CECIL COUNTY, MARYLAND
Department of Planning and Zoning
200 Chesapeake Boulevard, Suite 2300, Elkton, MD 21921

CECIL COUNTY TECHNICAL ADVISORY COMMITTEE
MEETING MINUTES
Wednesday, January 4, 2017
9:00 a.m.
County Administration Building
200 Chesapeake Blvd. Elk Room, Elkton, MD 21921

Due to a lack of agenda items, there was not a January 2017 meeting of the Technical Advisory Committee.
Due to a lack of agenda items, there was not a February 2017 meeting of the Technical Advisory Committee.
1. **Courtesy Review, Site Plan, Town of North East, Tome School, S. Maryland Ave., Site Resources, Inc., Fifth Election District.**

Peter Soprano, Site Resources, Inc., appeared and presented an overview of the project.

Mr. Wilen, DPW, read the comments of the department:

1. A commercial sewer allocation request must be filled out by the applicant and submitted to the Department for review. The current two year average daily flow is 1,021 gpd which represents 5 Equivalent Living Units (1 ELU per 220 gpd). This is the baseline flow that will be allocated for the school unless documentation is provided that shows additional allocation was purchased.

2. We understand that the Town of North East will provide water service to this site and we will work with them to determine if additional allocation is necessary.

3. The Stormwater Management (SWM) requirements for the proposed development must be addressed. Therefore, a Concept, Preliminary & Final SWM plan must be submitted and approved prior to the equivalent level plat being submitted for review by the Town’s Planning Board (e.g. Concept SWM plan approved before Concept Plat is submitted to the Town’s Planning Board.) We strongly suggest that the Applicant’s Engineer take advantage of our SWM kickoff meetings held on the last Monday of each month to discuss your conceptual approach to meet the SWM requirements.

4. With the existing impervious area within the limits of disturbance (LOD) this development may qualify as a redevelopment project. The existing impervious area must be at least 40% of the proposed LOD.

5. The County would accept retrofitting the existing Stormwater Management facilities in lieu of installing a new stormwater practice.

6. No road or entrance improvement plans are required for Cecil County as this site is accessed off a town street.

Mr. Arellano, DEH, read the comments of the department:

Applicant should verify with Town of North East Administration Office and Department of Public Works that water and sewer allocations are adequate. (Are showers being added?)
Mr. Di Giacomo read the comments received from MDE:
I believe Tome School is served by the Town of North East community water system; however, I did not see any documentation of this on the material provided. If this is the case, I have no comments.

Mr. Di Giacomo read the comments received from Delmarva:
All electric facilities on the property is owned by Tome
The metering is owned by Delmarva

Mr. Di Giacomo read the comments received from Cecil Soil Conservation District:
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.

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 Site Plan proposal is in the Town of North East. 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 Site Plan are as follows:

- Town Zoning: R1

- There is no signature block provided to document approval by the Town of North East. If one is required for a Site Plan, then it should be added.

- A vehicle/pedestrian circulation plan should be developed so as to reduce pedestrian-vehicle conflicts, potentially using a combination of striping and MUTCD signage. It is recommended that the circulation plan be approved by the Town prior to site plan approval.

- It is recommended that the Site Plan not be approved until an internal traffic circulation plan has been approved.

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

- From a safety and emergency response perspective, it is recommended that the Town not approve any site plan until after review and approval by the North East Fire Company and the Fire Marshall.

- Fire hydrant/standpipe locations should be consistent with the Town’s Zoning Ordinance and Subdivision Regulations, and/or comments provided by the North East Fire Company.
• It is recommended that the Town not approve any site plan until after review and approval of the fire suppression plan, including fire hydrant locations – with heavy emphasis on their accessibility and visibility.

• If the external basketball court is to be removed, then has any consideration been given to either creating additional parking or smoothing the driveway geometics? Mr. Soprano stated that consideration has been given but no decision has been made.

• The Town of North East and Cecil County have signed an “Assigning obligations under the Forest Conservation Act” agreement. It is recommended that the Site Plan not be approved until the Landscape Plan and the Forest Conservation Plan have been approved. It should be confirmed that any landscaping proposed is consistent with the landscaping requirements of the Town’s Zoning Ordinance and Subdivision Regulations, especially with respect to any required bufferyards.

• It should be confirmed that the setbacks, landscaping, and the proposed 35’ structure height are consistent with the Town’s Zoning Ordinance for the R1 zoning district.

• It is recommended that the Site Plan not be approved until the Lighting Plan has been approved. It is recommended that the lighting plan emphasize both pedestrian safety and security, as well as ensuring non-intrusive candlepower levels for neighboring residential properties.

• Has the applicant or the Town considered Dark Sky exterior lighting treatments? Mr. Soprano said consideration has not been given at this time.

• Permits are required from the (US Army) Corps of Engineers and MDE for all non-tidal wetland impacts or stream crossings prior to recordation. It is recommended that a final determination be made as to the necessity for a JD prior to final Site Plan approval.

• Any habitats of any rare, threatened, and endangered species on site in the area of proposed improvements should be avoided.

• It is recommended that no street/landscaping trees be planted within 20 feet of sewer laterals and cleanouts, if any.

• It is recommended that any Landscape Agreement be executed prior to recordation.

• It should be confirmed that all aspects of the proposed site design and layout are consistent with the Town’s Subdivision Regulations and Public Works street code (if applicable).

• It should be confirmed that all proposed structure heights do not exceed the maximum height established in the Town’s Zoning Ordinance and Subdivision Regulations.

• It is recommended that stormwater management final plan approval precede final Site Plan approval.
• What is the purpose of having the paved surface of the driveway/parking area curb cut abut the proposed SWM facility south of the proposed gymnasium? Mr. Soprano stated that it was for drainage purposes; to ensure impervious gets the facility (assuming that facility is kept and a retro is not completed.

• Considering the slopes within the proposed LOD, if any retaining walls are needed, then their details should be included in the Site Plan.

• Water allocation should be confirmed by the Town of North East prior to final approval.

• Sewer allocation should be confirmed by the Cecil County Department of Public Works prior to final approval.

• Has any consideration been given to providing bicycle racks and the striping of bike lanes? Mr. Soprano said not at this time.

• It is recommended that all Special Exception or Variance numbers, if any, be shown on the Site Plan.

Discussion ensued regarding the landscaping requirements.

The March TAC meeting ended at 9:40 a.m.

Respectfully submitted,

Jennifer Bakeoven
Administrative Assistant
Office of Planning & Zoning
Due to a lack of agenda items, there was not an April 2017 meeting of the Technical Advisory Committee.
CECIL COUNTY, MARYLAND
Department of Planning and Zoning
200 Chesapeake Boulevard, Suite 2300, Elkton, MD 21921

CECIL COUNTY TECHNICAL ADVISORY COMMITTEE
MEETING MINUTES
Wednesday, May 3, 2017
9:00 a.m.
County Administration Building
200 Chesapeake Blvd. Elk Room, Elkton, MD 21921

Due to a lack of agenda items, there was not a May 2017 meeting of the Technical Advisory Committee.
CECIL COUNTY TECHNICAL ADVISORY COMMITTEE
Wednesday, June 7, 2017
9:00 a.m.
County Administration Building
200 Chesapeake Blvd., Elk Room, Elkton, Maryland

Present: Paoletti, Amanda (LUDS); Wilen, Kordell (LUDS); Harmon, Lloyd (DEH); Brown, Chris (CCSCD); and Bakeoven, Jennifer (CCP&Z).

Absent: Di Giacomo, Tony (LUDS), Peoples, Rob (MDE), Graham, Daniel (Citizen’s Rep.), Cwiek, Philip (USCoE), Ouano, Jun (Delmarva Power), Wentz, Jeffrey (SHA), Simpers, Charles (CCPS).

1. Lands of John & Judith Green, 1 Lot plus Remaining Lands, Telegraph Road, Preliminary / Final Plat, The PELSA Company, Fourth Election District.

Mike Paraskewich, The PELSA Co., appeared and presented an overview of the project. Mr. Paraskewich explained that a subdivision, creating two (2) lots was approved for this land in 1999 but the plats were never recorded. The subdivision being presented today, is the creating of one (1) lot for the landowner’s son.

Mr. Wilen, LUDS, read the comments of the department:
1. The Stormwater Management (SWM) requirements for the proposed development must be addressed. Concept, Preliminary and Final Stormwater Management Plans must be reviewed and approved prior to the Planning Commission’s review of the Final plat.
2. The Perpetual Road Maintenance Agreement must be completed prior to final approval of the proposed subdivision.

Mr. Harmon, DEH, read the comments of the department:
Preliminary/Final Major Subdivision is satisfactory.

Mr. Brown, CCSCD, read the comments of the department:
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 Land Use & Development Services as to the requirements of the Stormwater Management and Erosion and Sediment Control Plans.

Comments were not received from the serving Fire Company, MDE, Delmarva, the Citizen’s Representative or State Highway Administration. Once comments are received, they will be forwarded to the applicant.

Ms. Paoletti, LUDS, 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: LDR, which stands for “Low Density Residential,” not “Limited Density Residential.” This plat must be amended accordingly prior to any submission for review by the Planning Commission.

Density: The LDR zone permits a maximum density of 1 du/1 ac. in areas without community facilities for major subdivisions.

This parcel was created by Minor Subdivision #273 from the Lands of the Sun Company, approved on 9/20/1977.

A previous major subdivision for this parcel, which included a proposed Lot 7, was approved by the Planning Commission on 8/16/99. Per §’s 4.2.8 & 4.2.9, a Recordation Plat was submitted, then signed, but never recorded. Therefore, per §4.2.11, all previous approvals are void, without standing.

As was established during the 1999 review and approval process, all minor subdivision potential for Parcel 632 has been exhausted. This Preliminary-Final Major Subdivision Plat proposes 2 lots (the residual Lot 5 and the proposed Lot 6) on 9.263 acres, for a proposed density of 1/4.6315 – well within the LDR permitted density.

All references to this submittals’ being a minor subdivision must be deleted, and this plat must be amended accordingly prior to any submission for review and possible approval by the Planning Commission.

The proposed acreage note is confusing. It states that the “area to be conveyed out for Lot #6” is 4.625± acres. Yet, the very next line posits that the “proposed total Lot #6 [acres]” to be 4.637±. This plat must be amended to resolve this discrepancy prior to any submission for review and possible approval by the Planning Commission.

Procedurally, §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. In addition, §2.0 allows for a combined Preliminary-Final Plat if there are from 1 to 5 lots.

Concept, Preliminary, and Final Plats all require a north arrow. This plat must be amended accordingly prior to any submission for review by the Planning Commission.

This project location is situated within the 2010 Comprehensive Plan’s “Low Density Growth Area” 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 III area. Since this proposal did not meet the 10/1/12 exemption deadline for Preliminary Plat approval, the Tier III reporting requirements are in effect. Why haven’t Tier III reporting requirements been included with this submission?

1 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.
Has the boundary line survey been completed? What is the date of the survey? (A boundary line survey must be done in conjunction with the preparation of the Preliminary Plat for density calculation purposes.)

Several unnumbered notes raise questions: An unnumbered note cites a §3.2N exemption. How does this subdivision qualify? Ms. Paoletti stated that the new lot is exempt under Section 3.2K of the Forest Conservation Regulations. The remaining lands is exempt under Section 3.2N of the Forest Conservation Regulations. As such, a Forest Conservation Plan is not required for this project.

Another unnumbered note states that this subdivision is “not for development,” and it misspells the word “with”. However, the very next unnumbered note references a Building Permit, and the plat clearly shows a proposed dwelling, a well, and proposed septic reserve area on proposed Lot 6.

Another unnumbered note references §2.4.1. How does §2.4.1 apply to this proposal?

Another unnumbered note states: “This plan requires approval from the Department of Public Works, Department of Environmental Health, & the Office of Planning & Zoning.” In actuality, it is the Planning Commission that approves major subdivisions.

All conflicting data and/or information in the notes must be corrected prior to any submission for review and possible approval by the Planning Commission.

Because of the recent administrative reorganization, the Office of Planning & Zoning is now the Department of Land Use & Development Services.

Accordingly, the plat’s top signature block should reference the “Director” of the “Department of Land Use & Development Services.”

Likewise, the plat’s next (middle) signature block should reference the “Chief (P.E.)” of “Development Plans Review.”

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.

Slopes greater than 25% must be shown on the Preliminary Plat. Are there any greater than 25%? Mr. Paraskewich said yes.

There appear to be steep slopes in the northeast corner of the proposed Lot 6 that are not shaded to denote steep slopes.

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’.

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2 The 1999 submittal claimed a §3.2K exemption.
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 any rare, threatened, and endangered species must be avoided.

No common open space is required, per §25.3a. 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 (except in the NAR and SAR zones). The C.O.S. sensitive areas thresholds must be calculated for inclusion on the Preliminary Plat.

Per §25.6, a minimum of 15% of the development envelope shall be landscaped; existing vegetation, where present, may be used to meet this requirement. The Landscape Plan must be approved prior to any submission of the Preliminary-Final Plat for review and possible approval by the Planning Commission.

The sidewalks requirement is rendered moot by this proposal’s layout. None are required.

Per §25.4.a, a Bufferyard Standard C is required, outside the right-of-way, along the MD 273 road frontage. However, given the layout, that would be impractical.

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.

No street trees are required.
Any tree removal within a public right-of-way requires approval from the Maryland Department of Natural Resources.

The 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 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 must be executed prior to recordation.
We note that proposed Lot 5 exceeds the 3:1 length to width ratio established in §7.4.2.

The internal road names will need to be approved by the County 911 Emergency Center prior to Planning Commission review of the Preliminary Plat.
Documentation of the road maintenance agreement for the shared access to MD 273 must be provided prior to recordation.

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. However, the Tier III reporting requirements must be satisfied, and the Final SWM Plan, and Landscape Plan must be approved, and all plat corrections and modifications must be completed prior to submittal for review and possible approval by the Planning Commission.

School information: Elementary Middle High School
Cecil Manor Cherry Hill Elkton
FTE 470 416 1026
Capacity 523 yyyy775 1380
% Utilization 90% 54% 74%

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 plats will not be accepted by the Office of Planning and Zoning. For Planning Commission review only, a Concept Plat will not be considered 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 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 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) 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 on or within two hundred (200) feet of the parcel.
(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 stream 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
In cases of condominium or multi-family projects (apartments, townhouses, etc.), the following additional items shall be shown:

- Boundary line survey, and the Preliminary Plat density shall not exceed the approved Concept Plat density.

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

3. 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.

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

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.


7. Boundary of proposed subdivision.

8. 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.

9. 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.

10. 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).

11. 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).

12. 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.

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

14. 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.

15. Zoning district classification of the tract or parcel being subdivided.

16. 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.

17. 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.

18. The total number of lots, area of lots, the density, the total area of any open space, the 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.

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

20. Soil types shall be shown.

21. Perimeter of the entire parcel as well as the section requiring approval.

22. For proposed subdivisions located in the Critical Area, the following additional information will be shown on the Preliminary Plat as applicable:
   - 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;
   - Slopes 15% or greater;
   - Location and area extent of all soils exhibiting the following characteristics as determined by the Soil Survey, such as:
     - Wet soils,
     - Hydric soils and soils with hydric properties, and
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) A preliminary Cooperator 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; and
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 Critical Area 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 five (5) 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 9:17 a.m.

Respectfully submitted,

Jennifer Bakeoven
Administrative Assistant
Office of Planning & Zoning
CECIL COUNTY TECHNICAL ADVISORY COMMITTEE  
Wednesday, July 5, 2017  
9:00 a.m.  
County Administration Building  
200 Chesapeake Blvd., Elk Room, Elkton, Maryland

Present: Di Giacomo, Tony (LUDS); McMahon, Will (LUDS); Harmon, Lloyd (DEH); and Bakeoven, Jennifer (CCP&Z).

Absent: Wilen, Kordell (LUDS); Brown, Chris (CCSCD); Peoples, Rob (MDE), Graham, Daniel (Citizen’s Rep.), Cwiek, Philip (USCoE), Ouano, Jun (Delmarva Power), Wentz, Jeffrey (SHA), Simpers, Charles (CCPS).

1. Lands of Michael L. Sparrow – West Creek Village, 2 Lots plus modified Record Plat, Preliminary / Final Plat, Cimarron Circle, American Land Consultants, Fourth Election District.

Stan Granger, American Land Consultants and Michael Sparrow, owner, appeared and presented an overview of the project. Mr. Granger explained that he had originally purposed asking for a 3.2N exemption of the Forest Conservation Regulations. He stated that he would no longer be requesting that exemption as Mr. Sparrow is looking to create 2 additional lots rather than just doing add-on’s to his existing land. Mr. Di Giacomo stated that they will need to look at the originally Forest Conservation Plan for West Creek Village as there may be enough forest to cover the proposed lots. If that is the case, the existing plan will need to be amended to reflect the proposed lots in this plan.

Mr. McMahon, LUDS – Development Plans Review Division, read the comments of the department:

1. The Stormwater Management (SWM) requirements for the proposed development must be addressed. The stormwater Concept, Preliminary and Final designs must be completed prior to submitting the Preliminary/Final Subdivision Plat to the Planning Commission (Section 325-13.E).
2. The stormwater management easement for maintenance of the existing pond must be clarified.
3. These parcels will be members of the Homeowners Association and may be subject to requirements of the existing Stormwater Management Inspection and Maintenance Agreement.
4. The current 100-year floodplain and perennial stream buffer must be shown on the stormwater management plans and may impact the location of the stormwater management practices.
5. There are several areas of steep slopes (possibly stockpile areas) that must be addressed on the stormwater and/or grading plans.
Mr. Harmon, DEH, read the comments of the department:

- Items 4 and 5 under General Notes need to reflect the specific for Utilities.

- The Final Plat must have the following Statements:

  → The existing community water and sewerage systems to be utilized for this subdivision are in conformance with the Cecil County 10 year comprehensive water and sewer plan.

  → The existing community water and sewer facilities are available to all lots offered for sale.

- Prior approval of any final plat, documentation of appropriate utility allocations must be submitted to the Cecil County Health Department.

Mr. Di Giacomo read the comments from CCPS:
1. CCPS will enter the development with bus service. Bus service will be provided from County maintained roads, Winchester Drive and Chestnut Drive, limited to the CCPA Bus Guidelines.
2. Schools in this attendance area are Cecil Manor Elementary, Cherry Hill Middle and Elkton High School.

Mr. Di Giacomo read the comments from 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 Land Use & Development Services as to the requirements of the Stormwater Management and Erosion and Sediment Control Plans.

Mr. Di Giacomo read the comments from Delmarva Power:
Electric exists on the west side of Winchester Dr. and Willow Dr.

Mr. Di Giacomo read the comments from MDE:
Plat notes, "Cecil County Water System" will provide water supply. Local water utility should verify capacity to serve additional connections on this system prior to approval.

Mr. Di Giacomo did not receive comments from the Fire Chief’s Representative or the Citizen’s Representative.

Mr. Di Giacomo, LUDS – Planning & Zoning Division, 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
The plat is incorrect in representing the zoning as RR, and it must be corrected prior to submission to the Planning Commission for review and possible approval.

The original West Branch Village Concept Plat, was approved on 2/15/83 and 5/17/83. Since both Concept approvals pre-dated 7/25/89, the 5/17/83 Concept density approval remains valid. Approved were 255 single family lots on 35.6563 acres, for a density 7.15:1.

The West Branch Village Preliminary Plat, for 255 single family dwelling units and 39 townhouses was approved on 12/19/83.

The West Branch Village Phase I (Phase II, 26 Lots and Phase III, 179 lots, were based upon 294-lot total of the Preliminary Plat.) Final Plat was approved on 2/21/84, conditioned on:
1) The storm water management and sediment and erosion control drawings must be approved [sic] and the locations of the ponds incorporated into the open space area [sic] and shown on the recorded plat;
2) The entrance of Winchester Drive and Fletchwood Road to be constructed and completed as a part of Phase I; and
3) The open space area to be recorded in its’ [sic] entirety as part of Phase I, and that a decision as to the ownership and maintenance of the open space be made prior to recordation of the final plat. Also, that necessary subsequent action be taken as a result of the ownership decision to the satisfaction of the Office of Planning and Economic Development.

Under the name West Creek Village, Lots 15-33 and 223-227 (total: 25) were recorded on 4/25/89.1

Lots 34-54 and 218-222 (total: 26) were recorded on 5/30/90.2

Lots 55-147, 148-217 and 231-247 (total: 179) were recorded on 5/21/91.3

Lots 253-255 (total: 3; grand total: 233) were recorded on 9/8/92.4

Moreover, the two new lots being proposed are within the remaining potential.

As indicated in the title block, the site lies within the area of Phase I of West Creek Village. The two proposed lots’ numbers are consistent with the West Creek Village lot numbering scheme, and the owners of those lots must become members of the West Creek Village HOA.

This proposal is situated within the 2010 Comprehensive Plan’s Low Density Growth Area land use district.

This proposal for 2 new lots and 6 add-ons has been submitted as a Preliminary-Final Plat.

§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.

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1 Plat W-56.
2 Plat W-63.
3 Plat W-66.
4 Plat W-71.
The add-ons would constitute a re-subdivision of plat W-56 (Lots 15-33 and 223-227); therefore, a Re-subdivision Resolution, specifically referencing Lots 18A, 19A, 20A, 21A, 22A, and 23B, will be required on the plat.

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.\(^5\), \(^6\), \(^7\)

Has the boundary line survey must been completed? Mr. Granger said yes.

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.\(^8\)

Slopes greater than 25% must be shown on the Preliminary Plat. Are any present? Mr. Granger said he would propose to grade the area accordingly.

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. 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 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.

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\(^5\) 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.

\(^6\) 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.

\(^7\) 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.

\(^8\) 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.”
This proposal, in and of itself, does not trigger the common open space requirements of the UR zone.

The owners of any new lots must become members of the Homeowners’ Association for maintenance of common open space, including SWM devices. $50 per recorded lot must be placed in escrow for improvements prior to recordation.

A minimum of fifteen (15) percent of the development envelope shall be landscaped. The Landscape Plan must be approved prior to submission to the Planning Commission.

No soils lines or designations could be found.

No sewer or water lines are shown.

What is the proposed disposition of the existing shed on proposed Lot 2? Mr. Sparrow stated that the shed would remain.

What is the proposed disposition of the existing rip rap area on proposed Lot 1? Mr. Di Giacomo stated that this issue will need to be resolved prior to review by the Planning Commission.

The sidewalk requirement is moot. Street trees with 10’ planting easements are required along the Winchester Drive frontage.

Where feasible, the natural vegetative equivalent may be used to satisfy the bufferyard and 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.

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 (§6.2B(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 (§6.3B(1)(a), Cecil County Forest Conservation Regulations; §251.12, 2009 Cecil County SWM Ordinance).

What is the basis for claiming a §3.2N exemption? Mr. Granger explained this request in his opening comments.

A Landscape Agreement must be executed prior to recordation.

The Master Water and Sewer Plan classifies this site as W1 and S1. The names of the water and sewer service providers must be included prior to the Planning Commission’s review of the Preliminary-Final Plat.
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 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.

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

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

The Signature Blocks, other than for the Health Dept. should read “Cecil County Department of Land Use & Development Services, Director,” and “Cecil County Development Plans Review, Chief (Professional Engineer).”

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  
Cecil Manor    Cherry Hill  Elkton  
FTE           470       416       1026       
Capacity      523       775       1380       
% Utilization  90%       54%       74%        

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 plats will not be accepted by the Office of Planning and Zoning. For Planning Commission review only, a Concept Plat shall be not considered 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 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 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) 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 on or within two hundred (200) feet of the parcel.

(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.
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 been 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 not be 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 condominium or multi-family projects (apartments, townhouses, etc.), the following additional items shall be shown:
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.

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 Sediment and Erosion Control Plan;
(e) 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.
The July TAC meeting ended at 9:20 a.m.

Respectfully submitted,

Jennifer Bakeoven
Administrative Assistant
Office of Planning & Zoning
CECIL COUNTY, MARYLAND
Division of Planning and Zoning
200 Chesapeake Boulevard, Suite 2300, Elkton, MD 21921

CECIL COUNTY TECHNICAL ADVISORY COMMITTEE
MEETING MINUTES
Wednesday, August 2, 2017
9:00 a.m.
County Administration Building
200 Chesapeake Blvd., Elk Room, Elkton, MD 21921

Due to a lack of agenda items, there was not an August 2017 meeting of the Technical Advisory Committee.
Due to a lack of agenda items, there was not a September 2017 meeting of the Technical Advisory Committee.
Present: Di Giacomo, Tony (LUDS/P&Z); Wilen, Kordell (LUDS/DPR); Brown, Chris (CCSCD); Harmon, Lloyd (DEH); and Bakeoven, Jennifer (LUDS/P&Z).

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

1. Foundation of Eldercare, 176 Units, Marley Road, Concept Site Plan, McCrone, Inc., Fifth Election District.

Dan Speakman, McCrone, Inc., and John Berg, Foundation of Eldercare, Managing Member, appeared and presented an overview of the project.

Mr. Wilen, LUDS/DPR – Development Plans Review Division, read the comments of the department:
1. Upon acceptance of an administratively complete Major Site Plan, a residential sewer allocation request may be filled out by the Applicant and submitted to the Department for review.
2. The Stormwater Management (SWM) requirements for the proposed development satisfy the current Stormwater Management Code. Therefore, a concept, preliminary & final SWM plan must be submitted and approved prior to the equivalent level plat being submitted for review by the Planning Commission (i.e. Concept SWM plan must be approved before the Concept Major Site Plan is submitted to the Planning & Zoning Office for Planning Commission review).
3. Identify all SWM easements on the Preliminary & Final plats.
4. An entrance improvement and sanitary sewer plans must be submitted with the Preliminary Major Site Plan submittal.
5. The Developer is responsible to submit an engineer’s the sanitary sewer pump station to the Department at least thirty (30) days prior to Preliminary Major Site Plan TAC review. The sanitary sewer pump station must be designed in accordance with the current “Standard Specifications and Details for Water Mains & Sewer Mains”.
6. Sight distance measurements (intersection & stopping), for the proposed access point on to Marley Road, must be submitted and approved prior to the Preliminary Major Site Plan approval.
7. Any applicable Road Code Variances needed for the entrance improvements must be requested prior to submittal for Preliminary Major Site Plan approval.
8. While the water supply for this development will be provided by the Artesian Water Company, the water lines must be reflected on the sanitary sewer plans and as-built.
9. Add a 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.

Mr. Harmon, DEH, read the comments of the department:
Add a statement that the subdivision is in compliance with the Master Water and Sewer Plan in the Health Department’s signature box.

Add a statement that “Public water and sewer will be available to all lots offered for sale” with the owner’s signature.
The property is mapped as S-2, Meadowview in the Master Water and Sewer Plan. All permits to construct any required sewerage infrastructure to handle sewage from this project must be issued prior to Final Plat approval. This includes the pump station shown on this plan.

The property is mapped as W-S, “to be determined” provider in the Master Water and Sewer Plan. The Water and Sewer Plan must be revised to W2 or better with a designated provided prior to Final Plat approval. All permits to construct any required water infrastructure to handle water supply for this project must be issued prior to Final Plat approval. This includes the water storage and pumps shown on this plan.

A written confirmation of water and sewer allocation must be received from the utilities prior to Final Plat approval.

Submit to the Health Department a written narrative of the intended use of the community building. Specifically address whether any food preparation, spa or pool is proposed.

Mr. Di Giacomo read the comments from CCPS:
Since this is an eldercare plan and therefore does not affect the schools, CCPS will not have any comments for this meeting.

Mr. Brown read the comments from CSCD:
The Concept Environmental Site Design Plans applicable to Foundations for Eldercare have been received by Cecil Soil Conservation District on 9/18/17 and are currently under review. All issues regarding Erosion and Sediment Control will be addressed on these plans. Please include Cecil Soil Conservation District in discussions with The Department of Land Use & Development Services as to the requirements of the Stormwater Management and Erosion and Sediment Control Plans.

Mr. Di Giacomo read the comments from Delmarva Power:
What is a “PROP MBR”? Mr. Speakman stated that PROP MBR is a reference to a Stormwater Management feature. Some might have to be deleted to allow space for a padmount transformer.

Mr. Di Giacomo read the comments from MDE:
Foundation for Eldercare, 176 Units, Marley Road, Concept Site Plan - The plat notes water service will be provided by a private water supplier. As such, I reached out to the water supplier.

I spoke to Adam Gould with Artesian. Adam stated the project has a contract with Artesian. Adam stated this will be a water line extension from an existing community water system. Adam said no decision has been made in regards to which community water system will be connected to the proposed development.

As the water supplier does not have a firm plan on how to supply the proposed project, I am unable to provide specific comments.

The project may require revisions to the Master Water and Sewer Plan. Janice Outen, with MDE's Water Resources Planning Division should be contacted.

The project may require changes to the Water Appropriation and Use Permit, pending which water system is utilized.

A Water and Sewerage Construction permit may be required for water system improvements, pending the nature of the water line extension and treatment requirements.

Adequate capacity to serve additional connections from the selected water system should be ensured.
Adam also noted the Plat under note 19 states, "Water Service by Artesian Resources Corporation..."; however, the company serving the project is "Artesian Water Maryland, Inc."

If anyone has any questions, feel free to contact me anytime.

Mr. Di Giacomo did not receive comments from the Department of Emergency Services, Fire Chief’s Representative or the Citizen’s Representative.

Mr. Di Giacomo, LUDS – Planning & Zoning Division, 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.

On this site, the Montgomery-Cecil Concept Plat, which proposed 148 lots on 148.89 acres, was approved on 3/18/02, when the DR zone permitted a density of 1 du/ 1 ac., conditioned on:
  1) A Traffic Impact Study, including a signal warrant analysis for the Marley Road/ US 40 intersection, being complete prior to TAC review of the Preliminary Plat;
  2) Road names being approved by the County’s 911 Emergency Center prior to Planning Commission review of the Preliminary Plat;
  3) Intermittent and perennial stream labeling and buffers being made consistent with the USGS Quad maps, and all intermittent streams being shown;
  4) The JD being completed prior to Planning Commission review of the Preliminary Plat; and
  5) Verification being received from MDE that the SuperFund site on the east side of Marley Road will not have adverse impacts on the proposed wells.

That Concept approval and its numerous extensions do not preclude this proposal’s moving forward through the review and approval process.¹

Zoning: RM

Density: The RM zone permits a density of 10 du/ 1 ac. for duplex and semi-detached structures.

In that regard, Note # 8 is confusing. If, as suggested by Note # 11, 38.87 acres are to be used, then the permitted density would be 388, not 400. Why was 40.0 ac. used to compute the permitted density? Mr. Speakman stated that two (2) parcels along Marley Road will be added to the 38.87 acres.

This project location is situated within the 2010 Comprehensive Plan’s 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 II area.²

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¹ It did not progress past the Concept Plat stage of review and approval, and no Preliminary Plat was even reviewed by the TAC.
² 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.
Per §6.3 of the Subdivision Regulations, multi-family projects basically undergo the subdivision review and approval process, with Concept, Preliminary, and Final Plat reviews and approval, per §’s 4.0, 4.1, and 4.2. In that regard, Note # 27 is confusing. If retained, then it should explicitly cite the Cecil County Planning Commission. In addition, Concept Plats do not require signature approval blocks; and the Zoning Administrator does not sign the Record Plat, but the Final and Record Plats should include signature approval blocks for:

1) The Cecil County Health Department, “Approving Authority;”
2) The “Cecil County Department of Land Use & Development Services, Director;” and
3) “Cecil County Development Plans Review, Chief (Professional Engineer).”

A boundary line survey must be done in conjunction with the preparation of the Preliminary Plat for density calculation purposes.

§4.0.13(b) requires that all the property of the applicant be shown, even if only a portion is proposed to be developed.

In that regard, Note # 7, while failing to note adjoiners zoned RM, cites adjoiners zoned MB and MH that could not actually be found on the plat – ostensibly owing to the failure to comply with §4.0.13(b).

The plat shows water and sewer stubs for future use. What is proposed for the balance of the property, and how would it be accessed? Mr. Berg stated that parcel 108 is not owned by the Foundation though they are working on the future plans including concerns for future access for development.

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.

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. 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.

Note # 17 is confusing in that it references both open space and common open space. If these units are proposed on fee-simple lots within a subdivision, then HOA-owned common open space is appropriate. If not, then all references to ‘common’ open space need to be removed.

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.”
This proposal appears to satisfy the open space requirements of the RM zone. But there is some confusion, inasmuch as 23.86 ac. of open space are cited as 59.56% of the site area in Note # 17. However, 23.86 ac. is 61.38% of the 38.87 ac. cited in Note # 11.

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 (except in the NAR and SAR zones). The open space sensitive areas thresholds must be calculated for inclusion on the Preliminary Plat.

A minimum 15% of the development envelope shall be landscaped (§28.5.a).

What is the purpose of the proposed 4’ chain link fence behind the unnumbered units on the north side of the south loop of Dylan Drive? Mr. Speakman explained that there are steep slopes leading to the next unit that can prove unsafe, prompting the fencing barrier.

Why haven’t the proposed units been numbered? Mr. Speakman stated that they were not numbered because the lots were not subdivided. He explained that the units can be numbered on future plats.

Note # 9 cites 176 dwellings, but Note # 14 strongly suggests that there are 262. Again, unit numbering would be beneficial.

Should Parcels 812 and 813 be cited as part of Tax Map 26, rather than TM 25? Mr. Speakman stated that he would look into it.

Soils delineations⁴ must again appear of the Preliminary Plat.

Sidewalks are shown on both sides of the proposed Dylan Drive.

Bufferyard Standard C is required, outside the right-of-way, along the road frontage of Marley Road.

What is the “division line” referenced in Note # 31? Mr. Speakman explained that it is the parcel line around the 38 acres. He said that the lines will be adjusted.

Per §187.2, the Planning Commission may require bufferyards to separate different zoning districts from one another. Note # 16 addresses this, but the plat has incorporated the 10’ wide side setback requirement into the peripheral bufferyard. Obviously, side setbacks are set back from proposed structures, and that must be corrected.

The dwelling-detail insert shows 24’ of separation (side-to-side) between structures, which is adequate for the 10’ side setbacks.

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

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⁴ Soils delineations are not required on Concept Plats.
Any tree removal within a public right-of-way requires approval from the Maryland Department of Natural Resources.

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).

A Landscape Agreement must be executed prior to recordation.

Deed restrictions for the long-term protection of the 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.

The internal road name Dylan Drive will need to be approved by the County 911 Emergency Center prior to Planning Commission review of the Preliminary Plat.

Is Dylan Drive proposed as a private or public road? Mr. Speakman said the road would be private.

A Traffic Impact Study (TIS), normally required at the Preliminary Plat stage, has already been submitted and is under review.

Because of the number of units proposed, the site design includes a monumental entrance. Given the water and sewer stubs for future development, would the single monumental entrance be adequate – especially for emergency response? Mr. Speakman’s opinion is that one monumental entrance will be adequate.

§7.2.2 requires street systems to be designed to discourage excessive speed. The northern and southern straightaways of the proposed Dylan Drive appear to invite high rates of speed. Has the incorporation of any traffic calming measures been considered? Mr. Berg stated that they do not anticipate an issues.

The Zoning Ordinance adopted in 2011, includes Accessibility and Parking Requirements in Article XIV. While that’s broader than just parking spaces, parking spaces do remain important.

There is no schematic for the proposed parking lots, including ADA information, Note # 26 notwithstanding.

The proposed parking spaces (356, per Note #14) exceeds the number required (176) by 202.3%, per §274.9, which caps 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? Again, no schematic for parking lots has been provided. Mr. Berg stated that recharging stations have not been considered.

§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.”
Note # 23 references site lighting. A detailed lighting plan must be included as part of the Preliminary Plat – for both TAC and PC review.

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. Speakman stated that there is no plan for bike lanes though racks can be considered by the community building.

Has any consideration been given to public transportation access? Mr. Berg said no; Mr. Di Giacomo recommended that the applicant contact the Community Services department to discuss transit options.

Fire hydrant locations must be shown on the Preliminary Plat and selected in consultation with DPW and the North East Fire Department.

Access to common open space between lots must be marked with concrete monuments.

The Master Water and Sewer Plan classifies this site as ‘Service Provider TBD’ for water; and S2 for sewer.

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

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.

LUDS staff will recommend, as a condition of any approval, that any lots as may be proposed by the future conversion of these apartments be activated only via the subdivision process.

Are any utility easement agreements necessary? (If so, then all necessary easement agreements will be required prior to the Planning Commission’s review of any Final Plat, and all documents requiring recordation must be recorded prior to the recordation of the Record Plat.) Mr. Berg stated that water, sewer and Delmarva services will all use a central common feed.

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.

School information:

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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 plats will not be accepted by the Office of Planning and Zoning. For Planning Commission review only, a Concept Plat shall be not considered 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 not be 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 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) 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 on or within two hundred (200) feet of the parcel.

(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 stream 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.

(p) All existing easements on the parcel(s) to be subdivided.

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

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

The Oct TAC meeting ended at 9:36 a.m.

Respectfully submitted,

Jennifer Bakeoven
Administrative Assistant
Department of Land Use & Development Services
Division of Planning & Zoning
CECIL COUNTY, MARYLAND
Division of Planning and Zoning
200 Chesapeake Boulevard, Suite 2300, Elkton, MD 21921

CECIL COUNTY TECHNICAL ADVISORY COMMITTEE
MEETING MINUTES
Wednesday, November 1, 2017
9:00 a.m.
County Administration Building
200 Chesapeake Blvd., Elk Room, Elkton, MD 21921

Due to a lack of agenda items, there was not a November meeting of the Technical Advisory Committee.
CECIL COUNTY, MARYLAND
Division of Planning and Zoning
200 Chesapeake Boulevard, Suite 2300, Elkton, MD 21921

CECIL COUNTY TECHNICAL ADVISORY COMMITTEE
MEETING MINUTES
Wednesday, December 6, 2017
9:00 a.m.
County Administration Building
200 Chesapeake Blvd., Elk Room, Elkton, MD 21921

Due to a lack of agenda items, there was not a December 2017 meeting of the Technical Advisory Committee.