

## MINUTES

### PLANNING COMMISSION

April 1, 2021

The regular meeting of the Planning Commission was called to order on Thursday, April 1, 2021 at 7:00 p.m. via Teleconference.

**MEMBERS PRESENT:** Lois Kissinger-Kelly, Chair  
Peter Schlehr, Vice Chair  
Phil Raub  
Donald Coates  
Daniel Gray, Alternate

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

Chair Kissinger-Kelly conducted the roll call. Those present are listed above. Joining the teleconference was Jonathan West and Aegis representative.

#### **ADMINISTRATIVE MATTERS:**

##### Approval of Minutes

Mr. Raub moved and Mr. Powell seconded the motion to approve the minutes of February 4, 2021 as submitted.

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

Nays: None

The motion carried.

#### **NEW BUSINESS:**

##### Police Station/Town Hall Expansion

Mr. Small, Director of Planning presented information on the Police Station/Town Hall Expansion that requires the Planning Commission review/input and not a vote. This project will be decided by the Town Board.

Mr. Small advised in 2006 and 2008 studies were completed that never proceeded. Approximately two years ago, this project began based on a review of the existing facility. The Bel Air Police Department and Town

Hall is undersized for the 32 Police Officers, 15 civilian and administrative staff that occupy the building. The building needs to be at least twice the size.

Issues needing addressed:

1. Water infiltration through the foundation on the front, right side of building.
2. Space need, especially storage.

The Town and Crabtree & Rohrbaugh conducted a Feasibility Study to develop several building options.

1. Several Precincts were looked at (Harford County and Perryville).
2. Subject to two retreats held (2017 and 2018).
3. Open House - survey where people reacted when visiting facility.
4. Public Input meeting November, 2018. Letter sent to residents and webpage created to show progress.
5. Second Public Input meeting April 2019. Feasible Study accepted with option #2 approved by Town Board. Moved forward with another contract with Crabtree & Rohrbaugh to design the project starting with Schematic Design approved October, 2019. Town Board reviewed the design July 2020 with an estimated budget of \$9.9 million that excluded finishing/furnishings, equipment, and architectural engineering.
6. Design was deemed to be too expensive and during the retreat September 2020 Town discussed how to reduce space. Space reduction was completed as part of the Town Board approval, and the Design Development contract was approved October 2020.

Mr. Small displayed the Police Department expansion lower level that included space for Economic Development and IT. The upper floor includes existing staff and police. This was a 19,000 sf addition and determined this was more space than the police needed and Town could afford.

Mr. Small informed that the Schematic Design was reduced and displayed the existing proposal. The space was reviewed to include intake, holding cells, sally port, criminal investigation, evidence storage, records storage, quarter master, patrol and locker areas. The upper level shows existing area with expanding the Finance Department. Police area on upper level is traffic, community policing, and administration. This schematic design was completed in July/August 2020 and cost came in less but still too high.

Mr. Small stated again this was drastically reduced. The next step was to identify areas to remove from the plan. In the lower level, Economic

Development went back to the Armory and the wellness center and media room were eliminated. On the upper level another media room was eliminated plus the extra space that was mostly associated with expansion of facility in the future. Mr. Small advised the space is now 11,790 sf, which is much more reasonable. Cost is \$8.6 million and includes extras being anticipated, i.e., furnishing, equipment, architectural engineering, permits and financing. Mr. Small showed a plan indicating the reduction in square footage, the stormwater management areas and the connections to the park that are still intact. Public will enter the building on Hickory Avenue and the lower entrances are strictly for employees. Approximately 12-13 parking spaces will be available on Hickory Avenue. The parking in the back is for employees and police vehicles. Some public parking will be at the north end and south end. The side door access is for loading of the facility. Mr. Small showed the space for IT Department, roll call, quarter master, processing, holding cells, interview rooms, report writing, supervisors, detectives, criminal investigation, traffic, locker room and breakroom. There is a separate room for handling juveniles. The upper level shows the Rotunda and the gray area stays the same. The Finance Department is expanded and a new office for Public Relations was provided. Retained are the community meeting room and community police, dispatch, supervisor area, breakroom and administration in the back. Mr. Small stated there are some storage needs that must be addressed and those may be offsite. During the project there are minor renovations for existing Town Hall in order to bring it up to code.

Mr. Small informed the estimated schematic project cost is \$8.6 million and with adding all other items \$10 million.

Schedule:

- Work through initial stormwater management design, schematic design, and design development
- Enter into construction drawings and bidding in July/August
- Construction to start September/October and last slightly over a year
- Project - in 2 phases

Mr. Coates asked if the Finance Department window remains because it looks like an open area. Mr. Small stated the window remains and the area contains 3 employees that serve the public.

Mr. Coates is concerned that the vestibule area is open and lacks security on the police side when coming in the front door. Mr. Small informed there can be the ability to be buzzed in by dispatch and Chief Moore would make the decision. Mr. Small informed every exterior door will require a card

and secure areas will have a higher security rating. Mr. Coates stated this is a good addition to the Town and a great project.

Mr. Schlehr agrees it is a good design but there is a need to remember that across the street is a church and an elementary school within a block. Mr. Schlehr recommends softening some areas especially where police vehicles park. Mr. Schlehr has concern with people in Shamrock Park looking at police vehicles.

Mr. Small advised the landscape to be provided has not been designed and there will be a buffer between the police parking lot and Shamrock Park. Mr. Small informed of pushing into Shamrock Park about 15'. Mr. Schlehr wanted to know if the parking area on Lee Street, 16 spaces, is a staging area for police vehicles or be for civilian cars. Mr. Small informed most of the police cars will park in the back.

Mr. Coates asked if the War Memorial will remain. Mr. Small stated that is not being moved. Mr. Coates wanted to know if stormwater management will be underground. Mr. Small stated no because it triples the cost.

Chair Lois-Kissinger Kelly wanted clarification on the police department needing double their space and is there room in the future to continue the expansion. Mr. Small reported this gives the police 11,000 sq feet more but includes the Finance Department. Mr. Small talked about the design of a hallway that could be extended out for more square footage. There is an issue with site restraints and a huge pipe running through Shamrock Park. The Town is hoping this project will last another 50 years.

Amy Chmielewski, attending as a citizen, questioned about the memorial located in the front of the building for a Chief of Police that died. Mr. Small advised this will be moved and several options are being looked at.

Mr. Small will keep the Planning Commission updated and stated this is now in the hands of the Town Board. Contact Mr. Small with any questions.

#### **OLD BUSINESS:**

Chair Kissinger-Kelly wanted clarification of the Legend change on the Annual Report. Mr. Small informed the change was made and will send out the updated version.

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

Mr. Glidden reviewed the following revisions:

- Table of Contents - added - Planning *Commission*
- Page 1 - added - *A list of all persons and entities have equitable interest in the subject property.*

- Page 2 - added - number of weeks inserted in Development Process
- Page 3 - removed from Role of the Planning Commission, ***the Town Board and the public in the Planning Process***
- Page 4 - 2<sup>nd</sup> paragraph regarding citizen input. Added - ***However, the Planning Commission must have the ability to institute such rules as are necessary to control the meeting.***
- Page 4 - 3<sup>rd</sup> paragraph. Added - ***A two-thirds majority vote is required by State Law to reject a Comprehensive Plan recommended by the Planning Commission.***
- Page 9 - added in #10 - ***includes***, added #11 - ***renovation***
- Page 11 - Ethics - added - ***comprised of a group of appointed volunteers which***
- Appendix A Page 3 Withdrawal of Application - added ***its***
- Appendix A Page 4 Questions - added - ***Each person shall clearly state their name and address prior to asking the question or making a statement.***

Mr. Schlehr requested to change "their name" to ***his/her name***.

- Appendix A Page 5 - Staff Support to Planning Commission added - B. ***engineering***, C. ***including the name and address***
- Appendix A Page 6 - Section V. Determinations Under Notice of Decision - changed "in" to ***of***

There were no other revisions/edits.

Mr. Small advised all Commissions and Boards in the Town of Bel Air have Powers and Duties that is a regulation/rule. These govern how meetings are conducted, how the Town receives submissions, and how reviewed. Powers and Duties have existed for decades and are being updated to be correct and meet State changes that have happened in the past. The changes meet the requirement of the current Planning Commission and how they want to operate.

Mr. Small saw on a chat a comment that the Town is trying to limit public participation in the planning concept and asked for elaboration or comments. There were none.

Mr. Glidden advised the final document will be sent out to the Planning Commission and be adopted at the next meeting. Questions should be sent to Mr. Glidden or Mr. Small.

**MISCELLANEOUS:**

## Project Status Update

Mr. Glidden reported:

- Legacy at Gateway - building complete, site work complete, U&O issued, and second inspection on landscape this spring and final in the fall.
- UCMC Cancer Center Expansion - not applied for building permit.
- UCMC Parking Lot Expansion - site work complete, final inspection next couple of weeks on landscaping.
- 20 N. Main Street - received building permit but construction not started.
- Bel Air Assisted Living - have not received building permit, working out technical issues.
- Tower Restaurant (roof outdoor dining) - waiting on final site plan.
- UCMC Expansion Support Services - some site work completed, have not applied for building permit.
- UCMC Ambulatory Surgical Center - most site work completed, have not applied for building permit.
- Corbin Ice & Fuel - received permit but have not started construction.

### **ADJOURNMENT:**

The meeting adjourned at 7:58 p.m.