

Minutes
Walkersville Planning Commission Meeting
August 25, 2020

Commission Chairman David Ennis called the meeting to order at 7:30 p.m. with members Dick Brady, Russ Winch, Ray Santullo, Mike Kuster and Tom Gilbert present. Also present were Town Planner Susan Hauver.

1. Minutes

Member Gilbert made a motion, seconded by Member Kuster, to approve the minutes of the July 28, 2020 meeting as corrected. The motion passed on a vote of 6-0.

2. Final sign plans, FCPS: Rock Creek School and Walkersville Middle School, 55 and 55B West Frederick Street

Planner Hauver reviewed the sign plans submitted for Walkersville Middle School and the new Rock Creek School. She noted that FCPS received size variances to allow larger signage than permitted by the Code (a limit of 50 square feet per school would be permitted without the variances). The wall mounted sign on the middle school is proposed to remain, and the free-standing informational sign in front of the school will be replaced with an LED screen. The LED signs were approved by the Burgess and Commissioners in accordance with Code requirements.

Ms. Donna Rosano, Proffitt and Associates, said that the bricks used on each of the monumented signs will match the bricks of its associated school, to easily distinguish the signs of each school. She also noted that the letters on the wall-mounted sign for the Rock Creek School were reduced from 24" tall to 18" tall. They decided that 18" letters would be more in line with the wall-mounted signage on other areas schools.

Commission members asked about the size of support structures—which would be 5'8" tall and 10' wide.

Chairman Ennis reviewed some of the discussion from the Board of Appeals hearing and mentioned that the Burgess and Commissioners had approved the LED displays. He also noted that the sign locations had not changed from what was shown on the approved site plan.

Member Winch made a motion, seconded by Member Brady, to approve the site plan details for signage at the Walkersville Middle School and the Rock Creek School. The motion passed on a vote of 6-0.

3. Site Plan: Frederick County Public Schools, re-use of former Walkersville Library as offices

Planner Hauver presented the site plan for the proposed change of use. The plan is for FCPS food service to locate offices in the building.

Member Brady said that they have more parking than they need for the number of offices and conference table space as shown on the plan. He also noted the three handicapped spaces along the curb in the driveway. He suggested that they eliminate some of the parking and provide more stormwater management on site.

Chairman Ennis wondered about the change of use, whether any signage is proposed, whether the building is sprinklered, and about the location of the common access easement in the driveway.

Member Winch suggested they table consideration of the site plan until the applicant is represented before the board.

It was noted that the site had been cleaned up and its appearance is greatly improved.

4. Site plan discussion: Marsala’s Restaurant, 1 East Frederick Street, plans to re-open

Mr. Casey Iskander, property owner, said that after 10 or 12 years of being closed, he would like to re-open Marsala’s Restaurant. They are not proposing any structural changes inside or outside.

Member Winch expressed his support for the business re-opening, noting that the vacancy was a frequently noted concern in the citizen survey.

Commission members discussed the need for an up-to-date site plan, noting that the last site plan on the property was approved in the mid-1990s. They encouraged Mr. Iskander to work with staff to meet the requirements for a site plan submission. Mr. Iskander said he would be in touch with Ms. Hauver in the coming weeks.

5. Ordinance 2020-08 Planning Commission

Planner Hauver noted that Ordinance 2020-08 proposed revisions to the section of the Code establishing the Planning Commission. Commissioner Bailey initiated the ordinance revisions and the Commission had reviewed them in January. The Planning Commission had voted to have the Town Attorney review the ordinance and Ms. Hauver presented his proposed revisions.

Members discussed whether the Code should address how a quorum is determined. It is defined in the Rules of Procedure for the Commission but not the Code.

Member Kuster made a motion, seconded by Member Santullo, to recommend to the Burgess and Commissioners that the Town Attorney’s version of the ordinance be approved. The motion passed on a vote of 6-0.

There being no other business, the meeting was adjourned.

Respectfully submitted,

Susan J. Hauver