

**MINUTES OF A MEETING OF THE PLANNING COMMISSION
TUESDAY, JULY 25, 2023**

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

Staff Member: Jared Schumacher, Town Manager

Citizens: David Bell, Anita Sweigert, and Gary Harding representing Mt. Nebo Church

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

APPROVAL OF MINUTES: Chairman Parmelee declared the regular meeting minutes of the March 28 2023, meeting approved.

OLD BUSINESS

Chairman Parmelee welcomed the newest member, Carmella Smith, to her first meeting

NEW BUSINESS

Introduction of our new Town Manager

Chairman Parmelee introduced Jared Schumacher and Jared provided some introductory remarks about himself to the Commission.

Comprehensive Plan next steps

Town Manager Schumacher stated that our Plan was last updated in 2009, and it is required by the State to be updated every ten years, therefore we are late. Jared asked the Commission to review the current plan and come back to the next meeting with comments. Three major components of the Plan need to be included/updated as mandated by the State. The Regional Planner should come to a meeting in the near future to provide further guidance. A consultant may be hired to assist with completion of the Plan.

Hiring a Town Planner

Jared has selected two candidates to interview. The candidates will be interviewed in early August by himself, the Mayor, Chairman Parmelee, and the Office Manager.

Mt. Nebo Church subdivision - Mr. Gary Harding presentation

The Church is requesting to divide an existing, unused house off into a lot by itself for the purpose of selling the house. Reiley had provided comments throughout this process and Jared will follow-up with her on a density question raised by the Commission, no objections to this request otherwise.

PLANNING & ZONING UPDATES

BKWB water tap availability

Liaison Kitchen touched on the new agreement between Boonsboro and Keedysville being worked on within the Board, more specifically the discussion therein of water tap availability. He suggested a joint meeting between the Planning Commission and the BMUC for this and other discussion relative to both commissions. The next regular BMUC is August 16, Eric will discuss the possibility of this joint meeting with BMUC Chair Stu Mullendore and take appropriate action.

50 St. Paul St. subdivision

Liaison Kitchen noted that the only thing that has been approved is the subdivision (the dividing up of the land). No site plan has been approved. Jared had Chair Parmelee sign off on the subdivision after this meeting. Eric noted the developers had stated in a meeting some months ago that the renovation of the one current residence would be completely finished and on the market by this past Spring, which has not happened. He suggested could there be 'terms and conditions' attached to future approvals to hold

developers more accountable, and he was told that is not allowable.

CITIZEN'S COMMENTS

Mr. David Bell informed the Commission that footers poured for a garage at 50 St. Paul were not approved by the County Inspector. They would need to be re-done. He also noted what he feels is an ordinance violation pertaining to the parking of an RV in the back yard of a residence being renovated on St. Paul Street. Eric stated he will look in to the possible ordinance violation and that this subject will be discussed in the upcoming Workshop meeting on July 31.

COMMISSION MEMBER COMMENT

Chairman Parmelee noted that Riccardo Aiello is stepping away from his seat on the Commission. His term ended in May and he does not wish to continue.

ADJOURNMENT

Chairman Parmelee declared the meeting adjourned at 8:30 pm.

Respectfully submitted,

Eric Kitchen, Liaison