



**Town of Port Deposit
Planning Commission Meeting Minutes
September 23, 2021**

Chairman Heck called the meeting to order at 7:01 p.m.

PRESENT: In person: Chairman Heck, Vice Chair Davidson, Commissioner Baron, Councilman Berlin, Town Administrator Rinkerman, Chris Rogers – AECOM, Reid Townsend – MRP, Kate Bryden- MRP and Andrew Stine – Bohler. Via Zoom: Commissioner Komisar and Counsel Jay Gullo

ABSENT: None

MINUTES - Minutes from the July 22, 2021 Meeting and August 12, 2021 Work Session Meeting were presented.

Motion was made by Vice Chair Davidson to approve the minutes from the July 22, 2021 Meeting. Seconded by Commissioner Baron. All in favor. Motion carried unanimously.

Motion was made by Chair Heck to approve the minutes from the August 12, 2021 Work Session Meeting. Seconded by Vice Chair Davidson. All in favor. Motion carried unanimously.

FINAL SUBDIVISION PLAN – BAINBRIDGE PROPERTY

FILE 18-2021 - APPLICANT: Bohler Engineering and MRP Bainbridge I LLC

PROPERTY OWNER: Bainbridge Development Corporation

LOCATION: Bainbridge Property, 430-acres, Jacob Tome Highway, Port Deposit

TAX MAP: 29 **PARCEL:** 648 **ZONE:** Business & Industrial

FOR: Final Subdivision Plan for the re-development of approximately 430-acres to include four (4) industrial buildings and associated roadways, site access, and site amenities including parking, utilities, landscaping and stormwater management.

Chris Rogers – AECOM provided a letter on the Final Subdivision Plan and discussed the contents of the letter with the Commission. The letter provides comments on various items such as the explanation of conditions that have been met on the Preliminary Plat, remaining land, and items that are under per view of other agencies on the final plat including sanitary and sewer easements, water line easements, and stormwater management easements.

A local resident asked what percentage of the Bainbridge property is included in the project and what percentage is not included. Reid Townsend – MRP explained that about 40% of Bainbridge will be sub-divided into six (6) lots for development. The remaining balance of 60% of the land will stay with the Bainbridge Development Corporation (BDC).

Chair Heck inquired if the BDC will be maintaining a presence during construction and BDC Executive Director, Toni Sprenkle ensured that they would be.

Motion was made by Chair Heck to approve the final plat for the Bainbridge Development Corporation conditioned on all the conditions on the final site plan approval being met, and items 3 through 23 of AECOM's review letter dated September 20, 2021 being that prior to the Planning Commission Chairman signing the final subdivision plat. Seconded by Vice Chair Davidson. Roll call vote: Heck – Y, Davidson – Y, Baron – Y, Komisar – Y. All in favor. Motion carried unanimously.

FINAL SITE PLAN – BAINBRIDGE PROPERTY

FILE 17-2021 - APPLICANT: Bohler Engineering and MRP Bainbridge I LLC

PROPERTY OWNER: Bainbridge Development Corporation

LOCATION: Bainbridge Property, 430-acres, Jacob Tome Highway, Port Deposit

TAX MAP: 29 **PARCEL:** 648 **ZONE:** Business & Industrial

FOR: Final Site Plan for the re-development of approximately 430-acres to include four (4) industrial buildings and associated roadways, site access, and site amenities including parking, utilities, landscaping and stormwater management.

Chris Rogers provided an overview of the letter attached to the Final Site Plan and dated September 20, 2021. The letter reiterates the Final Site Plan components such as the Landscape Plan prepared by Bohler Engineering, and a Lighting Plan which are under the per view of the town's ordinance. The General Development Plan was approved by the Planning Commission at the February 2021 meeting, and the Preliminary Site Plan was approved at the May 2021 meeting with conditions, which those conditions have been met. The Preliminary Site Plan approval also included the approval of three (3) modifications to the town's Zoning Ordinance, which are noted on the plan.

Chris Rogers explained the procedural comment outlined in the letter stating that prior to the approval of the Final Site Plan, the town should ensure that all of the other plans associated with the project are approved by the applicable agencies. This includes the Sediment Erosion Control Plans, Stormwater Management, Forrest Conservation Plans, Water, Sanitary, and Sewer Plans, Road, Landscape, and Lighting Plans, and Entrance Plans.

Prior to approval of the Final Site Plan, the Landscape agreement should be executed with the town to guarantee that the landscaping shown on the Landscaping Plan is installed and maintained properly and in accordance to the approved plans. The Public Works Agreement should be executed with the town and guarantees that the roads, storm drains, and street lights that will be dedicated to the town are constructed in accordance to the approved plans.

Andrew Stine – Bohler Engineering provided a brief status update regarding the Stormwater Management Plans with Cecil County, and the Entrance Plans and offsite improvements with the State Highway Administration. He stated that the Stormwater Management Plans are in the final stages and they are finalizing the comments from Cecil County and DNR. The comments on the Road Plans have been addressed and they are expecting to receive an approval letter and cost estimate soon.

Chair Heck asked for clarification on the feedback that they are receiving on stormwater and sediment control, and if the comments are significant as far as what has already been constructed on put into place. Andrew Stine stated there are no significant comments or changes and that they are in the final stages of the final review.

Steve O'Connor, Cecil County Director of Land Use introduced himself and agreed with Chris Rogers and Andrew Stine stating that the Stormwater Management falls under his department and the Stormwater Management team has determined that the plans are 90% complete with only the landscaping and administrative items as outstanding.

Chair Heck questioned as discussed at a prior Worksession Meeting and stated in letter #7, how are the architecture elevations in the final site plan going to be incorporated? Andrew Stine stated that the plans will follow through to be submitted for signature and it will be up to the Planning Commission to keep what was previously submitted or to request changes. The architecture elevations will be physically attached to the plans for signature.

Motion was made by Chair Heck to approve the Final Site Plan for MRP Bainbridge I LLC conditioned on items 4 through 14 of AECOM's review letter dated September 20, 2021 being met prior to the Planning Commission Chairman signing the Final Site Plan. Seconded by Commissioner Baron. Roll call vote: Heck – Y, Davidson – Y, Baron – Y, Komisar – Y. All in favor. Motion carried unanimously.

A local resident asked if there are any proposed projects for the remaining land. Vice Chair Davidson stated nothing that has been brought to the Planning Commission.

The meeting was adjourned at 7:30 PM. Meeting recording available upon request.

Approved:



Jeff Heck, Chair