



Town Of Myersville

TOWN HALL
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ANNUAL REPORT 2013

Mayor & Council

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Mark Hinkle, Vice President
William Bottoms
Melissa Murphy
Mark Etheridge
Mark Flynn

Kristin Aleshire, Town Manager
Ray Hinkle, Town Treasurer
Kathy Gaver, Town Clerk

Myersville Planning Commission

Dave Sexton, Chairman
Monty Bussard, Vice Chair
Carolyn Burelbach
Michelle Sweet
Mark Etheridge, Council Liaison

Myersville Board of Appeals

John Brown, Chairman
Michael Collins
Laura Sweeny

Town Planning & Zoning Administrator

Brandon Boldyga

June 18, 2014

Introduction

The Land Use Article of the Annotated Code of Maryland requires the Planning Commission to annually prepare, adopt, and file with the Town Council a report of all changes in land use, transportation, community facilities, zoning map amendments, and subdivision plats. The report should also include a determination of whether each change is consistent with each other, the Comprehensive Plan, the plans of adjoining jurisdictions, state and local plans, and the recommendations made in the last annual report. The last report was prepared for 2012.

The report shall also include recommendations for improving the planning and development process within the Town. The Town Council shall review the annual report and take actions as appropriate and necessary to insure the continuation of a viable planning and development process.

Population

Table 1 represents the population of Myersville between the years 1970 and 2013.

Myersville Population

Year	Population	Housing Units
1970	450	169
1980	432	182
1990	464	196
2000	1,382	453
2010	1,624	523
2011	1,627	523
2012	1,627	523
2013	1,603	523

Table 1

Permits

Table 2 represents the total number of permits issued by the Town during 2013 categorized by each permit type.

Permit Activity

Permit Type	Quantity
New Single Family	0
New Commercial	0
Addition (porch, deck, etc.)	9
Accessory Structure	2
Interior/Basement Alteration	3
Fence	12
Pools/Hot Tubs	1
Non-Residential Renovations	0
Home Occupations	0
Change of Use/Owner	0
Signs	5
Demolition	0
Driveway	3
Total	35

Table 2

Annexations

There were no formal initiations of annexation or requests for annexation during 2013.

Subdivisions & Minor Developments

Table 3 represents the various subdivision and minor development plans reviewed by the Myersville Planning Commission in 2013.

Subdivisions & Minor Developments

Applicant	Plan Type	Location	Description	Map #
Town of Myersville	Combined Mass Grading / Improvement Plans	Main Street & Walnut Street	Approved Combined Mass Grading / Improvement Plans for Town rehabilitation project for paved surfaces, sewer lines, storm drains, water lines and sidewalks.	

Table 3

Board of Zoning Appeals

There were no Myersville Board of Zoning Appeals cases heard in 2013.

Text Amendments

2013-01 An ordinance to amend Chapter 130 of Myersville Town Code by enacting and adding thereto article XII to adopt Chapter 1-10, "Grading, Sediment and Erosion Control" of the Frederick County Code.

2013-02 An ordinance to amend Chapter 130 of Myersville Town Code to modify the validity period for subdivision preliminary plats.

2013-03 An ordinance to amend Chapter 165 of Myersville Town Code by repealing and replacing thereto Article XVII, entitled "Overlay Zones" for the purpose of clarifying procedures and distinguishing the Mayor from the Town Council.

2013-07 An ordinance to amend Myersville Town Code by adding provisions relating to the keeping of agricultural animals in the Town of Myersville; to amend Chapter 165 of Town Code to permit recreational keeping of certain animals on certain conditions in residential zoning districts.

Re-zoning / Map-Amendment

There were no requests or Town-initiated re-zoning amendments made in 2013.

Zoning and Code Issues

The following sections include the various zoning and code enforcement cases handled in 2013 by the Town Zoning Administrator.

Zoning Violations

Violation Type	Occurrence
Junkyard Violation	1
Site Plan Compliance	1
Home Occupation	3
Total	5

Table 4

Infrastructure Improvements

- *Main Street & Walnut Street* – The Mayor & Council utilized a professional services agreement with ARRO Engineering & Consulting Group to plan and engineer improvements to Main Street between Wolfsville Road (Maryland Route 17) and Church Hill Road. The project includes improvements to Walnut Street and will encompass road surface, storm drain, water line, sewer line, stormwater inlet, fire hydrant and grading improvements along the stretch of road. The project has commenced in 2014.
- *Sewer Line Relocation* – Town Staff worked to secure funding from the Federal Emergency Management Agency (FEMA) and the Maryland Emergency Management Agency (MEMA) to relocate a portion of the Town’s sewer line exposed during heavy rains experienced in the area with Hurricane Sandy in October of 2012.

Review of Town Construction Projects

- The Mayor & Council approved the construction of a recreational gazebo along the Town’s trail between Main Street and Doub’s Meadow Park. The gazebo is under construction in 2014.

Ongoing Projects and Research

- The Open Space & Trails Ad Hoc Committee continued to develop an Open Space & Trails Master Plan to be incorporated by the Planning Commission in the future Comprehensive Plan updates.
- Drees Homes was able to identify and secure a sufficient water source to record the remaining 31 lots of Saber Ridge subdivision.
- The Dominion Transmission, Inc. (DTI) Myersville Gas Compressor Station was ruled by the Federal Energy Regulatory Commission (FERC) in Federal Court as consistent with the U.S. Natural Gas Act (USNGA), superseding local zoning laws. This ruling allowed DTI to move forward with the compressor station plans despite of inconsistencies with the Town’s Zoning Ordinances.
- The Town continues to work with in-Town property owners on Ventrice Court to extend water and sewer lines to properties there to spark economic growth and development in this commercial area.

Changes in County Jurisdiction

There were no changes in County jurisdiction in 2013.

Summary

All changes occurring in Town during 2013 are consistent with the Town's Comprehensive Plan and the County Comprehensive Plan, with the sole exception of the Myersville Gas Compressor Station, permissible by Federal Law. Also consistent with the Comprehensive Plan, and consistent with each other, are the text amendments that was recommended for approval by the Planning Commission and subsequently approved by the Mayor & Council. The following recommendations shall help to improve the planning and development process within the Town.

Recommendations

Prior Recommendations (2012)

Organizational

1. Amend water and sewer tap allocation policy to include procedure for allocation when Town's capacity is not scarce. Town should also review existing tap connection fees to determine if adequate. **Maryland Department of Environment (MDE) has decreased the Town's water allocation in recent allocation permits. Tap fees were re-evaluated with fee policy update and determined to be sufficient.**
2. Public Relations Committee shall continue improving interface of the Town website. **The committee continues to work to improve the interface of the Town website; however, this particular issue lies outside of the Planning Commissions domain.**

Short-Term Planning

3. Develop community revitalization plan and apply for DHCD Sustainable Communities program and apply for Sustainable Maryland Certified designation. **Town Planning Office worked to complete the Department of Housing and Community Development (DHCD) Sustainable Community Designation Application during 2013. Application was submitted in 2014.**
4. Update subdivision and zoning regulations to address minimum lot widths, clarify definitions of "public utility" and "essential services", and consider amending list of permitted and prohibited uses within the General Commercial and Highway Employment Overlay Zones. **Highway Employment Overlay (HEO) zone is the current site of the future Myersville Gas Compressor Station, with no need to develop HEO zone further.**
5. Review and revise Village Center zoning ordinance to ensure future development harmoniously occurs along Main Street. **No action.**

Long-Term Planning

6. Establish Historic Resources Plan and Society/committee. **Historical Society began to take shape in Myersville in 2013.**
7. Re-evaluate street design standards and continue to promote bicycle and pedestrian links. **No action.**

Town Projects

8. Continue coordination with State Highway Administration to ensure engineering and funding for Main Street Sidewalk Retrofit and Park & Ride Expansion projects is secured. **Sidewalk retrofit project is currently underway in 2014; funding is dependent upon Sustainable Community Designation. Park & Ride expansion is under way; however the majority of the Park & Ride lies outside of Town. The new portion will lie within the Town Limits.**
9. Begin implementation of Parks & Open Spaces Master Plan. **The Town began to pursue various Open Space & Trails projects in 2013.**

Current Planning Commission Recommendations 2014

Organizational

1. Attract new membership and greater interest in Myersville Planning Commission and Myersville Board of Appeals matters.
2. Revise Planning Commission Bylaws to replace Article 66B with the Maryland Land Use Article.

Short-Term Planning

3. Survey Town Corporate Boundaries in areas that were not annexed into Town during recent years to get a true picture of where the Myersville Corporate Limits are.
4. Initiate annexation of partial parcels and unincorporated "pockets" into Town to create clear corporate limits that make sense to the sense of community.
5. Initiate de-annexation of partial parcels out of Town to eliminate areas that are clearly not part of the community or are logistically unfeasible. These areas include "slivers" of road ways, farms, etc. that are clearly not part of the Town's community.

Long-Term Planning

6. Assist in the establishment of a Myersville Historical Society.
7. Complete Open Space & Trails Master Plan for inclusion into the Myersville Comprehensive Plan to be updated by 2016.

Town Projects

8. Continue coordination with private property owners to secure easement agreements for sewer relocation effort.

9. Continue planning effort to develop “Trolley Park” area as focal point of the Town.