Due to a lack of agenda items, there was not a January 2016 meeting of the Technical Advisory Committee.
Due to a lack of agenda items, there was not a February 2016 meeting of the Technical Advisory Committee.
Due to a lack of agenda items, there was not a March 2016 meeting of the Technical Advisory Committee.
Present:  Di Giacomo, Tony (CCP&Z), Harding, Aaron (CCDPW), Harmon, Lloyd (DEH) and Bakeoven, Jennifer (CCP&Z).

Absent:  Peoples, Rob (MDE), Brown, Chris (CCSCD), Graham, Daniel (Citizen’s Rep.), Cwiek, Philip (USCoE), Ouano, Jun (Delmarva Power), Carroll, Bill (SHA), Simpers, Charles (CCPS).


Amy DiPietro, Morris & Ritchie Associates and Andy Freeman, Klein Enterprises, appeared and presented an overview of the project.

Mr. Harding, DPW, read the comments of the department:
1. The Concept Stormwater Management Plan was approved and signed on November 20, 2015.
2. The Department understands that the water supply for this development will be a private system. The water distribution system must be designed to meet or exceed the County’s standards. This includes providing fire flow and pressure throughout the development and the use of ductile iron water pipe, where called for in the Water & Sewer Code, for distribution. The serving fire company must review all fire hydrant spacing and locations provided on final construction drawings.
3. Road & Storm Drain plan, Sanitary Sewer plan and a Mass and Final Grading plan must be approved by the CCDPW prior to submittal for final plat Approval.
4. It is understood that the internal streets & associated parking will be privately owned and maintained.
5. The sewer lines within the proposed apartment complex will be privately owned and maintained. This private sewer line will connect to the existing public sewer in West Claiborne Road.
6. An I&M Agreement is required for all SWM facilities.
7. Any proposed active recreation will require a list of equipment submitted to the Department of Parks and Recreation as well as a PWA to cover the same.
8. Public Works Agreements will be required for all infrastructure shown.
9. The following standard notes and requirements apply to this plat and project: The details of these notes and requirements will be identified in the record but will not be read at this time:
   9.1 The Final Plat Lot Grading, and Lot Grading Plan Construction Limits Notes.
   9.2 Requirements for Stormwater Inspection and Maintenance Agreements.
   9.3 Requirements for Final Plat - Public Sewer Allocation.
   9.4 Requirement for Public Works Agreements

Notes and requirements identified for record:
1. The Final Plat must include the Lot Grading Plan standard note and a note indicating that sidewalk maintenance will be required of the adjacent property owner (if sidewalks are required). The Lot Grading Plan must include the standard construction limits note.
a. **Final Plat:** “A lot grading plan has been approved by the CCDPW for the construction shown hereon. A site construction as built shall be submitted to the CCDPW prior to use and/or occupancy of any of the sites shown hereon. Any change to the Forest Retention, Forestation, and/or Reforestation will require a consistency review, of the SWM approval, with CCDPW.”

b. **Grading Plan:** “No clearing or grading is permitted beyond the limits of disturbance shown hereon. Any expanded clearing and/or grading in the absence of an approved revised lot grading plan may be considered non-compliance with Chapter 325 of the Cecil County Code and either or both the developer and/or Builder may be subject to the enforcement of the penalty provisions therein.”

2. An Inspection & Maintenance Agreement is required for the private SWM facilities.
3. Developer must request and obtain a public sewer allocation from the Department of Public Works before submitting a final plat to the Cecil County Planning Commission for approval.
4. A Public Works Agreement (PWA) will be required for any road work proposed within the County ROW, for the private sanitary sewer and for the sanitary sewer connection to the County system.

Mr. Harmon, DEH, read the comments of the department:
Documentation of the water allocation for this plat must be received from Artesian Water Company prior to final plat approval. Documentation of the sewer allocation for this plat must be received from the Department of Public Works prior final plat approval.

Final and records plats are required to have the following statements:

1. Public water and sewerage will be available to all lots offered for sale (by the owner’s signature block).

2. Use of public water and sewerage is in conformance with the Cecil County Master water and Sewer Plan (by the Health Department’s signature).

Mr. Di Giacomo stated that there were no comments received from the Citizen’s Representative, State Highway Administration or the Fire Chief’s Representative.

Mr. Di Giacomo, read the comments for CCSCD:
Preliminary Stormwater Management Plans were submitted to the Cecil Soil Conservation District on 3/28/16 and are currently under review. Preliminary Stormwater Management Plans must be approved prior to Preliminary Plat approval.

Mr. Di Giacomo read the comments from MDE:
The project proposed to connect to the Artesian Water Maryland, Inc. public community water system (Mountain Hill). As such, a Water Appropriation and Use Permit Application is not required.

Mr. Di Giacomo read the comments from CCPS:
1. CCPS will not enter the development with bus service. Bus service will be provided from County maintained roads.
2. Schools in this attendance area are Charlestown Elementary, Perryville Middle and High Schools. Please see attached information regarding capacity and enrollment.
3. Enrollment at Charlestown Elementary will decrease once the Perryville Elementary Addition/Renovation is complete for August 2016. Perryville Elementary closed for renovations in June 2014 and students were split between Bainbridge Elementary and Charlestown Elementary until the completion.
Mr. Di Giacomo, P&Z, read the comments of the department:
This proposal was found to be in compliance with §3.8 of the Subdivision Regulations regarding public notification.

With regard to the posting of plats on the County’s website, notice is hereby given that the jpg file submissions can be only 11 inches, maximum, in any direction. Adherence to that requirement will enable the County to better serve the public.

Zoning: The re-zoning of the site1 of these proposed garden apartments2, from M1 (light industrial) to RM (high-density residential), was approved on 8/15/15.

The Concept Plat was approved3 on 12/21/15, conditioned on:
1) All Health Department requirements being met;
2) All DPW requirements being met;
3) The detailed parking plan’s being included within the Preliminary Plat, prior to TAC review;
4) The parking plan’s including details relating to §278.2 and §279;
5) The open space sensitive areas thresholds’ being calculated and included on the Preliminary Plat, prior to TAC review;
6) The requested (Site Data note # 17) design waivers relating to §28.4.a, §28.4.d, §28.4.h and §28.4.i being granted;
7) Site Data Note 16’s reference to “MUTGD” signage being corrected to “MUTCD;”
8) All references to “multifamily Residential” for the RM zone being corrected to “High Density Residential;”
9) The Parking Schedule’s ADA surface space count being made consistent with what is depicted on the plat;
10) The Land Use Summary’s spelling of “residents” being corrected;
11) The correct nomenclature, “open space”, being used in the entirety of all Preliminary and Final Plat submissions;
12) The correct spelling of “delineation” being used in Site Data note # 10 for all Preliminary and Final Plat submissions; and
13) Fire hydrant locations being selected in consultation w/Charleston Fire Co. and DPW prior to Preliminary Plat submission for TAC review.

Density: The RM zone4 permits a density of up to 14 du/ 1 ac. for apartments. This submission proposes 92 dwelling units on 6.77 acres for a proposed density of 12.99 / 1.

A boundary line survey has been completed, and previous misspellings have been corrected.

Dwellings or impervious surfaces shall not occur on slopes with a grade of 25% or more covering a contiguous area of 10,000 ft² or more. On slopes between 15 and 25%, good engineering practices

---

1 This site generally corresponds to the original employment component “J” of the Charlestown Crossing PUD. Therefore, the density of these 6.77 acres stands alone, unencumbered by that established by the PUD’s Special Exception.
2 Apartment projects must be consistent with §28 of the Zoning Ordinance and §6.3 of the Subdivision Regulations.
3 This project location is situated within the 2010 Comprehensive Plan’s Medium Density Growth Area land use district, and, as established by the County’s adoption of the Sustainable Growth and Agricultural Preservation Act’s tier map, this site is located within a Tier II area. Tier II areas are those planned to be served by public sewerage systems in locally designated growth areas needed to satisfy demand for development at densities consistent with the long term development policy after consideration of the capacity of land available for development including infill and redevelopment within the County. The County may only grant approval if all lots will be served by public sewer or if a minor subdivision is served by on-site sewage disposal systems.
4 Previous references to “Multifamily Residential” instead of “High Density Residential” have been corrected (condition #.)
shall be used to ensure sediment and erosion control and slope stabilization before, during and after disturbance activities. 5

Slopes greater than 25% must be shown on the Preliminary Plat.

A 110’ perennial stream buffer is required from all perennial streams present. This buffer shall be expanded to include contiguous areas of hydric soils, highly erodible soils, and soils on slopes greater than 15% -- to a maximum distance of 160’.

A 25’ buffer is required around all non-tidal wetlands and intermittent streams present.

Permits are required from the (US Army) Corps of Engineers and MDE for all non-tidal wetland and stream impacts prior to recordation. In this case, given the proposed wetland impacts, it must be obtained prior to Final Forest Conservation Plan approval. 6 JD’s are required in conjunction with permitting. If no permits are required, and if the proposed project meets the policy standards established on 3/20/95 and revised on 1/16/96, or if the FSD/Conceptual Environmental Assessment finds that there are to be no impacts to field-delineated wetlands or stream impacts, or if the FSD/Conceptual Environmental Assessment finds that there are no wetlands or streams and that finding is consistent with the details of County wetlands maps and USGS quad maps, then no JD is required. If required, then a JD is recommended to be done prior to Final Plat review by the Planning Commission, but required to be completed prior to recordation.

The habitats of any rare, threatened, and endangered species must be avoided.

20% open space is required7 in the RM zone; 49% is proposed.

The “open space” sensitive areas thresholds have been calculated and included on the Preliminary Plat. 8

Per §28.5.a (1), a minimum of 25% of the development envelope shall be landscaped.

Sidewalks have been shown. Striped bike lanes and back racks should be considered.

Per §28.5.a, a 25’ Bufferyard standard C is required around the perimeter of the development tract. Site Data note # 17 ‘requests’ a design waiver in this regard, which was granted by the Planning Commission in conjunction with Concept plat approval.

Bufferyard Standard C is required, outside the right-of-way, along the US 40 frontage. 9

5 The Cecil County Subdivision Regulations define steep slopes as “15 percent or greater incline.” The Cecil County Zoning Ordinance defines steep slopes as consisting of a grade of 25% or more covering a contiguous area of 10,000 ft² or more. The Cecil County Forest Conservation Regulations define steep slopes as “areas with slopes greater than 25 percent slope.”

6 Upon FCP approval, a grading permit can be issued. However, grading cannot be permitted in a wetland area unless an MDE/Corps permit to do so has been issued.

7 §28.6.b.

8 At a minimum, 15% of the required open space shall not consist of perennial or intermittent stream buffers, nontidal wetlands or buffers, steep slopes, or habitats of rare, threatened and endangered species. No more than 40% of the common open space required shall consist of those areas designated as nontidal or tidal wetlands.

9 No waiver is requested in this regard.
Have the fire hydrant locations been selected in consultation with the Department of Public Works and the Charlestown Fire Company prior to the TAC’s Preliminary Plat review? Ms. DiPietro stated that she has met with the Charlestown Fire Company regarding the hydrant placement.

Apartment buildings shall be set back at least 20’ from all parking areas and internal roads (§28.4.h) and 50’ from arterial or collector roads (§28.4.i). Site Data note #17 ‘requests’ design waivers in these regards – already granted by the Planning Commission.

No apartment building can be constructed closer to any property line of the development tract than a distance equal to the height of the building (§28.4.d). Site Data note #17 also ‘requests’ the previously-granted design waiver in this regard. The maximum length of an apartment building is 300 feet (§28.4.j).

Per §187.2, the Planning Commission may require bufferyards to separate different zoning districts from one another. A Bufferyard Standard A will be required adjacent to any adjoining property on which an agricultural operation is occurring.

Where feasible, the natural vegetative equivalent may be used to satisfy the bufferyard requirements. In areas with community facilities, no street trees shall be planted within 20 feet of sewer laterals and cleanouts.

The FSD was approved on 9/17/04. It and the Conceptual Environmental Assessment\(^\text{10}\) were granted 5-year extensions on 12/6/10 and 11/4/15.\(^\text{11}\) The Conceptual SWM Plan has been approved.

The Preliminary Forest Conservation Plan (PFCP)\(^\text{12}\) and SWM Preliminary Plan must (shall) be approved prior to Planning Commission review of the Preliminary Plat (§6.2.B(1), Cecil County Forest Conservation Regulations; §251.12, 2009 Cecil County SWM Ordinance).

The final Forest Conservation Plan (FCP)/Landscape Plan\(^\text{13}\) and SWM Final Plan must (shall) be approved prior to Planning Commission review of the Final Plat (§6.3.B(1)(a), Cecil County Forest Conservation Regulations; §251.12, 2009 Cecil County SWM Ordinance).

A Landscape Agreement must be executed prior to recordation.

Deed restrictions for the long-term protection of the Forest Retention/ Afforestation Areas (FRAs) must be recorded and noted on the plat prior to recordation, with the metes and bounds description of the FRA being shown on the Final and Record Plats.

A revised Traffic Impact Study (TIS) is not recommended; however, based upon previous SHA comments on the PUD, at the very least, an updated signal warrant analysis seems justified.\(^\text{14}\) Mr. Harding added that the Department of Public Works agrees with the request of an updated signal warrant analysis.

---

\(^{10}\) A small portion of the Charlestown Crossing project is in the Critical Area.

\(^{11}\) Thus, extension were extended until 11/4/20.

\(^{12}\) A PFCP was approved on 2/14/05.

\(^{13}\) An FCP and Landscape Plan were approved on 4/29/08. A revised FCP and Landscape Plan were approved on 12/11/09 and 12/14/09, respectively.

\(^{14}\) CCDPW & OPZ do not recommend that an update be required for this 92-unit project. SHA has not voiced the need for an updated TIS for these 92 units.
The new Zoning Ordinance that was adopted in 2011, includes Accessibility and Parking Requirements in Article XIV.

The proposed number of parking is consistent with §274.9, which caps any excess at 20%.

Pursuant to §273.10, §273.11, and §274.9.b will any spaces be provided for use as electric vehicle recharging stations, as approved by the Maryland Electric Administration? Mr. Freeman stated that they would look into it.

§274.8 provides that “All multifamily residential subdivision site plans shall include a parking plan that includes a lighting plan in conjunction with a safe bicycle, pedestrian, and vehicular circulation plan.” Has that been included with the Preliminary Plat?

Will those needing ADA spaces be required to pay extra for a garage space? Ms. DiPietro said no.

How does this proposed design conform to the requirements of §278.2, regarding bicycle access and facilities, as well as §279, regarding access as relates to the Americans with Disabilities Act? Mr. Freeman stated that they are still working on the details of possible bicycle storage on the property. Ms. DiPietro stated that the appropriate grading will be done for accessibility and the required amount of ADA rooms will be included.

The legend needs a graphic to be depicted for the ESD areas.

The Master Water and Sewer Plan classifies this site as W2 and S2.

Documentation of water allocation and sewer allocation/capacity must be provided by the applicant prior to the Planning Commission’s review of the Final Plat.

The Record Plat shall contain a statement to be signed by the Health Department, “approving authority”, to the effect that use of the community water supply and community sewerage system is in conformance with the Master Water and Sewer Plan.

The Record Plat shall also contain a statement, signed by the owner, to the effect that such facilities will be available to all units offered for lease or rent.

The applicant is reminded of the 4:30 p.m. submission deadline on the 3rd Thursday for review by the Planning Commission the following month.

<table>
<thead>
<tr>
<th>School information:</th>
<th>Elementary</th>
<th>Middle</th>
<th>High School</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Charlestown</td>
<td>Perryville</td>
<td>Perryville</td>
</tr>
<tr>
<td>FTE</td>
<td>406</td>
<td>550</td>
<td>810</td>
</tr>
<tr>
<td>Capacity</td>
<td>292</td>
<td>860</td>
<td>944</td>
</tr>
<tr>
<td>% Utilization</td>
<td>139%</td>
<td>64%</td>
<td>86%</td>
</tr>
</tbody>
</table>

RECOMMENDATION: APPROVAL, conditioned on:

Preliminary Plat Requirements:
(a) The Preliminary Plat shall be submitted by the developer on paper and shall be clear and legible. The scale shall be no smaller than 1” = 100’ (1” = 200’ where the average lot size is greater than five (5) acres as approved by the Office of Planning and Zoning). When more than one (1) sheet is required, an index sheet of the same size shall be submitted showing the entire subdivision drawn to scale. Each sheet must have the surveyor’s
The April TAC meeting ended at 9:22 a.m.

Respectfully submitted,

Jennifer Bakeoven
Administrative Assistant
Office of Planning & Zoning
1. Royal Farms – Store #267, Conceptual Site Plan, Courtesy Review – Town of Perryville, Perryville Road, Frederick Ward Associates, Seventh Election District.

Gerry Powell and Daniel Blevins, Frederick Ward Associates, Jack Whisted, Royal Farms, Steve Feazell, Owner and Mark Healey, Traffic Concepts appeared and presented an overview of the project.

Mr. Harding, DPW, read the comments of the department:
1. The Department understands that the Town of Perryville will own and operate the sanitary sewer and water distribution systems.
2. The SWM plan for the proposed project must be designed in accordance with the current SWM Ordinance and will follow the concept, preliminary & final SWM plan approval process.
3. We request that the Town of Perryville not accept the preliminary plat for review until the concept & preliminary SWM plans have been approved and signed by all reviewing agencies. We further request that the same hold true for the final plat.
4. No infiltrative ESD practices should be proposed in C & D soils. Follow the MDE guidelines in Chapter 5 for practices acceptable in those soil types.
5. ESDv must be treated to the maximum extent practicable (MEP) before the use of a SWM pond for treatment.
6. The CCDPW will not approve the final SWM plans for this project until the Mass and Final E&S plans have been approved.
7. All stormwater management practices must have maintainable slopes; i.e. 3:1, if stabilized with vegetation; 2:1 slopes may be permitted dependent on the slope stabilization method used for long term maintenance.
8. The design review fees for this project must be provided at the time of first submittal.
9. The following standard notes and requirements apply to this plat and project: The details of these notes and requirements will be identified in the record but will not be read at this time. Those being:
   9.1 The Final Plat Lot Grading Note and the Lot Grading Plan Construction Limits Note.
   9.2 Requirements for Stormwater Inspection and Maintenance Agreements/Microscale Practice Declarations.

Notes and requirements identified for record:
1. The Final Plat must include the Lot Grading Plan standard note and the Lot Grading Plan must include the standard construction limits note.
a. **Final Plat:** "A lot grading plan has been approved by the CCDPW for the construction shown hereon. A site construction as built shall be submitted to the CCDPW prior to use and/or occupancy of any of the sites shown hereon. Any change to the Forest Retention, Forestation, and/or Reforestation will require a consistency review, of the SWM approval, with CCDPW."

b. **Grading Plan:** "No clearing or grading is permitted beyond the limits of disturbance show hereon. Any expanded clearing and/or grading in the absence of an approved revised lot grading plan may be considered non-compliance with Chapter 325 and or 312 of the Cecil County Code and either or both the developer and/or Builder may be subject to the enforcement of the penalty provisions therein."

2. An Inspection & Maintenance Agreement/Microscale Practice Declaration is required for the private SWM facilities.

Mr. Harmon, DEH, read the comments of the department:
A permit to demolish all existing structures is required. The applicant must inspect for asbestos and submit a Notice of Intent to Demolish to Maryland Department of the Environment’s Asbestos Division.

The existing well must be abandoned and sealed by a licensed well driller prior to site grading occurring. The existing septic tank must be pump and filled with earth.

Written confirmation of Water and sewer allocations must be received from the utilities prior to building permit approval. A Food Service Facility plan review approval letter from the Department of Health and Mental Hygiene must be received by the Health Department prior to building permit approval.

Mr. Brown, read the comments for CCSCD:
To date, Concept, Preliminary, nor Final Stormwater Management Plans have been submitted to the Cecil Soil Conservation District for review and/or approval. Please include Cecil Soil Conservation District in discussions with The Department of Public Works as to the requirements of the Stormwater Management Plans and submit plans accordingly.

Mrs. Paoletti provided the applicants with the comments from MDE:
1. Royal Farms – Store #267, Conceptual Site Plan – I did not find where the plan states the project intends to connect to the Town of Perryville’s public community water system. If connecting to the Tow of Perryville’s public water system is the intent, a Water Appropriation and Use Permit Application is not required. If this is not the intent, notify me and I will provide further review.

Mrs. Paoletti, P&Z, read the comments of the department:
This development is proposed in the Town of Perryville. The Cecil County TAC, as a courtesy to the towns in the County, occasionally reviews site plans and subdivision proposals within the towns’ corporate limits.

The Office of Planning & Zoning’s comments and questions relating to this subdivision proposal are as follows:

- **Town Zoning:** C-2 (Highway Commercial)

- Site Data Note # 7 cites the above zoning classification, but not the 500’ Highway Corridor Overlay District – which is graphically depicted and labeled. Site Data Note # 9 cites required
setbacks – but does not specify if they relate to the C-2 or the Highway Corridor Overlay classification – or a combination thereof. It is recommended that that be clarified.

- It should be confirmed that the Town of Perryville’s Zoning Ordinance does not require that the zoning classification(s) of all adjacent properties to appear on Site Plans.

- Will any zoning changes be required? If so, then a note to that effect is recommended to be added to the Site Plan.

- Will any Special Exceptions or Variances be required? If so, then a note (or notes) to that effect is (are) recommended to be added to the Site Plan.

- It is recommended that careful consideration be given to having all exiting traffic headed onto NB MD 222 be routed through the Heather Lane access point, and through the signalized intersection. That would mean a right-in, right-out configuration only for the Perryville Road access point.

- If the configuration for the Perryville Road access point ultimately stands, then, unless there is an entrance directly across MD 222, then the current, middle, traffic flow graphic will need to be changed.

- The current, proposed configuration of the Perryville Road access point invites access, via a left turn, from NB MD 222. It is recommended that careful consideration be given to having all entering traffic from NB MD 222 access via the Heather lane access point, using the existing, dedicated, left turn lane at the MD 222 – Heather Lane signalized intersection.

- It should be confirmed that the location of the Perryville Road access point is sufficiently distant from the MD 222 – Heather Lane – Reservoir Road intersection, per SHA and / or Town regulations.

- It is recommended that consideration be given to locating the ADA parking spaces closest to the convenience store entrance.

- It is recommended that the Traffic Impact Study (TIS) be thoroughly reviewed by the Town and SHA, and any recommendations therein be approved and / or modified, prior to final Site plan approval by the Town.

- It is recommended that it be confirmed that the specifications of the proposed 25’ pylon sign are consistent with the Town’s Zoning Ordinance, Subdivision Regulations, and /or other pertinent regulations. Its location should also be checked so that sight distance from the Perryville Road access point is not impeded.

- It is recommended that a detailed Lighting Plan that meets all of the Towns regulations pertaining thereto, and emphasizes bike, pedestrian, and vehicular safety be approved prior to final Site Plan approval.

- If required by the Town’s Zoning Ordinance, Subdivision Regulations, and /or other pertinent regulations, it is recommended that a pedestrian – vehicular safety internal circulation plan,
with detailed information regarding usage of MUTCD signage, be approved prior to final Site plan approval.

- It is recommended that a Legend be added to explain the graphics that have been used, such as those for fire hydrants and apparent outdoor seating between the parking spaces and the convenience store structure.

- Are any crosswalks proposed across Perryville Road or Heather Lane?

- It is recommended that the Perryville Fire Company be afforded the opportunity to comment on the layout with respect to safety and emergency access, as well as the location of the fire hydrant.

- Apparently, there are not non-tidal wetland on site. (A 25’ buffer is recommended around any non-tidal wetlands, as shown. Permits are required from the (US Army) Corps of Engineers and MDE for any non-tidal wetland impacts or any stream crossings prior to recordation.)

- The habitats of any rare, threatened, and endangered species should be avoided.

- It should be confirmed that any landscaping proposed is consistent with the landscaping requirements of the Town’s Zoning Ordinance and/or Subdivision Regulations, especially with respect to street trees and any required bufferyards.

- It is recommended that no landscaping trees be planted within 20 feet of sewer laterals and cleanouts.

- It is recommended that the Landscape Plan ensure that the visibility of and access to the fire hydrant is not impeded by any vegetation or landscaping materials.

- It is recommended that the Landscape Plan be approved prior to final Site Plan approval.

- It is recommended that a Landscape Agreement be executed prior to final Site Plan approval or prior to recordation – whichever best fits the Town’s standard procedure.

- As of June, 2016, the Town of Perryville and Cecil County will have an “Assigning Obligations Under the Forest Conservation Act” Agreement in place. Again, it is recommended that the Town not approve the Site Plan until the Landscape Plan and FCP have been approved.

- It should be confirmed that all aspects of the proposed site design and layout are consistent with the Town’s Zoning Ordinance, Subdivision Regulations and Public Works Street Code.

- It should be confirmed that the number of parking spaces falls with the minimum and maximum established by the Town’s Zoning Ordinance and Subdivision Regulations.

- In conjunction with the bicycle lanes on Perryville Road, are any bike racks contemplated?
• It should be confirmed that all proposed building height, and/or FAR, if any, do not exceed the maximum height established in the Town’s Zoning Ordinance or Subdivision Regulations for the C-2 and/or Highway Overlay zones.

• Documentation of water allocation should be confirmed by the Town of Perryville prior to final Site Plan approval.

• Documentation of sewer allocation/capacity should be confirmed by the Town of Perryville prior to final Site Plan approval.

• It should be determined if Town’s Zoning Ordinance and/or Subdivision Regulations requires that the names of the water and sewer service providers be cited on the Site Plan.

• It is recommended that the limits of street and sidewalk maintenance responsibility be clearly delineated for the benefit of the applicant, the Town, and SHA.

• It is recommended that I-95 be identified on the Site Plan’s Vicinity Map.

• The Vicinity Map incorrectly labels Blythedale Road as MD 222, and incorrectly labels MD 222 as MD 275.

Mrs. Paoletti stated that there were no comments received from the Citizen’s Representative, Cecil County Public Schools, State Highway Administration or the Fire Chief’s Representative.

Discussion ensued regarding the need for a demolition permit and the options available to the applicant in regard to the Forest Retention requirements.

The May TAC meeting ended at 9:27 a.m.

Respectfully submitted,

Jennifer Bakeoven
Administrative Assistant
Office of Planning & Zoning
CECIL COUNTY TECHNICAL ADVISORY COMMITTEE
Wednesday, June 1, 2016, 9:00 a.m.
County Administration Building
200 Chesapeake Blvd., Elk Room, Elkton, Maryland

Present: Di Giacomo, Tony (CCP&Z), Woodhull, Mark (CCDPW), Brown, Chris (CCSCD), Harmon, Lloyd (DEH) and Bakeoven, Jennifer (CCP&Z).

Absent: Peoples, Rob (MDE), Graham, Daniel (Citizen’s Rep.), Cwiek, Philip (USCoE), Ouano, Jun (Delmarva Power), Carroll, Bill (SHA), Simpers, Charles (CCPS).

1. Lands of J. Thomas Armour, 1 Lot, Razor Strap Road, Preliminary – Final Plat, Will Whiteman Land Surveying, Inc., Fifth Election District.

Will Whiteman, Land Surveyor and J. Thomas Armour, owner, appeared and presented an overview of the project.

Mr. Woodhull, DPW, read the comments of the department:
1. Is this subdivision proposed for the purpose of creating a new lot around an existing structure? If so include the following note on the plat:
   “The purpose of this subdivision is for land transfer only and any further development on either Lot 1 or Lot 2 will be required to address the stormwater management requirements of the current ordinance.”

2. Two existing sanitary sewer connections are shown located on proposed Lot 2. A private utility easement must be created for the existing lateral from the dwelling on proposed Lot 1 where it crosses proposed Lot 2. The utility easement must be shown on the plat and the deeds for both lots need to reflect this utility easement.

3. The Major Facilities Fee will be payable at the time any structure on proposed Lot 2 is connected to the county sewer.

4. Modify the road frontage dedication note to read “30’ strip conveyed in fee simple to Cecil County Maryland, See Deed in Liber ____, Folio ____.” Dedication must be recorded and referenced in the note above prior to recordation of the final plat.

5. Include a note on the plat indicating that Lot 1 is denied direct access to Razor Strap Road.

Mr. Harmon, DEH, read the comments of the department:
Water allocations are required from the Town of North East. Sewer allocations are required from the Cecil County Department of Public Works.

Mr. Brown, read the comments for CCSCD:
If no construction is proposed with the subdivision of this parcel, an erosion and sediment control plan will not be required. Therefore, CSCD has no comment.
Mr. Di Giacomo provided the applicants with the comments from MDE: The plat is proposing to create two lots out of a 1.32 acre lot. Per COMAR 26.17.06.06, due to the average lot size, in order for the subdivision to occur, both lots must be served by public water. The plat indicates water service is to be provided by the Town of North East. The Town of North East community water system verified the existing house is currently served by public water. If a well(s) exists on the property, the well(s) must be abandoned and sealed by a licensed well driller.

CCPS had no comments.

Comments were not received from the serving Fire Company, the Citizen’s Representative, or State Highway Administration.

Mr. Di Giacomo, P&Z, read the comments of the department: This proposal was found to be in compliance with §3.8 of the Subdivision Regulations regarding public notification.

With regard to the posting of plats on the County’s website, notice is hereby given the jpg file submissions can be only 11 inches, maximum, in any direction. Adherence to that requirement will enable the County to better serve the public.

Zoning: UR

Density: The UR zone permits a maximum base density of 4 du/1 ac., with community facilities. This Preliminary-Final Plat proposes 2 lots on 1.322 acres, for a proposed density of 1.513/1.

This project location is situated within the 2010 Comprehensive Plan’s Medium High Density Growth land use district.

As established by the County’s adoption of the Sustainable Growth and Agricultural Preservation Act’s tier map, this site is located within a Tier I area.1, 2, 3 Has the boundary line survey been completed?4 Mr. Whiteman said yes.

§4.0.1 of the Subdivision Regulations allows for the elimination of a Concept Plat for projects with fewer than 10 lots or 25 or fewer acres., and §2.0 allows for a combined Preliminary-Final Plat if there are from 1 to 5 lots.

General Note # 8 notes the source of soils information, but no soils information could be found.

---

1 Tier II areas are those planned to be served by public sewerage systems in locally designated growth areas needed to satisfy demand for development at densities consistent with the long term development policy after consideration of the capacity of land available for development including infill and redevelopment within the County. The County may only grant approval if all lots will be served by public sewer or if a minor subdivision is served by on-site sewage disposal systems.

2 Tier III areas are those not planned for sewerage service and not dominated by agricultural or forest land and are not planned or zoned for land, agricultural, or resource protection, preservation or conservation. Tier III also includes rural villages, locally designated growth areas, and areas planned for large lot development. The County may approve a major subdivision served by on-site sewage disposal systems, community systems, or a shared facility only if the Planning Commission recommends its approval and conducts a review that includes the cost of providing local government services to the residential subdivision and the potential environmental issues or natural resource inventory related to the proposed residential major subdivision. If a minor subdivision is approved on the property after 31 December 2012, then no further subdivision can occur.

3 Tier IV areas are those not planned for sewerage service and are planned or zoned for land, agricultural, or resource protection, preservation or conservation as well as areas dominated by agricultural lands, forest lands, natural areas or rural legacy, priority preservation areas, or areas subject to covenants, restriction, conditions, or conservation easements for the benefit of or held by a State agency. The County may only approve minor subdivisions served by individual on-site sewage disposal systems. Major subdivisions may be approved if the State determines that the zoning density in the Tier IV area results in an overall yield of not more than 1 unit per 20 acres, as verified by the State. If a minor subdivision is approved on the property after 31 December 2012, then no further subdivision can occur.

4 A boundary line survey must be done in conjunction with the preparation of the Preliminary Plat for density calculation purposes.
Dwellings or impervious surfaces shall not occur on slopes with a grade of 25% or more covering a contiguous area of 10,000 ft$^2$ or more. On slopes between 15 and 25%, good engineering practices shall be used to ensure sediment and erosion control and slope stabilization before, during and after disturbance activities.\textsuperscript{5}

Slopes greater than 25% must be shown on the Preliminary Plat. Why hasn’t topographic been included?

A 110’ perennial stream buffer is required from all perennial streams present. This buffer shall be expanded to include contiguous areas of hydric soils, highly erodible soils, and soils on slopes greater than 15% -- to a maximum distance of 160’.

The 110’ perennial stream buffer is depicted on the plat, but stream is not depicted in the Vicinity map, as required by §4.0.13 (b).

A 25’ buffer is required around all non-tidal wetlands and intermittent streams present. Permits are required from the (US Army) Corps of Engineers and MDE for all non-tidal wetland and stream impacts prior to recordation. JD’s are required in conjunction with permitting. If no permits are required, and if the proposed project meets the policy standards established on 3/20/95 and revised on 1/16/96, or if the FSD/Conceptual Environmental Assessment finds that there are to be no impacts to field-delineated wetlands or stream impacts, or if the FSD/Conceptual Environmental Assessment finds that there are no wetlands or streams and that finding is consistent with the details of County wetlands maps and USGS quad maps, then no JD is required. If required, then a JD is recommended to be done prior to Final Plat review by the Planning Commission, but required to be completed prior to recordation.

The habitats of rare, threatened, and endangered species must be avoided.

No open space is required.

Sidewalks are required, per §27.5.

The zoning classifications of adjacent properties have not been included, as required by §4.0.13 (l).

Per §187.2, the Planning Commission may require bufferyards to separate different zoning districts from one another. The adjacent properties’ zoning has not been shown.

15% landscaping is required, per §27.6.

Rows of street trees with 10’ planting easements are required, outside the right-of-way, along both sides of all internal roads, per §27.4.b. Where feasible, the natural vegetative equivalent may be used to satisfy the street tree requirements. In areas with community facilities, no street trees shall be planted within 20 feet of sewer laterals and cleanouts.

Any tree removal within a public right-of-way requires approval from the Maryland Department of Natural Resources.

\textsuperscript{5} The Cecil County Subdivision Regulations define steep slopes as “15 percent or greater incline.” The Cecil County Zoning Ordinance defines steep slopes as consisting of a grade of 25% or more covering a contiguous area of 10,000 ft$^2$ or more. The Cecil County Forest Conservation Regulations define steep slopes as “areas with slopes greater than 25 percent slope.”
The Forest Stand Delineation (FSD) and SWM Concept Plan must (shall) be approved prior to Planning Commission review of the Concept Plat (§5.1.C, Cecil County Forest Conservation Regulations; §251.12, 2009 Cecil County SWM Ordinance).

The Preliminary Forest Conservation Plan (PFCP) and SWM Preliminary Plan must (shall) be approved prior to Planning Commission review of the Preliminary Plat (§6.2.B(1), Cecil County Forest Conservation Regulations; §251.12, 2009 Cecil County SWM Ordinance).

The final Forest Conservation Plan (FCP)/Landscape Plan and SWM Final Plan must (shall) be approved prior to Planning Commission review of the Final Plat (§6.3.B(1)(a), Cecil County Forest Conservation Regulations; §251.12, 2009 Cecil County SWM Ordinance).

What is the proposed disposition of the portion of the wooden fence located within the proposed Natural Regeneration Area? Mr. Armour stated that the fence would remain.

A Landscape Agreement must be executed prior to recordation.

Deed restrictions for the long-term protection of street trees and Forest Retention/ Afforestation Areas (FRAs) must be recorded and noted on the plat prior to recordation, with the metes and bounds description of the FRA being shown on the Final and Record Plats.

Internal road names are not an issue.

Per Article VI, the minimum lot size is 6,500 ft². Per §4.2.13 (i), these lot sizes must be expressed as square feet.

General Note # 4 incorrectly cites the building setbacks as 20-10-30. The correct setbacks are 20-10-20.

What is the proposed disposition of the existing structures, some of which are inside the BRL’s? Mr. Armour stated that the existing structures will remain.

The Record Plats shall contain a statement signed by the Health Department, approving authority, to the effect that use of the community water supply and community sewerage system is in conformance with the Master Water and Sewer Plan. The existing statement must be accompanied by a signature block/line.

The Master Water and Sewer Plan classifies this site as W1 and S1.

The Record Plats shall also contain a statement, signed by the owner, to the effect that such facilities will be available to all lots/homes offered for sale. The existing statement must be accompanied by a signature block/line

Documentation of water allocation from the Town of North East must be provided by the applicant prior to the Planning Commission’s review of the Final Plat.

Documentation of sewer allocation/capacity from CCDPW must be provided by the applicant prior to the Planning Commission’s review of the Final Plat.

For subdivisions proposed on property contiguous to operating farms, notice shall be provided on the plat that an agricultural operation is being conducted on a contiguous property and said agricultural
The applicant is reminded of the 4:30 p.m. submission deadline on the 3rd Thursday for review by the Planning Commission the following month.

School information: | Elementary | Middle | High School
---|---|---|---
Bay View | 617 | 754 | 1028
| 608 | 712 | 1009
FTE | 617 | 754 | 1028
Capacity | 101% | 106% | 102%
% Utilization

CONCEPT PLAT REQUIRED INFORMATION:

(a) Concept Plats shall be submitted on paper and shall be clear and legible. Illegible plats will be discarded and the subdivider notified. Incomplete Concept Plats shall be submitted on paper and shall be clear and legible. Illegible plats will be discarded and the subdivider notified. For Planning Commission review only, a Concept Plat shall be complete if the Forest Stand Delineation and Stormwater Management Concept Plan have not been approved prior to submission of said Concept Plat (if in the Critical Area, a Concept Plat will not be considered complete unless the Conceptual Environmental Assessment has been approved prior to submission of said Concept Plat). In addition, for Technical Advisory Committee and Planning Commission review, a Concept Plat shall be complete if the public notification sign(s) have not been properly installed, if the electronic version of the plat has not been submitted for posting on the County’s website, and if the submission fee, established in Appendix A, has not been paid prior to submission of said Concept Plat. Incomplete Concept Plats will be returned to the subdivider within fifteen (15) days of submission for completion and resubmission by the subdivider at a later date, and the submission fees shall be forfeited.

(b) In the event that a record subdivision adjoins the property to be developed, the subdivision should be indicated by dashed lines. A vicinity map indicating the location of the property with reference to surrounding property, streets, nearest major intersection, north point, landmarks, streams, etc. Show all property owned according to the tax maps if only a part of the property is to be developed. The tax map, block (grid), and parcel number(s) shall also be provided.

(c) In the event that a record subdivision adjoins the property to be developed, the subdivision should be indicated by dashed lines.

(d) Title information:
1. Proposed name
2. Scale of Plat (feet and meters)
3. Location by election district, County and State
4. Date

(e) Name and address of owner or person representing owner who is responsible for preparation of the plat

(f) North point

(g) Boundary of proposed subdivision. This can be a deed plot.

(h) Location, widths, and names of all streets and/or alleys on or adjoining the subdivision; this should include plats which have preliminary approval as well as those recorded but unimproved and all existing easements. (to be indicated by dashed lines)

(i) Location of existing utilities or owned by the subdivider.

(j) The layout of all proposed and existing lots with appropriate dimensions and minimum area

(k) The approximate location and area of all property proposed to be reserved to public use or to be reserved for use by all property owners in the subdivision, also the purposes of any proposed easements.

(l) Existing zoning classification of tract and all adjacent parcels. Any proposed zoning for the tract must be effectuated by a rezoning prior to the Planning Commission’s review of the Concept Plat.

(m) If community sewerage and/or water systems are to be used, such notation shall be made on the Concept Plat. The proposed providers of public water and/or sewer shall be cited on the plat, as applicable.

(n) In the case of multi-family projects (apartments, townhouses, etc.) the following additional items shall be shown:
1. Approximate location of buildings
2. Total number of units in each building
3. Total number of off-street parking spaces and the space to unit ratio

(o) General location and areal extent of the following when the subdivision is proposed in the Cecil County Critical Area:
1. Tidal and non-tidal wetlands
2. Streams (perennial and intermittent)
3. Areas of steep slopes, highly erodible and other soils with development constraints
4. Shore and storm buffer (110-foot or 200-foot minimum)
5. Natural resource protection areas, Habitat Protection Areas, forests and developed woodlands on or in the vicinity of the proposed subdivision
6. The Critical Area Boundary and the applicable land management classification(s), i.e. Intensely Developed Area (IDA), Limited Developed Area (LDA), or Resource Conservation Area (RCA)
7. Computation of the amount of acres in the Critical Area District; and
8. The location and extent of existing and/or proposed shore erosion abatement approaches
9. The Conceptual Environmental Assessment

(p) Any existing cemeteries or burial sites on the parcel(s) to be subdivided

(q) Additional information as required by the Forest Conservation Regulations and/or the Forest Conservation Technical Manual

Preliminary Plat Requirements:

(a) The Preliminary Plat shall be submitted by the developer on paper and shall be clear and legible. The scale shall be no smaller than 1” = 100’ (1” = 200’ where the average lot size is greater than five (5) acres as approved by the Office of Planning and Zoning). When more than one (1) sheet is required, an index sheet of the same size shall be submitted showing the entire subdivision drawn to scale. Each sheet must have the surveyor’s seal. Incomplete plats will not be accepted by the Office of Planning and Zoning. For Planning Commission review only, a Preliminary Plat will
be not considered complete if the boundary line survey has not been completed, the Traffic Impact Study (if required) has not been completed, the documentation of the completed jurisdictional determination (if applicable) has not submitted, and the Preliminary Forest Conservation Plan has not been approved prior to submittal of said Preliminary Plat (if in the Critical Area, a Preliminary Plat will not be considered complete unless the Preliminary Environmental Assessment has been approved prior to submission of said Preliminary Plat). In addition, for Technical Advisory Committee and Planning Commission review, a Preliminary Plat will be not considered complete if the public notification sign(s) have not been properly installed, if the electronic version of the plat has not been submitted for posting on the County’s website, and if the submission fee, established in Appendix A, has not been paid. Incomplete Preliminary Plats will be returned to the subdivider within fifteen (15) days of submission for completion and resubmission by the subdivider at a later date.

(b) A vicinity map indicating the location of the property with reference to surrounding property, streets, landmarks, streams, etc. (scale shall be no smaller than 1”=2000’), and conforming to Section 2.4.4 on the designation of the remainder. The tax map, block (grid), parcel number(s) shall also be shown.

c) The names, liber and folio of all adjoining property. In the event that a recorded subdivision adjoins the land to be developed, the subdivision name, and recording reference shall be indicated. In the event that a historic district or other officially designated historic site adjoins the land to be developed, it shall be identified.

d) Title information:
1. Proposed name.
2. Scale of Plat (feet and meters).
3. Location by election district, County and State.
4. Date

(e) Name and address of the owner and registered engineer or surveyor licensed in the State of Maryland responsible for the preparation of the plat, signature, and seal of the engineer, surveyor and corporation required.

(f) Northpoint. Indicate if true north.

(g) Boundary of proposed subdivision.

(h) All existing pertinent features either natural or manmade that may influence the design of the subdivision, such as important trees or wooded areas, power transmission towers, existing buildings and structures and water courses.

(i) Existing topography at 2- or 5-ft contour intervals. Contour lines shall be indicated 100 ft beyond the subdivision boundary. Contours shall be based on government bench marks when available within 2000 ft of property or by estimation from USGS quadrangle maps. Data shall be stated in all cases and a reference or bench mark described on the plat together with elevation. Source of contours shall be stated on plat, such as, field run topo, or aerial topo, etc. Interpolation of contours from USGS quadrangle maps will not be accepted unless previously approved by OPZ.

(j) Location, width, and names of all streets and/or alleys on or adjoining the subdivision; this should include plats which have preliminary approval as well as those recorded but unimproved and all existing easements (to be indicated with dashed lines).

(k) Location of existing and proposed utilities on or within 200 ft of the tract with approximate pipe sizes and directions of slope indicated (should include electric and telephone poles or towers).

(l) The layout of all proposed and existing lots with approximate dimensions and minimum building line should be indicated. All major subdivisions must be provided with coordinates consistent with the geodetic control requirements approved by the Board of County Commissioners on 15 May 2007.

(m) The preliminary layout of all proposed streets and pedestrian ways, including width of right-of-way, pavements, storm drains, and grades.

(n) The approximate location, dimensions, and area of all property proposed to be reserved or temporarily reserved for public use, or to be reserved for use of all property owners in the subdivision, and the location, dimensions and purposes of any proposed easements, including drainage easements.

(o) Zoning district classification of the tract or parcel being subdivided.

(p) Existing and proposed (schematic) drainage system, including the type(s) of structures, the floodplain, proposed stormwater management facility locations, and any deviations from standards, consistent with Section 7.5.

(q) Locations of the septic disposal area, proposed wells and percolation information are to be indicated in accordance with the specifications of the Maryland State Department of Health and Mental Hygiene when individual sanitary facilities are to be used. If community sewerage and/or water systems are to be used, such notation shall be made on the Preliminary Plat.

(r) The total number of lots, area of lots, the density, the total area of any open space, the total area of any common open space, any add-ons, total area and types of right-of-way dedicated, and total area of subdivision shall be indicated in table form. All acreage shall be accounted for, per the boundary line survey, and the Preliminary Plat density shall not exceed the approved Concept Plat density.

(s) In cases of condominum or multi-family units (apartments, townhouses, etc.), the following additional items shall be shown:
1. Approximate location of each building, setbacks from all streets (public or private), property lines and distance between buildings.
2. Number and types of units in each building.
3. Total number of Units and sub-totals of each type.
4. Number of parking spaces in each off-street parking area, and the space to unit ratio.

(t) Soil types shall be shown.

(u) Perimeter of the entire parcel as well as the section requiring approval.

(v) For proposed subdivisions located in the Critical Area, the following additional information will be shown on the Preliminary Plat as applicable:
1. Computation of the total area within the critical Area District, area within each of the land management classifications (i.e., IDA, LDA, RCA), and number of lots in the Critical Area;
2. Slopes 15% or greater;
3. Location and area extent of all soils exhibiting the following characteristics as determined by the Soil Survey, such as:
   (a) Wet soils,
   (b) Hydric soils and soils with hydric properties, and
   (c) Highly erodible soils (soils on slopes greater than 15% or on slope greater than 5 % with “K” values greater than 0.35).
4. Location of all existing or proposed site improvements (including storm drains, culverts, retaining walls, fences, and stormwater management facilities, as well as sediment and erosion control structures);
5. Location of open space, the Buffer and other buffer areas, forested areas and landscaping (the plan shall show all areas to be maintained as landscaping to be provided and the means by which such landscaping will be permanently maintained shall be specified); 6. Location of all Habitat Protection Areas on the site;
7. Location of tidal and non-tidal wetlands on and adjacent to the site and delineation of the watershed thereof;
8. Location of eroding shoreline reaches, the rates of erosion, areas where shore erosion measures are in place, areas to be protected by installation of proposed erosion abatement approaches;
9. Areas to be retained in agricultural use;
10. Areas proposed for reforestation and afforestation;
11. Total area of the site that will be temporarily disturbed during development and area that will be permanently disturbed (disturbed is defined as any activity occurring on a area which may result in the loss of or damage to existing natural vegetation);
12. Proposed natural park areas, as appropriate; and
13. The location of the Critical Area District Boundary, the Mean High Water Line and the landward edge of tidal wetlands.

In addition to the information above, the Preliminary Plan shall be accompanied by the following when the subdivision or development is proposed in the Critical Area, as required:

(a) A Planting Plan reviewed by and addressing the comments of the Bay Watershed Forester;
(b) A Habitat Protection Plan, including comments of the Maryland Forest, Park, and Wildlife Service, the Water Resources Administration, and other agencies as appropriate;
(c) An executed Cooperators Agreement with the Cecil County Soil Conservation District, or a farm plan, as applicable;
(d) A preliminary Stormwater Management Plan;
(e) A preliminary Sediment and Erosion Control Plan;
(f) A Shore Erosion Protection Plan – complete specification for complete shore erosion work;
(g) Natural Park Management Plan, as appropriate; and
(h) An Environmental Assessment, which provides a coherent statement of how the proposed development addresses the goals and objectives of the Cecil County Chesapeake Bay Critical Area Program. At a minimum, the Environmental Assessment shall include:
   1. A statement of existing conditions, e.g. amount and type of forest cover, amount and type of wetlands, discussion of existing agricultural activities on the site, soil types, topography, etc.;
   2. A discussion of the proposed development project, including number and type of residential units, amount of impervious surface, proposed sewer treatment and water supply, acreage devoted to development, proposed open space and habitat protection areas;
   3. A discussion of the proposed development’s impacts on water quality and Habitat Protection Areas; and
   4. Documentation of all correspondence and findings.

**FINAL PLAT REQUIREMENTS**

Required information: The Final Plat submitted for Planning Commission review and approval shall be on paper and be clear and legible. It shall not be considered complete unless the Stormwater Management Final Plan and Final Forest Conservation Plan and Landscape Plan have been approved, and all conditions of Preliminary Plat approval have been satisfied prior to submission of said Final Plat (if in the Critical Area, a Final Plat will not be considered complete unless the Environmental Assessment has been approved prior to submission of said Final Plat). Incomplete Final Plats will be returned to the subdivider within fifteen (15) days of submission for completion and resubmission by the subdivider at a later date, and the submission fees shall be forfeited. The Final Plat submitted for recordation shall be clearly and legibly drawn in black waterproof ink on a reproducible linen of good quality or comparable material such as mylar approved by the Cecil County Office of Planning and Zoning. The minimum size of the plat shall be eighteen (18) by twenty-four (24) inches, including a one (1) inch margin along the left hand edge and one-half (½) inch margin on all other sides. Where necessary, the Final Plat may be on several sheets accompanied by an index sheet showing the entire subdivision submitted; however, each sheet shall be signed and sealed and include an approval signature block.

a) Title – The title block shall appear in the lower right hand corner of the plat and shall include the following information:
   1. Name of the subdivision. The name approved by the Planning Department and recorded in the Land Records shall constitute the subdivision’s official and only name. No other name may be used for advertising or sales purpose unless an approved and amended plat is recorded bearing the revised name.
   2. Section & lot numbers.
   3. Scale and date of completion. Scale shall be no smaller than one (1) inch equals one hundred (100) feet (one (1) inch = two hundred (200) feet where the average lot size is greater than 5 acres, as approved by the Office of Planning and Zoning).
   4. County, State & Election District.
   5. Name and address of the owner and registered engineer or surveyor licensed in the State of Maryland responsible for the preparation of the plat, signature, and seal of the engineer, surveyor, and corporation required.

b) Approval blocks in the form required by the Office of Planning and Zoning shall be provided in the lower left hand corner of the plat for signature by the Planning Director, the Public Works Director or Senior Engineer, and the Health Department, approving authority.

c) Tabulation on Final Plat (above approval block) showing the following:
   1. Total number of lots.
   2. Total area of lots.
   3. Total area of roadways to be recorded.
   4. Total area of subdivision to be recorded and where density restrictions apply, the acreage dedicated to the development, and the total area to be recorded as common open space.
   5. Total area of subdivision or parcels to be recorded in the Critical Area District.
   6. Total number of lots in the Critical Area District.
   7. Residential density in the Critical Area District.

d) A heavy line indicating the boundary of the Final Plat with the distances of courses to hundredths of a foot and bearings relating to and consistent with the geodetic control requirements approved by the Board of County Commissioners on 15 May 2007.

e) Exact locations, widths, bearings, and names of all streets, pedestrian ways within the subdivisions or of adjoining subdivision abutting on the outline of the subdivision as well as any common and community grounds.

f) Bearings & lengths of all arcs, radii, tangents, chords and distances in tabular form.

g) All easements, reservations, or rights-of-way provided for public service or utilities in the subdivision, and any limitations of such easements. All existing recorded easements, if they are in excess of a five (5) foot drainage and utility easement, shall be indicated with recording references if known.

h) All lot lines with dimensions in feet and hundredths, and with bearings to a minimum accuracy of one (1) second.

i) Minimum area of each lot in square feet if under one (1) acre or in acres if lot size is one (1) acre or greater.

j) Coordinates shown for the outside boundary of the plat.

k) Lot numbers in numerical order throughout the entire subdivision. In case there is a resubdivision of lots in any block, such resubdivided lots shall have a number and letter to denote their origin and the original lot lines shown dashed and original lot number dotted.

l) Minimum rear and side building restriction lines, and minimum control lines for fifteen (15) foot drainage and utility easements should be given by written note. The front building restriction line and the Critical Area Buffer restriction line shall be drawn graphically with dimensions for each lot.
m) The names, liber and folio of all adjoining unsubdivided property. In the event that a recorded subdivision adjoins the land to be developed, the subdivision name, and recording reference should be indicated. (To be indicated with dashed lines.)

n) The plat shall contain a north arrow, which represents and designates either true or magnetic meridian as of a date specified on the plat or shall be referenced to a recognized coordinate system within the County.

o) Accurate outlines of any areas to be reserved for common use by residents of the subdivision or general public use, with the purposes indicated thereon.

p) A certification that the owner or equitable owner of the land proposed to be subdivided shall be noted on the Final Plat. Such wording as specified by these regulations and the Planning Department shall be utilized.

q) A certification and dedication by the owner or owners of property to the effect that the subdivision as shown on the Final Plat is made with his consent and that it is desired to record the same and shall be noted on the Final Plat. Such wording as specified by these regulations and the Planning Department shall be utilized.

r) When a development is being resubdivided, the owner’s certification shall be noted on the plat. Such wording as specified by these regulations and the Planning Department shall be utilized.

s) References of protective covenants governing the maintenance of undedicated public spaces or reservations.

t) If a community water supply or community sewerage system is to be used in a subdivision, the record plat shall contain a statement signed by the Health Department approving authority, to the effect that use of such community water supply or community sewerage system is in conformance with the Master Water and Sewer Plan. The Final (record) Plat shall also contain a statement, signed by the owner, that such facilities will be available to all lots offered for sale.

u) If a community water supply or community sewerage system is to be constructed to serve any new subdivision, the Final (record) Plat shall contain a statement signed by the owner to the effect that plans for such facilities, including any necessary point of discharge, have been approved by the appropriate Federal, State, or County authority.

v) Location of minimum required septic area and proposed well(s), if applicable.

w) Reservation of road rights-of-way.

x) Exact locations, widths and bearings of any common or reserved areas or portions of lots to be maintained by covenant, easement, or similar approved instrument, in permanent forest cover, including existing forested areas, reforested areas and afforested areas to meet the requirements of the Critical Area Program and/or the Forest Conservation Regulations, as applicable. The bearings and the lengths of all arcs, radii, tangents, chords, and distances in tabular form.

y) Exact locations, widths and bearings of any areas to be maintained as resource protection (e.g., agriculture, natural parks, forest, etc.) to meet the requirements of the Critical Area Program and/or the Forest Conservation Regulations, as applicable. The bearings and the lengths of all arcs, radii, tangents, chords, and distances in tabular form.

z) Exact locations, widths and bearings of any areas to be maintained as permanent wildlife and plant habitat protection areas to meet the requirements of the Critical Area Program and/or the Forest Conservation Regulations, as applicable. The bearings and the lengths of all arcs, radii, tangents, chords, and distances in tabular form.

The June TAC meeting ended at 9:19 a.m.

Respectfully submitted,

Jennifer Bakeoven
Administrative Assistant
Office of Planning & Zoning
Due to a lack of agenda items, there was not a July 2016 meeting of the Technical Advisory Committee.
Due to a lack of agenda items, there was not an August 2016 meeting of the Technical Advisory Committee
Due to a lack of agenda items, there was not a September 2016 meeting of the Technical Advisory Committee.
Due to a lack of agenda items, there was not an October meeting of the Technical Advisory Committee.
Due to a lack of agenda items, there was not a November 2016 meeting of the Technical Advisory Committee.
Present: Di Giacomo, Tony (CCP&Z), Wilen, Kordell (CCDPW), Brown, Chris (CCSCD), Harmon, Lloyd (DEH) and Bakeoven, Jennifer (CCP&Z).

Absent: Peoples, Rob (MDE), Graham, Daniel (Citizen’s Rep.), Cwiek, Philip (USCoE), Ouano, Jun (Delmarva Power), Carroll, Bill (SHA), Simpers, Charles (CCPS).

1. Lands of Beecher M. & Edith A. Rasnake, 1 Lot, Preliminary Plat, East Old Philadelphia Road, American Land Consultants, Inc. Fifth Election District.

Mr. Di Giacomo explained that prior to this plat being submitted for Planning Commission review, additional information will need to be included to explain and label the various existing lots on this property, i.e. Lot 1, Lot 2, etc.

Stanly Granger, American Land Consultants, Inc., appeared and presented an overview of the project.

Mr. Wilen, DPW, read the comments of the department:
1. The subdivision proposed is for the purpose of creating a new lot around an existing dwelling. Therefore note 9 is adequate for stormwater management
2. The proposed lot must have a Perpetual Road Maintenance or Private Road Maintenance Agreement for access from Maryland Route 7.

Mr. Harmon, DEH, read the comments of the department:
Health Department has no objection to this major subdivision plat. Mr. Harmon added that when the plat is submitted for Planning Commission, the DEH will need to see the dwelling and septic illustrated on the plat for Mr. Rasnake’s existing lot.

Mr. Brown, read the comments for CCSCD:
If no construction is proposed with the subdivision of this parcel, an erosion and sediment control plan will not be required. Therefore, CSCD has no comment.

Mr. Di Giacomo read the comments from CCPS:
1. CCPS will not enter the development with bus service. Bus Service will be provided from County maintained roads (Route 7).
2. Schools in this attendance area are North East Elementary, Middle and High Schools.
3. The plat listed is less than one acre and will not affect our enrollment capacity.

Comments were not received from the serving Fire Company, the Citizen’s Representative, or State Highway Administration.
Mr. Di Giacomo, P&Z, read the comments of the department:
This proposal was found to be in compliance with §3.8 of the Subdivision Regulations regarding public notification.

With regard to the posting of plats on the County’s website, notice is hereby given the jpg file submissions can be only 11 inches, maximum, in any direction. Adherence to that requirement will enable the County to better serve the public.

§4.0.1 of the Subdivision Regulations allows for the elimination of a Concept Plat for projects with fewer than 10 lots or 25 or fewer acres. §2.0 of the Subdivision Regulations allows for a combined Preliminary-Final Plat if there are from 1 to 5 lots.

If this is intended as a Preliminary-Final Plat, then the title block must so reflect it.

Zoning: RM

Density: The RM zone permits a density of 2 du/1 ac., without community facilities This Preliminary-Final Plat proposes 1 lot + remaining lands on 31.368 acres, for a proposed density of 1/15.684.

However, Tax records indicate the acreage to be 29.212, nit 31.368. Also, the Acreage Data table sum is incorrect: it should be 29.967, not 29.367.

This project location is within the 2010 Comprehensive Plan’s Employment Mixed Use (EMU) land use district, and, as established by the County’s adoption of the Sustainable Growth and Agricultural Preservation Act’s tier map, this site is located within a Tier II area.1

Has the boundary line survey been completed? Mr. Granger said no, a boundary line survey had not been completed. If not, then, as a Preliminary-Final plat, it must be completed prior to submission for review by the Planning Commission.

What is the proposed disposition of the Remaining Lands, and how will they be accessed?² Mr. Granger explained that Mr. Rasnake’s home is located in the “Remaining Lands”; there is an existing driveway to provide access.

Dwellings or impervious surfaces shall not occur on slopes with a grade of 25% or more covering a contiguous area of 10,000 ft² or more. On slopes between 15 and 25%, good engineering practices shall be used to ensure sediment and erosion control and slope stabilization before, during and after disturbance activities.³

Slopes greater than 25% must be shown on the Preliminary Plat. If this is to be treated as a Preliminary-Final Plat, then the topographic information must be included.

A 110’ perennial stream buffer is required from all perennial streams present. This buffer shall be expanded to include contiguous areas of hydric soils, highly erodible soils, and soils on slopes greater than 15% -- to a maximum distance of 160’.

---

1 Tier II areas are those planned to be served by public sewerage systems in locally designated growth areas needed to satisfy demand for development at densities consistent with the long term development policy after consideration of the capacity of land available for development including infill and redevelopment within the County. The County may only grant approval if all lots will be served by public sewer or if a minor subdivision is served by on-site sewage disposal systems.

2 The Remaining Lands, to become a buildable lot(s), must be activated as such via the subdivision process.

3 The Cecil County Subdivision Regulations define steep slopes as “15 percent or greater incline.” The Cecil County Zoning Ordinance defines steep slopes as consisting of a grade of 25% or more covering a contiguous area of 10,000 ft² or more. The Cecil County Forest Conservation Regulations define steep slopes as “areas with slopes greater than 25 percent slope.”
A 25’ buffer is required around all non-tidal wetlands and intermittent streams present. Permits are required from the (US Army) Corps of Engineers and MDE for all non-tidal wetland and stream impacts prior to recordation. JD’s are required in conjunction with permitting. If no permits are required, and if the proposed project meets the policy standards established on 3/20/95 and revised on 1/16/96, or if the FSD/Conceptual Environmental Assessment finds that there are to be no impacts to field-delineated wetlands or stream impacts, or if the FSD/Conceptual Environmental Assessment finds that there are no wetlands or streams and that finding is consistent with the details of County wetlands maps and USGS quad maps, then no JD is required. If required, then a JD is recommended to be done prior to Final Plat review by the Planning Commission, but required to be completed prior to recordation.

The habitats of rare, threatened, and endangered species must be avoided.

As no common open space is required, the C.O.S. sensitive areas thresholds are not an issue.

As the dwelling already exists, staff is prepared to recommend to the Planning Commission, that §28.5’s landscaping requirements be relaxed.

The adjacent properties’ zoning has been shown.

A Bufferyard Standard A will be required adjacent to any adjoining property on which an agricultural operation is occurring.

As cited in General Note # 8, this project is exempt, per §3.2N.

What is the status of the SWM Concept Plan (§251.12, 2009 Cecil County SWM Ordinance)? Mr. Di Giacomo explained that note #9 on the plat sufficiently answers this question as well as the following comment.

If this is to be treated as a Preliminary-Final Plat, then the final Forest Conservation Plan (FCP)/Landscape Plan and SWM Final Plan must (shall) be approved prior to Planning Commission review of the Final Plat (§6.3.B(1)(a), Cecil County Forest Conservation Regulations; §251.12, 2009 Cecil County SWM Ordinance).

A Landscape Agreement may be required to be executed prior to recordation.

The Master Water and Sewer Plan classifies this site as W2 and S1.

Documentation of water allocation must be provided by the applicant prior to the Planning Commission’s review of the Final Plat.

Documentation of sewer allocation/capacity must be provided by the applicant prior to the Planning Commission’s review of the Final Plat.

For subdivisions proposed on property contiguous to operating farms, notice shall be provided on the plat that an agricultural operation is being conducted on a contiguous property and said agricultural operation is protected from nuisance claims provided the conditions of Article I, § 4 are being complied with.

The applicant is reminded of the 4:30 p.m. submission deadline on the 3rd Thursday for review by the Planning Commission the following month.
<table>
<thead>
<tr>
<th>School information:</th>
<th>Elementary</th>
<th>Middle</th>
<th>High School</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Elk Neck</td>
<td>North East</td>
<td>North East</td>
</tr>
<tr>
<td>FTE</td>
<td>408</td>
<td>732</td>
<td>1065</td>
</tr>
<tr>
<td>Capacity</td>
<td>501</td>
<td>712</td>
<td>1009</td>
</tr>
<tr>
<td>% Utilization</td>
<td>81%</td>
<td>103%</td>
<td>106%</td>
</tr>
</tbody>
</table>

Discussion ensued regarding the landscaping requirements.

The December TAC meeting ended at 9:12 a.m.

Respectfully submitted,

Jennifer Bakeoven  
Administrative Assistant  
Office of Planning & Zoning