

**MINUTES OF A MEETING OF THE PLANNING COMMISSION
TUESDAY, SEPTEMBER 24, 2019**

PRESENT: Chairman Robert Maricle, Rico Aiello, Doug Moore, Jon Hart, Mayor and Council Liaison Rick Byrd
Staff Member(s): Town Planner / Zoning Administrator Ethan Strickler
Not Present: Steve Jamison, Vice Chairman David Parmelee
BMUC members present: Bob Sweeney, Bobby Mose, Eldon “Jake” Jones, Mayor and Council Liaison Tony Nally

APPROVAL OF MINUTES: August 27th, 2019 Regular Meeting

Town Planner showed the commission the meeting minutes on the projector. The minutes were approved as presented.

OLD BUSINESS

Capacity Allocation Policy Revisions – Review and Discussion on Latest Draft

Planner Strickler gave a presentation on the policy revisions that town administration came up with. He noted that the questions and required information within the policy will represent the application for allocation, in lieu of an independent application form. Strickler stated that all submittals will receive an application number (BNAA(year)-(number)) before being forwarded to the BMUC for review. Rob Maricle asked about how the funds, fees, etc. in the policy would be handled. The BMUC members present noted that the 5% fee noted in the policy would be applied to benefit charges for water or sewer service, but that the 5% would be non-refundable if the time limit on the reservation would run out. Rob Maricle stated that it would be good if the funds could be used without liability. The commission requested that the Mayor & Council address the accounting process.

Chairman Maricle entertained a motion to accept the policy as presented at this time. He also asked the BMUC members present to vote as well. Doug Moore made a motion to accept the policy as presented, Rico Aiello seconded the motion, and the Planning Commission approved the motion unanimously. Bob Sweeney made a motion to accept the policy as presented, Bobby Mose seconded, and the motion passed unanimously.

Temporary Storage Container Draft Ordinance Discussion and Recommendation to the Mayor & Council

Strickler noted that town administration relied on almost 2.5 years of notes and minutes to shape the ordinance. He noted that this zoning ordinance text amendment establishes a process for accepting permits for temporary uses. Rico Aiello asked about the cost of a permit to have a temporary storage container in Town, which will be \$80.00. The commission discussed the time frame, hardship clause, and the extensions that can be granted through the ordinance. Jon Hart asked about trailers, RVs, or other similar personal property that could be construed or used as a storage container. Town Planner Strickler stated that the interpretation of the zoning administrator would factor heavily into the administration of the ordinance.

Rico Aiello motioned to approve the ordinance that was presented, Doug Moore seconded, and the motion passed unanimously.

NEW BUSINESS

BNSP19-03 – Easterday Post Office Site Plan Review

Trevor Frederick presented a revised plan set after receiving comments from the Town and the various County agencies responsible for approval. Rob Maricle addressed many of the staff comments prior to Trevor’s presentation. Trevor began by speaking about parking. After speaking with the Post Office, he noted that the Post Office wants two parking spaces per each employee. He stated they were able to reduce the overall number of parking space shown on the original plan (36 to 30). He also stated they were able to widen the shared entrance at the northern ingress & egress to the property from 30ft to 36ft with two outbound movements. Trevor stated that this would allow for better tractor trailer movement through this entrance (for deliveries).

The commission had concerns about the delivery trucks ability to enter and maneuver through the southern shared access. Trevor stated that deliveries were planning on pulling in then backing all the way to the 4ft loading dock. The commission suggested numerous alternatives, including a lane for delivery access around the entire proposed building. Doug Moore stated that he did not feel there was enough room for delivery vehicles, particularly for tractor trailer deliveries blocking customer traffic in the shared ingress & egress with High's. The commission discussed the sidewalk access and green space on the southern side of the proposed building, noting that there was an opportunity to widen the pavement in this area.

Trevor and the Commission discussed the proposed grading of the parcel, which in its current configuration (of the building) was restricting access around the back of the Post Office building. Rob Maricle discussed potential issues related to the high volumes of traffic in the area, particularly within the context of the new traffic circle. Continuing the discussion of deliveries and loading, Trevor noted that the north side of the building was where the Post Office was going to do all of its loading of delivery trucks, and that the footprint of the building was set.

The group continued to discuss shifting parking to different areas of the parcel, including to some of the green space area on the south side of the building. Rob Maricle suggested looking at the Middletown Post Office for design ideas as well. Trevor stated that they would continue by making further amendments to the schematic site plan. Rob Maricle asked for the amendments to be submitted and disseminated to the commission via email.

Trevor stated that they could look to provide connectivity to the northern entrance point and create an access loop for delivery vehicles and provide that revised site plan to the commission. The group also discussed preliminary plans for the commercial lot adjacent to the north, where conceptually a strip center with commercial space has been discussed. The commission asked for an overall site plan for the commercial development, if possible.

PLANNING AND ZONING UPDATES

Planning Commission Vacancy Update

Strickler stated that the vacancy announcement was posted in the newspaper in the Town of Boonsboro news column (Melissa Slifer), up on the homepage of the website, and on the Planning & Zoning website page. Rob Maricle suggested that it be placed in the next (Fall 2019) newsletter. He also encouraged the commission members present to encourage people they know to apply for the vacancy.

CITIZEN COMMENTS

None. Town Planner Strickler thanked the commission and audience members for their input on the capacity allocation policy.

COMMISSION MEMBER COMMENTS

None.

ADJOURN

Robert Maricle adjourned the meeting at 8:02pm.

Respectfully submitted,

Ethan Strickler,
Town Planner / Zoning Administrator

From: townplanner@townofboonsboro.com
Sent: Tuesday, October 08, 2019 12:24 PM
To: 'Robert Maricle'; 'Parmelee, David D.'; 'Riccardo Aiello'; 'Douglas Moore'; 'Steven Jamison'; 'Jon Hart'
Cc: 'AssistantMayor@townofboonsboro.com'; 'Paul Mantello'
Subject: Temporary Storage Container Ordinance - Revisions Necessary, see attached
Attachments: AFTER Ord 2019-04 ZTA Storage Containers.pdf; BEFORE Ord 2019-04 ZTA Storage Containers.pdf; September 24th Meeting minutes.pdf

Hello Planning Commissioners,

I hope this message finds you well today! I wanted to give you a quick update via email about the Temporary Storage Container Ordinance you recommended move forward at your September meeting. Staff felt it necessary to make a few small additions to what was approved. I presented the ordinance at last night's Mayor & Council meeting, and the group agreed that the subsequent staff additions were necessary and wanted to send the revised ordinance back to the Planning Commission for approval. For comparison's sake, the ordinance is attached with the before version and the after version.

Please read over the "after" version and let me know if you are in approval of recommending this version to the Mayor & Council for approval. I figured I would start an email chain because this is the only agenda item on my draft agenda for October, and if we approve this via email we may not have to have an October meeting. For good measure I also attached the draft September minutes for approval on this email chain as well. I can (and will) post the results of this email chain as "minutes" for October if we do not end up having a meeting. Let me know if you have any questions. Thanks again everyone!

Best,
Ethan Strickler

From: Jon Hart <jnrhrt@gmail.com>
Sent: Tuesday, October 08, 2019 12:42 PM
To: townplanner@townofboonsboro.com
Cc: Robert Maricle; Parmelee, David D.; Riccardo Aiello; Douglas Moore; Steven Jamison; AssistantMayor@townofboonsboro.com; Paul Mantello
Subject: Re: Temporary Storage Container Ordinance - Revisions Necessary, see attached
Flag Status: Flagged

Both the After document and the Meeting Minutes look good to me. Happy to approve them remotely.

Thanks,
Jon

On Tue, Oct 8, 2019 at 12:24 PM <townplanner@townofboonsboro.com> wrote:

Hello Planning Commissioners,

I hope this message finds you well today! I wanted to give you a quick update via email about the Temporary Storage Container Ordinance you recommended move forward at your September meeting. Staff felt it necessary to make a few small additions to what was approved. I presented the ordinance at last night's Mayor & Council meeting, and the group agreed that the subsequent staff additions were necessary and wanted to send the revised ordinance back to the Planning Commission for approval. For comparison's sake, the ordinance is attached with the before version and the after version.

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Best,
Ethan Strickler

From: Parmelee, David D. <ParmeleeDD@bv.com>
Sent: Tuesday, October 08, 2019 6:40 PM
To: townplanner@townofboonsboro.com; 'Robert Maricle'; 'Riccardo Aiello'; 'Douglas Moore'; 'Steven Jamison'; 'Jon Hart'
Cc: AssistantMayor@townofboonsboro.com; 'Paul Mantello'
Subject: RE: Temporary Storage Container Ordinance - Revisions Necessary, see attached

Flag Status: Flagged

Ethan,

I take no exceptions to the revised ordinance.

Regards,

David Parmelee | Program Director, Federal Business

Black & Veatch Special Projects Corp. | 1776 Wilson Blvd, Suite 400, Arlington, VA 22209 USA

D +1 410-309-3836 M +1 410-206-8792

E parmeleedd@BV.com

Building a World of Difference.®

From: townplanner@townofboonsboro.com <townplanner@townofboonsboro.com>
Sent: Tuesday, October 8, 2019 12:24 PM
To: 'Robert Maricle' <robertemaricle@gmail.com>; Parmelee, David D. <ParmeleeDD@bv.com>; 'Riccardo Aiello' <aielloriccardo@gmail.com>; 'Douglas Moore' <dougmooredpt@gmail.com>; 'Steven Jamison' <stevejenny1953@yahoo.com>; 'Jon Hart' <jnrhrt@gmail.com>
Cc: AssistantMayor@townofboonsboro.com; 'Paul Mantello' <TownManager@townofboonsboro.com>
Subject: Temporary Storage Container Ordinance - Revisions Necessary, see attached

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Best,
Ethan Strickler

townplanner@townofboonsboro.com

From: Douglas Moore <dougmooredpt@gmail.com>
Sent: Tuesday, October 08, 2019 7:00 PM
To: townplanner@townofboonsboro.com
Cc: Robert Maricle; Parmelee, David D.; Riccardo Aiello; Steven Jamison; Jon Hart; AssistantMayor@townofboonsboro.com; Paul Mantello
Subject: Re: Temporary Storage Container Ordinance - Revisions Necessary, see attached
Flag Status: Flagged

looks good to me! Thanks for making the changes!

Doug Moore

On Tue, Oct 8, 2019, 12:24 PM <townplanner@townofboonsboro.com> wrote:

Hello Planning Commissioners,

I hope this message finds you well today! I wanted to give you a quick update via email about the Temporary Storage Container Ordinance you recommended move forward at your September meeting. Staff felt it necessary to make a few small additions to what was approved. I presented the ordinance at last night's Mayor & Council meeting, and the group agreed that the subsequent staff additions were necessary and wanted to send the revised ordinance back to the Planning Commission for approval. For comparison's sake, the ordinance is attached with the before version and the after version.

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Best,
Ethan Strickler

From: Riccardo Aiello <aielloriccardo@gmail.com>
Sent: Thursday, October 10, 2019 10:38 AM
To: townplanner@townofboonsboro.com
Cc: Robert Maricle; Parmelee, David D.; Douglas Moore; Steven Jamison; Jon Hart; Rick Byrd; Paul Mantello
Subject: Re: Temporary Storage Container Ordinance - Revisions Necessary, see attached

Revised ordinance looks good. Nice work on this Ethan and team!
Thanks,
Rico Aiello

On Tue, Oct 8, 2019 at 12:24 PM <townplanner@townofboonsboro.com> wrote:

>
> Hello Planning Commissioners,
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> Best,
> Ethan Strickler
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This email has been checked for viruses by AVG.
<https://www.avg.com>

From: Robert Maricle <robertemaricle@gmail.com>
Sent: Thursday, October 10, 2019 12:38 PM
To: townplanner@townofboonsboro.com
Cc: Rico Aiello; David Parmelee; Douglas Moore; Steven Jamison; Jon Hart; Rick Byrd; Paul Mantello; Kim Miller
Subject: Re: Temporary Storage Container Ordinance - Revisions Necessary, see attached

Ethan,
Thanks for the updates and add to that the recommendation for approval of the minutes presented as well.

Sincerely,
Robert Maricle
301-788-0809

On Thu, Oct 10, 2019, 11:47 AM <townplanner@townofboonsboro.com> wrote:
Hi everyone!

Thank you Rico, and thank you to everyone who responded thus far! With four (4) responses in approval (Jon, David, Doug, and Rico), we have both a quorum and a majority of Yes votes to proceed forward. I will take the revised ordinance to the Mayor & Council for introduction at their October 28th, 2019 workshop.

I have no formal agenda items on the Planning Commission meeting agenda for October at this time. If this stays true by this time next week (Thur. Oct 17th), I will make the call to cancel the October meeting at that time. Just stay tuned.

In addition, the November Planning Commission meeting is currently scheduled for Tuesday, November 26th, 2019, two days before Thanksgiving. If you would like, and because I do not foresee any Board of Zoning Appeals meeting items for November, we can elect to move the November Planning Commission meeting to Tuesday, November 19th, 2019. November 19th will likely conflict less with everyone's holiday schedules. Let me know what you would prefer, keeping the meeting for November 26th or moving it to November 19th. Once I get a majority vote, we will update the website if necessary.

Thanks again!
Best,
Ethan Strickler

-----Original Message-----

From: Riccardo Aiello <aielloriccardo@gmail.com>
Sent: Thursday, October 10, 2019 10:38 AM
To: townplanner@townofboonsboro.com
Cc: Robert Maricle <robertemaricle@gmail.com>; Parmelee, David D. <ParmeleeDD@bv.com>; Douglas Moore <dougmooredpt@gmail.com>; Steven Jamison <stevejenny1953@yahoo.com>; Jon Hart <jnrhrt@gmail.com>; Rick Byrd <AssistantMayor@townofboonsboro.com>; Paul Mantello <TownManager@townofboonsboro.com>
Subject: Re: Temporary Storage Container Ordinance - Revisions Necessary, see attached

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Thanks,
Rico Aiello

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> Best,
> Ethan Strickler

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This email has been checked for viruses by AVG.
<https://www.avg.com>



Virus-free. www.avg.com

townplanner@townofboonsboro.com

From: Steven Jamison <stevejenny1953@yahoo.com>
Sent: Friday, October 11, 2019 3:25 PM
To: townplanner@townofboonsboro.com
Subject: I'm a yes

Sent from my iPhone

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This email has been checked for viruses by AVG.
<https://www.avg.com>