

HAMPSTEAD PLANNING & ZONING COMMISSION
MINUTES
April 22, 2026

The Hampstead Planning & Zoning Commission met on April 22, 2026.

Commission Chair Sharon Callahan called the meeting to order at 7:00 p.m. The following Commission Members were present: Sharon Callahan, Barb Yeager, Deborah Painter and Charlie Obermayer. Lou Konior was absent. Scott Graf, the Carroll County Department of Planning liaison to Hampstead, was also present.

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

Guests present: Martin K. P. Hill and Dan Staley.

Minutes Approval

Mr. Obermayer made a motion to approve the March 25, 2026 Regular Commission Meeting minutes. Mrs. Yeager 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 discussing the Water System Centralization and Modernization Project. He stated that Mid-Atlantic Utilities had completed four of the five new water mains associated with the project and had begun work on the final water main along Lower Beckleysville Road from the existing pump house to the future water treatment plant site on the Chief Sites Park property. Mr. Roark explained that grading permits had been received for the water treatment plant construction and that grading work was expected to begin within the next few weeks. He stated that construction would begin with the North Carroll Farms facility, which currently has an anticipated completion date of January 2027. Mr. Roark further explained that construction would then proceed to the Hampstead Valley, Shiloh, and Dairy facilities, with all four Water Treatment Plants expected to be completed by July 2027.

Mr. Roark continued by providing updates on current development projects in Town. He stated that Tractor Supply Company and Weis Gas N' Go site plans both continue through the County review process and are nearing final approvals. Mr. Roark also discussed a new site plan, known as 845 Main Street. He explained that the project is proposed as a mixed-use strip shopping center between Illiano I and Illiano II. He explained that the proposal includes six retail commercial suites on the first floor and five residential units on the second level. Mr. Roark stated that Town Staff recently received the plans and began their review, and that the project had already completed a pre-submittal meeting with Carroll County. He anticipated the project would be introduced to the Commission at the next meeting.

Mr. Roark also informed the Commission that the Town had hired artist Dominic Jones to paint a mural on the side of Rocco's Restaurant. He explained that the artist had previously completed murals throughout Carroll County and that the Town had reviewed the initial concept design and provided suggestions to incorporate additional Hampstead landmarks and themes. Mr. Roark stated that the artist hoped to begin painting the mural the following week and complete it prior to Hampstead Day.

Mr. Roark concluded his update by reminding the Commission that Hampstead Day would be held on May 16, 2026 from 8:00 a.m. to 3:00 p.m. along Main Street, and that Main Street would be closed to traffic from Mott Avenue to Rinaman Avenue from approximately 6:30 a.m. to 4:00 p.m.

Mr. Roark also introduced Scott Graf as the Town's new Carroll County Department of Planning liaison.

The first item on the agenda was the **Discussion and Review of Zoning Administrator’s Adequate Facilities Study – Weis Gas N’ Go – 721 Hanover Pike – Map 0503/Parcel 0742**. Mr. Roark explained that an adequate facilities study is required during both the concept and final phases of the site plan review process. Assistant Zoning Administrator Christina Swisher presented the study to the Commission. Mrs. Swisher explained that the property previously received conditional use approval in June 2024 for a fueling station within the General Business District. She stated that the proposal had been reviewed for compliance with Town zoning regulations and that review comments from the State and County agencies had been found satisfactory. Mrs. Swisher further explained that public facilities, including schools, police, fire protection, roads, sewer, and water capacity, were all found to be adequate for the proposed development. She noted that the applicant estimated water usage at approximately 20 gallons per day, which was not expected to negatively impact the Town’s water system. Mrs. Swisher also stated that the project was consistent with the Comprehensive Plan and the Carroll County Water and Sewer Master Plan. She explained that the study was presented for the Commission’s consideration during future final site plan review.

Next on the agenda was the **Discussion and Review of Amended Plat “M”/Lot 400 – Roberts Field 3 Minor Subdivision Plan**. Mr. Roark began the discussion and explained that Plat “M”/Lot 400 was originally created as part of the 1989 Roberts Field subdivision plat and was restricted by Plat Note 14, which prohibited further subdivision of the lot. He explained that the restriction was originally imposed due to concerns regarding cut-through traffic from the Roberts Field subdivision using Sunder Lane and Hampshire Drive to access Route 30. Mr. Roark stated that a physical barrier had since been constructed between the streets, eliminating the possibility of cut-through traffic. He further explained that the applicant was requesting removal of Plat Note 14 in order to subdivide Lot 400 into three residential lots.

Mr. Dan Staley, engineer for the project, addressed the Commission and discussed the history of the subdivision and the traffic concerns that existed when the original plat was approved. Mr. Staley explained that conditions in the area had significantly changed since 1989, including the construction of the Route 30 Bypass and reduced traffic from the former Black & Decker facility. He stated that the current traffic conditions no longer justified the restriction on subdivision and that the proposed lots represented appropriate infill development. Mr. Roark noted that the amended plat had already undergone initial Carroll County review and that the State Highway Administration had no comments or objections to the proposal.

Mr. Obermayer clarified that the physical barricade between Sunder Lane and Hampshire Drive would remain in place and that no through access would be created. Mr. Martin K.P. Hill, President of Woodhaven Building and Development, also addressed the Commission and stated that the project would include upgrades and extensions to the Town’s water line in the area.

Mrs. Painter made a **motion to approve the removal of Plat Note 14 for the 1989 Roberts Field subdivision plat for Lot 400**. Mr. Obermayer seconded the motion. The motion passed with four votes for, no votes against, and no abstentions.

The last item on the agenda was the **Introduction and Adoption of Resolution PZC-2026-01 – A Resolution Approving and Certifying the 2024 Water Resources Element**. Mr. Roark explained that the Planning & Zoning Commission previously reviewed the draft Water Resources Element and held a public hearing on the document. He stated that the resolution would formally approve and certify the Water Resources Element and recommend its adoption by the Town Council. Mr. Roark explained that following Commission approval, the next step would be consideration by the Mayor and Town Council.

Mrs. Yeager made a **motion to approve Resolution PZC-2026-01, A Resolution Approving and Certifying the 2024 Water Resources Element**. Mr. Obermayer seconded the motion. The motion passed with four votes for, no votes against, and no abstentions.

Carroll County Department of Planning Update:

Scott Graf, Carroll County Department of Planning & Resource Management liaison, introduced himself to the Commission. Mr. Graf discussed several County initiatives currently underway, including ongoing text amendments and development deferrals related to data processing centers, billboards, accessory dwelling units, and self-storage facilities. He explained that the County had implemented a temporary deferral on data processing center development applications through February 2027 while appropriate zoning regulations are developed.

Mr. Graf also provided updates regarding the Carroll County Master Plan update process, including ongoing work groups focused on housing, the economy, and agriculture. He stated that the County had also begun youth outreach efforts, including a redevelopment exercise conducted with Carroll Community College students involving the Westminster Towne Mall property.

Mr. Graf further explained that the triennial Water and Sewer Master Plan update had been delayed until 2027, although the regular spring and fall amendment cycles would continue as scheduled. He also stated that the Town's Annual Report submission would soon be presented for review and approval prior to submission to the State.

Other Business:

None.

Public Comment:

There was no public comment.

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

ZONING ADMINISTRATOR, James Roark

CHAIR, Sharon Callahan