



**MINUTES OF  
THE PLANNING AND ZONING COMMISSION  
AUGUST 9, 2017**

I. The Planning & Zoning Secretary Fran Addicott 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 was the Planning and Zoning Administrator, Christopher Jakubiak.

**II. APPROVAL OF THE AUGUST 9, 2017 PLANNING AND ZONING AGENDA.**

**MOTION:** Mr. Fink moved to amend the August 9, 2017 Agenda to add "The Nomination and Election of a Co-Chair for Planning and Zoning." Mr. Gray seconded, all in favor.

**III. APPROVAL OF THE JUNE 14, 2017 PLANNING AND ZONING MEETING MINUTES.**

**MOTION:** Mr. Fink moved to approve the June 14, 2017 Planning and Zoning minutes. Mrs. Feuerle seconded, all in favor.

**IV. NOMINATE AND ELECT A NEW CHAIRPERSON AND CO-CHAIR FOR PLANNING AND ZONING.**

**MOTION:** Mrs. Greengold moved to nominate and elect Mrs. Reiser for Chairperson for Planning and Zoning. Mr. Fink seconded, all in favor.

**MOTION:** Mr. Gray moved to nominate and elect Mr. Foltz for Co-Chairman for Planning and Zoning. Mr. Fink seconded, all in favor.

**V. DISCUSSION OF THE DRAFT ANNUAL REPORT**

Mr. Jakubiak explained that the report is a summary of what has transpired in the previous year, such as the number of zoning permits for new housing, the continued work on the sign regulations, and the sidewalk development plan for the Town.

Mr. Jakubiak presented the Draft Annual Report document with several changes. The Planning Commission also added a few language changes.

**MOTION:** Mr. Foltz made a motion to approve the 2016 Draft Annual Report as amended with a few language changes. Mrs. Fueerele seconded, all in favor.

**Mr. Jakubiak discussed the Site Plan Approval Process.**

The Planning Commission just completed a set of amendments and passed a Resolution for updating the Site Plan Approval Process. Mr. Jakubiak suggested that the Planning Commission may want to revisit those sections of its approved amendments that deal with final site plan approval and consider whether final approval should rest with the Planning Commission as a whole. He mentioned that the practice has been for the Chair to simply certify that any conditions of the preliminary approval had been met.

The following Planning Commission Members will be present at the Town Council meetings:

Sept – Bob Gray  
Oct- Megan Reiser  
Nov- Nancy Feuerle  
Dec- Cindy Greengold

### **OLD BUSINESS**

The Sign Ordinance will be discussed at another time, since the contract for the Planning and Zoning Administrator position will expire soon and after the bid proposal/process. To date, two people have presented their proposals for that position. Mr. Jakubiak will present his next month.

### **VI. PUBLIC COMMENT**

Charlie Fink- P&Z Commission Member / 8615 Addison Bridge, Chesapeake Beach MD

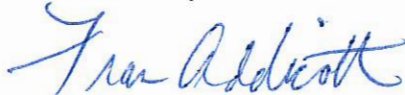
- Mr. Fink mentioned that he will be at the August 17, 2017 Town Council Meeting, Representing the Planning Commission.
- He mentioned that there is a spot open for a new Planning and Zoning Member.

Councilman Derek Favret – 7523 Grindstone Ct., Chesapeake Beach, MD

- Councilman Favret thanked the Commission Members for scheduling their attendance at the Town Council meetings.
- He plans on forming a Committee in September called “A Walkable Community” and he wanted to confirm that the Planning Commission Members will participate in the Sidewalk Plan and consider a Co-Chairperson for the Committee. Mr. Fink would be very interested in working with the Committee.
- Councilman Favret mentioned that the Town recently received the M.O.U (Memorandum of Understanding) from the State on the Rt. 261 Sidewalk. They added the first phase of Old Bayside Rd on the same Grant.
- The long term plan is to have a “Walkable Community Concept Plan” in the Comprehensive Plan.

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