRODUCTION

Reiley Stanley, Town Planner

Paul Mantello introduces Reiley Stanley as the new Town Planner and Zoning Administrator.

OLD BUSINESS

Sycamore Run Driveway Bond Reduction Update – Phases II & III

Vice Chairman Parmelee introduces the Sycamore Run Driveway Bond Reduction Update for Phases II&III. Paul Mantello told the Commission the Town has been in contact with Trent Thomas about what was needed for the bond to be approved and closed out by the Town. Paul sent a letter explaining exactly what was needed on the as-builts. The Town is looking for each individual lot to have its own as-built. Vice Chairman Parmelee explained the history of what was going on throughout the summer at Sycamore Run. There were no additional comments made by the Commission.

Easterday Post Office –Public Works Agreement Review

Vice Chairman Parmelee introduces the Public Works Agreement Draft. Paul Mantello goes over what changes have been done to the PWA. These changes improve incidental costs that may occur. This new PWA will also help with town staff not having to be on the job site at all times. Today the county has approved the SWM plan and there is a roof going up on the pump station. Vice Chairman Parmelee stated that the as-builts were the last part of this then they can approve the bond reduction and one-year main agreement.

Ostertag Pass PWA-Notice of Default

Vice Chairman Parmelee summed up this item by stating they submitted a bond reduction application that the Commission did not feel was 95% complete. They felt it was more like 75% completed.

NEW BUSINESS

BZA Request- 102 Potomac Street Setback Variance Request

Tim Lung explained to the Commission that an application for a 1431 sq ft one-story addition was applied for in August. This application showed the side setback would be 2 ft when the minimum setback is 10 ft. David Shifler attended the meeting to explain what he wanted to do. He explained that the house was built before zoning was brought into the Town. He explained that the top of the shed is going to be removed allowing the addition to move 5 inches away from the property line. The Commission did not have any questions for the applicant. The Commission recommended that this be brought to the BZA on a unanimous vote.

PLANNING AND ZONING UPDATES

Zoning Applications

There was a new zoning permit submitted for a hair salon to be located at 7738 Old National Pike.

Battlefield Estate

The developer is looking back into developing this site. They are wanting to have a reapproval of their submitted site plan and this time they are going to propose using the existing slab and only going vertical.

ADJOURN

David Parmelee adjourned the meeting at 7:40 PM.

Respectfully submitted,

Reiley Stanley, Town Planner/Zoning Administrator
Town of Boonsboro