

TOWN OF NEW WINDSOR PLANNING COMMISSION MINUTES

February 22,2021

Call to Order: Planning Commission was called to order by Chairman, Mark Schultz at 6:00 p.m. The meeting was held via ZOOM.

Present: Chairman Schultz, David Hoffman, Town Council Liaison, Members – Kevin Cornick and Drew Strine. Vice-chairman Monroe was not in attendance. Also present, Town Clerk Alban, Town Attorney Ostrander and Town Manager Dye. There were 1 other attendees in the ZOOM meeting.

Recording and Agenda Policies: Chairman Schultz announced that the Planning Commission operates under an agenda and recording policy and anything that would like to be put on the agenda needs to be submitted one week prior to the meeting.

Approval of Previous Minutes: A motion to approve the May 26, 2020 minutes was made by Member Strine. It was 2nd by Member Cornick and approved by a vote of 4-0.

Carroll County –no representative from the County?

- There is some confusion on who the County representative is for the Town. Chairman Schultz will make inquiries.

Old Business:

- **Hartzler Funeral Home Crematorium** – Chairman Schultz stated there were 2 meetings held with Maryland Department of the Environment (MDE), 1 virtual and 1 on location. More meetings to follow. Updates will be provided once the information is available.
- **CCDP 2019 Annual report** – Carroll County completed and submitted the report to the State of Maryland.

New Business:

- **Oath of Office:** Oath of Office administered to newest Planning Commission member, Kevin Shaughness.
- **Review of New Windsor Comprehensive Plan** – It is time to review the plan and Chairman Schultz assigned the 1st 3 Chapters for the Commission to read and plan on discussing at the March Planning Commission meeting on the 22nd.
- **Zoning Code Chapter 215** – The Planning Commission will be working on updating this portion of the Town Code later this calendar year after the part time CEO is hired.

Announcements: Next meeting will be March 22, 2021.

A Motion to adjourn the meeting at 7 p.m. was made by Member Shaughness, 2nd by Member Cornick and approved by a vote of 5-0.

Respectfully submitted, Clerk/Treasurer Donna Alban

