

HAMPSTEAD PLANNING & ZONING COMMISSION
MINUTES
August 26, 2020

The Hampstead Planning & Zoning Commission met on Wednesday, August 26, 2020. Commission Chair Sharon Callahan called the meeting to order at 7:00 p.m. The following Commission Members were present Diane Barrett, Kevin Malinowski, and Deborah Painter. Staff Members present were: Town Manager Tammi Ledley; Assistant Zoning Administrator Jim Roark and Hampstead Police Chief David Snyder. Price Wagoner, the Carroll County Department of Planning liaison to Hampstead was absent.

Guests present: Brian Wagner, Jim Dwyer, Cole Brown, Rick Troutman, David Tracey, Tonya O'Neill and Keith Johnson.

Minutes Approval

Commission Member Deborah Painter made **a motion to approve the July 22, 2020 meeting minutes as presented**. Commission Member Kevin Malinowski seconded the motion. The motion passed with three votes for, no votes against and no abstentions.

Business:

Zoning Administrator, Tammi Ledley gave a report to the Commission on the Main Street Revitalization project. Mrs. Ledley advised that C.J. Miller has removed the all the old sidewalks. They have been working on the curb and installing sidewalks through 1224 N. Main Street. Once all sidewalks have been completed, they will do the final paving of the road. They are hoping to be completed by the end of the year, weather permitting.

Mrs. Callahan initiated the discussion on the **Review of Zoning Administrator's Adequate Facilities Study – Ridge Engineering Expansion**. Zoning Administrator, Tammi Ledley, presented the result of the facilities study. The project concept site plan as presented meets the zoning requirements as defined under Chapter 135 of the Town Code. Further, the proposed use is consistent with the surrounding area. The concept site plan complies with all the applicable provisions of the code of the Town of Hampstead and all other state and county codes and provisions. For the Commissions consideration, once all comments are received from the county, all comments will need to be reviewed by the Commission. Local schools will not be impacted by this project. The proposed use will not create an inadequacy in police protection, recreation services, water facilities or roads, in fire protection or emergency services. The project conforms to the Town of Hampstead Comprehensive Plan, Environmental Comprehensive Plan and the Carroll County Water and Sewer Master Plan. To the best of our knowledge, the proposed use does not violate the provisions of any enforceable deed restriction of covenants attached to the property. This information is submitted to the council for your consideration during deliberations for the approval of the concept site plan. This information is accurate to the best of the Zoning Administrators' knowledge.

Mrs. Callahan initiated the discussion on the **Approval of Sign – Pure Peace CBD – 1154 S. Main Street**. Tonya O'Neill, Pure Peace CBD owner/operator, requesting approval for a permanent sign on the side of the adjacent garage to her store front. The sign is to replace the temporary banner that was previously approved for the same location.

Mr. Malinowski made **a motion for the Approval of Sign – Pure Peace CBD – 1154 S. Main Street**. Ms. Painter seconded the motion. The motion passed with three votes for, no votes against and no abstentions.

Mrs. Callahan initiated the **Discussion with Hampstead Fire Department Regarding Annexation and New Buildings**. Cole Brown, on the building committee for the Hampstead Fire Department, and Jim Dwyer, on the Board of Managers for the Hampstead Fire Company, Brian Wagner, CLSI engineer for the proposed project, introduced themselves. Brian Wagner gave a description of the proposed project for the Hampstead Fire Department buildings and property.

Mrs. Callahan initiated the discussion on the **2020 Hampstead Community Comprehensive Plan Discussion – Chapter Three**. Jim Roark, Assistant Zoning Administrator, summarized Chapter Three of the Community Comprehensive Plan as a snapshot of the last ten years and the plan for the next ten years of progress in Hampstead.

Price Wagoner, the Carroll County Department of Planning liaison to Hampstead, was absent. Mrs. Tammi Ledley shared the update in his absence. The Board of County Commissioners completed its review of the commercial, industrial and employment campus districts in 2019, and the new text for these zoning categories went into effect in December. Applications were taken through February 7 to rezone properties to meet the new zoning categories. Staff has completed assessment of the applications, and they were presented to the Planning Commission during their regularly scheduled meetings. All towns will be kept informed of the properties in their immediate vicinities. Staff also continues to work on updates to the residential and agricultural zoning districts. The primary source for information is the website: www.carrollrezoning.org. The Department of Planning has completed the Spring Amendment. The Carroll County Planning and Zoning Commission certified consistency with the Master Plan and forwarded their recommendation to the Board of County Commissioners on July 21st. The Department of Planning introduced the Amendment to the Commissioners, with recommendations from the Planning Commission on July 23rd. The Commissioners held a public hearing on August 13th and following the hearing they discussed and adopted the Amendment. The adopted amendment was forwarded to MDE on August 14th for final review and approval. Planning received MDE's final action letter on August 21st approving the amendment. The Department of Planning will begin the process for a Fall Amendment. Should the Town of Hampstead need to amend any portion of the Master Plan pertaining to Hampstead, please review the Amendment procedures and forward an application to County Staff. The County Planning Department is in the initial stages of development of the Countywide Transportation Master Plan. This plan will build on the County's adopted Master Plan and Freedom Comprehensive Plan, as well as all applicable municipal plans.

Other Business:

None.

Public Comment:

None.

Commission Member Diane Barrett made a **motion to adjourn**. Commission Member Kevin Malinowski seconded the motion. The motion passed with three votes for, no votes against and no abstentions.

ATTEST _____ CHAIR _____