1. Agenda 10 08 2020

   Documents:

   PZC AGENDA 2020-10-08.PDF

2. Meeting Summary 09 10 2020

   Documents:

   PZC MEETING SUMMARY 09 10 2020.PDF

3. Item A - 2019 Carroll County Planning Annual Report

   Documents:

   ITEM A - 2019 CARROLL COUNTY PLANNING ANNUAL REPORT.PDF

4. Item B - Proposed Ordinance No. 927

   Documents:

   ITEM B - PROPOSED ORDINANCE NO. 927.PDF

PLANNING AND ZONING COMMISSION
AGENDA

Thursday, October 8, 2020, at 7:00 PM
Virtual Meeting:
https://www.facebook.com/westminstermd/
www.WestminsterMD.gov

I. Call to Order

II. Approval of Minutes

September 10, 2020

III. New Business

Item A. 2019 Carroll County Planning Annual Report Approval (Mr. Gray and Mr. Spaid)

Request: Staff requests the Planning and Zoning Commission review and approve the 2019 Carroll County Planning Annual Report as presented by County Planning Staff and authorize the Chair of the Planning and Zoning Commission to sign the attached letter of certification that will be placed in the back of the 2019 Carroll County Planning Annual Report signifying Commission approval.

Item B. Ordinance No. 927, An Ordinance amending Chapter 164, "Zoning", of the Code of the City of Westminster, Article IXA, "Historic District Zone", Section 164-51.3, Creation and Composition of Historic District Commission; Appointment and Term of Members; Vacancies," To Alter the Terms and Composition of the Historic District Commission and to Modify Its Powers – (Mr. Gray)

Applicant: Mayor and Common Council of Westminster

Request: The Planning and Zoning Commission forward a recommendation to approve proposed Ordinance No. 927, and forward to the Mayor and Common Council.

Item C. Carroll County Liaison Report (Mr. Spaid)

IV. Old Business

V. Information Item

VI. Planning Commission and Public Comments

VII. Adjournment

Request for decorum and order

The Chair and Commissioners would like to thank you in advance for your respectful behavior and for your thoughtful consideration of the views of your neighbors, applicants, and the Commission.

Members of the public attending meetings of the Planning and Zoning Commission are asked to maintain propriety, decorum, and good conduct. Any person making personal, impertinent, or slanderous remarks, or who may become boisterous while addressing the Commission, or who may become boisterous in the room while attending the Commission meeting, will be asked to leave the room by direction of the presiding officer. Unauthorized remarks from the audience, stamping of feet, whistles, yells, and other similar demonstrations will not be permitted by the presiding officer. Offending parties will be asked to remove themselves from the meeting room.

PLANNING AND ZONING COMMISSION
MEETING SUMMARY

Thursday, September 10, 2020, at 7 PM

Virtual Meeting via Zoom and broadcasted live on the City Facebook Page
Westminster, Maryland 21157

A meeting of the Westminster Planning and Zoning Commission was held virtually via Zoom and broadcasted live on the City Facebook Page, on September 10, 2020, at 7 PM.

Chair Ross Albers, Commissioner Kevin Beaver, Commissioner Lyndi McNulty, and Commissioner Tiombe Paige were present. City staff members Mark Depo, Andrea Gerhard, Andrew Gray, and Samantha Schlitzer were also present. County Comprehensive Planner Cody Spaid was also in attendance.

The following members of the public were present: Kelly Miller, Nick Driban, Jeff Bainbridge, and John Neff.

Chair Albers opened the meeting at 7:10 PM.

Chair Albers requested a motion to approve the meeting summary from August 27, 2020. Commissioner Beaver motioned to approve the meeting summary. Commissioner Paige seconded. The motion passed 3-0.

Chair Albers opened New Business Item A – 2019 Planning Annual Report. Mr. Gray stated that the Commission need only review the chapters for Westminster and provide feedback to staff by September 24. The Report would then be presented at the October 8 meeting for approval and then sent to the Carroll County Department of Planning. Mr. Gray provided a staff request that the Planning and Zoning Commission members review and provide any feedback that they may have regarding the Annual Report before September 24, 2020. Chair Albers asked that City staff send a reminder email to the Commission prior to the deadline to be sure everyone submits their comments.

Commissioner McNulty joined the meeting at 7:15pm.

Chair Albers opened New Business Item B – Site Development Plan S-18-0012, Royal Farms Store #323. Ms. Gerhard provided background information, including variances that were granted for landscaping and off-street parking. Staff presented concerns about the lack of trees and landscape buffer along Route 97, as well as the lighting from the signs having a negative impact on the residential neighborhood across Route 97. In addition, Staff reiterated the concerns that were shared at the August 13, 2020 Planning and Zoning Meeting regarding the ultimate right-of-way of Route 97 and the rational nexus for such right-of-

way. Staff recommends that the Commission approve the proposed site development plan S-18-0012, with the following conditions:

1. The Amended Development Plan for Carroll County Commerce Center obtain approval by Mayor and Common Council. This may also include the need to depict the required right-of-way to accomplish the 110 feet ultimate right-of-way for MD 97 consistent with the City of Westminster's Comprehensive Plan, Zoning Ordinance, State Highway Administration's June 2011 Concept Design, and Report.

2. The Site Development Plan shall be consistent with the Amended Development Plan for Carroll County Commerce Center.

3. Address any outstanding comments.

Chair Albers recognized Ms. Miller, representative on behalf of the applicant, to provide more information on the site development plan and address staff concerns.

Chair Albers asked for an explanation about the landscaping issues. Ms. Miller noted that the 30-foot required landscape buffer is noted on the site development plan. Mr. Depo responded that the stormwater management facilities are included in the noted buffer and landscaping cannot be included in that area. Ms. Miller stated that landscape plantings are not disallowed from being included within stormwater management facilities and additional plantings are included elsewhere on the property. She added that the Westminster Board of Zoning Appeals had also already approved the variances, given that the grading difference provides an adequate buffer.

Chair Albers asked if the Site Development Plan was consistent with the Carroll County Commerce Center Development Plan. Ms. Miller stated that if the Mayor and Common Council were to approve the widening of Route 97, then the Site Development Plan would need to be revised.

Ms. Miller also addressed the light pollution from the signage by stating that there is a 0-candlefoot beyond the property line, and the signs will use LED lights to prevent additional light pollution. Mr. Depo voiced his concern about the lighting for such use as well as the reflection of such lighting from the ground creating a glow from the proposed use and how the landscaping buffer will not adequately screen the surrounding residential properties. Ms. Miller noted that the photometric plan does not take landscaping buffers into account.

Ms. Miller reiterated that all other agencies have approved the Site Development Plan as presented. However, if the Mayor and Common Council request any changes to the development plan, then the site plan will be amended.

Chair Albers moved to approve Site Development Plan S-18-0012 subject to maintaining consistency with the Carroll County Commerce Center Development Plan. Commissioner McNulty seconded the motion. The motion passed 4-0.

Chair Albers opened New Business Item C – Carroll County Liaison Report. Mr. Cody Spaid reported that the County is reviewing the fall amendment of the Water and Sewer Master Plan.

Chair Albers opened Planning Commission and Public Comments.

Ms. Gerhard stated that the Spring 2020 amendments to the Westminster portion of the Water and Sewer Master Plan were approved and adopted.

Mr. Gray reminded everyone to complete the 2020 United State Census as soon as possible so that Federal funding could be properly allocated to the community.

Chair Albers moved to adjourn the meeting. The Commission adjourned at 7:55 PM.

To: Westminster Planning and Zoning Commission

From: Andrew R. Gray, Comprehensive Planner

cc: Mark A. Depo, Director of Community Planning and Development
Andrea Gerhard, Comprehensive Planner
Cody Spaid, Comprehensive Planner, Carroll County Department of Planning

Date: October 2, 2020

Subject: 2019 Carroll County Planning Annual Report

BACKGROUND

Every year, the Department of Community Planning and Development forwards the State-required reporting information to the Carroll County Department of Planning for inclusion in the Carroll County Planning Annual Report (Annual Report). The Annual Report is required by Section 1-207 of the Land Use Article of the Annotated Code of Maryland. County Planning coordinates, collects, and assembles the reporting information from the eight municipalities and the County into a combined Report. The Annual Report is then sent to the Maryland Department of Planning. Draft 2019 Annual Reporting Information was provided to the Carroll County Department of Planning on Friday, March 6, 2020 and one subsequent revision was sent on March 31, 2020, in order for County Planning Staff to format and combine the information into Countywide maps, Countywide data calculations, and the Annual Report. The County had provided draft Annual Reporting information in September so the Commission and City Planning Staff could review and provide County Planning staff any feedback that we may have had. City Planning Staff did not receive any comments from the Commission, but we had a few corrections that were provided to County Planning Staff on September 25, 2020.

The final Annual Report is attached and will be presented to the Commission by County Planning Staff during your October 8 meeting for approval. If approved, the Commission Chair will subsequently sign a letter acknowledging such approval, which will be included in the final Annual Report with the other eight municipal approval letters.

REQUEST

Staff requests the Planning and Zoning Commission review and approve the 2019 Carroll County Planning Annual Report as presented by County Planning Staff and authorize the Chair of the Planning and Zoning Commission to sign the attached letter of certification that will be placed in the back of the 2019 Carroll County Planning Annual Report signifying Commission approval.

ATTACHMENT

1. 2019 Carroll County Planning Annual Report
2. 2019 Carroll County Planning Annual Report Letter of Certification

October (2020)

2019 PLANNING ANNUAL REPORT

Carroll County Department of Planning

This 2019 Planning Annual Report was submitted by the Carroll County Planning & Zoning Commission in accordance with the Md. LAND USE Code Ann. § 1-207 (Annual Report-In general) and § 1-208 (Annual Report-Measures and Indicators).

ACCESSIBILITY NOTICE: The Americans with Disabilities Act applies to the Carroll County Government and its programs, services, activities, and facilities. Anyone requiring an auxiliary aid or service for effective communication or who has a complaint should contact The Department of Citizen Services, 410.386.3600 or 1.888.302.8978 or MD Relay 7-1-1/1.800.735.2258 as soon as possible but no later than 72 hours before the scheduled event.

Cynthia L. Cheatwood, Chair
Daniel E. Hoff, Vice Chair
Richard J. Soisson
Eugene A. Canale
Jeffrey A. Wothers
Janice R. Kirkner
Michael D. Gosnell, Alternate
Edward C. Rothstein, Ex-officio
Lynda D. Eisenberg, Secretary

Planning & Zoning Commission
Carroll County Government
225 North Center Street
Westminster, Maryland 21157
410-386-5145
1-888-302-8978
MD Relay service 7-1-1/800-735-2258

2019 Planning Annual Report

October 20, 2020

The Carroll County Planning and Zoning hereby Certifies and Adopts the *2019 Planning Annual Report* as it pertains to the County in accordance with the Land Use Article § 1-207 of the Annotated Code of Maryland.

_____
Cynthia L. Cheatwood, Chair
Carroll County Planning and Zoning Commission

_____
Lynda D. Eisenberg, Secretary
Carroll County Planning and Zoning Commission

CARROLL COUNTY PLANNING & ZONING COMMISSION
Planning a better future for Carroll County

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Acknowledgements

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Sara Condon

Agricultural Land Preservation:
Deb Bowers
Jacqueline Brathuhn
J.P. Smith

Municipal Staff

Town of Hampstead:
Tammi Ledley, Zoning Administrator
Jim Roark, Assistant Zoning Administrator

Town of Manchester:
Michelle Wilder, Zoning Administrator

Town of Mount Airy:
David Warrington, Town Administrator
John Breeding, Community Planning Administrator

Town of New Windsor:
Gary P. Dye, Town Manager

Town of Sykesville:
Joe Cosentini, Town Manager
Jana Antrobus, Executive Assistant
Jared Schumacher, Circuit Rider

City of Taneytown:
Jim Wieprecht, Director Planning and Zoning

Town of Union Bridge:
Dawn Metcalf, Town Clerk
Ned Cueman, Town Consultant

City of Westminster:
Andrew Gray, Comprehensive Planner

Introduction

Among the many responsibilities of a planning commission is the preparation of an annual report that catalogs development and planning information for the previous calendar year. The annual report is required under the Land Use Article (§1-207 and §1-208) of the Annotated Code of Maryland.

Through a series of tables and maps, each annual report describes the type, location, and stage of development that occurred during the previous calendar year. The information reported includes changes that have occurred as a result of subdivision and development activity, as well as changes that may occur in the future due to revisions to comprehensive plans, zoning maps, codes, or state and federal regulations.

Based on the Land Use Article, development and other development-related activity are to be consistent with the adopted plans of the jurisdiction and should implement the state Planning Visions.

The annual report also contains a local land use goal and data on specific "measures and indicators." Measures and indicators include data on the amount, share, and density of growth inside and outside of Priority Funding Areas (PFAs). They are meant to provide a way of tracking progress towards meeting the state and local land use goals. More information on this new requirement can be found in the Measures and Indicators section of this annual report.

The Carroll County Planning and Zoning Commission provides this report on behalf of the County, as well as the eight Municipalities.

The Municipalities provide the County with the planning and development-related data to be included in the report.

The Land Use Article requires the Planning Commission to "prepare, adopt, and file an annual report, on or before July 1 of each year for the previous calendar year, with the local legislative body."

The annual report is posted on the Carroll County Department of Comprehensive Planning website. Copies are also provided to the Maryland Department of Planning.

Amendments & Growth Related Changes in Development Patterns

New Plans Adopted & Plan Amendments Adopted

The Carroll County Master Plan and Westminster Comprehensive Plan were both amended in 2019. In addition to this, the 2019 Water & Sewer Plan was adopted, as well as the 2019 Bicycle-Pedestrian Master Plan was approved.

2014 Carroll County Master Plan – 2019 Amendment

On December 12, 2019 the Board of County Commissioners hosted a Public Hearing for the 2019 Amendments to the 2014 Master Plan. These changes include:

1. ***General:***
    - Boundaries of all maps adjusted as result of contraction of Designated Growth Area (DGA) boundary in 2018 Freedom Community Comprehensive Plan (FCCP)
    - Updated maps to reflect Municipal Growth Area (MGA) annexations/Master Plan updates in Hampstead, Manchester, Mount Airy, Taneytown, and Westminster
2. ***Chapter 7: Transportation***
    - Updated Tables and Maps for Planned Roads and Improvements to reflect roads that have been removed from the plan, roads that have been completed, roads that have been partially completed, new roads added and roads that changed
    - Enhanced Transportation Recommendations
3. ***Chapter 13: Environmental Resources***
    - Updated text to cite appropriate updated code references
    - Insertion of section on Solar Energy, including two new recommendations
4. ***Chapter 16: Land Use & Growth Management***
    - Update of text and table statistics because of contraction of DGA boundaries in the Freedom area
    - Update text and tables because of removal of Very Low Density (VLD) designation
    - Update Future Land Use map and added new section regarding Municipal Growth Areas (MGA), to clarify the policy regarding development in the MGAs.
5. ***Appendix B: Existing and Future Land Use Definitions***
    - Updated land use definitions to be consistent with the 2018 Freedom Community Comprehensive Plan
6. ***Appendix C: Generalized Future Land Use***

Amendments & Growth Related Changes in Development Patterns

- Added map that shows the Future Land Use in all areas of the County

2019 Water & Sewer Master Plan

On December 18, 2018, the Planning and Zoning Commission, along with the County's eight municipalities, certified consistency of the Triennial Update to the Carroll County Water and Sewer Master Plan, and forwarded it to the Board of County Commissioners for a public hearing on February 7, 2019.

The Board of County Commissioners Adopted this plan on February 21, 2019, and forwarded it on to the Maryland Department of the Environment. The plan was Approved by the Maryland Department of the Environment on July 22, 2019.

State law requires the Plan to be updated every three years. Updates have been made to maps, data, figures, and relevant supporting information. The Plan covers all areas of the County, including community water supply and sewerage systems, and planned service areas including maps of these areas

2019 Bicycle-Pedestrian Master Plan

The 2019 Bicycle Pedestrian Master Plan was approved by the Planning & Zoning Commission of Carroll County on November 19, 2019 (Resolution No. 2 - 19).

The Plan's Vision is:

"Carroll County is a diverse community made up of suburban centers, towns, rural areas, places of recreation and heritage destinations that are well connected in a safe and efficient manner to enable recreational choices and transportation options."

In order to achieve this vision, the Plan has 7 Goals, which are as follows:

Goal 1

Identify and assess existing bicycle and pedestrian facilities and networks.

Goal 2

Identify a hierarchy of key connections and destinations within Carroll County.

Goal 3

Support walkable and bikeable communities to achieve sustainability, livability, health and economic benefits, including tourism opportunities.

Goal 4

Place a greater emphasis on walking and bicycling in all planning and development processes.

Amendments & Growth Related Changes in Development Patterns

Goal 5

Develop and construct bicycle and pedestrian facilities to effectively balance the needs of all transportation users to promote travel choices, ensuring that bicyclist and pedestrian needs are prioritized in appropriate locations and with safety in mind.

Goal 6

Leverage and utilize, to the greatest extent possible, state and federal funding for improvements to existing bicycle and pedestrian facilities as well as construction of new bicycle and pedestrian infrastructure in a way that will yield the greatest impact on the County as a whole.

Goal 7

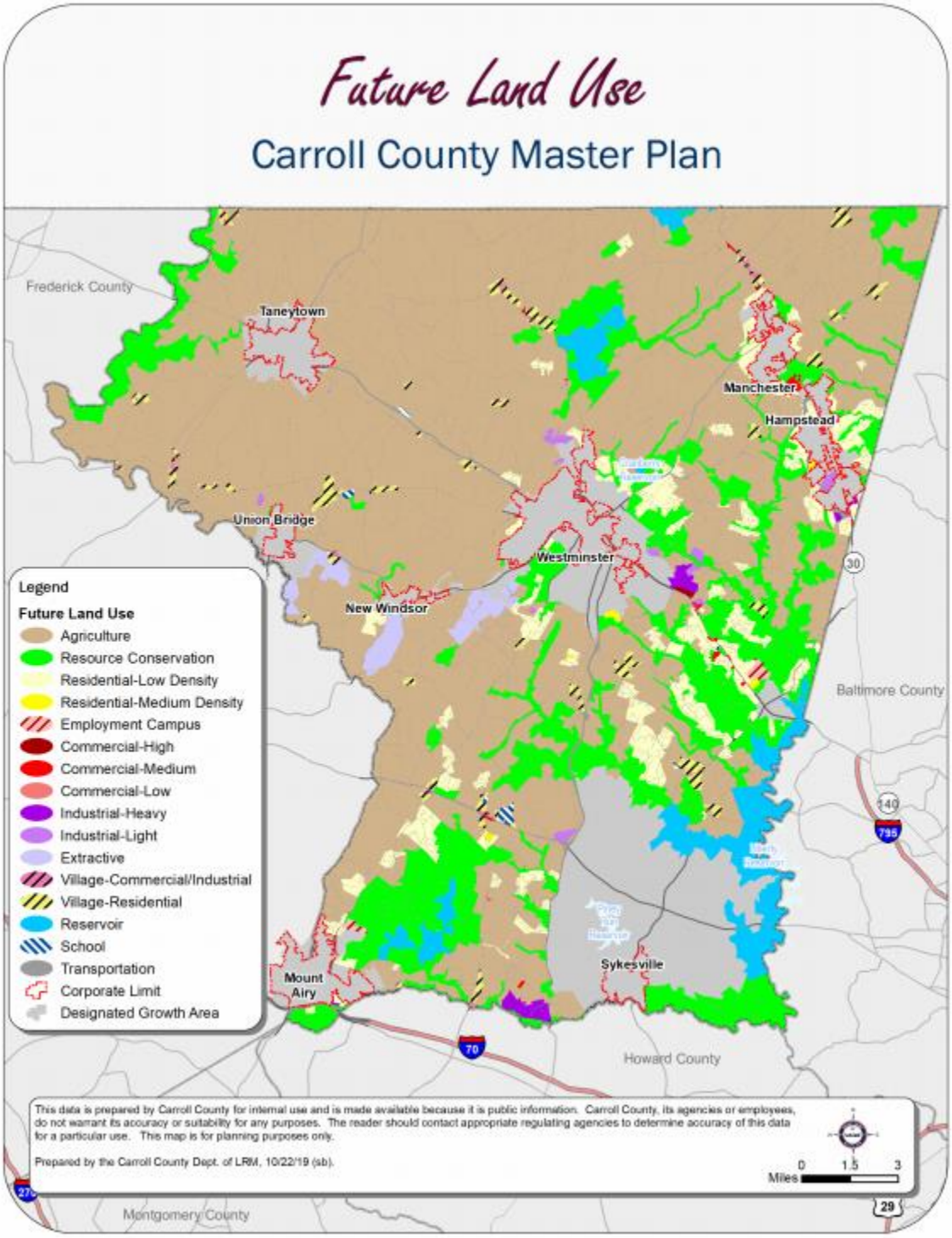
Work with local elected officials, government agencies, and the community to promote and emphasize bicycle and pedestrian safety training and outreach.

2009 Westminster Comprehensive Plan (Amendment)

(Resolution No. 19-02) On December 7, 2012, the City of Westminster administratively adopted a Growth Tier Map, pursuant to Title 1, Subtitle 5, of the Land Use Article of the Annotated Code of Maryland. The addition of the Growth Tier Map to the 2009 Comprehensive Plan was recommended by the Westminster Planning and Zoning Commission on December 14, 2017, as part of its Mid-Cycle Review in 2017. The amendment included this map in the Comprehensive Plan with new areas annexed into the City, since 2012, with the corresponding tiers applied to the new areas accordingly. In 2019, the Westminster Planning and Zoning Commission held an advertised public hearing on the proposed plan amendment. Comments were received from the Carroll County Planning Department and Maryland Department of Planning which were included in the record and approved by the Westminster Planning and Zoning Commission.

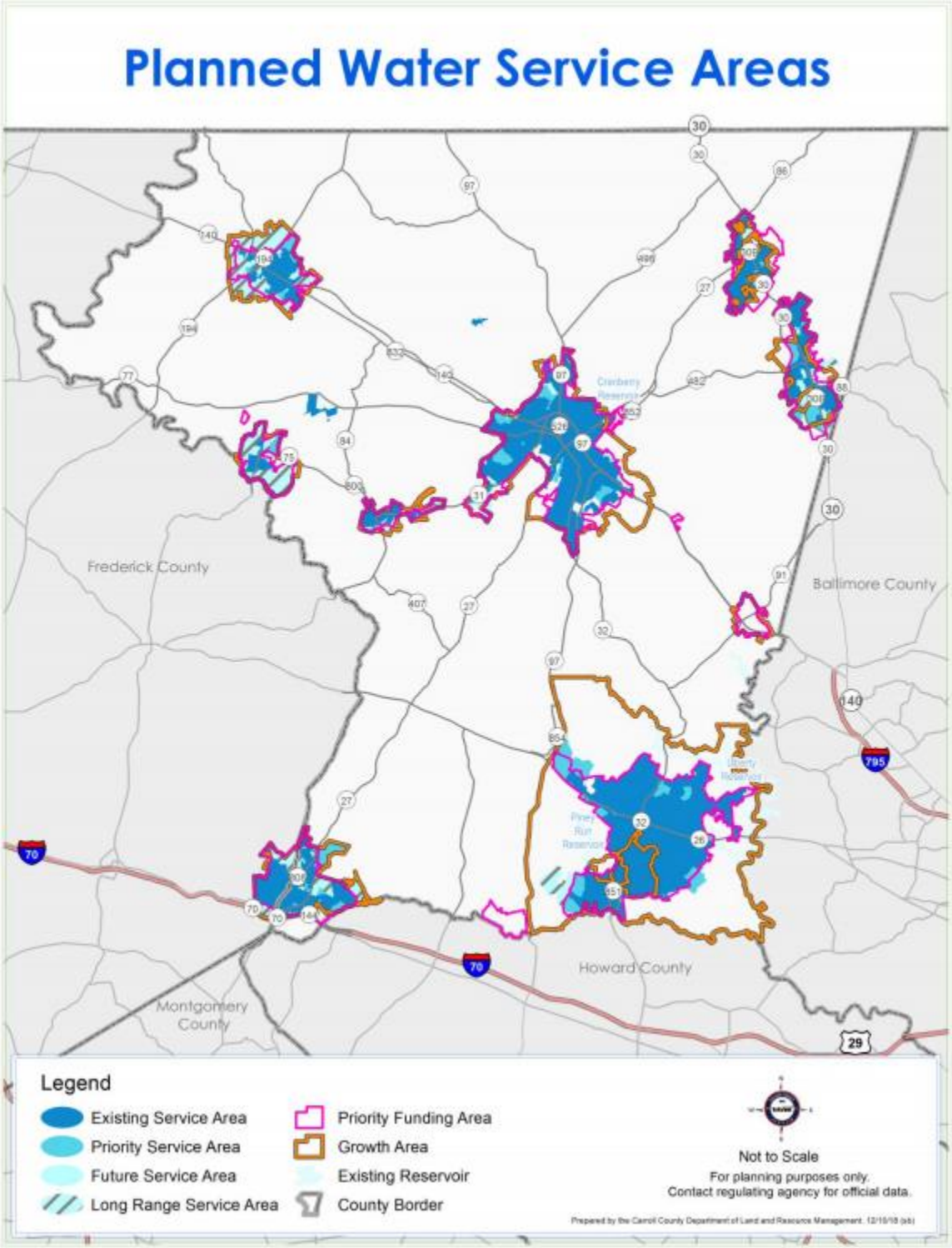
Amendments & Growth Related Changes in Development Patterns

Map 1: Carroll County Future Land Use Map



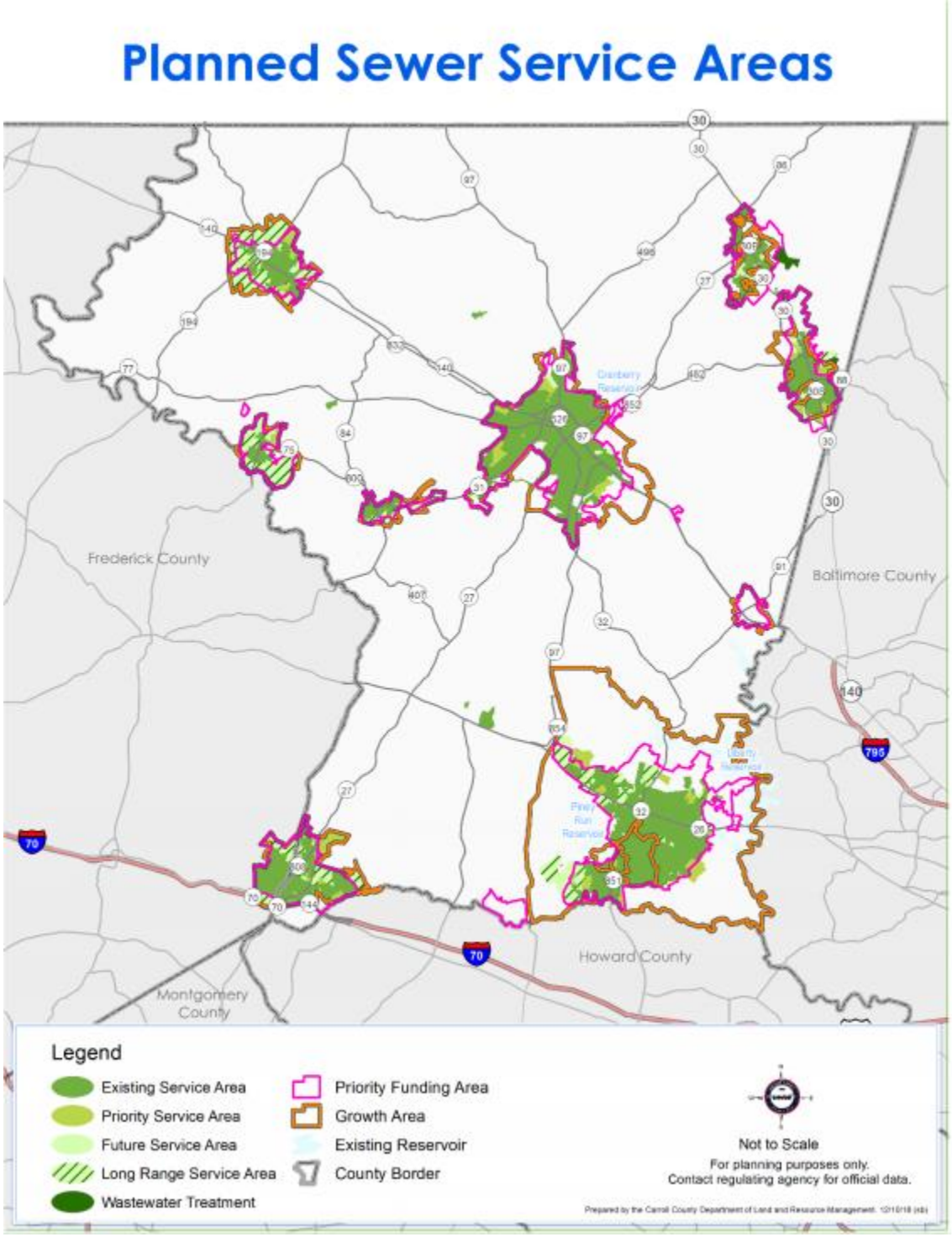
Amendments & Growth Related Changes in Development Patterns

Map 2: 2019 Water Master Plan



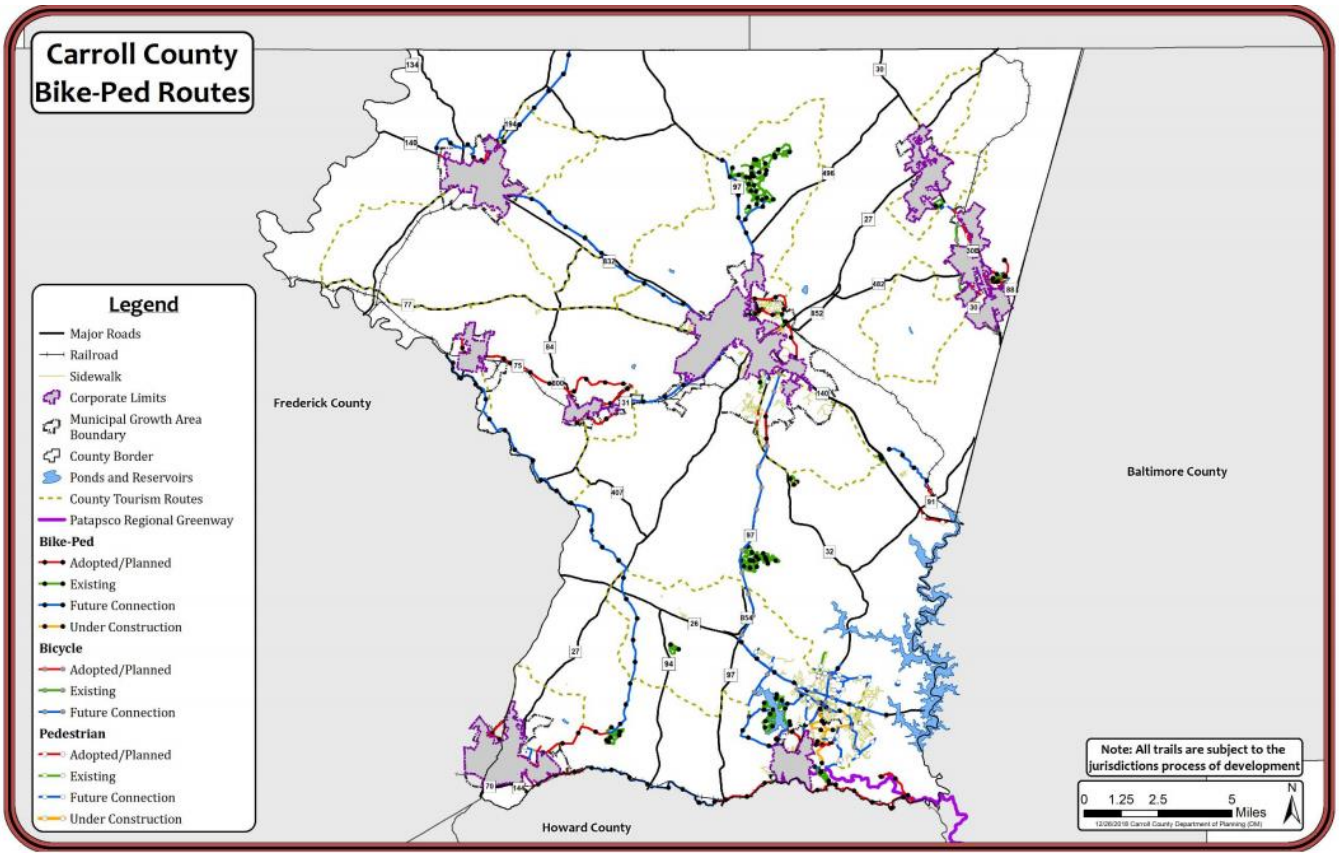
Amendments & Growth Related Changes in Development Patterns

Map 3: 2019 Sewer Master Plan



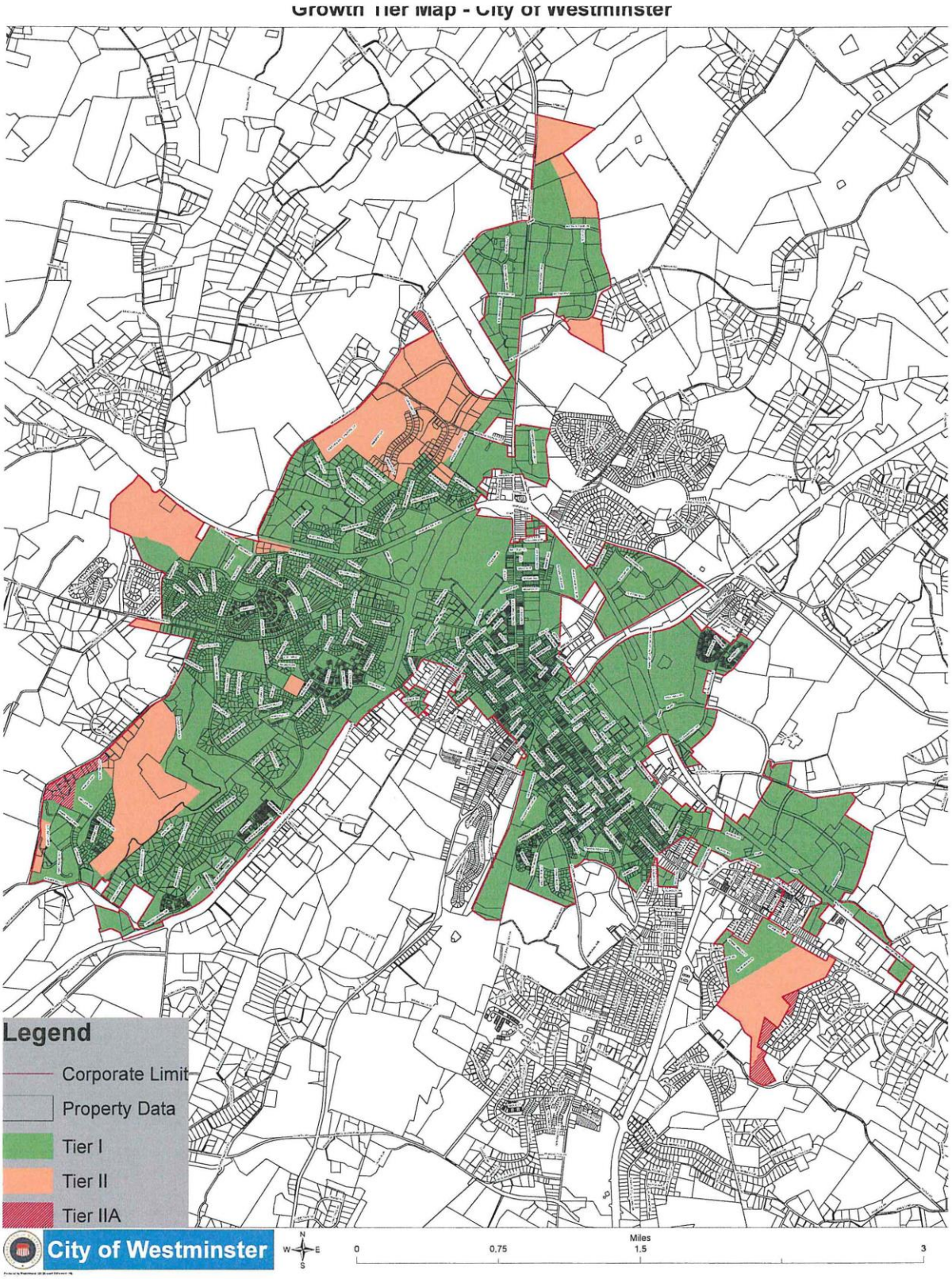
Amendments & Growth Related Changes in Development Patterns

Map 4: 2019 Bicycle-Pedestrian Master Plan



Amendments & Growth Related Changes in Development Patterns

Map 5: City of Westminster Growth Tier Map



County Subdivisions and Site Plans Approved

The following tables (Tables 1 and 2) list all new subdivisions and site plans in the County that received final approval during calendar year 2019. Map 6 on Page 14 shows the location of these subdivisions and site plans. During 2019, 34 plans were approved in the unincorporated parts of the County, involving a gross total of roughly 449 acres. The tables also include residential and commercial site plans and subdivisions that were amended, expanded, or resubdivided.

Table 1 - County Residential Site Plans and Subdivisions 2019

Location # (Map_6)	Name	Lots	Units	Acres	Zone	Election District
1	Blue Ridge Horizon	1	1	6.38	Agriculture	10
2	Runway Estates	1	1	19.5	Agriculture	10
3	Panos Estates	1	1	2.4	R-10,000	4
4	Childs Acres	1	1	1.98	Agriculture	1
5	Hedchar Estates Resubdivision of Parcel B	4	4	17.13	Conservation	14
6	Barnesville Manor, Future Lot 3, Amended	1	1	1.02	R-40,000	9
7	Academy Acres, Section 2, Resubdivision of Parcel 2	1	1	11.37	Conservation	4
8	Ruby Run, Resubdivision of Lot 4	1	1	14.96	Conservation	7
9	Presidential Park	2	2	13.81	Agriculture/Conservation	14
10	Sanner Estates Section 3	1	1	1.1	Agriculture	14
11	Morgan Brook Farm	3	3	9.2	Agriculture	9
12	Mineral Hill Property	14	14	9.27	R-20,000	5
13	Garrett Dale	2	2	4.7	Agriculture/Conservation	9
14	Hearl's Farm (formerly Condon Property)	5	5	9.2	Agriculture	9
15	Rose Acres Resubdivision of Lot 1A	1	1	9.9	Conservation	9
16	Heird Ridge & Amended Plat of Lot 1 of Buchman Ridge	5	5	12.3	Agriculture	8
17	Emray Acres	1	1	3.03	Agriculture	9
18	Dandelion Ridge	1	1	14.5	R-40,000	5
46 lots/46 units/ 161.75 acres						

Source: Bureau of Development Review

Amendments & Growth Related Changes in Development Patterns

Table 2 - County Commercial & Industrial Site Plans and Subdivisions 2019					
Location # (Map 6)	**Name**	**Type**	**Acres**	**Zone**	**Election District**
19	South Carroll Gateway Industrial Park, Lot 5	Commercial	1.72	General Industrial	14
20	Roy's Body Shop	Commercial	1.751	Industrial Restricted	14
21	South Carroll High School Ground Mount Photovoltaic Facility	Industrial	6.4	Conservation/Agriculture	9 & 14
22	Suffolk West, Resubdivision of Lot 5	Commercial	1.2765	Neighborhood Retail Business/R-40,000	4
23	Carroll Hospital Center Access Drive	Commercial	6.48	R-20,000	7
24	South Carroll Gateway Industrial Park Lot 2	Commercial	4.52	General Industrial	14
25	Carroll Hospital Center Rehabilitative Services Building Expansion	Commercial	39.17	R-20,000	7
26	Kabik Korner	Commercial	17.69	Agriculture	14
27	South Carroll Gateway Industrial Park, Lot 6	Commercial	1.6527	General Industrial	14
28	Target Community & Education Services, 2nd Amended	Commercial	4.924	R-20,000	7
29	Deer Park Field	Commercial	40	Agriculture	4
30	Westminster Veteran's Memorial Park	Commercial	32.697	R-20,000	7
31	Carroll Hospital Center Nursing Facility	Commercial	39.17	R-20,000	7
32	Mausoleum at Lake View Memorial Park, Amended	Commercial	78.98	Conservation	5
33	M.G. Fulton Services	Commercial	1	Agriculture/R-40,000/Conservation	14
34	One-Forty Mini Storage	Commercial	4.975	General Business	4
282.41 acres					

Source: Bureau of Development Review

Municipal and Site Plans Approved

Municipal Subdivisions and Site Plans Approved

Tables 3 and 4 list all new subdivisions and site plans in the Municipalities that received final approval during the calendar year of 2019. The locations of these subdivisions and site plans are also shown on Map 6. During 2019, a total of 15 substantive plans were approved in the Municipalities, covering approximately 64 acres.

Table 3 – Municipal Residential Site Plans and Subdivisions 2019

Location # (Map 6)	Name	Lots	Units	Acres	Zone	Municipality
35	Riley's Garden	3	3	0.6695	R-7500	Manchester
36	Snader's Summit Phase 1 Residential Subdivision	41	41	14.55	R-5	New Windsor
37	Shannon Run Lot 59A and 86 (Resubdivision of 1 lot to 2 lots)	2	1	3.88	R-20,000	Sykesville
38	Boulder Hill Estates Amendment to Lot 3 & Resubdivison of Lot 4	2	1	1.4457	R-20,000	Sykesville
39	Stonegate – Section Three	38	38	16.6355	R-10,000/R-20,000	Westminster
86 lots/ 84 units / 37.1807 acres						

Source: Bureau of Development Review

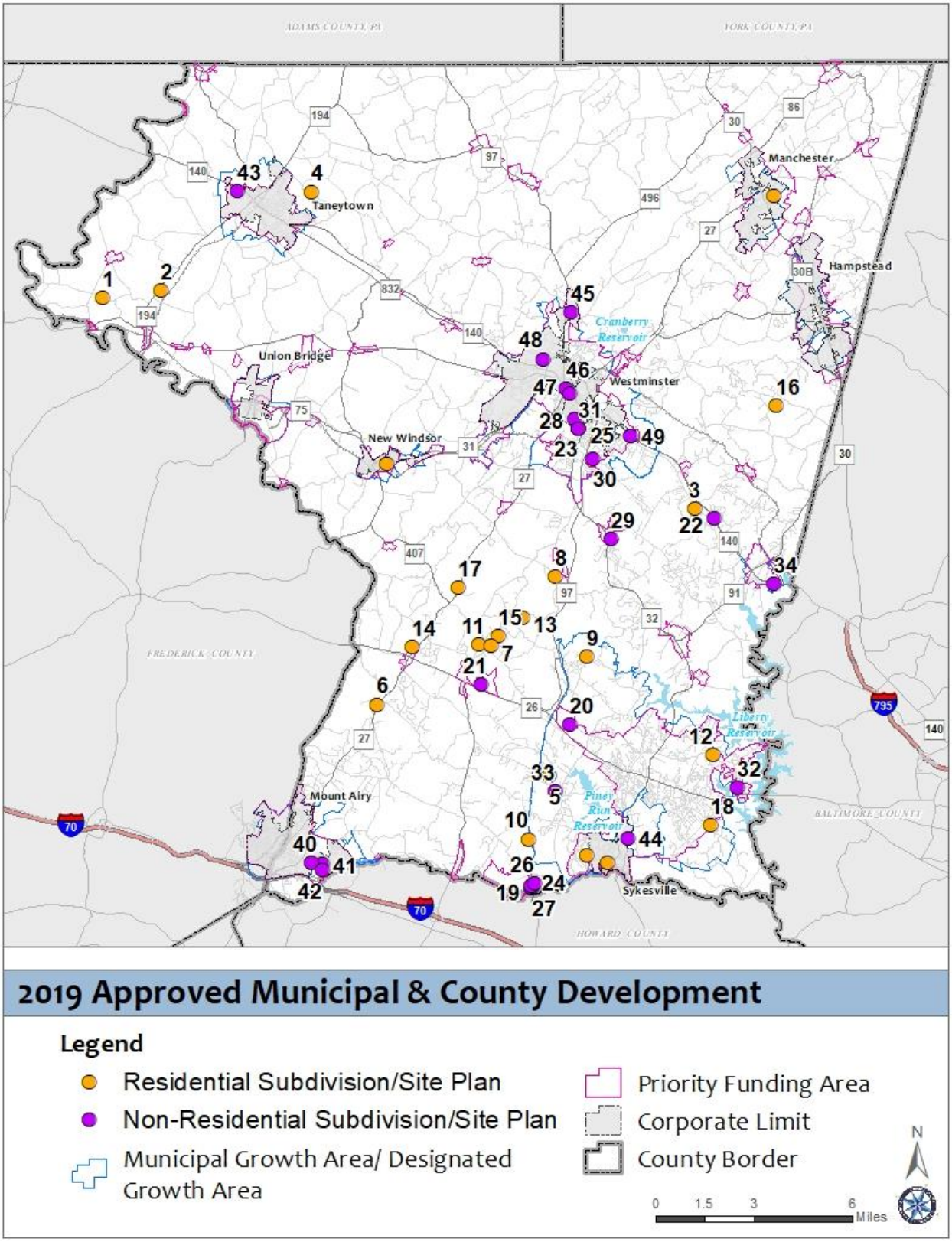
Amendments & Growth Related Changes in Development Patterns

Table 4 – Municipal Commercial & Industrial Site Plans and Subdivisions 2019					
Location # (Map 6)	**Name**	**Type**	**Acres**	**Zoning**	**Municipality**
40	4100 Twin Arch Road	Industrial	0.21	Industrial	Mount Airy
41	Twin Arch Business Park, Section IV, Lot 19 – Service Masters Restoration by Cross	Industrial	1.4933	Industrial	Mount Airy
42	Twin Arch Business Park, Section IV, Lot 12A – Altimate Electric LLC	Industrial	3.82	Industrial	Mount Airy
43	Maryland Compassionate Care and Wellness	Industrial	9.82	Restricted Industrial	Taneytown
44	Warfield Parcel D Building F	Configuration change to the parking lot	0.63	Planned Employment Center	Sykesville
45	Westminster Technology Park Lot 5A	Industrial	9.529	P-I: Planned Industrial	Westminster
46	City of Westminster Administration Offices	Mixed Use	0.8961	MUI: Mixed Use Infill and C-B: Central Business	Westminster
47	Westminster Library Basement Improvements	Commercial	1.3057	C-B: Central Business	Westminster
48	Shoppes at Meadow Creek Parcel C-7	Commercial	2.42922	NC: Neighborhood Commercial	Westminster
49	Final Plat of K & G Properties, LLC	Commercial	5.2655	B: Business	Westminster
25.57882 acres					

Source: Bureau of Development Review

Amendments & Growth Related Changes in Development Patterns

Map 6: Subdivisions and Site Plans Approved



Zoning Map Amendments

Rezonings

County
On December 12, 2019, the Board of County Commissioners adopted **Ordinance 2019-08**, which comprehensively rezoned 1,351 properties. This rezoning was part of a larger Master Plan implementation effort to convert all commercial and industrial properties from the existing business and industrial districts to the six new zoning categories: C-1, C-2, C-3, I-1 and I-2. Table 5 summarizes these rezonings.

Taneytown
Ordinance 07 – 2018 – Zoning Map Correction of 2019 passed 01/14/2019: Corrected mapping error for properties proximate to Mill Ave which were shown as Downtown Business on the 2010 Comprehensive Plan / Land Use map but were omitted with the subsequent comprehensive zoning update. The map amendment also added properties on Stumptown Road and between Fringer Road and MD 194 that were annexed since the previous zoning map was adopted

Annexations

Hampstead
On December 10, 2019, Hampstead passed Annexation Resolution 42 to annex .4591 acres, zoned R-10,000. Table 6 details this annexation.

Table 5 – Rezonings
2019

Comprehensive Rezoning	# of Parcels
C-1	308
C-2	602
C-3	61
I-1	267
I-2	113

Source: Department of Planning

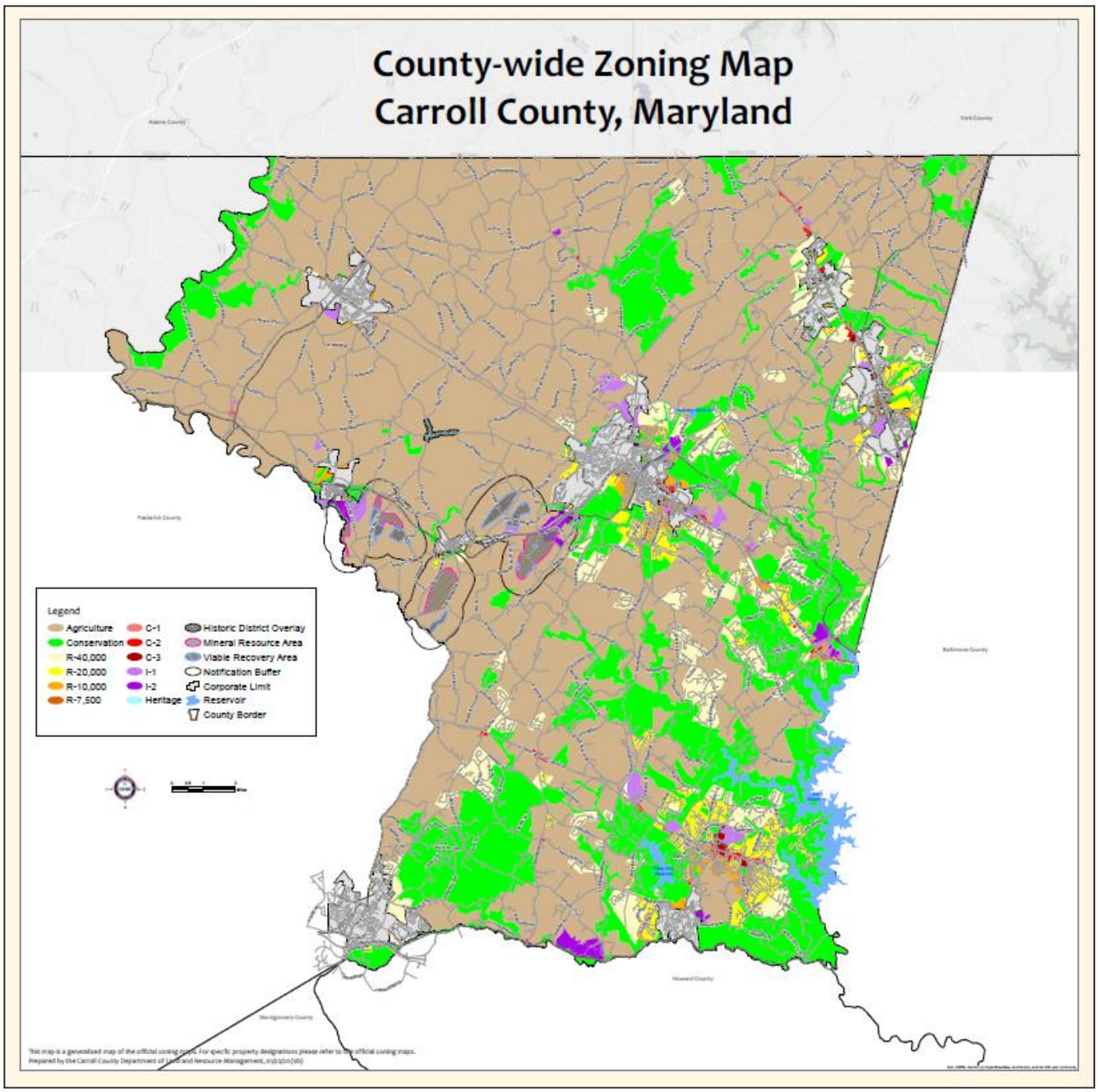
Table 6 – Annexations
2019

Name	Acreage	Jurisdiction	Effective Date
Annexation Resolution 42	0.4591	Hampstead	December 10,2019

Source: Department of Planning

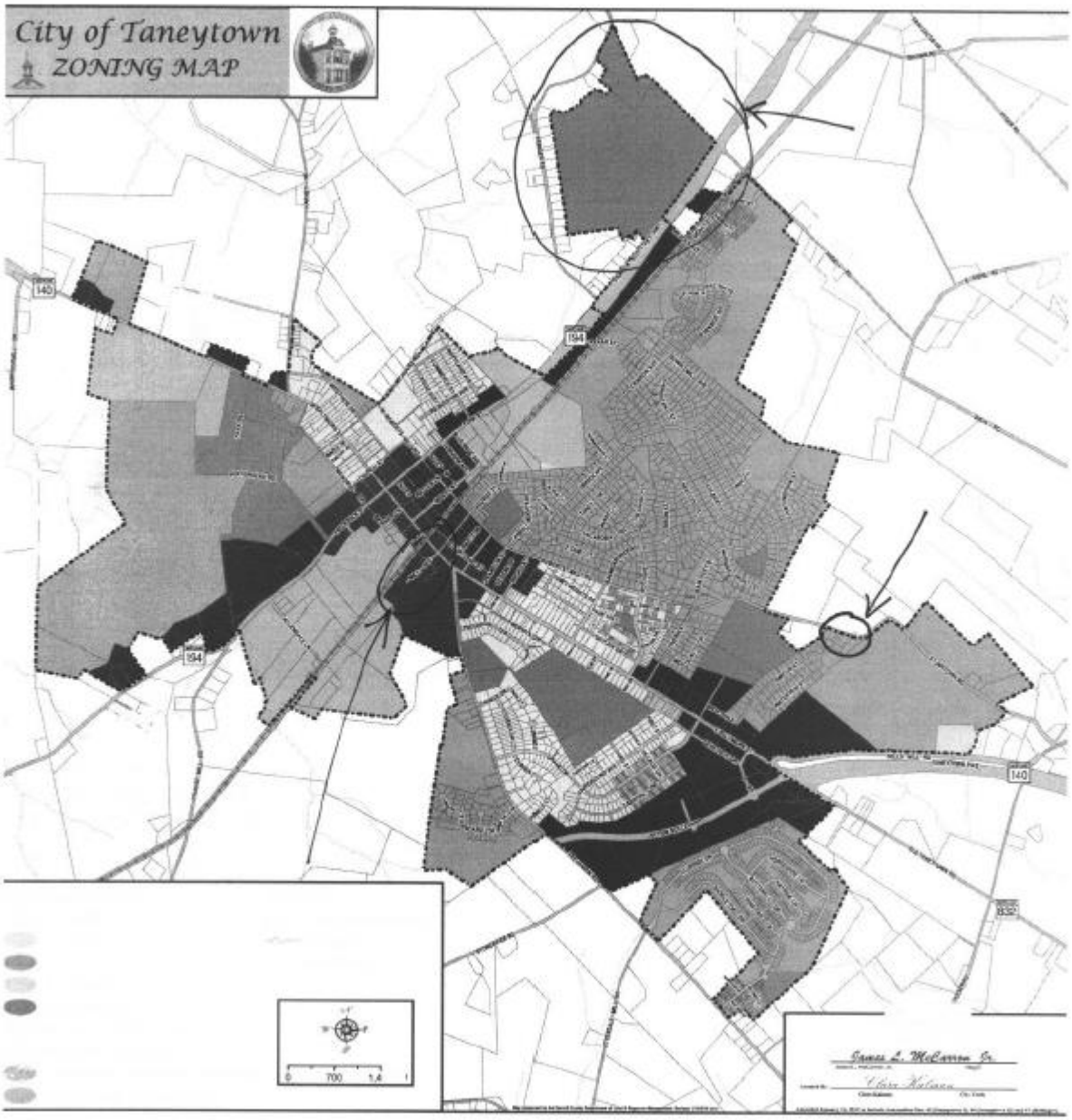
Amendments & Growth Related Changes in Development Patterns

Map 7: County Rezonings



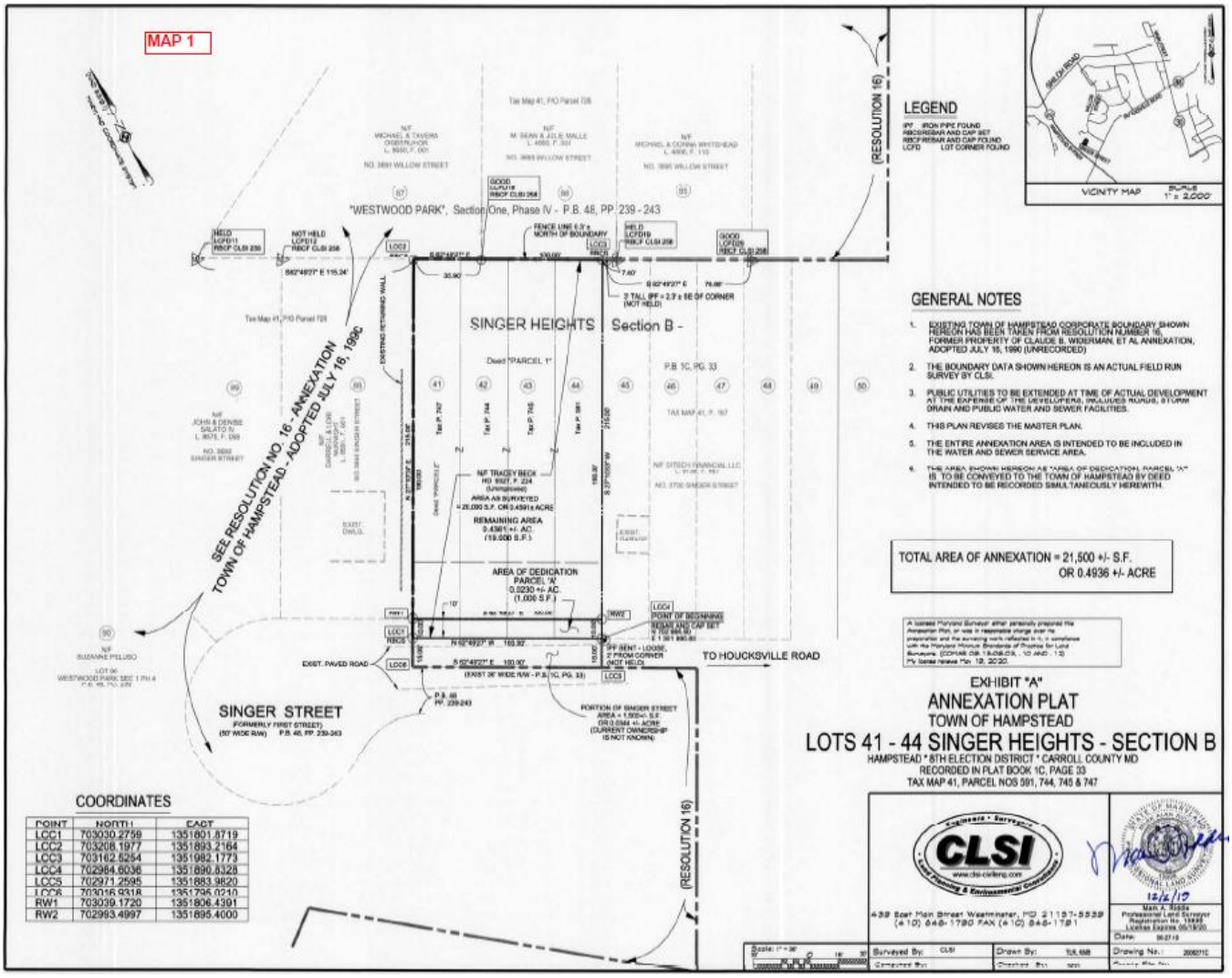
Amendments & Growth Related Changes in Development Patterns

Map 8: Taneytown Zoning Amendment



Amendments & Growth Related Changes in Development Patterns

Map 9: Hampstead Annexations



POINT	NORTH	EAST
LCC1	703030.2759	1351801.8719
LCC2	703208.1977	1351893.2164
LCC3	703162.5254	1351982.1773
LCC4	702984.6036	1351890.8328
LCC5	702971.2595	1351883.9820
LCC6	703016.9318	1351796.0210
RW1	703039.1720	1351806.4391
RW2	702993.4997	1351895.4000

Zoning Text Amendments

Zoning Text Amendments That Resulted in Changes in Development Patterns

The following revisions to local County and Municipal ordinances substantively affected future development patterns within the County.

County:

Chapter 158, Ordinance No. 2019-06: On December 12, 2019, the Board of County Commissioners adopted Ordinance 2019-06, which eliminated the County's existing 2 business and 2 industrial zoning districts and replaced them with 3 new commercial, 2 new industrial, and a new employment campus zoning district. This text amendment was part of a larger Master Plan implementation effort to bring the Zoning Code into conformance with the 2014 Carroll County Master Plan and the 2018 Freedom Community Comprehensive Plan. Chapter 158 was repealed and replaced in its entirety, but only 39 sections were changed and 11 new sections added. This text amendment was necessary in order to comprehensively rezone the 1,351properties through Ordinance 2019-08.

Chapter 158, Ordinance No. 2019-01: Allowed breweries and micro-breweries in the Restricted Industrial (I-R) zoning district.

Municipality:

Hampstead – Ordinance No. 533, 10-8-19: – Added a new section to the Town Code, Section 135-19.1, establishing standards and procedures for small wireless facilities.

Union Bridge – Ordinance No. 315, 5-20-19: Provides for the regulation of breweries, microbreweries, wineries, microwineries, coffee roasting operations and uses accessory and incidental thereto.

Manchester – Ordinance No. 235, 1-8-19: To adopt such zoning map amendments or to readopt existing zoning designations as to constitute a comprehensive rezoning of the Town of Manchester in accordance with the recently adopted 2018 Manchester Comprehensive Plan pursuant to the Land Use Article of the Annotated Code of the State of Maryland.

Manchester – Ordinance No. 236, 2-12-19: R40,000 new criteria added.

Westminster –Resolution No. 19-02, 1-28-19: Amending the City's 2009 Comprehensive Plan to add a Growth Tier Map adopted admiratively on December 7, 2012 and including lands annexed since that time.

Westminster –Resolution No. 19-03, 1-28-19: Adopted by the Mayor and Common Council to approve procedural guidelines for detailed site plans for properties designated as Compatible Neighborhood Overlay Zones.

Westminster - Resolution 19-13-A, 5-20-19: A resolution regarding local zoning map amendment No. LMA 19-01, approving an application for the establishment of a compatible neighborhood overlay district upon certain property located in the city's "R-10,000" residential zone and adopting the accompanying written decision.

Westminster – Resolution 19-15, 7-22-19: A resolution regarding local zoning map amendment No. LMA 19-02, approving an application for the establishment of a compatible neighborhood overlay district upon certain property located in the city's "R-7,500" residential zone, known as 7 Schoolhouse Avenue, and adopting the accompanying written decision.

Amendments & Growth Related Changes in Development Patterns

Westminster – Ordinance No. 901, 1-14-19: An ordinance amending Chapter 164, "Zoning", of the Westminster City Code, Article VII, "R-7,500 Residential Zone", § 164- 35, "uses permitted", to permit certain pregnancy and newborn care related uses under certain circumstances.

Westminster – Ordinance No. 903, 1-14-19: An ordinance amending Chapter 164, "Zoning", of the Westminster City Code, Article VIIIB, "D-B Downtown Business Zone", Section 164-45.9, "special exceptions", to permit firearms sales subject to certain conditions and to add Article XX, "special provisions," Section 164-155.3, "firearms sales in the D-B Downtown Business Zone."

Westminster – Ordinance No. 907, 5-13-19: An ordinance amending Chapter 164, "Zoning", of the Westminster City Code, Article I, "General Provisions", § 164-3, "Definitions and Word Usage", to amend the definition of "boarding (lodging) or rooming houses" and the definition of "dwelling"; amending Chapter 164, Article VI, R-10,000 residential zone", Section 164-30, "special exceptions", Article VIII, "B Business Zone", Section 164-41, "uses permitted," Article VIIIB, "D-B Downtown Business Zone", section 164-45.8, "uses permitted', Article IX, "C-B Central Business Zone", Section 164-47, "uses permitted", and Article XV, "Planned Regional Shopping Center Zone", Section 164-101, 'special exceptions", to delete rooming houses as a use permitted by right or by special exception in the respective zones; and amending Chapter 164, article XVIII "regulations application in all districts" to add Section 164-132.1, "Boarding (Lodging) And Rooming Houses", to prohibit boarding and rooming houses in all zones from and after January 1, 2026.

Westminster – Ordinance No. 910, 5-13-19: An ordinance amending Chapter 164, "Zoning", of the Code of the City of Westminster Article XIA, "N-C Neighborhood Commercial Zone", Section 164-64.2, "uses permitted", to add places of worship as permitted uses and to amend the chapter generally to substitute the phrase "places of worship" for terms specifically related to any individual religion.

Westminster – Emergency Ordinance No. 918, 12-9-19: An emergency ordinance amending Chapter 164, "Zoning", of the Code of the City of Westminster, Article V, "R-20,000 Residential Zone" and Article VI, "R-10,000 Residential Zone" to permit as of right single family dwellings lawfully existing in said zones on or before December 1, 2019, subject to the dimensional requirements set forth herein.

Amendments to Priority Funding Area Boundaries

Amendments to PFA Boundaries

There were no changes to PFA boundaries in Carroll County during 2019.

Sustainable Community

Sustainable Community Application

Carroll County announced on April 10, 2019 the Finksburg community received a Sustainable Community Designation from the State of Maryland Smart Growth Subcommittee. The Carroll County Department of Planning, in conjunction with the Finksburg Planning and Citizens Council, applied and was awarded the special designation

Amendments & Growth Related Changes in Development Patterns

Schools

New Schools or Additions to Schools

There were no new schools or additions constructed in 2019.

Roads

New Roads or Substantial Changes in Roads or Other Transportation Facilities

Table 7 on Page 22 describes additions that occurred to the County's roadway network in 2019. The changes were primarily system maintenance and local in nature.

Amendments & Growth Related Changes in Development Patterns

Table 7 – New Roadway Construction 2019			
County Road Name	**From**	**To**	**Type of Change**
Alton Court	Bennett Road	Cul-de-sac	New Construction
Oden Way	Alton Court	434' ahead	Road Extension
Winters Church Road	4540' from MD 75	Hawks Hill Road	Gravel to Paved
Jasontown Road	1.20 mi. from Uniontown Road	Springdale Road	Gravel to Paved
Old Kump Station Road	Kump Station Road	Kump Station Road	Gravel to Paved
Meadow Branch Road	MD 140	Westminster City Line	Transferred to City of Westminster
Municipal Road Name	**From**	**To**	**Type of Change**
New Windsor			
Town View Circle	MD #31	Limit Phase 1 Snader's Summit	New Construction
Westminster			
Buckshot Road (Recorded as Meadowbranch Road)	Meadowbranch Road	End	New Construction
Kriders Church Road	Meadowbranch Road	Kriders Church Road	New Construction

Source: Bureau of Engineering, Municipalities

Amendments & Growth Related Changes in Development Patterns

APFO Restrictions

Developments that were modified due to APFO Restrictions

On February 11, 2019, the Mayor and Common Council of Westminster passed and approved Resolution No. 19-05, amending the adopted Water and Wastewater Allocations Policy for 2018- 2024 to encourage the development of multi-family residential uses in the City by increasing the allocations available for that purpose by 12,225 GPD to accommodate the projects currently known as Conifer and the Willows and to make certain minor text clarifications to address the day-to-day processing of applications.

On August 12, 2019, the Mayor and Common Council of Westminster passed and approved Resolution No. 19-16, amending the adopted Water and Sewer Allocations Policy for 2018-2024 further to create separate categories for commercial and industrial uses inside and outside the City, to create separate category for food and beverage-related uses for inside the City only, and to allow long-term queuing of the annual, single-residential-unit allocations.

On November 11, 2019, the Mayor and Common Council of Westminster passed and approved Resolution No. 19-18, amending the adopted Water and Sewer Allocations Policy for 2018-2024 by creating a provision to allow property owners that possess an assigned, tentative water and/or sewer allocation to utilize said allocation at a temporary location, subject to certain conditions.

Parks

New Parks/Park Changes

County:

No new parks were added in 2019.

Municipality:

No new municipal parks were added in 2019.

Consistency of Development Changes

Pursuant to § 1-208 of the Land Use Article of the Annotated Code of Maryland, the annual report shall state whether changes in development patterns during the preceding calendar year were or were not consistent with: each other; the recommendations of the last annual report; the adopted plans of the local jurisdiction; the adopted plans of all adjoining local jurisdictions; and the adopted plans of state and local jurisdictions having responsibility for financing or constructing public improvements necessary to implement the local jurisdiction's plan.

During **2019**, all changes in development patterns, ordinances, and regulations were found to be consistent with the adopted plans of Carroll County, the Municipalities as well as those of the state and all adjoining local jurisdictions. These changes furthered the Twelve Visions established in § 1-201 of the Land Use Article of the Annotated Code of Maryland.

The Reserve at New Windsor

Measures & Indicators

In 2009, the State of Maryland enacted the "*Smart, Green, and Growing - Annual Report - Smart Growth Goals, Measures, and Indicators and Implementation of Planning Visions"* legislation (SB 276/HB 295).

The legislation was based upon the contention that the State's 12 planning visions will not be realized unless local jurisdictions begin to set goals for incremental progress toward achieving them. The legislation established a statewide land use goal ***"to increase the current percentage of growth located within the priority funding areas and to decrease the percentage of growth located outside the priority funding areas."*** Local jurisdictions are now required to develop a percentage goal toward achieving the statewide goal. Progress toward achieving the local land use goal is to be described in an annual report that also tracks changes in development patterns and policies and reports on five smart growth measures and indicators.

The Planning Annual Reports have been required to include the measures and indicators since July 1, 2010.

In order to satisfy the requirements in the legislation, in addition to the existing requirements, the annual report examines and reports on the following measures and indicators:

- Amount and share of growth that is being located inside and outside the Priority Funding Area (PFA)
- Net density of growth that is being located inside and outside the PFA;
- Creation of new lots and the issuance of residential and commercial building permits inside and outside the PFA;
- Development capacity analysis, updated once every 3 years, or when there is a significant zoning or land use change;
- Number of acres preserved using local agricultural land preservation funding;
- Information on achieving the statewide goals, including:
    - The local land use goal;
    - The time frame for achieving the local goal;
    - The resources necessary for infrastructure inside the PFA and land preservation outside the PFA; and
    - Any incremental progress made towards achieving the local goal.

The reported data are provided here for PFAs, Municipal Growth Areas (MGAs), and Designated Growth Areas (DGAs), which are applicable to Freedom and Finksburg. Historically, the County has not tracked population growth by PFA. Since January 1988, the County has been tracking Use and Occupancy Certificates (U&Os) as they relate to the County's eight MGAs and two DGAs. Population and households have been estimated on a monthly basis by adding U&O data to the most recently available Census data. These estimates are generated for election districts, MGAs / DGAs, and Municipalities.

Residential: Dwelling Units by Priority Funding Area (PFA)

To measure the amount and share of residential development that occurred inside and outside of PFAs, the number of new dwelling units added (i.e., Use & Occupancy Certificates issued) in 2019 was identified and compared to the number of dwelling units that existed as of December 31, 2018. Table 8 shows the dwelling units added within each PFA in 2019, as well as the cumulative total at the end of 2019. Table 9 shows the cumulative number of dwelling units for all areas both inside and outside PFAs. Map 13 on Page 37 illustrates the location of new residential growth (i.e. purple dots for residential U&O) relative to PFA boundaries.

Table 8 – Dwelling Units by Priority Funding Areas 2019

Priority Funding Area	PFA Totals as of 12/31/18	2018 Units Only	PFA Totals as of 12/31/19	% of PFA Totals
Finksburg	139	0	139	0.4
Freedom (*Sykesville Excluded*)	8,705	53	8,758	24.0
Sykesville	1,638	25	1,663	4.6
Hampstead	2,995	8	3,003	8.2
Manchester	2,107	5	2,112	5.8
Mount Airy (CC & FC)	3,473	5	3,478	9.5
New Windsor	678	26	704	1.9
Taneytown	2,743	59	2,802	7.7
Union Bridge	495	0	495	1.4
Westminster	11,103	54	11,157	30.6
Rural Villages	2,082	2	2,084	5.7
Total	***36,158***	***358***	***36,516***	***100.0***

Source: Department of Planning, Department of Technology Services

5-Year Trend

Year	New Units % Inside PFA
2015	60.2
2016	50.5
2017	51.4
2018	54.3
2019	65.6

Table 9 – Dwelling Units Inside vs. Outside PFAs 2019

Area	County Total as of 12/31/18	% of County Total in 2018	2019 Units Only	% of 2019 Units	County Total as of 12/31/19	% of County Total in 2019
Total Inside PFAs	36,158	54.3	235	65.6	36,393	55.3
Total Outside PFAs	29,241	45.7	123	34.4	29,364	44.7
Total	***65,399***	***100.0***	***358***	***100.0***	***65,757***	***100.0***

Source: Department of Planning, Department of Technology Services

Residential: Dwelling Units by Municipal Growth Area (MGA) & Designated Growth Area (DGA)

For decades, Carroll County and its Municipalities have defined areas designated for annexation and future growth, beyond current Municipal limits. The term MGA is now applicable to Hampstead, Manchester, Mount Airy, New Windsor, Sykesville, Taneytown, Union Bridge, and Westminster. DGA is applicable to Freedom and Finksburg. These geographic areas are a very important part of how jurisdictions in Carroll County plan for future growth, development, and facilities. Table 10 shows the dwelling units added (i.e., Use & Occupancy Certificates issued) within each MGA / DGA in 2019, as well as the cumulative total at the end of 2019. Table 11 shows the cumulative number of dwelling units for all areas both inside and outside the MGAs / DGAs. Map 13 on Page 37 illustrates the location of new residential growth relative to MGA / DGA boundaries.

5-Year Trend	
Year	**New Units % Inside DGA**
2015	72.5
2016	61.4
2017	58.4
2018	56.0
2019	68.9

Table 10 – Dwelling Units by Municipal Growth Areas / Designated Growth Areas 2019

MGA/DGA	DGA Totals as of 12/31/18	2019 Units Only	DGA Totals as of 12/31/19	% of DGA Totals
Finksburg	138	0	138	0.4
Freedom (*Sykesville Excluded*)	11,185	87	11,272	30.6
Sykesville	1,638	0	1,638	4.4
Hampstead	2,863	8	2,871	7.8
Manchester	1,932	5	1,937	5.3
Mount Airy (CC & FC)	3,476	5	3,481	9.4
New Windsor	723	27	750	2.0
Taneytown	2,814	60	2,874	7.8
Union Bridge	511	0	511	1.4
Westminster	11,368	55	11,423	31.0
Total	***36,648***	***247***	***36,895***	***100.0***

Source: Department of Planning, Department of Technology Services

Table 11 – Dwelling Units Inside vs. Outside MGAs / DGAs 2019

Area	County Total as of 12/31/18	% of County Total in 2018	2019 Units Only	% of 2019 Units	County Total as of 12/31/19	% of County Total in 2019
Total Inside MGAs / DGAs	36,648	56.1	247	68.9	36,895	56.2
Total Outside MGAs / DGAs	28,693	43.9	111	31.1	28,804	43.8
Total	***65,341***	***100.0***	***293***	***100.0***	***65,341***	***100.0***

Source: Department of Planning, Department of Technology Services

Non-Residential: Office, Retail, Industrial, and Institutional Uses by PFA & MGA / DGA

To measure the amount and share of non-residential development that occurred inside and outside of PFAs and MGAs / DGAs, non-residential Use & Occupancy (U&O) certificates issued in 2019 were used to identify where new non-residential development occurred in 2019. Table 12 shows the number of units added within each PFA and MGA / DGA. The number of non-residential units added countywide (inside and outside the PFAs and MGAs / DGAs) is shown on Table 13. Map 13 on Page 37 indicates the location of the new residential (orange dots) and non-residential uses (purple dots) added in 2019.

Table 12 – Non-Residential Units
By Priority Funding Areas and Municipal Growth Areas / Designated Growth Areas
2019

Priority Funding Area	PFA		MGA / DGA	
	2019 Units	% of PFA Totals	2019 Units	% of PFA Totals
Finksburg	0	0.0	0	0.0
Freedom (*Sykesville Excluded*)	3	15.8	3	15.8
Sykesville (Town)	0	0.0	0	0.0
Hampstead	1	5.3	1	5.3
Manchester	2	10.5	2	10.5
Mount Airy (CC & FC)	2	10.5	2	10.5
New Windsor	0	0.0	1	5.3
Taneytown	0	0.0	0	0.0
Union Bridge	0	0.0	2	10.5
Westminster	8	42.1	8	42.1
Rural Villages	3	15.8	0	0.0
Total	***19***	***100.0***	***19***	***100.0***

Source: Department of Planning, Department of Technology Services

Table 13 – Non-Residential Units
Inside vs. Outside PFAs & MGAs / DGAs
2019

Area	PFA		MGA / DGA	
	2019 Units	% of 2019 Units	2019 Units	% of 2019 Units
Total Inside	19	51.4	19	51.4
Total Outside	18	48.6	18	48.6
Total	***37***	***100.0***	***37***	***100.0***

Source: Department of Planning, Department of Technology Services

Residential Preliminary Plans Approved

The number of residential preliminary plans approved in the unincorporated areas of Carroll County in 2019 is shown in Table 14. The Municipal approvals are shown in Table 15. Map 10 shows the locations of the approved residential preliminary plans listed in the tables in relationship to the PFAs and MGAs / DGAs. Approval of a preliminary plan does not necessarily mean that the subsequent steps in the development process will immediately follow. Some plans do not proceed forward.

Table 14 – Carroll County (Unincorporated) Preliminary Plans Approved 2019

Location # (Map 10)	Project Name	New Lots	Acreage of Subdivision	Zoning	PFA	MGA/ DGA
1	Blue Ridge Horizon	1	6.38	Agriculture	X	X
2	Runway Estates	1	19.5	Agriculture	X	X
3	Panos Estates	1	2.4	R-10,000	X	X
4	Childs Acres	1	1.98	Agriculture	X	X
5	Academy Acres, Section 2, Resubdivision of Parcel 2	1	11.37	Conservation	X	X
6	Presidential Park	2	13.81	Agriculture/ Conservation	Freedom	X
7	Sanner Estates Section 3	1	1.1	Agriculture	X	X
8	Morgan Brook Farm	3	48.89	Agriculture	X	X
9	Mineral Hill Property	14	9.27	R-20,000	Freedom	Freedom
10	Garrett Dale	2	4.7	Agriculture/ Conservation	X	X
11	Hearl's Farm (formerly Condon Property)	5	9.2	Agriculture	X	X
12	Rose Acres Resubdivision of Lot 1A	1	9.9	Conservation	X	X
13	Emray Acres	1	3.03	Agriculture	X	X
14	Dandelion Ridge	1	14.5	R-40,000	X	Freedom
Total		***35***	***156.03***			

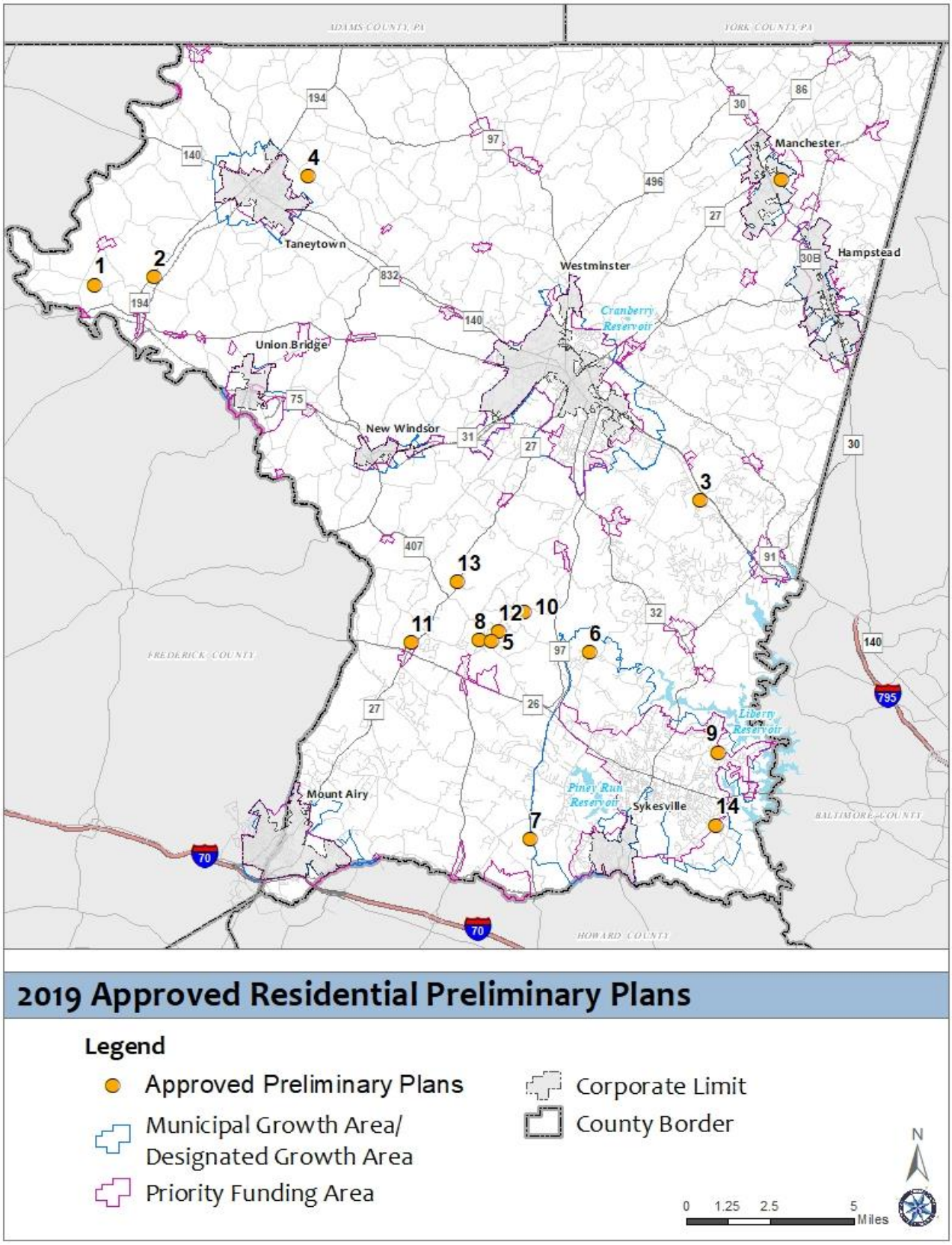
Source: Bureau of Development Review

Table 15 – Municipal (Incorporated) Preliminary Plans Approved 2019

Location # (Map 10)	Project Name	New Lots	Acreage of Subdivision	Zoning	PFA	MGA/ DGA
15	Riley's Garden	3	0.6695	R-7500	Manchester	Manchester
Total		***3***	***0.6695***			

Source: Bureau of Development Review, Municipalities

Map 10: Residential Preliminary Plans



Recorded Lots

The number of residential lots recorded in 2019 is shown by PFA and by MGA / DGA in Table 16. Commercial and industrial lots are shown in Table 17. The locations of the recorded lots in these tables in relationship to the PFAs and MGAs / DGAs are shown on Map 11.

Table 16 – Number of Residential Recorded Lots by Priority Funding Areas & Municipal Growth Areas / Designated Growth Areas 2019

Area	Total New Lots Created	Total % In / % Out
Inside PFA	111	85.4
Outside PFA	19	14.6
Total	***130***	***100.0***
Inside MGA/DGA	115	88.5
Outside MGA/DGA	15	11.5
Total	***130***	***100.0***

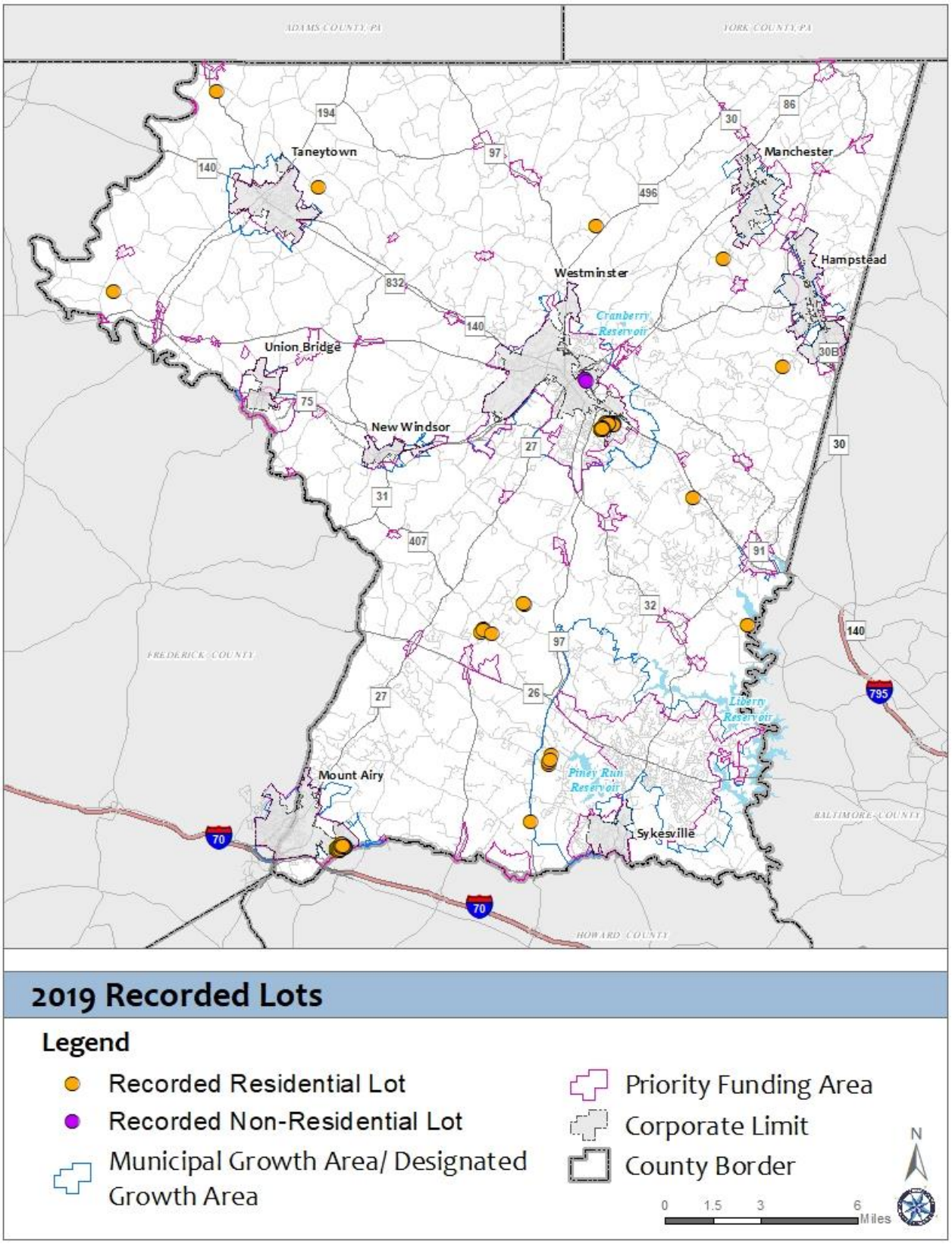
Source: Bureau of Development Review

Table 17 – Number of Commercial/Industrial Recorded Lots by Priority Funding Areas & Municipal Growth Areas / Designated Growth Areas 2019

Area	Total New Lots Created	Total % In / % Out
Inside PFA	2	100.0
Outside PFA	0	00.0
Total	***2***	***100.0***
Inside MGA/DGA	2	100.0
Outside MGA/DGA	0	00.0
Total	***2***	***100.0***

Source: Bureau of Development Review

Map 11: Recorded Lots



Building Permits Issued

Building Permits Issued

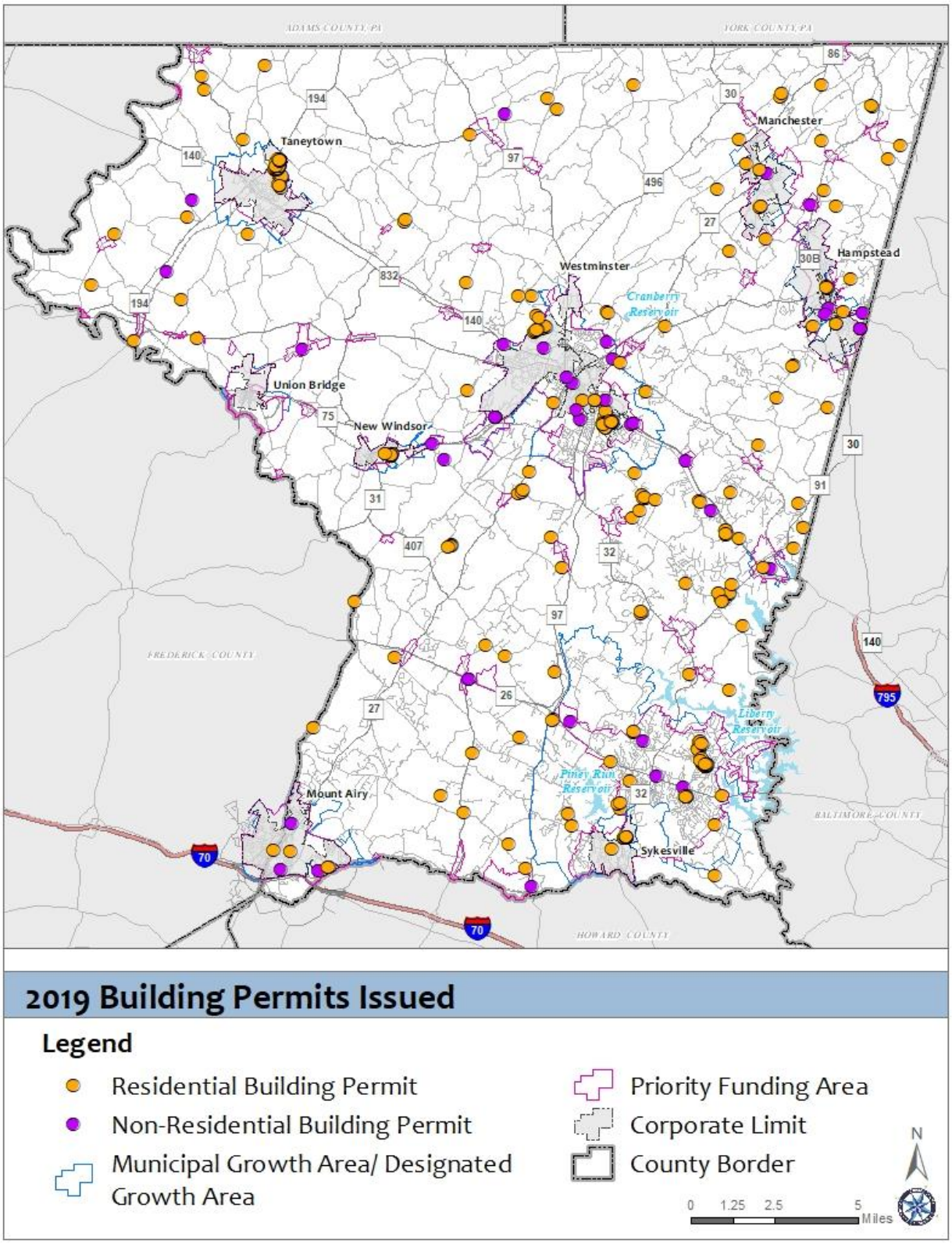
The total number of building permits issued for new construction in 2019 was 430, as shown in Table 18. This includes permits issued within the Municipalities. Map 12 shows the locations of the building permits in this table in relationship to the PFAs and MGAs / DGAs.

Table 18 – Building Permits Issued by Priority Funding Areas & Municipal Growth Areas / Designated Growth Areas 2019

Area	Totals	Total % In / % Out
Residential Inside PFA	266	61.8
Residential Outside PFA	111	25.8
Non-Residential Inside PFA	32	7.4
Non-Residential Outside PFA	21	4.8
Total	***430***	***100.0***
Residential Inside MGA/DGA	271	63.0
Residential Outside MGA/DGA	106	24.6
Non-Residential Inside MGA/DGA	31	7.2
Non-Residential Outside MGA/DGA	22	5.1
Total	***430***	***100.0***

Source: Department of Technology Services

Map 12: Building Permits Issued



U&O Certificates by Election District & Municipality

New Use & Occupancy (U&O) Certificates Issued

Table 19 shows new Use & Occupancy Certificates issued by category in Carroll County during 2019. Certificates were broken down by apartment (multi-family), residential (single-family), residential improvement, commercial and industrial, commercial and industrial improvement, and farm. The farm category generally refers to buildings constructed that are associated with the function of an agricultural operation (i.e. a greenhouse, silo, barn, or shed). The residential improvement category pertains to the modification of residential properties, such as the addition of a deck or the construction of a sunroom. The commercial and industrial improvement category refers to renovations or change of use within an existing site.

Table 19 – Carroll County New U&Os 2019

Election District / Municipality	Apartment	Residential	Residential Improvement	Commercial & Industrial	Commercial & Industrial Improvement	Farm
ED 1	0	5	15	1	2	1
Taneytown	0	59	53	0	4	0
ED 2	0	4	35	1	0	1
ED 3	0	4	56	0	1	2
ED 4	0	37	167	5	13	1
ED 5	0	56	194	2	27	0
Sykesville	0	25	55	0	3	0
ED 6	0	14	61	0	4	2
Manchester	0	5	47	2	4	0
ED 7	0	19	180	2	29	2
Westminster	1	53	108	1	68	0
ED 8	0	12	55	1	5	1
Hampstead	0	6	37	0	10	0
ED 9	0	7	58	1	3	1
ED 10	0	3	12	0	1	2
ED 11	0	4	11	6	8	2
New Windsor	0	26	24	0	3	0
ED 12	0	0	5	2	2	0
Union Bridge	0	0	7	0	4	0
ED 13	0	3	55	0	1	0
Mount Airy*	0	5	36	2	27	0
ED 14	0	11	122	1	7	1
Total	***1***	***358***	***1409***	***27***	***226***	***16***

Source: Department of Technology Services
****includes Carroll County and Frederick County***

New Use & Occupancy (U&O) Certificates Issued

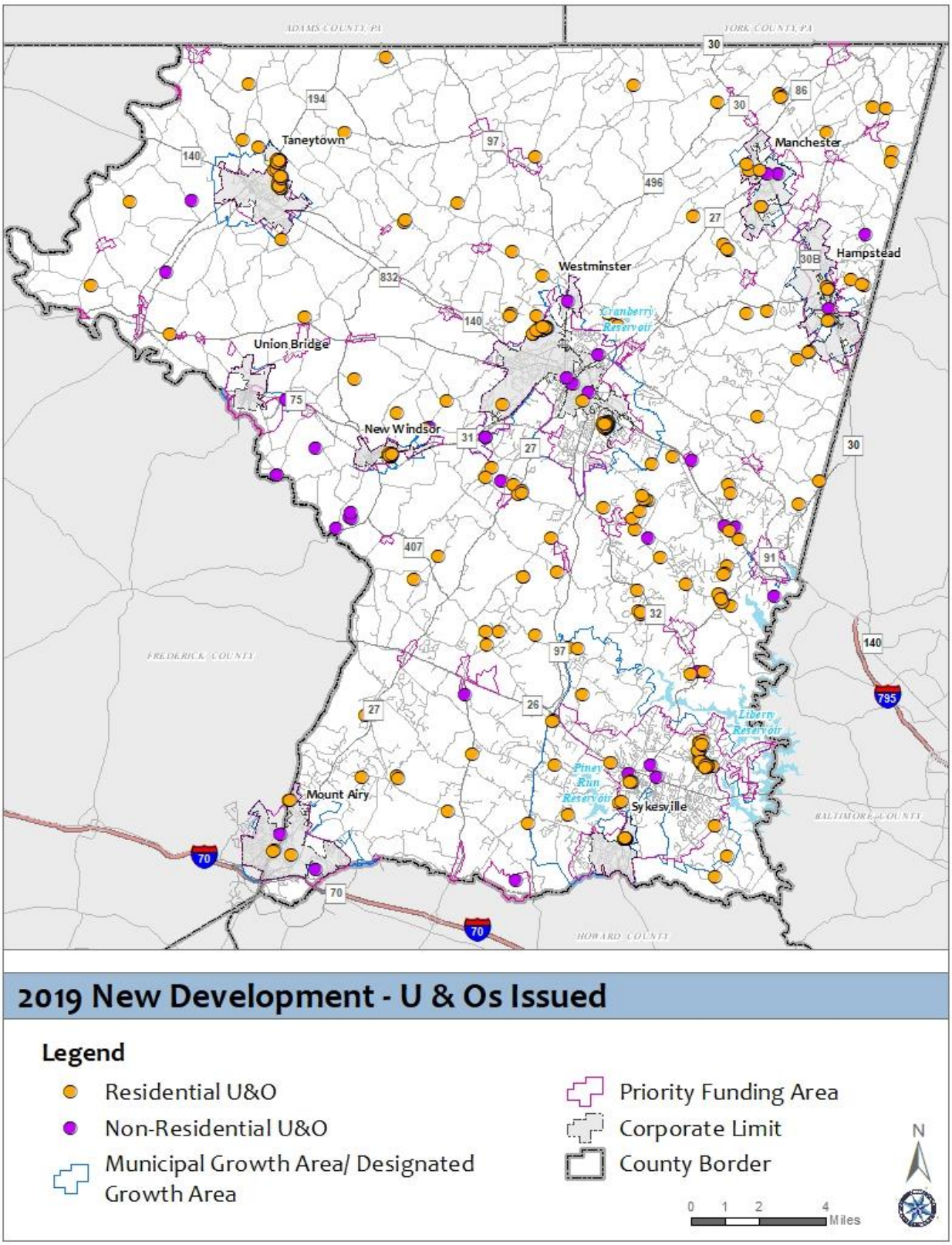
The total number of residential and non-residential U&Os issued within the PFA's and MGA / DGA's for new construction in 2019 was 395. This includes U&Os issued within the Municipalities. Table 20 presents the total residential and non-residential U&Os issued, and provides the percentage of each that occurred inside and outside the PFAs and the MGAs / DGAs. The locations of the U&Os issued in relationship to the PFAs and MGAs / DGAs can be seen on Map 13 on Page 37.

Table 20 – New Use & Occupancy Certificates Issued by Priority Funding Areas & Municipal Growth Areas / Designated Growth Areas 2019

Area	Totals	Total %In / %Out
Residential Inside PFA	235	59.5
Residential Outside PFA	123	31.1
Non-Residential Inside PFA	17	4.3
Non-Residential Outside PFA	20	5.1
Total	***395***	***100.0***
Residential Inside MGA / DGA	247	62.5
Residential Outside MGA / DGA	111	28.1
Non-Residential Inside MGA / DGA	19	4.8
Non-Residential Outside MGA / DGA	18	4.6
Total	***395***	***100.0***

Source: Department of Technology Services

Map 13: New U&O's Issued



Net Residential Density & Floor Area Ratio (FAR)

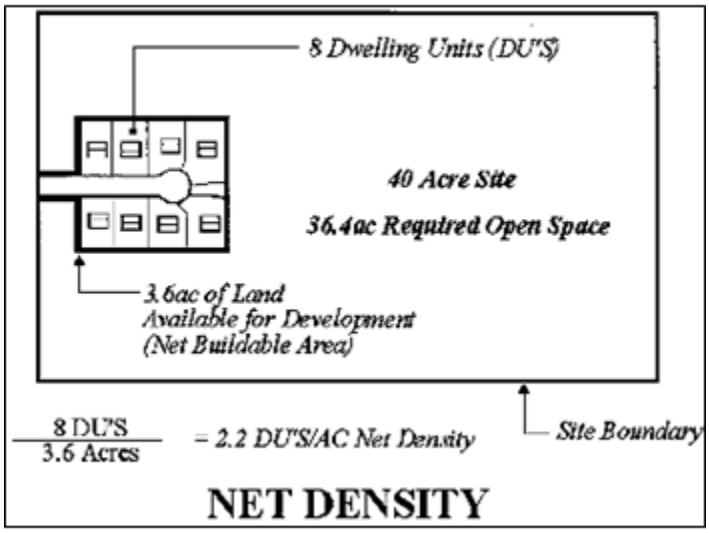
Net Density of residential development (dwelling units/acre) was calculated based on the average lot size for the new lots created on residential parcels. Non-residential net density was determined using the Floor Area Ratio (FAR) of non-residential parcels approved in 2019. Floor area ratio was derived from comparing the acreage of a site with the square footage of building space. Table 21 provides the number of dwelling units/acre and FAR inside and outside PFAs, as well as inside and outside MGAs / DGAs. Resubdivisions of parcels or lots and redevelopment sites that are not substantive in nature are not included in the net density numbers, only new construction. Figures 1 and 2 illustrate how these calculations were made. Only new development on raw land was considered for these calculations. Additions, amended plans, and upgrades were not included.

Table 21 – Net Density of New Growth By Priority Funding Areas & Municipal Growth Areas/ Designated Growth Areas 2019

Area	Residential (Area of Lots)	Non-Residential (Floor Area Ratio)
Inside PFA	0.22	0.168
Outside PFA	4.54	1.56
Inside MGA / DGA	0.22	0.168
Outside MGA / DGA	4.54	1.56

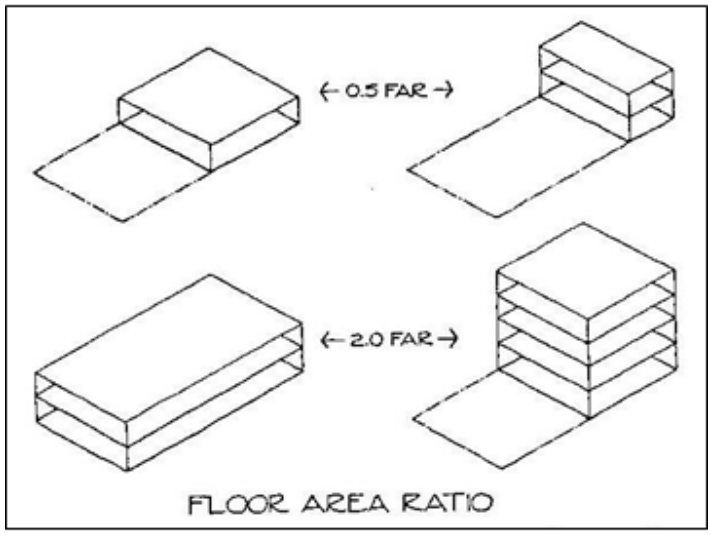
Source: Department of Planning

Figure 1



Source: New Castle County, DE

Figure 2



Source: San Francisco State University Campus Master Plan

Buildable Land Inventory (Residential Development Capacity)

Carroll County estimated future residential development potential by conducting an inventory of buildable parcels. Every parcel, both in municipalities and unincorporated areas, that was zoned for residential, agricultural, or conservation uses was examined, and its development potential calculated. Development potential included houses that could be built on unimproved lots, as well as on new lots that could be created from parcels through subdivision. Various factors influenced the lot yield, including easements, ownership, and certain environmental features. Future household estimates were based on the number of potential lots generated from the Buildable Land Inventory calculations. Originally created in 2005, the inventory is updated annually. (Methodology is defined in the *Carroll County Buildable Land Inventory Report*.) Map 14 indicates the location of potential residential lots. However, this estimate could be high because of the limitation of developing on septic systems as part of the Sustainability Growth and Agricultural Preservation Act of 2012, commonly referred to as the Septic Tiers law (SB236). This act limits the number of lots created after 2012 to seven (7) maximum lots on septic.

Potential residential development (lots) is based on current zoning only for the 2019 Annual Report. This is a change from previous methodology which used the *2000 Carroll County Master Plan* land use designation and the most recently adopted comprehensive plans for each jurisdiction to create a hybrid land use / zoning tabulation. Once new zoning categories are implemented, in accordance with the new future land use designations of the *2014 Carroll County Master Plan*, the hybrid approach will be used once again.

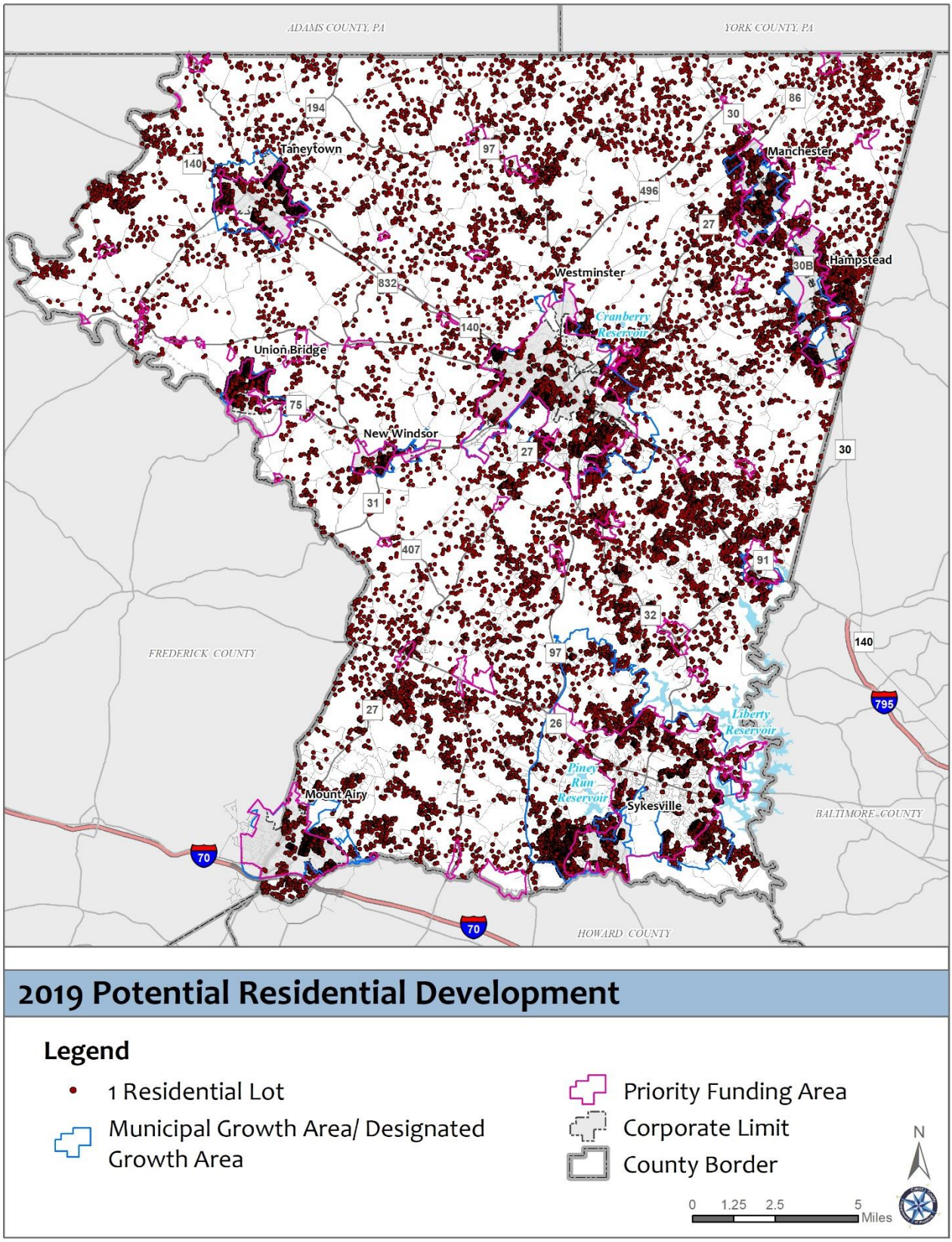
Table 22 – Potential Residential Lots
By Priority Funding Areas and Municipal Growth Areas / Designated Growth Areas
2019

	PFA		MGA / DGA	
	Potential Lots as of 12/31/19	**% of PFA Total**	**Potential Lots as of 12/31/19**	**% of PFA Total**
Finksburg	111	1.1%	116	1.0%
Freedom (*Sykesville Excluded*)	18,848	17.7%	3,030	25.1%
Sykesville	349	3.3%	506	4.2%
Hampstead	718	6.9%	649	5.4%
Manchester	903	8.6%	834	6.9%
Mount Airy (CC only)	709	6.8%	697	5.8%
New Windsor	269	2.6%	336	2.8%
Taneytown	1,523	14.6%	1,599	13.2%
Union Bridge	1,449	13.9%	1,480	12.3%
Westminster	2,394	22.9%	2,822	23.4%
Rural Villages	189	1.8%	-	-
Total	***10,462***	***100.0%***	***12,069***	***100.0%***

Source: Department of Land and Resource Management

As seen in Table 22, an additional ***10,462*** lots could potentially be developed within all of the PFAs combined. An additional ***14,764*** lots could potentially be developed outside of PFAs seen in Table 23.

Map 14: Buildable Land Inventory (Residential)



Measures and Indicators

When the numbers for existing residential and potential lots are combined, the *distribution of lots at "build-out"* can be estimated. The ***35,579*** existing residential lots in the PFAs combined with the ***10,462*** potential developable residential lots in the PFAs would yield ***46,041*** lots in the PFAs at build out. Outside of the PFAs, the ***29,309*** existing residential lots would combine with the ***14,764*** potential developable residential lots to create ***44,073*** residential lots outside of the PFAs at build-out. This represents a total of ***90,114*** residential lots, ***41.1*** percent of which would be inside the PFAs and ***48.9*** percent of which would be outside. These figures are presented in Tables 23 and 24 and shown on Map 14 on Page 40.

Similarly, the ***35,995*** existing residential lots in the MGAs / DGAs combined with the ***12,069*** potential developable residential lots in the MGAs / DGAs would yield ***48,064*** lots at build-out. Outside of the MGAs / DGAs, the ***28,893*** existing residential lots would combine with the ***13,157*** potential developable residential lots to create ***42,050*** residential lots outside of the DGAs at build-out. This also represents a total of ***90,114*** residential lots, ***53.3*** percent of which would be inside the MGAs / DGAs and ***46.7*** percent of which would be outside.

It should be noted that the estimates for potential lots assume one dwelling unit per lot, and do not account for the potential for multi-family, age-restricted, or other similar higher-density development allowed under zoning regulations. Nor do the estimates of potential lots reflect the water and sewer capacity constraints that exist within the PFAs or MGAs / DGAs. The adoption of TIERs could also have an impact on the total numbers of potential lots.

Table 23 – Potential Developable Residential Lots
Inside vs. Outside PFAs & MGAs / DGAs
2019

Area	PFA		MGA / DGA	
	Potential Lots as of 12/31/19	% of County Total	Potential Lots as of 12/31/19	% of County Total
Total Inside	10,462	41.5	12,069	47.8
Total Outside	14,764	58.5	13,157	52.2
Total	***25,226***	***100.0***	***25,226***	***100.0***

Source: Department of Land and Resource Management, Includes Rural Villages

Table 24 – Existing and Potential Developable Residential Lots
by Priority Funding Areas & Designated Growth Areas
2019

Area	Existing Units	Potential Lots	Totals	Total % In / % Out
Inside PFA	35,579	10,462	46,041	41.1
Outside PFA	29,309	14,764	44,073	48.9
Total	***64,888***	***25,226***	***90,114***	***100.0***
Inside MGA / DGA	35,995	12,069	48,064	53.3
Outside MGA / DGA	28,893	13,157	42,050	46.7
Total	***64,888***	***25,226***	***90,114***	***100.0***

Source: Department of Land and Resource Management, Includes Rural Villages

Measures and Indicators

Potential non-residential development is based on adopted zoning categories that fall into the categories of commercial/business, industrial, and employment campus. The data in Table 25 show the potential developable non-residential acreage within each PFA and MGA / DGA. Table 26 shows the percentage distribution for potential developable non-residential acreage inside and outside PFAs and MGAs / DGAs. All acreages are an estimate of what is potentially buildable. The estimate of potential developable non-residential acreage does not reflect the water and sewer capacity constraints that exist within the PFAs or MGA / DGAs. Map 15 on Page 43 indicates the location of potential non-residential development.

Table 25 – Potential Developable Non-Residential Acreage By Priority Funding Areas & Municipal Growth Areas/ Designated Growth Areas 2019

Area	PFA	MGA / DGA
Finksburg	170	188
Freedom	363	382
Sykesville	94	206
Hampstead	423	285
Manchester	55	55
Mount Airy	184	183
New Windsor	138	138
Taneytown	324	331
Union Bridge	264	264
Westminster	596	737
Rural Villages	176	N/A
Other PFAs	213	N/A
Total Inside	3,000	2,769
Total Outside	426	657
Total	***3,426***	***3,426***

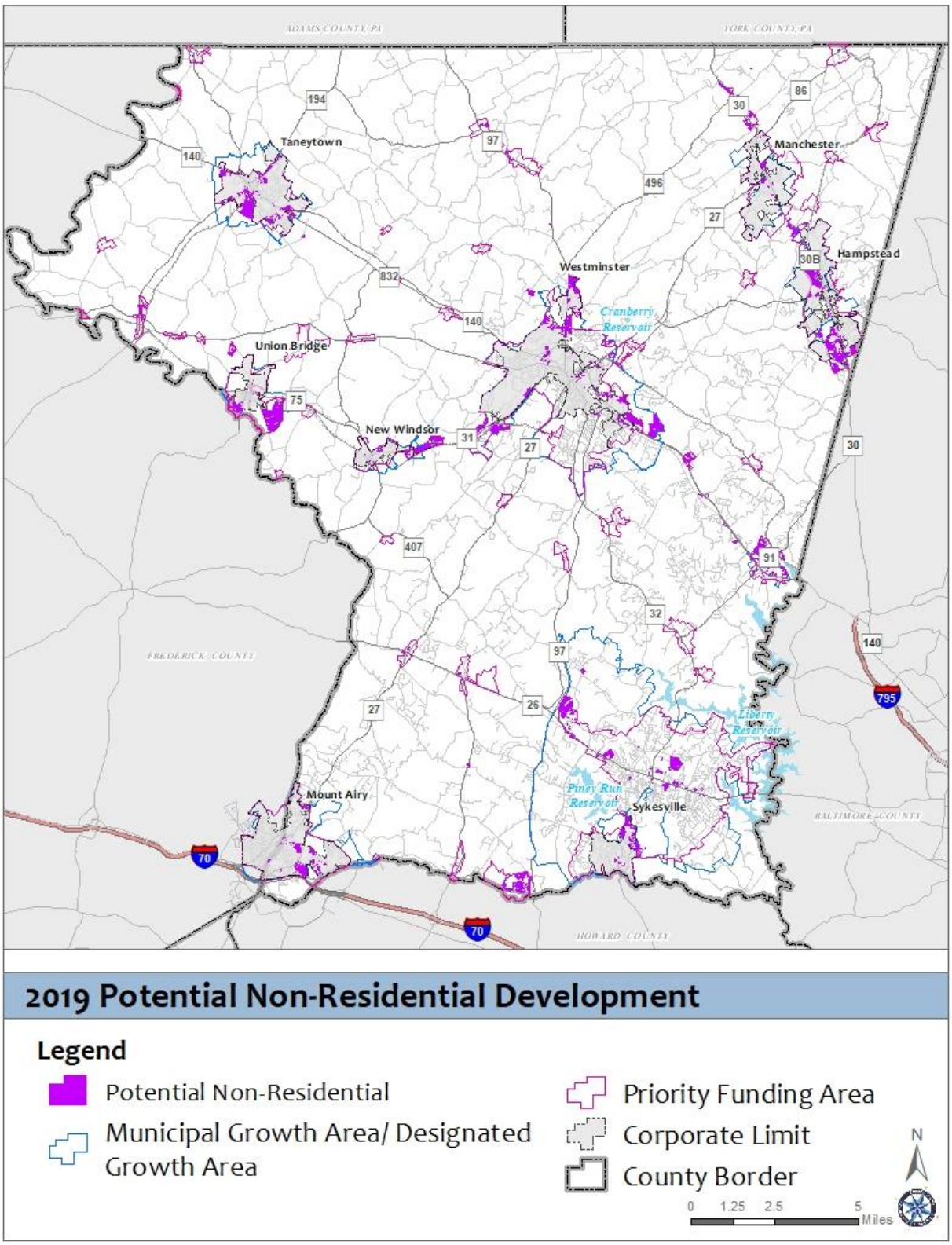
Source: Department of Land and Resource Management

Table 26 – Existing and Potential Developable Non-Residential Acreage by Priority Funding Areas & Municipal Growth Areas/ Designated Growth Areas 2019

Area	Existing Acreage	Potential Acreage	Totals	Total % In / % Out
Inside PFA	4,067	3,000	7,067	84.0
Outside PFA	920	426	1,346	16.0
Total	***4,987***	***3,426***	***8,413***	***100.0***
Inside MGA/DGA	3,828	2,769	6,597	78.0
Outside MGA/DGA	1,159	657	1,816	22.0
Total	***4,987***	***3,426***	***8,413***	***100.0***

Source: Department of Land and Resource Management

Map 15: Buildable Land Inventory (Non-Residential)



Locally Funded Agricultural Land Preservation

Agricultural Land Preservation Program

Total agricultural land preserved in Carroll County in 2019 was 1,561 acres (Table 27). Total funding for easement acquisition in Fiscal Year 2019, as seen in Table 28, was $6,528,149, of which 73% percent were County funds. Other sources of funding for County easements may come from Maryland Agricultural Land Preservation Foundation (MALPF) and the Rural Legacy Program, which are state easements programs.

Carroll County has been actively working to preserve agricultural land since the Maryland Agricultural Land Preservation Foundation (MALPF) program first began purchasing easements in 1979. As of June 2019, a total of 74,419 acres were permanently preserved in Carroll County by a recorded deed of easement. While the vast majority of preserved land put under easement in the County is through MALPF, other state and County land preservation programs also contribute. The County easement program and the state's Rural Legacy Program both acquire easements through purchase. MET and CCLT accept donated easements that in turn may provide potential property and income tax credits and/or deductions for the donors. Map 16 on Page 45 shows the location of newly acquired easements in Fiscal Year 2019 (which are identified by number), as well as previously existing easements.

Table 27 – Easement Acquisition 2019

Year	MALPF		Rural Legacy		Carroll County Easement		Land Trust Easement		Total (All Programs)	
	Farms	Acres	Farms	Acres	Farms	Acres	Farms	Acres	Farms	Acres
2019	1	123	3	262	12	1,176	0	0	16	1,561

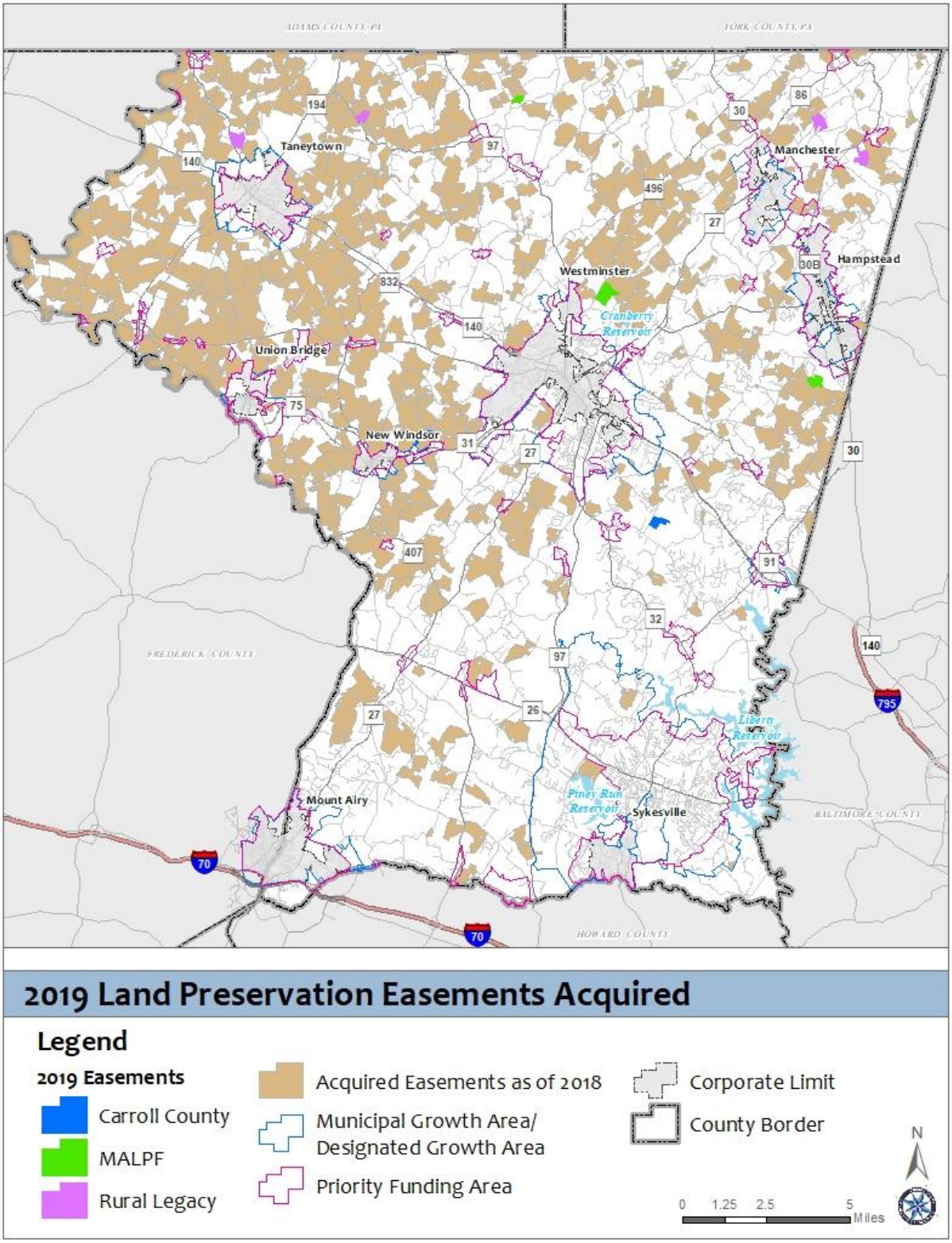
Source: Carroll County Agricultural Land Preservation Program

Table 28 – Local Funding for Agricultural Land Preservation Carroll County Agricultural Land Preservation Program Fiscal Year 2019

County Funding	State Funding	Total FY 2019 Funding
$4, 747,850	$1,780,299	$6,528,149

Source: Carroll County Agricultural Land Preservation Program
****Approximate State Funding***

Map 16: Land Preservation Easements



Non-Agricultural Conservation Easements

Table 29 shows the types and total number of conservation easements and associated acreage that were not related to agricultural land preservation.

Table 29 – Non-Agricultural Conservation Easements 2019

Type of Easement	# of Easements	Acres
Floodplain	5	36.02
Forest Conservation	33	102.22
Water Resource	6	25.15
Total	***44***	***163.39***

Source: Bureau of Resource Management

Floodplain Easements

During the plan approval stage for a development, the developer commits to providing a Floodplain Easement, where applicable, in order to meet the requirements of the Carroll County Floodplain Management Ordinance passed in April 2004.

Forest Conservation Easements

During the plan approval stage for a development, the developer commits to providing a Forest Conservation Easement, where applicable, in order to meet the requirements of the Carroll County Forest Conservation Ordinance passed in December 1992.

Water Resource Easements

When land is developed, one of Carroll County's requirements for approval is a permanent Water Resource Protection Easement along any stream(s). This requirement is found in the Carroll County Water Resource Management Chapter 154 of the County Code adopted in 2004.

Local Land Use Goal

State Land Use Goal

Statewide Land Use Goal: Land Use Article (2009)

The *"Smart, Green, and Growing – Annual Report – Smart Growth Goals, Measures, and Indicators and Implementation of Planning Visions"* legislation (SB 276/HB 295) established a statewide land use goal ***"to increase the current percentage of growth located within the priority funding areas and to decrease the percentage of growth located outside the priority funding areas."***

HB 1257 (2012)

This legislation required additional information to be included in a local jurisdiction's Annual Reporting, most notably:

- Requiring the annual report to state whether changes in development patterns are consistent with specified *approved* plans;
- Ensures consistency between a jurisdiction's comprehensive plan and implementation mechanisms;
- Require a jurisdiction's comprehensive plan to include all required plan elements as of each ten-year comprehensive plan review.

Local Land Use Goal

Local Land Use Goal: Requirement & Purpose

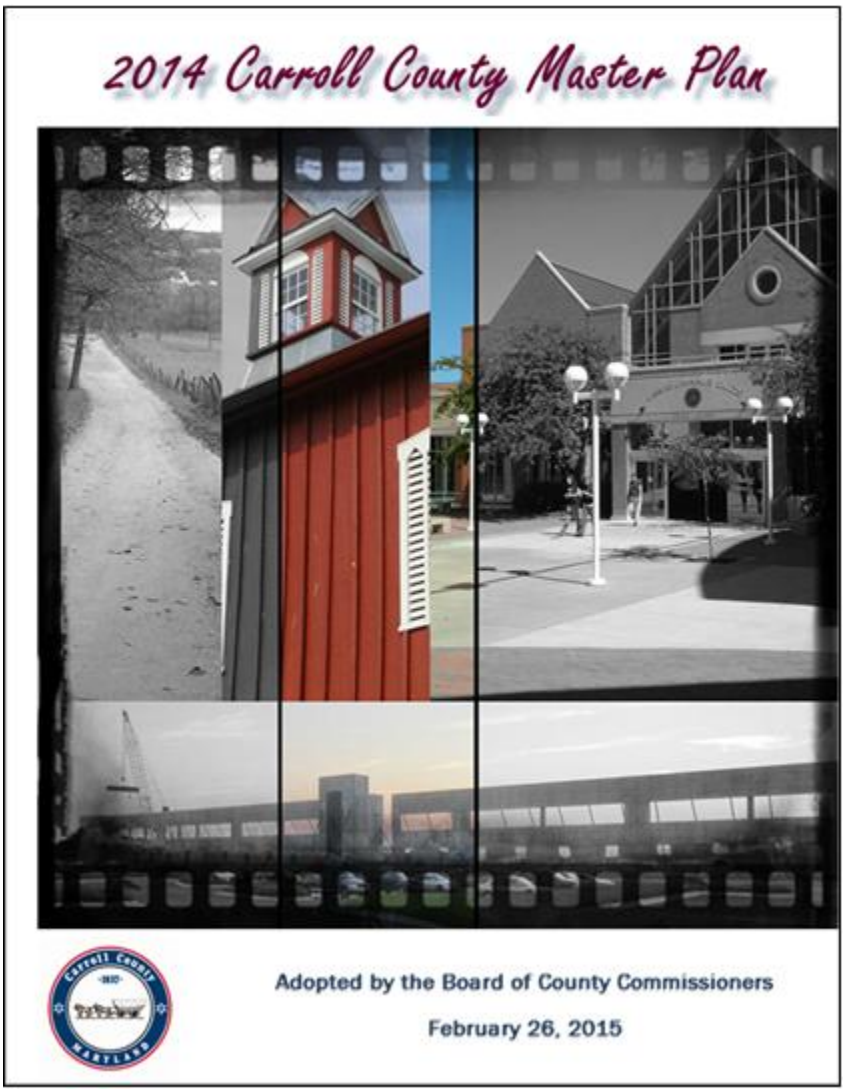
Local jurisdictions are now required to develop a goal toward achieving the statewide goal. Progress toward achieving the local land use goal is to be described in an annual report that also tracks changes in development patterns and policies and reports on five smart growth measures and indicators.

Local land use goals are to be established and reported to the Maryland Department of Planning in the County's annual report. The state intends for the goals to be used to set policy as it is related to the location, timing, and funding for growth, infrastructure, land preservation, and resource protection. Therefore, it should be incorporated in a jurisdiction's comprehensive plan. The annual reports are intended to measure progress towards achieving the goal on a yearly basis. Each time the County Master Plan is reviewed, the progress indicated in the annual reports can be used to make adjustments to the goal and/or the mechanisms put in place to achieve it.

Local Land Use Goal

2014 Carroll County Master Plan

The most recently Adopted Master Plan's primarily land use vision is accomplished via the following strategy: "…***facilitate development in appropriate areas, including the designated growth areas, thereby protecting and conserving agricultural and environmental resource areas, preserving open space, and providing public facilities and services efficiently and cost-effectively*.**" As the result of land uses and zoning policies working in concert with this strategy, the County has recently seen 50 to 60 percent of new residential development inside the County's DGA since 2016. The Planning Department anticipates that these trends will continue in the County as development has remained stagnant after 2016.



Appendices

Insert Hampstead Certification Letter

TOWN OF MANCHESTER
(410) 239-3200
FAX (410) 239-6430
RYAN M. WARNER, MAYOR

September 15, 2020

Mr. Dave Dahlstrom
Maryland Department of Planning
301 West Preston St Suite 1101
Baltimore, MD 21201

RE: Carroll County 2019 Annual Report

Dear Mr. Dahlstrom:

Pursuant to the requirements of the Land Use Article § 1-207 of the Annotated Code of Maryland, the Town of Manchester Planning Commission has approved the Carroll County 2019 Annual Report on September 15, 2020 as presented by the Carroll County Planning & Zoning Commission. Data related to development measures and indicators, as required in the Land Use Article § 1-208, are also included in the document.

We participated in the development of this report and provided the incorporated data that accurately reflects planning and development activities within our jurisdiction. This jointly developed report incorporates the required summary of activities and highlights for the Carroll County Planning & Zoning Commission, as wells as for Planning Commissions of the County's eight participating municipalities into one unified document.

If you have any questions concerning the report or its contents, please contact the Carroll County Department of Planning at (410) 386-5145.

Sincerely,

Alexander J. Perricone, Chairperson
Planning & Zoning Commission

cc: file

3337 VICTORY STREET P.O. BOX 830 MANCHESTER, MARYLAND 21102

PATRICK T. ROCKINBERG
Mayor

LARRY G. HUSHOUR
Council President

Council Members

JASON M. POIRIER
Secretary

PAMELA M. REED
KARL L. MUNDER
PATTY R. WASHABAUGH

September 30, 2020

Mr. Dave Dahlstrom
Maryland Department of Planning
301 West Preston St Suite 1101
Baltimore, MD 21201

RE: Carroll County 2019 Annual Report

Dear Mr. Dahlstrom:

Pursuant to the requirements of the Land Use Article § 1-207 of the Annotated Code of Maryland, the Town of Mount Airy Planning Commission has approved the Carroll County 2019 *Annual Report* on February 24, 2020 as presented by the Carroll County Planning & Zoning Commission. Data related to development measures and indicators, as required in the Land Use Article § 1-208, are also included in the document.

We participated in the development of this report and provided the incorporated data that accurately reflects planning and development activities within our jurisdiction. This jointly developed report incorporates the required summary of activities and highlights for the Carroll County Planning & Zoning Commission, as well as for Planning Commissions of the County's eight participating municipalities into one unified document.

If you have any questions concerning the report or its contents, please contact the Carroll County Department of Planning at (410) 386-2145.

Sincerely,

Roxanne Hemphill, Chairwoman
Town of Mount Airy Planning Commission

cc: file

P.O. Box 50, Mount Airy, MD 21771
301-829-1424 * 301-831-5768 * 410-795-6012 * FAX 301-829-1259
E-Mail: Town@Mountairymd.org Web Page - www.mountairymd.org

Insert New Windsor Certification Letter

Town of Sykesville
7547 Main Street, Sykesville, MD 21784
p: 410.795.8959 f: 410.795.3818
townofsykesville.org

Town House
Ian Shaw, Mayor
Joe Cosentini, Town Manager
Craig Weaver, Town Treasurer
Kerry G. Chaney, Town Clerk

September 9, 2020

Mr. Dave Dahlstrom
Maryland Department of Planning
301 West Preston St Suite 1101
Baltimore, MD 21201

RE: Carroll County 2019 Annual Report

Dear Mr. Dahlstrom:

Pursuant to the requirements of the Land Use Article § 1-207 of the Annotated Code of Maryland, the Town of Sykesville Planning Commission has approved the Carroll County 2*019 Annual Report* on September 8, 2020 as presented by the Carroll County Planning & Zoning Commission. Data related to development measures and indicators, as required in the Land Use Article § 1-208, are also included in the document.

We participated in the development of this report and provided the incorporated data that accurately reflects planning and development activities within our jurisdiction. This jointly developed report incorporates the required summary of activities and highlights for the Carroll County Planning & Zoning Commission, as well as for Planning Commissions of the County's eight participating municipalities into one unified document.

If you have any questions concerning the report or its contents, please contact the Carroll County Department of Planning at (410) 386-5145.

Sincerely,

Steve Enslow
Planning Commission Chair

Insert Taneytwon Certification Letter

THE TOWN OF UNION BRIDGE

104 WEST LOCUST STREET
UNION BRIDGE, MD 21791-0350

PHONE 410-775-2711
FAX 410-775-1095
UNIONBR@CARR.ORG

PERRY L. JONES, JR.
MAYOR

MEMBERS OF COUNCIL
DONALD D. WILSON, PRESIDENT
LAURA CONAWAY
L. ELLEN CUTSAIL
AMY K. KALIN
EDGAR WENTZ

September 17, 2020

Mr. David Dahlstrom
Maryland Department of Planning
301 West Preston Street, Suite 1101
Baltimore, Maryland 21201

Re: Carroll County 2019 Planning Annual Report

Dear Mr. Dahlstrom:

Pursuant to the requirements of the Land Use Article § 1-207 of the Annotated Code of Maryland, The Town of Union Bridge Planning Commission approved the portions of the Carroll County *2019 Planning Annual Report* relating to The Town of Union Bridge on September 17, 2020 as presented by the Carroll County Planning and Zoning Commission. Data related to development measures and indicators, as required in the Land Use Article § 1-208, are also included in the document and were computed and prepared exclusively by Carroll County. Fewer than fifty (50) building permits for new residential units have been issued in Union Bridge over the past twenty (20) years.

We participated in the development of this report by providing the incorporated town data that accurately reflects planning and development activities within our jurisdiction. The overall report incorporates the required summary of activities and highlights for the Carroll County Planning and Zoning Commission, as well as for the Planning Commissions of the County's eight participating municipalities into one unified document.

If you have any questions concerning the overall report or its contents, please contact Hannah Weber, Comprehensive Planner, Carroll County Department of Planning at (410) 386-5145. If you have any questions concerning the Union Bridge data in the report, please contact Dawn Metcalf, Clerk-Treasurer at (410) 775-2711.

Sincerely,

Thomas Long, Chairman
The Town of Union Bridge Planning and Zoning Commission

cc: Hannah Weber, Comprehensive Planner
Perry L. Jones, Jr., Mayor

The Town of Union Bridge 104 West Locust Street Union Bridge, MD 21791
Phone: 410-775-2711 Fax: 410-775-1095 e-mail: unionbr@carr.org

Insert Westminster Certification Letter

Planning for Success in Carroll County

CITY OF WESTMINSTER, MARYLAND

www.westminstermd.gov

Community Planning and Development

56 West Main Street, Suite 1
Westminster, Maryland 21157
planning@westgov.com

October 8, 2020

Mr. Dave Dahlstrom
Maryland Department of Planning
301 West Preston Street, Suite 1101
Baltimore, MD 21201

RE: Carroll County 2019 Planning Annual Report

Dear Mr. Dahlstrom,

Pursuant to requirements in the Land Use Article Section 1-207 of the Annotated Code of Maryland, the Westminster Planning and Zoning Commission voted to endorse the Carroll County 2019 Planning Annual Report on October 8, 2020, as presented by Carroll County Department of Planning staff.

Reporting related to development measures and indicators, as required in the Land Use Article Section 1-208, are included in the document. The Westminster Planning and Zoning Commission also participated in preparing the document by providing Carroll County Planning Staff with data on the planning and zoning activities within the City of Westminster during the 2019 calendar year.

It's my understanding that this jointly submitted annual report incorporates required planning indicators not only for the City of Westminster but those required of Carroll County's Planning and Zoning Commission and the seven other participating municipalities within Carroll County.

We trust you will agree this submittal satisfies the City of Westminster's obligations under State law and will be helpful to you. If you have any questions concerning the data or information in the report, which applies to the City of Westminster, please contact Mr. Andrew R. Gray at 410-751-5505 or agray@westgov.com.

Sincerely,

Ross W. Albers, Esq., Chair
Westminster Planning and Zoning Commission

c: Barbara Matthews, City Administrator
Elissa Levan, City Attorney
Mark A. Depo, Director of Community Planning and Development
Andrew R. Gray, Comprehensive Planner
Andrea Gerhard, Comprehensive Planner
Cody Spaid, Comprehensive Planner, Carroll County Department of Planning

Item B – Proposed Ordinance No. 927

To: Planning and Zoning Commission

From: Andrew R. Gray, Comprehensive Planner

cc: Mark A. Depo, Director of Community Planning and Development

Date: October 2, 2020

Re: Ordinance No. 927, amending Chapter 164, "Zoning and Subdivision of Land", of the Westminster City Code, Article IXA, "Historic District Zone", Section 164-51.3, "Creation and composition of Historic District Commission; appointment and term of members; vacancies," to alter the terms and composition of the Historic District Commission and to modify its powers

Background

On October 12, 1992, the Mayor and Common Council approved Ordinance 551, adding new Article IXA, "Historic District Zone", to Chapter 164 of the City Code, ("the Zoning Ordinance"). Article IXA created the Historic District Commission ("HDC"). Over the years, Article IXA was amended by Ordinance 614 and Ordinance 814, approved by the Mayor and Common Council on January 27, 1997 and September 9, 2010, respectively.

Over the course of 2020, the HDC has been reviewing and updating its Rules of Order and Procedure. On July 1, 2020, the HDC approved a version of Rules of Order and Procedure that will require amendments to Article IXA, Section 164-51.3, "Creation and composition of Historic District Commission; appointment and terms of members; vacancies" in order to be effective.

On September 28, 2020, proposed Ordinance No. 927 was introduced to the Council. The Council referred proposed Ordinance No. 927 to the Commission for its review and recommendation.

Proposed Amendment

Among the changes the HDC wishes to make to its Rules of Order and Procedure is a change to Section 2.A., in order to provide that the Commission will consist of "five regular members and one alternate." This change would conflict with the requirement of the Zoning Ordinance, in Section 164-51.3, that the Commission consist of seven regular members. Therefore, the Zoning Ordinance would require amendment to allow the implementation of the change to Section 2.A of the Rules.

In addition, several other changes would be required in order to bring the new Rules into line with the Code. The HDC proposes that the Mayor and Common Council:

a) reduce the number of Commission members who must be residents of the City from four (4) to three (3);

b) allow non-resident Commission members to include commercial leaseholders maintaining a physical business presence within the City (currently only owners of real property may be non-resident Commission members);

c) delete Commission's right to accept and use gifts; and,

d) add alternate Commission member obligations.

Process

Pursuant to Section 164-177.A., Text Amendments, "An application for an amendment of the text of this chapter may be filed by an interested party or any officer, department, board, commission or bureau of the City." Text amendments filed by any interested party or any officer, department, board, commission, or bureau of the City must first be approved via introduction to the Mayor and Common Council. Upon introduction and formal referral by the Mayor and Common Council, the Commission will hold a public meeting to review the proposed text amendment and make recommendations to the Mayor and Common Council, pursuant to the provisions of Zoning Ordinance Article XXIII. Pursuant to Zoning Ordinance Section 164-187 E., members of the Mayor and Common Council may not engage in ex parte or private communication regarding the proposal or the proposed ordinance.

Pursuant to the Planning and Zoning Commission Rules and Regulations related to Zoning Text Amendments:

X. Mayor and Common Council Initiated

A. For text amendments, the PZC will review proposed text amendments and make recommendations to the Mayor and Common Council, after introduction and referral by the Mayor and Common Council, per the provisions of Article XXIII.

B. Upon referral by the Mayor and Common Council, the PZC will hold a public meeting to make its recommendation. Such meeting will be scheduled by the Executive Secretary at the next regularly scheduled meeting date for which the required notice can be given, or as specified by the Mayor and Common Council.

Recommendation

Staff recommends that the Planning and Zoning Commission forward a recommendation to approve proposed Ordinance No. 927, as provided in Attachment 1 of this report, to the Mayor and Common Council.

Attachments

- Proposed Ordinance No. 927
- HDC Rules of Order and Procedure

Sponsored by: Joe Dominick, Mayor
Gregory Pecoraro, Council President

ORDINANCE NO. 927

AN ORDINANCE AMENDING CHAPTER 164, "ZONING", OF THE CODE OF THE CITY OF WESTMINSTER, ARTICLE IXA, "HISTORIC DISTRICT ZONE", SECTION 164-51.3, "CREATION AND COMPOSITION OF HISTORIC DISTRICT COMMISSION; APPOINTMENT AND TERM OF MEMBERS; VACANCIES," TO ALTER THE TERMS AND COMPOSITION OF THE HISTORIC DISTRICT COMMISSION AND TO MODIFY ITS POWERS

WHEREAS, pursuant to the Local Government Article of the Annotated Code of Maryland, § 5-213, the Mayor and Common Council of Westminster, Maryland (the "City") has the authority to provide reasonable zoning regulations subject to the referendum of the voters at regular or special elections; and

WHEREAS, pursuant to Sections 11 through 18 of the City Charter, the City has, for the purpose of promoting the health, security, general welfare and morals of the community, the authority to divide the City into zoning districts and to regulate therein the erection, construction, reconstruction, alteration, repair or use of buildings, structures or land, in accordance with a comprehensive plan and for enumerated purposes, which include the control and direction of municipal expansion and development, provided that such regulations are to be made with reasonable consideration of the character of the districts and their peculiar suitabilities for particular uses, and with a view to conserving the value of buildings and encouraging the most appropriate use of land throughout the City; and

WHEREAS, pursuant to the aforestated authority and the additional authority contained in Md. Code Annotated, Land Use Article, Division 1, "Single Jurisdiction Planning and Zoning", Title 4, "Zoning" (formerly, Md. Code Ann., Art. 66B, § 4.01 et seq.), the City has enacted Chapter 164, "Zoning", of the City Code; and

WHEREAS, pursuant to Chapter 164, § 164-183, the City's Planning Commission is charged with reviewing proposed amendments to the text of that chapter and submitting a report and recommendation to the Mayor and Common Council with respect to such proposed amendments; and

WHEREAS on or about October 8, 2020, the Planning Commission considered a proposal from the Common Council to amend the zoning ordinance to alter the terms and composition of the Historic District Commission; and

WHEREAS, an amendment to the text of Chapter 164 of the City Code to incorporate the proposal was introduced before the Mayor and Common Council at a regular meeting on or about _____, 2020 and a public hearing relating to the aforementioned amendment was held, as required by Section 18 of the City Charter and § 164-186.1 of the City Code; and

WHEREAS, the Mayor and Common Council deem it appropriate to make the amendments set forth herein in the interests of the efficient operation of government and administration of the City's Zoning Ordinance.

Section 1. NOW THEREFORE BE IT ENACTED AND ORDAINED by the Mayor and Common Council of Westminster, that Chapter 164, "Zoning", of the Westminster City Code, Article IXA, "Historic District Zone", Section 154-51.3, "Creation and composition of Historic District Commission; appointment and term of members; vacancies," be and hereby is amended as follows:

§ 164-51.3. Creation and composition of Historic District Commission; appointment and term of members; vacancies.

A. The Historic District Commission is hereby created. It shall consist of **[**~~seven~~**]** FIVE members AND ONE ALTERNATE MEMBER, ~~all~~ THE MAJORITY of whom are qualified by special interest, knowledge or training in such fields as history, architecture, architectural history, planning, archeology, anthropology, curation, conservation, landscape architecture, historic preservation, urban design or related disciplines. The members shall be appointed by the Mayor subject to confirmation by the Common Council. At least ~~four~~ THREE of the members of the Historic District Commission shall be residents of the City. The remainder of the members may be nonresidents, but any members who are not residents of the City shall be the owners of real property in the City OR COMMERCIAL LEASEHOLDERS MAINTAINING A PHYSICAL BUSINESS PRESENCE WITHIN THE CITY. Members shall be appointed for a term of three years. Members shall be eligible for reappointment. Any vacancy on the Historic District Commission shall be filled as set forth herein for the remainder of the unexpired term. ~~The Mayor and Common Council may consult private societies or agencies to request the names of possible members for the Historic District Commission.~~

B. The Historic District Commission may designate the Maryland Historic Trust to make an analysis of and recommendation concerning the preservation of sites, structures or districts of historic, archeological, architectural or cultural significance within the area served by the Historic District Commission. Such report may include proposed boundaries of sites, structures and districts as well as make recommendations for the identification and designation of particular sites, structures or districts to be preserved.

C. ~~The Historic District Commission shall have the right to accept AND USE GIFTS FOR THE EXERCISE OF ITS FUNCTIONS AS APPROVED BY THE MAYOR AND COMMON COUNCIL.~~ THE ALTERNATE MEMBER OF THE COMMISSION SHALL HAVE THE SAME OBLIGATION OF ATTENDANCE AT ALL MEETINGS OF THE COMMISSION AS REGULAR MEMBERS. THE ALTERNATE MEMBER SHALL BE ENTITLED TO PARTICIPATE IN MEETINGS OF THE COMMISSION IN THE SAME MANNER AS A REGULAR MEMBER. NOTWITHSTANDING THE FOREGOING, THE ALTERNATE MEMBER SHALL NOT BE ENTITLED TO VOTE UNLESS AT LEAST ONE OF THE REGULAR MEMBERS IS ABSENT AND THE ALTERNATE MEMBER HAS ATTENDED ALL MEETINGS AT WHICH THE MATTER IN QUESTION WAS DISCUSSED OR HAS REVIEWED THE RECORD OF ALL SUCH MEETINGS.

Section 2. BE IT FURTHER ORDAINED BY THE MAYOR AND COMMON COUNCIL OF WESTMINSTER that this Ordinance shall take effect ten (10) days after the date of its passage and approval, unless it is returned unsigned by the Mayor at the next meeting of The Mayor and Common Council together with the Mayor's reasons for withholding his signature therefrom, and is not passed thereafter by the votes of four-fifths of the members of the Common Council, and further

UNDERLINED SMALL CAPS	:	Indicate matter added to existing law.
~~Strikethrough~~	:	Indicate matter deleted from existing law.
*** Asterisks	:	Indicate matter retained in existing law but omitted herein

provided that it is posted after adoption for not less than two weeks in some conspicuous location in the City Hall and recorded in a book provided for that purpose.

INTRODUCED this _____ day of September, 2020

_____
Shannon Visocsky, City Clerk

ADOPTED this _____ day of _____, 2020

_____
Shannon Visocsky, City Clerk

APPROVED this _____ day of _____, 2020

_____
Joe Dominick, Mayor

APPROVED AS TO FORM AND LEGAL SUFFICIENCY
this ____ day of _____, 2020:

_____
Elissa D. Levan, City Attorney

UNDERLINED SMALL CAPS	:	Indicate matter added to existing law.
~~Strikethrough~~	:	Indicate matter deleted from existing law.
*** Asterisks	:	Indicate matter retained in existing law but omitted herein

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RULES OF ORDER AND PROCEDURE
FOR
THE WESTMINSTER
HISTORIC DISTRICT COMMISSION

CITY OF WESTMINSTER, MARYLAND

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Historic District Commission
Ms. Kristen L. McMasters, Chair
Mr. Dean R. Camlin, AIA, LEED, AP BD+C, Vice-Chair
Mr. Joshua Ambrose, Commissioner
Mr. Aaron Burroughs, Commissioner
Mr. Steven J. Colella, Commissioner
Mr. L. Kevin Wagman, Commissioner

Department of Community Planning and Development
Mark A. Depo, Director of Community Planning and Development
Sandy Anderson, Main Street Manager
Andrea Gerhard, Comprehensive Planner
Andrew R. Gray, Comprehensive Planner

City Attorney
Elissa Levan

Effective Date: _____

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Section 1. Authorization

A. The Westminster Historic District Commission (Commission) is established by Chapter 164, Article 9A of the City Zoning Ordinance, as authorized by Maryland Code Annotated, Land Use Article, Division 1, Single Jurisdiction Planning and Zoning, Title 8, Historic Preservation.

B. The Commission has the authority to act on applications for the construction, alteration, reconstruction, moving or demolition of any site or structure within an historic district pursuant to Section 164-51.4 of the City Zoning Ordinance and Section 56-5 of the City Code.

C. The Commission has the authority to act on applications for the City's Historic Tax Credit program pursuant to Section 143-5 of the City Code and Maryland Code Annotated, Tax-Property Article, Title 9, Property Tax Credits and Property Tax Relief.

D. These Rules of Order and Procedure are adopted pursuant to Section 164-51.6. A. of the Charter and Code of the City of Westminster. This document comprises the Rules so adopted. The current version of this document supersedes all others.

Section 2. Commissioners and Officers

A. The City Zoning Ordinance provides for five regular members and one alternate.

B. At its regularly scheduled meeting in the month of May, the Commission will elect from among its members a Chair and Vice-Chair to serve for the term of one year each. A majority vote of the members present is required to elect members as officers. In the event of a resignation of the Chair or Vice-Chair, the remaining members will elect another member to complete the term in question.

C. The Chair will preside over all meetings of the Commission; call all regular and special meetings as needed (Section 164-51.6 A.); interpret these Rules and Procedures; and, in general preside over meetings of the Commission while it is in session. The Chair may also represent the Commission at other meetings upon the affirmative majority vote of the members present at a given meeting.

D. The Chair and Vice-Chair may make motions and vote on any item before the Commission.

E. The Vice-Chair will have all of the powers, duties and responsibilities of the Chair in the Chair's absence (Section 164-51.6 A.).

F. A temporary Chair may be elected by the affirmative majority vote of the members present at the meeting of the Commission to serve for a single meeting or as may be necessary during any absence of both the Chair and Vice-Chair.

G. The Director of Community Planning and Development or the Director's designee will act as the Secretary to the Commission. The Secretary will notify Commission members of meetings, both regularly scheduled and special; prepare any required notice; and, maintain the required records of meetings for the Commission.

H. The Legal Advisor will be the City Attorney and/or another legal professional as designated by the City Attorney. The Legal Advisor may attend and participate in the meetings of the Commission, as may be deemed necessary by the City Attorney or upon the request of the City Administrator or the Director of Community Planning and Development.

I. No member of the Commission with a personal, financial or equity interest in the outcome of a decision on an application may speak or vote on the matter during the Commission's deliberations. Members absent from meetings due to recusal will be considered as excused.

J. Except as may otherwise be provided by law or these Rules, a member of the Commission may not engage in ex-parte communications with any party with respect to the subject of any pending or potential application.

K. Commissioners shall conduct themselves in a fair, understanding, kind, and gracious manner. Commissioners shall seek to be considerate of all persons, attitudes, and differences of opinion involved in all Commission business.

Section 3. Meetings

A. The Commission meets the first Wednesday of each month unless the date of the meeting is altered by the affirmative majority vote of the Commission or, in an emergency by the Chair, or unless the meeting is canceled pursuant to subsection B of this Section.

B. If there are no items on the agenda, the Chair will determine whether to hold the regularly scheduled monthly meeting (Section 164-51.6.A.).

C. No vote shall occur without a quorum. A quorum shall be three voting members (Section 164-51.3.A.). If it is determined by staff that a quorum will not be available for a scheduled Commission meeting, the Chair may cancel the meeting and any applicants will be notified as soon as possible. No applications may be reviewed in the absence of a quorum.

Link to the Agenda Center - http://westminstermd.gov/agendacenter

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Section 4. Proceedings

A. The following configuration shall be the normal order of the Commission Agenda:

1. Call to Order
2. Approval of Minutes
3. Old Business
4. New Business
5. Historic District Commission Comments
6. Staff Comments
7. Public Comments
8. Adjournment

Section 5. Application Procedures

A. Any applications to be reviewed by the Historic District Commission must be submitted to staff, with all required information, no less than fifteen days prior to a regularly scheduled monthly Commission meeting.

B. An application is deemed to be complete when it has been accepted as such by the Commission at a meeting (Section 164-51.7).

C. The Commission will review all materials in the application and all materials presented before and during the meeting before it makes any decision.

D. The applicant or the applicant's authorized agent must appear at all meetings at which the application is scheduled to be considered. In the absence of any personal appearance on behalf of the applicant, the Commission will either continue the application until the next regularly scheduled meeting or deny the application. Any continuance required by the absence of the applicant or the applicant's representative will not count towards the time stipulated in Section 164-51.7 of the City Zoning Ordinance.

E. If the applicant or the applicant's authorized agent is absent for two consecutive meetings, the application will be considered withdrawn and another application, together with any applicable review fee, will be required for consideration of the matter.

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Section 6. Order of Presentation

A. The following is the order for the presentation of an item before the Commission:

1. Government officials and agency representatives
2. Applicant or petitioners
3. Other supporting testimony
4. Organizations or groups opposing the application
5. Individuals opposing the application
6. Rebuttal
7. Sub-rebuttal
8. Closing statements by applicant or petitioners
9. Closing statements by Government officials and agency representatives

B. Members of the Commission may ask questions of any person speaking on a current agenda item at any time during the presentation of said item is before the Commission.

C. The Commission may require witnesses to testify under oath or affirmation. The Chair shall administer any oath or affirmation.

"Do you solemnly swear or affirm that the responses given and statements made in this hearing before the Westminster Historic District Commission will be the whole truth and nothing but the truth? If so, answer, I do".

Section 7. Who May Be Heard

A. Any interested person may be heard by the Commission before it reaches any decision on any matter (Section 164-51.6 B.)

B. Any person wishing to be heard before the Commission shall clearly state the following:

1. His or her full legal name
2. His or her full legal address

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C. The Chair shall enforce time limits for all persons wishing to speak at any meeting.

1.	Applicant initial presentation	15 minutes
2.	Applicant rebuttal presentation	10 minutes
3.	Individual public testimony	5 minutes
4.	Group public testimony	10 minutes

Section 8. Decisions

A. After the conclusion of the meeting, the Historic District Commission shall file with the Zoning Administrator a written decision indicating its approval, modification or rejection of the applications and plans submitted to it for review (Section 164-51.7). The decision shall include findings of fact and conclusions of law. No work shall commence on any project until after the Zoning Administrator has received confirmation from the Commission that the application was approved.

B. The Commission shall advise the applicant of any proposed modifications that should be considered for later approval. The applicant can make these modifications and resubmit to the Commission for approval (Section 164-51.7).

C. The failure of the Commission to act upon a completed application within 45 days shall be deemed to constitute automatic approval unless an extension of this forty-five-day period is agreed upon mutually by the applicant and the Commission or the application has been withdrawn (Section 164-51.7).

Section 9. Design Guidelines

A. The Historic District Commission shall adopt rehabilitation and new construction or design guidelines for designated sites, structures and districts that are consistent with those generally recognized by the Maryland Historical Trust, which may include design characteristics intended to meet the needs of particular types of sites, structures and districts. These design guidelines are subject to the review and approval by resolution of the Mayor and Common Council of Westminster (Section 164-51.5).

B. 1. The Commission shall use the Standards for Renovation Westminster to review applications. Adopted by Resolution No. _____

Link to the Standards for Renovation Westminster:
http://www.westminstermd.gov/documentcenter/view/34

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C. The Commission shall use the Commission Design Guidelines to review applications. Adopted by Resolution No. 94-4

Link to the Commission Design Guidelines:
http://westminstermd.gov/DocumentCenter/View/3346/Westminster-Historic-District-Commission-Design-Guidelines-Standards

D. The Commission shall use the Adopted 2016 Development Design Preferences manual to review applications. Adopted by Resolution No. 16-08

Link to the Adopted 2016 Development Design Preferences:
https://www.westminstermd.gov/DocumentCenter/View/28

Section 10. Special Meeting

A. Under unusual circumstances, the Chair may call a special meeting of the Commission for it to discharge its responsibilities under Article IXA and Section 143-5 of the City Code (Section 164-51.6.A).

B. For special meetings, an agenda will be posted on the City webpage at least twenty-four hours prior to the meeting. The agenda will include the date, time, place of the meeting, a list of items to be reviewed, and the date the agenda was posted.

Section 11. Custody of Records

The Department of Community Planning and Development shall maintain the records of the Commission pursuant to Section 164-51.6. B. of the City Zoning Ordinance.

Section 12. Appeals

An appeal from the Commission's decision may be taken to the Circuit Court for Carroll County and shall be in accordance with the Maryland Rules of Procedure as set forth in Chapter 200 of Title 7 (Section 164-51.10)

These Rules of Procedure relating to The Historic District Commission have been adopted this _____ day of _____, 2020, by the Historic District Commission of the City of Westminster.

_____

Kristen L. McMasters, Chair
Historic District Commission of the City of Westminster