

## DEVELOPMENT ADVISORY COMMITTEE MINUTES

The Development Advisory Committee (DAC) met on September 16, 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
Darryl Ivins	DPW Water & Sewer
Glen Hebel	DPW Engineering
Paul Magness	Parks & Recreation
Crysta Draayer	Planner, Development Review
Lori Pietrowski	Administrative Specialist
Chelsea Broach	GIS Analyst

Also in attendance:

Mitch Ensor	Dudley Campbell
Ryan Langer	Meghan Kerner

**Moe Davenport** – I would like to welcome everyone to the September 16, 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 from the County and the State. They include; Crysta Draayer, Glen Hebel with Public Works, Darryl Ivins with Public Works, Paul Magness from Parks & Recreation, Lori Pietrowski from Planning & Zoning, Bill Snyder from Emergency Management Services and the consultants for the project are here from Bay State Land Services. Today's meeting will be following the protocol under the Open Meetings Act during the Covid 19 State of Emergency. The public will be able to view and listen to today's meeting via the internet. As always, anyone with questions or comments can forward them via email or phone to the Department of Planning & Zoning at any time. Additionally, we will allow some time at the end of this meeting to answer any questions that have been typed in during this meeting. So, if you have any questions from the public you can type them at any time and we will respond to them following the DAC member's comments. We do record today's meeting. We take minutes from that recording. As soon as those minutes are available, they will be placed on the Planning & Zoning's webpage. I will go over the protocol for the meeting. There will be a brief presentation from the consultant for the project. Then we will go around to the DAC committee members for their questions or comments. After that, we will have the opportunity to answer any other questions of comments that have been forwarded to us. With that, we will begin with Bay State Land Services representing the plan. Good Morning.

**MARYLAND CENTER FOR THE ARTS – SITE PLAN**

Located at the west side of MD Route 24 and east side of Wheel and South Tollgate Road. Tax Map 56; Parcel 101. Second Election District. Council District B. Planner: Crysta

Plan No. S3339-2020 Proposed development of a 10,000 sq. ft. Community Center with 330 seats, Institutional Recreational areas and outdoor theater./41.37 acres/R3

Received 08-19-2020 Maryland Center for the Visual & Performing Arts Inc./ Bay State Land Services

**Verbatim Transcript**

**Mitch Ensor - Bay State Land Services**

Good Morning, this is Mitch Ensor from Bay State Land Services. Thank you for the introduction this morning. With me, here at our office is Dudley Campbell, Ryan Langer and Meghan Kerner. All of which are from Bay State Land Services. We are here today to present the plan for Center for the Arts, for the Development Advisory Committee members and for the members of the community. This project has been in the planning stages for several years and has been the subject of two separate Community Input Meetings and two Zoning Appeals cases. First of which was number 5893 and the second of which was held in the spring was case number 5921. Both of those Zoning Appeals cases were approved and condition of the Zoning Appeal case approval and a condition of the Harford County Development Review is to present the Site Plan along with the other drawings that go along with the Site Plan to the various Development Review Committee members to obtain a Zoning Appeal for the project. The location of the project is 41.37 acres located south of Wheel Road between Maryland Route 24 and Tollgate Road. The site access as you can see on the plan is located off of Tollgate Road and the positioning of these accesses are twofold. One to support the use of the site and two to keep the traffic and improvements on the complex centralized to more of the center body of the project site, so as not to create a nuisance to our neighbors to the south and to the north of this project. As well as, across the street to the west. The plan at this time proposes a 10,000 square foot Community Center. It is shown on the plan as building "A". It is located generally south of the improvements shown on the plan with the parking to support that building "A" Community Center located to the north of the proposed building. Parking required for the building is 148 spaces. The plan proposed to provide 191. The use of that Community Center is just that. It is a Community Center and assembly hall to support the Center for the Arts activities. Note #17 on the plan proposes that the uses shall be restricted to recreational, social, educational, cultural or religious activities and must be owned and operated by a public non-profit organization. This project will abide by the requirements as detailed in #17. On the Zoning Appeals cases and on the Community Input Meeting Plans a larger improvement to the property was proposed. We would like to note that at this time only building "A" is being proposed and it is supporting parking spaces. That is a requirement of the site that the

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project must create this Community Center building prior to any other supporting outdoor activity improvements to the property. Any approvals for additional buildings or parking as proposed on the Zoning Appeals Case Plan or the CIM Plans that the public has been able to view will have to come back before the DAC Committee review members and get approval for those expansions above and beyond what is proposed on this plan. Supporting documents that I mentioned earlier that were submitted along with this plan was a Forest Conservation Plan, a Landscaping Plan, a Lighting Plan, a Stormwater Management Concept Plan which was submitted and approved previously and a Traffic Impact Analysis that was submitted by others other than Bay State Land Services. That would conclude our presentation for today. We look forward to receiving any comments and answering any questions to the best of our abilities and we look forward to having this Development Review Approval as quickly as possible. Thank you, Moe.

**Bill Snyder – Volunteer Fire & EMS**

- Community Center Building will require a Knox Box. It shall be keyed for the Harford County Fire Service. Contact [wrsnyder@harfordpublicsafety.org](mailto:wrsnyder@harfordpublicsafety.org) to obtain Box.
- Request a fire hydrant be placed at the “Drop-off Area” in front corner of Community Center
- If there is a locked gate to the driveway to the rear of the Community Center, it is requested that the locking system include emergency access options.
- Question: Will the established trail system that is currently on the property be continued in any way?

**Mitch Ensor** – Yes, it will. There will need to be modifications to work in harmony with the proposed improvements of this plan. Those connectivity points will be modified to work in harmony with our proposed improvements.

**Bill Snyder** – The lawn seating. Is that there because there will be an open type amphitheater type structure which would be to the northeast side of the building there. Is that an opening in the building that allows people to view?

**Mitch Ensor** – If it is for the lawn seating that is directly adjacent to the proposed building “A” it is to provide outdoor activities especially in light with the Covid conditions of today. That would allow outdoor seating adjacent to the building.

**Bill Snyder** – I am just noting where it looks like there is a sidewalk and then there is an oval type construction there to the sidewalk. I assume that is where the display or music will be played?

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**Mitch Ensor** – No, it is a patio area with lawn seating adjacent to it. At this time, there is no proposed improvement like an amphitheater at that location.

**Bill Snyder** – Okay, that is all I have.

**Darryl Ivins – DPW Water and Sewer**

The following comments shall be included as conditions of Site Plan approval for the above-described project:

If the water meter is placed adjacent to the road right of way, it must be placed within a drainage and utility easement. A plat and deed of easement shall be prepared by the property owner, using the standard Harford County format. When it is prepared, it must be submitted to the Division of Water and Sewer for review. A recorded copy of the easement document must be submitted to the Division of Water and Sewer Administration before a building permit may be approved for this project.

The sewer main from the Monmouth Meadows condominiums to the main entrance to the site must be a publicly owned main. The final sewer design must also have a sewer main headed in an easterly direction, in or near the entrance drive, beyond the improvements proposed by this plan. This will allow an extension of the sewer to serve future buildings on the site as well as the remaining drainage area. The sewer service will extend from this main towards the proposed building.

The contract number for the public sewer main is 20113. The number shall be placed on the utility construction drawings before their initial submittal to the county for review.

The sewer in the Monmouth Meadows condominiums to which this project proposes to connect was constructed at a larger size and at greater depths by a previous developer to allow the property to be served. Consequentially there is a recoupment charge of \$36,884.00 which must be paid as a lump sum in addition to the connection charges prior to issuance of the building permit for this project.

Any sewer cleanouts that are located within the paved area shall be installed using the County cleanout in paving detail S-28. The detail shall be shown on the utility plan and referenced on the plan and/or profile drawing.

A Public Works Utility Agreement (PWUA) is required for the construction of the public sewer main associated with this project prior to the issuance of a building permit. It is the developer's/owner's or their representative's responsibility to contact the Division of Water and Sewer, Permits Review Supervisor at 410-638-3300 to request the preparation of the

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PWUA concurrent or following the submittal of the water and sewer contract drawings for this project.

A building permit cannot be issued until the public utilities are either operational or bonded for construction.

A Commercial Service Application must be completed by the owner and approved by Harford County before a building permit will be issued for this project. The Commercial Service Application Number 20110 must be added to the title block of the site plan submitted with the Application for approval. Contact the Division of Water and Sewer Administration and Permitting Section at 410-638-3300 for additional information.

The construction contract numbers for the existing utilities shall be shown on the drawing submitted with the Commercial Application.

**Glen Hebel - DPW Engineering**

A sediment control plan and a grading permit will be required for the development of this site. Sediment controls are to be designed to the specifications as set forth in the Maryland Standards for Erosion and Sediment Control, latest edition.

Stormwater Management must be provided in accordance with the 2000 Design Manual as amended by Supplement 1.

A stormwater management concept plan has been submitted for review and was approved with comments. Comments must be addressed on subsequent stormwater plan submittals.

A suitable outfall must be provided for the stormwater management facility and shall be approved at the time of final design.

A 20' wide access easement is required to the stormwater management facility for maintenance purposes.

The final stormwater management plan shall be approved prior to the issuance of a grading permit. A stormwater management permit is required prior to the issuance of a building permit.

Maintenance of the stormwater management facility (facilities) is (are) the responsibility of the lot owner(s) and shall be stipulated in the association documents.

The main entrance shall consist of a 15' inbound lane, a 25' outbound lane with 25' minimum curb radii.

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The west entrance width shall be 25' with 25' minimum curb radii.

Sidewalks shall be constructed along the property frontage and shall connect via the east side of the main entrance to the internal sidewalk.

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.

A traffic impact analysis was submitted for the development. Comments are being forwarded to Planning & Zoning.

**Paul Magness – Parks & Recreation**

No comment.

**Crysta Draayer – Planner**

1. This plan proposes to develop a 10,000 sq. ft. Community Center with 330 seats, Institutional Recreational areas, and outdoor theater.
2. This plan is subject to the conditions noted in the Harford County Board of Appeals Case Number 5921.
3. It should be noted that the Community Input Meeting Plan differed from the Board of Appeals approved site plan, and that all plans submitted for Development Advisory Committee review must match the Board of Appeals approved plan.
4. A new version of the Site Plan is required. The new version must be revised in accordance with Board of Appeals Case Number 5921 Condition #1, to include "the site plan shall clearly delineate any phasing for the project to include the parking required and provided for each phase of construction, and Condition #3, to include "Since the amphitheater is an ancillary use, and not a permitted principal use, the site plan would need to indicate that this use cannot be built or utilized until one of the principal multipurpose buildings is constructed and meets the definition of a community center as enumerate in the Harford County Code, Section 276-4".
5. As part of Phase 1, a fence must be established surrounding the cemetery shown on the site plan, in order to prevent trespassing and vandalism.
6. This project is subject to the Harford County Forest Conservation Regulations. A Forest Stand Delineation (FSD194-2020-2) has been submitted and approved by the

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Department of Planning and Zoning. A Forest Conservation Plan (FCP341-2020) has been submitted and is under review. Any specimen trees to be removed shall require the approval of a specimen tree waiver prior to removal.

7. A Landscape Plan (L340-2020) has been submitted, but cannot be approved. A new version of the landscape plan and cost estimate must include the type, quantities, and cost of the planting materials to be included in the foundation planting beds. The Protective Measures Statement must also be signed by the owner/developer.
8. 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** – Any additional questions or comments from DAC members?

**Bill Snyder for DES** –

I spoke to DES and they do not have any comments for the project.

**Moe Davenport for Len Walinski – Health Department**

The Harford County Health Department has extended its approval for the above referenced site plan. The site is located at the west side of MD Route 24, east side of Wheel Road and south of Tollgate Road.

This plan proposed development of a 10,000 sq. ft. community center with 330 seats, institutional recreational areas and outdoor theater. The site is serviced by Harford County public water and sewer.

This office has the following general comments regarding this proposal.

1. 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.
2. 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.

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**Moe Davenport** – Any other questions or comments from DAC members?

Chelsea are there any questions or comments that have been provided to us?

**Chelsea Broach** – No questions other than Ali. She would like to know where she can get a pdf of the Site Plan? I will provide her with a link. Anyone can download the pdf from our website.

**Moe Davenport for Ali** –

When is the construction starting? Mitch would you like to chime in?

**Mitch Ensor** – The construction starting would obviously have to follow all construction plan approvals which we will upon obtaining Development Advisory Committee approval then be able to submit those construction plans. It is kind of a round-about way of saying we have to address all comments from the Development Review Committee today then begin the construction plan process working with all of the departments and all of the permit agencies in order to obtain all permits. Then we can start construction. Our experience is that that can be because of the intricacies of this site could be a year, a year and a half, could be two years. We are doing the best we can to get this project approved and off the ground.

**Moe Davenport** – If you were to get approvals by the end of the year you would hope to begin. Is that safe to say?

**Mitch Ensor** – It is safe to say that we will not get these approvals by the end of the year as far as Development Advisory Committee approval we would hope to have that certainly before the end of the year. Construction plans we will not.

**Moe Davenport for Ali** – Are there any changes to South Tollgate? I think Glen Hebel indicated that there would be improvements including accel/decel potential, entrance improvements and sidewalks on the north side. Is that correct Glen?

**Glen Hebel** – Yes. Entrance improvements, sidewalk and we are awaiting the traffic study to determine if there are additional improvements necessary.

**Moe Davenport** – So, those were questions from Ali. Any other questions?

**Bill Snyder** – I did just receive comments from DES.

**Moe Davenport** – Of course.

**Bill Snyder** – The Department of Emergency Services notes the proposed Community Center is to be addressed as 2503 South Tollgate Road.

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The proposed building must display 10"-12" address number and letters. The address must be clearly visible from South Tollgate Road. That's all.

**Moe Davenport for Steve Pariseau** – What is the time frame for DAC approval?

That's difficult. It depends on resubmittals and again review of those. I would hope we would have our approval within a couple of months.

Are there additional questions? If there are no additional questions that will conclude our meeting for today. I want to thank everyone for their attendance today. Thanks and have a good day.

**Meeting adjourned at 9:36 am.**