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| **Clayton R. Black, Chief**  **Bureau of Development Review**  410-386-2138, fax 410-386-2120  Toll-free 1-888-302-8978  MD Relay service 7-1-1/1-800-735-2258 | CCSeal4-ColorSpot copy | **Department of**  **Land and Resource Management**  Carroll County Government  225 North Center Street  Westminster, Maryland 21157 |

Development Information Session

**September 16, 2020**

### Meeting Minutes

**Carroll County Bureau of Development Review** – Clay Black, Kierstin Eggerl, David Becraft, Andrea Barko, Stacy Bowman and Cheri Thompson

**Resource Management** \_ Tracy Eberhard, Charlie Goss Emily Dean **(MK Consulting)**, Martin Rickell **(CLSI)**, Ron Thompson **(Van Mar)**, John Breeding **(Town of Mt. Airy)**, Brian Johnson **(BPR)**, Jim Marks **(CCPS)**,and Brian Collins **(KCI)**.

*Clay Black opened the meeting at approximately 9:04 a.m.*

* Clay Black discussed the Comp Rezoning Update. Planning Commission is currently reviewing the by-request mapping changes of the commercial/industrial portion. Once the Commission is completed, they will forward those recommendations to the Board of County Commissioners. The Commission are processing some residential requests. This process is led by the Department of Planning, so contact them with any specific questions. Staff is also reviewing the Residential Zoning Districts for code updates. There is a meeting Wednesday, 9/23/2020 and updated information is available on the Department of Planning website.
* Tracy Eberhard discussed proposed policy changes to Chapter 154 for the exemption of stream restoration projects. The existing Chapter and the Proposed Changes are attached for your review. Any comments need to be directed to Tracy Eberhard or Chris Heyn within the next 30 days, if there are no comments the policy will be accepted 30 days from this date.
* Clay Black discussed the Electronic File Submission process. There have been multiple changes since Covid19. Our goal is to streamline the process by incorporating technology to do so. When any plan is submitted, include electronic files and the supporting documents with the paper submittal. We hope to be able to store the information in Laserfiche making it easier to share. Clay asked the question to the Surveyors, currently we send out a hard copy of comments, how would they feel if we replace them with electronic submission with an electronic signature? Currently it can take up to a week through the mail and this would make it instantaneously and would streamline the process. Return email addresses need to be included on submittals for those who are to get the letters. Jim Marks asked if they would be able to reply electronically. Clay reiterated that we need to monitor the responses. The Bureau of Development Review is the lead agency and is responsible for the distribution. We need to ensure that electronic files go through the Bureau of Development Review and the we forward to the agencies; no direct submittals to agencies. The goal is to reduce paper and streamline the process.
* Clay Black informed everyone that the new fees were adopted in July and everyone needs to use the new fees schedule.
* Clay Black informed everyone that we had our ITS department create an email address to go to the reviewers for general questions it is [developmentcoordinators@carrollcountymd.gov](mailto:developmentcoordinators@carrollcountymd.gov) and goes directly to Laura Matyas, David Becraft, Kierstin Eggerl, and Clay Black. A Coordinator will respond to these emails.
* Clay Black discussed that the County Office Building renovations have not started yet, however he did inform everyone that during the renovations the Main Entrance will be closed for several months. The entrance on the lower level to Rooms 003/004 meeting room will be used. Drop Off will be relocated to this area as well (where the soda machines were located) and should be taking place in the next couple of weeks. **Checks must be placed in the RED box marked TAX OFFICE,** (put the receipt and check inside of a sealed envelope, write Development Review and the project name on the outside). We are in the early stages of discussing with ITS about accepting checks electronically. Permits have also inquired about this and we are hoping to piggyback on that as well. **Do NOT put checks in the Gray Drop Box.**
* Clay Black informed everyone that Virtual Meetings will be continuing until further notice.
* Clay Black informed everyone that we are continuing to modify our Transmittal Forms and that everyone should always go to the website for the most current transmittal forms as they are frequently revised. Our goal is to reduce the number of paper plans. Specifically, the number of plans for TRC and DARC have been reduced as they prefer to have them electronically.
* Clay Black informed everyone that he will be retiring on September 30, 2020 after 37 years. As of October 1, 2020, Laura Matyas will assume the role of Bureau Chief.
* Clay closed the meeting at 9:40 a.m.

***The next Development Information Session Meeting is scheduled for Wednesday, January 15th at 9 a.m. – 11:00 a.m.***