

**City of Cambridge**  
**Planning & Zoning Commission**  
**September 6<sup>th</sup>, 2022 Minutes**

The Planning & Zoning Commission for the City of Cambridge met on Tuesday, September 6<sup>th</sup>, 2022 at 6:00 p.m. at the City Council Chambers, 305 Gay Street, Cambridge, Maryland.

**Commissioners in attendance:** Chairperson Losty, Vice Chairman Craig, Commissioner Lauer, Commissioner Nelson, Commissioner Brown, Commissioner Alrey, Commissioner Stafford

**Others in attendance:** City Planner Pat Escher, Planner I Carlene Shaw, Dale Price City I.T. Department, City Commissioner Malkus (remotely), City Attorney Patrick Thomas

**Chairperson Losty started the meeting at 6:01 p.m. with a moment of silence, recognizing the late Commissioner Jerry Burroughs for his time and dedication to the Planning & Zoning Commission. She also welcomed newly appointed Commissioner Theresa Stafford.**

**Approve or amend agenda as presented**

Vice Chairman Craig made a motion to approve the agenda as presented. Comm. Nelson seconded. All in favor.

**Approval of Minutes**

**August 2, 2022**

Comm. Lauer made a motion to approve the minutes with edits. Comm. Craig seconded. All in favor. (Comm. Stafford abstained.)

**New Business**

- 1. PZ 2023-003 201 Mill Street – School Property – Preliminary Plan**

Carlene Shaw, Planner I made a presentation about the proposal for the redevelopment of the vacant school building into eight apartments. The proposal includes a parking lot at the rear of the building, consisting of 15 parking spaces. The maximum allowed amount of parking spaces for the development is 12 parking spaces. The three additional parking spaces will be designated as visitor parking. The depth and entrance to this parking lot will be 24 feet, which is ample space for entering, exiting, and parking. She stated that the architectural design of the renovation will be reviewed by the Historic Preservation Commission. She also added that the property has gone through the redevelopment process at least two times since the adoption of the UDC in December of 2014. Ms. Shaw went through a list of recommendations for the applicant to address before they can obtain final site plan approval. They are as follows:

1. The applicant should explore the possibility of widening School Street from their entrance on School Street to its intersection with Mill Street so that it can be two-way.
2. The condition of the sidewalks on School Street are poor. The applicant shall reconstruct the sidewalk on School Street to be included with the development of the school building.
3. The applicant shall submit an updated landscaping plan which shall include a plant schedule and planting details. Typically, we require street trees 40 feet off center along all street boundaries.
4. The current landscaping plan does not include additional amenities or recreational features for the general public. The applicant shall include park benches, additional shade trees, pathways, etc. at the front of the property to accommodate the residents of the neighborhood.
5. The applicant shall present a proposal to the Historic Preservation Commission for review before Final Site Plan Approval.
6. The applicant shall identify the location of all HVAC equipment and trash and recycling receptacles with proper screening with the submission of a Final Site Plan.
7. Additional recommendations shall be made with the submission of a Final Site Plan.

Ms. Shaw also shared comments from the City Engineer. They included:

- The possibility of widening School Street from the entrance of the parking lot to the intersection with Mill Street.
- This section of School Street has an average width of 17 feet, when the minimum allowed width for a two-way street is 20 feet.
- The plans do not show any water or sewer connections.

- A stormwater management plan and report is required for final site plan approval. It must be designed to control a 100-year storm.
- The sidewalk on School Street should be replaced as part of the development.

Ms. Shaw then shared some comments from the Fire Chief.

- There should be a fire hydrant near the parking lot, which should be existing already.
- Where will the fire department connection be?
- The front entrance to the building should be widened to 16 feet and have a rating to hold an 80,000 pound fire truck.

Ms. Shaw then stated that a text amendment will be required with this development due to Maryland Historical Trust requirements. According to MHT, the property must remain in the same ownership for 10 years to obtain historic tax credits. For this reason, the apartments will be renter-occupied, thus requiring a change to the language in the UDC. Planning Staff is also recommending that the text amendment includes language requiring the apartments to the NC-3 Overlay Zoning District to be rented at market rate and with minimum of one year leases. This requirement will allow the development to coincide with the character of the surrounding neighborhood and allow for tenants of the development to be long-term, rather than short-term. Ms. Shaw added that the applicant/owner must also provide the Planning Commission with rents to be charged for all units in the building and a report comparing such rents with other comparable rents in the DWDD to ensure compliance and accountability with the requirements stated in the site plan approval. For additional compliance, the applicant/owner must provide a similar report every five years to the Planning Commission for review.

Lastly, Ms. Shaw stated that Planning Staff is recommending approval, pending further discussion with the Planning Commission and meeting all requirements of the Fire Chief and City Engineer.

Katie Clendaniel, the applicant, made a condensed presentation of the proposal and answered questions from the Commissioners.

Concerns of the Commissioners:

- Will the apartments be converted into condos after 10 years?
- The comparison study should be done every 2 years, not 5.
- Is the applicant willing to widen the front walkway?
- Is widening School Street a viable option?
- There should be an additional condition of approval that the property shall be subdivided from the duplex lots.

### Concerns of the Public:

- Why hasn't the property been subdivided?
- What is the total impervious coverage?
- What will be the impact to the neighborhood?
- This is not a historic use.
- Why not condos?
- This will disturb the character, rhythm, and feel of the Historic District.
- This development will cause more runoff, thus more flooding for the surrounding area.
- The school building should be demolished. It should be a clean slate with single family homes.
- Will it consist of a public park on private property?
- The economics of the entire development don't make sense.
- The conditions of the building are too severe to repair.
- How will a fire truck be able to turn around?
- Will the public be able to see the stormwater management plan?
- Why are we uninformed?
- We keep beating the same horse.
- The sidewalks on Mill Street should be replaced as well.

After extensive discussion among the Commission, the public, and the applicant/owner (represented by Katie Clendaniel and Bret Davis), Ms. Escher suggested that the proposal be tabled to a later date. She also suggested that the proposal be discussed and reviewed holistically along with the duplex development at the rear of the property.

Comm. Alrey made a motion to table the proposal to a later date with additional information and review. Comm. Stafford seconded. All in favor.

## **2. PZ 2023-005 200-208 Sunburst Highway – Discussion items**

At the August 2022 meeting, the Planning Commission approved a Concept Plan for the subject property for the development of a Chipotle grill, smoothie café, and a sub shop. The applicant has come back with some revisions relating to landscaping, parking, and traffic flow. The subject property is currently completely covered in asphalt, and the proposed development will decrease the impervious coverage to 68%.

The Commissioners had some concerns with possible traffic stacking on Maryland Avenue and a sharp turn from those traveling westbound on Route 50.

The Commissioners will form an Architectural Committee to review the design of the buildings.

The Commissioners approved the revisions to the Concept Plan. The proposal moves to the Preliminary Plan stage, pending an Architectural Review Committee and addressing comments of Planning Staff and the City Engineer.

**3. Pintail Subdivision – A request to amend the approved amenity space  
Comm. Brown recused himself from the discussion.**

Mrs. Escher shared that the previously approved Pintail Subdivision currently has about 40 homes left to build, as well as their amenity space. The HOA voted that they do not want to construct a full playground, as approved. They are requesting to revise the approved amenity space to have a pavilion/picnic area instead.

Mark Ricker attended to represent the builder (Dan Ryan Builders) and the HOA of the Pintail Subdivision. He stated that the HOA as a whole is in favor of the revision. He also stated the builder would prefer not to build the playground either.

The Commissioners had concerns relating to how the voting process at the HOA was conducted. Did the entire community vote, or was it just members of the HOA board? How close was the vote?

Comm. Craig suggested that the applicant comes back at a later date with additional details of what the HOA is suggesting and minutes from the HOA meeting when the voting was conducted. The rest of the Commission agreed with his suggestion.

**Comm. Brown returned to the meeting.**

**Public Hearing**

N/a

**Discussion Items**

**Revised Critical Area Map**

Mrs. Escher brought forward an updated Critical Area Map, as determined by the Critical Area Commission. The current CAM was approved in 2005. Maryland Department of

Natural Resources suggested that we revisit the current extent of the Critical Area to coincide with existing conditions.

Comm. Craig made a motion to recommend approval of the updated CAM and to move it forward to City Council. Comm. Nelson seconded. All in favor.

### **Green Street Policy**

Mrs. Escher suggested that the Commissioners review the new Green Street policy and to get back to her with comments/revisions by Friday, September 16<sup>th</sup>.

The Commissioners had initial comments relating to the overall cost of its implementation and adding language to include golf carts into the conversation.

### **Short Term Rentals**

City Council has drafted up some ordinance language to regulate Short Term Rentals. City Council Commissioner Malkus gave a brief presentation of the new ordinance. There are currently no written regulations on STR within the City of Cambridge, and it is time that some regulations are put in place due to public concerns.

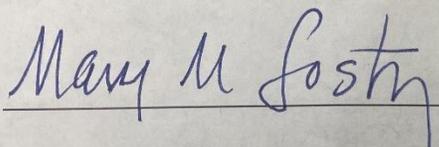
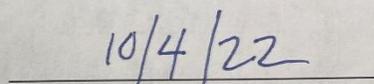
Concerns of the public included the lack of hospitality tax revenue on apps like Airbnb and the terms “owner occupied” vs. “renter occupied” vs. “operator”.

The draft ordinance moves to be heard in front of City Council.

Comm. Alrey made a motion to adjourn the meeting. Comm. Stafford Seconded. All in favor.

Respectfully submitted,

Carlene Shaw, Planner I

 _____ Mary Losty, Chairperson	 _____ Date Approved
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