

MINUTES OF A MEETING OF THE PLANNING COMMISSION
TUESDAY, January 23, 2024

ATTENDANCE: Chairman David Parmelee, Vice Chairman Rick Byrd, Carmella Smith, Travis Riner, and Mayor and Council Liaison Eric Kitchen (Members not attending Steve Jamison and Scott Shippey)

Staff Member: Andrew Bowen, Town Planner/Zoning Administrator

Citizens:

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

APPROVAL OF MINUTES: Chairman Parmelee declared the regular minutes of the August 22, 2023, meeting approved.

OLD BUSINESS

Comprehensive Plan

Staff Planner provided an overview of the Comprehensive Plan (Comp Plan) process. Much of the discussion focused on what are the goals of the Planning Commission for this Comp Plan process. What do you want the Town of Boonsboro to look like in 20 years.

The Staff Planner also discussed with the Planning Commission the need to have the GIS software, ArcView, up and running to use in the Comp Plan process. The Staff Planner also asked members of the Planning Commission to think about what goals are important enough to be incorporated as part of the Comp Plan for Boonsboro.

Staff Planner was given direction to develop and present draft goals, tentative schedule for the Comp Plan Update, and schedule of joint meetings with Mayor & Council and Boonsboro Municipal Utilities Commission.

NEW BUSINESS

Capacity Calculations for Water & Sewer Plants

Staff Planner presented 5 years of past historic water and sewer plant flow and compared to permitted capacities. A lengthy discussion of production capacity/treatment verses design and permit limits ensued. The Commission Members were actively engaged in the review of the elements and assumptions used in making the calculations. The Planning Commission was provided the Maryland Department of the Capacity Calculations for water and sewer systems and the Staff Planner explained the calculations used to determine capacity.

Then the Planning Commission discussed how these capacities flow down to the approval of commercial site plans. This was directly related to High's Site Plan and the demand calculations for number of EDU's to be charged by the Town.

PLANNING & ZONING UPDATES

Planning Commission was updated on current developments and other miscellaneous zoning violations for the Zoning Administrator.

CITIZEN'S COMMENTS

No comments.

COMMISSION MEMBER COMMENT

No comments.

ADJOURNMENT

Chairman Parmelee declared the meeting adjourned at about 8:43pm.

Respectfully submitted,

Andrew J. Bowen
Town Planner/Zoning Administrator