



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

**Thursday, June 13, 2019, at 7 PM
City Hall, 1838 Emerald Hill Lane**

A meeting of the Westminster Planning and Zoning Commission was held at City Hall, 1838 Emerald Hill Lane in Westminster, Maryland 21157, on June 13, 2019, at 7 PM.

Chair Kevin Beaver, Commissioner Tom Herb, Commissioner Tiombe Paige, and Councilmember Ben Yingling were present. City staff members Andrew Gray, Bill Mackey, and Samantha Schlitzer were also present.

No members of the public signed in.

Chair Beaver opened the meeting at 7:07 PM.

Chair Beaver requested a motion to approve the meeting summary from May 9, 2019. Councilmember Yingling made a motion to approve the meeting summary. Commissioner Herb seconded the motion. The motion passed.

Commissioner Herb opened Old Business Item A – Revised Landscape Plan for Fairlawn Tool in Westminster Technology Park. Mr. Gray provided the Commission with background information and a brief overview of the staff report. Mr. Mackey added that the images requested by the Commission were attached for reference.

Mr. Jeff Zigler of CLSI, summarized and described the new landscape design and provided a history of the changes, including those made to the Stormwater Management facility requirements per Carroll County.

Councilmember Yingling inquired if the proposal conforms to the City's Landscape Manual. Mr. Zigler replied that although the number of existing plantings was reduced from the original design, the total number remains higher than the minimum required by the Landscape Manual.

Chair Beaver asked if the trees along Route 97 would grow tall enough to interfere with the existing utility lines. Mr. Zigler was uncertain of those specific tree species, stating it would take many years before they would become problematic. Chair Beaver reiterated his concern about future pruning efforts required to clear the utility lines. Mr. Mackey added that BGE would review the plans before they were approved.

Councilmember Yingling motioned to approve the Revised Landscape Plan for Fairlawn Tool in Westminster Technology Park. Commissioner Herb seconded the motion. The motion passed.

Mr. Mackey explained that remaining items on the agenda were being revisited since time allowed for the Commission to review them. He also reported on Ms. Bobbi Moser's absence from the meeting and requested the Carroll County Liaison Report be deferred as a result. Chair Beaver approved the request.

Chair Beaver opened Old Business Item B – Proposed Ordinance No. 875 relating to Solar and Wind Energy Facilities. Mr. Mackey provided background information and a brief overview of the staff report, citing that the Commission was being asked to approve height limits, screening, quantity, and acceptable size limitations for such facilities. He added that Ms. Moser had planned to present the current County guidelines. Therefore, he requested any motions be held until Ms. Moser could provide those additional details.

Chair Beaver expressed his concern about making qualitative decisions without knowledge of the industry, so as to not place undue burden and restrictions on residents and businesses. Commissioner Herb agreed.

Councilmember Yingling suggested having standardized language included, with the option of a case-by-case review and consideration for approval.

Commissioner Herb asked what happens with current applications for such facilities. Mr. Mackey replied that there is no language in the Code to allow such facilities, and only flush-mounted solar panels are approved by long-standing City policy. Commissioner Herb requested involving local Homeowners' Associations for community education and outreach before any revisions were made. Commissioner Herb added taking noise levels into consideration as well.

Chair Beaver requested that City staff list different options for each item under consideration, so that the Commission could easily compare and discuss them.

Chair Beaver recognized Boy Scout Troop 380 in attendance for their Communication and Citizenship in the Community badges.

Chair Beaver opened Old Business Item C – Proposed Rules and Regulations for Planning and Zoning Commission. Mr. Mackey provided background information and a brief overview of the staff report.

Chair Beaver asked if the Rules and Regulations should continue to include language regarding an alternate member, since an ordinance was passed addressing such. He suggested revising the language to clarify that the alternate member is only required to vote in cases of abstention or absence, and language from the Code should be reflected and retained as reference.

Councilmember Yingling inquired if the ex officio member was able to vote on all items. Mr. Mackey replied that ex officio members are full voting members.

Chair Beaver requested that City staff prepare a final draft with the proposed language revisions to present at the next meeting for adoption.

Chair Beaver opened Information Item V – BZA Case No. 19-05. Mr. Mackey explained that Mr. Gray currently provides the Planning and Zoning Commission with notice of items scheduled for review by the Westminster Board of Zoning Appeals. The City Code provides that for special exceptions *only* the Commission may choose

to have input, if the Commission desires. In order to provide for an efficient review process before the Board of Zoning Appeals, special exceptions are not being formally referred by the Board to the Commission, since this could potentially extend the special exception review process for applicants by two months. Additionally, any special exception that would involve changes requiring a site plan for its implementation would have to be presented before the Commission anyway, as part of regular site plan review process required by Code.

Mr. Gray reported that BZA Case No. 19-03 for the 7-11 Gas Station was approved, and the proposed site plan would be coming to the Planning and Zoning Commission for its review and approval under the required site plan review process in the City Code. Mr. Gray reported that BZA Case No. 19-02 for signage at Wawa was approved, and a sign permit will be coming to the Planning and Zoning Commission for review and approval.

Chair Beaver opened the floor to Planning Commission and Public Comments. Commissioner Herb inquired of the progress on the Love & Whiskey boutique project at 118 West Main Street. Mr. Mackey reported that a demolition permit is the next step.

Councilmember Yingling moved to adjourn. Commissioner Herb seconded. The Commission was adjourned at 8:28 PM.