



**MINUTES OF  
THE PLANNING AND ZONING COMMISSION  
April 10, 2013**

**I.** Jeff LaBar called the meeting to order at 7:05 p.m. In attendance were, David Coull, Nancy Feuerle, Randy Getman, Eleanor Nelson, Megan Reiser, Tim Stafford, Commission Members. Chris Jakubiak, Planning and Zoning Administrator, Fran Addicott, Secretary.

**II. Approval of the April 10, 2013 Planning and Zoning Agenda as written.**

**MOTION:** Mr. Getman moved to approve the agenda with the removal of Item IV. Review Concept Plan for the Parking Lot Adjoining Game Room Addition. Mrs. Feuerle seconded, all in favor.

**III. Approval of the February 13, 2013 Minutes of the Planning and Zoning meeting.**

**MOTION:** Mrs. Reiser made a motion to approve the minutes as written. Mrs. Reiser requested that we attach Mr. Jakubiak's memos for the two subdivision plats that were approved at the February meeting. They are "Block Q" (Stream Walk Way) and "The Heritage", by doing this we can reference back to them later. Ms. Nelson made a motion to approve the amended minutes. Mr. Stafford seconded, all in favor.

**IV. Review Plat of Re-subdivision to create 4 lots through the reconfiguration of non-conforming lots at 11<sup>th</sup> & B Streets.**

Mr. Jakubiak introduced Mr. Jeff Tewell to present a Minor Subdivision Plat- Conley Subdivision. The property is located at the intersection of "C" and 11<sup>th</sup> Streets. It is zoned Residential Village. The applicant seeks to re-configure/combine 11 previously platted lots and parts of alleys into 4 buildable lots, with one on the waterfront. The property is owned by Ms. Louis Conley. There is one existing house and 3 new houses to be built. Each new lot will conform to current zoning standards with respect to the size. The Planning Commission discussed the steep slopes, setbacks and parking. The property is located in the critical area but designated IDA.

Mr. Jakubiak will notify the property owners who live across the street and adjacent to the project by sending a letter and or a digital version for their review. Mr. Jakubiak discussed his staff memo. Mr. Stafford recommended that we not issue a building permit on Lot 1 until a driveway for Lot 2 is constructed. Mrs. Reiser applauded Mr. Jakubiak from an environmental stand point for looking into protecting the existing woodlands, but pointed out that storm water regulations should provide sufficient environmental protection for such a small project. Mrs. Feuerle was concerned about the roads holding up when the construction takes place. Mr. Jakubiak stated that road bonds would be given to the builder. Mr. Jakubiak went over the recommended conditions for the plat

approval. He stated that we would remove the first three of 5 conditions from his memo and add the following:

1. Lot 2 must have driveway parking approved and installed prior to the issuance of a building permit for Lot 1.
2. The Town Engineer would sign off on the ability to provide water and sewer before the final approval.
3. The plat shall be signed by the Health Department.
4. The applicant shall provide the Town six Mylar, six blueprint (paper) copies, and one digital version of the final plat once approved and signed by the Town.

\* This would make 4 conditions for plat approval.

**MOTION:** Mr. Stafford made a motion to approve the preliminary and final subdivision plat with the recommended conditions. Mrs. Reiser seconded, all in favor.

#### V. **Presentation by Chris Jakubiak on Miscellaneous Items.**

Mr. Jakubiak discussed the follow:

1. Recommendations on zoning and permit fees, and board of appeals fees.
2. New fee schedules.
3. The new Annual Report to be presented at the May 8, planning and Zoning Meeting.
4. Tree permits.
5. Concept Site Plan for Sunrise on the Chesapeake to be presented at the May 8<sup>th</sup> P&Z meeting.

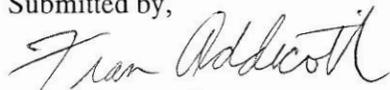
Mr. Jakubiak shared a website [www.md floodmaps.com](http://www.md floodmaps.com) for the Town's Flood Plain ordinance and flood plain mapping. It is a partnership between MDE and FEMA. It shows individual property and aerial photography, which will be a good resource when projects are presented to the Planning Commission.

#### **Public Comment:**

Jeff Krahling-3216 Ina Chase

There being no further business, the meeting adjourned at 8:45 pm on a motion made by Mr. Stafford, seconded by Mrs. Feuerle, all in favor.

Submitted by,



Fran Addicott, Secretary