

21 North Main Street  
Boonsboro, Maryland 21713  
Telephone: (301) 432-5141

**MINUTES OF A MEETING OF THE PLANNING COMMISSION  
TUESDAY SEPTEMBER 28, 2021**

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**PRESENT:** Chairman Robert Maricle, Vice Chairman David Parmelee, Jon Hart, Doug Moore, Steve Jamison, Rico Aiello, Mayor and Council Liaison Rick Byrd  
Staff Member(s): Town Planner / Zoning Administrator, Reiley Stanley, Town Manager, Paul Mantello  
Citizen(s): Eric Kitchen, Bill Brennan (B&R Design Group), Jim Draper (Fletchers Grove), Shital Patel (Dunkin' Donuts), Rick Curry (B&R Design)

**APPROVAL OF MINUTES: June 22, 2021**

**NEW BUSINESS**

**Ringley Concept Plan**

Jim Draper and Bill Brennan were both present to present the concept plan. This concept plan is for 13 single family lots to build out the rest of Ringley, the applicant stated that these lots would fit in with the lots that have been previously built in Fletcher's Grove. The Commission and Town Planner Reiley Stanley were both concerned about the above ground tanks that are still being shown to the west of Lot 1. Town Planner Stanley stated that the ordinance states that a screening mechanism is needed between these two. Mr. Draper and Mr. Brennan stated that they would get with Thompson Gas to figure out what the plan is with this tank area. Vice Chairman Parmelee reiterated to the applicant what the annexation agreement stated about Chase Six and it needed to be bonded or built before any building is to be done. The Commission voted unanimously to approve this concept plan with notes to Town Planner's report being addressed as well as the tank farm.

**Dunkin Donuts Concept Plan**

Shital Patel and Rick Curry were both present to present the concept plan. Town Planner Stanley gave the Commission background on the plan stating that her and Town Manager Paul Mantello met with the applicant a few weeks ago to discuss the layout of the plan, they all came up with the position of the building and she explained how this would allow for expose to the building from both Alt. 40 and inside of the shopping area. Commissioner Doug Moore and Vice Chairman Parmelee asked what the other half of the building would be as it shows as general retail on the plan. The applicant stated that they are not sure yet but they would like for it to be a business where its traffic flow would be afternoon/evening as Dunkin' is busy up until 10 AM. The applicant also explained to the Commission that most Dunkin's are seeing drive-thru business be 70% and walk-in being 30% of what they do in a day. Vice Chairman Parmelee asked Town Planner Stanley if fire/rescue has been contacted about this plan, she stated they have not been but for the official submission they will be asked for comments. Commissioner Rico Aiello asked about the SWM pond and what type of trees and vegetation it would have, the applicant stated that it would follow all the landscaping requirements set out in Ord. 2009-04.

The Commission voted unanimously to approve the concept plan as present.

**Utility Work Permit/Ordinance**

Town Planner Stanley gave the Commission an overview of the proposed Utility Permit application and explained that this has stemmed from Comcast and Antietam doing work in Town and the Town Staff receiving a large amount of complaints on a daily basis taking up a lot of the Town's time. Vice Chairmen Parmelee

explained his frustrations with Comcast and told the Commission about his experience trying to get in contact with them to come fix/address issues on his property. The Commission agreed that this is something the Town should implement to keep all contractors liable for the work they are doing in Town.

The Commission voted unanimously to bring this to the Mayor and Council for their opinion.

## **PLANNING AND ZONING UPDATES**

### **Fall Tree Giveaway**

Town Planner Stanley and Town Manager Mantello told the Commission about the Fall Tree Giveaway the Town was doing. They explained that the trees will be placed in some public areas throughout Town as well as in citizen's who have signed up to receive trees yards. These trees are able to count towards the Town's MS4 credits. Town Manager Mantello stated that he would like this to be an annual giveaway in the Town.

### **As-builts for Sycamore Run**

Town Planner Stanley stated to the Commission that Sycamore Run has finally submitted all the correct materials for the as-built/bond reduction application. She stated that the Commission should see this application in front of them within the next few meetings.

## **ADJOURN**

Chairman Robert Maricle adjourned the meeting at 8:30 PM.

Respectfully submitted,

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Reiley Stanley, Town Planner/Zoning Administrator  
Town of Boonsboro