

August 22, 2024
Planning Commission Workshop Meeting Minutes

**NORTH EAST PLANNING COMMISSION WORKSHOP
COMPREHENSIVE PLAN STEERING MEETING
Thursday, August 22, 2024 / 4:00 PM
North East Town Hall Meeting Room
106 South Main Street
North East, Maryland 21901**

-CALL TO ORDER-

Mrs. Vennell opened the workshop at 4:03pm.

Present for the meeting included Chairman Mark Dobbins, Members Judy Duffy, Calvin Wilson and Neil DeMatt; and Steering Committee member Amy Yackanech, Town of North East Grant-writer. Stacy Dahlstrom, EPR-PC Consultant attended virtually. , Melissa Cook-MacKenzie, Town Administrator, Betsy Vennell, Director of Planning, and Lisa Rhoades, Planning and Zoning Assistant. Grant Handley, Assistant Town Administrator and Commissioner Hilary Crothers-Moore were absent from the meeting.

-APPROVAL OF MINIUTES-

July 25, 2024

Ms. Duffy made a motion to approve the July 25, 2024 minutes with a minor correction. Mr. DeMatt second the motion and the motion was approved by all.

-REPORTS-

Comprehensive Plan Survey

Mrs. Cook –MacKenzie reported the Comprehensive Plan survey was been added to the Town’s website and has been posted in the front office of the Town Hall. The survey can be found in the form of a hard copy, postcard and/or the website. Mrs. Vennell reported that postcards will be mailed to all Town residents within the next week, as well as delivered to the Library, post office and a few local shops. Surveys will also be delivered to Victoria Park Apartments.

Engagement and Management Plan

Mrs. Cook-Mackenzie handed out a copy of the Engagement and Management Plan provided by the consultant, reporting that the first open house previously scheduled for December has been rescheduled until January 2025. Depending on the input from the surveys, the committee can decide whether to have one or two open houses.

Mrs. Vennell reported that the Comprehensive Plan will be sent to the State of Maryland Clearinghouse prior to adoption for a 60 day review. The State Agencies will then respond back with any comments. The Planning Commission and Steering committee will review any comments received and then the public hearings can be scheduled.

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Comprehensive Plan Adoption Process

Mrs. Cook-Mackenzie handed out an informational step by step process provided by the consultant, which detailed the process of the adoption of a Comprehensive Plan is adopted.

Maryland Route 272 Corridor Study

Mrs. Cook-Mackenzie reported that she and Mrs. Vennell are involved with the WILMAPCO Maryland Route 272 Corridor Study, of which the first meeting will be conducted in two weeks. The Town will be selecting a Steering Committee to assist with the review and decisions of the Committee. Mrs. Cook-MacKenzie reported that the Town will hire a consultant who will represent the Town at these meetings.

-NEW BUSINESS-

Comprehensive Plan Review

The Committee noted several areas of the reviewed chapters being reviewed had errors in punctuation, spacing, wording and spelling. Ms. Dahlstrom noted the errors and will make the appropriate corrections. Mrs. Cook-MacKenzie suggested making track changes as the Chapters are being reviewed and then including the track changes as an attachment to the minutes. The committee concurred that track changes were the preferable method as the changes could be reviewed again with the minutes from the prior meeting.

Review of: INTRODUCTION

There were no comments on this section from the Committee.

Review of; CHAPTER 1: Community Profile

Location and Historical Background

There were no comments on this section from the committee.

Population Growth

Ms. Duffy inquired about the source for the population numbers as there was only an increase of 64 individuals between 2010 to 2020 Ms. Dahlstrom replied that the source for the population information was the 2020 Census and American Community Survey and agreed that the population numbers will be verified.

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Ms. Yackanech inquired about District 5 information outlined in the text. The committee determined that the District 5 information was not necessary and could be removed from this section because this information would be in the Cecil County Comprehensive Plan.

Age/Sex

There were no comments on this section from the committee.

Race

There were no comments on this section from the committee.

Employment

Ms. Duffy inquired if the income and poverty status numbers, for both the State and County, are correct. Ms. Dahlstrom will confirm the accuracy of the numbers, however, reported that there is a percentage of margin of error for the American Community Survey, which is the source used to gather the data.

Housing Characteristics

There were no comments on this section from the committee.

Next Meeting

The next meeting is scheduled for September 26, 2024. Ms. Dahlstrom will submit the revisions to the Planning Office by September 12, 2024.

Chairman Dobbins will not be able to attend the September 26, 2024 meeting however, he will forward any comments he has to the Planning Office.

Mr. Wilson made a motion to adjourn the meeting at 5:00 p.m. Mr. DeMatt seconded the motion and the motion was approved by all.

Respectfully Submitted:

Attest:

Lisa Rhoades
Planning and Zoning Assistant

Mark Dobbins
Chairman

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