

FREDERICK COUNTY PLANNING COMMISSION
Minutes of Meeting for
August 16, 2023
In Person/Virtual Meeting

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

Members Present: Craig Hicks, Chair; Joel Rensberger, Vice Chair; Tim Davis, Secretary; Sam Tressler III, Carole Sepe; and Robert White, Jr.

Members Absent: None

Staff Present: Mike Wilkins, Development Review and Planning Director; Kimberly Gaines, Livable Frederick Director; Kathy Mitchell, Senior Assistant County Attorney; Gary Hessong, Deputy Director, Division of Planning and Permitting; and Karen James, Administrative Specialist.

The meeting was called to order at 9:30 a.m.

1. **PLEDGE OF ALLEGIANCE** – Mr. Hicks
2. **ROLL CALL** – Mr. Hicks
3. **MINUTES TO APPROVE** - May 17, 2023 **DECISION**

May 17, 2023 Meeting Minutes approved by unanimous consent.

4. **EXECUTIVE COMMITTEE REPORT**

Mr. Hicks reminded all that the afternoon session will include discussion of the proposed changes to the Planning Commission Rules of Procedure. The Planning Commission's leadership will change in October. Mr. Hicks asked Mr. Davis if nominated would he serve as Vice Chair (he agreed) and asked Mr. White if nominated would he serve as Secretary (he agreed). Mr. Rensberger said he would be more than happy if nominated to fill the appropriate role (Chairman).

5. **SPECIAL COMMITTEE REPORTS**

Mr. Hicks stated that the special committees look at issues that may result in legislative recommendations. Efforts may be made to align the timetable so special committee input is synchronized with the cycle collecting legislative recommendations to present to the County Executive.

MXD Committee: No report. Will meet in September. Transfer of Development Rights Committee: Will schedule an appointment with staff to talk about comparisons. Public Participation and Outreach Committee: No report

6. **PLANNING COMMISSION COMMENTS**

Mr. Davis reported that the MPO-sponsored Car Free Day is September 22nd. To register, visit carfreemetrowdc.org. Options include carpool, cycling, transit, and telework. He noted that some of the work being done with the South Frederick Corridors Plan will enable people to be car free. Planning Commission members continued the conversation, asking questions of Mr. Davis.

7. AGENCY COMMENTS / AGENDA BRIEFING**INFORMATIONAL**

Mr. Wilkins announced that the September 13th agenda will include items from the previous meeting, including Quantum Lot 112A Substation (continued from August 9) and a preliminary plan and site plan for Hamptons East Creekside. Other site plans on the agenda include Iglesia Church, Montecito Industrial Park Lot 3, and Flagship Car Wash. The September 20th agenda includes a South Frederick Corridors Plan workshop.

8. PRESENTATION TO PLANNING COMMISSION**TRAINING**

Jack Gullo Jr., Attorney, Gullo Law Firm

Mr. Gullo introduced himself to attendees. He provided a brief background of his career and education, sharing that the job he likes best is teaching classes for elected and appointed officials. His topic was meetings and conducting an effective meeting, which includes focusing on items that need to be accomplished and dealing with unrelated matters later. He talked about members of the community participating and public comment, and the importance of being prepared for each meeting. Efficient use of time was discussed.

The importance of meeting objectives was discussed. Clear, concise motions were discussed, as well as the problems created by poorly worded motions.

Planning Commission members asked questions of Mr. Gullo, and all engaged in discussion of different meeting scenarios. The practice of “discussion after the motion” was debated and determined to be useful and appropriate.

Lunch break taken at 11:39 a.m. Meeting resumed at 1:00 p.m.

9. EDUCATIONAL FACILITIES MASTER PLAN**INFORMATIONAL**

Presentation by Frederick County Public Schools representatives

Dr. Paul Lebo	Adnan Mamoon
Elizabeth Pasierb	Holly Nelson
Amber Millison	

Representatives provided an overview of the Educational Facilities Master Plan, a document produced annually. Projected versus actual enrollment was discussed. The process of developing projected enrollment numbers was demonstrated. Shared space/facilities were discussed. Dr. Lebo explained funding sources, as well as the plans for aging infrastructure and maintenance. Representatives answered questions posed by Planning Commission members.

The presentation was a result of the schools letter drafted by the Planning Commission. Mr. Rensberger asked Dr. Lebo, Mr. Mamoon and Ms. Nelson if the large subdivisions around New Market dating back to 2013 and 2014 that have recently gone through the Planning Commission were a surprise. Was the team unaware? The response of the FCPS representatives was, “no” not a surprise and not unaware. Mr. Lebo said that although aware, there were issues that prevented moving forward with construction such as state funding issues and timing of when funding may be allocated.

Mr. Hicks expressed his appreciation to the group for coming to the Planning Commission meeting and offering their presentation. He asked if there were anything they, or the County, could do in terms of planning and reporting documents. Dr. Lebo stated that they have a good

relationship with County government and that the lines of communication are open. Ms. Pasierb said they share data all the time and offered to have a representative attend Planning Commission meetings if needed (with enough notice) to explain the process to the public. All members of the Planning Commission thanked the FCPS representatives for attending the meeting.

Break taken at 2:26 p.m. Meeting resumed at 2:35 p.m.

10. CHANGES TO THE PLANNING COMMISSION RULES OF PROCEDURE

DECISION

Planning Commission Executive Committee

Members were provided copies of the Rules of Procedure along with suggested amendments, provided by both members and staff. Some changes were a matter of housekeeping and tidying up some of the wording. Members were invited to discuss all suggested changes and offer additional edits. The recently-added special committees were discussed along with methods of providing reports and sharing their progress.

Mr. Rensberger suggested using the meeting time to review comments, but have the actual wordsmithing done later. Mr. Hicks said he had hoped to vote today. Review continued, comparing proposed edits to the old ROP, with input from Ms. Mitchell and Mr. Wilkins. The use of Roberts Rules of Order was debated, and it was determined when it would apply at meetings. Changes to the agenda were also discussed, including postponements and continuances, as well as accepting public comment and testimony. Following additional discussion, Mr. Hicks asked Ms. Mitchell to provide a newly revised copy which can then be brought back for a decision at the next regular meeting (September 13).

11. 2024 LEGISLATIVE CONSIDERATIONS

DECISION

Commission members discussed suggestions they would like to make to the County Executive. Topics included schools and the way utilities are regulated relating to electricity and solar. Mr. White felt that the County had created some of the barriers by placing a limitation on the amount of space you can have in an agricultural zone for a solar panel layout. Mr. Wilkins reminded everyone that these are state recommendations and not local. Mr. Davis shared several transportation-related items to add to the legislative considerations.

Mr. Wilkins will compose a letter to the County Executive with suggestions made by the Planning Commission. All members agreed to move forward with the letter. Deadline to receive suggestions is September 13.

The meeting was declared adjourned at 4:00 p.m.



Joel Rensberger, Chair

November 15, 2023