

MEETING SUMMARY
Carroll County Planning and Zoning Commission
August 2, 2017

Location: Carroll County Office Building

Members Present: Matthew S. Helminiak, Chair (6:11)
Richard J. Soisson, Vice Chair
Alec Yeo (6:09)
Eugene A. Canale
Daniel E. Hoff
Dennis E. Frazier
Cynthia L. Cheatwood (6:22)

Members Absent: Jeffrey A. Wothers

Present with the Commission were the following persons: Lynda Eisenberg, Mary Lane and Laura Bavetta, Department of Planning.

CALL TO ORDER/WELCOME

Vice Chair Soisson called the meeting to order at approximately 6:08 p.m.

ESTABLISHMENT OF QUORUM

Laura Bavetta took attendance and noted that seven members of the Board were present and a quorum was in attendance.

PLEDGE OF ALLEGIANCE

OPENING REMARKS

Secretary Eisenberg greeted everyone and stated that zoning implementation concepts and strategies would be discussed as they apply to the 2014 Adopted Master Plan and potential Adoption of the Freedom Community Comprehensive Plan.

REVIEW AND APPROVAL OF AGENDA

The agenda was approved as distributed on motion by Mr. Yeo, seconded by Mr. Canale, and carried.

REVIEW AND APPROVAL OF MINUTES

The minutes of the August 31, 2016, September 7, 2016, January 17, March 1, March 21 and July 18, 2017 meetings were approved on motion of Mr. Yeo, seconded by Mr. Hoff and carried.

PUBLIC COMMENT

There were no public comments.

ADMINISTRATIVE REPORT

A. Administrative Matters

Secretary Eisenberg reminded the Commission of the joint meeting with the Board of County Commissioners scheduled for September 6th to discuss the Approved Freedom Community Comprehensive Plan and answer any questions the Board of County Commissioners may have. Secretary Eisenberg stated the October meeting will be changed from October 17th to October 10th. Secretary Eisenberg announced the dates of the Maryland Department of Transportation's Annual Pre-Tour and Tour schedule.

B. Other

There were no other comments.

PLAN IMPLEMENTATION – CONCEPTS AND STRATEGIES

Secretary Eisenberg and Mary Lane discussed the implementation of Plans and updating the Zoning Code. Secretary Eisenberg presented the original Code from 1964 that is being used and stated that efforts are under way to update and modernize the Code. Secretary Eisenberg stated the importance of having a good Plan before making code and land use designation changes. She stated these changes should come out of the goals and visions of the Plan.

Mr. Hoff asked how to involve people that use the Code, such as land use attorneys, surveyors, and developers.

Secretary Eisenberg suggested a subcommittee be formed by the Planning Commission that included representatives from each of the audiences that Mr. Hoff stated to help form the Code changes.

Secretary Eisenberg stated that staff is working closely with Zoning, Land and Resource Management Economic Development and the County Attorney's office to consider Code changes.

Ms. Lane stated that there are instances of conflicting language in the existing Code that needs to be addressed as well. Her example was that the number of stories of a building sometimes conflicted with height requirements.

Mr. Hoff clarified that the Code needs to be updated before updating the Zoning Maps.

Mr. Yeo stated that involving surveyors, developers, real estate agents and attorneys is still involving the public; they are the professional public but still the public.

Secretary Eisenberg stated there will always be opportunities to update the Code even after its Adoption.

Secretary Eisenberg suggested the Comprehensive Zoning Implementation be completed by zoning categories, first through text amendments, then with map changes.

Secretary Eisenberg reviewed the Comprehensive Text Amendment process and included information on how other Jurisdictions do this.

Secretary Eisenberg reviewed the process for the Comprehensive Map changes. Chair Helminiak asked about citizen outreach and how property owners are notified of changes. Secretary Eisenberg stated this would be done through mailings to the property owners and the adjoining.

Secretary Eisenberg stated that as part of the citizen outreach initiative, a website would be developed as well that explains the process and addresses questions.

The Commission members and staff discussed how to let the public know these changes were occurring.

Ms. Lane reviewed the Concept Team Process in regard to the Commercial and Industrial Districts and stated there is a package put together ready for the next step.

The Commission agreed that Commercial and Industrial would be completed first, then Employment Campus, Residential, Agricultural and then Conservation.

Secretary Eisenberg suggested using Illustrative Zoning Codes to help the public visualize what the text means and also Interactive Zoning Maps.

Secretary Eisenberg posed questions for the Commission to think about regarding projects already in process, Nonconforming Uses, and the Municipal Growth Areas.

Commissioner Frazier would like to have more joint meetings.

Mr. Canale would like more explanation of the Code; he stated the average citizen doesn't understand it.

Mr. Hoff stated he likes the charts and would like to see more visuals.

After much discussion of the next steps, staff will envision a mailing card, a website, and how to form subcommittee.

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 7:45 p.m.

Secretary

Approved