



**MINUTES OF
THE PLANNING AND ZONING COMMISSION
JUNE 14, 2017**

I. Chairman Jeff LaBar called the meeting to order at 7:00 p.m. In attendance were Commission members, Nancy Feuerle, Charles Fink, Jeffrey Foltz, Robert Gray, Cynthia Greengold, and Megan Reiser. Also in attendance were the Planning and Zoning Administrator, Christopher Jakubiak, and Secretary, Fran Addicott.

II. APPROVAL OF THE MAY 10, 2017 PLANNING AND ZONING AGENDA AS WRITTEN.

MOTION: Mr. Fink moved to approve the May 10, 2017 Planning and Zoning Agenda as written. Mrs. Feuerle seconded, all in favor.

III. APPROVAL OF THE MAY 10, 2017 PLANNING AND ZONING MEETING MINUTES.

MOTION: Mr. Foltz moved to approve the May 10, 2017 Planning and Zoning minutes. Mrs. Feuerle seconded, all in favor.

IV. DISCUSSION: THE PRESENCE OF A PLANNING AND ZONING MEMBER AT THE TOWN COUNCIL MEETINGS.

Chairman LaBar informed the Planning Commission Members that the Mayor and Town Council would like to have one member of the Planning Commission Members present at the monthly Town Council meetings to know what was discussed. This will build a better interacting working relationship. Mr. Foltz agreed to be present at the June 15, 2017 meeting and the other P&Z Members will be on a rotating schedule.

V. DISCUSSION OF SIDEWALK PLAN.

The Planning Commission will work with Councilman Derek Favret along with the Town Administrator, Holly Wahl and the Public Works Superintendent, Jay Berry to oversee the committee and to work on a Master Plan.

VI. DISCUSSION OF THE DRAFT ANNUAL REPORT

Every year the Planning Commission does an Annual Report, which is required by State Law to report every year and be submitted to the Maryland Department of Planning. It includes such data as the number of residential permits that were approved for the year. In 2016 there were only four new single family home permits. In this year 2017, we have already reached six or seven. Mr. Jakubiak will bring the 2016 Annual draft report to next month's meeting with suggestions for changes, and hopefully complete the a draft that the Planning Commission feels comfortable sending to the Council.

VII. REVIEW OF AMENDMENTS TO THE ZONING ORDINANCE RELATING TO SITE PLAN REVIEW AND APPROVAL PROCEDURES.

ACTION: CONSIDERATION FOR APPROVAL OF A PLANNING COMMISSION RESOLUTION TO APPROVE AND RECOMMEND THE AMENDMENTS TO THE MAYOR AND TOWN COUNCIL.

During the meeting, the Planning Commission discussed their comments and changes to ARTICLE VI "Site Plans". The amendments to the Site Plan Review and Approval sections will be recommended to the Mayor and Town Council.

Chairman LaBar said that the Planning Commission recommends a Resolution to go before the Town Council in one of the two forms, either including or not including the reference to the Rules and Procedures, with all the other amendments that were made, and to add a "Whereas", the Town Council needs to address the Fee Schedule for either major, or minor, site plan amendments.

MOTION: Mr. Gray made a motion to recommend to the Town Council to approve the Site Plan Review procedures as discussed, with the modifications discussed, and to include one of two versions. One with the Rules and Procedure language in it, providing that we receive an opinion from the Town Attorney that she is comfortable with that language, or, if she is not comfortable with that language, to remove that language. Also, to include the paragraph to the Resolution, regarding the Fee Schedule. Mr. Foltz seconded, all in favor.

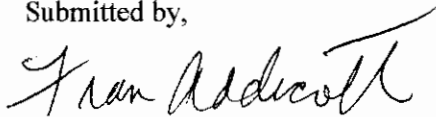
VIII. SIGN REGULATIONS

Mr. Jakubiak took the Planning Commission's revisions from the draft Sign Ordinance.

IX. PUBLIC COMMENT - Teresa York- 7150 Old Bayside Rd., CB 20732

There being no further business, the meeting adjourned at 8:54 pm on a motion made by Mr. Gray. Seconded by Mrs. Feuerle, all in favor.

Submitted by,



Fran Addicott, Secretary