CITY OF BRUNSWICK

1 W. Potomac Street • Brunswick, Maryland 21716 • (301) 834-7500

Brunswick Planning Commission
Minutes
March 26, 2007

Commission Members Present: Chair Ed Gladstone, Vice Chair Connie Koenig, Secretary Wayne Dougherty, Council Liaison Walt Stull, Don Krigbaum, and Ellis Burruss, Alternate.

Staff Present: City Development Review Planner Jeff Love and County Planning Liaison Carole Larsen.

Chair Gladstone called the meeting to order at 7:00 PM.

Mr. Gladstone requested all those in attendance who were going to speak to rise and be sworn in.

Minutes
The minutes of the February 26, 2007 meeting were reviewed and approved as presented. (MOTION by Mr. Burruss and seconded by Mr. Stull unanimously passed.)

Chair
Mr. Gladstone stated that the night's events were being televised and recorded.

Mr. Love reviewed the Agenda Package.

National Park Service Centennial Initiative – Presentation by NPS to solicit participation and support to assist the Chesapeake and Ohio Canal Historic Park in formulating the long-term goals, park projects, and programs of the National Park Service Centennial Initiative.

Mr. Bob Hartman, National Park Service, spoke to the Commission in regards to the National Park Service Centennial Initiative and answered Commission questions.

Old Business

Master Plan

Staff review of the status and schedule revisions for Update/Re-write of the current City of Brunswick Master Plan.

Mr. Love reviewed the Schedule and progress with regard to the Master Plan Update/Rewrite. He stated that the Master Plan went to the Mayor & Council for Action on February 27, 2007 in the form of Ordinance 447 and passed. The Ordinance became effective on March 9, 2007.

Mr. Love answered Commission questions.

Zoning – Site Plans

Galyn Manor Recreational Amenities Site Plan – Staff update of the status of the Temporary Use of the School Site for a Recreational Areas in the Galyn Manor PUD, located West of MD Route 464, North of Souder Road. Zoning Classification: R-1; BR-PUD-01-SP-RA

Staff Presentation: Mr. Love briefed the Commission on the status of the progress for utilization of the BOE School Site for use as a Temporary Recreation Area for Galyn Manor, and answered Commission questions.

Applicant: Mr. Joe McGraw, Pulte Homes, informed the Commission regarding the Board of Education Meeting that he attended, and answered Commission questions.

Public Comment: None.

Public Hearing

Zoning Map Amendment – Zoning Ordinance **Recommendation**

Review of Planning Commission initiated Zoning Map Amendment (Ordinance 450) for a Supplemental Zoning Map for a recommendation to the Mayor and Council (BPc Resolution 07-01). BR-ZO-07-01-MA

Mr. Love explained the situation with regard to the existing Zoning Map and the capability with the new GIS Software. He stated that Staff continues to have difficulties determining Zoning from the current map, and that a determination had been required to provide MDP data for them to proceed with the Development Capacity Analysis for the City. Additionally, the new map would allow for citizens to be able to better identify their property within the various Zoning Districts. While the intent isn't to change any of the current Zoning on properties, the City Attorney has indicated that the City should proceed and adopt the new Map as a Supplemental Zoning Map.

The following is a summary of the proposed amendment:

Article 7 Zoning Districts and Map, Section 7.5.
The purpose is to replace the current Zoning Map with the Supplemental Zoning Map.
(No change to the zoning of any properties is proposed by this action.)

Mr. Love answered commission questions.

Applicant: None since the City is the applicant.

Public Comment: None.

Rebuttal: None.

Decision:
Mr. Krigbaum made a motion to approve the amendment in accordance with Staff Recommendation; Mr. Dougherty seconded the motion.

VOTE: Yea 5 Nay 0

Zoning – Site Plan

Brunswick Crossing PUD – Request for Site Plan Approval for Phase 1A (Potomac View Parkway), located East of Jefferson Pike, South of Burkittsville Road, West of Petersville Road. Zoning Classification: R-1, R-2, RS and OS; Water and Sewer Classification: W-3, S-3; BR-PUD-03-01-PIII-SP-01

Staff Presentation and Recommendation
Mr. Love presented the Staff Report for Phase 1A (Potomac View Parkway) Site Plan. The following items of concern were raised:

- The number of lot types and overall unit density must remain consistent with the Phase III Preliminary Plan approval. Staff concurs with the Types and Locations of the proposed lots.
- Staff concurs with the location and use of the roundabout on Potomac View Parkway provided it is clarified in more detail on the Site Plan and Improvement Plans.
- Staff concurs with this concept, with the condition that the cul-de-sac island is maintained by the Brunswick Crossing HOA and that detailed site plans for the green spaces/recreational areas are submitted for Planning Commission approval. In addition, a schedule for the construction of the green spaces/recreational areas must be provided prior to or with the submission of Final Plats.
- At a minimum conceptual Trail Head Locations must be identified on the Site Plan with final locations occurring with the submission of the Site Plans for the Trail System.
- Staff concurs with this proposal if detailed landscape plans, at a minimum by block are submitted for staff review and concurrence prior to or with zoning certificates for the affected lots.

- Staff finds that the Dimensional Requirements shown on the Site Plan are in compliance with those approved by the Phase III Preliminary Plan and the additional Modifications granted by the Planning Commission on November 27, 2006.
- Either a connection from Jefferson Pike or from Burkittsville Road, as indicated on the Phase III Preliminary Plan, must be platted and guaranteed prior to the issuance of any zoning certificates.
- Staff concurs with the use of Street Trees subject to the HOA maintenance as the applicant has indicated in the general notes. Final Street Tree Locations will be addressed at the Improvement Plan Stage in order to ensure that public and private infrastructure is not adversely affected.
- Street Lights and lighting in other common areas must be addressed at the Improvement Plans. All lighting must be in accordance with the Dark Sky Principle and other applicable regulations.
- Signage details must be provided as part of the Improvement Plans and must address Street and Neighborhood signs and locations. Light Fixtures are generally not to exceed fifteen feet (15') in height from the ground.

Staff recommends Approval of the Site Plan in accordance with the Staff Report and with the following specific conditions:

1. Improvement Plans for the Site are submitted for Planning Commission Approval.
2. All required Easement Documents are approved and recorded.
3. HOA Documents are finalized and approved by the Planning Commission.
4. Cost Estimates are submitted and approved, and the PWA Package with Guarantees is submitted for Planning Commission Approval.
5. The number of lot types and overall unit density must remain consistent with the Phase III Preliminary Plan approval.
6. The cul-de-sac island pocket green is owned/maintained by the Brunswick Crossing HOA. A detailed Site Plan for the green space/recreational area is submitted for Planning Commission approval. In addition, a schedule for the construction of the green spaces/recreational areas must be provided prior to or with the approval of Final Plats.
7. At a minimum conceptual Trail Head Locations must be identified with the final locations occurring with the submission of the Site Plans for the Trail System.
8. Detailed on lot landscape plans, at a minimum by block are submitted for staff review and concurrence prior to or with zoning certificates for the affected lots.
9. Either a connection from Jefferson Pike or from Burkittsville Road, as indicated on the Phase III Preliminary Plan, must be platted and guaranteed prior to the issuance of any zoning certificates.
10. Street Trees are subject to the HOA maintenance. Final Street Tree locations must be addressed at the Improvement Plan Stage in order to ensure that public and private infrastructure is not adversely affected.

11. Street Lights and lighting in other common areas must be provided/addressed on the Improvement Plans. All lighting must be in accordance with the Dark Sky Principle and other applicable regulations. Light Fixtures are generally not to exceed fifteen feet (15') in height from the ground.
12. Signage details must be provided as part of the Improvement Plans and must address Street and Neighborhood signs and locations.
13. Address checksheet and Staff comments to Staff's satisfaction.
14. Address appropriate Agency comments.
15. Applicant is bound by their testimony.

Mr. Love answered Commission questions.

Applicant:
Mr. Dan Snyder, Brunswick Crossing LLC, presented the applicant case and answered Commission questions.

Public Comment: None.

Rebuttal: None.

Decision
Ms. Koenig made a motion to approve the Phase 1A Site Plan in accordance with the Staff Recommendation and Staff Report; Mr. Krigbaum seconded the motion.

VOTE: Yea 5 Nay 0

Brunswick Crossing PUD – Request for Site Plan Approval for Phase 1B, located East of Jefferson Pike, South of Burkittsville Road, West of Petersville Road. Zoning Classification: R-1, R-2, RS and OS; Water and Sewer Classification: W-3, S-3; BR-PUD-03-01-PIII-SP-02

Mr. Love presented the Staff Report for Phase 1B Site Plan. The following items of concern were raised:

- The number of lot types and overall unit density must remain consistent with the Phase III Preliminary Plan approval. Staff concurs with the Types and Locations of the proposed lots.
- Staff concurs with the pocket green spaces/recreational areas as shown provided that detailed site plans for the green spaces/recreational areas are submitted for Planning Commission approval. In addition, a schedule for the construction of the green spaces/recreational areas must be provided prior to or with the submission of Final Plats.
- At a minimum conceptual Trail Head Locations must be identified on the Site Plan with final locations occurring with the submission of the Site Plans for the Trail System.

- Staff concurs with this proposal if detailed landscape plans, at a minimum by block are submitted for staff review and concurrence prior to or with zoning certificates for the affected lots.
- Staff finds that the Dimensional Requirements shown on the Site Plan are in compliance with those approved by the Phase III Preliminary Plan and the Additional Modifications granted by the Planning Commission on November 27, 2006.
- Staff finds that the number of parking spaces is in accordance with the requirements of the Zoning Ordinance.
- Staff concurs with the use of Street Trees subject to the HOA maintenance as the applicant has indicated in the general notes. Final Street Tree Locations will be addressed at the Improvement Plan Stage in order to ensure that public and private infrastructure is not adversely affected.
- Staff concurs with this concept, with the condition that the cul-de-sac islands are maintained by the Brunswick Crossing HOA.
- Street Lights and lighting in other common areas must be addressed on the Improvement Plans. All lighting must be in accordance with the Dark Sky Principle and other applicable regulations. Light fixtures over fifteen feet (15') from the ground are generally not permitted.
- Signage details must be provided as part of the Improvement Plans and must address Street and Neighborhood signs and locations.

Staff recommends Approval of the Site Plan in accordance with the Staff Report and with the following specific conditions:

1. Improvement Plans for the Site are submitted for Planning Commission Approval.
2. All required Easement Documents are approved and recorded.
3. HOA Documents are finalized and approved by the Planning Commission.
4. Cost Estimates are submitted and approved, and the PWA Package with Guarantees is submitted for Planning Commission Approval.
5. The number of lot types and overall unit density must remain consistent with the Phase III Preliminary Plan approval.
6. A detailed Site Plan for the green space/recreational area is submitted for Planning Commission approval. In addition, a schedule for the construction of the green spaces/recreational areas must be provided prior to or with the approval of Final Plats.
7. At a minimum conceptual Trail Head Locations must be identified on the plan with final locations occurring with the submission of the Site Plans for the Trail System.
8. Detailed on lot landscape plans, at a minimum by block are submitted for staff review and concurrence prior to or with zoning certificates for the affected lots.
9. Either a connection from Jefferson Pike or from Burkittsville Road, as indicated on the Phase III Preliminary Plan, must be platted and guaranteed prior to the issuance of any zoning certificates.

10. Street Trees are subject to the HOA maintenance. Final Street Tree locations must be addressed at the Improvement Plan Stage in order to ensure that public and private infrastructure is not adversely affected.
11. Street Lights and lighting in other common areas must be provided/addressed on the Improvement Plans. All lighting must be in accordance with the Dark Sky Principle and other applicable regulations. Light fixtures over fifteen feet (15') from the ground are generally not permitted.
12. Signage details must be provided as part of the Improvement Plans and must address Street and Neighborhood signs and locations.
13. Address checksheet and Staff comments to Staff's satisfaction.
14. Address appropriate Agency comments.
15. Applicant is bound by their testimony.

Mr. Love answered Commission questions.

Applicant:
Mr. Dan Snyder, Brunswick Crossing LLC, presented the applicant case and answered Commission questions.

Public Comment: None.

Rebuttal: None.

Decision
Ms. Koenig made a motion to approve the Phase 1B Site Plan in accordance with the Staff Recommendation and Staff Report; Mr. Dougherty seconded the motion.

VOTE: Yea 5 Nay 0

Brunswick Crossing PUD – Request for Site Plan Approval for Community Center, located East of Jefferson Pike, South of Burkittsville Road, West of Petersville Road. Zoning Classification: R-1, R-2, RS and OS; Water and Sewer Classification: W-3, S-3; BR-PUD-03-01-PIII-SP-03

Mr. Love presented the Staff Report for the Community Center Site Plan. The following items of concern were raised/clarified:

- Staff finds that the site plan is in concurrence with the Phase III Preliminary Plan.
- Staff concurs with the setbacks and the location of the principle structure.
- Staff concurs with the access to Site and the use of the roundabout. However, either a connection from Jefferson Pike or from Burkittsville Road, as indicated on the Phase III Preliminary Plan, must be platted and guaranteed prior to the issuance of any zoning certificates.
- Staff concurs with the pedestrian/biker access.

- Staff concurs with the amount of vehicle parking proposed. The Planning Commission may modify this requirement if it feels that it is inadequate or provides an overabundance of parking.
- Staff concurs with the parking lot screening provided that the screening provided is at a minimum of four feet (4') in height.
- The number of bicycle spaces must be clarified on the Plan and must be adequate to serve the community.
- Staff concurs with the types and locations of the landscaping provided.
- Light fixtures over fifteen feet (15') from the ground are generally not permitted and must be in accordance with the Dark Sky Principle and other applicable regulations.
- Staff concurs with the location of the signage pending the clarification of the size and types for staff review and approval.
- Fixture unit counts must be provided with the improvement plans for the site.

Staff recommends Approval of the Site Plan in accordance with the Staff Report and with the following specific conditions:

1. Improvement Plans for the Site are submitted for Planning Commission Approval.
2. All required Easement Documents are approved and recorded.
3. HOA Documents are finalized and approved by the Planning Commission.
4. Cost Estimates are submitted and approved, and the PWA Package with Guarantees is submitted for Planning Commission Approval.
5. The Facility will be private and maintained by the HOA.
6. Either a connection from Jefferson Pike or from Burkittsville Road, as indicated on the Phase III Preliminary Plan, must be platted and guaranteed prior to the issuance of any zoning certificates.
7. Parking lot screening provided is at a minimum of four feet (4') in height.
8. The number of bicycle spaces must be clarified on the Plan and must be adequate to serve the community.
9. Light fixtures over fifteen feet (15') from the ground are generally not permitted and must be in accordance with the Dark Sky Principle and other applicable regulations.
10. The size and types of signage must be clarified for staff review and approval.
11. Fixture unit counts must be provided with the improvement plans for the site.
12. Address checksheet and Staff comments to Staff's satisfaction.
13. Address appropriate Agency comments.
14. Applicant is bound by their testimony.

Mr. Love answered Commission questions.

Applicant:
Mr. Dan Snyder, Brunswick Crossing LLC, presented the applicant case and answered Commission questions.

Public Comment: None.

Rebuttal: None.

Decision
Mr. Krigbaum made a motion to approve the Community Center Phase Site Plan in accordance with the Staff Recommendation and Staff Report; Mr. Dougherty seconded the motion.

VOTE: Yea 5 Nay 0

Brunswick Crossing PUD – Request for Site Plan Approval for Phase 1C (Dutchmans Creek Drive), located East of Jefferson Pike, South of Burkittsville Road, West of Petersville Road. Zoning Classification: R-1, R-2, RS and OS; Water and Sewer Classification: W-3, S-3; BR-PUD-03-01-PIII-SP-04

Mr. Love presented the Staff Report for the Community Center Site Plan. The following items of concern were raised/clarified:

- Staff concurs with the pocket green spaces/recreational areas as shown provided that detail site plans for the green spaces/recreational areas are submitted for Planning Commission approval. In addition, a schedule for the construction of the green spaces/recreational areas must be provided prior to or with the submission of Final Plats.
- Staff concurs with this proposal if detailed landscape plans, at a minimum by block are submitted for staff review and concurrence prior to or with zoning certificates for the affected lots.
- Staff finds that the Dimensional Requirements shown on the Site Plan are in compliance with those approved by the Phase III Preliminary Plan and the Additional Modifications granted by the Planning Commission on November 27, 2006.
- Staff finds that the number of parking spaces is in accordance with the requirements of the Zoning Ordinance.
- Staff concurs with the use of Street Trees subject to the HOA maintenance as the applicant has indicated in the general notes. Final Street Tree Locations will be addressed at the Improvement Plan Stage in order to ensure that public and private infrastructure is not adversely affected.
- Street Lights and lighting in other common areas must be provided on the Improvement Plans. All lighting must be in accordance with the Dark Sky Principle and other applicable regulations. Light Fixtures are generally not to exceed fifteen feet (15') in height from the ground.
- Signage details must be provided as part of the Improvement Plans and must address Street and Neighborhood signs and locations.

Staff recommends approval of the Site Plan in accordance with the Staff Report and with the following specific conditions:

1. Improvement Plans for the Site are submitted for Planning Commission Approval.
2. All required Easement Documents are approved and recorded.
3. HOA Documents are finalized and approved by the Planning Commission.
4. Cost Estimates are submitted and approved, and the PWA Package with Guarantees is submitted for Planning Commission Approval.
5. The number of lot types and overall unit density must remain consistent with the Phase III Preliminary Plan approval. Staff concurs with the Types and Locations of the proposed lots.
6. Detailed site plans for the green spaces/recreational areas are submitted for Planning Commission approval. In addition, a schedule for the construction of the green spaces/recreational areas must be provided prior to or with the submission of Final Plats.
7. Detailed on lot landscape plans, at a minimum by block are submitted for staff review and concurrence prior to or with zoning certificates for the effected lots.
8. Street Trees are subject to HOA maintenance. Final Street Tree Locations will be addressed at the Improvement Plan Stage in order to ensure that public and private infrastructure is not adversely affected.
9. Street Lights and lighting in other common areas must be provided on the Improvement Plans. All lighting must be in accordance with the Dark Sky Principle and other applicable regulations. Light Fixtures are generally not to exceed fifteen feet (15') in height from the ground.
10. Signage details must be provided as part of the Improvement Plans and must address Street and Neighborhood signs and locations.
11. Address checksheet and Staff comments to Staff's satisfaction.
12. Address appropriate Agency comments.
13. Applicant is bound by their testimony.

Mr. Love answered Commission questions.

Applicant:
Mr. Dan Snyder, Brunswick Crossing LLC, presented the applicant case and answered Commission questions.

Public Comment: None.

Rebuttal: None.

Decision
Ms. Koenig made a motion to approve the Phase 1C (Dutchmans Creek Drive) Site Plan in accordance with the Staff Recommendation and Staff Report; Mr. Dougherty seconded the motion.

VOTE: Yea 5 Nay 0

New Business:

Capital Improvements Program (CIP) – FY 2008 – 2012 Capital Improvements Plan - Review of the Draft FY 08 – 12 CIP for consistency with the City of Brunswick Master Plan for recommendation to the Mayor & Council

Mr. Love presented the background of the responsibilities of the Planning Commission under the authority of 66B of the Annotated Code of Maryland. He followed with an overview of the process and a summary of the index.

Staff recommended that the City of Brunswick Planning Commission find:

1. That the location, character, and extent of the capital facilities project in the Draft Fiscal Years 2008-2012 Capital Improvement Program generally conform to the policies and guidelines of the Master Plan.

2. The projects contained within the Draft Fiscal Years 2008-2012 Capital Improvement Program generally conform with the policies and guidelines pertaining to the Community Facilities Plan Proposals within the Master Plan.

3. The Chair is authorized to forward a letter indicating the Planning Commission Recommendation to the Mayor.

Mr. Love answered Commission questions with regard to the CIP and Staff Recommendation.

Applicant: None, since it was the City.

Public Comment: None.

Rebuttal: None.

Decision
Mr. Stull made a motion to find the 2008-2012 CIP consistent with the City of Brunswick Master Plan in accordance with Staff Recommendation and instructed Staff to forward that finding to the Mayor & Council in the form of a Staff Report or letter;
Mr. Dougherty seconded the motion.

VOTE: Yea 5 Nay 0

Public Comment

Mr. Love stated that the next scheduled meeting was April 23, 2007 at 7:00 PM.

Adjournment
The meeting was adjourned at 8:30 PM.

Respectfully submitted,

Wayne S. Dougherty, Secretary
Brunswick Planning Commission