UPPER FREDERICK TOWNSHIP BOARD OF SUPERVISORS
Workshop Meeting - March 4, 2026 - 7:00 PM

Minutes

Executive Summary:

The Board approved the February 18, 2026 minutes and discussed adopting a volunteer tax credit ordinance modeled on Montgomery County's point system to better align township and county reporting and potentially incentivize volunteer recruitment. Planning staff reviewed proposed updates to use regulations, residential and agricultural provisions, and non-residential uses—highlighting changes to accessory structures, livestock standards, dumpster screening, satellite/antenna rules, and expanded agricultural allowances (including agritourism for lots of 10+ acres). The Planning Commission's revisions increase flexibility for agricultural buildings (larger heights and footprints tied to lot size/stormwater) and introduce defined uses such as artisanal production, updated daycare and automotive service standards, and potential new definitions (e.g., "pub"). Board members requested edits (e.g., remove small outdoor pet shelters from accessory use, clarify dumpster screening heights, allow exceptions for daycare hours, and add specific agritourism examples); the ordinance will be drafted for review and advertisement. Upcoming meetings were announced and the Board scheduled the next workshop for April 1, 2026.

Attendance: Chair Bill Landman, William Karaffa
Staff Attendance: Manager Aaron Walizer, Solicitor Vicki Kushto

- Call to Order -*Meeting was called to order at 7:03pm*
- Pledge to the Flag

REGULAR MONTHLY MEETING

- Executive session announcement, if any -*The Supervisors announced they held one executive season to discuss a legal mater.*
- Public Comment Period -*There were no public comments*

MEETING MINUTES

- Approval of the BOS February 18, 2026 Meeting Minutes -*Minutes were approved 2-0*

BUSINESS BEFORE THE BOARD

- New Business

- Discussion on Volunteer Tax Credit ordinance requirements – County Ordinance

- *Review of Montgomery County ordinance (No. 2024-01) as a model for township adoption — county uses a point system determining percentage of property tax rebate (e.g., 200 points = 100% rebates on township real estate tax line item, excluding separate line items such as community college tax and 9-1-1).*
- *Board members liked the county format including partial credit tiers (e.g., 50% rebate for fewer points) and recommended adopting a similar structure to simplify recordkeeping for local volunteers/fire companies.*
- *Clarification: only one household member may claim property-based credit; eligibility restricted to township residents serving in eligible volunteer emergency organizations; the township will tailor the exhibit listing eligible organizations so residents serving nearby in mutual-aid companies can qualify.*
- *Consensus to adopt Montgomery County's point-based approach for the township so volunteers can use the same certification; staff directed to prepare a township draft based on the county ordinance and return it for advertisement upon agreement by the Board.*

- Discussion on Use Regulations -- Agricultural and Non-Residential

Use Regulations — Non-residential, Residential, and Agricultural

- *Carried forward residential items discussed at prior meeting (animal limits, accessory square footages) and agreed to harmonize language across sections, so requirements match residential-side decisions.*
- *Agreed edits: delete subsection C (as discussed) and remove an existing subsection (number 2) to provide more leeway for farm-based minor businesses and seasonal farm activities (hay storage, seasonal sales, displays).*
- *Refuse/dumpster enclosure standards: change wording to require screening rather than merely encourage it; height should be scaled to adequately conceal the container (Board discussed making height tied to dumpster height, e.g., X feet above container).*
- *Accessory pet shelter language: Board agreed to remove the phrase allowing an outdoor 'shelter for up to four household pets' from accessory uses to avoid noise and setback issues; kennel regulations remain in a separate section.*
- *Square footage and animal-per-acre standards: acknowledged need to update numeric limits to match prior PC discussions; staff to align numbers across the ordinance (e.g., updated animal density and building size thresholds).*
- *Daycare hours: discussed need for exception mechanism for early/late drop-off/pick-up tied to job requirements (example: healthcare shift workers). Board requested language to allow exceptions/waivers rather than broad-hour expansion.*
- *Satellite dishes and antennas: staff rewrote this section (ham radio perspective) to relax some restrictions and address roof vs. ground placement and number/size limits; further review to finalize acceptable limits (e.g., limit number and size per household).*
- *Solar (ground-mounted) and small wireless facility provisions: no additional comments at meeting; PC reviewed previously.*
- *Mobile home parks and zoning placement: to be considered in the upcoming zoning discussion (next month) and could be restricted in use locations if decided.*

Agritourism and Agricultural Uses

- *PC-proposed changes make agricultural uses less restrictive to support farm operations (increased building heights to 60 feet for silos and increased allowed building footprints up to 5,000 sq ft for larger properties).*
- *Agritourism (Section E) to be allowed on larger properties (minimum lot size proposed at 10 acres) to permit attractions such as Christmas tree farms, wineries, corn mazes, hayrides, petting zoos, educational tours, and similar activities — while excluding activities specifically listed (e.g., paintball was explicitly excluded) so unrelated or higher-impact uses require zoning relief.*
- *Game farms, fish hatcheries, and similar recreational/fee-based fishing activities were included as allowable farm-related enterprises with standards to follow.*

Non-residential Use Definitions and Additions

- *Introduced artisanal production/retail manufacturing as a new small-scale use (PC limited to 5,000 sq ft) suitable for industrial areas to support small manufacturers (e.g., candle makers, hot sauce producers).*
- *Automotive services definitions consolidated (previous major/minor categories combined); limited allowance for vehicle sales tied to customers' mechanics liens or restoration activities (up to three vehicles).*
- *Clarified that new, more restrictive standards apply prospectively; existing lawful operations become nonconforming but are not being forced out.*

Other Topics

- *Parking standards for daycare facilities were flagged as a key concern (to avoid queuing/backups on adjacent roadways) and previously discussed extensively by the PC.*
- *Board requested a definition for 'pub' to be added to restaurant/food-service use definitions to permit that use case if desired.*

- Old Business
    - None

UPCOMING MEETINGS

Board of Supervisors Business Meeting – 03/11/2026 at 7:00 pm
Park and Rec Board – 3/17/2026 at 7:00PM
Planning Commission – 3/19/2026 at 7:00PM
Open Space – 3/19/2026 at 7:00pm
Board of Supervisors Workshop Meeting –4/01/2026 at 7:00pm

ANNOUNCEMENTS

None

Adjournment -*Meeting was adjourned at 7:53pm*

ATTEST:

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Aaron Walizer, Manager

BOARD OF SUPERVISORS
UPPER FREDERICK TOWNSHIP

Signed Copy On Record
_____
William Landman, Chairman

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Elizabeth Fischer, Vice Chairman

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William Karaffa, Member