

FREDERICK COUNTY PLANNING COMMISSION  
Minutes of Meeting for  
December 11, 2019

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

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

Members Absent: Terry Bowie

Staff Present: Michael Blue, Council Member; Mike Wilkins, Development Review Director; Kathy Mitchell, Assistant County Attorney; Ron Burns, Transportation Engineering Manager; Graham Hubbard, Principal Planner; Ashley Moore, Principal Planner; and Pattie Wolfgang, Administrative Specialist

The meeting was called to order at 9:30 am

1. **PLEDGE OF ALLEGIANCE**

2. **MINUTES TO APPROVE**

November 13, 2019 – Mr. Tressler moved to approve said minutes as written. Mr. White 2<sup>nd</sup>.

<u>VOTE</u>	5-0-1-1
FOR:	0
AGAINST:	0
ABSTAIN:	1 - Suarez
ABSENT:	1 - Bowie

3. **PLANNING COMMISSION COMMENTS**

Mr. Rensberger brought up a prior request of Mr. White's to have a discussion regarding lighting standards. Mr. Wilkins had responded that a discussion could be mid-2020. This prompted members of the Commission to inquire about re-establishing the "Tickler List" of discussion topics that had been ongoing. Staff agreed to resume updating and including the list in monthly packets to the members, beginning with January's regular meeting.

4. **AGENCY COMMENTS / AGENDA BRIEFING**

Mr. Wilkins announced that the Planning and Permitting new electronic system was implemented on December 9<sup>th</sup> and in the short period of time, has been received well.

He also briefed the Commission on the upcoming January agenda. Ms. Sepe inquired if it would be possible for Staff to provide a preview or list of agenda items the month prior to a scheduled meeting and before the monthly packets are mailed the week before. This would prepare the members with a forewarning on items that will be coming before them. Mr. Wilkins responded that it depends on how the dates fall; there are some Planning Commission meetings that due to timelines some projects could be added or removed.

He suggested that, if acceptable to the Commission, during the agency comment and agenda briefing of each meeting, he could provide the name and type of project for the upcoming month. Mr. Hicks asked if it was feasible to find an automated way to expose the queue of pending items to the members. Mr. Wilkins answered that it would be difficult to do this, as some projects are ready earlier or at the 120 day schedule timeline.

Mr. Hicks followed up on the status of the rezoning applications that were submitted, but Mr. Wilkins responded that, at this time, there is not confirmation of a Planning Commission hearing date.

**5. ZONING TEXT AMENDMENT**

- a) Bill-19-16 Scuba Facilities in Mineral Mining Districts – Amend §1-19-10 and §1-19-11 Land Use in the Mineral Mining Districts of the Frederick County Code to define and add “scuba facility” to the list of permitted accessory uses within the Mineral Mining District.

**Staff Presentation:**

Michael Blue, Council Vice President; Matt Skogebo, Aquanautics; Brad Hill, Comus Mining Company, LLC

**Public Comment:**

Fran Zeller

**Decision:** Mr. Hicks made a motion to recommend the County Council approve Bill 19-16. Mr. Rensberger 2nd.

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

**6. AMENDMENT TO FCPC RULES OF PROCEDURE**

The Planning Commission discussed revisions to the Rules of Procedure, specifically to add provisions allowing the Director of Development Review to sign minor subdivision applications, Preliminary Plans, and Final Plats on behalf of the Planning Commission.

Discussion followed regarding signing authority in which the Development Review Director could have authorization to sign minor subdivision applications, preliminary plats, and final subdivision plans that have been approved by the Commission. A public hearing will be advertised and held at the Commission’s January 2020 meeting.

**Staff Presentation:**

Mike Wilkins, Director, Development Review and Planning

**7. COMBINED PRELIMINARY PLAT / FINAL PLAT**

- a) Kingsbrook PUD, Lots C1 and C2 – The Applicant requested Combined Preliminary Plat / Final Plat approval to subdivide a 15.225 acre site into 2 lots. Located at 5312 New Design Road, north of Corporate Drive. Tax Map: 77 Parcel: 55; Zoned: Planned Unit Development (PUD); Planning Region: Frederick S-957 (A/P#19826, APFO#19827, FRO#19828)

**Staff Presentation:**

Graham Hubbard, Principal Planner

**Applicant Presentation:**

Fran Zeller, Harris, Smariga and Associates; Glen Weinberg, Ballenger Creek Partners, LLC

**Public Comment:**

None

**Decision:** Mr. Tressler made a motion to approve the Combined Preliminary Plat/Final Plat including APFO approval, and conditions as listed in the staff report. Mr. White 2<sup>nd</sup>.

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

**8. SITE PLAN**

- a) Holter Farm – The Applicant requested Site Development Plan approval for a 9,100 sq. ft. Kennel on a 10.78 acre site. Located at 9619 Stauffer Road, approximately 2,700 ft. southwest of Water Street Road. Tax Map: 58 Parcel: 259; Zoned: Agricultural (A); Planning Region: Walkersville SP19-14 (A/P#19786, APFO#19787, FRO#19728)

**Staff Presentation:**

*Ashley Moore, Principal Planner*

**Applicant Presentation:**

Bruce Dean, Lisa Graditor, Linowes and Blocher, LLP; David Post, Landscape Architecture and Planning; Kimberly Havens, Kelkimric Properties, LLC, Applicant/Owner

**Public Comment:**

None

**Decision:** Mr. Rensberger made a motion to approve the Site Development Plan with conditions and modifications as listed in the staff report. Ms. Suarez 2<sup>nd</sup>.

Ms. Sepe amended the motion to include the words “and testimony provided” after “based on the findings and conclusions of the staff”. Mr. Rensberger and Ms. Suarez agreed.

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

Meeting adjourned at 12:03 pm  
Respectfully Submitted,

  
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Carole Sepe, Chair

1/8/20  
\_\_\_\_\_  
Date