

**HAMPSTEAD PLANNING & ZONING COMMISSION
MINUTES
JULY 23, 2025**

The Hampstead Planning & Zoning Commission met on July 23, 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, Barb Yeager, Deborah Painter, and Charlie Obermayer. Staff Members present were: Town Manager/Zoning Administrator Jim Roark, Assistant Zoning Administrator Christina Swisher. Andrew Gray, the Carroll County Department of Planning liaison to Hampstead, was also present.

Guests present: Marlene Duff, Kathleen A. Dillon, Raymond Dillon, Andy Budimirovich, and Brenda Dinne

Minutes Approval

Mr. Konior made a **motion to approve June 25, 2025 Regular Commission Meeting minutes**. Mrs. Yeager seconded the motion. The motion passed with five 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 informed the Commission that construction of the new water mains would begin by the second week of August. He stated that the first section of new water main would be on Shiloh Road in front of Hampstead Elementary. Mr. Roark said that the two contracts for the new water treatment plants were out for bid. One contract was for the North Carroll Farms and Shiloh facilities, and the other contract is for the Dairy and Hampstead Valley facilities. Bids are scheduled to be opened on August 4, 2025. Mr. Roark informed the Commission that the Town will be holding a Town Hall meeting on July 22nd to go over the plans and explain the impact it may have on residents. He stated that the pipelines will be completed within one year and their construction will have the largest impact on traffic. Mr. Roark stated that the Town had held a Town Hall meeting the night before regarding the change in the stormwater facility in Roberts Field. He told the Commission that Town Hall was almost full and that Claire Hirt, from the County, provided a presentation on the changes. Mr. Roark informed the Commission that the proposed Tractor Supply Store was expecting to receive concept stormwater management approval from the County within the week. If that happens, TSC will be at the August Commission meeting to receive the Town's concept plan approval. Mr. Roark stated that there are three new restaurants in the process of opening in Town. They are Hibiscus Table, a Szechuan Sushi restaurant in Roberts Field, Little G's Diner taking the spot of the old Hampstead Diner, and Roggenart, a European café and Bakery, locating in Illiano Plaza I.

The first item on the agenda was the **Approval of a Sign Application – Roggenart – 903 S. Main Street, Suite F – Exterior and Window Signage**. Ms. Andy Budimirovich, of Roggenart, came forward to talk about the sign and the restaurant. Mr. Roark stated that all the signage meets the requirements of the Town Code. Mr Budimirovich stated that this will be the tenth Roggenart establishment. They hope to be open by the end of August.

Mrs. Painter made a **motion to approve the exterior and window signage for Roggenart – 903 S. Main Street, Suite F**. Mr. Obermayer seconded the motion. The motion passed with five votes for, no votes against, and no abstentions.

Next on the local agenda was the **Discussion of the 2024 Carroll County Water Resources Element Draft**. Mr. Roark stated that last month the Commission had been given copies of the Hampstead information in the Water Resources Element Draft for them to review. He stated that Mrs. Brenda Dinne, from the Carroll County Planning and Land Management Department, would now give a presentation on the plan draft. Mrs. Dinne told the Commission she would give them an overview of the plan and how it pertains to Hampstead. She explained that

clean water, wastewater and stormwater are elements that always need to be addressed during all plans. She explained the processes the draft and the final copy of the Water Resources Element need to go through. Mrs. Dinne discuss the MDE methodology that is used to determine capacity and demand information. Mr. Roark and Mrs. Dinne discussed that this methodology is strictly planning numbers based on maximum buildout in the water service area. Mrs. Dinne explained that once you use eighty percent of your appropriated water, you need to implement a Water Capacity Plan, which tracks your planned water usage. Mr. Roark stated that Hampstead does use a Capacity Management Plan, and that while the Town's daily water allocation is 830,000 gpd, the Town pumps around 350,000 GPD. Mrs. Dinne explained that in the MDE methodology, the Town's largest producing well is taken out of service, drought conditions are put in place and all numbers used for usage are the planning numbers for that particular use. These processes help create the negative water numbers. Mrs. Dinne discussed the goals this Water Resources Element need to address, including developing emergency supply plans, identify and develop new water supplies, and promote water conservation. She discussed the action items needed for Hampstead. Mrs. Dinn explained the limitations keeping the Hampstead Wastewater plant from achieving higher capacity. She discussed the strategies and action items needed to address and improve the County's wastewater system. Mrs. Dinne also discussed the strategies and action items needed to address stormwater. Mrs. Dinne stated that the water Resources Element now needs to address climate change. She stated that many of the items being implemented to address stormwater management will also address climate change. Mrs. Dinne also discussed emerging contaminants which can effect water supply, wastewater and stormwater systems. Mrs. Dinne explained the processes that the Planning and Zoning Commission will be involved in during the approval of the Water Resources Element. Mr. Konior asked if the Commission will be held accountable to implement the recommended action items and strategies. Mrs. Dinne replied no, that they are only recommendations, not commitments. Mr. Roark added that they are similar to the goals outlined in the Hampstead Comprehensive Plan. Mr. Konior asked if the current water project the Town is undergoing will address any upcoming emerging contaminants. Mr. Roark stated that the new GAC filtration being implemented will address the other emerging contaminants. Mrs. Swisher added that by centralizing the water system, it will make it easier to address any future emerging contaminants.

Mrs. Painter made a **motion to approve to send the 2024 Carroll County Water Resources Element Draft to the State for review.** Mr. Konior seconded the motion. The motion passed with five votes for, no votes against, and no abstentions.

Carroll County Department of Planning Update:

Andrew Gray began his Carroll County Department of Planning Update by informing the Commission that the Carroll County Commissioners will be holding a Public Hearing on July 31st regarding the Spring 2025 Amendment to the Water and Sewer Master Plan. Mr. Gray stated that the three Master Plan work groups, focused on the economy, housing, and agriculture have been meeting, and nearing their completion. He also informed the Commission that Planning Staff will be attending local Farmers Markets to help promote the Master Plan process.

Other Business:

Public Comment:

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

ATTEST _____ CHAIR _____