



PLANNING AND ZONING COMMISSION MEETING SUMMARY

Thursday, June 11, 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 June 11, 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: Alan Hamm, Kelly Miller, Jen Bass, Andrew Stine, Bill Kraus, Darrin Gray, Roger Sullivan, Bob Pollokoff, Andrew Graham, Eugene Dvorchak, Courtney Wendal, and Laverna Olkowski.

Chair Albers opened the meeting at 7:00 PM. He stated that all questions and comments can be emailed to Planning@westgov.com.

Chair Albers requested a motion to approve the meeting summary from May 14, 2020. Commissioner McNulty motioned to approve the meeting summary. Commissioner Beaver seconded. The motion passed 4-0.

Chair Albers opened New Business Item A – Proposed Site Development Plan for Westminster Mission BBQ. Mr. Gray provided background information and a brief overview of the staff report including a proposed modification request to the 2016 Development Design Preferences Manual. He also reviewed the water allocation information and the requested changes based on usage estimates provided by the applicant. Staff recommended the Commission consider approval of the proposed site development plan S-19-0015, subject to the following conditions of approval: 1. obtain final Stormwater Management approval from Carroll County Government; 2. obtain Commission approval for one requested modification to the 2016 Development Design Preferences Manual to allow lighting levels to exceed 1.0 footcandle in brightness across all four-property lines, as depicted on Site Development Plan S-19-0015 presented to the Planning and Zoning Commission; 3. include the color building elevations, as presented and approved by the Planning and Zoning Commission, as part of the Site Development Plan S-19-0015 plan set; and, 4. revise Site Development Plan S-19-0015 to reflect 3,250 GPD of estimated water usage.

Chair Albers recognized Ms. Kelly Miller, on behalf of Shaffer and Shaffer, who was present to answer any

questions. She explained that the applicant was in the process of getting approval for the amended utility plan and has revised its water requirements per conversation with City staff. The modification request to the lighting is to improve site security, but it can be amended to accommodate the Commission's recommendations.

Commissioner Beaver motioned to approve the Site Development Plan S-19-0015 based on the Staff Report and subject to the Conditions of Approval provided. Commissioner McNulty seconded the motion. The motion passed 4-0.

Chair Albers opened New Business Item B – Proposed Signage for Big Lots, Case No. 1765 for Property at 551 Jermor Lane, with SDAT No. 07-063261. Mr. Gray provided background information and a brief overview of the staff report including the staff recommendation that the Commission consider approval of the proposed 119.8 square foot wall mounted sign for Big Lots.

Commissioner McNulty moved to approve the proposed signage for Big Lots. Commissioner Paige seconded the motion. The motion passed 4-0.

Chair Albers opened New Business Item C – Proposed Site Development Plan for 7-Eleven Store #24347. Ms. Gerhard provided background information and a brief overview of the staff report, including requested modifications to the Landscape Manual and 2016 Development Design Preferences Manual requirements. Staff recommends the Commission consider Conditional Approval of the proposed site development plan with the following conditions: 1. address all outstanding comments; 2. obtain approval for all signs proposed for this project; and, 3. obtain all required approvals for the two requested modifications to the Landscape Manual as outlined in the June 11, 2020 Planning and Zoning Commission Site Development Plan S-19-0007 Staff Report.

Chair Albers recognized Mr. Andrew Stine, on behalf of Bohler Engineering, and asked if the applicant had any problems meeting the conditional requirements. Mr. Stine stated that the applicant is requesting approval for the 20-foot tall monument-style sign at the corner of Baltimore Boulevard and North Center Street. Chair Albers asked for clarification if the sign complied with the 2016 Development Design Preferences. Ms. Gerhard stated that City staff recommended a 12.5-foot height restriction on the monument-style sign to comply with the 2016 Development Design Preferences Manual.

Commissioner Beaver asked how the former sign compares to the proposed new sign. Ms. Jen Bass, on behalf of Bohler Engineering, stated that the current sign is pole-mounted, and the proposed new sign matches the building façade and follows the 2016 Development Design Preferences Manual by being monument style. The applicant mentioned a second monument sign. Mr. Gray mentioned only one was allowed for the property pursuant to Section 164-121 A. (3) of the City Zoning Ordinance.

Mr. Depo added that the sign application must be amended to include the gas price information and also lower in height. Commissioner McNulty agreed with staff.

Ms. Bass stated that the sign can be redesigned to clear the lower area for better driver visibility, but the applicant would still like to keep the 20-foot height.

Commissioner Beaver requested the applicant provide photo comparisons of the existing sign to the proposed sign for consideration of approval at a future meeting. He then made a motion to approve the proposed site development plan with the conditions outlined in the staff memo, excluding any signage

not on the building façade. Commissioner McNulty seconded the motion. The motion passed 4-0.

Chair Albers opened New Business Item D – Carroll County Liaison Report. Mr. Cody Spaid reported that the County has begun its comprehensive rezoning process, which included four properties in the Westminster area.

Chair Albers opened Planning Commission and Public Comments.

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

Commissioner Albers moved to adjourn. Commissioner Paige seconded. The Commission adjourned at 8:15 PM.