

NORTH EAST PLANNING COMMISSION
North East Town Hall Meeting Room
106 South Main Street, North East, Maryland 21901
Tuesday, July 10, 2018
7:00 P.M.

Chairman Mark Dobbins called the meeting to order at 7:01 P.M. Present included members Valerie Combs, Michael Nair and Judy Duffy. Also present were Betsy Vennell, Director of Planning and Lisa Rhoades, Planning and Zoning Assistant. Also present on the Planning Commission's behalf were Chris Mink, P.E., CNA and Patricia Lemmerman, Landscape Architect. Commissioner Raymond Mitchell and Melissa Cook-Mac Kenzie, Town Administrator were absent from the meeting.

-MINUTES-

June 12, 2018

Ms. Duffy made a motion to approve the minutes, as presented. Mr. Nair seconded the motion and the motion was approved by all.

-OLD BUSINESS-

None.

-NEW BUSINESS-

Ridgely Forest Master Planned Community

Ridgely Forest Master Planned Community- Developer: WORF, LLC; Owner: 1PH PROPERTIES, LLC; 9616 Belair Road, Baltimore, Maryland. Tax Map 31; Parcels 1355, 235.

- a. Landscape Plan-Section 1 and Section 2
- b. Ridgely Forest Final Subdivision Plat for Section 1-35 lots for Single Family Detached homes.

Mrs. Vennell reported that the applicant requested to table these agenda items until the next Planning Commission Meeting.

North East Elementary School-Parking Lot Addition

North East Elementary School: Concept/Preliminary Site Plan and Landscape Plan for a proposed parking lot and student drop off/pick up area, fronting Thomas Avenue, North East, Maryland. Also found on Tax Map 401; Parcel 27. Zoning District: "R-1" Single Family Residential. Property Owner: Cecil County Board of Education.

Mr. Brian Morgan, Greenman-Pederson, Inc. and Mr. Perry Willis, Executive Director, Cecil County Board of Education came before the Planning Commission to present the Concept Plan for the proposed parking lot and student drop off / pickup area.

Approved
July 31, 2018

Mr. Morgan stated that they had obtained approval for a 15' foot setback variance from the North East Board of Appeals in May 2018 with the following conditions:

- 7-8 trees planted along Thomas Avenue
- Trees shall be trimmed 7 feet above grade
- Size of trees shall be 3-4" caliper

Mr. Morgan reported that the North East Elementary School has utilized the North East United Methodist Cemetery for vehicle stacking during student drop off / pick up. The school will no longer be permitted to use this property; therefore, there is a need for a new student drop off / pick up lane as well as additional parking.

Mr. Morgan presented a revised Concept Plan to the Planning Commission this evening and explained how the flow of traffic would enter the new parking lot addition and drop off / pick up lane and then exit the parking lot. In addition, the new parking lot will add 25 new parking spaces and two "Do Not Enter" signs posted where vehicles would be exiting the parking lot. Mr. Morgan stated that the new parking spaces will be utilized by faculty and staff which arrive before students and leave after students are dismissed. Mr. Nair inquired if the student drop off / pick up lane would be long enough to support the number of vehicles and then remarked on the confusion of having vehicles entering and exiting the parking lot at the same time. Mr. Willis stated the new lane will not be long enough; therefore, the overflow of vehicles will line up on Maryland Avenue. There will be a learning curve the first week of school, however, Mr. Willis and Mr. Morgan believed this was the best design for the additional parking and student drop off / pick up. Mr. Willis reported the school has a "back to school night" the end of August and prior to this, a newsletter will be sent out by the Principal which will include information about the new parking lot addition and drop off / pick up lane. In addition, there will be faculty outside during student drop off / pick up assisting with the process on a daily basis. Mr. Morgan added that students will be returning to school September 4, 2018 and they are hoping they will be able to have the parking lot installed prior to the start of school.

Ms. Duffy inquired about the change in grade along Thomas Avenue and the amount of impervious surface being added with the parking lot addition. Mr. Morgan reported that the grade change will be minimal and that the addition of impervious surface is less than 1/10th of an acre. In addition he added that porous concrete will be used for the parking spaces which will meet the environmental site design requirements. Mr. Morgan stated they are seeking Concept Plan approval from the North East Planning Commission conditioned upon Concept Stormwater and Erosion and Sediment Control approval from Cecil County Soil Conservation. Mr. Willis stated that the project will be presented at the Cecil County Public School Board Meeting on August 13, 2018 and they are hoping to be awarded the funds for the project by the board pending all of the Town and County approvals have been obtained.

Mr. Mink reviewed his comment letter for this project, dated July 5, 2018 (attached).

1. Show all proposed grading contours and spot elevations on the plan.

2. Show the full width of Thomas Avenue including right-of-way, curb locations, traffic flow arrows, sidewalk and striping.
3. Landscape/Forest Conservation Plan will be required prior to Final Site Plan approval. Show and label any trees on the plan to be removed.
4. Provide appropriate signature blocks for the Planning Commission Chairman, Planning Commission Secretary, Town Engineer and property owner.
5. Include Engineers, Surveyor, or Landscape Architects seal and signature.

Mr. Morgan provided a revised concept plan to show the Planning Commission that he has addressed items 1, 2, 3, 4 and 5.

6. The plan identifies the new parking stalls to be pervious concrete. Provide the County approval of the Stormwater Management. If the pervious concrete will be under-drained, per Stormwater Management requirements, show the size and location of the underdrain outfall.

Mr. Morgan responded by stating that the pervious concrete will not require an underdrain as the pervious concrete infiltration rate is 24 inches of water an hour.

7. Provide information on the Limits of Disturbance and County Erosion & Sediment Control Plan approval. Include notes describing the amount of increased impervious surface.

Mr. Morgan has sent the Erosion & Sediment Control Plans to Mr. Mink.

8. Denote any existing/proposed easements on the plan and label. The pervious concrete area is shown over top of County sewer lines to the school building, and immediately adjacent to the Town water lines serving the building.

Mr. Morgan indicated that there are no known existing easements. Mr. Mink stated that any damage to the utilities including the Towns waterline shall be the responsibility of the Cecil County Board of Education.

9. North East Fire Company and Fire Marshall Approvals are required prior to Site Plan approval.

Mr. Morgan responded that he provided the town with an email from the North East Fire Company indicating they approved the site layout.

10. If any new lighting is proposed, then a Lighting Plan is required prior to Final Site Plan Approval.

Mr. Morgan stated that no new lighting is proposed.

11. The plan notes two “Do Not Enter” signs. Are any other signs proposed? Provide all sign, location, sizes and types. Show and label all existing signage.

Mr. Morgan reported that the signs have been added as requested.

12. Show and label all sidewalks, handicap ramps, and crosswalks including required paint markings and signage.

Mr. Morgan responded that the site plan will show the above outlined items including an ADA handicap parking space.

13. Label existing entrance road widths. Label all structures, including utility vaults.

Since there is a drive isle being added, turning radius will need to be reviewed adding dimensions are important to show on plan.

14. Provide information regarding total parking required and provided. Show any required Handicap parking spaces along with the accessible route to the building. Show and label existing parking stalls.

Mr. Morgan stated the ratio for elementary school required parking is 1 space per 10 meeting areas or one per classroom. There are 48 required spaces and 67 parking spaces shall be provided. One ADA handicap parking space is being added and will have appropriate signage. The school currently has two ADA handicap parking spaces.

15. Provide information regarding Open Space requirements for the school property and if this parking area will affect those requirements.

The area in front of the parking lot shall not be considered Open Space.

16. Include survey benchmark information along with datum, and the source of the survey information.

Mr. Morgan will be adding this information on the Final Site Plan.

Mr. Nair inquired about the caliper of the proposed trees. Ms. Lemmerman, responded that it may be difficult to find the specified trees on the proposed Landscape Plan in a 3-4" caliper and she would not be opposed to substituting the proposed trees with Columnar oaks or Columnar maples.

Ms. Duffy made a motion to approve the Concept Site Plan for the North East Elementary School with the following conditions:

1. CNA comment letter dated July 5, 2018.
2. Agency approvals, as required.

Mr. Nair seconded the motion and the motion was approved by all.

-REPORTS-

Ridgely Forest Open Space Plan

Mr. Mink reported that Ridgely Forest Open Space Plan in addition to a Landscape and Lighting Plan may possibly be ready for the next Planning Commission meeting.

Approved
July 31, 2018

Chairman Dobbins inquired if WORF LLC is meeting their proposed schedule for approvals and construction. Mr. Mink responded that they are approximately 2 months behind schedule. Ms. Duffy inquired if the six existing townhomes which were being completed on Blackgum Drive were completed. Mrs. Vennell reported that they were completed, received their occupancy permits and are now for sale.

North East Commons

Mrs. Vennell reported that she and Mrs. Cook-Mackenzie met with a potential developer in March 2018 regarding a proposed 714,000 square foot cross dock facility to be located on subject property. The developer performed a cost analysis for the cross dock facility, pad sites and the State Highway improvements. The potential developer requested the property be established as an Enterprise Zone which would provide a tax break for approximately 10 years. The Mayor and Commissioners reviewed the financial aspects, and designated this property as an Enterprise Zone.

Gilpin Falls Shopping Center

Mrs. Vennell reported that the Town will be receiving a petition for annexation for a two acre piece of property adjacent to the corporate limit, across from Walmart.

-MISCELLANEOUS-

None.

-COMMENTS FROM THE PUBLIC-

None.

-NEXT MEETING-

The August Planning Commission meeting has been re-scheduled for July 31, 2018.

-ADJOURNMENT-

With no further business, Ms. Duffy made a motion to adjourn at 8:05 P.M. Mr. Nair second the motion and the motion was approved by all.

Respectfully submitted:

Lisa Rhoades
Planning and Zoning Assistant

Attest:

Mark Dobbins
Chairman