

MINUTES

Baltimore County Planning Board Meeting

January 16, 2025

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**Baltimore County Planning Board Meeting Minutes
January 16, 2025**

Call to Order, Introduction of Board Members

Chair Holupka called the meeting to order at 4:01 PM and welcomed everyone. A roll call to account for the members of the Board was conducted. Through the meeting, the following Board members were:

Present	Absent
1. Mr. C. Scott Holupka, Chair 2. Mr. Peter Arrey 3. Ms. Emily Brophy, Vice-Chair 4. Ms. Beverly German (Arrived at 4:01 PM) 5. Mr. S. Chris Haffer 6. Mr. Mark Heckman 7. Mr. Shafiyq Hinton 8. Mr. Derick Johnson 9. Ms. Raquel Muñeses 10. Ms. Cathryn Pinheiro 11. Mr. Jon Schulman	1. Mr. Steven Heintl

Attending County staff included: Mr. Steve Lafferty, Ms. Amy Mantay, Ms. Jenifer Nugent, Mr. Kristopher Weaver, Mr. Myles Muehlberger, Ms. Jennifer Meacham, Mr. Austin Broderick, Ms. Sydnie Cooper, Ms. Ngone Diop, Jes Godinez, and Ms. Courtney Rachuba, all of the Department of Planning; Mr. Andrew Brown, from the Department of Public Works and Transportation; Ms. Sally Nash, and Mr. Pete Gutwald, both from the Department of Permits, Approvals, and Inspections.

Review of Today’s Agenda

Ms. Nugent reported there were no changes to the Tentative Agenda published January 9th, 2025.

Minutes of the November 21, 2024 Meeting

Chair Holupka asked the Planning Board members if they had any changes to the November 21st, 2024 Minutes. Hearing none, Chair Holupka called for a motion to approve the Minutes as drafted. Ms. Brophy moved to approve the Minutes as drafted. Mr. Arrey seconded the motion, which passed at 4:03 PM with affirmative votes being cast by Mr. Arrey, Ms. Brophy, Ms. German, Mr. Haffer, Mr. Heckman, Mr. Hinton, Mr. Johnson, Ms. Muñeses, Ms. Pinheiro, and Mr. Schulman. There were no dissenting votes.

Capital Improvement Program Process Special Presentation

*A Special Presentation by County Executive Kathy Klausmeier.
An Introduction of the Fiscal Year 2026-2031 Capital Improvement Program Process*

Chair Holupka stated the Board was honored to have County Executive Kathy Klausmeier present to introduce the Capital Improvement Program process, as the first item on the agenda. He continued that she would describe fiscal parameters, highlight points of particular interest to the Board, and outline her priorities for the FY 2026-2031 Capital Budget and Program.

He then welcomed County Executive Kathy Klausmeier.

County Executive Klausmeier thanked the Board for the opportunity to speak at the meeting about the kick off of the 2026 Capital Budget. She mentioned that she was honored to serve as the new County Executive and looked forward toward continued progress, working with all of the Baltimore County Government employees, and communities. She discussed that the progress included record investments, a more modern and efficient government and a Triple A bond rating. She mentioned record funding for Baltimore County Public Schools; and noted work completed at Delaney High School, Towson High School, and a replacement for Scotts Branch Elementary School.

County Executive Klausmeier explained that Baltimore County would continue to deliver funding for Police and First Responders to ensure residents felt and remained safe. She continued by stating that Baltimore County wanted every resident to enjoy the County's scenic beauty, and discussed the continued funding to invest in new recreational opportunities. She noted that the County had opened two new recreation centers, and five new parks. She explained the continued investments to residents of all ages, especially senior citizens; and discussed funding for the new North County Senior Center, and Jacksonville Senior Center. County Executive Klausmeier stated that the County continued to invest in resident's quality of life which included free transportation through the Towson Loop; millions of dollars for housing opportunity funds; thousands of new trees for urban communities; and the successful midge mitigation along Back River. She believed that the County had been successful, due to the strong partnerships. She stated that like her predecessor, her administration would begin Community Town Halls to hear directly from residents to learn about their concerns and priorities. She continued that she looked forward to hearing the Boards recommendations after they have heard from department heads and leaders from across the County. She thanked the members of the Board for their time, energy, commitment and service to the residents of Baltimore County; and Chair Holupka for his leadership; and noted that the work would help chart a great future for Baltimore County and its residents.

Chair Holupka thanked the County Executive and asked if the Board had any questions.

There were no questions or comments from the Board.

Item for Introduction

1. Basic Services Maps

Chair Holupka stated that the next item on the agenda was the introduction of the proposed annual revisions of the Basic Services Maps. He continued that Mr. Andrew Brown from the Department of Public Works and Transportation was in attendance to present the Basic Services Maps to the Board. He then welcomed Mr. Brown.

Mr. Brown introduced himself as the Engineering Project Manager, within the Sewer Design Section of the Department of Public Works and Transportation. He continued that he was present to introduce the 2025 Draft Basic Services Maps, for public water, sewer, and transportation. He began his presentation and discussed that the Basic Services Maps were a part of the County-wide Master Plan standards and guidelines, relative to new development. He continued that the maps were updated annually per the County's Zoning Regulations; and included information regarding areas of deficiency in public water, sewer, and transportation. He noted that the Zoning Regulations specified that on or before February 28 of each year, the Planning Board would recommend to the County Council, any proposed annual revisions to the Basic Services Maps. He mentioned that last year, Bill 17-24 had been signed and enacted by the County Council on May 9, 2024, which adopted the revised Maps for 2024. Mr. Brown described how deficiencies were defined for each Basic Service which included; deficiencies in water systems were determined by a failing fire flow test that measured the residual water pressure at the nearest public fire hydrant; deficiencies in public sewer systems were determined by a lack of capacity to convey sewage flows; and deficiencies in transportation systems were determined by a lack of capacity to provide a standard Level of Service within arterial and arterial collector intersections. He noted that Level of Service designations of E and F were considered deficient. Mr. Brown continued that in the current year's Basic Services Maps, the Water Design Section reported no deficiencies in the public water system; the Sewer Design Section reported one deficient area, which was in the Richlyn Manor area, and was the same area reported last year; and the Bureau of Traffic Engineering and Transportation Planning, reported eleven deficient intersections that would control development and they were the same intersections reported in 2024. He finished his presentation and requested that a Public Hearing be set for the 2025 Basic Services Maps. He noted that the Department would present a more detailed description on specific deficiencies and areas of concern, during the scheduled Public Hearing.

Chair Holupka thanked Mr. Brown for his presentation and opened the floor up for comments or questions, from the Board.

Mr. Haffer asked if the future presentation would include information on why certain areas were still deficient, as reported in 2024. Mr. Brown responded the Department could include that information.

There were no further questions or comments from the Board.

With no further comments or questions, Chair Holupka called for a motion to set a Public Hearing. Ms. Brophy moved that the Baltimore County Planning Board set an in person public hearing, as specified under BCZR Section 4A02.3.E.1, for Thursday, February 6th, 2025 at 5:00 PM for the Board to receive comments and concerns from the citizens of Baltimore County on the 2025 Basic Services Maps. Ms. Pinheiro seconded the motion which passed at 4:13 PM with affirmative votes being cast by Mr. Arrey, Ms. Brophy, Ms. German, Mr. Haffer, Mr. Heckman, Mr. Hinton, Mr. Johnson, Ms. Muñeses, Ms. Pinheiro, and Mr. Schulman. There were no dissenting votes.

Items for Discussion and Vote

2. Baltimore County Landscape Manual Update

Chair Holupka mentioned that the next item on the agenda was the discussion and vote on the updated Baltimore County Landscape Manual. He continued that a Public Hearing was conducted on November 7th, 2024 and was tabled to obtain additional input, from stakeholders. He stated that Ms. Sally Nash and Mr. Pete Gutwald from the Department of Permits, Approvals, and Inspections were in attendance to further present the Manual and answer questions from the Board.

Ms. Nash began her presentation by stating that she had presented the updated Landscape Manual and the updated Open Space Manual on November 7th, 2024, and was in attendance to present the amendments to both manuals, based on community input received at the Public Hearing. She discussed that for the Landscape Manual, the Department of Permits, Approvals, and Inspections had heard testimony from the Maryland Native Plant Coalition; Green Towson Alliance; Wild Ones Greater Baltimore; and residents from the County. She explained that the Department conducted a meeting with the groups on November 13th, 2024, which discussed several ideas that became the foundation of the amendments. She noted that the amendments were sent to Board Members in advance of the meeting. She continued that the largest points included; the addition of a requirement for a minimum percentage of native species, to the manual. She mentioned that it also included the addition of information about rainwater harvest; encouragement of biodiversity; addressed climate change; and updated best practices for landscape maintenance. She discussed that the groups worked together to present the amendments, and then the Department met again on December 5th, 2024 and delivered the amendments to their technical committee, which produced the final amendments.

Chair Holupka opened the floor for questions or comments from the Board.

Mr. Heckman questioned if the changes were shared with the groups, and if all parties agreed on the changes. Ms. Nash replied yes, and that the Maryland Native Plant Coalition had sent a letter of support back to the Board before the hearing.

Chair Holupka thanked Ms. Nash and Mr. Gutwald for taking the time to meet with the various constituents, and stated that it sounded like all parties had come to a mutual agreement. Ms. Nash confirmed that they had been able to come to a consensus on almost every request.

Ms. Pinheiro questioned if the public would have an opportunity to comment on the amendments. Ms. Nash replied that if moved along at the meeting, it would be forwarded to County Council where the Public would have the opportunity for testimony.

With no further questions or comments from the Board, Chair Holupka called for a motion to approve the updates. Ms. Brophy moved that the Baltimore County Planning Board approves the 2024 updates to the Baltimore County Landscape Manual as amended by the Department of Permits, Approvals, and Inspections (PAI) following the November 7th Public Hearing. The Board hereby submits the Manual, as amended following PAI meeting with necessary stakeholders, to the County Council for appropriate action. Mr. Heckman seconded the motion which passed at 4:18 PM with affirmative votes being cast by Mr. Arrey, Ms. Brophy, Ms. German, Mr. Haffer, Mr. Heckman, Mr. Hinton, Mr. Johnson, Ms. Muñeses, Ms. Pinheiro, and Mr. Schulman. There were no dissenting votes.

3. Baltimore County Open Space Manual Update

Chair Holupka stated the next item was the discussion and vote on the updated Baltimore County Open Space Manual. He continued that a Public Hearing was conducted on November 7th, 2024 and was tabled to obtain additional input, from stakeholders. He stated that Ms. Sally Nash and Mr. Pete Gutwald from the Department of Permits, Approvals, and Inspections were in attendance to further present the Manual and answer questions from the Board.

Ms. Nash stated that for the Residential Open Space and Greenway Manual, the Department had heard testimony from NeighborSpace of Baltimore County. She continued that the Department had a meeting with NeighborSpace on November 26th, 2024; where both groups discussed several ideas that became the foundation of the amendments. She noted that the largest points discussed were; the addition of recommendations about Open Space locations; clarification of the difference between Open Space and Amenity Open Space; and clarification that any change to a residential Open Space approved as part of a PUD, would need to be considered as a material amendment to the Plan, unless the County Council determined it was not via a Resolution. She continued that all suggestions, had been integrated into the Amendments. She noted that a letter of support was received, from NeighborSpace.

With no further questions, Chair Holupka opened the floor for questions or comments from Board Members.

There were no questions or comments from the Board.

With no further discussion from the Board, Chair Holupka called for a motion to approve the updates. Ms. Brophy moved that the Baltimore County Planning Board approves the 2024 updates to the Baltimore County Open Space Manual as amended by the Department of Permits, Approvals, and Inspections (PAI) following the November 7th Public Hearing. The Board hereby submits the Manual, as amended following PAI meeting with necessary stakeholders, to the County Council for appropriate action. Mr. Heckman seconded the motion which passed at 4:20 PM with affirmative votes being cast by Mr. Arrey, Ms. Brophy, Ms. German, Mr. Haffer, Mr. Heckman, Mr. Hinton, Mr. Johnson, Ms. Muñeses, Ms. Pinheiro, and Mr. Schulman. There were no dissenting votes.

4. Reisterstown Main Street Streetscape Action Plan

Chair Holupka stated that the next item on the agenda, was the discussion and vote on the Reisterstown Main Street Streetscape Action Plan. He continued that a public hearing was conducted on November 21st and at that time more input was requested and the vote was delayed. He mentioned that Ms. Cooper from the Department Planning along with Crystal Micriotti and Vicky Almond of the Reisterstown Improvement Association were in attendance to further present and answer any questions the Board may have prior to the vote.

Ms. Cooper introduced herself as the District 2 Planner, for the Department of Planning. She continued that she was in attendance to reintroduce the Board to Crystal Micriotti, the Main Street Manager for Reisterstown Improvement Association (RIA). She mentioned that RIA presented the Streetscape Action Plan and Design Guidelines to the Board in November and there was a Public Hearing and a vote scheduled for the same evening. She noted that during the Public Hearing, a representative of St. John's properties had requested that the vote be postponed, to allow for discussions between them and RIA. Ms. Cooper explained that an agreement had been made on both documents, and Ms. Micriotti was in attendance to present the changes. She then welcome, Ms. Micriotti.

Ms. Micriotti stated that she would be presenting the edits that were agreed upon. She discussed the edits which included; page 16, that inserted a paragraph about Action Plans and Goals; page 19, under goal 3, which revised the first and second bullet point, and had Action Item 3.9 stricken from the Plan in its

entirety; page 20, under goal 5, which revised a bullet point, and stricken reference to Action Item 3.5, and revised name under Goal 6, which included the exploration of traffic combing; page 23 under chart, a revision of item 2.6 and 3.1, were made; page 24, a revision of item 3.3 was made, and Action Item 3.9 was stricken from the Plan.

Chair Holupka questioned the language of Action Item 3.9. Ms. Micriotti replied and read through the Action Item.

Ms. Micriotti continued her presentation with edits to; page 26, Action Item 5.3 was stricken in its entirety, and the other goals were renumbered in chronological order; page 27, Action Item 6.1, the first sentence had been removed, and Action Item 6.4 was revised; page 31, the map showed black dots, which were areas that were removed for Action Item 6.4; and the appendix had an added statement that clarified the documents in the appendix were for background information only, and not included in the Plan.

Chair Holupka opened the floor for questions or comments from Board Members.

Ms. Muñeses questioned page 31, and asked for clarification on what were the removed items, and why they were removed. Ms. Patsy Malone, the Land Use Council who represented St. Johns Properties, thanked the Board for the opportunity to discuss issues with RIA. She continued that Mr. Pilon was not able to attend the meeting, but wanted Ms. Malone to express his sincere thanks and gratitude. She mentioned that St. Johns Properties owned a business park located directly behind where the black dots in the presentation were shown, and they also owned a lot that extended onto Reisterstown Road. She noted that St. Johns Properties were concerned with how some of the guidelines or design aspects would impact the business park. She discussed that RIA agreed to meet with St. Johns properties, to work out their issues, some of which were minor language adjustments. She continued that some of the black dots were pop-up shops, and St. Johns wanted to ensure they were not obligated to provide pop-up shops and shared parking, as some of the tenant's lease did not allow shared parking.

There were no more questions or comments from the Board.

With no further discussion from the Board, Chair Holupka called for a motion to approve the Plan. Ms. Brophy moved that the Baltimore County Planning Board approves the Reisterstown Main Street Streetscape Action Plan, as amended following the November 21st Public Hearing, and recommends the Plan be forwarded onto County Council for review and adoption as an amendment to Master Plan 2030. Mr. Schulman seconded the motion which passed at 4:28 PM with affirmative votes being cast by Mr. Arrey, Ms. Brophy, Ms. German, Mr. Haffer, Mr. Heckman, Mr. Hinton, Mr. Johnson, Ms. Muñeses, Ms. Pinheiro, and Mr. Schulman. There were no dissenting votes.

5. Reisterstown Main Street Design Guidelines

Chair Holupka stated that the final item on the agenda was the discussion and vote on the Reisterstown Main Street Design Guidelines. He continued that a public hearing was conducted on November 21st and at that time more input was requested and the vote was delayed. He mentioned that Ms. Cooper from the Department Planning along with Crystal Micriotti and Vicky Almond of the Reisterstown Improvement Association were in attendance to further present and answer any questions the Board may have prior to the vote.

Ms. Micriotti began her presentation with edits that included; page 1, an addition of a paragraph after the last paragraph was added; page 2, a revision was made to the first sentence of the third paragraph; page 3 the first paragraph was edited; page 4 at the top of the page and before the numbered recommendations, an added recommendation for landscaping was added; page 7, the first paragraph under Design and

Compatibility, the second sentence was revised, and a statement to the third paragraph under Signage was added; page 15, Guidelines in Action (127 and 135 Main Street) was added to the Plan; and a statement was included on the Appendix, that mentioned the documents contained in the appendix were included for background information only, and was not a part of the Plan.

Ms. Malone added that the added page 15, was helpful. She continued that it showed the concerns about what could happen on the corner parcel, and helped with St. Johns Properties, and RIA come to a consensus.

Ms. Brophy wanted clarification that the guidelines only implemented future design, and did not impact businesses with deadlines to comply with the guidelines. Ms. Micriotti replied no, that they ran the South Improvement Grant Programs and most businesses were able to look at the guidelines and then discuss building with RIA. She continued that they would help businesses with funding opportunities and give ideas of design.

With no further questions, Chair Holupka thanked both the Reisterstown Improvement Association and St. Johns Properties for taking the time to meet, and for working out all of their issues.

With no further discussion from the Board, Chair Holupka called for a motion to approve the Plan. Ms. Brophy moved that the Baltimore County Planning Board approves the Reisterstown Main Street Design Guidelines, as amended following the November 21st Public Hearing, and recommends the Guidelines be forwarded onto County Council for review and adoption as an addition to the Comprehensive Manual of Development Policies (CMDP). Mr. Hinton seconded the motion which passed at 4:34 PM with affirmative votes being cast by Mr. Arrey, Ms. Brophy, Ms. German, Mr. Haffer, Mr. Heckman, Mr. Hinton, Mr. Johnson, Ms. Muñeses, Ms. Pinheiro, and Mr. Schulman. There were no dissenting votes.

Other Business

6. Recent County Council legislation of interest to the Board

Ms. Nugent gave a report on the recent legislation passed by the County Council of interest to the Board, which included:

- h. Bill 92-24 – Zoning Regulations – Uses Permitted in the Business, Major (B.M.) Zone - Contractor’s Storage Yard
- i. Bill 93-24 – Zoning Regulations – Housing for the Elderly – M.L.R. and M.L. Zones
- j. Bill 94-24 – Zoning Regulations – Uses Permitted in the Manufacturing, Light (M.L.) Zone – Commercial Kennels
- k. Bill 95-24 – Zoning Regulations – Bulk Regulations in the O.T. (Office & Technology) Zone
- l. Bill 99-24 – Zoning Regulations – Hookah and Vapor Lounges – Use Permit
- m. Bill 100-24 – Zoning Regulations – Conversion of Boarding or Rooming Houses in D.R. Zones
- n. Resolution 47-24 – Establishing 2025 Redistricting Commission

Adjournment of the Board Meeting

Chair Holupka called for a motion to adjourn the meeting. Ms. Brophy moved to adjourn the meeting. Mr. Arrey seconded the motion, which passed at 4:38 PM with affirmative votes being cast by Mr. Arrey, Ms. Brophy, Ms. German, Mr. Haffer, Mr. Heckman, Mr. Hinton, Mr. Johnson, Ms. Muñeses, Ms. Pinheiro, and Mr. Schulman. There were no dissenting votes.

The meeting adjourned at 4:38 PM.