

**HAMPSTEAD PLANNING & ZONING COMMISSION
MINUTES
AUGUST 27, 2025**

The Hampstead Planning & Zoning Commission met on August 27, 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: Wendy Fulton, Jessica Bates, and Andy Mueller

Minutes Approval

Mrs. Painter made **a motion to approve July 23, 2025 Regular Commission Meeting minutes**. Mr. Konior 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 stated that construction has begun on the pipelines, beginning with the Main Street portion. Mr. Roark stated that the contractor has started saw-cutting the road and will then install the new pipeline. He said that the work should be completed by the end of September. He also informed the Commission that the bid opening date for the two contracts for the new water treatment plants is September 4th. He stated that he expected construction for the water treatment plants to begin in either February or March of 2026.

The first item on the agenda was the **Approval of Concept Site Plan – Tractor Supply Company – Hanover Pike – Map 0500/Parcel 3193**. Mr. Roark began the discussion by stating that approvals had been granted by Carroll County for everything except sediment control. He explained that as long as the issues were addressed in the Final Site Plan, it was not an issue. Mr. Roark stated that the Town had asked for a few exterior changes, such as adding the barn doors, requiring a monument sign, and changing the exterior color to a brick. Mrs. Yeager asked if a sidewalk would be added in front of the property. Mr. Roark stated that in the comments, Mr. Mueller responded that “Due to no sidewalks being present in the immediate area of this project, the developer has chosen to not include a sidewalk at this time.” Jessica Bates, of BL Companies, came forward to present the site plan and displayed it on the projection screen. Ms. Bates gave an overview of the site plan and the approvals that had been received by the County since the last time it came before the Commission. Mr. Obermayer asked if the property was originally going to be on a septic system and Mr. Roark explained that the Town had asked for the property to connect to public sewer due to its proximity to a water aquifer that feeds the Town’s water system. He stated that they worked together with Carroll County to develop a plan for the property to connect public sewer. Ms. Callahan asked if there would be an issue updating the façade to a brick. Ms. Bates deferred to Wendy Fulton. Ms. Fulton explained that when the plan had previously been presented to the Commission that was not an issue, so she could not agree to the change at that time. Ms. Callahan expressed that she was excited about the new business coming to Town, but she did feel brick would match the character of the Town. Ms. Fulton stated that she thought that changing the color was something that would be achievable, but she could not promise a brick façade without going back and discussing it with others at the company. Mrs. Yeager also expressed her desire for a brick façade. Ms. Fulton gave an overview of some of the design features shown on the elevations. Mr. Obermayer asked for other color palette options to be given to the Commission. Ms. Callahan inquired about the landscaping plans and Mr. Mueller described the different types of trees and shrubs included in the plan. Ms. Callahan asked if the Commission requiring the brick façade would hold up the approval process. Mayor Nevin suggested that the Commission approve the concept site plan on the condition that they add the brick.

Mrs. Yeager made **a motion to approve the concept site plan for Tractor Supply Company – Hanover Pike – Map 0500/Parcel 3193**, contingent on the addition of a brick façade. Mr. Obermayer 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 Spring 2025 Amendment to the Water and Sewer Master Plan was approved the Carroll County Commissioners on August 21, 2025. Mr. Gray stated that the next step was to send it to Maryland Department of the Environment for final review and approval. He also stated that the three Master Plan work groups, focused on the economy, housing, and agriculture have concluded. He stated that recommendation from those work groups would be presented to the Carroll County Planning and Zoning Commission for consideration during the Master Plan update.

Other Business:

None.

Public Comment:

Mr. Konior 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 _____