



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

**Thursday, February 16, 2023, at 7:00 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 at City Hall, 1838 Emerald Hill Lane in Westminster, Maryland 21157, and broadcast live on the City YouTube Channel, on February 16, 2023, at 7:00 p.m.

Acting Chair Kevin Beaver, Commissioner Lyndi McNulty and Commissioner Tom Beyard were present. City Director of Community Planning and Development Mark Depo, City Planner Andrea Gerhard, Leanne Champney, and Attorney Ruff, were also present. Councilmember Hoff and Commission Tyler Codd were absent.

The following members of the public were present at the meeting: Price Wagoner, CCP.

Vice-Chair Beaver opened the meeting at 7:00 p.m.

**II. New Business**

**Item A: Election of Officers**

The Commission requested to wait until the full membership was in attendance and then they will address the Elections of Officers.

**Item B: Amended Site Development Plan S-20-27 (1221 Tech Court)**

Acting Chair Beaver opened New Business Item A – Amended Site Development Plan S-20-27 (1221 Tech Court). Ms. Gerhard provided the background information on the item. Ms. Gerhard noted that the applicant is requesting to amend the previously approved 1221 Tech Court Site Development Plan to include a 2-story 32,000 square foot addition (16,000 square foot footprint). Ms. Gerhard advised that there are two outstanding issues, as it relates to the Commissions review and approval as follows: the parking requirements for this addition have not been met and a Water and Sewer Allocation Application must be finalized. Ms. Gerhard noted that to address the additional parking spaces required that staff is recommending that the applicant continue to work with City staff regarding the required parking for the development or the applicant may request an Administrative Adjustment to reduce the required number of parking spaces. Ms. Gerhard responded to questions on the proposed Amended Site Development Plan S-20-27.

**Motion:** Commissioner McNulty, seconded by Commissioner Beyard, moved to approve to amend the previously approved 1221 Tech Court Site Development Plan to include a 2-story 32,000 square foot addition (16,000 square foot footprint) as provided by the applicant and outlined by the staff report on February 16, 2023. The motion passed 3-0.

**Item B: Carroll County Liaison Report**

Vice-Chair Beaver opened New Business Item B – Carroll County Liaison Report. Price Wagoner provided the background information on the item. Mr. Wagoner noted that the County is working on their Annual Report and the Water and Sewer Amendment both would be coming before the Commission in March. Mr. Wagoner, Mr. Depo and Ms. Gerhard responded to questions on the projects and the timelines for the projects given by the commissioners.

Ms. Gerhard will have Annual Report at the next Planning Zoning Commission meeting scheduled for March 16, 2023, with the required letter that must be signed at the meeting by the acting Chair of the Commission.

**III. Old Business**

Director Depo provided a brief update to the Commission of the following projects: Valvoline Project, and Westminster Station Phase II

**IV. Information Item**

Ms. Gerhard introduced Leanne Champney the City of Westminster's new Comprehensive Planner to the commission.

**V. Planning Commission and Public Comments**

There was no one wishing to address the commission or provide an comments.

**VI. Adjournment**

Acting Chair Beaver requested a motion to adjourn the meeting of February 16, 2023. Commissioner McNulty moved to adjourn the meeting of February 16, 2023. Commissioner Beyard seconded the motion. The motion passed 3-0.

Acting Chair Beaver adjourned the meeting at 7:23p.m.



\_\_\_\_\_  
Mr. Kevin Beaver, Acting Chair  
City of Westminster Planning and Zoning Commission

Official Recordings of the City of Westminster Planning and Zoning Commission are available for viewing in their entirety on the City's YouTube channel.

Adopted by the City of Westminster Planning and Zoning Commission on March 16, 2023.