



Town of Boonsboro

Planning

Monthly Staff Report

DATE: 05/07/2024

TO: Mayor & Council
Planning Commission
Boonsboro Municipal Utilities Commission
Town Manager

FROM: Andrew J. Bowen
Staff Planner

RE: **MONTHLY PLANNING UPDATE – APRIL 2024**

COMPREHENSIVE PLAN:

- Comp Plan Presentation made to Fletcher's Grove HOA 4/25/2024
- Reviewing Population Projections
- Review Introduction Chapter in May

ANNEXATIONS:

- Flook & TT&K Properties – Provided Emergency Services Site Plan for a joint facility for discussion purposes. **NO CHANGE IN STATUS**
- King Road Associates – The Town Officials and Staff met with representatives of the family to discuss the future of the property. Family is determining if they want to develop the property or sell it. **NO CHANGE IN STATUS.**

MAJOR SUBDIVISIONS:

- The Preserve at Fox Gap
 - Town has executed the Take Over Agreement for use of Bond Funds
 - Pre-Construction Meeting was held on site 4/25/2024
 - Easterday Plans expired with County – Resubmission Required
 - Reviewed and approved Shop Drawing Submittal for waterline materials
- Fletcher's Grove
 - Chase Six / Campus Drive Realignment
 - SHA is reviewing the Construction Drawings for Chase 6/Campus Drive Realignment
 - Draft Final Plats for Land Swap
 - Meeting with Mr. Scott McIlwee – He is considering the Town's offer for cash value of the home.

- Concept Plan – LP Tank Farm – Presenting to Planning Commission
 - Site Plan required for Final Approvals
- Dean South Improvement Plans
 - Improvement Plans updated to reflect waterline loop from Knode Circle
 - Final Plats Conditionally Approved by Planning Commission

MINOR SUBDIVISIONS:

- 222 Center Street – Subdivision occurred on 4/12/2011 – Purchasing 1 water & 1 sewer tap for the property

TEXT AMENDMENTS:

- None

INFRASTRUCTURE PROJECTS

- Reservoir Project
 - Design to be submitted to MDE for approval
 - Meeting with Property Owners
 - Reviewing funding sources
- Auction House (Vanish Brewery)
 - Utility Plans submitted for Auction House connection to sanitary sewer system
 - Preliminary Engineering Report submitted to Town for Gravity Sewer System on North Main Street
- WWTP Sludge Dewatering
 - Substantial Acceptance Granted
 - Bioretention Ponds to be installed
- Shafer Park – Phase IV – Walking Trail
 - All permits approved – Ready for Construction
 - Bids to be Advertised



Town of Boonsboro

Zoning

Monthly Staff Report

DATE: 05/07/2024

TO: Mayor & Council
Planning Commission
Boonsboro Municipal Utilities Commission
Town Manager

FROM: Andrew J. Bowen
Zoning Administrator

RE: MONTHLY PLANNING UPDATE – APRIL 2024

BOARD OF APPEALS HEARINGS:

- None

ZONING VIOLATIONS AND COMPLAINTS:

- Investigating Potential Zoning Violations on:
 - RV Parking – North Main Street
 - Site Distance @ Thomas Lane
- Numerous Stormwater Drainage Calls during three (3) day rain event

ZONING CERTIFICATES / BUILDING PERMITS:

Boonsboro Permits

Building Permits Applied From 4/1/2024 Through 4/30/2024

Record No.	Address	Applicant	Applied	Issued	Status	Fees Due
BO2024-0004	210 WELDON Drive	Jessica Bustillo	04/08/24	04/19/24	Approved	\$64
BO2024-0005	8 COLDSTREAM Court	Juan Arana	04/11/24	04/17/24	Approved	\$156
BO2024-0006	225 GREEN FERN Circle	Tiffany Little	04/11/24	04/24/24	Approved	\$78
BO2024-0007	1 J H WADE Drive	David Campbell	04/12/24	04/19/24	Approved	\$0
BO2024-0008	4 FISHING CREEK Lane	Tiffany Little	04/30/24		Review	\$94
				Totals:	5 Permits	\$392