

DEVELOPMENT ADVISORY COMMITTEE MINUTES

The Development Advisory Committee (DAC) met on May 20, 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
Mike Rist	DPW Engineering
PFC Dan Buchler	Sheriff's Office
Paul Magness	Parks & Recreation
Rich Zeller	State Highway Administration
Jenni Daniels	Planner, Development Review
Lori Pietrowski	Administrative Specialist
Chelsea Broach	GIS Analyst

Also in attendance:

Tom Minor

Moe Davenport – I am Moe Davenport, with the Department of Planning and Zoning, I would like to welcome everyone to this virtual meeting. With me today are the following members of our committee/staff: Bill Snyder, Darryl Ivins, Mike Rist, Paul Magness, Dan Buchler, Rich Zeller, Chelsea Broach, Lori Pietrowski and Jenni Daniels. Tom Minor with Frederick Ward Associates is representing the developer. 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, comments or concerns can forward them via email or by phone to the Department of Planning & Zoning at any time. Additionally, we will allow up to 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 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.

With that, we will begin today's meeting for the Site Plan for Synergy Center. Tom Minor with Frederick Ward Associates will present the plan.

SYNERGY CENTER-SITE PLAN

Located between Joppa Farm Road and Riviera Drive; east side of Haslett Road. Tax Map 69; Parcel 152, 196, 221. First Election District. Council District A. Planner Jenni.

Plan No. S148-2020 Create a mixed use center with 62,600 sq. ft. Housing for the Elderly with 60 dwelling units, a 27,300 sq. ft. Community Center and existing Bank/5.36 acres/B2.

Received 04-22-2020 Southern Baptist Church/Harford Bank/Frederick Ward Assoc.

Verbatim Transcript

Tom Minor – Frederick Ward Associates

My name is Tom Minor with Frederick Ward Associates our address is 5 South Main Street in Bel Air, Maryland. Today, I am presenting on the Site Plan for the Synergy Center. It is located at 514 and 506 Joppa Farm Road in Joppa, Maryland. The site is bounded to the north by Joppa Farm Road. To the west by Haslett Road and the south by Riviera and the east by Kearney Drive. We are proposing senior housing to the south of the parcel and a community center to the north with the first floor operating as the community center and the 2nd floor operating as the community space for the senior residents. It will be serviced by public water and sewer on the parcel. And, it will be accessed by Joppa Farm Road, Haslett Road and Riviera Drive. That's about it for us.

Bill Snyder – Volunteer Fire and EMS

Building 1 – Housing for the Elderly:

- The main entrance area should have a designated area that is marked emergency vehicle parking for EMS units. Any covered areas should be a minimum height of 11ft to allow ambulances access the appropriate entrances for patient loading even during times when snow is on the ground.

As seen in the picture below, this situation needs to be avoided where the ambulance cannot use the load/unload area:

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- Building will require a Knox Box. It shall be keyed for the Harford County Fire/EMS Services. Contact 410-538-4567 to obtain Box.
- Recommend the usage of non-combustible landscaping directly next to the buildings. Traditional, wooden-mulch increases likelihood of nuisance fires from outdoor smoking.

Building 2 – Community Center:

- Building will require a Knox Box. It shall be keyed for the Harford County Fire/EMS Services. Contact 410-538-4567 to obtain Box.

Building 3 – Bank:

- Building will require a Knox Box. It shall be keyed for the Harford County Fire/EMS Services. Contact 410-538-4567 to obtain Box.

Bill Snyder for Ross Coates – Emergency Operations

The Community Center shall hold the address of 514 Haslett Road.
The Housing Structure shall hold the address of 516 Haslett Road.

The proposed buildings must display 10"-12" address numbers and letters. The address must be clearly visible from Haslett Road. It is important that both facilities clearly indicate that these addresses are Haslett Road addresses.

“Public safety wireless radio communications inside a building is essential to the safety of those occupying the structure as well as fire, law enforcement and emergency medical providers responding to a call for help. Buildings that are greater than 5,000 square feet, higher than 50 feet, contain underground storage or parking and are constructed of

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materials that impede wireless radio signals that may adversely affect the response of public safety providers. Please consider including wiring, electrical connections and other infrastructure that may be needed for an in-building 700/800 MHz amplifier. Department of Emergency Services will test coverage in your facility once construction is finished. Call 410.638.4900 for this assistance.”

Please advise if the facility will have Closed Circuit Television (CCTV) Cameras. If so, please comment on Emergency Service’s ability to access the camera feeds or provide a point of contact to comment on this matter. DES will follow up after use and occupancy permit approval.

Darryl Ivins – Water & Sewer

Our office would like some clarification about what will be occurring on parcel 196. That parcel, although it appears not to be part of the development is identified in the save development data in three different locations as being a restaurant but, I don’t think it is part of the site plan. We would like some clarification on that or possibly another series just to make it clear what is or is not happening with that.

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

There is a sewer user benefit assessment that must be paid for any parcel that is being eliminated. The current amount of the assessment is \$980 per parcel. This assessment must be paid prior to approval of the Site Plan. Contact Ms. Portia Little of the Division of Water and Sewer Administration Section at (410) 638-3300 x1473 or wspermits@harfordcountymd.gov for additional information.

Any unused water or sewer services on developed parcels must be abandoned. Only one connection will be allowed per parcel. There is one water and one sewer service connection to parcels 152 and 196 that will not be used to redevelop the parcels. Any unused services must be shown on the utility drawing submitted with the Commercial Service Application and abandoned in accordance with standard Harford County requirements as part of the utility work for this project.

There is approximately 376 feet of unused sewer main and service which previously served this property on the south side of the property must be abandoned as part of this project. This sewer may be found on water and sewer contract number 0024. The unused sewer mains must be abandoned at Manholes 346, 438 and 439 using Standard Detail S-31. Manholes 439 and 438 must be abandoned in accordance with Standard Detail S-32. Show this information on the utility drawings submitted with the Commercial Application.

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The developer must prepare a document to release the existing easement for the sewer line he is abandoning on Parcel 152. The easement must be released prior to, or concurrent with the approval of the Commercial Service Application.

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 new public fire hydrant shall be installed on Joppa Farm Road adjacent to the site entrance to provide fire protection for the proposed use. The hydrant shall connect to the existing eight inch main in Joppa Farm Road. It must be placed 2.5' behind the sidewalk and 3.5' behind the face of the curb of the entrance radius for the site. This hydrant must be shown on the utility drawings submitted with the commercial application.

The location and configuration of the water meter and backflow preventer will be determined during the preliminary review of the Commercial Service Application.

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

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 20073 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.

Mike Rist – DPW Engineering

1. 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.
2. Stormwater Management must be provided in accordance with the 2000 Design Manual as amended by Supplement 1.
3. A stormwater management concept plan must be submitted for review. Comments must be addressed on subsequent plan submittals. I just noticed on here that there appears that one of these ESD facilities crosses the property line and there would need to be some agreement between the property owners to allow that to be built on the adjacent property.

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4. 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.
5. Maintenance of the stormwater management facility (facilities) is (are) the responsibility of the lot owner (s).
6. Commercial access permits are required for the site.
7. Site entrances shall have adequate site distance for a 35 mph design speed.
8. The entrances shall be 25' wide with 25' minimum curb radii.
9. Sidewalks along the frontage shall be replaced to the current 5' wide standard. Sidewalk handicap ramps shall be constructed at the entrances.
10. All pavement striping and traffic control signs shall conform to the Manual on Uniform Traffic Control Devices and State Highway Administration Supplement.
11. Computations are required to ensure the existing stormdrain system is adequate to handle the additional runoff from the site.
12. A 25' wide drainage and utility easement is required along the existing stormdrain from Joppa Farm Road to Haslett Road.
13. Utility permits will be required for the construction of the water, sewer and storm drain connections within the County right-of-way.
14. A traffic impact analysis has been submitted for review. Comments are being forwarded to Planning and Zoning.

Paul Magness – Parks & Recreation

This site plan proposes a mixed-use center, including 60 housing for the elderly dwelling units on a 5.36 acre property. The open space requirement for the project is 2.68 acres with a minimum of .5 acres of active open space. The plan proposes 2.91 acres of open space with .69 acres of active open space. The outdoor active open space has no amenities identified on the plan. If the area is to be an open field, it shall be graded with less than 2.5% slope to be considered acceptable as active open space.

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Jenni Daniels – Planner

- The plan proposes to create a mixed-use center with 68% residential use (housing for the elderly), 29% institutional use (community center) and 3% service use (bank). The residential housing for the elderly component will be comprised of 60 units under the R4 – Conventional with Open Space (COS) standards.
- The entire project is located within the Intensely Developed Areas of the Chesapeake Bay Critical Area. A 10% form calculating pollutant removal requirements must be submitted to the County Critical Area Planning prior to the approval and/or start of any construction.
- Native plant migration is required at a rate of 1:1 based on the square footage of the proposed impervious surface. A landscape plan demonstrating the required mitigation must be approved by the County Critical Area Planner prior to the approval and/or start of any construction.
- The Landscaping Plan submitted to the Department of Planning and Zoning cannot be approved at this time. Per Section 267-291(5)(a) of the Harford County Zoning Code, all parking lots shall be separated with a type “D” buffer yard from any adjacent roads. The buffer shall be adjusted from 20’ to 30’ feet in these areas. Additionally, the existing or proposed landscaping for the bank shall be shown on the new plan.
- Per Harford County Zoning Code 267-76E(3), the site design shall incorporate elements that foster community interaction, including outside plazas and eating areas, focal points such as a pond or fountain, public art or other amenities that generally serve the public. The Department of Planning and Zoning recommends reviewing the “Third Place” suggestions developed by the Long Range Planning division (attached).
- Deeds of Covenants and Restrictions shall be recorded with the Final Plat to restrict the age of occupants within the Housing for the Elderly development.
- Minimum required parking for the mixed use center is 266 spaces. The plan currently proposes 215 spaces. The site plan noted a parking waiver request would be submitted along with the plan for review. This waiver was not received by the Harford County Department of Planning and Zoning.
- A Traffic Impact Analysis (TIA) has been submitted to the Department of Planning and Zoning and the Department of Public works for review. Harford County Transit has proposed an extension of the existing route that ends at Towne Center Drive at Joppa

Farm Road to the Synergy Center if the developer provides a sign, pad, and shelter.

Moe Davenport for Justin Waszkiewicz – Health Department

This office has the following comments regarding this proposal:

- 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.
- 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.

Moe Davenport – Are there any additional questions from the DAC members?

Darryl Ivins – I would like to have something clarified here for me. I mentioned at the beginning of my comments about parcel 196 which is the adjacent restaurant property. I would like some confirmation from Tom that that is actually not part of the plan.

Tom Minor – Darryl, it is going to be removed from the site. It is going to be part of the plan, part of the property but, the building will be removed. I believe in the concept letter you had noted if it was removed it had to be capped off and that utility had to be removed. We will be doing that with the revision to the plan.

Darryl Ivins – So, this parcel 196 is it going to be combined with the other parcels?

Tom Minor – Yes, we will have to combine them.

Darryl Ivins – Ok, very good. That is all I needed. Thank you.

Moe Davenport – Thank you Darryl and thank you Tom. So, there is no planned use on that parcel at this point in time.

Tom Minor – We will be utilizing more parking so we don't have to be submitting as much of a parking waiver request. That is part of our toss up as far as the parking requirement. We will be trying to reduce that need for a waiver as much as possible.

Moe Davenport – Understood. So we anticipate another series or revised plan?

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Tom Minor – Yes.

Moe Davenport – Thank you, Tom. Any other questions or comments from DAC members at this time?

So, at this time typically we take questions or comments from anyone in attendance that would like to. We will now have this meeting open for questions from outside. We will await typed generated questions.

It is important to note that the department has received a number of comments via email and phone calls on this project so, we are aware of many of the concerns of the community.

Also, the DAC meeting will be available for view at any time post meeting Chelsea correct me if I am wrong.

Chelsea Broach – That is correct. It stays live for 180 days.

Moe Davenport – 180 days. So, if you are really, really bored and you want to watch our DAC meeting it will be there for 180 days.

Written Public Comments:

Constituent – What is the relationship with the bank?

Moe Davenport – The bank is part of the project and has been incorporated in the vehicular circulation and share parking. We have asked that they be included in the landscaping plan and calculations.

Dave – Are the senior apartments unchanged...and who is going to manage the apts? Do they have prices yet? What kind of subsidies are they accepting?

Moe Davenport – Dave the senior apartments are unchanged from the concept plan that was reviewed previously. They have not identified any price or if they are accepting any kind of subsidies. You may reach out to Tom Minor of Frederick Ward and Associates. He may have some insight on that question.

Meeting adjourned at 9:25 am.