

# *Caroline County Planning Commission*



**John Schmidt, Chairman**  
**Keith Neal, Vice Chairman**  
**Daniel Franklin, Commissioner Member**  
**Nancy Minahan, Member**  
**Charles Mosca, Member**  
**Jeffrey Powell, Member**  
**Dr. Derek Simmons, Member**

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**February 13, 2019**

## **CAROLINE COUNTY PLANNING COMMISSION MINUTES**

The Caroline County Planning Commission held its regularly scheduled meeting on Wednesday, February 13, 2019 in Room 110 of the Health and Public Services Building, 403 South 7<sup>th</sup> Street, Denton, Maryland.

Present were: John Schmidt, Chairman; and members, Daniel Franklin, Nancy Minahan, Chuck Mosca, Jeffrey Powell and Dr. Simmons. Also present were Katheleen Freeman, Director of Planning & Codes; Leslie Grunden, Assistant Director of Planning; Matt Kaczynski, Development Review Coordinator; Heather Price, County Attorney and Melanie Smith, Administrative Assistant to the Boards.

### **Agenda:**

- Approval of the January 9, 2019 Meeting Minutes
- Review of Preliminary Site Plan – Bridgetown Sand & Gravel
- MDP Clearinghouse Review – Town of Denton WWTP Upgrade
- BZA Report
- Department Update

Chairman Schmidt called the meeting to order at 7:35 p.m.

### **APPROVAL OF MINUTES**

Chairman Schmidt asked the members to review a slight modification to the minutes from the January 9, 2019 meeting.

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

## **BRIDGETOWN SAND & GRAVEL – Preliminary/Final Site Plan**

Mr. Kaczynski explained that a preliminary site plan had already been approved by the Planning Commission (PC) to go before the Board of Zoning Appeals (BZA) for a Special Use Exception (SUE) application. However, the plans submitted to the BZA was amended from those approved by the PC. He asked that the members consider reviewing both plans for approval tonight. (Commissioner Franklin arrived at this point).

Ann Ogletree, Attorney for the applicant, explained why the preliminary site plan was amended prior to the BZA meeting. Between the time the Planning Commission approved the Preliminary Site Plan and when the Board of Zoning Appeals (BZA) approved the Special Use Exception (SUE) the Maryland Department of the Environment (MDE) informed the applicant of an overflow issue at the Long Marsh ditch. It was necessary to acknowledge this condition when requesting BZA approval.

Additionally, Sean Callahan, Lane Engineering, noted an area on the NE section of the preliminary site plan approved by the PC that showed a stockpile area. The final site plan showed this area as part of the excavation area. Mr. Callahan explained that, because it was included in the original permitted mining area approved by MDE in 1991, it should not be included in the new regulations of the County.

Chairman Schmidt asked if the fifteen-foot setback was resolved with the BZA and neighbors. Mr. Callahan assured him that it was. Staff had not received any opposition from the neighbor outreach letters that were mailed. Although, Mr. Kaczynski explained, the deadline for them to respond to the letters is not until later in the week.

**Motion:** Mr. Mosca made a motion to approve the preliminary and final site plans on the condition that all additional conditions and safeguards specified by the BZA are incorporated and there are no letters of opposition received by the deadline given in the neighbor notices.

**Second:** Ms. Minahan seconded the motion.

**In Favor:** All Commission members voted in favor of the motion (6-0).

## **MARYLAND DEPARTMENT OF PLANNING (MDP) CLEARINGHOUSE REVIEW – TOWN OF DENTON WASTE WATER TREATMENT PLANT (WWTP)UPGRADE**

The Town of Denton has applied for Energy Water Infrastructure Program (EWIP) grant funding from the Maryland Department of the Environment (MDE) to make upgrades to the existing mixers at the WWTP located on Legion Road. The installation of the new mixers will reduce energy consumption at the WWTP and consequently reduce energy costs.

As part of the Maryland Intergovernmental Review and Coordination (MIRC) process, the Planning Commission has been invited to provide comments to ensure the project will be consistent with the plans, programs and objectives of the County.

**Motion:** Chairman Schmidt made a motion to have staff respond to the Maryland Department of Planning that the project is consistent with the County's plans and goals for the continued efficient operation of public sewer facilities for the protection of public health and water quality.

**Second:** Dr. Simmons seconded the motion.

**In Favor:** All Commission members voted in favor of the motion (6-0).

### **Board of Zoning Appeals Update**

Ms. Smith updated the members on the applications the Board of Zoning Appeals approved at the January meeting. A list of conditions was provided for a private soccer club on Taraila Road in Maryland and the expansion of an existing sand, gravel and mineral extraction facility on Oakland Road in Ridgely, Maryland.

### **DEPARTMENT UPDATE**

Ms. Freeman informed the members that the candidate for the Long-Range Planner was offered the position but has not yet accepted. She expects them to be able to start on February 27, 2019. There were four strong candidates and two that were outstanding.

She updated them on the progress of the new software upgrade. The Department meets weekly to respond to questions by the company as they build on the needs of each phase.

The Information Technology Department has sent Ms. Freeman a response to her request for a large monitor vs a projector purchase for the Board conference room. She did not have a chance to review it prior to the meeting. She has seen the tablets they ordered for the members and expects them to have them for the March meeting. County emails will be provided for each of the members as well.

### **ADJOURNMENT**

**Motion:** Mr. Mosca made a motion to adjourn the meeting at 8:17 p.m.

**Second:** Commissioner Franklin seconded the motion.

**In Favor:** All members voted in favor of the motion (6 -0).



Katheleen Freeman  
Director, Planning & Codes



John Schmidt, Commission Chairman



Prepared by: Melanie L. Smith