

**Janice R. Kirkner, Chair**  
Michael Kane, Vice Chair  
Peter Lester  
Matthew Hoff  
Steven Smith  
Ralph Robertson  
Richard J. Soisson, Alternate  
Thomas S. Gordon, III, Ex-officio  
Daphne Daly, Secretary



**Planning & Zoning Commission**  
Carroll County Government  
225 North Center Street  
Westminster, Maryland 21157

410-386-5145  
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[plancomm@carrollcountymd.gov](mailto:plancomm@carrollcountymd.gov)

**MEETING AGENDA**  
**Planning & Zoning Commission of Carroll County, MD**  
**December 4, 2024**  
**6:00 PM**  
**Reagan Room (003)**

**PLEASE NOTE: THIS AGENDA IS SUBJECT TO CHANGE.**

**TO HAVE AN ORDERLY MEETING PLEASE ADHERE TO THE FOLLOWING RULES:**

- ***SPEAKERS MUST SIGN IN to make public comment.***
- ***Speakers must state their name, address and talk into microphone to facilitate audio and video recording.***
- ***Comments will be strictly limited to 3 minutes per speaker.***
- ***Citizen testimony is NOT a question-and-answer session.***
- ***Questions may be directed to staff after the meeting.***
- ***If any individual fails to comply with these rules, the Planning and Zoning Commission Chair may call the person out of order and may require him/her to leave the meeting.***

- 1. Call to Order/Welcome**
- 2. Establishment of Quorum**
- 3. Pledge of Allegiance**
- 4. Review and Approval of Agenda**
- 5. Review and Approval of Minutes (August 20, 2024 & September 4, 2024)**
- 6. Administrative Report (Daphne Daly)**
  - A. Administrative Matters
  - B. Other
- 7. Westminster Annexation No. 83 – Optimum Properties, LLC (Hannah Weber) Contact [hweber@carrollcountymd.gov](mailto:hweber@carrollcountymd.gov) – 410-386-5145 – (15 Minutes)**

**Public Comment for Item #7**

- 8. Westminster Annexation No. 85 – Potepan Property (Hannah Weber) Contact [hweber@carrollcountymd.gov](mailto:hweber@carrollcountymd.gov) – 410-386-5145 – (15 Minutes)**

**Public Comment for Item #8**

**9. Master Plan Data Handbook, Part 1 - Topics & Trends Brief: Growing the Local Economy** – Staff will present information describing changes related to, and the status of, issues important to the update of the County’s Master Plan. **For discussion only – no public comment.** (Daphne Daly) Contact 410-386-5145 [ddaly@carrollcountymd.gov](mailto:ddaly@carrollcountymd.gov)

**10. General Public Comment**

**11. Adjournment**

**Next Day Meeting: Tuesday, December 17, 2024, at 9:00 AM - Reagan Room**  
**Next Evening Meeting: Wednesday, January 8, 2025, at 6:00 PM – Reagan Room**

*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.*