

# TOWN OF KEEDYSVILLE, MARYLAND

*“Where Northern Thrift and Personality Blend with Southern Charm and Hospitality”*

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*Ken Lord, Mayor*  
*Brandon Sweeney, Assistant Mayor*  
*Judy Kerns, Council Member*  
*Matthew Hull, Council Member*  
*Sarah Baker, Council Member*

## Planning & Zoning Commission

April 12, 2021

The monthly meeting of the Keedysville Planning & Zoning Commission was called to order at 7:01pm with the following members present: Commission Members Randy Burns, Matt Rhoads, and John Puffenbarger, Ex-Officio Matt Hull, Town Administrator Rick Bishop, and Assistant Town Administrator Lisa Riner.

The minutes for January 2021 were read and approved.

Mr. Hull announced the Council was looking at paving roads, and wanted to hopefully piggyback off the County's contract. He asked that if any of the Planning and Zoning Commissioners knew of any potholes, that they would please email Town Hall.

Ms. Riner announced that John Puffenbarger was a new member on the Planning and Zoning Commission.

Mr. Bishop noted that the Chairman, Greg Carroll, could not be at the meeting because he was in Boston for work.

Mr. Bishop said the Comprehensive Plan review needs to be done, and it should have been done last year. Mr. Carroll has been working on it, so they won't be able to do much at the meeting without him. Mr. Bishop asked the Commission to start meeting monthly, at least until the Comprehensive Plan review is completed. The Commissioners agreed to it. Mr. Bishop noted that if the Comprehensive Plan needed to be updated, it would add more layers and work to the process.

Resident Eric Matson said he was also going to recommend meeting once a month because what he has been trying to do with his property has been taking too long. He recommended meeting once a month even when the Comprehensive Plan is complete. The Commission agreed to it. The Commission noted they went to a quarterly meeting schedule just because there was no business before it. Now that there is business to handle, they will meet once a month going forward.

Mr. Matson said he is still waiting on his permit. Mr. Bishop said he had sent him an email with what information he needs to process the permit. Mr. Bishop will resend it. Mr. Matson said that he has provided everything Mr. Bishop needs other than the application.

Mr. Matson noted that there may be a mistake with the annexation that occurred with his property. Mr. Bishop met with George Nagel and is working on getting more information. Mr. Matson said the Planning and Zoning Map is incorrect and said the zoning definitions are not accurate.

Justin Holder said the Town needs to add sewer information in our Comprehensive Plan. Mr. Hull said they would not include it because the County runs the sewer. Mr. Holder also noted that Boonsboro has a sewer lagoon over the well and it is draining into the well and polluting the Crestview wells. Mr. Holder said there is also a sewer line to our water plant. Mr. Hull said that years ago they added a meter to the sewer line to help them figure out where they were losing water. There was no upgrade there. After much discussion, Mr. Rhoads asked to return to Mr. Matson so he could finish his comments.

Mr. Matson said in Article 3C, it says the official zoning map is the one in Town Hall and is to be the final authority. Mr. Matson said the Town doesn't have Rural Legacy zoning. Mr. Bishop said it shouldn't be listed as zoning, but we do have Rural Legacy in town. Mr. Matson recommended putting an asterisk by it with an explanation. Mr. Bishop agreed to make that change. There was much discussion.

Mr. Matson said he also recommends that the Town create buffers, or setbacks, from the streams for long-term benefits. Ms. Riner noted that the Town is starting an initiative with Sustainable Communities and Sustainable Maryland to do some of this sustainability planning. She said that they are looking for residents to be part of the team. Mr. Matson recommended some kind of tax-based incentive to encourage responsible stream stewardship. Mr. Hull said it is the Town Council who is responsible for taxes. Mr. Rhoads said that since some of that tax issue is a state issue, the Town is unable to help with it. Mr. Matson recommended that the Commission look at their language in the Ordinances regarding streams, and update that. Mr. Hull said floodplains and flood zoning help regulate that. Washington County is responsible for enforcing Keedysville's Floodplain Ordinance. Mr. Matson said he thinks there should be more care with water runoff into the stream. Mr. Bishop noted that the Town is working on a streambank restoration project behind Town Hall. After much discussion, Mr. Bishop said the Town is moving in the direction Mr. Matson want them to move.

Mr. Matson recommended that in future annexations the entire parcel be surveyed with the corporate boundary clearly marked. Mr. Matson said it should be in writing in the Comprehensive Plan to avoid problems in the future. Mr. Bishop explained that Mr. Matson brought a potential annexation error to his attention and he sees it too. Mr. Bishop took it to George Nagel at Fox & Associates and Mr. Nagel is going to look into it. If it is wrong, the Town will have to fix it, but Mr. Bishop is not sure what that will entail. There was much discussion.

Mr. Holder said he would like to be involved in the Comprehensive Plan review process. Mr. Rhoads said that Mr. Holder can definitely be involved in the process, but cannot be involved in the final decision since he isn't on the Commission. Mr. Holder said he is questioning whether there are septic systems in Town because of what the Comprehensive Plan says. Mr. Matson said to be sure to look to the future as they look at the plan. Mr. Holder believes there are homes in Town dumping sewage in the creek. Mr. Hull reminded them that Washington County is in charge of Keedysville's sewer, so there will be nothing in the Keedysville Comprehensive Plan about sewer. There was much discussion. Mr. Rhoads said if there is proof homes are dumping sewage in the creek, that is something to discuss, but there is no evidence at this point.

Mr. Holder said he would also like to look at an Entertainment District in Keedysville. Mr. Hull said if they polled the people, they would find minimal interest based on a past survey the Town completed. There are only two commercial zones in town, the Red Byrd and the County shed. Mr. Rhoads said a majority of people moved to Town because of what it is. Ms. Riner noted that the Town will be conducting a new survey as part of Sustainable Communities, so the Town will get updated information soon. There was much discussion. Mr. Holder is also interested in creating walking/biking trails in Keedysville. There was much discussion.

Mr. Matson would like the Town to work more quickly in processing his changes and forms. Mr. Rhoads said they will meet once a month and also asked Mr. Matson to utilize email, which will hopefully speed the process along. There was much discussion.

The meeting adjourned at 8:22pm.

Respectfully Submitted,  
Lisa Riner  
Assistant Town Administrator