

**Planning & Zoning
Meeting Minutes
January 28, 2013**

ATTENDANCE: Michael Fortner, George Jack, Erik Donald, 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 was made by Mr. Jack and seconded by Mr. Donald to approve the December 17, 2012 Planning & Zoning Meeting minutes as written. **All in Favor. Motion Passed.**

OLD BUSINESS:

Draft Chapter 74 Subdivision of Land:

Ms. Skilling explained during the process of reviewing the draft document and the various comments made by members, we will continue revisions to the administrative part to make the regulations as clear as possible. It should be similar to Cecil County's regulations and we will revise accordingly. The Planning Department will take the lead to ensure accuracy with Town regulations and guide the developer on the right path. Staff will work directly with the developer to develop a schedule or time line for review by all appropriate departments for compliance with both local and county requirements for all phases: Concept, Preliminary and Final. It is recommended that the developer come in and talk about the project first. A plan will not be added to the agenda for Planning Commission review until after comments are received by all departments that are pertinent for you to make decisions. We added definitions for Plat and Site Plan due to the confusion with the terms at the last meeting. A plat is not as detailed as a site plan. The technical section should remain as is. We will continue to work on the draft to make sure it is organized and easy to follow, and get it to you as soon as possible for final review.

Discussion continued regarding the regulations and the checklist that is provided to the developer. It is recommended that developers discuss the project first, to review regulations for compliance, and staff will handle that before the project gets added to the agenda for the Planning Commission. The developer is also responsible to post the property and notify surrounding properties for input during the subdivision process and we will make sure that is included. Changes may occur to the initial site plan during each phase, especially at Concept as the plan is reviewed at Cecil County for storm water management and other requirements.

NEW BUSINESS:

Ms. Skilling informed the members that the plans for Principio Health Center Phase II will be submitted soon. It is an approved plan and they are now getting ready to start the next building. Sediment Control is on site, infrastructure is in place. A Traffic Impact Study was done and all road improvements have been completed. The developer will construct the shell and each tenant will finish their space. The bank (NBRs) is no longer at that site and had signed a ten (10) year lease. The other pad sites are not being developed at this time along Route 40: the restaurant site on the west side and office building on the east side of the site entrance.

Also, new floodplain maps have been issued and new regulations will need to be adopted by July 2013 so we'll be working on the new model ordinance in the next couple of months.

Motion made by Mr. Jack and seconded by Mr. Donald to adjourn the meeting at 7:00 p.m. **All in Favor. Motion Carried.**

Respectfully Submitted,

Dianna M. Battaglia
Planning & Zoning Coordinator