



PLANNING AND ZONING COMMISSION MEETING SUMMARY

Thursday, May 14, 2020, at 7 PM

Virtual Meeting via Zoom and broadcasted live on the City Facebook Page
Westminster, Maryland 21157

A meeting of the Westminster Planning and Zoning Commission was held virtually via Zoom and broadcasted live on the City Facebook Page, on May 14, 2020, at 7 PM.

Chair Kevin Beaver, Vice-Chair Ross Albers, Commissioner Tom Herb, Commissioner Lyndi McNulty, and Councilmember Ben Yingling were present. City staff members Mark Depo, Andrea Gerhard, Andrew Gray, and Samantha Schlitzer were also present.

The following members of the public were present: Kevin Anderson, FT Burden, Brandon Schultz, Shannon Snow, and Mark Tsitlik.

Chair Beaver opened the meeting at 7:00 PM.

Chair Beaver requested a motion to approve the meeting summary from May 7, 2020. Councilmember Yingling motioned to approve the meeting summary. Vice-Chair Albers seconded. The motion passed 5-0.

Chair Beaver opened New Business Item A – Proposed Site Development Plan for West End Place Family Support Center. Ms. Gerhard provided background information and a brief overview of the staff report with a recommendation that the Commission consider approval pending approval of the requested modifications and the applicant addressing all comments from City staff.

Commissioner McNulty commented that while the property improvements will upgrade the area, there are still parking concerns to be addressed.

Councilmember Yingling added that the landscape modification requests are to accommodate parking and are reasonable.

Chair Beaver recognized Mr. FT Burden to comment on the work of Family and Children's Services (FCS). Mr. Burden stated that he reached out to neighbors and FCS set up a formal agreement with the Union Street United Methodist Church to share its parking lot. With staggered shifts in its 24-hour operations, FCS does not anticipate needing all parking spaces at once.

Commissioner Herb moved to approve the proposed site development plan with the following conditions: address all outstanding comments; and, obtain all required approvals for the three requested modifications to the Landscape Manual and the requested Administrative Adjustment to parking, as outlined in the May 14, 2020 Planning and Zoning Commission Site Development Plan S-19-0034 Staff Report. Commissioner McNulty seconded. The motion passed 5-0.

Chair Beaver opened New Business Item B – Carroll County Liaison Report. Mr. Cody Spaid, County Comprehensive Planner, stated that due to the COVID-19 pandemic, most County employees are still working regular hours from home.

Chair Beaver opened New Business Item C – Planning and Zoning Commission Elections. Mr. Gray provided background information and a brief overview of the staff report with a request that the Planning and Zoning Commission elect from its members a Chair and Vice-Chair to serve a term of one year.

Councilmember Yingling nominated Vice-Chair Albers to the position of Chair. Commissioner McNulty seconded. The motion passed 4-0 with 1 abstention from Vice-Chair Albers.

Commissioner McNulty nominated Commissioner Herb to the position of Vice-Chair. Councilmember Yingling seconded. The motion passed 4-0 with 1 abstention from Commissioner Herb.

Chair Beaver opened Planning Commission and Public Comments.

Mr. Gray reported from the Carroll County Complete Count Committee, that the self-response phase deadline of the US Census has been extended from July 31, 2020 to October 31, 2020 due to COVID-19. The Census data submission deadline to the President of the United States has also been extended from December 31, 2020 to April 30, 2021.

Councilmember Yingling asked why Mission BBQ had been removed from the meeting's agenda. Mr. Depo stated that staff had met with the applicant and is working with the Carroll County Health Department for the water allocation request. The request is awaiting approval from the Maryland Department of the Environment and Carroll County Health Department. The applicant asked to be on the June meeting for final approval.

Vice-Chair Albers thanked Chair Beaver for his leadership to the Commission.

Councilmember Yingling moved to adjourn. Vice-Chair Albers seconded. The Commission adjourned at 7:31 PM.