

**HAMPSTEAD PLANNING & ZONING COMMISSION
MINUTES
NOVEMBER 19, 2025**

The Hampstead Planning & Zoning Commission met on November 19, 2025.

Commission Chair Sharon Callahan called the meeting to order at 7:00 p.m. The following Commission Members were present: Sharon Callahan, Lou Konior, and Deborah Painter. Charlie Obermayer and Barb Yeager were absent. Staff Members present were: Town Manager/Zoning Administrator Jim Roark.

Guests present: Marlene Duff

Minutes Approval

Mrs. Painter made a **motion to approve September 24, 2025 Regular Commission Meeting minutes**. Mr. Konior seconded the motion. The motion passed with three votes for, no votes against, and no abstentions.

Business:

Mr. Roark began the Zoning Administrator Update by discussing the Water System Modernization and Centralization Project. He stated that construction on the raw water mains was continuing, with Tasks 1 and 2 of the project complete. Mr. Roark stated that Mid-Atlantic Utilities was starting on Task 3, which would include construction on Dakota Road, Panther Drive, and Shiloh Road. He explained that the water main would continue just past Hampstead Elementary, where the new Water Treatment Plant will be constructed. He stated that during the previous week, the Town Council approved two contracts for the construction of the water treatment plants. Mr. Roark explained that the next step was to submit a bid package for these contracts to MDE and that he hoped the Town would receive approval by the end of the year. He further explained that construction was anticipated to begin in February or March. Mr. Roark also noted that Friday, November 21st would be the Town's annual tree lighting ceremony beginning at 6 pm. Mr. Konior inquired about the status of the funding for water treatment project. Mr. Roark explained that the Town currently had \$18.9 million in a grant and that the Town was currently drawing from that and once that money was exhausted the Town has a \$5 million forgivable loan available for any additional costs incurred. He further explained that these two sources should fully fund the project. He noted that the Town had already paid \$3 million out of pocket for the project's engineering costs, which were necessary to get the project started. Mr. Roark also explained that the engineers' estimates were high and the bids came in lower than anticipated. Mr. Konior also asked for the estimated completion date of the project and Mr. Roark stated it was January of 2028.

The first item on the agenda was the **Approval of a Zoning Certificate for an Addition at 1306 North Main Street**. Ms. Callahan explained that the item was being postponed until the next meeting.

The second item on the agenda was the **Discussion and Review of Zoning Administrator's Adequate Facilities Study – Tractor Supply Company – Hanover Pike – Map 0500/Parcel 3193**. Mr. Roark explained that an adequate facilities study must be completed twice, once when a site plan is in the concept phase and once when a site plan is in the final phase. Mr. Roark continued by stating that Tractor Supply was now in the final site plan phase, so the study was completed again. He read the document into the record. Mrs. Painter summarized by saying that facilities study found that the final site plan found no inadequacies. Mr. Roark stated that the final site plan was still with the County and once everything was approved with Carroll County, the final plan would be brought to the Commission for approval. Mr. Konior asked if there were any indications that Tractor Supply Company was getting cold feet. Mr. Roark stated that while Tractor Supply had begun the process in the past for another location and pulled out, this location will be a company store where they are purchasing the land and so the process is a bit different. Ms. Callahan asked when Tractor Supply could break ground if the process went as planned. Mr. Roark stated that he anticipated a late spring or early summer groundbreaking.

Carroll County Department of Planning Update:

Mr. Roark explained that since Mr. Gray had left his position at the County as liaison, Clare Stewart was serving as the Town's interim contact. Mr. Roark stated that a document had been provided to the Commission to serve as the County's update.

Other Business:

None.

Public Comment:

Marlene Duff of Boxwood Drive asked Mr. Roark if other municipalities in Carroll County were also going through the process of obtaining funds for PFAS removal projects. Mr. Roark explained that other towns had similar projects, but each town had to apply individually. Mr. Roark stated that the Town had decided to pay the engineering fees out of pocket to get ahead in planning and apply for the funds before other municipalities had a chance. Mr. Roark further explained that the grant was an \$18.9 Million EPA grant that was given to the State of Maryland, and the State then passed on all \$18.9 Million to the Town of Hampstead.

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

ZONING ADMINISTRATOR, James Roark

CHAIR, Sharon Callahan