

## Board of County Commissioners

Kenneth A. Kiler, President  
Joseph A. Vigliotti, Vice President  
Thomas S. Gordon III  
Michael R. Guerin  
Susan W. Krebs



## Planning & Zoning Commission

Janice R. Kirkner, Chair  
Michael Kane, Vice Chair  
Peter Lester  
Matthew Hoff  
Steven Smith  
Ralph Robertson  
Richard Soisson, Alternate  
Thomas S. Gordon III, Ex-officio  
Daphne Daly, AICP, Secretary

### MEETING AGENDA

Planning & Zoning Commission of Carroll County, MD  
December 16, 2025  
9:00 AM  
Reagan Room (003)

**PLEASE NOTE: THIS AGENDA IS SUBJECT TO CHANGE.**

#### **TO HAVE AN ORDERLY MEETING PLEASE ADHERE TO THE FOLLOWING RULES:**

- ***SPEAKERS MUST SIGN IN to make public comment.***
- ***Speakers must state their name, address, and talk into microphone to facilitate audio and video recording.***
- ***Comments will be strictly limited to 3 minutes per speaker.***
- ***Citizen testimony is NOT a question-and-answer session.***
- ***Questions may be directed to staff after the meeting.***
- ***If any individual fails to comply with these rules, the Planning and Zoning Commission Chair may call the person out of order and may require him/her to leave the meeting.***

1. **Call to Order/Welcome**
2. **Establishment of Quorum**
3. **Pledge of Allegiance**
4. **Review and Approval of Agenda**
5. **Review and Approval of Minutes (November 5, 2025 & November 18, 2025)**
6. **Commission Member Reports**
  - A. Commission Chair
  - B. Ex-Officio Member
  - C. Other Commission Members
7. **Administrative Report**
  - A. Administrative Matters
  - B. Extensions
  - C. BZA Cases
  - D. Other
8. **Review of Administrative Rules of Procedure and Operation / Review of 2026 Meeting Dates (Discussion)**  
Daphne Daly

9. **Final Site Plan - Copper Ridge Solar (S-24-0023)** - Description: Addition of solar panels to Copper Ridge assisted living site; Owner: Sykesville MD Propco LLC c/o The Portpiccolo Group, 440 Sylvan Avenue, Suite 240, Englewood Cliffs, NJ 07632; Developer: HESP Solar, LLC, 400 Rella Boulevard Montebello, NY 10901; Located at 710 Obrecht Road, Sykesville, MD 21784; Tax Map 78 Grid 3 Parcel 662; C.D. 5. – REQUEST FOR APPROVAL OF FINAL SITE PLAN IN ACCORDANCE WITH CHAPTER 155. Contact: Kierstin Marple at [kmarple@carrollcountymd.gov](mailto:kmarple@carrollcountymd.gov) or 410-386-2130 (20 minutes)

**Public Comment Item #9**

10. **Concept Subdivision Plan – Griffith West Section IV (P-22-0068)** – Description: Subdivision to create 7 new lots; Owner/Developer: Highland Development Corp., P.O. Box 228, Clarksville, MD 21029; East and West sides of Griffith Road, at the intersection of Old Frederick Road; Tax Map 75 Grid 21 Parcel 330; C.D. 4- CONCEPT PLAN REVIEW, REQUEST AUTHORIZATION TO CLUSTER. Contact: Amy Barcroft at [abarcroft@carrollcountymd.gov](mailto:abarcroft@carrollcountymd.gov) or 410-386-2335 (40 minutes)

**Public Comment Item #10**

11. **Concept Subdivision Plan - Patapsco Estates, Section 6 (P-24-0058)** - Description: 6 lot residential subdivision; Owner/Developer: Roll The Dice LLC, 1935 Babbs Court, Marriottsville, MD 21104; Located on west side of Patapsco Drive, east of Gaither Road; Tax Map 78 Grid 13 Parcel 531; C.D. 5 – CONCEPT PLAN REVIEW, REQUEST FOR MODIFICATION TO MAXIMUM NUMBER OF USERS FOR USE-IN-COMMON DRIVEWAY IN ACCORDANCE WITH CHAPTER 155.039(N). Contact: David Becraft at [dbecraft@carrollcountymd.gov](mailto:dbecraft@carrollcountymd.gov) or 410-386-2134 (20 minutes)

**Public Comment Item #11**

12. **Special Report - Braddock Estates, Re-Subdivision of Section 3 (FX-22-0002)**- Description: 3 lot residential subdivision; Owner/Developer: Janet Collins, 5139 Perry Road, Mount Airy, MD 21771; Located at 5139 Perry Road, Mount Airy, MD 21771; Tax Map 66 Grid 4 Parcel 290; C.D. 4 – REQUEST FOR MODIFICATION TO DRIVEWAY SURFACE REQUIREMENT FOR USE-IN-COMMON DRIVEWAY IN ACCORDANCE WITH CHAPTER 155.039(N). Contact: David Becraft at [dbecraft@carrollcountymd.gov](mailto:dbecraft@carrollcountymd.gov) or 410-386-2134 (25 minutes)

**Public Comment Item #12**

13. **Concurrency Management Report, FY25** – Introduction to the Concurrency Management Report, FY 2025. Contact: Laura Matyas at [lmatyas@carrollcountymd.gov](mailto:lmatyas@carrollcountymd.gov) or 410-386-2135 (10 minutes)

**Public Comment Item #13**

14. **Text Amendment: Use-off-the-premises Signs (Discussion)** – Discussion on possible changes to County Code. Contact: Christopher Heyn at [cheyn@carrollcountymd.gov](mailto:cheyn@carrollcountymd.gov) or 410-386-2949 (30 minutes)

**Public Comment Item #14**

15. **General Public Comments**

16. **Adjournment**

**Next Evening Meeting: Wednesday, January 7, 2026, at 6:00 PM - Reagan Room**

**Next Day Meeting: Tuesday, January 20, 2026, at 9:00 AM – Reagan Room**

**ACCESSIBILITY NOTICE:**

*The Americans with Disabilities Act applies to the Carroll County Government and its programs, services, activities, and facilities. Anyone requiring an auxiliary aid or service for effective communication or who has a complaint should contact The Department of Citizen Services, 410.386.3600 or 1.888.302.8978 or MD Relay 7-1-1/1.800.735.2258 as soon as possible but no later than 72 hours before the scheduled event.*