

FREDERICK COUNTY PLANNING COMMISSION
Minutes of Meeting for
October 14, 2020
Virtual Meeting

See video for further meeting details: <http://frederickcountymd.gov/5956/Video-Archives>

Members Present: Sharon Suarez, Chair; Sam Tressler, Vice-Chair; Craig Hicks, Secretary; Carole Sepe, Michael Sowell, Joel Rensberger

Members Absent: Terry Bowie

Staff Present: Steve Horn, Division Director; Mike Wilkins, Development Review Director; Kimberly Golden Brandt, Livable Frederick Director; Kathy Mitchell, Senior Assistant County Attorney; Ashley Moore, Principal Planner; Tim Goodfellow, Livable Frederick Environmental Principal Planner; Denis Superczynski, Livable Frederick Manager/Principal Planner; John Dimitriou, Livable Frederick Design Principal Planner; and Pattie Wolfgang, Administrative Specialist

The meeting was called to order at 9:30 am.

1. PLEDGE OF ALLEGIANCE

At the conclusion of the Pledge of Allegiance, Ms. Suarez asked for a moment of silence for the recent passing of David Whitaker.

2. MINUTES TO APPROVE

September 2, 2020 – Mr. Rensberger moved to approve said minutes as amended. Mr. Tressler 2nd.

<u>VOTE</u>	6-0-0-1
FOR:	6 – Rensberger, Tressler, Suarez, Hicks, Sepe, Sowell
AGAINST:	0
ABSTAIN:	0
ABSENT:	1 – Bowie

September 9, 2020 – Mr. Tressler moved to approve said minutes as written. Mr. Sowell 2nd.

<u>VOTE</u>	6-0-0-1
FOR:	6 – Tressler, Sowell, Suarez, Hicks, Sepe, Rensberger
AGAINST:	0
ABSTAIN:	0
ABSENT:	1 – Bowie

3. PLANNING COMMISSION COMMENTS

Ms. Suarez thanked both Mr. Rensberger and Ms. Sepe for their interest in serving as her replacement on the Transportation Services Advisory Council (TSAC). Ms. Suarez asserted nominating Ms. Sepe for the position with Mr. Hicks 2nd. Of the six members present, with Mr. Bowie absent, the vote was unanimously in favor. Mr. Hicks will forward a memo to Administrative Officer Joyce Grossnickle, that as of today, October 14, 2020, the Planning Commission nominated Carole Sepe for the liaison to TSAC, and to submit to County Executive Gardner for appointment.

4. AGENCY COMMENTS / AGENDA BRIEFING

Mr. Horn thanked the Commission for its recognition of Mr. Whitaker's work and many years of dedication to the County, including his work on the Livable Frederick kick-off. Mr.

Whitaker was instrumental in the plan that is being implemented today.

Mr. Wilkins briefed the Commission on the additional meeting scheduled for October 28th to hear proposed legislation of Bill 20-16 - Use of School Construction Fee Option. He added that the details of the Bill is on the County website under Council Bills; Mr. Hicks proposed to send the url link to the Bill (<https://frederickcountymd.gov/8013/Council-Bills-2020>) to fellow Commission members so that they can review and better prepare for the October 28th hearing.

Mr. Wilkins noted that due to the 2nd Wednesday, November 11th being Veteran's Day, the regular November Planning Commission meeting will be held November 18th. At this time there could be possibly two or three Development Review items on the agenda.

Ms. Brandt briefed the Commission that Mr. Superczynski will be going over the 2019 Annual Report on today's agenda, and will follow up on November 18th with any items that the Commission identifies today and would like additional information on.

Ms. Mitchell updated the Commission on finding an easier way for members as well as staff, to access large documents of information. She shared that the County Attorney's Office is exploring using SharePoint in the future and will keep the Commission informed.

5. **SITE PLAN**

- a) *Edenton* – The Applicant requested Site Development Plan approval for the construction of a 29,145 sq. ft. Assisted Living Facility on a 2.00 acre Site. Located approximately 415 ft. northeast of the intersection of Ballenger Creek Pike and Crestwood Boulevard. Tax Map 77, Parcel 269; Zoned: High Density Residential (R-16); Planning Region: Frederick SP86-20 (A/P#SP260140, APFO A26139, FRO F260134)

At this time, Ms. Suarez disclosed that while she is an acquaintance of the Edenton administrator, it will not affect her hearing of the item today.

Staff Presentation:

Ashley Moore, Principal Planner

Applicant Presentation:

David Severn, Esq., Offit Kurman; Fran Zeller, Harris, Smariga & Associates; RaeAnn Butler, Ballenger Edenton, LLC

Public Comment:

None

Decision: Mr. Rensberger made a motion to conditionally approve the Site Development Plan, including APFO approval, with modifications as listed in the staff report including the relocation of the fence along Ballenger Creek Pike to be east of the tree line. Mr. Hicks 2nd.

Mr. Hicks then amended the motion to include revising the Letter of Understanding (LOU) to reflect the number of units as 32, and change the signature line on the LOU to reflect the new Planning Commission Chair.

Mr. Rensberger and Mr. Hicks were in agreement of the modified motion.

VOTE **6-0-0-1**

FOR: 6 – Rensberger, Hicks, Suarez, Tressler, Sepe, Sowell
AGAINST: 0
ABSTAIN: 0
ABSENT: 1 – Bowie

6. 2019 ANNUAL PLANNING REPORT

Staff presented the 2019 Annual Planning Report, which highlights planning and development activity and also addresses the state's smart growth goals, measures, and indicators.

Staff Presentation:

Denis Superczynski, Livable Frederick Planning Manager

Mr. Superczynski mentioned that while this annual progress report is usually reviewed in June and submitted to the State in July, this year was different in part to the COVID lockdown and switching to the new INFOR software system for collecting data, pushing the review out to mid-October.

This year the Annual Report will be combined with the Livable Frederick Implementation Program and discussed in two parts. Today's discussion involves highlights from the Annual Report data. Sharing a visual presentation of demographics and development data, Mr. Superczynski added that he will forward a copy of today's presentation to the Planning Commission members.

A follow-up Annual Report presentation to address addition information requested by Commission members is scheduled for the November 18th meeting.

7. LIVABLE FREDERICK UPDATE

Mr. Goodfellow gave a brief update on the Sugarloaf Area Plan, noting that a staff draft is currently being worked on and should be completed in November or December. An Advisory Group meeting will be scheduled for later this month. Two virtual open house events will be scheduled for the public in tandem with the public release of the staff draft.

Mr. Dimitriou briefed the Commission on the progress on the South Frederick Corridors Plan. The first meeting of the Scoping Group was held on October 5th. The Scoping Group will continue to meet every other Monday. Moving forward, a survey/design exercise will assist the group to begin thinking of the planning area in terms of physical design, not just land use categories.

Meeting adjourned at 1:10 pm



Sharon K. Suarez, Chair

Nov. 20, 2020
Date