

November 2019
Galena Planning & Zoning Meeting

The Meeting was called to order by Co-Chairman, Carlton ‘Bud’ Felty at 6:02 p.m. on Monday, November 25, 2019.

Those in attendance were Alternate Mike Bryant, Members’ Ed Macchione and Bud Felty. Also, in attendance, Council Member Sarah Merrell, Maryland Department of Planning David Dahlstrom, Zoning Coordinator Kathleen Billmire, Clerk Pam McCoy and Zoning Attorney Mitch Mowell.

Motions

Approval of the October 28, 2019, Record of Minutes: **Alternate Bryant motioned to accept minutes; Council Member Merrell second motion, all present were in favor. Motion carried.**

Approval to pause this regular scheduled meeting to hold a workshop then resume regular schedule meeting for adjournment: **Council Member Merrell motioned to pause this meeting and go into a work shop, then resume meeting for adjournment, Member Macchione second motion, all present were in favor. Motion carried. Meeting was recessed at 6:29pm.**

Approval of motion to reopen meeting: **Alternate Bryant motioned to reopen meeting; Council Member Merrell second motion, all present were in favor. Motion carried. Meeting was reopened at 8:40pm.**

Approval of workshop and public hearing: **Council Member Merrell motioned to hold a workshop January 4th, 2020 and a Public Hearing on January 27th at 6 pm with the regular meeting to follow. Alternate Bryant second motion, all present were in favor. Motion carried.**

Approval of the November 25, 2019, Audio Minutes: **Council Member Merrell motioned to accept audio minutes as recorded; Member Felty second motion, all present were in favor. Motion carried.**

Adjournment: There being no further business to come before Planning and Zoning, **Member Macchione motioned to adjourn the meeting; Council Member Merrell second motion, all present were in favor.** Meeting was adjourned at 8:45pm.

Recommendations/Comments

Member Felty felt strongly that the Town of Galena’s Draft of the Zoning Ordinance is not ready to forward to Mayor & Council. He has noted questions and concerns. Member Felty asked if a review of his notes would justify another workshop. David Dahlstrom is willing to review Member Felty’s notes. Zoning Attorney Mowell cautioned the Planning Commission when introducing changes of any document to the public even after its adopted to expect an addendum for changes to be obeyed. He recommended the first step is to decide whether to hold a public hearing. David Dahlstrom informed Planning Commission that he updated all changes on document from the last workshop, however numbering and references to codes need to be checked and placed in order. Mowell suggested to adjourn this meeting and address concerns by holding a workshop then at the

regular meeting we can resume for a conclusion. It has been decided to delay action on the decision on approving the Draft of Zoning Ordinance.

Zoning Coordinator's Report

Kathleen reported issues around town where cars are parking on sidewalks. She intends to address the Kent County Police Department. An inspection on Boxwood Lane revealed advertisement sign for Anderson windows displayed at resident. No permit has been issued. Within the same neighborhood, a property owner is replacing shingles on their roof, a permit is needed if structural damage is found and additional work is needed to the structure of home. This is an occurring issue for permits and poses a challenge to enforce and has led to detailed discussions with MDIA on when a permit is required for an inspection to take place and is following building code. She is dutifully educating and informing the public by adding information on the town's website regarding when a resident should apply for a permit. Council Member Merrell argued replacing windows has no structural change of integrity and refers to a state regulation as to certain rate/grade U-factor (energy efficient) of window. Within the building code, it is unclear when a permit is needed and when structural integrity is compromised. Council Member Merrell suggested putting a definition in town code to clarify. Billmire informed the Planning Commission of the progress on grant funding. She submitted Keeping MD Beautiful Grant and will be notified in March 2020 if the town is to receive \$5,000. This project will include working with the 4th & 5th graders at Elementary School. Energy Efficient Grant in the amount of \$25,000 will be submitted in December and notification of acceptance will be in summer 2020. The Town of Galena re-applied for the DHCD Legacy Façade Grant FY/20 and has been selected to receive \$55,000.00. She also submitted an extension on boundary whereas this grant will allow all residents and businesses to apply. The DHCD Legacy Façade Grant FY/19 was for \$50,000.00. Kathleen is still working with one resident and the Maryland Historical Trust for replacement of windows once resolved this will complete and have used all the funds received for this grant.

The next Planning and Zoning Meeting scheduled for January 27, 2020 at 6 PM.

Respectfully Submitted,

Pam McCoy

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Clerk