

**MEETING SUMMARY**  
**Carroll County Planning and Zoning Commission**  
**March 6, 2019**

Location: Carroll County Office Building

Members Present: Richard J. Soisson, Chair  
Cynthia L. Cheatwood, Vice Chair  
Alec Yeo (6:12 p.m.)  
Daniel E. Hoff  
Janice Kirkner, Alternate  
Edward C. Rothstein, Ex-officio

Members Absent: Jeffrey A. Wothers  
Eugene A. Canale

Present with the Commission were the following persons: Lynda Eisenberg, Mary Lane, Clare Stewart and Laura Bavetta, Department of Planning; and Gail Kessler, County Attorney's Office.

**CALL TO ORDER/WELCOME**

Chair Soisson called the meeting to order at approximately 6:09 p.m.

**ESTABLISHMENT OF QUORUM**

Laura Bavetta took attendance and noted that five members of the Board were present and a quorum was in attendance. Mr. Yeo arrived (6:12 p.m.) and six members were present.

**PLEDGE OF ALLEGIANCE**

**REVIEW AND APPROVAL OF AGENDA**

The Agenda was approved on motion of Mr. Hoff, seconded by Ms. Kirkner, and carried.

**REVIEW AND APPROVAL OF MINUTES**

The Minutes from the February 19, 2019 meeting were approved on motion of Mr. Hoff, seconded by Ms. Cheatwood, and carried.

**ADMINISTRATIVE REPORT**

**A. Administrative Matters**

Secretary Eisenberg announced staff changes in the Department of Planning, including a vacancy for a GIS Technician, the promotion of Mary Lane as Planning Manager and Kathy Joy as the new receptionist.

Secretary Eisenberg stated the Comprehensive Rezoning letters will be mailed out for the Commercial/Industrial District in preparation for the Public Outreach meetings being held at the end of March.

Secretary Eisenberg asked to move the April business meeting to April 9<sup>th</sup> due to the APA conference. The Commission agreed.

**B. Other**

There were no other reports.

**PUBLIC COMMENT**

There were no public comments.

**WESTMINSTER ANNEXATION NO. 70 – LIVESTOCK AUCTION PROPERTY – BRIEFING**

Clare Stewart reviewed the staff report for the Annexation.

On motion of Mr. Hoff, seconded by Ms. Kirkner and carried, the Commission voted to forward the annexation request with the one condition outlined in the staff report to the Board of County Commissioners with a positive recommendation.

**PROPOSED 2014 COUNTY MASTER PLAN UPDATE**

Secretary Eisenberg reviewed eleven items to be addressed and amended in the Master Plan. Secretary Eisenberg described the process moving forward including an outline, staff recommendations and a discussion regarding the insertion of solar text.

After much discussion, the Commission decided to amend the Plan. On motion of Mr. Yeo, seconded by Ms. Kirkner and carried, the Commission voted to make amendments to the Master Plan.

**PUBLIC COMMENT**

There were no public comments.

**ADJOURNMENT**

There being no further business, the Commission, on motion of Mr. Yeo, seconded by Mr. Hoff and carried, adjourned at approximately 7:30 p.m.

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Secretary

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Approved