

DEVELOPMENT ADVISORY COMMITTEE MINUTES

The Development Advisory Committee (DAC) met on September 1, 2021 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
Darryl Ivins	DPW Water & Sewer
Robert Anderson	DPW Engineering
Sr. Deputy Niles	Sheriff's Office
Crysta Draayer	Planner, Development Review
Jennifer Freeman	Planning and Zoning

Also in attendance:

Malisa Smith	Mitch Ensor
David Culver	

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 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. 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.

1416 & 1418 Philadelphia Road

Located on the north side of Philadelphia Road (MD 7), east of Clayton Road. Tax Map 65; Parcels 822 and 823. First Election District. Council District B. Planner Crysta.

Plan No.	S357-2021	Construct two personal care boarding homes / 7.91 acres / R1.
Received	08-04-2021	GJ Joppa, LLC / Bay State Land Services

Verbatim Transcript

Mitch Ensor – Bay State Land Services

My name is Mitch Ensor with Bay State Land Services representing the plan before you today. This plan has been before the Hearing Examiner for a Special Exemption to permit 2 personal care boarding homes on 2 separate parcels. That Special Exemption was heard in January and was approved in February. There weren't any neighbors to these properties in attendance to the meeting. Some conditions to the Board of Appeals approval were

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required and met by this proposed plan. In general, the Board of Appeals case specifically required us to come to DAC, present the plan for committee review and address any comments that were given. Plans submitted for the project already were a Forest Stand Delineation, which was approved in July of 2021. And to support this plan for submittal today of the site plan we have submitted a Forest Conservation plan, Landscape/Lighting plan and a stormwater management concept plan, which I believe all would be under review at this time. The site will be served by Public Water and Sewer. It will have a single access to MD Route 7. We do understand that any additional designs and approvals will be subject to the conditions of the review comments today from each department. And we look forward to addressing those review comments and incorporating them into the design plans. It will be conducted in phases. We do propose that parcel 823 would be phase one. And along with that would be the access improvements and public water and sewer services to parcel 823, which is also 1418 Philadelphia Road. Then at the owner's discretion at some point in time they would propose moving into phase 2. They would use the same access and installing any addition water and sewer services to phase 2 and get that portion of the project underway.

Emergency Services – Read by Moe Davenport

The proposed address for parcel 822 is 1416 Philadelphia Road and for parcel 0823 is 1418 Philadelphia Road. The proposed buildings must display 10" – 12" address numbers. The addresses must be clearly visible from Philadelphia Road. A sign with the addresses must be displayed at the common drives access point on Philadelphia Road.

Robert Anderson – 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 has been submitted for review and must be approved prior to preliminary plan approval. Comments must be addressed on subsequent stormwater plan submittals.
4. Discharge pipe locations for the stormwater management facilities must be shown on the plan.

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5. A suitable outfall must be provided for the stormwater management facility and shall be approved at the time of final design.
6. A 20' wide access easement is required to the stormwater management facility for maintenance purposes.
7. 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.

Highway Design

All pavement striping and traffic control signs shall conform to the Manual on Uniform Traffic Control Devices and State Highway Administration Supplement.

Darryl Ivins – Water & Sewer

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

The location of the water meter/backflow preventer for each lot will be determined during the review of the Commercial Service Application. An outside meter vault must be located near the road, within the grassed area, but not within the SHA right of way. If the meter is determined to be 1-1/2" or larger and located in an outside vault, then an easement will be required around the vault for each lot. The easement must either be shown on a record plat or dedicated to the County by deed if a record plat is not required.

A twenty-foot-wide drainage and utility easement shall be provided for 370 feet along the 765.91' line of Parcel 822 beginning at the rear corner of the property. The Forest Retention Area must be removed from the easement on the record plat.

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 Commercial Service Application must be completed by the owner and approved by Harford County before a building permit will be issued for each project. The Commercial Service Application Number 20161 must be added to the title block of the first 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.

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Sr. Deputy Niles – Sheriff’s Office

The sheriff’s office has no comments or questions.

Mr. Davenport said the Board of Education and Park & Rec both had no comments. He has not heard back from the State Highway Administration.

Crysta Draayer – Planner

1. This plan proposes to construct two personal care boarding homes.
2. This plan is subject to the conditions noted in the Harford County Board of Appeals Case Number 5938.
3. A new version of the Site Plan is required. Per the Harford County Zoning Code, eight (8) parking spaces are required for each parcel (1 parking space per 4 patient beds plus 1 per employee (full-time equivalent) on largest shift). The Site Plan proposes eleven (11) parking spaces for each parcel. However, per the Zoning Code, the maximum number of off-street parking spaces permitted shall not exceed 130% of the minimum number of spaces required. 130% of eight (8) is 10.4. Therefore, the proposed number of parking spaces exceeds 130% and must either be reduced, or at least one (1) space on each parcel must be designated as structured pervious surface. The new version of the Site Plan must also list the total proposed number of employees.
4. This project is subject to the Harford County Forest Conservation Regulations. A Forest Stand Delineation (FSD295-2021) has been submitted to the Department of Planning and Zoning and approved. A Forest Conservation Plan (FCP358-2021) has been submitted to the Department of Planning and Zoning and approved. There is a tributary stream and a non-tidal wetland located on the site. Appropriate buffers are required for all streams and from the edge of all non-tidal wetlands. These areas shall be labeled as “Natural Resource District” (NRD) on the final plat.
5. A Landscape Plan (L359-2021) has been submitted but cannot be approved. A new version of the Landscape Plan is required to include the “Note 16” that is referenced on the plan but is not included in the General Notes.
6. This project must adhere to Maryland Department of the Environment (MDE) Guidelines for property in a Tier II watershed. Questions regarding the checklist should be directed to MDE.

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7. No signage is proposed at this time. If signage is proposed in the future, it must conform to the Sign Code and permits shall be obtained from the Department of Planning and Zoning.

Health Department – Read by Moe Davenport

Prior to approval of the building permit, the wells listed on both properties must be properly abandoned by a Maryland licensed well driller and an abandonment report submitted to this office.

This office has the following additional comments regarding this proposal:

- 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. Please note that any increase in the number of proposed beds per dwelling will require a commercial kitchen for that dwelling.
- The owner/applicant must make application with the Maryland Department of Health, Office of Health Care Quality. Please refer all questions concerning the application process to their office at 410-402-8015.
- 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.

Meeting adjourned at 9:14 am.