

**PLANNING COMMISSION
JANUARY 15, 2014**

Chairman Jeffery Grotzky called the workshop session to order at 7:00 p.m. In attendance were Commission members David Bowering, Morgan Ellis, Robert Fordi, Jane Richman, Paul Showalter and Gil Watson, Kees de Mooy, Zoning Administrator, Andrew Meehan, Esquire, attorney for the Commission, and Jennifer Mulligan, Stenographer.

Mr. Grotzky welcomed Ms. Ellis and Mr. Fordi to the Commission. Introductions were made by the entire Commission.

Mr. Grotzky stated that at some point he would like for Mr. de Mooy and Ms. Mulligan to explain the process for applications to the Commission and to let them know when plans were in the office so that the Commission could come in before a meeting and review them.

Mr. Grotzky stated that before a presentation was made, he would like for Mr. de Mooy to give an overview of the project and to note what meetings may have occurred with the applicant. He said that the Planning Commission should also be made aware of what was expected of them at each meeting, whether it is concept, preliminary or final site plan review.

Mr. Grotzky called the regular meeting to order at 7:30 p.m.

MINUTES OF PLANNING COMMISSION MEETINGS

Mr. Grotzky asked if there were any additions or corrections to the minutes of the meeting of December 18, 2013. **Mr. Showalter moved to accept the minutes as presented, was seconded by Mr. Watson and carried unanimously.**

BEST BUILDING AWARDS

Mr. Watson stated that at the last meeting he nominated Mimi's Closet on High Street as an outstanding building for an adaptive reuse. **Mr. Watson moved to award the Best Building Award to Mimi's Closet, was seconded by Mr. Showalter and carried unanimously.**

Mr. Showalter moved to award a Best Building Award for 2013 to Flow Hair Salon, was seconded by Mr. Watson and carried unanimously.

Mr. Bowering asked the criteria for an award. Mr. Watson stated that the Commission gave awards to projects that contributed aesthetically and architecturally to the community.

ADOPT THE PLANNING COMMISSION REPORT FOR 2013

Ms. Mulligan stated that this annual report outlined the work for the year by the Planning Commission and upon approval would be sent to the Mayor and Council and then to the State of Maryland for their files.

Mr. Showalter moved to approve the Planning Commission Annual Report for 2013, was seconded by Mr. Bowering and carried unanimously.

CONCEPT PLAN – TOWNHOUSE SUBDIVISION FOR WATER STREET

Mr. de Mooy stated that in 2007 plans were submitted by the applicants to the Planning Commission for a small subdivision. He said that the parcel adjoins the parking lot for Wilmer Park and is proposed to include a one-way alley between Water Street and Queen Street. He said that the consensus of the Commission at the 2007 Planning Commission was that pushing the road through was a good idea and there were discussions at that time about site plan requirements. He said that although the application is prescribed as preliminary site plan, it was really a revisit of the same concept plan because so much time has passed since their first appearance.

Mr. de Mooy stated that stormwater management regulations changed in 2010, and the Planning Commission has changed so this plan should be reviewed as new.

Mr. Scott Lobdell with Van Cleef Engineering and Mr. Lou Ramunno, owner, were present for the application. Mr. Lobdell stated that they were seeking feedback to see if the original proposal still worked for the Town.

Mr. Lobdell stated that the existing parcel was surrounded by two dead-end streets. He said that when they were looking to subdivide and the opportunity presented itself to link the two streets by way of creating a one-way street.

Mr. Lobdell stated that an issue with the property was that there was a stormwater pipe that runs under the property. The stormpipe would have to be moved off the property in order to develop. He said that the layout was for four (4) townhouse structures.

Mr. de Mooy stated the referenced stormpipe ran under the last proposed unit on the property. He said that the pipe would be eliminated under the property and rerouted under the proposed alleyway connecting Water and Queen Streets. Mr. de Mooy stated that no building could occur over a stormpipe.

Mr. de Mooy stated that since the last time this development was presented the stormwater regulations have changed and asked what effect it has had on the stormwater calculations. Mr. Lobdell stated that they would look into different treatments for the pervious part of the site and that would be addressed in the design phase. Mr. Lobdell stated that they have proposed stone in the parking areas to help decrease the impervious coverage.

Mr. Lobdell stated that there would be signage on Queen Street alerting drivers that the alley was an exit only and one-way from Water Street. He said that the alley was close to 18' wide.

Mr. Showalter asked that there be "No Parking" signs on the alley because people tend to park wherever they can, especially during an event.

Mr. Lobdell stated that it was his understanding that they would move the stormpipe and the Town will build the road and have it dedicated to the Town as a Town road.

Mr. Showalter asked if there would be sidewalk. Mr. Lobdell stated that there would be sidewalk in the front to match the rest of the street. He said that there was room to install sidewalk and thought the Town would dictate how they wanted it built.

Mr. Showalter asked about trees. Mr. de Mooy stated that the existing trees had been examined and could be removed as they were "junk" trees. Mr. de Mooy stated that there should be some street trees in the front and other landscaping planned for the site.

Mr. de Mooy stated that for preliminary site plan approval there would have to be a much more detailed set of plans, including lighting and landscaping.

Mr. de Mooy stated that this property was immediately adjacent to the Historic District. He said that the applicant was not obligated to follow the Historic District Guidelines, but it would behoove the applicant to look at the design in relationship to the rest of the street and show elevations of the buildings, as well as perspective drawings of how the buildings related to those existing on the street. He said that the end unit especially (facing Wilmer Park) should be paid special attention and treated as a front facade.

Mr. Fordi asked about fencing along the alley and behind the yards. Mr. Lobdell stated that they had discussed fencing and thought it would be something that they could work out during the design phase.

Mr. Grotzky stated that he would encourage the applicant to work closely with Mr. de Mooy moving forward and said the consensus of the Commission was that this was a good concept.

GATEWAY PARK

Mr. de Mooy stated that there had been discussion on the Gateway Park within the last several days. He said in September 2012, the Planning Commission voted unanimously to approve the concept plan for Gateway Park.

Mr. de Mooy explained the site to the Commission, noting that the project was actually located in the County and would ultimately be approved by the Kent County Planning Commission.

Mr. de Mooy stated that when the concept plan was designed there was a strong desire to place the basketball court back from the road and to create an attractive gateway into Town. He said that the park has many challenges as far as design is concerned with wetlands and a stream corridor.

Mr. de Mooy stated that when the concept was developed there was the hope of a pedestrian foot bridge over the stream to connect the Rail-Trail to the park. He said that there was an existing sidewalk on the bridge and with the work that was taking place at the roundabout the Town has committed to connecting the roundabout sidewalk to the bridge and continue with 5-foot ADA accessible State Highway Administration standard sidewalk to the park. Mr. de Mooy stated that there was also discussion with State Highway Administration for sidewalk on Flatland Road.

Mr. de Mooy stated that he was not looking for approval per se, but would like a consensus of what the Planning Commission thought of the plan.

Mr. de Mooy explained that after the grant was received there was discussion from a Councilmember who did not want a basketball court on the site, which ended in a third vote from the Council allowing the basketball court. He said that Kent County has the property zoned AZD (agricultural), which permitted parks as a use. Traffic was an issue raised by the County as well. He said that the land abutting the park was in an easement and would remain in its natural state.

Mr. Watson stated that the proposed location of the basketball court was contrary to the Planning Commission's way of approving things. He said that a sea of asphalt at the front of the site was not what the Commission would typically approve and asked why the court was not located at the front of the park. Mr. de Mooy stated that this has not come up in discussions with the County, but that the basketball court was moved to the rear of the site over safety concerns.

Mr. Showalter asked if the parking was adequate for the site. Mr. de Mooy stated that there were ten planned parking spots and there was parking at Brooks Mill if that was needed for overflow.

Mr. Watson asked if there were people in the nearby neighborhoods objecting to the basketball court. Mr. de Mooy stated that he has not heard direct complaints, but had been told that there were some people concerned about it. Mr. Watson stated that he thought the basketball court seemed like it was placed backwards and said he did not advocate parking lots in front of a destination.

Mr. Bowering asked if there would be lighting for the basketball court. Mr. de Mooy stated that there was not provision for lighting because the park would not be open at night. He said that there will be lighting at the entrance to the park.

The consensus of the Commission was that they were in favor of the plan but would like to see connectivity between the trail and the park.

There being no further business, **Mr. Watson moved to adjourn the meeting at 8:45 p.m., was seconded by Mr. Showalter and carried unanimously.**

Submitted by:


Jennifer Mulligan
Stenographer

Approved by:

Jeffrey Grotsky
Chair

**Chestertown Planning Commission
Annual Report 2013**

DATE	APPLICANT	ITEM	ACTION
January . 16, 2013	6:30 p.m. – Workshop on Comprehensive Plan Update		
	7:30 p.m. - Meeting		
	Nomination and Election of Officers - Chris Cerino - Chairman / Trena Williamson – Vice Chair /Gil Watson - Secretary		
	Presentation of 2012 Annual Report		Approved
	7-Eleven Corner of Cross St. and Maple Avenue	Concept Plan	No Action Taken
February 20, 2013	7:30 p.m. – Regular Meeting		
	Chester River Hospital 100 Brown Street	Final Site Plan Phase II	Approved
	7-Eleven Corner of Cross St. and Maple Avenue	Preliminary Site Plan	Approved with Conditions
	Washington Square Plaza Washington Avenue	Concept Plan Tire and Automotive Shop	No Action Taken
	Garfield Center for the Arts 210 High Street	Changes to Sign Ordinance/ Zoning Text Amendment	Sign Ordinance Approved Text Amendment Denied
March 20, 2013	6:30 p.m. – Workshop on Comprehensive Plan Update		
	7:30 – No Regular meeting		

DATE	APPLICANT	ITEM	ACTION
April 17, 2013	6:30 p.m. – Workshop on Comprehensive Plan Update		
	7:30 p.m. – Regular meeting		
	John & Jane Richman 109-111 S. Mill Street	Lot Line Adjustment	Approved
	Sultana Projects 200-204 S. Cross Street	Concept Review	No Action Taken
	Discussed proposed revisions to the Sign Ordinance		
May 15, 2013	6:30 p.m. – Workshop on Comprehensive Plan Update		
	7:30 p.m. – Regular meeting		
	Don R. Moore 200 N. Water Street	Lot Line Adjustment	Approved
	Sultana Projects, Inc. 200-204 S. Cross Street	Parking Waiver for a planned new facility	Positive Recommendation to Zoning Board of Appeals
June 19, 2013	6:30 p.m. – Workshop on Comprehensive Plan Update		
	7:30 p.m. – Regular Meeting		
	PNC Bank 803 Washington Ave.	Increased Canopy Coverage	Approved
July 17, 2013	6:30 p.m. – Workshop on Comprehensive Plan Update		
	7:30 p.m. – Regular Meeting		

DATE	APPLICANT	ITEM	ACTION
	Mr. & Mrs. Walmsley 321 High Street	Lot Line Adjustment	Positive Recommendation to Mayor and Council
	7-Eleven 212 Maple Avenue	Final Site Plan	Approved with Conditions
August 21, 2013	6:30 p.m. – Workshop on Comprehensive Plan Update		
	7:30 p.m. – Regular Meeting		
	Chester River Manor Rt. 291	Concept Plan for expansion	No Action Taken
	Washington College 215 Washington Ave.	Concept Plan for Academic Bldg.	No Action Taken
September 18, 2013	6:30 p.m. – Workshop on Comprehensive Plan Update		
	7:30 p.m. – No regular meeting – No business to come forward		
October 16, 2013	6:30 p.m. – Workshop on Comprehensive Plan Update		
	7:30 p.m. – No Regular meeting – No business to come forward		
November 20, 2013	6:30 p.m. – Workshop on Comprehensive Plan Update		
	7:30 p.m. – Regular meeting		
	Chester River Manor Rt. 291	Preliminary Site Plan for Expansion	Approved
	Village at Chestertown Sheeler Road	Planned Redevelopment Overlay	Positive Recommendation to Zoning Board of Appeals
	Twilley Lane	Concept Plan	No Action Taken

DATE	APPLICANT	ITEM	ACTION
	Cannon Street		
December 18, 2013	6:30 p.m. – Workshop on Comprehensive Plan Update. Draft version completed.		
	7:30 p.m. – Regular meeting Nomination and Election of Officers: Jeffrey Grotsky – Chairman / David Bowering – Vice President / Gil Watson - Secretary		
	208 S. Queen Street	Lot Line Adjustment	Approved

NEW CONSTRUCTION:

BP2013-17	Covell Communities, 100 Landing Lane	Build two (2) 195 sq.ft. accessory buildings for inground pool at Chester River Landing
BP2013-83	Covell Communities, 314 Landing Lane	Three (3) unit 2-story town houses with garages attached

RENOVATIONS:

BP2013-06	RES Chestertown – 601 Washington Avenue	Interior fit-out of C'Town Liquors
BP2013-16	Kent Research & Manufacturing - 800 High St.	Interior fit-out of cafeteria
BP2013-36	Kent Research & Manufacturing - 400 S. Cross	Buildout of office and a bathroom
BP2013-60	UMMS – 100 Brown Street	Emergency Department Expansion
BP2013-63	PNC Bank, 803 Washington Avenue	Extend drive-thru canopy
BP2013-68	UMMS - 100 Brown Street	Ramp and Entrance for temporary Entrance to Emergency Room
BP2013-82	Washington College – 300 Washington Ave.	Interior Renovations
BP2013-89	Robert Ramsey/Mimi's Closet – 309 High Street	Interior Renovation and Electrical upgrades
BP2013-89	GAR Post – 206 S. Queen Street	Renovation of existing building
BP2013-114	Chesapeake Bank – 245 High Street	Installation of new ATM machine and steps

**PLANNING COMMISSION
JANUARY 15, 2014**

7:00 p.m. - Workshop

7:30 p.m. – Regular Meeting

1. Minutes of Planning Commission Meeting of December 18, 2013
2. Best Building Award Nominations – Mimi’s Closet on High Street as Best Adaptive Reuse 2013
3. Adopt the Planning Commission Report for 2013
4. Preliminary Site Plan – Townhouse Subdivision for Water Street