

TOWN OF TRAPPE  
PLANNING COMMISSION MEETING  
JULY 18, 2023

**Meeting – 6:00 pm**

The meeting was called to order at 6:00 pm by Chairman Edgar Harrison. Planning Commission members Brian Schmidt, Scott Metje and Ben Diefenderfer were present. Other attendees for the Town: Town Administrator Erin Braband and Town Planner Peter Johnston.

**Review of the Minutes**

The minutes from the June 14, 2023 meeting were approved as submitted.

**Old Business**

None

**New Business**

Annexation request – Brian Hause

Zach Smith representing Mr. Hause is requesting annexation of the portion of Tax Map 54, Parcel 302 that is not in Town limits as shown on the submitted site plan. Mr. Smith stated that he believes this strip was left out when the initial annexation took place as to not create an enclave but if the Town were to annex the strip and leave Old Trappe Road out of the annexation an enclave would not be created. After discussion, Commissioner Diefenderfer made a motion to give a favorable recommendation to the Town Council to annex the portion of Tax Map 54, Parcel 302 that is not in Town limits and leave Old Trappe Road out of Town limits. Commissioner Schmidt seconded the motion, and it was unanimously approved.

Operation of food truck request – Thomas Mitchell

Mr. Mitchell asked the Planning Commission if they would consider allowing a food truck to be parked on his property at the old Nelson Auction House and open to serve food on the weekends. Mr. Mitchell stated that when the food truck was not in operation it would be parked behind the Coffee Trappe but not operated there. The Town has a peddler's permit in the Code but it would not apply to this situation as written. Copies of how other jurisdictions handle food trucks were handed out to the Planning Commission so they can review the information and discuss how they would like to handle this request at the August Planning meeting.

Mr. Mitchell stated that he bought 4001 Main and asked the Planning Commission to think about what they would like to see built there. Mr. Mitchell was thinking maybe a building like the Maple Avenue building with commercial businesses downstairs and apartments upstairs but is open to suggestions.

Mr. Mitchell asked the Planning Commission to consider applying to become a Designated Enterprise Zone. Administrator Braband stated that she will get information together for the Planning Commission on Enterprise Zone Designations for their review and discussion at a future meeting.

Mr. Mitchell asked the Planning Commission what their thoughts are on the new cannabis regulations and how the Town will handle requests for permits. The Planning Commission is working through this and previously passed a 9-month moratorium to give them time to do so.

## Short-term rental program/policy

The Planning Commission reviewed examples from other jurisdictions for Short-term rentals and after discussion Commissioner Schmidt made a motion to adopt a similar policy as Oxford's with the following changes:

1. Remove the RR zoning district from the policy
2. Increase liability insurance to a minimum of \$1,000,000 per person and \$2,000,000 per occurrence
3. Change Section C, number 4 to say that the Property Owner or Agent must be able to respond to the rental in less than 30 minutes, removing the 30-mile requirement.

Commissioner Metje seconded the motion and it was unanimously approved. An Ordinance will go to the Town Council for their consideration at their August meeting.

### **Commission/Staff Items:**

Commissioner Harrison handed out a list of items for the Zoning Ordinance revision that he would like the Planning Commission to review and be prepared to discuss at their August meeting.

With no other business to discuss the meeting was adjourned at 7:08 pm.

Respectfully submitted,

Erin Braband, Town Administrator