

Caroline County Planning Commission



Keith Neal, Chairman
Daniel J. Franklin, Commissioner Member
Jeff Jackson, Member
Charles Mosca, Member

Health & Public Services Bldg.
403 South 7th Street, Suite 210
Denton, Maryland 21629-1335
Telephone: 410-479-8100
Facsimile: 410-479-4187

December 15, 2021

CAROLINE COUNTY PLANNING COMMISSION MINUTES

The Caroline County Planning Commission held its regularly scheduled meeting on Wednesday, December 15, 2021. Planning Commission members and staff attended in person. Members of the public were invited to attend the meeting both in-person and/or virtually using a website link provided.

Attending the meeting were: Keith Neal, Chairman; and members, Jeff Jackson, Dan Franklin, and Chuck Mosca. Also present were Katheleen Freeman, Director of Planning and Codes, Leslie Grunden, Assistant Director of Planning; Stewart Barroll, Attorney, and Beth Beales, Long Range and Agricultural Planner.

Agenda:

- Approval of the November 10, 2021, Meeting Minutes
- Comprehensive Water and Sewer Plan Amendment Greensboro (RWS) Expansion
- Proposed Text Amendment Change Planning Commission Membership
- BZA Report
- Department Update

Chairman Neal called the meeting to order at 6:10 p.m.

APPROVAL OF MINUTES

Chairman Neal asked the members if they had reviewed the minutes from the November 10, 2021 Planning Commission meeting and if there were any proposed edits to the minutes.

Motion: Mr. Mosca made a motion to approve the minutes as written.

Second: Mr. Jackson seconded the motion.

In Favor: All Commission members present voted in favor of the motion (4-0).

APPROVAL OF CLOSED SESSION MINUTES

Chairman Neal asked the members if they had reviewed the minutes from the November 10, 2021 Planning Commission Closed session meeting and if there were any proposed edits to the minutes.

Motion: Mr. Mosca made a motion to approve the minutes as written.

Second: Mr. Jackson seconded the motion.

In Favor: All Commission members present voted in favor of the motion (4-0).

Comprehensive Water and Sewer Plan Amendment Greensboro (RWS) Expansion

Ms. Grunden presented the staff report for the CWSP Amendment. The proposed amendment will update information in the CWSP about the Greensboro RWS and the regional wastewater system project to convey wastewater from the North County sewer service areas, including the towns of Henderson, Marydel, and Templeville, Caroline Acres and Cedar mobile home parks, and the Harman subdivision, to the RWS as part of an undertaking to address longstanding public health and environmental threats caused by failed septic systems and aging sewer systems in northern Caroline County.

Ms. Grunden explained that the project started in 2012 however funding limitations at that time restricted the initial phases of the project to the towns of Greensboro and the Goldsboro service area. In 2019, Greensboro commissioned a cost update of the 2010 RWS Preliminary Engineering Report for the remaining phases of the project. Pending approval of funding and construction timelines, the expansion of the RWS to serve the remaining North County towns and service areas is anticipated to begin in early 2023. The proposed amendment updates narrative sections and maps in the CWSP to incorporate the progress of the project since 2019.

Mr. Neal inquired if there was a specific timeline to have the project completed. Ms. Grunden stated that there is a draft construction timeline that is dependent on the funding timeline, which is still being coordinated with funders. The tentative completion date for the project is 2026.

Motion: Mr. Mosca made a motion to approve the amendment of the CWSP to update the Plan with information about the next phases of the regional wastewater system project and forward the recommendation to the County Commissioners.

Second: Mr. Jackson seconded the motion.

In Favor: Commission members voted in favor of the motion (3-0), with Mr. Franklin abstaining from voting due to the item being presented to the County Commissioners for consideration in the future.

Proposed Text Amendment Change Planning Commission Membership

Ms. Freeman presented her staff report for the proposed change of the composition of the Planning Commission. The County Commissioners have requested that options for a 3-member or 5-member Planning Commission be explored. Reducing the Planning Commission to 3 or 5 members will reduce recruitment challenges and general management of the Board. Currently in the Code the Commission is made up of 7 members including 6 community volunteers and 1 County Commissioner.

Ms. Freeman explained each of the options and stated the pros and cons of each. She stated that a 5-member Commission would lead to better representation and ease of having a quorum if a member could not attend. Mr. Neal stated that with the 3-member Commission it could cause problems if a member could not attend a meeting. Mr. Barroll and Ms. Freeman stated that the Planning Commission rules and regulations will have to change with either a 3- or 5-member board. Ms. Freeman suggested that Option 3 would be the best option, with 4 citizen members and one County Commissioner. Mr. Barroll stated that he recommends that the board also amend other relevant sections of the Code to be consistent with any changes in membership. For example, 175-166C would need to be amended to state that with a 5-member Board, 3 members can pass a motion.

Ms. Freeman stated that both options will be presented to the County Commissioners, but the Planning Commission should make a recommendation on the preferred option.

Motion: Mr. Jackson made the motion to recommend to the County Commissioners to change the composition of the Planning Commission from a 7-member board to a 5- member board.

Second: Mr. Mosca seconded the motion.

In Favor: 4 members voted in favor of the motion (4-0).

BZA Update

The Board of Zoning Appeals met on November 16, 2021, to hear the following applications:

Application No. 21-0037: A request by **Dennis W and Beverly Boykin** for a **Special Use Exception** In accordance with Article 16 and Section 175-30 of the Code of Public Local Laws of Caroline County, MD to allow a Home Occupation in a Building larger than 1,200 square feet. Said property is located at 7573 Harmony Rd, Preston, Maryland and is further described as Tax Map 42, Grid 1, Parcel 139.

This application was approved with the following conditions:

1. A Building Permit and/or Zoning Certificate will be required prior to any proposed development and must be accompanied by all necessary documentation and site plan requirements.
2. The proposed 10x40 lean-to cannot be used for storage purposes and was not included as a part of the special use exception approval.

DEPARTMENT UPDATE

The Department will be interviewing for the Permit Technician job next week. We received 5 applications for the position. Also, the Department's GIS technician, Chris Kephart resigned. The Department will be looking to fill that position in the near future.

ADJOURNMENT

Motion: Mr. Mosca made a motion to adjourn the meeting at 7:05 p.m.

Second: Mr. Franklin seconded the motion.

In Favor: All members voted in favor of the motion (4-0).



Katheleen Freeman
Director, Planning & Codes



Keith Neal, Vice Chairman



Prepared by Elizabeth A. Beales