

Meeting Attendance

Commission Members

Ralph Ghent - Chairman
Martina Hatley - Vice Chairwoman
Bill Butts
Brian Bieda
Steve O'Malley
Kim Buynak
Heather Wallace - Alternate
Sean Kelly - Council Liaison

Town Staff

John Breeding - Director of Planning & Zoning
Barney Quinn - Town Engineer/Inspector
Debra Clinton - Planning & Zoning Review Coordinator
Jared Schumacher – Town Administrator

Commission Members Absent

Bill Butts

Others

Thomas McCarron - Town Attorney

1. CALL TO ORDER

The meeting was called to order at 7:30 p.m. by Chairman Ralph Ghent, who also led the Commission in the Pledge of Allegiance.

2. APPROVAL OF MINUTES

Motion: Steve O'Malley motioned to approve the October 27, 2025, Planning Commission Minutes. Seconded by Martina Hatley. Vote: 5 in favor, None opposed, 1 abstained – Kim Buynak.

3. CITIZEN COMMENTS (for both agenda items and non-agenda items)

Chairman Ralph Ghent allowed citizens to comment on both agenda items and non-agenda items. Amanda Everett, Duane Cordrey, and Marchelle Payne-Gassaway made public comments on the Draft Warfield Annexation Resolution #2025-47.

4. CARROLL /FREDERICK COUNTY PLANNERS

Carroll County Planner – Vacant – Clare Stewart, the Chief of the Carroll County Planning Bureau, provided a memo outlining county updates on the Water & Sewer Fall 2025 Amendments, Text Amendments, Deferrals, and Master Plan Update. The Commission requests that Mr. Breeding inquire and provide more information on the deferrals/moratorium in the Freedom Area.

Frederick County Planner Vanessa Moreno – Vanessa updated the Commission on the Cherry Run development, which had applied for a water and sewer amendment to reclassify from S4W4 to S3W3. The Planning Commission recommended approval for the reclassification and presented it to the County Council on November 18th, which also recommended approval. The

Critical Digital Infrastructure Overlay Zone is the area where data centers can be constructed, located in Adamstown. Several property owners have requested to be included in the overlay.

5. SITE PLANS/ SUBDIVISIONS/ DEVELOPMENT PROJECTS

- **None**

6. NEW BUSINESS/ INTRODUCTION/ RECOMMENDATION

- **Annexation Resolution #2025-47, Provide a recommendation to the Town Council –** Request for Annexation of a 50.98-acre parcel along Watersville Road. This discussion will focus on the Draft Addendum to make a recommendation on the Draft Annexation Resolution 2025-47 to the Town Council. This discussion focused on refining the addendum, a compilation of all the information since July. The job of the Planning Commission is to make a recommendation to the Town Council in accordance with the Town Code.

7. REPORTS/OTHER BUSINESS/FUTURE ITEMS

- **Council Liaison Report –** Councilman Kelly updated the Commission on the November 3, 2025, Town Council Meeting.
- **Zoning Administrator Report -** The Town Zoning Administrator approved 21 permits for October 2025, generating \$772.19 in revenue.
- **Next Planning Commission Meeting Date**
The next meeting will be on Monday, January 26, 2026, at 7:30 p.m. at the Town Hall.
- **Election – Planning Commission Chair and Vice Chair -** Heather Wallace nominated Ralph Ghent as Chairman of the Planning Commission. Ralph accepted the nomination. Martina Hatley seconded the nomination. Vote: All in favor, none opposed. Brian Bieda nominated Marina Hatley for Vice Chairwoman of the Planning Commission. Martina accepted the nomination. Ralph Ghent seconded the nomination. Vote: All in favor, none opposed.

8. ADJOURNMENT

- Chairman Ralph Ghent adjourned the Planning Commission meeting at 11:05 p.m.

Submitted by Chairman Ralph Ghent

Signature

Prepared by Debra Clinton