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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

March 23, 2026

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, Glenn Monroe, Rebecca Price and Kevin Shaughness.

RECORDING & AGENDA POLICIES: Chairman Schultz announced that the Planning Commission operates under an agenda. Following policy, anything brought to the Planning Commission chair's attention one week prior to the scheduled meeting would be placed on the agenda.

APPROVAL OF PREVIOUS MEETING MINUTES: A motion was made by Mr. Strine to approve the February 23, 2026, minutes as amended at this meeting (spelling and resignation date). It was seconded by Mr. Shaughness and approved by a vote of 7-0.

CARROLL COUNTY WATER RESOURCE ELEMENT PLAN: A motion was made by Mr. Shaughness to approve the New Windsor section of the 2024 Carroll County Water Resource Element Plan; it was seconded by Mr. Grayson and approved by a vote of 7-0.

COUNCIL UPDATES: (presented by Dave Hoffman)

- Continue to work on the FY 2027 budget which is approximately 98% complete. It is a balanced budget with no tax increase for the 10th consecutive year.
- At the April 20 Town Council Work Session, GMB will be presenting a proposal for planning design and bidding services for the wastewater treatment Enhanced Nutrient Reduction (ENR) upgrade.
- Pedestrian safety improvements at Town View Circle – a child was hit by a car on Town View Circle recently. The Town is working on a plan of action to improve pedestrian safety.
- On Thursday, April 9, from 5 pm until 7 pm at the New Windsor Fire Hall, the Maryland Department of Transportation is presenting the design for the sidewalk improvement project on MD 31.

CARROLL COUNTY DEPARTMENT OF PLANNING UPDATE:

- Not in attendance

OLD BUSINESS:

- Continued to review the Comprehensive Plan starting in Chapter 12 at Fiscal Implications and ending in Chapter 14 – Housing & Community Design at Table 22.

ANNOUNCEMENTS:

- Next meeting is April 27 at 6 pm. Since the fourth Monday in May is Memorial Day, the May meeting will be held on Tuesday, May 26.
- NWFD will be hosting a parade this year.
- Town Beautification Day and Bulk Trash Day will be held on Saturday, April 25.

A motion to adjourn the meeting at 8:08 p.m. was made by Ms. Price, seconded by Mr. Shaughness and approved by a vote of 7-0.

Respectfully submitted,

Anne Marie Belton

Town Administrator/Code Enforcement Officer