

NORTH EAST PLANNING COMMISSION

Virtual Meeting conducted via ZOOM
106 South Main Street, North East, Maryland 21901
Tuesday, February 2, 2021
7:00 P.M.

Chairman Mark Dobbins called the meeting to order at 7:00 p.m., via a virtual meeting with ZOOM due to the COVID-19 restrictions. Present included Commissioner Raymond Mitchell and members Michael Nair and Judy Duffy. Also present were Chris Mink, Town Engineer, ENgineering, Betsy Vennell, Director of Planning and Zoning and Lisa Rhoades, Planning and Zoning Assistant. Melissa Cook-Mackenzie was absent from the meeting.

-MINUTES-

November 10, 2020

Commission Mitchell made a motion to approve the November 10, 2020 Planning Commission minutes, as presented. Ms. Duffy seconded the motion and the motion was approved by all.

-OLD BUSINESS-

None.

-NEW BUSINESS-

Chairman and Vice Chairman Elected

Mrs. Vennell reported that the Planning Commission did not have a January meeting, therefore, the Mayor and Commissioners, at their January 27, 2021 meeting, appointed Mark Dobbins as Chairman and Mike Nair as the Vice-Chairman to the Planning Commission.

Crouch Minor Subdivision-614 South Maryland Avenue

Applicant and Property Owners Thomas Jess Crouch, Gary M. Crouch, Sharon C. Liddell & Robert T. Crouch, 127 S. Main Street, North East, Maryland, propose a Minor Subdivision of their property located at 614 South Mauldin Avenue, North East, Maryland, containing 11,252 square feet (0.258 acres). Property can also be found on Tax Map 31 E, Parcel 491. Zoning Designation: "R-1" Single Family Residential.

The applicants engineer Don Sutton, Mc Crone Engineering, spoke on behalf of the applicants. Mr. Sutton stated that the purpose of the minor subdivision of Lot 1 is to convey the property to a family member who currently resides in the home located on this lot. Mr. Sutton stated that they will be providing the water and sewer access easements.

APPROVED
March 2, 2021

Mrs. Vennell stated that per the North East Subdivision Regulations, the Planning Commission has the opportunity to grant the preliminary and final approval of the minor subdivision plat. Mr. Sutton confirmed that he had received and responded to the comments from the January 13, 2021 letter from ENEngineering. Mr. Mink reviewed Mr. Sutton's responses from the January 13, 2021 comment letter:

1. Mr. Sutton confirmed the proposed subdivision plat shows that access ingress and egress easement has been extended across parcels 398 and 566 to provide an easement for residents to access Maryland Avenue.
2. Mr. Mink confirmed that the zoning information has been added to the plat, which was resubmitted to ENEngineering on January 25, 2021.
3. Mr. Mink stated to meet the Town's standards, a water main easement, metes and bounds and easement plat are required, showing a 20 foot wide easement. This shall be required to be submitted and approved prior to endorsement of approval on the subdivision plat. Mr. Sutton concurred and understands that the metes and bounds are to be provided before signature of the plat will occur.
4. Mr. Sutton stated that all of the other comments on the plat shall be revised on the final plat. Mr. Mink also added that the signature blocks have also been added to the plat.

Mr. Mink inquired if a new easement will be provided to the Cecil County for the sewer. Mr. Sutton replied yes and the description and easement will be recorded.

Chairman Dobbins inquired if the Technical Advisory Committees (TAC) comments from January 6, 2021 had been addressed. Mrs. Vennell confirmed that the TAC comments were addressed either on the plat or administratively. Mrs. Vennell added that plat does meet the minor subdivision regulations and the minimum lot requirements. The land area that is being subdivided, is a non-conforming lot with several homes on it currently. Lot 1 is a conforming lot, and the plat will state that the remaining lands will remain non-conforming. Mrs. Vennell stated that Section 3-6, Paragraph 6 a, has a requirement which states: If less than five (5) acres of land remain in the original tract after the lots are excluded, then all of the tract (lots and remainder) must be platted and deed provided. Mr. Sutton confirmed he is aware of the requirement and a deed will be provided. Mrs. Vennell also requested a copy of the easement agreement for the Cecil County sewer line prior to signing the plat and then a recorded copy once the easement has been recorded.

Commissioner Mitchell made a motion to approve the Preliminary/Final Minor Subdivision Plat subject to the following conditions:

- 1) Water Utility Easement: Submission of the metes and bounds and easement plat to the Town Engineer (and subsequent approval). Once the easement has been executed, the easement shall be recorded in land records.
- 2) Sanitary Sewer Easement: Provide to the Town and Town's Engineer, evidence that Cecil County's requirement for a sanitary sewer easement has been met.
- 3) Letter from the Town's Engineer, Chris Mink, ENEngineering, dated January 13, 2021.

- 4) Compliance with the North East Subdivision Regulations, Section 3-6 Paragraph 6. a. If less than five (5) acres of land remain in the original tract after the lots are excluded, then all of the tract (lots and remainder) must be platted and deed provided.

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

-MISCELLANEOUS-

Ridgely Forest – Forestation Area

Mr. Nair inquired about trees being cut within the Ridgely Forest Development Forestation Retention Area. Mr. Nair added this is the second time they have been clearing trees without an approved plan. Mrs. Vennell stated that Ridgely Forest has submitted final Forest Conservation plans to Cecil County. Mr. Nair stated that Matthew Littlejohn, Cecil County Land Use and Development Services had come out to inspect the violation and subsequently issued a stop work order in December. Mr. Nair reported that over the weekend, the developer completely cleared out all of the trees without an approved Forestation Plan. Chairman Dobbins stated that he would like to invite the developers to the March Planning Commission meeting to discuss the clearing of trees in Section 5A, which occurred without final approval from Forest Conservation.

Library

Chairman Dobbins inquired if there was a projected opening date for the new North East Library. Mrs. Vennell reported that the opening was originally set for March 2021, but had not heard anything, of late.

State Highway Route 272 Construction:

Mr. Nair inquired if there were any updates on the construction at the intersection of Route 40 and Route 272. Chairman Dobbins stated that an additional lane has now been opened heading of town.

Commissioner Mitchell reported that the lane coming out of the North East Plaza Shopping Center merges with traffic coming south on Route 272, which is a different traffic pattern than before.

Ms. Duffy commented about the number of traffic cones on Route 272. Mrs. Vennell stated that the traffic cones have been placed in conjunction with the ongoing State Highway Project. Commissioner Mitchell stated that he will bring the concern up at the Mayor and Commissioner meeting.

Town Election

The Town Election will be held on February 8, 2021. Mayor McKnight will not be running for re-election. The Town has received one application for Mayor, Mike Kline. The new Mayor will take his oath approximately 4 weeks after the election.

State Highway Route 272 Bridge

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Ms. Duffy commented about the light fixtures on the bridge, reporting that one side has light fixtures and one side does not. .

Town Engineer-ENengineering

Mr. Mink reported that CNA Engineering was sold to ENengineering approximately 4 years ago, however the name was never officially changed. The name has been officially changed to ENengineering and all correspondence will reflect the new name. Mr. Mink also reported that they have a new employee, Jack Whisted.

Jackson House

Ms. Duffy commented that the Jackson House renovation looks very nice and inquired about the timeline for occupancy. Mrs. Vennell reported that occupancy is expected around March 1, 2021.

-REPORTS-

Mrs. Vennell reported that there is a new position and employee at the Town Hall, Assistant Town Administrator, Robert Carey.

-COMMENTS FROM THE PUBLIC-

None.

-NEXT MEETING-

The next Planning Commission meeting is scheduled for March 2, 2021 at 7:00 P.M.

-ADJOURNMENT-

With no further business, Ms. Duffy made a motion to adjourn at 7:46 P.M. Mr. Nair seconded the motion and the motion was approved by all.

Respectfully submitted:

Lisa Rhoades
Planning and Zoning Assistant

Attest:

Mark Dobbins
Chairman