

Meeting Attendance

**Commission Members**

Roxanne Hemphill - Chairperson  
Bill Butts – Vice Chairman  
Leslie Dickinson  
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**

**Others**

Thomas McCarron—Town Attorney

1. CALL TO ORDER

The meeting was called to order at 7:01p.m. by Roxanne Hemphill who also led the Commission in the Pledge of Allegiance.

2. APPROVAL OF MINUTES

MOTION: Bill Butts moved to approve the minutes for August 30, 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** – Hannah Weber – Hannah was not in attendance but did submit a memorandum to update the Planning Commission, Roxanne Hemphill read the memorandum. The Residential Text Amendment was forwarded to the Board of County Commissioners at the September 21<sup>st</sup> Planning Commission. Work sessions with the BCC will begin in October discussing the text as well as two rezonings in the Eldersburg area. Information can be found: [www.carrollrezoning.org](http://www.carrollrezoning.org). Ongoing work with the Countywide Transportation Master Plan, a second survey will be crafted and available to the public in the coming months. Triennial Update to the 2019 Carroll County Master Plan is underway. The Department will reach out to Town staff, if not done already, to set up meetings to go over the Town’s current chapters and maps for updating. Bill Butts asked John Breeding to reach out to the Carroll County Planner to ask when they expect the Countywide Transportation Master Plan, and the Triennial Update will be complete.

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

requested John Breeding to reach out to Tim and ask him to come to the next Planning Commission meeting or give updates.

5. SITE PLANS/ SUBDIVISIONS/ DEVELOPMENT PROJECTS

➤ None

6. NEW BUSINESS

➤ None

7. INTRODUCTION/ DISCUSSION/ RECOMMENDATION

- **Preliminary discussion of the Small Cell Infrastructure Design Guidelines** - Roxanne requested John Breeding to find someone that is familiar with 5G and how it operates to come to the October Planning Commission meeting.

8. REPORTS/OTHER BUSINESS/FUTURE ITEMS

- **Zoning Administrator Report**  
The Town Zoning Administrator approved 16 permits with a revenue of \$477.50 for the month of August 2021.
- **Council Liaison Report**  
None
- **Other Business**  
2023 Town Master Plan – The next work session is scheduled for Thursday, October 7, at 6:00 p.m. This work session will be held at the Town Hall.
- **Proposed Annexation Resolution #44 – Rigler Property – 24.98 acre on the North side of Prospect Road.**
- **Preliminary request for rezoning of parcels within the Town of Mount Airy.**
- **Next Planning Commission Meeting Date**  
Monday, October 25, 2021, at 7:00 p.m. This meeting will be held at the Town Hall.

11. ADJOURNMENT

- Scott Sirchio motioned to adjourn. Seconded by Bill Butts. Vote: All in favor, none opposed. Roxanne Hemphill, Chairperson, adjourned meeting at 7:43 p.m.

Submitted by Roxanne Hemphill

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Prepared by Debra Clinton

Signature