

## DEVELOPMENT ADVISORY COMMITTEE MINUTES

The Development Advisory Committee (DAC) met on September 18, 2019 at 9:00 a.m. in the Harford County Government Administration Building, 220 S. Main Street, Bel Air, Maryland. The meeting was chaired by Eric Vacek, Department of Planning and Zoning.

The following members were in attendance:

Eric Vacek	DAC
Bill Snyder	Volunteer Fire and EMS
Robin Wales	Department of Emergency Services
Patrick Jones	Soil Conservation District
Samantha Peternel	Health Department
Mike Rist	DPW Engineering
PFC Dan Buchler	Sheriff's Office
Rich Zeller	State Highway Administration
Jenni Daniels	Planner, Development Review
Lori Pietrowski	Administrative Specialist

Also in attendance:

Mark Lacouraille	Jake Adler
Mitch Ensor	John Resline
Len Walinski	

Eric Vacek, of the Department of Planning and Zoning, welcomed everyone to the meeting. He explained there is one plan on the agenda. Mr. Vacek explained that a brief presentation will be given by the consultant for the 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. If anyone has questions that are not answered, there are information request forms that can be filled out and submitted to the Department of Planning and Zoning and they will be responded to in writing. 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 as soon as they are completed.

### **3712 NORRISVILLE ROAD**

Located at the south side of Norrisville Road (Route 23); west of Baldwin Mill Road (Route 165). Tax Map 32; Parcel 278. Fourth Election District. Council District D. Planner Jenni.

Plan No. S348-2019 Convert existing bank to motor vehicle w/office use/1.94 acres VB.

Received 08-21-2019 PNC Bank National Association/Keene Dodge Chrysler Jeep Ram/Bay State Land Services.

**Verbatim Transcript**

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**Mitch Ensor – Bay State Land Services**

My name is Mitch Ensor. I am here on behalf of 3712 Norrisville Road and the contract purchaser Keene Dodge. As you noted the project is located at 3712 Norrisville Road. It is 1.94 acres and it is zoned village business. The purpose of the meeting today is for a change of use. It is a former bank and they were using the site. We are proposing to change it to offices and motor vehicle storage. We will not be serving gas or doing any maintenance at this location. Also, noted on the plan is that we do not propose any additional disturbance to the site. No additional paving or additional building expansions. Any interior renovations made for office use would have to be permitted through the proper departments. The site is served by an on-site well and septic system that is depicted on the plan. This data was compiled from the Health Department records and on-site investigation. Site lighting is depicted on the plan and at this time there is no proposed additional site lighting. An existing landscaping representative plan was sent in to show the landscaping that is on-site to accompany the site plan before you today. With that, I will just open it up to any comments or questions that you may have.

**Bill Snyder – Volunteer Fire & EMS**

- Building will require a Knox Key Box installed on the exterior. The box shall be keyed for the Jarrettsville Volunteer Fire Company. Contact 410-692-7890 for the Box.

**Robin Wales – Department of Emergency Services**

Department of Emergency Services would like to see the address numbers of #3712, a bigger size, to “8 – 10”.

Make sure the call list of emergency personnel are up to date.

**Patrick Jones – Soil Conservation District**

As there is no disturbance we have no comments at this time.

**Samantha Peternel – Health Department**

At this time, the site plan as submitted on August 26, 2019 cannot be approved. In order for the HCHD to continue its review, the information below must be submitted:

1. Additional percolation tests must be conducted at the property in order to establish a septic replacement area. Some evidence of water table was observed in the 1978 percolation results. If the anytime soil shows signs of water or dampness during the testing, the percolation testing will need to be reevaluated during the wet season,

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typically performed from February to April of each year prior to approval. The new percolation tests must be identified on a revised print to the HCHD.

2. The Population Survey Form must be completed and returned to the HCHD in order to determine the proper water system designation for the water supply well that will service the proposed use on the property. A copy will be provided to the consultant to assist in this task.
3. The existing well HA73-5029 must be identified on a revised print to the HCHD.
4. The existing well shown on the plan does not comply with current building setback requirements. A replacement well location that satisfies all setback requirements must be identified on a revised print to the HCHD. Future improvements to the building will likely require the existing well to be abandoned and the proposed replacement well installed.
5. The existing OSDS must be inspected and certified by a septic inspector who has completed the Maryland Department of the Environment (MDE) course for the proper evaluation of an OSDS. The existing OSDS appears to be capable of handling up to 720 gallons of wastewater per day. The information provided on the Population Survey Form will be utilized to determine if that design capacity is adequate.

**Mike Rist – DPW Engineering**

1. Land disturbing activities exceeding 5000 square feet will require that sediment control and stormwater management be addressed.

**PFC Dan Buchler – Sheriff's Office**

The Harford County Sheriff's Office has no comments or questions.

**Rich Zeller – State Highway Administration**

The MDOT SHA has no objections to Site Plan approval as the existing entrance to this site on Norrisville Road (MD 23) is adequate to serve this use. No entrance or road improvements will be required at this time.

**Jenni Daniels – Planner**

1. A landscape plan (L349-2019) has been submitted to the Department of Planning and Zoning for review.
2. All proposed signage shall conform to the Sign Code. Permits shall be obtained from

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the Department of Planning and Zoning.

3. Any proposed new lighting shall require a photometric plan be submitted to Planning and Zoning for review and approval. 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 operation of vehicles or reflect onto residential lots or buildings. Lighting shall be consistent with the village character.

**Public Comments:**

There were no public comments.

**Meeting adjourned at 9:07 am.**