



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

**Thursday, July 11, 2019, 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 July 11, 2019, at 7 PM.

Chair Kevin Beaver, Vice-Chair Ross Albers, Commissioner Tom Herb, and Commissioner Tom Rio were present. City staff members Andrew Gray and Samantha Schlitzer were also present.

No members of the public signed in.

Chair Beaver opened the meeting at 7:00 PM.

Chair Beaver requested a motion to approve the meeting summary from June 12, 2019. Vice-Chair Albers made a motion to approve the meeting summary from June 12, 2019. Commissioner Rio seconded. The motion passed.

Chair Beaver opened New Business Item A – Stonegate – Construction Plans for Sections III-VI and Plat for Section III. Mr. Gray provided the Commission with background information and a brief overview of the staff report, with a recommendation for approval of the construction plans and the proposed plat.

Chair Beaver recognized Marty Hackett of CLSI, who was present to answer any questions on behalf of the applicant. Chair Beaver asked if the provided list of build-outs was already approved. Mr. Hackett confirmed they were. Chair Beaver then inquired about the portion of road connecting Stonegate to Market Street. Mr. Hackett summarized that they were working on stormwater management issues with the County to finish connecting the road, and lengthening the left turn lane to accommodate additional traffic.

Commissioner Rio made a motion to approve the construction plans and plat as presented. Vice-Chair Albers seconded. The motion passed.

Chair Beaver opened Old Business Item A – County Liaison Report. Ms. Bobbi Moser, Carroll County Comprehensive Planner, first presented the County Commissioner Letter regarding FY 2020-25 Consolidated Transportation Program, which outlines priority projects to request funding from the State of Maryland.

Ms. Moser then presented the Letter from County Planning regarding Amendments to the 2014 Carroll County Master Plan. This letter described the amendments based on annexations and changes to municipal

growth areas. Ms. Moser stated that the County anticipates holding a public hearing in August 2019 before deliberation and approval.

Ms. Moser also presented the Letter from Carroll County Planning regarding community information forums and public hearings for the Bicycle-Pedestrian Master Plan. The County Planning Commission is scheduled to hold a public hearing in September 2019 for this Plan. Three forums will be held throughout the County before the public hearing date; August 13, 2019 is the date of the forum in Westminster. Upon approval by the Planning Commission, the Plan will then go before the Carroll County Commissioners for consideration of approval. Ms. Moser mentioned that the Bicycle-Pedestrian Master Plan was crafted using preferences from each municipality so that it would provide a seamless transition throughout the entire County.

Chair Beaver inquired if other counties in Maryland are generating similar plans and if the State of Maryland was requiring it. Ms. Moser mentioned that other counties are doing the same, although it was not required by the State. Chair Beaver asked if having the Plan increased eligibility for available State grant funding. Ms. Moser confirmed the same.

Chair Beaver opened Old Business Item B – Proposed Ordinance No. 875 relating to Solar and Wind Energy Facilities. Mr. Gray provided the Commission with background information and a brief overview of the staff report; he recommended that the Commission hear from the County Liaison regarding the County's new Code provisions on this matter, review the ordinance, and suggest items for staff to include in a draft Report and Recommendation to be prepared for consideration by the Commission at a subsequent meeting. Mr. Gray reminded the Commission that they delayed their consideration until Ms. Moser could provide input on behalf of the County for comparison to what City staff had proposed. Ms. Moser presented the proposed Carroll County Zoning Code as it relates to solar and wind energy facilities. Discussion ensued.

Mr. Kevin Wagman, 153 E. Green Street, provided an example of special exception approval for a neighbor within the Historic District to use solar panels on his accessory building.

Chair Beaver requested the descriptions of solar facilities be broadened and simplified in the final Ordinance language. Chair Beaver mentioned making both wind and solar an accessory use in the Zoning Code, with this particular accessory use not allowed in some zones. There was discussion on size limitations for wind and solar facilities. The Commission mentioned that the Mayor and Common Council may want to consider including quantitative limitations in the ordinance for both wind and solar and that more direction from the Mayor and Common Council may be needed. Mr. Gray mentioned that the Mayor and Council looks to the Planning Commission for advice and a recommendation.

The Commission mentioned gathering community input regarding bringing these facilities into residential neighborhoods. Commissioner Herb suggested reaching out to the top three largest communities in Westminster to request any existing HOA regulations and guidelines for solar and wind energy facilities. The Commission would like to wait for more feedback.

Chair Beaver inquired if this would affect the current way the City approves solar panels. Mr. Gray explained the City review process for roof mounted solar panels during staff review of the Carroll County Building Permit Application.

Ms. Schlitzer inquired to the Commission if they want to see size statistics from the building permit log since 2015. Commissioner Herb mentioned asking Hagerstown how their ordinance has worked so far.

Chair Beaver opened Old Business Item C – Proposed Rules and Regulations for Planning and Zoning Commission. Mr. Gray provided background information and a brief overview of the staff report.

Vice-Chair Albers motioned to approve the proposed Rules and Regulations as drafted. Commissioner Rio seconded. The motion passed.

Chair Beaver opened Information Item BZA Case No. 19-04. Mr. Gray mentioned that the application for 7R West George Street will be heard before the Board of Zoning Appeals on August 6, 2019.

Vice-Chair Albers moved to adjourn. Commissioner Rio seconded. The meeting was adjourned at 8:55 PM.