

**Denton Planning Commission**

**Minutes**

**Town of Denton**

**February 23, 2021**

**Planning Commission Members:**

Doris Walls, Chairperson\*

William Quick\*

Joseph Mayer, Jr.\*

Lauren Shilling\*

Stephen Mead\*\*\*

George Schwaeble\*

\* Those Present

\*\* Excused

\*\*\* Absent

**Participants:**

Peter Johnston, Town Planner

Councilperson Walter Keith Johnson,  
Attended Virtually

**Recording:**

Donna Todd, Planning and Codes

George Bacorn, A/Chief of Police

Donald H. Mulrine, Jr., Town Administrator

## PROCEEDINGS

### **Call to Order:**

The Planning Commission Meeting was called to order by Chairperson Walls at 6:00 p.m., on February 23, 2021, at the Denton Town Office, leading everyone in the Pledge of Allegiance.

This Meeting was made available to the public via Zoom Video Conferencing, and access to the meeting was made available on the Town website.

### **Election of 2021 Officers:**

Doris Walls was re-elected for Chairperson, and William Quick was re-elected for Vice-Chairperson by unanimous vote.

### **Approval of Minutes:**

November 24, 2020, Planning Commission Meeting minutes were reviewed and unanimously approved as submitted.

### **Old Business #1 – Other:**

Commissioner Shilling provided an update on the Spanish version of the Public Engagement Survey that has been completed and has a test group that will provide comments on the survey.

### **New Business #1 – 2020 Annual Report:**

The Commission reviewed the 2020 Annual Report as required by the Maryland Department of Planning.

Vice Chairperson Quick motioned to approve the 2020 Annual Report as presented.

Commissioner Mayer seconded the motion. Motion passed unanimously. (5:0)

**New Business #2 – Denton Town Code Chapter 73, Subdivision Regulations:**

Peter Johnston revised the Subdivision Regulations that are included in the Denton Town Code Chapter 73.

Vice Chairperson Quick asked why the Town revised the Subdivision Regulations.

Councilperson Johnson provided the reason for the revisions, and the request to staff for the revisions was directed from Councilperson Lister and himself.

The narrow streets in the Sandy Meadow Subdivision and Fairfield Subdivision have created snow removal issues for Town Staff and responding to emergency calls for Firefighters.

The Sandy Meadow Subdivision's 20 feet wide streets are currently scheduled to be changed to one-way streets for safety reasons.

The proposed ordinance has been reviewed by the Town Council and Town Staff, who have provided favorable recommendations for the revisions.

Mr. Johnston noted that the Public Works Standards and Specifications Manual is currently under revision to ensure that both documents are consistent with the guidelines for infrastructure regulations and improvements. The Subdivision Regulations and Standards and Specifications Manual sets the regulations for land subdivision, developer's responsibilities, and infrastructure improvements for sidewalks and streets. The proposed revisions result from service delivery issues and public safety issues.

Significant revisions include the bonding process. Developers are now required to install all infrastructure before building except for the streets' final surface coat. This revision will reduce the amount of bonding required from developers.

Chairperson Walls asked for clarification of the required five (5) foot sidewalks.

Mr. Johnston confirmed that the Public Works Standards and Specifications require five (5) foot sidewalks. The Public Works Standards and Specifications Manual will include cross-section diagrams that set forth minimum dimensions and thickness of the sidewalk, drainage, subsurface, etc. All infrastructure details are included in the Standards and Specifications Manual.

Commissioner Shilling motioned to forward the revised Subdivision Regulations to the Denton Town Council for consideration of adoption.

Vice Chairperson Quick seconded the motion. Motion passed unanimously. (5:0).

Commissioner Shilling revised her motion to read as follows:

It is hereby resolved by the Town of Denton Planning Commission on February 23, 2021, to recommend adoption by the Town Council as defined herein, to replace Chapter 73 of the Denton Town Code Land Subdivision Regulations.

Vice Chairperson Quick seconded the motion. Motion passed unanimously. (5:0).

**New Business #3 – Other:**

None.

**Staff Item #1 – Open Meetings Act Designee:**

Vice Chairperson Quick volunteered to serve as the Open Meetings Act Designee for the Planning Commission. Staff will send the link for the Open Meetings Act website.

**Staff Item #2 - Other:**

Mr. Mulrine noted the Maryland Planning Commissioners Association would be attending a Planning Commission Meeting in April or May.

Chairperson Walls welcomed the new Member, George Schwaeble, to the Board.

Mr. Mulrine updated the Commission on the ordinances scheduled for revisions and currently under review by the Town Council. The revisions are a result of changes in the Maryland

Law and required updates. Ordinance revisions include Denton Town Code Chapters 102, 124, 125, 60, and the Critical Area Ordinance.

**Adjournment:** The meeting adjourned at 6:35 p.m.