

Board of County Commissioners

Joseph A. Vigliotti, President
Michael R. Guerin, Vice President
Thomas S. Gordon III
Kenneth A. Kiler
Susan W. Krebs



Carroll County Government

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Notice of Commissioner Meetings & Agenda for the Week of May 11, 2026

- Please Note: This weekly notice and agenda is subject to change. Please call 410-386-2043 to confirm a meeting you plan to attend. All meetings, unless otherwise noted, will be held at the Carroll County Office Building, Room 311. **Public Comment may be made in person or by calling in using the number provided with the agenda each week.** All or part of a meeting may be conducted in closed session.

Indicates Outside Activities

Monday ~ May 11, 2026

*9:00 a.m. Homeless Services Summit
Carroll Community College (CCC), Westminster
Commissioner Kiler*

Tuesday ~ May 12, 2026

9:00 a.m. Board of County Commissioners Open Session
County Office Building, Room 311

Item 1

No public comment
FY27 Adopted Budget Work Session
Department of Management and Budget – Mr. Ted Zaleski

*3:00 p.m. Transit Advisory Committee
County Office Building, Room 105
Commissioners Kiler and Krebs*

*7:00 p.m. 11th Annual Drug Overdose and Prevention Vigil
The Portico at St. John Catholic Church, Westminster
Commissioners Gordon and Kiler*

Wednesday ~ May 13, 2026

*9:30 a.m. Farm Museum Board Meeting
Carroll County Farm Museum, Westminster
Commissioner Vigliotti*

Wednesday ~ May 13, 2026 (continued)

5:00 p.m. *Historic Preservation Month Reception
Sunday Morning at Savannah's, New Windsor
Commissioner Gordon*

Thursday ~ May 14, 2026

9:00 a.m. **Board of County Commissioners Open Session**
County Office Building, Room 311

Item 1

Priority Carroll

Item 2

Public comment on this item

[Contract Award – Coordinated Community Supports Services for Carroll County
Public Schools 26-F-1-25/26](#)

Department of Citizen Services – Ms. Celene Steckel

Item 3

Public comment on this item

[Grant – Approval to Submit Application and Acceptance of Award - Youth
Homelessness System Improvement \(YHSI\), Round 2 Youth Action Board
\(YAB\) Development Grant](#)

Department of Citizen Services – Ms. Celene Steckel

Item 4

Public comment on this item

[Grant – Approval to Submit Application and Acceptance of Award –
MARBIDCO Local Government Cost Share Program for the Faithful Friends
Farm LLC Expansion Project](#)

Department of Economic Development – Ms. Denise Beaver

Item 5

Public comment on this item

[Approval to Purchase – Cisco Hyperflex Replacement](#)

Department of Technology Services – Ms. Alison Deigan

Item 6

Public comment on this item

[Approval to Purchase – Pavement Testing and Rehabilitation Recommendations](#)

Department of Public Works – Mr. Bryan Bokey

Item 7

Public comment on this item

[Approval to Purchase – Storm Water Pipe CCTV and Evaluation Services](#)

Department of Public Works – Mr. Bryan Bokey

Thursday ~ May 14, 2026 (continued)

Item 8

Public comment on this item

[Approval to Purchase – Pipe Lining](#)

Department of Public Works – Mr. Bryan Bokey

Item 9

Public comment on this item

[Contract Award – Janitorial Services of Multiple County Owned Buildings](#)

Department of Public Works – Mr. Bryan Bokey

Item 10

Public comment on this item

[Approval to Purchase – IT Partitions](#)

Department of Public Works – Mr. Bryan Bokey

Item 11

Public comment on this item

[Contract Award – Commissioning Services – Carroll Community College – Systemic Renovations Central Plant](#)

Department of Public Works – Mr. Bryan Bokey

Item 12

Public comment on this item

[Approval of Additional Cost – State’s Attorney’s Office Change Order](#)

Department of Public Works – Mr. Bryan Bokey

Item 13

Public comment on this item

[Budget Transfer – Small Area Plan Amendment and Overlay Zoning District](#)

[Department of Management and Budget – Mr. Ted Zaleski](#)

Department of Planning and Land Management – Mr. Christopher Heyn

Item 14

Public comment on this item

[Contract Award – Small Area Plan Amendment and Overlay Zoning District – Carroll County Freedom Area – RFP #55-F-3-25/26](#)

Department of Planning and Land Management – Mr. Christopher Heyn

Item 15

Public comment on this item

[Possible extension of Temporary Deferrals on Cluster Subdivisions and Retirement Villages/Retirement Homes in the Freedom Designated Growth Area](#)

Department of Planning and Land Management – Mr. Christopher Heyn

Item 16

No public comment

[Discussion/Decision – Amendments to §158.115 Use-Off-the-Premises Signs and §158.113 General Regulations in Chapter 158 – Zoning Regulations](#)

Department of Planning and Land Management – Mr. Christopher Heyn

Thursday ~ May 14, 2026 (continued)

Item 17

Public comment on this item

[Briefing/Discussion/Possible Decision – Proposed Amendments to Chapter 150 Forest Conservation](#)

Department of Planning and Land Management – Mr. Christopher Heyn

Public Comment – Anyone planning to make public comment may do so in person or virtually. Those wishing to attend virtually should call +1 (301) 715-8592 and Access Code 810-0463-8147 to join the meeting.

Administrative Session ~ Open

*6:00 p.m. MML Joint Carroll & Frederick County Chapter Dinner & Meeting
The Links at Challedon, Mount Airy
Commissioners Guerin, Kiler, Krebs and Vigliotti*

Friday ~ May 15, 2026

Saturday ~ May 16, 2026

*8:00 a.m. Hampstead Day
Hampstead, Maryland
Commissioner Kiler*

Sunday ~ May 17, 2026

8:00 a.m. “The Commissioners’ Podcast”
Commissioner Krebs

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, MD Relay 7-1-1/1.800.735.2258 as soon as possible but no later than 72 hours before the scheduled event.

DATE: May 14, 2026

TO: The Carroll County Board of Commissioners

RE: Contract Award – Coordinated Community Supports Services for Carroll County Public Schools 26-F-1-25/26

EXECUTIVE SUMMARY:

The Office of Procurement, in cooperation with the Department of Citizen Services, requests your approval to award the contracts for Coordinated Community Supports Services for Carroll County Public Schools to Sheppard Pratt Health System, Inc. in the amount of \$1,135,729, Advanced Behavioral Health, Inc. in the amount of \$447,430, and Carroll County Youth Service Bureau in the amount of \$663,123. The Department of Citizen Services solicited proposals on the County’s e-procurement platform, Public Purchase, and received five responses.

An evaluation committee was formed to conduct technical and financial review of the proposals submitted. The Committee evaluated all proposals based on criteria detailed in the RFP. The highest ranked firms for this project are Sheppard Pratt Health System, Inc, Advanced Behavioral Health, Inc., and Carroll County Youth Service Bureau. The project is part of the Maryland Consortium on Coordinated Community Supports which is administered by the Maryland Community Health Resources Commission (MCHRC), and the programs are 100% funded by the MCHRC with no County match. The amounts are approved in the FY26 adopted budget.

Vendors & Bid Results:

- | | |
|---|-----------------|
| 1. Sheppard Pratt Health System, Inc. | Baltimore, MD |
| 2. Advanced Behavioral Health, Inc. | Frederick, MD |
| 3. Carroll County Youth Service Bureau | Westminster, MD |
| 4. Boys and Girls Clubs of Carroll County, Inc. | Westminster, MD |
| 5. Life Renewal Services | Westminster, MD |

Staff Recommended Motion:

I move the Board of Commissioners award the contracts for Coordinated Community Supports Services for Carroll County Public Schools to Sheppard Pratt Health System, Inc. in the amount of \$1,135,729, Advanced Behavioral Health, Inc. in the amount of \$447,430, and Carroll County Youth Service Bureau in the amount of \$663,123.

**Department of Citizen Services
Briefing Paper
May 14, 2024
Open Session**

Issue:

Grant – Approval to Submit Application and Acceptance of Award - Youth Homelessness System Improvement (YHSI), Round 2 Youth Action Board (YAB) Development Grant.

Background:

The YHSI YAB Development Grant, from Maryland Department of Housing and Community Development, would help support the continued activity of the Carroll County YAB. The YAB, facilitated by the Carroll County Local Management Board (CCLMB) in cooperation with numerous other homeless youth-serving organizations, supports collaboration among youth who have or are experiencing homelessness. Since its inception, the YAB developed and implemented youth homelessness awareness initiatives, participated in numerous community events, is engaged with the Circle of Caring (CoC) Homelessness Board’s Executive Committee, contributes the youth perspective on related grant applications, and provides mutual peer support to youth participating on the YAB.

The CCLMB has provided funding through the Governor’s Office for Children’s Community Partnership Agreement to fund stipends and operational support costs for the YAB. The YAB has also received YHSI Round 1 YAB Development funding. The CCLMB is requesting approval from the Carroll County Board of Commissioners to pursue funding, through the Carroll County CoC, of up to \$50,000 to continue to support stipends and operations of the YAB and to provide an opportunity for the YAB leadership to attend the National Network for Youth Conference or similar youth-convening conferences. This grant runs from the time of award through June 30, 2027.

YHSI Round 2 – Carroll County YAB Budget Proposal

Cost Category	Amount Budgeted
Stipends	\$ 8,000.00
Hotel and Travel Per Diem	\$ 10,000.00
Conference Registration and Training	\$ 9,500.00
YAB Staffing and Capacity	\$ 22,500.00
Total	\$ 50,000.00

Action: Briefing/Discussion/Decision

Staff Recommended Motion:

I move the Board of Commissioners approve the submission of a YHSI Round 2 YAB Development Grant and accept the award.

Attendees:

- Celene Steckel, Director, Citizen Services
- Ed Singer, Manager, Local Management Board
- Carly Long, Continuum of Care Coordinator
- Debby Standiford, Grants Manager, Management and Budget
- Katerina Beall, Youth Action Board Vice-President

Department of Economic Development
Briefing Paper
5/14/2026
Open Session

Issue:

Grant – Approval to Submit Application and Acceptance of Award - MARBIDCO Local Government Cost Share Program for the Faithful Friends Farm LLC Expansion Project.

Background:

Carroll County Economic Development would like to apply to the MARBIDCO Local Government Cost Share Program and accept the grant if approved for the Faithful Friends Farm LLC expansion project. Faithful Friends Farm, located at 4625 Old Hanover Road, Westminster, owned and operated by the Grill Family, is a successful poultry and livestock enterprise specializing in pasture-raised meats sold directly to consumers. Proposed project would expand their freezer/cooler capacities allowing them to double their poultry-processing abilities and open the opportunity to expand into larger livestock processing. Carroll County Economic Development would match or exceed the MARBIDCO grant award through Enterprise Carroll.

Action: Discussion/Decision

Staff Recommended Motion: I move the Board of County Commissioners to authorize a MARBIDCO application and accept the award if approved for the Faithful Friends Farm LLC.

Attendees:

Denise Beaver, CECD Director
Diana Hare, Agriculture Development Specialist

DATE: May 14, 2026

TO: The Carroll County Board of Commissioners

RE: Approval to Purchase - Cisco Hyperflex Replacement

EXECUTIVE SUMMARY:

The Office of Procurement, in cooperation with the Department of Technology Services, requests your approval to purchase the Cisco Hyperflex Replacement from ePlus Technology Inc. in the amount of \$1,049,736.36. This purchase will be made through a State of Maryland CATS+ contract that was competitively bid and awarded to ePlus Technology Inc. This amount is approved in the FY26 budget.

BACKGROUND:

Cisco Hyperflex is the data platform hosting the county virtual server and storage environment. The current platform is no longer supported by Cisco. This replacement project will move the current HyperFlex data platform to Nutanix.

Staff Recommended Motion:

I move the Board of Commissioners approve the purchase of Cisco Hyperflex Replacement from ePlus Technology Inc. in the amount of \$1,049,736.36.

DATE: May 14, 2026

TO: The Carroll County Board of Commissioners

RE: Approval to Purchase – Pavement Testing and Rehabilitation Recommendations

Executive Summary:

The Office of Procurement, in cooperation with the Division of Engineering, requests your approval to use the existing term contract with O’Connell & Lawrence, Inc. to evaluate and provide Pavement Testing and Rehabilitation Recommendations in the amount of \$112,474.50. O’Connell & Lawrence, Inc. was previously awarded a term contract that was competitively bid. The amount is approved in the FY26 Budget.

Background:

The Department of Public Works, Division of Engineering has developed the plan for the FY 2027 Pavement Rehabilitation program consisting of mainline, low volume, and subdivision roadways to be evaluated as part of this work.

Staff Recommended Motion:

I move the Board of Commissioners approve the Department of Public Works to utilize the term contract with O’Connell & Lawrence, Inc. for Pavement Testing and Rehabilitation Recommendations in the amount of \$112,474.50.

DATE: May 14, 2026

TO: The Carroll County Board of Commissioners

RE: Approval to Purchase – Storm Water Pipe CCTV and Evaluation Services

Executive Summary:

The Office of Procurement, in cooperation with the Division of Engineering, requests your approval to purchase Storm Water Pipe CCTV and Evaluation Services from Reybold Construction Technologies in the amount of \$149,859.10. This purchase will be made from a Town of Emmitsburg contract that was competitively bid and awarded to Reybold Construction Technologies. The amount is approved in the FY26 Budget.

Background:

The Bureau of Engineering as part of the FY27 Pavement Rehabilitation program has identified existing storm drain systems that need further evaluation to determine if repairs will be required. This award will be for the CCTV Inspection of those existing storm drains throughout the county.

Staff Recommended Motion:

I move the Board of Commissioners approve the purchase of Storm Water Pipe CCTV and Evaluation Services from Reybold Construction Technologies in the amount of \$149,859.10.

DATE: May 14, 2026
TO: The Carroll County Board of Commissioners
RE: Approval to Purchase – Pipe Lining

EXECUTIVE SUMMARY:

The Office of Procurement, in coordination with the Division of Roads Operations (Roads), requests approval to contract with Proshot Concrete, Inc. for the pneumatic application of shotcrete to the inverts of four (4) pipes located along Woodside Drive and Glen Drive in Westminster. Additionally, the project will include a pilot installation of Thermoform pipelining on two (2) separate pipes.

The total project cost of \$57,800 includes mobilization, joint repairs, debris removal, maintenance of traffic, invert restoration, and full circumference lining where applicable. Funding for this work is available within the approved budget.

These services will be procured through a competitively bid State of Alabama cooperative contract.

Background:

Roads has evaluated a series of corrugated metal pipes (CMPs) extending from 609 Woodside Drive to the rear of 713 Glen Drive and determined that rehabilitation is necessary to extend their service life.

Proshot Concrete, Inc. will install:

- A 4-foot-wide shotcrete invert in one (1) 100-foot-long, 42-inch CMP
- A 3-foot-wide shotcrete invert in three (3) 30-inch pipes totaling 50 linear feet

The remaining pipes, 24 inches in diameter with a combined length of approximately 170 linear feet, will be rehabilitated using Thermoform lining. Thermoform is a PVC alloy material that is heat-softened, installed in place, and then expanded and cured under high-pressure steam to form a rigid, structural liner.

All work will be performed under traffic with appropriate traffic control measures in place to maintain roadway access.

Proshot Concrete, Inc. holds an active, competitively awarded term contract with the County. The proposed cost for this work is \$57,800.

STAFF RECOMMENDED MOTION:

I move the Board of Commissioners approve the purchase of pipe lining and rehabilitation services from Proshot Concrete, Inc. in the amount of \$57,800.

DATE: May 14, 2026
 TO: The Carroll County Board of Commissioners
 RE: Contract Award – Janitorial Services of Multiple County Owned Buildings

Executive Summary:

In January, the Office of Procurement, in cooperation with the Division of Facilities, was before the Board to award a contract for Janitorial Services. Since that time a mutual decision has been made to terminate the contract with the lowest bidder for convenience based on vendor staffing issues. The Office of Procurement, and the Division of Facilities reached out to the next two lowest responsive bidders and were also unsuccessful in securing contract terms from those vendors. The fourth lowest responsive responsible bidder and prior vendor, Summit Building Services, has agreed that services could continue without interruption.

Vendor	Vendor
Community Bridge, Inc. – Washington DC - \$242,817.58	AB Facility Services, LLC. – Washington, DC - \$357,890.07
Opulent Family Management – Timonium, MD -\$250,055.00	Multicorp, Inc. – Columbia, MD - \$431,206.00
The Ivory Haven Cleaning Consultants, LLC. – Baltimore, MD - \$274,610.00	MSP Superior Services, Inc. – Baltimore, MD - \$499,450.00
Summit Building Services, Inc. – Reisterstown, MD - \$295,930.02	P2 Cleaning Services – Laurel, MD - \$522,809.64
Associated Building Maintenance Co., Inc – Crofton, MD - \$315,624.16	Young Hands Cleaning Services, LLC. – Capitol Heights, MD - \$636,500.00
Jasso Maintenance, LLC. – Rockville, MD - \$349,649.00	Smith & Wright Way Wellness Village, LLC. – Reisterstown, MD - Non-Responsible

Background: Upon review of the submitted proposal we recommend awarding Summit Building Services the janitorial services contract for Carroll County Facilities. For the past 5 years Summit Building Services has held this contract. This contract will cover cleaning services, and all necessary janitorial supplies for the 11 county buildings. A background check of employees providing services is required as part of this award. The agreement will be for one (1) year with four (4) additional one-year renewal options.

Staff Recommended Motion:

I move the Board of Commissioners award a contract for janitorial services for multiple county owned buildings to Summit Building Services, Inc. in the amount of \$295,930.02.

Item #10

DATE: May 14, 2026
TO: The Carroll County Board of Commissioners
RE: Approval to Purchase – IT Partitions

EXECUTIVE SUMMARY:

The Office of Procurement, in cooperation with the Division of Facilities, requests your approval for the purchase and installation of new partitions and furniture for the IT area at the County Office Building to Douron in the amount of \$121,446.88. This purchase will be made via MAPT contract # 2015-42, which was competitively bid. This purchase is within the FY26 approved budget.

Background:

Douron has been selected to provide and install new modular partitions and furniture for the IT area within the County Office Building. As part of this project, Douron will also redesign and reconfigure the existing layout to optimize space to improve workflow and support current and future operational needs. The existing partitions and furniture are over 25 years old and have exceeded their life.

Staff Recommended Motion:

I move the Board of Commissioners approve the purchase and installation of new partitions for IT to Douron in the amount of \$121,446.88.

DATE: May 14, 2026

TO: The Carroll County Board of Commissioners

RE: Contract Award – Commissioning Services – Carroll Community College –
Systemic Renovations Central Plant

EXECUTIVE SUMMARY:

The Office of Procurement, in cooperation with the Division of Building Construction, requests your approval to award a contract for commissioning services for the construction phase of the Carroll Community College Systemic Renovations Central Plant project to RMF Engineering in the amount of \$54,690. This award will be made via Carroll County term contract # 12109 that was competitively bid. This award is within the FY26 approved budget.

Background:

The existing boiler and chiller systems at Carroll Community College are original to the building and well past their useful lives; a contractor has been hired, and the project is currently in early construction. A critical part of the construction process is the commissioning of the mechanical, electrical and plumbing systems. Commissioning will include verification of equipment start-ups and functional performance testing of equipment and systems as defined in the project manual and specifications

Staff Recommended Motion:

I move the Board of Commissioners approve the contract for commissioning services to RMF Engineering in the amount of \$54,690.

DATE: May 14, 2026
TO: The Carroll County Board of Commissioners
RE: Approval of Additional Cost – State’s Attorney’s Office Change Order

EXECUTIVE SUMMARY:

The Office of Procurement and the Division of Building Construction previously appeared before the Board in June of 2025 and received approval to award a contract to Dustin Construction in the amount of \$18,887,000. The project involves the construction of the new State’s Attorney’s Office on Greenwood Ave.

Since that time, two change orders have been issued, this being the second in the amount of \$106,971, which exceeds the \$150,000 threshold. In accordance with Resolution No. 1162-2022 (Delegation of Authority), Board approval is required to authorize these additional expenditures.

The additional costs are attributable to unforeseen soil conditions for the building slab undercut.

Funding for this change order has been approved in the FY26 Budget.

Background:

The Carroll County Office of the State’s Attorney is currently operating within the Courthouse Annex Building. The new Office of the State’s Attorney building project will provide the State’s Attorney with a facility to meet the daily operational and staffing needs of their office. The project is currently under construction.

STAFF RECOMMENDED MOTION:

I move the Board of Commissioners approve the additional costs to Dustin Construction in the amount of \$106,971.

Department of Management & Budget
Department of Planning & Land Management
Briefing Paper
May 14, 2026
Open Session

Issue:

Budget Transfer – Small Area Plan Amendment and Overlay Zoning District

Background:

The Freedom Community Comprehensive Plan was adopted in 2018. Recommendations from this plan and the Carroll County Master Plan (2014) and amended (2019) led to a full revision of the County Zoning Code in 2019, including expanding the commercial zoning districts from two to three. This change required a comprehensive rezoning of all commercially zoned properties.

Since these revisions, concerns have been raised that the commercial land use designations along the MD 26 corridor may need reevaluation. These designations were adopted before the details of the new zoning districts were known. With the zoning now defined, the County seeks to undertake a small area plan amendment to review these designations, gather public input, and consider land use and rezoning changes to ensure the plan and zoning are aligned.

There is also interest in creating an overlay zone for all or part of the study area to strengthen the identity of the Freedom commercial core. This overlay may address architectural and site design, circulation and access, and potentially refine the uses allowed under the underlying zoning to better support the area's desired character.

The consultant will be responsible for conducting the small area plan amendment process, facilitating public engagement, analyzing land use and zoning conditions, and developing recommended plan, rezoning, and overlay zone updates for County consideration.

Two proposals were received. Staff recommend award of the contract to Downtown Redevelopment Services, LLC. This work is not included in the FY26 budget. A transfer is required to move forward with procurement of the consultant services.

Motion:

I move the Board of County Commissioners approve Resolution O-26.05 to transfer \$59,860 from Reserve for Contingencies to Planning and Land Management Administration for consulting services.

Attendees: Ted Zaleski, Director, Department of Management & Budget
Christopher Heyn, Director, Department of Planning & Land Management
Daphne Daly, Deputy Director, Department of Planning & Land Management

DATE: May 14, 2026
TO: The Carroll County Board of Commissioners
RE: Contract Award - Small Area Plan Amendment and Overlay Zoning District – Carroll County Freedom Area – RFP #55-F-3-25/26

EXECUTIVE SUMMARY:

The Office of Procurement, in cooperation with Planning and Land Management, requests your approval to award a contract for Small Area Plan Amendment and Overlay Zoning District – Carroll County Freedom Area to Downtown Redevelopment Services, LLC in the amount of \$59,860. This project was advertised on the County’s e-procurement platform, Public Purchase, and received two proposals.

An evaluation committee was formed to conduct technical and financial review of the proposals submitted. The Committee evaluated all proposals based on criteria detailed in the RFP. The highest ranked firm for this project is Downtown Redevelopment Services, LLC.

Vendors & Bid Results:

- | | |
|---|--------------------|
| 1. Downtown Redevelopment Services, LLC | Cuyahoga Falls, OH |
| 2. ZoneCo, LLC | Cincinnati, OH |

Background:

The Freedom Community Comprehensive Plan was adopted in 2018. Recommendations from this plan and the Carroll County Master Plan (2014) and amended (2019) led to a full revision of the County Zoning Code in 2019, including expanding the commercial zoning districts from two to three. This change required a comprehensive rezoning of all commercially zoned properties. Since these revisions, concerns have been raised that the commercial land use designations along the MD 26 corridor may need reevaluation. These designations were adopted before the details of the new zoning districts were known. With the zoning now defined, the County seeks to undertake a small area plan amendment to review these designations, gather public input, and consider land use and rezoning changes to ensure the plan and zoning are aligned.

There is also interest in creating an overlay zone for all or part of the study area to strengthen the identity of the Freedom commercial core. This overlay may address architectural and site design, circulation and access, and potentially refine the uses allowed under the underlying zoning to better support the area’s desired character.

The consultant will be responsible for conducting the small area plan amendment process, facilitating public engagement, analyzing land use and zoning conditions, and developing recommended plan, rezoning, and overlay zone updates for County consideration.

Staff Recommended Motion:

I move the Board of Commissioners award a contract for Small Area Plan Amendment and Overlay Zoning District – Carroll County Freedom Area to Downtown Redevelopment Services, LLC in the amount of \$59,860.

Department of the County Attorney

Briefing Paper

Open Session – Thursday, May 14, 2026

Issue:

Possible extension of Temporary Deferrals on Cluster Subdivisions and Retirement Villages/Retirement Homes in the Freedom Designated Growth Area.

Background:

On December 18, 2025, the County Commissioners enacted Ordinances 2025-07 and Ordinances 2025-09, which imposed a six (6) month deferral on processing, reviewing, and final approval of cluster subdivisions and final approval of retirement villages/retirement homes in the Freedom Designated Growth Area. The purpose of the deferral was to allow County staff and the Planning Commission to review existing Code provisions and make recommendations for possible changes to the County Commissioners. Additional time is needed to complete studies and consider possible code amendments on these developments.

Potential Actions:

I move the Board of County Commissioners direct staff to conduct a public hearing on two ordinances, which extend the temporary deferrals for processing, reviewing, and final approval of cluster subdivisions and final approval of retirement villages/retirement homes in the Freedom Designated Growth Area.

Attendees:

Tim Burke, County Attorney, Department of County Attorney

**Department of Planning & Land Management
Briefing Paper
May 14, 2026
Open Session**

Issue: Briefing/Discussion/Decision

Discussion/Decision - Amendments to §158.115 Use-Off-the-Premises Signs and §158.113 General Regulations in Chapter 158 – Zoning Regulations

Background:

Use-off-the-premises signage, also known as billboards, are regulated by §158.115 of the Zoning Regulations. Large billboards are not desired as part of the County landscape, so there are strict requirements related to this use. However, many existing billboards were constructed prior to the current regulations and do not meet the code, so they are considered non-conforming. Owners of the existing billboards are only permitted to rebuild, replace, or convert them to digital, in the same location as the existing signs.

On August 28, 2025, a citizen request was made for the Board of County Commissioners to direct staff to work with the Planning and Zoning Commission on potential amendments that would allow for the consolidation of existing billboards on a property to a single location with no increase in overall square footage of billboard space. The Board agreed to do so, and the Planning and Zoning Commission discussed the matter at their meetings on October 1 and December 16, 2025 and January 20, 2026.

The Planning & Zoning Commission's recommended amendments were presented to the Board of County Commissioners on February 5, 2026 and a public hearing on the proposed amendments was held on April 16, 2026. The Board concluded the public hearing and kept the record open for ten calendar days.

Potential Action:

I move the Board of County Commissioners adopt the amendments to §158.115 Use-Off-the-Premises Signs and §158.113 General Regulations in Chapter 158 – Zoning Regulations as presented during the April 16, 2026 public hearing.

I move the Board of County Commissioners adopt the amendments to §158.115 Use-Off-the-Premises Signs and §158.113 General Regulations in Chapter 158 – Zoning Regulations as presented during the April 16, 2026 public hearing, with the following modifications:

Attendees:

Daphne Daly, Deputy Director, Department of Planning & Land Management
Tiffany Fossett, Comprehensive Planner

Department of Planning & Land Management
Briefing Paper
May 14, 2026

Issue:

Briefing/Discussion/Possible Decision - Proposed Amendments to Chapter 150, Forest Conservation

Background:

The [Carroll County Forest Conservation Ordinance](#) was adopted on December 8, 1992, as a result of the passage of the State Forest Conservation Act. The Ordinance has been revised several times since its adoption. The purpose of the Ordinance is to protect forests, trees, and environmentally sensitive areas during development and to reduce development-related forest loss. The changes currently proposed are being made to comply with [Senate Bill 526](#) (SB526), which was passed in 2023. Additional changes are intended to ease certain requirements.

Proposed changes required for SB526 include:

- expansion of priority forests to include forests located in Tier II watersheds, water resource protection zones, reservoir watersheds, or well head protection areas, along with priority urban forests.
- requirement to notify the public regarding proposed priority forest removal.
- A person petitioning for judicial review of an approved forest conservation plan shall file the petition with Carroll County not later than 30 days after approval of the forest conservation plan.
- All unforested stream buffers within the net tract area are required to be planted.
- Solar facilities are not subject to afforestation requirements.
- Non-priority forest cleared in a priority funding area only requires mitigation planted at a 0.5 acre to 1 acre removed instead of the standard 1:1 mitigation.
- Qualified conservation (retention banking) is included as a mitigation technique.

Other changes include:

- Revision of applicability Section 150.02.A. to ease the forest clearing threshold from 20,000 to 40,000 square feet to align with the State.
- Revision of exemption 150.02.B.3, which allows for agricultural-related land disturbance without addressing forest conservation.
- Revision of exemption 150.02.B.4 to no longer exempt the cutting or clearing of public utility rights-of-way with a required certificate of public convenience and necessity.
- Revision of exemption 150.02.B.12 land transfer by the owner of a working farm. Will allow the lot to be used by the owner or the child of the owner.
- Modify the planting inspection, maintenance, and bond period, allowing a planting that meets the definition of a forest to be approved at 3 years.
- Addition of fee-in-lieu as a mitigation technique.

The State Forest conservation manual will replace the County manual.

Action:

Discussion/Possible Decision - Approve request to proceed to public hearing.

Staff Recommended Motion:

I move the Board of County Commissioners approve the request by the Department of Planning and Land Management to proceed to a public hearing on the proposed changes to Chapter 150.

Attendees:

Christopher Heyn, Director, Department of Planning & Land Management

Janet O'Meara, Manager, Resource Management Division

Jonathan Bowman, Forest Conservation Coordinator, Resource Management Division