



TOWN OF EMMITSBURG
 PLANNING COMMISSION
 300A SOUTH SETON AVENUE
 EMMITSBURG, MD 21727

Keith Suerdieck, Chairperson
 John Howard, Vice-Chair
 Joyce Rosensteel, Secretary
 Frank Davis
 Clifford Sweeney (Board Liaison)

Office of the Secretary
 Maryland Department of Planning
 Attn: David Dahlstrom, AICP
 301 W. Preston St.
 Baltimore, Maryland 21201-2305

Re: Annual Report Calendar Year 2017

Dear Mr. Dahlstrom:

The Town of Emmitsburg Planning Commission approved the Annual Report for the Reporting Year 2017 as required under the Land Use Article on January 29, 2018. In addition, this report was filed with the local legislative body on February 5, 2018. An updated list of town officials, Planning Board members, and Board of Appeals members and alternates is attached, as well.

The following Annual Report was approved:

1. Number of new Residential Permits Issued:

**Table 1: New Residential Permits Issued
 Inside and Outside the Priority Funding Area (PFA)**

<u>Residential – Calendar Year 2017</u>	PFA	Non - PFA	Total
# New Residential Permits Issued	0	na	0

2. Is your jurisdiction scheduled to submit a 5-Year Report as required under [§1-207\(c\)\(6\) of the Land Use Article](#)?
 If yes, include the 5-Year Report as an attachment. Y N x
 3. Where there any growth related changes which includes Land Use Changes, Zoning Ordinance Changes, New Schools, Changes in Water or Sewer Service Area, etc? If yes, list. Y N x
 4. Did your jurisdiction identify any recommendations for improving the planning and development process within the jurisdiction? If yes, list. Y N x
 5. Have all members of the Planning Commission/Board and Board of Appeals have completed an educational training course as required under [§1-206\(a\)\(2\) of the Land Use Article](#)? Y x* N
- *Two recently-appointed alternates to Board of Appeals need to complete course.

To date in 2018, one permit for a single-family model home has been issued. The 47 remaining approved building lots in the Brookfield subdivision were purchased this year by Richmond American Homes, Inc., and this permit involves one of them. It is hoped that a significant number of houses will be built in the next few years.

In the Commercial/Institutional category, the Planning Commission reviewed and approved a site plan for the Seton Center. The new construction located on East Lincoln Avenue will provide services to local residents, a meeting space, and a family thrift store.

Zoning Ordinance review and recommendations to the Board of Commissioners were made relative to making the ordinance compliant with the Religious Land Use and Institutionalized Persons Act (RLUIPA).

Efforts are ongoing to create recommendations to address short-term, transient rentals, such as those being marketed on Airbnb, HomeAway, etc.

An updated list of Town Officials, Planning Commission and Board of Appeals members, and pertinent staff, is attached.

Sincerely,



Keith Suerdieck
Chairperson

JAN 31, 2018 Date



**TOWN OF EMMITSBURG
FREDERICK COUNTY, MARYLAND**

**PLANNING COMMISSION
2017 ANNUAL REPORT**

2017 PLANNING COMMISSION

PATRICK BOYLE, *CHAIR*
KEITH SUERDIECK, *VICE-CHAIR*
JOHN HOWARD, *SECRETARY*
JOYCE ROSENSTEEL
CLIFFORD SWEENEY, *TOWN BOARD LIAISON*

2018 PLANNING COMMISSION

KEITH SUERDIECK, *CHAIR*
JOHN HOWARD, *VICE-CHAIR*
JOYCE ROSENSTEEL, *SECRETARY*
FRANK DAVIS
CLIFFORD SWEENEY, *TOWN BOARD LIAISON*

2017 EMMITSBURG TOWN BOARD

TIM O'DONNELL, *PRESIDENT*
CLIFFORD SWEENEY, *VICE-PRESIDENT*
GLENN BLANCHARD, *TREASURER*
JOSEPH RITZ III
ELIZABETH BUCKMAN

MAYOR

DONALD N. BRIGGS

TOWN MANAGER

CATHY WILLETS

TOWN PLANNER

SUSAN H. CIPPERLY, AICP

2017 BOARD OF APPEALS

RICHARD KAPRIVA
RONALD LIND
DIANNE WALBRECKER

ALTERNATE: WAYNE SLAUGHTER
PATRICK JOY