

## Article V

### PLANNING

#### Section 1. Commission Created

Pursuant to Sec. 3.01 (a) of Article 66B, as amended of the Annotated Code of Maryland (1970 edition) there is hereby created a Town of Washington Grove Planning Commission, hereinafter referred to as the "Commission".

#### Section 2. Composition; Appointment; Term of Members; Vacancies;

##### Compensation

~~The Commission shall consist of five (5) members, one of whom may be a member of the Town Council who shall serve in an ex officio capacity concurrent with his official term. The term of each member, save a Councilor, shall be five years. Every member shall be appointed by the Mayor, subject to confirmation by the Council. A vacancy occurring prior to the expiration of the term for which a member of the Commission is appointed, shall be filled in a like manner for the remainder of the unexpired term for which his predecessor was appointed. The members of the Commission shall serve without compensation.~~

~~Notwithstanding the foregoing, the respective terms of the two members last appointed hereunder shall be three and four years.~~

THE COMMISSION SHALL CONSIST OF FIVE MEMBERS. ONE OF THE MEMBERS MAY BE A MEMBER OF THE TOWN COUNCIL WHO SHALL SERVE IN AN EX OFFICIO CAPACITY CONCURRENT WITH THE COUNCILOR'S OFFICIAL TERM. THE TERM OF EACH MEMBER, SAVE THE COUNCILOR, SHALL BE FIVE YEARS. EVERY MEMBER SHALL BE APPOINTED BY THE MAYOR, SUBJECT TO CONFIRMATION BY THE COUNCIL. VACANCIES OCCURRING PRIOR TO THE EXPIRATION OF THE TERM FOR WHICH A MEMBER OF THE COMMISSION IS APPOINTED, SHALL BE FILLED IN A LIKE MANNER FOR THE REMAINDER OF THE UNEXPIRED TERM FOR WHICH THE PREDECESSOR WAS APPOINTED. THE COUNCIL MAY DESIGNATE ONE ALTERNATE MEMBER OF THE COMMISSION WHO MAY SIT ON THE COMMISSION IN THE ABSENCE OF ANY MEMBER OF THE COMMISSION. WHEN THE ALTERNATE IS ABSENT, THE COUNCIL MAY DESIGNATE A TEMPORARY ALTERNATE TO SIT ON THE COMMISSION. THE MEMBERS OF THE COMMISSION SHALL SERVE WITHOUT COMPENSATION.

#### Section 3. Chairman

The Commission shall elect a Chairman from among its members. The term of the chairman shall be one year, with eligibility for reelection. The Commission shall hold at least one regular meeting each month. It shall adopt rules for transaction of business and shall keep a record of its resolutions, transactions, findings, and determinations, which record shall be a public record.

#### Section 4. Powers and Duties

The Commission shall have the Powers and Duties provided for in Sections 3.01-3.09, inclusive, of Article 66B as or hereafter amended of the Annotated Code of Maryland (1970 edition), and such additional powers and duties, not inconsistent therewith, as shall be prescribed from time to time by the Mayor and Council for the administration of the Building and Zoning Ordinances.

It shall be the duty of the Chairman or other Commissioner designated by the Mayor to receive, review for conformity with the provisions of these Ordinances, and retain a file copy of all applications for building or use permits required by ordinance.

#### Section 5. Hearings on Plans and Regulations

a. The Commission and the Mayor and Town Council shall hold public hearings on all plans, regulations and other proposals for which such hearings are required under Article 66B of the Annotated Code of Maryland (1957 edition). In connection with such hearings, the Mayor and Town Council or the Commission, as the case may be, shall give public notice of at least fifteen (15) days by handbill distribution to all residences within the Town. Every such notice shall include the time and place of the hearing, a description or summary of the proposals to be considered at the hearing, and the place where a copy of such proposals may be obtained. At all such hearings there shall be afforded interested persons an opportunity to submit data or views, with respect to the proposals under consideration.

b. In connection with hearings conducted by the Mayor and Council, and/or the Commission, there shall be kept a written transcript. After any such hearing, the Mayor and Town Council shall by resolution adopted by yea and nay vote in open session, on the basis of the record in proceeding, either adopt with or without modification, or reject, the proposed plans of regulations in whole or part.

#### Section 6. Duties of the Secretary and Other Town Officials in

##### Connection with the Commission

The Secretary of the Town Council shall be Secretary of the Commission, and the Treasurer of the Town Council shall serve as Treasurer for the Commission. All applications, plats, maps and other matters required to be filed with the Commission by Article 66B of the Annotated Code of Maryland (1957 edition), as amended, or regulations adopted pursuant thereto, shall be deemed filed when filed with the Secretary and she shall be responsible for presenting all such applications, plats, maps and other matters to the Commission for its consideration for action.

#### Section 7. Referral to Historic Preservation Commission

Upon receipt of any application for a plan of subdivision, the Planning Commission promptly shall forward a complete copy of the same to the Historic Preservation Commission for review and comment.