

Caroline County Planning Commission



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

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April 13, 2022

CAROLINE COUNTY PLANNING COMMISSION MINUTES

The Caroline County Planning Commission held its regularly scheduled meeting on Wednesday, April 13, 2022. Planning Commission members and staff attended in person. Members of the public were invited to attend the meeting both in-person and/or virtually using a website link provided.

Attending the meeting were: Keith Neal, Chairman; and members, Jeff Jackson, Dan Franklin, Chuck Mosca and Hannah Cawley. Also present were Katherine Freeman, Director of Planning and Codes, Leslie Grunden, Assistant Director of Planning; Stewart Barroll, Attorney, and Beth Beales, Long Range and Agricultural Planner.

Agenda:

- Approval of the February 9, 2022, Meeting Minutes
- Board of Zoning Appeals Report
- Department Update
- Session 1- Board Training – Open Meetings Act Webinar

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

Chairman Neal started off the meeting by introducing the new Planning Commission member, Ms. Hannah Cawley.

APPROVAL OF MINUTES

Chairman Neal asked the members if they had reviewed the minutes from the February 9, Planning Commission meeting as well as the Closed Session meeting and if there were any proposed edits to the minutes.

Motion: Mr. Franklin made a motion to approve the minutes as written.

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Second: Mr. Mosca seconded the motion.
In Favor: All Commission members present voted in favor of the motion (5-0).

Board of Zoning Appeals Report

Ms. Freeman presented the report of the Board of Zoning Appeals, who met on February 15, 2022, to hear the following applications:

Application No. 22-0001: A request by **Eugene & Frances Leitner and Daniel & Kelly Garner** for a **Variance** in accordance with Zoning Chapter 175, §175-153.A(3)(f) and §175-38 of the Code of Public Local Laws of Caroline County, Maryland to permit one additional development right (lot) over the maximum subdivision density in the Rural (R) Zoning District so that the Applicants each own, in fee simple and as separate parcels, the acreage that was deeded to them. Said properties are described as Tax Map 16, Grid 18, Parcel 3 and Tax Map 16, Grid 18, Parcel 20, Lot 4.

Ms. Freeman reported that the variance application was approved by the Board to allow the subdivision of the property into two lots with no conditions.

DEPARTMENT UPDATE

Ms. Freeman informed the members that the Department’s new GIS Coordinator, Megan Gallagher, started in March 2022.

Ms. Freeman also reported that the County Commissioners approved funding for the update of the County Comprehensive Water and Sewer Plan (CWSP). The Plan is required to be updated on a regular basis; Ms. Freeman stated that staff will begin the update process before the new fiscal year.

ADJOURNMENT

Motion: Mr. Mosca made a motion to adjourn the meeting at 6:07 p.m.
Second: Mr. Jackson seconded the motion.
In Favor: All members voted in favor of the motion (5-0).



Katheleen Freeman
Director, Planning & Codes



Keith Neal, Chairman


Prepared by Elizabeth A. Beales