

DEVELOPMENT ADVISORY COMMITTEE MINUTES

The Development Advisory Committee (DAC) met on February 17, 2021 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 are DAC members:

Moe Davenport	Chairman, DAC
Bill Snyder	Volunteer Fire & EMS
Justin Mannion	Emergency Operations
Patrick Jones	Soil Conservation District
Brian Phipps	Health Department
Darryl Ivins	DPW Water & Sewer
Glen Hebel	DPW Engineering
Deputy Niles	Sheriff's Office
Missy Valentino	Harford County Public Schools
Paul Magness	Parks & Recreation
Teresa Eller	State Highway Administration
Jenni Daniels	Planner, Development Review
Lori Pietrowski	Administrative Specialist
Chelsea Broach	GIS Analyst

Those in attendance:

Moe Davenport	Bill Snyder
Darryl Ivins	Glen Hebel
Deputy Niles	Paul Magness
Jenni Daniels	Lori Pietrowski
Chelsea Broach	Tom Miner
Alex Van Breuhelen	

Moe Davenport – I would like to welcome everyone to the February 17, 2021 meeting of the Development Advisory Committee. I am Moe Davenport with Harford County's Department of Planning & Zoning. We have a number of DAC members with me today from the County. We have one plan on the agenda today and that is for 705A Philadelphia Road. 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 DAC committee members for their questions and comments. Then we will open the meeting up to anyone in attendance that has any questions or comments. If you would like at any time you can type in your questions or comments in the side bar and we will have time at the end of the meeting to answer those questions or comments. With that, we will get started with today's plan. Consultant for the project, good morning

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705A PHILADELPHIA ROAD

Located on the south side of Philadelphia Road at 705A Philadelphia Road. Tax Map 65; Parcel 837. First Election District. Council District B. Planner: Jenni.

Plan No. S31-2021 Convert existing 880 sq. ft. single family home to professional office/0.50 acres/CI

Received 01-20-2021 VBJOP LLC/Frederick Ward Associates

Verbatim Transcript

Tom Miner - Fred Ward Associates

Good Morning Moe, my name is Tom Miner with Frederick Ward and I will be presenting 705A Philadelphia Road. The structure existing is currently a single family residence that we will be converting over to an office use. It is currently zoned commercial industrial. CI and we will be converting it over to an office use not for storefront purpose but more for servicing the business currently attempting to operate there. The property for utilities is utilizing public water with septic in the rear. We have parking located in the rear and there is an existing 24' foot wide driveway that is servicing the building, which is approximately 880 square feet. There are some ancillary buildings to the rear of the parcel, an existing shed and existing asphalt servicing the parcel as well for potentially additional storage or parking. We are showing on the plan-required parking along with ADA spaces and we look forward to your comments.

Bill Snyder – Volunteer Fire and EMS

- Building will require a Knox Box if there is a 24hr fire alarm monitoring system. It shall be keyed for the Harford County Fire Service. Contact wrsnyder@harfordpublicsafety.org to obtain Box.

Darryl Ivins – DPW Water & Sewer

The following comment shall be included as a condition of Site Plan approval for the above-described project:

If a plumbing permit will be required for any changes made to the structure, then a Commercial Service Application must be completed by the owner and approved by the Division of Water and Sewer before a permit will be issued for this project. Contact the Division of Water and Sewer Administration and Permitting Section at 410-638-3300 for additional information.

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Glen Hebel – DPW Engineering

Good Morning, as this is a State Road there are no DPW related highway comments. As far as DPW for Stormwater Management if there is any disturbance a grading permit would be required as well as a Stormwater Management approval. That is all I have.

Deputy Niles – Sheriff's Office

No comment.

Paul Magness – Parks & Recreation

I have no comment on this plan.

Moe Davenport for Teresa Eller – State Highway Administration

The MDOT SHA has reviewed the Site Plan for this project and we have no objection to the change of use for this property however, the following comments will need to be addressed:

1. SHA will require an Access Permit for this project to include a deceleration lane on MD 7. The deceleration lane will require full depth pavement and include curb and gutter and lane striping. All proposed curb & gutter within the MDOT SHA right-of-way must be 8" Type 'A' curb & gutter (MD 620.02).
2. SHA will require a sight distance evaluation. Further review of the sight distance evaluation may lead to additional requirements.
3. A standard SHA commercial entrance will be required into the site using full depth pavement.
4. Landscaping near this entrance should be limited so as not to impede the proposed exit movement from the sight. This may include the removal of existing trees and shrubs to accommodate the deceleration lane and provide adequate sight distance.
5. The proposed entrance is within an area of overhead utilities. The engineer must determine that equipment used to construct the entrance as well as the proposed use of vehicles for the site will have the sufficient clearances as required by each utility overhead.

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If there are any questions, please contact Ms. Teresa Eller via email at teller@mdot.maryland.gov

Jenni Daniels – Planner

1. This plan proposes to convert an 880 square foot single family home into a professional office on a 0.50+/- parcel in the CI zoning district.
2. There is an open zoning enforcement investigation for this location. Multiple sea containers for storage of construction equipment and other storage associated with maintenance of rental units as well as open and closed trailers with construction materials and a dumpster for offsite construction refuse disposal have been observed onsite. The accessory structures and storage are not shown on the site plan and are inconsistent with an office only use. All uses and structures must be represented and requested during the review and approval process.
3. A Landscape plan (L32-2021) has been submitted to the Department of Planning and Zoning and is currently under review.
4. A photometric plan shall be submitted to the Department of Planning and Zoning. The lighting shall be designed and controlled so that any light shall be shaded, shielded or directed so that the light intensity or brightness does not adversely affect the adjacent property.
5. All proposed signage shall conform to the Sign Code. Permits shall be obtained from the Department of Planning and Zoning.

Moe Davenport for Brian Phipps – Health Department

The Harford County Health Department (HCHD) has reviewed the above referenced site plan. The site is located on the south side of Philadelphia Road at 705A Philadelphia Road. This plan proposes to convert an existing 880 sq. ft. single family dwelling into a professional office. The site is currently served by public water and a private on-site sewage disposal system (OSDS).

The site plan as submitted by the consultant on January 22, 2021 requires additional information to allow for the comprehensive review of this proposal. In order for the HCHD to continue its review, the following items must be addressed:

1. Soil percolation testing must be conducted on the property in the wet season testing period. While soil percolation testing has been conducted at this location in the past, the HCHD's records indicate that these soil tests failed

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conventional rates and were never field-located. Additionally, the property lacks a required septic repair area. Due to the age of the lot, these percolation tests would be used to establish sufficient area for one (1) replacement system. This septic repair area must be shown on a revised site plan submitted to the HCHD.

2. Following the percolation testing, and depending on the results presented, the current OSDS may need to be evaluated and certified. This office will advise as to this requirement following the interpretation of the percolation test results. If deemed necessary, the existing OSDS must be inspected and certified by a contractor who has completed the approved certification course through the Maryland Department of the Environment (MDE) for the proper evaluation of on-site sewage disposal systems. The contractor must submit a report of his/her findings to this office for review. This report must include a thorough evaluation of the tank, distribution box, and a hydraulic load test of the existing drainfield trenches to ensure the existing OSDS is capable of handling the minimum wastewater allotment for a commercial facility of 400 gallons per day (GPD). Any deficiencies noted with the existing system must be corrected to the satisfaction of the HCHD prior to the approval of the site plan or any future building permit/zoning certificate applications for the property.
3. If the OSDS passes certification, the existing septic tank will then be required to be upgraded. Our records indicate that the existing septic tank only has a capacity of 1000 gallons. According to Harford County Code Chapter 216, the minimum tank requirement for a property with a commercial use is a 1,250 gallon, two (2) compartment septic tank. The existing tank will either need to be properly abandoned, and a new 1,250 gallon, two compartment tank installed in its place, or a second tank can be added in series to the existing tank to equal a combined capacity of at least 1,250 gallons.
4. Any revised print submitted to the HCHD should include all locations from previous and updated soil percolation testing conducted on the property if able to be field located. These prints must also include a legend that clearly represents the difference between a passing versus a non-passing test, with easily distinguishable symbols.

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If the owner/developer has any questions, they may contact our office at their earliest convenience.

Public Comments:

Chelsea Broach – There are no typed questions.

Moe Davenport – I did have some questions emailed to us which I will read. Some of them are Health Department questions. You will need to contact the Health Department.

1. Why is the non-permanent structure (existing shed) identified/drawn on newly proposed site plans by the contracted surveyor/planner/architect/engineer Frederick Ward Associates?

- 1a. Is it required by Harford County to identify/draw these non-permanent structure?...and if so:

Moe Davenport - Yes, we are requiring that all of the structures be located on the site plan.

- 1b. If said such previously existing and/or newly added non-permanent structures need to be identified/drawn, then why are the three (3) recently added Non-permanent structures not identified on these newly proposed plans?... (3 thus sea containers/konnexes).

Moe Davenport - We have required that all of the structures be shown on the site plan.

- 1c. The above mentioned three (3) non-permanent structures...Which are not identified as mentioned above, have Current underground electric which runs along top of one of the branches of the existing septic leach field.
- 1d. Was this underground utility work permitted by the Department of Public Works?...

Moe Davenport - They will require any permits, electrical or otherwise through our Department of Inspections, Licensing and Permits.

2. The proposed site plans show paved parking above one of the existing branches of the septic Leachfield... In these proposed plans also show existing asphalt paving and stone paving which does not exist...It is a common standing that nothing can be put above existing and/or newly added septic systems up to and including paved parking and underground utilities (electricity to sea containers).

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Moe Davenport - I will defer that question to the Health Department, Brian Phipps. I do believe in certain circumstances they allow paving over the septic system but, they will be evaluated by that department.

3. Proposed site plans provide for handicap van accessible parking but the proposed plans do not show any kind of ADA access into the propose new office space...It is commonly understood that both exterior and interior must meet of ADA compliance us with accessible entrances into and out of the office space and in the dining and lavatory facilities also including ADA specified sink heights, toilet paper holder heights and handicap grab bars and appropriate signage notifying patrons/employees/guests of parking.

Moe Davenport – Again, they will need permits through the Department of Inspections, Licensing and Permits. They will verify any compliance with those provisions.

4. Parking/Employees

- 4a. Proposed preliminary site plans have the number of employees listed at two (2)...when in reality there are actually 8-10 vehicles/employees working there on a daily basis.
- 4b. If and when the occupancy permit is granted for this newly proposed office space what is the maximum allowable number of persons allowed at one time in this 880 square foot structure according to the fire marshal?

Moe Davenport – I don't know. Again, that will be evaluated at the time of permit application. We have requested clarification on the use of the parcel itself.

5. How does the actual number of employees relate to the limited parking spaces...Especially in an impervious area where there is supposed to be no new construction or soil disturbance?...The issue if storm water management definitely needs to be addressed.

Moe Davenport - Until we get further plans that are accurate we can't really comment on these. Once we get them we will move forward with our comments.

Are there any additional questions or comments on this plan?

Alex Van Breuhelen – Mr. Davenport those questions that were emailed in who were they emailed in from?

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Moe Davenport – I just have the email address.

Alex Van Breuhelen – So, this is not a government official.

Moe Davenport – This is from a citizen. We are open to the public and these are comments for the record.

Alex Van Breuhelen – Excellent, thank you very much.

Meeting adjourned at 9:20 am.