



To: Westminster Planning and Zoning Commission

From: Andrea Gerhard, Comprehensive Planner

cc: Mark A. Depo, Director of Community Planning and Development

Meeting Date: February 19, 2025

Subject: **2025 City of Westminster Planning Annual Reporting Information**

### **BACKGROUND**

Pursuant to the Annotated Code of Maryland, Land Use Article, Section 1-207, “*On or before July 1 of each year, a planning commission [City of Westminster Planning and Zoning Commission] shall prepare, adopt, and file an annual report for the previous calendar year with the legislative body.*” [Attachment 1] The Department of Community Planning and Development (DCPD) has compiled the State-required 2025 Annual Reporting information into the draft 2025 City of Westminster Planning Annual Reporting Information. The draft 2025 City of Westminster Planning Annual Reporting Information follows a three-step review process:

- Step 1: The draft 2025 City of Westminster Planning Annual Reporting Information is introduced to the City of Westminster Planning and Zoning Commission (Commission) and provided to the Carroll County Department of Planning. *(February 19, 2026 Planning and Zoning Commission Meeting)*
- Step 2: Carroll County Department of Planning coordinates, collects, combines, and formats the annual reporting information from the County, the City of Westminster, and the other seven Carroll County municipalities into the draft Carroll County Planning Annual Report (Annual Report) and presents the draft Annual Report to the Commission for review, comments, and corrections.
- Step 3: Carroll County Department of Planning presents the corrected and updated Annual Report to the Commission for review and approval.

If the Commission approves the Annual Report, the Commission Chair will subsequently sign a letter acknowledging Commission approval, which will be included in the final Annual Report along with the other seven municipal approval letters. Carroll County Department of Planning will then forward the Annual Report to the Maryland Department of Planning.

### **ATTACHMENTS**

1. 2025 City of Westminster Planning Annual Reporting Information
2. City of Westminster Planning and Zoning Commission Report Letter