



## **PLANNING AND ZONING COMMISSION MEETING SUMMARY**

**Thursday, September 10, 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 September 10, 2020, at 7 PM.

Chair Ross Albers, Commissioner Kevin Beaver, Commissioner Lyndi McNulty, and Commissioner Tiombe Paige were present. City staff members Mark Depo, Andrea Gerhard, Andrew Gray, and Samantha Schlitzer were also present. County Comprehensive Planner Cody Spaid was also in attendance.

The following members of the public were present: Kelly Miller, Nick Driban, Jeff Bainbridge, and John Neff.

Chair Albers opened the meeting at 7:10 PM.

Chair Albers requested a motion to approve the meeting summary from August 27, 2020. Commissioner Beaver motioned to approve the meeting summary. Commissioner Paige seconded. The motion passed 3-0.

Chair Albers opened New Business Item A – 2019 Planning Annual Report. Mr. Gray stated that the Commission need only review the chapters for Westminster and provide feedback to staff by September 24. The Report would then be presented at the October 8 meeting for approval and then sent to the Carroll County Department of Planning. Mr. Gray provided a staff request that the Planning and Zoning Commission members review and provide any feedback that they may have regarding the Annual Report before September 24, 2020. Chair Albers asked that City staff send a reminder email to the Commission prior to the deadline to be sure everyone submits their comments.

Commissioner McNulty joined the meeting at 7:15pm.

Chair Albers opened New Business Item B – Site Development Plan S-18-0012, Royal Farms Store #323. Ms. Gerhard provided background information, including variances that were granted for landscaping and off-street parking. Staff presented concerns about the lack of trees and landscape buffer along Route 97, as well as the lighting from the signs having a negative impact on the residential neighborhood across Route 97. In addition, Staff reiterated the concerns that were shared at the August 13, 2020 Planning and Zoning Meeting regarding the ultimate right-of-way of Route 97 and the rational nexus for such right-of-

way. Staff recommends that the Commission approve the proposed site development plan S-18-0012, with the following conditions:

1. The Amended Development Plan for Carroll County Commerce Center obtain approval by Mayor and Common Council. This may also include the need to depict the required right-of-way to accomplish the 110 feet ultimate right-of-way for MD 97 consistent with the City of Westminster's Comprehensive Plan, Zoning Ordinance, State Highway Administration's June 2011 Concept Design, and Report.
2. The Site Development Plan shall be consistent with the Amended Development Plan for Carroll County Commerce Center.
3. Address any outstanding comments.

Chair Albers recognized Ms. Miller, representative on behalf of the applicant, to provide more information on the site development plan and address staff concerns.

Chair Albers asked for an explanation about the landscaping issues. Ms. Miller noted that the 30-foot required landscape buffer is noted on the site development plan. Mr. Depo responded that the stormwater management facilities are included in the noted buffer and landscaping cannot be included in that area. Ms. Miller stated that landscape plantings are not disallowed from being included within stormwater management facilities and additional plantings are included elsewhere on the property. She added that the Westminster Board of Zoning Appeals had also already approved the variances, given that the grading difference provides an adequate buffer.

Chair Albers asked if the Site Development Plan was consistent with the Carroll County Commerce Center Development Plan. Ms. Miller stated that if the Mayor and Common Council were to approve the widening of Route 97, then the Site Development Plan would need to be revised.

Ms. Miller also addressed the light pollution from the signage by stating that there is a 0-candlefoot beyond the property line, and the signs will use LED lights to prevent additional light pollution. Mr. Depo voiced his concern about the lighting for such use as well as the reflection of such lighting from the ground creating a glow from the proposed use and how the landscaping buffer will not adequately screen the surrounding residential properties. Ms. Miller noted that the photometric plan does not take landscaping buffers into account.

Ms. Miller reiterated that all other agencies have approved the Site Development Plan as presented. However, if the Mayor and Common Council request any changes to the development plan, then the site plan will be amended.

Chair Albers moved to approve Site Development Plan S-18-0012 subject to maintaining consistency with the Carroll County Commerce Center Development Plan. Commissioner McNulty seconded the motion. The motion passed 4-0.

Chair Albers opened New Business Item C – Carroll County Liaison Report. Mr. Cody Spaid reported that the County is reviewing the fall amendment of the Water and Sewer Master Plan.

Chair Albers opened Planning Commission and Public Comments.

Ms. Gerhard stated that the Spring 2020 amendments to the Westminster portion of the Water and Sewer Master Plan were approved and adopted.

Mr. Gray reminded everyone to complete the 2020 United State Census as soon as possible so that Federal funding could be properly allocated to the community.

Chair Albers moved to adjourn the meeting. The Commission adjourned at 7:55 PM.