

NORTH EAST PLANNING COMMISSION
North East Town Hall Meeting Room
106 South Main Street, North East, Maryland 21901
Tuesday, December 3, 2019
7:00 P.M.

Chairman Mark Dobbins called the meeting to order at 7:00 P.M. Present included Commissioner Raymond Mitchell and members Judy Duffy and Mike Nair. Also present Chris Mink, Town Engineer, Betsy Vennell, Director of Planning and Zoning and Lisa Rhoades, Planning and Zoning Assistant. Valerie Combs, Member and Melissa Cook-Mackenzie, Zoning Administrator were absent from the meeting.

-MINUTES-

November 5, 2019

Ms. Duffy made a motion to approve the November 5, 2019 Planning Commission minutes as presented. Commissioner Mitchell seconded the motion and the motion was approved by all.

-OLD BUSINESS-

None.

-NEW BUSINESS-

Ridgely Forest Clubhouse and Pool Preliminary Site Plan: Developer/Owner: WOLF, LLC, 9616 Belair Road, Baltimore, Maryland. Tax Map 31; Parcel 1355. Zoning District R-4 with Master Planned Community Overlay District.

Ridgely Forest Preliminary Site Plan Clubhouse and Pool

Mr. Jim Wolf, WOLF LLC, 2301 Rutledge Road, Fallston, Maryland, and Mr. Jeff Mathai, MRA, 3445A Box Hill Corporate Center Drive, Abington, Maryland, came before the Planning Commission to present the Preliminary Site Plan.

Mr. Mathai reported that the developer is proposing an approximate 3,000 square foot clubhouse building and a pool, which are open space requirements as stated in the MPC Guideline Book approved November 13, 2019. The clubhouse and pool are required to be open by 272nd occupancy and Mr. Wolf reported that the estimated time of opening should be around the end of 2020. Mr. Mathai reported that the comments from both TAC and the Planning Commission conditional concept approval have been incorporated into the Preliminary Site Plan being presented this evening. Mr. Mink reported that the comments from his letter dated November 27, 2019 can be implemented on the Final Site Plan. Mr. Mathai stated that he anticipates bringing the Final Site Plan before the Planning Commission in February 2020.

Clubhouse

Mr. Wolf reported that after speaking with Ridgely Forest residents at the Homeowners Association Meeting in November, they decided to rough-in the plumbing to the clubhouse kitchen area. Mr. Wolf stated that this seemed like the best solution as it could not be determined, at this time, what type of kitchen or kitchenette is desired by the residents.

Clubhouse Sign

Mr. Mathai stated that the location of the Clubhouse sign has not been determined. Mr. Mink stated that the sign may not be placed in the island in front of the Clubhouse. Mrs. Vennell stated that the sign plan will need to be presented to the Planning Commission for approval, as part of the zoning ordinance requirements.

Sewer/Sediment & Erosion/Water Details

Mr. Mathai reported that the details for the sewer, sediment and erosion and the water service will be submitted with the Final Site Plan.

Lighting

Mrs. Vennell stated the location of the site lighting around the clubhouse needs to be clarified and detailed identifying the street lights and the private lights. In addition, Mrs. Vennell stated that on the Preliminary Site Plan, note #20, the note should be revised to state private lighting and fencing shall be maintained by the Ridgely Forest HOA. Mr. Mink added that any lights around the multi-purpose field and parking lot also needs to be detailed on the Final Site Plan. Mr. Wolf stated that the majority of the lights on and around the clubhouse would be security lights.

Grills and Bicycle Racks

Mrs. Vennell required that the grills and bicycle racks have details shown on the Final Site Plan. Mr. Wolf agreed.

Trash Pick-up and Receptacles

Mrs. Vennell stated that the town will not pick up trash from clubhouse. The town only services residential homes. Therefore, the Ridgely Forest HOA will be responsible for trash removal. Mrs. Vennell also stated, although it has been noted that a dumpster shall not be necessary, trash receptacles have not been detailed on the Preliminary Site Plan around the multi-purpose field and playground areas. Mr. Mathai inquired if this detail could be added to the Final Site Plan and Mrs. Vennell replied yes.

Benches

Mrs. Vennell stated that only two benches are noted on the playground area. The Planning Commission stated during the Concept Site Plan approval that they would like to see more benches around this entire site. Mr. Nair added that he would like to see benches around the multi-purpose field. Mr. Wolf stated that they would added benches around the multi-purpose field and playground area. Mrs. Vennell added that the benches could be noted on the Landscape, Lighting and Recreational Plan. Mr. Mathai concurred.

Mr. Nair commented that the number of tables and chase lounges have not been noted in the Pool and Splash Pool area. Mrs. Vennell added that the tables, chairs and chase lounges need to be added to the Final Site Plan. Mr. Wolf stated that they will defer to architect for the pool and they will install what the architect recommends. Mrs. Vennell reported a note shall be added to the site plan which states: “the tables, chairs, grills, chaise lounges, benches and picnic tables shall be installed prior to occupancy.”

Architectural Renderings and Elevation

Mrs. Vennell reported that although the architectural renderings and elevation were shown to the Planning Commission at the November 5, 2019 meeting, the Planning Commission did not approve them, therefore this item should be added to the next meeting agenda. Mr. Wolf stated that the architecture and colors should be similar to what was in the booklet distributed at the November 5, 2019 meeting. Mrs. Vennell added that the actual colors and architectural rendering of the building could be submitted in a PDF version. Mr. Mathai replied that he will forward the PDF version.

Crosswalks

Mr. Nair inquired about the location of the crosswalk on Magnolia Drive. Mr. Mink replied that due to the flow and speed of traffic, it was determined that the outlined location worked best.

Handicapped Parking

Mr. Nair inquired why are the handicapped parking spaces are located so far away from the entrance to the clubhouse and pool. Mr. Mathai stated that the location was chosen because of the steep slope of the land around the clubhouse and ADA requirements. Mr. Mathai stated that he would review the site plan again to see if there are any other opportunities to install the handicapped spaces closer.

Homeowners Association Meeting

Ms. Duffy inquired if there was any feedback at the Ridgely Forest Homeowners Association meeting regarding the clubhouse and pool. Mr. Wolf reported that 25-30 residents were in attendance. Chairman Dobbins inquired if there was any negative feedback. Mr. Wolf stated that some residents complained about the HOA fees.

Mr. Nair made a motion to approve the Ridgely Forest Preliminary Site Plan for the Clubhouse and Pool subject to the following condition:

1. Letter from Chris Mink, CNA dated November 27, 2019
2. Additional comments from Planning Office as noted in the minutes.

Ms. Duffy seconded the motion and the motion was approved by all.

Remaining Lands of Phase 2 - Open Space

Mr. Wolf reported that the gazebo was installed on the Honeylocust Circle island and that an octagon picnic table had been purchased to be installed under the gazebo. In addition, the tot lot has been installed behind the duplexes on Honeylocust Circle. The bicycle rack and trash receptacles are on order and will be delivered and installed next week.

-MISCELLANEOUS-

None.

-REPORTS-

Local Government Advisory Committee

Chairman Dobbin's reported he will be attending the Local Government Advisory Committee (LGAC) meeting in Adamstown, December 4, 2019. This will be the first meeting for the LGAC that Chairman Dobbins will be attending. A representative from the six entities in the Chesapeake Bay Watershed and the elected and appointed officials from the local municipalities throughout the watershed were invited to provide comments and guidance to the Chesapeake Bay Executive Committee.

North East Gateway

Mrs. Vennell reported that North East Gateway project is still on schedule for occupancy at the end of December, per Jeff Holcolmb, Trammell Crow. Mr. Nair inquired about the location of the monument sign. Mrs. Vennell reported that the original location was in a SHA right away and therefore was not permitted. The new location for the monument sign will be adjacent to the pad site north of Gateway Drive.

-COMMENTS FROM THE PUBLIC-

Tracey Albert, 18 Bayberry Drive, Elkton, Maryland reported that the public water is discolored. Mrs. Vennell stated that unfortunately there was not a representative from the water department present. Mr. Nair reported that he lives in Courts of Mallory and he also noticed the discolored water. Mrs. Vennell collected the contact information to forward to the water department so that someone would be able to contact them in the morning regarding the discolored water.

Mr. Paul Kurzer inquired if there were any future plans to install a public park between Ridgely Forest and Mechanic's Valley Road. Mrs. Vennell reported that the town currently does not own any property in this area however, the Town would like to develop Turner Park which is located behind the North East Middle School.

-NEXT MEETING-

The next Planning Commission meeting is scheduled for January 7, 2020. Due to no agenda items the Chairman cancelled the January 7, 2020 meeting

-ADJOURNMENT-

With no further business, Mrs. Duffy made a motion to adjourn at 7:41 P.M. Commissioner Mitchell seconded the motion and the motion was approved by all.

Respectfully submitted:

Attest:

Lisa Rhoades
Planning and Zoning Assistant

Mark Dobbins
Chairman