



Bureau of Environmental Health
8930 Stanford Blvd | Columbia, MD 21045
410.313.2640 - Voice/Relay
410.313.2648 - Fax
1.866.313.6300 - Toll Free

Maura J. Rossman, M.D., Health Officer

TO: Kent Sheubrooks, Chief
Division of Land Development

FROM: Dana Bernard, R.E.H.S./RS
Well & Septic Program
Bureau of Environmental Health

DATE: July 2, 2018

RE: Locust United Methodist Church
File Number: WP-18-133

The Howard County Health Department has no objection to WP-18-133.

cc: Well & Septic program file

HOWARD COUNTY DEPARTMENT OF PLANNING AND ZONING
Division of Land Development

DATE: June 7, 2018

DPZ File No. WP-18-133

Department of Planning and Zoning

- 1 Research
- 1 Resource Conservation (Historic/Ag Pres)
- Public Service and Zoning Administration
- Address Coordinator

- 1 Comprehensive & Community Planning
- 2 Development Engineering Division
- Other
- 1 File

See: SDP-18-047

Agencies

- 1 Soil Conservation District
- 1 Department of Inspections, Licenses & Permits
- 1 Department of Fire and Rescue Services
- 1 State Highway Administration
- 1 Health Department
- 1 Public School System
- 1 Recreation and Parks
- 1 Office of Transportation
- MD Aviation Administration
- WSSC (Non-Residential Only)

- Tax Assessment
- Verizon
- BGE
- Cable TV
- Police
- MTA
- Finance
- 1 DPW, Real Estate Services
- DPW, Construction and Inspection
- DPW, Bureau of Utilities

RE: Locust United Methodist Church

ENCLOSED FOR YOUR Signature Approval

Review & Comments Files

THE ENCLOSED Original

Pre-Packaged Plan Set

| Plans | # of Plans |
|---|------------|
| <input type="checkbox"/> Sketch Plan | _____ |
| <input type="checkbox"/> Prel Equiv Sketch Plan | _____ |
| <input type="checkbox"/> Preliminary Plan | _____ |
| <input type="checkbox"/> Final Plat/Plat of Easement/RE Plat | _____ |
| <input type="checkbox"/> Final Constr Plans (RDS) | _____ |
| <input type="checkbox"/> Final Development Plan | _____ |
| <input type="checkbox"/> Site Development Plan | _____ |
| <input type="checkbox"/> Landscape Plan/Supplemental Plan | _____ |
| <input type="checkbox"/> Grading Plan | _____ |
| <input type="checkbox"/> House Type Revision/Walk-Thru Red-Line | _____ |
| <input type="checkbox"/> Water and Sewer Plan | _____ |

| Supplemental Documents |
|--|
| <input type="checkbox"/> Wetlands Report |
| <input type="checkbox"/> Soils/Topo Map/Drain Area Map |
| <input type="checkbox"/> FSD/FCP/Worksheet and Application |
| <input type="checkbox"/> Declaration of Intent (Forest Cons) |
| <input type="checkbox"/> Drainage and/or Computation/Pond Safety Comps |
| <input type="checkbox"/> Preliminary Road Profiles |
| <input type="checkbox"/> APFO Roads Test/Mitigation Plan/Traffic Study |
| <input type="checkbox"/> Noise Study |
| <input type="checkbox"/> Sight Distance Analysis/Speed Flow Study |
| <input type="checkbox"/> Floodplain Study |
| <input type="checkbox"/> Stormwater Management Comps/Geo-Tech Report |
| <input type="checkbox"/> Industrial Waste Survey (DPW) |
| <input type="checkbox"/> Road Poster Form Letter |
| <input checked="" type="checkbox"/> Justification Letter |
| <input type="checkbox"/> Perc Plat |
| <input type="checkbox"/> Scenic Road Exhibits |
| <input type="checkbox"/> Deeds |
| <input type="checkbox"/> Photographs |
| <input type="checkbox"/> Retaining Wall Comps/Details |
| <input type="checkbox"/> Poster/Community or HDC Meeting Information |
| <input type="checkbox"/> Route 1 Details/Summary |

Applications

| | |
|--|-----------|
| <u>15</u> Alternative Compliance Application | <u>15</u> |
| <input type="checkbox"/> Planning Board Application | _____ |
| <input type="checkbox"/> ASDP/CSDP Application | _____ |
| <input type="checkbox"/> DED Application/Checklist | _____ |
| <input type="checkbox"/> DED Fee Receipt/Deeds/Cost Estimate | _____ |
| <input type="checkbox"/> Overall Scaled Composite | _____ |
| <input type="checkbox"/> Water & Sewer Plans | _____ |
| <input type="checkbox"/> List of Street Names | _____ |

WAS: Received Tentatively Approved Recorded
 Received and Revised Approved

On June 7, 2018

COMMENTS: NO objections DB

Due- 17 Working Days: 7/2/18

Check, initial and return to the Department of Planning and Zoning if plan is approved with no comments.

DPZ STAFF INITIALS: JS

Howard County Department of Planning and Zoning
Division of Land Development

ALTERNATIVE COMPLIANCE APPLICATION

[Alternative Compliance from Subdivision and Land Development Regulations]

Date Submitted/Accepted 6/7/18 DPZ File Number WP-18-133

I. Site Description

Subdivision Name/Property Identification: Locust United Methodist Church
Location of property: 6851 Martin Road
(Street Address and/or Road Name)

| | |
|----------------------------------|----------------------------------|
| Religious Facility | Religious Facility |
| <small>(Existing Use)</small> | <small>(Proposed Use)</small> |
| <u>41</u> | <u>216, 283 & 284</u> |
| <small>(Tax Map No.)</small> | <small>(Parcel No.)</small> |
| <u>R-SC</u> | <u>5.63 AC+/-</u> |
| <small>(Zoning District)</small> | <small>(Total Site Area)</small> |

Provide a brief site history including reference to all previously submitted or currently active plans on file with the County (subdivision plans, Board of Appeals petitions, alternative compliance petitions, etc.)
BA 05-027 C&V (Project not built), Nonconforming use - NCU 17-002, Conditional Use - 17-006 C&V, ECP-17-052 and SDP-18-047

II. Alternative Compliance Request

In accordance with Section 16.104 of the Howard County Subdivision and Land Development Regulations, the Department of Planning and Zoning, in conjunction with the Subdivision Review Committee **may grant alternative compliances or modifications to the minimum requirements stipulated within the Regulations if it is determined that extraordinary hardships or practical difficulties may result from strict compliance with the regulations, or if it is determined that the regulations may be served to a greater extent by an alternative proposal.**

In the area below, the petitioner shall enumerate the specific numerical section(s) from the Subdivision and Land Development Regulations for which an alternative compliance is being requested and provide a brief summary of the regulation. Attach a separate sheet if additional information is appropriate.

| <u>Section Reference No.</u> | <u>Summary of Regulation</u> |
|------------------------------|--|
| 1. <u>16.156</u> | <u>If the Department of Planning and Zoning or the Review Committee indicates that additional information is needed in order to decide whether to approve the plan, the developer shall provide the information within 45 days of receiving such indication.</u> |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |

III. *Justification*

All alternative compliance requests must be fully justified by the petitioner. Incomplete or inadequate justification may result in rejection of the application at the time of submission. Justification must be specific to the subject property. The justification provided by the petitioner should include all factors which rationalize or substantiate the request in accordance with the following criteria:

- a. Summarize any extraordinary hardships or practical difficulties which may result from strict compliance with the Regulations.
- b. Verify that the intent of the Regulations will be served to a greater extent through the implementation of the alternative proposal.
- c. Substantiate that approval of the alternative compliance will not be detrimental to the public interests.
- d. Confirm that approval of the alternative compliance will not nullify the intent of the Regulations.

PLEASE ATTACH A SEPARATE LETTER OF JUSTIFICATION TO SUPPORT THE ALTERNATIVE COMPLIANCE REQUESTS.

IV. *Pre-Submission Meeting Requirements*

- a. **Community Meeting Requirement** - If no previous subdivision plans and/or zoning or conditional use petitions were processed, a pre-submission community meeting is required for the initial plan submittal of all new residential development and for new non-residential development located within 200 feet of a residential zoning district or an existing non-residential development which is located within 200 feet of a residential zoning district and proposed for a floor area expansion of more than 25% in accordance with Sections 16.156(a) and 16.128 of the Subdivision and Land Development Regulations for alternative compliance of the site development plan requirement. [See DPZ policy memo dated 3/22/04 for existing lots/parcels]. The property owner/developer must provide 3 weeks advance notice regarding the community meeting's date, time and location to all adjoining property owners identified in the records of the State Department of Assessments and Taxation and any community association that represents the geographic area of the subject property by first class mail; and sent electronically to any community association registered with the County for projects in a certain geographic area; the Howard County Council; and DPZ, which will place the meeting notice on the DPZ's website. The developer shall send a copy of the minutes and written responses to the meeting attendees and DPZ, either electronically or by first class mail. **A certification that meeting notices were mailed, contact information for the attendees and a copy of the minutes and a written response with a dated return mail receipt or dated email attached to all of the major comments recorded at the meeting must be submitted to DPZ along with the initial plan application. The meeting minutes, including a written response to all questions, shall be sent to all meeting attendees within 60 days of the meeting either electronically or by first class mail [Council Bill 6-2011].**
- b. **HPC Meeting Requirement** - A pre-submission advisory meeting with the Historic Preservation Commission is required for new development located within a Historic District or if the site contains a historic structure (50 years or older) in accordance with Section 16.603A of the Howard County Code. Verify this requirement by checking the Historic Sites Inventory list and maps available at the DPZ public service desk or checking with the Resource Conservation Division. The property owner/developer must contact the DPZ, Resource Conservation Division for the HPC scheduling process and procedures. **The property owner/developer must submit a copy of the minutes from the HPC Advisory Meeting to DPZ along with the initial subdivision or site development plan application.**
- c. **MAA Meeting Requirement** - For all proposed subdivisions or developments located within the BWI Airport Noise Zone or the Airport Zoning District (4 mile radius from the center of the airport), the review and approval by the Maryland Aviation Administration is required prior to signature approval of final plan road and SWM construction drawings, and/or site development plans, or alternative compliance approval of SDP. Please contact the MAA at P.O. Box 8766, BWI Airport, Maryland, 21240-0766, or (410) 859-7100. A copy of the MAA approval letter must accompany the submission of the final road/SWM construction plan original drawings, and/or site development plan original, or alternative compliance application.

- d. **Design Advisory Panel (DAP)** – A pre-submission advisory meeting with the Design Advisory Panel is required for sketch and preliminary equivalent sketch plans that are submitted on or after November 3, 2008 for new development or redevelopment projects on parcels located in the U.S. Route 1 corridor that are zoned 'CE', 'CAC' or 'TOD' or that adjoin the Route 1 right-of-way and that are subject to the Route 1 Design Manual; on parcels located within the U.S. Route 40 corridor that are zoned 'TNC' or that are subject to the Route 40 Design Manual; on parcels which age-restricted adult housing is to be constructed pursuant to a conditional use; on redevelopment parcels located in the New Town Village Centers with boundaries proposed by a property owner or established by the Zoning Board or County Council; and for revitalization and redevelopment of Downtown Columbia in accordance with Sections 16.1501 and 16.1504 of the Howard County Code. The property owner/developer must contact the DPZ, Division of Comprehensive and Community Planning to verify this requirement and for information concerning the DAP meeting scheduling process and procedures. **The property owner/developer must submit a copy of the DAP project design recommendations to DPZ along with the initial subdivision plan application.**

V. **Plan Exhibit**

A. **Number of Copies Required**

The alternative compliance application must be accompanied by copies of a detailed plot plan, subdivision plat or site development plan (**15 sets of the completed alternative compliance application and plan exhibit if the subject property adjoins a County road; 19 sets for properties adjoining a State road**).

In instances where the alternative compliance request concerns an approval extension or if an associated plan is in active processing, only 2 sets of plans are required along with 15 or 19 copies of the application form. **Plans must be folded to a size no larger than 7-1/2" x 12". The pre-packaging of plans and supplemental reports by SRC agency will be permitted by DPZ provided that each package contains a cover letter which itemizes all plans, reports and documents included in the package.**

Please be advised that all plan application submissions are ACCEPTED BY APPOINTMENT ONLY. All plan submission appointments must be scheduled with the Division of Land Development at (410) 313-2350.

Plan applications are available on the DPZ website at <https://howardcountymd.gov/Departments/Planning-and-Zoning/Land-Development>.

B. **Plan Requirement Checklist**

The detailed alternative compliance exhibit, plot plan, subdivision plan or site development plan must indicate the following required information relevant to the alternative compliance request to ensure acceptance of the alternative compliance application for processing.

| | | |
|---------|--|---|
| Legend: | <input checked="" type="checkbox"/> Information Provided | <input type="checkbox"/> Information Not Provided, Justification Attached |
| | <input type="checkbox"/> NA | |

- 1. Vicinity map scale 1" = 2,000' indicating and identifying the total boundary of the property, exact site location, vicinity roads and north arrow.
- 2. Bearings and distances of property boundary lines for the entire tract and size of tract area.
- 3. North arrow and scale of plan.
- 4. Location, extent, boundary lines and area of any proposed lots.
- 5. Any existing or proposed building(s), structures, points of access, driveways, topography, natural features and other objects and/or uses on the subject and adjacent properties which may be relevant to the petition; i.e. historic structures, cemeteries or environmentally sensitive areas.
- 6. Delineation of building setback lines.
- 7. Delineation of all existing public road and/or proposed street systems.
- 8. Identification and location of all easements.
- 9. Approximate delineation of floodplain, streams, wetland and forested areas, if applicable, and/or

- provide a professional certification that environmental features do not exist on the property.
- X 10. Road profile to evaluate sight distance, if the application includes a request for direct access to a major collector or more restrictive roadway classification.
- NA 11. Any additional information to allow proper evaluation (e.g. for alternative compliance to wetland buffers an alternative analysis and mitigation proposal are needed; for alternative compliance to SDP requirements where there is no subdivision of land, an APFO Roads Test evaluation may be needed, for alternative compliance of final plat or SDP, a copy of property deeds to confirm legal creation or status of property is needed).
- NA 12. Photographs, perspective sketches or cross-sections as necessary to adequately portray the alternative compliance request.
- NA 13. The exhibit plans should be highlighted to accurately illustrate the requested alternative compliance(s) to allow proper evaluation (i.e. proposed grading, tree clearing or other disturbances within environmentally sensitive areas or buffers).
- NA 14. Submit 2 sets of photographs for all existing on-site structures.
- NA 15. Identify the location of any existing wells and/or private septic systems.
- NA 16. **Route 1 Manual**
Compliance with the Route 1 Manual is required for new development and some alterations or enlargements located in the CE, TOD and CAC zoning districts and for other zoning districts located within the Route 1 corridor. All plan submissions, beginning with the initial subdivision or site development plan, shall show all applicable streetscape, site and building designs responding to the Route 1 Manual's requirements and recommendations. All plan submissions shall provide a written summary of how the proposed design achieves the objectives of the Route 1 Manual. Also, building design and schematic architectural elevation details must be included with the initial subdivision or site development plan submission.
- NA 17. **Route 40 Design Manual**
Compliance with the Route 40 Design Manual is required for new development and redevelopment projects located in the Traditional Neighborhood Center (TNC) zoning districts and on parcels located within the Route 40 Corridor as defined in the Route 40 Design Manual. All plan submissions within the Route 40 corridor, beginning with the initial subdivision or site development plan, shall show all applicable streetscape, site and building designs responding to the Route 40 Design Manual's requirements and recommendations. All plan submissions within the Route 40 corridor shall provide a written summary of how the proposed design achieves the objectives of the Route 40 Design Manual. Also, building design and schematic architectural elevation details must be included with the initial subdivision or site development plan submission.
- NA 18. **Property Deeds** – Information to confirm the legal creation or status of the property to be improved. (Copy of deeds from Howard County Land Records Office or record plat name and recording reference number). **A complete chronological deed history is required for all deeded residential properties. Provide 2 copies of the recorded deeds for the subject property tracing its history back to 1960.**

NA 19. Please complete the following:

A pre-submission meeting was held with DPZ on _____ with
[date], if applicable.

[DPZ, Director, DLD Division Chief or other SRC representatives]

VI. Fees

The Alternative Compliance application fee shall be in accordance with the adopted fee schedule. All checks shall be made payable to the *Director of Finance*. **The petition will not be accepted for processing until the fee has been paid. Incomplete, incorrect or missing information may result in the rejection of the application** and could cause additional time to be required to revise the application for resubmittal and re-review. For more information or questions, contact DPZ at (410) 313-2350.

VII. Owner's/Petitioner's Certification

I/WE the undersigned fee simple owner(s) hereby make application to the Howard County Department of Planning and Zoning to provide an alternative compliance request of the minimum requirements of the Howard County Subdivision and Land Development Regulations. The undersigned hereby certifies the information supplied herewith is correct and complete, confirms that the regulations and policies as referred to in the attached are understood, and authorizes periodic on-site inspections by the Howard County Subdivision Review Committee agencies. ***If the applicant is the owner's agent, written documentation from owner granting that authority is required at the time of the submission.**

Owner's authorization attached *

| | |
|---|--|
| <p><u>Judy S. Brown</u> (Signature of Property Owner) (Fee Simple Owner Only)</p> <p><u>6/1/18</u> (Date)</p> <p><u>Locust United Methodist Church</u> (Name of Property Owner)</p> <p><u>6851 Martin Road</u> (Address)</p> <p><u>Columbia, MD 21044</u> (City, State, Zip Code)</p> <p>E-Mail <u>jbrown6035@comcast.net</u></p> <p><u>443.934.2235</u> (Telephone)</p> <p><u>Ms. Judy Brown</u> Contact Person:</p> | <p><u>[Signature]</u> (Signature of Petition Preparer) *</p> <p><u>4/1/2018</u> (Date)</p> <p><u>D.S. Thaler & Assoc. LLC</u> (Name of Petition Preparer, Surveyor/Engineering/Architect or Agent/Developer)</p> <p><u>7115 Ambassador Road</u> Address)</p> <p><u>Baltimore, MD 21244</u> (City, State, Zip Code)</p> <p>E-Mail <u>kgarvey@dsthaler.com</u></p> <p><u>410.944.3647</u> (Telephone)</p> <p><u>Kevin T. Garvey, RLA</u> Contact Person:</p> |
|---|--|

**Alternative Compliance Waiver
Narrative Statement**

Final Development Plan SDP-18-047
Locust United Methodist Church
6851 Martin Road
Columbia, MD 21044

An Alternative Compliance Waiver is requested from Sec. 16.156(g)(2) of Howard County Subdivision Regulation to extend the resubmittal from 45 days to 135 days.

Sec. 16.156. - Procedures.

(g) Report of Review Committee; Additional Information:

(2) If the Department of Planning and Zoning or the Review Committee indicates that additional information is needed in order to decide whether to approve the plan, the developer shall provide the information within 45 days of receiving such indication.

- **Summarize any extraordinary hardships or practical difficulties, which may result from strict compliance with the regulation.**

Locust United Methodist Church is an existing church located at 6851 Martin Road in Columbia, Maryland. The Church was established in Howard County in the 1800s with the current building constructed in 1951. At this time a parking lot is located east of the existing church with access to Martin Road. Martin Road is classified as a Major Collector with a speed limit of 30 miles per hour.

The Church is proposing a multi-purpose room addition on the east side of the existing building, where the existing parking lot is now located. This parking lot will be relocated east, in front of the existing dwelling which is used as a parsonage. The entrance to the proposed parking lot will be maintained in its current location and reconstructed to meet current Howard County Commercial Entrance requirements.

During a phone conversation with Buck Bohmer in Traffic Engineering on April 25, 2017 it was determined that because the proposed addition will not increase the peak traffic flow and the existing entrance location will be retained, a sight distance study or a waiver would not be required provided that the entrance was brought up to current Howard County Commercial Entrance requirements. D.S. Thaler & Assoc. LLC prepared and submitted Final Development plans to Howard County for review and approval based on this assumption.

Upon Howard County review of the Final Development Plan a comment was made that a traffic and sight distance study will be required. To accommodate this and other comments additional engineering services will be required. The time to retain these services, for the services to be delivered and the results incorporated into the design cannot be accomplished within 45 days. Additionally, the architect, Alexander Design Studio, is delayed due to the flooding in Ellicott City. An extension to 135 days is therefore respectfully requested.

- **Verify that the intent of the Regulation will be served to a greater extent through the implementation of an alternative proposal.**

The granting of this alternative compliance waiver will allow for the time required to retain additional professional service, incorporate the results into the Final Development Plan and resubmit with supporting documents required for Howard County for review and approval.

- **Substantiate that approval of the Alternative Compliance request will not be detrimental to the public interest.**

Additional time requested does not impact the public interest.

- **Confirm that approval of the Alternative Compliance request will not nullify the intent and purpose of the Regulation.**

The intent and purpose of the regulation is to promote a timely and consistent review process. The additional time for will allow for the completion of additional documentation and for County comments to be fully addressed.