



**PLANNING COMMISSION  
STAFF REPORT**

**Prepared by:** Kevin L, Small, AICP, RLA  
Director of Planning & Community Development

**Date:** December 20, 2023

**Meeting Date:** January 4, 2024, Case No.: 01P-24-01-SB/LP

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**General Information**

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***Applicant:*** Ward Communities

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***Owner/Operator:*** Bel Air United Methodist Church (BA-UMC)

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***Status of Applicant:*** Developer

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***Location:*** 301, 303, 305, & 307 Linwood Avenue

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***Lot/Building Size:*** The existing site is undeveloped

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***Requested Action:*** The Applicant requests:

1. A Subdivision approval for four (4) single-family detached home lots; and,
2. A Landscape Plan approval for the subdivision.

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***Zoning:*** R-1, Low Density Residential

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***Existing Land Use:*** No structures except an existing tennis court to the rear of the site.

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***Surrounding Land Use & Zoning:*** The parcels to the north and east are a residential subdivision of single family detached homes, on individual lots, zoned R-1 (Low Density Residential). The parcel to the south is a residential rental apartment complex, zoned R-3 (High Density Residential). The west is a house of worship, zoned R-3.

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***Comprehensive Plan:*** The Bel Air Land Use Plan (2022) shows the development site and the surrounding land to the east and north designated as Low Density Residential. The properties to the south and west are designated as High Density Residential.

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***Zoning History:*** Adjacent lot #5 contains the existing manor house known as the “Homestead.” Parcel 1629, Lots 1, 2, 3, & 4 were subdivided from the adjacent parcel and recorded in the Harford County Land Records as Plat 217/92 on May 26, 2023. The Planning Commission approved this subdivision on September 1, 2022.

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***Applicable Regulations:*** Applicable sections of Chapter 165 Development Regulations are as follows:

- Article III (Sect. 165-25. R-1 District);
- Article VII (Sect. 165-52 Open Space and Recreation; Sect. 165-53 Performance Standards and Development Guidelines; Sect. 165-53.G);
- Article VIII Landscaping Standards (Sect. 165-54 through Section 165-61);
- Article XVI Subdivision and Site Development (Sect. 165-117 through 165-118);
- Permitted Use Tables, Table 3-5, Residential Uses; and,
- Lot Requirement Tables, Table 165-25, R-1 Low Density Residential District

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***Public Utilities & Services:*** Public utilities are currently provided to site.

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***Transportation:*** The site is located on the southeast side of Linwood Avenue, which is designated as a Residential Collector in the 2022 Comprehensive Plan.

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***Environmental Assessment/Physical Characteristics:***

There are no mapped environmentally sensitive areas in proximity to the proposed development. The site was partially developed for many years. The site is moderately level, while gently sloping down from the center toward the outer edges of the parcel. There are existing trees on the perimeter of the site. A SWM Concept Plan was submitted, and it received approval sufficient to proceed to the Planning Commission agenda.

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***Landscaping, Lighting & Amenities:***

Landscaping is required in accordance with Section 165-55.A. The applicant has submitted a landscape plan for the development site.

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***Performance Standards:***

The general performance standards in Section 165-53.B apply. The performance standards for Residential uses, Section 165-53.G(1) apply.

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***Architectural Review:***

Not applicable

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**Analysis:**

The Applicant is requesting approval to re-subdivide four existing recorded lots into total of four (4) lots reconfigured to provide a better relationship to the existing topography. Lot 5 is the remainder of Parcel 1628 to be combined with Parcel 1627 by deed.

The revision appears to be precipitated by the topography which slopes from south to north. This slope makes construction of a single family home difficult while maintaining a front facing dwelling unit. The applicant is encouraged to address this issue at the meeting. In addition, the Applicant is required to obtain all relevant environmental permits in association with the development of the site.

**SITE**

All improvements within rights-of-way must be approved by Town of Bel Air Department of Public Works, including but not limited to sidewalks and curb cuts for driveways. The 5-foot wide sidewalk must be extended westward along the southern right-of-way line of Linwood Avenue to tie into the existing walk where it ends opposite Maitland Street. The proposed crosswalk across Linwood Avenue may be relocated to the northeast side of the intersection of Linwood Avenue with Maitland Street, at a point where it will cross the existing median in

Linwood Avenue. The proposed driveway for Lots 1, 2, 3 & 4 will all utilize the same driveway to access Linwood Avenue. This driveway is located within two ten-foot-wide panhandles for lots 2 & 3 and contains a use in common driveway easement for the benefit of all lots. The drive appears to be proposed at 18-feet wide within this easement which will allow for vehicles to pass.

The front yard setback for all lots must be generated from the public road right-of-way. The front yard setback for the panhandle lots 2 and 3 is generated as a 35-foot arc from the end of the panhandle portion of the lot. The front façade of all lots must face the common driveway.

### LANDSCAPE

No Landscape Plan was submitted with the revised Subdivision Plan. Street trees are required along the entire frontage of Linwood Avenue including Lot #5 as mandated in the previous staff report. Either additional street trees must be provided or existing trees to remain may be utilized as credit toward the requirement, with approval from the Town. The existing approved Landscape Plan must be revised to provide additional street trees along the frontage of Lot #5.

### FOREST CONSERVATION

A Forest Stand Delineation for the site was approved on August 5, 2022. A Forest Conservation Plan was submitted along with the Planning Commission review package on August 4, 2022. The Forest Conservation Plan was approved on March 14, 2023.

### COMMENTS FROM REVIEWING AGENCIES

All previous comments from reviewing agencies still apply to this revision:

- The Harford County Soil Conservation District may provide comments August 15, 2022.
- The Bel Air Volunteer Fire Co. provided comments in an email dated August 23, 2022.
- The Harford County Department of Planning & Zoning provided an email dated August 15, 2022.
- The Town's Dept. of Public Works provided comments in a memorandum dated August 17, 2022.

### Recommendations:

- The Planning Commission provide a 2022 Comprehensive Plan consistency determination for the proposed development as required by Town Code § 165-19.

### Subdivision Plan

At a minimum, approval of the preliminary Subdivision Plan is conditioned on the following:

1. Prior to plat recordation, submission of a Final Subdivision Plat for signature incorporating comments from this staff report, and comments from:
  - a. Bel Air Department of Public Works in a memorandum dated Aug. 17, 2022.
  - b. Bel Air Dept. Planning & Community Development in the attached Appendix.

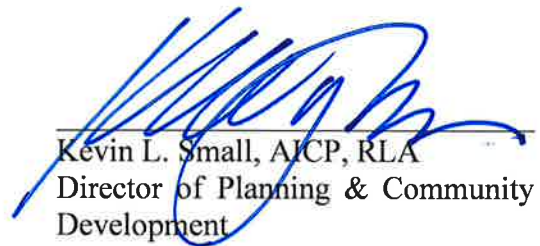
**REASON:** *To address comments from reviewing agencies as required by Sections 165-76.A and 165-116.A.*

Landscape Plan

At a minimum, approval of the Landscape Plan is conditioned on the following:

- a. Revise the Landscape Plan to address comments from Bel Air Dept. Planning & Community Development in the attached Appendix.

**REASON:** *To address comments from reviewing agencies as required by Sections 165-76.A and 165-116.A.*



Kevin L. Small, AICP, RLA  
Director of Planning & Community  
Development

**Attachments:** Application with description of use  
Subdivision Plan  
Landscape Plan (previously approved)  
List of Equitable Owners in the Land

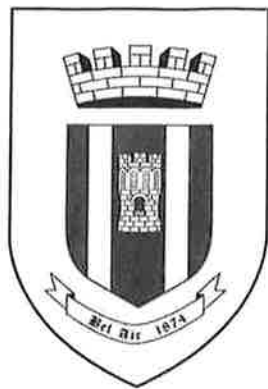
**Agency Comments:**

**State of Maryland:** Harford County Soil Conservation District

**Harford County:** Bel Air Volunteer Fire Company  
Dept. of Planning & Zoning

**Town of Bel Air:** Dept. of Public Works  
Dept. of Planning (see Appendix)

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# TOWN OF BEL AIR

## DEPARTMENTS OF PLANNING AND PUBLIC WORKS

705 E. CHURCHVILLE ROAD  
BEL AIR, MARYLAND 21014  
www.belairmd.org

PLANNING 410-879-9500  
PUBLIC WORKS 410-879-9507  
FAX 410-838-0775

### BOARD OF COMMISSIONERS

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### DIRECTOR OF PLANNING

Kevin L. Small

### DIRECTOR OF PUBLIC WORKS

Stephen D. Kline

September 2, 2022

Bel Air United Methodist Church  
21 Linwood Avenue  
Bel Air, MD 21014

Attn.: Mr. Doug McCorkle, Chair Bd. of Trustees

Re: 221 & 303 Linwood Ave  
09P-22-02-SB/LP

Dear Mr. McCorkle:

The Bel Air Planning Commission reviewed your requests at its September 1, 2022 meeting for a preliminary Subdivision Plan approval, and a preliminary Landscape Plan approval for the proposed resubdivision of 221 Linwood Avenue and 303 Linwood Avenue into 5 lots. The remainder of 221 Linwood Avenue is to be added to 21 Linwood Avenue.

### Comprehensive Plan Consistency

The Planning Commission finds that the proposed development of the site as presented is consistent with the 2022 Comprehensive Plan.

### Subdivision Plan

The preliminary Subdivision Plan is approved conditioned on the following:

1. Prior to plat recordation, submission of a Final Subdivision Plat for signature incorporating comments from this staff report, and comments from:
  - a. Bel Air Department of Public Works in a memorandum dated Aug. 17, 2022.
  - b. Bel Air Dept. Planning & Community Development in the attached Appendix.
2. The Department of Public Works will determine:
  - a. Where driveway curb cuts are allowed on Linwood Avenue; and,

Letter of Approval  
Subdivision Plan / Landscape Plan  
221 & 303 Linwood Avenue [09P-22-02-SB/LP]  
Attn.: Mr. D. McCorkle, Chair

September 2, 2022  
page 2 of 3

b. The extent of the sidewalk to be constructed along frontage of Linwood Avenue.

**REASON:** *To address comments from reviewing agencies as required by Sections 165-76.A and 165-116.A.*

Landscape Plan

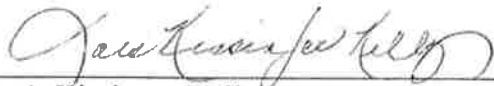
The Preliminary Landscape Plan is approved conditioned on the following:

- a. Revise the Landscape Plan to address comments from Bel Air Dept. Planning & Community Development in the attached Appendix.

**REASON:** *To address comments from reviewing agencies as required by Sections 165-76.A and 165-116.A.*

Should you have questions regarding this approval, please do not hesitate to call the Planning Department.

Sincerely,



Lois Kissinger Kelly, Chair  
Planning Commission

The signed original of this letter, indicating concurrence by the owner/developer with the conditions as stated herein and on referenced material, must be returned within sixty (60) calendar days of the date of this approval.

I hereby accept the conditions of this site plan approval.



Developer – Signature

9/13/2022  
Date

DOUGLAS E. MCCORKLE

CHAIRMAN BOARD OF TRUSTEES  
Developer (Name & Title) – Print

**Letter of Approval**  
**Subdivision Plan / Landscape Plan**  
**221 & 303 Linwood Avenue [09P-22-02-SB/LP]**  
**Attn.: Mr. D. McCorkle, Chair**

**September 2, 2022**  
**page 3 of 3**

**Cc: Planning Commission**  
**Kevin Small, Director of Planning & Zoning**  
**Rowan G. Glidden, Senior Planner**  
**Bel Air Town Commissioners**  
**Jesse Bane, Town Administrator**  
**Charles B. Keenan, Jr., Esquire, Town Counsel**  
**Veronika Pitonakova, P.E., FWA, Inc.**  
**File**

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**PLANNING COMMISSION**  
**APPENDIX TO**  
**Department of Planning & Community Development**  
**STAFF REPORT**  
**on**  
**BA-UMC Homestead Project**  
**09P-22-03-SB/LP**  
**August 22, 2022**

DPCD - COMMENTS ON PRELIMINARY SUBDIVISION PLAN Submitted Aug. 4, 2022

1. The proposed 5-foot sidewalk must be extended across Lot #5 and tie into the existing walk opposite Maitland Street and be labeled as 5-foot wide.
2. The crosswalk is more appropriate at Maitland St. across the median rather than at Giles Street.
3. List the total gross of the tract, 5.05 ac.±, in note #2 of Site Development Data.
4. Add a curve data chart for the boundary lines.
5. Label zoning of adjoining parcels to south and west of the tract.
6. Show front yard setback on Lot #3 generated from the center point on panhandle at southern end of the panhandle.
7. Label distance from existing house to proposed lot lines.
8. Use the correct certification blocks for a Subdivision Plan.
9. Revise numbering of "Notes" to include #6.
10. Revise Note #13 to specify parcel No. 1268.
11. Explain note about 0.95 ac. Easement.
12. Explain what will happen with overhead power line from existing tennis court to eastern tract boundary.

DPCD - COMMENTS ON LANDSCAPE PLAN Submitted Aug. 4, 2022

1. The Department of Planning is concerned about the steepness of the proposed driveway grades.
2. Lot #4 should be sharing Lot #3's driveway. A curb-cut opposite Giles Street could create problems.
3. Add signature block for Planning Commission Chair.
4. Add the three (3) standard landscape plan notes to the plan.
5. Add street trees (7-8 each) along balance of Linwood Avenue frontage of tract.
6. Add open space calculation note and proposed method of provision.
7. List the total gross of the tract, 5.05 ac.±, in note #2 of Site Development Data.
8. The proposed 5-foot sidewalk must be extended across Lot #5 and tie into the existing walk opposite Maitland Street and be labeled as 5-foot wide.
9. Turn off or label FWA traverse point near lot #3.
10. Explain note about 0.95 ac. Easement.



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**DIRECTOR OF PLANNING**  
Kevin L. Small

**DIRECTOR OF PUBLIC WORKS**  
Stephen D. Kline

## MEMORANDUM

To: Kevin Small, Director of Planning

From: Steve Kline, Director of Public Works *ADK*

Date: August 17, 2022

Subject: Site Plan Review – Bel Air United Methodist Church Homestead Property

A review has been made of the Subdivision Plan provided by Frederick Ward Associates, dated 8/3/2022 for the above referenced project. The following comments are provided as a guide for revisions:

1. Extend proposed sidewalk to meet existing sidewalk.

Should you have any questions regarding this matter, please feel free to contact me directly.

Cc: DPW file



**Public Health**  
Prevent. Promote. Protect.  
**Harford County**  
**Health Department**

# Harford County Health Department

Main Office: 120 S. Hays Street • P.O. Box 797 • Bel Air, Maryland 21014 • 410-838-1500

Marcy Austin • Health Officer  
Jamie Sibel, MD, MPH • Deputy Health Officer



410-877-2323  
FAX: 443-643-0333  
April 28, 2023

Rowan G. Glidden  
Town of Bel Air, Senior Planner  
Department of Planning and Public Works  
705 Churchville Road  
Bel Air, Maryland 21014

**Re: Bel Air United Methodist Church  
Homestead Property  
221 & 303 Linwood Ave  
TP23-09-01  
Tax Map 301 Parcel 1628 & 1629  
Tax ID 03-020479, 3-020460**

Dear Mr. Glidden:

The Harford County Health Department (HCHD) has extended its approval for the above-referenced preliminary town plan. The site is located at the south side of Linwood Avenue and east of S. Main Street (MD Route 924).

This plan proposes to revise the previously recorded plat "Plat A: section 1. Homestead Village" Plat 11-105, insofar as Parcel A and Lot 1, block D are being consolidated and then subdivided as Lots 1 through 5, and remainder of Parcel A to be combined with the other Lands of Bel Air United Methodist Church property. The property is improved with a dwelling and several outbuildings and the property is currently connected to Maryland American Water Company and Bel Air Town sewer.

The final plat must bear the master plan conformance statement. In addition, a statement signed by the owner must declare that a community water supply and/or a community sewerage system will be available to all lots offered for sale.

This plan must meet all requirements of COMAR 26.04.03 (Subdivision Regulations) and all local codes and regulations.

Sincerely,

Cari S Biscoe, LEHS, Program Supervisor  
Land and Water Resources Division  
Bureau of Environmental Health  
CSB/LWW/jh

cc: Frederick Ward Associates

*BEL AIR OFFICE*  
1 N. Main Street  
Bel Air, MD 21014  
410-638-3060

*EDGEWOOD OFFICE*  
1321 Woodbridge Station Way  
Edgewood, MD 21040  
410-612-1779

*EDGEWOOD OFFICE*  
2204 Hanson Road  
Edgewood, MD 21040  
443-922-7670

*HAVRE DE GRACE OFFICE*  
2027 Pulaski Highway  
Havre de Grace, MD 21078  
410-939-6680

*HAVRE DE GRACE OFFICE*  
2015 Pulaski Highway  
Havre de Grace, MD 21078  
410-942-7999



## Harford Soil Conservation District

3525 Conowingo Road ♦ Suite 500 ♦ Street, Maryland 21154  
(410) 638-4828 ♦ [www.harfordscd.org](http://www.harfordscd.org)

Date: August 15, 2022

To: Mr. Rowan G. Glidden, R.L.A.  
Planning & Community Development  
Town of Bel Air Department of Planning and Public Works

From: Quintin Cornwell *QC*  
Harford Soil Conservation District

Subject: **Subdivision Plan - Bel Air Methodist Church Homestead Property (Case No. 09P-02-SB/LP)**

No comments on subdivision request.

If project proceeds, an adequate sediment and erosion control plan needs to be approved before a grading permit can be issued. When applicable, the sediment and erosion control plan must be integrated with the SWM strategy at the design phase.

We recommend, as per the new 2011 Maryland Standards and Specifications for Soil Erosion and Sediment Control Manual that in a Tier II watershed an additional level of controls may be needed, and Tier II buffers are utilized and shown on the plans for this site. Please contact Angel Valdez of Maryland Department of the Environment (MDE) @ 410-537-3606 or [Angel.Valdez@maryland.gov](mailto:Angel.Valdez@maryland.gov) for more information and recommendations.

A NOI permit is required from MDE when a project disturbs more than 1.0 acre. If NOI is pertinent, please contact MDE at (410) 537-3019 for more information about the NOI permit process.

Cc: file

**From:** [davenport\\_moe](#)  
**To:** [Rowan Glidden](#)  
**Subject:** FW: Site Plan Review  
**Date:** Monday, August 15, 2022 2:08:52 PM  
**Attachments:** [image001.png](#)

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**CAUTION:** This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Rowan,

Thanks for the opportunity to review Site Plans. The Department of Planning and Zoning would like to support our colleagues at the Town of Bel Air in their efforts to encourage a future owner to designate the remaining "The Homestead" property as a Bel Air Historic Site following the subdivision. The Homestead is a known historic architectural and Cultural resource and there is potential for archeological resources that have not yet been studied.

Best regards,  
Moe Davenport

**From:** Kathy S. Pearce <kpearce@belairmd.org>  
**Sent:** Friday, August 5, 2022 12:05 PM  
**To:** davenport, moe <mddavenport@harfordcountymd.gov>  
**Cc:** Rowan Glidden <rglidden@belairmd.org>  
**Subject:** Site Plan Review

**[EXTERNAL SENDER]**

Mr. Davenport,

Please find attached a Site Plan review letter with all the documents pertaining to both cases. If you should have any questions, please contact Rowan Glidden.



**Kathy Pearce**  
Administrative Secretary  
Department of Planning and Community  
Development

kpearce@belairmd.org  
410.879.9500  
410.638.4540  
705 E. Churchville Rd.  
Bel Air, Maryland 21014

**From:** [SNYDER, WILLIAM](#)  
**To:** [Rowan Glidden](#)  
**Subject:** Re: September 1, 2022 Planning Commission meeting  
**Date:** Tuesday, August 23, 2022 9:17:40 AM  
**Attachments:** [image001.png](#)

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**CAUTION:** This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

**Linwood Ave Project:**

Lot #5's driveway needs to be improved so fire apparatus can access the structures on the property. Removal of the 2 other access points decreases FD access to structures the way the main driveway is now due to tree growth.

**Baltimore Pike Project**

Business will require a Knox Key Box. Contact Bill Snyder - [3094@bavfc.org](mailto:3094@bavfc.org) for ordering information.

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**From:** Rowan Glidden <[rglidden@belairmd.org](mailto:rglidden@belairmd.org)>  
**Sent:** Monday, August 22, 2022 1:31 PM  
**To:** Snyder, Bill <[wrsnyder@harfordpublicsafety.org](mailto:wrsnyder@harfordpublicsafety.org)>; SNYDER, WILLIAM <[10844@bavfc.org](mailto:10844@bavfc.org)>  
**Subject:** September 1, 2022 Planning Commission meeting

[EXTERNAL]

Bill,

Please advise of any comments or lack thereof for the two projects on the September 1, 2022 Planning Commission meeting agenda.

We sent you a letter on August 5, 2022. Although I now see that the date of the letter was not updated to August 5, 2022.

regards,  
Rowan



**Rowan G. Glidden, RLA**  
Senior Planner  
Department of Planning and Community  
Development

[rglidden@belairmd.org](mailto:rglidden@belairmd.org)  
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