



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

Wednesday, December 17, 2025, at 6:00 p.m.

In-Person Meeting and broadcasted live on the City YouTube Channel

I. Call to Order

A meeting of the City of Westminster Planning and Zoning Commission was held, and broadcast live on the City YouTube Channel, on Wednesday, December 17, 2025, at 6:00 p.m.

Chair Tom Beyard, Vice Chair Lyndi McNulty, Commissioner Kevin Beaver; Commissioner Jay Voight and Councilmember Hoff, Ex Officio were present. Director of Community Planning and Development Mark Depo and Senior Planner Andrea Gerhard, and Attorney Elson were also present.

Guests: Mr. Bryan Eberle, President of Construction with Obrecht Properties, LLC
Mr. Tom Poss, President, Verdant Development Group

Chair Beyard opened the meeting at 6:00 p.m.

II. Approval of Meeting Summary – February 20, 2025

Chair Beyard requested a motion to approve the meeting summary of February 20, 2025. Commissioner Voight moved to approve the meeting summary of February 20, 2025. Vice Chair McNulty seconded the motion. The motion passed 5-0.

Approval of Meeting Summary – September 18, 2025 – Closed Meeting

Chair Beyard requested a motion to approve the Closed Meeting summary of September 18, 2025. Vice Chair McNulty moved to approve the Closed Meeting summary of September 18, 2025. Commissioner Beaver seconded the motion. The motion passed 5-0.

III. New Business

Item A: Site Development Plan S-25-0006, 404 Malcolm Drive Medical Center

Senior Planner Gerhard provided the staff report on Site Development Plan S-25-006, 404 Malcolm Drive Medical Center, noting that the applicant is requesting Site Development Plan approval to construct a 22,000 square foot medical center and a 12, 000 square foot building that will be used for either office space or a school/daycare at 404 Malcolm Drive. The Planning and Zoning Commissioners discussed the item at length. Senior Planner Gerhard

and Director of Community Planning and Development Depo responded to questions of clarifications given by the Commission on the item.

Mr. Bryan Eberle, President of Construction with Obrecht Properties, LLC, 9475 Deereco Road, Suite #200, Timonium, Maryland 21093, addressed the Planning and Zoning Commission in response to questions given by the Commission regarding the proposed project.

Motion: Councilmember Hoff, Ex Officio moved the City of Westminster Planning and Zoning Commission give conditional approval of the proposed Amended Site Plan S-25-0006, Malcolm Drive Medical Center with the following conditions of approval: (1) Provide a color-coded drawing that clearly depicts how the landscaping requirements of the Landscape Manual are being met; (2) Amend the façade of both medical office buildings to be more in compliance with the Design Preference Manual and to work with the City of Westminster Community Planning and Development staff on this item regarding the elevations of the project prior to coming back to the Planning and Zoning Commission for final approval at a future meeting; and (3) Address all remaining outstanding City and County comments prior to submission of signature set mylars . Commissioner Voight seconded the motion. The motion passed 5-0.

Item B: Sign Permit No. 2008, Carroll County Board of Elections

Senior Planner Gerhard provided the staff report on Sign Permit No. 2008, Carroll County Board of Elections noting that the applicant is requesting Sign Permit Application Approval for a sign that is greater than 64 square feet and up to but not exceeding 125 square feet as a tenant sign for 1101 Business Parkway South.

Motion: Commissioner Voight moved the City of Westminster Planning and Zoning Commission approve Sign Permit Application No. 2008 to allow a building mounted sign of 72.75 square feet for 1135 Business Parkway South, Westminster, Maryland. Vice Chair Lyndi McNulty seconded the motion. There was no discussion. The motion passed 5-0.

IV. Old Business

Item C: Recommendation to Mayor and Common Council for Wakefield Valley Development Plan Amendment DP-24-01, Parcel W and Parcel X

Motion: Councilmember Hoff, Ex Officio moved the City of Westminster Planning and Zoning Commission amend Westminster Planning and Zoning Commission Report and Recommendation regarding Wakefield Valley Development Plan Amendment DP-24-01, Parcels W and X (Revised) dated December 20, 2024 on Page 8 regarding the FINDING: The Planning Commission finds that the thirty-five (35) lots proposed are acceptable and in support of its finding states: with an amendment to (b) to read as follows: Other uses have been proposed for the Property that have not proven acceptable. Commissioner Voight seconded the motion. The motion passed 5-0.

Director of Community Planning and Development Depo provided the staff report on the recommendation to Mayor and Common Council for Wakefield Valley Development Plan Amendment DP-24-01, Parcel W and Parcel X, noting the amendment to Wakefield Valley Development Plan (the “2025 Development Plan”) to add 35 new density rights to Parcel W to construct 35 single-family detached dwelling units and dedicate Parcel X to Carroll Lutheran Village for open space. The Commission discussed the item at length.

Motion: Vice Chair McNulty moved that the City of Westminster Planning and Zoning Commission forward the Commission’s amended recommendation for DP-24-01 to the City of Westminster Mayor and Common Council. Commissioner Voight seconded the motion. The motion passed 5-0.

Item D: Work Session on Zonal Map Amendment ZMA 24-01, The Willows

Director of Community Planning and Development Depo provided an update on Zonal Map Amendment reclassifying certain real property from the R-7,500 Residential Zone to the Planned Development-9Zone. The Subject properties are identified by the State Department of Assessments and Taxation (SDAT) as #07-020430, #07-114443, #07-033338, #07-011490, #07-011482, #07-032471, #07-032455, and #07-044429 and located off and east of Pennsylvania Avenue and north of Sullivan Avenue. The applicant is proposing to construct 20 two-over-two dwellings for a total of 40 dwelling units. The Commission were provided with several building architectural elevation options, including updated rendering and photos of similar projects, by the Applicant. The Commission discussed the architectural elevations options at length. Senior Planner Gerhard and Director of Community Planning and Development Depo responded to question and provided clarification on the project and highlighted issues and noted concerns of the Department of Community Planning and Development. Mr. Tom Poss, representing the project, addressed the Commission’s comments and concerns about the proposed project. Director of Community Planning and Development Depo provided closing remarks on the item and the proposed next steps for the Planning and Zoning Commission.

Carroll County Liaison Report

Carlisle Fillat with Carroll County Planning Department was unable to attend the meeting. Ms. Fillat submitted information to the Commission regarding upcoming Carroll County projects.

V. Planning Commission Comments

The Commission discussed the January 2026 Planning and Zoning Commission next meeting. The Commission agreed to hold the meeting on Thursday, January 22, 2026, at 6:00 p.m.

VI. Adjournment

Motion: Chair Beyard requested a motion to adjourn the meeting. Commissioner Voight moved to adjourn the City of Westminster Planning and Zoning Meeting of December 17, 2025. Commissioner Beaver seconded the motion. The motion passed 5-0.

The meeting adjourned at 7:43 p.m.

Mr. Tom Beyard, Chair
City of Westminster Planning and Zoning Commission

Official Recordings of the City of Westminster Planning and Zoning Commission are available for viewing in their entirety on the City's YouTube channel.

Adopted by the City of Westminster Planning and Zoning Commission on _____.