**Meeting Minutes of Planning Commission**

**Town of Laytonsville**

**June 29, 2023**

Chair Wenger called the meeting of the Planning Commission to order at 7:34 p.m. Members Brian Kline, Obed Pellegrino, Brendan Deyo and Tim Shortley were present. Town Clerk Mary Burke, Mayor-elect Charles Hendricks and several residents were also present.

Chair Wenger announced that residents would not be able to participate in this meeting. He then discussed the nomination of a Planning Commission Vice-Chair, who would then be appointed by the Mayor and Council on July 11, 2023. Member Kline offered that he would be interested in serving in that role and member Shortley agreed. Member Pellegrino asked member Deyo who declined due to other volunteer commitments. Member Deyo made a motion to appoint Brian Kline as Planning Commission Vice-Chair and the motion passed unanimously.

The minutes of the Planning Commission meeting on March 23, 2023, were approved as submitted. The minutes of the Planning Commission Public Hearing on April 20, 2023, were approved with edits.

**Comprehensive Plan Review 2024:** Chair Wenger began discussing the Comprehensive Plan, mainly for the members of the community that were present. He said that this is a forward-looking document that lays out a map for the town. Just because it is a 10-year review doesn’t mean that we must wait 10 years. It is a road map to give us an idea as to where we are going. It is also a requirement of the State of Maryland Department of Planning. Part of it is about the history of the town. Some facts and statistics have changed. Each Planning Commission member will take on a section to review, but it will be a group effort. We will also get input from the citizens of Laytonsville. There are twelve elements of the Comprehensive Plan. We will need to look at the open land and what we want to see happen. Regarding water, at one point it was said that we would never get public water, but we did. Now we need to look at septic.

* Town Vision and Agricultural – History Integrity
* Historical and Cultural Resources **(Assigned to Member Pellegrino)**
* Land Use Element **(Assigned to Member Kline)**
  + Town’s vision and ordinances. Current conditions will need to be updated. Will need to look at the projections and see how accurate we were then look at what we’re projecting for the future. The statistics need to be accurate and up to date.
* Transportation Element **(Assigned to Member Jackson)**
* Community Facilities Element
  + Look at the change in demographics. The Lions Community Center would fall under this.
* Implementation Element **(Assigned to Chair Wenger)**
  + Looking at the town’s goals. Are the Zoning Ordinances correctly worded? Does it reflect the town’s vision?
* Municipal Growth Element **(Assigned to Chair Wenger)**
  + Annexation needs to be in the plan, whether we do it or not. We need to look at the four points of the compass and where it might occur, to protect the town from future development.
* Economic Development
  + Some years ago, the town downzoned some parts of the Historic District. We will need to take a careful look at the zoning in that part of town.
* Water Resources Element **(Assigned to Members Deyo and Kline)**
  + Wastewater and potential sewer and how it would impact the town.
* Environmental Resources **(Assigned to Member Deyo)**
* Work Force Housing **(Assigned to Member Pellegrino)**
* Appendix A: List of Properties withing the Historic District
* Exhibit A: Land Use Plan and Exhibit B-J: Maps

Chair Wenger will follow up with an email on who is assigned to what section. Member Deyo asked if there would be a public posting asking for input from town residents. Chair Wenger stated that the purpose of this meeting was to let the residents know that they had a part in this. Member Deyo also asked for a timeline and goals. Chair Wenger will create one but did say that the overall goal is to have it done and ready to submit to the state by the 3rd Quarter of 2024. Member Deyo will look at converting the PDF of the Comprehensive Plan to a Word Documents.

**New Business:**

**Member Comments:**

**Adjourn:**

Member Deyo made a motion to adjourn the meeting at 8:21 p.m. Member Kline seconded the motion. **The motion was unanimously approved.**

Respectfully submitted,

Mary Burke

Town Clerk

June 29, 2023