

**Planning & Zoning  
Meeting Minutes  
May 20, 2013**

**ATTENDANCE:** Michael Fortner, Pete Reich, Erik Donald, George Jack, Director of Planning & Zoning Mary Ann Skilling and Planning & Zoning Coordinator Dianna Battaglia.

**Meeting called to Order at 6:35 p.m.**

**APPROVAL OF MINUTES:**

**MOTION** made by Mr. Reich and seconded by Mr. Donald to approve the April 8, 2013 Planning & Zoning Meeting minutes as written. (1 abstention: Mr. Fortner not in attendance.) **Motion Passed.**

**Principio Health Center II:**

Mr. Clarence Cullum, from G.W. Stephens and Associates explained the site plan submitted. The plan has been approved and is the second phase of Principio Health Center. This is the second building and it will be identical to the first one that is there now. Mr. Ryan Woerner of Stewart Properties is also here tonight to answer any questions you may have. Right now all sediment control measures have been approved and are up-to-date with Cecil County. We're going through the process right now with the architect for tenant issues. Storm water and water and sewer lines are already in place and ready for hookup. This site plan shows the building, parking and landscaping.

Ms. Skilling explained, to give an overview, the site already has final approval and this is the second phase of construction. The section of parking you see south of this next building has been added to this phase. I think we need to explain a little bit why you're doing it now instead of with the future office space.

Mr. Cullum explained it was originally going to be part of phase three but there is a need for additional parking on the site.

Ms. Skilling indicated in the original project the Mayor and Commissioners made it quite clear they wanted connectivity of sidewalks and it is in the Public Works Agreement for the second building. Surrounding properties currently are not within corporate limits and eventually it could happen the properties request to be annexed but that could be a long time. Since most of this walkway is internal, there is a bus transit stop here, and we need a transit shelter. An alternative is if you would put a transit shelter here, the internal walkways will provide access for them. This is one of the issues that need to be addressed because the required sidewalk is on the public works agreement.

Mr. Cullum and Mr. Woerner explained internal sidewalks on our plan that are highlighted in red, with a good portion of them are already built on site at the first building. We show a bus stop and then internal sidewalks to serve that property.

Discussion continued regarding public access to the site with a potential location to provide a transit shelter to facilitate movement on the entire site with connection to internal sidewalks for accessibility throughout. The developer should create a viable plan to present to the Planning

Commission. Sidewalks may not make sense along Route 40 but need to see a plan to review options. The front building is planned as 2-story retail and offices and the site will require a retaining wall due to the slope along the front, which reduces area for sidewalks. Some suggestions were made to locate a transit stop within the site and request Cecil County to review for approval of a bus stop. A possible location for the bus stop is in the round-about in the center of the site that is existing now and directs the flow of traffic to the buildings. The Planning Commission could make that as a recommendation in order to make this facility more user-friendly, with consideration to not do the sidewalk on Route 40 but instead provide an internal drop-off for convenient access to all of the buildings. Once a plan is developed showing internal sidewalk access, the Planning Commission could make a recommendation to the Mayor and Commissioners for their approval of proposed. Only the Mayor and Commissioners are authorized to change the public works agreement.

Ms. Skilling indicated the Staff Report (attached separately) for Principio Health Center included two medical office buildings of 24,000 s.f., the first building was completed and the second building was approved and public works agreements were initiated. They did get authorization for final site plan but never received a zoning certificate. Guidelines in the Zoning Ordinance provide extensions up to six months may be granted if the project proceeded with due diligence and conditions have not changed. So they have approval and basically in order for them to move forward with the plan that has already been approved, nothing has changed; sediment control has been approved, it's gone through for storm water. The only difference for this phase is the parking in the front that was designated in the general development plan, and the walkways. The Planning Commission could grant an extension of the site plan that was already approved, with the findings made.

Mr. Reich asked questions regarding a motion and expressed concern there is not enough information to make a recommendation to the Mayor and Commissioners to forgo the sidewalk along Route 40. My thought would be to grant the extension and come back next month to show some kind of drop off area.

Discussion continued regarding other locations on the site with ease of accessibility to all buildings. It was noted there is no value for having the sidewalk along Route 40 as that will not provide direct accessibility to the buildings on the site, with internal sidewalks a better option. Approval or extension granted tonight could be conditioned upon receiving more information for the sidewalk so they could move forward.

Mr. Woerner stated we understand we have to build the sidewalk along Route 40. This was just a proposal to see if you were interested in seeing more of an internal sidewalk. We understand with construction of the second building we have to put in a sidewalk. We are hoping for a mid-June start for breaking ground as there are already two or three tenants ready for the next building. There's an eight month build time for the building and in order to accommodate the new tenants we have to break ground next month.

**Motion** made by Mr. Jack and seconded by Mr. Donald to grant an extension to move forward with the plan conditioned upon coming back to the Planning Commission with a sidewalk plan.

Ms. Skilling indicated they can move forward with the building but will not get use and occupancy approval until the sidewalk has been resolved.

Mr. Reich commented there are other conditions listed in the Staff Report that should be included.

Mr. Jack stated the motion allows them to move forward but no occupancy will be granted until the condition of a sidewalk plan has been met.

**Amendment to Motion** made by Mr. Reich and seconded by Mr. Donald to allow the project to proceed as approved to include all items listed in the Staff Report. **All in Favor to amend the Motion.**

**Motion** was made by Mr. Jack and seconded by Mr. Donald to grant extension of site plan up to six (6) months to move forward with the plan conditioned upon coming back to the Planning Commission with a sidewalk design and to include all comments in the Staff Report. **All in Favor. Motion Passed.**

Ms. Skilling indicated a copy of the Staff Report will be provided to the developers.

Mr. Fortner announced this is his last Planning Commission meeting and resigns as chairman and member of the Planning & Zoning Commission, effective May 21, 2013. As of July 27, 2013 he will no longer be a resident of the Town because he is moving outside of the municipal boundaries.

**Motion** made by Mr. Reich and seconded by Mr. George to adjourn the meeting at 7:20 p.m. **All in Favor. Motion Carried.**

Respectfully Submitted,

Dianna M. Battaglia  
Planning & Zoning Coordinator