

## MINUTES

### PLANNING COMMISSION TELECONFERENCE

February 4, 2021

The regular meeting of the Planning Commission was called to order on Thursday, February 4, 2021 at 7:00 p.m. via teleconference.

**MEMBERS PRESENT:** Lois Kissinger-Kelly, Chair  
Donald Coates  
Keith Powell  
Phil Raub  
Peter Schlehr

**IN ATTENDANCE:** Rowan Glidden, Senior Planner  
Kevin Small, Director of Planning  
Erin Hughes, Town Commissioner  
Charles Keenan, Town Counsel  
Joan Suitt, Recording Secretary

**OTHER:** Elizabeth Janney, Bel Air Patch

#### **ADMINISTRATIVE MATTERS:**

##### Approval of Minutes

Mr. Powell moved and Mr. Raub seconded the motion to approve the minutes of November 5, 2020 as submitted.

Mr. Schlehr requested information on who approves the plans for the police station. Mr. Small, Director of Planning informed a contract with Crabtree and Rohrbaugh was approved and the plans for the police station will come before the Planning Commission next month.

Chair Kissinger-Kelly inquired about any further discussion on the canopy at Chick-fil-A. Mr. Glidden has talked with Chick-fil-A but nothing has been submitted. Any submission will come before the Planning Commission.

Ayes: Mr. Coates, Mr. Powell, Mr. Raub, Mr. Schlehr, Chair Kissinger-Kelly

Nays: None

The motion carried.

##### Election of Officers

Mr. Keenan, acting as Temporary Chair, called for nominations for Chair of the Planning Commission.

Mr. Schlehr nominated Lois Kissinger-Kelly as Chair of the Planning Commission and Mr. Raub seconded the nomination. There were no other nominations.

Mr. Keenan called for the vote.

Ayes: Mr. Coates, Mr. Powell, Mr. Raub, Mr. Schlehr

Nays: None

The vote carried.

Chair Kissinger-Kelly nominated Peter Schlehr as Vice Chair of the Planning Commission and Mr. Raub seconded the nomination. There were no other nominations.

Ayes: Mr. Coates, Mr. Powell, Mr. Raub, Chair Kissinger-Kelly

Nays: None

The vote carried.

#### **NEW BUSINESS:**

##### Review - 2020 Annual Report

The 2020 Annual Report was emailed to the members of the Planning Commission and Mr. Glidden requested questions/concerns.

Chair Kissinger-Kelly inquired:

1. Why was the communication tower withdrawn? Mr. Glidden advised that was the applicant's choice. Comments were raised during the review and the applicant never resubmitted.
2. Reason for the discrepancy in fees between the Bel Air and Fallston electric car charging stations. Mr. Glidden notified there is not a charge for parking at the Bel Air station in the parking garage.
3. Concern about walking over the pervious cement block at the Court House Square and the possible problems for future music luncheons. Mr. Glidden advised it might be more challenging. Mr. Keenan does not know how the Town relates to that and agrees there could be concerns. Mr. Small informed the County installed this when completing improvements to the North side of the building. The Town was aware and now knows the material was not the best.
4. Has the Capitalized Community Re-Investment Act ever been used? Mr. Glidden advised this is an Economic Development agenda item.
5. Suggestion for a bocce ball court constructed at the Armory to have competition between merchants. Mr. Glidden advised there is some interest for a bocce ball court at Shamrock Park.

6. If the Town has considered a homeless shelter. Mr. Glidden informed the Town is looking at this but there are no proposals.

Chair Kissinger-Kelly called for a motion to approve the 2020 Annual Report.

Mr. Raub moved and Mr. Powell seconded the motion to receive and approve the 2020 Annual Report. Mr. Raub acknowledged staff for their outstanding effort in putting it together.

Ayes: Mr. Coates, Mr. Powell, Mr. Raub, Mr. Schlehr, Ms. Kissinger-Kelly

Nays: None

The motion carried.

#### Review - Draft Update to the Powers and Duties

The draft update to the Powers and Duties was emailed to the members of the Planning Commission. Chair Kissinger-Kelly requested comments.

Mr. Powell believes the 2<sup>nd</sup> paragraph on page 4 is a little harsh.

**Suggested Change:** Public participation in the development of a planning program is encouraged, however the Planning Commission must have the flexibility to implement reasonable rules to facilitate the timely completion of its tasks.

Mr. Powell wants it understood the Planning Commission does encourage participation.

Mr. Raub concurs and does not want to take any position that suggests suppressing people to participate.

Mr. Glidden informed Mr. Schlehr forwarded other concerns and included spelling corrections.

Concerns:

- Page 8 #10 - change "promotes goals" to "**includes goals**"
- Page 8 #11 - add architecture "**renovation**"
- Appendix A page 4 - Mr. Glidden suggests the change submitted be inserted under #6 Questions
- Appendix A page 5B - obtain technical assistance. Mr. Schlehr asked if the Town has staff with an engineering degree to review applications. Mr. Small advised a staff member has engineer experience. Mr. Schlehr recommends adding to outside consultants (i.e., "**technical**", traffic, architecture, engineering, etc.)

Mr. Powell would like the names of the principals of the LLC be required on the application for conflict checks. Mr. Small agrees it needs to be included.

Mr. Powell stated the Planning Commission has no relationship to Roberts Rules of Order on (page 4). This is a very technical system and seems to be out of place. Mr. Glidden noted that is the reason "guideline" is used in the statement.

Chair Kissinger Kelly called for a motion for approval.

Mr. Schlehr moved and Mr. Raub seconded the motion to approve the Planning Commission Powers and Duties subject to the comments tonight.

Mr. Keenan stated it is not clear what the amendments/revisions will be and recommends postponing the approval to adopt.

Mr. Raub moved and Mr. Powell seconded the motion to table the approval pending the revisions at a subsequent meeting.

Ayes: Mr. Coates, Mr. Powell, Mr. Raub, Mr. Schlehr, Chair Kissinger-Kelly

Nays: None

The motion carried.

Mr. Glidden will send revisions before the next meeting.

#### **MISCELLANEOUS:**

##### Project Status Update

Mr. Glidden reported:

- Legacy at Gateway - received all Use & Occupancy permits for each unit.
- UCMC expansion Cancer Center - extended in November - has not submitted for permit
- UCMC 190 additional parking spaces - in maintenance period on landscaping
- 20 N. Main Street renovate interior - permit issued but not picked up
- Bel Air Assisted Living - building permit in process
- Tower Restaurant rooftop dining - need revised Site Plan - owner was notified their temporary use of this space expires along with other COVID related temporary uses for restaurants
- UCMC - expansion Support Services - has site grading permit - has not applied for building permit

- UCMC addition Ambulatory Surgical Center - has grading permit in place - has not applied for building permit
- Corbin Ice & Fuel expansion - applied for building permit but it has not been issued

Questions:

Mr. Schlehr wanted clarification if the planning activity in the Annual Report regarding the Catherine Street annexation only applies to the Planning Commission. Mr. Keenan reminded the annexation failed and the Planning Commission was in an advisory capacity. Mr. Glidden advised the map indicates what was before the Planning Commission and will modify the legend.

Mr. Raub wants the document to note the Planning Commission recommended approval.

Mr. Glidden advised the legend can be changed to "projects heard" because it also covers Historic Preservation and the Board of Appeals. Mr. Glidden will correct the map to resolve the confusion.

**ADJOURNMENT:**

The meeting adjourned at 7:45 p.m.