Item 21. Discussion of Henry Roads Property Final Plat of Minor Subdivision

MILLERSVILLE PLANNING COMMISSION

STAFF REPORT

Meeting of October 13, 2026
Jessica Hill, Community Planner

NEW BUSINESS

Item 1. Nichols Pointe Subdivision Final Plat

Property Information:

- Tax Map and Parcels: 140, 82.00 and 82.01
- Addresses: 102, 104, 110, 112, and 114 Bellar Drive.
- Zoning: Parcel 82.00 - General Commercial, GC; and Parcel 82.01 – Estate Residential (ER)
- Owners: Henry Road Properties
- Applicants, if different: Scott Avery

Planning Context:

- Surrounding parcels are residential.
- Bellar Drive is not identified on the Millersville Major Thoroughfare Plan (2001).
- The property is located in a Special Flood Hazard Area with a portion of the property in the Floodway.

Analysis:

Henry Roads Properties requests a Final Plat approval of a Minor Subdivision for property located at Tax Map 140, Parcel 082.00 and Parcel 082.01. The request is for five lots and dedicating right-of-way. There are four existing residential structures on Parcel 82.00 and 1 existing residential structure on Parcel 82.01. The one residence on Parcel 82.00 has access to Bellar Drive, while the other three residences appear to use a shared driveway, and Parcel 82.01 has access to Bellar Drive.

Staff note the following issues or concerns.

Subdivision Regulations Issues:

1. The applicant is proposing a subdivision of five lots and right-of-way dedication, and there are areas within a Special Flood Hazard Area. This meets the definition of a "Major Platting" according to the Millersville Code of Ordinances Appendix A, Article 6 Definitions.

   Major platting. All plats not classified as minor subdivisions, including but not limited to subdivisions of five or more lots or subdivisions of any size requiring any new or improved road, the extension of city or county facilities, or the creation of any public improvements or containing any floodprone area.

This will require the applicant to follow the procedures for a Major Platting as specified in the Millersville Code of Ordinances Appendix A, Article 2 Procedures For Plat Approval. The review procedures for a Major Subdivision are:

> *(a) Preapplication conference on the subdivision with the planning commission and/or staff assistant to the planning commission, generally including a sketch plat, and discussion of the proposed area to be subdivided.*
>
> *(b) Submittal of a preliminary plat, prepared in accordance with section 5-102, herein for planning commission approval.*
>
> *(c) Securing of approvals from other public agencies.*
>
> *(d) Submittal of the final subdivision plat, prepared in accordance with section 5-104, herein for planning commission approval.*

2. The proposed new street and ROW ends in a stub which per Article 4-103.108, a cul-de-sac turnaround that meets the requirements of the street design standards.

> *Dead-end public ways. Where a public way does not extend beyond the boundary of the subdivision and its continuation is not required by the planning commission for access to adjoining property, its terminus shall normally not be nearer to such boundary than 50 feet. However, the planning commission may require the reservation of an appropriate easement to accommodate drainage facilities, pedestrian traffic, or utilities. A cul-de-sac turnabout shall be provided at the end of a dead-end public way in accordance with the design standards of these regulations.*

3. Provide design and elevation of the proposed new street to serve lots 2, and 3 and Parcel 81.02. The street must comply with Article 4-103.103 for proposed public ways subject to flood in addition to the required minimum width and right-of-way for a minor road and all road construction specifications.

Subdivision Plat Issues – The submitted plat does not provide the required information of a Preliminary Plat as specified in Article 5-102. Specifically, the plat is missing the required with the numbered item listed:

- **(14) Name of new proposed public way.** Provide documentation of an approved street name.
- **(18) Contours.** Provide contours at vertical intervals of not more than two feet where the proposed subdivision has an average slop of 5% or less, or at intervals of not more than five feet where the average slope exceeds 5%.
- **(22) Preliminary plat approval certificate**. Remove the Certificate of Approval For Recording.

Zoning Issues – The applicant has requested a rezoning but it is in the process and has not received approval. Therefore, staff reviewed this request with the current zoning districts, General Commercial (GC) and Estate Residential (E). Staff note the following:

1. The General Commercial (GC) district does not permit Dwellings. The residential structures are deemed a legal nonconforming use and subject to Article 14.3.
2. Buffer Yard Type B is required between GC and Estate Residential zone districts. Please illustrate the buffer on the plat
3. Provide dimensions and illustrate setbacks for all proposed lots and along each lot line per the zoning district. Proposed Lots 1, 2, 3, and 4 - General Commercial, and Lot 5 – Estate Residential.

Other Comments:

1. Provide information for Water Quality Buffer Zones which may be required by Chapter 19 Stormwater Management, Appendix A.

Recommendation:
Staff recommend Planning Commission advise the applicant to submit a Preliminary Plat that meets the requirements for a Major Subdivision. Staff cannot recommend approval of a Final Plat.