

Town of Trappe
Planning Commission Meeting
November 19, 2024

Meeting – 6:00 pm

Chairman Harrison called the meeting to order. Planning members Richard Allison, Bobby Quidas, Brian Schmidt and Doran Bowman were present. Other attendees for the Town: Town Administrator Erin Braband and Town Planner Peter Johnston.

Agenda – Commissioner Schmidt made a motion to amend the agenda to add Lakeside, Lennar Homes building plans. Commissioner Allison seconded the motion and it was unanimously approved.

Minutes – The October 15, 2024 Planning Commission Meeting minutes were approved as presented.

New Business –

Fence permit request – 3838 Main Street – Chairman Harrison stated that the Town has received a building permit application for a fence to be installed at 3838 Main Street and there is a disagreement between the homeowner and the neighbor regarding the placement and material of the fence. Each party has submitted a written letter that described their position and each party was given a chance to speak. After discussion, the Planning Commission found no zoning or code violations that would cause the fence permit to not be issued, and Commissioner Allison made a motion to approve the fence permit application after the homeowner amends the application to state that the fence will go alongside the back of the property as well as both sides. Commissioner Quidas seconded the motion and it was unanimously approved.

Lakeside – Attorney Ryan Showalter stated that Lennar Homes is a possible new builder for 80 lots in Lakeside and they were told by office staff that the Planning Commission needs to review all new building plans and approve them before a building permit will be issued. Due to timing constraints and the Planning Commission meeting only once a month, they are requesting that the Planning Commission direct the Zoning Administrator to issue building permits and waive the requirement of the Planning Commission's review and approval of the plans prior to issuance. The Zoning Administrator can verify that the building plans meet the design guidelines and MDIA can review the plans to ensure that they meet the building code. Planner Johnston encouraged the Planning Commission to review the plans prior to issuance of building permits as these are new house plans that are being proposed and will be used for up to 80 lots in Lakeside. Administrator Braband stated that the office staff also encourages the Planning Commission to review and approve the plans before staff issues permits for the first time. Once the main set of plans is approved, permits can be pulled without coming back in front of the Planning Commission, this review process is the same that was done for Brookfield Homes and it worked well. After discussion Commissioner Allison made a motion to provide Lennar Homes with an email/letter of assurance stating that as long as the construction plans meet the design guidelines, Lennar will not be impeded in their permit process. Commissioner Bowman seconded the motion and it was unanimously approved. The Planning Commission requested that Lennar Homes submit house renderings, their checklist showing that

the plans meet the design guidelines and a floor plan of each house to be reviewed by the Planning Commission at their Dec. 17th meeting.

Sign Ordinance – Curtis Snyder presented an idea to install a 10'x20' electronic billboard on their property on Ocean Gateway and provide the Town with 20% of the advertising time. The Planning Commission briefly discussed the sign and their concerns and agreed to continue the conversation at a later time.

Commissioner/Staff Items – The Planning Commission deferred the discussion on the draft Zoning Ordinance until the next meeting and will review comments received from Attorney Ryan.

With no further business to discuss, Commissioner Quidas made a motion to adjourn the meeting at 8:06 pm. Commissioner Schmidt seconded the motion and it was unanimously approved.

Respectfully submitted,
Erin Braband, Town Administrator