

DEVELOPMENT ADVISORY COMMITTEE MINUTES

The Development Advisory Committee (DAC) met on September 2, 2020 virtually at 9:00 a.m. in the Harford County Government Administration Building, 220 S. Main Street, Bel Air, Maryland. The meeting was chaired by Moe Davenport, Department of Planning and Zoning.

The following members were in attendance:

Moe Davenport	Chairman, DAC
Bill Snyder	Volunteer Fire & EMS
Glen Hebel	DPW Engineering
Crysta Draayer	Planner, Development Review
Jenni Daniels	Planner, Development Review
Lori Pietrowski	Administrative Specialist
Chelsea Broach	GIS Analyst

Also in attendance:

Joe Thompson

Moe Davenport – I would like to welcome everyone to the September 2, 2020 meeting of the Development Advisory Committee. I am Moe Davenport with Harford County's Department of Planning & Zoning. With me today are DAC members; Jenni Daniels Planning & Zoning, Crysta Draayer Planning & Zoning, Glen Hebel with the Department of Public Works, Lori Pietrowski with Planning & Zoning, Bill Snyder with EMS and Chelsea Broach with Planning & Zoning. Today's meeting will be following the protocol under the Open Meetings Act of the Covid-19 emergency. The public will be able to view and listen to today's meeting via the internet. As always, anyone who has questions, comments or concerns can forward them via email or by phone to the Department of Planning & Zoning, at any time. Additionally, we will allow some time after the DAC members have given their comments for the public to type in their questions or concerns and we will read them into the record. At any time during the meeting if you would like you can prepare your comments or questions in the appropriate location. We record today's meeting and take minutes from that recording. As soon as those minutes are available, they will be placed on the Planning & Zoning webpage. We will also send those minutes to anyone in attendance. I will go over the protocol for today's meeting. There will be a brief presentation from the consultants for the project and we will go around to DAC committee members for their questions and comments. After that, we will have an opportunity for anyone in attendance to type their questions or comments and we will respond to them. With that, there are two plans on today's meeting. Our first plan is for 2220 Old Emmorton Road.

2220 OLD EMMORTON ROAD – SITE PLAN

Located north of Wheel Road, between Route 924 and Old Emmorton Road. Tax Map 56; Parcel 76. First Election District. Council District C. Planner: Crysta

Plan No. S325-2020 Convert the existing residence into a professional office space/
0.513 acres/B2.

Received 08-05-2020 Ade Tayfinn LLC/Thompson & Associates LLC

Verbatim Transcript

Joe Thompson - Thompson & Associates LLC

Good Morning. My name is Joe Thompson with Thompson & Associates. We are submitting our DAC plan here to convert a residential dwelling into a professional office space. We are showing some additional parking, handicap sidewalk and some road improvement widening.

Bill Snyder – Volunteer Fire & EMS

- For all new buildings or altered buildings with an automatic sprinkler system or a supervised, automatic fire detection system, a Knox Box must be installed per NFPA 1, Part III, 3-6. They shall be keyed for the Harford County Fire. Contact wrsnyder@harfordpublicsafety.org for further information on Box ordering.

Moe Davenport for Darryl Ivins – Water & Sewer

Darryl indicated that he is looking for a fee authorization letter

Joe Thompson – I believe that was sent over on the 26th. If he does not have it I can make sure, he gets it. I am looking at it here completed. I will get it over to Darryl.

Moe Davenport for Darryl Ivins – Ok, they have no comments until they have received that information.

Glen Hebel – DPW Engineering

1. A grading permit or standard sediment control plan shall be required for land disturbing activities exceeding 5,000 square feet. In addition, stormwater management must be addressed.
2. A stormwater exemption must be requested and approved prior to record plat recordation, grading permit and/or building permit issuance.

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3. All pavement striping and traffic control signs shall conform to the Manual on Uniform Traffic Control Devices and State Highway Administration Supplement.
4. Road plans will need to be approved and a Public Works Agreement will need to be executed prior to the issuance of building permits for the site.
5. Road improvements are required along Old Emmorton Road. Construction shall include one half of a 30' wide closed section roadway with sidewalks. The sidewalk shall be extended to the existing sidewalk @2214 Old Emmorton Road.
6. The entrance width shall be 25' with 25' minimum curb radii.
7. A 30' right-of-way dedication is required along Old Emmorton Road.

Crysta Draayer – Planner

1. This plan proposes to convert the existing residence into a professional office space.
2. A new series of the Site Plan is required. The required front yard setback for a retail trade/service use in the B2 zoning district is 25', not 20' as is shown on the plan. The following information must also be provided: scale, number of proposed employees, and the percentage of building coverage.
3. A Landscape Plan is required and must include the following: foundation plantings, a Type A buffer along the property line shared with the adjacent RO-zoned property, and a landscaped strip at least 5 feet in width located between the paved area(s) and the abutting property lines.
4. No lighting is proposed at this time. If lighting is proposed in the future, a lighting plan shall be submitted to the Department of Planning and Zoning for review and approval.
5. No signage is proposed at this time. If signage is proposed in the future, it must conform to the Sign Code, and permits shall be obtained from the Department of Planning and Zoning

Moe Davenport – Joe it indicates there are three parking spaces required and seven provided. If you go over 130% of the required parking the parking must be pervious pavers. Please check that calculation and provide that information on the revised Site Plan.

Moe Davenport for Len Walinski – Health Department

The HCHD records indicate that this parcel was originally serviced by an individual well and on-site sewage disposal system (OSDS). The site has since been connected to an operational public water and public sewer system, however, there are no records of the well and OSDS being abandoned.

Prior to further review, the following are required:

1. The well in the pit must be inspected by a Maryland licensed well driller to determine if the well was properly abandoned. A report must be submitted to this office for review.
2. The location of the old septic tank must be explored, a copy of the permit has been enclosed. If the tank does not exist, please indicate in writing. If the tank is located, it must be shown on the plan and be properly abandoned by Health Department procedures. The tank must be pumped by a licensed septic hauler and a receipt submitted to this office. The tank can then be abandoned by crushing the lid and filling the tank with clean fill. Documentation from the contractor must be forwarded to this office detailing the procedures.

Upon receipt of the above information, this office will update its comments.

This office has the following general comments regarding this project:

1. If the office/commercial building is occupied by dental/medical offices, certain permits and registrations may be required from the Maryland Department of the Environment (MDE).
 - The Maryland Department of the Environment (MDE) requires a facility that generates special medical waste obtain a generator identification number and contract with a special medical waste hauler licensed/certified through the State of Maryland. The applicant/owner should contact MDE at 410-537-3400 for further information if this requirement may be relevant.
 - Facilities that conduct X-rays are required by MDE Air and Radiation Management Administration to be registered. If applicable the applicant/owner should contact the Radiological Health Program at 410-537-3193.
2. Additional comments from this office will be provided at the time of the building permit or tenant/occupancy permit. It is the responsibility of the owner/operator to

be aware of any regulatory requirements for the proposed use and for obtaining appropriate permits.

3. The owner/developer is reminded that during the development of this project when soil moisture conditions are low, measures must be implemented to prevent the generation of dust until a permanent vegetative cover is established and all paving is completed.

Moe Davenport for Paul Magness – Parks & Recreation

No comment.

Moe Davenport for Patrick Jones – Soil Conservation District

No comment.

Moe Davenport – Are there any public comments relative to this plan?

Chelsea Broach – We do not have any questions posted yet.

Moe Davenport – If not, we will move onto our next plan on the agenda.

LAPIDUM HEIGHTS-PRELIMINARY PLAN

Located on the east side of Lapidum Road; north of Conowingo Road (US Route 1). Tax Map 37; Parcel 40. Third Election District. Council District D. Planner: Jenni

Plan No. P322-2020 Subdivide Lot 3 to create Lot 6/42.584 acres/AG

Received 08-05-2020 Faysal and Choukrie Mudarris/Thompson & Associates LLC

Joe Thompson – Thompson & Associates LLC

This is a plan to create lots 6 of the parcel, which required us to come to DAC after we go over five lots. We show the proposed house and septic reserve in the area. That is about it. It is pretty simple. Extend the common drive a little bit that is already there. This is a pretty simple request.

Bill Snyder – Volunteer Fire & EMS

- Dwellings on panhandle-lots shall have the addresses marked at any point the driveways split to identify each dwelling's address number. Signs with directional arrows are recommended. Examples below:



Moe Davenport for Patrick Jones – Soil Conservation District

No comment.

Moe Davenport for Darryl Ivins – DPW Water & Sewer

No comment. This project is not in the water & sewer service area.

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Glen Hebel – DPW Engineering

1. A grading permit or standard sediment control plan shall be required for land disturbing activities exceeding 5,000 square feet. In addition, stormwater management must be addressed. A Standard Stormwater Management Plan or an engineered plan must be submitted prior to issuance of grading and/or building permits.
2. An access permit is required for the site.
3. Site entrances shall have adequate sight distance for a 30 mph design speed

Moe Davenport for Paul Magness – Parks & Recreation

No comment.

Jenni Daniels – Planner

1. This plan proposes revise previously recorded plat 66-85, entitled “Revised Final Plat, Resubdivision o Lots 1, 2, and 3, Lapidum Heights” by creating Lot 6 from existing Lot 3.
2. The original parcel totaled approximately 76.2+/- acres as of February 8, 1977 and carried seven (7) development rights. Five (5) development rights were used to create five (5) lots in Preliminary Plan 103/87-2. The two (2) remaining development rights were assigned to Lot 3. This plan will utilize one (1) of those rights.
3. The project is subject to the Harford County Forest Conservation Regulations. The consultant shall provide a Declaration of Intent to show compliance with the Forest Conservation Regulations.
4. A revised common drive agreement will be required for the addition of Lot 6.

I do not have this on my comments but I did speak to Emergency Services and they did point out that lot 6 has the same address as lot 3 on the plan so that does have to be fixed as well. They are both labeled as 317 Lapidum.

Joe Thompson – Ok, sorry about that.

Moe Davenport – We will work with Emergency Services to come up with an address. Also, Joe the vicinity map does not relate to the plan at all. Just so you know.

Joe Thompson – Alright.

Moe Davenport for Len Walinski – Health Department

The Harford County Health Department (HCHD) has reviewed the above referenced preliminary plan. The site is located on the east side of Lapidum Road, south of Stafford Road.

This plan proposes to subdivide Lot 3 to create Lot 6. Lot 3 is improved with a dwelling and several outbuildings and is serviced by three (3) individual wells and an on-site sewage disposal system (OSDS). Proposed Lot 6 is unimproved and is serviced by an existing well and in the future by an OSDS. Soil tests were conducted on July 23, 1987 for Lot 3 and on May 14, 2019 for proposed Lot 6.

The preliminary plan, as submitted by the consultant on May 13, 2019, contained incomplete information to allow for the comprehensive review of this proposal. In order for the HCHD to continue the review of this plan, the items listed below must be submitted on a revised plan to this office.

- The type of well construction for the wells servicing Lot 3 and proposed Lot 6 must be indicated. Well construction may include such descriptions as a drilled well, pit drilled well, buried well, or hand dug well. If the well is drilled, the consultant and/or developer needs to indicate if a well tag is present and, if present, the tag number must be provided on a print to this office. Please indicate what structures the wells service.
- All soil tests must be properly labeled. A photocopy of test number and location for Lot 3 will be forwarded to aid the consultant.
- The vicinity map on the plan is incorrect and must indicate the correct location.
- Upon receipt of the above information, this office will update its comments.

This plan must meet all requirements of COMAR 26.04.03 (Subdivision Regulations), COMAR 26.04.04 (Well Construction Regulations), and all local codes and regulations.

The final plat must bear the well, septic reserve area, and plat plan notes. The square footage amount of the septic reserve area must be clearly labeled on the final plat.

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Moe Davenport – We did get an email from a neighbor. I guess they are on the common drive. Mr. Sidney Steelman at 321 Lapidum Road, Havre de Grace. He says there is an existing binding contract for the maintenance and use of the common drive, which does not provide the provision of altering the use or cost of maintenance unless approved by the signers of the existing contract. Therefore, I would review the existing common drive agreement when you go to amend it to provide service to the new lot.

Are there any additional questions or comments that have been entered?

Chelsea Broach – There are not.

Moe Davenport – If there are no additional questions or comments. I would invite anyone watching or participating if you have any questions or comments you can contact our department with them. Otherwise, that concludes today's meeting. I would like to thank everyone for their attendance and have a nice holiday.

Meeting adjourned at 9:25 am.