

TOWN OF NORTH EAST
2019
ANNUAL PLANNING REPORT



Prepared By:
Town of North East
Office of Planning and Zoning



2019 ANNUAL PLANNING REPORT

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2019 ANNUAL REPORT OF THE TOWN OF NORTH EAST PLANNING COMMISSION CERTIFICATE OF ADOPTION

In accordance with the provisions of the Annotated Code of Maryland, Land Use, Section 1-207, Annual Report-In general. The Planning Commission shall prepare, adopt and file an annual report for the previous calendar year with the legislative body. The Town of North East Planning Commission hereby adopts the 2019 Annual Report of the North East Planning Commission, filing same with the Mayor and Commissioners and the Secretary of the Maryland Department of Planning.

North East Planning Commission

A handwritten signature in blue ink, appearing to read "M. T. Dobbins", is written over a light blue rectangular background.

Mark T. Dobbins, Chairman

6/3/2020

Date



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MAYOR

Robert F. McKnight

VICE-MAYOR

Michael Kline

COMMISSIONERS

Hilary A. Crothers-Moore

Michael Kline

Raymond Mitchell

Cynthia G. Billig

EX-OFFICIO TO THE PLANNING COMMISSION

Raymond Mitchell

TOWN ADMINISTRATOR

Melissa B. Cook-MacKenzie

DIRECTOR OF FINANCE & ADMINISTRATION

Ken Natale



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TOWN ELECTION- 2019

Mayor Robert F. McKnight ran for re-election in 2019, uncontested, and was sworn in for a two year term. Commissioner Michael Kline and Commissioner Cynthia Billig were re-elected in 2019 for two year terms.



Mayor Robert F. McKnight



Commissioner Michael Kline



Commission Cynthia Billig



Commissioner Kline and Commission Billig being sworn in by Mayor McKnight.



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Planning Commission Members

Mark Dobbins, Chairman

Valerie Combs, Vice-Chair

Michael Nair

Judy Duffy

Commissioner Raymond Mitchell, Ex-Officio

NORTH EAST PLANNING COMMISSION

The North East Planning Commission, acting under authority granted by the Annotated Code of Maryland. Land Use which regulates the development of land in the Town of North East. The Planning Commission consists of five members appointed by the Mayor and Commissioners. The Planning Commission's duties are outlined in the North East North East Zoning Ordinance.

When the Planning Commission has business to conduct, they meet on the first Tuesday of each month beginning at 7:00 p.m. in the North East Town Hall Meeting Room, 106 South Main Street. In addition, special meetings or workshops may be held throughout the year. The Planning Commission meetings are open to the public.



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PLANNING STAFF

Zoning Administrator

Melissa B. Cook-MacKenzie

Director of Planning

Betsy Vennell

Planning and Zoning Assistant

Lisa Rhoades

Secretary to the Planning Commission

Lisa Rhoades

Town Attorney

Dennis S. Clower, Esquire
David Beste, Esquire

Town Engineers

CNA, Inc.
Entech Engineering

Contracted Services

Jodie Shivery, Ecologically Sound Landscapes
Patricia Lemmerman, ASLA (retired February 2019)



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POWERS AND DUTIES OF THE PLANNING COMMISSION

The powers and duties of the North East Planning Commission are found in the North East Zoning Ordinance, Section 9-5. Powers and Duties of the Planning Commission.

1. The Planning Commission may:
 - (a) Make studies and recommendations to the Mayor and Commissioners plans, goals, and objectives relating to the growth, including annexations, development and redevelopment of the Town and develop a comprehensive plan in accordance with the provisions of the Annotated Code of Maryland. Land Use.
 - (b) Develop and recommend to the Mayor and Commissioners policies, ordinances, administrative procedures and other means for carrying out plans in a coordinated and efficient manner.
 - (c) Make recommendations to the Mayor and Commissioners concerning proposed zoning classifications and reclassifications.
 - (d) Hear and decide applications for land development and approve subdivision plats and site development plans.
 - (e) Make recommendations to the Board of Appeals on special exceptions.
 - (f) Prepare and forward to the Mayor and Commissioners an annual report in accordance with the Annotated Code of Maryland. Land Use.
 - (g) Exercise any other powers as set forth in the Annotated Code of Maryland, Land Use.
2. The Planning Commission may adopt rules and regulations regarding its governing procedures and operations not inconsistent with the provisions of this Ordinance.
3. The Planning Commission may delegate authority for review and approval action to the Town Administrator as deemed appropriate.



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NORTH EAST COMPREHENSIVE PLAN

The Comprehensive Plan is the official statement of the Mayor and Commissioners of the Town of North East setting forth policies concerning desirable future growth, which serves as a general guide to public and private development decisions. Once adopted, it becomes the basis for the preparation of specific policies, programs and legislation, such as zoning and subdivision regulations, and other actions, which implement the growth policies set forth in the Plan.

The Plan is comprised of several major elements that are prepared in such a manner that they form an integrated, unified document for guiding future growth and development. As a policy document, it is general, comprehensive, and long range in nature. It is comprehensive in that it encompasses the entire geographic area of the Town and includes all functional elements that bear upon its physical development, such as transportation, land use, and community facilities. It is general in that it summarizes policies and proposals but does not establish detailed regulations. It is long range in that it looks beyond current issues to problems and opportunities related to future growth over the next twenty years.

Pursuant to the Annotated Code of Maryland, Land Use. Section 1-416. Plan Revision. (a). At least once every 10 years, each planning commission shall review the comprehensive plan, and, if necessary, revise or amend the comprehensive plan to include

- (1) The elements required under Part II Comprehensive Plans
- (2) The visions set forth in 1-201

The last review of the North East Comprehensive Plan by the North East Planning Commission occurred in 2010-2012. The Mayor and Commissioners approved Resolution 2012-11-01 and Resolution 2012-11-02, which officially adopted the updated “North East Comprehensive Plan”.

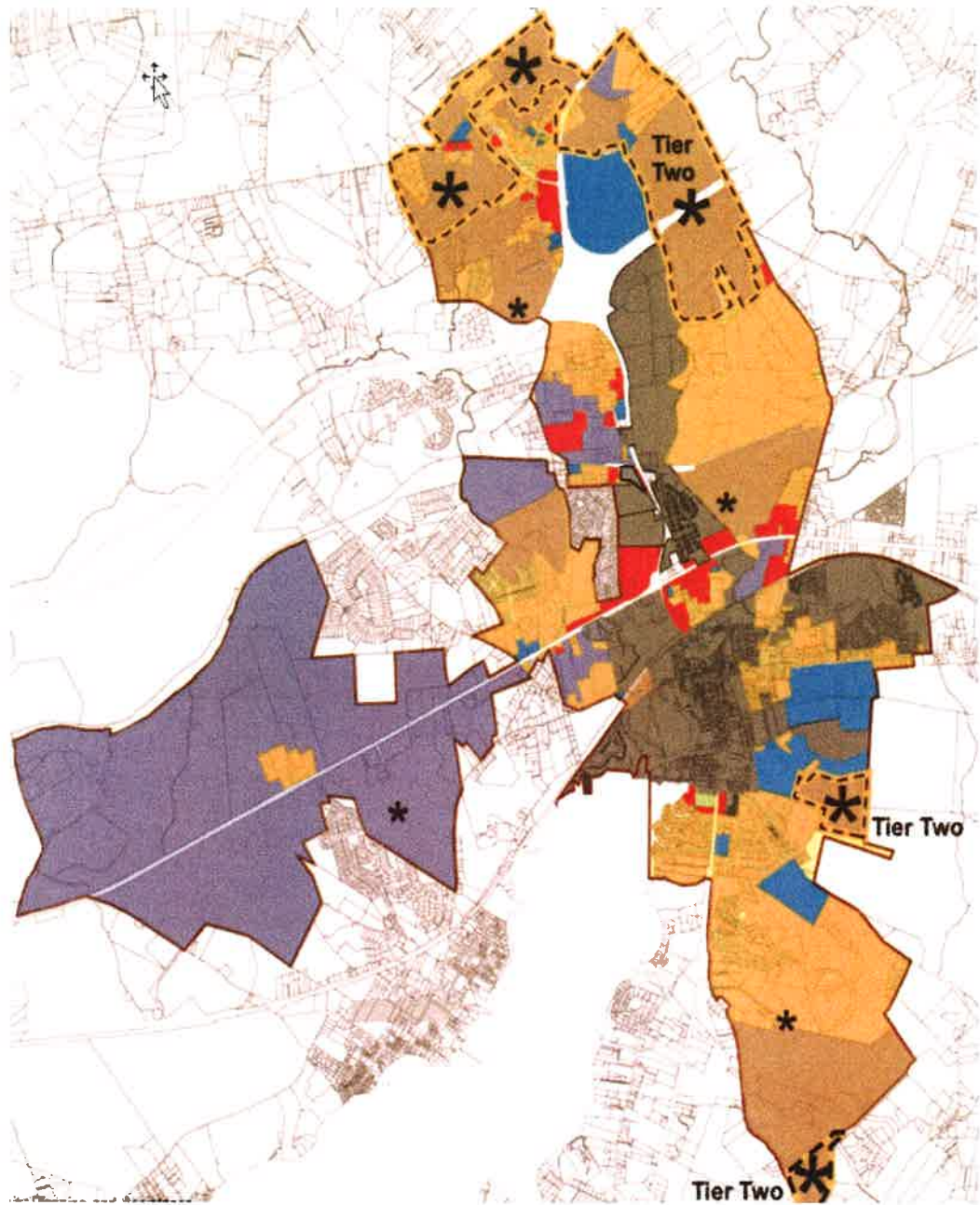
There were no amendments to the North East Comprehensive Plan in 2019.



Changes to Development Patterns in North East

There were no changes to the development patterns in North East in 2019.

Town of North East Growth Area Map





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PROCESS IMPROVEMENTS

North East Zoning Ordinance Amendments

There were no amendments to North East Zoning Ordinance in 2019.

North East Subdivision Regulations

There were no amendments to the Subdivision Regulations in 2019.

Code of Ordinances of the Town of North East: Road Code Standard Specifications and Details

There were no amendments to the Code of Ordinances,
Road Code Standard Specifications and Details in 2019.

Deeded to the Town in 2019

Ridgely Forest Phase 1: Road, storm drains, water utilities and street lights: and
Ridgely Forest P/O Phase 2: Road, storm drains, water utilities and street lights.

Value: \$4,852,230.48

Northwoods Phase 1 Water Utility Improvements - Value: \$69,115.00

Northwoods Phase 2 Water Utility Improvements – Value \$116,892.00

Northwoods Phase 3 Water Utility Improvements – Value \$252,816.00

Northwoods Phase 4A Water Utility Improvements – Value \$132,562.00

North East Gateway Subdivision Lot 4:

.61 acres deeded to Mayor and Commissioners June 2019 - Value: \$36,000.00



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PROJECT STATISTICS

Annexations: 0

Rezoning Applications: 0

Concept Major Subdivision Plats: 1

Preliminary Major Subdivision Plats: 4

Final Major Subdivision Plats: 3

Preliminary Minor Subdivision Plats: 2

Final Minor Subdivision Plats: 2

Concept Site Plans: 2

Preliminary Site Plans: 3

Final Site Plans: 2

Modified Site Plans: 0

Special Exception Applications: 2

BUDGET

The Town operates on a fiscal year beginning July 1, 2019 and ending June 30, 2020. The approved operating budget for the Planning Department for the fiscal year 2019 was \$153,676.00.

GRANTS

Chesapeake Bay Critical Area Grant \$3,500.00

ANNEXATIONS

In accordance with the North East Zoning Ordinance, Article 9. Section 9-5.1. (a) The North East Planning Commission may make studies and recommendations to the Mayor and Commissioners, regarding plans, goals and objectives relating to annexations. In 2019, the Town did not receive any petitions for annexation.



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PLANNING COMMISSION MEETINGS

The Planning Commission conducted 10 meetings in 2019.

SITE PLANS APPROVALS

North East Library

- Concept, Preliminary and Final Site Plan
- Highway Corridor Overlay District approvals including architectural renderings, lighting, signs, and outdoor amenities



Architectural rendering of the North East Library



North East Library Ground Breaking



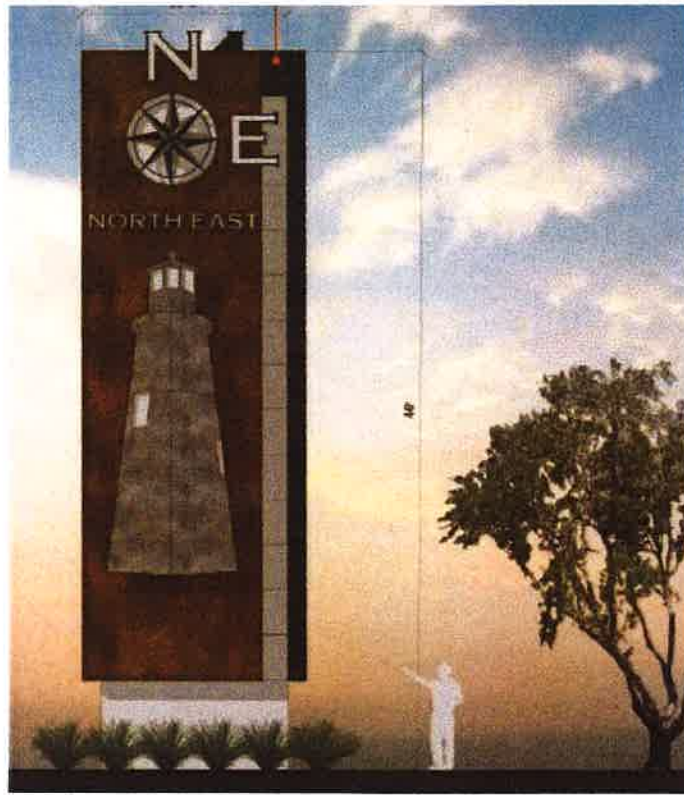
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North East Gateway

- Preliminary and Final Site Plan
- Highway Corridor Overlay District approvals including architectural renderings, lighting, landscape, Gateway Drive realignment, and the North East Monument plan.



North East Gateway Cross-Dock Facility



The Developer is installing a monument entrance sign on their property, along the Route 272 corridor, welcoming all to North East.



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Ridgely Forest Clubhouse and Pool

Concept and Preliminary site plan approvals were granted by the Planning Commission for the Ridgely Forest Clubhouse and pool with a proposed construction start date in Spring 2020.

SUBDIVISIONS

Minor Subdivisions

North East Gateway

- Preliminary and Final Approval for Lots 1, 2, 3 and 4

Ridgely Forest

- Preliminary and Final Approval for Parcels 2, 3 and 4 (Take Down Plat)

Major Subdivisions

Ridgely Forest Master Planned Community

- Ridgely Forest Master Planned Community (MPC): Concept Revised MPC Plan; Sections 3A, 3B, 4, 5A, 5B, and 6. Changes to the housing unit types were approved along with a net increase of 16 additional building lots. The total proposed number of building lots for Ridgely Forest Master Planned Community increased from 549 lots to 565 lots.
 - Section 2: Final Subdivision Plat Approval for 33 detached single family home lots.
 - Section 3A: Preliminary Subdivision Plat Approval: 31 detached single family home lots.
 - Section 3A: Final Subdivision Plat Approval: 31 detached single family home lots.
 - Section 3B: Preliminary Subdivision Plat Approval: 60 duplex-villa home lots.
 - Section 4: Preliminary Subdivision Plat Approval: 40 detached single family home lots.
 - Section 4: Final Subdivision Plat Approval: 40 detached single family home lots.
 - Section 5B: Preliminary Subdivision Plat Approval: 54 duplex-villa home lots.

SPECIAL EXCEPTIONS (heard by the Planning Commission)

1. Case A-2019-02-SE: Special Exception application from Elizabeth Weaver, 57 Cherokee Drive, North East, Maryland. Applicant requested a special exception for the purpose of opening a Restaurant at 114 South Main Street, North East, Maryland; Also known as parcels 481; Tax Map 400. Property owner B. Patrick Doordan, P.O. Box 503, North East, Maryland. The applicant chose to table the Special Exception application, therefore no recommendation to the Board of Appeals was made by the Planning Commission.



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2. Case A-2019-03-SE: Special Exception application from Elizabeth Weaver, 57 Cherokee Drive, North East, Maryland. Applicant requested a special exception for the purpose of obtaining an on premise alcohol beverage license in conjunction with a Restaurant, at 114 South Main Street, North East, Maryland; same owner and Tax/Parcel number as above. The applicant chose to table the Special Exception application, therefore no recommendation to the Board of Appeals was made by the Planning Commission.
3. Case:A-2017-03-SE: Special Exception was approved 2017 for Snatchers Creekside Grill Restaurant which was conditioned on the annual review of extended hours, as this restaurant is located within the Village Commercial Zoning District. The Planning Commission recommended approval of the continuation of the extended hours to the Board of Appeals.

ADDITIONAL TOPICS REVIEWED BY THE PLANNING COMMISSION

The North East Planning Commission reviewed the following in 2019:

- Maryland Department of Transportation 2019 Priorities Letter: The Planning Department forwarded a letter of priority requests to the Planning Commission for review and consideration, who recommended adoption to the Mayor and Commissioners. The Mayor and Commissioners approved and the letter, which was sent to the Maryland Department of Transportation in May 2019.
- 2018 Annual Planning Report: The Annual Planning Report was approved by the Planning Commission May 7, 2019. The Report was forwarded to the Mayor and Commissioners. Per the requirements of the Annotated Code of Maryland. Land Use., the report was forwarded to the Maryland Department of Planning.



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BOARD OF APPEALS MEMBERS

Gabrielle Oldham, Chairman
(Resigned April 2019)

Peg Hardin, Chairman (May 2019 to present)
(Served as Vice-Chairman until April 2019)

Maurice Tenney, Vice Chairman (Elected May 2019)

S.J. Anderson

BOARD OF APPEALS POWERS AND DUTIES

The Board of Appeals, acting under authority granted by the Annotated Code of Maryland. Land Use. Subtitle 3. Board of Appeals. Section 4-301. Required. The Board consists of five members and one alternate member, appointed by the Mayor and Commissioners. The Board of Appeals duties are outlined in the North East Zoning Ordinance.

The powers and duties of the Board of Appeals are found in the North East Zoning Ordinance, Section 9-11. Duties of the Board of Appeals:

1. The Board of Appeals shall hear and decide:
 - a. Appeals from any order, decision, requirement or interpretation made by the Zoning Administrator, Planning Commission, or Town Administrator.
 - b. Applications for Special Exception Uses.
 - c. Applications for Variances.
 - d. Any other matter the Board is required to act upon by Town Ordinance.

The Board of Appeals has scheduled meetings on the fourth Thursday of each month, beginning at 7:00 p.m. in the North East Town Hall Meeting Room, 106 South Main Street, North East. If there are no agenda items, the Chairman of the Board may choose to cancel the meeting. All Board of Appeals meetings are open to the public.

North East Board of Appeals - Cases

In 2019, the Board of Appeals reviewed 5 Cases.



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SPECIAL EXCEPTIONS

1. Case:A-2017-03-SE: Special Exception Case approved in 2017 for Snatchers Creekside Grill Restaurant which was conditioned on the annual review of extended hours, as this restaurant is located within the Village Commercial Zoning District.. The Board of Appeals accepted the Planning Commission's recommendation and approved the continuation of the extended hours for one year. The applicant shall be required to return in 2020 for annual review of extended hours.

VARIANCES

1. Case A-2019-01-V: A Variance application was been filed by Greenman-Pedersen, Inc., North East, Maryland. Property Owner: Cecil County Maryland, 200 Chesapeake Boulevard, Elkton, Maryland. Applicant has requested a (21') twenty-one foot rear yard setback variance and a 10' foot side yard setback variance for the purpose of accommodating a portion of the parking spaces and a portion of the library building and a loading area for a proposed library, within North East Station, 485 Mauldin Avenue, North East, Maryland. Also found on Tax Map 31; Parcel 1314; Lot 7. "HCOD" Highway Corridor Overlay District. Zoning District: HC, Highway Commercial. The Board of Appeals approved the variance request, with conditions.
2. Case: A-2019-04-V: A variance application was filed by Richard C. Parsons, 112 Jethro Street, North East, Maryland 21901, also found on Tax Map 0400, Parcel 529. Zoning Designation: "R-2" Two Family Residential. Applicant requested a 2 foot height variance for the purpose of installing a 6 foot privacy fence on the front and side yard, forward of the rear building line. The Board of Appeals approved the variance request, with conditions.
3. Case: A-2019-05-V: A variance application was been filed by Jonathan and Marsha Swezey, 207 Howard Street, North East, Maryland, also found on Tax Map 0400, Parcel 224. Zoning Designation: "R-1" Single Family Residential. Applicant requested a 7 foot side yard setback variance for the purpose of installing a garage in the rear yard. The Board of Appeals approved the variance request.
4. Case:A-2019-06-V: A variance application was been filed by Brian DeMaris, 204 South Mauldin Avenue, North East, Maryland, also found on Tax Map 401 Parcel 36. Zoning Designation: "R-2" Two Family Residential. Applicant requested a 2 foot height variance for the purpose of installing a six foot high fence forward of the rear building line. The Board of Appeals granted the variance with conditions.



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WATER SERVICE

The Planning Department administers all inquiries for water allocation.

New Software 2019

In 2019, the Planning Department began utilizing a new software program, compatible with the Town's water utility billing. The software program includes modules for tracking permits, code enforcement violations, payments of major facility fees and connection fees, and is integrated with the water utility software for tracking water usage. With the implementation of the new software system, the Planning Department has taken on the role of implementing and uploading all new addresses into the system after each subdivision is approved. The Planning Department receives payments, and creates invoices for payments of permits, major facility fees and connection fees, which can be tracked in the integrated software program.

Water Standards and Specifications:

The Planning Office works directly with the Supervisor of the Water Plant and the Town's Engineer regarding updates to the Town of North East North East Water Works Standards and Specifications for Water Distribution and Details for Water Service. The Standards are reviewed annually and updated as necessary. In 2019, there were no amendments to the Standards and Specifications. The current set of Standards are posted on the Town's website.

Artesian:

An interconnection Agreement was signed by Artesian and the Mayor and Commissioners in June 2019. The Agreement outlines the terms and conditions for the construction and implementation of Artesian's Route 40 East Interconnection to the Town's water system.

Water Resources Element:

The Town of North East has a Water Resources Element in the North East Comprehensive Plan, as required by the Annotated Code of Maryland. Land Use. This Element has addressed adequacy of the Town of North East water supply and the suitability of receiving waters for point and non-point discharge. The Element also evaluates the adequacy and suitability of water resources on the basis of existing and future land use both within the Town and within the Town's growth area.



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Cecil County Master Water and Sewer Plan:

The Planning Office participates in the preparation of documents and maps which outline areas where the Town currently serves water and proposes to serve water. The Cecil County Master Water and Sewer Plan was adopted on July 22, 2019. The Master Water and Sewer Plan facilitates growth in a way that allows sufficient time to develop adequate drinking water and wastewater infrastructure.

Acceptance of Water Improvements:

Northwoods Section 1
Northwoods Section 2
Northwoods Section 3
Northwoods Section 4-A
Ridgely Forest Phase 1
Ridgely Forest P/O Phase 2

Water Allocation Procedure

The Planning Office has adopted a written policy for water allocation, entitled “Allocations for Municipal Water Town of North East, Maryland Policies and Procedures”. This Policy is available upon request or can be found on the Town’s website.

2019 WATER ALLOCATIONS

Water Allocation requests granted in 2019:	19
Water Service Agreements Executed	17
Water Service Agreements Renewed	2
Total Equivalent Residential Units (ERU’s) on the Town Ready to Serve Billing	366 ERU
Total number of water customers billed	2,882



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2019 WATER SERVICE AGREEMENTS

WATER SERVICE AGREEMENTS EXECUTED	ERU
Chesapeake Club H-2	21
Chesapeake Club H-3	15
North East Gateway Lot 1 for a Cross Dock Facility	4
North East Gateway Subdivision Plat lots 2 and 3	2
Ridgely Forest Take Down Plat	3
Ridgely Forest Section 2	33
Ridgely Forest Section 3A	31
Ridgely Forest Section 4	40
Ridgely Forest Clubhouse and Pool	10
Northwoods Section 4-a and Northwoods Section 4, Phases 1-6	41
Northwoods Phase 4, Lots 96, 98, 103 and 133	4
Carty, East Cecil Avenue, North East, MD	1
North East Library	4
Turkey Point Properties (new water service agreement pursuant to a reduction in GPD requirement)	27
TOTAL Equivalent Residential Units (ERU"S)	236

Water Utility Projects Reviewed and Approved in 2019

Chesapeake Club- Revision - Plans signed December 2019

PERMITS AND CODE ENFORCEMENT

A new software program, has allowed the Planning Department to move from manually processing permitting statistics, to tracking them through the new software system. A Code Enforcement module was also purchased. This module has proven effective in keeping statistics by keeping track of notices of violation and implementing reminder inspections.



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CODE ENFORCEMENT

The Town of North East Planning Office is charged with code enforcement for the Town of North East. Weekly inspections are performed for the purpose of inspecting for compliance with approved construction and use authorizations. The Code Enforcement officer also inspects for violations of the North East Zoning Ordinance and nuisance violations of the Code of Ordinances of the Town of North East.

Friendly Reminder Door Tags, Friendly Reminder Letters	226
Code Enforcement Letters sent by Staff (first, second, third notices)	46
Citations Issued	0
Court Appearances	0
Illegal Signs Removed	183

CONSTRUCTION AND USE AUTHORIZATION STATISTICS

PROJECT	ZONING/CONSTRUCTION AUTHORIZATIONS; PERMITS AND LICENSES APPROVED
Single Family dwelling – new	100
Commercial building – new	2
Demolition-Commercial	1
Demolition-Residential	1
Grading	1
Renovation/Addition-Residential	5
Renovation/Addition-Commercial	3
Cell Tower-Renovation	1
Utility Building	1
Accessory Building - Commercial	1
Accessory Building- Residential	1
Tree Cutting Permits (w/in Critical Area Only)	9
Deck	13
Fence	19
Pool	0
Sign	16
Liquor License	0



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Commercial Occupation License	17
Mobile Vendor License	2
Home Occupancy Permit	86
Flea Markets	0
Total number of applications	182

NEW BUSINESSES-2019

The Town of North East Planning Office approved new business licenses:

Business Name	Address
Bee Our Guest	30 South Main Street
North East Nails (new owner)	2544 Pulaski Highway
Port House Grill Ice Cream (Town Zoning Permit approved, County Permit was not approved)	15 North Main Street
Ford House	18 South Main Street
Zero Degrees Frozen Yogurt	32 South Main Street, Suite 9
Stevie Lynn's Bowtique	22 North Main Street
Zeet's	7 Wallace Avenue
North East Gateway Cross Dock	200 Gateway Drive
North East Grocer	131 South Main Street
The Lucky Penny	505 South Main Street
Port House Grill Mobile Food Service Trailer	15 North Main Street
North East New and Used Tire	4 West Cecil Avenue
Glitter and Gamers	32 South Main Street, Suite 5
North East Liquors	2546 Pulaski Highway
Sweet Spice Bakery and Cheese Shop	17 South Main Street
Mobile Vendor – Mr. Softee	Mobile
Mobile Vendor- Mr. Ice Cream Truck	Mobile



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ECONOMIC DEVELOPMENT COMMITTEE

Tom Lofland, Chairman
Kelly Benson, Vice-Chairman
Sandra Edwards
Kerry Doordan Famularo
Tom Kenny
Melissa B. Cook-MacKenzie

Section 2-504. Powers and Duties of the Commission

The Commission may:

1. Investigate and assemble information pertinent to the Economic resources and industrial opportunities of the Town.
2. Encourage location of new industrial enterprises in the Town and the expansions of present enterprises.
3. Encourage development of recreational areas and encourage tourist business in the Town.
4. Advise the Mayor and Commissioners on any and all matters related to the economic conditions, growth and development of the Town.
5. Review and make recommendations when requested concerning any businesses before the Mayor and Commissioners or any other Town Boards and Commissions which would have an impact upon economic development.
6. Seek and identify any Federal, State or other funds, grants or loans that may be available to encourage and assist the revitalization of the Commercial and Residential Districts of the Town of North East. They shall also recommend to the Mayor and Commissioners uses for all such funds acquired.
7. The Commission shall have the power to:
 - a. Recommend establishment of the boundaries of Commercial, Industrial and Residential Districts; of designated zones within any Districts; and the appropriation of sums for each zone.
 - b. However, any of said appropriation by zone shall be in equal amounts.



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- c. The Commission shall have the power to monitor and collect, on behalf of the Town, all loans previously granted by the Downtown Revitalization Commission.
- d. The Commission shall draft a set of Regulations recommending the qualifications and requirements for the obtainment of funds by property and business owners in the designated Industrial, Commercial and Residential Districts. Specifically, these Regulations shall set forth the conditions for repayment, including, but not limited to: interest rate, time for repayment and any required security. These regulations shall be drafted to be non-discriminatory in nature and have a non-discriminatory impact in application. After approval by the Mayor and Commissioners, copies of the Regulations shall be kept on file at the Town Office and shall be made available to the public upon request.
- e. The Financial Committee of the Economic Development Commission shall recommend specific loans, applying the Rules and Regulations established above, and subject to the approval of the Town Board.

HAZARD MITIGATION PLAN

The Planning Department is a member of the Town of North East Hazard Mitigation Plan Committee, which was adopted November 7, 2005. The Plan identifies potential hazard, both natural and manmade, which could cause human, social or economic loss to the citizens and business of the Town of North East. The Plan identifies steps that could be taken to minimize the impact of these hazards to the community.

EMERGENCY RESPONSE PLAN

The Planning Department is a member of the North East Emergency Response Plan Committee, adopted November 7, 2005 and revised August 24, 2011. The Plan directs departments, agencies, offices and employees of the Town of North East, affected by the Plan, to review the document and identify their responsibilities during times of emergencies or disasters.



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NORTH EAST COMMUNITY PARK

The Planning Department maintains a Master Park Plan for the North East Community Park. The Plan provides opportunities for potential donations from the public or from civic organizations to actively participate with landscape, trails, benches, and picnic tables.

In 2019, the following donations were received by the Town of North East:

1. Kelly Gilligan: Bench with memory plaque for Joanne E. Hetzel (\$1,930.00 Donation)
2. Bonnie Blackwell and Family: Bench with plaque-Bonnie and Charles Blackwell Family and Friends (\$1,930.00 Donation)
3. B.H. Monger and Gary/Patsy Meck: Bench with memory plaque for Gene and Mildred Howell (\$1,930.00 Donation)

MS-4 PERMIT REQUIREMENTS

In conjunction with the requirements from the Maryland Department of the Environment, for the Town to obtain an MS-4 permit, the Town put out a request for proposals for a Stormwater Management Study. The contract was awarded to Soltesz LLC, and work on the proposal commenced in 2018 and was completed and presented to the Mayor and Commissioners in March 2019. The report outlined possible projects including shoreline management, stream restoration and stormwater pond retrofits. The Mayor and Commissioners conducted a Public Hearing on April 10, 2019 on the final Municipality Separate Storm Water Sstem (MS4) General Permit Baseline Establishment for the Town of North East Report. The Town of North East FY2020 budget included funding of the expenses associated with the Town's MS4 Permit.

CECIL COUNTY GOVERNMENT – AGENCY SUPPORT

Stormwater Management

The Cecil County Department of Public Works administers and enforces the Cecil County Stormwater Management Ordinance within the Town of North East. Authority is provided in the Code of Ordinances of the Town of North East, Article 7. Stormwater Management Ordinance.

Erosion and Sediment Control Ordinance

The Cecil County Department of Public Works administers and enforces erosion and sediment control regulations within the Town of North East. Authority is provided in the Code of Ordinances of the Town of North East, Article 6. Erosion and Sedimentation Control Ordinance.



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Cecil Soil Conservation District

The mission of the Cecil Soil Conservation District provides information, technical assistance, and education in conserving the County's natural resources. The District is responsible for all of Cecil County projects and coordinates with the Cecil County Department of Public Works and with the Maryland Department of the Environment in conjunction with erosion and sediment control and grading plans.

Forest Conservation Act

In 1991, the State of Maryland required all municipalities with planning and zoning authority to establish their own local forest conservation program or to participate in such a program jointly with another entity with such jurisdiction.

Section 5-1063 (a) (4) of Title 5 of the Natural Resources Article of the Annotated Code of Maryland authorizes a municipality to assign to the County its forest conservation program obligations, provided the County concurs. The Town of North East exercised its rights pursuant to Title 5 and in January of 2000, the Board of Commissioners of Cecil County accepted its obligations. The Cecil County Office of Planning and Zoning shall have the right and authority to enforce fully the forest conservation program of the Town of North East within the corporate limits of the Town. All applications must be submitted to the Cecil County Office of Planning and Zoning and any and all applicable County fees must be paid by the applicant.

The Town of North East coordinates its development approval activities for building permits, site plan approvals, subdivision plat approvals, and any grading and sediment control permits with the requirements of Cecil County's forest conservation program.

No building permit, final site plan, final subdivision plat, grading or sediment control permit shall be initiated or approved until the applicant has demonstrated compliance with the provisions of Cecil County's Forest Conservation Program and received approval from the Cecil County Office of Planning and Zoning.

Cecil County Health Department

The Cecil County Health Department coordinates with the Town of North East for permits, projects and subdivisions. The Health Department verifies with the Town Planning Department that adequate water has been allocated from the Town for each building or use permit that has been received by Cecil County Cecil County Department of Permits and Inspections. Their department is concerned with adequacy of public water allocation for specific projects and for water allocation associated with minor and major subdivisions and site plans. The Health Department also coordinates with the Town Planning Department regarding procedures for well abandonment and interim well permits.



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Land Use and Development Services

The Land Use and Development Services Department has combined the former Office of Planning & Zoning, Office of Permits & inspections, and the Plans Review Branch of the Department of Public Works into one Department. Cecil County's Geographic Information Systems (GIS) program is also administered by the Department of Land Use and Development Services.

Flow Chart for Site Plans/Change of Use

Cecil County Department of Land Use and Development Services coordinated with the Town of North East for the creation of flow charts to outline the site plan approval process and change of use process. The Town and County utilize the flow chart to offer guidance and insight to a Developer regarding the processes that will be required.

Cecil County Green Infrastructure Plan

Cecil County Department of Land Use and Development Services was awarded funding from the Department of Natural Resources Community Resilience grant to develop a county-wide Green Infrastructure Network and Plan. Along with other towns, the Town of North East was invited to participate in the steering committee meetings. The Cecil County Green Infrastructure Plan was adopted at the County Council of Cecil County, Maryland Legislative Session 2019-15, Resolution No. 46-2019, August 20, 2019. The adopted Plan has five (5) maps which identify road segments in North East which are prone to flooding during hurricanes. (See the attached maps)

Department of Permits and Inspections

In 1986, the Town of North East signed an agreement which authorizes the Cecil County Department of Permits and Inspections to:

- review all construction plans
- condemnation of property and posting of unsafe structures
- enforcement of the Cecil County Rental Housing/Livability Code
- enforcement of International Building Code
- inspection
- licensing and issuance of Hawkers and Peddlers licenses
- enforcement of the codes related to plumbing, electrical and mechanical installations.

In addition, inspections for compliance with the International Building Codes are conducted by the Department of Permits and Inspections.



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Technical Advisory Committee

The Cecil County Planning Office conducts Technical Advisory Committee meetings each month, bringing together County and State agencies to review new development projects. As a courtesy to the Town, the Committee reviews projects within the Town of North East corporate limit, when requested.

In 2019, the Town requested the Technical Advisory Committee's review of the following projects:

- Ridgely Forest Take Down Plat
- Ridgely Forest Clubhouse and Pool

Cecil County Economic Development

The Cecil County Office of Economic Development seeks to stimulate economic growth and job creation through the expansion of existing business; the attraction of new businesses and the advancement of tourism and the promotion of agriculture. The Economic Development office often coordinates with the Town of North East Planning Office when inquiries come to their attention concerning possible uses on vacant land.

Enterprise Zone Expansion

The Enterprise Zone is an important incentive for the Town of North East to encourage existing businesses to expand and attract new businesses to locate within the Town of North East. The Town of North East Enterprise Zone includes all land within the Town's Corporate Limit, approximately 221.927 acres.



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STATE AND FEDERAL AGENCIES

Chesapeake Bay Critical Area Program

In 1984 the Maryland General Assembly passed the Chesapeake Bay Critical Area Protection Program. The Town of North East adopted its Critical Area Program June 26, 1988. The intent of the Critical Area Program is to provide special regulatory protection for the resources located within the Town of North East Critical Area and to foster more sensitive development activity for shoreline areas. The Town has adopted Critical Area Regulations and Critical Area maps.

Development activity, including but not limited to grading, clearing, sediment and erosion control, tree cutting violations and requests, and shall not be permitted until the Town of North East makes specific findings that the proposed development or activity is consistent with the goals and objectives of the Critical Area Program.

The Town of North East has applied for and received grant funding from the Chesapeake Bay Critical Area for the last several years. In conjunction with the grant funding, the Planning Department provides a quarterly report to the Chesapeake Bay Critical Area.

In December 2019, the Critical Area Commission, Department of Natural Resources and the Town conducted site visits throughout Town in preparation of the remapping of the Critical Area Boundary. The new maps will be reviewed and are expected to be presented to the public by the Commission in 2020.



Critical Area Mapping Project Site Visit: Town, DNR, Critical Area Commission



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Throughout the last several years, the North East Isles Community has participated in several Critical Area Buffer Management programs. As part of their Best Management Practices Plan, a review of erosion throughout the community takes place. The Community continues to maintain a natural bank stabilization in an effort to assist with erosion.



Chesapeake Bay Trust

In 2018, the Mayor and Commissioners participated with a property owner in Town by applying for a Chesapeake Bay Trust “Green Streets, Green Jobs, Green Towns Grant”. The grant’s project title: “Conceptual Plan-G3/Stormwater Management Plan for Downtown North East, MD”. The grant was awarded by the Chesapeake Bay Trust for \$13,400.00. The project location is on the north side of town in an Intensely Developed Area (IDA) within the town’s designated Chesapeake Bay Critical Area. The area includes a historic millrace (now filled) and a drainage conveyance channel that releases untreated runoff into the North East Creek. The conceptual plan contained two main objectives:

- 1) Implement Best Management Practices to capture and treat stormwater runoff, contributing to MS4 requirements
- 2) Enhance community livability by improving an area with historical significance, and increasing access to the North East Creek.

The recommendation from the Consultant considered the current infrastructure of the Town, and recommended providing treatment of storm water through a combination of three practices: Shoreline Management, Stream Restoration and Ponds retrofits. The shoreline management came in as the top recommendation due to the relatively low costs and the Town’s abundance of shoreline along the tidal portion of the North East River.

The work on this grant was completed in spring 2019, closing out the grant requirements.



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Maryland Department of the Environment

The Maryland Department of the Environment assists the Town of with inspections, projects and permitting of applicable projects in the Town of North East.

In cooperation with the Maryland Department of the Environment, the Town of North East has adopted Floodplain Management Regulations. The purpose of the Regulations is to protect human life and health, minimize property damage, encourage appropriate construction practices to minimize future damage, protect individuals from unwittingly buying land subject to flood hazards, and to protect water supply, sanitary sewage disposal, and natural drainage. The prevention of unwise development in areas subject to flooding will reduce financial burdens to the community and the State, and will prevent future displacement and suffering of its residents. Floodplain protection is achieved through the review of all activities proposed within identified floodplains and by the issuance of permits for those activities that comply with the objectives of the Ordinance.

Maryland Department of Planning

The Maryland Department of Planning has enacted a new state development plan entitled, “*A Better Maryland*”. Proposed strategies in this Plan include:

- Tackling the Economic Development Needs of the Next Century
- Sustaining the Environment into the Future
- Preserving Land
- Improving Economic Growth and Development in Existing Communities
- Meeting Renewable Energy Goals
- Addressing Maryland’s Transportation, Infrastructure, and Technology Challenges and Opportunities
- Creating Workforce/Affordable Housing
- Building Capacity in Communities
- Protecting Historic and Cultural Resources
- Creating Quality Places
- Coordinating State Agencies in Planning Processes
- Adapting and Becoming Resilient to Climate Change
- Respecting Regional Distinctions
- Improving the Delivery of Programs and Services to Local Jurisdictions

To learn more about the new plan, please visit <https://abetter.maryland.gov/>.

The Maryland Department of Planning also provides land use planning and implementation guidance to support and assist local governments, communities, businesses, and organizations. Mr. David Dahlstrom, Regional Planner for the Maryland Department of Planning has provided the Town of North East assistance through various projects.



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Maryland Department of Housing and Community Development Sustainable Community Plan

The Town received the Sustainable Community status in October 2015 from the Maryland Department of Housing and Community Development, which is effective for five years. As a result of this designation, the Town and other stakeholders will be eligible to apply for resources from the Department of Housing and Community Development to revitalize and attract growth and development in Town.

In conjunction with the Sustainable Community application, the North East Planning Department outlined the following project improvements:

TURNER PARK: Turner Park was obtained with project Open Space money several years ago. Turner Park borders the North East Middle School. Currently, Turner Park contains one chain link backstop and one bench, and tennis courts in need of rehabilitation. Improvements at Turner Park are needed to utilize this property to its fullest potential for our Community. The Town has had numerous conversations with the Boys and Girls Club and the Cecil County School System regarding upgrades to Turner Park. The improvements outlined in the Sustainable Community Designation application included:

- Architect/Engineering Firm to prepare a site plan
- Lighting for the park
- Bring the ball field to little league standards
- Sign to advertise the Turner Town Park
- Dug outs designed and installed
- Revitalize the tennis courts
- Revitalize the basketball court
- Utility shed for storage of the equipment
- Prepare handicap accessibility for use by the County Sunshine League
- Adjacent to the North East Middle School and the Boys and Girls Club



Turner Park



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HERRING SNATCHERS PARK: The Herring Snatchers Park is located at the northern entry into downtown North East. This park is underutilized, as it has not been improved in several years. Improvements outlined in the Sustainability Community Designation application included:

- Architect to prepare improvement plans for Herring Snatchers Park
- Improvements should include hardscape and landscape
- Improvements should include re-construction of steps down to the park



Herring Snatchers Park

WILMAPCO

The Town of North East has been partnering with the Wilmington Area Planning Council, also known as WILMAPCO, with several transportation planning projects for several years. WILMAPCO provides the Town with technical assistance as well as monetary assistance for projects including updates to the North East Comprehensive Plan, North East Zoning Regulations, Subdivision Regulations and the Town's Road Code. WILMAPCO also provides financial assistance for consultants, mapping, and transportation planning opportunities.

TRANSIT ORIENTED DEVELOPMENT PLAN (TOD)

WILMAPCO provided funding to hire a Consultant to create a Transit Oriented Development Concept Plan for the Town of North East. The process commenced in 2012 and was completed and approved by the Mayor and Commissioners in 2014. To move forward with the next step of the TOD, the Planning Department identified in the Sustainable Community Designation application, a project to receive funding to hire a consultant who will work to develop a TOD Overlay District with guidelines and Zoning Regulations, so the Transit Oriented Development Plan can move past concept.



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U.S. Army Corp of Engineers

The U.S. Army Corp of Engineers assists the Town Planning Department with inspections, projects and permitting of applicable projects within the Town of North East. The Town coordinates all Corp of Engineer projects with the Chesapeake Bay Critical Area and Maryland Department of the Environment.

TRANSPORTATION

State Highway Administration Maryland Transportation Authority

The Town of North East has major routes serving the Town: US Route 40, MD 272 and MD 7, with Interstate 95 located adjacent to the Town's northern boundary.

The State Highway Administration coordinates with the Town regarding proposed projects in the Town's Corporate Limit and proposed projects outside of the Corporate Limit which will have an impact to the transportation system. In addition, the Town is provided the opportunity, annually, to outline to the Maryland Transportation Authority and the State Highway Administration, a "capital projects" list, both short term and long term, to identify improvements within North East and the North East growth area. This list is provided to Cecil County Department of Land Services to assist with coordination.

Maryland Department of Transportation - Annual Tour Meeting: The Town of North East is invited annually to participate with the Maryland Department of Transportation annual Capital Program Tour Meeting. The meeting is conducted with all Towns in Cecil County for the purpose of reviewing the Draft Consolidated Transportation Program (CPT). In anticipation of that meeting, the Mayor and Commissioners of North East sent the Town of North East transportation priority letter to the Secretary for the Maryland Department of Transportation in May 2019. Items outlined as priorities included:

- Widen Route 7 (West Cecil Avenue), west of Route 272. Elevate and widen the State Highway Bridge over the North East Creek on Route 7. Install pedestrian sidewalk, bicycle lane and pedestrian lighting between North East Isles Drive and Catherine Street.

Interim Plan: Installation of a pedestrian activated signal on both sides of the North East Creek Bridge on Route 7 which pedestrians would press when they desire to walk across the bridge. The signal would stop eastbound and westbound vehicles on Route 7 while pedestrians travel over the bridge.

- Installation of a pedestrian sidewalk linkage along Route 40 between Sycamore drive (off of Route 40) and the intersection of Route 272 and Route 40, linking to the sidewalk project



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which currently underway Contract No. CE3395176). Note: Sycamore Drive is the road which leads into the Timberbrook Development, a 350+ Townhome Community.

- Installation on Route 7, East Cecil Avenue: Two traffic reduction devices with intermitting signaling lights, with timers for school opening and dismissal. To be positioned on Route 7, approximately 50 yards before the North East Middle School from both east and west directions.
- Installation of sidewalk from the existing sidewalk on Route 7 (East Cecil Avenue) to Mechanics Valley Road.
- Installation of bicycle/walking/share the road pavement markings along Route 7 from Mechanics Valley Road to Ridgely Forest Drive.
- Review impacts of rail service to State Highway systems in North East.
- Marc Train Service in North East.
- Implement a new I-95 interchange in the area of Belvidere Road near Principio Business Park.

Improvements

Route 272 and Gateway Drive/Rogers Road: Pursuant to a subdivision and a construction project to build a cross dock facility at North East Gateway, formally known as North East Commons/Nazarene Camp, a four way traffic signal with turn lanes was installed at the intersection of Route 272 and Gateway Drive/Rogers Road in fall 2019. A new sidewalk was installed throughout Gateway Drive and extends onto Route 272, traveling southward to connect into the State Highway project which is installing sidewalk in front of North East Plaza.

Ridgely Forest Development: Bayberry Drive which connects directly to U.S. Route 7, was constructed, completed and opened for public use.

Route 272 and Route 40 intersection: The State Highway Administration project has a contractor who has been working in 2019 on the Route 272 and Route 40 pedestrian crossing improvements. Improvements will include stormwater management, grading, pedestrian sidewalks, and signalized crosswalks at Route 272 and Route 40. The expected completion date is by fall 2020.



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Route 272 Bridge Over Amtrak: The State Highway Administration completed the construction on the east side of the Route 272 Bridge over Amtrak. Construction is currently underway on the west side of the bridge. Work is expected to be completed by fall 2020.

Cecil Transit

Cecil Transit plays a valuable role to our residents in North East, with bus service from several locations within the Town's Corporate Limit, providing transportation to shopping centers, hospitals and physician offices throughout Cecil County as well as providing service just over the line into Delaware. Cecil Transit has been very successful in obtaining grant funding from the Maryland Transit Administration for the Statewide Special Assistance Program which is targeted with services to the elderly, disabled and general public in Cecil County. The Town's Planning Department participates in the quarterly Coordination Council/Advisory Board Meetings.

In 2019, the Town worked closely with Cecil Transit along with the proposed site plans for the North East Library and North East Gateway. The new library will have transit pick up/drop off within the vicinity and a new transit bus stop will also be installed on Gateway Drive. Both locations are expected to be up and running in 2020.

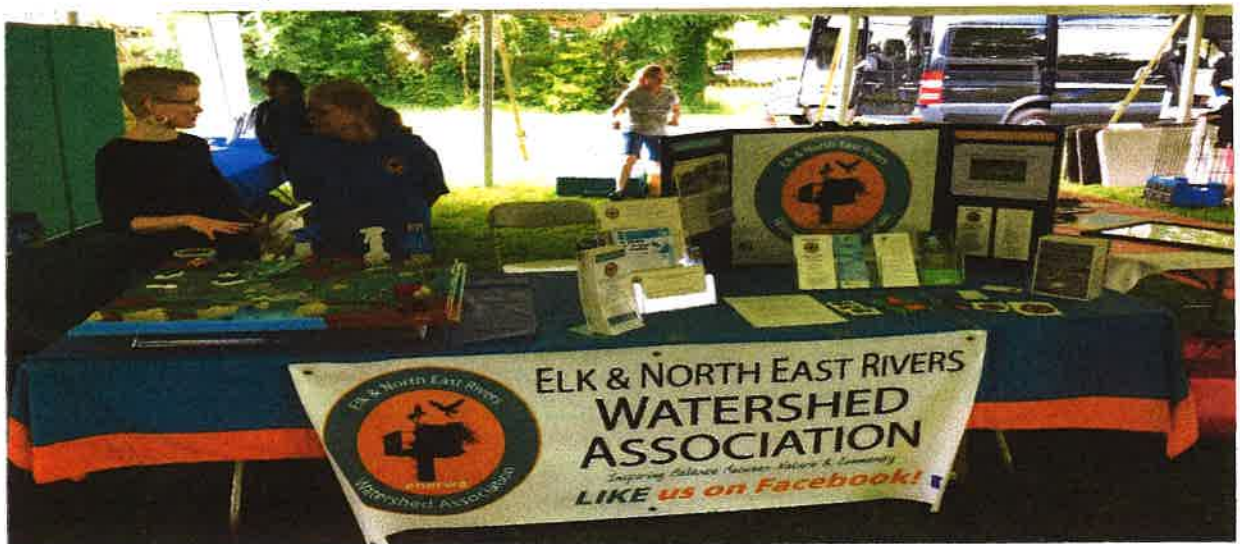


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Elk and North East Rivers Watershed Association (ENERWA)

The Elk and North East River Watershed Association (ENERWA) was established in 2014. The Planning Department attends the monthly meetings, conducted at the North East Town Hall. The Planning Department also participates in projects and events with the Association.

ENERWA is involved with educational programs within the schools in Cecil County, providing assistance with rain garden installation, after school programs, and library programs. ENERWA has participated with the annual Cecil County “Annual Wade In”, the annual “Coastal Clean Up” and several “Project Clean Stream” programs. The Association has several volunteers who participate in Water Sampling throughout the North East Watershed, sending samples to an off-site location for testing. ENERWA’S website: <https://www.elkandnortheastrivers.org/>



Cecil County Wade-In





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Events Held Throughout the Year

The Town of North East hosts many events throughout each year in conjunction with various Agencies including Cecil County Tourism, The North East Chamber of Commerce, local businesses, volunteers and residents, Town of North East Boards and Town Employees.

In 2019, events in the Town of North East included the St. Mary Annes' Family Train Day, 22th Annual St. Mary Anne's Garden Market, Cruise for a Cure Car Show, the 32st Annual Mid-Atlantic Chevelle Show & Swap Meet, the Salute to Cecil County Veteran's, the Cecil County Public Library Crab Crawl, 4th Annual Mutts Masquerade, University of Delaware "Fish For A Wish", Quad State High School Fishing Championship, Trick or Treating on Main Street, Hunt for the Golden Ticket – N.E. Chocolates, Upper Bay Museum Annual Decoy Show, Main Street Mystic Quest, Annual Secret Garden Tour, Paws in the Park, Voices of Hope, Pumpkin Decorating Contest "Spooktacular", The Annual Halloween Party at the North East Community Park, Holiday Commercial Business Window Decorating Contest, the Annual Tree Lighting Ceremony, the Santa House festivities, Holiday House Decorating Contest and the Annual Cecil County Christmas Parade.



Flag Day 2019
North East Community Park



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21st Annual St. Mary Anne's Garden Market



32nd Annual Mid-Atlantic Chevelle Show and Swap Meet



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Annual Halloween Party



Trick or Treating on Main Street



Pumpkin Decorating Contest



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2019 Christmas Tree Lighting



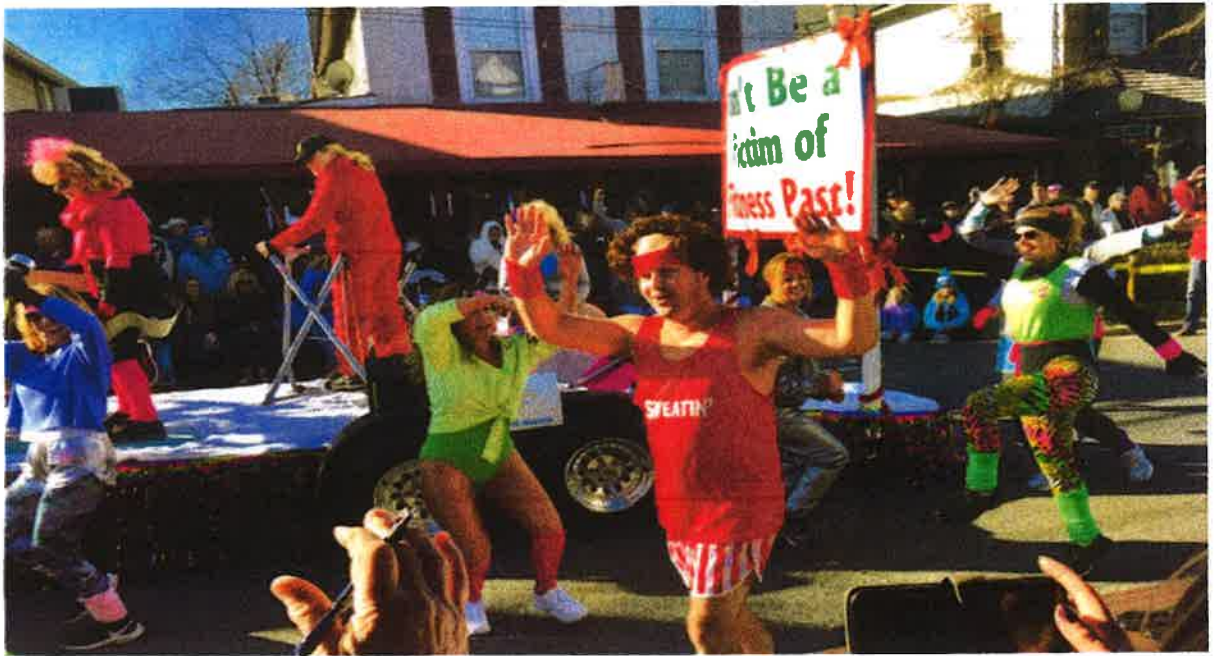


2019 CECIL COUNTY ANNUAL CHRISTMAS PARADE





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GRAND MARSHALL 2019





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