

POLICY
ON
AMENDMENTS TO
CARROLL COUNTY MASTER PLAN FOR WATER AND SEWERAGE

PURPOSE: To provide for periodic amendments to the *Carroll County Master Plan for Water and Sewerage* (the Plan)

1. Triennial Updates

In accordance with Section 9 – 503 of the Environment Article of the Annotated Code of Maryland, the Plan will be reviewed every three years. The review will constitute an update of the entire plan including new calculations for tables, review and updates of all maps, and updated text. Individual amendments will also be considered as part of the update process.

2. Biannual Amendments

In order to keep the Plan as current as possible and to address and implement amendments on a timely basis during the two (2) years between the triennial updates, the Plan will be eligible for amendments on a cyclical basis.

Schedule

The schedule for the biannual amendment cycles is as follows:

Amendment Cycle Submission Deadline	Planning and Zoning Commission Certification	Board of County Commissioner Public Hearing, Adoption, & Transmittal to MDE
February 1 (Spring)	March	April
August 1 (Fall)	September	October

Amendment Initiation

Individual – An individual property owner can request Amendments by completing the proper form and following the Procedure for Amendment as determined by the Department Planning.

Town/System Operator – The incorporated towns and the Carroll County Department of Public Works, as owners/operators of the public systems, can

request amendments to the Plan as part of the cycle process. The Department of Planning will request timely submittal of requests prior to the submission deadline.

Staff – County Planning staff members can initiate amendments for the cycle process based on their working knowledge of need.

Process for the Amendment Cycle

1. Following the submission deadline, the Department of Planning will prepare a staff report to the Carroll County Planning and Zoning Commission for each requested amendment, including the specific changes to the Water/Sewer Plan involved with the amendment request and staff recommendations. During the preparation of the staff report, if the requested amendment is one that was generated by a municipality or the County and has not been reviewed by the Health Department of the Department of Public Works, the County Department of Planning will send the application to the those agencies for review and comment. Those comments will be reflected in the staff report. Notification of the Planning Commission meeting at which the amendments will be discussed will be sent to the Town and staff (if applicable), any adjoining jurisdictions, Baltimore City (if applicable), and the applicant(s) for review and comment.
2. The Planning and Zoning Commission will consider the cycle amendment package during a regular monthly public meeting as determined in the Cycle Schedule. Following the presentation of the staff report, public involvement, and deliberation, the Planning and Zoning Commission will vote to certify or not certify each amendment as consistent with the Carroll County Master Plan. For those amendments that are certified as consistent by the Planning Commission, the Commission will forward the staff report and its action along with a recommendation on each amendment to the Board of County Commissioners.
3. If, at any time during the process, the applicant wishes to withdraw the application, a request to withdraw must be submitted in writing to the Planning Director. This should occur no later than two (2) weeks prior to the Planning and Zoning Commission's scheduled meeting to take action on the amendments.
4. After receipt of the Planning and Zoning Commission's action and recommendation, the Board of County Commissioners will schedule a public hearing in accordance with applicable state law. The public hearing should be scheduled no less than 30 days after the initial notification to stakeholders (see 1., above). The following stakeholders will be notified of the public hearing and the requested amendments under consideration at least 14 days prior to the hearing:
 - a. Biannual Updates – Mayors and staff of any towns with affected systems; adjoining jurisdictions; Baltimore City, if amendments apply to systems in the eastern portion of the County, state agencies, BMC, and the applicant(s).
 - b. Triennial Updates – Mayors and staff of each municipality in the County; adjoining jurisdictions; Baltimore City, state agencies, and BMC.

Additionally, the public will be notified through legal advertisements in local newspapers published two (2) times at least 14 days prior to the hearing). The staff

reports and any attached maps/tables will be posted on the County website prior to the hearing as well.

5. Following the required notice, the Board of County Commissioners will conduct a public hearing on the Cycle Amendments.
6. The Board of Commissioners will deliberate on the amendments, taking all comments into consideration, and take action by resolution (drafted by County Planning staff) to adopt or deny each amendment in the Amendment Cycle. One resolution covering all of the amendments should be prepared and brought to the public hearing so that it can be signed if the amendments are adopted that day.
7. Following adoption by the Board of County Commissioners, the adopted amendments will be forwarded to Maryland Department of the Environment (MDE) for final approval. Notification of the Board's action will be sent the stakeholders notified in 4.a. and b. above.
8. The Cycle Amendments become effective upon approval by MDE. The Department of Land Use, Planning & Development will make necessary changes to the Plan text and maps to reflect the MDE approved amendments. Notification of final approval/disapproval will be sent to the applicant(s) and Town(s), as appropriate.