

**MEETING SUMMARY**  
**Carroll County Planning and Zoning Commission**

**November 4, 2015**

Location: Carroll County Office Building

Members Present: Eugene A. Canale  
Matthew S. Helminiak  
Jeffrey A. Wothers  
Cynthia L. Cheatwood  
Daniel E. Hoff, Alternate

Members Absent: Alec Yeo, Chairman  
Richard J. Soisson, Vice Chair  
Richard S. Rothschild, Ex-Officio

Present with the Commission were the following persons: Philip R. Hager and Mary Lane, Department of Planning; Lynda Eisenberg and Scott Graf, Bureau of Comprehensive Planning; Donald Beck; and Arla Ely.

**CALL TO ORDER/WELCOME**

According to the Administrative Rules, in the absence of the Chairman and Vice Chair, the Secretary is to call the meeting to order and preside over the election of a Chair Pro Tem. Secretary Hager called the meeting to order at 6:04 p.m. He called for the election of a Chair Pro Tem from amongst the quorum present. Mr. Wothers nominated Matt Helminiak as Chair Pro Tem. Mr. Hoff seconded the motion which carried unanimously.

**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**

Secretary Hager noted that the Commission would be holding a joint meeting with the Town of Sykesville Planning Commission following this work session. He indicated there were no changes proposed to the previously distributed agenda.

**REVIEW AND APPROVAL OF AGENDA**

The Commission, on motion of Mr. Canale, seconded by Mr. Wothers, and carried, approved the meeting agenda as distributed.

**PUBLIC COMMENTS**

There were no public comments.

## **STRATEGIES FOR ZONING CODE MODIFICATION FOR MASTER PLAN IMPLEMENTATION**

Secretary Hager indicated that staff would be presenting their strategies for Zoning Code modification for Master Plan implementation. He noted that a work team, which includes members from various departments, has been meeting to develop these strategies and move forward in this regard. Staff is looking for the Commission's concurrence in moving forward in this manner.

Lynda Eisenberg, Bureau of Comprehensive Planning, explained that the Zoning Code should mirror what the land use designations were in the last Master Plan process. The comprehensive rezoning cannot occur without modifying the Code to include the additional zoning categories developed in the Master Plan process. Ms. Eisenberg noted that the Commission previously received copies of the Zoning Code. She asked that the Commission provide staff with any issues in the Code that have become apparent through their work on the Commission.

Daniel E. Hoff, Commission member, asked whether staff has reached out to the local land use attorneys for suggested areas of change.

Secretary Hager noted that staff had planned to utilize the regular Surveyors Meetings to distribute information to the development community.

Mary Lane, Department of Planning, discussed utilization of a Land Use Table, the format for which was modeled after those in surrounding jurisdictions, in order to make the Code more user friendly. She noted that definitions will be added and modernized with the hopes of developing a more easily interpreted Code.

Secretary Hager indicated that staff was continuing with research and data collection. He noted that a Concept Team was formed to meet every two weeks consisting of Tom Devilbiss, Jay Voight, Clay Black, Tim Burke, Mary Lane, Lynda Eisenberg, and himself. Secretary Hager reviewed the order for this review as follows: industrial districts, commercial districts, residential districts, agriculture districts, etc. He noted that staff hopes to bring a draft of the industrial districts to the Commission in December for discussion in January.

The Commission concurred with staff's recommended course of action.

## **FREEDOM COMPREHENSIVE PLAN WORK SESSION**

### **Discussion: Element 4, Demographic Trends**

Secretary Hager noted that the Commission held a checkpoint discussion regarding Element 4, Demographics, at the last meeting. He asked for any feedback or comments, explaining that a summary will be provided in Element 4, and staff will be providing supplemental analysis. Secretary Hager explained that the Commission will begin to understand why some of the information was included through its review of other chapters.

**Introduction: Element 5, Housing**

Mary Lane, Department of Planning, distributed Element 5 to the Commission for future discussion. She noted that the 2009-2013 data that is now available was not when the chapter was first developed. Staff does plan to update the data before the Plan is in final format. Ms. Lane indicated that the change in data does not appear to change any of the trends or analysis.

**PUBLIC COMMENTS**

There were no public comments.

The Commission adjourned at approximately 6:50 p.m.

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Secretary

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Approved