

DEVELOPMENT ADVISORY COMMITTEE MINUTES

The Development Advisory Committee (DAC) met on September 21, 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 Eric Vacek, Department of Planning and Zoning.

The following members were in attendance:

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| Eric Vacek | Planning and Zoning |
| Robert Anderson | DPW Engineering |
| Bill Snyder | Volunteer Fire & EMS |
| Cari Biscoe | Health Department |
| Jenni Daniels | Planner, Development Review |
| Moe Davenport | Planning and Zoning |
| Jennifer Freeman | Planning and Zoning |
| Erik Robey | Sheriff's Office |
| Daryl Ivins | Water and Sewer |

Also in attendance:

John Demos

Chris Pessing

Eric Vacek, of the Department of Planning and Zoning, welcomed everyone to the meeting. Mr. Vacek 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.

| | | |
|--|------------|--|
| <u>Forest Hill Business Park Lot 11A – 19A Newport Drive</u> | | |
| Located on the south side of Newport Drive, east of Rock Spring Road (MD Rt. 24). Tax Map 40; Parcel 241. Third Election District. Council District D. | | |
| Plan No. | S369-2022 | 11,184 sf. building for professional offices and services / 1.076 acres / CI |
| Received | 08/24/2022 | JTN Holdings, LLC / State Line Engineering, LLC |

John Demos – State Line Engineering

The existing site is located on the southside of Newport Drive about 1800 feet east of the intersection of Route 24. It is proposed to be used as a professional office/services building. It is about 11,184 sf building. We are going to have a commercial entrance right off of Newport Drive. It will be served by public water and sewer. Public water with Maryland American and public sewer through Harford County. As of right now, the building, which is professional office and service. We don't have any determined specific companies that are going in at this point. That will be determined at a later date. It may be known at the time of building permit. But we will cross that bridge at that point. Stormwater management at this point is planned on being addressed through the micro bioretention facilities on the front of

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the site. The concept has already been submitted and approved through Public Works. Parking for the site is all provided onsite. We have obviously the dumpster pad in the rear. There is a loading area along the rear of the building which will serve the overhead doors on the rear of the building for equipment to come in and out of the building. Landscaping has already been provided to Planning and Zoning. I think we have addressed everything landscape wise.

Bill Snyder – Volunteer Fire & EMS

Building will require a Knox Key Box. Contact Bill Snyder to order Box and to identify where Box will be located on building.

Emergency Services – Read by Bill Snyder

The proposed building shall hold the address of 19A Newport Dr. The proposed buildings must display 10” – 12” address numbers, the address must be clearly visible from Newport Drive.

“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 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.”

Cari Biscoe - Health Department

The plan proposed 11,184 sq. ft building of professional offices and services on an unimproved existing lot. The site is serviced by Maryland American Water company and Harford County public sewer. This office has the following comments regarding this proposal:

1. 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.
2. Additional comments from this office will be provided at the time of the building permit or certificate of 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.

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Robert Anderson – DPW Engineering

They will need a new series.

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 sediment control plan is required for the development of this site.
- 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 maintenance purposes.

Outfall Investigation

- Suitable outfalls must be provided for the stormwater management facility and shall be approved at the time of final design.

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.

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SWM Design Comments

- A Stormwater Management Concept Plan has been submitted for review and must be approved before preliminary plan approval.
- Stormwater quantity management will be provided in the regional facility.
- A maintenance inspection shall be conducted for the pond providing stormwater management for the site. Any items listed on the inspection report shall be completed as a condition of the grading permit for the site.
- Discharge pipe locations for any stormwater management facilities must be shown on the plan.
- The need for an Industrial Stormwater NPDES Permit through the Maryland Department of the Environment shall be investigated by the engineer.
- Show pipe flow directions on the plans
- Show ultimate outfall location of MB1 + MB2.
- Provide plan for Forest Hill Business Park SWM quality.

Highway Engineering

Required Design Standards

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

Required Permits

- Commercial Access permit
- Utility permit will be required for the construction of the water and sewer connections as well as for the 17" x 13" pipe connection to the existing manhole within the County right-of-way.

Sidewalks

- Sidewalk handicap ramps shall be constructed at the entrance.

Drainage

- On-site water shall not be allowed to enter the public right-of-way.
- The plan shows that the flows from two onsite Micro-Bioretenion ESD facilities are discharge via storm drain into the public drainage system. Computations are required to ensure the existing storm drain system is adequate to handle the additional runoff from the site up to two structures downstream of the tying structure.

Design Comments

- The entrance width shall be 30' wide with 25' minimum curb radii.
- The driveways must be paved within the County right-of-way before issuance of any use and occupancy permits.
- The grading of the Micro-bioretenion ESD facilities shall be maintained outside of Harford County right-of-way.

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- Identify existing right-of-way width along Newport Drive.

Darryl Ivins – Water and Sewer

Their comments are conditions of approval. This project will be served by the Maryland American Water Company. A sampling manhole shall be installed on the sewer service at the edge of the drainage and utility easement.

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.

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 20237 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.

They will require another series of the landscaping plan. There is a T1 Maple that is very close and adjacent to the sewer cleanout. That either needs to be moved or removed because of future root infiltration. Just the one. There are three in that location.

Erik Robey - Sheriff's Office

No Comments.

Jenni Daniels – Planner

1. The purpose of this plan is to construct an 11,184 square foot building for professional offices and services on 1.076+/- acres in the Commercial Industrial zoning district.
2. Lot 11A is exempt from the Harford County Forest and Tree Conservation Regulations because it was created prior to January 1, 1992.
3. A landscape and photometric plan have been submitted to the Department of Planning and Zoning for review.
4. All proposed signage shall conform to the Sign Code. Permits shall be obtained from the Department of Planning and Zoning.

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Public Comments:

No Comments

Meeting adjourned at 9:12 am.