



TOWN OF BOONSBORO

DEPARTMENT OF PLANNING & ZONING

WWW.TOWN.BOONSBORO.MD.US ♦ 301-432-5690

December 13, 2012

Washington County Department of Planning and Zoning
Attention: Stephen Goodrich, Director
Washington County Administrative Annex Building
80 W. Baltimore Street
Hagerstown, MD 21740

RE: Municipal Tier Maps per SB 236 – The Sustainable Growth and Agricultural Preservation Act of 2012 (SGAPA)

Dear Mr. Goodrich,

The Mayor and Council of the Town of Boonsboro have decided to accept your offer of assistance to map the tiers associated with the referenced law. That offer was made through a letter dated August 20, 2012. Over the last several weeks, the Town has provided the County with information on our desired tier designations within Town limits. The attached map is the result of consultation between County and Town Staff as well as the local elected officials.

After careful consideration by the Mayor and Council and in cooperation with Washington County Planning Staff and the Maryland Department of Planning, the Town has adopted Tier I and Tier II growth tiers for the Town to meet the requirements of the SGAPA bill. The Council minutes showing the approval on November 5, 2012 and Growth Tier map are attached for your reference. Furthermore, the Town of Boonsboro has agreed with the County's assessment of the lands surrounding the municipal boundary with regard to the designation of tiers. Finally, the Mayor and Council of the Town of Boonsboro would respectfully request that the Boonsboro tier designations illustrated on the attached map be included on the map of the County's adopted tiers and submitted to the Maryland Department of Planning for formal comments as required by the law.

If you have any questions regarding this action, please feel free to contact me at 301-432-5690.

Sincerely,

Megan Clark
Town Planner/Zoning Administrator
Town of Boonsboro

Municipal Government Works Month Proclamation: Assistant Mayor Long read a Proclamation proclaiming November as Municipal Government Works Month in accordance with the Maryland Municipal League, which will keep the Town's "MML Banner City" status intact. **Motion** by Assistant Mayor Long, second by Council Member Cynthia Kauffman to proclaim November 2012 as Municipal Government Works Month, and motion carried.

Recommendation & Approval of Chief of Police: Mayor Kauffman stated that thirty-five (35) applications were received to fill the position of Chief of Police due to the pending retirement of current Chief Jeffrey Hewett on December 1, 2012. He stated that after reviewing the qualifications of the applicants, which included years in law enforcement, supervisory experience, and being Maryland Certified, that he and Assistant Mayor Long met with Boonsboro Officer First Class Charles Stanford who had also applied for the Chief position. Mayor Kauffman stated that the applications were discussed during the October Workshop Executive Session and that based on Officer Stanford's experience and qualifications consensus is to promote Officer Stanford to the Chief of Police position. **Motion** by Council Member Wetzel, second by Council Member Cynthia Kauffman to approve the promotion of Officer First Class Charles Stanford to Chief of Police effective December 1, 2012, and motion carried.

Introduction of Ordinance 2012-04; Zoning Text Amendments for In-Home Vendor: Assistant Mayor Long requested the introduction of proposed Ordinance 2012-04; An Amendment to the Zoning Ordinance to Amend Section 305.B.15 "Home Occupations" to be permitted within all zoning districts, noting that the Ordinance defines an in-home vendor as someone wishing to obtain a Zoning Permit for the purpose of selling items at a trade or craft show. He stated that currently if someone wants to obtain a Home Occupations Zoning Permit, they must go through the Board of Zoning Appeals and apply for a Special Exception. Council Member Wetzel stated that the proposed Amendment would allow the Zoning Administrator to approve the Home Occupations Zoning Permit, which is required to obtain a Trader's License from Washington County. Assistant Mayor Long stated that Town Planner Clark and the Planning Commission are requesting that a Public Hearing be held at 6:45 PM on Monday, December 3, 2012 for the proposed Ordinance. **Motion** by Assistant Mayor Long, second by Council Member Cynthia Kauffman to approve the Introduction of Ordinance 2012-04; Zoning Text Amendment for In-Home Vendor and to schedule a Public Hearing at 6:45 PM on Monday, December 3, 2012, and motion carried.

Septic Bill (SB236) Tiers Mapping; Revised State Interpretation, Revised Recommendation for Tier I & Tier II: Assistant Mayor Long stated that the State revised their interpretation of what determines whether a property falls into a Tier I or Tier II property for the Septics Bill (SB236). He stated that the new interpretation now requires Tier I properties to be currently served by public sewer, rather than planned properties, and that the Council needs to revise its previous recommendation of Tier I to include a Tier II within the Town, which would include all of the recently annexed properties. **Motion** by Assistant Mayor Long, second by Council Member Cynthia Kauffman to revise the implementation of the Tier I and Tier II SB236 Mapping, and motion carried.

Meeting Recording/Audio System Proposal: Town Manager Smith stated that she received a proposal from Mike Sokol for the Fiscal Year 2013 budgeted meeting recording and audio system equipment for the cost of \$1,558, noting that \$5,000 is budgeted in Capital Improvement Projects for this purchase. She stated that Mr. Sokol installed the equipment for the Shafer Park sound system, and that the proposed meeting recording and audio system will take the place of the out dated micro-cassette recorders that staff is now using to transcribe Town meeting minutes from. She further stated that in addition to the equipment cost, Mr. Sokol would charge \$125 for an hour of design and \$125 for an hour of staff training, bringing the total cost to \$1,808. **Motion** by Council Member Cynthia Kauffman, second by Council Member Wetzel to approve the purchase of the meeting recording and audio system for the total cost of \$1,808, and motion carried

Environmental Commission; Volunteer/Member Status Council Member Wetzel updated the Mayor and Council on the Environmental Commission member status stating that nine (9) qualified citizens applied before the October 15, 2012 deadline and that she would like to have all of the applicants appointed to the Commission. Council Member Cynthia Kauffman stated that in her opinion she would rather see the Commission start out with seven (7) members due to a smaller group being easier to work with, especially because the Commission is new. Council Member Chambers agreed, noting that most of the Town's Commissions have seven (7) members. Assistant Mayor Long suggested that the initial Commission could be comprised of seven (7) voting members and two (2) alternate members. Council Member Solberg stated that she likes working with a larger body of people and hates to turn anyone away that volunteers their time. Mayor Kauffman stated that he would like the Environmental Commission to hold a meeting during November to discuss the membership and alternate membership status, and to determine the member's term limits staggered by 3 years and 4 years. Consensus is to hold a meeting this month with all nine (9) applicants, decide who will be appointed as the seven (7) members and who will be appointed as the two (2) alternate members, and bring that decision back to the Mayor and Council's November Workshop meeting for review.