

**NORTH EAST PLANNING COMMISSION**  
North East Town Hall Meeting Room  
106 South Main Street, North East, Maryland 21901  
Monday, October 29, 2018  
7:00 P.M.

Chairman Mark Dobbins called the meeting to order at 7:13 P.M. Present included Commissioner Raymond Mitchell and members Valerie Combs and Judy Duffy. Also present were Chris Mink, Town Engineer, Melissa Cook-MacKenzie, Zoning Administrator, Betsy Vennell, Director of Planning and Zoning, and Lisa Rhoades, Planning and Zoning Assistant. Planning Commission member Michael Nair was absent from the meeting.

**-MINUTES-**

None.

**-OLD BUSINESS-**

None.

**-NEW BUSINESS-**

North East Commons: (Previously known as the Nazarene Camp) New name North East Gateway: Concept Site Plan for a 716,490 square foot cross dock facility fronting Route 272, North East, Maryland and a Concept Subdivision Plat, Acreage: 59.681. Owner: Rhine Properties LLC; c/o Caves Valley Partners; 1 Olympic Place, Towson, Maryland. Developer: Trammell Crow Company; 3819 Chestnut Street, Philadelphia, PA. Tax Map 25; Parcel 453, 591 and 272. Zoning District: Highway Commercial; Highway Commercial Overlay District

**North East Gateway: Concept Site Plan for crossdock facility.**

Amy DiPietro, MRA, Mike Wilson and Jeffrey Holcolm, Trammell Crow Company, Mark Keeley, Traffic Concepts, were present on behalf of the development. Ms. DiPietro presented the concept site plan for a 716,000 square foot multifunctional cross dock building. Ms. DiPietro explained that the existing Nazarene Camp Road would be re-routed. The trucks would enter the new re-routed road and move counter clockwise around the building. Trucks will have the ability to load or unload from both sides of the building. There are two proposed guard shack which the tenant may or may not choose to utilize.

Water: The developer is proposing to loop the water line around the entire building.

Stormwater Management: Ms. DiPietro reported that they have received Concept Stormwater Management Plan approval from the Cecil County Department of Public Works and Cecil County Soil Conservation.

SHA Route 272 Highway Project: Ms. DiPietro stated that the proposed State Highway plan on Route 272 includes widening Route 272 in front of the property. In addition, there will be a dedicated turning lane on Route 272, for traffic turning onto the new re-routed road. Ms. DiPietro reported that a traffic signal must be installed and operational before they would receive occupancy.

There was discussion regarding a portion of the existing Nazarene Camp Road. The following was determined:

1. A Deed from the Town of North East to Cecil County for this portion of Nazarene Camp Road may not be necessary since the Town had never obtained a deed for Nazarene Camp Road during the annexation. The deed may need to come from the owner of the subject property since the new Nazarene Camp Road is being re-located on what is now considered private property.
2. The Town maintenance trucks can turn around in the re-configured Nazarene Camp Road if they desire, as this is proposed as a public road.
3. Mr. Holcolm and Ms. DiPietro have confirmed that the onsite fencing shall be installed closely around the parking lot, building and stormwater management ponds and will be well out of the road right-of-way.
4. The Town of North East can plow snow along the new North East Gateway road and shall be permitted to “throw snow” into the road right-of-way as there will be ample room.

CNA Letter dated October 25, 2018 - Concept Site Plan

Ms. DiPietro reviewed the CNA letter for this project, dated October 25, 2018 (attached), however, she only addressed the items on the letter which she and the developers had comments on the following items:

#9. Signs: Ms. DiPietro will provide a Master Sign Plan when an end user has been chosen.

#10. “HCOD” Highway Corridor Overlay District: Ms. DiPietro stated that they are continuing to work on the Architectural Elements which will be presented to the Planning Commission for review. Mrs. Cook-Mackenzie suggested that this item becomes an agenda item for an upcoming Planning Commission meeting.

#15. Parking Requirements: Ms. DiPietro stated it is difficult to determine the exact required parking spaces until an end user is established. However, the proposed parking was based on industry standards. There are 352 parking spaces with a requirement of 1 parking space for every 2 employees. If the end user demands more parking spaces some of the tractor trailer parking spaces will be turned into regular parking spaces.

#17. Sidewalks: The Planning Commission concurred that a 5 foot wide sidewalk, on the South side of the new re-routed road only, would be acceptable.

#19. Trash Receptacles: Ms. DiPietro stated that all trash will be addressed on the interior of the building. There will be no trash receptacles on the exterior of the building.

#20. Retaining Wall: Ms. DiPietro stated that an 8 foot retaining wall shall be installed behind Lot 3. Mrs. Cook-Mackenzie reported that the retaining wall would require a separate building permit.

**North East Gateway: Concept Subdivision Plat:**

Lots 2 & 3: Ms. DiPietro proposed Lots 1, 2, 3, 4 and 4A for the site. Mrs. DiPietro reported that they are proposing to subdivide off two lots (Lots 2 & 3) which will be retained by the current owner. There is access to public water and existing sewer on the adjoining property owned by The Cordish Company, which will allow for a gravity connection sewer hook-up. There is a reordered easement and it was conveyed to Cecil County.

Lot 4: Ms. DiPietro reported that Lot 4 will be deeded to the Town of North East. Mrs. Cook-Mackenzie reported that there has been some discussion regarding using the .6 acre parcel of land as a Town maintenance area.

Undefined Parcel adjacent to Route 272/SHA Right of Way: Ms. DiPietro reported that the developer is trying to acquire this small parcel of land adjacent to route 272 which is approximately 900 linear feet. The developer would like to utilize the land for Forest Conservation and Stormwater Management.

Utilities Ms. DiPietro reported that Chesapeake Utilities is extending their gas service to this area and will be installing a line along the western property line. AT&T also has an easement running through the property and the AT&T line is no longer active. Ms. DiPietro reported that they have been meeting with KCI, AT&T engineer about relinquishing the existing easement and obtaining a new easement, the location has not yet been determined.

Transit Bus Stop: Chairman Dobbins would like to see a transit bus stop installed. The Planning Commission concurred.

Forest Conservation District: Ms. DiPietro reported a preliminary Forest Conservation Plan will be coming in with the Preliminary Site Plan and Subdivision Plat. The developer may have to meet some off-site mitigation requirements.

Wetland Permit: Ms. DiPietro reported that the Wetland Permit has been filed.

Nazarene Camp Tabernacle: Ms. DiPietro reported that the onsite tabernacle is being handled by GTA a sister company of MRA. A meeting with the Maryland Historical Trust and Corp of Engineers will be scheduled.

Fence: Mr. Holcolm reported that a fence shall be installed on lot 1 and 1A, close to the perimeter of the parking lot, around the building and any stormwater pond.

Commission Mitchell inquired if there would be an entrance to North East Plaza from the new re-routed road. Ms. DiPietro replied that unfortunately the elevation, 12 to 14 feet will not allow for an entrance to be installed at this time.

CNA Letter dated October 25, 2018 – Concept Subdivision Plat

#1. Lot 1-A: Lot 1-A is to be part of Lot 1.

#8. SHA Right-of-Way Parcel: There is no estimated time on when or if the SHA right of way parcel will be acquired, however, the developer is currently pursuing the ownership of the property. Mr. Holcolm plans to set up a meeting with SHA.

Ms. DiPietro requested conditional approval of the Concept Site Plan and Concept Subdivision Plat and agreed to incorporate all of the comments from CNA’s letter dated October 25, 2018.

Mr. Mink reported the following items will need to be addressed with the Preliminary submittal to the Planning Commission:

1. Traffic Impact Study with comments from State Highway Administration and Cecil County.
2. Sidewalk connections as shown on the Town of North East Comprehensive Transportation Element, Pedestrian Facility Improvements Map (G/6). A 4<sup>th</sup> lane on Route 272 should also be considered per the Comprehensive Plan.
3. All criteria outlined in the Highway Corridor Overlay District “HCOD” regulations.

Ms. Combs made a recommendation to grant conditional approval of the North East Gateway Concept Plan and North East Gateway Concept Subdivision Plat with the following conditions:

1. Letter from Chris Mink dated October 25, 2018 is satisfied.
2. TAC comments are satisfied.
3. Agency Comment Letters are satisfied.

Ms. Duffy second the motion and approved by all.

**-MISCELLANEOUS-**

None.

**-COMMENTS FROM THE PUBLIC-**

None.

**-NEXT MEETING-**

The next Planning Commission meeting is scheduled for November 6, 2018.

**-ADJOURNMENT-**

With no further business, Ms. Combs made a motion to adjourn at 8:46 P.M. Ms. Duffy seconded the motion and the motion was approved by all.

Respectfully submitted:

Lisa Rhoades  
Planning and Zoning Assistant

Attest:

Mark Dobbins  
Chairman