

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

**February 20, 2018**

Location: Carroll County Office Building

Members Present: Richard Soisson, Chair  
Cynthia L. Cheatwood, Vice Chair  
Alec Yeo  
Jeffrey A. Wothers  
Daniel E. Hoff  
Janice R. Kirkner, Alternate  
Stephen A. Wantz, Ex-officio

Members Absent: Eugene A. Canale

Present with the Commission were the following persons: Lynda Eisenberg, Darby Metcalf, Arco Sen and Laura Bavetta, Department of Planning; Clay Black, Laura Matyas and John Breeding, Development Review; Gail Kessler, County Attorney's Office.

**CALL TO ORDER/WELCOME**

Chair Soisson called the meeting to order at approximately 9:02 a.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 the Commission and stated that Item 13 will be a shorter discussion than originally planned because Mary Lane is out with the flu.

**REVIEW AND APPROVAL OF AGENDA**

The agenda was approved via a motion by Mr. Yeo, seconded by Mr. Wothers and carried.

**PUBLIC COMMENTS**

John Maguire, Attorney, stated his client, Jeff Barnes Chevrolet, is requesting a rezoning of their property.

Ms. Eisenberg stated there have been a few rezoning requests that will be discussed at a future meeting.

**REVIEW AND APPROVAL OF MINUTES**

The minutes from the January 3<sup>rd</sup>, 16<sup>th</sup> and 31<sup>st</sup> 2018 meetings were approved on motion of Mr. Yeo, seconded by Mr. Wothers and carried.

## **COMMISSION MEMBER REPORTS**

### **A. COMMISSION CHAIRMAN**

Chair Soisson reported that he granted final approval for Charles Ray Acres Section 2 and Cody's Crossing.

### **B. EX-OFFICIO MEMBER**

Commissioner Wantz did not have anything to report.

### **C. OTHER COMMISSION MEMBERS**

There were no other reports.

## **ADMINISTRATIVE REPORT**

### **A. ADMINISTRATIVE MATTERS**

Secretary Eisenberg briefed the Commission on the Public Information Sessions that have been held to introduce the Comprehensive Rezoning process.

### **B. EXTENSIONS**

Clay Black stated there were three extensions granted since the last meeting. Abbott Acres, Skiba Farms and the Heird property.

### **C. BZA CASES**

Arco Sen reported that staff provided comments for Case No. 6068 that will be held this month.

### **D. OTHER**

There were no further items to report upon within the Administrative portfolio.

## **PROPOSED ZONING CODE AMENDMENT CHAPTER 158: FARM ALCOHOL PRODUCERS AND ASSOCIATED EVENTS – CONTINUED DISCUSSION**

Tom Devilbiss and Clay Black reviewed the modifications that have been made since the last meeting. These changes were made to the Special Events and Temporary Use Certificates sections.

Ms. Cheatwood asked how events are monitored now.

Mr. Devilbiss stated if an event is held now, there is no over sight.

Mr. Hoff expressed concern about how neighboring properties are impacted.

Mr. Devilbiss stated complaints will be addressed and staff will work with the Producers to mediate any concerns.

Mr. Yeo asked Mr. Voight to clarify the process of applying for a Temporary Use Permit.

Mr. Voight stated a drawing would be submitted with an application. Mr. Voight stated other Agencies will be contacted for comments and approval and a site visit is performed.

Mr. Yeo asked if other site visits will be performed annually.

Mr. Voight stated further site visits may or may not be performed.

Mr. Yeo asked how the public will know who to contact if there are complaints.

Mr. Voight stated they will consider posting contact information.

Commissioner Wantz asked Mr. Voight to define “Site Plan”.

Mr. Voight stated the plan submitted with the application can be a simple drawing.

Mr. Devilbiss stated most of the Producers already have an approved site plan on file.

Mr. Wothers asked if the Producers were involved in the writing of these changes and how many venues are currently in Carroll County.

Mr. Devilbiss stated there were many meetings with Producers to develop this Amendment and there are eight venues in Carroll County.

Commissioner Wantz stated complaints would probably be from neighbors of these venues. Commissioner Wantz stated certain Producers have worked hard at reaching out to the community and working with the public.

Jesse Johnson, citizen, suggested Producers reach out to neighbors and inform the public when an event is going to occur.

Brooks Leahy, Attorney representing Old Westminster Winery, stated his client does not support language in Item 13. Mr. Leahy stated this is a conditional use of a winery as defined by the State of Maryland. Mr. Leahy stated this line item may affect how they have been doing business for years.

Mr. Hoff asked what changes Mr. Leahy is suggesting.

Mr. Leahy stated their definition would include language such as “Any on site special event or activity at a Farm Alcohol Producer not accessory to the Primary Use”.

Mr. Yeo stated the Producer can apply for the Temporary Use Permit.

Janna Howley, on behalf of Grow and Fortify, expressed her concern over Item 13 and described it as going a step backwards. Ms. Howley described the importance of Agri-Tourism. She suggested making edits to Item 13 with Staff and Producers.

Mr. Soisson asked for clarification on what is not acceptable to the Producers in the definition.

Ms. Howley stated “on-site event” is not clearly defined.

Mr. Devilbiss stated the purpose of the new language is to include on-site activities as Accessory Use.

The Commission and Staff discussed the definition of “site plan” in Item 13 and what the building limits are.

Mr. Black stated “site plan” refers to what was submitted during the Development Review stage.

Commissioner Wantz stated he wants to be industry friendly and encourage this use of Agricultural activities.

Mr. Voight stated the issue staff is concerned with is when activities grow out of control and are not normal occurrences.

On motion of Mr. Yeo, seconded by Mr. Hoff and carried, the Commission voted to forward the Proposed Zoning Code Amendment to Chapter 158: Farm Alcohol Producers and Associated Events to the Board of County Commissioners with a positive recommendation.

**RECESS**

## **CONCEPT SITE PLAN REVIEW**

SUBJECT: S-16-0021, River Valley Ranch, 5<sup>th</sup> Amended Site Plan, Improvements to “Fort Roller”

LOCATION: 4612 Grave Run Road; west side of Grave Run Road, north of Roller Road, E.D. 6.

OWNER: Peter & John Radio Fellowship, Inc., 3500 Commerce Drive, Baltimore, MD 21227

DEVELOPER: River Valley Ranch, LLC, 4443 Grave Run Road, Millers, MD 21102

ENGINEER: Leon A. Podolak and Associates, L.L.C., 147 East Main Street, Westminster, MD 21157

ZONING: Conservation/Agricultural

ACREAGE: Property: 252 acres  
Disturbed area: 3.4 acres

FIRE DISTRICT: Lineboro

WATERSHED: Prettyboy Reservoir

MASTER PLAN: Resource Conservation/Agricultural

PRIORITY

FUNDING AREA: Outside

DESIGNATED

GROWTH AREA: Outside

### **❖ 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.** The Planning Commission may consider delegating approval of the final site plan to the Planning Commission Chair.

### **❖ Project History:**

Situated on the both sides of Grave Run Road, River Valley Ranch is an existing camp that provides a number of outdoor activities and events for individuals and groups. Overnight accommodations and meals are offered to the participants. The property is organized into multiple areas. The Fort Roller and Tepee Village area (west side of Grave Run Road) consists of six residential buildings, seven tepees, an assembly hall, a stable, a pavilion and a bath house.

A site plan for River Valley Ranch and Addition was approved in 1990 with three amended site plans for additional buildings approved in 2000, 2005, and 2008 respectively. The 2008 amended site plan involved the construction of three new buildings in the Fort Roller and Tepee Village area. A 1,140 square foot ‘Health Center’, a 4,800 square foot ‘Pavilion’ and a roughly 450 square foot Prayer Chapel (site plan attached).

❖ **Existing Conditions:**

The entire property is zoned Conservation and Agricultural. All surrounding properties are zoned either Conservation or Agricultural. This property and all surrounding properties are on private well and septic systems.

Woods surround the project area on three sides and a sloping field adjoins the area to the southeast. The Fort Roller and Teepee Village area is served by private well and a septic system. Access to the area is via a stone driveway off of Grave Run Road. Parking consists of 7 spaces adjacent to the assembly hall and another 72 spaces in the adjoining field south of the driveway. The property is served by a private well and septic system. A stream traverses the property.

❖ **Site Plan Review:**

On October 24, 2016 an initial site development plan package was submitted to the Bureau of Development Review and distributed to review agencies. The site plan was subject to citizen involvement on November 28, 2016 during the Technical Review Committee meeting. No citizens spoke or signed in regarding this proposal. No citizens have contacted this office regarding this proposal.

The plan proposes the demolition of the six existing single-story dormitory buildings and replacing with four cabins with no increase in the number of campers. Two of the cabins will be single-story of 2,020 square feet in size. The other two cabins will be two-story in size, each floor comprising 2,020 square feet.

On November 6, 2017 a revised concept plan was submitted that included an ADA accessible pathway, adding ADA bathrooms to two of the cabins, and the construction of a 70 space paved parking facility. The 70 spaces will replace the 72 previously approved for a nearby area of the site.

Architectural elevations for the buildings are included on Sheet 10 of the site plan. No new signage is proposed. Parking lot lighting will consist of 16 feet high light fixtures. Lighting around the cabins will be fixtures mounted 13 feet above grade. Pages 3 and 4 of the site plan show the location with page 4 depicting the style of light fixture.

The cabins will be sprinklered. An existing dry hydrant is located approximately 3,900 feet from the entrance to Fort Roller.

Forest Conservation will be addressed through on-site afforestation. The parking lot will need to address the requirements of the Landscape Ordinance. The project is exempt from the requirements of the Floodplain Ordinance. The project will address the requirements of the Water Resources Code which may necessitate the deeding of a water resources protection easement to Carroll County. Stormwater Management will be addressed with a series of grass swales and an infiltration trench.

Since there is no increase in the number of campers, no traffic study was required.

The Bureau of Comprehensive Planning has stated this proposal is consistent with the 2014 Carroll County Master Plan. The plan meets the requirements of the Zoning Ordinance.

The property is NOT subject to the provisions of Concurrency Management but the final site plan will be tested and reviewed for adequacy of public facilities in accordance with Chapter 155 of the Code of Public Laws and Ordinances of Carroll County Maryland.

**Discussion:**

Clay Black presented the staff report.

Pete Podolak, Engineer and Mike Chide, Director of Operations, River Valley Ranch were present.

Mr. Podolak stated River Valley Ranch is very proactive regarding environmental issues.

Mr. Hoff asked when the project would begin.

Mr. Chide stated they would break ground September 1<sup>st</sup> and complete within a year.

**Decision:**

On motion of Mr Yeo, seconded by Ms. Kirkner and carried, the Commission voted to delegate approval of the final site plan to the Chair and to waive the photometric plan requirement.

**COMPREHENSIVE REZONING COMMERCIAL AND INDUSTRIAL TEXT – DISCUSSION**

Secretary Eisenberg recapped the public information sessions again and mentioned the Citizen's Group that staff is trying to form For the Residential Zoning Districts.

Members of the Commission stated the benefit of having citizens witness the process.

Secretary Eisenberg stated public comments from these public meetings will be distributed to the Commission.

There will be a continued discussion at the next meeting.

**FREEDOM COMMUNITY COMPREHENSIVE PLAN**

Secretary Eisenberg handed out a visual showing the potential of the land along Long Meadow. This map shows a variety of Single Family Detached homes, Townhomes, Active Adult and Retail/Office space.

Mr. Hoff stated he is in favor of this type of mixed use concept. He asked how the PUD would be achieved.

Secretary Eisenberg stated a property needs to meet certain requirements to qualify for a PUD Proposal.

The Commission discussed the possible components of a PUD.

Mr. Yeo suggested a new zone, Mixed Use that incorporates a combination of residential and commercial.

After much discussion, staff will look at ways to achieve the mixed uses of residential and commercial for the zoning of larger parcels and discuss with the Planning Commission at the next meeting.

Secretary Eisenberg stated there are three properties for land use change requests in the Freedom Area that will be discussed at the next meeting, in addition to the continuation of the Future Land Use discussions.

The Commission discussed the importance of Joint Meetings with the Board of County Commissioners.

**PUBLIC COMMENT**

There were no public comments.

**ADJOURNMENT**

On motion of Mr. Yeo, seconded by Mr. Wothers and carried, the Commission adjourned at approximately 12:05 p.m.

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Secretary

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Approved