1. Agenda 04 09 2020

Documents:

PZC AGENDA 2020-04-09.PDF

1.I. Meeting Summary 03 12 2020

Documents:

PZC MEETING SUMMARY 03 12 2020.PDF

1.II. Item A - Proposed Site Development Plan For Mission BBQ

Documents:

ITEM A - PROPOSED SITE DEVELOPMENT PLAN FOR MISSION BBQ.PDF

1.III. Item B - Proposed Signage For Heritage Honda 07-027834

Documents:

ITEM B - PROPOSED SIGNAGE FOR HERITAGE HONDA 07-027834.PDF

1.IV. Item C - Proposed Signage For Heritage Honda 07-003560

Documents:

ITEM C - PROPOSED SIGNAGE FOR HERITAGE HONDA 07-003560.PDF

1.V. Planning And Zoning Commission Election Discussion

Documents:

PLANNING AND ZONING COMMISSION ELECTION DISCUSSION.PDF

PLANNING AND ZONING COMMISSION
AGENDA

Thursday, April 9, 2020, at 7 PM
https://www.facebook.com/westminstermd/

I. Call to Order

II. Approval of Minutes

March 12, 2020

III. New Business

Item A – Proposed Site Development Plan for Westminster Mission BBQ – Mr. Gray

Applicant: Mission BBQ, LLC
7750 Ritchie Highway, Glen Burnie, Maryland 21061

Owner: 140 Village Limited Liability Partnership
10096 Red Run Boulevard, Suite 300, Owings Mills, Maryland 21117

Designer: Alan Hamm Architects P.C.
10531 Metropolitan Avenue, Kensington, Maryland 20895

McIlvried, Didiano, & Mox, LLC
8851 Kind Drive, Pittsburgh, Pennsylvania 15237

Request: Applicant requests approval of the Site Development Plan for Westminster Mission BBQ located at lot number four in the One Forty Village Shopping Center.

Item B – Proposed Signage for Heritage Honda, Case No. 1755 for Property at 580 Baltimore Boulevard with SDAT No. 07-027834 – Mr. Gray

Applicant: Melissa Brent
MG Permits
19187 Foggy Bottom Rd
Bluemont, VA 20135

Owner: CAR MI MD BALT LLC
580 Baltimore Blvd
Westminster, MD 21157-6102

Request: Applicant requests approval of one freestanding sign.

Item C – Proposed Signage for Heritage Honda, Case No. 1756 for Property at 580 Baltimore Boulevard with SDAT No. 07-003560 – Mr. Gray

Applicant: Melissa Brent
MG Permits
19187 Foggy Bottom Rd
Bluemont, VA 20135

Owner: CAR MI MD BALT LLC
580 Baltimore Blvd
Westminster, MD 21157-6102

Request: Applicant requests approval of one wall mounted sign.

Item D – Carroll County Liaison Report – Mr. Spaid

IV. Old Business

V. Information Item

VI. Planning Commission and Public Comments

Planning and Zoning Commission Election Discussion – Mr. Gray

VII. Adjournment

Request for decorum and order

The Chair and Commissioners would like to thank you in advance for your respectful behavior and for your thoughtful consideration of the views of your neighbors, applicants, and the Commission.

Members of the public attending meetings of the Planning and Zoning Commission are asked to maintain propriety, decorum, and good conduct. Any person making personal, impertinent, or slanderous remarks, or who may become boisterous while addressing the Commission, or who may become boisterous in the room while attending the Commission meeting, will be asked to leave the room by direction of the presiding officer. Unauthorized remarks from the audience, stamping of feet, whistles, yells, and other similar demonstrations will not be permitted by the presiding officer. Offending parties will be asked to remove themselves from the meeting room.

PLANNING AND ZONING COMMISSION
MEETING SUMMARY

Thursday, March 12, 2020, at 7 PM

City Hall, 1838 Emerald Hill Lane
Westminster, Maryland 21157

A meeting of the Westminster Planning and Zoning Commission was held at City Hall, 1838 Emerald Hill Lane in Westminster, Maryland 21157, on March 12, 2020, at 7 PM.

Chair Kevin Beaver, Vice-Chair Ross Albers, Commissioner Tiombe Paige, and Councilmember Ben Yingling were present. City staff members Mark Depo, Andrew Gray, and Samantha Schlitzer were also present.

The following members of the public signed in: None.

Chair Beaver opened the meeting at 7:00 PM.

Chair Beaver requested a motion to approve the meeting summary from February 13, 2020. Chair Beaver requested that staff revise the statement regarding Clark Farm Properties and the developer meeting with concerned residents. Chair Beaver did not speak on behalf of the developer and requested the summary reflect a more accurate statement. Mr. Gray clarified with the Chair and Commission members on how they would like the sentence modified. Vice-Chair Albers made a motion to approve the meeting summary from February 13, 2019 with the requested sentence stricken. Councilmember Yingling seconded. The motion passed.

Chair Beaver opened New Business Item A – Proposed Site Development Plan for McDaniel College Decker Center. Mr. Gray provided background information and a brief overview of the staff report, including the updated staff recommendation that the Commission consider approval of the proposed site development plan S-19-0018 conditioned upon obtaining final Stormwater Management approval from Carroll County Government.

Chair Beaver recognized Mr. Craig Shannon, present on behalf of Carroll Engineering, who clarified that they have coordinated with stormwater management to address comments and the application is currently awaiting approval signatures.

Vice-Chair Albers moved to approve the proposed site development plan. Councilmember Yingling seconded. The motion passed unanimously.

Chair Beaver opened New Business Item B – Stonegate – Proposed Plat for Section IV. Mr. Gray provided background information and a brief overview of the staff report with a recommendation that the Commission consider approval of the proposed Final Plat F-18-0078 for Stonegate Section IV with the following condition: Provide a Temporary Type "T" Turnaround per the Standard Roadway Construction Details to be located on the property at the terminus of Redwood Drive and update the Construction Plan for Stonegate Sections III-VI, accordingly, and any temporary barricade will need to be located on the property within the Redwood Drive right-of-way.

Chair Beaver recognized Mr. Brian Wagner, on behalf of Carroll Land Services, Inc., to answer any questions from the Commission. Vice-Chair Albers asked for clarification on what the "Temporary Type T Turnaround" entailed. Mr. Wagner explained that it was a road widening measure to allow vehicles to turn around at the end of the road. Mr. Depo added that it was a required City detail.

Vice-Chair Albers moved to approve Stonegate – Proposed Plat for Section IV. Commissioner Paige seconded. The motion passed unanimously.

Chair Beaver opened New Business Item C – Proposed Plat for Westminster Way. Mr. Gray provided background information and a brief overview of the staff report with a recommendation that the Commission consider approval of Consolidation Plat AP-20-0011, conditioned upon the following: Obtain all final approvals from Carroll County Government and obtain all final approvals from the City of Westminster engineering consultant.

Chair Beaver recognized Ms. Kelly Miller, present on behalf of the applicant, who stated that Conifer Realty now legally owns the property.

Vice-Chair Albers moved to approve Proposed Plat for Westminster Way as described in the staff memo. Councilmember Yingling seconded. The motion passed unanimously.

Chair Beaver opened New Business Item D – Carroll County Liaison Report. Mr. Cody Spaid, County Comprehensive Planner, stated that the County was still in the midst of the comprehensive rezoning process and he will provide a list of properties in and around Westminster's Municipal Growth Area that are affected. He also reported that Water/Sewer Master Plan amendments would be forthcoming. Mr. Spaid reported that a countywide transportation master plan was also in process. Finally, Mr. Spaid invited Commission members to the retirement celebration for Ms. Bobbi Moser, County Comprehensive Planner, for 42 years of service to Carroll County Government.

Chair Beaver opened Planning Commission and Public Comments.

Proposed Planning Annual Report Materials for Submittal to Carroll County - Mr. Gray provided background information on the Proposed Planning Annual Report materials for submittal to Carroll County. He stated that the materials listed as attachments in the memo were available for review, upon request. Mr. Gray mentioned that the information for Westminster would be combined with information from the other seven municipalities and County into one annual report that will subsequently be sent to the Maryland Department of Planning. Next month, the County will present a draft annual report, and in May, the Commission will be presented a letter for the chair to sign acknowledging Commission approval.

Councilmember Yingling noted that unfortunately the City was forced to cancel the Celtic Canter in the interest of public health due to the current health crisis of COVID-19.

Mr. Gray noted that the 2020 Census website went live and encouraged everyone to complete the Census online.

Mr. Gray reported, at the request of Vice-Chair Albers, that he researched potential endangered species that may be effected by a potential development at the Clark Farm Property. After contacting the Maryland Department of Natural Resources, Wildlife and Heritage Service, no rare, threatened, or endangered species were recorded as present on the property.

Vice Chair Albers moved to adjourn. Councilmember Yingling seconded. The Commission adjourned at 7:27 PM.

ITEM A

PLANNING AND ZONING COMMISION

April 9, 2020

TITLE: **Westminster Mission BBQ**

REQUEST: **Site Development Plan S-19-0015 and Amended Utility Plat Approval**
The Applicant is requesting Site Development Plan and Amended Utility Plat approval for a new restaurant building and site work.

PROJECT INFORMATION:

LOCATION: One Forty Village Shopping Center, Lot 4 (Acct. ID 07-063318), northwest of the Malcolm Drive and Baltimore Boulevard (Route 97 and Route 140) intersection

ZONE: B Business Zone

APPLICANT/REPRESENTATIVES:

APPLICANT: Mission BBQ, LLC
OWNER: 140 Village Limited Liability Partnership
ENGINEER: McIlvried, DiDiano, & Mox, LLC
ARCHITECT: Alan Hamm Architects, P.C.
ATTORNEY: Shaffer & Shaffer, LLP

STAFF: Andrew R. Gray, Comprehensive Planner
Mark A. Depo, Director of Community Planning and Development

RECOMMENDATION: Conditional Approval

ATTACHMENTS:

1. Proposed Site Development Plan for Westminster Mission BBQ
2. Proposed Modification Request to the Development Design Preferences Manual
3. Westminster Mission BBQ Color Building Elevations
4. Landscape Cost Estimate
5. Amended Plat of Drainage and Utilities Easements on One Forty Village Shopping Center

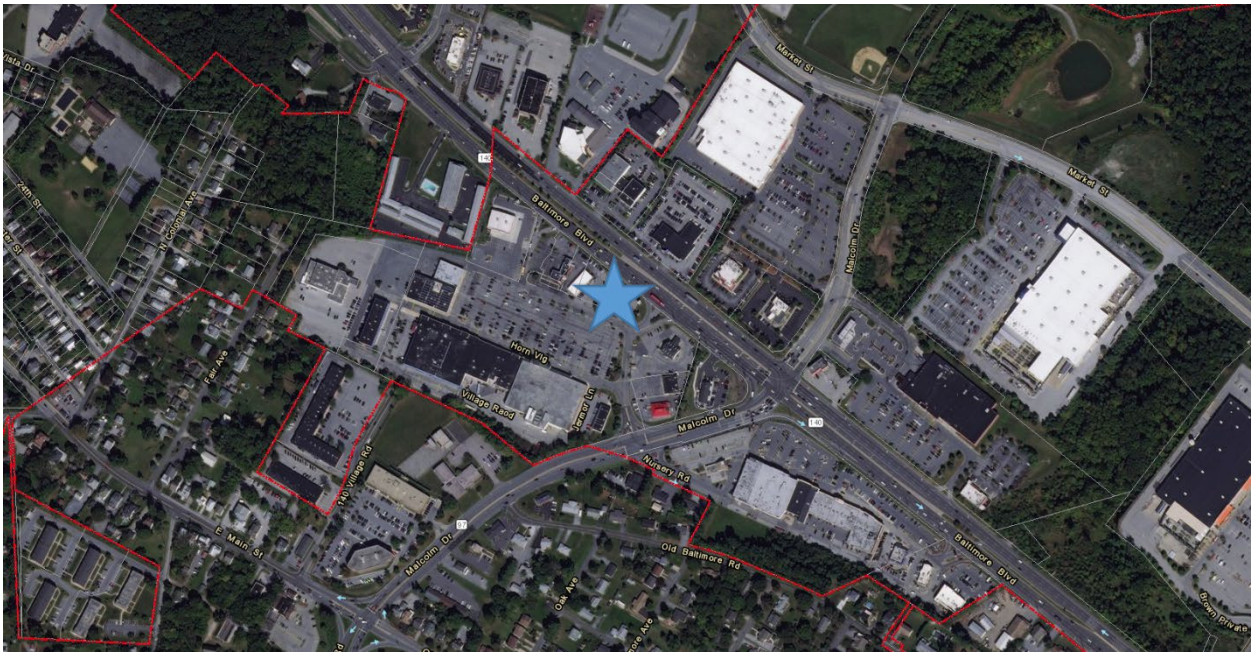
STAFF REPORT

Article XXV of the City Code requires the City of Westminster Planning and Zoning Commission (Commission) to review and approve proposed site plans for the City.

DEVELOPMENT INFORMATION:

Mission BBQ, LLC, represented by Shaffer & Shaffer, LLP, Alan Hamm Architects, P.C., and McIlvried, DiDiano, & Mox, LLC. has applied for review of a proposed Site Development Plan (S-19-0015) for the Westminster Mission BBQ restaurant. The Applicant is requesting Site Development Plan approval and Amended Plat approval of a new restaurant building and site work including new landscaping and the termination of a sewer easement on Lot 4. The subject site, located on Lot 4 at the One Forty Village Shopping Center, is zoned B Business governed under the City of Westminster Zoning Ordinance (Zoning Ordinance).

VICINITY MAP:



= Site

SITE DEVELOPMENT PLAN REVIEW COMMENTS:

Pursuant to Zoning Ordinance Section 164-41. A. (42), “Restaurants and lunchrooms” is a permitted use in the B zoning district. The total area of the site is indicated as 0.689 acres on S-19-0015 plan sheet 1 of 14. However, according to the Maryland State Department of Assessments and Taxation Online records, the property is indicated as 0.690 acres.

Signs

No signage is proposed with this project at this time. Pursuant to a December 10, 2019, letter from Mr. Jeff Berneburg to Mr. Andrew Gray, "As discussed with Andrew Gray**,** when application is made for the applicable Sign Permits, the City can discuss any conflicts with the Sign Contractor and/or Mission BBQ concerning the permitted site signage and associated requirements". Following this response by the engineer, Mr. Andrew Gray, in an email dated Thursday, December 19, 2019, requested that all information about signage be removed. Subsequently, applicable notes concerning the signage were removed from the Site Development Plans. Before Mission BBQ can erect signage on the property, an application for sign or awning which does not exceed 64 square feet in total area and which does not exceed 12.5 feet in height shall be approved by the Zoning Administrator. Applications for signs up to and including 125 square feet and/or up to and including 20 feet in height shall be approved by the Commission.

Parking

There are 35 parking spaces provided that are 9 feet by 18 feet and two handicapped accessible parking spaces for a total of 37 parking spaces. The restaurant proposes 94 seats inside, 36 seats in the patio area, and 8 employees. Pursuant to Zoning Ordinance Section 164-112 E. *"…the number of employees for a use shall be computed on the basis of the maximum number of persons to be employed at any one time, other than at changes of shifts."* The number of parking spaces required by Zoning Ordinance Section 164-111.C. is "one per four seats, plus one per two employees". This would correspond to 33 parking spaces for customers and 4 parking spaces for employees, totaling 37 required parking spaces.

Water

Pursuant to a May 31, 2019 email from the former Director of Community Planning and Development, William Mackey, to Mr. Alan Hamm and Mr. Jeff Berneburg, "MDE is requiring 33 GPD per seat, based on the data", for the proposed Mission BBQ Restaurant. On May 13, 2019, Mr. Mackey emailed Mr. Leigh Broderick and Mr. Richard Brace at the Carroll County Health Department, that the former Friendly's Restaurant used 1,476 GPD. According to the site plan, the proposal includes 94 seats inside and 36 seats in the outdoor patio, for 130 seats. 130 seats multiplied by 33 GPD per seat would equal 4,290 GPD. Subtracting the existing Friendly's water envelope of 1,476 GPD, the total net new water used would be 2,814 GPD. Mission BBQ obtained a tentative Water and Sewer Allocation (WSA-19-23) for 1,692 GPD, on June 25, 2019, which would be water for 96 seats. If the applicant wishes to include outdoor seating in the future, an amended site plan and the appropriate water and sewer allocations will have to be obtained from the City of Westminster. Site plan S-19-0015 will have to be revised to reflect the total amount of seats as 96 inside and Zero on the patio.

Landscape Manual

CP&D staff reviewed for applicable requirements in the Landscape Manual. All comments have been addressed and no modifications are being requested for this project. The project meets the landscape manual requirements for the area inside the area of disturbance.

Development Design Preferences Manual

The applicant has requested Modification of the Adopted Preferences contained in the 2016 Development Design Preferences Manual. The applicant's justification for this modification is contained in the attached January 3, 2020 letter, from Mr. Berneburg. The Planning and Zoning Commission must decide whether to grant the following modifications:

Modification of Adopted Preferences (2016 Development Design Preferences Manual)	
Standard	Staff Comment
Pursuant to page number 20, regarding security, the City encourages exterior lighting of buildings and property for security surveillance purposes, if security lighting levels are less than one foot-candle in brightness.	Lighting levels exceed 1.0 foot-candle in brightness across all four-property lines.

Staff concurs with the Modification request since the project is part of a larger shopping center and no lighting levels above 1.0 foot-candles extend into the road surface of Baltimore Boulevard.

Pursuant to Section XXII Site Plans G. of the Planning and Zoning Commission (PZC) Rules and Regulations, "*the PZC will utilize the current version of the Development Design Preferences (DDP) in its review of plans. Except as explicitly stated in a motion, the PZC recognizes implicitly that a motion for approval affirms the required compliance.*"

Pursuant to Section 164-211 K. *"no site plan shall be approved by the Planning Director and the Planning and Zoning Commission that does not adequately address the preferences and guidelines set forth in the most recently adopted Development Design Preferences Manual in compliance with the requirements of § **164-131.2**."*

Pursuant to Section I. Overview in the DDP, *"when subdivisions and site plans are reviewed by the Planning and Zoning Commission, the Commission will utilize the adopted manual in coordination with other provisions and Code requirements. The Commission may modify the adopted preferences on a per project basis at any time, in order to meet requirements in the City Code."*

PROCESS:

Pursuant to the City's review process, the site plan was provided to the appropriate City and County agencies to determine readiness to present to the Commission. Plans were reviewed for compliance with City and County requirements. Carroll County reviewed the plans for grading, utilities, stormwater management, site traffic, and drainage. The City reviewed this project for compliance with applicable, zoning, landscaping, and items contained in the Development Design Preference Manual. The Commission shall approve, approve subject to conditions, or disapprove Site Development Plan S-19-0015.

Additionally, planning staff communicated to Mr. Berneburg and Mr. Hamm on February 21, 2020, and subsequent times afterward that elevation drawings that are typically part of a site plan package for new construction will be required. Mr. Berneburg has provided building elevations that are not included as part of the S-19-0015 plan set for Westminster Mission BBQ.

AMENDED UTILITY PLAT:

Pursuant to an emailed dated January 15, 2020, from Mr. Jeff Glass, Director of Public Works, the City will not need the portion of the sewer easement that extends beyond the property line. The City has requested an Amended Plat to be recorded (attached). City and County Staff must approve the plat and the plat must be recorded in the Land Records of Carroll County.

Please note that the time for an interested party to file an action for judicial review, as permitted by law, pursuant to Title 7 of the Maryland Rules of Procedure, shall run from the date on which the Commission conducts a vote constituting an action upon a matter pending before it. Upon Commission approval, the Commission Chair may sign an approved plat after the thirty-day appeal period.

RECOMMENDATION:

Staff recommends that the Commission consider approval of the proposed site development plan S-19-0015, subject to the following Conditions of Approval:

1. Obtain final Stormwater Management approval from Carroll County Government.

2. Obtain Commission approval for the one submitted modification request regarding lighting from the 2016 Development Design Preferences Manual.

3. Include the color building elevations, as presented and approved by the Commission, as part of the Site Development Plan set.

4. Revise the Site Development Plan to reflect 96 seats inside for the proposed restaurant; revise the estimated water usage to 3,168 GPD; and remove the seating in the outdoor patio area.

5. An Amended Plat shall be approved by the Commission to remove the sewer easement from lot 4 and be reviewed and approved by both City and County staff and subsequently recorded in the Land Records of Carroll County.

DRAFT MOTIONS FOR SITE DEVELOPMENT PLAN S-19-0015:

1. I move that the Planning and Zoning Commission approve Site Development Plan S-19-0015 based on the Staff Report and subject to the Conditions of Approval provided at the April 09, 2020, Planning and Zoning Commission Meeting.

OR

2. I move that the Planning and Zoning Commission deny Site Development Plan S-19-0015.

OR

3. I move an alternate motion.

DRAFT MOTIONS FOR AMENDED UTILITY PLAT:

1. I move that the Planning and Zoning Commission approve the Amended Utility Plat based on the Staff Report and subject to the Conditions of Approval provided at the April 09, 2020, Planning and Zoning Commission Meeting.

OR

2. I move that the Planning and Zoning Commission deny the Amended Plat.

OR

3. I move an alternate motion.

SITE DEVELOPMENT PLAN
FOR
WESTMINSTER MISSION BBQ
AT
584 JERMOR LANE / 140 VILLAGE SHOPPING CENTER
CITY OF WESTMINSTER, ELECTION DISTRICT 7
COUNTY OF CARROLL, STATE OF MARYLAND

LAND OWNER:

140 VILLAGE LIMITED LIABILITY PARTNERSHIP
10096 RED RUN BOULEVARD, SUITE 300
OWINGS MILLS, MARYLAND 21117-0000
(410) 581-1400

APPLICANT:

MISSION BBQ, LLC
7750 RITCHIE HIGHWAY
GLEN BURNIE, MD 21061
(410) 302-8111
STEPHEN NEWTON, MEMBER

SURVEYOR:

McILVRIED, DIDIANO, & MOX, LLC
8851 KIND DRIVE
PITTSBURGH, PA 15237
(724) 934-2810
HOWARD McILVRIED, R.L.S., MD LICENSE No. 21131

ENGINEER:

McILVRIED, DIDIANO, & MOX, LLC
8851 KIND DRIVE
PITTSBURGH, PA 15237
(724) 934-2810
EUGENE S. DVORCHAK, P.E.
MD LICENSE No. 31092

ARCHITECT:

ALAN HAMM ARCHITECTS P.C.
10531 METROPOLITAN AVENUE
KENSINGTON, MD 20895
(301) 949-9230
KEVIN LORE, AIA
KLORE@ALANHAMM.COM

ZONING INFORMATION

ZONING DISTRICT: B (BUSINESS DISTRICT)
A RESTAURANT IS A PERMITTED USE WITHIN THIS ZONING DISTRICT.

DESCRIPTION	REQUIRED	PROPOSED
MINIMUM LOT AREA	NO REQ.	30,016.19 (0.689 ACRES)
MINIMUM LOT WIDTH	NO REQ.	219'
MAXIMUM FLOOR AREA RATIO	2.0	0.13
MINIMUM FRONT YARD SETBACK (BALTIMORE BOULEVARD)	30'	77'-3"
MINIMUM SIDE YARD SETBACK (WEST)	10'	40'-2"
MINIMUM SIDE YARD SETBACK (EAST)	10'	81'-1"
MINIMUM REAR YARD SETBACK	NO REQ.	10'-0"
MAXIMUM BUILDING HEIGHT	3 STORIES	27'-8"

ZONING INFORMATION WAS OBTAINED FROM:
CITY OF WESTMINSTER
56 WEST MAIN STREET, SUITE 1
WESTMINSTER, MD 21157
(410) 751-5505
ANDREW GRAY - COMPREHENSIVE PLANNER

EXISTING USE: RESTAURANT
PROPOSED USE: RESTAURANT
TOTAL SITE AREA: 30,016.19 SF (0.689 ACRES)
TAX MAP/BLOCK/PARCEL No.: 108/15/939
TAX I.D. No.: 07-063318

WATER DEMAND & METER INFORMATION
1. ESTIMATED WATER USAGE 2,560 GPD
2. SIZE INTERNAL WATER METER 2"
3. SIZE OF SPRINKLER CONNECTION 4"
4. NUMBER OF PRIVATE FIRE HYDRANTS 1
NOTE: WATER METER WILL BE INSTALLED INTERNALLY, WITH EXTERIOR READER.

INDEX OF DRAWINGS

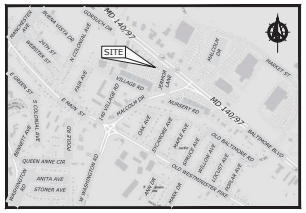
No.	TITLE PAGE	DESCRIPTION
1	CS	COVER SHEET
2	2 OF 14	ALTA/NSPS LAND TITLE SURVEY
3	C-0	DEMOLITION PLAN
4	SP-1	SITE PLAN
5	SP-2	SITE DETAILS
6	SP-2A	SITE DETAILS
7	SP-3	FINAL LANDSCAPE PLAN
8	SP-3A	LANDSCAPE DETAILS
9	C-1	GRADING PLAN
10	C-2	SITE UTILITY PLAN
11	ES-1	EROSION & SEDIMENTATION CONTROL PLAN
12	ES-2	EROSION & SEDIMENTATION CONTROL DETAILS
13	PH-1	PHOTOMETRIC LIGHTING PLAN
14		CITY OF WESTMINSTER STANDARD WATER CONSTRUCTION DETAILS

GENERAL NOTES

1. EXISTING ZONING: BUSINESS.
2. TOTAL AREA OF SITE: 30,016.19 SF (0.689 ACRES).
3. TOTAL DEVELOPED AREA: 30,016.19 SF (0.689 ACRES).
4. THE PROPERTY SHOWN HEREON IS CONVEYED TO 140 VILLAGE LIMITED LIABILITY PARTNERSHIP, BY DEED RECORDED JANUARY 13, 2014, RECORDED AMONG THE LAND RECORDS OF CARROLL COUNTY IN BOOK 7579, PAGE 48, AND IS TO BE LEASED BY MISSION BBQ.
5. TAX MAP/BLOCK/PARCEL: 108/15/939; ACCOUNT NUMBER: 07-063318 - PART OF LOT 4 - PLAT OF SUBDIVISION ONE FORTY VILLAGE SHOPPING CENTER - PLAT BOOK 14, FOLIO 24.
6. TOPOGRAPHY SHOWN HEREON IS FIELD RUN, DATED 02-19-19, AND PREPARED BY HOWARD G. McILVRIED R.L.S No. 21131.
7. LOCATION OF THE NEAREST WATER SUPPLY AVAILABLE FOR FIRE PROTECTION: 10" WATER LINE ON WEST SIDE OF SITE.
8. THE LOCATION OF EXISTING UTILITIES SHOWN HEREON ARE APPROXIMATE ONLY. CONTRACTOR SHALL VERIFY THE EXISTENCE, LOCATION, AND DEPTH OF ANY EXISTING UTILITIES AND SHALL NOTIFY THE ENGINEER OF ANY DISCREPANCIES PRIOR TO BEGINNING WORK.
9. THE CONTRACTOR SHALL NOTIFY "MISS UTILITY" AT 1-800-257-7777 THREE WORKING DAYS PRIOR TO BEGINNING ANY WORK IN THE VICINITY OF EXISTING UTILITIES.
10. THE CONTRACTOR SHALL NOTE THAT IN CASE OF A DISCREPANCY BETWEEN THE SCALED AND FIGURED DIMENSIONS SHOWN ON THESE PLANS, THE FIGURED DIMENSIONS SHALL GOVERN.
11. ANY CHANGES TO THIS PLAN WILL REQUIRE AN AMENDED SITE DEVELOPMENT PLAN TO BE APPROVED BY THE CITY OF WESTMINSTER PLANNING AND ZONING COMMISSION.
12. LAPSE OF APPROVAL. A SITE PLAN SHALL BECOME NULL AND VOID AFTER ONE YEAR FROM THE DATE OF APPROVAL, UNLESS A BUILDING PERMIT HAS BEEN ISSUED AND SUBSTANTIAL WORK HAS BEGUN ON THE PROJECT.
13. TRIP GENERATION DATA (BASED ON ITE TRIP GENERATION MANUAL, LATEST EDITION):

LAND USE: 930 - RESTAURANT (4,000 SF)
= 1,262 ADT
631 ENTERING
631 EXITING
A.M. PEAK HOUR TRIPS: 8 TRIPS
P.M. PEAK HOUR TRIPS: 57 TRIPS

14. NO FLOOR DRAINS ARE TO BE CONSTRUCTED WITHIN THE BUILDING. REGULATED AND HAZARDOUS SUBSTANCES TO BE STORED AND HANDLED IN ACCORDANCE WITH STATE, COUNTY AND LOCAL ORDINANCES.
15. CITY OF WESTMINSTER WATER No. A958, SEWER No. S-14-01.
16. THE EXISTING NEAREST FIRE HYDRANT IS LOCATED APPROXIMATELY 295'± SOUTHWEST FROM FROM THE PROPOSED MISSION BBQ RESTAURANT. AS NOTED ON ON THE SITE UTILITY PLAN SHEET. THE NEW FIRE HYDRANT IS TO BE INSTALLED JUST TO THE NORTH OF THE TRASH CORRAL AS REQUIRED BY THE FIRE PROTECTION ENGINEERS REVIEW - "A FIRE HYDRANT IS TO BE LOCATED WITHIN 100' OF THE FIRE DEPARTMENT CONNECTION."



SITE LOCATION MAP
SCALE: 1"=1,200'

MAP: 0108 GRID: 0015 PARCEL: 0939
SURVEY PLAT: 14-024 ELECTION DISTRICT: 7

UTILITY CONTACT INFORMATION

WATER SERVICE
CITY OF WESTMINSTER PUBLIC WORKS
56 WEST MAIN STREET
WESTMINSTER, MD 21157
(410) 848-9000
JEFF GLASS

GAS SERVICE
BALTIMORE GAS & ELECTRIC (BGE)
CUSTOMER PLANNING
1068 NORTH FRONT STREET
BALTIMORE, MD 21202
(410) 470-8415
RICHARD CRUE
RICHARD.A.CRUE@BGE.COM

STORM SEWER
CARROLL COUNTY
BUREAU OF RESOURCE MANAGEMENT
225 NORTH CENTER STREET
WESTMINSTER, MD 21157
(410) 386-2211
MYRON FROCK

ELECTRIC SERVICE
BALTIMORE GAS & ELECTRIC (BGE)
CUSTOMER PLANNING
1068 NORTH FRONT STREET
BALTIMORE, MD 21202
(410) 470-8415
RICHARD CRUE
RICHARD.A.CRUE@BGE.COM

SANITARY SEWER
CITY OF WESTMINSTER PUBLIC WORKS
56 WEST MAIN STREET
WESTMINSTER, MD 21157
(410) 848-9000
JEFF GLASS

TELEPHONE SERVICE
VERIZON
76 EAST MAIN STREET
WESTMINSTER, MD 21157
(410) 857-2364
ROB MARING
ROBERT.A.MARING@VERIZON.COM

CIVIL ENGINEER

McILVRIED, DIDIANO, & MOX, LLC
Site Planners • Engineers • Surveyors
8851 Kind Drive
Pittsburgh, PA 15237
Ph.: (724) 934-2810 fax: (724) 934-2811
mdmcadd@mdmllc.com
www.mdmllc.com

CITY OF WESTMINSTER STANDARD GENERAL NOTES

1. THE CONSTRUCTION SHOWN ON THESE PLANS SHALL BE IN ACCORDANCE WITH THE CURRENT STANDARDS AND SPECIFICATIONS FOR THE CITY OF WESTMINSTER. THIS WORK IS SUBJECT TO INSPECTION AND ACCEPTANCE BY THE CITY OF WESTMINSTER.
2. THE CONTRACTOR SHALL HAVE A CURRENT COPY OF THE CITY OF WESTMINSTER "STANDARD SPECIFICATIONS FOR CONSTRUCTION OF PUBLIC UTILITY SYSTEMS, ROADS AND STORM DRAINS" AVAILABLE TO HIM AT ALL TIMES DURING HIS OPERATIONS.
3. THE CONTRACTOR SHALL NOTIFY THE CITY OF WESTMINSTER "DEPARTMENT OF PUBLIC WORKS" AT 410-848-2592 AT LEAST 5 DAYS IN ADVANCE OF STARTING CONSTRUCTION AND SHALL NOT INTERRUPT EXISTING WATER OR SEWER SERVICE WITHOUT FIRST OBTAINING PERMISSION FROM THE "DEPARTMENT".
4. THE CONTRACTOR SHALL NOTIFY HIS ENGINEER WHEN PROPOSING FIELD ADJUSTMENTS TO THE TYPE, SIZE, OR LOCATION OF THE INSTALLATIONS SPECIFICALLY SHOWN ON THE PLAN. THE CONTRACTOR SHALL OBTAIN FINAL APPROVAL FROM THE CITY INSPECTOR PRIOR TO COMMENCING WORK ON ALL FIELD CHANGES.
5. THE CONTRACTOR SHALL PROVIDE A CERTIFIED SOILS COMPACTION TECHNICIAN ON SITE AT ALL TIMES DURING FILLING AND BACK FILLING OPERATIONS TO CONTINUOUSLY MONITOR SOIL COMPACTION. TEST RESULTS SHALL BE PROVIDED TO THE CITY INSPECTOR UPON REQUEST.
6. THE CONTRACTOR SHALL CONTACT "MISS UTILITY" AT 1-800-257-7777 IN ADVANCE OF HIS CONSTRUCTION OPERATIONS. IT IS THE CONTRACTOR'S RESPONSIBILITY TO ENSURE THAT ALL UTILITY OWNERS HAVING EXISTING LINES IN THE AREA ARE PROPERLY NOTIFIED.
7. THE LOCATIONS OF EXISTING UTILITY LINES SHOWN IN THESE PLANS IS APPROXIMATE ONLY, AND THE CONTRACTOR MUST VERIFY THE LOCATIONS TO HIS OWN SATISFACTION. THE CONTRACTOR SHALL TAKE THE NECESSARY PRECAUTIONS TO PROTECT AGAINST DAMAGE TO EXISTING LINES, AND SHALL BE SOLELY RESPONSIBLE FOR THE COST OF REPAIRS INCURRED BY HIS OPERATIONS.
8. THE CONSTRUCTION LAYOUT DATUMS USED HEREIN ARE:
HORIZONTAL: - MARYLAND STATE GRID SYSTEM (NAD 83)
VERTICAL: - U.S.G.S. DATUM
9. FAILURE TO MENTION SPECIFICALLY ANY WORK WHICH WOULD NATURALLY BE REQUIRED TO COMPLETE THE PROJECT SHALL NOT RELIEVE THE CONTRACTOR OF HIS RESPONSIBILITY TO PERFORM SUCH WORK.

SITE DEVELOPMENT PLAN INSPECTION SEQUENCE NOTES

1. CONTRACTOR SHALL NOTIFY THE CARROLL COUNTY BUREAU OF PERMITS AND INSPECTIONS AT 410-386-2674, AT LEAST ONE DAY PRIOR TO BEGINNING ANY WORK.
2. SITE COMPLIANCE INSPECTIONS ARE REQUIRED AT THE FOLLOWING STAGES DURING CONSTRUCTION:
____ (a) PROPOSED STRUCTURES STAKED OUT IN PROPER LOCATIONS AS SHOWN ON THESE APPROVED PLANS.
____ (b) PROPOSED FOUNDATIONS INSTALLED FOR ALL BUILDINGS SHOWN ON THESE APPROVED PLANS.
____ (c) SUB-GRADES ESTABLISHED FOR ALL DRIVES, PARKING LOTS, AND SURROUNDING GRADING.
____ (d) COMPLETION OF ALL DRIVES, PARKING LOTS AND SURROUNDING GRADING.
____ (e) COMPLETION OF ALL WORK SHOWN ON PLANS.
IT IS THE CONTRACTOR'S RESPONSIBILITY TO CONTACT THE CARROLL COUNTY BUREAU OF PERMITS AND INSPECTIONS AT 410-386-2674 UPON COMPLETION OF EACH PHASE OF CONSTRUCTION.
3. CONTRACTOR SHALL NOTIFY CARROLL COUNTY BUREAU OF RESOURCE MANAGEMENT, ENVIRONMENTAL INSPECTION SERVICES DIVISION AT 410-386-2210 PRIOR TO BEGINNING ANY WORK. ALL FOREST CONSERVATION PLAN DEVICES MUST BE IN PLACE PRIOR TO ANY CONSTRUCTION.
4. FINAL LANDSCAPING INSPECTION SHALL BE ARRANGED BY NOTIFYING THE CITY OF WESTMINSTER AT (410) 848-9000 BY THE CONTRACTOR/DEVELOPER OR AGENT. WRITTEN APPROVAL MUST BE OBTAINED FOR ANY DEVIATIONS FROM THE APPROVAL PLAN OR MODIFICATIONS IN PLANT MATERIAL.
5. THE CONTRACTOR SHALL NOT PROCEED TO THE NEXT PHASE OF CONSTRUCTION UNTIL GIVEN APPROVAL OF PRIOR PHASES.

OWNER/DEVELOPER CERTIFICATION

I/WE HEREBY CERTIFY THAT ALL PROPOSED WORK SHOWN ON THESE CONSTRUCTION DRAWING(S) HAS BEEN REVIEWED BY ME/US AND THAT I/WE FULLY UNDERSTAND WHAT IS NECESSARY TO ACCOMPLISH THIS WORK AND THAT THE WORK WILL BE CONDUCTED IN STRICT ACCORDANCE WITH THESE PLANS. I/WE ALSO UNDERSTAND THAT ANY CHANGES TO THESE PLANS WILL REQUIRE AN AMENDED PLAN TO BE REVIEWED AND APPROVED BY THE CITY OF WESTMINSTER PLANNING AND ZONING COMMISSION BEFORE ANY CHANGE IN THE WORK IS MADE.

NAME(S) (PRINTED) DATE

SIGNED DATE

CITY OF WESTMINSTER, PLANNING AND ZONING COMMISSION
APPROVED:_____ DATE _____

CITY OF WESTMINSTER, DIRECTOR OF COMMUNITY PLANNING AND DEVELOPMENT
APPROVED:_____ DATE _____

CITY OF WESTMINSTER, DIRECTOR OF PUBLIC WORKS
APPROVED:_____ DATE _____

CARROLL COUNTY HEALTH DEPARTMENT
APPROVED:_____ DATE _____

COMMUNITY WATER AND/OR SEWERAGE SYSTEMS ARE IN CONFORMANCE WITH THE CARROLL COUNTY MASTER PLAN FOR WATER AND SEWER

ENGINEERS CERTIFICATION

I HEREBY CERTIFY THAT THESE CONSTRUCTION DRAWINGS AND ASSOCIATED COMPUTATIONS WERE PREPARED BY ME OR UNDER MY SUPERVISION AND COMPLY WITH ALL APPLICABLE STANDARDS AND REGULATIONS OF THE CITY OF WESTMINSTER. I HAVE REVIEWED THESE DOCUMENTS WITH THE OWNER/DEVELOPER.

EUGENE S. DVORCHAK
NAME(S) (PRINTED) DATE

MARYLAND REGISTRATION No.: 31092

SIGNED DATE

WSA-19-23 WAS TENTATIVELY APPROVED FOR 1,692 GPD ON JUNE 25, 2019.

SIGNS ARE NOT BEING APPROVED WITH THIS PLAN, ALL EXTERIOR SIGNAGE WILL BE UNDER A SEPARATE PERMIT.

PARKING REQUIREMENTS

EXISTING USE: RESTAURANT

EXISTING PARKING STALLS = 37

PROPOSED USE: RESTAURANT

PARKING REQUIREMENTS:
ONE (1) SPACE PER FOUR (4) SEATS, PLUS ONE (1) SPACE PER TWO (2) EMPLOYEES.

BUILDING SEATING: 94 SEATS INSIDE
PATIO AREA: 36 SEATS
EMPLOYEES: 8 EMPLOYEES

TOTAL STALLS REQUIRED: 37 STALLS

37 STALLS PROVIDED (INCLUDING 2 ACCESSIBLE STALLS)

PARKING STALL SIZES: 9'x18' REQUIRED
9'x18' PROPOSED

ISSUE DATE: 05/13/2019

CARROLL COUNTY FILE # S-19-0015

PROFESSIONAL CERTIFICATION

I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MARYLAND.
LICENSE NO. 31092
EXP. DATE: 11-21-20

McILVRIED, DIDIANO, & MOX, LLC
Site Planners • Engineers • Surveyors
8851 Kind Drive
Pittsburgh, PA 15237
Ph.: (724) 934-2810 fax: (724) 934-2811
mdmcadd@mdmllc.com
www.mdmllc.com

COVER SHEET
WESTMINSTER MISSION BBQ
WESTMINSTER, MD
584 JERMOR LANE, CITY OF WESTMINSTER
COUNTY OF CARROLL, STATE OF MARYLAND

MISSION BBQ

DATE:	
03/08/2019	PRELIM
05/24/2019	COUNTY SUBMITTAL
09/03/2019	REVIEW COMMENTS
11/07/2019	REVIEW COMMENTS
12/10/2019	REVIEW COMMENTS
01/03/2020	REVIEW COMMENTS
02/13/2020	REVIEW COMMENTS
03/13/2020	STORMWATER COMMENTS

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PROJECT NO.
DRAWN BY: BDB
CHECKED BY: CAD
SCALE: AS NOTED
CS
1 OF 14

LEGEND OF SYMBOLS

Symbol	Symbol
Overhead Electric, Telephone & Cable Line (E/T/C)	Iron pin w/cap set (Unless otherwise noted)
Easements	Iron Pin Found
Setback Line	Gas Meter
Depressed Curb	Gas Valve
Grease Trap	Water Valve
Storm Manhole	Electric Meter
Storm Inlet	Utility Pole
Tele. Pedestal	Fire Hydrant
Sign	Light Pole
Illuminated Signs	Traffic Flow Arrow
Bollard	Turn Arrows
Benchmark	Asphalt
Right-of-Way R/W	Concrete
Finished Floor Elevation F.F.E.	Existing Landscaping to remain
Corrugated Metal Pipe CMP	Proposed Concrete Patio
Reinforced Concrete Pipe RCP	
Trees	

ZONING INFORMATION

ZONING DISTRICT: B (BUSINESS DISTRICT)
A RESTAURANT IS A PERMITTED USE WITHIN THIS ZONING DISTRICT.

DESCRIPTION	REQUIRED	PROPOSED
MINIMUM LOT AREA	NO REQ.	30,016.19 SF (0.689 AC)
MINIMUM LOT WIDTH	NO REQ.	219'
MAXIMUM FLOOR AREA RATIO	2.0	0.13
MINIMUM FRONT YARD SETBACK (BALTIMORE BOULEVARD)	30'	77'-3"
MINIMUM SIDE YARD SETBACK (WEST)	10'	40'-2"
MINIMUM SIDE YARD SETBACK (EAST)	10'	81'-1"
MINIMUM REAR YARD SETBACK	NO REQ.	10'-0"
MAXIMUM BUILDING HEIGHT	3 STORIES	27'-8"

ZONING INFORMATION WAS OBTAINED FROM:

CITY OF WESTMINSTER
56 WEST MAIN STREET, SUITE 1
WESTMINSTER, MD 21157
(410) 751-5505
ANDREW GRAY – COMPREHENSIVE PLANNER

PARKING REQUIREMENTS

EXISTING USE: RESTAURANT

EXISTING PARKING STALLS = 37

PROPOSED USE: RESTAURANT

PARKING REQUIREMENTS:
ONE (1) SPACE PER FOUR (4) SEATS, PLUS ONE (1) SPACE PER TWO (2) EMPLOYEES.

BUILDING SEATING: 94 SEATS INSIDE
PATIO AREA: 36 SEATS
EMPLOYEES: 8 EMPLOYEES

TOTAL STALLS REQUIRED: 37 STALLS

37 STALLS PROVIDED (INCLUDING 2 ACCESSIBLE STALLS)

PARKING STALL SIZES: 9'x18' REQUIRED
9'x18' PROPOSED

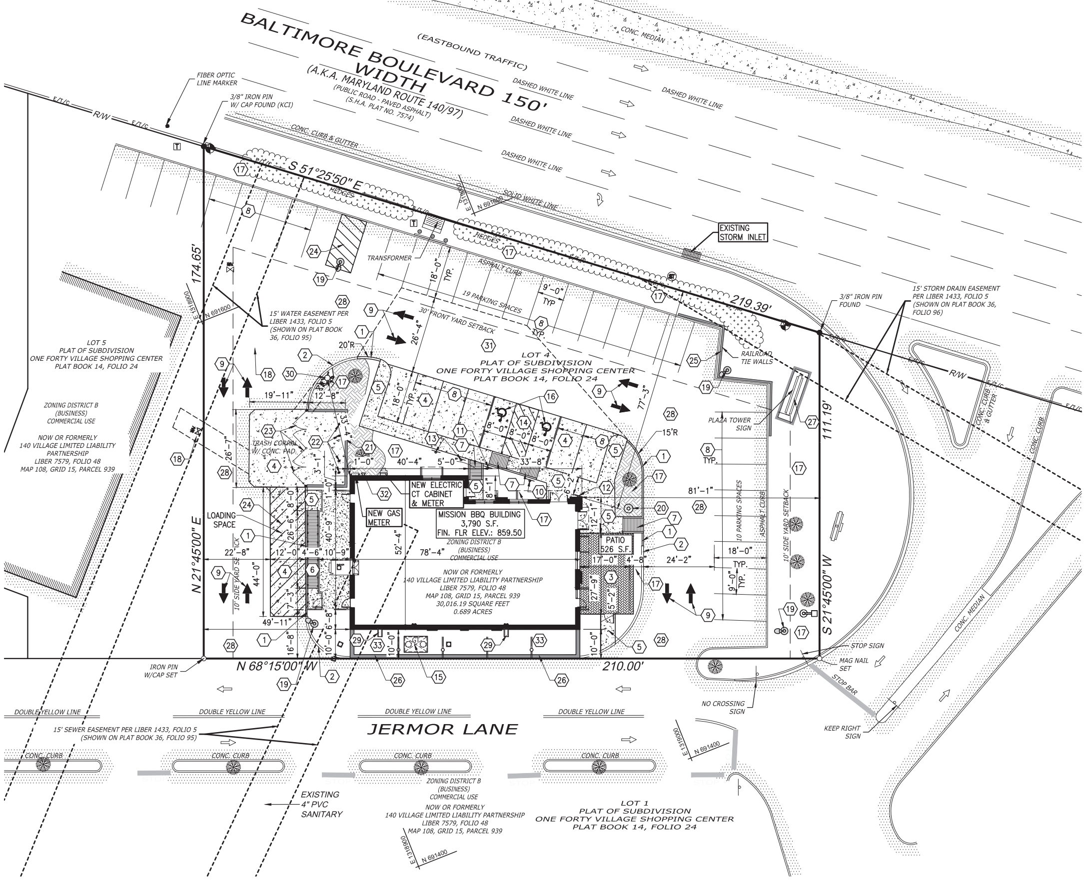
SITE LOCATION MAP

SCALE: 1"=1,200'

MAP: 0108 GRID: 0015 PARCEL: 0939
SURVEY PLAT: 14-024 ELECTION DISTRICT: 7

KEYNOTES

1. CAST-IN-PLACE CONCRETE CURB W/BROOM FINISH. PROVIDE TWO (2) #4 CONTINUOUS REBARS. SEE DETAIL ON SHEET SP-2. MATCH EXISTING AS REQUIRED.
2. EXISTING CONCRETE CURBING TO REMAIN. PROTECT DURING CONSTRUCTION. REPAIR/REPLACE ANY FULL SECTIONS NOT IN GOOD CONDITION OR BETTER.
3. CONCRETE PATIO, SEE ARCHITECTURAL PLANS.
4. CONCRETE PAVEMENT. SEE DETAIL ON SHEET SP-2. INSTALL CONCRETE PAVEMENT FLUSH TO ASPHALT.
5. 4" THICK CONCRETE SIDEWALK @ A MAXIMUM OF 5.0% RUNNING SLOPE AND 2.0% CROSS SLOPE. SEE DETAIL ON SHEET SP-2.
6. NEW ACCESSIBLE RAMP, SEE ARCHITECTURAL PLANS.
7. CONCRETE RAMP @ A MAXIMUM 8.33% RUNNING SLOPE AND A 2.0% CROSS SLOPE. RAMP TO BE NON-SLIP HEAVY BROOM FINISH. ALL SIDEWALK RAMPS TO HAVE A MINIMUM 5'x5' LEVEL LANDING AREA AT TOP AND BOTTOM OF RAMP, WITH A MAXIMUM SLOPE OF 2% IN ANY DIRECTION. SEE DETAIL ON SHEET SP-2.
8. 4" PARKING STRIPE, PAINTED WHITE, TYP.
9. PAINTED DIRECTIONAL ARROWS, WHITE. SEE DETAIL ON SHEET SP-2.
10. "VAN ACCESSIBLE" PARKING SIGN, SEE DETAIL ON SHEET SP-2.
11. ACCESSIBLE PARKING SIGN, SEE DETAIL ON SHEET SP-2.
12. "RESERVED VETERAN" PARKING SIGN, SEE DETAIL ON SHEET SP-2A.
13. "PICK UP PARKING" SIGN, SEE DETAIL ON SHEET SP-2A. (TYP. FOR 2).
14. 8' WIDE ACCESSIBLE AISLE WITH PAINTED BLUE LINES 2'-0" O.C. PER ADA REQUIREMENTS.
15. NEW EXTERIOR GREASE INTERCEPTOR.
16. ACCESSIBLE PARKING SYMBOL, SEE DETAILS ON SHEET SP-2.
17. LANDSCAPE AREA, SEE LANDSCAPE PLAN, SHEET SP-3.
18. NEW FULL-DEPTH ASPHALT PAVEMENT TO MATCH EXISTING AT NEW UTILITY LINES. SEAL ALL EDGES WITH AC-20.
19. NEW LOT LIGHT AND POLE ON EXISTING CONCRETE BASES. CONTRACTOR TO CONFIRM WITH STRUCTURAL ENGINEER EXISTING CONCRETE BASES ARE SUITABLE FOR NEW LOT LIGHTS.
20. FLAGPOLE, SEE DETAIL ON SHEET SP-2A.
21. EXISTING MASONRY TRASH ENCLOSURE TO REMAIN. PROTECT DURING CONSTRUCTION. REPAIR/REPOINT EXISTING MASONRY WALLS, CAP, AND REPAINT
22. NEW GUARD POSTS AT TRASH CORRAL, SEE DETAIL ON SHEET SP-2.
23. NEW TRASH ENCLOSURE GATE, FRAME AND PANELING. PANEL TRIM TO MATCH STORAGE YARD FENCING. SEE DETAILS ON SHEET SP-2.
24. PAINTED WHITE LINES 2'-0" O.C.
25. NEW RAILROAD TIE RETAINING WALL. MATCH EXISTING SIZE, HEIGHT, LOCATION, ETC. OF EXISTING WALL.
26. NEW DRY-STACK WALL. SEE DETAILS ON SHEET SP-3A.
27. EXISTING PLAZA TOWER SIGN AND MASONRY PLANTER TO REMAIN.
28. NEW SAND SLURRY ASPHALT SEALER OVER EXISTING ASPHALT PAVEMENT SCHEDULED TO REMAIN. REPAIR/REPLACE ANY FULL-DEPTH SECTION NOT IN GOOD CONDITION OR BETTER. SEAL ALL CRACKS WITH AC-20 OR EQUAL PRIOR TO APPLYING SEALER.
29. CONCRETE SPLASH BLOCKS, SEE DETAIL ON SHEET SP-2.
30. NEW FIRE HYDRANT, SEE SITE UTILITY PLAN SHEET C-2. (THE FULL EXTENT OF THE SITE IS ENCOMPASSED IN THE REQUIRED PROXIMITY TO THE NEW FIRE HYDRANT BEING PROVIDED).
31. NEW-FULL DEPTH ASPHALT OVERLAY. SEE GRADING PLAN. SEAL ALL EDGES WITH AC-20. SEE DETAIL ON SHEET SP-2.
32. "FDC" FIRE DEPARTMENT CONNECTION FOR BUILDING FIRE SPRINKLER SYSTEM.
33. NEW PLANTERBOX AREA. SEE DETAILS ON SHEET SP-3A.



GENERAL CONSTRUCTION NOTES

1. ALL CONSTRUCTION SHALL COMPLY WITH LOCAL MUNICIPALITY AND COUNTY CODES AND STANDARDS. ALL CONSTRUCTION SHALL BE PERFORMED IN ACCORDANCE WITH ALL APPLICABLE OSHA, FEDERAL, STATE AND LOCAL REGULATIONS.
2. THE CONTRACTOR SHALL OBTAIN ALL NECESSARY CONSTRUCTION PERMITS REQUIRED TO PERFORM ALL THE WORK. THE CONTRACTOR SHALL POST ALL BONDS, PAY ALL FEES, PROVIDE PROOF OF INSURANCE AND PROVIDE TRAFFIC CONTROL NECESSARY FOR THIS WORK.
3. THE CONTRACTOR SHALL VERIFY ALL SITE CONDITIONS IN THE FIELD AND CONTACT THE OWNER IF THERE ARE ANY QUESTIONS OR CONFLICTS REGARDING THE CONSTRUCTION DOCUMENTS AND/OR FIELD CONDITIONS SO THAT APPROPRIATE REVISIONS CAN BE MADE PRIOR TO CONSTRUCTION. ANY CONFLICT BETWEEN DRAWINGS AND THE SPECIFICATIONS SHALL BE CONFIRMED WITH THE CONSTRUCTION MANAGER PRIOR TO BIDDING.
4. SHOULD ANY UNCHARTED, OR INCORRECTLY CHARTED, EXISTING PIPING OR OTHER UTILITY BE UNCOVERED DURING EXCAVATION, CONSULT THE ENGINEER AND THE ARCHITECT IMMEDIATELY BEFORE PROCEEDING FURTHER WITH THE WORK IN THIS AREA.
5. DO NOT INTERRUPT EXISTING UTILITIES SERVICING FACILITIES OCCUPIED AND USED BY THE OWNER OR OTHERS DURING OCCUPIED HOURS EXCEPT WHEN SUCH INTERRUPTIONS HAVE BEEN AUTHORIZED IN WRITING BY THE OWNER, LOCAL MUNICIPALITY AND/OR UTILITY COMPANY. INTERRUPTIONS SHALL ONLY OCCUR AFTER ACCEPTABLE TEMPORARY OR PERMANENT SERVICE HAS BEEN PROVIDED.
6. THE CONTRACTOR SHALL ABIDE BY ALL OSHA, FEDERAL, STATE AND LOCAL REGULATIONS WHEN OPERATING CRANES, BOOMS, HOISTS, ETC. IN CLOSE PROXIMITY TO OVERHEAD ELECTRIC LINES. IF CONTRACTOR MUST OPERATE EQUIPMENT CLOSE TO ELECTRIC LINES, CONTACT THE POWER COMPANY TO MAKE ARRANGEMENTS FOR PROPER SAFEGUARDS.
7. THE CONTRACTOR SHALL RESTORE ANY STRUCTURES, PIPE, UTILITY, PAVEMENT, CURBS, SIDEWALKS, LANDSCAPED AREAS, ETC. WITHIN THE SITE OR ADJOINING PROPERTIES DISTURBED DURING DEMOLITION OR CONSTRUCTION TO THEIR ORIGINAL CONDITION OR BETTER, AND TO THE SATISFACTION OF THE OWNER AND LOCAL MUNICIPALITY. ALL COSTS TO COMPLETE THIS WORK SHALL BE INCLUDED IN THE BASE BID FOR THIS PROJECT.
8. THE CONTRACTOR SHALL BE RESPONSIBLE TO INSTALL AND MAINTAIN TRAFFIC DEVICES FOR PROTECTION OF PEDESTRIANS AND VEHICLES CONSISTING OF DRUMS, BARRIERS, SIGNS, LIGHTS, FENCES AND UNIFORM TRAFFIC CONTROLLERS IN ACCORDANCE WITH THE STATE DEPARTMENT OF TRANSPORTATION OR AS REQUIRED OR DIRECTED BY THE SITE ENGINEER OR CONSTRUCTION MANAGER OR LOCAL GOVERNING AUTHORITIES. CONTRACTOR SHALL MAINTAIN ALL TRAFFIC LANES AND PEDESTRIAN WALKWAYS AT ALL TIMES UNLESS WRITTEN APPROVAL FROM THE DEPARTMENT OF TRANSPORTATION, LOCAL MUNICIPALITY, COUNTY, OR OTHER GOVERNING AUTHORITY IS RECEIVED.
9. THE CONTRACTOR SHALL NOTIFY THE ENGINEER SHOULD ANY DISCREPANCY REGARDING THE PROPOSED WORK OR UNFORESEEN CONDITIONS ARISE PRIOR TO PROCEEDING FURTHER WITH THE AFFECTED WORK.
10. THE CONTRACTOR SHALL PROVIDE AS-BUILT RECORDS OF ALL CONSTRUCTION (INCLUDING UNDERGROUND UTILITIES) TO THE OWNER AND THE ARCHITECT FOLLOWING COMPLETION OF CONSTRUCTION ACTIVITIES.
11. REFER TO DETAIL SHEETS FOR EROSION AND SEDIMENT CONTROL, STORM DRAINAGE, UTILITY, PAVING, CURBING, SIGNAGE, AND RETAINING WALL DETAILS AS APPLICABLE.
12. PAVEMENT MARKINGS SHALL BE IN ACCORDANCE WITH DEPARTMENT OF TRANSPORTATION GUIDELINES AND SHALL BE EITHER COLD LAID THERMOPLASTIC TAPE OR PAINTED AS DESIGNATED ON THE PLANS OR PAVEMENT MARKING DETAILS.
13. DIRECTIONAL TRAFFIC ARROWS SHALL BE PAINTED WHITE UNLESS OTHERWISE NOTED.
14. SITE DIMENSIONS ARE REFERENCED TO THE FACE OF CURBS OR EDGE OF PAVING UNLESS OTHERWISE NOTED. ALL BUILDING DIMENSIONS ARE REFERENCED TO THE OUTSIDE FACE OF THE STRUCTURE UNLESS OTHERWISE NOTED.
15. ALL PAVING MATERIALS FURNISHED AND WORK COMPLETED SHALL BE IN STRICT ACCORDANCE WITH THE STATE DEPARTMENT OF TRANSPORTATION GUIDELINES UNLESS OTHERWISE SPECIFIED.
16. THE CONTRACTOR IS RESPONSIBLE FOR THE REMOVAL AND DISPOSAL OF ALL RUBBISH, TRASH, DEBRIS, AND ORGANIC MATERIAL IN A LAWFUL MANNER.
17. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING ALL DIMENSIONS FOR BUILDING, WALLS, CONCRETE SLABS, AND UTILITY SERVICE POINT CONNECTIONS AND NOTIFYING THE OWNER AND ENGINEER OF ANY CONFLICTS OR DISCREPANCIES PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL REFERENCE BUILDING CONSTRUCTION PLANS FOR EXACT LOCATIONS OF ALL UTILITY CONNECTIONS TO BUILDINGS AND DOOR STEP LOCATIONS.
18. PIPE BOLLARDS SHALL BE INSTALLED IN TRAFFIC AND LOADING AREAS AS REQUIRED TO PROTECT BUILDING CORNERS, RECEIVING AREAS, HYDRANTS, TRANSFORMERS, METERS, GENERATORS, COMPACTORS, STEPS, AND RAILINGS, AS NECESSARY.
19. ALL SITE COMPACTION TESTING AND CERTIFICATIONS, AS REQUIRED BY MUNICIPALITIES HAVING JURISDICTION AND/OR THIRD PARTY INSPECTION AGENCIES, ARE THE RESPONSIBILITY OF THE GENERAL CONTRACTOR.
20. THE CONTRACTOR SHALL SUBMIT SHOP DRAWINGS OF ALL PRODUCTS, MATERIALS AND PLAN SPECIFICATIONS TO THE ARCHITECT AS REQUIRED FOR REVIEW AND APPROVAL, PRIOR TO FABRICATION OR DELIVERY TO THE SITE. ALLOW A MINIMUM OF 14 WORKING DAYS FOR REVIEW.
21. THE CONTRACTOR SHALL REFERENCE ARCHITECTURAL PLANS FOR EXACT DIMENSIONS AND CONSTRUCTION DETAILS OF BUILDING ADDITIONS, ROOF DRAINS, RAISED CONCRETE SIDEWALKS, AND RAMPS.
22. TRAFFIC CONTROL SIGNAGE SHALL CONFORM TO THE STATE DEPARTMENT OF TRANSPORTATION STANDARD DETAIL SHEETS AND THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES. SIGNS SHALL BE INSTALLED PLUMB.
23. INFORMATION ON EXISTING UTILITIES HAS BEEN COMPILED FROM AVAILABLE INFORMATION INCLUDING UTILITY COMPANY AND MUNICIPAL RECORD MAPS AND FIELD SURVEY AND IS NOT GUARANTEED CORRECT OR COMPLETE. UTILITIES ARE SHOWN TO ALERT THE CONTRACTOR TO THEIR PRESENCE AND THE CONTRACTOR IS SOLELY RESPONSIBLE FOR DETERMINING ACTUAL LOCATIONS AND ELEVATIONS OF ALL UTILITIES INCLUDING SERVICES. PRIOR TO DEMOLITION OR CONSTRUCTION, THE CONTRACTOR SHALL CONTACT MISS UTILITY OF MARYLAND, INC. WITHIN THREE (3) WORKING DAYS BEFORE COMMENCEMENT OF WORK AT 1-800-257-7777 AND VERIFY ALL LOCATIONS.
24. NO PART OF THE LOT IS LOCATED WITHIN ANY FLOODPLAIN AREAS.
25. FIRE LANES SHALL BE ESTABLISHED AND PROPERLY DESIGNATED IN ACCORDANCE WITH THE LOCAL MUNICIPALITY AND LOCAL FIRE DEPARTMENT REQUIREMENTS.
26. THE CONTRACTOR SHALL REMOVE CONFLICTING PAVEMENT MARKINGS IN A METHOD APPROVED BY MD SHA.

SERIAL NUMBER:19094710 (DIG)
SERIAL NUMBER:19094742 (DESIGN)

CALL BEFORE YOU DIG !
MISS UTILITY PARTICIPANTS REQUEST 3 WORKING DAYS NOTICE BEFORE YOU DIG, DRILL, OR BLAST - STOP CALL
Miss Utility of Maryland, Inc.
1-800-257-7777

MD NAD: 83
NAVD: 88

GRAPHIC SCALE
20 0 10 20 40 80
(IN FEET)
1 inch = 20 ft.

CARROLL COUNTY FILE # S-19-0015

PROFESSIONAL CERTIFICATION

I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MARYLAND. LICENSE NO. 31092 EXP. DATE 11-21-20

MDM
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Site Planners • Engineers • Surveyors
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Ph.: (724) 934-2810 fax: (724) 934-2811
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SITE PLAN
WESTMINSTER MISSION BBQ
WESTMINSTER, MD
584 JERMOR LANE, CITY OF WESTMINSTER
COUNTY OF CARROLL, STATE OF MARYLAND

MISSION BBQ The American Way.

DATE:	
03/08/2019	PRELIM
05/24/2019	COUNTY SUBMITTAL
09/03/2019	REVIEW COMMENTS
11/07/2019	REVIEW COMMENTS
12/10/2019	REVIEW COMMENTS
01/03/2020	REVIEW COMMENTS
02/13/2020	REVIEW COMMENTS
03/13/2020	STORMWATER COMMENTS

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PROJECT NO.
DRAWN BY: BDB
CHECKED BY: CAD
SCALE: 1" = 20'

SP-1

LEGEND OF SYMBOLS

- Proposed Contour Line — 855
- Contour Line — 855
- Proposed Grease Interceptor
- Proposed Sanitary Sewer
- Proposed Sanitary Cleanout
- Proposed Electric Meter
- Proposed Gas Meter
- Proposed Water Service
- Proposed Telephone/ Cable Service
- Water Line
- Gas Line
- Overhead Electric, Telephone & Cable Line
- Underground Electric Line
- Storm Sewer
- Sanitary Sewer
- Easements
- Setback Line
- Depressed Curb
- Grease Trap
- Storm Manhole
- Storm Inlet
- Tele. Pedestal
- Sign
- Illuminated Signs
- Bollard
- Benchmark
- Right-of-Way R/W
- Finished Floor Elevation F.F.E.
- Corrugated Metal Pipe CMP
- Reinforced Concrete Pipe RCP
- Concrete
- Existing Landscaping to remain
- Iron pin w/cap set (Unless otherwise noted)
- Iron Pin Found
- Gas Meter
- Gas Valve
- Water Valve
- Electric Meter
- Utility Pole
- Light Pole
- Traffic Flow Arrow
- Turn Arrows
- Trees
- Asphalt
- Proposed Concrete Patio

PLANT LIST

QTY.	ABB.	BOTANICAL NAME / COMMON NAME	SIZE	ROOT TYPE	COMMENTS
1	AR	ACER RUBRUM 'RED SUNSET' / RED SUNSET MAPLE	2-1/2" CALIPER MIN.	B&B	MAJOR DECIDUOUS INTERIOR STREET
19	VA	'VIBURNUM ACERIFOLIUM' / MAPLE-LEAVED VIBURNUM	24" MIN.	#5 CONT.	DECIDUOUS SHRUB INTERIOR STREET
14	IG	ILEX GLABRA / INKBERRY HOLLY	24" MIN.	#3 CONT.	EVERGREEN SHRUB INTERIOR STREET
12	MP	MYRICA PENSYLVANICA / NORTHERN BAYBERRY	24" MIN.	#5 CONT.	DECIDUOUS SHRUB INTERIOR STREET
12	TO	THUJA OCCIDENTALIS 'TECHNY' / MISSION ARBORVITAE	6' MIN. HGT.	B&B	EVERGREEN TREE DUMPSTER SCREEN
3	GB	GINKO BILOBA / MAIDENHAIR TREE	2-1/2" CALIPER MIN.	B&B	DECIDUOUS TREE (MALE) INTERIOR ACCESS
7	EX	EXISTING TREE	8"-18" DIAMETER		

I CERTIFY THAT THIS LANDSCAPE PLAN IS CONSISTENT WITH THE GOAL AND INTENT OF AND COMPLIES WITH THE CITY OF WESTMINSTER LANDSCAPE MANUAL AND MEETS ALL APPLICABLE POLICIES, GUIDELINES AND ORDINANCES.

SIGNATURE OF LANDSCAPE ARCHITECT DATE

I CERTIFY THAT THIS LANDSCAPE PLAN IS CONSISTENT WITH THE GOAL AND INTENT OF AND COMPLIES WITH THE CITY OF WESTMINSTER LANDSCAPE MANUAL AND MEETS ALL APPLICABLE POLICIES, GUIDELINES AND ORDINANCES AND AGREE TO IMPLEMENT THE FINAL LANDSCAPE PLAN SHOWN HEREIN WITHIN ONE YEAR OF OCCUPANCY.

SIGNATURE OF OWNER DATE

ADDRESS STREET

CITY STATE ZIP

LANDSCAPE REQUIREMENTS

IF AN INCREASE OF LESS THAN 40% OF AN EXISTING RESIDENTIAL, COMMERCIAL, BUSINESS, OR INDUSTRIAL FLOOR AREA OR PARKING AREA IS PROPOSED, ONLY THAT PORTION OF THE SITE AFFECTED SHALL BE REQUIRED TO CONFORM TO THE STANDARDS CONTAINED IN THE LANDSCAPE MANUAL.

EXISTING BUILDING: 3,678 SF
PROPOSED BUILDING: 3,790 SF
3%± INCREASE IN FLOOR AREA

APPLICABLE STANDARDS - COMMERCIAL DEVELOPMENT

V.C.1.a ONE PLANTING UNIT REQUIRED FOR EVERY 40 LF ALONG ADJACENT STREETS AND ONE PLANTING UNIT REQUIRED FOR EVERY 20 LF ALONG INTERIOR STREETS. DIRECTOR MAY APPROVE CREDIT FOR UP TO 50% OF THE MIN. REQUIREMENTS FOR MAINTAINING EXISTING TREES ON THE SITE.

210 LF (JERMOR LANE) ÷ 20 LF = 10.5 PU REQUIRED
(INTERIOR STREET) = 11 PROVIDED

(1) AR @ 1 PU EA. = 1 PU
(1) EXISTING 8"Ø TREE = 1 PU

(14) IG SHRUBS
+(19) VA SHRUBS
+(12) MP SHRUBS
=(45) TOTAL SHRUBS @ 1 PU PER 5 = 9 PU

220 LF BALTIMORE BOULEVARD ÷ 40 LF = 5.5 PU REQUIRED
(ADJACENT STREET)
= 4' PLUS IN HEIGHT EXISTING MATURE HEDGE ROW WHICH ADDRESSES THIS REQUIREMENT.

111.2 LF PLAZA ENTRANCE DRIVE = 5.6 PU REQUIRED
(INTERIOR ACCESS STREET) = 6 PU PROVIDED

3 GB @ 1 PU EA. = 3
3 EX @ 1 PU EA. = 3
TOTAL = 6

V.C.1.b IN ADDITION, A 10' WIDE PLANTING AREA LOCATED BETWEEN THE ABUTTING RIGHT-OF-WAY AND ANY OFF-STREET PARKING AREA SHALL BE PROVIDED WITH CLASS B SCREENING.

= 4' PLUS IN HEIGHT EXISTING MATURE HEDGE ROW WHICH ADDRESSES THIS REQUIREMENT.

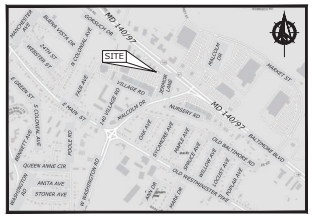
V.C.1.c INTERIOR LANDSCAPING
AT LEAST 10% OF PARKING LOT AREA MUST BE LANDSCAPED.

PARKING LOT AREA = 1,409 SF (141 SF REQUIRED)
(WITHIN THE LOD)
LANDSCAPE AREA = 388 SF (ONE ISLAND @ 118 SF AND ONE ISLAND @ 270 SF = 388 SF PROVIDED)
= 27.5% OF INTERIOR LANDSCAPING PROVIDED

V.C.1.e ALL LOADING, SERVICE, OUTSIDE STORAGE, AND DUMPSTER AREAS SHALL BE SCREENED WITH CLASS A SCREENING.

CLASS A = 1 PU PER 15 LF OF AREA TO BE SCREENED.

119 LF ÷ 15 = 7.9 (8) PU REQUIRED
12 (TO) @ 1 PU PER 2 (TO) = 6 PU
2 EXISTING TREES @ 1 PU = 2 PU
TOTAL PROVIDED = 8 PU



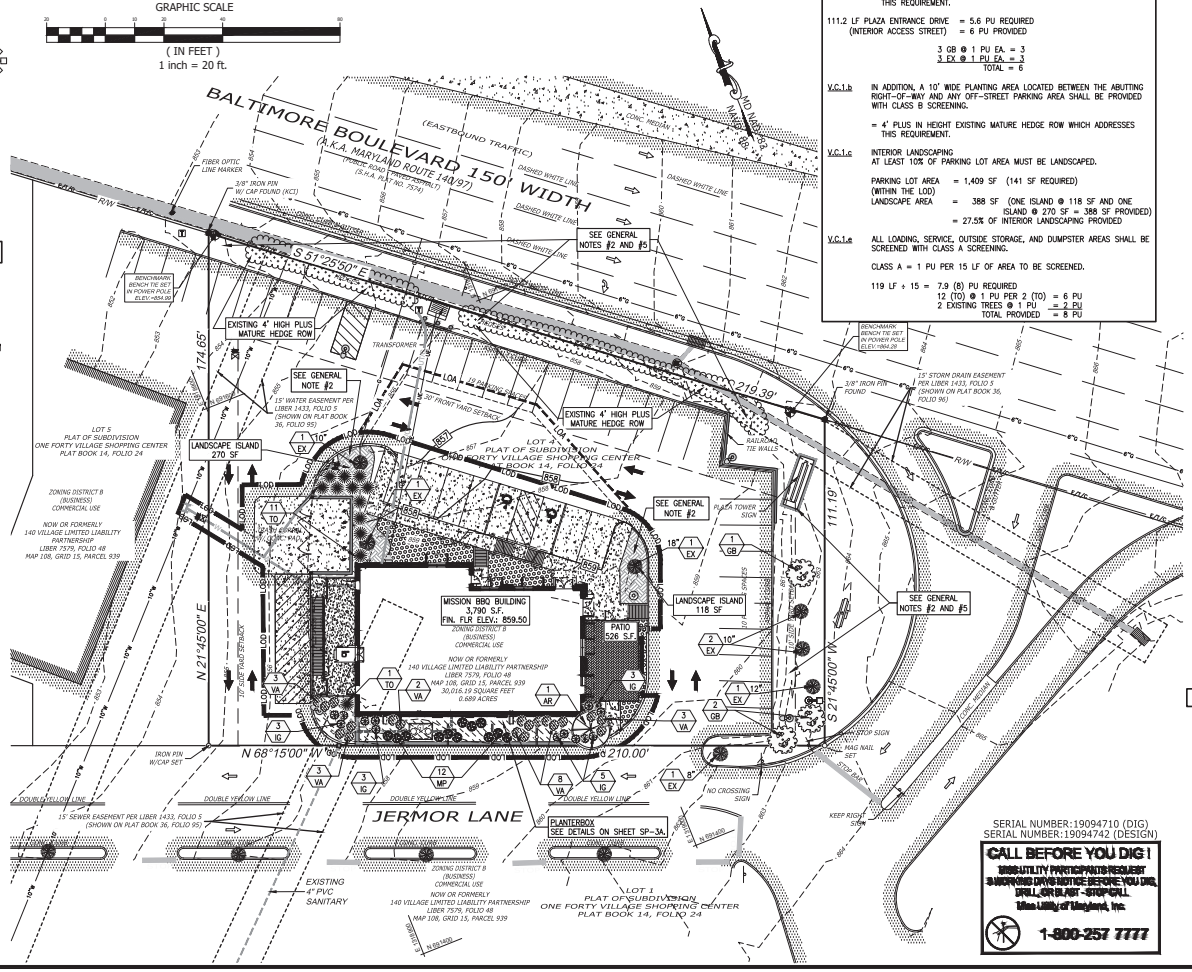
SITE LOCATION MAP

SCALE: 1"=1,200'
MAP: 0108 GRID: 0015 PARCEL: 0939
SURVEY PLAT: 14-024 ELECTION DISTRICT: 7

LANDSCAPE LEGEND

- MULCHED AREAS SEE SPECIFICATIONS
- RIVER ROCK W/WEED MAT
- PROPOSED CONCRETE PATIO
- QUANTITY / TYPE — DECIDUOUS TREE -TYPE 'AR'
- DECIDUOUS TREE -TYPE 'GB'
- EVERGREEN TREE -TYPE 'TO'
- EXISTING TREE
- EVERGREEN SHRUB -TYPE 'IG'
- DECIDUOUS SHRUB -TYPE 'VA'
- DECIDUOUS SHRUB -TYPE 'MP'
- LOD — LIMITS OF DISTURBANCE
- LOA — LIMIT OF ASPHALT OVERLAY
- PROPOSED SANITARY SEWER
- PROPOSED WATER SERVICE

GRAPHIC SCALE
(IN FEET)
1 inch = 20 ft.



SERIAL NUMBER:19094710 (DIG)
SERIAL NUMBER:19094742 (DESIGN)

CALL BEFORE YOU DIG!
MISS UTILITY PARTICIPANTS REQUIRE 3 WORKING DAYS NOTICE BEFORE YOU DIG, DRILL, OR BLAST - STOP CALL.
Miss Utility of Maryland, Inc.
1-800-257 7777

LANDSCAPE NOTES

ALL PLANTS SHALL BE IDENTIFIED IN ACCORDANCE WITH HORTUS THIRD, BY L.H. BAILEY, 1976 OR ITS LATEST EDITION.

ALL NURSERY STOCK SHALL CONFORM TO AMERICAN ASSOCIATION OF NURSERYMEN, INC., STANDARDS, AS DESCRIBED IN "AMERICAN STANDARDS FOR NURSERY STOCK", PUBLICATION ANSI Z60.1-1980 OR ITS LATEST EDITION.

ALL PLANTING PROCEDURES AND SPECIFICATIONS SHALL CONFORM TO A LANDSCAPE SPECIFICATION GUIDELINES FOR BALTIMORE-WASHINGTON METROPOLITAN AREAS, @ LATEST EDITION.

LANDSCAPE SPECIFICATIONS SHALL CONFORM TO THE CURRENT LANDSCAPE SPECIFICATIONS GUIDELINES BY LANDSCAPE CONTRACTORS ASSOCIATION, MD-DC-VA. ALL NURSERY STOCK SHALL BE PLANTED IN ACCORDANCE WITH THE PROCEDURES OUTLINED IN THE GUIDELINES WITH THE FOLLOWING EXCEPTIONS:

a. IF THE SOIL IS WET OR COMPACTED, ALL CONTAINERIZED AND BALLED NURSERY STOCK SHOULD BE PLANTED SUCH THAT THE TOP ONE-THIRD OF THE ROOTBALL IS ABOVE THE EXISTING GRADE. THIS DEPARTURE IN THE ESTABLISHED PROCEDURES HAS BEEN DOCUMENTED TO INCREASE THE RATE OF TRANSPLANT SUCCESS IN THESE TYPES OF SOILS.
b. WIRE AND NON-DEGRADABLE MATERIALS SHOULD BE REMOVED AS FAR AS PRACTICAL BEFORE BACKFILLING TO PREVENT ROOT GIRDLING.

THREE INCHES OF TOPSOIL IS REQUIRED ON ALL DISTURBED AREAS TO BE LANDSCAPED, SEEDED, OR SODDED.

INSTALLATION:

(1) STANDARDS TO CONFORM TO THE MOST RECENT VERSION OF THE ANSI A300 STANDARDS PART 6 - TRANSPLANTING AND LANDSCAPE SPECIFICATIONS GUIDELINES OF THE LANDSCAPE CONTRACTORS ASSOCIATION, MARYLAND, DISTRICT OF COLUMBIA AND VIRGINIA.

(2) PLANTING ON INDIVIDUAL LOTS SHALL BE INSTALLED UPON FINAL GRADING INSPECTION. NO FINAL GRADING APPROVAL SHALL BE GIVEN ON THE BUILDING PERMIT UNTIL LANDSCAPING IS COMPLETE.

MAINTENANCE:

THE OWNER OF ANY PROPERTY ON WHICH LANDSCAPING HAS BEEN INSTALLED PURSUANT TO THIS CHAPTER SHALL MAINTAIN THE LANDSCAPING IN GOOD CONDITION IN PERPETUITY. A LANDSCAPE MAINTENANCE AGREEMENT SHALL BE REQUIRED. FAILURE TO REPLACE DEAD OR DYING PUs OR THE REMOVAL OF ANY INSTALLED PUs IS A VIOLATION OF THIS CHAPTER.

INSPECTIONS:

A MINIMUM OF 2 INSPECTIONS WILL BE REQUIRED. NO INSPECTIONS SHALL BE FINALIZED FROM NOVEMBER 1st TO MARCH 1st. TO BE CONSIDERED ACCEPTABLE, NO MORE THAN 1/3 OF A PLANT MAY BE DEAD.

(1) INITIAL INSPECTION: THIS INSPECTION SHALL BE PERFORMED BY THE CITY WHEN PLANTING IS COMPLETED TO VERIFY COMPLIANCE WITH THE APPROVED PLANTING PLAN.

(2) FINAL INSPECTION: THIS INSPECTION SHALL BE PERFORMED BY THE CITY 12 MONTHS AFTER THE INITIAL PLANTING.

PROTECTION:

CONTRACTOR TO PROTECT EXISTING TREES/SHRUBS THAT ARE TO REMAIN. SEE DETAIL ON SHEET SP-3A FOR TREE PROTECTION.

GENERAL NOTES

1. ALL LANDSCAPE AREAS TO BE GRASS COMMON TO REGION EXCEPT WHERE OTHER PLANT MATERIAL IS CALLED FOR.
2. LANDSCAPE CONTRACTOR TO PRUNE, REMOVE DEAD BRANCHES, REPLACE DEAD SHRUBS, ETC., AT EXISTING LANDSCAPE AREAS. INSTALL NEW WEED MAT AND MULCH. ALL TREES AND SHRUBS TO BE PLANTED IN MULCH BEDS WITH EDGE STRIPS TO SEPARATE TURF GRASS AREAS.
3. GRASS TO EXTEND FROM PROPERTY LINES TO BACK OF CITY SIDEWALKS AND/OR CURBS.
4. FOR ANY TREE LOCATED NEAR A DRIVEWAY, PRUNE LOWER BRANCHES TO PROVIDE A MINIMUM 6'-0" HIGH CLEAR SIGHT LINE FROM GRADE.
5. FOR ANY LANDSCAPE AREA SO DESIGNATED TO REMAIN WHETHER ON OR OFF SITE, REMOVE WEEDS, ROCKS, CONSTRUCTION ITEMS, ETC., THEN SCARIFY AREA, RESEED, AND FERTILIZE. R.O.W. CURB AND GUTTERS ARE TO BE CLEANED OF DEBRIS.
6. FINISHED GRADES IN LANDSCAPE ISLANDS SHALL BE INSTALLED SO THAT THEY ARE 1" LOWER THAN THE TOP OF THE SURROUNDING CURB.
7. PROVIDE A WEED MAT FOR ALL PLANTING AREAS.
8. ALL TREES AND SHRUBS TO BE PLANTED IN MULCH BEDS WITH EDGE STRIPS TO SEPARATE TURF GRASS AREAS.
9. ADJUST PLANTING LOCATIONS WITHIN PLANTERBOX SO AS TO AVOID CONFLICTS WITH UNDERDRAIN RISERS.

CARROLL COUNTY FILE # S-19-0015

LAND OWNER:

140 VILLAGE LIMITED LIABILITY PARTNERSHIP
10096 RED RUN BOULEVARD, SUITE 300
OWINGS MILLS, MARYLAND 21117-0000
(410) 581-1400

APPLICANT:

MISSION BBQ, LLC
7750 RITCHIE HIGHWAY
GLEN BURNIE, MD 21061
(410) 302-8111
STEPHEN NEWTON, MEMBER

SURVEYOR/ENGINEER:

McILVRIED, DIDIANO, & MOX, LLC
8851 KIND DRIVE
PITTSBURGH, PA 15237
(724) 934-2810
HOWARD McILVRIED, P.L.S., MD LICENSE No. 21131
EUGENE S. DVORCHAK, P.E., MD LICENSE No. 31092

LANDSCAPE ARCHITECT:

MARK FICKLEY, LANDSCAPE ARCHITECT
130 CECIL STREET
CANONSBURG, PA 15317
(412) 956-1493
MD LIC. No. 1054

PROFESSIONAL CERTIFICATION

I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MARYLAND. LICENSE NO. 1054 EXP. DATE 06-30-20

FINAL LANDSCAPE PLAN

WESTMINSTER MISSION BBQ

WESTMINSTER, MD
584 JERMOR LANE, CITY OF WESTMINSTER
COUNTY OF CARROLL, STATE OF MARYLAND

MISSION BBQ

DATE:	
03/08/2019	PRELIM
05/24/2019	COUNTY SUBMITTAL
09/03/2019	REVIEW COMMENTS
11/07/2019	REVIEW COMMENTS
12/10/2019	REVIEW COMMENTS
01/03/2020	REVIEW COMMENTS
02/13/2020	REVIEW COMMENTS
03/13/2020	STORMWATER COMMENTS

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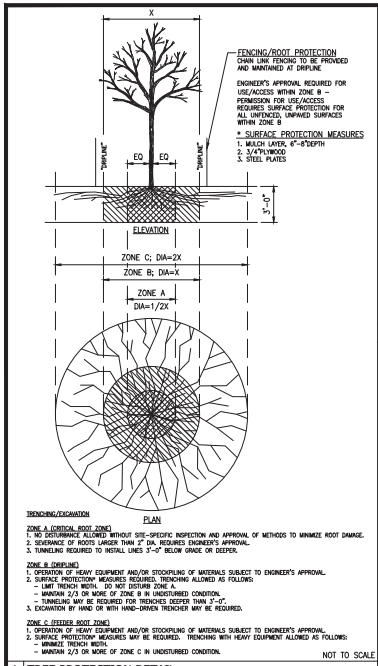
PROJECT NO.
DRAWN BY: BDB
CHECKED BY: CAD
SCALE: 1" = 20'

SP-3
7 OF 14



TRENCHING/EXCAVATION

ZONE A (CRITICAL ROOT ZONE)
1. NO DISTURBANCE ALLOWED WITHOUT SITE-SPECIFIC INSPECTION AND APPROVAL OF METHODS TO MINIMIZE ROOT DAMAGE.
2. SEVERANCE OF ROOTS LARGER THAN 2" DIA. REQUIRES ENGINEER'S APPROVAL.
3. TUNNELING REQUIRED TO INSTALL LINES 3'-0" BELOW GRADE OR DEEPER.

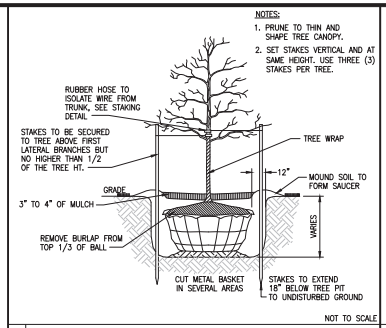
ZONE B (DRIPLINE)
1. OPERATION OF HEAVY EQUIPMENT AND/OR STOCKPILING OF MATERIALS SUBJECT TO ENGINEER'S APPROVAL.
2. SURFACE PROTECTION* MEASURES REQUIRED. TRENCHING ALLOWED AS FOLLOWS:
   – LIMIT TRENCH WIDTH. DO NOT DISTURB ZONE A.
   – MAINTAIN 2/3 OR MORE OF ZONE B IN UNDISTURBED CONDITION.
   – TUNNELING MAY BE REQUIRED FOR TRENCHES DEEPER THAN 3'-0".
3. EXCAVATION BY HAND OR WITH HAND-DRIVEN TRENCHER MAY BE REQUIRED.

ZONE C (FEEDER ROOT ZONE)
1. OPERATION OF HEAVY EQUIPMENT AND/OR STOCKPILING OF MATERIALS SUBJECT TO ENGINEER'S APPROVAL.
2. SURFACE PROTECTION* MEASURES MAY BE REQUIRED. TRENCHING WITH HEAVY EQUIPMENT ALLOWED AS FOLLOWS:
   – MINIMIZE TRENCH WIDTH.
   – MAINTAIN 2/3 OR MORE OF ZONE C IN UNDISTURBED CONDITION.

NOT TO SCALE

1 TREE PROTECTION DETAIL

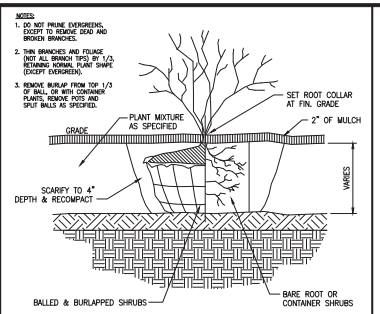
NOTES:
1. PRUNE TO THIN AND SHAPE TREE CANOPY.
2. SET STAKES VERTICAL AND AT SAME HEIGHT. USE THREE (3) STAKES PER TREE.



NOT TO SCALE

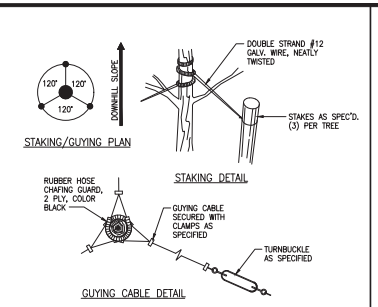
2 TREE PLANTING DETAIL

NOTES:
1. DO NOT PRUNE EVERGREENS, EXCEPT TO REMOVE DEAD AND BROKEN BRANCHES.
2. THIN BRANCHES AND FOLIAGE (NOT ALL BRANCH TIPS) BY 1/3, RETAINING NORMAL PLANT SHAPE (EXCEPT EVERGREENS).
3. REMOVE BURLAP FROM TOP 1/3 OF BALL, OR WITH CONTAINER PLANTS, REMOVE POTS AND SPLIT BALLS AS SPECIFIED.



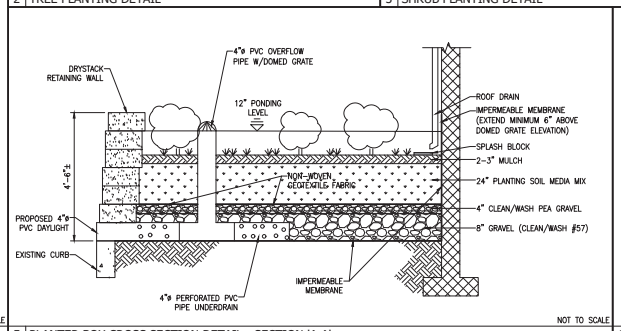
NOT TO SCALE

3 SHRUB PLANTING DETAIL



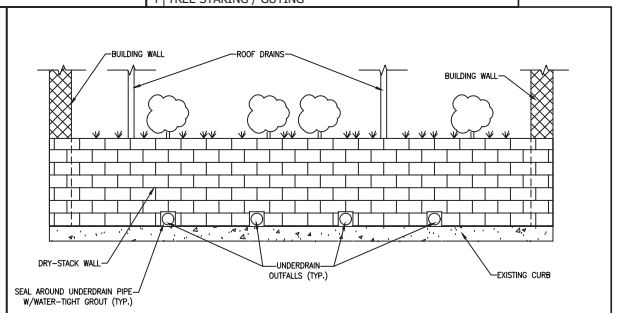
NOT TO SCALE

4 TREE STAKING / GUYING



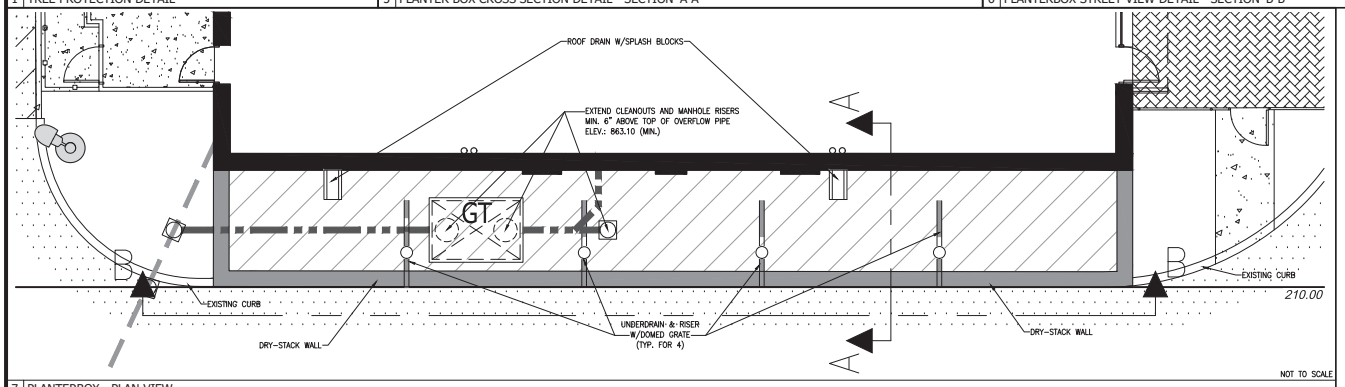
NOT TO SCALE

5 PLANTER BOX CROSS SECTION DETAIL - SECTION 'A-A'



NOT TO SCALE

6 PLANTERBOX STREET VIEW DETAIL - SECTION 'B-B'



NOT TO SCALE

7 PLANTERBOX - PLAN VIEW

CARROLL COUNTY FILE # S-19-0015

PROFESSIONAL CERTIFICATION

I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MARYLAND. LICENSE NO. 1054 EXP. DATE 06-30-20

MDM

LANDSCAPE DETAILS

WESTMINSTER MISSION BBQ
WESTMINSTER, MD
584 JERMOR LANE, CITY OF WESTMINSTER
COUNTY OF CARROLL, STATE OF MARYLAND

MISSION BBQ

DATE:	
03/08/2019	PRELIM
05/24/2019	COUNTY SUBMITTAL
09/03/2019	REVIEW COMMENTS
11/07/2019	REVIEW COMMENTS
12/10/2019	REVIEW COMMENTS
01/03/2020	REVIEW COMMENTS
02/13/2020	REVIEW COMMENTS
03/13/2020	STORMWATER COMMENTS

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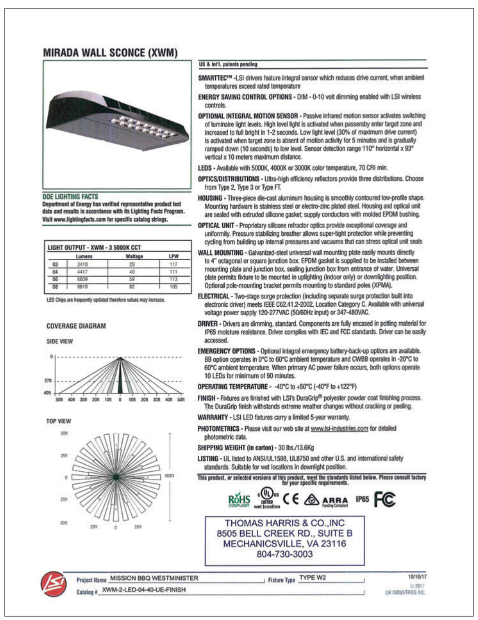
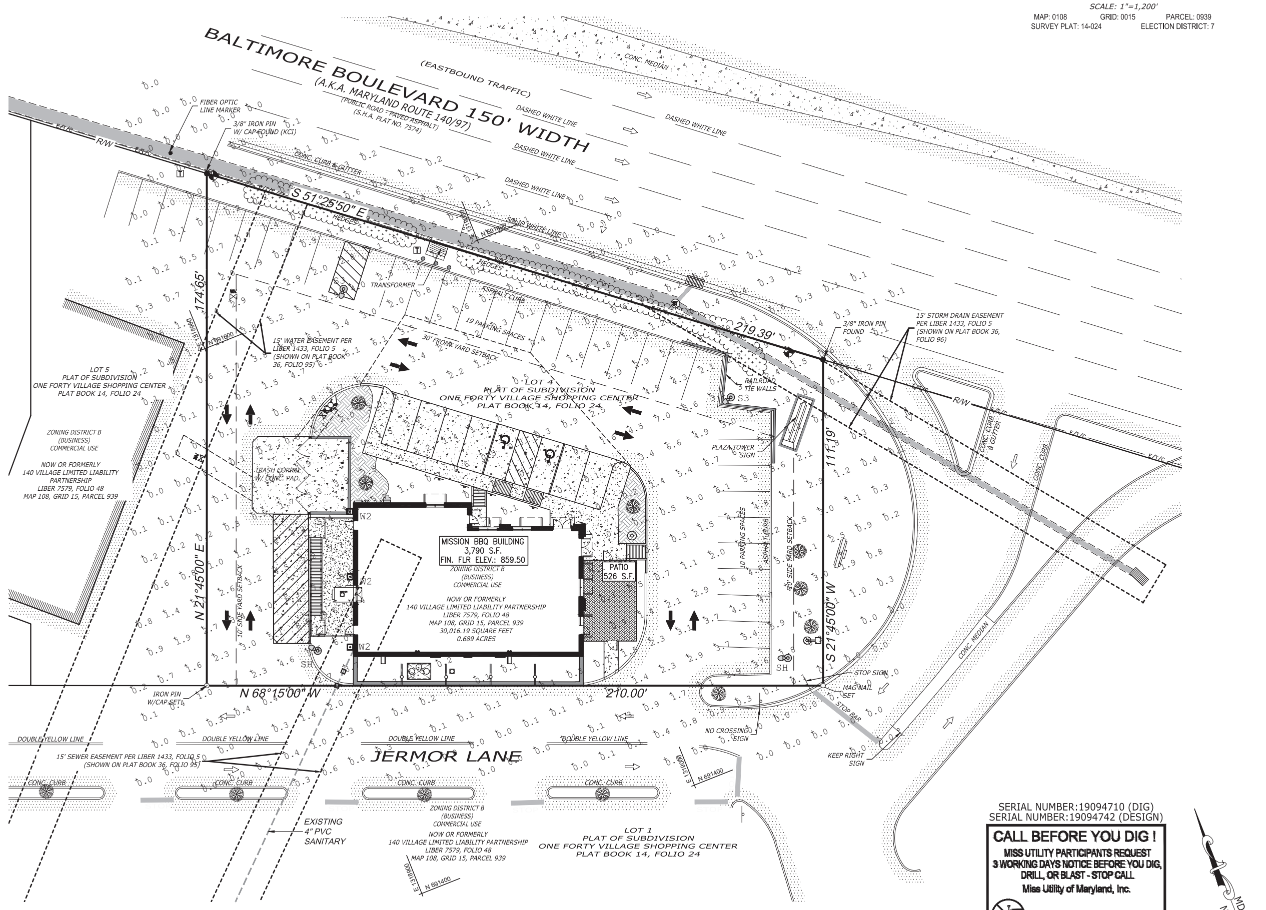
PROJECT NO.
DRAWN BY: BDB
CHECKED BY: CAD
SCALE: AS NOTED

SP-3A



NOTE:
PHOTOMETRICS PROVIDED BY THOMAS HARRIS & CO., INC. CHANGES TO POLE LOCATION, FIXTURE, AND WATTAGE WILL AFFECT FINAL RESULTS.

SITE LOCATION MAP
SCALE: 1"=1,200'
MAP: 0108 GRID: 0015 PARCEL: 0939
SURVEY PLAT: 14-024 ELECTION DISTRICT: 7



SERIAL NUMBER:19094710 (DIG)
SERIAL NUMBER:19094742 (DESIGN)

CALL BEFORE YOU DIG !
MISS UTILITY PARTICIPANTS REQUEST 3 WORKING DAYS NOTICE BEFORE YOU DIG, DRILL, OR BLAST - STOP CALL
Miss Utility of Maryland, Inc.
1-800-257-7777

MD NAD: 83
NAVD: 88

GRAPHIC SCALE
(IN FEET)
1 inch = 20 ft.

LUMINAIRE SCHEDULE				
SYMBOL	QTY.	LABEL	ARRANGEMENT	DESCRIPTION
	2	S3	SINGLE	MRM-LED-18L-SIL-3-UNV-DIM-40-70CRI-FINISH
	3	W2	SINGLE	XWM-2-LED-04-40-UE-FINISH
	2	SH	SINGLE	MRM-LED-18L-SIL-FT-UNV-DIM-40-70CRI-FINISH-IL

POLES TO BE LSI# 4SQB3-S11G-18'-S-FINISH-4BC (18'-0" POLE HEIGHT)

CALCULATION SUMMARY							
LABEL	CALC TYPE	UNITS	AVG.	MAX.	MIN.	AVG./MIN.	MAX./MIN.
OVERALL CALCULATIONS	ILLUMINANCE	Fc	1.44	9.6	0.0	N.A.	N.A.
PARKING LOT	ILLUMINANCE	Fc	2.44	9.6	0.1	24.40	96.00

CARROLL COUNTY FILE # S-19-0015

PROFESSIONAL CERTIFICATION

I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MARYLAND. LICENSE NO. 31092 EXP. DATE 11-21-20

McILVRIED, DIDIANO, & MOX, LLC
Site Planners • Engineers • Surveyors
3851 Kind Drive
Pittsburgh, PA 15237
Ph.: (724) 934-2810 fax: (724) 934-2811
mdmcadd@mdmllc.com
www.mdmllc.com

PHOTOMETRIC LIGHTING PLAN

WESTMINSTER MISSION BBQ

WESTMINSTER, MD
584 JERMOR LANE, CITY OF WESTMINSTER
COUNTY OF CARROLL, STATE OF MARYLAND

MISSION BBQ The American Way.

DATE:	
03/08/2019	PRELIM
05/24/2019	COUNTY SUBMITTAL
09/03/2019	REVIEW COMMENTS
11/07/2019	REVIEW COMMENTS
12/10/2019	REVIEW COMMENTS
01/03/2020	REVIEW COMMENTS
02/13/2020	REVIEW COMMENTS
03/13/2020	STORMWATER COMMENTS

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PROJECT NO.
DRAWN BY: BDB
CHECKED BY: CAD
SCALE: 1" = 20'

PH-1

MDM
McILVRIED, DiDIANO, & MOX, LLC
"... That which does not kill us makes us stronger..."
(Conan The Barbarian)

Site Planners • Engineers • Surveyors
8851 Kind Drive
Pittsburgh, PA 15237
PHONE: (724) 934-2810
FAX: (724) 934-2811
www.mdmllc.com

January 3, 2020

Andrew Gray, Comprehensive Planner
City of Westminster
Winchester West Building
56 West Main Street
Westminster, MD 21157
410-751-5505

Re: Mission BBQ
584 Jermor Lane / 140 Village Shopping Center
Carroll County File # S-19-0015
Modification Request

Dear Mr. Gray:

For the proposed Mission BBQ Westminster project, we request a modification from the Planning and Zoning Commission from the Lighting Standards per the Adopted 2016 Development Design Preferences Manual, per §164.131.2 Compliance with Development Design Preferences Manual. The request is for modification for the requirement that lighting should be directed toward buildings and not trespass beyond property boundaries.

The lot light at the southwestern corner of the building is facing the loading area for security purposes and to facilitate safe loading/unloading of deliveries. The site is located entirely in a commercial area, surrounded on three (3) sides by street access (Baltimore Boulevard and Jermor Lane). As the site is adjacent to other commercial properties in 140 Village Shopping Center, the proposed lighting should not have any impact on the adjoiners.

Please contact me at 724-934-2810 ext. 13 if you have any questions or need additional information to process this modification request.

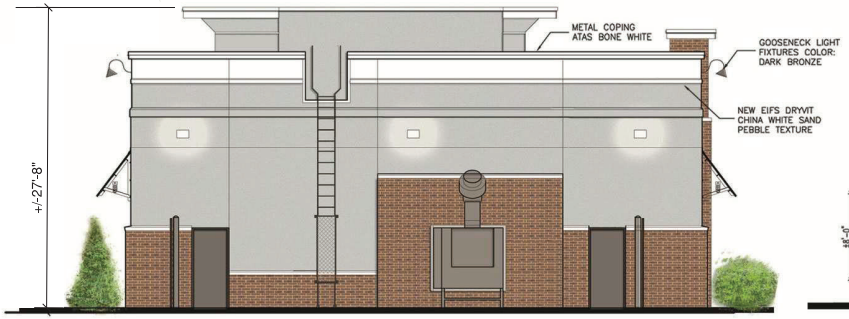
Sincerely,

Eugene S. Dvorchak, PE
Senior Engineer

Cc: Alan Hamm, Alan Hamm Architects P.C.
MDM, LLC files

East Elevation

North Elevation



West Elevation

South Elevation

West Elevation

MISSION BBQ

584 Jermor Lane

Westminster, Maryland

16 March, 2020

MISSION BBQ. RESTAURANT, CITY OF WESTMINSTER, MD.
LANDSCAPE COST ESTIMATE

Code	Description	Unit	Unit Cost	Quantity	Total Cost
	TOP SOIL FURNISHED & PLACED 4 IN. DEPTH	CY	$ 12.00	20	$240.00
	SEEDING	LB	$ 32.00	1.75	$56.00
	RIVER ROCK W/WEED MAT	CY	$ 40.00	6	$240.00
	MULCHING	CY	$ 32.00	20	$640.00
	CLEARING AND GRUBBING	AC	$ 4,000.00	0.24	$952.00
	TREE PROTECTION FENCE	LUMP	$ 500.00	1	$500.00
	TREES:				
	DECIDUOUS TREE 2-2 1/2 IN CALIPER	EA	$ 800.00	5	$4,000.00
	EVERGREEN 6' MIN. HEIGHT	EA	$ 250.00	17	$4,250.00
	SHRUBS:				
	DECIDUOUS SHRUB 18" 3 GALLON	EA	$ 65.00	14	$910.00
	DECIDUOUS SHRUB 24" 5 GALLON	EA	$ 85.00	26	$2,210.00
	EVERGREEN SHRUB 18" 3 GALLON	EA	$ 65.00		$0.00
	EVERGREEN SHRUB 24" 5 GALLON	EA	$ 85.00	0	$0.00

SUBTOTAL	$13,998.00
CONTINGENCY (20%)	$2,799.60
TOTAL LANDSCAPE COST ESTIMATE	$16,797.60

BOARD OF EXAMINERS OF LANDSCAPE ARCHITECTS
1054
MARK R. FIOLEY
STATE OF MARYLAND

9.4.2019

Proposed Sediment & Erosion Control Measures Cost Estimate

Project: Mission BBQ

Location: 584 Jermor Lane/140 Village Shopping Center, Westminster, MD

Date: September 4, 2019

Sediment and erosion control material & installation cost estimate;

Clearing and Grubbing	$4,750.00	ACRE	0.69	$3,272.75
Silt Fence	$3.00	LF	25	$75.00
Compost Filter Sock (SiltSoxx)	$10.00	LF	0	$0.00
Inlet Protection	$175.00	EA	0	$0.00
Rock Inlet Protection	$10.00	LF	0	$0.00
Stabilized Construction Entrance	$750.00	EA	0	$0.00
Erosion Control Matting (S75)	$1.00	SF	0	$0.00
Temporary Seed, Straw & Tack	$0.75	SY	705	$528.75
Permanent Seed, Straw & Tack	$1.00	SY	705	$705.00
Sod w/topsoil	$5.00	SY	0	$0.00
TOTAL - SEC (materials & installation)				$4,581.50

Maintenance for the above listed sediment and erosion control measures is estimated to be approximately 10% of the material and installation cost.

Maintenance of Sediment & Erosion Control Measures - $458.00

Removal of the installed sediment and erosion control measures is estimated to be approximately 15% of the material and installation cost.

Removal of Sediment & Erosion Control Measures - $687.00

Site stabilization will be accomplished via the construction of the paved surfaces, building construction, and installation of grass, vegetation, and landscaping for the remaining areas.

Material & Installation Cost Estimate:	**$**	**4,581.50**
Maintenance Cost Estimate:	**$**	**458.00**
Removal Cost Estimate:	**$**	**687.00**
Total Estimate:	**$**	**5,726.50**

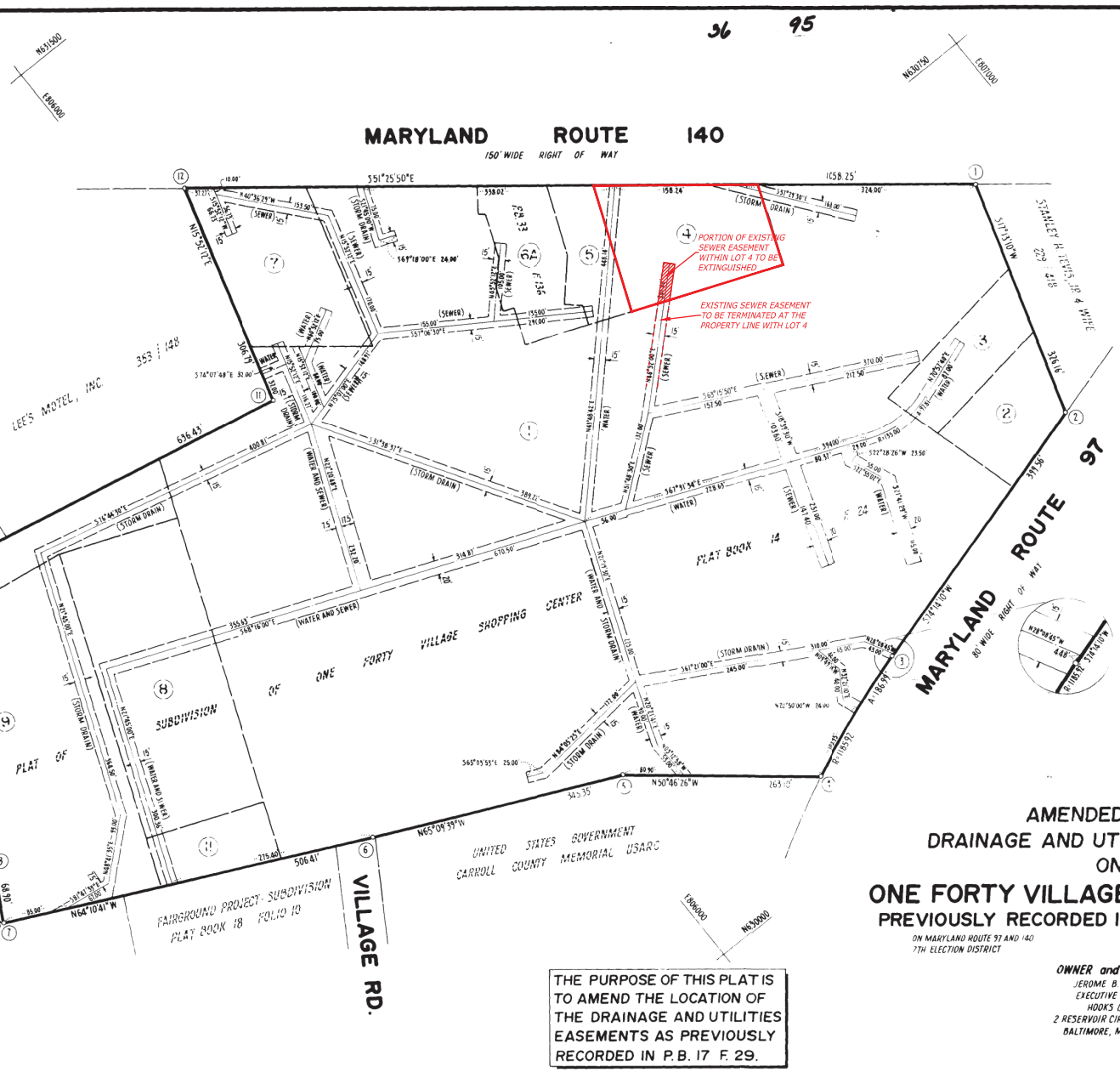
Engineer:
Eugene S. Dvorchak, P.E.
MD P.E. #: 31092
Expiration: 11/21/20

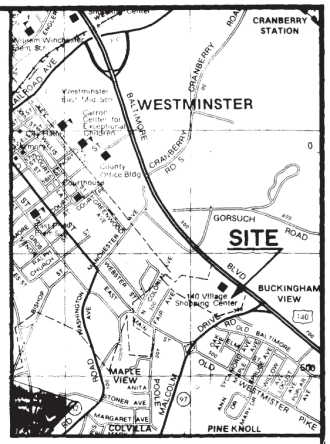
STATE OF MARYLAND
EUGENE S. DVORCHAK
31092
PROFESSIONAL ENGINEER

9.4.2019

COORDINATES		
NO.	NORTH	EAST
1	630587.40	806904.73
2	630275.86	806808.18
3	630167.31	806423.64
4	630102.56	806248.43
5	630268.94	806044.61
6	630414.02	805731.21
7	630634.60	805275.36
8	630694.41	805309.57
9	630765.42	805188.92
10	631080.24	805370.04
11	630952.09	805933.44
12	631247.18	806077.33

The coordinates shown hereon are based on the Maryland State Grid System.





VICINITY MAP

SCALE: 1" = 2000'

THE PURPOSE OF THIS PLAT IS TO AMEND THE LOCATION OF THE DRAINAGE AND UTILITIES EASEMENTS AS PREVIOUSLY RECORDED IN P.B. 17 F. 29.

AMENDED PLAT OF DRAINAGE AND UTILITIES EASEMENTS ON ONE FORTY VILLAGE SHOPPING CENTER

PREVIOUSLY RECORDED IN PLAT BOOK 17 FOLIO 29

ON MARYLAND ROUTE 97 AND 140
7TH ELECTION DISTRICT

IN WESTMINSTER
CARROLL COUNTY, MARYLAND

OWNER and DEVELOPER
JEROME B MONFRED
EXECUTIVE CENTER
HOOKS LANE
2 RESERVOIR CIRCLE, SUITE 103
BALTIMORE, MD 21208

OWNERS CERTIFICATE

I(We), Owner(s) of the property shown hereon and described in the Surveyor's Certificate, hereby adopt this plan of subdivision, establish the building lines as shown and certify that the requirements of section 3-108 of the real property article of the Annoted Code of Maryland (1974), as amended, pertaining to the preparation of record plats, and subsequent acts, if and amendatory thereto as far as they relate to the preparation of this plat and the setting of markers, have been complied with. New streets, roads, open spaces and the mention thereof in deeds are for the purpose of descriptions only, and the land so shown is expressly reserved in the present owner(s) shown on this plat, their successors, heirs and assigns. No more than one(1) principal building shall be permitted on any residential lot, and no such lot may ever be resubdivided so as to produce a building site of less area or width than the minimum required by applicable health zoning or other regulations.

Signature Jerome B. Monfred Date 1-13-92

CARROLL COUNTY HEALTH DEPARTMENT

By _____ Date _____

Community water and sewerage systems are in conformance with the Carroll County Master Plan for water and sewer 1989-1990.

MARYLAND DEPARTMENT OF THE ENVIRONMENT

Water Permit No. EXISTING Issued _____

Sewer Permit No. EXISTING Issued _____

ACKNOWLEDGED BY ZONING ADMINISTRATOR

By John D. Dickerson Date 12/21/92

ACKNOWLEDGED BY MAYOR

By W. Benjamin Brown Date 12-21-92

SURVEYOR'S CERTIFICATE

I, Jeffrey V. Jaras, a registered Land Surveyor of the State of Maryland, do hereby certify that the land shown hereon has been laid out and the plat prepared in compliance with Section 3-108 of the Real Property Article of the Annotated Code of Maryland (1974), as amendd, pertaining to the preparation of record plats.

Surveyor Jeffrey V. Jaras Date 11/19/92 Reg. No. 13R-B

APPROVED BY PLANNING AND ZONING COMMISSION

By Robert A. Myers Date 12-21-92

ACKNOWLEDGED BY DIRECTOR OF PLANNING

By Tim Zile Date 12-21-92

LEON A. PODOLAK AND ASSOCIATES

SURVEYING AND CIVIL ENGINEERING
63 EAST MAIN ST WESTMINSTER, MD. 21157 · 848-2229
(P.O. BOX 266) 876-1226

Jeffrey V. Jaras

Date: DECEMBER 10, 1991 Scale: 1" = 100'

Date	Revision
5-18-92	CITY OF WESTMINSTER COM'TS

Drawing No. 3162

ITEM B

PLANNING AND ZONING COMMISION

April 9, 2020

TITLE: **Heritage Honda Signage**

REQUEST: **Application for Sign or Awning - Case No. 1755 Approval**
The Applicant is requesting Application for Sign or Awning approval for a new freestanding monument sign exceeding 64 square feet in area and 12.5 feet in height.

PROJECT INFORMATION:

LOCATION: 580 Baltimore Boulevard (07-027834), approximately 500' northwest of the Malcolm Drive and Baltimore Boulevard (Route 97 and Route 140) intersection.

ZONE: B Business Zone

APPLICANT/REPRESENTATIVES:

APPLICANT: Melissa Brent, MG Permits
OWNER: CAR MI MD BALT LLC
ENGINEER: N/A
ARCHITECT: AMMON HEISLER SACHS architects, PC
ATTORNEY: N/A

STAFF: Andrew R. Gray, Comprehensive Planner
Mark A. Depo, Director of Community Planning and Development

RECOMMENDATION: Conditional Approval

ATTACHMENTS:

1. Application for Sign or Awning No. 1755

STAFF REPORT

RELEVANT ZONING ORDINANCE SECTIONS:

- City of Westminster Zoning Ordinance (Zoning Ordinance) Section 164-118.: "No sign may be erected in any zone, nor a permit issued therefor, unless such sign is specifically permitted by this article and complies with all of the requirements of this chapter."
- Zoning Ordinance Section 164-123 A.: "except as provided in § 164-120 [Signs not requiring permits], no sign shall be erected, altered or relocated without a sign permit issued by the Zoning Administrator."
- Zoning Ordinance Section 164-121 A.(5): "Any sign or signs [in the B Business Zone] for property adjacent to any divided street or highway shall be permitted as follows. Applications for signs which do not exceed 64 square feet in total area and which do not exceed 12.5 feet in height shall be approved by the Zoning Administrator. Applications for signs up to and including 125 square feet and/or up to and including 20 feet in height shall be approved by the Commission [Planning and Zoning Commission]."

BACKGROUND INFORMATION:

Pursuant to Zoning Ordinance Section 164-41 A.(7), "Automobile, trailer and implement sales and services, except automobile car washes and including motorcycle shops and auto accessory stores" is listed as a permitted use in the B Business Zone. Additionally, pursuant to Zoning Ordinance Section 164-121 A., "business signs pertaining to a use on the premises are permitted as an accessory use in the Business Zone".

On March 2, 2020, Heritage Honda, represented by MG Permits, applied for an Application for Sign or Awning for a freestanding monument sign for the Heritage Honda automobile sales and service use located at the subject property 580 Baltimore Boulevard (Account Identifier Number 07-027834). The freestanding monument sign exceeds 125 square feet in area, requiring the sign to be reduced in area in order for the Commission to approve. [ZO Section 164-121.A.(5)]

A Site Development Plan, for the subject property, was conditionally approved by the Commission on November 8, 2018 and alterations to the approved building signage were approved by the Commission on December 3, 2019.

In addition to the subject property (07-027834), Heritage Honda also operates an automobile sales use on the adjacent property to the west, Account Identifier Number 07-003560, which is proposing a wall mounted sign exceeding 64 square feet as outlined in Item C of the April 9, 2020 Commission Agenda. Staff is concerned that this adjacent property to the west has the same address, 580 Baltimore Boulevard, as the subject property. Each property contains a building and a dedicated access to/from Route 140 creating safety concerns and responses related to fire and rescue and police issues/calls. Therefore, the subject property should be re-addressed to alleviate these safety issues.

VICINITY MAP:

= Site

SIGN PERMIT REVIEW COMMENTS:

The Application for Sign or Awning Case No. 1755 proposes a 157.5 square feet (15'-9" tall and 10' wide) freestanding monument sign. The freestanding monument sign exceeds the allowed 125 square foot requirements by 32.5 square feet. [ZO Section 164-121 A.(5)]. To obtain Commission approval, the Applicant must reduce the area of the sign by 32.5 square feet while maintaining the height of no more than 20 feet.

The area of all signs on the premises shall not exceed three square feet for each linear foot of the front building wall. Pursuant to an April 3, 2020, email from Mr. Joe Heisler, Architect, the linear feet of the existing buildings front wall length is 153 feet 2 inches. Therefore, according to the Zoning Ordinance, 459.6 square feet of signage is allowed at the subject property.

The Commission approved three Applications for Sign or Awnings for 190.5 square feet of wall mounted signage, at the subject property, in December 2019. A revised proposed freestanding monument sign of no more than 125 square feet would bring the total signage at the subject property to 315.5 square feet.

Commission Review

Pursuant to Section 164-121 A. (5) (a) …"In determining whether or not to approve an application, the Zoning Administrator or the Commission shall take into consideration the following factors: traffic and pedestrian safety; the size, configuration, elevation and location of the property; existing signs on the property and neighboring properties; aesthetics; and any other factors relating to the location, size, design, composition and specific character of the proposed sign deemed appropriate by the Zoning Administrator or the Commission. No sign shall be approved if the Zoning Administrator or the Commission finds that it would not achieve a maximum of compatibility, safety, efficiency and attractiveness.

Development Design Preferences Manual

CP&D staff reviewed for applicable requirements in the Development Design Preferences Manual and found no problem with the proposal. Pursuant to Section XXIV, Signage review required per the provisions of Article XVII, B. of the Planning and Zoning Commission (PZC) Rules and Regulations, the PZC will utilize the current version of the Development Design Preferences (DDP) in its review of signage. Except as explicitly stated in a motion, the PZC recognizes implicitly that a motion for approval affirms the required compliance.

RECOMMENDATION:

Staff recommends that the Commission consider approval of one proposed freestanding monument sign, subject to the following Conditions of Approval:

1. Obtain a new address for the subject property.

2. Maintain the design of the freestanding monument sign and reduce the total area by 32.5 square feet, to be approved by the Zoning Administrator.

DRAFT MOTIONS:

1. I move that the Planning and Zoning Commission approve Application for Sign or Awning Case No. 1755 based on the Staff Report and subject to the Conditions of Approval provided at the April 09, 2020, Planning and Zoning Commission meeting.

OR

2. I move that the Planning and Zoning Commission deny Application for Sign or Awning Case No. 1755.

OR

3. I move an alternate motion.

Application Fees per sign
$50 for up to 64 square feet
$150 for up to 125 square feet
Payable to *City of Westminster*

CITY OF WESTMINSTER

56 WEST MAIN STREET
WESTMINSTER, MD 21157

For Office Use Only	
	Case No.: _____
	Form Received: _____
	Fee Paid: _____
	DCPD Reviewed: _____
	Appeal Received: _____
	Appeal Decision: _____

APPLICATION FOR SIGN OR AWNING

Please check one: ☐ Sign not to exceed 64 square feet ☐ Awnings (graphics are also signage)
☒ Sign not to exceed 125 square feet (Planning & Zoning Commission review)

Honda Pylon replacement on existing base

Property Owner: CAR MI MD BALT LLC Daytime Phone: _____

Mailing Address: 580 Baltimore Blvd, Westminster MD 21157

Location of Property: 580 Baltimore Blvd, Westminster MD 21157

Applicant Name: Melissa Brent Daytime Phone: 410-507-0605

SDAT Map#: 0108 Parcel#: 2667 Linear feet of Front Wall: 177'-4.63"

All proposed signs must comply with Article XVII of the City Code. Please attach documentation to indicate:

- ☐ Locations of all signs (existing and proposed) on the development site and on all of the buildings
- ☐ Dimensions of all signs (existing and proposed) on the development site and on all of the buildings
- ☐ Height from the ground of any freestanding sign (existing or proposed) on the development site
- ☐ Methods of attaching all of the proposed signs (construction drawings and electrical, if needed)

Applicant Signature	Date	Property Owner Signature	Date
	2-19-20	See attached letter	

Printed Name	Printed Name
Melissa Brent	//

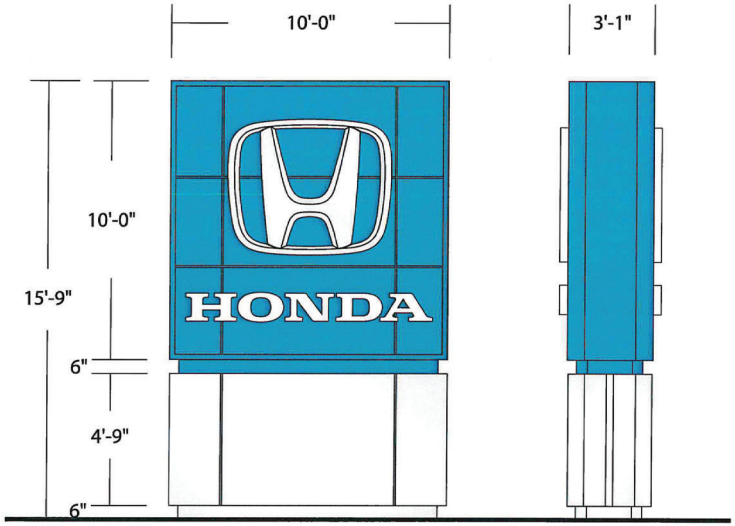
Please email signed and dated applications with all required submittals to planning@westgov.com

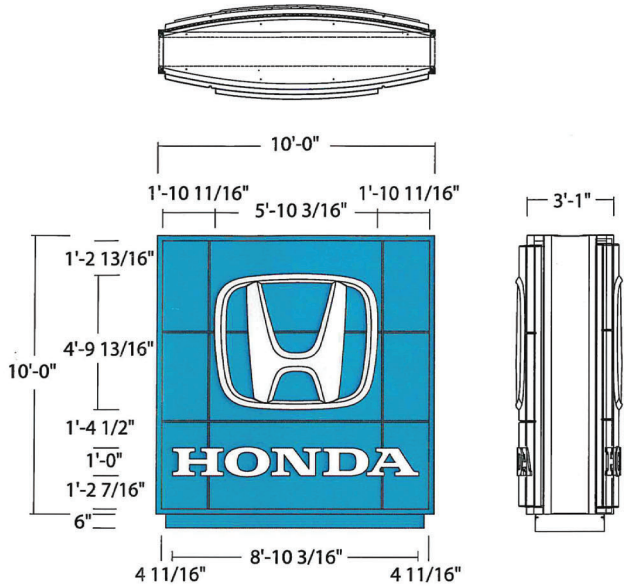
AREA BELOW IS FOR USE BY CITY OF WESTMINSTER

Case No. _____ **RESULTS OF APPLICATION REVIEW**

☐ Application Approved ☐ Application Rejected

Comprehensive Planner	Date	Zoning Administrator	Date





HBS-10x10x15 - GEN 3
Supply & Install (1) One New Double Face Illuminated Pylon

Specifications:

Aluminum construction
Cabinet, EX13 retainers & escutcheon painted to match Honda Blue (PMS 285c)
Honda blue acrylic molded faces
Honda white acrylic molded cap on logo and letters
White LED illumination
Blue LED recessed lighting on side of cabinet
Electrical hook-up by others

Fiberglass cladding, joint cover and bottom escutcheon Honda white

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410 N. Cedar Bluff Rd. · Suite 101 · Knoxville, TN. 37923
Tel (865) 693-1105 · Fax (888) 694-1106 · Toll Free (866) 218-1976
www.pattisonsign.com

Customer Approval: _____ Date: _____

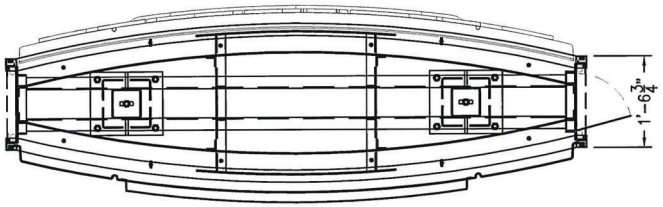
This sign to be installed in accordance with the requirements of Article 600 of the National Electrical Code and/or other applicable local codes. This includes proper grounding and bonding of the sign.

Pattison Sign Group illuminated signs may contain Fluorescent, Neon and/or HID lamps. These lamps contain Mercury (Hg). Dispose of these lamps according to Local, State, or Federal Laws.

Electrical ☑ 120V

© Pattison Sign Group, Inc. All rights reserved, no part of this drawing may be reproduced without written permission from Pattison Sign Group, Inc.

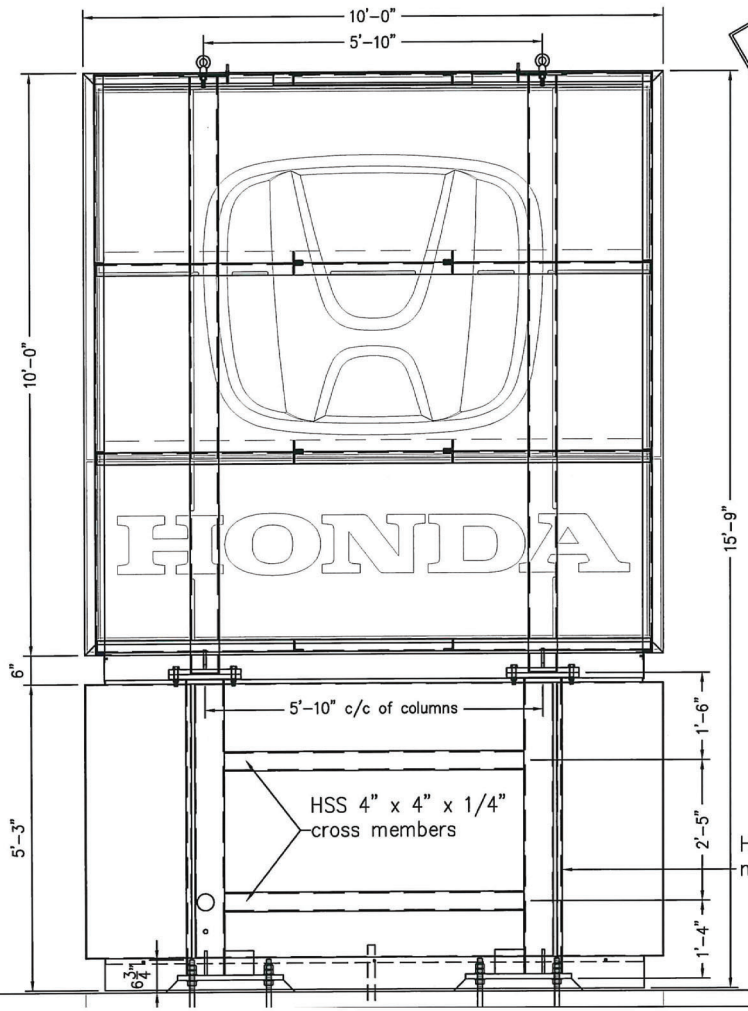
Client:	Name		
Site:	Address		
Sales Rep:	Sales Rep	Date:	00/Jan/00
Designer:	Designer	Scale:	3/16"=1'-0"
Design#:	12-0000	Rev#:	

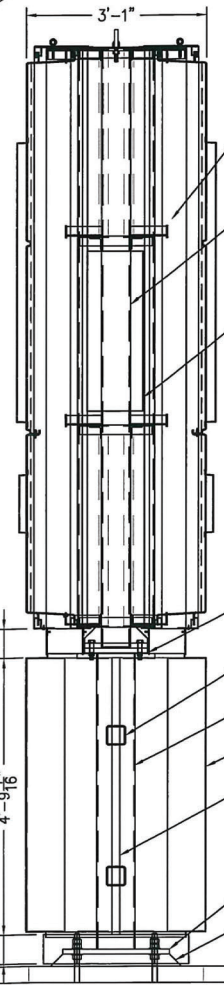


Sign designed for wind loads up to 115 MPH

Total weight:
3110 Lbs.
White cladding:
1200 Lbs.
Head weight:
1910 Lbs.

10 x 10 x 15
Honda new pylon





Pylon head
(Molded acrylic faces,
EX13 aluminum retainers,
steel structure)
See fabrication drawings

(2) HSS 6" x 6" x 1/4" poles

Side service door to access
switch and power supplies

(2) 15" x 13" x 1"
match plates +
(4) 3/4" dia A325 bolts
@ 12" x 10" c/c
(See detail)

HSS 4" x 4" x 1/4"
cross member

(2) HSS 8" x 8" x 1/4" poles

Sign cladding

Cladding joint cover

22" x 22" x 1" thk base plate
+ (4) 1" dia x 36" LG
anchor bolts @ 16" x 16" c/c

Non-shrink grout

NOTES

See Art for graphic details and color specs.
Honda pylon, 10x10 head, 15'-9" OAH

ELECTRICAL

(240) GEWHSSP3-65K GE white LED modules + (6) GEPS12-180U power supplies to illuminate the faces + (4) x 9'-10 3/8" Sloan LED stripe + (1) 24Volt LED stripe transformer for the sides.
Sign installed @ 120 Volts
Power consumption = 8.5 Amps

Max 15 amp/120 volt circuits
Unless otherwise specified

Pattison Sign Group illuminated signs contain Flourescent, Neon and/or HID lamps. These lamps contain Mercury (Hg). Dispose of these lamps according to Local, State, Provincial or Federal Laws.

NOTICE

TAKE NOTICE THAT THE OWNERSHIP OF THE COPYRIGHT OF THE ATTACHED WORK IS VESTED IN PATTISON SIGN GROUP INC. AND FURTHER TAKE NOTICE THAT PATTISON SIGN GROUP INC. AS THE SAID OWNER ENJOYS THE SOLE RIGHT TO PRODUCE OR REPRODUCE THE ATTACHED WORK OR ANY SUBSTANTIAL PART THEREOF IN ANY MATERIAL FORM WHATSOEVER, IT SHALL NOT BE REPRODUCED, USED OR DISCLOSED TO ANY PERSON OR FIRM OR CORPORATION FOR ANY PURPOSE WITHOUT THE WRITTEN PERMISSION OF PATTISON SIGN GROUP INC.

PATTISON SIGN GROUP INC.

REVISIONS

REV.	DESCRIPTION	DATE
04	Title block changed	Apr 09-12
06	Height of bottom poles reduced by 2"	Apr 30-14
05	Weights added	Jul 19-12

ACCT. EXECUTIVE	
DRAWN BY	J. Restrepo
SCALE	N.T.S.
DATE	Oct 03-11
CUSTOMER	HONDA US
ADDRESS	
JOB No.	CAD.No. 10x10x15 pylon

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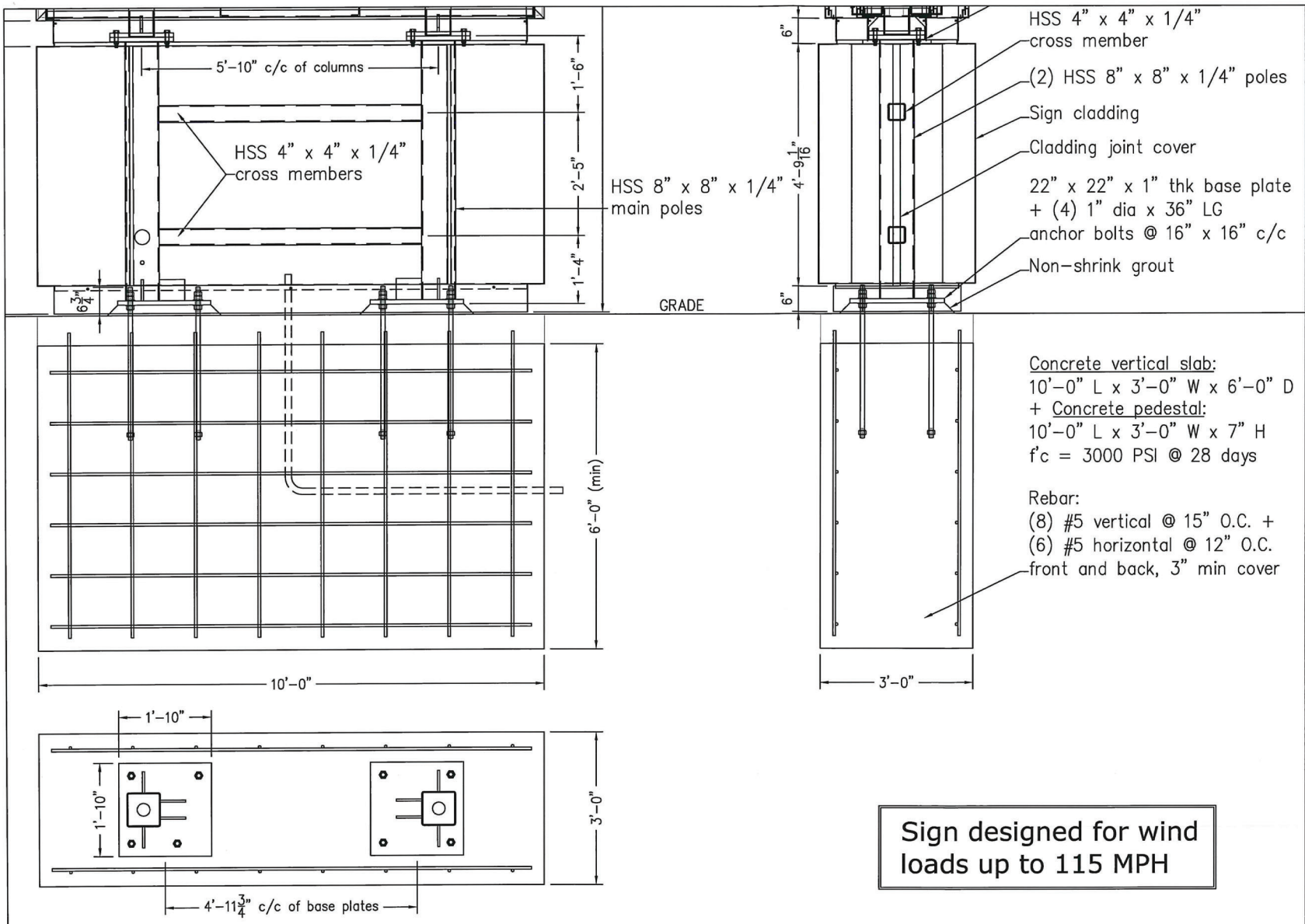

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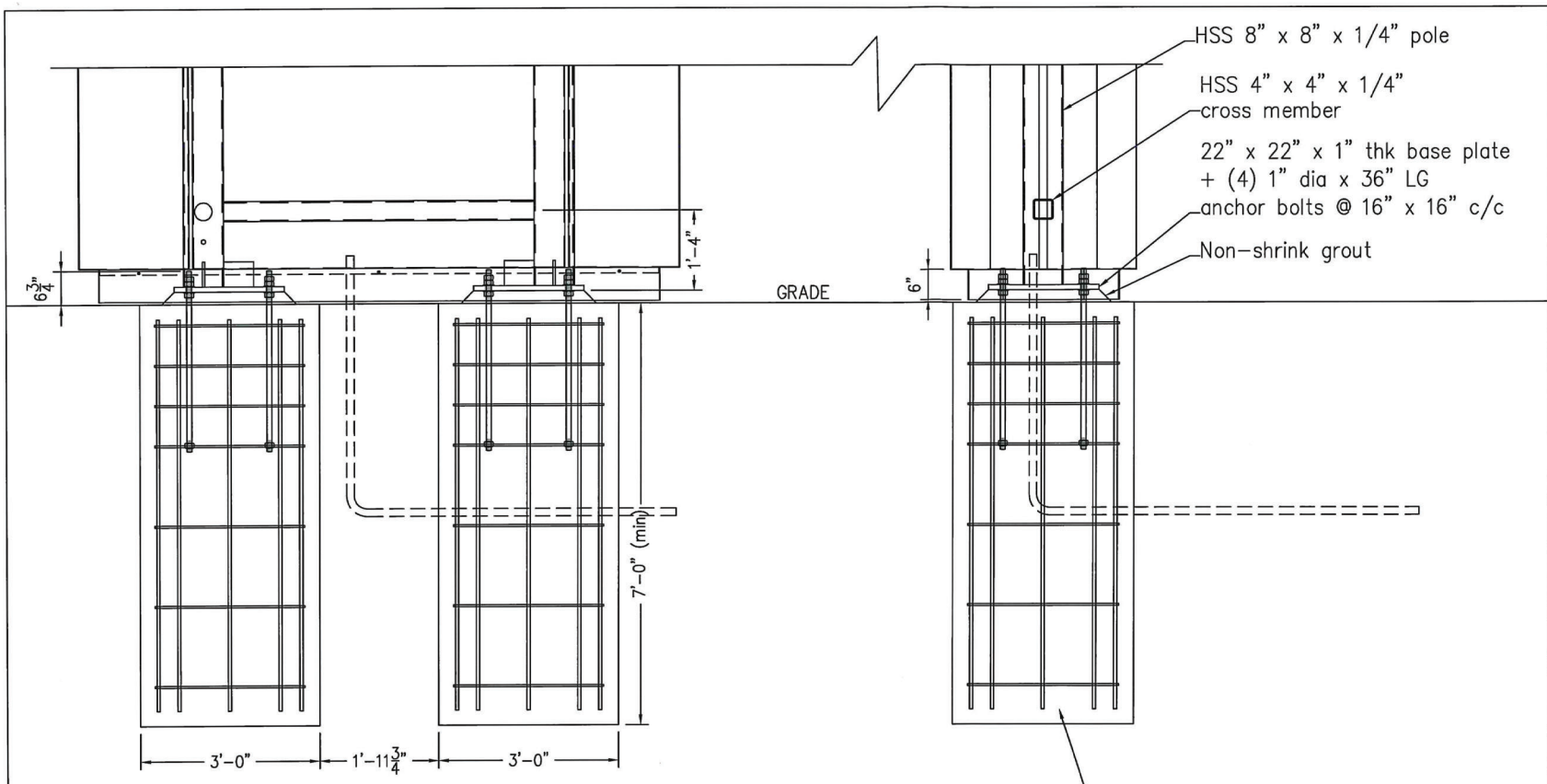
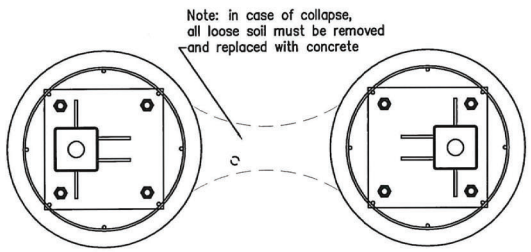


Caisson option:
3'-0" Dia. x 7'-0" Deep min
f'c = 3000 PSI @ 28 days

Rebar:
(8) #5 x 6'-6" LG vertical
+ (4) #3 top circular ties @ 8" O.C. +
(3) #3 circular ties @ 16" O.C thereafter
with 3" min cover



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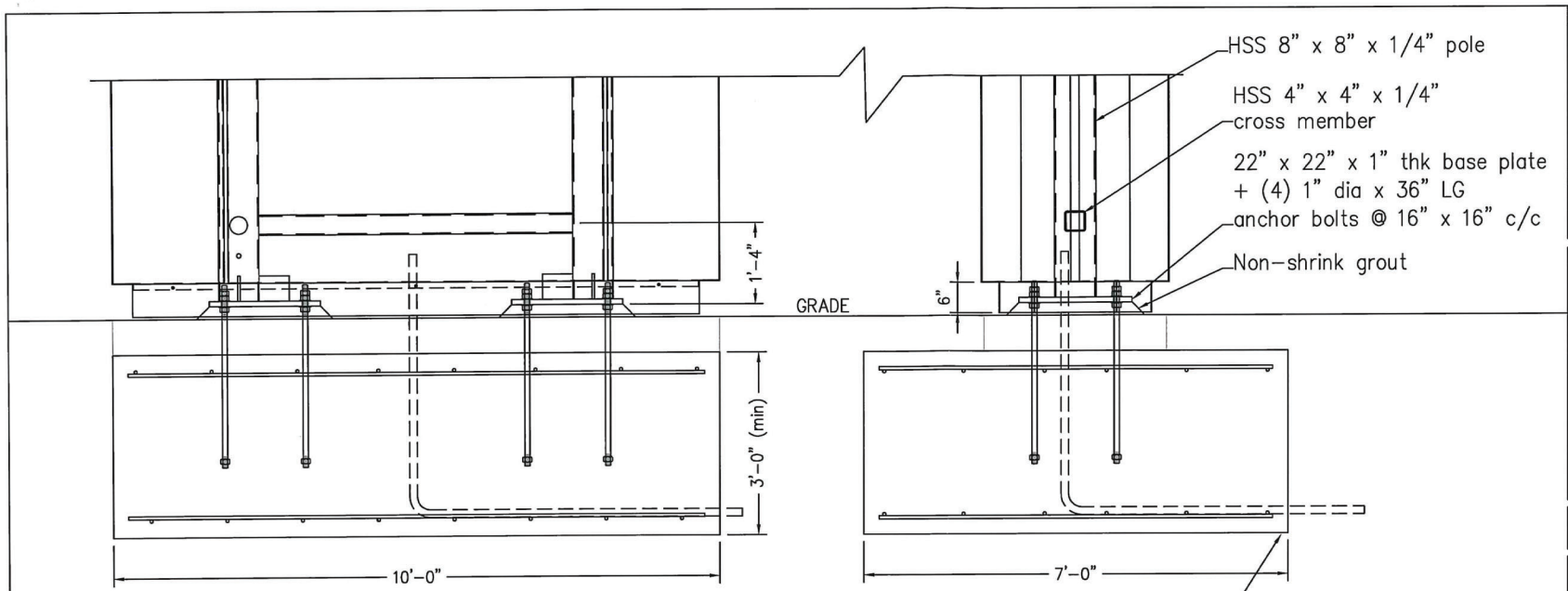

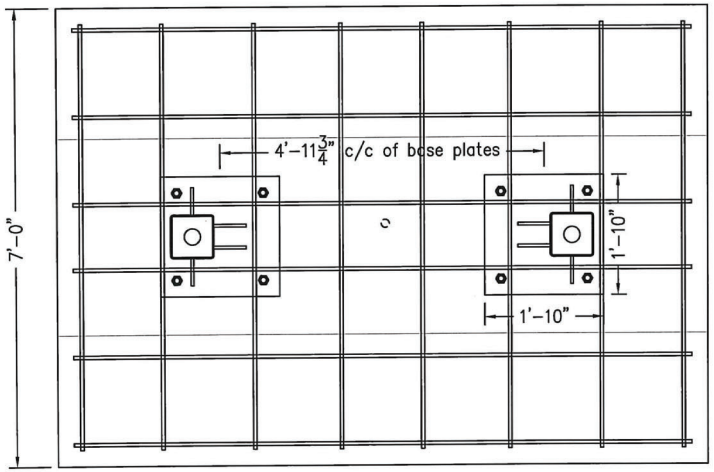

Concrete block footing:
10'-0" L x 7'-0" W x 3'-0" D
+ Concrete pedestal:
10'-0" L x 3'-0" W x 7" H
f'c = 3000 PSI @ 28 days

Rebar:
(8) #5 x 9'-6" LG @ 16" O.C. +/-
+ (6) #5 x 6'-6" LG @ 16" O.C. +/-
top and bottom, with 3" min cover

Sign designed for wind loads up to 115 MPH

NOTES

See Art for graphic details and color specs.
Honda pylon, 10x10 head, 15'-9" OAH

ELECTRICAL

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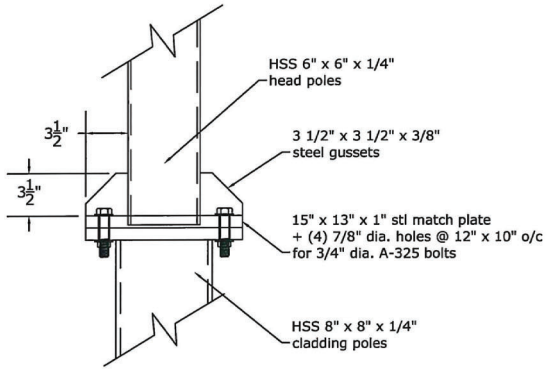
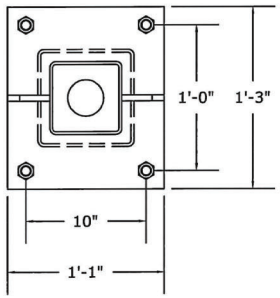
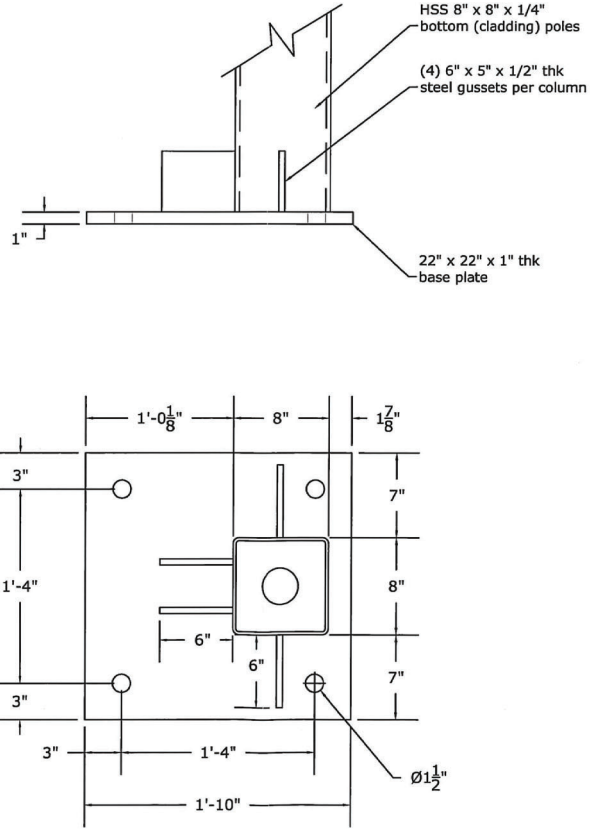
DETAILS

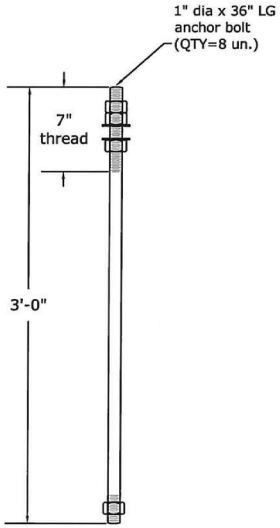




MATCH PLATES



BASE PLATES



ANCHOR BOLTS

NOTES

See Art for graphic details and color specs.
Honda pylon, 10x10 head, 15'-9" OAH

ELECTRICAL

(240) GEWHSSP3-65K GE white LED modules + (6) GEPS12-180U power supplies to illuminate the faces + (4) x 9'-10 3/8" Sloan LED stripe + (1) 24Volt LED stripe transformer for the sides.
Sign installed @ 120 Volts
Power consumption = 8.5 Amps

Max 15 amp/120 volt circuits
Unless otherwise specified

Pattison Sign Group illuminated signs contain Flourescent, Neon and/or HID lamps. These lamps contain Mercury (Hg). Dispose of these lamps according to Local, State, Provincial or Federal Laws.

NOTICE

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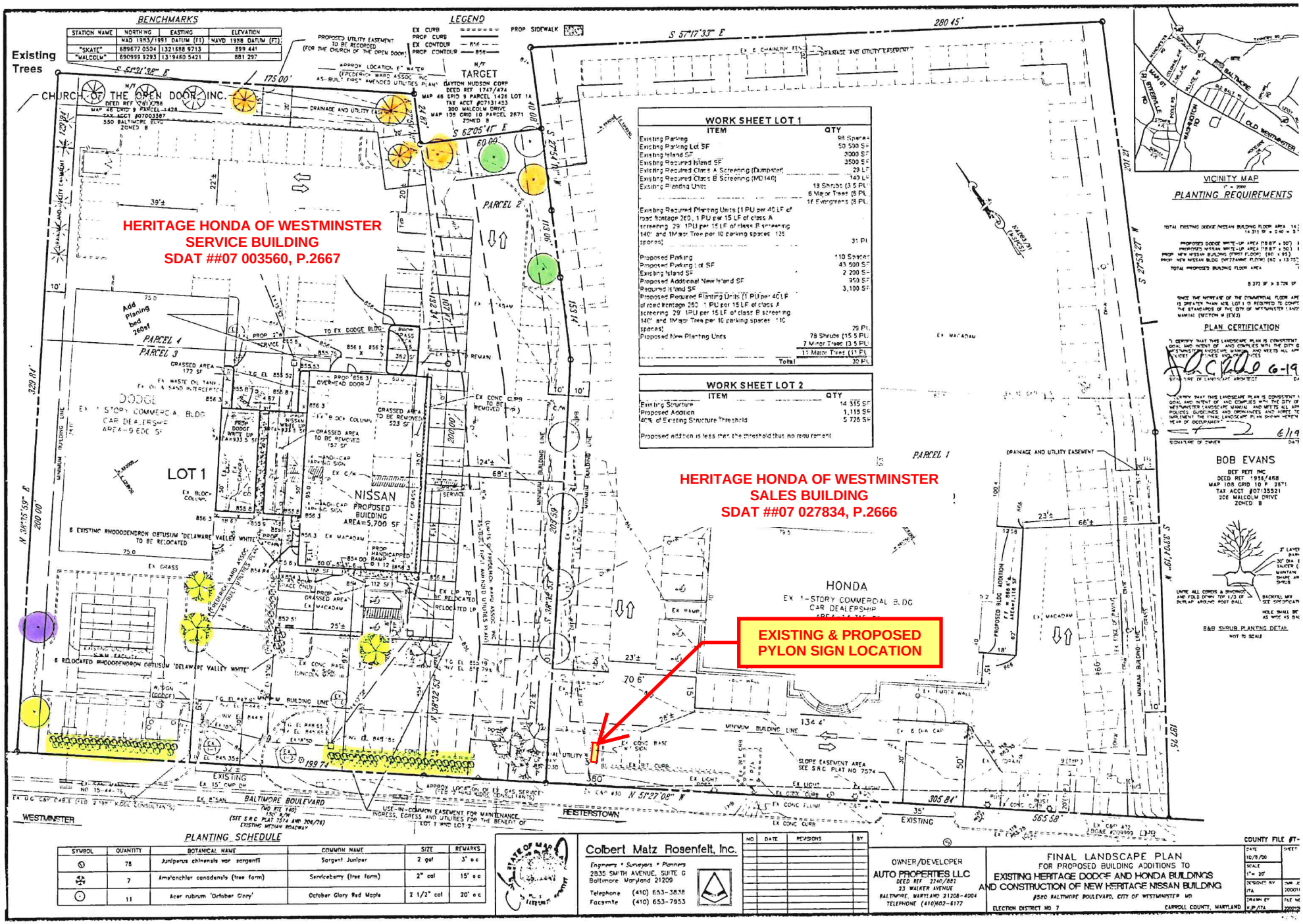
PATTISON SIGN GROUP INC.

REVISIONS

REV.	DESCRIPTION	DATE
04	Title block changed	Apr 09-12
06	Height of bottom poles reduced by 2"	Apr 30-14
05	Weights added	Jul 19-12

ACCT. EXECUTIVE	
DRAWN BY	J. Restrepo
SCALE	N.T.S.
DATE	Oct 03-11
CUSTOMER	HONDA US
ADDRESS	
JOB No.	CAD.No. 10x10x15 pylon

PATTISON
SIGN GROUP INC.
410 N. Cedar Bluff Rd. · Suite 101 · Knoxville, TN. 37923
Tel (865) 693-1105 · Fax (865) 694-1106 · Toll Free (888) 218-1876



HERITAGE HONDA OF WESTMINSTER
3/16/2020 AHSa #18081

ITEM C

PLANNING AND ZONING COMMISION

April 9, 2020

TITLE: **Heritage Honda Signage**

REQUEST: **Application for Sign or Awning - Case No. 1756 Approval**
The Applicant is requesting Application for Sign or Awning approval for one new wall mounted sign exceeding 64 square feet in area.

PROJECT INFORMATION:

LOCATION: 580 Baltimore Boulevard (07-003560), approximately 800' northwest of the Malcolm Drive and Baltimore Boulevard (Route 97 and Route 140) intersection.

ZONE: B Business Zone

APPLICANT/REPRESENTATIVES:

APPLICANT: Melissa Brent, MG Permits
OWNER: CAR MI MD BALT LLC
ENGINEER: N/A
ARCHITECT: N/A
ATTORNEY: N/A

STAFF: Andrew R. Gray, Comprehensive Planner
Mark A. Depo, Director of Community Planning and Development

RECOMMENDATION: Approval

ATTACHMENTS:

1. Application for Sign or Awning No. 1756

STAFF REPORT

RELEVANT ZONING ORDINANCE SECTIONS:

- City of Westminster Zoning Ordinance (Zoning Ordinance) Section 164-118.: "No sign may be erected in any zone, nor a permit issued therefor, unless such sign is specifically permitted by this article and complies with all of the requirements of this chapter."
- Zoning Ordinance Section 164-123 A.: "except as provided in § 164-120 [Signs not requiring permits], no sign shall be erected, altered or relocated without a sign permit issued by the Zoning Administrator."
- Zoning Ordinance Section 164-121 A.(5): "Any sign or signs [in the B Business Zone] for property adjacent to any divided street or highway shall be permitted as follows. Applications for signs which do not exceed 64 square feet in total area and which do not exceed 12.5 feet in height shall be approved by the Zoning Administrator. Applications for signs up to and including 125 square feet and/or up to and including 20 feet in height shall be approved by the Commission [Planning and Zoning Commission]."

BACKGROUND INFORMATION:

Pursuant to Zoning Ordinance Section 164-41 A.(7), "Automobile, trailer and implement sales and services, except automobile car washes and including motorcycle shops and auto accessory stores" is listed as a permitted use in the B Business Zone. Additionally, pursuant to Zoning Ordinance Section 164-121 A., "business signs pertaining to a use on the premises are permitted as an accessory use in the Business Zone".

On March 2, 2020, Heritage Honda, represented by MG Permits, applied for review of five Applications for Sign or Awning for wall mounted signs for the Heritage Honda automobile sales and service use located at the subject property 580 Baltimore Boulevard (Account Identifier Number 07-003560). Four of the five wall mounted signs located were approved by the Zoning Administrator as each sign was under 64 square feet in area. [ZO Section 164-121.A.] One proposed wall mounted sign exceeds 64 square feet in area but is under 125 square feet in area, requiring Commission review and approval. [ZO Section 164-121.A.]

In addition to the subject property, Honda Heritage also operates an automobile sales use on the adjacent property to the east, Account Identifier Number 07-027834, which is proposing a freestanding sign as outlined in Item B of the April 9, 2020 Commission Agenda.

VICINITY MAP:

= Site

SIGN PERMIT REVIEW COMMENTS:

The Application for Sign or Awning Case No. 1756 proposes a 65.5 square foot wall mounted sign. The area of all signs on the premises shall not exceed three square feet for each linear foot of the front building wall. Pursuant to the Application for Sign or Awning, the linear feet of front wall is 177 feet 4.63 inches. Therefore, according to the Zoning Ordinance, 532.2 square feet of signage is allowed at the subject property.

Staff approved four Applications for Sign or Awnings for wall mounted signage at the subject property totaling 104.3 square feet. The proposed 65.5 square foot wall mounted sign and the additional four signs approved by staff would bring the total signage area at the subject property to 169.8 square feet.

Commission Review

Pursuant to Section 164-121 A. (5) (a) …"In determining whether or not to approve an application, the Zoning Administrator or the Commission shall take into consideration the following factors: traffic and pedestrian safety; the size, configuration, elevation and location of the property; existing signs on the property and neighboring properties; aesthetics; and any other factors relating to the location, size, design, composition and specific character of the proposed sign deemed appropriate by the Zoning Administrator or the Commission. No sign shall be approved

if the Zoning Administrator or the Commission finds that it would not achieve a maximum of compatibility, safety, efficiency and attractiveness.

Development Design Preferences Manual

CP&D staff reviewed for applicable requirements in the Development Design Preferences Manual and found no problem with the proposal. Pursuant to Section XXIV, Signage review required per the provisions of Article XVII, B. of the Planning and Zoning Commission (PZC) Rules and Regulations, the PZC will utilize the current version of the Development Design Preferences (DDP) in its review of signage. Except as explicitly stated in a motion, the PZC recognizes implicitly that a motion for approval affirms the required compliance.

RECOMMENDATION:

Staff recommends that the Commission consider approval of one proposed wall mounted sign.

DRAFT MOTIONS:

1. I move that the Planning and Zoning Commission approve Application for Sign or Awning Case No. 1756 based on the Staff Report provided at the April 09, 2020, Planning and Zoning Commission meeting.

OR

2. I move that the Planning and Zoning Commission deny Application for Sign or Awning Case No. 1756.

OR

3. I move an alternate motion.

Application Fees per sign
$50 for up to 64 square feet
$150 for up to 125 square feet
Payable to *City of Westminster*

CITY OF WESTMINSTER

56 WEST MAIN STREET
WESTMINSTER, MD 21157

For Office Use Only	
	Case No.: _____
	Form Received: _____
	Fee Paid: _____
	DCPD Reviewed: _____
	Appeal Received: _____
	Appeal Decision: _____

APPLICATION FOR SIGN OR AWNING

Please check one: ☐ Sign not to exceed 64 square feet ☐ Awnings (graphics are also signage)
☒ Sign not to exceed 125 square feet (Planning & Zoning Commission review)

Property Owner: CAR MI MD BALT LLC Daytime Phone: _____

Mailing Address: 580 Baltimore Blvd, Westminster MD 21157

Location of Property: 580 Baltimore Blvd, Westminster MD 21157

Applicant Name: Melissa Brent Daytime Phone: 410-507-0605

SDAT Map#: 0108 Parcel#: 2667 Linear feet of Front Wall: 177'-4.63"

Service Center wall letters

All proposed signs must comply with Article XVII of the City Code. Please attach documentation to indicate:

- ☐ Locations of all signs (existing and proposed) on the development site and on all of the buildings
- ☐ Dimensions of all signs (existing and proposed) on the development site and on all of the buildings
- ☐ Height from the ground of any freestanding sign (existing or proposed) on the development site
- ☐ Methods of attaching all of the proposed signs (construction drawings and electrical, if needed)

Applicant Signature	Date	Property Owner Signature	Date
	2-19-20	See attached letter	

Printed Name	Printed Name
Melissa Brent	//

Please email signed and dated applications with all required submittals to planning@westgov.com

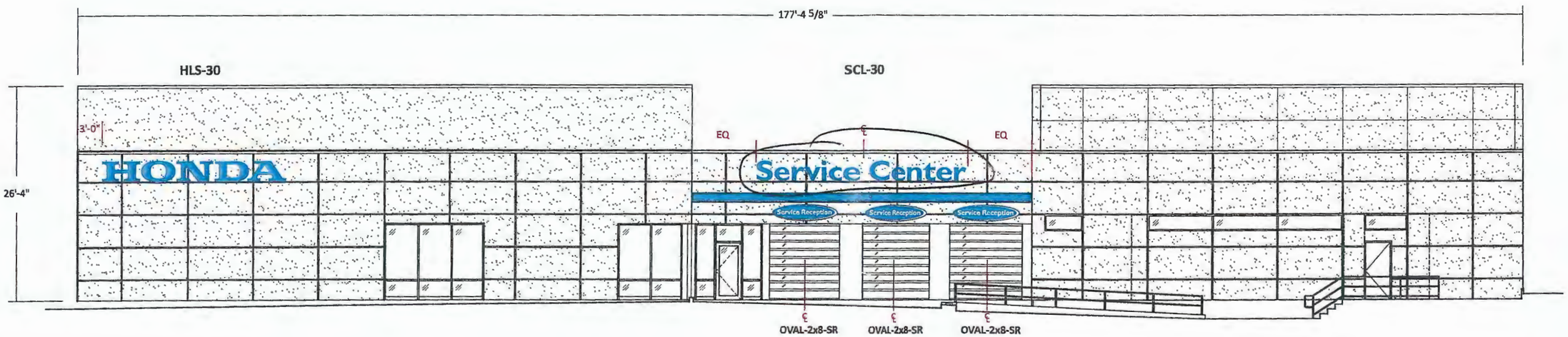
AREA BELOW IS FOR USE BY CITY OF WESTMINSTER

Case No. _____ **RESULTS OF APPLICATION REVIEW**

☐ Application Approved ☐ Application Rejected

Comprehensive Planner	Date	Zoning Administrator	Date

Elevation



Project ID

KR2-24184

Date:	NOV-22-2019
Scale:	N.T.S.
Sales:	K.Rosen
Designer:	C.Sabatino

Rev. #: R1
Date: 14-FEB-2020

Revision Note:
Replace ES oval to SR

☑ **Conceptual**

Information Required:

☐ **Master**

Electrical

☑ 120V ☐ 347V
☐ Other _____

Customer Approval

Signature

MM/DD/YYYY

It is the Customer's responsibility to ensure that the structure of the building is designed and constructed to accept the installation of the signs being ordered. Please ask PSG to provide further details if required.

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208211
Heritage Honda
580 Baltimore Blvd.
Westminster, MD

Sign Item

Elevation

Pattison Sign Group
Powering Your Brand

520 West Summit Hill Drive Suite 702 Knoxville TN. 37902
(Toll Free) 1.866.635.1110 (Fax) 1.899.694.1106
www.pattisonsign.com

This sign to be installed in accordance with the requirements of Article 600 of the National Electrical Code and/or other applicable local codes. This includes proper grounding and bonding of the sign.

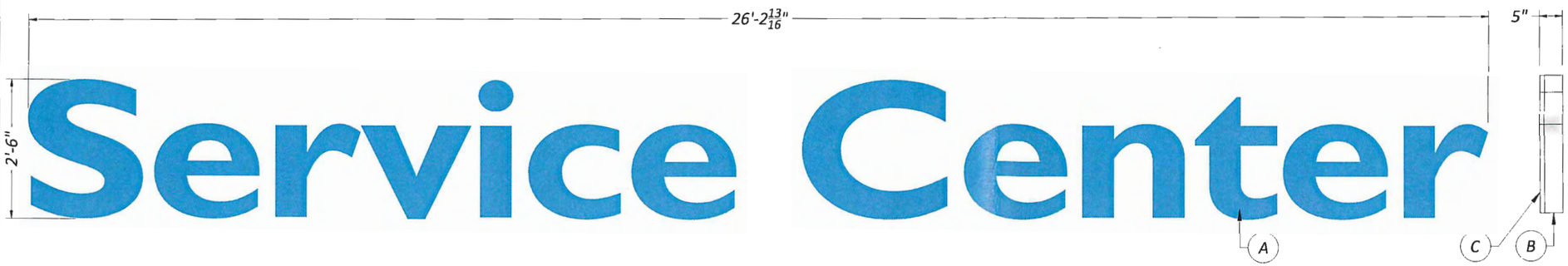
Fluorescent, Neon and HID lamps contain Mercury (HG). Dispose of the lamps according to Local, Provincial, State or Federal Laws.

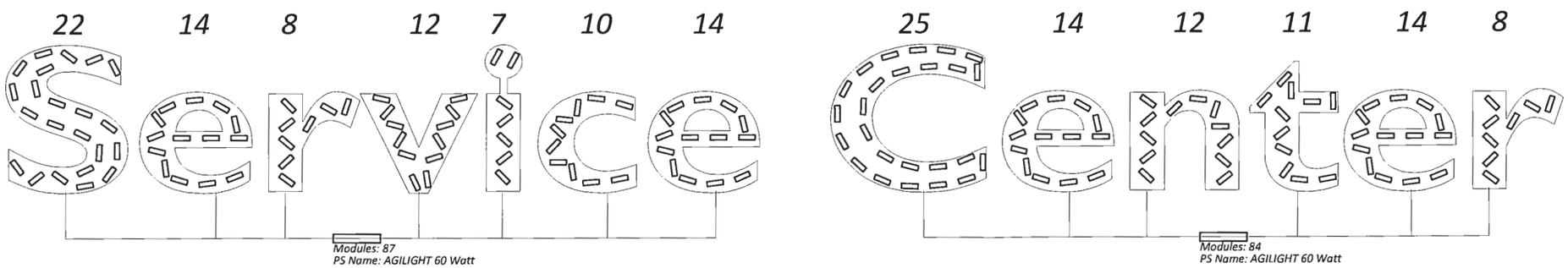
H-SCL-30 LED

30" Service Center (HONDA)
FLUSH MOUNT LETTERS

INSTALLATION:	-	**INTERIOR**	X	**EXTERIOR**	
ELECTRICAL SPECIFICATIONS:				*WEIGHT:*	*0000 lbs*
VOLTS:	*120 VAC*	**AMP:**	*0.0 A*	**CIRC:**	*1*

ITEM	PART NO.	DESCRIPTION	QTY
1	----------	.040 ALUMINUM COIL RETURNS	xxxxx
2	----------	1" JEWELITE TRIM CAP	xxxxx
3	----------	.187 ACRYLIC FACES	xxxxx
4	----------	3MM SIGNABOND BACKS	xxxxx
5	----------	AGILIGHT SIGNRAYZ COLOR BLUE LED's	xxxxx
6	----------	AGILIGHT 60W POWER SUPPLIES	xxxxx
7	----------	7/16 HOLES IN BACKS	xxxxx
8	----------	3/8 LAG SCREWS	xxxxx
9	----------	WALL BUSTER	xxxxx
10	----------	DISCONNECT BY OTHERS	xxxxx





(171) Modules: Agilight - BLUE SIGNRAYZ - LS-COLOR-BL-G2

#		Colors:
A		ACRYLIC: #6701 BLUE
E		COIL: CLEAR ANODIZED
C		JEWELITE: 1" BRUSHED CHROME

#	Notes:
1	
2	
3	

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#	Revision(s)	By:	Date:
4			
3			
2			
1	Description of change	??	##/##/##

This sign is intended to be installed in accordance with the requirements of National Electrical Code (NEC) NFPA 70 and/ of the Canadian Electrical Code (CE Code) or CSA C22.1 and/or other applicable local codes. This includes proper grounding and bonding of the sign.

Pattison Sign Group illuminated signs product may contain Fluorescent, Neon and/or HID Lamps. These may contain Mercury (Hg). Disposal of these items will be the responsibility of the recipient, according to Local, Provincial, State or Federal Laws.

IF THIS AGREEMENT INCLUDES THE MANUFACTURING AND INSTALLATION OF A BASE(S) BY PATTISON SIGN GROUP FOR THE SIGNS ORDERED HEREIN, SUCH BASE(S) SHALL BE BUILT AND INSTALLED IN ACCORDANCE WITH APPLICABLE LAWS AND REGULATIONS. IF A BASE(S) IS TO BE BUILT OR PROVIDED BY THE CUSTOMER (OR AGENT), AND NOT BY PATTISON SIGN GROUP, THE CUSTOMER SHALL ENSURE THAT THE BASE(S) ARE BUILT AND INSTALLED IN ACCORDANCE WITH APPLICABLE LAWS AND REGULATIONS AND SHALL HOLD PATTISON SIGN GROUP AND ITS EMPLOYEES, REPRESENTATIVES, AGENTS AND OFFICERS, HARMLESS AND INDEMNIFY IT AGAINST ANY AND ALL CLAIMS, LIABILITIES, ACTIONS, PENALTIES, FINES, AND ANY LEGAL FEES INCURRED BY PATTISON SIGN GROUP ARISING FROM THE FAILURE OF THE CUSTOMER (AND/OR IT'S AGENT) OBLIGATION(S).

CUSTOMER:	*HONDA*	**CASE:**	
LOCATION:			
DRAWN BY:	*C.WILLIAMS*	**DATE:**	*03/19/19*
CHECKED BY:		**JOB:**	
PROJECT ID:		**PAGE:**	*1 of 2*

H-SCL-30 LED

30" Service Center (HONDA)
FLUSH MOUNT LETTERS

INSTALLATION:	-	**INTERIOR**	*X*	**EXTERIOR**	
ELECTRICAL SPECIFICATIONS:				*WEIGHT:*	*0000 lbs*
VOLTS:	*120 VAC*	**AMP:**	*0.0 A*	**CIRC:**	*1*

ITEM	PART NO.	DESCRIPTION	QTY
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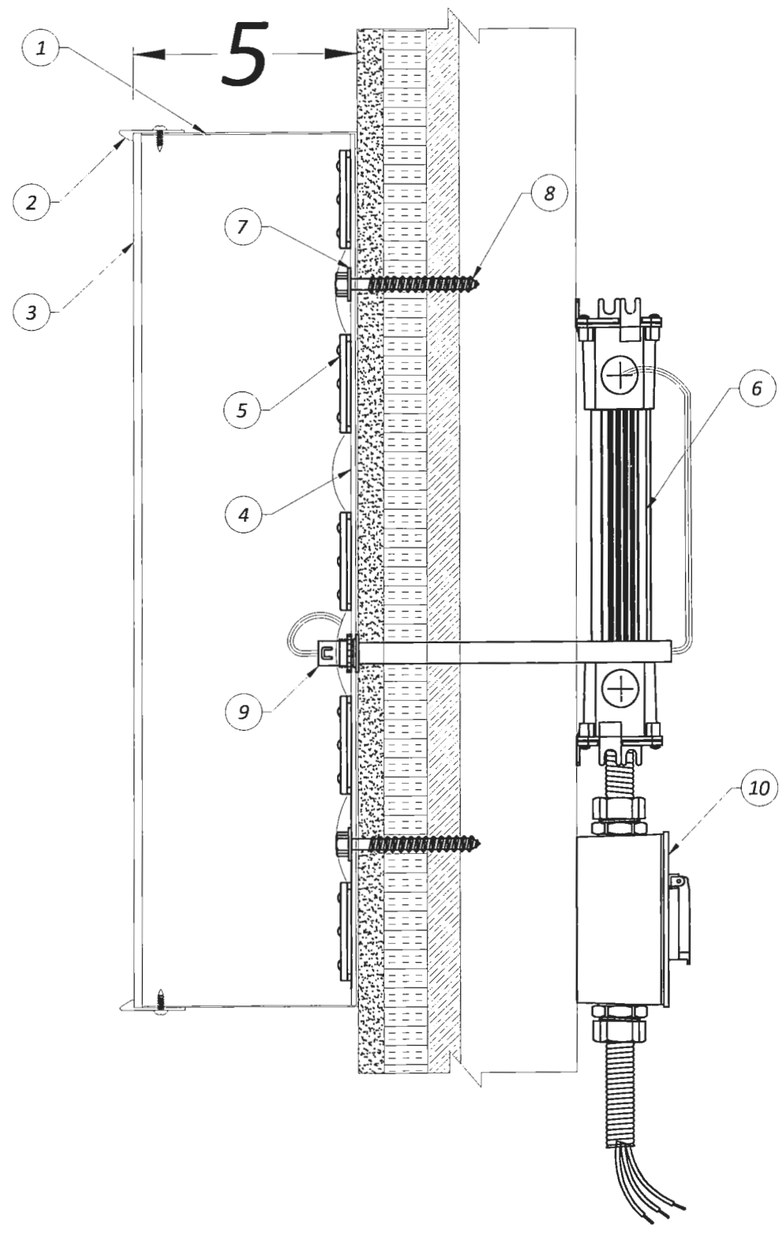
9	----------	WALL BUSTER	xxxxx
10	----------	DISCONNECT BY OTHERS	xxxxx



#		Colors:
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B		COIL: CLEAR ANODIZED
C		JEWELITE: 1" BRUSHED CHROME

#	Notes:
1	
2	
3	

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4			
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2			
1	Description of change	??	##/##/##

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CUSTOMER:	*HONDA*	**CASE:**	
LOCATION:			
DRAWN BY:	*C.WILLIAMS*	**DATE:**	*03/19/19*
CHECKED BY:		**JOB:**	
PROJECT ID:		**PAGE:**	*2 of 2*

Staff Information Item

To: Westminster Planning and Zoning Commission

From: Andrew R. Gray, Comprehensive Planner

cc: Mark A. Depo, Director of Community Planning and Development
Andrea Gerhard, Comprehensive Planner

Date: April 3, 2020

Subject: Planning and Zoning Commission Election Discussion

BACKGROUND:

Chair Beaver contacted Community Planning and Development staff requesting that the Planning and Zoning Commission ("Commission") be reminded of the upcoming elections for Commission Chair and Vice-Chair, that is scheduled for the May 14, 2020 Commission meeting.

According to the Commission Rules and Regulations, Section III. Quorum and Officers:

B. "At its regularly scheduled meeting in the month of May, the PZC will elect from among its members a Chair and Vice-Chair to serve for the term of one year each. An affirmative majority vote of the members present will be necessary to elect members as officers. Officers may serve for as many consecutive terms as elected. In the event of a resignation or end of term of the Chair or Vice-Chair, the remaining members will elect another member to complete the term in question."

In addition, the following is information regarding the duties of the Chair and Vice Chair:

A. "…If there is no business before the PZC, the Chair may cancel the PZC meeting pursuant to §2-104 of the Land Use Article."

C. "The Chair will preside over all meetings of the PZC; call special meetings as needed; interpret these Rules and Regulations as they apply to conduct of the PZC; and, in general preside over conduct and proper decorum of the PZC while the PZC is in session. The Chair may also represent the PZC at other meetings upon the affirmative majority vote of the members present at a given meeting."

D. "The Vice-Chair will have all of the powers, duties and responsibilities of the Chair in the Chair's absence."

ATTACHMENT:

1. Planning and Zoning Commission Rules and Regulations

CITY OF WESTMINSTER
PLANNING AND ZONING COMMISSION
RULES AND REGULATIONS

Adopted July 11, 2019
Effective August 25, 2019

This document contains the adopted rules and regulations for the City of Westminster's Planning and Zoning Commission (PZC), which the PZC has adopted for its proceedings.

These rules and regulations are intended to provide predictability and order to the public process upon which members of the public, applicants, City staff and the PZC may rely.

Department of Community
Planning and Development
City of Westminster, Maryland
56 West Main Street, Suite 1
Westminster, Maryland 21157
(410) 848-9000
planning@westgov.com

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PZC RULES AND REGULATIONS

I. Authorization

These Rules and Regulations are adopted pursuant to §164-158 of the Charter and Code of the City of Westminster. The Planning and Zoning Commission (PZC) is authorized to adopt rules and regulations it deems appropriate. This document comprises the rules and regulations so adopted. The current version of this document supersedes all others.

These Rules and Regulations are also adopted as rules pursuant to §2-105 (c) of Title 2 under Division I of the Land Use Article of the Annotated Code of Maryland.

II. Overview

The PZC conducts nine types of major reviews and may accept other items for purposes of information. Those reviews that the PZC is required by law to conduct are as follows:

A. **Comprehensive Planning** per Titles 1 and 3 of Division I in the Land Use Article
   1. Comprehensive Plan adoption
   2. Comprehensive Plan amendments
   3. Comprehensive Plan ten-year reviews
   4. Consistency reviews of improvements
   5. Annual reports with Carroll County

B. **Zoning Text Amendments** per Article XXIII of Chapter 164 of the City Code
   1. Mayor and Common Council initiated
   2. Applicant and other agency initiated

C. **Zoning Map Amendments** per Article XXIII of Chapter 164 of the City Code
   1. Local Amendment
   2. Sectional Amendment
   3. Comprehensive Amendment
   4. Annexations

D. **Planned Developments** per Article XXIII of Chapter 164 of the City Code
   1. Applications for Planned Development
   2. Amendments to Planned Development

E. **Plats and Subdivisions** per Article XXIV of Chapter 164 of the City Code
   1. Minor Plats (two lots)
   2. Preliminary Plats
   3. Final Plats

F. **Development Site Plans** per Article XXV of Chapter 164 of the City Code
   1. Simplified Site Plans
   2. Site Plans

G. **Special Exception Uses** per Article XXII of Chapter 164 of the City Code

H. **Signage Review** per Article XVII of Chapter 164 of the City Code

I. **Capital Budget** per §20-4 of Chapter 20 of the City Code

III. Quorum and Officers

A. The City Code provides for five regular members and one alternate. One of the five regular members is on the Common Council and serves as an *ex officio* member. At least three members of the PZC will be present to constitute a quorum. The PZC will not meet in the absence of a quorum. No applications may be reviewed in the absence of a quorum. Members are eligible to vote on items, as set forth in Chapter 7 of the City Code. If there is no business before the PZC, the Chair may cancel the PZC meeting pursuant to §2-104 of the Land Use Article.

B. At its regularly scheduled meeting in the month of May, the PZC will elect from among its members a Chair and Vice-Chair to serve for the term of one year each. An affirmative majority vote of the members present will be necessary to elect members as officers. Officers may serve for as many consecutive terms as elected. In the event of a resignation or end of term of the Chair or Vice-Chair, the remaining members will elect another member to complete the term in question.

C. The Chair will preside over all meetings of the PZC; call special meetings as needed; interpret these Rules and Regulations as they apply to conduct of the PZC; and, in general preside over conduct and proper decorum of the PZC while the PZC is in session. The Chair may also represent the PZC at other meetings upon the affirmative majority vote of the members present at a given meeting.

D. The Vice-Chair will have all of the powers, duties and responsibilities of the Chair in the Chair's absence.

E. A temporary Chair may be elected by the affirmative majority vote of the members present at the meeting of the PZC to serve for a single meeting or as may be necessary during any absence of both the Chair and Vice-Chair.

F. The Director of Community Planning and Development or the Director's designee will act as the Executive Secretary to the PZC. The Executive Secretary will notify PZC members of meetings, both regularly scheduled and special; prepare any required notice; and, maintain the required records of meetings for the PZC.

G. The Legal Advisor will be the City Attorney and/or another legal professional as designated by the City Attorney. The Legal Advisor may attend and participate in the meetings of the PZC, as may be deemed necessary by the City Attorney.

H. Unless excused by an affirmative majority vote of the PZC, an appointed member who is absent for three consecutive, regularly scheduled meetings, will be deemed as having vacated his or her position on the PZC. The Executive Secretary may then submit a request for consideration to appoint a replacement.

I. No member of the PZC with a personal, financial or equity interest in the outcome of a decision on an application will speak or vote on the matter during the PZC's deliberations. Members may choose to leave the meeting at their own discretion. Members absent from meetings due to self-recusal will be considered as excused.

J. Per §7-13, Sub-section B. of the City Code, "The alternate member shall be expected to attend all meetings of the Commission and is entitled to participate in the meeting, as are the regular members, except in the matter of voting." Per Sub-section C., "Members of the Planning and Zoning Commission shall be eligible to vote on any item of Commission business as to which 1) the member was present for any hearing or other discussion or regarding which the member has reviewed the entire record and 2) for which they have no conflict of interest. In case a regular member is absent or cannot vote, the alternate member shall vote if 1) the alternate was present for any hearing or other discussion or regarding which the alternate has reviewed the entire record and 2) a regular or *ex officio* member abstains from the decision or is absent at the time of a decision."

K. Members of the PZC are required to file statements of financial interests for the City of Westminster Code of Ethics Commission per § 16-6 of the City Code.

L. Except as may otherwise be provided by law or these Rules, prior to a meeting on an application to the PZC, a member of the PZC will not communicate with any party on any matter relevant to the application, nor discuss specific details of any application. Following an action by the PZC, members may choose to communicate with any party at their discretion.

M. PZC members may visit subject properties and may enter on any land to make examinations and surveys pursuant to §2-105 of the Land Use Article. Members are not required to visit subject properties. PZC members are expected to contact the applicant and/or the property owner prior to any visit as a courtesy. In the event that the PZC is conducting a quasi-judicial proceeding of any sort, a single visit shall be arranged for all members to view the property at the same time.

IV. Schedule and Notice of Meetings

A. A regularly scheduled meeting of the PZC will be held on the second Thursday of each month, at 7:00 p.m. unless otherwise moved by the affirmative majority vote of the PZC. Meetings will be in a place designated by the Executive Secretary and published on the City's webpage to satisfy the Open Meetings Act.

B. At any meeting, the Chair may set limits to the length of the meeting. If agenda items and/or an application cannot be heard due to such a limit, the meeting will be continued to a time or times as the PZC may determine is appropriate, taking into account where practicable the schedule of the applicant(s), and such times will be announced prior to conclusion of the meeting.

C. Items on the PZC agenda will be limited to a maximum of five applications for review. Additional applications in excess of five will be held by the Executive Secretary for the next, regularly scheduled meeting or for a special meeting.

D. Special meetings of the PZC may be called by the Chair or Executive Secretary when it is necessary to prevent an undue delay to any application or to consider any matter that requires attention prior to the next, regularly scheduled meeting.

E. Notice of regularly scheduled meetings in the form of an agenda will be posted on the City's webpage on the Fridayprior to the meeting. The agenda will include the date, time, place of the meeting, list of items to be reviewed, and date posted.

F. For special meetings, notice in the form of an agenda will be placed on the City webpage at least two calendar days prior to the meeting. The agenda will include the date, time, place of the meeting, list of items to be reviewed, and date posted.

V. Conduct and Record of Meetings

A. The Chair will preside over PZC meetings and provide direction regarding all presentations, written comments, verbal comments, and the PZC's deliberations. At the Chair's discretion, the order of the agenda may be re-ordered or amended.

B. Applicants requesting approval of text amendments, map amendments, planned developments, subdivisions, and site plans must present their applications to the PZC. Applicants for sign approvals and special exception uses where a site plan is not part of the required application are not required to present their applications.

C. Applicants and their design professionals must present proposals with supporting materials and respond to questions raised by the PZC or the Executive Secretary.

D. Meetings are open to the public. Participation by members of the public is limited to providing written or verbal comments when a meeting is also a public hearing. At the Chair's discretion, anyone at any meeting may be recognized by the Chair.

E. Members of the public may also submit comments in writing to the Executive Secretary in advance of the PZC meeting. Copies of written comments will be provided to PZC members by the Executive Secretary in advance of the meeting.

F. Members of the public may review project applications upon receipt by the City. Members of the public may review PZC agendas and staff reports in advance of a meeting, after the Friday packet has been received by the PZC. Members of the public may review meeting summaries after formal adoption by the PZC.

G. After the meeting, the Executive Secretary will prepare a summary including the formal actions by the PZC including all motions (passed, failed, and tie). These summaries are posted on the City's webpage after formal adoption by the PZC.

H. Adopted meeting summaries will be posted on the City's webpage subsequent to adoption and will include the date of adoption.

I. A sign-up sheet in the form provided by the Executive Secretary will be provided for each meeting. Members of the public may sign up with an email address to receive a summary of the meeting they attended after formal adoption by the PZC.

J. A record of each PZC meeting including agenda, adopted summary, and sign-up sheet will be retained in the permanent records of the PZC on file with the City's Department of Community Planning and Development by the Executive Secretary or the secretary's designee. PZC records are available for review by appointment during regular business hours at 56 West Main Street, Suite 1, Westminster Maryland 21157.

COMPREHENSIVE PLANNING

VI. Comprehensive Plan per Title 3, Division I, Land Use Article

A. For adoption or amendment of the City's Comprehensive Plan, the PZC will hold a public hearing for which at least one notice of the time and place of the hearing is published in a newspaper of general circulation in the City of Westminster.

B. At least 60 days prior to the public hearing before the PZC, copies of the plan or amendment will be provided to adjoining jurisdictions and State units responsible for financing or constructing improvements necessary to implement the proposal.

C. The PZC will include in its report to the Mayor and Common Council all of the recommendations received from each jurisdiction and State unit that comments.

D. The adoption of a proposed plan, part of a plan, or plan amendment, and then the recommendation of the PZC to the Mayor and Common Council to approve a plan or any part of a plan, must be effected by the vote of a majority of the PZC.

E. The approved plan, part of a plan, or plan amendment, and PZC recommendations to the Mayor and Common Council will be recorded along with the proposed plan or amendment and attested by the signature of the Chair and the Executive Secretary. An attested copy will be provided to the City Clerk for certification to the Common Council. Signed minutes may serve as the verification of attestation.

VII. Ten-Year Periodic Reviews per §3-301, 302 and 303 of the Land Use Article

A. For the periodic review of the City's Comprehensive Plan, the PZC will hold a public meeting in accordance with the regulations of Section IV of these Rules.

B. The PZC will review the Comprehensive Plan and may make recommendations to the Mayor and Common Council regarding the adequacy of implementation of the Comprehensive Plan by zoning laws and related ordinances and regulations.

C. At the review or at other times, the PZC may also make recommendations related to public structures, improvements, land acquisitions, and financing programs.

D. Upon review of the Comprehensive Plan, the PZC may recommend to the Mayor and Common Council specific actions or no action, based on its review. The PZC may recommend amendments, but the ten-year review itself is not an amendment.

VIII. Consistency Reviews of Improvements per §3-205 of the Land Use Article

A. For the State-required consistency reviews with the Comprehensive Plan of a privately or publicly owned street, square, park or other public way, ground or open space, a public building or structure, or a public utility, the PZC will hold a public meeting in accordance with the regulations of Section IV of these Rules.

B. A consistency review of a potential proposal under consideration by the City may be provided in response to a specific request by the Mayor and Common Council.

C. In all other matters, the required consistency review is part of the subdivision and site plan review process, where consistency with the adopted zoning requirements in Chapter 164 is presumed to be consistent with the City's Comprehensive Plan.

IX. Annual Report with Carroll County per §1-207 of the Land Use Article

A. For the State-required annual report, the PZC reviews data and information as provided by the City's Department of Community Planning and Development.

B. For the approval and transmittal of the Annual Report, the PZC will hold a public meeting in accordance with the regulations of Section IV of these Rules.

C. The PZC may, by affirmative majority vote, approve and transmit required data and information to Carroll County for use in its combined Annual Report, in order to satisfy the requirements of §1-207 of the Land Use Article.

D. The PZC may use several meetings or a single meeting to effect approval and transmittal of the data for preparation, a draft report, and/or the final approval.

E. After final approval by the PZC and prior to July 1 of each year, a copy of the report will be provided to the City Clerk for filing with the Common Council.

ZONING TEXT AMENDMENTS

X. Mayor and Common Council Initiated

A. For text amendments, the PZC will review proposed text amendments and make recommendations to the Mayor and Common Council, after introduction and referral by the Mayor and Common Council, per the provisions of Article XXIII.

B. Upon referral by the Mayor and Common Council, the PZC will hold a public meeting to make its recommendation. Such meeting will be scheduled by the Executive Secretary at the next regularly scheduled meeting date for which the required notice can be given, or as specified by the Mayor and Common Council.

XI. Applicant and Other Agency Initiated

A. Text amendments initiated by the PZC must be introduced by the Mayor and Common Council prior to any formal recommendation given by the PZC.

B. Text amendments filed by any interested party or any officer, department, board, commission, or bureau of the City must first be approved via introduction by the Mayor and Common Council prior to any recommendation by the PZC.

C. Upon introduction and formal referral by the Mayor and Common Council, the PZC will hold a public meeting per the requirements set forth in Section IV.

ZONING MAP AMENDMENTS

XII. Local Amendment

A. For local map amendments, the PZC will review proposed amendments and make recommendations to the Mayor and Common Council, in advance of the hearing by the Mayor and Common Council, per the provisions of Article XXIII.

XIII. Sectional Amendment

A. For sectional map amendments initiated by the Mayor and Common Council, the PZC will follow the requirements and procedures under Section X.

B. For sectional map amendments initiated by the PZC, the PZC will follow the requirements and procedures under Section XI (excluding XI, sub-section B).

XIV. Comprehensive Amendment

A. For comprehensive amendments, the regulations for sectional amendments apply.

B. The PZC will only propose comprehensive map amendments in conjunction with required ten-year periodic reviews, which result in an affirmative directive by the Mayor and Common Council that a comprehensive map amendment is needed.

XV. Annexations

A. For annexations, the PZC will conduct a public hearing per all of the applicable requirements of Subtitle 4, Title 4 under Division II of the Local Government Article of the Annotated Code of Maryland and related provisions of State law.

B. For rezoning of annexed lands per § 164-6 of the City Code, the PZC may review rezoning related to annexations in batches when there are multiple annexations.

C. City staff will prepare and present all required draft reports for the PZC to review.

D. The approved annexation resolution shall constitute the rezoning of annexed lands.

E. The PZC accepts the staff memo as constituting both the draft preliminary and final reports upon which the PZC will make recommendations.

F. At least 60 days prior to the public hearing before the PZC, annexation documents will be provided to Carroll County Planning and State agencies identified in law.

G. The PZC will render recommendations on annexations within a reasonable time.

H. For annexations, the PZC may review accompanying amendments to the City's comprehensive plan at a later date and/or as part of the ten-year periodic update.

PLANNED DEVELOPMENTS

XVI. Applications for Planned Development

A. For applications for planned development, the PZC will consider applications in three stages: rezoning (development plan approval), subdivision (culminating with the final plat), and building permit (site plan approval), per § 164-188 (C).

B. For the rezoning (development plan) stage, the PZC will review proposals at an advertised public hearing and make recommendations, in advance of the public hearing by the Mayor and Common Council, per the provisions of § 164-188.

C. For the subdivision stage, the regulations for plats and subdivisions will apply.

D. For the site plan stage, the regulations for development site plans will apply.

XVII. Amendments to Planned Development

A. For amendments to planned development, the PZC will review proposals at an advertised public hearing and make recommendations, in advance of the public hearing by the Mayor and Common Council, per § 164-188 (K).

B. For development plan amendments filed per § 164-133 B., the PZC will review proposals at an advertised public hearing and make recommendations, in advance of the public hearing by the Mayor and Common Council, per § 164-188 (J).

PLATS AND SUBDIVISIONS

XVIII. Minor Plats

A. Pursuant to § 164-202, the PZC recognizes these Rules and Regulations as fulfilling the additional written procedures for the processing and approval of subdivisions.

B. For the re-subdivision of a lot or a minor subdivision (two lots), the PZC will not require submission of a preliminary concept plan per the provisions of § 164-201.

C. For minor plats, pursuant to § 164-202, the PZC recognizes that the approval of a proposed plat by the various Carroll County review agencies and City review agencies constitutes required compliance with the provisions of Article XXIV.

D. Pursuant to § 5-201 of Subtitle 2, Title 5 under Division I of the Land Use Article of the Annotated Code of Maryland, if the PZC is unable to make a recommendation for any reason within 30 days of its scheduled public meeting, the plat will be considered to be approved and signed by the Executive Secretary.

E. For the purposes of § 5-201 (State Law), a plat signed by the Executive Secretary is hereby considered to meet the certificate requirement as set forth in State Law, pursuant to the permitted delegation of authority under § 5-203 of said State Law.

F. The time for an interested party to file an action for judicial review, if permitted by law pursuant to Title 7 of the Maryland Rules of Procedure, shall run from the date on which the PZC conducts a vote constituting an action upon a matter pending before it. Upon PZC approval, the PZC Chair may sign an approved plat after the thirty-day appeal period.

XIX. Preliminary Plats

A. Pursuant to § 164-202, the PZC recognizes these Rules and Regulations as fulfilling the additional written procedures for the processing and approval of subdivisions.

B. Pursuant to the provision above and in recognition of long-standing precedent, the PZC recognizes preliminary plans may be considered upon the applicant's option.

C. In the absence of any ruling to the contrary, the PZC considers preliminary plan approval as being conducted in tandem with final approval for all plat submittals.

D. A separate motion is not required for the tandem approval of any plat by the PZC.

XX. Final Plats

A. Pursuant to § 164-202, the PZC recognizes these Rules and Regulations as fulfilling the additional written procedures for the processing and approval of subdivisions.

B. Applicants for final plats may substitute a digital copy in lieu of printed copies at the direction of City staff. A printed copy must be available at the public meeting.

C. The licensed land surveyor whose signature appears on the surveyor's certificate and who prepared the plat must attend the meeting and present the proposed plat.

D. For final plats, pursuant to § 164-202, the PZC recognizes that the approval of a proposed plat by the various Carroll County review agencies and City review agencies constitutes required compliance with the provisions of Article XXIV.

E. Except as stated explicitly in a motion by the PZC, the PZC recognizes implicitly that proposed subdivisions achieve the Code-required maximum of compatibility, safety, efficiency, and attractiveness by their compliance with Code provisions.

F. All required demonstrations by applicants and findings by the PZC, as set forth in the Code, are considered to have been met by the approval of the PZC, regardless of whether or not such were specifically enumerated by applicants or the PZC.

G. The PZC will utilize the current version of the Development Design Preferences (DDP) in its review of plats. Except as explicitly stated in a motion, the PZC recognizes implicitly that a motion for approval affirms the required compliance.

H. Pursuant to § 5-201 of Subtitle 2, Title 5 under Division I of the Land Use Article of the Annotated Code of Maryland, if the PZC is unable to make a recommendation for any reason within 30 days of its scheduled public meeting, the plat will be considered to be approved, and signed by the Executive Secretary.

I. For the purposes of § 5-201 (State Law), a plat signed by the Executive Secretary is hereby considered to meet the certificate requirement as set forth in State Law, pursuant to the permitted delegation of authority under § 5-203 of said State Law.

J. Upon PZC approval, the PZC Chair may sign an approved plat after the thirty-day appeal period, as required by Maryland Rules, Rule 7-203 Time for Filing Action.

DEVELOPMENT SITE PLANS

XXI. Simplified Site Plans

A. For simplified site plans, the PZC will review any plan referred by City staff.

B. The review of a simplified site plan is not required in the absence of a referral.

C. The PZC will utilize the current version of the Development Design Preferences (DDP) in its review of plans. A simplified site plan for a building addition or site layout modification, which is deemed to be consistent with the existing building architecture or site layout, may be found to comply “in principle” with the DDP.

D. For an “in principle” approval, the proposal need not meet specific guidelines in the DDP, if the PZC determines that the existing building and current site layout are acting as the context to which a simplified site plan is found to be consistent.

E. If the PZC is unable to make a recommendation for any reason within 30 days of its scheduled public meeting, the plan may be signed by the Executive Secretary.

F. Upon PZC approval, the PZC Chair may sign an approved plan after the thirty-day appeal period, as required by Maryland Rules, Rule 7-203 Time for Filing Action.

XXII. Site Plans

A. For site plans, the PZC recognizes that the approval of a proposed plan by the various Carroll County review agencies and City review agencies constitutes required compliance with the Code provisions in § 164-208 and § 164-211 A.

B. Applicants for site plans may substitute a digital copy in lieu of printed copies at the direction of City staff. A printed copy must be available at the public meeting.

C. The licensed architect, licensed landscape architect, and/or licensed civil engineer who prepared the site plan must attend the meeting and present the proposed plan.

D. All required demonstrations by applicants and findings by the PZC, as set forth in the Code, are considered to have been met by the approval of the PZC, regardless of whether or not such were specifically enumerated by applicants or the PZC.

E. Applicants will present the phasing plan to the PZC, if a project is to be phased.

F. Applicants will address the number of dwelling units per year to be constructed.

G. The PZC will utilize the current version of the Development Design Preferences (DDP) in its review of plans. Except as explicitly stated in a motion, the PZC recognizes implicitly that a motion for approval affirms the required compliance.

H. A proposed site plan for a building addition or site layout modification, which is deemed to be consistent with the existing building architecture or site layout, may be found to comply "in principle" with the DDP.

I. For an "in principle" approval, the proposal need not meet specific guidelines in the DDP, if the PZC determines that the existing building and current site layout are acting as the context to which a site plan is found to be consistent.

J. Upon PZC approval, the PZC Chair may sign an approved plan after the thirty-day appeal period, as required by Maryland Rules, Rule 7-203 Time for Filing Action.

SPECIAL EXCEPTION USES

XXIII. Referrals from the City of Westminster's Board of Zoning Appeals

A. For special exception uses where no site plan or any plat would be required, as anticipated in § 164-166 F. of the City Code, the following process will be followed.

B. At the PZC meeting nearest the public hearing by the Board of Zoning Appeals, the Executive Secretary will brief the PZC on any pending special exception use.

C. The PZC will signify whether any further review is desired by the PZC on the use.

D. If further review is signified, then the special exception use would be scheduled for review at the PZC meeting immediately following the BZA's public hearing.

E. If no further review is signified, then it would be noted in the meeting summary.

F. In any event, the PZC will not review uses in advance of the BZA public hearing.

SIGNAGE REVIEW

XXIV. Signage review required per the provisions of Article XVII

A. For applicable proposed signage, the applicant must submit a complete signage application, which indicates the size and location of all signage areas including required calculations and dimensions for evaluation by City staff and the PZC.

B. The PZC will utilize the current version of the Development Design Preferences (DDP) in its review of signage. Except as explicitly stated in a motion, the PZC recognizes implicitly that a motion for approval affirms the required compliance.

C. If the PZC is unable to make a recommendation for any reason within 15 days of the scheduled public meeting, a sign may be approved by the Executive Secretary.

D. Upon approval by the PZC or via sub-section C above, a permit for an approved sign may be issued by the Zoning Administrator immediately upon its approval.

E. Per § 164-128 of the City Code, the sign owner or owner of property on which a sign is proposed to be located may appeal a denial of proposed signage within 30 days by filing an appeal in writing with the Westminster Board of Zoning Appeals.

CAPITAL BUDGET

XXV. Capital Budget Review

A. Per § 20-4 D. of the City Code, the PZC will review the proposed Capital Budget and make comments prior to the adoption of the operating budget.

B. By annually reviewing the Capital Budget and making comments, the PZC considers itself to have fulfilled all required duties set forth in § 20-4 D.

C. The PZC will review the proposed Capital Budget at its regularly scheduled meeting in April or a special meeting, if such a meeting were needed.

D. If the PZC is unable to make a recommendation for any reason within seven days of its public meeting, the proposed capital budget will be considered to have received an **affirmative** recommendation by the PZC and move forward.

E. In any case, the draft minutes of the PZC shall be deemed sufficient to provide the comments of the PZC to the Common Council.

F. The Chair may review the draft summary minutes prior to their being forwarded.

G. The PZC may also designate the Chair to represent the PZC at the budget hearing, pursuant to these rules and regulations under Section III, sub-section C. above.

RULES AND REGULATIONS

XXVI. Adoption and Amendment

A. Rules and regulations may be adopted and amended at any regularly scheduled meeting or any special meeting called for that purpose and noticed per Section IV.

B. For adoption, rules and regulations and/or any amendment must be approved by the affirmative majority vote of the PZC members present at the PZC meeting.

C. Adopted rules and regulations become effective two weeks after adoption or by the posting of the agenda for the next regular meeting, whichever is sooner.

D. City staff are hereby directed to correct any typographical and grammatical errors that may be identified in these rules and to update any informational items, such as contact information on the cover, without further approval by the Commission.

XXVII. Extraordinary Circumstances

The PZC authorizes the Director of Community Planning and Development to forego any requirement within these Rules and Regulations, if the City's interests were to be severely and adversely affected by the application of such rules and regulations. The Director will notify the PZC in writing (via email) immediately upon any such action by the Director.