

**MEETING SUMMARY**  
**Carroll County Planning and Zoning Commission**

**September 7, 2016**

Location: Carroll County Office Building

Members Present: Matthew S. Helminiak, Chair  
Richard J. Soisson, Vice Chair  
Cynthia L. Cheatwood  
Alec Yeo  
Jeffrey A. Wothers  
Eugene A. Canale  
Richard Weaver, Ex Officio

Members Absent: Daniel E. Hoff

Present with the Commission were the following persons: Philip R. Hager, Mary Lane, and Andrea Gerhard, Department of Planning; Jay Voight, Zoning Administrator; and Gail Kessler, County Attorney's Office.

**CALL TO ORDER/WELCOME**

Chairman Helminiak called the meeting to order at approximately 6:00 p.m.

**ESTABLISHMENT OF QUORUM**

The Secretary took attendance and noted that six members of the Board were present and a quorum was in attendance.

**PLEDGE OF ALLEGIANCE**

**OPENING REMARKS**

Secretary Hager greeted members of the Commission and the public, and asked everyone to silence their electronic devices. Secretary Hager reminded everyone of the upcoming joint meeting with the Commissioners on October 5.

**REVIEW AND APPROVAL OF AGENDA**

The agenda was approved via a motion by Mr. Canale, seconded by Mr. Wothers, and carried.

**PUBLIC COMMENT**

There were no public comments.

**ADMINISTRATIVE REPORT**

Secretary Hager discussed the upcoming Annual Conference of the Maryland Citizen Planners' Association in Frederick and requested that interested members should contact him in order to be registered.

There was discussion concerning the possibility of a Commission Retreat with or without the Board of Commissioners. Commissioner Weaver indicated that he wanted to see the Planning Commission devote an evening to training with MDP Secretary Wendi Peters.

Secretary Hager briefed the Commission on the status of filling the vacant Administrative position for the Departmental Secretary who also serves as Clerk to the Planning Commission.

**WATER & SEWER PLAN AMENDMENTS**

Andrea Gerhard briefed the Commission on proposed amendments to the Plan. Following her briefing, the Planning Zoning Commission on a motion by Mr. Wothers seconded by Mr. Yeo and carried, voted to certify the amendments as consist with the Master Plan and recommended it be forwarded to the Board of Commissioners with a favorable recommendation.

**WORK SESSION: Modifications to the Zoning Ordinance**

Mary Lane assisted by Phil Hager and Jay Voight briefed the Commission on the status of the interagency zoning code revision concepts team's progress to date. The briefing focused on the two proposed industrial districts.

Ms Lane discussed the modified format of the code. Instead of a narrative layout, a tabular format is being employed.

There was a detailed and in depth conversation regarding the proposed modifications and the new definitions. The Commission was supportive of the proposed format and reacted favorably to the proposed new definitions.

**PUBLIC COMMENTS**

There were no public comments.

**ADJOURNMENT**

There being no further business, the Commission, on motion of Mr. Soisson , seconded by Ms Cheatwood, and carried, adjourned at approximately 9:00 p.m.

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Secretary

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Approved