

MEETING SUMMARY
Carroll County Planning and Zoning Commission

June 4, 2014

Location: Carroll County Office Building

Members Present: Alec Yeo, Chairman
Richard J. Soisson, Vice Chair
Eugene A. Canale
Matthew S. Helminiak
Jeffrey A. Wothers
Cynthia L. Cheatwood
Daniel E. Hoff, Alternate

Members Absent: Richard S. Rothschild, Ex-Officio

Present with the Commission were the following persons: Philip R. Hager and Kelly Martin, Department of Land Use, Planning, and Development; Lynda Eisenberg, Bureau of Comprehensive Planning; and Ray Prokop and William Caine, Carroll County Public Schools.

CALL TO ORDER/WELCOME

Chairman Yeo called the meeting to order at approximately 6:00 p.m.

ESTABLISHMENT OF QUORUM

Kelly Martin took the attendance of the Commission, noting that six members were present, and there was a quorum.

PLEDGE OF ALLEGIANCE

OPENING REMARKS/ADMINISTRATIVE MATTERS

Philip R. Hager, Secretary, thanked the Commission members for their service.

(Cynthia Cheatwood entered the meeting.)

REVIEW AND APPROVAL OF AGENDA

Philip R. Hager, Secretary, reviewed the evening's agenda. He indicated that the Commission will take action on Items 6 and 7 at the June 17 meeting. It was the consensus of the Commission to approve the agenda as distributed.

**2014-2023 CARROLL COUNTY PUBLIC SCHOOLS EDUCATIONAL FACILITIES
MASTER PLAN**

William Caine, Carroll County Public Schools, explained that this annual report is required by the State of Maryland for a jurisdiction to receive funding through the capital improvement program process. One of the requirements in submitting the report is to have the County

Planning Commission certify that the Carroll County Public Schools Educational Facilities Master Plan is consistent with the County Master Plan. Mr. Caine explained that the Plan looks at all facility needs in four categories: the need for capacity; the need for modernization; the need to make changes to address instructional program changes; and capital renewal-type items like roof repairs and HVAC replacements. He noted that several clusters of schools are falling below 75 percent of utilization. The Board of Education has accepted the recommendations of the Utilization Study and approved staff to move forward towards implementation of the recommendations.

Chairman Yeo reiterated his concerns with the projected increase in school population from year 2020 on, when the number of actual births is not available. He expressed concern about finding the Plan consistent with the County Master Plan if the documents are not consistent in their population projections.

Mr. Caine noted that no construction projects are tied to the numbers in the out years.

Matthew Helminiak, Commission member, noted that the projections may keep the Board from closing a school.

Mr. Caine explained that the main purpose for the certification letter is so that the Maryland Department of Planning is provided assurance that any construction project is located where the County Master Plan says that it should be located.

Cynthia Cheatwood, Commission member, questioned whether Mr. Caine checks his previous projections to see where they fall.

Mr. Caine indicated that one year projections are off by .5 percent; 1-5 years by 1-2 percent; and 10 years by approximately 5 percent. From a planning perspective, those percentages are good.

Chairman Yeo reiterated that the projections used in the Housing section of the Master Plan and statements made regarding those projections for growth need to match up with this report in order to find it consistent.

Philip R. Hager, Secretary, suggested that staff prepare a letter for the Chairman's signature at the June 17 meeting. Because the Facilities Master Plan is not proposing to construct or close any facilities, the Commission can meet the legal requirement to find the Plan consistent with the County Master Plan. The letter can also include comments regarding the Commission's concerns with the significant increase of birth rates in the out years.

2013 ANNUAL REPORT

Lynda Eisenberg, Bureau of Comprehensive Planning, noted that Scott Graf had presented the Annual Report to the Commission at the May 20 meeting. She reported that staff has been coordinating with the eight municipalities to prepare a consolidated report for the County to submit to the Maryland Department of Planning. Ms. Eisenberg noted that the only change to the report that was presented to the Commission is an addendum from the Town of Union Bridge regarding the implementation status of their comprehensive plan. The Annual Report is to be submitted by July 1. Ms. Eisenberg distributed copies of the letter proposed for signature at the June 17 meeting.

MASTER PLAN

Lynda Eisenberg, Bureau of Comprehensive Planning, indicated the discussion would begin regarding the refinement of properties on the future land use map.

Daniel E. Hoff, Commission member, recused himself. He offered to answer any questions with regard to the properties.

Ms. Eisenberg explained that the County received a letter dated June 2 requesting that the Beacham Farm Property be considered for a change in land use from agricultural to low density residential.

Matthew Helminiak, Commission member, questioned how the Lehigh conveyor impacts this property.

Daniel Hoff, an advocate for the owner Matthew Hoff, explained that Matthew Hoff entered into a private agreement with Lehigh regarding how the property could be developed with the conveyor in place. Daniel Hoff indicated he had spoken with representatives from the Town of New Windsor regarding the proposal.

After discussion, it was the consensus of the Commission to make the changes to the map as discussed.

Daniel E. Hoff reentered the meeting.

The Commission discussed several other map adjustments. Following discussion, Philip R. Hager, Secretary, indicated staff would make the changes as discussed and prepare a map for Commission endorsement at the June 17 meeting.

Ms. Eisenberg turned the discussion to the Land Use Definitions. She noted that the examples provided on the documentation prepared for the Commission will not appear in the final document.

Chairman Yeo suggested that the text in the three commercial districts be made consistent with regard to automobile usage references and intensities.

The Commission discussed the language used in the Employment Campus section. After discussion, the Commission settled on the existing definition with more clarification to be provided in the Zoning Code, when codified.

Ms. Eisenberg directed the Commission's attention to a review of Plan recommendations. She suggested that the recommendations are very specific and should be more generalized. The specific nature of the draft's recommendations are unique among comprehensive plans and not typical for planning documents, but are more akin to implementation initiatives. Ms. Eisenberg provided a revised document to the Commission with staff changes to the recommendations.

Chairman Yeo reminded staff that entire meetings were spent in the development of the goals and recommendations. He indicated he wanted to spend some time reviewing his notes before commenting on the proposal.

Ms. Eisenberg noted that some of the goals cannot be modified because they are pulled directly from other plans like the Water Resource Element, Priority Preservation Area, or Water and Sewer Master Plan.

Mr. Hager summarized the Master Plan items that will be scheduled for the June 17 meeting, including: review and consideration of New Windsor area additions, endorsement of the future land use map, and approval of the land use definitions.

The Commission discussed the possibility of adding a work session at the beginning of July prior to the July 15 regular meeting. July 10 was identified as a possible date. Staff will work to coordinate possible dates.

PUBLIC COMMENTS

There were no public comments.

There being no further business, the Commission adjourned at approximately 8:30 p.m.

Secretary

Approved