



# Planning Commission Meeting Agenda

Tuesday, November 09, 2021 at 4:30 PM  
WebEx

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The following link may be used to view the meeting live:

<https://cumberlandmd.webex.com/cumberlandmd/j.php?MTID=m8762846635f6de0d9e49beff736ea7f2>

Password: Chilly1109!

## **CALL TO ORDER / ROLL CALL**

## **PLEDGE OF ALLEGIANCE**

## **APPROVE MEETING AGENDA**

## **CHAIRMAN'S COMMENTS / COMMISSION MEMBER COMMENTS**

## **CITIZEN'S COMMENTS**

## **ADOPTION OF MINUTES**

1. Review and Adopt Minutes from August 9 and September 28, 2021 Meetings

## **CONSENT ITEMS**

## **PUBLIC HEARINGS / MEETINGS**

2. SPR 21-01: 13300 Ali Ghan Road - Review Site Plan Addition for Love's RV Campground

## **DISCUSSION / ACTION ITEMS**

3. SPR 21-01: 13300 Ali Ghan Road - Discuss/Take Action on SPR 21-01
4. Discussion and Coordination of preparing materials and organizing groups for Neighborhood Element of Comprehensive Plan

## **BRIEFINGS**

## **CITY PLANNER'S REPORT**

## **ADJOURN**

*Municipal Planning and Zoning Commission  
Virtual Zoom Meeting  
August 9, 2021*

The regular meeting of the Municipal Planning and Zoning Commission for the City of Cumberland, Maryland, was held on Monday, August 9, 2021, at 4:30 p.m., in the Chambers Room at City Hall. Members present were Vice Chairman John Jacobs, Mr. Vic Rezendes, Ms. Ally Litten, and Mr. Aaron Hendrickson.

Others attending the meeting were Ms. Morgan Alban, Engineering Consultant.

**PLEDGE OF ALLEGIANCE**

Vice-Chairman led the Commission in the Pledge of allegiance.

**MEETING AGENDA**

Agenda was approved as presented. All members were in favor.

**ADOPTION OF MINUTES**

Mr. Vic Rezendes made the motion to accept the minutes as presented. Mr. Aaron Hendrickson seconded the motion. All members were in favor; motion approved.

**CHAIRMAN COMMENTS**

Former Chairman Ben Wolters has recently moved from the area, and the Board would like to thank him for all of his service to the Commission and the City for the last couple of years.

**CITIZEN COMMENTS**

None

**DISCUSSION/ACTION ITEMS:**

Vic Rezendes wanted to know if Morgan had heard any comments from the County or the Mayor and City Council. Ms. Alban said she has not heard any comments from the County. Prior to doing the next Comp Plan, Ms. Alban wants to meet with the County to see if she can make things better understanding. Ms. Alban asked if the Commission knows of a contact person over at the County since there is a lack of employees.

1. ZMA 21-000001 – 718 Frederick Street; Rick Toms, applicant, is requesting a Zoning Map Amendment to apply the RR (Rehabilitation and Redevelopment Floating Zone) to the property at 718 Frederick St., to re-establish former commercial

use designation for the ground floor of the two-story building. Ms. Alban has done significant research into the property verifying official records that was previously established as commercial. Every relator has advertised the previously unit was operated as a nail and hair salon. Unfortunately, looking up the water and utility's, the last time it had water service, over two years ago, if they had anything pertaining the RR it would have just expired; therefore, the grandfather status to continue with the floating zone to the property.

The property is split into two levels; he is wishing to reapply that floating zone to the first floor level and to keep the second floor as a residential space for him and his family. He has provided a pretty lengthy presentation and a parking plan and is prepared to provide ADA compliance. Mr. Toms has worked out a deal with Western Maryland Food Bank for four (4) parking spaces. We have done an inspection on the property and met all compliance of the Zoning Ordinance as far soundness in the building, parking requirements and capacity.

*Mr. Vic Rezendes made the motion to approve the staff recommendation to the property to be a RR (Rehabilitation and Redevelopment Floating Zone). Mr. Henderickson second the motion; all members were in favor, motion approved.*

#### **CITY PLANNERS REPORT**

No Report.

Ms. Alban announced is going to the Maryland Planning Conference in October and it is free of charge if any members would like to go. She said she would send them the link if they would like to attend.

#### **ADJOURNMENT**

*Motion was made by Vice-Chairman John Jacobs to close the meeting. All members were in favor. Meeting adjourned.*

Respectfully,

Mr. Aaron Hendrickson, Secretary  
September 27, 2021

*Municipal Planning and Zoning Commission  
Virtual Zoom Meeting  
September 28, 2021*

The regular meeting of the Municipal Planning and Zoning Commission for the City of Cumberland, Maryland, was held on Tuesday, September 28, 2021, at 4:30 p.m., via a Virtual Zoom Meeting. Members present were Vice Chairman John Jacobs, Ms. Ally Litten, and Mr. Aaron Hendrickson.

Others attending the meeting were Ms. Morgan Alban, Engineering Consultant.

**PLEDGE OF ALLEGIANCE**

There was no pledge done since it was a virtual meeting and one of the members was driving.

**MEETING AGENDA**

Ms. Litten made the motion to approve the Agenda as presented. Mr. Hankinson seconds the motion; all members were in favor. Motion approved.

**ADOPTION OF MINUTES**

No minutes were available due to them not downloading properly.

**CHAIRMAN COMMENTS**

Chairman John Jacobs asked if there were any word on who would be our replacement for the City Council representative. Ms. Alban said she is not sure yet who that will be, but Ms. Woodring was thinking it may be the new Councilman. Mr. Jacobs also was wondering about our vacancy for the Commission member since we have been down on for a couple of years.

**CITIZEN COMMENTS**

There were no comments from the public.

**DISCUSSION/ACTION ITEMS:**

1. Changing of the new officers:
  - a. Mr. John Jacobs – Chairman
  - b. Mr. Vic Rezendes – Vice Chairman

*Ms. Alley Litten made the motion to accept the new officers and Mr. Aaron Hendrickson second the motion. The vote was 2-0 for the motion.*

2. **Comprehensive Plan for the City:** Ms. Morgan Alban was wondering if anyone had a chance to read the Comprehensive Plan particular the “Neighborhood Element”. Ms. Alban asked if they were familiar with the first part of it the Neighborhood Element; since the neighborhoods are already established in the City it would be ideally to do an update not a full rework of the Comprehensive Plan. Since those neighborhoods are established and recognized in the City she was hoping they could hold some neighborhood meetings.

Ms. Alban has a list of neighborhoods although the neighborhood associations are not active. She is working with the Mayor and City Council and Police Chief to get a reliable point of contact for each of those neighborhoods, so we can form a small committee for each of those neighborhoods. Since this is new to Ms. Alban once we got a plan she was hoping maybe the Commission could appear at the meetings to help them facilitate them. The gather of the groups will probably take place over the next year.

Ms. Alban said the first meeting would be an interim meeting, then a second meeting where the Commission will get feedback from those neighborhoods to find out their concerns and what they might like to change. Then Ms. Alban will bring those concerns back and to the Planning Committee. The Committee will be comprised of other City staff members, to see which ones are reasonable and which ones are in the scope of what we can accommodate and then they will take those back to the same neighborhood committees to have an open discussion. Ms. Alban is hoping the Commission will show up and support her.

Ms. Ally Litten said she is a member of the Washington Street Association and she would be glad to give her the contact person for the West Side group. Mr. Aaron Hendrickson said he belongs to the South Cumberland Business Association and he can be their contact person for their group.

## **CITY PLANNERS REPORT**

No Report.

## **ADJOURNMENT**

*Motion was made by Vice-Chairman John Jacobs to close the meeting. All members were in favor. Meeting adjourned.*

Respectfully,

Mr. Aaron Hendrickson, Secretary  
October 12, 2021

## **Love's Travel Plaza – Campground Recreation – 13300 Ali Ghan Road (SPR 21-01)**

### **Staff Review & Recommendations**

*October 11, 2021*

#### **Overview:**

Applicant Mike Coughenour, consulting surveyor, has filed an application for a major site plan amendment (Phase III) for a proposed Private Campground/RV Recreation Area on existing property at 13300 Ali Ghan Road. The development history at this property began with the construction of Love's Travel Center (SPR #69), which was approved in 2011. Phase I of development included the 10,000 SF portion of construction consisting of the Love's Convenience Store, McDonalds, Subway, a standalone battery/tire change center, the motor vehicle fueling station, and a liquid propane gas station. Phase II of development consisted of the construction of the Sleep Inn Hotel (SPR #76), approved in 2015. The hotel was constructed on a 12,000 SF building pad and had 36,000 SF of floor area, including 58 lodging rooms spread amongst 3 stories. The proposed Phase III addition would create a Private RV Campground Area with 21 RV hookup spaces, a Registration Office Building (with restrooms and laundry facilities), two Picnic Pavilions, a Pickle Ball Court enclosed by a fence, and a Walking Trail. The entire site area for Phase III of development at this property is 207,147.30 Square Feet or 4.76 Acres while the building pad areas containing physical structures covers only 2,565 SF of the site. The proposed site is located within the B-H – Highway Business Zone, where private parks are a permitted use within that zone. The proposed parking area would consist of 14 parking spaces, 4 of which would be designated handicap spaces. While the site plan designates signage, specifics of said sign is not included in the site plan. Sign permit review will be reviewed during a later stage of the process prior to issuance of a building permit.

#### **Procedural Status:**

On October 8, 2021, the applicant filed an application for Minor Site Plan Review. When considering the floor area for this phase of development, this project does fall under the dimensional criteria to be considered a Minor Site Plan, however, due to the extent of the development on the single parcel, Staff has considered this to be a Major Site Plan Amendment (Phase III), which it will be referred to as such in this report and subsequent discussion. Conceptual Stormwater plans were submitted with previous Phases (2011-2015), however Matt Idleman, Senior Engineer, is working with the applicant to receive/review updated Stormwater Management plans, which will be required prior to the issuance of a building permit.

Staff reviewed the proposed site plan for basic compliance with the applicable Zoning requirements and determined that the site plan is ready for formal Planning Commission review at the November 9, 2021 Special Meeting.

**Staff Review:**

Staff reviewed the proposed project for compliance with the applicable site plan and zoning district dimensional requirements. The project satisfies all applicable setback, building coverage, and building size requirements of the B-H Zone. Staff determined that the proposed use is permitted by-right within the Zoning District. Private Parks are permitted in every zone established in the Cumberland Zoning Ordinance. A Zoning Interpretation was also prepared and published to provide clarity on the regulation/operation of Private Parks. This notice was published in the Cumberland Times News and on the Love's property on October 18, 2021.

The project meets parking requirements outlined in Section 25-337 and 25-339 of the Zoning Ordinance. According to the applicant, there will only be 1 employee at any given time on site of the Private RV Campground. As noted above, there will be 10 regular parking spaces and 4 handicap parking spaces provided on the premises.

**Staff Recommendations:**

Staff recommends that the Planning Commission apply the following conditions to any approval of the Site Plan:

1. Approval of this Site Plan by the City does not relieve the owner and applicant from the responsibility of compliance with all applicable local, state, and federal codes, ordinances, and regulations lawfully in effect at later stages of the approval and development process.
2. No application for a building or construction permit shall be approved until the final stormwater management plans and associated documentation for the proposed development has been approved by the City of Cumberland. Stormwater management and maintenance easements for all required stormwater features shall be depicted on the final site plan that will be submitted with the building permit application.
3. No application for a building or construction permit shall be approved by the city until a final signage package has been submitted and determined to be in compliance – or until such time as the Board of Zoning Appeals has approved any request for variances from the applicable standards as may be necessary for final staff approval.
4. The applicant shall demonstrate compliance with all of the following zoning requirements as part of his/her application for a building permit in accordance with the approved site plan:
  - a. A detailed lighting plan documenting compliance with Section 25-138(e).

**Planning Commission Action:**

- [ ] Approve the proposed Site Plan (SPR # 21-01) with the findings and conditions contained in the staff report for the aforementioned project, dated October 11 (Report Date), 2021 and/or the following specific conditions, if any, deemed necessary by the Planning Commission:

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- [ ] Deny the proposed Site Plan (SPR # 21-01) based on the findings and conclusions determined by the Planning Commission as listed below:

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Motion by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Vote:

In favor of motion: \_\_\_\_\_      Opposed: \_\_\_\_\_      Abstained: \_\_\_\_\_

Number of voting members present: \_\_\_\_\_

Signed:

\_\_\_\_\_  
Chair, Cumberland Planning Commission

Date: \_\_\_\_\_

\_\_\_\_\_  
Secretary, Cumberland Planning Commission

Date: \_\_\_\_\_



## ATTACHMENTS

**City of Cumberland - Dept. of Community Development**

**Internal Routing Sheet**

Permit or Review #: **SPR21-000001**

Permit or Review Type: Minor Site Plan Review

Project Location: 0 BALTIMORE CUMBERLAND, MD 21502

Applicant Contact Information: Name: Michael Coughenour  
Address: PO BOX 309  
City/State/Zip: Ellerslie, MD 21529  
Phone: (301) 777-7222  
Email: coughsurveying@verizon.net

Contractor Contact Information: Company Name:  
Contact:  
Address:  
City/State/Zip:  
Phone:  
Email:

Date of Application: 10/08/2021

Work Description: (narrative box)

Adding 21 Campsites behind Loves Travel Shop

Amount Paid: 100.00

Amount Due: 0.00



quick search:

Address

Permit #

License #



- Home
- My Activities
- Create
- Search
- Reports
- Support Center
- Logoff

### Permit Project



No image found for this file. click here to upload an image

File #: 21-001047 \*\*\*  
 0 BALTIMORE CUMBERLAND MD 21502 *13300 ALI Ghan Rd*  
 Adding 21 Campsites behind Loves Travel Shop

- Permits
- Reviews
- Inspections
- Violations
- Activities
- Documents
- Contacts
- History

EDIT- File

Edit Permit: SPR21-000001



ADD

Permit #: SPR21-000001  
 Permit Type: Site Plan Review  
 Sub Type: Minor Site Plan Review  
 Work Description: Adding 21 Campsites behind Loves Travel Shop

- Activity
- Address
- Alert
- Contact
- Document
- Email
- Inspection
- Letter
- Note
- Payment
- Permit
- Route
- Violation

Applicant:	Michael Coughenour	▼	***	
Status:	Under Review	▼		Application Date: 10/08/2021
Total Amount:	\$	100.00		Approval Date:
Amount Paid:	\$	100.00		Issue Date:
Balance Due:	\$	0.00		Expiration Date:
Valuation:		0.00		Close Date:
Non-Billable:	<input type="checkbox"/>			Last Inspection:

REPORTS

- Custom
- Detail
- Summary

#### MINOR SITE PLAN REVIEW

Includes SFD w/in gateway or view-shed protection overlay districts, minor subdivisions, multi-family developments with five or fewer units, private driveways w/in public rights of way w/ City engineer approval, new construction less than 15,000 SF, steep slope developments disturbing less than 10,000 SF of land surface, and small wind energy systems subject to conditional use approval by the ZBA.

#### MAJOR SITE PLAN REVIEW

Includes all site plans for all developments which are not subject to minor site plan review.

Attach a complete set of preliminary site plans in triplicate, drawn to a scale of not less than one 1in. equal to 50ft.

Minor Site Plans (not requiring Planning commission review) may be sketched.

Major Site Plans require a plat prepared (signed and sealed) by a certified engineer.

Both must include the following:

- Lot Size
- Building footprint
- Ingress/Egress
- Stormwater Management
- Off-Street Parking
- Buffers

Attach complete site plan, drawn to scale. It is also required that physical copies of this completed site

Select File

plan are also delivered to the office of Community Development in triplicats.:

The detailed requirements of applications for specific uses can vary and additional information may be required. See Cumberland Municipal Code on City's website. Chapter 25. Zoning. Article VIII - Site Plan Review. Sec. 25-202 - When site plan review required - General.

A plan review fee is payable at time of application.  
Zoning Map Amendment - \$500.00

Applicant's Signature:

Sign Here

Permit Fees



Quantity	Fee	Description	Amount	Total
	Minor SPR Application Fee			100.00
			Plan Check Fees:	100.00
			Other Fees:	0.00
			<b>Total Fees:</b>	<b>100.00</b>

Payments



Date	Type	Reference	Note	Receipt #	Received From	Amount
10/08/2021	Check		Ck 32090	1708	- Michael Coughenour	100.00
					<b>Amount Paid:</b>	<b>100.00</b>
					<b>Balance Due:</b>	<b>0.00</b>



CITY OF  
**CUMBERLAND**  
MARYLAND

**DEPARTMENT OF COMMUNITY DEVELOPMENT**

57 N. LIBERTY STREET, CUMBERLAND, MD 21502 • PHONE 301-759-6442 • FAX 301-759-6432 • TDD 800-735-2258

[www.cumberlandmd.gov](http://www.cumberlandmd.gov)

**RECEIPT**

Date: October 08, 2021

Application #: SPR21-000001  
Address: 0 BALTIMORE  
CUMBERLAND, MD 21502  
Amount Paid: \$100.00 Check Payment

