



PLANNING AND ZONING COMMISSION

August 21, 2025

TITLE: Site Development Plan S-22-0034, The Knox Property

APPLICANT REQUEST:

Site Development Plan Approval to construct a 2,162 square foot four two-bedroom multiple-family dwellings at 288 East Main Street.

PROJECT INFORMATION:

ZONE: D-B Downtown Business Zone
EXISTING USE: N/A
PROPOSED USE: Multiple Family Dwellings (Z.O, Section 164-45.8 A.(45))
SITE AREA: 10,890 square feet
OTHER: Westminster Historic District

APPLICANT/REPRESENTATIVES:

APPLICANT: Jordan Knox
OWNER: Jordan Knox
P.O. Box 317, Taneytown, MD 21787
ENGINEER: BPR LLC
150 Airport Drive Suite 4, Westminster, MD 21157
ARCHITECT: Dean Robert Camlin & Associates, Inc.
8 North Court Street, Suite 2, Westminster, MD 21157

STAFF: Andrea Gerhard-Senior Planner
Mark A. Depo, Director of Community Planning and Development

RECOMMENDATION: Conditional Approval

ATTACHMENTS:

1. Site Development Plan S-22-0034, The Jordan Knox Property
2. Revised Architectural Elevations

STAFF REPORT

Article XXV, Site Plans, of the City of Westminster Zoning Ordinance (“Zoning Ordinance”) requires the Planning and Zoning Commission (“Commission”) and Planning Director to review and act on Site Development Plans, and amendments thereto, to ensure that proposed development is in conformity with the intent and provisions of the land use controls and the Comprehensive Plan for the City of Westminster and to avoid inequities and to guide the City in the issuance of building permits. The Commission shall approve, approve subject to conditions, or disapprove the Site Development Plan and amendments thereto.

VICINITY MAP/ LOCATION:

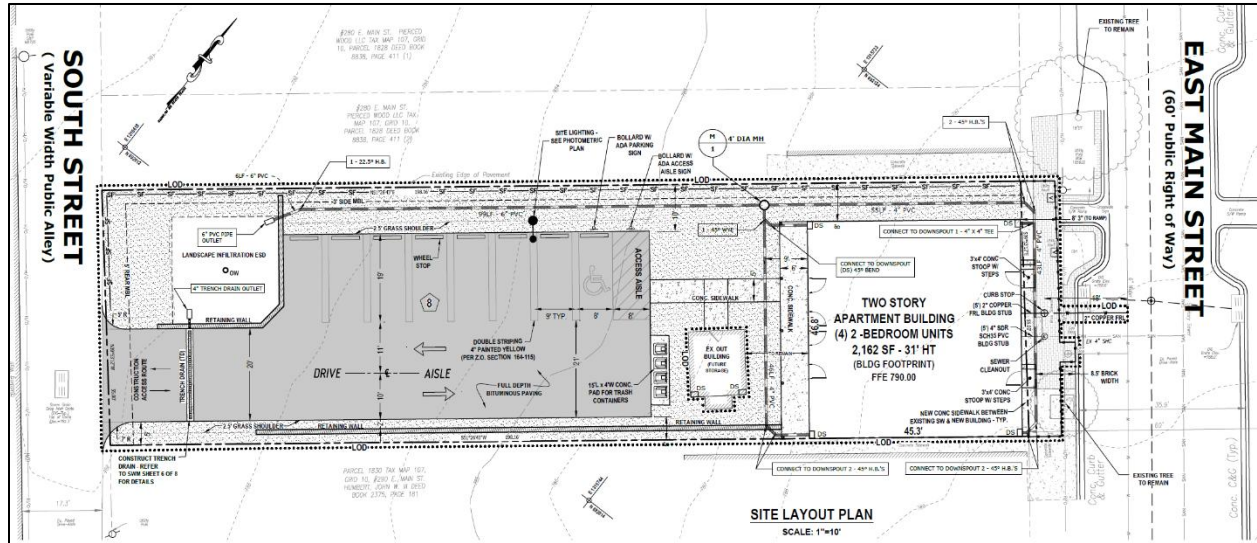
The subject property is located on the southern side of East Main Street (SDAT #07-067887), hereinafter referred to as the “Property”. The Property is zoned D-B Downtown Business Zone (Zoning Ordinance Article VIII B), 10,890 square feet in area, and is subject to the Zoning Ordinance.



 = Property  = General Location of MFD building

DEVELOPMENT INFORMATION:

Jordan Knox, the property owner, represented by BPR, LLC, filed Site Development Plan S-22-0034, to construct a 2,162 square foot four two-bedroom apartment building at 288 East Main Street. [Attachment 1]



BACKGROUND

The following background information attempts to include significant discussions and correspondence between the Applicant and the Department of Community Planning and Development (DCPD) and other City Commissions related to the Property and is not intended to reflect all discussions and correspondence.

On March 19, 2021, Jordan Knox (the "Applicant") purchased the Property. According to City records the Property had been vacant since 2013.

On August 18, 2021, the Applicant submitted a demolition permit (LC-21-2035) for the principal single-family semidetached (duplex) structure to Carroll County Permits and Inspection. Carroll County processes and issues building permits for the City of Westminster. Pursuant to City Code Section 56-6.C.(1)(d), the Historic District Commission (HDC) should review the demolition permit and accompanying information and provide the Zoning Administrator with its recommendation.

The Property is identified as the Christian Yingling House, CARR-123 on the Maryland Inventory of Historic Properties (Attachment 3) and has been referenced in the 1977 Survey of Historic Structures in Westminster by Christopher Weeks: "Circa 1770; Circa 1890: Although it is a little difficult to locate the evidence under the additions and alterations of the past two hundred years, the Christian Yingling House, a half-wood, half brick pile, is reputed to be the oldest residence in Westminster. This may be correct because it is still possible to see log rafters and uncoursed-fieldstone foundations in the brick-floored basement of the eastern half of the building. A fine one-

and-a-half story, gable-roofed, two-bay by one-bay brick outbuilding still stands in the rear of the property. This building, thought to have been a slave cabin, has recently been restored.”

On October 6, 2021, the HDC was presented LC-21-2035. DCPD recommended that any approval of the demolition permit be subject to the completion of a Historical and Architectural Archiving report. In addition, any new development of the property should make every effort to re-use the logs of the log cabin incorporated into the existing main building and shall meet the requirements of the City of Westminster 2016 Development Design Preferences and Westminster Historic District Commission Design Guidelines and incorporate elements of the Standards for Renovation Westminster. The Applicant confirmed that he had begun demolition of the existing main building prior to obtaining the demolition permit. Subsequently, Carroll County Permits and Inspections assisted the City in issuing a stop work order so that the necessary process could move forward.

Following the October 6, 2021 HDC meeting, DCPD corresponded with the Maryland Department of Planning, Maryland Historical Trust (MHT) Director, Elizabeth Hughes, for a building assessment. MHT’s assessment of the historic character, integrity, and contribution of the partially demolished building to the historic district contained in summary, “Despite its many alterations over time, 288 East Main was important for its design elements, massing and scale and was identified as a contributing resource to the National Register listed Westminster Historic District in 1980. Prior to its partial demolition, 288 East Main Street added to the texture and fabric of the historic district.”

On February 2, 2022, the HDC was presented a Draft Historical and Architectural Archiving Report for 288 East Main Street a Compliance Statement demonstrating its qualifications to evaluate the 288 E. Main Street building from Dean Camlin, Camlin Architect & Associates, Inc. The HDC provided a conditional recommendation to the Director of Community Planning and Development, the approval of LC-21-2035 subject to the amending the Historical and Architectural Archiving Report as outlined by the HDC and the new redevelopment proposal presented to the HDC encapsulating the existing historic log cabin into the proposed residential structure.

Following the approval of demolition permit LC-21-2035, the principal structure, including the historic log cabin, was razed. An existing one-story brick accessory structure was retained.

On May 12, 2023, Building Permit C2-23-0874 for a two-story shell building for four two-bedroom multiple-family dwelling (apartment) building at 288 E. Main Street was submitted to Carroll County Bureau of Permits and Inspections, and respective permits were submitted for each of the four apartments on June 22, 2023.

On July 21, 2022, DCPD attended a pre-submittal meeting at the County with the Applicant and County Development Review for a two-story, four two-bedroom apartment building that is approximately 2,162 SF in area and 31 feet in height at the Property. The project subsequently labeled Site Development Plan S-22-0034.

On August 15, 2023, DCPD received S-22-0034 from Matthew Mathias, BPR LLC.

On November 8, 2023, the HDC viewed the following updated architectural elevation for only the front or E. Main Street view of the proposed apartment building, prepared by Dean Camlin.



1 **Street View**
1/8" = 1'-0"

As outlined in the November 8, 2023 the HDC staff report, DCPD provided input on the updated architectural elevation. Essentially, the updated architectural elevation is an improvement from the prior rendering provided but DCPD is interested in seeing the project take less of the contemporary residential construction approach and provide an elevation with additional architectural embellishments and continuing the brick veneer on the east and rear walls to maintain consistency.

For context, the following surrounding properties located in Historic District were provided in November 8, 2023 HDC staff report.



283 E. Main Street



289 E Main Street



295 E Main Street



290 E. Main Street

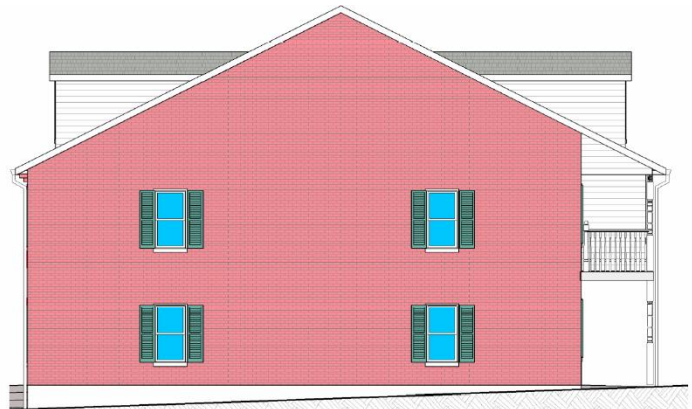


276 E. Main Street

On July 2, 2025, the HDC viewed the following updated architectural elevations for of the proposed apartment building, prepared by Dean Camlin.



Street View



West Side

FOR DESIGN
REVIEW ONLY NOT FOR
CONSTRUCTION



The Historic District Commission provided the following recommendations to the Planning and Zoning Commission regarding the elevations, provide: 1) half-moon gutters; 2) corbeling on all elevations of building; 3) larger and less spindled columns on the South Elevation; 4) carry brick to the ground or add stone foundation to Street View and West Side elevations; and 5) 2 over 2 windows.

SITE DEVELOPMENT PLAN REVIEW COMMENTS:

Proposed Use

Pursuant to Zoning Ordinance Article VII, Section 164-45.8 (45)., “Single-family attached dwellings and multiple-family dwellings with four or fewer dwelling units.” is a permitted use in the D-B Downtown Business Zone.

Commencing a “multiple-family dwellings with four or fewer dwelling units” use at the Property requires the approval of a site development plan (Zoning Ordinance Article XXV); approval of a zoning certificate (Zoning Ordinance Section 164-157); approval of a water and sewer allocation (Water and Sewer Allocations Policy 2018-2024); and approval of all necessary development permits, including sign permits (Zoning Ordinance Section 164-123.A.).

Landscape Review

Pursuant to Zoning Ordinance Section 164-131.1., Compliance with Landscape Manual, S-22-0034 must comply with the adopted Landscape Manual, as amended. Department of Community Planning and Development (DCPD) staff reviewed S-22-0034 for compliance with the Landscape Manual and other applicable Zoning Ordinance landscape requirements. The proposed plantings meet or exceed the requirements of the Landscape Manual.

Development Design Preferences Manual

Pursuant to Zoning Ordinance Section 164-131.2., Compliance with Development Design Preferences Manual, S-22-0034 must comply with the adopted Development Design Preferences

Manual, as amended, in coordination with other provisions and requirements of the Zoning Ordinance. As described above, the HDC and DCPD provided recommendations for the elevations of the proposed apartment building to address the Development Design Preferences Manual. In response to these recommendations, Dean Camlin provided the following updated architectural elevations to be approved with S-22-0034. **[Attachment 2]**

The updated architectural elevations included the half-round gutters, foundation brick, and Victorian Window muntins to address a few of HDC's recommendations. However, the updated architectural elevations maintained the spindled columns on the South Elevation and do not provide brick corbeling along the gables of the elevations, as recommended by the HDC. As for the brick corbeling, the Applicant stated that due to the cost of brick corbeling along the gables are expensive, it was not provided.



Parking

S-22-0034 must comply with Zoning Ordinance Article XVI, Off Street Parking and Loading. S-22-0034 indicates that 8 total spaces are required, and 8 spaces are to be provided on site, as follows:

PARKING TABULATION:	
<u>REQUIREMENTS FOR APARTMENT BUILDING:</u>	
2 SPACE FOR EACH 2-BEDROOM APARTMENT	
<u>PROVIDED:</u>	
TOTAL SPACES PROVIDED:	8 SPACES
ADA SPACES PROVIDED:	1 SPACE (VAN ACCESSIBLE)

During the review for SS-22-0034, it was realized that due to the size constraints of the property and the preservation of the historic outbuilding, it is difficult to meet the 25 feet wide drive aisle requirement of the Zoning Ordinance. On March 21, 2024, an application was submitted to DCPD for an Administrative Adjustment for a relief of five feet from the required drive aisle width. The Administrative Adjustment hearing for AA-24-02 took place on April 16, 2024. The adjustment was approved at the April 16, 2024 meeting.

Water

Pursuant to the City of Westminster Water and Sewer Allocation Policy 2023-2025, for allocations related to any site development plan, the necessary tentative allocations will be noted on the site plan; however, allocations are granted at the building permit stage. Upon Site Development Plan approval and with the submission of a Water and Sewer Allocation application, tentative allocations are recognized for an additional six months to allow for the building permit review process. Water allocation for this use is based on Maryland Department of Environment multipliers for office and storage.

The Applicant has submitted a Water and Sewer Allocation (WSA) application WSA-22-19 for the 2,162 square foot apartment building with four two-bedroom apartments. DCPD has determined that 600 gallon per day (gpd) of water is required (150 per apartment x 4 apartments). The water envelope for the Property is 62 gpd, therefore an additional 538 gpd of water is required. This project was included as part of the one-time allocations that were granted when the 2023-2025 policy was adopted.

Stormwater Management/Forest Conservation

Carroll County Bureau of Resource Management processes, reviews and approves stormwater management and forest conservation for the City of Westminster. The Bureau of Resource Management granted final approval of stormwater management on May 28, 2024 and final forest conservation approval on September 19, 2023. **[Attachment 3]**

PROCESS:

Pursuant to the City’s review process, the Site Development Plan was provided to the appropriate City and County agencies to determine readiness to present to the Westminster Planning and Zoning 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 Planning and Zoning Commission shall approve, approve subject to conditions, or disapprove Site Development Plan S-22-0034.

RECOMMENDATION:

DCPD recommends that the Commission consider Conditional Approval of the proposed Site Development Plan S-22-0034, The Knox Property, with the following conditions of approval:

1. Address all outstanding City and County comments prior to submission of signature set mylars.
2. Address all outstanding Historic District Commission’s comments regarding the elevations.

DRAFT MOTIONS FOR SITE DEVELOPMENT PLAN S-22-0034

1. I move that the Planning and Zoning Commission conditionally approve Site Development Plan S-22-0034, The Knox Property, pursuant to City of Westminster Zoning Ordinance Article XXV and based on the August 21, 2025, S-22-0034 Staff Report and conditions of approval.

OR

2. I move that the Planning and Zoning Commission deny Site Development Plan S-22-0034.

OR

3. I move an alternate motion.