



PLANNING COMMISSION MEETING MINUTES

Date: Wednesday July 9, 2025
Time: 4:00 p.m.
Location: Council Chambers, City Hall, 1 East Franklin Street
Attendance:

| Name | In-Person | Remote | Absent |
|---|-----------|--------|--------|
| Christina Davis, Chairperson | X | | |
| James W. Stone, Vice Chairperson | X | | |
| Judy Wheeler | X | | |
| Ronald Thomas | X | | |
| Tamara Martinez | X | | |
| Fred Nugent | X | | |
| Sean Flaherty | | | X |
| Staff | | | |
| S. Bockmiller, Deputy Director for Planning and Zoning Administration | X | | |
| K. Broche, Planner | X | | |
| M. Revilla, Recording Secretary | X | | |

Call to Order and Instruction from the Chair –

The Chair called the meeting to order at 4:07 p.m.

Approval of Minutes –

None.

Consent Agenda –

FENCE-2025-64 – 88 West Lee Street – Ellsworth Electric -Removal of Requirement for Landscaping Associated with a Fence on Commercial Property.

Motion – Ms. Wheeler moved to approve the consent agenda as presented. Mr. Nugent seconded. The motion passed with a vote of 6-0-0.

Development Review –

ESD Sketch Plan – Great Southern Wood Warehouse – 1201 Maryland Avenue – Triad (B. Swailes)
 This sketch plan is for a 60,070 square foot warehouse building located in the northwest corner of the property. This area is adjacent to residential zoning to the north. The applicant obtained a variance from the

Board of Zoning Appeals to reduce the required setback from a residential district from 200 feet to 35 feet for the construction of this building. The approval came with conditions.

Brendan Bishop of Triad Engineering was present to address the few minor questions that the Commission had regarding Forest Conservation and storm water drainage system.

Motion – Mr. Nugent moved to approve the sketch plan. Mr. Stone seconded. The motion passed with a vote of 6-0-0.

Workshops –

SA-2012-04 – Antietam Fire Company – 800 Potomac Avenue – Regarding Compliance with Landscaping Requirements of a Site Plan.

Prior to 2012, this property was the storage lot for a recreational vehicle dealership which had its dealership across Manila Avenue. The property was purchased by the City to facilitate the relocation of Antietam Fire Company from Summit Avenue to the dealership building. The storage lot was repurposed for parking for the new firehouse.

A minor site plan was processed for changes to the fire house property as well as the parking lot. The property was mostly paved. Given its existing mostly paved condition, redevelopment/landscaping of the site was proposed that deviated from some of the design expectations of Article 5. At that time, there was a provision in Article 5 for the Planning Commission to waive certain landscaping requirements for cause, however we find no record of this minor site plan being put before the Planning Commission before it was signed by staff.

Given that it was 13 years ago, staff is not clear on why this happened, whether by accepted practice at that time or mistake. The improvements do not comply with the plan approved 13 years ago. The applicant seeks approval of existing conditions so they can repave the site in its current dimensions.

James Sprecher of Antietam Fire Company provided details of the proposed project and requested some lenience regarding the buffer on the edge of Potomac Avenue.

Motion - Mr. Nugent moved that the current buffers and plantings (existing conditions) officially be accepted on the Manilla and Potomac Street side of the property. Ms. Wheeler seconded. The motion passed with a vote of 6-0-0.

New Business –

The Downtown Master Plan Stakeholder Roundtable Meeting is on July 23, and staff is requesting volunteers to represent the Commission. Ms. Davis and Ms. Martinez will represent the Commission at the roundtable.

Old Business –

Ms. Davis inquired about the status of Doub Farm proposal. Staff responded that it has been denied by Mayor and City Council.

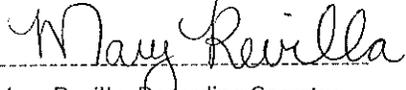
Mr. Stone asked whether the Doub Farm property should be rezoned to better fit the PUD Overlay. The plan was a poor plan but it did propose mixed use at a priority location. Staff responded that it would be best if this were addressed in the upcoming new comprehensive plan.

Announcements –

None.

Adjourn –

Mr. Nugent moved to adjourn, and Mr. Stone seconded. The meeting was adjourned at 5:01 p.m.



Mary Revilla, Recording Secretary
Approved 9.10.25