

# Caroline County Planning Commission



Hannah Cawley, Chairman  
Jeff Jackson, Vice-Chairman  
J. Travis Breeding, Commissioner Member  
Keith Bilbrough, Member  
Roger McKnight, Member

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September 13, 2023

## CAROLINE COUNTY PLANNING COMMISSION MINUTES

The Caroline County Planning Commission held its regularly scheduled meeting on Wednesday, September 13, 2023. 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: Hannah Cawley, Chairman; and members, Travis Breeding, Keith Bilbrough, Jeff Jackson, and Roger McKnight. 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 August 9, 2023, Meeting Minutes
- Introduction of New Planning Commission Member- Roger McKnight
- Rules of Procedure for Planning Commission

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

### Introduction of New Planning Commission Member

Ms. Freeman introduced Mr. McKnight. He is retired from the United States Air Force and is a long-time resident of Caroline County. He currently works for the Health Department. Mr. McKnight is excited to be on the Board and serve Caroline County.

### APPROVAL OF MINUTES

Chairman Cawley asked the members if they had reviewed the minutes from the July 12, 2023, Planning Commission meeting. No changes were noted.

**Motion:** Mr. Breeding made a motion to approve the minutes as written  
**Second:** Mr. Bilbrough seconded the motion.  
**In Favor:** All members voted in favor of the motion (5-0).

### **Rules of Procedure for Planning Commission**

Ms. Freeman stated that we started the update to the Rules of Procedure about 10 months ago but delayed finalizing and approving the document until the fifth member of the Planning Commission was appointed. Mr. Barroll recommended that the Board follow Robert's Rules of Order. Ms. Freeman stated that the flow of the meetings are important and that the staff members should present their agenda items and applicants must be present in person to answer questions from the Board.

Ms. Freeman reviewed several sections of the Rules with the members. All Planning Commission members are appointed by the County Commissioners. Upon being appointed they must complete the Maryland Planning Commissioner Training Course and Open Meetings Act Training. All Board members will receive a county email address along with a laptop. All meeting materials will be emailed to the Board. A Board member may request to have large documents such as site plans printed out if necessary.

A quorum of at least three members must be present to constitute a meeting. Regular meetings will be held on the 2<sup>nd</sup> Wednesday of each month from 6pm to 9pm. All meetings are public meetings, and the public may submit comments. All meetings will be recorded and with the new recording system they will be transcribed. A meeting summary was discussed but the Board determined that may not be necessary due to the meeting being transcribed verbatim.

The Chairman can determine appropriate restrictions on any activities that could be disruptive to the conduct of the meeting. The Chairman can change the order of the agenda if they see fit.

Section 5 stated that an affirmative vote of 3 members shall be required for passage of a vote. Mr. Breeding stated that it should say a majority vote instead of 3 members. Mr. Barroll agreed with that change. For a member to vote they must have attended previous meetings or reviewed all information regarding the item. A member that has a personal involvement in an item must recuse themselves and physically move to the audience section. A reference to the County's ethics code was suggested to be added.

The Executive Secretary will be the contact for all normal communications between Commission members. Mr. Barroll suggested removing the section regarding field trips to prevent any potential violations of the Open Meetings Act.

Ms. Freeman will make the edits and bring a final draft document back to the Board.

### **BZA Update**

The Board of Zoning Appeals met on June 20, 2023 to hear the following application:

**Application No. 23-0042:** A request by **Caroline Country Club** for a **Special Use Exception** in accordance with Zoning Chapter 175, Article XVI, §§ 175-13 (Attachment 3) and 175-47 of the Code of Public Local Laws of Caroline County, Maryland for a Rural Special Event Venue and Golf Course. Said property is located at 24820 Pealiquor Road, Denton, Maryland and is further described as Tax Map 37, Grid 2, Parcel 79 and is owned by David H. Dickieson.

**The special use exception application was approved by the Board with the following conditions:**

- The Applicant must receive Final Site Plan Approval from the Planning Commission prior to the issuance of any Building Permit and/or Zoning Certificate associated with the project.
- A Building Permit and/or Zoning Certificate will be required prior to any proposed development and must be accompanied by all the necessary documentation and site plan requirements.
- The Board's decision shall be void one year from the date of approval unless a plat is recorded or a zoning certificate and/or building permit is issued and construction has begun in accordance with the terms of the decision.

### **Comprehensive Plan Update- Land Use Element and TDR Program and Zoning**

At the last meeting there was a lot of discussion regarding the TDR Program. Ms. Freeman asked the Department's GIS Coordinator to prepare maps showing where potential TDR receiving areas could be located. Parcels with preservation easements, located in the Critical Area and within the floodplain, and less than 10 acres were removed from potential TDR receiving areas. Ms. Freeman also provided other jurisdiction's TDR programs for reference.

Ms. Freeman reminded the members that in order for a property owner to be permitted to lift development rights, the property will have to pass a perc test. Mr. Breeding stated that receiving areas could potentially be located around Rural Villages. Ms. Grunden presented the Board with a map showing locations within areas zoned Village Neighborhood where denser development is permitted. Staff will add soils information for the next review of potential TDR receiving areas. Mr. Breeding would also like to see how many parcels still have TDRs available. The Board discussed establishing floating TDR

receiving areas. A floating program will require a case-by-case approval from the Planning Commission and then the County Commissioners.

Ms. Freeman suggested the Board review the State review of TDR programs, the other TDR programs, and the maps of potentially suitable receiving areas.

**Town of Denton- Comprehensive Plan**

The members received an electronic copy of the draft 2020 Town of Denton Comprehensive Plan for review and comment. Ms. Grunden will present an overview of the Plan and discuss members' comments of the Plan at the next meeting.

**Department Update**

Ms. Freeman stated that she did not have anything for the Department Update.

**Planning Commissioners Open Discussion**

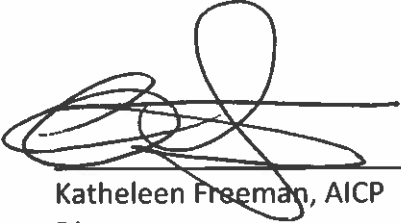
There were no comments from the Board.

**ADJOURNMENT**

**Motion:** Mr. Jackson made a motion to adjourn the meeting at 9:01 p.m.

**Second:** Mr. Bilbrough seconded the motion.

**In Favor:** All members voted in favor of the motion (5-0).

  
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Katheleen Freeman, AICP  
Director  
Department of Planning & Codes

  
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Hannah Cawley, Chairman

  
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Prepared by Elizabeth A. Beales