

OFFICIAL MINUTES
Carroll County Planning and Zoning Commission

January 29, 2014

Location: Carroll County Office Building

Members Present: Alec Yeo, Chairman
Richard J. Soisson, Vice Chair
Eugene A. Canale
Matthew S. Helminiak
Jeffrey A. Wothers
Cynthia L. Cheatwood
Daniel E. Hoff, Alternate

Members Absent: Richard S. Rothschild, Ex-Officio

Present with the Commission were the following persons: Philip R. Hager and Kelly Martin, Department of Land Use, Planning, and Development; Lynda Eisenberg and Barbara Kearney, Bureau of Comprehensive Planning; Clay Black, Bureau of Development Review; Scott Campbell, Office of Public Safety; Jeff Degitz, Recreation and Parks; Greg Dods; and Dennis Brothers.

CALL TO ORDER/WELCOME

Chairman Yeo called the meeting to order at approximately 6:00 p.m.

ESTABLISHMENT OF QUORUM

Kelly Martin took the attendance of the Commission, noting that seven members were present, and there was a quorum.

PLEDGE OF ALLEGIANCE

OPENING REMARKS/ADMINISTRATIVE MATTERS

Philip R. Hager, Secretary, indicated that the next Commission meeting is scheduled for Wednesday, February 5. He noted that tonight's meeting should not be lengthy in duration. Mr. Hager stated that there are no proposed changes to tonight's agenda. Regarding agenda item 11, the title page on the chapters previously distributed should say "Chapters 11, 12, 14, and 15" instead of "Chapters 9-15". Mr. Hager noted that the missing chapters will be distributed tonight.

REVIEW AND APPROVAL OF AGENDA

The agenda was approved as distributed on motion of Mr. Soisson, seconded by Mr. Wothers, and carried.

REVIEW AND APPROVAL OF MINUTES

A. December 17, 2013

The minutes of December 17, 2013 were approved as distributed on motion of Mr. Wothers, seconded by Mr. Helminiak, and carried.

CHAPTER 71 – CONCURRENCY MANAGEMENT – FOLLOW-UP BRIEFING

Scott Campbell, Office of Public Safety, distributed a report to the Commission prepared by the Carroll County Volunteer Emergency Services Association (CCVESA). He introduced Greg Dods, Chairperson of the Fire and Rescue Operations Committee of the CCVESA, and Dennis Brothers, President, CCVESA.

Mr. Brothers explained that several months ago an inadequacy was identified through the adequate public facilities review process. Under Mr. Dod's leadership, two committees were formed to review the concurrency management criteria that was established ten years ago and discuss why this particular fire company failed to meet that criteria.

Mr. Hager suggested that the Commission review the CCVESA's findings over the next month and be prepared to meet with CCVESA representatives during the Commission's work session scheduled for Wednesday, March 5.

Chairman Yeo questioned what information was contained in the report.

Mr. Dods indicated that the Committee targeted the types of calls and how they are measured. They found that some calls that were EMS in nature were being recorded as fire calls.

Mr. Campbell explained that when a department's medic unit is unavailable, protocol is for the next available medic unit to be called as well as the first responder EMS unit from the original company. These call outs have been recorded under the fire companies late and no response statistics rather than on the EMS side. Mr. Campbell explained that this is not a Code change but an administrative correction.

Chairman Yeo questioned whether the Committee addressed the sprinkler requirements and their effect on response time requirements.

Mr. Dods explained that they were included in one of the proposals.

Chairman Yeo questioned whether consideration had been given to removing exceptional events from the statistics.

Mr. Campbell explained that the removal of anomalies was more of an administrative issue based on common sense than something that could be codified.

The Commission and CCVESA representatives agreed to continue this discussion at the March 5 Planning Commission meeting.

FREEDOM BICYCLE & PEDESTRIAN MASTER PLAN – REQUEST TO CERTIFY PLAN

Lynda Eisenberg, Bureau of Comprehensive Planning, noted that Barbara Kearney, Bureau of Comprehensive Planning, had previously presented the Freedom Bicycle and Pedestrian Master Plan to the Commission at their meeting on November 6.

Ms. Kearney explained that during the last discussion, Commissioner Rothschild requested that the Commissioners' Planning Goals be included in the Plan. Also added was a summary of the 2001 Freedom Community Comprehensive Plan. Ms. Kearney noted that since the last discussion, the statewide Bicycle and Pedestrian Plan was completed. The Bartholow Road sidewalk project has been moved forward to the actual CIP process and engineering is underway. Construction should occur within calendar year 2014.

The Commission requested that all of the pages in the document be numbered.

Chairman Yeo questioned the timeline for the Plan.

Philip R. Hager, Secretary, noted that the staff would hope to update the plan in 6-10 years, but it could be accelerated.

Chairman Yeo questioned the involvement of staff from Recreation and Parks.

Jeff Degitz, Administrator, Recreation and Parks, explained that their office is focusing on the connectivity to parks.

Richard Soisson, Commission member, questioned why the trail to Freedom Park is not included in the Plan.

Ms. Kearney explained that project has already been prioritized and funds have already been directed to it.

Jeffrey Wothers, Commission member, questioned whether there had been any coordination of these efforts with the health care community to promote wellness.

Mr. Degitz explained that his agency is a member of the Partnership for a Healthier Carroll, and they have been working closely with them as well as the Health Department.

Cynthia Cheatwood, Commission member, complimented staff on the report and questioned whether other areas of the County are being considered for a similar effort.

Mr. Hager noted that staff would be happy to entertain suggestions from the Commission regarding additional areas in the County to develop a similar report.

Ms. Eisenberg explained that the Commission will be requested to sign a letter Certifying the Plan at the next meeting.

COMMUNITY FEEDBACK SURVEY: DRAFT MASTER PLAN

Lynda Eisenberg, Bureau of Comprehensive Planning, noted that surveys are typically done at the beginning of the plan update process. Because this Plan has had various starts and stops, staff thought a community feedback survey would be a way to re-engage the community. Ms. Eisenberg explained that the surveys would be distributed during the Community Information Meetings, the survey will be available on-line through Survey Monkey, and a pdf will be made available to download and mail to the office. Ms. Eisenberg reviewed the new meeting schedule, noting that the schedule was revised due to delays from the inclement weather and holidays.

The Commission discussed the questions contained in the survey and whether the information provided by the survey would be useful in making changes to the draft Plan. They also discussed the length of the survey and how responses to the survey would not give the Commission information as to why someone agrees or disagrees with the Plan.

Philip R. Hager, Secretary, suggested that responses to the survey could help to shape any revisions to the Plan as well as implementation priorities.

Ms. Eisenberg noted that comment cards would also be provided during the public outreach meetings.

After discussion, staff proposed developing another version of the survey for review at the next meeting.

MASTER PLAN – REVIEW COMMENTS AND PROPOSED EDITS FROM PLANNING COMMISSION ON CHAPTERS PREVIOUSLY DISTRIBUTED

Philip R. Hager, Secretary, noted that staff had received written comments from Ms. Cheatwood. He noted that written comments could be provided to staff or comments could be discussed during the meeting. Mr. Wothers provided written comments.

Lynda Eisenberg, Bureau of Comprehensive Planning, noted that staff is also working to start polishing the document by trying to make all of the chapters read the same.

Commission members noted this was a good idea because it was obvious different chapters were written by different staff.

DISTRIBUTION AND OVERVIEW: CHAPTER 9 – AGRICULTURE, CHAPTER 10 – PRIORITY PRESERVATION AREA, AND CHAPTER 13 – SENSITIVE AREAS ELEMENT

Chapters 9, 10, and 13 were distributed to the Commission. Lynda Eisenberg, Bureau of Comprehensive Planning, reviewed the chapter goals and information contained in the chapters.

Chairman Yeo suggested that the wording regarding FEMA floodplain maps on page 17 be revised, even if the reader is directed to the most current information found at a particular website address.

PUBLIC COMMENTS

There were no public comments.

There being no further business, the Commission adjourned at approximately 7:35 p.m.

Secretary

Approved