

# TOWN OF KEEDYSVILLE, MARYLAND

*"Where Northern Thrift and Personality Blend with Southern Charm and Hospitality"*

P.O. Box 359  
19 South Main Street  
Keedysville, MD 21756  
301-432-5795  
www.keedysvillemd.com



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

## Planning & Zoning Commission Minutes November 11, 2021

Approved

The monthly meeting of the Keedysville Planning & Zoning Commission was called to order at 7:11pm with the following present: Commission Members Randy Burns and John Puffenbarger, Ex-Officio Matt Hull, Town Attorney Ed Kuczynski, and Town Administrator Lisa Riner.

The minutes from October 11, 2021 were read. Mr. Hull recommended adding that it was decided by email to move the meeting to the second Thursday. That way the date change is easy to find in one spot. The minutes were approved with the addition.

There were no announcements.

Mr. Kuczynski is going to work with the Commission to update the Town's Comprehensive Plan. The Town had a consultant prepare the Plan, but this will be more cost effective. The Commission will review a chapter each month until the update is complete. Some data will need to be updated and there are some new sections that need to be added. The Town may want to utilize a planner from another agency or a consultant for that portion. Then it will go through the public hearing process. Mr. Kuczynski is going to look up what new sections are required. For the next meeting the Commission will review Sections 1 and 2. The County adopted a plan for green energy, so the Town might want to include some of that in the update as well.

Mr. Kuczynski recommended waiting on the Fee Ordinance revision until the new member of the Commission has started. The Commission needs to look at comparable fees from the County and Boonsboro. The Town originally adopted the City of Frederick's fees. Mr. Kuczynski also recommended adding a category for simplified subdivision and publication expenses. In addition, it would be helpful to include the zoning appeals fees even though they are covered elsewhere. Legal review fees should probably be changed so they are based on an hourly rate. The fees should be at a level that will cover the average case. The Commission may want to keep in mind that residents are already paying taxes when they think about what fees to charge. Ms. Riner will get a list of fees from the County and Boonsboro and send them out to the Commission.

Justin Holder liked the idea of adding a category for simplified subdivision.

Eric Matson witnessed a potential head-on collision on 34 due to someone passing. The location is within Town limits. Mr. Hull has approached the state before and they have not wanted to make any changes. Mr. Matson is going to call State Highway to share his concern.

The meeting adjourned at 7:52pm.

Respectfully Submitted,  
Lisa Riner  
Town Administrator

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## Planning & Zoning Meeting November 11, 2021

All attendees must sign in. Attendee comments will only be heard during the appropriate time in the agenda. Those wishing to be heard must check the appropriate box. Comments will be limited to three minutes each.

NAME	ADDRESS	PHONE	WISH TO BE HEARD
Justin Holder	308 West Chapline st Sharpsburg MD 21782	(240) 356-2008	<input checked="" type="checkbox"/>
Jeff Russell	12 Millrace Lane	301 401-417	<input type="checkbox"/>
ERIC MATSON			<input checked="" type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

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## Planning & Zoning Commission Agenda November 11, 2021

Call to Order

Approval of Minutes: October 11, 2021

Announcements

Old Business: 2010 Comprehensive Plan 10-Year Review; Fee Ordinance Revision; New Planning and Zoning Chairperson and Member

New Business

Comments by Attendees

Comments by Commission

Adjournment