

**NORTH EAST PLANNING COMMISSION**  
North East Town Hall Meeting Room  
106 South Main Street, North East, Maryland 21901  
Tuesday, February 4, 2020  
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 Michael Nair. Also present were Chris Mink, Town Engineer and Betsy Vennell, Director of Planning and Zoning. Valerie Combs, Member was absent from the meeting. Lisa Rhoades, Planning and Zoning Assistant and Melissa Cook-Mac Kenzie, Zoning Administrator were absent due to illness.

**-MINUTES-**

December 3, 2019

Ms. Duffy made a motion to approve the December 3, 2019 minutes. Commissioner Mitchell seconded the motion and the motion was approved by all.

Election of Chairman and Vice Chairman

Mrs. Vennell reported that in accordance with the provisions of the North East Zoning Ordinance, if there is not a Planning Commission meeting in January (where a Chairman and Vice-Chairman are elected), the Mayor and Commissioners will appoint the Chairman and Vice Chairman. On January 8, 2020, the Mayor and Commissioners appointed Mark Dobbins as the Chairman of the Planning Commission and Michael Nair as Vice-Chairman of the Planning Commission.

**-OLD BUSINESS-**

None

**-NEW BUSINESS-**

Ridgely Forest Development. Owner and Developer: WORF, LLC, 2301 Rutledge Road, Fallston, Maryland 21047 Tax Map 31; Parcel 1355. Zoning District R-4 with Master Planned Community Overlay District.

- a. Ridgely Forest Clubhouse and Pool Final Site Plan
- b. Sign Plan
- c. Open Space Amenities
- d. Architectural Renderings
- e. Landscape Plan
- f. Lighting Plan

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Jeff Matthai, Engineer from MRA representing Mr. Tom O’Laughlin and Mr. Jim Wolf, WORF LLC. Mr. Matthai reported that they have no objections to the comments from the Chris Mink, CNA, letter dated January 31, 2020, which the Planning Commission received a copy of.

Jim Wolf reported that the Ridgely Forest Homeowner’s Association documents provide for the use of the pool by the residents of the community only. Mr. Wolf reported that the households who do not pay their dues, will be prohibited from the use of the pool.

Ms. Duffy inquired how many homes have been constructed in Ridgely Forest, to date. Mr. Wolf stated approximately 212 have been constructed/have been sold. Mr. Wolf indicated that Ridgely Forest Section 2 has completed the base paving in the areas with the homes under construction. Section 3A has all the utilities and grading completed with the curb, conduit, and base paving scheduled for March or April 2020, prior to proceeding with pulling building permits. Section 4 has had nearly all the sewer installed, then they will continue with the installation of the storm drains and water lines with base paving proposed this summer. Mr. O’Laughlin reported that he hopes that the Clubhouse and pool will have a pre-permit meeting in February and apply for the permit, then begin construction in May or June, with completion by Thanksgiving. Mr. O’Laughlin understands that they have a deadline for occupancy, and that if they do not have occupancy of the clubhouse and pool, the Town cannot release any more than 272 units. Mr. Wolf and Mr. O’Laughlin understood that this was a requirement of the Mayor and Commissioners and that the Town Planning Office and the Town Planning Commission could not amend the requirement, and that any requests for amending that timeline would need to go before the Mayor and Commissioners for approval.

Fire Protection: The Fire Marshall has reviewed the site plan and determined that a fire suppression system shall not be required. Mr. Wolf indicated they may choose to install one, anyway, depending on the costs. Mr. O’Laughlin reported that the Fire Marshall has verified that the doorways and stairs will be wide enough to accommodate a stretcher.

Amenities of the site: Page 4 of the site plan-box within the architectural rendering: Revise the language in the box from “Recommended Site Amenities Count” to “Required Site Amenities Count”

Site Note: Add note to the site plan: “The clubhouse and pool at The Club at Ridgely Forest shall be opened by the occupancy of the 272<sup>nd</sup> home.

Site Note: Add note to the site plan: “The pool shall not receive occupancy until the amenities of the clubhouse/pool, such as benches, tables, grills, picnic tables, fences, chairs, chaises, umbrellas, have been installed.

Grills: Mr. Wolf and Mr. O’Laughlin reported that the grill specifications have not been indicated on the plan because they are not yet chosen. The grills will not be chosen until the site is being constructed.

Benches: After discussion, three additional benches, with the same specifications on the site plan, will be added south of the Multi-purpose field. They shall be shown on the revised site plan prior to signature of approval.

Clubhouse sign: The only sign proposed is the flat sign, as shown on sheet 4 of the site plan. The sign shall require an approved sign permit from the Planning Office.

Trash Receptacles: The site plan states that at a minimum there shall be six trash receptacles around the pool decks, and two minimum outside the clubhouse. Mr. Wolf agreed to add additional receptacles, that they would add a note indicating there shall be two minimum provided at the multi-purpose field and one at the playground.

Picnic Tables: Mr. O’Laughlin stated that 4 picnic tables shall be added under the pavilion. A note shall be added to the site plan which states 4 picnic tables shall be located in the pavilion.

Fences: Mr. O’Laughlin confirmed that the fencing shall be black, although the height of the fence was unknown. Mrs. Vennell reported that codes from either the Department of Cecil County Permits and Inspections or the Health Department shall dictate the height of the fence required with the pool.

Subdivision for Section 3B: Mr. O’Laughlin indicated that they will most likely be splitting Section 3B into two parts. The first part will encompass the utilities and the parking area. The second part will include the pool, clubhouse and amenities. This would permit the Developer to place the portion with the clubhouse and pool under the Public Works Agreement with a letter of credit and obtain a permit, while the other part of 3B obtains a Subdivision Agreement, which allows construction without a letter of credit, until a permit is called for. This would require the construction drawings for 3B to be separated into two parts, yet approved at the same time. The details have yet to be worked out between the Town’s Engineer and MRA’s Engineer.

Vice-Chairman Nair made a motion to approve the Final Site Plan for the Clubhouse and Pool, with conditions outlined below. The motion was seconded by Ms. Duffy and approved by all.

Conditions of approval:

1. Three benches shall be added to the south side of the multi-purpose field, in the area of the sidewalk which leads to the multi-purpose field.

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2. Two additional trash receptacles shall be added in the area of the multi-purpose field and one shall be added to the area of the playground.
3. Page 4 of the site plan-box within the architectural drawing: Revise the language in the box from “Recommended Site Amenities Count” to “Required Site Amenities Count”
4. Adoption of comment letter from Chris Mink, CNA, dated January 31, 2020.
5. Revise the signature box for the landscape plan to state: CNA/Landscape Architect. A Landscape Agreement, Letter of Credit and Escrow Deposit shall be required prior to endorsement of signature on the site plan.

**-REPORTS-**

State Highway Administration Bridge over Amtrak: Mrs. Vennell reported that the State Highway Administration sent out an email update this week which indicated that the bridge is due for completion in summer 2020.

North East Gateway/Monument sign: Mrs. Vennell reported that due to the State Highway Right of Way and the fact that Lots 1 and 2 have site constraints, the location of the monument sign is still being investigated by Mr. Holcomb, Developer of the North East Gateway site and MRA.

**-NEXT MEETING-**

Mrs. Vennell reminded the Planning Commission of the revision to the next Planning Meeting day, which will be Monday, March 2, 2020. Mrs. Vennell reported that she has uploaded the proposed Ridgely Forest Subdivisions to their tablets already.

**-ADJOURNMENT-**

With no further business to discuss, Vice-Chairman Nair made a motion to adjourn at 8:15 p.m. Ms. Duffy seconded the motion and the motion was approved by all.

Respectfully submitted:

Betsy Vennell  
Director of Planning

Attest:

Mark Dobbins  
Chairman