

# Town of Emmitsburg Planning Commission Minutes

May 22, 2023, 7:00pm

**Present:** Mark Long (Chair), Kevin Hagan (Vice-Chair), Dan Garnitz (Secretary), Joe Ritz (Commissioner Liaison), Valerie Turnquist

**Staff Present:** Najila Ahsan (Town Planner), Christopher Jakubiak (Town Planning Consultant), Jessica Housaman (Office Coordinator)

## 1. Call to Order

- a. Pledge of Allegiance

## 2. Review and Approval of Minutes for April 24, 2023

- a. Motion to approve minutes by Commissioner Joe Ritz
- b. Second by Commissioner Kevin Hagan
- c. Changes: none
- d. Approved: The minutes were approved unanimously.

## 3. Public Comment: None

## 4. Old Business:

### *a. Discussion: Economic Development Flex District*

- i. Commissioner Long mentioned that this item has been pulled from the agenda at the request of the applicant and that this discussion will continue at the June Planning Commission meeting.

### *b. Discussion: Comprehensive Plan*

- i. Mr. Jakubiak presented the attached PowerPoint presentation
  1. Slide 1: Picture of Emmitsburg from the Town Website and how it reflects the preservation efforts of the Town.
  2. Slide 2: Main/ foundational goals of the 2009 Adopted Plan were reaffirmed in the 2015 Comprehensive Plan update, and they should inform various strategies for growth the Town undertakes.
  3. Slide 3: Another main goal of the Plan was to maintain and protect the historic character and architectural integrity of the Main Street as it is an important component of the future of the downtown and community
  4. Slide 4: Environmental stewardship and emphasis on accessibility and mobility. Mr. Jakubiak mentioned that this should be considered in

conjunction with the “floating zone”. He mentioned that new developments must be accessible, and steps must be taken to make them accessible. He compared the historical picture of South Seton before and after to show that effective plans can make a difference.

5. Slide 5: goals: Mr. Jakubiak talked about adequate public facilities to accommodate growth, participating in regional opportunities, and economic growth in Emmitsburg.
6. Slide 6:
  - a. Mr. Jakubiak discussed population and housing units, and how population has declined and there was an increase in housing units.
  - b. Commissioner Ritz mentioned how the decision by the Daughters of Charity moving to St. Louis was a contributing factor to population decline
  - c. Mr. Jakubiak mentioned the trends in household size and housing prices
  - d. Mr. Jakubiak mentioned that the current plan does not have a forecast, so the updated one must have one.
7. Slide 7: Mr. Jakubiak presented the Future Land Use Plan Map in the 2015 Comprehensive Plan—15-year forecast (2030).
8. Slide 8: Mr. Jakubiak presented the current zoning map which was codified through the land-use recommendations
9. Slide 9: Mr. Jakubiak presented the Municipal Growth Map. He stated that everything within the “red line” is eligible for annexation as set forth in the Comprehensive Plan.
10. Slide 10:
  - a. Mr. Jakubiak presented the Municipal Growth Map with land use designations
  - b. Commissioner Long asked whether an applicant can apply for a different land use designation from what is established in the Growth Boundary map when they’re applying for annexation.

- c. Mr. Jakubiak mentioned that the use must be in consistent with the established map and that any form of land use request would have to be addressed in the Comprehensive Plan and through a review process that involves public hearing.
- d. Mr. Jakubiak mentioned that any land outside of the Growth Boundary is not eligible for annexation, but the interested party may ask the Town to redraw the Growth Boundary through a formal review process.
- e. Mr. Jakubiak mentioned the Town of Hampstead in Carroll County as an example of how amendments to a Comprehensive Plan involved redrawing growth boundaries

11. Slide 11:

- a. Mr. Jakubiak presented a 2015 Growth Boundary map

12. Slide 12:

- a. Mr. Jakubiak presented images of developments to address the third vision mentioned in the executive summary of the Comprehensive Plan, which involves preserving the features of Main Street and allowing it to serve as a basis for future developments, including the on-going Planning Commission discussion of the “Floating Zone”.
- b. Mr. Jakubiak also mentioned how these images speak to the goals of establishing developments that involve mixed-use buildings, increased walkability, and preservation of historic character in Emmitsburg.

13. Slide 13:

- a. Mr. Jakubiak presented more images that can serve as precedence to future planning in Emmitsburg.
- ii. Ms. Ahsan mentioned the concept of the “15-minutes-city” and how the Town has the potential to achieve that goal.
- iii. Mr. Jakubiak and Commissioner Long mentioned the importance of water and sewer capacity when it comes to new development.

- iv. Mr. Jakubiak stated how the Zoning Code would need to be updated based on the Comprehensive Plan.
- v. Commissioner Turnquist asked to see a map with parcels of 25-acres
- vi. Commissioner Ritz asked to see a map with parcels of 25-acres and 50-acres.
- vii. Mr. Jakubiak mentioned that new detailed census data will be released on May 25, which would be helpful for updating the Comprehensive Plan.

**5. New Business:** None

**6. Next Meeting Date:** Tuesday, June 27, 2023.

**7. Adjournment**

- a. Chair Long adjourned the meeting at 9:47pm.