



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

**Thursday, November 8, 2018, at 7 PM
City Hall, 1838 Emerald Hill Lane**

A meeting of the Westminster Planning and Zoning Commission was held at City Hall, 1838 Emerald Hill Lane in Westminster, Maryland 21157, on November 8, 2018, at 7 PM.

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

The following were present and signed the sign-in sheet: Pete Podolak, Jeff Zigler, Jamie Naill, Joe Heisler, and Lloyd Martin.

Chair Kevin Beaver opened the meeting at 7:00 PM.

Vice Chair Albers motioned to approve the minutes from October 11, 2018. Commissioner Rio seconded. The motion passed.

Chair Beaver opened New Business Item A – County Liaison Report. Ms. Moser followed up on discussion from the last meeting about the Carroll County Bike/Ped Master Plan. She shared statistical information on the McDaniel College *McCycles* bike share program. Ms. Moser shared that the County is currently working on updating the water/sewer master plan and will hold a public hearing before submitting it to the Maryland Department of Planning. Finally, Ms. Moser mentioned the County is working on updating its Zoning Code.

Chair Beaver opened New Business Item B – Proposed Site Plan for Boys and Girls Club Gymnasium Addition. Mr. Gray provided the Commission with background information, stating the proposed site plan is to address a new 3,154 square-foot gymnasium building only. The proposed site plan includes improvements to the public right-of-way along the rear of the gymnasium. Mr. Gray reported that the applicant is requesting a modification to the standards provisions in the Landscape Manual. Staff recommends that the Commission consider approval of the proposed site plan with conditions.

Chair Beaver recognized Mr. Dean Camlin, representing the Boys and Girls Club of Westminster, who provided additional information on the design. Mr. Camlin noted that a new, temporary exit would be constructed along the side of the building before construction and removed after project completion.

Vice-Chair Albers inquired if there were issues with the placement of existing utility poles. Mr. Camlin mentioned that the sidewalk may need to be widened to comply with ADA requirements.

Vice-Chair Albers motioned to approve of the Proposed Site Plan for the Boys and Girls Club Gymnasium Addition with the stated conditions. Commissioner Rio seconded. The motion passed.

Chair Beaver opened New Business Item C – Proposed Site Plan for Heritage Honda Dealership and Car Wash. Mr. Gray provided the Commission with background information regarding the Board of Zoning Appeals case for the proposed car wash use and proposed site modifications. Mr. Gray reported that the applicant is requesting a modification to Standards Provisions in the Landscape Manual. Staff recommends that the Commission consider approval of the proposed site plan with conditions.

Chair Beaver recognized Mr. Pete Podolak, representing CAR MI MD BALT LLC (property owner of record), who reviewed the proposed site plan in more detail before the Commission.

Chair Beaver inquired if the proposed landscaping would meet the City's requirements, and staff confirmed.

Commissioner Rio motioned to approve Proposed Site Plan for Heritage Honda Dealership and Car Wash with stated conditions. Vice-Chair Albers seconded. The motion passed.

Chair Beaver opened New Business Item D – Proposed Site Plan for Building and ADA Changes to Burger King. Mr. Gray provided background information on the item, stating that the proposal includes a new building façade with new lighting and the demolition of the existing glass-enclosed seating area. The glass-enclosed seating area would be replaced with a landscape area to be planted with shrubs and vegetation.

Chair Beaver recognized Mr. Jeff Zigler, representing Burger King. Mr. Zigler mentioned that the existing seating to be removed is not currently being used at this time. Chair Beaver inquired if removing the seating would result in a change to the property's water allocation. Staff responded that it would not in this case.

Vice-Chair Albers motioned to approve the Proposed Site Plan for Building and ADA Changes to Burger King with the conditions as stated. Commissioner Rio seconded. The motion passed.

Mr. Mackey requested to defer Item E – Proposed Ordinance No. 899 to allow for the informal discussion of the anticipated submittal of a proposed site plan for the Love & Whiskey Boutique LLC to accommodate the audience members present for the informal discussion. Chair Beaver deferred Item E.

Prior to the informal discussion, Mr. Mackey noted that Administrative Adjustment #18-01 regarding minor changes to on-site parking requirements was approved; the revised, proposed site plan reflects the changes.

Chair Beaver recognized Mr. Randy Petkus, P.E. of BPR, Inc. who reviewed the proposed changes to the site, based on the Administrative Adjustment changes and County agency comments. The Commission stated its preference for more landscape areas versus widening sidewalks, especially for key entry point into the City.

Chair Beaver introduced New Business Item E – Proposed Ordinance No. 899. Mr. Mackey provided background information, stating the proposal is to amend Chapter 164, to add taverns and nightclubs to the Central Commerce zone. The current zoning allows taverns in all downtown zoning districts except for the Central Commerce zone. Staff recommends approval of the proposed ordinance, as presented.

Commissioner Rio motioned to recommend approval of the proposed ordinance, as presented, to the Mayor and Common Council. Commissioner Albers seconded. The motion passed.

Mr. Gray briefed the Commission on a proposed conversion dwelling special exception use to be located at 269 East Green Street, which will be heard by the Board of Zoning Appeals on December 4, 2018.

Staff presented the Report and Recommendation that was created during the meeting on the proposed Ordinance 899. The Commission reviewed the text, which was read aloud at the meeting.

Commissioner Rio motioned to approve the Report and Recommendation for proposed Ordinance No. 899. Vice-Chair Albers seconded. The motion passed.

In response to an inquiry by the Commission, Mr. Mackey noted that an advertisement for a public hearing before the Mayor and Common Council is part of the second reading process for all proposed ordinances.

Councilmember Rio moved to adjourn. Vice-Chair Albers seconded. The Commission adjourned at 8:20 PM.