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TOWN OF NEW WINDSOR
209 High Street - P. O. Box 609
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TOWN OF NEW WINDSOR PLANNING COMMISSION MINUTES

April 28th, 2025

CALL TO ORDER: The Planning Commission meeting was held at 209 High Street in the Jack Coe meeting room and was called to order by Chairman, Mark Schultz at 6:00p.m.

PRESENT: Chairman Mark Schultz, Vice-Chairman Drew Strine, Council Liaison Dave Hoffman, Members Dave Grayson, Glen Monroe and Kevin Shaughness. Town Attorney Ostrander was also in attendance.

RECORDING & AGENDA POLICIES: Chairman Schultz, announced that the Planning Commission operates under an agenda. 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: A Motion was called by member Grayson to approve March 24th, 2025, minutes it was 2nd by member Strine and approved by a vote of 6-0.

COUNTY MASTER PLAN: (presented by Andrew Gray)

- Spring 2025 Water & Sewer Masterplan Amendment

A motion was made by member Shaughness that after reviewing comments from the Town of New Windsor and County Staff to certify the 2025 Spring Amendment to the 2023 Carroll County Water & Sewer Master plan as it pertains to New Windsor. It was 2nd by member Monroe and approved by a vote of 6-0.

2024 CARROLL COUNTY ANNUAL REPORT:

- Pursuant to the requirements of the land use article 1207 of the annotated code the Town of New Windsor Planning and Zoning Commission has approved the requested 2024 annual report data as presented at this meeting. Data related to development measures and indicators required in the land use article 1208 are also to be included.

A motion was made by member Strine to accept the annual report with the noted exception under question of one of the facilities. It was 2nd by member Shaughness and approved by a vote of 6-0.0

SNADER PROPERTY:

- Please let the minutes reflect that the agenda language is misleading because it implies approval of the request made in March 2025. As of the above date there have been no decisions, and no motions made to vote for the removal from the GAB.

A motion was made by member Shaughness to exclude the Snader parcels from the GAB. It was 2nd by member Monroe and approved by a vote of 6-0.

HOFF PROPERTY:

- Please let the minutes reflect that the agenda language is misleading because it implies approval of the request made in December 2024. As of the above date there have been no decisions, and no motions made to vote to reinclude the Hoff Property into the GAB.

A motion was made by member Monroe to include the Hoff property into the GAB. It was 2nd by member Shaughness and approved by a vote of 6-0.

COUNCIL UPDATES: (presented by Dave Hoffman)

- Town budget is completed and will be adopted at the May 7th council meeting.
- A new water/sewer billing schedule has been approved, and we are moving to a tiered system.
- Council is looking at a more structured approach to purchasing Town trucks.
- Beautification Day is Saturday, May 3rd from 8am to 12pm
- Election Day is Tuesday, May 13th at Town Hall.

CARROLL COUNTY DEPARTMENT OF PLANNING UPDATE (presented by Javier Toro)

- County looking for feedback from the requested charts that were emailed.

NEW BUSINESS:

- None at this time

OLD BUSINESS:

- Review of the Town's Comprehensive Plan

ANNOUNCEMENTS:

- Town Election May 13th
- Carnival is 20th to 24th—No Parade this year.

A Motion to adjourn the meeting at 8:30 p.m. was made by member Grayson with a 2nd by member Shaughness and approved by a vote of 6-0.

Respectfully submitted, Clerk/Treasurer Dana Mangus