



**CITY OF WESTMINSTER  
PLANNING AND ZONING COMMISSION  
MEETING SUMMARY**

**Thursday, January 9, 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 January 9, 2020, at 7 PM.

Vice-Chair Ross Albers, Commissioner Tom Herb, Commissioner Lyndi McNulty, Commissioner Tiombe Paige, and Councilmember Ben Yingling were present. City planning staff members Mark Depo, Andrea Gerhard, Andrew Gray, and Samantha Schlitzer were also present. Cody Spaid from the Carroll County Department of Planning was also in attendance.

The following members of the public signed in: Dwayne Van Horn, Jenny Bell, David Whipple, Michael Carlson, Stacey Tracey, Jessica Andrews, Heather Seabeck, Jane Addeo.

Vice-Chair Albers opened the meeting at 7:00 PM.

Vice-Chair Albers requested a motion to approve the meeting summary from December 3, 2019. Councilmember Yingling made a motion to approve the meeting summary from December 3, 2019. Commissioner Herb seconded. The motion passed.

Vice-Chair Albers opened New Business Item A – County Liaison Report. Mr. Cody Spaid provided the Commission with updated information on the County Zoning Code revisions that recently took effect. He also reported that the Water/Sewer Master Plan amendments would be coming in the spring.

Vice-Chair Albers opened Planning Commission and Public Comments. He recognized Kelly Miller from Shaffer & Shaffer, LLP, who presented a proposed Site Plan for 7 Corporate Center Court, Royal Farms #323.

Ms. Miller presented location information for the proposed site plan, stating that the Board of Zoning Appeals recently approved three landscaping variances. The applicant will be requesting two additional modifications to the City's Landscape Manual requirements.

Ms. Miller introduced Ms. Jennifer Leonard, landscape design architect for Kimley-Horn, to explain the landscaping changes. Ms. Leonard stated that the Landscape Manual required 97 planting units, and the developer has provided 146 planting units. However, the 75% canopy requirement cannot be met due to existing trees on the site.

Councilmember Yingling inquired if the site has been approved for a water allocation. Ms. Miller replied affirmatively.

Vice-Chair Albers opened public comments. He stated that no site plans were on the current agenda for consideration and discussion. Therefore, the Commission will be unable to respond to any questions from the audience about any specific projects. Members of the public expressed their concerns for a possible project called the Clark Farm Properties. Concerns ranged from school overcrowding, traffic control, decreased home values, speeding, parking, stormwater management, communication from the City, appropriate zoning, site lighting, proposed site entrance location, sewer issues, if the site plan will be made available for public review, traffic control study, noise pollution, re-evaluating home property taxes, if the Mayor and Common Council had an economic interest in the property, and who owned the land where the current school bus stop is located.

Councilmember Yingling noted that no formal site plan or traffic control plan has been presented to City staff or the Commission for review. He stated that the property was currently zoned for multifamily development; the Planning and Zoning Commission approved a request for a reasonable distance; and that he has a personal business relationship with the property owner; therefore, he will not be voting on the project. Vice-Chair Albers stated that the Commission cannot comment due to the informal nature of all previous discussion, and there has been no public hearing advertised for any project related to this property. Mr. Depo mentioned that no formal site plan or application has been received by City staff for review. Mr. Gray stated that agendas and packets for the Planning and Zoning Commission are usually posted to the City's website the Friday before the next scheduled meeting and added that property owner information is available on the City's Interactive Zoning Map, located on the City's website.

Commissioner McNulty moved to adjourn. Councilmember Yingling seconded. The Commission adjourned at 7:38 PM.