

**Meeting Attendance**

**Commission Members**

Roxanne Hemphill – Chairperson  
Leslie Dickinson  
Lindy Camerata  
Scott Sirchio  
Martina Hatley  
Karl Munder– Council Liaison

**Town Staff**

John Breeding – Director of Planning & Zoning  
Barney Quinn – Town Engineer/Inspector  
Debra Clinton – Planning & Zoning Review Coordinator

**Commission Members Absent**

Bill Butts – Vice Chairperson

**Others**

Tom McCarron – Town Attorney

**1. CALL TO ORDER**

The meeting was called to order at 7:00p.m. by Roxanne Hemphill, Chairperson, who also led the Commission in the Pledge of Allegiance.

**2. APPROVAL OF MINUTES**

MOTION: Scott Sirchio moved to approve the minutes for March 29, 2021. Seconded by Martina Hatley. Vote: All in favor, none opposed.

**3. CITIZEN COMMENTS (for items not on the agenda)**

None

**4. CARROLL /FREDERICK COUNTY PLANNERS**

**Carroll County Planner** – Hanna Weber – Hanna updated the Planning Commission on the Residential Text Amendment. The residential text amendment is currently in the County Planning Commission. They are using the month of June strictly for public comments and will be forwarding the text amendment to the County Commissioners in July or August. The County Planning Department is working on the Transportation Master Plan Survey and are in the early stages of doing a Transportation Master Plan.

**Frederick County Planner** – Tim Goodfellow – Tim was not in attendance.

**5. SITE PLANS/ SUBDIVISIONS/ DEVELOPMENT PROJECTS**

- **AP-19-0028 – Ridgeville Heights, Tract One & Second Tract** – Existing Lot of record, lot line relocation. Roxanne Hemphill motioned to recommend approval of the Amended Plat of Ridgeville Heights, Tract One & Second Tract AP-19-0028 provide all Town and County agency comments are addressed and SHA parcel is recorded with this Amended Plat.

Seconded by Leslie Dickenson. Vote: All in favor, none opposed.

## 6. NEW BUSINESS

- None

## 7. INTRODUCTION/ DISCUSSION/ RECOMMENDATION

- **Greentree Village Pattern Book & Site Development Plan P-21-0021** – Introduction and discussion of the next steps for this project. Leslie Dickenson motioned to give a favorable recommendation to the Board of Appeals for the MXU-CC for the Greentree Village Concept Plan P-21-0002 and to include in the favorable recommendation that at this time there is no decision and no recommendation by the planning commission and not by the staff as to whether Scotch Heather will be continued North to this property Seconded by Scott Sirchio. Vote: 4-1 Roxanne Hemphill – Yea, Leslie Dickenson – Yea, Scott Sirchio – Yea, Martina Hatley – Yea, Lindey Camerata - Nay  
Roxanne Hemphill motioned to make a favorable recommendation to the Board of Appeals for a variance to the rear building restriction line from 40 feet to 25 feet in the Greentree Village Plan. Seconded by Leslie Dickenson. Vote: 4-1 Roxanne Hemphill – Yea, Leslie Dickenson – Yea, Scott Sirchio – Yea, Martina Hatley – Yea, Lindey Camerata - Nay

## 8. REPORTS/OTHER BUSINESS/WORK PLAN ITEMS

- **Zoning Administrator Report**  
The Town Zoning Administrator approved 42 permits with a revenue of \$126,413.54 for the month of April 2021.
- **Council Liaison Report**  
None
- **Other Business**  
The next 2023 Town Master Plan work session is for June 3, 2021.

## 10. FUTURE ITEMS

- **S-20-0021 – Twin Arch Business Park, Section 4, Lot 32 – Site Development Plan.**
- **Next Planning Commission Meeting Date**  
Monday, June 28, 2021, at 7:00 p.m. This meeting will be held via ZOOM webinar and Facebook LIVE, or TBD.

## 11. ADJOURNMENT

- Motion to adjourn by Scott Sirchio. Seconded by Lindey Camerata. Vote: All in favor, none opposed. Roxanne Hemphill, Chairperson, adjourned meeting at 8:23 p.m.

Submitted by Roxanne Hemphill, Chairperson

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Prepared by Debra Clinton

Signature