Meeting Attendance

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

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

Others
Tom McCarron – Town Attorney

Commission Members Absent
Judi Olinger

1. **CALL TO ORDER**
The meeting was called to order at 7:01p.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, with the correction that Lindey Camerata was present, for November 25, 2019 Planning Commission meeting. Seconded by Scott Sirchio. Vote: All in favor, none opposed.

3. **CITIZEN COMMENTS** (for items not on the agenda)
Michael O’Brien encourages everyone to complete the Town Survey, your opinions matter!

4. **CARROLL/FREDERICK COUNTY PLANNERS**
Carroll County Planner – Mary Lane – Mary introduced Hannah Weber as the new Carroll County Planner and Town Liaison. The new Comprehensive Rezoning includes the Employment Campus Zone. The Commission requested to hear more about this at the next planning commission meeting.

Frederick County Planner – Tim Goodfellow – Not in attendance.

5. **SITE PLANS/ SUBDIVISIONS/ SIGN PERMIT REVIEWS/SIGN PRESENTATIONS/ DEVELOPMENT PROJECTS**
- **Concept Site Plan – Twin Arch Business Park, Section 4, Lot 17 – S-19-0032- King Sports Construction.** Bill Butts motioned to recommend conditional approval of the Concept Site Development Plan of Lot 17 of the Twin Arch Business Park, Section 4, subject to all Town and County agency comments being addressed. Seconded by Scott Sirchio. Vote: 5-1,
6. NEW BUSINESS

➢ None

7. DISCUSSION

➢ Ordinance 2020-1 – Proposed Amendment Part II of the Town Code (§98-23 & § 112-37.2) creating a new section (§98-61) entitled Mixed Use Development “MXD”. In addition to creating a new section (§112-37.2) entitled Mixed Use Development “MXD”, amending article VIII (§112-62) – Special Exception. Roxanne Hemphill tabled the discussion and will pick it back up at the Workshop session on February 6, 2020 at 6:00 p.m.

➢ Ordinance 2020-2 – Proposed Zoning Text Amendment to allow a restaurant in the I-Industrial District (§112-45) pursuant to Town Code, Section 9§112-66B) Discussion and recommendation to the Board of Appeals. This will not go to the Board of Appeals; this will go to the Town Council. Leslie Dickinson motioned the Planning Commission forward a recommendation, to the Town Council, approval of the text amendment as proposed which will allow restaurants or lunchrooms that do not exceed 15% of the lot or parcel, and provide no individual use exceed 3,000 square feet. Seconded by Scott Sirchio. Vote: All in favor, none opposed.

➢ Planning Commission Resolution 2020-1- Approval of the Priority Area for purpose of Water/Sewer Allocation. Bill Butts motioned to approve the Priority Area for the purpose of the Water/Sewer allocation. Seconded by Leslie Dickinson. Vote: All in favor, none opposed.

8. REPORTS/OTHER BUSINESS/WORK PLAN ITEMS

➢ Zoning Administrator Report
  John Breeding presented the monthly Zoning Administrator Report to the planning commission members. The Town Zoning Administrator approved 25 permits with a revenue of $21,780.40. for the months of November & December 2019.

<table>
<thead>
<tr>
<th>Permit Type</th>
<th>Number</th>
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<tr>
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<td>Fence Permits</td>
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<td>Zoning Permits</td>
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➢ Council Liaison Report
  None
Other Business – 2020 Census registration forms will be sent via mail beginning the middle of March 2020. The 2020 Census begins on April 1, 2020.

10. PENDING FUTURE PROJECTS
   ➢ Planning Commission Workshop – Thursday, February 6, 2020 at 6:00 p.m. to discuss Ordinance 2020-1. This workshop session will be held at the Town Hall of Mount Airy, MD 21771
   ➢ Next Planning Commission Meeting Date – Monday, February 24, 2020 at 7 p.m. This meeting will be held at the Town Hall of Mount Airy, MD 21771

11. ADJOURNMENT

   ➢ Motion to adjourn by Leslie Dickinson. Seconded by Lindey Camerata. Vote: All in favor, none opposed. Roxanne Hemphill, Chairperson, adjourned meeting at 8:48 p.m.

Submitted by Roxanne Hemphill, Chairperson

Prepared by Debra Clinton

Signature