

October 15, 2020

NOTICE OF A VIRTUAL PRE-SUBMISSION COMMUNITY MEETING
PATUXENT COMMONS

6333 Cedar Lane; 6367 Cedar Lane; 6441 Freetown Road, Columbia, Maryland 21044
(a/k/a Tax Map 35, Parcels 108; 109; and 137)

To Whom It May Concern:

Pursuant to Howard County Subdivision and Land Development Regulations, Section 16.128 and the Howard County Zoning Regulations, notice is hereby given of a presubmission community meeting to be held on **Thursday, November 5, 2020 at 6:30p.m.** Due to COVID-19 state of emergency and the social distancing requirements currently in place, the presubmission community meeting for this project will be held virtually using the Microsoft Teams web platform.

The web address for the virtual online presubmission community meeting is:

<https://tinyurl.com/PatuxentCommons>

On the above date and time, you may join the presubmission community meeting by entering the above web address into your computer's browser. Preregistration is not required; neither is a password required to join.

In addition, information related to the development approval process as well as materials related to the Patuxent Commons disabilities housing project is available on the web at:

<https://tinyurl.com/PSCM-Materials>

A recording of the presubmission community meeting will be made available for at least two weeks after the meeting at the website address provided immediately above. For additional information related to the virtual presubmission community meeting please see the attached *Virtual Presubmission Community Meeting Guidelines* and also please see the *Howard County Subdivision and Land Development Review Process*, which is also attached hereto.

The Subject Property is located at 6333 Cedar Lane; 6367 Cedar Lane; 6441 Freetown Road, Columbia, Maryland 21044 (please see the enclosed site location map) and is zoned POR (Planned Office Research) District. The purpose of this pre-submission community meeting is to provide information to the community regarding the initial submission of a site development plan to the Department of Planning & Zoning for a 76-unit residential project on the Subject Property. The developer's consultants will be available at the pre-submission community meeting to describe the proposed residential project and to answer and address any questions or concerns the community may have.

Attendees of the pre-submission community meeting may ask questions or provide comments during the meeting by posting a question or comment on the Q&A panel (accessible by clicking the [?] button on the control panel). Alternatively, individuals may email questions or comments directly to WErskine@offitkurman.com.

General information regarding this presubmission community meeting can be found on the Howard County Department of Planning & Zoning's webpage at:

https://data.howardcountymd.gov/Search_Plans/Search_Plans_Web.aspx

In the event that you are not able to attend the pre-submission community meeting as scheduled, please feel free to direct any comments, inquires or requests to receive meeting minutes and follow-up correspondence by mailing me your request to 8171 Maple Lawn Boulevard, Suite 200, Maple Lawn Boulevard, Fulton, Maryland 20759 or by sending an email to WErskine@offitkurman.com. I may also be contacted by phone at 301-575-0363.

Sincerely,



William E. Erskine

WEE/lmk

Enclosures

4833-0990-7918, v. 1





DEVELOPMENT REVIEW PROCESS

Updated September, 2014 (CB-33-2014)

INTRODUCTION:

Howard County's Subdivision and Land Development Regulations are intended to promote the health, safety and general welfare of County residents. The Department of Planning and Zoning (DPZ) is responsible for processing and approving all subdivision and land development plans within the County with assistance from the Subdivision Review Committee (SRC), an advisory group of County and State departments that make comments and recommendations on all development plans as part of their plan review responsibilities.

The attached "Subdivision and Land Development Review Process" chart illustrates the various steps involved in review and approval for proposed development plans. The type of plan submissions required depends on the zoning, the type of development proposed, and the number of residential units to be created. Subdivision approval is required for the creation of any new lots. Condominium and rental units do not involve subdivision and begin with the site development plan.

Information on how interested citizens can monitor the development review process, and submit comments to the Department of Planning and Zoning is provided below.

WHAT ARE THE BASIC STAGES TO SUBDIVIDE OR DEVELOP LAND?

There are two processes which a developer may choose from for major subdivisions:

PROCESSING STAGES –

Standard Plan Submission:

Sketch Plan* → Preliminary Plan → Final Plan → Site Development Plan

Alternate Plan Submission:

Preliminary Equivalent Sketch Plan* → Final Plan → Site Development Plan

*An Environmental Concept Plan (ECP) must be submitted with the Sketch Plan or with the Preliminary Equivalent Sketch Plan and prior to submission of a minor final subdivision plan and site development plan.

- An **Environmental Concept Plan (ECP)** is the first of three required plan approvals that includes the information necessary to allow an initial evaluation of a proposed project.

The ECP plan includes a conceptual design for storm water management, erosion and sediment control and the delineation of environmental features. The pre-submission of an ECP to the Department of Planning and Zoning is required for proposed storm water management facilities to demonstrate how the environmental site design is achieved to the maximum extent practicable.

- A **Sketch Plan** informs the County of the intent of the property owner or developer to subdivide, the proposed timing for development and the design concept. It displays information such as density, road network, lot layout, an environmental analysis of the property and may include green neighborhood site design considerations. The sketch plan process also familiarizes the developer with County and State plans and regulations which may affect the subdivision, such as the General Plan, Adequate Public Facilities testing, the Capital Improvement Program and Forest Conservation requirements, etc.
- A **Preliminary Plan** presents preliminary engineering to implement the approved sketch plan. The preliminary plan addresses the lot and road arrangement, traffic and noise conditions, forest conservation, environmental impact, sewage disposal, water supply, drainage, storm water management and proposed grading.
- A **Preliminary Equivalent Sketch Plan** is an alternate plan process which includes all the information normally required with both the sketch and preliminary plan submissions on one plan. Although this combined submission is optional for major subdivisions using public water and sewer, it is required for major subdivisions in certain zoning districts.
- A **Final Subdivision Plan** is the culmination of the subdivision process. The final plan submission includes a final subdivision plat which will become the official record of the subdivision of land into lots, parcels and public road right-of-ways. The submission also includes construction drawings for roads, water and sewer, storm water management and any other infrastructure items. For minor subdivisions which create four or fewer lots for residential or agricultural purposes, a final subdivision plan is the only stage required for subdivision processing.
- A **Site Development Plan (SDP)** is a detailed engineered drawing required for commercial, institutional, industrial and most residential development. Generally, an SDP includes existing and proposed structures, green “LEED” certified buildings and green neighborhood site design considerations, if applicable, paved areas, pedestrian walkways, topography, drainage and storm water management, sediment and erosion control measures, utilities, easements, 100 year floodplain, wetlands, streams, forest stand delineation, forest conservation easement areas and landscaping.

PRE-SUBMISSION COMMUNITY MEETINGS:

- The pre-submission community meeting process is for the developer to provide information to the community regarding the proposed residential or non-residential development and to allow community residents the opportunity to ask questions and make comments about the development proposal.
- Pre-submission community meetings are required for all new residential development. The meetings are only required for non-residential development if the development is located

within 200 feet of a residential zoning district. This applies to all new non-residential development and existing non-residential projects where new floor area is expanded 25% or more.

- Minutes of the meeting and written responses to all questions not answered at the meeting are prepared by the developer, provided to the Department of Planning and Zoning when plans are submitted, and sent to citizens attending the meeting or anyone unable to attend the meeting who contacted the developer requesting a copy.

INFORMATION AVAILABLE FROM DPZ:

- Be advised that DPZ has no information on development proposals until plans are formally submitted to the County. Once the **initial** plan (as defined in the Subdivision and Land Development Regulations) has been submitted for residential projects, the property will be posted with a poster to advise interested parties of the file number, name, and number of proposed units/lots. Non-residential and subsequent residential plans (final subdivision plans for major subdivisions, and site development plans for associated subdivisions) do not require posting.
- Concerned citizens may also check DPZ's website (<http://gis.howardcountymd.gov/gsearchplans/gsearchplans.asp>) under "Search Development Plans and Meetings" to determine whether the plans have been submitted and to determine the file number and project name (this is critical to track status).
- The plan file is available between 8:00 a.m. to 5:00 p.m. at the DPZ Public Service Desk located in the George Howard Building, 3430 Court House Drive, Ellicott City MD 21043.

COMMUNICATION WITH DPZ:

- Each new plan submitted is assigned to a Planner and an Engineer within DPZ for project management.
- Written comments addressed to DPZ with the file name and number, will be forwarded to the appropriate Planner and/or Engineer for their consideration during their review of the development proposal.
- DPZ staff is available by telephone, e-mail or via a meeting to answer citizen questions after the plans have been submitted (410-313-2350). E-mail address contacts are available on the DPZ website. Citizens may request a meeting with DPZ staff to review the initial plan submittal after the plan has been formally submitted to DPZ.

PLAN REVIEW PROCESS:

- The Department of Planning and Zoning (DPZ) administers the Subdivision and Land Development Regulations and is responsible as the central processing agency for approving all subdivision and land development plans with assistance from the Subdivision Review Committee (SRC). All development plans are circulated to the SRC, an advisory group of County and State departments, for their review and recommendations. The attached flowchart summarizes the development review process

in Howard County. More detailed information about the subdivision and site development plan review process is available on DPZ's website.

DECISION MAKING:

- The County's development regulations (Zoning, Subdivision and Land Development, Adequate Public Facilities, Landscaping, Forest Conservation, etc.) are all available on the DPZ website.
- Plans which comply with County and State regulations must be approved. In some situations, two regulations may be in conflict. In such instances, DPZ must decide which regulation will take priority, however, in most cases the more restrictive requirements will govern.
- In some cases, a waiver or an alternative proposal to a particular regulation may be requested. The SRC will evaluate the waiver justification, any adverse impacts, and whether granting a waiver serves as a better alternative proposal to the overall intent of the County's development regulations. Based on a recommendation by the SRC, the Director of DPZ will approve or deny requested waiver applications.
- Citizens may request to be copied on all correspondence between DPZ and the developer by calling 410-313-2350 to leave contact information, the file name and number. If there is a great deal of community interest, it is helpful to DPZ for the community to designate a single person as the primary contact to be copied on correspondence who will share this information with others in the community.

AVAILABLE DPZ WEB RESOURCES:

The following informational items are available on the DPZ website:

- The Pre-Submission Community Meeting informational video
- The Development Review Process summary and flowchart
- To search for scheduled pre-submission community meetings
- To search for plans in process
- The Subdivision, Land Development and Zoning Regulations, Landscape Manual, and Forest Conservation Manual
- Informational brochures explaining the subdivision and land development process, the site development plan process, the minor subdivision process, the forest conservation program, the adequate public facilities act and the waiver petition process

KS/T:dpz/shared/dld/devreviewprocess09-08-14



THE SITE DEVELOPMENT PLAN PROCESS

WHAT IS A SITE DEVELOPMENT PLAN (SDP)?

An SDP is a detailed engineered drawing of a commercial, industrial, institutional or residential development project, showing existing site conditions and proposed improvements with sufficient detail for agency review, approval and subsequent construction.

General information shown on an SDP is:

- Existing and proposed buildings and structures
- Driveways, sidewalks and paved parking areas
- Existing topography, proposed grades and retaining walls
- Drainage and storm water management (SWM)
- Sediment and erosion control
- Utilities and easements
- 100 year floodplain, streams, non-tidal wetlands and required buffers
- Forest stand delineation and forest conservation easement areas
- Landscaping and outdoor lighting
- Green neighborhood and/or green 'LEED' certified buildings
- Site conditions on adjacent properties

WHEN IS SDP APPROVAL REQUIRED?

An approved SDP is required prior to issuance of grading permits or building permits for the following development projects or uses:

1. Non-Residential Development -

- Includes new or expanded commercial, industrial, institutional and utility development, plus public buildings, schools and other public facilities.
- A change in use or expansion of a use is considered a form of development and may require an SDP.

2. Residential Development -

- Single family attached, apartment and mobile home residential development.
- Development of single family detached residential lots and deeded parcels within the Planned Service Area for both public water and sewer and only for subdivision lots recorded on or after February 7, 1976. Single family detached lots recorded on a plat prior to February 7, 1976, are exempt from this requirement unless more than 5,000 square feet of disturbance is proposed and the lots have not been reconfigured or merged through the recordation of a plat after February 7, 1976.
- Residential lots within the New Town Zoning District that do not meet the residential requirements indicated above and when the Final Development Plan criteria requires submission of an SDP.

3. Conditional Use Development -

- All conditional uses in commercial or industrial zoning districts.
- In other zoning districts, the Department of Planning and Zoning (DPZ) may require an SDP for conditional uses which propose exterior site improvements.

HOW DO I APPLY?

The DPZ has a standard SDP application and checklist available at the Public Service Center to assist property owners and developers with the plan preparation and submittal requirements. Applications and checklists are also available on the DPZ web site at: <http://www.co.ho.md.us/DPZ/formsfeesapplications.htm> and through the "Project Dox" electronic plan processing system. "Project Dox" is a tool for plan submission, review, approval and tracking using a paperless online web-based system. All SDP plan submissions must be submitted and processed using the "Project Dox" web based system. Contact DPZ for additional information about "Project Dox."

The SDP application and checklist provide information on required items for preparation of the SDP and other supplemental documents that may be required such as a forest stand delineation and conservation plan, a wetlands analysis, a floodplain study, a noise study, a sight distance analysis, storm drain and retaining wall computations, and an adequate public facilities road test.

A Maryland registered engineer or architect must prepare the necessary plans and supplemental documents.

WHAT FEES ARE REQUIRED?

Filing fees for SDP review and approval are based on a Schedule of Fees adopted each year by Resolution of the County Council and are available at the DPZ Public Service Center. The Schedule of Fees is also available on the DPZ's web site at: <http://www.co.ho.md.us/DPZ/formsfeesapplications.htm>

WHAT IS THE PROCESS FOR A SITE DEVELOPMENT PLAN (SDP)?

The seven basic steps for processing an SDP are:

Step 1 - Pre-Submission Community Meeting, if applicable:

If the initial plan submittal is an SDP (no subdivision plan involved) for residential development (includes more than one single family unit on deeded parcels, or for condominium or rental units on a parcel which is not part of a recorded subdivision) or for new non-residential development located within 200 feet of a residential zoning district, or for existing non-residential development with a proposed expansion of more than 25%, the property owner or developer is required to hold a meeting with community residents prior to submitting the SDP to the County. This is an opportunity for community residents to learn about the plans and ask questions and express any concerns regarding the proposed development. Contact the DPZ for additional information about the pre-submission community meeting process and procedures or visit the DPZ web site at: [Development & Zoning: Development & Zoning](#)

Step 1a - Design Advisory Panel (DAP) Meeting, if applicable:

A pre-submission advisory meeting with the DAP is required for all new development or redevelopment projects located in the Route 1 Corridor that are zoned CE, CAC or TOD or that adjoin the Route 1 right-of-way and are subject to the Route 1 Design Manual; for parcels located within the Route 40 Corridor as defined in the Route 40 Design Manual; for age-restricted adult housing projects pursuant to a Conditional Use and for redevelopment projects located in the New Town Village Centers and/or Downtown Columbia revitalization area. Contact the DPZ, Division of Comprehensive and Community Planning for information about the DAP meeting process.

Step 1b - Historic District Commission (HDC) Meeting, if applicable:

A pre-submission advisory meeting with the HDC is required for new development located within a Historic District or if the site is listed in the Historic Sites Inventory. Contact the DPZ, Resource Conservation Division for information about the HDC meeting process.

Step 1c - Environmental Concept Plan (ECP), if applicable:

The pre-submission of an ECP to the Department of Planning and Zoning is required for proposed storm water management facilities to demonstrate how the environmental site design is achieved to the maximum extent practicable. An ECP is the first of three required plan approvals that includes the information necessary to allow an initial evaluation of a proposed project. The ECP includes a conceptual design for storm water management, erosion and sediment control and the delineation of environmental features. The ECP must be submitted through the "Project Dox" electronic process. Contact the DPZ, Development Engineering Division for information about the ECP Process.

Step 2 - Submittal of the SDP to the County:

Applications for SDP approval must be submitted to DPZ through the "Project Dox" electronic plan processing system. The accepted plan will be assigned a file number and distributed through "Project Dox" to the Subdivision Review Committee (SRC), an advisory group of County and State Departments, for review, comments and recommendations. The SRC is composed of the following County and State Departments:

- Planning and Zoning
- Public Works
- Health
- Recreation and Parks
- Inspections, Licenses and Permits
- Fire and Rescue Services
- Public School System
- State Highway Administration
- Soil Conservation District

Step 3 - Review of the SDP:

The SRC will review the SDP to verify compliance with County and State regulations. The DPZ will coordinate the SRC comments and determine whether the plan can be approved. The SRC meets to discuss the project within three to four weeks after the plan application is accepted by the County.

Step 4 - Decision on Technical Completeness of the SDP:

Within 60 days from submission of the plan, the DPZ will provide an electronic decision to the property owner or developer through "Project Dox" indicating that the plan is either: (1) approved, (2) approved with modifications or (3) revised plans required. A plan is technically complete if it complies with the requirements of the SRC agencies. If revised plans are requested, revisions must be made to the SDP and the revised plans must be resubmitted through "Project Dox" to the DPZ within 45 days of receiving comments.

Step 5 - Adequate Public Facilities Testing (APF), if applicable:

SDP's for residential units not part of a recorded subdivision are tested for road intersection adequacy during the review of the plan and are tested for housing unit allocation availability and for adequate public school facilities based on charts adopted each year by the County Council once the plan is determined to be technically complete. If housing unit allocations are not available or school capacity does not exist, the SDP will be placed on hold awaiting a change in status. Non-residential SDP's take the road intersection adequacy test, but not the allocations and school test.

Step 6 - Planning Board Approval, if applicable:

For SDP projects located in zoning districts that require Planning Board approval, the DPZ will advise the property owner or developer of the Planning Board meeting date with notification that the SDP is technically approvable.

Step 7 - Submission of the SDP Originals (Mylars) for Signature Approval:

Within 180 days of receiving notice that the SDP is technically complete, or within 180 days of Planning Board approval, the applicant must:

- Execute Developer Agreements, if required. This process involves submission and execution of a Developer's Agreement associated with the development plan to the DPW, Real Estate Services Division for installation of public water and sewerage, forest conservation, landscaping, SWM, roads, and a Declaration of Covenants and Maintenance and Right of Entry Agreement for private storm water management, if applicable.
- Pay all required fees to the County
- Submit the SDP original mylars to the DPZ for signature approval processing

WHAT HAPPENS AFTER THE SDP RECEIVES SIGNATURE APPROVAL?

Within one year of signature approval of the SDP mylars, the property owner or developer must apply to the Department of Inspections, Licenses and Permits for building permits to initiate construction on the site. For single family attached, apartment and non-residential developments with multiple buildings, the property owner or developer must apply for building permits for all construction authorized by the approved SDP within two years of signature approval. For single family detached developments involving multiple lots, the developer must apply for building permits for all construction authorized by the approved SDP within five years of signature approval.

AN IMPORTANT NOTE . . .

Howard County land use regulations are intended to promote the health, safety and general welfare of County residents. This brochure is meant to provide a basic understanding of the SDP submission, review and approval process in Howard County. It is not intended as a substitute for the Subdivision and Land Development Regulations.

For more information contact:

The Howard County Department of Planning and Zoning at: (410) 313-2350, TTY (410) 313-2323; View the DPZ web site at: [HCG Home Page: Department of Planning & Zoning Home](#) or visit the Public Service Center of DPZ on the first floor of the George Howard Building, 3430 Court House Drive, Ellicott City, MD. 21043, Monday through Friday, 8:00 a.m. to 5:00 p.m.

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May 20, 2020

Virtual Presubmission Community Meeting Guidelines
Instructions on Applying for and Hosting a Virtual Public Meeting

Following Executive Order 20-003 and County Executive Calvin Ball's Emergency Declaration and given state and local mandates to practice social distancing, presubmission community meetings are unable to be held within the community or in a public or institutional building as required by Code. To allow for continuity of operations and essential functions related to construction, presubmission community meeting can be held virtually through approval of an Alternative Compliance Petition, as long as additional steps are taken to allow for extended public input opportunities.

The following steps outline the process for holding a virtual presubmission meeting during this period of emergency and until further notice:

1. The petitioner must request alternative compliance to Section 16.128(c)(1) of the Subdivision and Land Development Regulations to host the presubmission meeting virtually. The alternative compliance petition must be submitted electronically to planning@howardcountymd.gov and should include the following items:
 - a. The alternative compliance application.
 - b. Web address for the virtual meeting.
 - c. Explanation of how the virtual meeting will be conducted (platform, availability, public access, etc.).
 - d. An exhibit of the proposed development or subdivision that will be presented during the virtual meeting.

There will be no fee collected for this alternative compliance request.

2. Once the alternative compliance is approved, the petitioner should apply for the presubmission community meeting electronically:
https://pdox.howardcountymd.gov/ProjectDox/workflowforms/Anonymous_Form_Infill_Presub.aspx
 - a. The website address that will advertise and provide the link to the virtual meeting should be entered in the "meeting place" field on the presubmission community meeting application.
 - b. The "meeting address" is a required field and should be completed with the petitioner's address.
 - c. The meeting date and time must comply with the requirements in Section 16.128(c)(2) of the Regulations.
3. The property must be posted for at least three weeks immediately before the meeting and in compliance with Section 16.128 of the Regulations.
 - a. The Department of Planning and Zoning (DPZ) will prepare the poster and will charge the petitioner \$25 per poster. Checks can be dropped off in the metal drop box located outside the George Howard Building, 3430 Court House Drive, Ellicott City, MD 21043 or in the DPZ Drop

Box in the front lobby. Please secure them in an envelope, indicate the purpose of the check, and send them attention to the Department of Planning and Zoning, Division of Land Development.

- b. DPZ will notify the petitioner when the posters are complete. The posters can be picked up at the front desk of the George Howard Building, 3430 Court House Drive, Ellicott City, MD 21043, **by appointment only.**
4. Notice shall be sent three weeks prior to the meeting in compliance with Section 16.128(d) of the Regulations. Per Section 16.128(e), the notice shall include:
 - a. Time, date and web address of the virtual meeting. This should include instructions on how to access the virtual meeting and provide comments during the meeting.
 - b. Address and map of the location of the subject property.
 - c. Type of initial plan submittal.
 - d. Type and amount of development, including number of residential units proposed, if applicable.
 - e. Website address of the Department of Planning and Zoning plans in process webpage or central interdepartmental webpage for searching all projects assigned a three-digit alphanumeric code.
 - f. Information about how to sign-up to receive minutes and subsequent correspondence if unable to attend the meeting.
 - g. To satisfy Section 16.128(f)(1) of the Regulations, the notice shall include a copy of these instructions and a copy of the county's subdivision and land development review process.
5. The petitioner must present the project proposal during the meeting, record the meeting, and post it on their website, along with any plans or materials that were presented at the meeting for at least two weeks after the meeting to allow for further community input and response by the petitioner. The website must include the recording, plan proposal and information on how to provide comments on the proposal. Any questions or comments submitted via the website should be included in the minutes, along with the responses. The petitioner must present and record the meeting even if there are no attendees in the virtual meeting.
6. The petitioner must maintain a record of the names, addresses and electronic mail addressed for all attendees and anyone unable to attend the meeting who contact the petitioner requesting to be added to the list.
7. The petitioner must compile comprehensive minutes of the meeting. This includes a written response to all questions not verbally answered at the virtual meeting and responses to comments that were received by the applicant in the two-week period immediately following the meeting. The minutes must be sent to all meeting attendees and anyone unable to attend the meeting who contacts the petition requesting to receive information, within 30 days of the meeting either electronically or by first class mail.
8. With the initial submission of the plan, the petitioner must provide DPZ certification that the meeting notices and minutes were sent, that the meeting recording was posted on the petitioner's website for at least 2 weeks after the meeting, and the meeting attendees' contact information.

All additional items and timelines noted in Section 16.128 not mentioned above must still be followed to satisfy the presubmission community meeting requirement.