

HAMPSTEAD PLANNING & ZONING COMMISSION
MINUTES
January 28, 2026

The Hampstead Planning & Zoning Commission met on January 28, 2026.

Commission Chair Sharon Callahan called the meeting to order at 7:02 p.m. The following Commission Members were present: Sharon Callahan, Barb Yeager, Deborah Painter and Charlie Obermayer. Lou Konior was absent.

Staff Members present were: Town Manager/Zoning Administrator Jim Roark, and Assistant Zoning Administrator Christina Swisher.

Guests present: Nora Obermayer.

Minutes Approval

Mrs. Yeager made a **motion to approve the December 17, 2025 Regular Commission Meeting minutes**. Mr. Obermayer seconded the motion. The motion passed with four votes for, no votes against, and no abstentions.

Business:

Mr. Roark began the Zoning Administrator Update by providing information on the Water System Modernization and Centralization Project. He stated that the preconstruction meeting for the Water Treatment Plants would be held on the following day and that if everything went well, the notice to proceed would be issued on Monday, February 2nd. He added that he was hoping that the project would break ground in April. Mr. Roark explained that, on the pipeline construction portion of the project Tasks 1, 2, and 3 were completed. Tasks 4 and 5 were scheduled to begin on Monday; however, recent snowfall had delayed the start. He noted that the pipeline work is projected to be completed by late May, with completion of the water treatment plants anticipated in late winter or early spring of 2028. Mr. Roark then provided an update on the Tractor Supply project. He stated that Tractor Supply Company had resubmitted its plans to Carroll County and that updated plan sets were available in Commission members' mailboxes. He also noted that a copy of the Guide to the County and Municipal Planning Process, requested by Mr. Konior at the previous meeting, had been provided.

The first item on the agenda was the **Review of Hampstead Information for the 2025 Carroll County Department of Planning Annual Report**. Mr. Roark explained that he and Assistant Zoning Administrator Christina Swisher reviewed all Planning and Zoning Commission meeting agendas and minutes from the previous year, as well as Town Council meeting agendas and minutes, to identify items for inclusion in the annual report. Mr. Obermayer asked whether Tractor Supply should be included in the report, and Mr. Roark explained that only site plans that had received final approval during the previous year are included. Mrs. Swisher stated that the residential development on Lime Drive was approved in the prior year and had therefore been included in last year's report. She further explained that the PFAS project had received final approval and was included in the non-residential portion of the report. The Narain Property, which was annexed into the Town at 1705 North Main Street, was included in the report. An additional inclusion was the private road, Lime Drive, which was added to the report so that Carroll County could update its mapping for 911 purposes, even though it is not a Town-maintained road. Mrs. Yeager questioned why the Narain Property was listed as industrial despite being used as a residential property. Mr. Roark explained that the property was zoned industrial prior to annexation and is surrounded by industrial properties, and that it was decided the property should retain its industrial zoning so that, if the residential structure were ever removed, the site could possibly be absorbed into an adjacent industrial property or reused for industrial purposes. Mr. Roark added that the zoning had been reviewed by both the Carroll County Department of Planning and the Maryland Department of Planning and was approved by each. He noted that the Commission could choose to further review the report and vote on its approval at the next Commission meeting if desired. Ms. Callahan asked the Commission whether anyone felt additional time was needed to review the report. Mrs. Yeager replied that she felt the report was concise.

Mrs. Yeager made a **motion to approve the Hampstead Information for the 2025 Carroll County Department of Planning Annual Report**. Mrs. Painter seconded the motion. The motion passed with four votes for, no votes against, and no abstentions.

Next on the agenda was the **Review and Recommendation of Ordinance 558 to Council for Adoption**. Mr. Roark opened the discussion by explaining that, under the current Town process, all developments and subdivisions are required to follow the same nine-step review process, which typically takes approximately nine months, regardless of the number of lots involved. He noted that Carroll County has a separate process for subdivisions of three lots or fewer and read the County's definition of a Minor Subdivision. Mr. Roark stated that the Town would like to mirror Carroll County's process for these smaller subdivisions. He explained that, under the County's process, a minor subdivision could be completed in two to three months, whereas the Town's current process requires approximately nine months. He added that these minor subdivisions would not involve new roads, major utility extensions, or anything beyond minor stormwater improvements. Mrs. Painter asked whether subdivisions of three lots or fewer would be handled entirely through the County's process. Mr. Roark explained that once the final plan is approved by both the County and Town staff, the Planning and Zoning Commission Chair would review the plan for approval or, if deemed necessary, bring the plan before the full Commission for consideration. Mrs. Yeager asked what prompted the need for the change. Mr. Roark explained that there is a minor subdivision currently in progress that will be coming forward for approval. Mrs. Swisher added that, during a review of the Town Code, staff noted that while a Minor Subdivision is defined, the Code does not provide a separate process for handling it differently from a Major Subdivision.

Mrs. Painter made a **motion to Recommend Ordinance 558 to Council for Adoption**. Mr. Obermayer seconded the motion. The motion passed with four votes for, no votes against, and no abstentions.

Carroll County Department of Planning Update:

Mrs. Swisher explained that County had not submitted a planning update for the meeting. Mr. Roark further explained that the department was currently short-staffed. Mrs. Swisher stated that if an update was received, it would be sent to the Commission at that time.

Other Business:

None.

Public Comment:

Ms. Callahan commented that she was grateful for the work that Public Works did to ensure the streets were passable during the recent storm. Mrs. Painter also stated that it was also good that the residents moved their cars off the streets to make it easier for Public Works to clear them. Mr. Roark agreed and thanked residents of Hampstead.

Mrs. Yeager made a **motion to adjourn**. Mr. Obermayer seconded the motion. The motion passed with four votes for, no votes against and no abstentions.

ZONING ADMINISTRATOR, James Roark

CHAIR, Sharon Callahan