

**TOWN OF EMMITSBURG PLANNING COMMISSION
MEETING MINUTES of May 5, 2020**

ATTENDING BY ZOOM CALL: Keith Suerdieck, Chairman; Mark Long, Vice Chair; Joyce Rosensteel, Bernard Franklin, Ph.D., and Joe Ritz, Town Commissioner liaison.

Bobby Phalen with the Insurance Brokers of Maryland; and Chris Gauss, surveyor for the project.

STAFF: Zachary R. Gulden, MPA, Town Planner

1. Meeting called to order by Chairman Keith Suerdieck at 7:30 pm.

2. Pledge of Allegiance.

3. OPENING STATEMENT: When we vote tonight we will do so my role call. Everything else will be as we have done so before.

4. DISPOSITION OF MINUTES: A motion to approve the Minutes of February 24, 2020 was made by Mark with a second by Joyce. The Minutes were unanimously approved by roll call vote.

5. OLD BUSINESS:

A. Insurance Brokers of Maryland.

Site Plan

File No. 2020-01

Committee was asked individually if we have questions or comments.

Zach then presented regarding the site plan. Parking spaces reduced from 18-12 spaces.

1. Loading zone space. Scratch condition number 1. to eliminate the 5 spaces.
2. Item 2 will be kept in the project if they plan to keep the sidewalk to the street.
3. Totally of 12 parking spaces on this space now.

Motion to allow two parking spaces up front for handicap in the front parking lot. Joe made the motion to approve the parking spaces. Second by Mark. Roll call vote as called. It was unanimous, 5-0.

Second issues: to approve the site plan, with conditions number 2 – 11.

A motion was moved by Mark with a second by Joyce to conditionally approve the Insurance Brokers of Maryland Site Plan with the following conditions.

1. The site shall be clearly identifiable on the vicinity map in accordance with Town Code @17.48.050B.1.
2. Indicate lot size, ownership, and recording information.
3. Indicate owner/developer contact information.
4. Indicate adjacent property owners and recording information.
5. Topography should extend 100 feet around the site.
6. The plan shall list the parking surface and sidewalk/ramp material(s) used in accordance with Town Code @17.48.050.B.5.
7. The front parking lot appears to be less than 10 feet from the right-of-way. See Town Code @17.08.140.D.4. Correct if necessary.
8. Per Americans with Disability Act (ADA) Standards 2010, "*Where more than one parking facility is provided on a site, the number of accessible spaces provided on the site shall be calculated according to the number of spaces required for each parking facility. The number of parking spaces required to be accessible is to be calculated separately for each parking facility*". Please provide one accessible space per facility.
9. The accessible parking spaces shall also be van accessible. Van parking spaces shall be 132 inches (11 feet) wide minimum with a 60 inches (5 feet) access aisle. Van parking spaces shall be permitted to be 96 inches (8 feet) wide minimum where the access aisle is 96 (8 feet) wide minimum. [ADA Code]
10. Access aisles shall be situated so that it is on the passenger side of the van space (right side) when the vehicle is pulled into the space.

Roll call vote as called. It passed unanimous 5-0.

6. NEW BUSINESS:

No new business.

7. PUBLIC COMMENT: None

Zach announced his new baby may come in early June. No new meeting is planned at this point.

8. ADJOURNMENT: A motion to adjourn the meeting was made by Joyce with a second by Mark. Meeting was adjourned at 8:30 pm.

Next Planning Commission Meeting will be announced by staff.

Submitted by Bernard Franklin, Ph.D., Secretary