

**LAYTONSVILLE PLANNING COMMISSION  
MEETING MINUTES  
October 20, 2011**

Mayor Prats was present to present the oath of office to all of the Planning Commission Members, Chair Eric Wenger, Vice-Chair Willard Oland, and Members Pete Stadler, Brendon Deyo and David Preusch.

The first meeting of the Laytonsville Planning Commission was then called to order by Vice-Chair Willard Oland at 7:50 p.m.

**New Business:** Vice-Chair Oland state that the Planning Commission had been established with a great deal of authority and responsibility. As support was needed for the Planning Commission to fulfill its responsibilities, vice-Chair Oland recommended the following appointments:

Stan Abrams – Attorney

Josh Maisel – B&A Associates –Forestation

Macris, Hendricks & Glascock, P. A. – Engineers

Charlene Dillingham – Secretary

Stan Benning – Land Planner, Consultant

Frank Bennett – Consultant

Sheree Wenger – Consultant

Chair Wenger moved that the appointments be accepted. Member Stadler seconded the motion. The vote was unanimous.

Vice-Chair Oland shared the following three documents with the Planning Commission members. All of these documents were distributed to the Planning Commission members for their review.

- Town of Laytonsville Zoning Ordinance, June 7, 2011 – Sec. 132 Town Planning Commission
- The Rules of Procedure for Town of Laytonsville Planning Commission – Vice-Chair Oland asked members to study this document and note desired changes.
- MDP Memo of May 24, 2010 describing the education course required by Senate Bill 280 and House Bill 297 for planning commission members. – All members stated that they had taken the

course. Certificates of completion will be held with the Clerk.

**Subdivision:** Vice-Chair Oland stated commented on the status of the subdivisions in the Town.

Rolling Ridge is complete, has gone to record, and houses are being built. The forestation maintenance is 10 months into a 2 year maintenance agreement.

Fulks South is complete with the preliminary plan approved. Forestation has not been completed and the subdivision has not gone to record.

The Stadler subdivision has been in the works for 6 years, awaiting Town water. Willard Oland, Stan Benning and Frank Bennett have worked on this plan over time and are the staff. A revision of a working plan should be coming in the week of October 24, 2011. The Clerk will set up a meeting for the staff to review the plan, when submitted. The staff will share the plan with the Planning Commission at a work session on November 17.

Vice-Chair Oland stated that there should be no more subdivisions unless annexation takes place, with the exception of the YCK property.

**Comprehensive Plan:** Chair Wenger discussed the history of the Comprehensive Plan, as started by the Citizens Advisory Board. He shared that they tried to take the Sharptown, MD plan and convert it to fit Laytonsville. The Sharptown plan had met all of the requirements for 66B and was approved. There was difficulty in converting it. Member Preusch stated that he had committed to finishing it, but also had trouble completing it. Chair Wenger stated that he felt that the Comprehensive Plan is an important document to the Town and he felt that the Town should hire someone to complete it. In an effort to find resources to help finish the Comprehensive Plan, Chair Wenger stated that he would contact the state to find out who had written the plans that they had approved.

**Composition of Commission:** Vice-Chair Oland commented that the Planning Commission is made up of five members and one alternate member. Member Preusch cannot vote as he is on the Town Council. For the Stadler subdivision issues, Member Stadler will have to recuse himself. Vice-Chair Oland emphasized that it is important to have a quorum for voting with the three voting members and the alternate. This becomes particularly important once a preliminary subdivision plan is received, as there are 45 days to have a work session, a hearing and a meeting to approve it – otherwise, it is automatically approved.

**Board of Appeals:** Vice Chair Oland shared that in the powers granted to the Planning Commission by the Zoning Ordinance, there is a lot of power and authority. The Planning Commission is granted the right to review actions regarding zoning code and to make recommendations. They also have the right to review and make recommendations to the Board of Appeals. The Commission agreed that they should probably exercise this right. Hence, the Planning Commission is to be notified if the Board of Appeals has a hearing.

**Adjournment:**

There being no further business, Member Preusch made the motion to adjourn the meeting which was seconded by Member Stadler. Motion carried unanimously. The meeting adjourned at 9:00 p.m.

Respectfully submitted by,

Charlene Dillingham, Secretary

Clerk, Town of Laytonsville