

MEETING SUMMARY
Carroll County Planning and Zoning Commission

June 19, 2018

Location: Carroll County Office Building

Members Present: Richard Soisson, Chair
Cynthia L. Cheatwood, Vice Chair
Eugene A. Canale
Alec Yeo
Jeffrey A. Wothers
Daniel E. Hoff
Janice R. Kirkner (9:08 a.m.)

Members Absent: Stephen A. Wantz, Ex-officio (Commissioner Frazier attended in his place)

Present with the Commission were the following persons: Lynda Eisenberg, 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 9:04 a.m.

ESTABLISHMENT OF QUORUM

Laura Bavetta took attendance and noted that six members of the Board were present and a quorum was in attendance. Janice Kirkner arrived at 9:08 a.m. and seven members were now in attendance.

PLEDGE OF ALLEGIANCE

REVIEW AND APPROVAL OF AGENDA

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

REVIEW AND APPROVAL OF MINUTES

The minutes from the May 30, 2018 meeting were approved via a motion by Mr. Wothers, seconded by Mr. Hoff and carried.

PUBLIC COMMENTS

There were no public comments

COMMISSION MEMBER REPORTS

A. COMMISSION CHAIRMAN

Chair Soisson did not have anything to report.

B. EX-OFFICIO MEMBER

Commissioner Frazier did not have anything to report.

C. OTHER COMMISSION MEMBERS

There were no other reports.

ADMINISTRATIVE REPORT

A. ADMINISTRATIVE MATTERS

Secretary Eisenberg stated there are issues with the air-conditioning and Facilities is working on repairing the unit. Secretary Eisenberg noted the Public Hearing for the Freedom Community Comprehensive Plan will be held on July 11th at Liberty High School and the next meeting will be on July 17th.

B. EXTENSIONS

There were no extensions since the last meeting.

C. BZA CASES

Secretary Eisenberg reported that there are three cases for June; Case No. 6082, Case No. 6078 and Case No. 6087.

D. OTHER

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

ANNUAL PLANNING REPORT – DISCUSSION/CERTIFICATION

Secretary Eisenberg reviewed updates to the report since the last meeting and the next steps.

The Commission, on motion of Mr. Hoff, seconded by Mr. Wothers and carried, voted to approve the Certification Letter for the Annual Report.

CONCEPT SITE PLAN REVIEW

SUBJECT: S-17-0039, Dream Aviation, Carroll County Regional Airport
LOCATION: 200 Airport Drive, west of Littlestown Pike (MD Route 97)
OWNER: County Commissioners of Carroll County, 225 North Center Street, Westminister, MD 21157
DEVELOPER: Dream Aviation, c/o Jeremy Etzkorn, 200 Airport Drive, SPC 12, Westminister, MD 21784
ENGINEER: CLSI, 439 East Main Street, Westminister, MD 21157
ZONING: I-G – General Industrial
ACREAGE: 1.30 acres
WATERSHED: Liberty Reservoir
FIRE DISTRICT: Westminister
MASTER PLAN: Industrial – City of Westminister 2009 Comprehensive Plan
PRIORITY
FUNDING AREA: Westminister
DESIGNATED
GROWTH AREA: Westminister

❖ **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.

❖ **Existing Conditions:**

The 46.12-acre property hosts the Carroll County Regional Airport with existing runways, hangars, an operations building, and associated parking lots. Access exists from Airport Drive off of Littlestown Pike (MD Route 97). At the western terminus of Airport Drive, on the north side, sits the subject area of the property, comprised of approximately 1.30 acres.

With close proximity to the operations building, the subject area contains a parking lot, fencing, a beacon tower, generator, fiber optic building, and fiber optic line. The site occupies level grassed land with no forests, streams, or floodplains. It is within aquifer, surface water and wellhead protection areas.

Adjoining to the east is Lot C-1C of the Carroll County Air Business Center, located within the City of Westminster. Although outside the City boundary, the subject property is inside the Westminster priority funding area, designated growth area, and existing / final water and sewer service areas.

❖ **Plan Review:**

The developer proposes to build a 28,500 SF two-story building for hangar and office use for Dream Aviation. On the first floor, 15,000 SF of double-height hangar space and 6,750 SF of office space make up the 21,750 SF building footprint. On the second floor is an additional 6,750 SF of office space. The building will be served by public water and sewer services.

In their review, the Bureau of Comprehensive Planning determined that the proposed plan is consistent with the 2014 Water and Sewer Master Plan and the 2009 City of Westminster Comprehensive Plan. Both the draft Carroll County Bicycle Pedestrian Master Plan and the 2007 Westminster Environs Community Comprehensive Plan depict a connector trail along Airport Drive from MD Route 97 to the subject property (see attached). Comprehensive Planning recommends pedestrian accommodations at Airport Drive for the length of the development area.

Thirteen existing parking spaces will be demolished to accommodate the building and replaced with an equal number of stalls, including the addition of one handicap stall. Parking requirements are 1 space for every 1.5 employees on maximum shift. Overall parking required at the airport, calculated to include seven employees in the proposed building, totals 28 spaces. There are 52 parking spaces. A segment of chain link fence is proposed to secure the hangar area from the parking lot and office entrance.

Building elevations are shown on sheet 6 of the plan set. The 30'-0" high metal-sided building with a low-slope metal roof maintains the typology of the buildings in the Air Business Park and airport. A two-story glazed corner element and punched window openings at the office portion of the building provide variation on the façades. Colors need to be indicated on the final plans. Proposed lighting will be building-mounted. A photometric plan is provided on sheet 5.

Forest conservation was previously addressed for the site. Parking lot landscaping requirements must be met. The plan is exempt from Floodplain Management. Water Resources Review has requested additional information to address the handling of pollutants and regulated substances. Grading Review granted concept approval. The Health Department commented that public water and sewer lines need to be shown on the plan. The building will require automatic sprinklers to comply with Fire Protection.

The regional facility will provide stormwater management for the site. Proposed on the site are two micro-bioretenion facilities and a storm drain pipe to convey water to Airport Drive. Engineering Review has commented that the storm drainage system shall connect to the existing system in Airport Drive.

The proposed site plan was subject to Citizen's Involvement during the January 22, 2018 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:

Laura Matyas presented the staff report.

Jeff Ziegler, CLSI, and Bradley Wantz, Director of Marketing and Relations, Dream Aviation were present.

Mr. Hoff asked for clarification about the pathway.

Ms. Matyas stated Comprehensive Planning suggested adding a pedestrian walk way along Airport Drive to Route 97.

Mr. Canale asked what type of business will be conducted in this facility.

Mr. Wantz stated flight lessons and aircraft maintenance will be conducted in the facility.

Mr. Canale asked what size aircraft the building will be able to accommodate.

Mr. Wantz stated the intent is for a single engine, large turbo prop aircraft, it is not meant for jets.

Mr. Canale asked about the handling of pollutants.

Mr. Wantz stated reclaimed oil would be stored and disposed of properly.

Commissioner Frazier asked if City of Westminster has been contacted regarding Water and Sewer.

Ms. Matyas stated the City has been included on all plan distributions.

Mr. Ziegler stated the City has been contacted and a meeting is being set up to discuss water and sewer issues.

Mr. Hoff asked how the Commission feels about the sidewalk plan.

Mr. Yeo stated it is important to stay in compliance with the Bicycle Pedestrian Master Plan and the Commission agreed.

Decision:

The Commission, on motion of Mr. Wothers, seconded by Mr. Yeo and carried, voted to delegate approval of the final site plan to the Chair.

CONCEPT SITE PLAN REVIEW

SUBJECT: S-17-0037, South Carroll Gateway Industrial Park Lot 5
LOCATION: Wedekind Drive, west side of Old Washington Road (MD Rt. 97)
OWNER: SS97, LLC, c/o Chris Zumot, 1356 Beverly Road, Suite 250, McLean, VA 22101
DEVELOPER: Utilities Unlimited, Inc., c/o Andrew Farina, 1771 Underwood Road, Sykesville, MD 21784
ENGINEER: CLSI, 439 East Main Street, Westminster, MD 21157
ZONING: I-G – General Industrial
BZA CASE: 6032 - August 30, 2017
ACREAGE: 1.72 acres
WATERSHED: Patapsco - South Branch
FIRE DISTRICT: Sykesville
MASTER PLAN: Industrial - Heavy
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.

❖ Property History:

The subject property was created as Lot 5 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, Wedekind Drive, partially located on the subject property.

On August 29, 2017, the Board of Zoning Appeals (BZA) heard a request for a conditional use for a contractor's equipment storage yard on the property and three variances from the distance requirements. In accordance with the Code of Public Local Laws and Ordinances of Carroll County, a contractor's equipment storage yard is restricted by distance requirements.

📖 § 158.080 "I-G" GENERAL INDUSTRIAL DISTRICT.

(D) **Conditional uses requiring BZA authorization.** Conditional uses requiring BZA authorization shall be as follows:

- (3) Any conditional use set forth and as regulated in the "I-R" District.

📖 § 158.079 "I-R" RESTRICTED INDUSTRIAL DISTRICT.

(D) **Conditional uses requiring BZA authorization.** Conditional uses requiring BZA authorization shall be as follows:

(1) The following uses when the location of such use shall have been authorized by the BZA, provided that such use shall be subject to three times the distance requirements specified in § [158.040](#):

(c) Contractors' equipment and storage yards;

 **§ 158.040 DISTANCE REQUIREMENTS.**

(A) Any uses or buildings subject to compliance with this section shall be located at least 200 feet from:

- (1) Any lot in an Residence District;
- (2) Any lot of less than three acres occupied or intended to be occupied by a dwelling not located on the same lot as the said use or buildings;
- (3) Any lot occupied by a school, religious establishment, or institution for human care; or
- (4) The curtilage area within a lot of three or more acres improved by a dwelling.

The Board of Zoning Appeals case included an exhibit depicting the proposed distance variance requests:

- a. from 600' to 104' for a variance of 496' from 7901 Old Washington Road
- b. from 600' to 420' for a variance of 180' from 7891 Old Washington Road
- c. from 600' to 567' for a variance of 33' from 7941 Old Washington Road

The BZA approved the use and the distance variance requests (see decision, attached).

❖ **Existing Conditions:**

The subject property is a 1.72-acre General Industrial-zoned property located on the west side of Old Washington Road (MD Route 97). The lot is vacant, level, open land. Access is from a use-in-common driveway, Wedekind Drive, which serves Lots 1 through 6 of the South Carroll Gateway Industrial Park. Wedekind Drive is accessed from Old Washington Road (MD Route 97). The Industrial Park lies just north of the Carroll / Howard County line.

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

Adjoining properties to the north, west, and south are in the South Carroll Gateway Industrial Park and share the General Industrial zoning. The property to the west has an approved site development plan from 2008 and is occupied by Southern States. Properties to the north and south are vacant and both, Lot 4 and Lot 6, have grading only plans in the review process. 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 9,600 SF two-story building for warehouse and office use for Utilities Unlimited, a full service utility contractor. On the first floor, 4,800 SF of double-height warehouse space and 2,400 SF of office space make up the 7,200 SF building footprint. On the second floor is an additional 2,400 SF of office space. The building will be served by a well and septic system.

In their review, the Bureau of Comprehensive Planning determined that the proposed land use is consistent with the 2014 Carroll County Master Plan land use designation of Industrial.

A chain link fence is proposed around the perimeter of the property. Both gravel and paved parking areas will serve the contractor's equipment storage yard. Required parking for the site calculates to 20 spaces and 21 spaces are provided. Eleven of the parking spaces, including one handicap space, are on the paved portion of the parking lot.

At the northern end of the property, two 1,000 gallon diesel tanks are proposed. A dumpster is planned at the far eastern portion of the gravel lot. The dumpster enclosure is a 6'-0"-high vinyl fence, depicted on sheet 6 of the plan set.

Building elevations are shown on sheet 6 of the plan set. The two-story tan steel sided building with a brown tin roof maintains the typology of the buildings in the industrial park. Cupolas, punched windows, stone wainscoting, and an entrance canopy at the office add variation. Signage proposed includes a building-mounted sign above the office entrance and a 12'-0" high pylon sign at Old Washington Road. New lighting will be building-mounted. A photometric plan is provided on sheet 5.

Existing landscaping that was a requirement of the subdivision of South Carroll Gateway Industrial Park has been diminished and must be addressed. Additionally, site specific landscaping requirements must be met. Landscaping necessitated by the site development includes a screen at Old Washington Road and parking lot plantings. Forest conservation was addressed with the subdivision plan.

With the subdivision plan for the Industrial Park, the regional stormwater management facility was designed to include the runoff from Lot 5. The site development plan proposes an on-site micro-bioretenion facility with a storm drain pipe and grass swale to carry to runoff to the regional facility. Drywells are proposed at the building.

The plan is exempt from Floodplain Management. The concept plan is acceptable to Water Resources Review and Grading Review. Engineering Review and the State Highway Administration have approved the plan with existing access. The Health Department has approved the plan with a well and septic system. Site Compliance has approved the plan as compliant with the Maryland Accessibility Code. An existing 60,000 gallon tank for the Industrial Park meets the requirements of Fire Protection.

The proposed site plan was subject to Citizen's Involvement during the December 21, 2017 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:

Laura Matyas presented the staff report.

Jeff Ziegler, CLSI, and Bruce Menz, owner of Utilities Unlimited were present.

Mr. Hoff asked if the diesel tanks were above ground.

Mr. Ziegler stated they are above ground.

Commissioner Frazier asked for clarification of the term "diminished landscape requirements".

Ms. Matyas stated over the course of time landscaping has died off and there is a request to replant or address in some way.

The Commission discussed the language in the BZA report and decision.

Mr. Wothers stated addressing the landscaping request is important as the property is visible to citizens crossing the line from Howard to Carroll Counties.

Mr. Soisson asked how many employees are expected to work in the facility.

Mr. Menz stated a minimum of ten people in the office.

Decision:

The Commission, on motion of Mr. Yeo, seconded by Mr. Wothers and carried, voted to delegate approval of the final site plan to the Chair.

RECESS

COMPREHENSIVE REZONING – COMMERCIAL/INDUSTRIAL/EMPLOYMENT CAMPUS – WRAP-UP DISCUSSION

Secretary Eisenberg discussed the final draft of this portion of the Code and the next steps.

Mr. Soisson reviewed the decision regarding the residential portion in the Employment Campus district for members who were not present for the last meeting.

Secretary Eisenberg suggested at the August 1st meeting staff would present the package to the Planning Commission to review before forwarding to Board of County Commissioners.

The Commission discussed upcoming meeting dates and the possibility of cancelling either the August 29th or September 5th Work Session.

PUBLIC COMMENT

There were no public comments.

ADJOURNMENT

On motion of Mr. Hoff, seconded by Mr. Yeo and carried, the Commission adjourned at approximately 10:08 a.m.

Secretary

Approved