

DEVELOPMENT ADVISORY COMMITTEE MINUTES

The Development Advisory Committee (DAC) met on April 15, 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
Bill Snyder	Emergency Operations
Darryl Ivins	DPW Water & Sewer
Mike Rist	DPW Engineering
PFC Dan Buchler	Sheriff's Office
Missy Valentino	Board of Education
Paul Magness	Parks & Recreation
Eric Vacek	Planner, Development Review
Lori Pietrowski	Administrative Specialist

Also in attendance:

Mitch Ensor	Richard Braver
Megan Kerner	Don Sample
Chelsea Broach	Bruce Johnson

Moe Davenport – I am Moe Davenport, with the Department of Planning and Zoning, I would like to welcome everyone to the meeting. With me today are the following members of our staff, committee members and consultant for the plan. They include Chelsea Broach, Bruce Johnson, Mitch Ensor, Bill Snyder, Darryl Ivins, Mike Rist, Dan Buchler, Missy Valentino, Paul Magness Eric Vacek and Lori Pietrowski. Today's meeting will be following the protocol under the Open Meetings Act during the Covid-19 emergency. The public will be able to view and listen to the meeting today via the internet. As always, anyone with questions or concerns can forward them via email and/or by phone to the Department of Planning & Zoning at any time. Additionally, we will allow 30 minutes after the DAC members comments have concluded for the public to type in questions and concerns that I will then read into the record.

We do record today's meeting and will take minutes from that recording. As soon as those minutes are available we will place them on the Planning & Zoning's webpage. I will go over the protocol for today's meeting. There will be a brief presentation of the project by the owner/developer or his representative and then I will go around to the DAC committee members for their questions and comments. After that we will give an opportunity for anyone to type in questions or comments.

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With that, we will begin today's meeting for the Concept Plan for Grace Hall with Mitch Ensor of Bay State Land Services.

GRACE HALL – Concept Plan

Located on the northwest corner of Old Philadelphia Road (Route 7) and Burnt Hill Trail; South of I-95. Tax Map 58; Parcel 22. First Election District. Council District F. Planner Eric.

Plan No.	C129-2020	Revise existing residential subdivision by creating Residential Community for Housing for the Elderly. Creating 346 dwelling Units/100.575 acres/R3
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Received	03-17-2020	Highfield Investments LLC./Bay State Land Services, Inc.
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Verbatim Transcript

Mitch Ensor – Bay State Land Services

Good morning Moe and good morning everyone. I am Mitch Ensor from the offices of Bay State Land Services. Our introduction today would include the other folks in the room which are Richard Braver, who is off screen properly social distanced and also Megan Kerner from our office here at Bay State Land Services. On screen is Don Sample who is also an owner/representative and myself to present the Grace Hall plan to you this morning. This meeting is actually the 2nd meeting we have had on this project. The first being the Community Input Meeting which was held in October of 2019. Those meeting minutes and the questions and comments from the community were submitted to the office of Planning & Zoning in November 2019. The meeting was very well attended and the considerations and questions of the community have been on-going with the development of this project and the design of this project. Prior to the submission of this Concept Plan for the meeting today a Forest Stand Delineation and an Environmental Features Plan was submitted to the office of Planning & Zoning. Of note on that plan were 16 acres that we delineated as non-tidal wetland or streams. Our plan proposes to not impact any of those on-site streams or non-tidal wetlands. The location of the project is generally to the north of Maryland Route 7, to the west of Burnt Hill Trail and to the south of Interstate 95. It is known as 4800 Philadelphia Road. It is currently zoned R3 and consists of 100.57 acres. It is improved by several dwellings and outbuildings on the site currently. We do intend to retain the existing dwelling, the older of the dwellings on the property as well as one of the barns on the site. We propose to relocate those to existing structures to another location on the project and those structures would be retained as part of our development efforts. The existing dwelling that we will retain will remain as one of our proposed 346 lots that we would propose for this sub-division. The density of 346 would yield in the age restricted, which is how we propose to develop the site as an age restricted community. The 346 units would yield a density of 3.46 dwellings per acre. The density allowed by code would allow 14 dwelling units per acre. What we do want to highlight is although the zoning code would allow 14

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dwelling units per acre we are proposing 3.46. Those housing types being a mix of single family homes and townhomes all designed in a life-style project for a 55 and older community. The site would consist of 58 acres of residential lot areas. It would contain 40 acres of open space. The required open space is 15% of the site which would be 15 acres and we are proposing 40 acres of open space. The site does propose to include a 1.69 acre area of land that would be dedicated to a community center that would serve the community and would also include a 0.29 acre piece of land that would include a water booster station that I will address later in the introduction. That piece of land would be dedicated to Harford County upon completion of the booster station. Regarding Adequate Public Facilities for the project schools being one of the Adequate Public Facilities elements. Our site would have no impact on the public school system as it is proposed as an age restricted community. Regarding roadways, our access points which are two are proposed off of existing Burnt Hill Trail. There are two current locations proposed on the site. As a result of our Community Input Meeting there have been on-going discussions with the community for a possible alternate location for those two access points. We look forward to progressing those alternate access points as we are able to achieve certain milestones in our communications with the community surrounding the project. Regarding public water and public sewer all of these sites would be served with public water and sewer. That public water and sewer would be provided off of Burnt Hill Trail where existing connections exist to both public water and sewer at that location would be extended into the site. To provide adequate water pressure for the site as I mentioned before a booster station would be required to be installed by the developer. That booster station would serve both the upper regions topographically of this project and some additional drainage area parcels that are also upgrade from our project here at Grace Hall. Regarding sewer there is also an off-site sewer improvement proposed or obligated by the developer. That off-site sewer has been designed and improved as some other efforts of design for this same project. It would be required as a result of these 346 units being developed. For water and sewer purposes the project will be phased and those phases do provide for redundant feeds throughout the community as required by the water and sewer design guidelines. Upon receiving approval of the Concept Plan and the Forest Stand Delineation this project will then again be required to submit to this same DAC advisory committee meeting for what will be called a Preliminary Plan review. That Preliminary Plan review provides for a much greater amount of detail on the site; accompanying that Preliminary Plan with the additional detail would also be the following plans being submitted at that same time or prior. We would have to submit a Traffic Impact Analysis at that time in conjunction with the Preliminary Plan. Towards that end a scoping meeting has been held with that various county agencies and state agencies that would have input into the intersections that would have to be studied. That meeting was held in the fall of 2019. We would also have to submit a Forest Conservation Plan a Community Center and Landscape Plan and we would have to submit a Stormwater Management Plan in the form of a Concept at the same time as the Preliminary Plan. That concludes the introduction of the site for the Concept Plan. The Concept Plan being the most broad but providing basically Adequate Public Facilities test for a project of this size and

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given a broad brush overview of the site. We look forward to receiving the comments from both the DAC committee members as well as addressing any of the questions from the community. We would especially like to thank Harford County Government for accommodating the presentation of this Concept Plan in what was fairly short notice to get things up and running in a public forum so, on behalf of Richard Braver, Don Sample and us at Bay State we would like to thank Harford County Government for facilitating this meeting today. With that I open this up to Harford County for their questions or comments on this project.

Bill Snyder – Volunteer Fire and EMS

No comment.

Bill Snyder – Emergency Operations

Department of Emergency Services will work with the planner on addressing and road name approval.

Moe Davenport for Patrick Jones – Soil Conservation District

An adequate sediment and erosion control plan needs to be approved before a grading permit can be issued. The sediment and erosion control plan must be integrated with the SWM strategy at the design phase. The new 2011 Maryland Standard and Specifications for Soil Erosion and Sediment Control must be utilized.

Storm Water Management Facility meeting the Small Pond Standard (practice 378 design will have to be approved by the Harford SCD. Also, the pond design must be approved prior to the sediment control plan being signed. Outfall location will be reviewed during design reviews and must safely convey over steep slopes.

A NOI permit is required from MDE when a project disturbs more than 1 acre. Please contact MDE about the NOI permit process.

Attached is information pertaining to the fee system for the review of sediment and erosion control plans. Please contact the Harford Soil Conservation District, 410.638.4828, with questions about this information. This fee will be collected prior to the review of the site development plan.

Moe Davenport for Len Walinski – Health Department

The Harford County Health Department (HCHD) has extended its approval for the above referenced concept plan. The site is located on the northwest corner of Old Philadelphia Road (MD Route 7) and Brunt Hill Trail.

This plan proposes to revise an existing residential subdivision by creating a residential community for Housing for the Elderly. The site is serviced by public water and sewer.

This office has the following comments regarding this proposal:

Any buildings listed to be razed will require a demolition permit that is secured through the Department of Planning & Zoning. All aspects of the demolition work must be reviewed, approved, and completed to the satisfaction of the Health Department. This includes, but is not limited to, the abandonment of any wells and septic systems, the management of asbestos, hazardous materials, and solid wastes, and the removal of underground storage tanks. All documentation concerning the demolition work must be forwarded to this office. If the owner/developer has any questions concerning the demolition work, please contact the Permit and Plan Review Division at 410.877.2300.

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

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.

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.

Additional comments will be forthcoming upon review of the Preliminary Plan.

Darryl Ivins – Water & Sewer

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

This subdivision proposes to connect to the existing sewers in the Hollywoods subdivision. By connecting into the Hollywoods sewer system, the proposed subdivision causes capacity problems within the existing sewer system. As a result there will be approximately 1310 linear feet of existing parallel sewers which must be replaced with 15-inch diameter pipe. This work is shown on proposed sewer contract number 19610 which was previously approved by Harford County. This contract must be resubmitted to the Division of Water

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and Sewer for review for compliance with current County standards before it may be approved for construction.

The Preliminary Plan shall identify the off-site sewers in Hollywoods that must be either be replaced or paralleled so that the requirements of the Adequate Public Facilities Ordinance may be satisfied. Review the previously approved Berkshire Manor Preliminary Plan to see how this should be accomplished.

This subdivision will require a regional water booster station to provide adequate water pressures and flows to meet the requirements of the Adequate Public Facilities ordinance. The booster station must be located on a parcel of land that will be dedicated to Harford County in fee simple. The proposed water booster must be designed to accommodate the number and type of units, their fire flow requirements and the boosted service area. The service area must be reviewed and approved by the county before design of the water booster station may begin. The Division of Water and Sewer has design guidelines pertaining to water booster stations. The engineer shall adhere to the latest version of these guidelines for the design. Due to the close proximity to the existing lots, a sound attenuation enclosure shall be provided for the emergency generator.

The deed for the water booster station site shall be prepared by the developer and submitted to the County for review concurrent with the prints of the water and sewer construction drawings. The deed must be approved by the County, signed by the property owner and given to the County for execution concurrent with the submittal of the mylar construction drawings.

The contract numbers for this project are 20087 for water and 20088 for sewer. The numbers shall be placed on the utility construction drawings before their initial submittal to the county for review.

The final locations and widths of any required utility easements will be determined during review of the Preliminary Plan.

Mike Rist – 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 specification 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.

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A stormwater management concept plan must be submitted for review prior to the preliminary plan submission.

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.

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. Road an right-of way widths shall conform to the Road Code and will be reviewed at the time of preliminary plan submission.

PFC Dan Buchler – Harford County Sheriff’s Office

No comment.

Missy Valentino – Board of Education

We have reviewed the plans and have no comments on the project.

Paul Magness – Parks & Recreation

This concept plan proposes 346-dwelling unit Residential Community as Housing for the Elderly on a 100.58 acre property. The open space requirement for the project is 15.08 acres and an active open space requirement of 7.5 acres. The plan proposes 40.03 acres of open space. Future plans should identify the active open space area(s) and proposed amenities.

Moe Davenport for Rich Zeller – State Highway Administration

The MDOT SHA has no comment regarding the proposed access to this site as it will be to a county road.

The MDOT SHA requests the opportunity to review a traffic impact study (TIS) to determine the traffic impact of this development on the surrounding road network. The requested TIS may be submitted to the MDOT SHA through the Salesforce electronic portal for our review, or via email to rzeller@mdot.maryland.gov. Please utilize the above SHA Tracking number when making this submittal.

Should the review of the TIS determine the need for an off-site road improvement on a state road, that improvement would be subject to the review/approval of the MDOT SHA, and an access permit would be required to construct the improvement.

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Eric Vacek – Planner

- The concept plan proposes to utilize R3-Housing for the Elderly design standards. The project proposes to create 346 dwelling units in four (4) phases. Single family dwellings are permitted within the Housing for the Elderly design standards. The maximum permitted density is 14.0 dwelling units per gross acre.
- Although a boundary plat was recorded (Boundary Plat, Land of Hiter, ‘Woodlawn Subdivision”, however, the Department currently recognizes the formerly recorded plats associated with the former Berkshire Manor/Woodlawn subdivision which will need to be rerecorded.
- Open space shall be provided in accordance with the provisions of 267-70(c)(3)(a). The proposed open space is 15.08 acres. Active open space is required for this project. The consultant shall clarify and quantify the proposed active open space prior to Concept Plan approval. The future Preliminary Plan shall accurately delineate all areas of open space and shall provide additional details of the proposed active open space amenities. Pedestrian access to proposed open space areas shall be provided with walking trails in conjunction with public right-of-ways. This shall be clearly delineated on the Preliminary Plan. Areas of active open space area shall be clearly accessible to the entire community.
- A Forest Stand Delineation shall be submitted to the Department for review. The FSD must be approved prior to approval of the Concept Plan.
- A Forest Conservation Plan shall be submitted for review with the future Preliminary Plan. Natural Resource District may not be located on individual residential lots. No forest clearing is permitted within the NRD or associated buffers at any time for actual home construction. Forest Retention areas may not be located on any of the proposed lots.
- Environmental planning comments (Brittany Long, Department of Planning and Zoning) state the proposed SWM facilities shall be moved out of NRD Buffer(s) as much as possible. The concept plan indicates there is enough room to shift proposed SWM facilities out of identified buffers.
- Sidewalks shall be provided along all road frontages.
- The project must provide all required landscaping, street trees, foundation plantings and parking lot plantings.

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- A Traffic Impact Analysis (TIA) shall be required prior to preliminary plan submission.

Written Public Comments:

Tim Larsen – I am counsel for Hollywoods HOA. No questions here.

Meeting adjourned at 9:40 am.