

**OFFICIAL MINUTES**  
**Carroll County Planning and Zoning Commission**

**December 16, 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: Commissioner Richard Weaver; Philip R. Hager and Kelly Martin, Department of Land Use, Planning, and Development; Gail Kessler, County Attorney's Office; Lynda Eisenberg and Andrea Gerhard, Bureau of Comprehensive Planning; Clay Black, Laura Matyas, and John Breeding, Bureau of Development Review; Jonathan Bowman, Bureau of Resource Management; Jay Voight, Zoning Administrator; Ed Singer, Carroll County Health Department; Melanie Repp; Matthew Hearn; Alice Miller; Richard Rhinehart, Jr.; Bill Boettner; David Morris; Martin Rickel; Peter Pandolfini; Margaret Hanchak; Marvin Frush; Linda Alexander; and Paul Serio.

**CALL TO ORDER/WELCOME**

Chairman Yeo called the meeting to order at approximately 9:00 a.m.

**ESTABLISHMENT OF QUORUM**

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

**PLEDGE OF ALLEGIANCE**

**OPENING REMARKS/ADMINISTRATIVE MATTERS**

Philip R. Hager, Secretary, noted that there were no additional changes proposed to the agenda besides those that were already forwarded to the Commission.

**REVIEW AND APPROVAL OF AGENDA**

The agenda was approved as distributed on motion of Mr. Wothers, seconded by Mr. Helminiak, and carried.

**PUBLIC COMMENTS**

There were no public comments.

## **REVIEW AND APPROVAL OF MINUTES**

- A. November 17, 2014
- B. November 18, 2014
- C. December 4, 2014 – Joint Meeting w/Commissioners
- D. December 4, 2014

The minutes of November 17, November 18, December 4 joint meeting with the Commissioners, and December 4, 2014 were approved as distributed on motion of Mr. Helminiak, seconded by Mr. Canale, and carried.

## **COMMISSION MEMBER REPORTS**

- A. Commission Chairman

### **A. COMMISSION CHAIRMAN**

Chairman Yeo indicated he had nothing to report.

## **DEPARTMENT OF LAND USE, PLANNING & DEVELOPMENT STAFF REPORTS**

- A. Director

### **A. DIRECTOR**

Philip R. Hager, Director, reported that staff had submitted comments on two Board of Zoning Appeals (BZA) cases since the last meeting: BZA Case No. 5793, Joseph G. Jones, appeal of the Zoning Administrator's Decision in Case ZA-14-0210, regarding the operation of an alleged automobile service center on a 1.0 acre parcel located at 1924 Gillis Falls Road, Woodbine, within the County's Conservation Zoning District; and BZA Case No. 5798, Laney Properties LLC (Eric Sheubrooks), request for the expansion of a conditional use and a variance for the replacement of two aboveground petroleum storage tanks (1,000 gallon capacity each) with two large aboveground storage tanks (10,000 gallon capacity each) and a variance of setback requirements on a 2.13 acre property located at 5400 Enterprise Street, within the County's Restricted Industrial zone.

Mr. Hager reported that one development extension had been granted since the last meeting: a fifth one-year extension for the site plan of Bethania Home Care, conversion of an existing single-family home to a 16-bed assisted living facility, located on the west side of Bell Road, north of Chadwick Drive.

Secretary Hager noted that a new Planning Technician, Nokomis Ford, would be starting in January. She fills a position that has been vacant for quite some time.

## **TANEYTOWN ANNEXATION NO. 45, STUMPTOWN I AND TANEYTOWN ANNEXATION NO. 46, STUMPTOWN II**

Andrea Gerhard, Bureau of Comprehensive Planning, distributed revised letters and reports to the Commission with updated information. She noted that Annexation No. 45 consists of two

parcels totaling 0.68 acres, and Annexation No. 46 consists of one parcel totally 0.9035 acres. Ms. Gerhard explained that the Commissioners would be reviewing the annexations on Thursday, and the City of Taneytown public hearing is scheduled for January 7. She noted that during the last meeting, the Commission had questioned who had initiated the concern regarding the failing septic system. Ms. Gerhard explained that the developer of an adjacent property notified the City and then the Health Department became involved.

Ed Singer, Carroll County Health Department, explained that the .6 acre parcel contains two houses with a shared well and septic with sewage overflowing. He noted that the developer of the Creekside project was complaining that sewage was flowing onto their property. Mr. Singer explained that the property owner has been pumping out their septic system continuously for the past five years waiting for the developer to build the infrastructure to the property line. The issue could not be corrected on-site.

Daniel E. Hoff, Commission member, questioned whether additional lots could be achieved on the larger property once it is annexed into the City.

Ms. Gerhard indicated there was additional development potential.

The Commission, on motion of Mr. Soisson, seconded by Mr. Helminiak, and unanimously carried, approved annexations No. 45 and No. 46 directing staff to forward same to the Board of County Commissioners with a recommendation that the zoning waiver be granted for the two properties.

### **FY14 CONCURRENCY REPORT**

Clay Black, Bureau of Development Review, noted that he had distributed copies of the FY14 Concurrency Report to the Commission during last month's meeting. He explained that Concurrency Management was adopted in 1998 with a requirement that a report must be completed and presented each year to the Planning Commission and Board of County Commissioners. Mr. Black stated that the following facilities are tested in Concurrency Management: schools, roads, fire & EMS, police service, and water & sewer services with three threshold levels, including "adequate", "approaching inadequate", and "inadequate". Mr. Black reviewed the threshold standards for each facility. He highlighted the development activity included in the report and reviewed the list of recommendations.

### **FINAL SUBDIVISION PLAN REVIEW**

- A. FX-14-0020, Carroll Woods Estates, Resubdivision of Lot 59
- B. F-14-006, Rustic Rising
- C. F-13-017, Klees Mill Overlook

#### **A. FX-14-0020, CARROLL WOODS ESTATES, RESUBDIVISION OF LOT 59**

LOCATION: East side of Pommel Drive, E.D. 9

OWNER: Roger G. and Priscilla Arnold, 5108 Ridge Road, Mt. Airy, MD 21771

DEVELOPER: Same as Owner

SURVEYOR: Vanmar Associates, Inc., 310 South Main Street, Mt. Airy, MD 21771

ZONING: Agricultural / R-40,000

ACREAGE: 5.624 acres

WATERSHED: Lower Monocacy River

NO. OF LOTS: 2 lots (1 new)

MASTER PLAN: Residential

PRIORITY

FUNDING AREA: Outside

DESIGNATED

GROWTH AREA: Outside

PUBLIC FACILITIES IMPACTED

SCHOOLS: Winfield Elementary  
Mount Airy Middle  
South Carroll High

ROADS: Pommel Drive

FIRE AND EMS: Mt. Airy

POLICE: Maryland State Police/Carroll County Sheriff's Department

Laura Matyas presented the background.

Action Required:

Two actions are required:

1. Approval of the Final Plan of Subdivision pursuant to Chapter 155, Development and Subdivision of Land, of the Code of Public Local Laws and Ordinances of Carroll County.
2. Approval of the Final Plan of Subdivision pursuant to Chapter 156, Adequate Public Facilities and Concurrency Management, of the Code of Public Local Laws and Ordinances of Carroll County.

Existing Conditions:

The plan is a resubdivision of Lot 59 of Carroll Woods Estates, previously recorded in Plat Book 47 Page 120. The subject property is split-zoned R-40,000 and Agricultural. The property is not developed and has proposed access from Pommel Drive, a Carroll County-maintained road.

Adjoining properties located to the north are zoned Agricultural. The adjoining properties to the south, east, and west are zoned R-40,000 and Agricultural. The subject property and all surrounding properties are served by private wells and private septic systems.

Plan Review:

The property was previously recorded (Plat Book 47 Page 120) as Lot 59 (see attached) of Carroll Woods Estates, Section VIII. The developer proposes to divide Lot 59 and create an additional residential lot (Lot 76). Lot 59A will contain 3.583 acres and is zoned Agricultural (2.4 acres) and R-40,000 (1.1 acres). Lot 76 will contain 2.0407 acres and is zoned R-40,000. While potentially difficult to realize, there is additional lot yield available on the property as there are approximately two acres of land zoned R-40,000. The land use is consistent with the Master Plan designation of Residential.

Lot 59A is accessed directly from Pommel Drive and also includes an unimproved, 16-foot, in-fee strip to MD Route 27. Since the property has access onto an existing County road, access is restricted to the County road. Lot 76 is proposed to access Pommel Drive through an in-fee strip.

The property adjoins Cantee Lane as shown on the plat of Section Six Carroll Woods Estates (see attached); however, Cantee Lane was not required to be built to the property line and is not owned by the owner/developer of this project. When Section VIII of Carroll Woods Estates was approved by the Planning Commission, Lot 59 was provided access to Pommel Drive via a 30 foot in-fee strip between Lots 61 and 64.

Lot 76 is totally wooded and will contain areas of Forest Conservation Easement. Lot 59A, a mix of woods and open land, will also contain a Forest Conservation Easement. A total of 1.7768 acres will be kept in forest retention while the balance of the property will be cleared for the houses and curtilage areas. Stormwater management for Lot 59A will be addressed with a drywell and stormwater management on Lot 76 will be achieved through grading.

The preliminary plan was subject to citizen involvement at the September 28, 2009 Technical Review Committee meeting. The Bureau of Development Review has received no correspondence regarding this project. The concept subdivision plan was presented to the Planning and Zoning Commission on October 20, 2009. The preliminary subdivision plan was approved by the Planning and Zoning Commission on October 16, 2012 (see minutes, attached). A one-year extension was granted on August 5, 2014.

Recommendation:

Pursuant to Chapter 155, staff recommends approval of the final plan subject to the following conditions:

1. That the Owner/Developer enters into a Public Works Agreement with Carroll County that guarantees completion of any required improvements.
2. That a Forest Conservation Easement be granted to the County Commissioners of Carroll County simultaneously with recordation of the subdivision plat.

3. That a Stormwater Management Easement and Maintenance Agreement be granted to the County Commissioners of Carroll County as an easement of access to the County Commissioners or authorized representatives by a deed to be recorded simultaneously with recordation of the plat.
4. That the driveway for Lot 59A is restricted to Pommel Drive.

#### CONCURRENCY MANAGEMENT REPORT

Laura Matyas presented the background.

Subdivision Plan: FX-14-0020, Carroll Woods Estates, Resubdivision of Lot 59

Number of Lots: 2 lots (1 new)

Schools: Winfield Elementary  
Mount Airy Middle  
South Carroll High

Roads: Pommel Drive

Fire and EMS: Mt. Airy

Police Services: Maryland State Police/Carroll County Sheriff's Office

Background:

The Planning Commission conditionally approved the preliminary plan to proceed to final stage with the findings that police, fire & EMS, and roads were considered adequate and schools were considered inadequate (specifically Mt. Airy Middle School). For projects that received a conditional approval and tentative recordation schedule at the preliminary plan stage, the Commission, at the final approval stage, shall review the facility or service which was inadequate at the preliminary plan stage and may modify the recordation schedule and building permit reservations or place the project in a queue, at the discretion of the Planning Commission. Since police, fire/EMS, and roads were adequate at the preliminary stage, schools were the only facility tested for concurrency review.

This plan is for one new lot and was therefore reviewed under Chapter 156 as such.

Threshold Review:

Schools:

The proposed subdivision is located in the Winfield Elementary, Mount Airy Middle, and South Carroll High attendance areas.

The December 2013 enrollment projections, prepared by Carroll County Public Schools, indicate that Winfield Elementary had an actual enrollment of 76.0% of state-rated capacity. The

projections indicate that enrollment will decline to 66.1% of state-rated capacity by the end of the six-year CIP cycle (FY 20). In this attendance area, there are four additional residential developments, comprised of 28 lots, currently in the review process. There are approximately 60 subdivision lots in the attendance area that have been recorded since the adoption of Concurrency Management (3/5/98) that have not been issued a building permit. An elementary school serving a proposed project is adequate when current or projected enrollment equals or is less than 109% of the state-rated capacity.

The December 2013 enrollment projections indicate that Mount Airy Middle had an actual enrollment of 85.7% of functional-rated capacity. The projections indicate that enrollment will decline to 72.3% of functional capacity by the end of the six-year CIP cycle (FY 20). In this attendance area, there are five additional residential developments, comprised of 108 lots, currently in the review process. There are approximately 33 subdivision lots in the attendance area that have been recorded since the adoption of Concurrency Management (3/5/98) that have not been issued a building permit. A middle school serving a proposed project is adequate when current or projected enrollment equals or is less than 109% of the functional capacity.

The December 2013 enrollment projections indicate that South Carroll High had an actual enrollment of 81.5% of state-rated capacity. The projections indicate that enrollment will fluctuate between 80.7% and 84.6% during the six-year CIP cycle. In the South Carroll attendance area six additional residential developments, comprised of approximately 109 residential lots, are currently in the review process. There are approximately 71 residential units in the South Carroll area that have been recorded since the adoption of Concurrency Management (3/5/98) that have not been issued a building permit. A high school serving a proposed project is adequate when current or projected enrollment equals or is less than 109% of the state-rated capacity.

**Staff Recommendation:**

With regard to a final plan, Chapter 156.06(E)4.(e) states “For projects that received a recordation schedule and building permit reservations at the preliminary plan stage, the Planning Commission’s Secretary shall inform the developer whether any existing or proposed building permit cap would be applicable to the project.” There is currently no building permit cap in the attendance areas.

Staff recommends that the Planning Commission approve the final plan with conditions as follows:

1. schools are considered adequate;
2. building permit reservation is for 1 lot in FY 15;
3. the recordation schedule will require the plan to be recorded within 24 months of preliminary approval (preliminary plan approved 11/7/2012 – extension granted on 8/5/2014 – recordation deadline is 11/7/2015);
4. building permit reservation is allowed to roll over year after year until the sunset provision takes effect and the preliminary plan becomes void.

Discussion:

Chairman Yeo questioned why the developer did not utilize Cantee Lane for access when sight distance requirements were barely met.

Ms. Matyas explained that Cantee Lane was not required by the developer of the adjoining property to be extended to the property line, and this developer does not own the property to make that extension.

Chairman Yeo questioned whether it was possible for Lot 76 to be additionally subdivided.

Ms. Matyas indicated that the lot does have the required in-fee strip and enough acreage, but there were a number of unsuccessful perc tests.

**Decision:**

Pursuant to Chapter 155, the Commission, on motion of Mr. Wothers, seconded by Mr. Helminiak, and unanimously carried, approved the final plan subject to the four conditions listed in the staff report.

Pursuant to Chapter 156, the Commission, on motion of Mr. Wothers, seconded by Mr. Helminiak, and unanimously carried, approved the final plan subject to the four conditions listed in the staff report.

**B. F-14-006, RUSTIC RISING**

LOCATION: East side Oklahoma Road, south of Bennett Road, 5<sup>th</sup> ED

OWNER: Saba Trading and Contracting Company, Box 5457, Safat Kuwait, Zip Code 13055

DEVELOPER: Same as owner (represented by Richard Hull, 5025 Harmony Drive, Manchester, MD 21102)

ENGINEER: CLSI, 439 East Main Street, Westminster, MD 21157

ZONING: R-20,000 and Conservation

ACREAGE: 32.18 Acres (20.29 acres R-20,000 and 11.89 acres Conservation)

WATERSHED: Liberty Reservoir

NO. OF LOTS: 35

MASTER PLAN: Medium Density Residential and Private Conservation

PRIORITY  
FUNDING AREA: Freedom



DESIGNATED

GROWTH AREA: Freedom

PUBLIC FACILITIES IMPACTED

SCHOOLS: Freedom Elementary  
Oklahoma Road Middle  
Liberty High

ROADS: Oklahoma Road

POLICE: Maryland State Police/Carroll County Sheriff's Office

FIRE AND EMS: Sykesville

WATER: Freedom

SEWER: Freedom

Laura Matyas presented the background.

Action Required:

Two actions are required:

1. Approval of the Final Plan of Subdivision pursuant to Chapter 155, Development and Subdivision of Land, of the Code of Public Local Laws and Ordinances of Carroll County.
2. Approval of the Final Plan of Subdivision pursuant to Chapter 156, Adequate Public Facilities and Concurrency Management, of the Code of Public Local Laws and Ordinances of Carroll County.

Existing Conditions:

The subject property is currently improved with a single-family dwelling with a driveway entrance on Oklahoma Road. Aside from the area that has been cleared for the existing house, the property is wooded. Temporary cul-de-sacs exist at the termini of Advisory Court and Snowdens Run Road. Adjoining properties along Snowdens Run Road and Advisory Court are improved with single-family homes. Properties south of the subject property between Advisory Court and Sagebrush Court are open space parcels and a SWM parcel. The properties to the north are improved with single-family homes except the easternmost property, which is vacant. The subject property is in the existing/final planning service area for both public water and public sewerage.

Project History:

A conventional plan and cluster plan were submitted for concept review at the March 18, 2002 meeting of the Planning and Zoning Commission. The conventional plan proposed 36 lots and the

cluster plan proposed 35 lots. Both plans proposed the removal of the temporary cul-de-sacs at both Snowdens Run Road and Advisory Court. It was the consensus of the Planning Commission to move forward with the cluster plan (see minutes, attached).

Plan Review:

The developer proposes to create 35 new lots. The plan is an R-20,000 cluster and Conservation plan. Of the 35 lots, 32 lots are clustered in the R-20,000 district and the remaining lots are conventional Conservation lots exceeding 3 acres in size. The plan proposes the extension of Snowdens Run Road with 14 lots and the extension of Advisory Court with 8 lots. Amin Court intersects with Advisory Court and 10 lots are directly situated on Amin Court. Three additional lots access Amin Court and are shown in the area of the property zoned Conservation. Two of the lots (33 and 34) are accessed by an unnamed, shared driveway. The lots range in size from 12,175 square feet to 30,736 square feet in the R-20,000 zoning district. The Conservation lots range in size from 3.1 acres to 4.5 acres.

The cluster subdivision regulations require 1.84 acres to be placed in open space from the reduction in lots sizes. Open space parcels that total 3.64 acres in size are proposed. A homeowners association (HOA) will be created and these open space parcels will be dedicated to it. A five-foot wide mulched trail will wind its way through Rustic Rising, connecting to and incorporating the sidewalks on Advisory Court, Snowdens Run Road, and Amin Court with a looped terminus on Parcel B. The trail and two picnic tables will be situated on Open Space Parcels A and B. The trail continues onto Lots 25, 26, 33, and 34 with benches along the trail. On the private lots, the trail and benches will be within a community access easement, granted to the HOA. A note on the construction drawings indicates that the trail will be installed prior to the issuance of building permits for Lots 25, 26, 33, and 34 so the prospective buyers will know that the trail will be on their property.

Advisory Court and Snowdens Run Road will be extended beyond the existing temporary cul-de-sac into the subject property. Advisory Court and Amin Court are proposed to be constructed with a paving width of 22' with a right-of-way of 50'. Snowdens Run Road is proposed to be constructed with a paving width of 30' with a right-of-way of 50'. Snowdens Run Road and Advisory Court will match the existing road sections. All three roads will have a mountable curb and sidewalk installed on both sides of the road. The temporary cul-de-sac will be removed, graded, and seeded. The driveways which are currently accessed by the cul-de-sac will be extended to reach Advisory Court and Snowdens Run Road.

Parcel E will be dedicated to the adjoining property owner to the southeast. The driveway for Lot 5 of the Acorn Village subdivision was partially constructed on the subject property. With this dedication, the driveway will be completely on Lot 5.

Oklahoma Road will be improved along the entire frontage. Parcel F will be dedicated to the County for Oklahoma Road. The northbound lane will be widened to a total width of 20 feet which includes a travel lane and shoulder. A five-foot wide sidewalk will extend from the southern property line to a point 75 feet south of the northern property boundary. There is a bridge and drain in this area so the sidewalk cannot be extended farther north. Additionally, the developer will construct a 300 foot (200 feet full width and 100 foot taper) eastbound right turn lane on Bennett Road approaching Oklahoma Road.

Downspout drywells will be used to address Stormwater Management (SWM) as will two infiltration facilities. A landscape screen will be installed along Oklahoma Road along the rears of Lots 28, 29, and 30. Street trees will be installed along all new roads and landscaping will be provided to screen the SWM facilities. Floodplain and Forested Water Resource Protection easements will be present on Lots 33, 34, and 35. Forest Conservation will be addressed with on-site retention and reforestation as well as off-site banking.

The concept plan was subject to Citizen's Involvement on February 25, 2008 and July 27, 2009 during Technical Review Committee meetings. Several citizens spoke at the first meeting and a letter concerning this development was forwarded to the Bureau. The majority of citizens were concerned about the County or the developer taking land from each of the residents on Advisory Court to be used to widen the road to accommodate the proposed development. Staff has assured the residents that no land will be taken for the widening of Advisory Court and that no widening is proposed. Citizens were also concerned about the amount of traffic that will be introduced onto the existing streets and the proposed lots fitting in with the character of the existing neighborhood. A citizen indicated she was very much in favor of extending Snowdens Run Road to Oklahoma to create a road network and an additional entrance to the development. One citizen spoke at the second meeting regarding concern about a property line dispute.

The plan was presented to the Planning and Zoning Commission as a concept plan on March 18, 2008. The meeting minutes are attached. During the concept review of this plan, there was discussion regarding the trail system, a connection to Oklahoma Road, and cul-de-sac length requirements. The preliminary plan was approved by the Commission on August 17, 2010. The minutes from that meeting are attached. There was a brief discussion at that time regarding individual lot access and building permit issuance. One-year extensions were granted on June 13, 2012, July 11, 2013, and July 30, 2014.

Recommendation:

Pursuant to Chapter 155, staff recommends approval of the final plan subject to the following conditions:

1. That the Owner/Developer enters into a Public Works Agreement with Carroll County that guarantees completion of any required improvements.
2. That a Forested Water Resource Protection Easement be granted to the County Commissioners of Carroll County simultaneously with recordation of the subdivision plat.
3. That a Forest Conservation Easement be granted to the County Commissioners of Carroll County simultaneously with recordation of the subdivision plat.
4. That a Floodplain Easement be granted to the County Commissioners of Carroll County simultaneously with recordation of the subdivision plat.
5. That a Stormwater Management Easement and Maintenance Agreement be granted to the County Commissioners of Carroll County as an easement of access to the County Commissioners or authorized representatives by a deed to be recorded simultaneously with recordation of the plat.

6. That a Landscape Maintenance Agreement for the landscaping shown on the approved preliminary plan be recorded simultaneously with recordation of the plat.
7. That any area labeled as a Drainage and Utility Easement be granted to the County Commissioners of Carroll County by deed to be recorded simultaneously with recordation of the subdivision plat.
8. That a Declaration of Maintenance Obligations to address maintenance responsibilities associated with the use-in-common drive be recorded simultaneously with recordation of the subdivision plat.
9. That the extension of Advisory Court be conveyed to the County Commissioners of Carroll County upon acceptance by the County.
10. That the extension of Snowdens Run Road be conveyed to the County Commissioners of Carroll County upon acceptance by the County.
11. That Amin Court be conveyed to the County Commissioners of Carroll County upon acceptance by the County.
12. That the areas shown as Parcel A and Parcel B be conveyed to the Homeowners Association by deed to be recorded simultaneously with recordation of the subdivision plat.
13. That the areas shown as Parcel C and Parcel D be conveyed to the County Commissioners of Carroll County upon acceptance of the facilities by the County.
14. That the area shown as Parcel E be combined with Lot 5, Parcel 765 by a deed of consolidation intended to be recorded simultaneously with the recordation of the subdivision plat.
15. That the area shown as Parcel F along Oklahoma Road be conveyed to the County Commissioners of Carroll County for right-of-way simultaneously with recordation of the subdivision plat.
16. That the community trail be constructed on Lots 25, 26, 33, and 34 prior to the issuance of building permits for these lots.
17. That a Community Access Easement be granted to the Homeowners Association and that a Declaration of Maintenance Agreement, setting forth the responsibilities for maintenance of the community trail, be recorded simultaneously herewith.

#### CONCURRENCY MANAGEMENT REPORT

Laura Matyas presented the background.

Subdivision Plan: F-14-006, Rustic Rising

Number of Lots: 35

Schools: Freedom Elementary  
Oklahoma Road Middle  
Liberty High

Roads: Oklahoma Road

Fire and EMS: Sykesville

Police Services: Maryland State Police/Carroll County Sheriff's Office

Water: Freedom

Sewer: Freedom

Background:

The Planning Commission conditionally approved the preliminary plan to proceed to final stage with the findings that police, fire & EMS, and roads were considered adequate and schools were considered approaching inadequate (specifically Liberty High School). For projects that received a conditional approval and tentative recordation schedule at the preliminary plan stage, the Commission, at the final approval stage, shall review the facility or service which was approaching inadequate at the preliminary plan stage and may modify the recordation schedule and building permit reservations or place the project in a queue, at the discretion of the Planning Commission. Since police, fire/EMS, and roads were adequate at the preliminary stage, schools were the only facility tested for concurrency review.

Threshold Review:

Schools:

The proposed subdivision is located in the Freedom Elementary, Oklahoma Road Middle, and Liberty High attendance areas.

The December 2013 enrollment projections, prepared by Carroll County Public Schools, indicate that Freedom Elementary had an actual enrollment of 93.5% of state-rated capacity. The projections indicate that enrollment will decline to 83.0% of state-rated capacity by the end of the six-year CIP cycle (FY 20). In this attendance area, there are six additional residential developments, comprised of 80 lots, currently in the review process. There are approximately 36 subdivision lots in the attendance area that have been recorded since the adoption of Concurrency Management (3/5/98) that have not been issued a building permit. An elementary school serving a proposed project is adequate when current or projected enrollment equals or is less than 109% of the state-rated capacity.

The December 2013 enrollment projections indicate that Oklahoma Road Middle had an actual enrollment of 97.6% of functional-rated capacity. The projections indicate that enrollment will decline to 76.4% of functional capacity by the end of the six-year CIP cycle (FY 20). In this attendance area, there are eight additional residential developments, comprised of 181 lots,

currently in the review process. There are approximately 126 subdivision lots in the attendance area that have been recorded since the adoption of Concurrency Management (3/5/98) that have not been issued a building permit. A middle school serving a proposed project is adequate when current or projected enrollment equals or is less than 109% of the functional capacity.

The December 2013 enrollment projections indicate that Liberty High had an actual enrollment of 93.2% of state-rated capacity. The projections indicate that enrollment will increase to 97.9% then fall back to 93.2% at the end of the six-year CIP cycle (FY 20). In this attendance area eight additional residential developments, comprised of approximately 181 residential lots, are currently in the review process. There are approximately 126 residential units in the attendance area that have been recorded since the adoption of Concurrency Management (3/5/98) that have not been issued a building permit. A high school serving a proposed project is adequate when current or projected enrollment equals or is less than 109% of the state-rated capacity.

**Staff Recommendation:**

With regard to a final plan, Chapter 156.06(E)4.(e) states “For projects that received a recordation schedule and building permit reservations at the preliminary plan stage, the Planning Commission’s Secretary shall inform the developer whether any existing or proposed building permit cap would be applicable to the project.” There is currently no building permit cap in the attendance areas.

Staff recommends that the Planning Commission approve the final plan with conditions as follows:

1. schools are considered adequate;
2. building permit reservation is for 25 lots in FY 15 and 10 lots in FY 16 (no more than 25 permits may be issued per fiscal year);
3. the recordation schedule will require the plan to be recorded within 24 months of preliminary approval (preliminary plan approved 8/26/2010 – extensions granted on 6/13/2012, 7/11/2013, and 7/30/2014– recordation deadline is 8/26/2015);
4. building permit reservation is allowed to roll over year after year until the sunset provision takes effect and the preliminary plan becomes void.

**Discussion:**

Eugene Canale, Commission member, expressed concern with regard to the liability to private property owners owning the property on which the trail crosses.

Linda Alexander, CLSI, noted that the Homeowners Association will be responsible for the maintenance of the trail.

Matthew Helminiak, Commission member, questioned why the developer is required to install a turn lane on Bennett Road when the development will not be utilizing that roadway.

Staff indicated the roadway improvements were a result of the traffic impact study that was performed for the project.

Ms. Matyas noted a change to Condition 15; Parcels F and G should be referenced.

Chairman Yeo asked whether the concerns raised by citizens in 2008 and 2009 regarding Advisory Court had been addressed.

Ms. Matyas explained that the roadway extension will match the width of the existing road section and no land will be taken.

**Decision:**

Pursuant to Chapter 155, the Commission, on motion of Mr. Soisson, seconded by Mr. Helminiak, and unanimously carried, approved the final plan subject to the 17 conditions in the staff report with the change to Condition 15, adding Parcel G.

Pursuant to Chapter 156, the Commission, on motion of Mr. Soisson, seconded by Mr. Helminiak, and unanimously carried, approved the final plan subject to the four conditions in the staff report.

**C. F-13-017, KLEES MILL OVERLOOK**

LOCATION: North side of Klees Mill Road, west of Maryland Route 32, Election District 4

OWNER: Gail & Gregory Bowers, 2212 Green Haven Way, Hampstead, MD 21074

DEVELOPER: HH Land, LLC, 16272 Compromise Court, Mt. Airy, MD 21771  
(D. Douglas Milburn, William Boettner)

ENGINEER: Benchmark Engineering, Inc., 8480 Baltimore National Pike, Suite 315, Ellicott City, MD 21043

ZONING: R-40,000

ACREAGE: 14.84

FIRE DISTRICT: Gamber

WATERSHED: Liberty Reservoir

MASTER PLAN: Residential

NUMBER OF RESIDENTIAL UNITS: 9

Clayton R. Black presented the background.

Action Required:

One action item is required:

1. Approval of the Final Plan of Subdivision pursuant to Chapter 155, Development and Subdivision of Land, of the Code of Public Local Laws and Ordinances of Carroll County.

Existing Conditions:

The subject property is located between two established neighborhoods. Most of the property is field. There are areas of woods along the western property line and in the northwest corner.

Review History:

The subdivision was presented to the Planning Commission for a concept review at the May 15, 2007 meeting. At the Planning Commission meeting and at the Technical Review Committee meetings on March 26, 2007 and October 29, 2007, there was much discussion of a proposed connection of Nottingham Road and Marianna Avenue. Large numbers of residents attended the meetings and submitted correspondence and petitions to the Bureau of Development Review objecting to the proposed road connection. There was considerable concern about cut-through traffic.

The staff presented a special report to the Planning Commission at the April 15, 2008 meeting to discuss access to the site. The Commission directed the developer to proceed with the preliminary plan depicting vehicular access from Marianna only.

The preliminary plan was approved by the Commission on April 21, 2009. The minutes from that meeting are attached. There was minimal discussion regarding this project at that meeting.

Subdivision Plan Review:

The developer proposes to create nine residential lots. All lots will be served by private wells and septic systems. The proposed use is consistent with the land use designation of Residential in the Master Plan.

Access to all lots will be via the extension of Marianna Avenue. Several trees that have been planted in the County right-of-way will be removed by the developer.

The developer will repave the terminus of Nottingham Road to meet the County's standards for permanent cul-de-sacs. A condition of approval for the preliminary plan was "that the temporary easements for the Nottingham Road cul-de-sac be converted to permanent easements via recordation of an amended plat of White Pine Acres and recordation of deeds of easement." As noted during the discussion when the preliminary plan was approved by the Commission, the adjoining property owners did not wish to grant right-of-way nor permanent easement for the Nottingham cul-de-sac. The adjoining property owners indicated that they were comfortable with all proposed work within the easements. The existing easements allow the proposed paving work to commence within the cul-de-sac. An amended plat is no longer being pursued by the County.



Right-of-way will be conveyed to the County for Klees Mill Road. The entire length of the property along Klees Mill Road will be graded to create a stormwater management wide shoulder.

During previous reviews there had been discussion of providing a pedestrian connection between Marianna and Nottingham. The terminus of Nottingham aligns with a forest retention area on Lot 1; thus, a pedestrian connection is not planned.

The requirements of stormwater management will be addressed with the installation of drywells on the lots and the installation of an underground infiltration facility on the stormwater management Parcel B.

To address the requirements of forest conservation, 1.67 acres of on-site forest will be retained and 1.30 acres of planting will occur off-site. For landscaping, street trees will be provided along the extension of Marianna Avenue. The plan shows a 15% reduction in street trees from the approved preliminary plan to the final plan. This reduction is well within the range allowed by the Commission of one-third. Also, a combination of evergreen and deciduous trees will be planted along Klees Mill Road to screen the rear yards of Lots 5-7. A berm was proposed along the rear of Lots 5-7, however, it was removed to allow the installation of a drywell on Lot 6, wells on Lots 5-7, and the house on Lot 6. The septic system is in the front yard of Lot 6, so the berm would have precluded a house from meeting all code requirements.

All public facilities were found to be adequate at the preliminary stage and as such, they were not retested.

Chapter 155 Recommendation:

Staff recommends approval of the final plan subject to the following conditions:

1. That the Owner/Developer enter into a Public Works Agreement with Carroll County that guarantees completion of any required improvements.
2. That the area shown as Parcel A be conveyed to the Carroll County Commissioners for Klees Mill Road right-of-way by deed to be recorded simultaneously with the plat.
3. That the area shown as Parcel B be conveyed to the Carroll County Commissioners upon acceptance of the Stormwater Management Facility.
4. That a forest conservation easement be granted to the County Commissioners of Carroll County simultaneous with recordation of the subdivision plat.
5. That a stormwater management easement and maintenance agreement be granted to the County Commissioners of Carroll County as an easement of access to the County Commissioners or authorized representatives by a deed to be recorded simultaneous with recordation of the plat.
6. That a landscape maintenance agreement for the landscaping shown on the approved preliminary plan be recorded simultaneous with recordation of the plat.

Discussion:

Mr. Black noted that under “Recommendation:” staff recommends approval of the “final” plan, not the “preliminary” plan as noted in the staff report. He also recommended a change in the language of Condition 6, changing “approved preliminary plan” to “final construction drawings”.

Matthew Helminiak, Commission member, noted that the road is referred to as “Klees Mill” and “Klee Mill” in different locations. He asked which was correct.

Mr. Black indicated he would verify the roadway name and make everything consistent.

Mr. Helminiak questioned whether the developer was required to install street trees.

Jonathan Bowman, Bureau of Resource Management, indicated there is no longer a requirement for street trees, but street trees were shown on the approved preliminary plan. The developer had the opportunity during the final plan process to reduce the trees up to 30 percent or come before the Commission to request they be entirely removed. Mr. Bowman noted that the street trees were reduced by 15 percent from the preliminary plan.

Bill Boettner, Benchmark Engineering, requested some leniency in terms of installing the street trees.

There was some discussion regarding the removal of the street trees. Richard Soisson, Commission member, was not in favor of removing the street trees entirely. He noted that the developer has the discretion to reduce the number of trees by 30 percent.

Public Comments:

Margaret Hanchak expressed concern regarding the lack of sight distance at the intersection of Klees Mill Road and MD 32 when vehicles are parked in the parking spaces along MD 32.

Chairman Yeo asked that staff make the Department of Public Works and the State Highway Administration aware of these concerns.

**Decision:**

Pursuant to Chapter 155, the Commission, on motion of Mr. Soisson, seconded by Mr. Wothers, and unanimously carried, approved the final plan subject to the six conditions in the staff report with a change in the wording of Condition 6 from “approved preliminary plan” to “final construction drawings”.

**CONCEPT SITE PLAN REVIEW**

- A. S-13-011, Maple Grove Equipment & Material Storage Yard
- B. S-14-0021, South Carroll Gateway Industrial Park, Lot 8

**A. S-13-011, MAPLE GROVE EQUIPMENT & MATERIAL STORAGE YARD**

LOCATION: North side of Maple Grove Road, south of Warehime Road, 6th Election District

OWNER: Rhinehart Enterprises Partnership LLC, 1600 Angleside Road, Suite A, Fallston, Maryland 21047

LLC Members: Richard E. Rhinehart, Diane M. Rhinehart, Brandon C. Rhinehart and Richard E. Rhinehart Jr.

DEVELOPER: Same as Owner

ENGINEER: Akens Engineering Associates, Inc., 219 East Main Street, Shiremanstown, Pennsylvania 17011

ZONING: Agricultural

ACREAGE: 4.26 acre

WATERSHED: Prettyboy Reservoir

MASTER PLAN: Existing Land Use – Agriculture

PRIORITY

FUNDING AREA: N/A

DESIGNATED GROWTH AREA: N/A

Clayton R. Black presented the background.

Action Requested:

The plan is before the Commission for guidance and comments of the concept site plan per Chapter 155 of the Code of Public Local Laws and Ordinances of Carroll County.

Existing Conditions:

The site is an unimproved agriculturally zoned property, bordered by Maple Grove Road on the east and south. The west side of the property is bordered by the Western Maryland Railroad. The two properties to the north are zoned agricultural. The first property is a 0.60-acre private residence with its own private well and private septic system and the second property is a 48-acre working farm which is enrolled in the Rural Legacy Land Preservation Program. Rhinehart Enterprises, a railroad service company, currently owns and operates their business from the property located on the west side of the railroad tracks.

The properties on the east and south side of Maple Grove Road are zoned agricultural and range in size from .58 acres to 7.78 acres. These properties are improved with private residences and

some have miscellaneous outbuildings and fenced in areas. The surrounding properties all have private wells and private septic systems.

Rhinehart Enterprises Partnership LLC had a hearing with the Board of Zoning Appeals (BZA) on October 23, 2000 for a conditional use for a contractor's equipment storage yard at their current location at 3814 Maple Grove Road, case #4532. The BZA granted approval on November 21, 2000 for the contractor's equipment storage yard (copy attached).

The applicant had a hearing with the BZA for a conditional use for the storage of construction equipment and railroad track supplies and a request for setback variances. The BZA, in case #5677 (copy attached), granted the request subject to the following conditions:

1. That there be fencing and screening of tree that would be erected around the perimeter of the property.
2. That special consideration would be given to how a tractor trailer would obtain access to the property.
3. That entrance/access issues would be further addressed during the site plan development.

#### Concept Plan Review:

The concept site plan was received and distributed to all reviewing agencies on January 27, 2014, and scheduled for a Technical Review Committee (TRC) meeting on February 24, 2014. During the TRC meeting, several citizens in attendance voiced their concerns about this project. A summary of their concerns from that TRC meeting are listed below.

- The size, species, quantity, location and growth rate of planting media for the screening of the site required by the BZA.
- The possible increased flooding potential based on the improvements to this site.
- The impacts of increased large equipment coming and going from the site onto Maple Grove Road, and the limited sight distance from the entrance onto Maple Grove Road.

The Bureau of Development Review has not received any additional written correspondence from any citizens on this project.

The plan proposes a fenced material and storage yard of .53 acres surrounded by a number of easements that will be deeded to the County. The west side of the property is heavily populated with deciduous trees. The initial submittal showed the storage yard to be .86 acres with the entrance located at the southern end of the property. Due to sight distance concerns, the entrance has been relocated to the location shown on the plan. With the requirement to address the Stormwater Management Code, the area of the storage yard has been reduced.

The storage yard will have a 6'-0" chain link fence covered with a chain link fabric at the front and both sides of the storage yard and a non-obtrusive privacy slate on the rear portion of the storage yard. The engineer suggested two types of non-obtrusive privacy slate on sheet 4 of 9 or an approved similar product. Since there are a number of easements on the property that directly surround the storage yard area, fencing is proposed to be around the perimeter of the storage area.

There are no signs or lighting proposed for the site. This property will not have any type of private well or septic system on the property.

Concept stormwater approval has been granted with additional comments forwarded to the engineer for the final site plan submission. A stormwater management basin will be constructed to address run-off from the site.

There are no FEMA or previously identified floodplains identified on the property. Floodplain Management has granted approval of the concept site plan. Since there is a stream on the property, a Floodplain Easement of 2.46 acres will be conveyed to Carroll County as part of the final site plan process. Water Resource Management granted concept approval with additional comments and conditions forwarded to the engineer for the final site plan submission. A Forested Water Resource Protection Easement of 2.16 acres will be conveyed to Carroll County by deed.

Forest conservation will be addressed through on-site retention. A Forest Conservation Easement will be conveyed to Carroll County by deed as part of the final process. The plan meets the Landscaping Code and will be a mix of evergreens, bulb shrubs, and deciduous trees located in front of the fence to the north, east, and south of the storage area.

Discussion:

There was considerable discussion as to whether the proposed plan meets the requirements of the Decision from the Board of Zoning Appeals.

Mr. Black indicated he would contact the Board of Zoning Appeals to ensure that the plan meets with the intent of their Decision.

Richard Soisson, Commission member, questioned whether the community was aware of the recommended fencing.

Richard Rhinehart, Jr., indicated one of the citizens' concerns had been the amount of fencing, which is why it was reduced.

(Ms. Cheatwood left the meeting.)

Daniel E. Hoff, Commission member, suggested that the yard be totally enclosed to ensure there is no encroachment into the stormwater management area. He questioned whether the landscaping shown is adequate considering the proximity to residential properties.

Jonathan Bowman, Bureau of Resource Management, noted that the screening that is shown meets current standards. Eventually, with the growth of the material, you will have a situation where you will not see through it. The requirement for the Class A screening is one planting unit per 20 feet. Mr. Bowman noted that it is within the Commission's purview to increase the number of planting units.

Mr. Hoff indicated he would be more comfortable with one planting unit per 15 feet. Mr. Soisson agreed.

The Commission discussed the best use of fencing on the property.

Mr. Soisson expressed his support for the plan as drawn, commending the developer for his use of a natural area as opposed to the construction of a fence.

**Public Comments:**

Marvin Frush, Warehime Road, commended the developer for mowing the property over the summer and keeping it in good condition. He questioned how far back the building would be constructed.

Mr. Rinehart indicated there was no building proposed at this time. It would be an equipment storage yard.

Chairman Yeo noted that the developer has been responsive to the concerns of the neighbors in the design of the project. The Commission discussed a formal statement for staff to utilize in getting concurrence from the Board of Zoning Appeals.

**Decision:**

The Commission, on motion of Mr. Soisson, seconded by Mr. Helminiak, and carried, recommended that the fencing be left the way it is shown and the landscaping be increased to one planting unit per 15 feet.

**B. S-14-0021, SOUTH CARROLL GATEWAY INDUSTRIAL PARK, LOT 8**

LOCATION: West side of Old Washington Road (Route 97) at Mabe Drive

OWNER: Paul J. Grochmal, Personal Representative of the Estate of Jacob H. France, 10 Delrey Ave, Catonsville, MD 21228

DEVELOPER: David Morris, 7606 Woodbine Road, Woodbine, MD 21797

ENGINEER: Vanmar Associates, Inc., 310 South Main Street, Mount Airy, MD 21771

ZONING: IG – General Industrial

ACREAGE: 3.2189 acres

WATERSHED: Patapsco - South Branch

FIRE DISTRICT: Sykesville

MASTER PLAN: Industrial

PRIORITY

FUNDING AREA: Outside

DESIGNATED

GROWTH AREA: Outside

Laura Matyas presented the background.

Action Required:

The plan is before the Planning and Zoning Commission per Chapter 155 of the Code of Public Local Laws and Ordinances of Carroll County for consideration of a concept site plan. No action is required.

Existing Conditions:

The 3.2 acre subject property was created as Lot 8 of the South Carroll Gateway Industrial Park with a plan of subdivision recorded in Plat Book 50, Pages 97-99 in 2007 (see attached). Access is from Old Washington Road (Maryland Route 97) via a private use-in-common driveway, Mabe Drive, which bisects the property to provide access to Lot 9 in the industrial park. The rear half of the lot hosts a forest, a stream, a Floodplain Easement, and a Forested Water Resource Protection Easement.

The property is outside of priority funding areas, designated growth areas, and water and sewer service areas.

Adjoining properties to the north and south are in the South Carroll Gateway Industrial Park and share the General Industrial zoning. The two properties to the south are developed and occupied by D & D Drilling and Final Journey Crematory, while the northern adjoining property is undeveloped. The western adjoining General Industrial-zoned property is owned by Parrott Materials Company. Properties across Old Washington Road to the east lie within the Agricultural Zoning District and are built with single-family residences.

Plan Review:

The developer proposes to build a 6,000 SF one-story metal building to accommodate a roofing contractor's office and storage facility for equipment and materials. Required parking for the site calculates to 15 spaces and 15 spaces are provided. The proposed land use is consistent with the 2000 Carroll County Master Plan land use designation of Industrial.

Elevations are shown on sheet 3 of the plan set. The one-story metal building, with almond colored walls and a gray roof, maintains the typology of the buildings in the industrial park. A three-foot high stone veneer base on three sides of the building adds variation. The only signage proposed is building-mounted: one 56 square foot sign on the Old Washington Road elevation and one 40 square foot sign at the main entrance. New lighting will be building-mounted as well. Fixture locations and details and a photometric plan will be provided at the final plan stage.

Existing landscaping that was a requirement of the subdivision of South Carroll Gateway Industrial Park has been diminished; three trees are missing and one is broken. They must be replaced with this site development. Site specific landscaping requirements must be met. Forest

conservation was addressed with the subdivision plan. Stormwater management for the site was addressed with the subdivision plan. Drywells are proposed at the building.

The concept plan was presented to the Design and Architectural Review Committee on November 13, 2014. The Committee made the following recommendations:

1. This location is a gateway to Carroll County and the building design should respond to the prominence of the site.
2. Provide details of the canopy and add it in profile on the Right and Left Elevations.
3. Consider additional details to pronounce the front entry, such as expanding the stone up a portion of the vertical face of the Front Elevation.
4. Larger windows at the Right Side Elevation would enhance the street façade.
5. Depict, annotate, and detail the proposed building-mounted lights.
6. Identify whether the building-mounted sign is lit.

The proposed site plan was subject to Citizen's Involvement during the November 24, 2014 Technical Review Committee meeting. There were no citizens who spoke at the meeting and no written comments were forwarded to the Bureau of Development Review.

Discussion:

It was the consensus of the Commission that the project was well done.

Chairman Yeo asked that the developer consider the DARC comments regarding additional details to pronounce the front entry such as expanding the stone up a portion of the vertical face of the front elevation.

It was the consensus of the Commission to move item no. 15 to the end of the meeting agenda.

**CLOSED – TO CONSULT WITH COUNSEL TO OBTAIN LEGAL ADVICE ON A LEGAL MATTER**

Pursuant to State Government Article, Section 10-508(a) (7), Mr. Wothers made a motion, seconded by Mr. Helminiak, and unanimously carried, to close the meeting for the purpose of consulting with counsel to obtain legal advice. Mr. Soisson, Mr. Wothers, Mr. Canale, Mr. Helminiak, and Mr. Hoff voted "Aye" on the motion to close; Mr. Yeo, sitting as Chair, did not vote. The Commission entered into closed session in the County Attorney's Office Library at approximately 1:00 p.m. Present with the Commission were the following persons: Gail Kessler, Philip R. Hager, and Kelly Martin.

The Commission reconvened in Room 003 at approximately 2:20 p.m.



## **MASTER PLAN DISCUSSION AND CONSIDERATION OF APPROVAL RESOLUTION**

Daniel E. Hoff, Commission member questioned why the properties in the very northeast corner of the map were listed as Very Low Density Residential instead of Agriculture, a change to the 2000 map.

After discussion, the Commission, on motion of Mr. Hoff, seconded by Mr. Soisson, and unanimously carried, directed staff to change the parcels in the very northeast corner of the map from Very Low Density Residential to Agriculture.

Mr. Hoff requested that language be revised on page 128, under Significance to Carroll County, the last sentence in the first paragraph, with regard to how the premise was strengthened in 1978 with the subdivision regulations providing for a lower density calculation formula.

Jeffrey Wothers, Commission member, highlighted a typographical error on page 36 of the report.

The Commission, on motion of Mr. Wothers, seconded by Mr. Hoff, and unanimously carried, voted to execute the Approval Resolution.

The Commission, on motion of Mr. Wothers, seconded by Mr. Canale and unanimously carried, directed staff to forward the Approved Plan to the Board of County Commissioners with a recommendation for Adoption.

## **DISCUSSION OF POTENTIAL LEGISLATION**

Philip R. Hager, Secretary, noted that there have been several items the Commission has discussed moving forward as Code changes. In order to move forward, the items need to be presented to the Board of County Commissioners for their concurrence. Mr. Hager reviewed the proposed changes to the Code to address nonconforming uses.

The Commission discussed the possibility of breaking nonconforming uses into two categories: one that addresses nonconformities resulting from bulk requirements incompatibility and nonconforming uses.

It was the consensus of the Commission that nonconformities resulting from bulk requirements can be expanded by the Zoning Administrator up to 50 percent; and 50-100 percent by the Board of Zoning Appeals (BZA) as long as it does not affect the nonconformity.

It was the consensus of the Commission that nonconforming uses can be expanded by the Zoning Administrator by 10 percent; 50 percent by the BZA; and with concurrence of the Planning Commission, over 50 percent by BZA.

Secretary Hager indicated he would prepare a list of proposed Code changes for the Commission to review, discuss, and prioritize for the February work session.

Secretary Hager indicated he would notify the Planning Commission when the Board schedules a session to discuss the Master Plan, so members can attend if they wish.

There being no further business, the Commission, on motion of Mr. Wothers, seconded by Mr. Helminiak, and carried, adjourned at approximately 3:30 p.m.

---

Secretary

---

Approved