

FREDERICK COUNTY PLANNING COMMISSION  
Minutes of Meeting for  
November 16, 2022  
*In Person/Virtual Meeting*

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

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

Members Absent: Joel Rensberger, Vice-Chair

Staff Present: Mike Wilkins, Development Review and Planning Director; Kimberly Golden Brandt, Livable Frederick Director; Kathy Mitchell, Senior Assistant County Attorney; Anne Bradley, Land Preservation Administrator; Shannon O'Neil, Planner II, Beth Ahalt, Planner I; Denis Superczynski, Livable Frederick Planning Manager; John Dimitriou, Livable Frederick Design Planner; 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. **PLANNING COMMISSION COMMENTS**

Ms. Sepe commented that the agenda does not include "approval of agenda." Following discussion, Ms. Mitchell commented that in her 18 years she did not recall a Planning Commission's agenda ever being approved and that it is more of a legislative body issue. Mr. White said it seemed to be another layer of bureaucracy that is not needed and that members have always had the ability to request something be placed on the agenda and have been able to voice opinions on the agenda to staff. Mr. Hicks said staff has always been receptive to requests for additions/changes to the agenda, and that if there is a specific concern about the agenda that hasn't been addressed ahead of the meeting, raise that concern during Planning Commission comments and iron out that issue then.

Ms. Sepe asked that the Planning Commission Special Committees Discussion be moved to after the South Frederick Corridors Plan Workshop. Mr. Hicks suggested moving it to after the FY-2023 IPP Easement Applications Review. Following a brief discussion, the agenda was changed to reflect Mr. Hicks suggestion.

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

The December 14, 2022 meeting will include four Development Review items for consideration, and the South Frederick Corridors Plan. The January meeting will include the Sugarloaf Rural Heritage Overlay District. Ms. Mitchell reminded all of the need for a public hearing prior to sending it back to the County Council. Following questions by Planning Commission members, the importance of stakeholders' participation [and others] was discussed, as well as, how that can be executed. It was also suggested that members review the minutes and video of the County Council meetings regarding Sugarloaf and the remand.

5. **FY-2023 IPP EASEMENT APPLICATIONS REVIEW** **FINDING OF CONSISTENCY**

Staff presented 11 applications submitted for the FY-2023 Installment Purchase Program (IPP) funding cycle for the purchase of preservation easements. Application File Numbers: IPP#23-01 through IPP#23-03, IPP#23-06 through IPP#11, IPP#23-15 and IPP#23-22. The request was for a finding of consistency with the Livable Frederick Master Plan.  
*Anne Bradley, Land Preservation Administrator*

**Staff Presentation:**

Anne Bradley

Questions, comments, and discussion by Planning Commission members took place throughout the presentation. Kelly Duty, Thurmont Town Planner, represented the Town of Thurmont and spoke during the meeting.

**Public Comment: 2**

Mr. Tressler moved that the Planning Commission FIND the FY 2023 Frederick County Installment Purchase Program (IPP) applications, #23-01 - #23-03, #23-06 - #23-11, and #23-15, through #23-22, to be consistent with the Livable Frederick Master Plan, as listed in the staff report based on the findings and conclusions of the staff report and the testimony, exhibits, and documentary evidence produced at the public meeting. Mr. Hicks proposed two modifications to the motion including to correct to: "and #23-15 and #23-22" and asked, "should be a finding of consistency or should it be for a recommendation for Council approval?" Following further discussion and comment by Ms. Mitchell, Mr. Hicks asked Mr. Tressler if that was acceptable [correction and addition of the word recommendation]. Mr. Tressler agreed to the amendments to his motion. Ms. Sepe said she would prefer to remove #23-22 and vote separately. Mr. Tressler was not in agreement. Mr. White seconded the motion as made and amended by Mr. Tressler. Amended motion passed 4-1-0-1.

Planning Commission members	Aye	Nay	Abstain	Absent
Hicks-Chair	X			
Rensberger Vice-Chair				X
Davis-Secretary	X			
Tressler	X			
Sepe		X		
White	X			
Vacant				

Break taken at 11:27 a.m. Meeting resumed at 11:37 a.m.

**6. PLANNING COMMISSION SPECIAL COMMITTEES**

**DISCUSSION**

Mr. Hicks began the discussion with asking for dialogue on how to structure or organize committees, with input from staff based on their experience on what a workable arrangement might look like. He explained that committees would not make decisions but come to the full Planning Commission for discussion. Ms. Brandt commented that staff are used to this kind of structure and offered examples. Ms. Mitchell participated in the discussion with regards to the Open Meetings Act. Possible committee topics were then presented including Mixed Use, Transfer of Development Rights and Public Outreach. These three were then proposed as committees with Mr. Hicks asking members to e-mail him with which topics they wish to participate in as a committee.

**7. SOUTH FREDERICK CORRIDORS PLAN**

**WORKSHOP**

*Kimberly Golden Brandt, Director, Livable Frederick  
Denis Superczynski, Livable Frederick Planning Manager  
John Dimitriou, Livable Frederick Design Planner*

Ms. Brandt reviewed the process with Planning Commission members. She responded to questions and discussion followed.

Break for lunch at 12:30 p.m. Meeting resumed at 1:45 p.m.

Mr. Superczynski began his presentation, providing a timetable for the South Frederick Corridors Plan and strategies for implementation. Discussion topic highlights included: Community Infrastructure, Implementation Steps, What Needs to Happen When the Plan is Adopted, and Measuring Progress. Staff responded to questions by Planning Commission members and listened to their suggestions.

**Public Comment: 1**

Mr. Hicks declared the meeting adjourned at 3:05 p.m.

  
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Craig Hicks, Chair

2/18/23  
Date