

# 2015 ANNUAL REPORT ELKTON, MARYLAND



PREPARED BY:

TOWN OF ELKTON PLANNING DEPARTMENT  
FOR THE ELKTON PLANNING COMMISSION

## **EXECUTIVE SUMMARY**

Section 3.09 of The Land Use Article the Annotated Code of Maryland requires that the Planning Commission prepare, adopt, and file an annual report with the local legislative body. This document has been prepared by the Town of Elkton Department of Planning to satisfy that requirement.

The format and content of this report cover the development activity that has occurred in the Town of Elkton during the calendar year 2015. This activity includes major and minor subdivisions, rezonings, annexations, special exceptions, variances, appeals, historic district work permits, historic district designation, building permits and site plans. This information is presented in summary fashion.

The Land Use Article of the Annotated Code of Maryland requires that the Annual Report state whether changes in land use patterns which occurred during the period covered in the report, including land use, transportation, community facilities, zoning map amendments, and subdivision plats are or are not consistent with each other; the recommendations of the last annual report; the adopted plans of the local jurisdictions; and the adopted plans of the state and local jurisdictions that have responsibility for financing and constructing public improvements necessary to implement the local jurisdiction's plan and should contain statements and recommendations for improving the planning and development process within the local jurisdiction. During calendar year 2015 these changes were consistent with the above mentioned items.

This office's actions concerning rezonings, special exceptions, variances, subdivisions, Chesapeake Bay Critical Area, historic district work permits, and other associated projects presented this office with a number of challenging and varied assignments.

## **APPLICATIONS PROCESSED 2015**

Residential Subdivisions – The Planning Commission approved one (1) extension of final approval and one (1) revised final approval.

Subdivision Plats - The Planning Commission approved three (3) add-on subdivisions and two (2) resubdivision, which resulted in the creation of two (2) lots.

Site Plans - A total of thirteen (13) commercial/industrial/institutional site plans were approved by the Planning Commission. Four (4) plans were approved for final, one (1) plan was approved for revised final, three (3) were approved for preliminary, four (4) were approved for concept and one (1) plan was approved for a revised landscape plan.

Special Exceptions, Variances, Appeals – Seventeen (17) requests were processed in 2015; five (5) special exception were processed of which three (3) were approved, one (1) denied, and one (1) withdrawn; twelve (12) variances were processed, all of which were approved.

Critical Area Permits - The Building Department issued eleven (11) building permits in the Critical Area: six (6) shed permits, one (1) single family dwelling permit, and four (4) pool permits.

Historic District Work Permits - The Historic and Architectural Review Committee processed nine (9) work permits in 2015, all of which were granted.

Rezoning – No property was rezoned in 2015.

Building Permits – The Town issued permits for nine (9) single family dwellings.

Zoning Violations – The Building Department investigated approximately three hundred seventy eight (378) violation complaints.

Amendments – The Planning Commission recommended approval of one (1) amendment to the Zoning Ordinance, which was subsequently approved by the Mayor and Commissioners.

Annexations – There were three (3) annexations approved in 2015; one for 3.463 acres, one for 0.608 acres, and one for 1.41 acres.

**THE ELKTON PLANNING COMMISSION**

**2015 Members:**

Mr. David Wiseman, Chair - appointed January 2015

Mr. G. Edward Ginder, Vice-Chair

Mr. David Fordyce

Mr. Richard Keane

Mr. Keith Thompson

Mayor Robert J. Alt, Ex-Officio (December 2015)

Ms. Jeanne D. Minner AICP, Director of Planning (staff)

Ms. Clara Campbell, Legal Counsel

The following member resigned in 2015:

Commissioner Mary Jo Jablonski, Ex-Officio (November 2015)

The Planning Commission is appointed by the Mayor and approved by the Board of Commissioners. The Planning Commission serves as a citizen board and makes recommendations to the Board of Zoning Appeals or the Mayor and Commissioners regarding special exceptions, rezonings, and amendments or changes to the Town's Zoning Ordinance and Subdivision Regulations. The Planning Commission has the authority to approve all major and minor subdivision of land and all industrial, institutional, and commercial site plans.

Planning Commission public meetings are scheduled on the first Monday after the first Wednesday of each month. The meetings are held at 7:00 pm in the Elkton Municipal Building at 100 Railroad Avenue, Elkton, Maryland.

**THE ELKTON BOARD OF ZONING APPEALS**

**2015 Members:**

Mr. Robert Olewine, Chair

Ms. Shirley Hicks

Ms. Dawn Schwartz

Mr. Dave Mehelas - appointed December 2015

Mr. James Cooney - appointed June 2015

Mr. Charles Bromwell, Zoning Administrator (staff)

Ms. Lisa Hamilton Blackson, Esq., Legal Counsel

The following members resigned during 2015:

Mr. Jared Roudybush - May 2015

Mr. Charles Cramer, Jr. - November 2015

The Board of Zoning Appeals is appointed by the Mayor and approved by the Board of Commissioners and serves as a citizen review board for administrative decisions of the Department of Zoning. The Board is a quasi-judicial body which makes decisions on special exceptions, variances and appeals.

Board of Zoning Appeals public meetings are scheduled on the first Thursday after the third Wednesday of the month in the Elkton Municipal Building at 100 Railroad Avenue, Elkton, Maryland.

## **THE ELKTON HISTORIC DISTRICT COMMISSION**

### **2015 Members:**

Ms. Paula Newton, Chair

Mr. Josh Brown

Mr. Mark Clark

Mr. Steven Leonard

Ms. Brittany Schwartz

Ms. Jeanne D. Minner AICP, Director of Planning (staff)

Mr. John Downs, Legal Counsel

The Historic District Commission is appointed by the Mayor and approved by the Board of Commissioners. The Historic District Commission is a citizen review board that reviews applications for work permits in the designated historic overlay zone and makes recommendations to the Mayor and Commissioners on applications for inclusion in or petitions for removal from historic overlay zones. It is a five (5) member board of which the majority of members must be residents of the Town.

The Historic District Commission meets on the last Wednesday of the month at 6:00 PM in the Municipal Building at 100 Railroad Avenue, Elkton, Maryland.

## ELKTON DEPARTMENT OF PLANNING

### **2015 Staff:**

Jeanne D. Minner AICP, Director

Theresa C. Thomas, Planner

Brenda S. Humphreys, Administrative Secretary (Building Department staff, provides secretarial assistance for Planning Commission meetings)

This department provides staff support to the Mayor and Commissioners, Planning Commission and Historic District Commission, as well as other boards and commissions. Additionally, this office implements the goals and objectives of the Town's Comprehensive Plan through the administration of the Zoning Ordinance and Subdivision Regulations. Members of the staff participate on various committees and represent the Town on regional organizations.

The Planning Department is also responsible for grant research, application and administration of state and federal grants such as the Community Development Block Grant, Critical Area Grant, Community Legacy, Sidewalk Retrofit, Maryland Historical Trust and Program Open Space Grants.

**RESIDENTIAL BUILDING PERMITS ISSUED IN 2015**  
**BY LAND USE DISTRICT**

| <b>MONTH</b> | <b>TYPE OF PERMIT</b> | <b>NUMBER ISSUED</b> | <b>ZONING DISTRICT</b> | <b>TOTAL SF</b> | <b>ESTIMATED CONSTRUCTION COST</b> |
|--------------|-----------------------|----------------------|------------------------|-----------------|------------------------------------|
| January      | Single-family         | 1                    | R-1                    | 4,012           | \$179,000                          |
|              | Single-family         | 1                    | R-2                    | 3,401           | \$148,358                          |
| February     | Single-family         | 1                    | R-2                    | 5,729           | \$229,308                          |
| March        |                       | 0                    |                        |                 |                                    |
| April        |                       | 0                    |                        |                 |                                    |
| May          | Single-family         | 1                    | R-1                    | 2,177           | Not available                      |
|              | Single-family         | 1                    | R-2                    | 4,805           | \$173,410                          |
| June         | Single-family         | 1                    | R-1                    | 3,296           | \$110,000                          |
| July         | Single-family         | 1                    | R-1                    | 1,888           | \$165,000                          |
| August       | Single-family         | 1                    | R-1                    | 3,694           | \$130,000                          |
| September    |                       | 0                    |                        |                 |                                    |
| October      |                       | 0                    |                        |                 |                                    |
| November     | Single-family         | 1                    | R-2                    | 3,313           | \$125,000                          |
| December     |                       | 0                    |                        |                 |                                    |
| <b>TOTAL</b> |                       | <b>9</b>             |                        | <b>32,315</b>   | <b>\$1,260,076</b>                 |

R-1 - Town Estate, low density  
R-2 - Town Residential, medium density  
R-3 - Multi-family Residential  
RO - Residential Office  
TC - Town Center



**BUILDING PERMITS ISSUED - 2015**  
**CRITICAL AREA**

| <b>MONTH</b>  | <b>PERMITS ISSUED IN CRITICAL AREA – 2015</b> | <b>NUMBER OF WHICH WERE NEW DWELLINGS</b> |
|---------------|---|---|
| January       | 0   | 0   |
| February      | 0   | 0   |
| March         | 1   | 0   |
| April         | 0   | 0   |
| May           | 2   | 0   |
| June          | 1   | 0   |
| July          | 2   | 0   |
| August        | 1   | 0   |
| September     | 1   | 0   |
| October       | 0   | 0   |
| November      | 3   | 1   |
| December      | 0   | 0   |
| <b>TOTALS</b> | <b>11</b>                                     | <b>1</b>                                  |

**SPECIAL EXCEPTIONS, VARIANCES, APPEALS**  
**2015**

|                            | <b>APPROVED</b> | <b>DENIED</b> | <b>WITHDRAWN</b> | <b>TOTAL</b> |
|----------------------------|-----------------|---------------|------------------|--------------|
| <b>SPECIAL EXCEPTIONS</b>  |                 |               |                  |              |
| <b>In-home occupations</b> | 0               | 0             | 0                | <b>0</b>     |
| <b>Other</b>               | 3               | 1             | 1                | <b>5</b>     |
| <b>VARIANCES</b>           | 12              | 0             | 0                | <b>12</b>    |
| <b>APPEALS</b>             | 0               | 0             | 0                | <b>0</b>     |

## APPLICATIONS

### **2015 Residential Subdivisions**

| <b>DATE</b> | <b>NAME</b>                      | <b>LOCATION</b>                      | <b>ZONING</b> | <b>USE</b>  | <b>STATUS</b>                        |
|-------------|----------------------------------|--------------------------------------|---------------|---|--------------------------------------|
| 01/12/15    | Summit at Walnut Hill, Section 1 | TM 306, p. 2125, p/o 2435 & p/o 2447 | RO            | Residential (27 townhouse lots) & Commercial (2 lots) | Extension of Final Major Subdivision |
| 05/11/15    | Hickory Knoll                    | TM 305, p. 731                       | R-3           | Residential (84 townhouse lots)                       | Revised Final Major Subdivision      |

### **2015 Subdivision Plats**

| <b>DATE</b> | <b>NAME</b>                | <b>LOCATION</b>                                 | <b>ZONING</b> | <b>TYPE</b>        | <b>NEW LOTS CREATED</b>                | <b>STATUS</b>       |
|-------------|----------------------------|---|---------------|--------------------|--|---------------------|
| 03/09/15    | Wawa                       | TM 314, p. 193, 197, & 198                      | C-2           | Add-On Subdivision | Three (3) parcels into two (2) parcels | Final               |
| 05/11/15    | DVM Health Properties, LLC | TM 315, p. 2378                                 | C-2           | Resubdivision      | One (1) parcel into two (2) parcels    | Reapproval of Final |
| 07/06/15    | Union Hospital             | TM 310, p. 1346 & 1347                          | TC            | Add-On Subdivision | Two (2) parcels into one (1) parcel    | Final               |
| 11/09/15    | 503 E. Pulaski Hwy, LLC    | TM 315, p. 2057 & 2058 (lots 9, 10, 11, 12, 13) | C-2           | Add-On Subdivision | Two (2) parcels into one (1) parcel    | Final               |
| 11/09/15    | TLBT, LLC                  | TM 316, p. 2462                                 | C-2           | Resubdivision      | One (1) parcel into two (2) parcels    | Preliminary         |

R-1 - Town Estate, low density  
 R-2 - Town Residential, medium density  
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 RO - Residential Office  
 TC - Town Center  
 C-2 - Highway Commercial

**2015 Site Plans  
Commercial, Industrial, and Institutional Development**

| <b>PLANNING COMMISSION MEETING DATE</b> | <b>NAME</b>                       | <b>LOCATION</b>                                 | <b>ZONING</b> | <b>USE</b>                       | <b>STATUS</b>                   |
|---|-----------------------------------|---|---------------|----------------------------------|---------------------------------|
| 03/09/15                                | Wawa                              | TM 314, p. 193, 197, & 198                      | C-2           | Gas station/convenience store    | Final                           |
| 05/11/15                                | Hertrich Properties, XII, LLC     | TM 316, p. 2332                                 | C-2           | Car dealership                   | Revised Final                   |
| 05/11/15                                | Union Hospital                    | TM 310, p. 1346 & 1347                          | TC            | Parking lot                      | Concept                         |
| 06/08/15                                | Wawa                              | TM 314, p. 193, 197, & 198                      | C-2           | Gas station/convenience store    | Revised Final<br>Landscape Plan |
| 07/06/15                                | Ramsey Ford                       | TM 315, p. 2057 & 2058 (lots 9, 10, 11, 12, 13) | C-2           | Quick lane & used car dealership | Concept                         |
| 07/06/15                                | Union Hospital                    | TM 310, p. 1346 & 1347                          | TC            | Parking lot                      | Final                           |
| 07/06/15                                | Elkton Gas                        | TM 303, p. 1020                                 | C-3           | Office/warehouse                 | Final                           |
| 08/10/15                                | TLBT, LLC                         | TM 316, p. 2462                                 | C-2           | Grocery store                    | Concept                         |
| 09/15/15                                | Ramsey Ford                       | TM 315, p. 2057 & 2058 (lots 9, 10, 11, 12, 13) | C-2           | Quick lane & used car dealership | Preliminary                     |
| 09/15/15                                | Gilpin Manor Elementary School    | TM 306, p. 1723                                 | R-2           | Public elementary school         | Concept                         |
| 11/09/15                                | TLBT, LLC                         | TM 316, p. 2462                                 | C-2           | Grocery store                    | Preliminary                     |
| 11/09/15                                | 503 E. Pulaski, LLC (Ramsey Ford) | TM 315, p. 2057 & 2058 (lots 9, 10, 11, 12, 13) | C-2           | Quick lane & used car dealership | Final                           |
| 12/07/15                                | Gilpin Manor Elementary School    | TM 306, p. 1723                                 | R-2           | Public elementary school         | Preliminary                     |

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R-3 - Multi-family Residential  
RO - Residential Office  
TC - Town Center  
C-2 - Highway Commercial  
C-3 - Interchange Commercial

**ELKTON HISTORIC DISTRICT COMMISSION**  
**2015**

The following requests were heard by the Historic District Commission:

| <b>DATE</b> | <b>LOCATION</b>        | <b>REQUEST</b>   | <b>ACTION</b> |
|-------------|------------------------|--|---------------|
| 01/28/15    | 310 W. Main Street     | Replace windows and roof shingles and resurface front and side porches | Approved      |
| 02/25/15    | 105 E. Stockton Street | Exterior renovations   | Approved      |
| 03/25/15    | 124 Maffitt Street     | Demolition & replacement of a single family home                       | Approved      |
| 07/29/15    | 221 E. Main Street     | Installation of a sign   | Approved      |
| 09/30/15    | 114 E. Main Street     | Installation of a sign   | Approved      |
| 09/30/15    | 209-211 E. High Street | Replacement of windows   | Approved      |
| 09/30/15    | 200 North Street       | Replacement of two windows   | Approved      |
| 10/28/15    | 221 E. Main Street     | Installation of a sign   | Approved      |
| 12/30/15    | TM 310, p. 1418        | Installation of a fence  | Approved      |

**AMENDMENTS**  
**2015**

Ordinance 6-2014, effective March 24, 2015

**Town of Elkton Zoning Ordinance**

Article XVI Signs, Section 18 Permitted Signs, Subsection 7. Permanent Residential Subdivision or Multi-Family Signs.

Permanent Residential Subdivision or Multi-Family Identification Signs: Ground signs with the name of the residential subdivision or multi-family development may be allowed at any entrance, provided that:

- 1) There may not be more than two (2) signs identifying such subdivision or development at each entrance.
- 2) Such sign shall not exceed 35 square feet in area for a single-sided sign, or 20 square feet per side for a double-sided sign.
- 3) The height of the sign face shall be appropriate for the structure and landscaping as determined by the Zoning Administrator.
- 4) The total monument shall be no larger than four times the square footage of the sign face.
- 5) Such sign shall not be placed closer than 5 feet from any sidewalk and 20 feet from any road right of way. A minimum 25 foot clear sight triangle at all intersections must be maintained.
- 6) Such sign shall contain no commercial message.
- 7) Electronic messaging boards shall be prohibited.
- 8) Such sign shall be located in a maintained landscaped area.

**ANNEXATIONS**  
**2015**

| Owner                            | Tax Map/Parcel # | Acreage                   | Current County Zoning | Proposed Town Zoning | Planning Commission Hearing | Mayor & Commissioners Hearing/Adopted/Date Effective |
|----------------------------------|------------------|---------------------------|-----------------------|----------------------|-----------------------------|--|
| Pivotal Utilities Holdings, Inc. | 303/1020         | 3.463                     | RM                    | C-3                  | March 9, 2015               | May 6, 2015/May 20, 2015/July 5, 2015                |
| Robert G. & Nancy Johnson        | 320/212          | 0.608                     | ST                    | R-2                  | n/a                         | May 6, 2015/May 6, 2015/June 20, 2015                |
| Michael P. Calhoon               | 320/206, 207     | 0.4 and 1.01 respectively | ST                    | R-2                  | n/a                         | December 2, 2015/December 2, 2015/January 16, 2016   |

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R-2 - Town Residential, medium density  
R-3 - Multi-family Residential  
RO - Residential Office  
TC - Town Center  
C-3 - Interchange Commercial

ST – Suburban Transition Residential  
RM – High Density Residential