



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

**Thursday, August 8, 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 August 8, 2019, at 7 PM.

Chair Kevin Beaver, Vice-Chair Ross Albers, Commissioner Tom Herb, Commissioner Tom Rio, and Councilmember Ben Yingling were present. City staff member Bill Mackey was present.

The following people were present and signed in: John Gonzalez, Eric Burdine, Andrea Berstler, Bob Kuntz, and Jen Bishop.

Chair Beaver opened the meeting at 7:00 PM.

Chair Beaver opened New Business Item A – Proposed Site Plan for Library Expansion, County File No. S-19-0005. Mr. Mackey provided the Commission with background information and a brief overview of the staff report. John Gonzalez, P.E. summarized the request and presented the site work component. Emily Ratzlaff, RA of Manns Woodward Studios presented the architectural and programmatic aspects of the project, noting that an elevator was being introduced, as well as a new Main Entrance for the basement level. Ms. Ratzlaff discussed the color palette and preservation of the brick exterior, mentioning that the Library would remain open during construction. The City has requested that a parking agreement be reached to formalize the currently informal parking arrangement with the Library that has evolved over time.

Vice-Chair Albers moved for approval of the project, with the condition that a parking agreement be reached with the City. Councilmember Yingling seconded. The motion passed.

Chair Beaver opened New Business Item B – Proposed new building sign for Marshalls at 200 Clifton Boulevard. Mr. Mackey provided the Commission with background information and a brief overview of the staff report he stated for the record that the proposal meets the requirements of the City Code.

Vice-Chair Albers moved for approval of the proposed signage. Councilmember Yingling seconded. The motion passed.

Chair Beaver opened New Business Item C – Proposed new freestanding sign for Wawa at 805 Baltimore Boulevard. Mr. Mackey provided the Commission with background information and a brief overview of the staff report, including the variances granted by the Board of Zoning Appeals to allow the signage. Mr. Mackey stated that, as a result of the variances granted, the proposal meets the requirements of the City Code.

Vice-Chair Albers moved for approval of the proposed signage, with the condition that the sign incorporate appropriate landscaping to conceal the poles. Councilmember Yingling seconded. The motion passed.

Chair Beaver opened Item D – Carroll County Liaison Report. Ms. Bobbi Moser, Carroll County Comprehensive Planner, introduced Cody Spaid, a newly hired comprehensive planner in the Carroll County Department of Planning. Mr. Spaid grew up in Eldersburg and attended the University of Kansas, receiving a Bachelors in Architecture and a Masters in Urban Planning. Beginning in 2020, he will be the County’s liaison planner for the City of Westminster.

Ms. Moser reminded everyone in attendance that the next community information forum for the draft Carroll County Bicycle & Pedestrian Master Plan will be held on Tuesday, August 13 at the Westminster Branch Library. There will be two forum sessions – the first from 2 p.m. to 5 p.m. and the second from 5 p.m. to 6 p.m. The County Planning and Zoning Commission will hold a public hearing on the draft plan on Tuesday, September 17. Ms. Moser concluded by providing hardcopies of the 2018 Annual Report.

Chair Beaver opened Old Business Item A – Proposed Ordinance No. 875 relating to Solar and Wind Energy Facilities. Mr. Mackey provided the Commission with copies of the staff report. Mr. Mackey apologized that the staff report had not been transmitted with the packet on Friday. Based on the discussions at the previous Commission meetings and the recently enacted Carroll County provisions relating to these facilities in the County, staff recommended that the City’s proposed ordinance be rejected and a new ordinance proposed that would reflect the County’s provisions that the Commission preferred. Chair Beaver expressed the desire for a melded ordinance that would include both the content of Ordinance No. 975 and the Carroll County ordinance.

Vice-Chair Albers moved to recommend to the Mayor and Common Council that proposed Ordinance No. 875 be rejected by the Mayor and Common Council, so a new ordinance could be drafted, modeled after the newly adopted provisions in Carroll County’s Code. Commissioner Rio seconded. Councilmember Yingling abstained from voting due to the matter going before the Mayor and Common Council. The motion passed.

Mr. Mackey reported this would be his last Commission meeting, having accepted a position in another jurisdiction. Mr. Mackey thanked the Commission for the opportunity to work together with its members, and especially for their positive encouragement of himself and the young professionals on the City’s staff. The Commission expressed their appreciation and wished Mr. Mackey the best in his new position.

Vice-Chair Albers moved to adjourn. Councilmember Yingling seconded. The Commission was adjourned at 7:37 PM.