

DEVELOPMENT ADVISORY COMMITTEE MINUTES

The Development Advisory Committee (DAC) met on April 6, 2022, at 9:00 a.m. in the Harford County Government Administration Building, 1st Floor Conference Room, 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
Robert Anderson	DPW Engineering
Bill Snyder	Volunteer Fire & EMS
Chris Dombeck	Water and Sewer
Erik Robey	Sheriff's Office
Paul Magness	Parks and Recreation
Eric Vacek	Planner, Development Review
Jennifer Freeman	Planning and Zoning

Also in attendance:

Don Sample	Portia Little
Mitch Ensor	Jazmynne Brier-Norton
Mackenzie Weinak	

Moe Davenport, of the Department of Planning and Zoning, welcomed everyone to the meeting. Mr. Davenport explained that a brief presentation will be given by the consultant for each project. The DAC members will give their comments on the project. The meeting will then be opened up for anyone in attendance that may have questions or comments. There is an attendance sheet on the back table. If a correct email address is given, a copy of the minutes will be e-mailed to you. The minutes are recorded and will also be published to the Department of Planning and Zoning's website.

Hollywoods – Area 4, Section 2, Lot 2

Located on the northwest side of Philadelphia Road (MD Route 7), at the northern end of Holly Oak Circle. Tax Map 58; Parcel 572. First Election District. Council District F. BOA 5946/5670/2750. Planner Eric.

Plan No.	P125-2022	Create 140 Condominium Townhouses / 20.754 acres / R3
Received	03/09/2022	MRD Holdings, LLC / Bay State Land Services, Inc.

Verbatim Transcript

Mitch Ensor-Bay State Land Services, Inc.

I am presenting a revision to a previously approved preliminary plan for the area for Section 2, Lot 2, Hollywoods. This is the last unimproved portion of the Hollywoods subdivision. So

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are finally going to build out this last portion. Hollywoods was subject to a Board of Appeals approved in 1981, Case Number 2750. And more recently a Board of Appeals case 5946 approved in 2021. Case 5946 modified the housing type percentages by eliminating condition eight of the original Board of Appeals case 2750. A revised concept plan was submitted and approved in February of 2022. And that was a condition of the Board of Appeals case to obtain re-approval of the plan through the Development Advisory Committee. And speaking to Board of Appeals case 2750, one condition of that case that I would like to present is that it allowed for a develop density of 1600 dwelling units maximum for the entire Hollywoods project. The completion of this last Lot 2 portion of the Hollywoods subdivision will bring the total dwelling units to approximately 1000. That is in general numbers, it is about 37% less then the 1600 maximum dwelling unit of case number 2750. As I said, this plan modifies the housing types as approved by Board of appeals case 5946 by eliminating the previously approved 16 multifamily condo buildings and allow 140 condo style townhouses. The 16 multifamily dwellings would have produced 192 dwelling units. As I mentioned, this is proposed as 140 townhouses. The 140 townhouses would require 280 parking spaces. Because of the mix of dwelling types that we have, we have 84 of these units do have garages. 56 would require full street parking. So, the garage units would provide 84 parking spaces in the driveway. The plan proposes 253 parking spaces on the street. And also provides 26 dedicated oversized RV parking spaces in the southernmost quadrant of this Lot 2. The site is proposed to be served by private roads. And all of those roadways would be serviced by public sidewalks. Additionally, the plan proposes to construct connectivity within the Holly Oak Drive public right-of-way at the roundabout circle where it appears that sidewalk has been constructed to a certain degree but doesn't link all the way to the connection point of where our site would connect to the Holly Oak Circle roundabout. And this plan does propose to finish off that sidewalk to provide pedestrian linkage. The site will be served by public water and sewer. Additionally, the site does provide service stubs to the parcel that is unimproved to the north of the property. This Lot 2 portion was graded in the early 2000s, based on an approved grading plan and development plan at that time. The road network that is proposed here today is the same road network that was proposed back in early 2000s and graded out for this pad site. So, the grading of this project will remain substantially similar to the grades that are existing on Lot 2 today. As will the LODs for the project. In conjunction with the construction of Lot 2, a pool and bathhouse are proposed to be constructed on an adjoining parcel just to the southeast of Lot 2, fronting on Holly Oak Drive. A note, #30, speaks to the construction of that pool and bathhouse being available to all residents of the community and being constructed in conjunction with the timing of the Lot 2 construction. A stormwater management concept plan has been submitted and approved for this project. And a landscape restoration plan has been submitted for review along with this site plan.

Bill Snyder – Volunteer Fire & EMS

No Comments.

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Chris Dombeck – DPW Water & Sewer

The Division of Water and Sewer has evaluated the proposed water and sewer utilities on this plan and has determined that if the approval conditions are complied with, the adequacy standards of the County Code will be met.

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

This subdivision proposes to connect to the existing sewers in the Hollywoods subdivision. The downstream collector sewer in the Hollywoods subdivision does not have enough capacity to serve the units proposed by this preliminary plan and the other developable land within the drainage area. As a result, there will be approximately 1310 linear feet of existing sewer which must either be replaced with 15-inch diameter pipe or paralleled with a sewer that can provide the required capacity. This work must be performed either concurrent with the first phase of this development or with Phase Two of the Grace Hall subdivision, whichever is developed first. The previously proposed replacement sewer was designed on sewer contract number 19610. This contract was previously approved by Harford County. If this contract is proposed to be used, it must be resubmitted to the Division of Water and Sewer for review for compliance with current County standards before it may be approved for construction.

The aforementioned collector sewer replacement contract will be eligible for the creation of a recoupment agreement to recover a portion of the construction costs. The Division of Water and Sewer will be preparing the agreement in the near future.

A public sewer main must be constructed within the easement between Lots 38 and 39 at least ten feet beyond the proposed parking area so that it may be extended in the future without disturbing the existing infrastructure.

An eight-inch diameter water main stub must be constructed in an easement between Lots 43 and 44. It may terminate five feet beyond the sidewalk.

It is the responsibility of the developer to coordinate with the home builder to ensure that any sewer cleanouts that are located within driveways have a lamphole frame and cover installed over them as identified in the water and sewer construction drawings.

The name of the project on the water and sewer construction drawings shall be “Hollywoods Phase IV Section 2B”. The contract numbers for this project are 19478 for water and 19479 for sewer. The numbers shall be placed on the utility construction drawings before their initial submittal to the county for review.

When the water and sewer construction drawings are approved for the townhomes in this subdivision, they will be approved for only the building footprint and driveway locations shown on this plan. The building and driveway layout shall be provided with the water and

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sewer contract drawings. Any revisions to the shape of the building footprint will require that the utility drawings be revised to show the new configuration of the unit. Additionally, if a group or block of buildings is shifted, revised construction drawings must be approved for the change. The Developer hereby agrees to relocate at his expense any services that are incorrectly placed within a driveway or sidewalk.

A Public Works Utility Agreement (PWUA) is required for the construction of the public water and/or sewer mains 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, W&S Administration Section at wspermits@harfordcountymd.gov to request the preparation of the PWUA concurrent or following the submittal of the water and sewer contract drawings for this project.

Robert Anderson – DPW Engineering

Sediment Control

Required Design Standards

- MDE – Maryland Standards and Specifications for Soil Erosion and Sediment Control, Dec 2011, or latest edition.

Required Plan Approvals

- A grading permit is required.
- Stormwater management must be addressed.

Stormwater Management (SWM)

Required Design Standards

- MDE-Maryland Stormwater Design Manual Volumes I & II (October 2000, Revised May 2009) or latest edition
- SWM-Harford County Code Chapter 214.

Required Plan Approvals

(All comments must be addressed to subsequent submittals)

- SWM Concept Plan
- SWM Site Development
- SWM Final Plan (approval required before issuance of grading permit)

Required Permits

- Grading (needs final SWM plan approval before issuance)
- Stormwater Management permit
- Note: Building permits require SWM permits before issuance
- Note: Use & Occupancy permits require SWM facilities to be constructed and inspected.

Required Easements

- A 20' wide access easement is required to the stormwater management facility for

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maintenance purposes.

Outfall Investigation

- A suitable outfall must be provided for the stormwater management facility and shall be approved at the time of final design.
- Additional topo shall be shown for the outfall to ensure that the adjacent property owner will not be adversely affected by runoff from the site.
- SWM Pond existing structures shall be shown on the plans.

Maintenance

- Maintenance of the stormwater management facility is the responsibility of the lot owner and shall be stipulated in the association documents.
- Practices located on individual lots are the maintenance responsibility of the owner.

SWM Design Comments

- A Stormwater Management Concept Plan has been submitted for review and must be approved before preliminary plan approval.
- A maintenance inspection shall be conducted for the pond providing stormwater management for the site. Any needed pond maintenance can be done concurrently with the conversion to a temporary sediment basin and converted back to SWM upon final grading and stabilization of the site with the approval of Harford County.
- Stormwater management practices designed for and located on individual lots shall be constructed and inspected before the issuance of use and occupancy permits.
- Discharge pipe locations for any stormwater management facilities must be shown on the plan.
- Please ensure the proposed sanitary line is constructed using MD Pond code 378 construction guidelines. Pipes parallel to the dam axis shall be constructed with no granular bedding.
- Please show storm drain flow arrows.
- LOD is shown outside several proposed SWM facilities. Please correct.

Highway Engineering

Required Design Standards

- Harford County Road Code
- Maryland Manual on Uniform Traffic Control Devices (MdMUTCD) 2011 or latest edition (for the pavement striping and traffic control signs)

Required Permits

- Access permits are required for the proposed entrances off Holly Oak Drive.

Sidewalks

- Sidewalk handicap ramps shall be constructed at the proposed entrances.
- Sidewalks on the west/left side of the cul-de-sac of Holly Oak Drive shall be connected to existing sidewalk.

Design Comments

- A revision to the approved Road and Storm Drain plans (Previously approved plan 30852 – Hollywoods Area IV Phase II) is required to show the current road access points/road improvements on Holly Oak Circle (‘North’ Roundabout).
- Harford County does not maintain private roads. It is recommended that they be constructed as public roads. Public or private roads shall be designed to meet all the requirements of the Harford County Road Code. If the developer chooses to construct the roads as private, the designation of such shall be shown on the plats and further identified on the plats that the road shall remain private in perpetuity. Additionally, the new homeowners shall be fully made aware that the roads are private and will remain that way, by signing a disclosure statement at settlement – the wording of which shall be approved by Harford County.

Erik Robey – Sheriff’s Office

The sheriff’s office has no comments.

Paul Magness – Parks and Recreation

This plan proposes 140 condominium townhouses on a 20.75-acre parcel. Both the 1981 Board of Appeals decision and the August 17, 2021, Zoning Hearing Examiner’s Decision, discuss the recreational areas of the development. The Zoning Hearing Examiner’s Decision specifically states, “the construction of the last sections of the community will allow recreational areas to be completed.” As stated in Note 30 on the Preliminary Plan, “The construction of the swimming pool and bathhouse shall occur concurrently with any new condominium or housing construction on Lot 2 so that it is available when new residents move into the development.” It is expected that the swimming pool and bathhouse will be available for all of the residents of the Holly woods community.

Eric Vacek – Planner

- To revise recorded plat (125-23) Lot 2 to create 140 condominium townhouse units. The revision revises the number and type of dwelling units in part of Area IV, Section II, Lot 2 of the Hollywoods development. The Hollywoods development is subject to several BOA cases. This revision is subject to the terms and conditions of Board of Appeals Case No. 5946. Specifically, this plan modifies Condition No. 8 noted in Board of Appeals Case No. 2750; and also previously modified by Board of Appeals Case No. 5670, to construct townhouses instead of apartments in the R3 (Urban Residential) district.
- The Board granted the approval of the requested relief in BOA Case No. 5946. The Hearing Examiner’s written decision noted that there will be no change to the road network or open space and in fact, the construction of the last sections of the community would allow the recreational areas to be completed.

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- A Concept plan was submitted and approved in February 2022. The conditions of the Concept plan remain valid.
- A revised Landscaping/Restoration Plan (L128-2022) was submitted and shall be reviewed for its compliance with the BOA conditions. This site contains environmentally sensitive areas, particularly streams and associated non-tidal wetlands, and steep slopes. Although this plan is not subject to the Natural Resource District (NRD) provision of the Zoning Code, the BOA case #2750 requires buffers for the streams at a distance of 150-feet for Grays Run and its major tributary, and buffers on each side of the banks of all other surface running streams.
- The parcel annotation shall read Parcel 572 Lot 2, the enclosed acreage and the gross acreage of the site shall be clarified. During BOA Case No. 5946 testimony stated there were two (2) small portions of the parcel left in an undeveloped stage and these parcels are known as Lot 1 and 2, totaling 23.328 acres. The Concept Plan states Lot 2 is being developed. The Developer shall clarify the remaining undeveloped areas and acreage of the Hollywoods subdivision.
- Department of the Army (DA) authorization is required for any proposed impacts to nontidal wetlands and other waters of the United States.
- A Homeowner's Association (HOA) must be established for the ownership and maintenance of the storm-water management facilities and the areas of open space. Areas of open space shall be accessible to all residents of the community. If required, right-of-way access to the open space shall be shown on the preliminary plan.
- The Department shall require that construction of the swimming pool and bathhouse occur concurrently with any new condominium or housing construction so that it is available when new residents move into the development. The Preliminary plan shall also note this active open space requirement.
- 50' flood protection setback must be maintained to waters of the state, proposed SWM features are located just outside of this area, limit clearing in NRD stream buffer adjacent to proposed RV parking and SWM.

Health Department – Read by Moe Davenport

- At the discretion of the Department of Public Works, Division of Water and Sewer, drainage and utility easements should be platted along appropriate tract boundaries to facilitate the connection to neighboring properties to public utilities.
- The HCHD recommends that the owner/developer disclose to any prospective purchaser the close proximity of the property to the Aberdeen Proving Ground. Information on current and past activities can be obtained from the Public Information Office at APG.

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- The HAHD encourages the owner/developer to consider smoke-free housing.
- 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.

This plan must meet all requirements of COMAR 26.04.03 (Subdivision Regulations) and all local codes and regulations. The final plat must bear the master plan conformance statement. In addition, a statement signed by the owner must declare that a community water supply and a community sewerage system will be available to all lots offered for sale.

Public Comments:

No Comments.

Meeting adjourned at 9:20 am.