

**MEETING SUMMARY**  
**Carroll County Planning and Zoning Commission**  
**February 6, 2019**

Location: Carroll County Office Building

Members Present: Richard J. Soisson, Chair  
Cynthia L. Cheatwood, Vice Chair  
Alec Yeo  
Eugene A. Canale  
Edward C. Rothstein, Ex-officio  
Janice Kirkner, Alternate

Members Absent: Jeffrey A. Wothers  
Daniel E. Hoff

Present with the Commission were the following persons: Lynda Eisenberg, Mary Lane, Clare Stewart and Laura Bavetta, Department of Planning; and Gail Kessler, County Attorney's Office.

**CALL TO ORDER/WELCOME**

Chair Soisson called the meeting to order at approximately 6:04p.m.

**ESTABLISHMENT OF QUORUM**

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

**PLEDGE OF ALLEGIANCE**

**REVIEW AND APPROVAL OF AGENDA**

The Agenda was approved on motion by Mr. Yeo, seconded by Ms. Kirkner, and carried.

**REVIEW AND APPROVAL OF MINUTES**

The Minutes from the January 15, 2019 meeting were approved on motion of Mr. Yeo, seconded by Ms. Kirkner, and carried.

Mr. Canale asked if the Commission would continue to keep written minutes since the Board of County Commissioners have decided not to keep written minutes. After a brief discussion the Commission agreed to continue to keep written minutes.

**ADMINISTRATIVE REPORT**

**A. Administrative Matters**

Secretary Eisenberg reviewed the new security measures at the County Office Building regarding entering the building during meeting times and sign-in procedures.

Secretary Eisenberg reviewed a draft letter to the Board of County Commissioners in support of the Preliminary Recommended and Community Investment Plan FY 2020-2025.

On motion of Mr. Yeo, seconded by Ms. Cheatwood and carried, the Commission voted to sign and forward the letter to the Board of County Commissioners.

Secretary Eisenberg updated the Commission on the Comprehensive Rezoning process and the Work Sessions that have been occurring with the Commissioners.

**B. Other**

Commissioner Rothstein announced and congratulated Secretary Eisenberg on her appointment to Director of the Department of Planning.

**PUBLIC COMMENT**

There were no public comments.

**BICYCLE-PEDESTRIAN MASTER PLAN – CHAPTER 8 DISCUSSION AND ACCEPTANCE**

Clare Stewart reviewed Chapter 8, and comments that were received from other departments and agencies. The Commission discussed an Advisory Board and receiving public input and feedback regarding Implementation Strategies. Ms. Stewart reviewed the process for Plan completion.

**TEXT AMENDMENT – INTRODUCTION IR DISTRICT – BREWERIES**

Secretary Eisenberg reviewed the documents regarding the text amendment with the Commission. Kelly Shaffer, Attorney and Tom Pilon, St. John's Properties were present.

Ms. Shaffer stated the request for the text amendment was initiated by a tenant of St. John's Properties that is interested in starting a brewery. This amendment would allow microbreweries in the IR district. Discussion centered around state liquor license regulations, how other jurisdictions regulate small scale breweries, how to reconcile the current proposals and hoe to interpret and enforce the code.

Staff will add IR Text Amendment to the February 19<sup>th</sup> Agenda and will have a recommendation for the Commission. Development Review and Zoning will be invited to attend the next meeting for further discussion.

**PUBLIC COMMENT**

There were no public comments.

**ADJOURNMENT**

There being no further business, the Commission, on motion of Mr. Yeo, seconded by Ms. Kirkner and carried, adjourned at approximately 7:24 p.m.

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Secretary

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Approved