



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

**Thursday, January 22, 2026, 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 Thursday, January 22, 2026, at 6:00 p.m.

Chair Tom Beyard, Vice Chair Lyndi McNulty, Commissioner Kevin Beaver; Commissioner Jay Voight, and Alternate Commissioner Tiombe Paige were present. Director of Community Planning and Development Mark Depo, Senior Planner Andrea Gerhard, Attorney Meredith McKinnion, and Doug Barber, City Clerk were also present. Councilmember Dan Hoff, Ex Officio, was absent.

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

**II. New Business**

**Item A: Public Hearing for Adoption of City of Westminster Chapter to the Water Resources Element Approval of Meeting Summary – February 20, 2025**

Chair Beyard opened the Public Hearing at 6:02 p.m. Senior Planner Gerhard provided the staff report on the adoption of the City of Westminster Chapter to the Water Resources Element. Senior Planner Gerhard responded to questions of clarification given by the Commission.

There was no one wishing to address the Planning and Zoning Commission.

Chair Beyard closed the Public Hearing at 6:07 p.m.

**Motion:** Commissioner Voight moved the City of Westminster Planning and Zoning Commission to provide the City of Westminster with a positive recommendation to adopt the City of Westminster Chapter to the Water Resources Element. Commissioner Beaver seconded the motion. There was no discussion. The motion passed, 5-0.

**Item B: Site Development Plan S-24-0031, William Winchester Elementary School Addition**

Senior Planner Gerhard provided the staff report on Site Development Plan S-24-0031, William Winchester Elementary School Addition, noting that the applicant is requesting Site Development Plan approval to construct a 1,9,55 square foot Pre-Kindergarten classroom

addition onto the existing elementary school at 60 and 70 Monroe Street, Westminster, Maryland 21157. Senior Planner Gerhard and Director of Community Planning and Development Depo responded to questions of clarifications given by the Commission on the item.

Mr. Jim Marks with the Carroll County Board of Education, addressed the Planning and Zoning Commission in response to questions given by the Commission regarding the proposed project.

**Motion:** Commissioner Voight moved the City of Westminster Planning and Zoning Commission to approve the conditional approval of Site Development Plan S-24-0031, William Winchester Elementary School addition, with the following conditions of approval: Address all outstanding City and County comments prior to submission of signature set mylars. Vice Chair McNulty seconded the motion. There was no discussion. The motion passed, 5-0.

### **Item C: Site Development Plan S-24-0032, Westminster Elementary School Addition**

Senior Planner Gerhard provided the staff report on Site Development Plan S-24-0032, Westminster Elementary School Addition, noting that the applicant is requesting Site Development Plan approval to construct two additions for a Pre-Kindergarten and Instrumental Music classroom addition into the existing elementary school totaling 3,333 square feet at 811 Uniontown Road, Westminster Maryland. Senior Planner Gerhard and Director of Community Planning and Development Depo responded to questions of clarifications given by the Commission on the item.

Mr. Jim Marks with the Carroll County Board of Education, addressed the Planning and Zoning Commission in response to questions given by the Commission regarding the proposed project.

**Motion:** Commissioner Beaver moved the City of Westminster Planning and Zoning Commission to approve the conditional approval of Site Development Plan S-24-0032, Westminster Elementary School addition, with the following conditions of approval: Address all outstanding City and County comments prior to submission of signature set mylars. Commissioner Voight seconded the motion. There was no discussion. The motion passed, 5-0.

### **III. Old Business**

There was no old business to discuss.

### **Carroll County Liaison Report**

Carlisle Fillat with Carroll County Planning Department was unable to attend the meeting. Ms. Fillat submitted information on upcoming projects in the Council for the Commission's information. There was no discussion.

**IV. Planning Commission Comments**

The February 2026 Planning and Zoning Commission will be held on Thursday, February 19, 2026, at 6:00 p.m.

**V. 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 January 22, 2026. Commissioner Beaver seconded the motion. The motion passed 5-0.

The meeting adjourned at 6:23 p.m.

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

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