

MINUTES

Baltimore County Planning Board Meeting

March 7, 2024

Contents

Call to Order, Introduction of Board Members, Pledge of Allegiance, and Announcements

Review of Today’s Agenda

Minutes of the February 15, 2024 Meeting

Item for Discussion and Vote

- 1. FY 2025 Capital Budget and Capital Program FY 2026-2030

Other Business

- 2. Recent County Council legislation of interest to the Board:
  - a. Bill 1-24 – Zoning Regulations – Uses Permitted in the Business, Major (B.M.) and Manufacturing, Light (M.L.) Zones – Residential Uses in Hunt Valley
  - b. Bill 2-24 – Zoning Regulations - Live Musical Entertainment – M.H. Zone
  - c. Resolution 4-24 – Adoption of Master Plan 2030

Adjournment of the Board Meeting

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**Public Hearing by the  
Baltimore County Planning Board**

Call to Order, Introduction of Board Members, and Remarks by Chair

Item for Public Hearing

- 1. Department of Public Works and Transportation Standard Specifications and Standard Details for Construction Manuals\*\*

\*\*Comments by citizens

Adjournment of Public Hearing

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**Reconvene Public Meeting of the**

**Baltimore County Planning Board**

**Call to Order, Introduction of Board Members, and Remarks by Chair**

**Item for Discussion and Vote**

1. Department of Public Works and Transportation Standard Specifications and Standard Details for Construction Manuals

**Adjournment of Board Meeting**

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**Appendices**

**Appendix A** Capital Budget and Capital Program FY 2026-2030

**Appendix B** Department of Public Works and Transportation Standard Specifications and Standard Details for Construction Manuals and Staff Presentation

*Note: A copy of the appendices is located in the official digital Planning Board files.*

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**Baltimore County Planning Board Meeting Minutes  
March 7, 2024**

**Call to Order, Introduction of Board Members**

Chairwoman Hafford called the meeting to order at 4:00 PM and welcomed everyone. A roll call to account for the members of the Board was conducted. Through the meeting, the following Board members were:

<b>Present</b>	<b>Absent</b>
1. Ms. Nancy Hafford, Chair 2. Mr. Peter Arrey 3. Ms. Emily Brophy 4. Ms. Beverly German 5. Mr. S. Chris Haffer 6. Mr. Steven Heintl 7. Mr. Shafiq Hinton 8. Mr. C. Scott Holupka, Vice Chairman 9. Mr. Derick Johnson 10. Mr. Wayne McGinnis 11. Mr. Howard Perlow 12. Ms. Cathryn Pinheiro 13. Mr. Todd Warren 14. Ms. Cathy Wolfson	1. Mr. Mark Heckman

Attending County staff included: Mr. Steve Lafferty, Ms. Amy Mantay, Ms. Ngone Diop, Ms. Jennifer Meacham, Mr. Kris Weaver, Mr. Austin Broderick, Ms. Marina Goldgisser, Ms. Courtney Rachuba, and Ms. Taylor Bensley, all of the Department of Planning.

### **Review of Today's Agenda**

Ms. Bensley reported there were no changes to the Tentative Agenda published February 29<sup>th</sup>, 2024.

### **Minutes of the February 15, 2024 Meeting**

Chairwoman Hafford asked the Planning Board members if they had any changes to the February 15, 2024 Minutes. Hearing none, Chairwoman Hafford called for a motion to approve the Minutes as drafted. Mr. Warren moved to approve the Minutes as drafted. Mr. Arrey seconded the motion, which passed at 4:02 PM with affirmative votes being cast by Mr. Arrey, Ms. Brophy, Ms. German, Mr. Haffer, Mr. Heintl, Mr. Hinton, Mr. Holupka, Mr. Johnson, Mr. McGinnis, Mr. Perlow, Ms. Pinheiro, Mr. Warren, and Ms. Wolfson. There were no dissenting votes.

### **Item for Discussion and Vote**

1. FY 2025 Capital Budget and Capital Program FY 2026-2030

Chairwoman Hafford explained that next item on the agenda was the Board's final recommendation and vote regarding the Fiscal Year 2025 Capital Budget and Capital Program for Fiscal Years 2026 through 2030. She stated she was turning the floor over to Vice Chairman Scott Holupka, Chair of the CIP committee.

Vice Chairman Holupka provided highlights on the Board's involvement in the Capital Improvement Budget and Program process for Fiscal Years 2026 to 2030. He explained that the Board's involvement began with an in person Citizen Input Meeting on October 19, 2023. On January 18, 2024, County Executive Olszewski made a presentation to the Planning Board on the budget process and his priorities, and then, in January 2024, the Board heard from representatives of various County agencies on their Capital Budget requests. Vice Chairman Holupka continued and noted that, on February 15, 2024, the Capital Improvement Program Subcommittee heard staff recommendations on the proposed budget; after much discussion, the Subcommittee voted to accept the staff recommendations for the FY 2025 Capital Budget and Five-year Program, and suggested recommendations to be included in the Board's cover letter to the Director of the Office of Budget and Finance. The transmittal letter included the following project requests: additional funding for Department 210: General Government Buildings – Property Management to expedite repairs to the Bykota Senior Center; and additional funding in Department 213: Schools for an expansion of the indoor facilities at Hereford High School by adding additional gym space. Vice Chairman Holupka then opened up the floor for discussion on the transmittal letter.

Mr. Warren stated that he was under the impression that the sewer issues in Catonsville had been resolved, however he mentioned that the solution decided on was only a band aid and not an adequate solution. He continued that he wanted to add language to the transmittal letter to add funds for the repair of the last 325 feet of the sewer line along Overbrook Road, just north of 41 Overbrook Road and continued to the City line.

Mr. Warren moved that the transmittal letter be amended to include funding to complete the 15" sewer main from 41 Overbrook Road in Catonsville to the Baltimore City line, which was approximately 325' long. Ms. Wolfson seconded the amendment.

Mr. Lafferty wanted to clarify Mr. Warren's statements and asked if he was indicating that the work had begun and if this would be the last section needed for completion. Mr. Warren explained that, in 2020, the Department of Public Works and Transportation (DPWT) had added a 15" line and stopped about 325' short. He stated he was concerned about the residents, as some had several hundreds of sewer water dumped into their basements. Mr. Warren continued that DPWT had added a plug, but it was draining sewerage into nearby waterways and overflowing, and stated he did not believe the solution was an adequate fix.

Mr. Arrey questioned if DPWT was currently working on a solution. Mr. Warren replied no, explaining that their solution had been the plug in the line higher up to stop the flow and divert it into a local stream.

Mr. Holupka wanted to know why DPWT had not completed the last 325 feet. Mr. Warren responded that DPWT thought this was the City's responsibility until recently.

Mr. Warren stated that Councilman Young was also concerned about the issue and planned to discuss it when the budget was before Council. He continued that he specifically asked about the issue during the presentation but wasn't given a clear answer, so he wanted to use the letter to ensure it was properly addressed, as some residents had more than 145 gallons of sewerage dumped into their basements.

Mr. Arrey questioned if a solution was already addressed in their budget. Mr. Warren replied no, again explaining that the plug was their solution.

Mr. Lafferty asked where Mr. Warren received the information. Mr. Warren responded that he had received emails from residents, and that information on the fix had come from Ms. Lauren Buckler in DPWT.

Mr. Holupka questioned if the Board could put a qualifier in the letter stating that if there was money set aside for the project, it would be a moot issue. Mr. Warren agreed to the condition.

Ms. Wolfson wanted to know if the transmittal letter needed to include the Department number for the Bykota Senior Center repairs. Mr. Lafferty replied the Department of Planning would add the Department number prior to sending.

Mr. Lafferty informed the Board that he tried to contact Director Walker of DPWT for additional information, but that he was unable to reach her; he stated he would let the Board know if he heard back during the meeting.

With no further discussion and a motion and a second on the floor, Mr. Holupka called for a vote on Mr. Warren's amendment. He reiterated that the motion was that the transmittal letter be amended to include sewer funding to complete the 15" main from 41 Overbrook Road in Catonsville to the Baltimore City line, which was approximately 325' long, with the condition that if the money was already included in the budget, the issue would become moot. The motion passed at 4:18 PM with affirmative votes being cast by Mr. Arrey, Ms. Brophy, Ms. German, Mr. Haffer, Ms. Hafford, Mr. Heintz, Mr. Hinton, Mr. Johnson, Mr. McGinnis, Mr. Perlow, Mr. Warren, and Ms. Wolfson. Ms. Pinheiro did not vote due to technical difficulties. There were no dissenting votes.

Mr. McGinnis stated the Board was previously told they were only able to recommend adding or subtracting funds and questioned if an official ruling had been requested. Mr. Lafferty replied that the Department had not asked for an official ruling, and advised he believed Mr. McGinnis was reaching out independently. Mr. Lafferty continued that the Board's legal responsibility was limited to making recommendations to the County Executive, and that the decision would be up to him to add or subtract

monies distributed. Mr. McGinnis questioned if it was a legal ruling, and noted that in the past the Board was able to add or subtract monies. Mr. Lafferty stated that in the past, when funds were added, other funds were subtracted or deleted; he continued that the Board did not delete any funds, so the letter would just have the additional funds as a recommendation.

Mr. McGinnis asked if someone from the Office of Law had weighed in on the matter. Mr. Holupka questioned Mr. McGinnis if his question was that the Board could add or delete, or if they are only able to recommend. Mr. McGinnis responded that he wanted to know whether the Board could delete or delay a project for one year. Mr. Lafferty explained that the County Council and County Executive could remove projects, but that it was up to the Board to recommend. Mr. McGinnis stated that he was told that the Board could only add or delete, mentioned that he did not agree with that procedure, and stated he was asking for an official opinion.

Mr. Lafferty reminded the Board of Mr. Warren's concerns about the Fire Departments and Electric Vehicle Charging Stations during the CIP subcommittee vote. He explained that he had spoken with Chief Rund and she stated that the Fire Department did not have any specific line items in the budget for the issue, but that they were updating their training and they expected to address it then. Mr. Lafferty noted that it was an issue across the country with EV's, but there was no specific allocation in BCoFD for the topic. Mr. Warren replied that he was disappointed in that answer, but understood.

Mr. McGinnis circled back to his concerns and stated that he agreed with Mr. Lafferty that the Council could delete and that the County Executive had leeway, but he wanted an official ruling on if the Planning Board could add or subtract items from the budget. Mr. Lafferty replied that he would find out from the Office of Law and get back to Mr. McGinnis.

With no further discussions or questions, Mr. Holupka moved that the Planning Board approve the FY 2025 Capital Budget and Capital Program FY 2026-2030 and accompanying cover letter, as amended by the Board, for transmittal to the Director of the Office of Budget and Finance. Ms. Brophy seconded the motion, which passed at 4:27 PM with affirmative votes being cast by Mr. Arrey, Ms. Brophy, Ms. German, Mr. Haffer, Ms. Hafford, Mr. Hinton, Mr. Johnson, Mr. McGinnis, Mr. Perlow, Ms. Pinheiro, Mr. Warren, and Ms. Wolfson. Mr. Heidl did not vote due to technical difficulties. There were no dissenting votes.

### **Other Business**

2. Recent County Council legislation of interest to the Board:
  - a. Bill 1-24 – Zoning Regulations – Uses Permitted in the Business, Major (B.M.) and Manufacturing, Light (M.L.) Zones – Residential Uses in Hunt Valley
  - b. Bill 2-24 – Zoning Regulations - Live Musical Entertainment – M.H. Zone
  - c. Resolution 4-24 – Adoption of Master Plan 2030

Following Ms. Bensley's Council report, Mr. Lafferty provided additional details on Council Bill 1-24 and Resolution 4-24. In regards to Council Bill 1-24, Mr. Lafferty explained that this was for the former Delta Hotel site in Hunt Valley, and gave an in-depth description of what the Bill exempted the site from in terms of development. In regards to Resolution 4-24, Mr. Lafferty explained a number of the changes made by the County Council to Master Plan 2030, the most significant of which being changes to the Nodes in Districts 1, 3, 5, and 6, and the removal of all Nodes in District 7.

Mr. Haffer questioned if anyone had met directly with Council. Mr. Lafferty replied that the Department had met with the Council as a whole, but not individually.

Mr. Warren stated that there had been language added to Master Plan 2030 to study the impact of the URDL on segregation, and questioned if that had been kept. Mr. Lafferty replied that it had been stricken.

Mr. Holupka asked how many Nodes were still included. Mr. Lafferty stated that it was hard to say. He continued that Districts 2 and 4 remained as they were; Councilman Kach modified approximately half in District 3; changes were made in Districts 1, 5, and 6; and all Nodes were removed from District 7.

Ms. Brophy wanted to know if the Master Plan would be in printable form and if the online version would be updated. Mr. Lafferty replied yes to both questions. Ms. Brophy asked for a timeframe, to which Mr. Lafferty replied that it was unclear at the moment due to staff being tied down with CZMP. He continued that he was hopeful that the CZMP recommendations would get out just before Easter, so the Board had enough time to review before sequestering their issues, and then staff could begin looking at Master Plan updates after.

Mr. Perlow questioned if it was possible to do a redline of what had been deleted. Mr. Lafferty responded that there was an update online.

There were no other comments or questions from the Board.

**Adjournment of the Board Meeting**

Chairwoman Hafford called for a motion to adjourn the meeting. Mr. Warren moved to adjourn the meeting. Ms. Brophy seconded the motion, which passed at 4:42 PM with affirmative votes being cast by Mr. Arrey, Ms. Brophy, Ms. German, Mr. Haffer, Mr. Heintl, Mr. Hinton, Mr. Holupka, Mr. Johnson, Mr. McGinnis, Mr. Perlow, Ms. Pinheiro, Mr. Warren, and Ms. Wolfson. There were no dissenting votes.

The meeting adjourned at 4:42 PM.

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**Baltimore County Planning Board Public Hearing Minutes  
March 7, 2024**

**Call to Order, Introduction of Board Members**

Chairwoman Hafford called the Public Hearing to order at 5:00 PM and welcomed everyone. A roll call to account for the members of the Board was conducted. Through the Hearing, the following members were:

Present	Absent
1. Ms. Nancy Hafford, Chair	1. Mr. Mark Heckman
2. Mr. Peter Arrey	2. Ms. Cathryn Pinheiro
3. Ms. Emily Brophy	
4. Ms. Beverly German	
5. Ms. S. Chris Haffer	
6. Mr. Steven Heintl	
7. Mr. Shafiqy Hinton	
8. Mr. C. Scott Holupka, Vice Chairman	

<ul style="list-style-type: none"> <li>9. Mr. Derick Johnson</li> <li>10. Mr. Wayne McGinnis</li> <li>11. Mr. Howard Perlow</li> <li>12. Mr. Todd Warren</li> <li>13. Ms. Cathy Wolfson</li> </ul>	
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Attending County staff included: Mr. Steve Lafferty, Ms. Amy Mantay, Ms. Ngone Diop, Mr. Austin Broderick, Ms. Courtney Rachuba, and Ms. Taylor Bensley, all of the Department of Planning; and Ms. Lisa Eicholtz, Mr. Justin Hall, and Mr. Matthew Leoni, all of the Department of Public Works and Transportation.

**Item for Public Hearing**

- 1. Department of Public Works and Transportation Standard Specifications and Standard Details for Construction Manuals\*\*

Chairwoman Hafford welcomed everyone to the Public Hearing on the Department of Public Works and Transportation Standard Specifications and Standard Details for Construction Manuals. She continued on that the item was first introduced to the Board on February 15<sup>th</sup> with a presentation by Mr. Justin Hall of the Department of Public Works and Transportation, and that Mr. Hall was in attendance to further present the Manuals to the Board. She mentioned that following his presentation, Board Members would have a chance to ask questions, and then members of the public would have the opportunity to speak on the matter. She then welcomed Mr. Hall.

Mr. Hall thanked the Board for allowing the Department of Public Works and Transportation to discuss the Standard Specifications and Standard Details for Construction. He continued on that, per County Code, Article 32, Subtitle 4 – Adoption of Manuals, DPWT had prepared the Manual of Standard Details and the Manual of Standard Specifications. He explained that the Manuals covered how the Department solicited bids, how bids were provided to interested parties, contract award processes, how construction was performed, and how contractors were paid for the work performed. He continued that the current Standard specifications were issued in the year 2000, with addendums in 2007 and 2013; and the Standard Details for Construction were approved in the year 2007. He discussed that DPWT had updated the manual for several reasons, including updating the approved materials and practices used for utility installations; to correct titles for positions and agencies; and to reflect new County policies and procedures. In addition, DPWT had updated frequently modified specification sections, which included posting graphs of the revisions to the website for over two years. Mr. Hall continued his presentation and stated that specifications covered a variety of subjects which included drainage rating structures; paving traffic; and materials used, along with a list specific Specification Sections. Next in his presentation, Mr. Hall discussed examples of Standard Details from multiple disciplines including water; sewer; roads; storm drains; and general details. Mr. Hall thanked the Board for their time and stated he was available for any questions.

Chairwoman Hafford thanked Mr. Hall for his presentation and opened the floor for any questions or comments from the Board.

Mr. Arrey questioned if there was a section on restoration of disturbed areas. Mr. Hall replied yes, it was covered. Mr. Leoni added that the Manual also had the information on materials to restore, how to restore, areas to restore, etc. Mr. Arrey asked if the restoration portion was given to the contractor when a contract

was awarded. Mr. Leoni replied yes, explaining that full details were provided, included plans on which areas were to be restored and how.

Mr. Haffer questioned if a procurement lawyer had reviewed the manual. Mr. Leoni replied they had.

With no further comments or questions from the Board, Chairwoman Hafford began calling on members of the public who had signed up to speak on the topic.

There were no members of the public signed up to speak.

With no speakers, Chairwoman Hafford thanked Mr. Hall. She advised that the matter would be discussed and voted on immediately after the Hearing.

Mr. Lafferty thanked everyone on the Board for their diligence during CZMP.

**Adjournment of the Public Hearing**

Chairwoman Hafford called for a motion to adjourn the Public Hearing. Mr. Arrey moved to adjourn the Public Hearing. Ms. Wolfson seconded the motion, which passed at 5:12 PM with affirmative votes being cast by Mr. Arrey, Ms. Brophy, Ms. German, Mr. Haffer, Mr. Heidl, Mr. Hinton, Mr. Holupka, Mr. Johnson, Mr. McGinnis, Mr. Perlow, Mr. Warren, and Ms. Wolfson. There were no dissenting votes.

The Public Hearing adjourned at 5:12 PM.

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**Reconvene Public Meeting of the  
Baltimore County Planning Board**

Chairwoman Hafford called the meeting to order at 5:12 PM and welcomed everyone. A roll call to account for the members of the Board was conducted. Through the meeting, the following Board members were:

<b>Present</b>	<b>Absent</b>
1. Ms. Nancy Hafford, Chair 2. Mr. Peter Arrey 3. Ms. Emily Brophy 4. Ms. Beverly German 5. Mr. S. Chris Haffer 6. Mr. Steven Heidl 7. Mr. Shafiq Hinton 8. Mr. C. Scott Holupka, Vice Chairman 9. Mr. Derick Johnson 10. Mr. Wayne McGinnis 11. Mr. Howard Perlow 12. Mr. Todd Warren 13. Ms. Cathy Wolfson	1. Mr. Mark Heckman 2. Ms. Cathryn Pinheiro

Attending County staff included: Mr. Steve Lafferty, Ms. Amy Mantay, Ms. Ngone Diop, Mr. Austin Broderick, Ms. Courtney Rachuba, and Ms. Taylor Bensley, all of the Department of Planning; and Ms.



Lisa Eicholtz, Mr. Justin Hall, and Mr. Matthew Leoni, all of the Department of Public Works and Transportation.

### **Item for Discussion and Vote**

1. Department of Public Works and Transportation Standard Specifications and Standard Details for Construction Manuals

Chairwoman Hafford explained that the Board would have the opportunity to discuss and then vote on the Department of Public Works and Transportation Standard Specifications and Standard Details for Construction Manuals. She continued that staff from the Department of Public Works and Transportation were in attendance to answer any further questions from the Board during their discussion and before the vote.

Chairwoman Hafford asked the Board if they had any outstanding questions or comments for the Department of Public Works and Transportation.

Mr. Arrey questioned if the Manual was coordinated with the State Highway Administration and the Maryland Department of Transportation. Mr. Leoni responded that they were similar. He explained that some of the procedures were State recommendations and some were County recommendation, but that the County recommendations were not wildly different.

Mr. Johnson asked if the Manual would be more user friendly and easier to read than previous versions. Mr. Leoni replied it was more user friendly because it was more modern in its formatting, but that it was intended for contractors and was as user friendly as possible while still being legally defensible.

With no further comments or questions, Chairwoman Hafford called for a motion on the Manuals.

Mr. Holpuka moved that the Baltimore County Planning Board, in accordance with Section 32-4-404, was accepting of the Department of Public Works and Transportation Standard Specifications and Standard Details for Construction Manuals, and recommended the Manuals be forwarded to the County Council for further review and adoption. Mr. Arrey seconded the motion, which passed at 5:16 PM with affirmative votes being cast by Mr. Arrey, Ms. Brophy, Ms. German, Mr. Haffer, Mr. Heidl, Mr. Hinton, Mr. Holupka, Mr. McGinnis, Mr. Perlow, Mr. Warren, and Ms. Wolfson. Mr. Johnson voted against the motion.

### **Adjournment of the Board Meeting**

Chairwoman Hafford called for a motion to adjourn the meeting. Mr. Johnson moved to adjourn the meeting. Mr. Warren seconded the motion, which passed at 5:16 PM with affirmative votes being cast by Mr. Arrey, Ms. Brophy, Ms. German, Mr. Haffer, Mr. Heidl, Mr. Hinton, Mr. Holupka, Mr. Johnson, Mr. McGinnis, Mr. Perlow, Mr. Warren, and Ms. Wolfson. There were no dissenting votes.

The meeting adjourned at 5:16 PM.