

TOWN OF NEW WINDSOR PLANNING COMMISSION MINUTES

July 26, 2021

CALL TO ORDER: The Planning Commission meeting was called to order by Chairman, Mark Schultz at 6:15 p.m. after the ZOOM facilitation issues were resolved.

PRESENT: Chairman Schultz, David Hoffman (Town Council Liaison), Members Drew Strine, Dave Grayson and Kevin Shaughness. Members Glenn Monroe and Ryan Christensen were not in attendance. Also attending, Town Attorney Michelle Ostrander, and Joe Rogers (Regional Planner, Western Maryland Regional Office for Maryland Department of Planning).

RECORDING & AGENDA POLICIES:

- Chairman Schultz announced that the Planning Commission operates under an agenda and was being recorded. Following policy, anything brought to the PC chair's attention one week prior to the scheduled meeting, would be placed on the agenda.

APPROVAL OF PREVIOUS MEETING MINUTES:

- There was not a quorum of PC members at the June 28, 2021 meeting so there are no minutes to approve.
- No meeting was held May 24, 2021 because of ZOOM facilitation issues.
- The minutes of the April 26, 2021 in-person meeting were approved as presented by a 5-0 vote, with the motion by Commissioner Strine, 2nd by Commissioner Shaughness.

CARROLL COUNTY DEPARTMENT OF PLANNING UPDATE:

- Price Waggoner was not in attendance.

NEW BUSINESS:

- Chairman Schultz introduced the newest Commissioner, Dave Grayson, who was sworn in at the 07/07/21 Town Council meeting. Each Commissioner then gave a personal introduction of themselves.
- Chairman Schultz indicated that former Councilman Palsgrove would be willing to give the Commissioners a tour of the town facilities in the fall. County Planner Waggoner and MDP Planner Rogers also expressed an interest. Actual date to be determined.
- Chairman Schultz lead a discussion of potential recruiting criteria for future Commissioners. It was decided he would write a draft recommendation to the Town Council for review and further discussion at next month's PC meeting.

OLD BUSINESS:

- Since the last PC meeting of 04/26/21, Chairman Schultz provided a quick review of activities:
 - The e-mail circulation of the Carroll County Annual Report was reviewed and voted 6-0 to accept; with the letter of acceptance forwarded to MDP 05/25/21.
 - The e-mail circulation of the Circuit Rider's phase II 201 Main St. application to the State of MD for a grant was reviewed and voted 6-0 to accept; with the letter of acceptance forwarded to the MD Department of Natural Resources on 05/25/21.
 - At the cancelled 06/28/21 PC meeting, the circuit rider gave his presentation of the 201 Main Street park phase II plans, to those in attendance.
- Continued review of the New Windsor Comprehensive Plan, stopping at page 45. MDP Planner Rogers continued in his role of "scorekeeper".

ANNOUNCEMENTS:

- The next meeting will be August 23, 2021, via ZOOM @ 6:00 pm.

A Motion to adjourn the meeting at 7:35 was made by Commissioner Shaughness, with a 2nd by Commissioner Grayson, approved by a vote of 6-0.

Respectfully submitted, Clerk/Treasurer Donna Alban with information provided by Chairman Schultz.