



**BOARD OF ZONING APPEALS
SPECIAL WORK SESSION MEETING SUMMARY**

Wednesday, March 17, 2021, at 6 PM

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

A special work session meeting of the Westminster Board of Zoning Appeals was held virtually via Zoom and broadcasted live on the City Facebook Page, on March 17, 2021, at 6 PM.

Chair Ed Cramer, Vice-Chair Larry Berent, Board Member Brenda Frazier, and Alternate Board Member Dan Hoff were present. Also, in attendance were Board Attorney Karen Ruff, and City staff members Mark Depo, Andrea Gerhard, and Andrew Gray.

At 6:00 PM, Chair Cramer called the meeting to order.

Chair Cramer reviewed the meeting summary from the February 2, 2021 meeting. He requested a correction on page 3 to reflect Section number 164-161. Vice-Chair Berent motioned to approve the meeting summary with the requested change. Board Member Frazier seconded; the motion passed 4-0.

Mr. Gray briefed the Board on the current application processes and the basics on Planning and Zoning.

Board Attorney Ruff then briefed the Board on processes and standards of practice utilized throughout the State of Maryland, for the education of the Board.

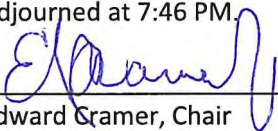
Board Member Hoff asked Ms. Ruff to expound on the necessity of recusal.

Ms. Ruff reviewed the roles and responsibilities of the Board.

Board Member Hoff asked for clarification of the setback requirements related to replacement of existing structures.

The Board discussed processes for notifying the public of decisions made.

Chair Cramer made a motion to adjourn the meeting. The Board adjourned at 7:46 PM.



Edward Cramer, Chair
Westminster Board of Zoning Appeals