



PLANNING AND ZONING COMMISSION MEETING SUMMARY

Thursday, July 15, 2021, 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 July 15, 2021, at 7 PM.

Chair Ross Albers, Vice-Chair Kevin Beaver Commissioner Lyndi McNulty, Commissioner Tyler Codd, Commissioner Tiombe Paige, and Councilmember Dan Hoff were present. City staff members Mark Depo and Andrew Gray were also present. County Planning Technician Hannah Weber and Abigail Rogers were also in attendance.

The following members of the public were present: Randy Petkus, Forest Howell, and Gayle Howell.

Chair Albers opened the meeting at 7:00 PM.

Chair Albers requested a motion to approve the meeting summary from June 10, 2021. Vice Chair Beaver motioned to approve the meeting summary. Commissioner McNulty seconded. The motion passed 5-0.

Chair Albers opened New Business Item A – Proposed Site Development Plan S-19-0002, Runway Self Storage. Mr. Gray provided background information on the item, stating that the Applicant is requesting Site Development Plan Approval for six self-service storage facility buildings, which total 425 individual storage units, and landscaping.

Staff recommended that the Commission consider Conditional Approval of the proposed site development plan with the following conditions: 1. Address all outstanding City and County comments prior to submission of signature set mylars; and, 2. Carroll County Commissioners submit a Final plat to be reviewed and approved by the Planning and Zoning Commission for the subdivision of Lot 2A as depicted on the Plat for Meadowbranch Industrial Park 2.

Mr. Gray asked Mr. Petkus about the wall signage location relative to the building façade. Mr. Petkus responded that one sign will be located along Buckshot Road. Mr. Howell added that another sign will be located on the tower of Building A.

Chair Albers asked the applicant to respond to the request of varied rooflines. Mr. Howell clarified that there are overhanging eaves as requested by the City. He stated that the roof is designed to slow the rain

runoff into the stormwater management facility. Due to the number of trees being planted, the roofline will be visually obstructed. The purpose of the tower is to draw attention to that end of the building where the business office will be located.

Councilmember Hoff asked for clarification that the standing seam roof had a visible pitch from north to south. Mr. Howell confirmed.

Commissioner McNulty was of the opinion that the building was designed with modern standards and approved of the design.

With no objection, the Commission agreed that the Applicant could continue with the current building design with regard to the rooflines.

Chair Albers asked the applicant to respond to the request to connect pedestrian access to the new public sidewalk along Buckshot Road. Mr. Howell stated that the County provided a letter affirming that the site was ADA-compliant. The facility is located within an industrial park, and, for safety of his clients, he does not want to encourage the public to walk through the facility along a sidewalk. The requested sidewalk also interrupts planned landscaping.

Commissioner Hoff clarified that staff was asking for the sidewalk adjacent to the office to continue and connect to the sidewalk running perpendicular along Buckshot Drive. Mr. Petkus replied that there is a bioretention basin at the end of the sidewalk. He added that the only sidewalk on the site plan was located in front of the office.

Commissioner Beaver asked about the future purpose of the common driveway off of Buckshot Road. Mr. Gray stated that there are two additional lots along the driveway that are available for future development. Commissioner Beaver asked if the other lots would be required to add sidewalks along the driveway as well. Councilmember Hoff stated that additional sidewalk along the private drive was not necessary since it was an industrial area. Mr. Depo added that most of the area was outside of the easement and cannot be developed with structures.

Chair Albers asked about the signage request. Mr. Howell stated that he is in the process of having the signage redesigned and will resubmit the information to City staff. Mr. Depo stated that the item was included as an informational item, so the Commission was aware it was not approving illegal signage.

Vice-Chair McNulty moved to approve Site Development Plan S-19-0002 based on the Staff Report and without the requested sidewalk and changes to the roofline. Commissioner Beaver seconded; the motion passed 5-0.

Mr. Depo stated that the next three items before the Commission were special exceptions before the Board of Zoning Appeals (BZA). The new BZA Attorney stated that pursuant to Section 164-166F. of the City Zoning Ordinance (Zoning Ordinance), *"The Board shall refer all petitions for special exceptions to the Commission for its report and recommendation. Thereafter, the Commission may, in its discretion, issue a report and recommendation."*

Chair Albers asked the length of time that had passed between the BZA hearing and the items coming before the Commission. Mr. Depo stated that the first two cases had already been advertised, but the applications had to come back to the BZA in August regardless, and the third was advertised the first time

for August. Therefore, there is no loss of time. Councilmember Hoff stated that although the process appeared unnecessary, it was currently a requirement of the Zoning Ordinance. A Zoning Text Amendment was set for discussion with the Economic and Community Development Committee at its next meeting.

Chair Albers motioned that the Commission make no recommendation to the Board of Zoning Appeals related to New Business Item B – Case No. 21-04. Vice-Chair McNulty seconded. The motion passed 5-0.

Chair Albers motioned that the Commission make no recommendation to the Board of Zoning Appeals related to New Business Item C – Case No. 21-05. Vice-Chair McNulty seconded. The motion passed 5-0.

Chair Albers motioned that the Commission make no recommendation to the Board of Zoning Appeals related to New Business Item D – Case No. 21-06. Vice-Chair McNulty seconded. The motion passed 5-0.

Chair Albers opened New Business Item E – County Liaison Report. Ms. Weber introduced Abigail Rogers, assisting Ms. Weber and serving as another point of contact for City staff. She reported that Residential text amendments are still being reviewed. And, finally, the Fall Water and Sewer Amendment application deadline is September 3.

Chair Albers opened Planning Commission and Public Comments. Commissioner Beaver asked for clarification if there were any public comments received regarding the Royal Farms project. Mr. Depo stated that the developer was able to significantly reduce the amount of disturbance and demonstrate that the area was necessary for vehicle access. Staff signed off on the revised plan.

Mr. Gray stated that the City recently partnered with the Towson University Department of Geography and Environmental Planning and, using a grant from AmericaView, flew a drone over downtown to more accurately measure normalized difference vegetation index, land surface temperature, and surface elevation between McDaniel College and Washington Road. The information will be used to update the City Tree Plan maps that the Tree Commission will send to the Mayor and Common Council for review and/or approval.

Commissioner Beaver moved to adjourn the meeting. Vice-Chair McNulty seconded. The Commission adjourned at 7:55 PM.