

Caroline County Planning Commission



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

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June 8, 2022

CAROLINE COUNTY PLANNING COMMISSION MINUTES

The Caroline County Planning Commission held its regularly scheduled meeting on Wednesday, June 8, 2022. 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, Chuck Mosca and Hannah Cawley. 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 May 11, 2022, Meeting Minutes
- Land Preservation, Parks & Recreation Plan (LPPRP)
- Maryland Department of Planning Annual Report
- Review Amendments to Planning Commission Rules of Procedure

Chairman Neal called the meeting to order at 6:03 p.m.

APPROVAL OF MINUTES

Chairman Neal asked the members if they had reviewed the minutes from the May 11, 2022 Planning Commission meeting. All Commissioners agreed (4-0) with the minutes as written with no changes.

Land Preservation, Parks & Recreation Plan

Ms. Sue Simmons, Director of the Department of Recreation and Parks, presented the draft 2022 LPPRP for review. The LPPRP is a comprehensive planning document that is used to collect and evaluate parks, recreation, and land preservation data. These plans are meant to identify the rates of public participation in specific types of recreation and the availability of those facilities. There is special emphasis placed on the proximity of park facilities to where people live and especially to underserved communities.

Natural Resources Article § 5-905 (b)(2) requires that each county and Baltimore City submit a Land Preservation, Parks, and Recreation Plan every five years to the Departments of Natural Resources and Planning for joint approval. Ms. Simmons informed the members that approval of the plan qualifies the County to receive an annual appropriation of Program Open Space Funds generated by a state law that designates a real estate transfer tax for land conservation and local and state park development.

The plan guidelines require each county to assess the inventory of public open space and recreation facilities, to assess user demand and public interest, and to establish goals and project objectives to respond and improve public recreation facilities within the five-year planning period.

There are general themes reflected in this Plan that rang true in 2017 and in 2022:

- **Water:** Public access for a variety of recreation pursuits (fishing, boating, swimming) within and around water continues to be a high priority.
- **Walking and travel trails:** Pathways for connectivity within existing park facilities and as alternative transportation routes to get to park destinations matter to county residents.
- **Improve maintenance service for current facilities!** Build systems and capacity to care for the facilities and open space established for the public good was also a key recommendation.

Ms. Simmons stated that Caroline County relies on the corroboration of the municipalities to develop the plan. They focus their efforts on providing public recreation spaces for the community which ultimately makes the Country stronger.

Mr. Neal asked how much the census data affects the LPPRP. Ms. Simmons and Ms. Grunden stated that Maryland Department of Planning is able to estimate future growth by past growth trends. Caroline County typically only has a 1% growth trend. Mr. Mosca stated that he is concerned with the cost of funding of park improvements. Ms. Simmons stated that these improvements are grant funded.

Motion: Mr. Mosca made a motion to schedule a public hearing on the LPPRP as presented by Ms. Simmons.

Second: Mr. Jackson seconded the motion.

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

Maryland Department of Planning (MDP) Annual Report

Ms. Elizabeth Beales presented the MDP Annual Report for 2021. The annual report includes statistics about growth and development and related activity in the County during the past year, including building permit data, locations of development, changes in zoning or County plans and acreages of preserved land.

The annual reporting process is a time to review and discuss land use and development trends in the County in the past year and whether they align with Comprehensive Plan goals. The forms include questions that are designed to help spark conversations about development in our community.

The Maryland Department of Planning uses the Annual Report to monitor growth statewide and to determine if State Smart Growth policies are having beneficial or unanticipated effects. The State Requires this report to be filed with the local legislative body. With Planning Commission approval, the report will be forwarded to the Maryland State Department of Planning.

In 2021 the County issued 59 permits for new construction and there was no commercial growth. The County had three changes to the water and sewer service area which were, the Denton Sharp Road water and sewer service areas extension map amendment, the Federalsburg Wright Road water and sewer services extension , and Greensboro Regional Wastewater System project status update. The County also preserved 656 acres of agricultural land.

Staff recommended that the Planning Commission review and discuss the 2021 Annual Report and pending any questions, forward their approval of the Report to the Maryland Department of Planning.

Motion: Ms. Cawley made a motion to approve the 2021 Annual Report and to forward to the Maryland Department of Planning.

Second: Mr. Mosca seconded the motion.

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

Review Amendments of Planning Commission Rules of Procedure

Ms. Katheleen Freeman reported that the Planning Commission (PC) Rules of Procedure have not been comprehensively reviewed and updated since 1997. Given recent changes to the composition of the Planning commission it is time for an update. According to the County Code, the Planning Commission may adopt, by resolution, additional rules of procedure, provided that such rules are consistent with this chapter and applicable state enabling legislation.

Staff has reviewed and proposed edits to the 2015 version of the Rules of Procedure. Changes include:

- Section 2- Planning Commission Membership
 - Added to reflect current monthly procedures for and expectations of PC Members
- Section 3 – Formerly Section 2 – no changes other than section number
- Section 4-Meetings
 - Combined Sections 3 & 6 of 2015 Rule of Procedure
 - Added definition of “quorum”
 - Question regarding end time of meetings, staff suggest 9:00 p.m., members concurred
 - Meeting protocols updated to reflect virtual attendance options, and other newer procedures.
 - Change in attendance rule - members should not miss more than 25% of meetings.
 - Staff and members discussed Section 4.10 regarding restrictions on recordings made by others.

Mr. Barroll stated that the Chairman has control of the room and has the authority to create reasonable rules of conduct for meetings and recommended that the PC Rules of Procedure follow the current edition of Roberts Rules of Procedure by reference. Mr. Barroll suggested the Roberts’ Rules of Order language be added near the beginning of the document, i.e., in the Forward.

- Section 5- Voting
 - Updated numbers to be consistent with new PC membership numbers
 - 5.1- added language that would allow the PC to re-order agenda items at the start of the meeting when necessary
 - 5.5- question for Mr. Barroll on whether this is correct. All members agreed to remove this altogether.
- Section 6- Conduct of Commission Members
 - No changes other than section number.
- Section 7- Form and Character of Motions- no changes.
- Section 8- Conduct of Persons before the Commission
 - Removal of language regarding opportunities of the public to speak at working sessions.
- Section 9- Procedure in bringing matters before the commission- no change.
- Section 10- Final Disposition of all matters- no change
- Section 11- Relationships with other planning commissions, agencies and governmental bodies - no change
- Section 12- Commission-Staff Relationships - no change
- Section 13- Amendments
 - Combined Section 13 & 14
 - Removed language allowing less than a quorum to change the PC Rules of Procedure

Mr. Barroll also added that if a Commission member recuses themselves, they should move from the board table and sit in the audience. Also, if an applicant approaches a Commission member outside of a meeting, at the next meeting that Commission member should disclose that to the Planning Commission.

DEPARTMENT UPDATE

Ms. Freeman stated that the Department's new permit technician will be starting on June 16, 2022. The Maryland Planning Commission Association will be hosting a workshop at the Wharfs in Denton July 14, 2022. The workshop will be geared toward topics about the Eastern Shore. All members are encouraged to attend.

The July 2022 Planning Commission meeting was originally scheduled for July 13th, however due to the Board of Elections' use of the public meeting room that entire week, members agreed to move the meeting to 6:00 p.m. the following Wednesday, July 20th.

ADJOURNMENT

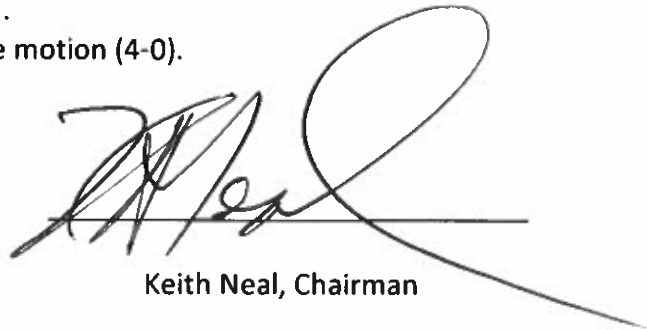
Motion: Mr. Mosca made a motion to adjourn the meeting at 7:41 p.m.

Second: Ms. Cawley seconded the motion.

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



Katheleen Freeman, AICP
Director, Planning & Codes



Keith Neal, Chairman



Prepared by Elizabeth A. Beales