Present: Steve O’Connor (LUDS/P&Z); Kordell Wilen, (LUDS/DPR); Teresa Gardner, (DPW) Mari Markkula, (CCSCD); and Jennifer Bakeoven (LUDS/P&Z).

Absent: Ed Arellano, (DEH); Rich Baker (MDOT/SHA); Henry Dierker, (SHA); Rob Peoples, (MDE); Philip Cwiek, (USCoE); Jun Ouano, (Delmarva Power); Charles Simpers, (CCPS); Adam Gould, (Artesian Water); Stephen Lord, (Verizon Wireless); Citizen’s Representative and Fire Chief Representative.

1. **Barksdale Crossing, Lots 1-73, Concept Plat, Barksdale Road, McCrone, Inc., Fourth Election District.**

Don Sutton, McCrone, Inc., appeared and presented an overview of the project. Mr. Sutton stated that proposed road names were disapproved by the Department of Emergency Services (DES), therefore his client proposes County Living Road for the main access road and Buttercup Circle for the loop road system. Mr. Sutton stated that the project will move forward to Planning Commission using the new road names until further notice from DES. Additionally, Mr. Sutton explained that the Concept Stormwater Management plan was submitted on 6/3/2020 and the letter regarding endangered species was sent to staff on 6/3/2020.

Mr. O’Connor read the comments from the Health Department:
1. Written confirmation of adequate water and sewer allocation must be received prior to final plat approval.
2. If an upgrade to the water system or sewer plant is required to serve this development, approval for the upgrade must be approved by the Cecil County Department of Public Works and Maryland Department of the Environment prior to final plat approval.
3. Design of the water and sewer lines should include a capacity for the parcel.
4. The Master Water and Sewer Plan must be amended to include this project as an area served by Public Water and Sewer prior to final plat approval.
5. A licensed well driller would need to abandon and seal the existing drilled well. The abandonment report must be submitted to our office before final plat approval.
6. Any existing septic systems on the parcels would need to be abandon before final plat approval.

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

1. Public water and sewerage will be available to all lots offered for sale. (By owners signature block).
2. Use of public water and sewerage is in conformance with the Cecil County Master Water and Sewer Plan (by Health Department’s signature block).

Mr. O’Connor read the comments from the Maryland Dept. of the Environment:
The plat shows water service will be provided by the Artesian water company. As long as the community water system has determined it has adequate capacity to serve the development, I have no comments.
Mr. O’Connor read the comments from CCPS:

1. Bus Service: To provide bus service inside of the development, 5 criteria must be met. They are outlined in the attached Bus Stop Guidelines document under “New Developments interior route extension”.
   - While this development meets some criteria based on the map supplied, a complete evaluation will need to take place following the acceptance of these roads by Cecil County Public Roads. For now, it is less than ¼ mile from the farthest point to the entrance of the development. Due to the limited walking distance from the farthest point and the lack of enrolled students CCPS will not providing “Interior Service” to this development until further evaluations can be made and all 5 criteria can be met. As a result “Interior service” will not be provided.
   - Based on this information, we would look at placing a community stop at Barksdale Road and we will not enter the development at any time in the near future unless bus stop guidelines are revised.

2. Schools in this attendance area are Cecil Manor Elementary, Cherry Hill Middle and Elkton High Schools. Please refer to the Capacity Sheet to note the enrollment at these schools. (see file)

Mr. O’Connor stated that there were no comments received from the Army Corp. of Engineers, Verizon, Artesian Water Co., Department of Emergency Services, Public Schools, Fire Chief’s Representative and Delmarva Power.

Mr. O’Connor explained that a letter was received from neighboring properties with concerns regarding this proposed subdivision. Collectively, they feel that an increase in traffic on Barksdale Road will cause safety issues. They also feel that the wildlife in the area will be negatively affected and they believe that there are environmental / air quality issues present in this area. See file for letter.

Ms. Markkula, CSCD read the comments of the department:
Concept environmental site design plans for this project have been reviewed, and the District issued a conditional approval letter on 5/26/2020. All issues regarding erosion and sediment control will be addressed on the environmental site design plans.

Mr. Wilen, LUDS/DPR, read the comments of the division:

1. The Concept Stormwater Management (SWM) has been reviewed and conditional approval was granted. This plan must satisfy the current Stormwater Management Code. Therefore, the Concept SWM Plans must be approved prior to the Concept Plat being submitted for review by the Planning Commission.
2. Revise note 7 as needed to reflect the purpose of the Common Open Space. On the Concept Stormwater Management Plan reviewed, this area was not being used to satisfy the Cecil County Stormwater Management Code.
3. If stormwater discharge is directed off of the site on to adjacent property, it is the responsibility of the Developer to obtain necessary and appropriate easements from the affected property owners per Sections 325-16.D of the Cecil County SWM Code.
4. Identify all SWM easements on the Preliminary & Final plats.
5. Since structural stormwater management practices are proposed, add the following note to the Owners Certificate; “OWNERS hereby grant unto the Cecil County Department of Public Works (“DEPARTMENT”) or its agent and contractor for the right of entry at reasonable times and in a reasonable manner for the purpose of inspecting, operating, installing, constructing, reconstructing, maintaining, or repairing the facility”. 
6. All applicable Road Construction plans must be submitted for review prior to Preliminary Record Plat being submitted for review by the Planning Commission.

7. Unless granted the necessary variances, the entrance improvements and road construction plans must be designed in accordance with the current Road Code, Standards and Specifications. All Road Code variances must be requested prior to the Preliminary Record Plat being submitted for review by the Planning Commission.

8. A sight distance submittal is required for the proposed access point on to Barksdale Road. Mark the center line location in the field to facilitate review of your submittal.

9. The minimum entrance improvements required will be those associated with Section 3.07.15 of the Road Code, which nominally requires that Barksdale Road be reconstructed for a minimum of 100’ either side of the point of intersection to current standards for the appropriate road classification. If the road already meets current standards, no road improvements are required. However with the number of lots and the condition of the existing road additional offsite improvements may very well be required. A Protocol Two Road Condition survey and improvements plan will reviewed by DPR with the Department of Public Works (DPW). DPR, DPW and the Applicant must agree to the detail and extent of the offsite improvements required prior to submitting the Preliminary Record Plat for Planning Commission review.

10. The sanitary sewer must be designed in accordance with the current ‘Standard Specifications and Details for Water Mains and Sewer Mains’.

11. Every effort must be taken to keep sewer lateral cleanouts outside of driveways and sidewalks.

12. All sanitary sewer lines which are outside of County ROW must be located in utility easements with a minimum width of 20’. They may need to be wider depending on the size and/or depth of the utilities. The final/record plat must reflect the actual easement widths and alignments therefore if during construction width or alignment changes occur the record plat must be amended.

13. All sanitary sewer lines which are outside of County ROW must provide adequate access for inspection and maintenance.

14. Sanitary sewer allocation must be requested prior to submitting the the Preliminary Record Plat for Planning Commission review.

15. All MDE or Army Corps of Engineers permitting required for the impacts to the non-tidal wetlands or non-tidal wetland buffers must be approved prior to Final Stormwater Management Plan approval.

16. The following standard notes and requirements apply to this plat and project: The details of these notes and requirements will be identified in the record but will not be read at this time:
   
   16.1 The Lot Grading Plan Construction Limits Note.
   16.2 Requirements for Public Works Agreements.
   16.3 Requirements for Stormwater Inspection and Maintenance Agreements.

Notes and requirements identified for record:

1. The Lot Grading Plan must include the standard construction limits note.

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

3. A Public Works Agreement is required for the road & associated storm drainage construction and the public sanitary sewer collection system.

4. An Inspection & Maintenance Agreement is required for the private SWM facilities.
Ms. Gardner, DPW, read the comments of the department:

1. DPW is at a disadvantage in making any comments related to SWM since only a sketch is available to review/reference. If concept level SWM plans are available and copies could be provided to DPW, a more thorough review with comments could be completed. The Concept Sketch should not be approved until the SWM Concept plan has been approved by DPR.

2. SWM facilities are located adjacent to wetland and stream buffers. The sketch does not indicate the locations of outfall for any of the facilities. The release from these facilities must be discharged at non-erosive velocities to a stable downstream conveyance system. Too often outfalls are not extended into the stream or wetland buffer to avoid permitting requirements without consideration of the erosive potential between the outfall and the conveyance channel. There is an elevation difference of 10’ to 15’ from where one of the facilities is located to the stream channel. The design should not show an outfall pipe stopping at the buffer line with no consideration of how that runoff will reach the stream channel in a non-erosive manner.

3. Has the stream been assessed to determine if it is currently experiencing any degradation near the proposed project? Mr. Sutton said, no this would be addressed at Preliminary stage.

4. Ensure during design that the swm facilities allow adequate distance from the toe of the outside embankment slope to the property line and or wetland buffer. Clearing needs to occur 15’ from the outside toe of slope.

5. Ensure that the outfall pipe and associated discharges from the proposed stormwater management area shown in the southeast corner of the property do not negatively impact the existing County owned sanitary sewer infrastructure. Will the facility outfall be piped under the existing sewer access road? Mr. Sutton said that it has not yet been fully designed.

6. Note number 6 on the sketch indicates that a lot grading plan has been approved and that an as-built SHALL be submitted prior to use occupancy issuance. DPR should confirm that both statements are correct.

7. Note number 7 on the sketch indicates that the common open space areas are to remain naturally vegetated, undisturbed and that development is strictly prohibited in those areas. SWM facilities are located within common open space areas and will require clearing and grading. The note should be revised to reflect the development/construction of swm facilities within those areas.

8. Site Note 2 implies that the streets will be private. Is that assumption correct? Mr. Sutton stated that the roads are proposed to be County owned.

9. If the streets are to be maintained by Cecil County, we have concerns about Site Note 5. Trees planted along the streets should be the property owners and not maintained by the County. The street frontage for each lot is limited and with the offset requirements for utilities and driveways, spacing will be challenging. The type of tree proposed should have a root system that will not damage the sidewalk or street.

10. A 50’ ROW is shown. How wide are streets? Will off-street parking be an issue? Mr. Sutton stated that the road would be built to the standard.

11. What are the type and limits of the road improvements to Barksdale Road? Mr. Sutton explained that he would be working with DPR on required road improvements.

12. Sight distance from the development onto Barksdale Road needs to be reviewed.

13. Note 6 discusses forest impacts. Is an impact expected? Mr. Sutton stated that forest impacts will only occur on the proposed lots.

14. A legend should be included for the symbols used.
15. The sewer interceptor coming from Highlands is shown on the plans. How does the project propose to tie-in? Mr. Sutton explained that this will be design will be part of the Preliminary stage. Ms. Gardner explained to the applicant that there is an obtainable stub on the second manhole north of CSX to tie into the sewer.

Ms. Gardner stated that this project will be subject to the Meadowview Benefit Assessment.

Mr. O’Connor read the comments submitted by Henry Dierker, SHA:
MDOT SHA has no involvement or concerns with this agenda item at this time

Mr. O’Connor, LUDS /P&Z read the comments of the division:
This proposal was found to be in compliance with §3.8 of the Subdivision Regulations regarding public notification.

The site is within the Suburban Transitional Residential (ST) zoning district.

The ST zone permits a maximum base density of 1 du/1 ac without community facilities\(^1\) and 4 du/1ac with community facilities. This Concept Plat proposes 73 lots served by community facilities on 37.4 acres, for a proposed density of 1.95 du/1 ac.

This project location is situated within the 2010 Comprehensive Plan’s Employment (EMP) land use district.

The project is neither located within a Priority Funding Area (PFA) or a Priority Preservation Area (PPA).

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\(^2\) area.

This site is located in the W3\(^3\) and S2\(^4\) & S-3\(^5\) water and sewer service area on the 2019 Master Water & Sewer Plan.

The site is not located within a Critical Area overlay district.

The property is not located within Floodplain overlay zone or district This is noted correctly in General Note 16.

The site is located within the Singerly Fire Company (004) service area. As of September 13, 2019, the Division of Planning & Zoning is requesting this information be placed on all subdivisions and site plans for the benefit of the State Department of Assessments and Taxation.

This is a new application with no previous minor or major subdivision applications on record.

\(^1\) Community Facilities is defined as a public, private, or community water supply and distribution system and/or sewerage disposal system severing three (3) or more dwelling units.
\(^2\) 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.
\(^3\) Future Service, 0-2 years
\(^4\) Parcel 47 (Future Service, 0-2 years)
\(^5\) Parcels 109 & 600 (Future Service, 2-3 years)
§4.0.1 of the Subdivision Regulations requires the preparation of a Concept Plat for projects with more than 10 lots or 25 or more acres, whichever is more restrictive.

§4.0.6 of the Subdivision Regulations requires that the TAC and subsequently the Planning Commission, will, in general, be reviewing the Concept Plat with regard to the following:
   (a) Interior street configuration and layout
   (b) Proposed density.
   (c) Entrance locations (both street and driveway)
   (d) Traffic effect on existing and proposed roads.
   (e) Water and Sewer facilities.
   (f) Feasibility of a subdivision in the area, including:
      1. Total number and size of lots
      2. Effect on school district and school bus service
      3. Approximate lot layout and other reserved areas, if any.
   (g) New land development technique(s)
   (h) The affect on waterways, shorelines, due to run-off, erosion, etc.
   (i) Consistency with the Critical Area Program requirements
   (j) Consistency with the Cecil County Forest Conservation Regulations
   (k) Stormwater Management requirements.

§7.2.12A.2 of the Subdivision Regulations requires that whenever a subdivision abuts a County owned or maintained roads that a dedication for public use is required. The land dedication for Barksdale Rd is clearly shown and noted on the plat.

§7.2.12B.6 requires that all street names shall be approved by the Department of Emergency Services and the Department of Land Use and Development Services (LUDS). Road names shall not be duplicate or analogous those used elsewhere in the County. Further all proposed suffixes and prefixes shall not deviate from the standards adopted by the United States Postal Service. The proposed road names Azalea Parkway and Cherry Circle have been DISAPPROVED by DES due to their analogous use in the same area. The applicant has submitted revised road names which are under review by DES.

The internal road names will need to be reviewed and approved by the County 911 Emergency Center prior to Planning Commission review of the Preliminary Plat. Road names are required on Concept Plats, per §4.0.13 (h) of the Cecil County Subdivision Regulations.

§7.2.12E.1 Specifies that streets shall be laid out as close to right angles as possible and in no case shall any intersection of less than 75 degrees be considered. The proposed turn of the looped road in the area of proposed lots 3-7 and 41 effectively acts as intersection rather than gradual turning. Are any traffic control or calming measures proposed here? Mr. Sutton said he will work with DPR on this issue. Ms. Gardner stated that DPW also has concerns with the “curve”/”intersection”.

The Planning Commission adopted a policy on November 21, 1989 that at Traffic Impact Study (TIS) is required when 100 or more dwelling units are proposed or where the Planning Commission feels special circumstances would warrant a study. This Concept Plat TAC submittal doesn’t meet the 100 dwelling units,

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6 Identified as Cherry Circle on this submittal, but the road name must change due to its disapproval.
but the provision where the Planning Commission feels there are special circumstances could be considered
with the traffic effect on existing and proposed roads due to growth areas approximately 1,500 feet to the east in
New Castle County, Delaware and that the north side of Barksdale Rd is identified as a Medium Density
Growth Area in the Comprehensive Plan.

§7.2.12F.1 stipulates that the Planning Commission shall have the right to approve or disapprove any point of
ingress or egress to any lot, tract, parcel or development from any street or highway. This submittal proposes a
monumental style entrance. The applicant should be prepared to explain to the commission why this is the best
alternative on subdivision ingress and egress.

Sidewalks along one side of all internal streets is required per Article III, Part II, §26.5 of the Cecil County
Zoning Ordinance. Sidewalk locations are shown on this submittal.

The Division of Planning of Zoning is asking the following note be placed on plats for the benefit of potential
owners of lots that adjoin sidewalks: Maintenance of the sidewalks shall be the responsibility of the
Homeowner, Property Owner, and/or Homeowners Association on whose property the sidewalk fronts.

Article VI – Schedule of Zone Regulations – ST zone with Community Facilities

<table>
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<tr>
<th>Lot size (sq. ft.)</th>
<th>Lot width (ft)</th>
<th>Front Setback</th>
<th>Rear Setback</th>
<th>Side Setback</th>
<th>Max Height</th>
<th>Road Frontage</th>
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<td>SFD</td>
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<td>20</td>
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<td>10</td>
<td>35</td>
<td>100/25</td>
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</tbody>
</table>

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

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 3/20/1995 and revised on 1/16/1996; 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. This project does not meet the criteria of the Planning
Commissions policy of 3/20/1995 (revised 1/16/1996); The FSD shows only approximate locations of the
wetland; and the FSD found that there are wetlands occurring on site; therefore a JD is required. Mr. Sutton
stated that their information is based on the wetland flags found on the site.

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.  

7 Road Frontage may be reduced to lower figure for lots on a local roadway as defined on the Official Cecil County Roadway
Classification Map.
Slopes greater than 25% must be shown on the Preliminary Plat.

The habitats of rare, threatened, and endangered species (RTE) must be avoided. A Wildlife & Heritage Letter request has been requested, but a copy of the letter must be submitted to the Division of Planning & Zoning prior to Concept Plat submittal. Mr. O’Connor stated that this was received on 6/3/2020.

Article IX, §174.7 of the Zoning Ordinance requires that all regulated activities defined by the Cecil County Forest Conservation Regulations shall meet all requirements a prescribed herein. Planning and Zoning staff reports that a Forest Stand Delineation (FSD) has been submitted and is under review.

The Soil Survey used on the concept plat is current.

A minimum 15% Common Open Space (COS) is required for all subdivisions involving 10 or more lots in the ST zoning district. This project proposes 21.1 acres or 56.41% of COS.

No more than 40% of required COS shall consist of areas designated as non-tidal or tidal wetlands. The project proposes 1.9 acres or 9% of COS consist of areas designated as non-tidal or tidal wetlands.

At a minimum (15%) of COS shall not consist of perennial or intermittent stream buffers, non-tidal wetlands or buffers, steep slopes or RTE habitats. The project proposes 9.9 acres or 46.92% of COS is exclusive of those areas.

The required acreages of the required COS criteria are incorrect on the plat. The minimum area exclusive of Non-Tidal wetlands (i.e. 60%) should be 3.36.

The developer shall complete the following prior to approval of the record plat:

1. Provide and establish the organization for ownership, maintenance, and preservation of COS prior to recordation of the Plat.
2. Establish an escrow account commensurate to the costs associated with the long-term maintenance, preservation, and improvement of COS.
3. Provide covenants or other legal arrangements specifying that each owner in the development is required to participate in the ownership, maintenance responsibilities, fees, and improvements of COS; and
4. Provide deed restrictions and/or covenants to ensure the purpose for which COS is provided.

Have any recreational opportunities been considered within the COS? Mr. Sutton explained that the developer has discussed a placement of a tot lot near lots 49 and 50 as well as a bike path along Barksdale Road.

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

Prior to recordation of the final plat, there shall be some form of surety acceptable to the County, in an amount specified by the County, or the execution and recordation of a subdivision agreement, which shall be submitted

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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 ft² or more. The Cecil County Forest Conservation Regulations define steep slopes as “areas with slopes greater than 25 percent slope.”
9 §176.2.c of the Zoning Ordinance.
10 5.6 acres*0.60=3.36
with the final plat which subdivision agreement or surety shall secure an agreement to construct required physical improvement identified on the plan for Open Space Improvements.

Section 183 of the Zoning Ordinance allows for any subdivision or site plan proposing development may grant public access easements to Cecil County Government across the minimum land necessary to accommodate the alignment of a greenway or bikeway. Barksdale Rd. from east of Appleton Rd to the Delaware State line is one of those identified areas in the 2012 Cecil County Master Bicycle Plan\(^\text{11}\). Has the applicant considered granting such an easement for a future separated shared use bikeway path? Mr. Sutton said yes.

A minimum of 15% of the development envelope shall be landscaped. The Preliminary Plat should indicate the acreage of the development envelope and this calculation.

Street Trees are required along both sides of all newly created streets so that for every 50 feet of road frontage, there is one deciduous tree that has or will have when fully mature at trunk of at least 12 inches in diameter.

A ten-foot-wide planting easement shall be established on each newly created lot for the purpose of permitting the developer to plant or retain sufficient trees to meet the street tree requirement.

In areas with community facilities, no street trees shall be planted within 20 feet of sewer laterals and cleanouts. This must be noted on the Final Plat.

A Bufferyard meeting the B standard in Appendix B of the Zoning Ordinance must be established along Barksdale Rd. It has been shown on this submittal.

DLUDS or the Planning Commission shall require Bufferyards to separate different zoning districts. The property to the east is in the Light Industrial (M1) zoning district, and it appears that there are existing environmental constraints on that side of the site. Will there be long term protective instruments for that area to effectively create the required Bufferyard? Mr. Sutton said that it would be made part of the Forest Conservation easement for the property.

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

Two off street parking spaces are required for each lot. Driveways shall measure not less than 12 feet in width and 18 feet in length.

General Note 12 states that water service will be provided by Artesian Water. Documentation of water allocation must be provided by the applicant prior to the submittal of the Final Plat.

General Note 9 state that sewer service will be provided by Cecil County DPW through the Meadowview Wastewater Treatment Plant (WWTP). Documentation of sewer allocation/capacity must be provided by the applicant prior to the submittal of the Final Plat.

\(^{11}\) Corridor #14 on Page 32 of the [Cecil County Master Bicycle Plan](https://example.com)
The Final Plat 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 Final Plat 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.

Per §4.0.13(a) of the Subdivision Regulations, the Forest Stand Delineation (FSD) must (shall) be approved prior to Planning Commission submittal of the Concept Plat.

Per §4.0.13(a) of the Subdivision Regulations, the Stormwater Management (SWM) Concept Plan must (shall) be approved prior to Planning Commission submittal of the Concept Plat. DPR report the Concept SWM plan has met all technical requirements for approval. The plans must have all signatures affixed prior to submittal of the Concept Plat for Planning Commission review.

§4.0.13 provides the required information to be on the Concept Plat. The following items require correction:

(i) “The location of all existing utilities on or within 200 feet of the property.” The utility poles with overhead wires on the north side of Barksdale Rd. should be included on the Planning Commission Concept Plat submittal.

(q) “Any existing cemeteries or burial sites on the parcels(s) to be subdivided.” Are any burial site or cemeteries on site? If not, please add a note to the Concept Plat indicating there are not any cemeteries or burial sites on the parcels to be subdivided. Mr. Sutton said that there are none observed.

The following items must be completed prior to submittal of a Preliminary Plat to the Planning Commission:

1. All Concept Plat conditions are satisfied.
2. Preliminary Forest Conservation Plan (PFCP) must be approved.
3. SWM Preliminary Plan must be approved.
4. A boundary line survey must be done in conjunction with the preparation of the Preliminary Plat for density calculation purposes.
5. If required, completion and approval of a TIS

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.

All proposed lots shall not exceed the 3:1 length to width ratio established in §7.4.2.

A Homeowners’ Association for maintenance of common open space must be established with $50 per recorded lot placed in escrow for improvements prior to recordation.

§4.0.2 of the Subdivision Regulations states “If, for any reason, after Technical Advisory Committee review, a Concept Plat is revised to propose fewer lots but the same layout, said revised Concept Plat does not first have to be re-reviewed by the Technical Advisory Committee before being scheduled for subsequent review by the
Planning Commission”. Therefore, if after today’s meeting there is a change to the layout then a re-review by the TAC will be required.

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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<th>TAC Report</th>
<th>Elementary</th>
<th>Middle</th>
<th>High School</th>
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<tr>
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<td>Cherry Hill MS</td>
<td>Elkton HS</td>
</tr>
<tr>
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<tr>
<td>% Utilization</td>
<td>523</td>
<td>775</td>
<td>1380</td>
</tr>
</tbody>
</table>

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.

Discussion ensued regarding the need for a traffic impact study as well as the road design for this project.

The June TAC meeting ended at 10:04 a.m.

Respectfully submitted,

Jennifer Bakeoven
Administrative Assistant
Department of Land Use & Development Services
Division of Planning & Zoning