

Meeting Attendance

Commission Members

Roxanne Hemphill – Chairperson
Bill Butts – Vice Chairperson
Lindey Camerata
Leslie Dickinson
Scott Sirchio
Martina Hatley
Pam Reed – Council Liaison

John Breeding – Community Planning &
Zoning Administrator
Barney Quinn – Town Engineer/Inspector
Debra Clinton – Community Planning
Administrative Assistant

Others

Tom McCarron – Town Attorney

Commission Members Absent

Town Staff

Judi Olinger

1. CALL TO ORDER

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

2. APPROVAL OF MINUTES

MOTION: Bill Butts moved to approve the minutes for the April 27, 2020 Planning Commission meeting. Seconded by Scott Sirchio. Vote: All in favor.

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

None

4. CARROLL /FREDERICK COUNTY PLANNERS

Carroll County Planner – Mary Lane / Hanna Weber – Not in attendance.

Frederick County Planner – Tim Goodfellow – Not in attendance.

5. SITE PLANS/ SUBDIVISIONS/ SIGNPERMIT REVIEWS/SIGN PRESENTATIONS/ DEVELOPMENT PROJECTS

➤ **Twin Arch Business Park, Section 4, Lot 8, 1st Amended Concept Site Plan, S-18-0031, MSB Services, LLC.** For construction of a second building toward the rear of property. Scott Sirchio motioned to recommend conditional approval of the Concept Site Development Plan for the proposed MSB Services, LLC, Building #2 on Lot 8, in the Twin Arch Business Park, located at 2505 Back Acre Circle, Mount Airy, Maryland 21771 subject to all Town and County review agencies comments being addressed. Seconded by Bill Butts. Vote: All in favor, none opposed.

- **Twin Arch Business Park, Section 4, Lot 17, Final Site Plan, S-19-0032, King Sports Construction.** For storage and recycling of tough sports field materials and the Company Headquarters. Roxanne Hemphill motioned to recommend the Planning Commission permit the use of LED lighting as proposed in the final site plan package over the preferred high-pressure sodium lighting as allowed by Town Code Section 112-18 (F)(3). Recommend the Planning Commission conditionally approve the Final site plan for Lot 17, Twin Arch Business Park Section Four for King Sports Construction with the following conditions:
 - A. All Town comments to be addressed, Carroll County Stormwater Management shall be addressed prior to any grading permit approval by Town of Mount Airy staff.
 - B. That the Amended Plat, AP-18-0017, Forest Conservation Easements extinguishment plat be recorded with the Carroll County Land Records before any grading permit/building permit approval is issued for the construction of this project.
 - C. Provide all legal documents, PWA, and bonding prior to any grading permit/building permit approval.
 Seconded by Bill Butts. Vote: All in favor, none opposed.

6. NEW BUSINESS

- None

7. DISCUSSION

- **Ordinance 2020-4, Proposed Text Amendment to NP District** –Applicant is requesting a change to the current code related to the total size of a proposed building if the existing building needs to be raised/demolished. Recommendation to Town Council. Leslie Dickinson moved to make a positive recommendation to the Town Council in support of Ordinance 2020-2 - Proposed Text Amendment to NP District and recommend it apply to all buildings being vacant for at least 3 years. Seconded by Lindey Camerata. Vote: All in favor, none opposed.

8. REPORTS/OTHER BUSINESS/WORK PLAN ITEMS

- **Water Tower #2** – Barney Quinn, Town Engineer, presented a plan for the repair and repainting of the Water Tower #2 and the temporary location of the existing cellular equipment.
- **Zoning Administrator Report**
 The Zoning Administrator approved 12 permits with a revenue of \$42,027.96 for the month of March 2020.

Carroll County Building Permits	5
Town of Mount Airy Permits	7

The Zoning Administrator approved 16 permits with a revenue of \$147,130.66 for the month of April 2020.

Carroll County Building Permits	9
Town of Mount Airy Permits	7

➤ **Council Liaison Report**

Pam Reed, Council Liaison, mentioned the Group of Community Volunteers have set up the Community Funded Small Business Grant Program fundraiser and accepting donations on Facebook, please promote. The Town Council approved \$13,770.00 to use toward a grant, for the remainder of this year, for small businesses impacted by the Covid-19 Pandemic.

➤ **Other Business**

Bill Butts recommends reaching out to the Town Survey Task Force for a summary of findings from the most recent town survey. That will have a lot to do with what we set as the timing of when we begin to undertake the update of the Master Plan.

10. PENDING FUTURE PROJECTS

- **Twin Arch Business Park, Section 3, Lot 32, S-20-0001– Concept Site Plan-** for a flex warehouse space.
- **Next Planning Commission Meeting Date** – Monday, June 29, 2020 at 7 p.m. This meeting will be held via ZOOM Meeting and LIVE Facebook or TBD.

11. ADJOURNMENT

- Motion to adjourn by Scott Sirchio. Seconded by Leslie Dickinson. Vote: All in favor, none opposed. Roxanne Hemphill, Chairperson, adjourned meeting at 8:00 p.m.

Submitted by Roxanne Hemphill, Chairperson _____

Prepared by Debra Clinton

Signature