

MEETING SUMMARY
Carroll County Planning and Zoning Commission

April 29, 2015

Location: Carroll County Office Building

Members Present: Alec Yeo, Chairman
Richard J. Soisson, Vice Chair
Eugene A. Canale
Matthew S. Helminiak
Jeffrey A. Wothers
Richard S. Rothschild, Ex-Officio
C. Richard Weaver, Commissioner

Members Absent: Cynthia L. Cheatwood
Daniel E. Hoff, Alternate

Present with the Commission were the following persons: Philip R. Hager and Mary Lane, Department of Land Use, Planning, and Development; Lynda Eisenberg and Scott Graf, Bureau of Comprehensive Planning; and Jay Voight, Zoning Administrator.

CALL TO ORDER/WELCOME

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

ESTABLISHMENT OF QUORUM

Secretary Hager took the attendance of the Commission, noting that five members were present, and there was a quorum.

PLEDGE OF ALLEGIANCE

OPENING REMARKS/ADMINISTRATIVE MATTERS

Secretary Hager welcomed the Commission to the fifth Wednesday evening of the month work session. He indicated there were several changes to the agenda. Item No. 8 will need to be removed as an issue remains to be addressed with this project. Staff is requesting that Item No. 11 be relocated to follow Item No. 6.

REVIEW AND APPROVAL OF AGENDA

The Commission unanimously approved the revised agenda, removing Item No. 8 and moving Item No. 11 to after Item No. 6.

PUBLIC COMMENTS

There were no public comments.

MASTER PLAN IMPLEMENTATION – ZONING CODE REVISION BRIEFING

Commissioner Rothschild asked to make a brief statement. He asked that as the Commission moves forward with the implementation of the Master Plan and the changes to the Zoning Code, that care is taken to preserve the unique characteristics of Carroll County.

Commissioner Weaver added that citizens need to be made aware of what is occurring, and he agreed the Board does not wish to change the character of the County.

Lynda Eisenberg, Bureau of Comprehensive Planning reviewed the proposed timeline, covering the next two years, for this process.

(Mr. Soisson entered the meeting.)

Ms. Eisenberg reviewed the proposed process, including a review of the Master Plan Future Land Use definitions. She asked that the Commission review the Future Land Use definitions chart that was distributed for future discussion, focusing not only on the definitions, but the residential yields that were proposed by staff and the uses that the Commission envisions for the different categories.

Chairman Yeo suggested that staff calculate what densities/yields zoning districts are achieving currently “on the ground”.

Ms. Eisenberg reiterated that this chart is not a final document. It is meant as a starting point for Commission discussion. Ms. Eisenberg explained that the process will include identifying land use categories that do not have an existing zoning district in the current Code. She noted that Mary Lane, Special Projects Analyst, has done a significant amount of research as to what other jurisdictions have in their ordinances. This information will be shared during upcoming discussions. The goal is to make the Zoning Ordinance more user friendly and efficient. New classifications will be drafted followed by an internal review process.

Ms. Eisenberg explained that staff is considering an internal drafting committee consisting of Mary Lane, Phil Hager, Lynda Eisenberg, and a representative from the County Attorney’s Office, who will develop language for review based on direction received from the Commission. Once the drafting committee has prepared documents for review, an internal advisory committee, consisting of the drafting committee members as well as representatives from Resource Management, Development Review, Zoning Administration, and Economic Development, would review the information prior to presentation to the Commission. Ms. Eisenberg asked the Commission’s preference for community involvement in this process, like creating an external review committee.

Chairman Yeo suggested that a portion of the Commission’s meetings be set aside to allow citizens to provide their thoughts regarding what is being reviewed.

Secretary Hager suggested that certain constituent groups be notified when specific topics are being discussed by the Commission.

Chairman Yeo asked when the Planning Commission would begin their involvement in the process.

Ms. Eisenberg explained that she would leave them with homework tonight and bring additional information in the coming months. She suggested that list serve members from the Master Plan be notified and asked whether they wish to remain part of the group receiving updates on the implementation process and progress.

Chairman Yeo suggested that a brief overview be forwarded to the “general players”, the approximately 20 people that routinely come before the Commission, to notify them of the ongoing process.

Commissioner Rothschild expressed concern that citizens may not be aware of the ongoing comprehensive rezoning. He suggested permission be granted to post a 4 x 8 sign at a major intersection in each of the County’s five districts for approximately 30 days that provides a web address and phone number to make citizens aware of the process.

Secretary Hager noted that the ordinance recodification process must be completed before any comprehensive rezoning is performed.

Commission members asked for copies of the Zoning Code for use during the recodification process. Ms. Eisenberg asked that once copies are provided that the Commission begin reviewing the ordinance to determine issues that should be addressed.

Chairman Yeo asked whether a list has been kept of the issues that have been discussed over the last few years that involve ordinance amendments.

Secretary Hager noted that he has the list and has been working to move the proposed amendments through the process, including: parcel hopping, senior housing, responsibility of the Board of Zoning Appeals regarding appeals from Planning Commission decisions, etc.

Ms. Eisenberg suggested that the internal committee review these proposed amendments prior to bringing them to the Commission and develop a list on the staff level, supplemented by lists developed by Commission members.

Secretary Hager asked whether the Commission members would like to be involved in the briefings to the Board of County Commissioners on these types of issues. The Commission members asked to receive notification, so they can attend as they wish.

Commissioner Rothschild asked for an e-mail address for citizens to use if they have questions about the ongoing implementation process.

Ms. Eisenberg provided the Bureau of Comprehensive Planning e-mail address – ccplanning@ccg.carr.org.

JOINT COUNTY/MUNICIPAL PLANNING COMMISSION MEETING UPDATE

Scott Graf, Bureau of Comprehensive Planning, reviewed the results of the survey that was mailed to the municipal planning commissions and staff. There were 11 respondents.

Eugene Canale, Commissioner member, asked whether the survey results represent all of the municipalities.

Mr. Graf indicated that the survey results were anonymous. The draft meeting agenda was distributed at the April 21 meeting. He asked whether the Commission had any additional items to propose for the agenda.

There were no changes proposed to the agenda.

The joint meeting will be held on May 6 at 6:00 p.m. in the Reagan Room.

INTRODUCTION OF 2014 ANNUAL REPORT

Scott Graf, Bureau of Comprehensive Planning, distributed copies of the 2014 Annual Report, noting that he would be making a formal presentation during the May 19 meeting. Copies have been distributed to the towns, and several approval letters have been received from the towns. July 1 is the deadline for receipt by the Maryland Department of Planning.

(Commissioner Rothschild left the meeting.)

DEPARTMENT OF LAND USE, PLANNING & DEVELOPMENT STAFF REPORTS

A. Director

A. DIRECTOR

Philip R. Hager, Director, Department of Land Use, Planning & Development, reported that two extension requests were granted in the last month, including: a third one-year extension of the minor subdivision plan of Frank's Way, one lot and a remaining portion located in the agricultural district; and a fourth one-year extension of a minor subdivision plan of Orchard View Estates 2, one lot and a remaining portion located on Albert Rill Road in the Manchester area.

Mr. Hager reported that staff had provided comments on seven Board of Zoning Appeals Cases over the last month, as follows: BZA Case No. 5819, a request for a conditional use and variance for the construction of a country inn on 36.04 acres within the County's Agricultural zone on Harvey Gummel Road in the Hampstead area; BZA Case No. 5822, a request for a conditional use for a country inn to be used as a wedding/banquet facility on 4.0 acres of property within the Agricultural zone on Fridinger Mill Road in the Westminster area; BZA Case No. 5825, a request for a conditional use and variance for a commercial kennel on 2.65 acres of property within the County's Restricted Industrial Zone on Bethel Road in the Finksburg area; BZA Case No. 5826, a request for a variance for a transfer station, crusher, and maintenance building on certain parcels in the County's Agricultural zone and Mineral Resource Overlay zone on Old New Windsor Road in the New Windsor area; BZA Case No. 5827, a request for the expansion of a nonconforming use for a veterinary clinic on .45 acres of property in the County's Heritage zone and Historic District Overlay on Uniontown Road; BZA Case No. 5833, a request for a conditional use for a bed and breakfast on 50.42 acres of land in the Agricultural and Conservation zones located on Bachmans Valley Road in the Westminster area; and BZA Case

No. 5838, a request for the expansion of a nonconforming use for an antique and craft shop on .36 acres of property in the County's R-10,000 zone located on Main Street in Westminster.

Mr. Hager noted that during the April 21 meeting, Andrea Gerhard had distributed copies of the Rural Village Element and asked if there was additional information that the Commission wished to include.

There was a brief discussion regarding providing a contact person or civic/community group for each of the Rural Villages.

Mr. Hager suggested that the topic be added to a future agenda for further discussion.

Staff is moving forward with a couple amendments to the Water and Sewer Master Plan relating to the Hampstead Water and Sewer Service area. The Commission must certify that the amendments are consistent with the County Master Plan. These amendments will be brought before the Commission for review at the May 19 meeting.

Chairman Yeo suggested that the Board of Zoning Appeals also be informed of meetings involving discussions of the Future Land Use Definitions as their opinion may be helpful to the Commission.

Mr. Canale noted that the joint meeting with the Economic Development Commission representatives has been scheduled for 8:00 a.m. on Wednesday, May 6.

There being no further discussion, the meeting adjourned at approximately 7:25 p.m.

Secretary

Approved