



September 7, 2018

To: Columbia Association Board of Directors
(E-Mail Address: Board.Members@ColumbiaAssociation.org)
CA Management

From: Andrew C. Stack, Board Chair

The Columbia Association Board of Directors Work Session will be held on Thursday, September 13, 2018 at 7:00 p.m. at Columbia Association headquarters, 6310 Hillside Court, Suite 100, Columbia, MD 21046.

AGENDA

- | | |
|---|-----------|
| 1. Call to Order | 5 min. |
| (a) Announce Directors/Senior Staff Members in Attendance | |
| (b) Remind People that Work Sessions are not Recorded/Broadcast | |
| (c) Read Five Civility Principles | |
| 2. Approval of Agenda | 1 min. |
| 3. Resident Speakout | |
| 3 Minutes per Individual; 5 Minutes per Group; 2 Minutes for Response to Questions | |
| 4. Chairman's Remarks | 3 min. |
| 5. President's Remarks; Follow-Up Questions from the Board Members | 10 min. |
| 6. Work Session Topics | 140 min. |
| (a) Millennials Work Group – Mid-Point Update to the Board of Directors | (20 min.) |
| (b) Update – Encroachment Review Process | (15 min.) |
| (c) Neighborhood Center Review Process | (15 min.) |
| (d) Village Financials for FY 2018 | (30 min.) |
| (e) Discussion of the Most Recent Development Tracker | (15 min.) |
| (f) Columbia Vision & Howard County Phase 2 Land Development Regulations Assessment | (30 min.) |
| (g) Background Research on the Lakeview Proposed Project (Broken Land Parkway) | (15 min.) |
| 7. Adjournment – Anticipated Ending Time: Approximately 10:00 p.m. | |

Next Board Meeting

Thursday, September 27, 2018 – 7:00 p.m.

ARRANGEMENTS FOR AN INTERPRETER FOR THE HEARING IMPAIRED CAN BE MADE BY CALLING 410-715-3111 AT LEAST THREE DAYS IN ADVANCE OF THE MEETING.

CA Mission Statement

Working every day in hundreds of ways to make Columbia an even better place to live, work, and play.

CA Vision Statement

Making Columbia the community of choice today and for generations to come.

August 27, 2018

Chair's Remarks September 13, 2018 CA Work Session

<u>Date</u>	<u>Activity</u>	<u>Time</u>
Sept 5, 2018	International & Multicultural Advisory Committee meeting	7:00 PM
Sept 8, 2018	Exploring Columbia on Foot - Downtown Columbia	10:00 AM
Sept 8, 2018	2018 Color Columbia Plein Air Paint Out (Lake Kittamaqundi and Wilde Lake - see website for details)	8:30 AM RR
Sept 10, 2018	Signing of Liyang Sister City documents (Oakland)	10:00 AM
Sept 11, 2018	Future of Howard County (Business Journal Roundtable)	7:30 AM RR
Sept 12, 2018	Audit Committee meeting	7:30 PM
Sept 13, 2018	CA Board work session	7:00 PM
Sept 13, 2018	Stream Restoration Project overview (Slayton House)	7:00 PM
Sept 15, 2018	Healthy Hero Fun Run Walk (Lakefront)	8:00 AM
Sept 15, 2018	6th Annual Wilde Lake Family Picnic	11:00 AM
Sept 16, 2018	5th Annual Discover Downtown Columbia 5K	9:00 AM RR
Sept 16, 2018	Jazz in the Mills; Oakland Mills	5:00 PM RR
Sept 17, 2018	Art Center Advisory Committee	6:30 PM
Sept 17, 2018	Stream Restoration Project overview (Kahler Hall)	7:00 pm
Sept 20, 2018	Stream Restoration Project overview (Oakland)	7:00 pm
Sept 22, 2018	Kings Contrivance Fall Flea Market	9:00 AM
Sept 27, 2018	Exploring Columbia on Foot - Long Reach	10:00 AM
Sept 29, 2018	Columbia Bike-About (see website for details)	9:30 AM RR

RR = Registration Required

The annual visits with each village have been arranged.

Congratulations to Milton for the award from Howard Community College.

Thanks to all of CA staff who help CA be recognized by the Department of Energy for achieving the ambitious 20% energy reduction goal (set as a partner in the Better Buildings Challenge). Another good example of CA's commitment to the environment.

Thanks to Inner Arbor Trust for the meeting on Wednesday September 5th.

Encourage everyone to review the progress status report on the CA Strategic Plan. You can view the report at the following website columbiaassociation.org/about-us/strategic-plan.



To: Columbia Association Board of Directors
Thru: Jane Dembner, Director of Planning and Community Affairs
From: Jessica Bellah, Community Planner
Date: September 6, 2018
Subj: Millennials Work Group - Midpoint Update to the Board

Background

The Millennials Work Group is made up of community members who volunteered to study how CA and Columbia can be improved to better satisfy the needs and interests of Columbia's Millennial population. Of the many applicants who volunteered to serve, these members were selected to represent a broad range of ages and backgrounds. The Work Group's identified goal is:

- To develop a report with recommendations that identify the opportunities for young adults and Millennials (ages 17 to 35) to become more engaged in the Columbia community including increased participation in CA's Sport and Fitness programs and activities.
- In addition to the work group's findings and identified recommendations, answer the following:
 - What CA programs/facilities are Millennials looking for?
 - What are the best methods for engagement, interaction, and inducing participation?
 - What facilities and programs are Millennials seeking in Columbia and environs?

Progress to Date and Next Steps

The Work Group members have met monthly since February, 2018. In that time, they have learned about CA's existing programs, facilities and operations. Through small group discussions and a broadly advertised survey, they have successfully engaged directly with Millennials who live, work, study, or come to play in Columbia. Using this information, the Work Group is starting to answer the questions posed at the formation of the group and to develop recommendations.

The Work Group is currently planning a public meeting for October 18th (6:30 to 8:30 pm) at the Merriweather Post Pavilion Community Room to present their findings and draft recommendation to the community and gain insights from meeting participants. Following the public meeting, the Work Group will continue to work on their recommendations with a goal of preparing their final report by December 2018.

Work Group members will provide an update to the CA Board of Directors at the September 13 work session on the work they have undertaken to date and will be on hand to answer Board member questions.

CA



Encroachments

Board of Directors
September 13, 2018





Encroachment Processing

The Columbia Association is responsible for preserving and maintaining approximately 3600 acres of open space for the betterment of the Columbia community

Until just this year, encroachments that negatively affect CA's preservation of the open space were handled on a complaint-driven basis. Recent advances in technology, however, now allow us to proactively manage our property.

Going forward, our process for addressing encroachments will include discussions with village association covenant advisors to coordinate covenant enforcement efforts with actions to handle encroachment violations.



Updated Process

- Established identification and tracking system
- Held workshops with Village Managers and Covenant Advisors to develop notification and enforcement process
 - Revised process to include:
 - village manager & covenant advisor notifications
 - Verifying RAC status for moving structures
- Standardized communication and enforcement policies
- Developed CA branded witness posts for property marking



Identifying Encroachments

- Aerial imagery – reviewed by CA Open Space staff
- Covenant Advisor
- Open Space visual inspections in the field
- Professional boundary surveying
 - *Possible cost-sharing when initiated by resident*

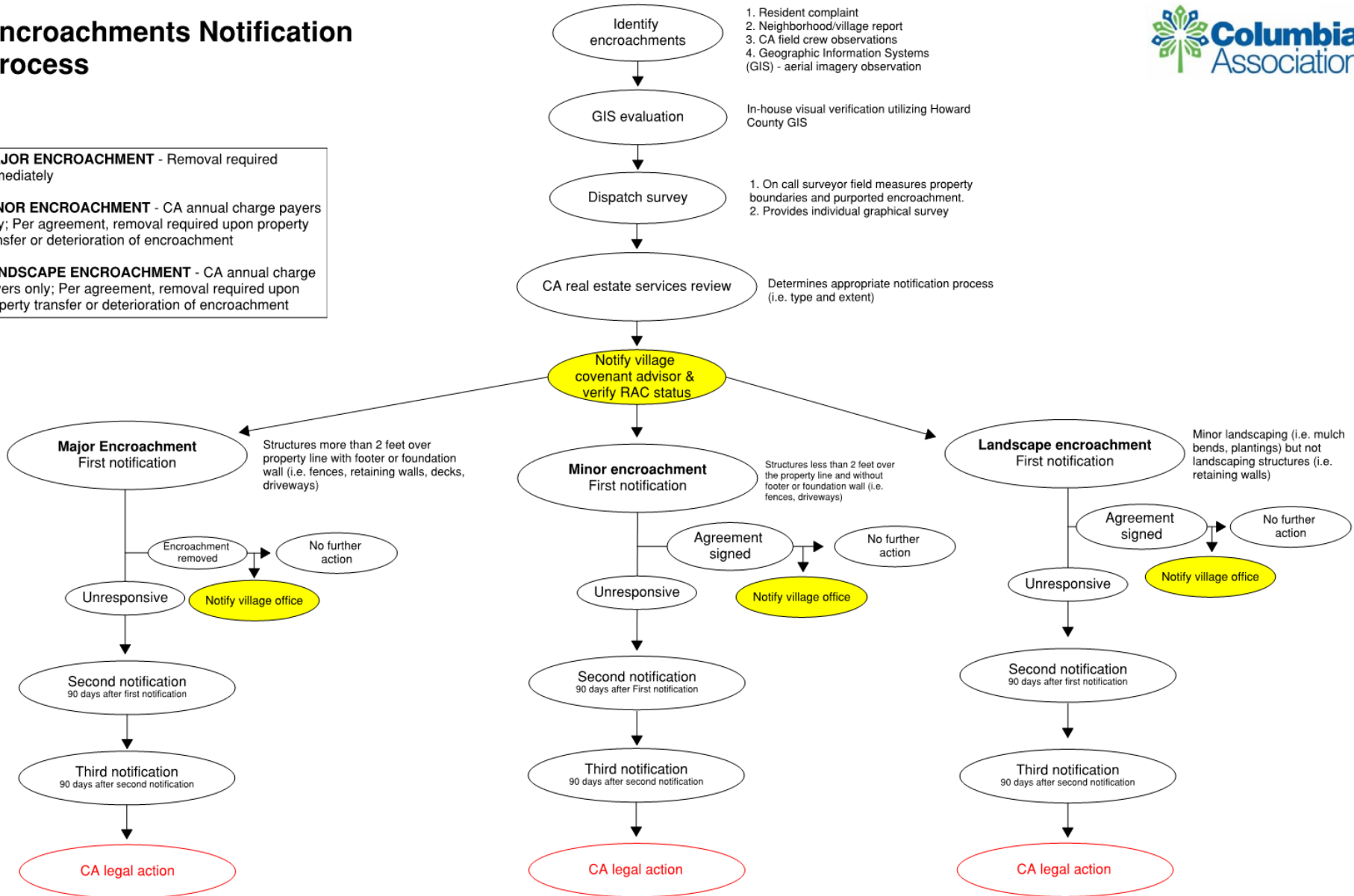
Encroachments Notification Process



MAJOR ENCROACHMENT - Removal required immediately

MINOR ENCROACHMENT - CA annual charge payers only; Per agreement, removal required upon property transfer or deterioration of encroachment

LANDSCAPE ENCROACHMENT - CA annual charge payers only; Per agreement, removal required upon property transfer or deterioration of encroachment





Communication Process

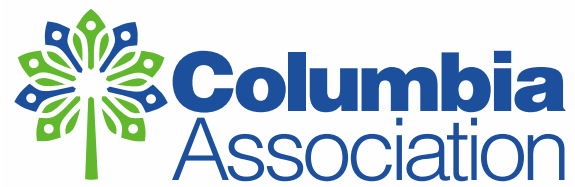
- Updated & standardized communication with property owners
 - 1st, 2nd, 3rd notification letters for Major Encroachments
 - Landscaping acknowledgement
 - Minor encroachment acknowledgement (no action required)

CA



Boundary Marking







Date

Name

Address

Columbia, MD

Subject: Encroachment on CA Open Space Lot # ____

Dear _____:

During a recent inspection of Columbia Association (CA) Open Space, we observed that your _____ extends beyond the boundary of your property and encroaches on CA Open Space. CA's surveyor has confirmed this encroachment. We have enclosed for your convenience a copy of the survey showing the existing encroachment.

We understand that identifying your property boundary lines can sometimes be difficult, so we wanted to make sure you are aware of this encroachment and of the Rules and Regulations for CA Open Space, #16, which provides:

"No structures, either temporary or permanent, may be erected on Open Space, nor may any alteration of Open Space property take place without the written permission of the Columbia Association."

Given that this encroachment violates CA's property rights as well as the CA Open Space Regulations, please remove the encroachment(s) from CA Open Space and restore the Open Space to its original condition by _____.

If you have any questions, please feel free to call me at 410-381-3470, Monday through Friday between 7:30am and 4:00pm.

Sincerely,

Assistant Division Director
Open Space Maintenance & Services

Enclosures: Copy of Property Plat

Date

Name
Address
Columbia, MD

Subject: Second Notice of Encroachment on Columbia Association Open Space

Dear _____:

I'm following up on the letter we sent you on _____ regarding the encroachment of a _____ from your property onto Columbia Association (CA) Open Space. In that letter, we asked that you remove the encroachment from CA's Open Space by _____. Our re-inspection of the property reveals the continuing existence of the violation.

It is CA's responsibility to protect and preserve the Open Space for the benefit of the entire community. It is essential that you remove the encroachment, and restore the Open Space to its original condition. To assist you, we have enclosed another copy of the land survey of your property and a list of Frequently Asked Questions.

If the encroachments are not removed by _____, we will have to turn this matter over to our legal department.

Thank you for helping us preserve Columbia Association's Open Space.

Please call me if you have any questions at 410-381-3470, Monday through Friday between 7:30am and 4:00pm.

Sincerely,

Assistant Division Director
Open Space Maintenance & Services

Enclosures: Copy of Property Plat and FAQ's

Frequently Asked Questions About Encroachments

Q: The person who owned the house before me put the structure where it is. Do I still need to move it?

A: Yes. The improvements belong to the current owner and if they are not contained within the boundaries of your property, you are responsible to remove the encroachment.

Q: Why wasn't I told before I put the structure there? (Shouldn't the RAC have notified me before I put it in?)

A: It is the property owner's or his/her surveyor/contractor's responsibility to be certain that the structure is built in the proper location. The RAC can approve materials and specifications but cannot and does not grant permission to build within CA's open space. It is incumbent on the owner to survey the property, if necessary; to be sure the improvement is properly located.

Q: Why do I need to move it now?

A: It is CA's responsibility to preserve and protect the Open Space for the benefit of the entire community. In order to accomplish that, we cannot permit encroachments on CA Open Space. We send a notification of encroachment as soon as we become aware of the matter.

Q: Can you provide any help in moving/removing the structure?

A: We can provide contact information for contractors and/or companies that may be able to help you. You may call Sean Harbaugh, Assistant Division Director, Open Space Maintenance & Facility Services, Monday through Friday 7:30am-4:00pm for further assistance. His phone number is (410)381-3470.

Date

Name
Address
Columbia, MD

Subject: **Third Notice of Encroachment**

Dear _____:

We sent you letters on _____ and _____ regarding the encroachment of a _____ from your property onto Columbia Association (CA) Open Space. In our second letter, we asked that the encroachment be removed by __date__. Our inspections show the continuing existence of the violation.

Since the encroachment remains and we have not received any response from you, we will turn this matter over to our legal department unless you take steps to resolve this matter prior to [date].

We anticipate your cooperation in this matter. Please call me if you have any questions at 410-381-3470, Monday through Friday between 7:30am and 4:00pm.

Sincerely,

Assistant Division Director
Open Space Maintenance & Services



Date

Name

Address

Columbia, MD

Subject: Encroachment on CA Open Space Lot # ____

Dear _____:

During a recent inspection of Columbia Association (CA) Open Space, we observed that your _____ extends beyond the boundary of your property and encroaches on CA Open Space. CA's surveyor has confirmed this encroachment. We have enclosed for your convenience a copy of the survey showing the existing encroachment.

We understand that identifying your property boundary lines can sometimes be difficult, so wanted to make sure you are aware of this encroachment and of the Rules and Regulations for CA Open Space, #16, which provides:

"No structures, either temporary or permanent, may be erected on Open Space, nor may any alteration of Open Space property take place without the written permission of the Columbia Association."

Although CA is entitled to require you to remove the encroachment immediately, CA is willing, conditioned upon your signing of the attached agreement, to permit you to defer the removal of such encroachment until the earlier to occur of the following events: 1. [Your encroaching structure has fallen into a state of disrepair or become a possible safety hazard] [Your encroaching landscaping is no longer being maintained as seasonally appropriate], or 2. You sell or otherwise transfer your property to another owner. This does not constitute permission for you to expand or alter the encroachment in any way. Should that occur, CA will require immediate removal of the encroachment.

Please sign and return the attached agreement to me by [date].

If you have any questions, please feel free to call me at 410-381-3470, Monday through Friday between 7:30am and 4:00pm.

Sincerely,

Assistant Division Director
Open Space Maintenance & Services

Enclosures: Copy of Property Plat
Acknowledgement Agreement



Open Space Management
9450 Gerwig Lane
Columbia, Maryland 21046
410-312-6330, Fax 410-312-6327
ColumbiaAssociation.org

Property Lot# _____

CA Open Space Lot# _____

Description: _____

ENCROACHMENT AGREEMENT

I acknowledge receipt of the letter dated _____ from the Columbia Association (CA) giving me Notice of an Encroachment extending from my property located at [address] on to CA Open Space. I understand that CA is permitting me to defer the removal of the encroachment until the earlier to occur of the following events: 1. [The encroaching structure falls into a state of disrepair or becomes a possible safety hazard] [I fail to maintain the encroaching landscaping as seasonally appropriate], or 2. I sell or otherwise transfer my property to another owner. I also understand that I am not permitted to expand or alter the encroachment and that if I do so, I will be required to remove the entire encroachment. I further understand that this agreement is not transferable in the event of the sale or transfer of my property and the encroachment will then need to be removed.

Signature: _____
Property Owner

Date: _____

Signature: _____

Date: _____

Assistant Division Director

Return To:

Columbia Association
9450 Gerwig Lane
Columbia, Maryland 21046
Attn: Division Services Coordinator



Date

Name

Address

Columbia, MD

Subject: Planting Encroachment on CA Open Space Lot # ____

Dear _____:

During a recent inspection of Columbia Association (CA) Open Space, we observed that your landscaping extends beyond the boundary of your property and encroaches on CA Open Space. CA's surveyor has confirmed this encroachment. We have enclosed for your convenience a copy of the survey showing the existing encroachment.

We understand that identifying your property boundary lines can sometimes be difficult, so we wanted to make sure you are aware of this concern and of the Rules and Regulations for CA Open Space, #16, which provides:

"No structures, either temporary or permanent, may be erected on Open Space, nor may any alteration of Open Space property take place without the written permission of the Columbia Association."

The encroaching landscaping materials were not planted, are not owned, and will not be maintained by CA. CA is entitled to require you to remove that landscaping immediately. However, if you wish to keep the encroaching landscaping in place, CA is willing to permit you to do so, conditioned upon your signing of the attached open space planting agreement. This does not constitute permission for you to expand or alter the encroachment in any way. Should that occur, CA will require immediate removal of the encroachment.

Please remove the encroachment or sign and return the enclosed Open Space Planting Agreement to CA by _____. If you have any questions, please feel free to call me at 410-381-3470, Monday through Friday between 7:30am and 4:00pm.

Sincerely,

Assistant Division Director
Open Space Maintenance & Services

Enclosures: Copy of Property Plat
Planting Agreement

OPEN SPACE PLANTING AGREEMENT

I/We am/are the owner(s) of the property located at [address], Lot #_____ and hereby acknowledge that I/we am/are responsible for the landscaping and plantings as shown on the attached survey. I/We further acknowledge that such landscaping encroaches on Columbia Association (CA) Open Space and that CA will permit that encroaching landscaping to remain on CA Open Space subject to the following conditions:

- I/We will maintain the landscaping as seasonally appropriate. If the plantings become hazardous, interfere with the public use of the Open Space, prevent access, become unsightly, or for any other reason need to be removed as determined solely by CA, it is my/our responsibility to remove the landscaping and plantings and restore the Open Space to its original condition.
- CA will not be responsible for any maintenance of the landscaping/plantings.
- The encroaching landscaping may not be expanded or altered in any way without CA's specific written permission.
- CA assumes no liability for any activity associated with the encroaching landscaping or plantings or their maintenance and care.
- This agreement is not transferable. In the event that I/we sell or otherwise transfer our property, the encroaching landscaping shall be removed prior to such sale or transfer.
- CA may amend or terminate this agreement at any time at its sole discretion.

Signature: _____
Property Owner(s)

Date: _____

Signature: _____
(Assistant Division Director, CA)

Date: _____



Date

Name

Address

Columbia, MD

Subject: Encroachment on CA Open Space Lot # ____

Dear _____:

Columbia Association understands that you requested a Letter of Compliance presumably for selling or transferring your property. Please recall the signed acknowledgement letter dated, _____[DATE]_____ regarding your property. The letter of compliance can be issued from your Village with conditions to mitigate the outstanding encroachment according to the agreement.

If you have any questions, please feel free to call me at 410-381-3470, Monday through Friday between 7:30am and 4:00pm.

Sincerely,

Assistant Division Director
Open Space Maintenance & Services



July 13, 2018

Lot # 131

Subject: Encroachment on CA Open Space Lot # 131-A

Dear :

I would like to take this opportunity to thank you for having the easement document for your driveway forwarded to us. Your cooperation with CA is greatly appreciated and this matter is resolved at this time.

Do not hesitate to call me if you have any questions. You may contact me at 410-381-3470, Monday through Friday between the hours of 8:00am and 4pm.

Sincerely,

Assistant Division Director
Open Space Maintenance and Services



July 13, 2018

10705 Green Mountain Circle
Columbia, MD 21044
Lot #105

Subject: Encroachment on CA Open Space Lot #63

Dear _____ :

Thank you for meeting on June 15, 2018. We appreciate your commitment to removing the fence from CA property. As we discussed, please have the encroachment removed by August 2019. Your cooperation with CA is greatly appreciated.

Please acknowledge the receipt of this letter and the terms we discussed by returning a copy of this letter for our files.

If you have any questions, feel free to call me at 410-381-3470, Monday through Friday between 7:30am to 4pm.

Sincerely,

Assistant Division Director
Open Space Maintenance & Services

Signature of Property Owner

Date

Neighborhood Center Discussion


Presentation to the Board of Directors
09.13.2018



Columbia
Association

Introduction

Neighborhood Center Discussion



Working collaboratively with village associations, CA accounting department and the CA construction department are assembling usage data, actual income and expense numbers, and estimated construction cost for steady state operation, estimated construction cost for renovations necessary to comply with current ADA and life safety codes as well as the estimated remaining useful building life

Schedule

Neighborhood Center Discussion

May 1, 2018 to April 20, 2019 – assemble operating income and expense, usage and long term projected capital expenditures

June 13, 2019 – present FY19 neighborhood center information and options to CA Board of Directors for discussion purposes in June and July

July – August 2019 – present findings and options to village associations and request village association recommendations for long term neighborhood center programming

September 2019 – request CA Board of Directors vote regarding long term neighborhood center strategic plan based on operating income and expense data, usage, village association recommended programming and projected long-term capital expenditures



Operating Expenses

Data Collection

CA is now collecting data on a quarterly basis for each individual neighborhood center to better evaluate operating expenses and facility usage.

Village managers have been asked to supply the following for each of the facilities under their management:

- Number of hours a facility is rented or leased
- Expenses paid by the village (i.e. cleaning services, repairs & maintenance not paid by CA)
- Income from periodic rentals
- Income from long-term leases

In addition, CA construction and accounting collaborated to develop accounting units to track dollars spent on individual centers including:

- Operating expenses (i.e. repairs and maintenance, allocation of department overhead)
- Interest
- Depreciation
- Insurance
- Taxes

Capital Expenses

Data Collection

Several neighborhood centers are approaching conditions where the age of major building systems such as HVAC, roofing, plumbing and electric, as well as requirements for ADA compliance will necessitate substantial capital investments. For such situations, CA construction, with the assistance of outside consultants as necessary, perform building inspections and will provide the Board of Directors with the following information:

- Full-scale renovation budget
- On-going costs to maintain existing operations in lieu of a full-scale renovation
- Estimated remaining life for major building components

This information, along with the aforementioned FY19 operating data will be presented to the Board of Directors in June of 2019 to provide the necessary support for a strategic discussion regarding the long-term plan for the neighborhood centers



Questions





September 6, 2018

To: Columbia Association Board of Directors

From: Jane Dembner, Director of Planning and Community Affairs
Jackie Tuma, Director of Internal Audit

Subject: Overview of Village and Columbia Association Roles and Financial Responsibilities

We have prepared the attached presentation to provide an overview of the ten community associations and their relationship with CA. The presentation outlines the responsibilities of each organization from both an operational and financial perspective in relation to each other.

This is an informational item. No action is required.

Village Community Associations Overview

Presentation to Columbia Association
Board of Directors,
September 13, 2018



Agenda

Agenda

- Roles and responsibilities - community associations and CA
- Financial summary, including funding relationship between community associations and CA





Community Associations Overview

- Each village has its own residential community association, which is an independent, incorporated, nonprofit civic association formed exclusively for the promotion of the common good and welfare of the residents and property owners of that village
- Each association has similar yet separate articles of incorporation, by-laws and covenants.
- Each association has its own community-elected board of directors.

Overview (continued)

To achieve their mission, the village associations:

- Administer the village covenants.
- Foster community cohesion (events, resident services, information referrals/exchange).
- Oversee village elections and provide support to their boards of directors.
- Make meeting space available to the community for civic and social events.
- Provide leased or rented space to commercial, religious, social and civic organizations to generate revenue for their organizations, and offer reduced or free/reduced space to civic groups and annual charge-paying residents.

Additionally, the associations manage CA's neighborhood and community buildings, have limited upkeep responsibilities and make minor (non-capital) facility repairs (\$199,000 in FY18 for the 10 villages in total)

Overview (continued)

Columbia Association provides:

- Free use of CA's 24 neighborhood and community center buildings.
- Annual charge share to each village association.
- Funds allocated for capital improvements for the community/neighborhood center buildings (\$1,105,000 in FY18).
- Funds for building maintenance (\$305,000 in FY18).
- Maintenance of the grounds, snow removal, trash and debris removal.
- Payment of real estate taxes and maintaining property insurance.
- Payment of employer portion of village association employee benefits (\$110,000 in FY18).
- Covenant enforcement legal fees (\$350,000 in FY18) and employing a covenant administrator.

Management
Contract



Management Contract

- Building use agreements between CA and each village community association outline the responsibilities of each party.
- The new management contract has been signed by all the associations and CA.
- The term for the management contract is for FY19 through FY24.

Annual Charge Share

Annual
Charge Share



- CA Board approved the Annual Charge Share Formula as part of the FY19-20 budget process.
- The term of the new Annual Charge Share Formula is for FY19 through FY24.
- It is being phased in over a three-year period.

Where are we now?

FY18
Financial
Data

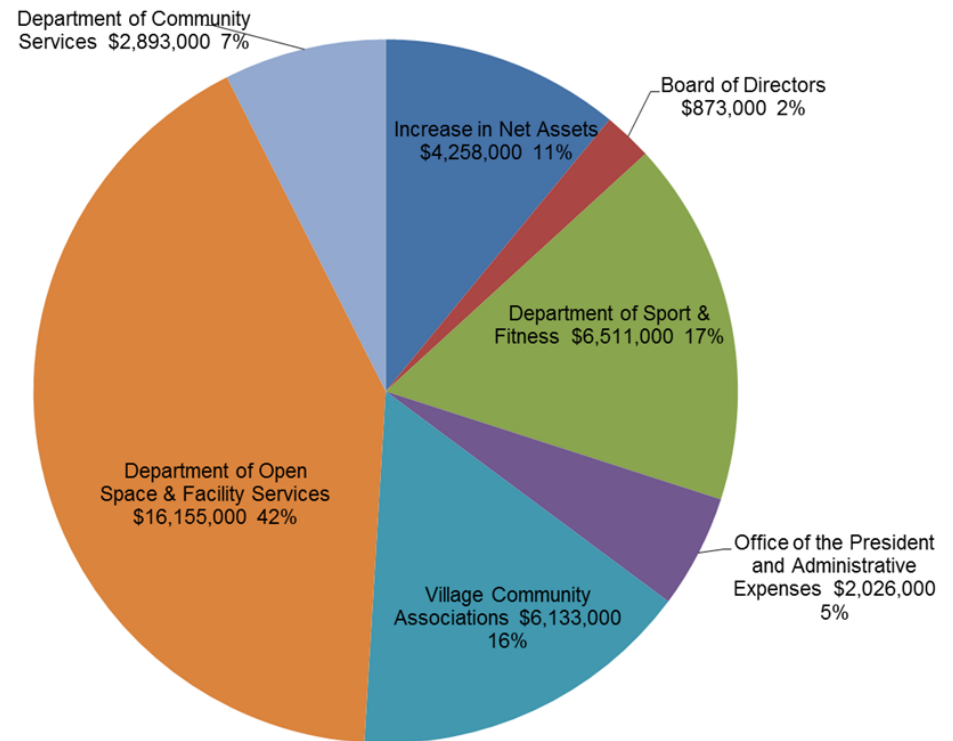


Next set of slide provides:

- A summary FY18 financial data.
- Details on the funding relationship between CA and the village community associations.

Use of Annual Charge to Support CA's Programs and Services, FY2018

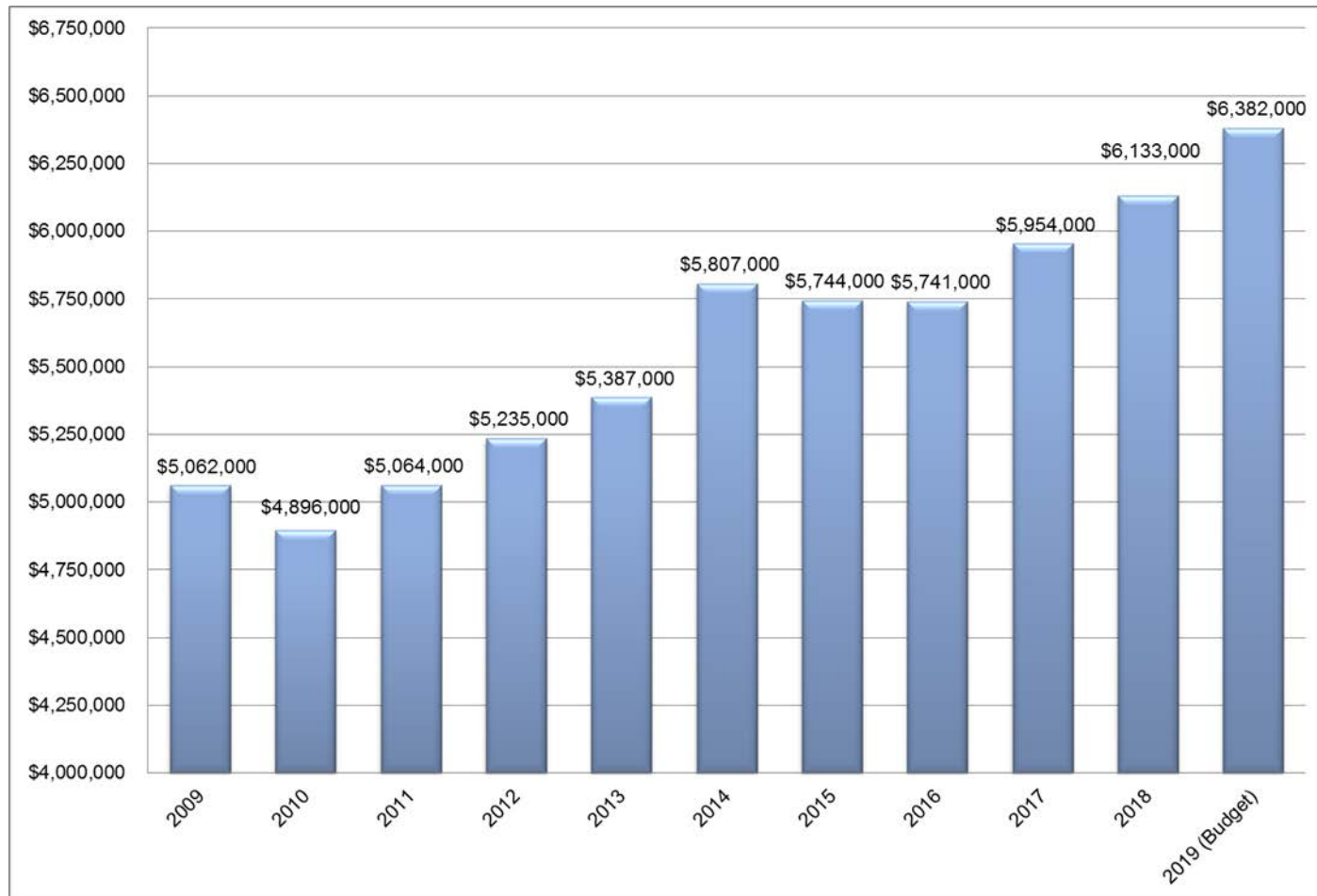
Use of Annual Charge to Support CA's Programs and Services, FY2018



Annual Charge Share – Village Community Associations (Excerpt from Financial Report as of April 30, 2018)

		FY18 (\$000's)
Income		\$ 9
Operating Expenses		
Insurance	\$ 28	
Fees	416	
Rentals	1	
Taxes	3	
Utilities	11	
Repairs & Maintenance	305	
Comm. Assoc. Assess Share	3,220	
Depreciation	851	
Interest Expense Allocation	75	
Alloc. Of Department's Admin.	41	
Alloc. Of Branding and Media Production	267	
Less: Total Operating Expenses		\$ 5,218
Less: Alloc. Of Admin. Serv. Expenses		924
Increase/(Decrease) in Net Assets		<u>\$ (6,133)</u>

10-Year Trend: Use of CA's Annual Charge - Community Associations



Summary of Reporting Requirements

Exhibit in Management Contract

Report Name	Requirement for Submission to CA
Board Approved Operating Budget	Annually, prior to the beginning of the fiscal year.
Board Approved Capital Budget	Annually, prior to the beginning of the fiscal year.
Budget Spreadsheet by Quarter	Annually, with the 1 st quarter financial statements.
<ul style="list-style-type: none"> • Statements of Financial Position • Summary Statements of Activities • Detailed Statements of Activities <i>(1st, 2nd, and 3rd quarters)</i>	Within 45 days of the close of each applicable quarter.
<ul style="list-style-type: none"> • Statements of Financial Position • Summary Statements of Activities • Detailed Statements of Activities • Schedule A • Schedule to Compute Cash Reserves Limitation <i>(4th quarter)</i>	Within 60 days of the close of the fiscal year.
Facility Use Report	Submitted to CA within 60 days of the end of the Association's fiscal year.

Village Community Associations – Financial Statements

- Each village board is required to review and accept the quarterly financial statements before they are forwarded to CA.
- In addition, written explanations are required for all variances greater than \$500 and 25% of budget.
- Village community associations are required to have independent audits of their financial statements conducted at least every three years.

Village Community Associations – Financial Statements (continued)

- CA's Office of Internal Audit analyzes the quarterly/annual financial statements for mathematical accuracy, proper formatting and reasonableness of key operating ratios.
- Feedback from this analysis is provided to the Director of Planning and Community Affairs and the respective village managers each quarter.
- The Office of Internal Audit also compiles an annual report for CA's Board of Directors so that key financial data among the villages can be compared.





To: Columbia Association Board of Directors (CA Board)

From: Jane Dembner, Director, Planning and Community Affairs
Jessica Bellah, Community Planner

Subject: September Development Tracker

Date: September 5, 2018

At the September 13 CA Board work session, we will provide an update on recent cases we are tracking and documenting in CA's Columbia Development Tracker. Attached is the September edition of the tracker.

The tracker is also posted on our website at columbiaassociation.org/about-us/planning-development/columbia-planning-development-tracker/.

Columbia Development Tracker

September 5, 2018



The Columbia Development Tracker incorporates projects or development proposals going through their entitlement and/or planning review process. The tracker is composed of four separate sections, which are listed below in order of appearance:

1. Upcoming development related public meetings
2. Previous development related public meetings and decisions
3. Newly submitted development plans
4. Previously submitted development proposals and decisions/status

This monthly report is produced by CA's Office of Planning and Community Affairs with information compiled from Howard County Government

Upcoming Development Public Meetings

Project	Village	Meeting Date, Time, and Location	Meeting Type	Stage in the Development Review Process	CA Staff Recommendation
<p>SDP-18-005 Downtown Columbia Crescent, Area 3, Phase 2</p> <p>The Howard Research and Development Corporation is proposing to construct a mixed-use apartment and retail building with 423 units and a 18,190 sq ft retail building.</p>	Non-Village, Merriweather District	<p>9/20/2018 7:00 pm</p> <p>3430 Court House Drive Ellicott City, MD 21043</p>	Planning Board – Decision making role following a public meeting	<p>Final review by decision making body.</p> <p>Last opportunity for public input.</p>	<p>CA staff has been monitoring this case to see that it is in alignment with the approved FDP and to review the site design details of the project</p> <p>No action recommended.</p>
<p>BA-747D BA Auto Care</p> <p>The owner of property at 9577 Gerwig Lane has filed an administrative appeal of the Planning Board decision denying amendment to FDP-55-A that clarifies the ancillary and compatible gas station use to comport with the approved Master Comprehensive Final Development Plan.</p>	Non-Village	<p>9/21/2018 9:30 am</p> <p>3430 Court House Drive Ellicott City, MD 21043</p>	Hearing Examiner	<p>Decisions of the Hearing Examiner may be appealed to the Board of Appeals.</p>	<p>No action recommended.</p> <p>CA staff is monitoring this case.</p>
<p>BA 753-D & 754-D</p> <p>Appeal of DPZ letter dated 5/3/18, Subdivision Review Committee's determination that SDP-17-041 EGU subdivision Royal Farms Store 186 & Canton Car Wash located at 9585 Snowden River Parkway may be approved.</p>	Near Owen Brown, Snowden River Pkwy Corridor	<p>10/19/18 9:30 am</p> <p>3430 Court House Drive Ellicott City, MD 21043</p>	Hearing Examiner	<p>Decisions of the Hearing Examiner may be appealed to the Board of Appeals.</p>	<p>CA filed appeal BA 753-D and hired outside counsel to represent the case before the Hearing Examiner.</p>

Previous Development Related Meetings and Decisions

Project	Village	Meeting Date, Time, and Location	Meeting Type	Decision	Stage in the Development Review Process	CA Staff Recommendation
A Burger King fast food restaurant is proposed at 8825 Centre Park Dr.	Near Long Reach	8/9/2018 6:00 pm Stonehouse, Long Reach Village Ctr 8775 Cloudleap Court Columbia, MD 21045	Presubmission Community Meeting	Not a decision-making meeting	Applicant may proceed with submittals.	No action recommended.
BA-18-005C Mas Tec Network Solutions/Cellco Part.t/a Verizon Conditional Use case for a 100-foot tall Communication Tower at 10689 Owen Brown Road. Site currently contains an existing religious facility.	Near Hickory Ridge	8/15/18 6:00 pm 3430 Court House Dr. Ellicott City, MD (continuation of the 7/11/18 Hearing Examiner's Meeting)	Hearing Examiner	Hearing Examiner orally approved the case; pending posting of the Hearing Examiner decision The Hearing Examiner may approve, disapprove or approve with conditions.	If approved, applicant may apply for permits and proceed.	No action recommended
The owners of property at 11397 Barrow Downs, Columbia MD have submitted a request to expand their existing deck that requires an amendment to the SDP to increase the permitted lot coverage from 30% to 31.1%.	Harper's Choice	8/16/2018 7:00 pm 3430 Court House Dr. Ellicott City, MD	Planning Board – Decision making role following a public meeting	Approved	Applicant may apply for permits and proceed.	No action recommended

Previous Development Related Meetings and Decisions

Project	Village	Meeting Date, Time, and Location	Meeting Type	Decision	Stage in the Development Review Process	CA Staff Recommendation
PB 437 Enclave at River Hill – Ph 2 The developer of property at the SW corner of Clarksville Pike and Guilford Road is seeking to establish one additional lot which requires Planning Board approval.	Near River Hill	8/16/2018 7:00 pm 3430 Court House Drive Ellicott City, MD 21043	Planning Board – Decision making role following quasi-judicial public hearing	Approved without conditions, 5-0.	Applicant may submit and/or receive approval on subdivision and site development plans.	No action recommended
Jordan Overlook The owner of property at 9211, 9214, 9215, & 9219 Jordan River Road (access from Canvasback Dr.) is proposing an active adult residential development consisting of 21 lots on 5.45 acres of property. The proposal would be a conditional use, requiring approval of the Hearing Examiner.	Near Oakland Mills	8/20/2018 6:00 pm Lucille Clifton Mtg Room East Columbia Branch Library 6600 Cradlerock Way Columbia MD 21045	Presubmission Community Meeting	Not a decision-making meeting. Based on community feedback, the applicant indicated they were unlikely to proceed with their current proposal for a conditional use active adult community and subsequently withdrew the project from its scheduled 8/29/18 DAP meeting.	The property may still be developed by right under R-20 regulations.	Staff attended the meeting. No action recommended at this time

Newly Submitted Development Plans

F-18-118, Willow Nook

Near Kings Contrivance



Project Description: The owners of property at 7079 Guilford Road have submitted a final subdivision plan for two single family detached lots on 1.14 acres currently developed with one single family home.

Submitted: 8/23/18

Zoning: R-20, Low Density Residential

Decision/Status: Under Review

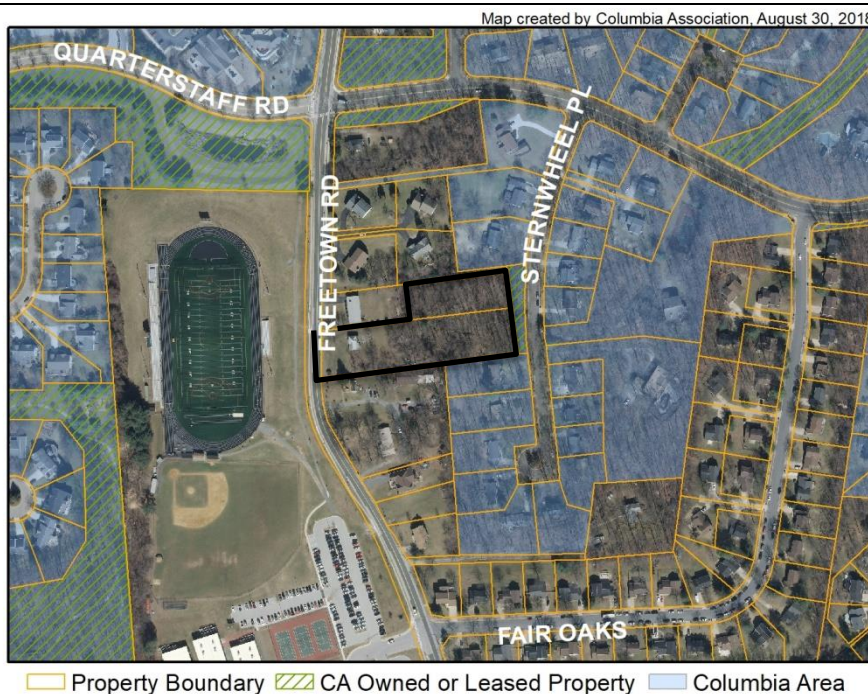
Next Steps:

- DPZ schedules Subdivision Review Committee Meeting 3 to 4 weeks after application date (in-house review only)
- If approved, applicant submits site development plan

CA Staff Recommendation:
No action recommended

ECP-19-004, Atholton Overlook

Near Hickory Ridge



Project Description: The owner of property at 6549 Freetown Road is proposing to build 6 single-family detached dwelling units on 2 acres of property currently containing 1 existing single-family home.

Submitted: 8/7/18

Zoning: R-12, Medium Density Residential

Decision/Status: Under Review

Next Steps:

Environmental Concept Plans (ECP) are 1st of 3 required plan submittals and undergo DPZ staff-level technical review.

CA Staff Recommendation:
No action recommended

Newly Submitted Development Plans

F-19-012, Allview Estates

Near Owen Brown

Map created by Columbia Association, September 4, 2018



Property Boundary CA Owned or Leased Property Columbia Area

Project Description: adjustment of lot lines to record a 10ft x 10ft easement for a public fire hydrant on a parcel currently developed with the Christ Memorial Presbyterian Church located at 6410 Amherst Ave.

Submitted: 8/10/18

Zoning: R-20, Low Density Residential

Decision/Status: Recorded 8/31/2018

Next Steps: N/A

CA Staff Recommendation:
No action recommended

Columbia Development Tracker (September 2018)						Last Updated 9/4/2018	
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Previous Development Proposals and Decisions							
Project	Latest Submission or Meeting Date	Project Description	Village	Zoning	Decision/Status	Stage in the Development Review Process / Next Steps	CA Staff Recommendation
SDP-18-047	3/1/2018	Locust United Methodist Church, located at 8105 Martin Rd, submitted a site development plan for expansion of church facilities and a parking lot addition including the construction of an activity room and ADA improvements.	Near Hickory Ridge	R-SC	Submit revised plan by 11/28/2018	Final DPZ staff-level review	No action recommended
SDP-17-010	2/16/2018	Site Development Plan submitted to redevelop an existing warehouse for recreational and office uses. The project includes reconfiguration of the parking lot.	Near non-village land, Gateway	M-1	Time extension granted per WP-18-122; new submission date: 9/11/2018	Final DPZ staff-level review	No action recommended
SDP-18-005 Downtown Columbia Crescent	11/29/2017, 4/2/2018, 6/25/2018	Howard Research and Development Corporation submitted a Site Development Plan for Phase 2, Area 3 of the Crescent Neighbourhood Downtown Revitalization plan. Development proposal is for two mixed-use buildings with 423 apartments (including 26 moderate income housing units), 1 restaurant, 1 retail site.	Downtown Columbia	New Town	Under Review	Planning Board – Decision making role following a public meeting	CA staff has been monitoring this case to see that it is in alignment with the approved FDP and to review the site design details of the project
SDP-18-040 Enclave at River Hill Phase 3	3/7/2018, 5/4/2018	Site Development Plan to construct 30 single-family detached homes on property at the SW corner of Clarksville Pike and Guilford Road. Part of a multi-phase development project consisting of 151 total homes.	Near River Hill	R-ED	Planning Board approved without conditions, 5-0. DPZ signed off on final plans 7/24/2018	Applicant may proceed to permitting.	No action recommended
ECP-18-037	3/6/2018, 4/12/2018	An Environmental Concept Plan was submitted for the construction of a new elementary school and demolition of the existing Talbott Spring Elementary School. The ECP may be revised to reflect changes in state funding and project scope that result in refurbishing the existing school rather than constructing a new facility. Details are pending.	Oakland Mills	NT	Submit revised	Environmental Concept Plans (ECP) are 1st of 3 required plan submittals (Final Plan & SDP) and undergo DPZ staff-level technical review.	No action recommended.
F-18-076 Enclave at River Hill Phase 2	4/4/2018, 5/24/2018	Final Plan for one open space parcel and 8 single-family detached homes (totalling 4.3 acres out of development's total 88 acres) on property at the SW corner of Clarksville Pike and Guilford Road. Part of a multi-phase development project consisting of 151 total homes.	Near River Hill	R-ED	Application packet was found to be technically complete on 6/4/2018	Project has an approved SDP that will be revised to reflect subdivision changes approved in the final plan.	No action recommended.

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SDP-18-046 Cedar Lane Water Pumping Station	4/12/2018, 5/30/2018	Howard County Government is proposing to construct a water pumping station at the corner of Cedar Lane and Hilltop Lane (6040 Cedar Lane) on county-owned land. The station will be contained within a structure built to look like a single-family home.	Near Hickory Ridge	R-20	DPZ signed off on final plans 8/2/2018	Applicant may proceed to permitting.	No action recommended.
SDP-18-029 The Wexley at 100	2/20/2018, 5/3/2018	The owners of property at 5836 Meadowridge Rd submitted a Site Development Plan for an apartment complex consisting of 392 apartment units, 40 of which are designated as Moderate Income Housing Units.	Near Long Reach	R-A-15, POR	DPZ signed off on final plans 8/24/2018	Applicant may proceed to permitting.	No action recommended.
F-18-087 Hidden Ridge	4/24/2018, 8/7/2018	The owner of property at 10685 & 10689 Owen Brown Road submitted a subdivision plan for 1 open space lot and 12 single-family attached homes on ~4.9 acres of land behind the Abiding Savior Lutheran Church.	Near Hickory Ridge	R-SC	Under Review	Final subdivision plan prior to submitting a SDP	No action recommended
F-18-083	4/2/2018, 6/29/2018	A Final Plan was submitted for a proposal to build 6 single-family detached homes on 2.74 acres at 7440 Oakland Mills Road in the Guilford neighbourhood, southeast of Snowden River Parkway.	Near Columbia non-village	R-12	Submit Revised by 11/23/2018	Final subdivision plan prior to submitting a SDP	CA staff is monitoring this case as it relates to the adjacent Mas Tec Network cell tower project.
ECP-18-039	4/25/2018, 7/23/2018	The owner of property submitted an Environmental Concept Plan to construct 6 single-family attached dwelling units on 1.34 acres of land located at 9570 & 9580 Glen Oaks Lane, near the northwest intersection of Route 32 and I-95.	Columbia Non-village, North of MD 32	R-SA-8	Approved 8/29/2018	Environmental Concept Plans (ECP) are 1st of 3 required plan submittals (Final Plan & SDP) and undergo DPZ staff-level technical review.	No action recommended
SDP-18-050 Trotter Woods, Section 2	5/8/2018, 8/3/2018	The owner of property located north of Tall Timber Drive submitted a Site Development Plan to construct five single-family detached dwelling units.	Near River Hill	R-20	Deemed Technically Complete on 8/15/2018	Applicant has 6 months to file SDP for signatures - final approval prior to permitting	No action recommended
F-18-041 Simpson Oaks – Phase 1	5/7/2018	The owner of property on Grace Drive submitted a final plan for phase 1 of their development of ~60 acres. The plan consists of 46 single-family detached home lots and 83 town home lots, 12 open space parcels and 8 future residential parcels to be developed under Phase 2.	Near Hickory Ridge and River Hill	CEF-R	Submit revised plan by 10/26/2018	Final subdivision plan prior to submitting an SDP	No action recommended

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ECP-18-048	5/10/2018, 8/15/2018	An Environmental Concept Plan was submitted to construct 4 bocce courts at a Howard County Department of Rec and Parks facility located at Cedar Lane Park near Route 108.	Near Harper's Choice	R-20	Under Review	Environmental Concept Plans (ECP) are 1st of 3 required plan submittals and undergo DPZ staff-level technical review.	No action recommended
S-18-006	5/7/2018, 7/31/2018	A sketch plan was submitted for 18 Single-family detached homes on what is currently Grandfather's Garden Club (5320 Phelps Luck Road).	Village of Long Reach	NT	Under Review	Preliminary Plan -> Final Plan -> SDP	No action recommended.
F-18-070	5/14/2018	The owner of property at 8126 Forever Green Court submitted a final plan for 7 single-family detach homes and 3 open space parcels on ~1.9 acres of land with one existing dwelling unit.	Near Long Reach	R-SC	Application was found to be technically complete on 6/19/2018	Final subdivision plan prior to submitting a SDP	No action recommended.
F-18-109 Simpson oaks – Phase 2	6/15/2018	The owner of property on Grace Drive submitted a final plan for phase 2 of their development of ~60 acres. The plan consists of 55 single-family detached home lots which are part of a larger development. (see June 2018 tracker for information on Phase 1)	Near Hickory Ridge and River Hill	CEF-R	Submit revised application by 9/16/2018	Final subdivision plan prior to submitting a SDP	No action recommended
F-18-116 Antwerpen Properties	6/18/2018	Final plan was submitted for a property located at the northwest quadrant of Ten Oaks Road and Clarksville Pike (MD 108) for the purpose of donating land to the State Highway Administration as dedicated public right-of-way to accommodate road widening.	Near River Hill	B-2	Under Review	Final DPZ staff-level review - new ROW will be recorded.	No action recommended
SDP-18-044 River Hill Square	6/15/2018, 8/16/2018	The owner of property at 12171 Clarksville Pike (MD 108) submitted a site development plan for a commercial redevelopment project that will include a post office, bank, and two retail sites with associated landscaping/parking area. Project will also result in the realignment of Sheppard Lane and new stormwater management.	Near River Hill	B-1	Under Review	Final DPZ staff-level review	No action recommended

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Previous Development Proposals and Decisions

Project	Latest Submission or Meeting Date	Project Description	Village	Zoning	Decision/Status	Stage in the Development Review Process / Next Steps	CA Staff Recommendation
ECP-17-043	6/15/2018	An environmental concept plan was submitted for 9190 Red Branch Road. The ECP is associated with a development proposal to demolish the existing building and replace it with four buildings. The ECP also addresses mediation of prior zoning violations which are under active enforcement measures.	Columbia Non-Village, Near Oakland Mills	NT	Approved 8/23/2018	Pre-submission Community Meeting -> SDP, depending on details moving forward may require additional plan submittals and review.	No action recommended
ECP-18-056	6/12/2018	An environmental concept plan was submitted for a piece of property at 6205 Waterloo Road (east side of Route 108). The owner is proposing to build 3 single-family detached dwelling units on 0.76 acres of property currently containing 1 existing single-family home.	Near Long Reach	R-SC	Submit Revised	Environmental Concept Plans (ECP) are 1st of 3 required plan submittals and undergo DPZ staff-level technical review.	No action recommended
ECP-18-051 Eden Brook	7/5/2018	Proposal to build 24 single-family attached age-restricted houses at the SW corner of Guilford Road and Eden Brook Drive on the historic Wildwood House site.	Near Kings Contrivance	R-12	Submit Revised	Environmental Concept Plans (ECP) are 1st of 3 required plan submittals (Final Plan & SDP) and undergo DPZ staff-level technical review.	No action recommended
ECP-18-039 Glen Oaks Place	7/23/2018	Proposal to construct 6 single-family attached dwelling units on 1.34 acres of land located at 9570 and 9580 Glen Oaks Lane, near the northwest intersection of Route 32 and I-95.	Near Kings Contrivance	R-SH-8	Approved 8/29/2018	Environmental Concept Plans (ECP) are 1st of 3 required plan submittals (Final Plan & SDP) and undergo DPZ staff-level technical review.	No action recommended
WP-19-010 W.R. Grace	7/31/2018	The owner of property at 7500 Grace Drive is seeking to remove 650 cu yd. of existing fill. The applicant is seeking a waiver from the requirement to submit an SDP which is typically required for soil disturbances greater than 5,000 SF.	Near Hickory Ridge	PEC	Under Review	If granted, no further submittal required.	No action recommended
F-18-099 Sheppard Lane	7/6/2018	Recordation of a residential use easement at the SW side of Sheppard Lane intersection with Clarksville Pike for the purposes of realigning Sheppard Lane in association with the River Hill Square redevelopment project.	Near Hickory Ridge and River Hill	RC-DEO	Submit Revised by 10/4/2018	Complete following recordation of easement.	No action recommended

Columbia Development Tracker (September 2018)

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Previous Development Proposals and Decisions

Project	Latest Submission or Meeting Date	Project Description	Village	Zoning	Decision/Status	Stage in the Development Review Process / Next Steps	CA Staff Recommendation
WP-19-009 Dorsey Overlook Apartments	7/30/2018	A request for a time extension to submit the final plan. Regulations require that the final plan be submitted within four months of preliminary plan approval.	Near Dorsey's Search	R-APT	Decision Deferred 8/27/2018	Applicant must respond to comments and submit additional information.	No action recommended
F-18-117 Gyang Hyang Garden Presbyterian Church	7/2/2018	A day care operation serving as an accessory use must be located on the same lot as its primary use. The two lots therefore needed to be combined into a single lot.	Near Long Reach	B-1	Approved 8/2/2018	Plats are recorded as approved.	No action recommended
SDP-19-009 Dorsey Overlook	8/3/2018	Proposal to construct 114 apartment units and 20 MIHU apartment units on 4.5 acres of land located at the NE quadrant of the intersection of Route 108 and Columbia Rd.	Near Dorsey's Search	R-APT	Submit Revised by 10/15/2018	Final DPZ staff-level review(on hold as applicant is pursuing a conditional use approval for age-restricted units)	Staff is monitoring this project and reviewing all submittals. No action recommended at this time.



Date: September 5, 2018
To: Columbia Association Board of Directors (Board)
From: Jane Dembner, Office of Planning and Community Affairs
Subject: Phase 2 Howard County Land Development Regulations

Howard County, and their consultant Clarion Associates, will soon begin the second phase of the Land Development Regulations project. The first phase focused on engagement with Howard County residents and stakeholders about the strengths and weaknesses of the current land development regulations. The consultant conducted a diagnosis of the existing regulations, made recommendations for changes, and developed an outline for a proposed structure and general content of a new unified development ordinance (UDO) for Howard County. That first phase was called the assessment of the current regulations.

The Columbia Association Board of Directors participated in the assessment and had two meetings and presentations by the consultant and one additional work session with Howard County Planning Director Val Lazdins and Assistant Planning Director Amy Gowan. In addition, I briefed the Board on New Town and how the process works. I also identified a preliminary list of issues with the current regulations and the Board added to those issues. CA staff then provided those issues to the consultant during the assessment phase.

As the Board begins to focus on the zoning re-write, there are a number of documents that are relevant to that discussion. We have included a number of those as background information for the Board's consideration. They are listed below.

- New Town Issues (CA Planning Staff) – preliminary list of issues (early 2017)
- Dick's vision piece on "What Columbia is all About" (2017) and some Board member reactions to it and other issues raised at that time to add to the preliminary list staff had compiled
- The Board approved "Guiding Principles for the 21st Century Planned Community of Columbia, Maryland"
- Don Elliott's presentation to the CA Board on New Town recommendations (Nov., 2017) as a precursor to his drafting of the final assessment report
- A link to the Phase I [Assessment Report](#) (see pages 15-18 that explain how New Town works) and page 43 that describes two options for how the current New Town zoning district could be revisited and revised. The assessment also raised the issue of open space and how to retain it (see page 61).

- Andy's memo on the items that he thinks the Board should study and make recommendations about as a precursor to the county's Phase 2 – Land Development Regulations Re-write.
- A list of the people on Rouse's work group and a memo from Rouse to the Work Group in 1963.

Development Regulations Assessment: Issues for Consideration



New Town Issues

- Original petitioner requirement
- Overall land use minimums and maximums
- Residential cap – outside downtown, residential lands are built out
- 265 FDPs – difficult to administrate
- Transitioning employment industrial areas/corridors
- Redevelopment and infill standards/criteria
- Relationship to outparcels
- Moderate Income Housing Unit provisions
- Complex project review process – Downtown and Village Centers

What Columbia is all about

When you are in Columbia, you know you are in Columbia.

There is a cohesiveness, a *sense of place*. Columbia does not look or feel like a typical suburb where multitudes of developers have strived to maximize ROI on their own little pieces of turf. It does not look like Route 40 where every property jarringly competes for individual attention. Instead, synergy prevails.

Stuff fits together in Columbia. There is a calmness, dignity and continuity to the overall design. Things appear in the places they ought. Residential areas, village centers and the urban core are segmented to complement but not intrude upon one another. Commercial areas are visible but compact and unobtrusive. Major thoroughways wind through the terrain with attractive landscaping and limited access. Driveways are restricted to secondary roads. Unsightly distractions are set back and screened from view. Utilities are buried underground. There are no billboards. Signage is discrete.

In Columbia, the natural landscape is treated with respect. Open space has been set aside. Wetlands are preserved. There are beautiful lakes and many miles of walking trails and bikeways. There are also playgrounds, swimming pools, tennis courts, playing fields, fitness facilities and other recreational amenities – all designed and situated to meet the lifestyle needs of Columbia residents.

While outparcels occasionally intrude, they are fortunately scattered and only serve to contrast with and prove the appropriateness of the Rouse master plan.

The beauty of the Rouse plan is that it was built around people. Ours was to be a community where people could live, grow and prosper. Commerce was secondary to the concept. Businesses were for providing services and employment opportunities to residents, but residents were the primary concern. Rouse even put making a profit fourth on his list of four key objectives. The Rouse organization has since been divided between outside enterprises that feel varying degrees of stewardship over the original vision. It is for this reason that the County and the Columbia Association must step up and step in to assume responsibility. Rigorous oversight is essential; wise development must be the norm.

Columbia has grown dramatically over the past 50 years, but growth has been largely well-managed. With most of the residential areas built out, focus is now on development of the urban core. This seems to be working out well enough, but care needs to be taken to see that further construction remains within the context of the Columbia vision. This should apply as well to the Gateway area, which is also being eyed for development. Too much of the easternmost section of Columbia demonstrates the effect of lax enforcement of codes and covenants. Snowden River Parkway is a case in point.

Central to Columbia's urban core is the Symphony Woods/Merriweather Pavilion acreage. The present scheme needs to be reviewed for feasibility and affordability. Rouse had intended this land to become Columbia's Central Park, and it is critical to the function of our urban core that this expectation be met. We also need to improve public transportation to reduce local traffic congestion and provide high-speed connections to Baltimore and Washington. Affordable housing is another issue that needs addressing.

Columbia began as a utopian dream, but with inspired leadership, it has been surprisingly successful and is today a model for building other communities that focus on inhabitant wellbeing. Columbia has prospered for over fifty years. It is now our responsibility to make sure it continues to for the next 50.

Other Board comments on New Town and Keeping Columbia Vision

I raised this in July. One of my concerns is what is the best way to handle re-development of the older employment centers, like Oakland Ridge Industrial Park?

Also, how can we handle covenant enforcement in those areas?

Is it best to keep the current New Town Zoning or go to another zoning approach?

Because of the proposed changes to zoning in HOWARD County I am concerned that Columbia will lose some of what makes it special.

To start - the villages assure that the covenants are complied with by residents. This is no small thing. It helps keep homes in a semblance of repair. It also encourages homeowners to maintain and upgrade properties.

Our villages work hard to help maintain property values.

The roads are built in such a way to add to the beauty of the community. The other day I was driving down Twin Rivers and appreciated how the road gently curves so we don't see one unattractive road but rather a lovely curvy street.

Even though cul de sacs are no longer in vogue, I am witness and beneficiary of living on a cul de sac where the neighbors have gotten to know one another and support each other when the need arises. The gentle curves of the streets and the neighborhoods help create community.

Congestion such as on Snowden River Parkway is not representative of Columbia. It is my humble opinion that Snowden River Pky SRP should be how Not to plan future development. In my constant travels around our fair city I try to find as many ways as possible to avoid SRP as possible. We don't want another route 1 right here. Route 1 is something even the county is trying to change to make it more attractive. We must not let our town slip into that quagmire.

Of course I, like the vast majority of residents, appreciate the beauty of our open space.

This of course is thanks to Dennis and his team- and CA support.

Building density is a major concern for many. The streets that currently exist especially in the older villages cannot handle the density that is proposed. Without FIRST providing the infrastructure. I cannot see how we will gracefully grow without paying a huge price in inconvenience with lack of parking, serious congestion on our roads.

These are many of my thoughts on this topic. I'd also like to mention that as a resident of downtown, I really hate to lose the post office in American City building. I am also very concerned about the buildings HHC is planning downtown that will make it that much more difficult to visit the lakefront. Some fear parking in garages. HHC will make a lot of money on this project. But our residents will be sadly inconvenienced. Where will our lakefront festivals take place once the buildings go up and the parking lot is no longer available?

Columbia & NT Zoning Key Characteristics & Issues

Columbia as a Planned Community

On October 30, 1963, Jim Rouse announced that his company had acquired over 14,000 acres of land in Howard County and planned to build a new city. From the very beginning, Columbia was planned. From October 1963 through November 1964, Jim Rouse had a team of nationally known experts in a variety of disciplines research the various possibilities to develop a community which would best work for the people who would eventually live there.

Jim Rouse set four goals for the development of Columbia.

1. To build a complete city;
2. To respect the land;
3. To provide for the growth of people; and
4. To make a profit.

These goals guided all the planning and development for Columbia. In explaining what he meant by a complete city, Jim Rouse said: "There will be business and industry to establish a sound economic base, roughly 30,000 houses and apartments at rents and prices to match the income of all who work there. Provision has been made for schools and churches, for a library, college, hospital, concert halls, theaters, restaurants, hotels, offices and department stores. Like any real city of 100,000, Columbia will be economically diverse, poly-cultural, multi-faith and inter-racial."

These four goals were realized by a variety of means including development regulations (New Town zoning), covenants (there are many different covenants starting with the Columbia Association covenant and the various Village Covenants), and the creation of the Columbia Association. Looking back over the past 50 years since the founding of Columbia, one can see that the community was planned. Now the focus shifts to how to keep the Columbia of the future a planned community. Columbia is basically developed; the future will be redevelopment. Unfortunately there was no specific Plan for Columbia committed to paper. It is difficult to continue the plan, without knowing what exactly the plan was.

Key Characteristics

- I. Goals – Columbia has goals to guide its development
 - a. Columbia was created with four goals in mind. These goals help guide Columbia's planning and construction. The goals were met.
 - i. To build a complete city;
 - ii. To respect the land;
 - iii. To provide for the growth of people; and
 - iv. To make a profit.
 - b. The goals should still guide Columbia's planning, but need to be modified as the future focus is on redevelopment.
 - i. To keep Columbia a complete city;
 - ii. To respect the land and to preserve Columbia's unique open space system;
 - iii. To provide for the growth of people; and
 - iv. To provide an environment that allows businesses/industry to be successful.
 - c. Keep the modified goals to guide Columbia's redevelopment.
- II. Open Space – At least 36% of the land is set aside as Open Space
 - a. Open space is broadly defined as those lands that provide for protection of the environment, recreational or public use. The Columbia open space is a key feature and highly valued. It serves both people and wildlife. Columbia's open space is integrated into the community rather than having green space merely encircling the developed areas. The open space is spread through Columbia and not just around the periphery or in a few large areas. The open space is linked by parcels which serve both people and wildlife. The open space is mostly natural. Open space lands weave through the community like green ribbons and are predominantly characterized by their riparian character, as opposed to large expanses of open or flat parkland. Most steep slopes and stream valleys are preserved as open space. Columbia now has three manmade lakes, an extensive pathway system, playgrounds and parks and dedicated natural areas allowing habitats for birds, waterfowl and other animals. Columbia Association owns and maintains the vast majority of the open space, ensuring that people have the opportunity to experience nature.
 - b. Open space must remain and the vast majority of it must be natural areas without buildings, roads, and parking lots. Visitors are often amazed at how green Columbia looks, especially when they are told that Columbia has 100,000 people. They ask where "are all the people" since it all looks green with all the trees.
- III. Cul-de-sac road structure – Columbia does not have a grid system of roads
 - a. One of the original goals was to respect the land and one way this was accomplished was to have housing integrated into the environment by

respecting the contours of the land. Buildings and roads were not constructed on steep slopes or in stream valleys. A grid system for roads was not implemented. Open space weaves throughout the community like continuous ribbons. Few roads cut across open space. Hence, Columbia is noted for its cul-de-sacs which preserve ribbons of open space. Imagine how different Columbia would look if every block or two there was a road cutting across open space. The fact that there are very few through streets meant traffic on streets is local and streets are peaceful

- b. A grid system of roads does not respect the land, it serves cars. You can't have continuous ribbons of open space with a grid system of roads. It breaks up the open space. Columbia was planned to have few through streets and major roads. A drawback to Columbia's road system is that it does not efficiently move traffic. However, one of Columbia's goals was to respect the land, not move traffic efficiently. Don't sacrifice the land for traffic efficiency.

IV. Columbia is a complete city

- a. From the beginning Columbia was to be a complete city, not just a bedroom community. It was to have all the components of a city including land for industry and a true urban downtown. Today: Columbia has more than 36,000 residential units ranging from subsidized apartments to single-family homes. There is a strong economic base, with more than 91,000 jobs. There are numerous institutions, organizations and private enterprises to serve the community, including Howard County Library, Howard County General Hospital (part of the Johns Hopkins system), Howard Community College, performing arts spaces, movie theaters, restaurants, hotels, and retail options. Columbia has achieved racial and ethnic diversity. According to 2010 statistics it is approximately 57 percent white; 25 percent black; 11 percent Asian; and with 9 percent identifying themselves as Hispanic or Latino. Three interfaith centers housing multiple congregations, plus more than 41 other congregations, reflect the multi-faith population. There is land set aside for industry. The urban downtown is under construction. Columbia is a true city.
- b. To continue to be a complete city, Columbia of the future must maintain a dense core (downtown), less dense residential areas, industry to provide jobs so people can live and work in the city, and retail to serve residential needs. The complete city is also a dynamic, changing place. If a city doesn't change over the years as society and the country change, it risks dying. Columbia needs to adopt as time goes by. It must still provide places for people to live, work, to shop. Without industry, Columbia risks failure – becoming just a bedroom community and not living up to the vision of Jim Rouse. Insist that a certain amount of land be retained for industry/jobs.

V. Residential dwelling units cap - Columbia has a limit on number of dwelling units

- a. The PDP acted like an Adequate Public Facility Ordinance. The number of dwelling units was specified in the PDP and the process to change is

difficult (requires Zoning Board approval). Because the number of dwelling units for all of New Town was specified, public utilities and infrastructure could be correctly sized beforehand and built according to a schedule.

- b. Because the number of dwelling units is stated in the PDP, they are not attached to any particular piece of land. There is no inherent right to build dwelling units on any piece of New Town zoned land. One can't even subdivide lots and build more houses if the number of dwelling units has already been reached. This is very different from standard zoning where a piece of land is zoned by a specified number of dwelling units. Knowing in advance, the total number of dwellings units allows for the planning of all the various infrastructure required to support people. Because changing the PDP requires a Zoning Board decision, the process is long and expensive and allows for public input at both the Planning Board and the Zoning Board. It also requires the developer of the dwelling units to justify why an increase is needed.
- c. The number of dwelling units must continue to be specific (retain the PDP) and the process to change the number of dwelling units should also require Planning Board and Zoning Board approval with the ability of residents and CA to influence the decision. Criteria should be developed to judge when an increase is in the best interests of Columbia.

VI. Percentage for land use

- a. The percentage (sometime minimum, sometimes maximum, sometimes a range) of land uses was specified up front; certain areas are set aside for certain uses. One knew from day one the overall scope of land use in Columbia. It also meant that Columbia was planned as a whole and not just as individual pieces which may not have been related to each other.
- b. Land use is a key part of the planning process. The percentages help keep developers from just acquiring land and then trying to get it rezoned for different uses. Columbia was planned as a whole and so every piece of land is related to every other piece of land. A redevelopment in one part of Columbia actually affects all the land in Columbia and so any redevelopment should consider its impact on all of Columbia, not just the nearby land. Keep the concept of land use percentages.

VII. Building heights

- a. Outside of the Downtown, Columbia is a low rise city. Very few buildings are taller than a typical four story building. Trees dominate the skyline, not buildings. Outside of Downtown, Columbia is scaled to people.
- b. Keep Columbia a low rise city outside of the downtown.

VIII. Variety of housing types

- a. A range of housing would be provided in each Village. Housing was most dense directly around a Village Center; as one moved further from a village center, the housing became less dense.
- b. A range of housing should still be provided in the future redevelopment of Columbia. There was no mixed use where dwelling units are located above retail/commercial/office space floors. Some apartments located

above retail spaces were included in Harper's Choice Village Center as an experiment. But no other village centers or retail areas had dwelling units incorporated into the building. How much mixed use in a building should be allowed and where to allow it are questions which need to be discussed and answered before any additional mixed use is allowed.

- IX. Villages (like small towns – more people “friendly”)
 - a. Columbia was to be composed of Villages, a Downtown, and Employment (commercial/industrial) Centers. Villages were envisioned as replicating the scale of small towns and providing a platform for citizen involvement. The Downtown as envisioned as a true downtown area of a typical large city.
 - b. Each Village would have defined neighborhoods.
 - c. Each Village would have a Village Center. Village Centers were to be focused on local retail meeting the needs of the village (local community).
 - d. Keep the concept of Villages and keep residential units in Villages (including Town Center).
- X. Planned – Things fit together
 - a. The New Town zoning process allowed the separation between planning and what actually gets built. One can focus first on a plan (CSP/FDP) and not what is to actually be built (SDP). Don't even need to consider what a development might look like. Plan it first; approve the plan; then figure out what will be built.
 - b. There was to be no “unplanned” development; no “Route 40” type of environment. Continue this; not “spot development”; Any development proposal has to fit into a “plan” and relate to the surrounding areas.
 - c. There was strict sign control; the goal was to reduce visual pollution. Continue this.
 - d. What is built looks like it is part of Columbia; future development must be integrated into existing development and not look out of place.
- XI. Separated land uses areas
 - a. Land uses were as follows:
 - i. Residential use was in the Villages;
 - ii. Major commercial/retail/office space use was in Downtown;
 - iii. Local retail/commercial uses were in Village Centers;
 - iv. Office space and Industrial uses were in Employment Centers; and
 - v. Retail space was allowed in Employment Centers.
 - b. Downtown was planned to be the densest portion of Columbia and less density occurred the farther one got from Downtown.
 - c. Employment (commercial/industrial) centers were located in east Columbia along major roads.
 - d. This seems to have worked well. Any mixed use should be located in areas identified, before development is proposed, and the total amount of mixed use should be specified.
- XII. Limited access onto major roads

- a. Very limited commercial areas access via driveways off major roads (not like Route 40 or Route 1 where each property has a driveway onto a road).
 - b. Keep access to major roads (like Broken Land Parkway, Snowden River Parkway, Little Patuxent Parkway, Cedar Lane, etc.) limited. Don't allow driveways (including turn in lanes) onto major roads. Have developments share access and access should be from secondary roads.
- XIII. Process for change with public input
 - a. There is a public process to change PDP, CSPs, FDPs, and SDPs.
 - b. Keep a public process for changes.

Other Concerns

1. Definition of "Petitioner"
 - a. There must be a way for individual land owners to petition to change an FDP. The method chosen for changes to Village Centers and to Downtown makes sense and stay with the Columbia plan. In both these cases, a plan covering either the Village Center or a Neighborhood in Downtown Columbia must be approved first before any landowner can petition to make a change; and the change must comply with the approved plan.
2. Moderate Income Housing Unit Provisions
 - a. Columbia has most of the moderate / low income housing in the County because Jim Rouse wanted (and ensured) that moderate and low cost housing was built. There were no requirements built into New Town zoning because they weren't needed. Simply adding a requirement for moderate/low cost housing would result in Columbia having even more of this type housing than the rest of the County. Perhaps, what should be done, is a determination of how much moderate/low cost housing exists in each Village/Town Center, determine a threshold of "too much" and set a requirement only if the amount currently existing is below a threshold.
3. Guidelines/Criteria/Performance Standards
 - a. There definitely need to be criteria for DPZ, the Planning Board, the Hearing Examiner, and the Zoning Board to judge whether a proposed change should be approved. One criteria should be to require any petition for change to explain how the change meets the vision/goals/plan for Columbia and how it integrates seamlessly into the existing environment.
4. Lack of a Purpose Statement for New Town Regulations
 - a. the Purpose of New Town Zoning should be to meet the four goals (modified) which guided the development of Columbia.
5. Out-parcels & how to incorporate them into the process

- a. Perhaps outparcels/adjoining parcels of land should be required to meet the four goals (modified) and be required to integrate seamlessly into the existing Columbia environment.
6. Site Development/Design vs Building Design; how to prevent each site from seeming to be an item by itself without reference to what is around it or how it fits in (traffic, driveways, sidewalks, etc.)
 - a. Each site should be required to integrate into the existing environment and be required to allow free flow of movement.
7. Standards vs Guidelines
 - a. Standards are better than guidelines; one has to meet standards, guidelines are “well, it would be nice if you met them”. Focus on standards so people can have a realistic idea of what can be done.
8. Concrete Objectives to guide approving changes
 - a. See number 3
9. Conditional uses
 - a. No conditional uses; they violate planning; they end up being allowed forever since enforcement of the requirements for a condition use is poor.
10. Aging Housing Stock
 - a. Not clear that this is a zoning problem; teardowns and redevelopment are already allowed. Columbia covenants require property to be maintained.
11. Variances
 - a. Should be strict criteria on granting variances.
12. Credited vs Non-credited Open Space
 - a. Perhaps Open Space should be identified as land on which certain type of buildings can be constructed (schools, CA facilities, churches, etc. and associated parking) and land which can't be used for buildings (like pathways, lakes, ponds, etc.)
13. Open space areas need to be linked to be effective
 - a. Any new requirements for open space in Columbia should be required to tie into the existing open space.
14. County trading land in Columbia for non-County uses
 - a. County land proposed to be trade to non-County (governmental) uses should be required to adhere to the Columbia plan and integrate into the existing environment.
15. Questions regarding Employment Center – Industrial land
 - a. How much land should continue to be for Industrial uses verses Retail uses?
 - b. Is the distinction between Employment Center – Industrial and Employment Center – Commercial still valid? Should they be merged into one category?
 - c. How close should residential units be allowed to Employment Center – Industrial land?
 - d. Should FDPs continue to rely on other zoning categories to determine uses or should uses be specified? Should use changes follow the established FDP change process?

- e. Should FDPs be standardized? Across Columbia? Across an Industrial Park?
 - f. How should “ancillary use” language be interpreted
16. Questions regarding Employment Center – Commercial land
- a. How much residential should be allowed in Commercial land, particularly Village Centers and Town Center?
 - b. How should gas stations be handled?
 - c. Should FDPs continue to rely on other zoning categories to determine uses or should uses be specified? Should use changes follow the established FDP change process?
17. Gateway needs to be brought under New Town Zoning.

What Violates the “Plan”

Anything which does not consider the existing environment and integrate itself into that environment. Anything which does not help in meeting the four goals (modified).

Columbia is family-oriented, diverse, inclusive, clean, safe, easy to get around (not congested in residential areas in particular), environmentally friendly and fosters a spirit of community involvement and volunteerism. Development needs to continue/enhance these objectives.

Guiding Principles for the 21st Century Planned Community of Columbia, Maryland



Introduction

James Rouse established four goals for Columbia. These goals are often cited when the history and framework of Columbia is discussed. The Rouse goals were: ***to build a complete city; to respect the land; to provide for the growth of people; and to make a profit.***

When Wilde Lake was dedicated in 1967, James Rouse remarked that he hoped Columbia would never be finished, that the community would continue to develop and that the residents who would come to call Columbia home would be actively engaged in the process. That has proven to be true and the development and evolution of Columbia is ongoing.

As we look to the future, almost 50 years after Columbia's founding, Columbia Association (CA) acknowledges the continued relevance of those early Rouse goals. Columbia Association has established guiding principles, which we believe to be fundamental to the continued evolution and growth of Columbia as a planned community of choice in the 21st Century.

These principles are organized in five categories that are in alignment with Rouse's goals for Columbia and focus on the characteristics that make Columbia distinctive: Diversity; Stewardship; Land Use and Design; Neighborhoods and Destinations; and Community Facilities and Services.

Guiding Principles – Managing Columbia’s Growth and Change

The following guiding principles are a set of values and establish expectations for the planned community of Columbia as it continues to evolve and change.

1. Diversity / Inclusion Principles

- a. **Population Diversity.** Diversity in Columbia’s population in all respects (age, race, ethnicity, religion, economic etc.) is important. Columbia should be a community that is attractive to all generations.
- b. **Mix of Housing Types.** Housing should accommodate households of different sizes, income levels and ages/stages of life including families, singles, couples and older adults.
- c. **Civic Engagement.** Columbia is a place where civic engagement is a core part of community life.

Relationship to Rouse’s Vision: Rouse built Columbia as an “open community,” one that would be a new model to overcome racial and economic discrimination and segregation. He also incorporated amenities to enhance the lives of Columbians of various ages and stages of life.

2. Stewardship Principles

- a. **Permanent Open Space.** The number of permanent open space acres in Columbia must be retained.
- b. **Environmental Stewardship.** Focus environmental enhancement on natural resource conservation. Reforestation and conservation of tree cover should be emphasized, including the replacement of trees removed on a one-for-one basis.

Relationship to Rouse’s Vision: The distinctive tight weave of Columbia’s open spaces, residential neighborhoods and other development is a distinguishing feature of the community. These open space resources provide health, recreation, aesthetic and ecological benefits that contribute to Columbia’s quality of life.

3. Land Use and Design Principles

- a. **Land Use Mix.** Residential, shopping, recreational, cultural, and employment choices in Columbia must continue to evolve to meet the desires of its diverse population and changing regional and national economic trends.
- b. **Employment.** Columbia should continue to be Howard County’s employment hub.

- c. **Design and Architectural Excellence.** New buildings and associated civic spaces and public art should create a sense of place and exemplify excellence in design.
- d. **Redevelopment.** Accommodating new residents and jobs in Columbia is important to create the critical mass needed to support desired services, amenities and multi-modal transportation opportunities. Future growth in Columbia will be predominantly through on-going redevelopment, a key component of reinvigorating and enhancing the community.
- e. **New Housing.** The addition of new housing is vital to the viability and attractiveness of Columbia for existing and new residents. Residential options will range from the more urban Downtown Columbia setting to traditional suburban neighborhoods.

Relationship to Rouse's Vision: Rouse imagined and planned for a "complete city", not just a residential community. The focus on livable neighborhoods in close proximity to a significant amount of employment and shopping areas set it aside from other developments. He also planned for the long-term, understanding that Columbia would continue to grow and evolve over time.

4. Neighborhood and Destination Principles

- a. **Downtown Columbia.** The redevelopment of Downtown Columbia as a mixed use and walkable, urban center should reinforce the downtown area as the county's primary location for specialty/destination retail stores, places of employment, higher density multi-family residential properties, and entertainment uses.
- b. **Village Centers.** To maintain the vitality of Columbia's village centers as important local destinations and service and social hubs, village centers within highly competitive environments should be repositioned with alternatives to an anchor grocery store and with the potential addition of residential uses. For the other village centers, incremental change should include enhancements to the mix of retail and food and beverage offerings, and the potential addition of residential uses. It is important to maintain and enhance the village centers as mixed use community focal points that provide places for people to gather and socialize as well as live, shop and access programs and services.
- c. **Corridors.** Both a vision and development guidelines are needed for some of Columbia's commercial/industrial corridors. Without a planned development approach, these areas may present a host of economic, safety, environmental, aesthetic and (re)development challenges.
- d. **Neighborhood Revitalization.** In neighborhoods where the housing stock has outlived its useful life or is in poor condition, existing housing should be enhanced

through rehabilitation where possible. However, when rehabilitation is not possible or feasible, these properties present opportunities for redevelopment and residential infill that can improve the attractiveness and desirability of the neighborhood. Any new residential redevelopment should be designed as an integral part of the community.

- e. **Neighborhood Conservation.** Additions and alterations to existing properties in neighborhoods with positive physical and economic characteristics should be consistent in scale and architectural character with what is already developed.

Relationship to Rouse's Vision: Rouse envisioned quality neighborhoods organized three or four to a village that would be anchored by a village center comprised of shopping, educational and civic/recreational uses. The nine villages were developed around a Town Center, the commercial core of Columbia.

5. Community Facilities and Services

- a. **Balanced Transportation System.** Increased connectivity in and around Columbia is important to serve the community's diverse resident and employee populations. Investments in transportation should focus on systems that connect people of all ages with the places and activities they need to reach. Investments should also expand safety for all users, including drivers, transit riders, pedestrians, and cyclists. Columbia's signature pathway system should continue to be enhanced.
- b. **Public Safety.** As Columbia continues to develop and change, it is important that public safety services be responsive to these changes. Public safety is vital to the quality of life in the community.

Relationship to Rouse's Vision: Rouse placed great emphasis on, and planned for, transportation, public facilities, civic and recreational uses to serve the whole community.

How Will the Principles be Used?

The guiding principles will be used to guide those involved in shaping the future of Columbia. For instance, they would be used by CA managers who have the responsibility for planning, facilities and natural resources, finance, communications/advocacy or other CA functions related to decisions and investments impacting the Columbia community. They would also be used as CA coordinates and partners with Howard County government or the State of Maryland and as the Howard County government reviews and updates the New Town zoning regulations.



HOWARD COUNTY

Land Development Code Update
Phase 1: Development Regulations Assessment

NOVEMBER 2017

Summary

- Project Background and Update
- Discussion Topics related to Columbia



PROJECT BACKGROUND AND UPDATE

Project Scope

Phase 1:

- An assessment of the current land development regulation
- Including zoning, subdivision, and manuals
- Including New Town zoning (but not covenants)
- Not including revisions to Adequate Public Facilities Ordinance (APFO)
- Results in an Assessment (of the current regulations) and an Annotated Outline (of how they could be restructured and improved)
- To be released in late 2017 or early 2018 following staff review

Phase 2: A separate contract to update the Development Regulations (2018-2019)

• Annotated Outline

ZONING REGULATIONS

100.0: General Provisions
101.0: Rules of Construction
102.0: Violations, Enforcement, and Penalties
103.0: Definitions
104.0: RC Rural Conservation
105.0: RR Rural Residential
106.0: DEO Density Exchange Option Overlay
106.1: County Preservation Easements
107.0: R-ED Residential: Environmental Development
108.0: R-20 Residential: Single
109.0: R-12 Residential: Single
110.0: R-SC Residential: Single Cluster
111.0: R-SA-8 Residential Single Attached
111.1: R-H-ED Residential: Historic – Environmental
112.0: R-A-15 Residential: Apartments
112.1: R-APT Residential: Apartments
113.1: R-MH Residential: Mobile Home
113.2: R-SI Residential: Senior Institutional
113.3: I Institutional Overlay
114.0: Historic District
114.1: R-VH Residential: Village Housing
114.2: HO Historic: Office
114.3: HC Historic: Commercial
115.0: POR Planned Office Research
116.0: PEC Planned Employment Center
117.0: BRX Business Rural Crossroads
117.1: BR Business Rural

117.3: OT Office Transition
117.4: CCT Community Center Transition
118.0: B-1 Business: Local
119.0: B-2 Business: General
120.0: SC Shopping Center
121.0: CEF Community Enhancement Floating
121.1: CR Commercial Redevelopment
122.0: M-1 Manufacturing: Light
123.0: M-2 Manufacturing: Heavy
124.0: SW Solid Waste Overlay
125.0: NT New Town
126.0: PGCC Planned Golf Course Community
127.0: MXD Mixed Use Districts
127.1: PSC Planned Senior Community
127.2: CE Corridor Employment District
127.3: CLI Continuing Light Industrial Overlay
127.4: TOD Transit Oriented Development
127.5: CAC Corridor Activity Center
127.6: TNC Traditional Neighborhood Center
128.0: Supplementary Zoning District Regulations
129.0: Nonconforming Uses
130.0: Hearing Authority
131.0: Conditional Uses
132.0: Temporary Uses
133.0: Off-Street Parking and Loading Facilities
134.0: Outdoor Lighting

TITLE 3: SUBTITLE 5, SIGNS

TITLE 16: PLANNING, ZONING AND SUBDIVISIONS AND LAND DEVELOPMENT REGULATIONS

Subtitle 1: Subdivision and Land Development Regulations
Subtitle 2: Zoning
Subtitle 3: Board of Appeals
Subtitle 4: Street Names and House Numbers
Subtitle 5: Mobile Home Development
Subtitle 6: Historic Preservation Commission
Subtitle 7: Floodplain
Subtitle 8: Department of Planning and Zoning
Subtitle 9: Planning Board
Subtitle 10: Zoning Counsel
Subtitle 11: Adequate Public Facilities
Subtitle 12: Forest Conservation
Subtitle 13: Cemetery Preservation
Subtitle 14: Scenic Roads
Subtitle 15: Design Advisory Panel
Subtitle 16: Enforcement of the Howard County Subdivision and Land Development Regulations and the Zoning Regulations
Subtitle 17: Development Rights and Responsibilities Agreements



1. General Provisions
2. Zone Districts
3. Land Use Regulations
4. Development Standards
5. Zoning & Subdivision Procedures
6. Definitions and Rules of Construction

Project Timeline

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graph TD; A[Stakeholder Interviews and Public Meetings  
March 2017] --> B[Online Survey and Comments  
June 2017]; B --> C[Emerging Issues and Trade-Offs Public Meetings  
July 2017]; C --> D[Diagnosis and Annotated Outline Draft  
Fall 2017]; D --> E[Presentation of Draft Public Meetings  
Winter 2018]; style D stroke-dasharray: 5 5;
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Stakeholder Interviews and Public Meetings
March 2017



Online Survey and Comments
June 2017



Emerging Issues and Trade-Offs Public Meetings
July 2017



Diagnosis and Annotated Outline Draft
Fall 2017



Presentation of Draft Public Meetings
Winter 2018

Project Status

- Initial kickoff meetings with staff and administration (February)
- Two rounds of meetings with stakeholders to receive initial comments about needed changes (March & July)
- Research on existing development approvals (including all SDP/FDPs)
- Research on current zone district use and acreages
- Collected 691 comments so far
- Posted monthly summaries of comments received at <https://www.howardcountymd.gov/LinkClick.aspx?fileticket=L5k0ktUPNUk%3d&portalid=0>
- Prepare staff draft of Assessment and Annotated Outline

Key Topics Emerging

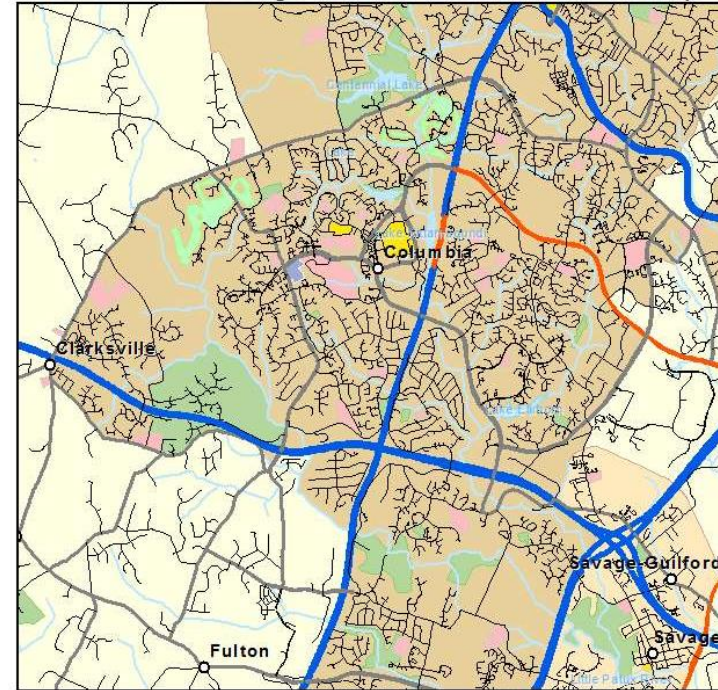
- Desires to stop or limit growth
- Concerns about the scale and character of infill development
- Confusing structure makes it difficult to find answers
- Continuing tensions between residential development and agricultural operations in western Howard County
- Frustration with current Conditional Uses and approval process
- Desires for higher development quality
- Frustration with development on key corridors, including Route 1, Route 40 and other corridors
- Complexity of current New Town zoning and related covenants (particularly for Downtown and Village Center redevelopment)

NEW TOWN ZONING

New Town Zoning Structure

The current system was created to achieve the Columbia vision and to ensure that developer retained control of project through completion

- Succeeded in implementing the Columbia vision
- Partially succeeded in implementing the second goal – but some areas (i.e. Gateway and residential outparcels) were developed outside the New Town framework

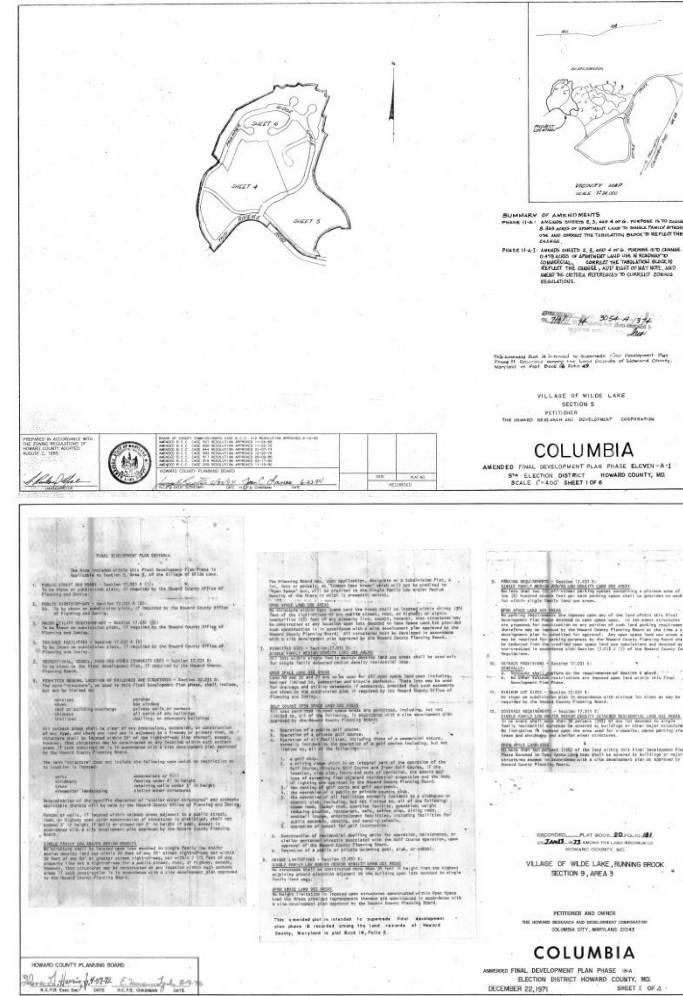


Source/Copyright: ESRI StreetMap NA

New Town Zoning Complexity

Initial successes were achieved through:

- Site specific use and layout approvals (268 of them)
- Strict use controls (sometimes limited to only one or a few uses) in some cases
- Very vague standards and decision criteria in other cases
- An overlapping system of design controls imposed largely by covenants (not zoning)



New Town Zoning Issues

The SDP/FDP/PDP system does not work well in the long run for citizens, staff, or builders

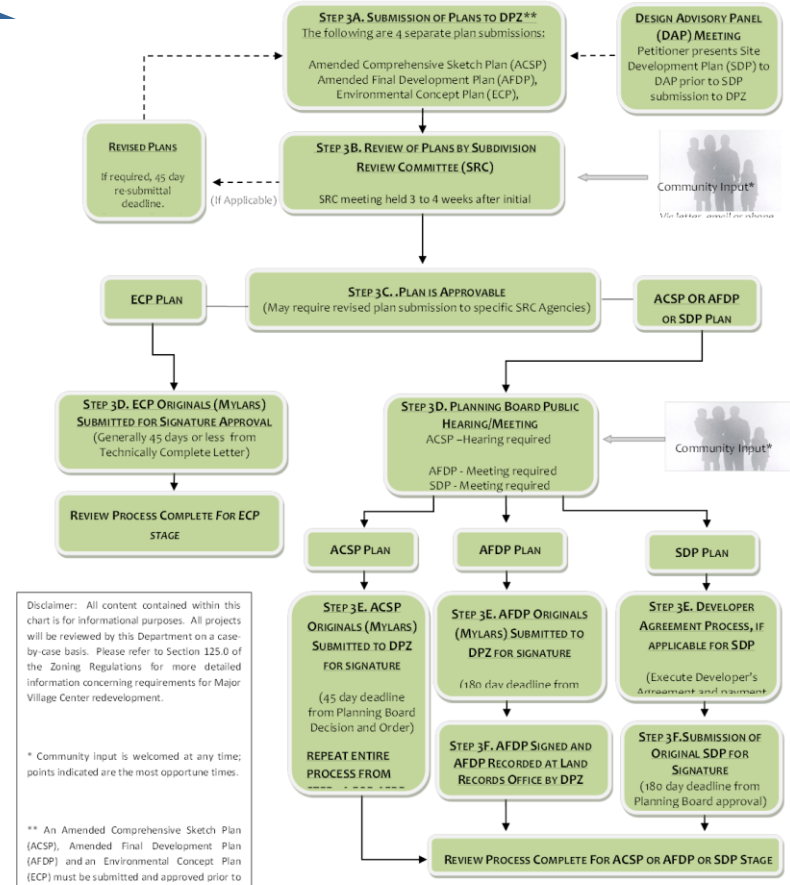
- Minimum/maximum numbers/percentages of acreages and dwelling units do not provide flexibility to respond to changes in the economy (open space minimum an exception)
- Staff must interpret very vague criteria and standards – which leads to unpredictable results
- Citizens and builders are subject to those unpredictable results
- The complex Village Center and Downtown redevelopment procedures were created in part to reduce unpredictability



Village Centers & Downtown

The original land use control system is not well suited to current commercial and mixed-use (i.e. residential and commercial) development markets:

- Property owners need more flexible commercial and retail options, and the ability to move between them – without the need to update a site-specific use approval
- Otherwise, mixed use and commercial builders find locations outside Columbia more attractive – which weakens Village Centers



Village Centers & Downtown

To encourage reinvestment in mixed-use and commercial areas, the national trends are to:

- Create zone districts designed for Downtown and Village Center-scale areas with strong controls over form, scale of and quality
- Define broader and more flexible categories of retail, service and commercial uses
- Allow property owners to make changes subject to approval of a site plan

More objective standards and criteria could be more closely tied to Jim Rouse's vision.



Industrial Areas

Current system may not meet the needs of industrial areas very well

- The original vision was for industrial uses as fabrication/assembly uses, but the number of those uses has declined dramatically
- Changing technology and delivery methods have made some industrial lands uncompetitive for those uses
- Most newer ordinances define a broader range of light industrial/business park/research and development/institutional uses to reflect current markets
- Snowden River Parkway is an example of these pressures



Residential Areas

Current system may not meet the needs of some residential areas

- Much of the residential stock is aging and will need to be rehabilitated, replaced, and improved over time
- Some neighborhoods may want to retain the current architectural style and scale in ways that are not addressed by current covenants -
-- others will not want that added level of control
- Others may want to allow a wider range of residential homes than are allowed by current covenants
- Consistency with outparcels could be improved



New Town Zoning Options

- Communities that have numerous site-specific, negotiated development approvals that inhibit reinvestment often replace those with fewer, more general, and more consistent zoning districts
- New districts can be drafted to better preserve the character and scale of the area through embedded development and design standards, while allowing more flexibility to responding to changing uses and internal site layouts.
- That can be done in several ways

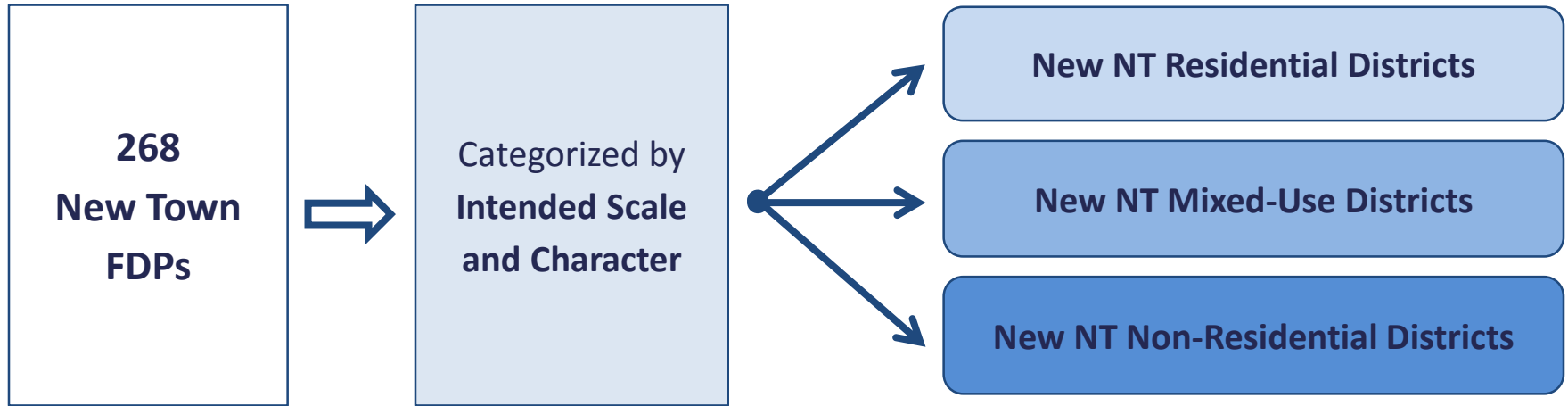
Options for FDP conversion:

- Leave current system in place
- Partial conversion of FDPs into NT zone districts
- Full conversion of FDPs into NT zone districts

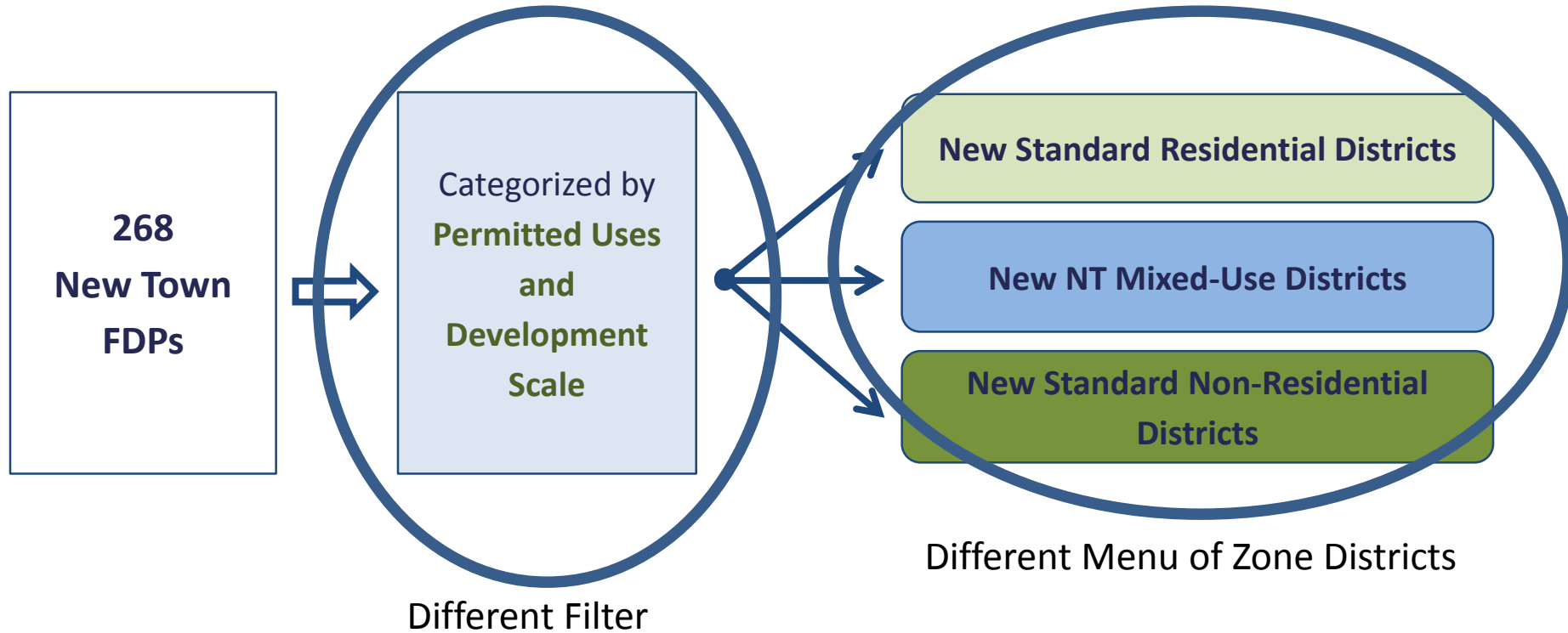
Current System

- Concerns with retaining the current system
 - FDPs would continue to guide all future changes in New Town
 - Complex redevelopment processes would remain in place
 - Future redevelopment and amendments would continue to be unpredictable, requiring significant interpretation as markets change
 - Reinvestment would be discouraged by complexity and lack of predictability
 - Administration of the system would continue to require very significant amounts of staff, board, and elected official time
 - The system would still be designed for a relatively static vision instead of a mature city that needs to encourage and allow context-sensitive reinvestment

Many Options for Change



Many Options for Change



New Town Zoning Goals

Overall goals in revisiting New Town zoning

- Ensure that redevelopment is consistent with the Columbia plan and vision
- Ensure that single-family redevelopment reinforces the scale and character of existing neighborhoods
- Allow mixed use and commercial development flexibility to respond to changing markets
- Recognize the changing nature of industrial development and employment
- Simplify the redevelopment approval procedures
- Ensure retention of Columbia's open space



QUESTIONS & DISCUSSION

Land Development Regulations & New Town Zoning

BACKGROUND:

The New Town Zoning District was created by Howard County in 1965 for the purpose of allowing Jim Rouse to develop Columbia. The New Town Zoning District gave Jim Rouse a great deal of flexibility in identifying how the land was to be used subject to some general conditions. Seven land use categories were outlined (six plus “Other”) and these have been used to develop Columbia.

Land Use	Minimum	Maximum
Single Family Low Density	10%	N/A
Single Family Medium Density	20%	N/A
Apartments	N/A	13%
Employment Center - Commercial	2%	10%
Employment Center - Industrial	10%	20%
Open Space	36%	N/A
Other	N/A	15%

The New Town Zoning District also set a cap on the total number of dwelling units allowed; a unique feature of New Town zoning. As of 12 January 2018, the maximum number of dwelling units is set at 33,980.

There are 268 Final Development Plans (FDPs) covering the New Town zoned land. These FDPs were written over several decades and many have been modified. Each FDP is unique. An FDP can cover a single land use or it can have multiple land uses. Each FDP is the source of zoning regulations for New Town properties. The FDP provides information on permitted uses and other requirements that define how the property can be developed.

New Town zoned land in Howard County consists of 14,272 acres. Of that amount, 14,232.971 acres have been recorded in FDPs (as of 12 January 2018); 39.029 acres have yet to be recorded in an FDP. Basically, there are FDPs for 99.7% of all the New Town land. We know what land is used for what category.

In essence, one major reason for New Town zoning has been accomplished: we know, 50 years later, the use specified for the land Jim Rouse bought.

ISSUE:

The New Town Zoning District was a great tool to develop Columbia when Columbia was but a gleam in Jim Rouse's eye. It gave Jim the flexibility he needed. The land was all farmland and undeveloped. Fifty years later, the land is developed and New Town zoning doesn't work quite as well.

The paragraphs below are taken from the Howard County Development Regulations Assessment, Phase 1 Report (2017) regarding New Town Zoning:

2.1.C. New Town Districts

The Assessment documents several challenges with the continued use of the current NT zone district. If this zone district is not revisited and revised, redevelopment in Columbia (and particularly in Downtown and the Village Centers) will remain very complicated, approvals will remain very time consuming, and significant code interpretations (with little regulatory guidance) would continue to be required as markets change. To allow for context-sensitive reinvestment to occur within an efficient and predictable system that can adapt to the needs of a mature developed area, we recommend that many if not all of the current FDPs should be converted into a menu of zoning districts. Because of the wide variety of FDPs and the complexity of the required conversion process, it may need to occur over time in a series of phases.

There are a number of different ways that conversion of the current 268 New Town FDPs could be accomplished. While the final choices of whether to convert the FDPs, how many of them need to be converted, and how to convert them should be made during the Phase 2 drafting effort, two possible options are illustrated below [[see actual report for options](#)]. These options are presented as approaches for consideration, and to illustrate that there are many different ways to make this type of conversion in ways that would preserve the intended uses, character, and scale, for the area covered by each FDP.

As Columbia redevelops, the problems with the current FDPs are becoming apparent. There is little consistency between FDPs addressing the same land use. Some of the FDPs are actually difficult to read as many are just scanned documents. It is difficult for the general public to read/understand the FDPs. There are no standards by which to guide interpretation of the FDPs. This anomaly leads to significant code interpretations by the Department of Planning & Zoning. The New Town Zoning District is unique and different from the standard type of zoning.

There is a good case for having changes made to New Town zoning. However, Columbia is a unique place, developed according to Jim Rouse's vision to build a new city.

Phase 2 of the Development Regulations Review process presents an opportunity to propose changes which would govern Columbia redevelopment while remaining true to the original vision.

TOPICS:

The CA Board needs to discuss and determine specific areas in which to provide input to the Phase 2 of the Development Regulations Review process. We need to remember that the ultimate decision will be Howard County's, the local government for Columbia. The discussion should revolve around several basic topics.

The topics in the remainder of this paper assume that the Board agrees that New Town zoning be converted to a menu of new zoning districts as recommended in the Phase 1 report. The only other option seems to be to stay with the existing FDP concept. We, as a Board, have to determine where to focus our efforts (new zoning districts or modifying the existing New Town Zoning District). The County has already indicated which way it is going (new districts). Phase 2 will use the Phase 1 report as its basis. Note: if we should want to stay with the current FDP setup (particularly in light of the current problems), we will need to develop very compelling arguments as why staying with the existing is better than changing to other zoning districts.

Topic 1: What might the new zoning districts be in Columbia? Should they be separate from existing County zoning districts? What information is contained in the write-up for a zoning district?

Why should the CA Board address this? If we want to go the new districts route, we need to determine what types of districts would be acceptable to us. As an example we could have resident districts, mixed use districts and non-residential districts and try to fit the existing FDPs into the County's existing zoning districts or create new districts such as NT-mixed use, NT-business park, NT-apartments, etc.

Topic 2: Should Columbia Open Space be a separate zoning district or should other methods be used to preserve Open Space?

Why should the CA Board address this? Open Space is a crucial component of Columbia. Normally Open Space is not a zoning district, but just added criteria to a zoning district. The difficulty is that New Town has a minimum percentage of the land devoted to Open Space, Open Space is generally linked together, and the County has kept a tally sheet on what is credited open space. Is it best to

keep the Open Space scattered through districts or would it be better to administer if it were its own district?

Topic 3: Should outparcels be addressed in the Land Development Regulations Review? What to do about outparcels?

Why should the CA Board address this? The development/redevelopment of outparcels seems to be a concern to the Board. It does impact Columbia. Is there any input we can provide into land use regulations to help address our concerns with outparcels? The Board should identify concerns and actual standards can be developed by the County Consultant (related to, for instance, compatibility, build height, etc.).

Topic 4: What criteria (standards) should be included in each zoning district to enable DPZ and the Planning Board (and Hearing Examiner and Board of Appeals and Zoning Board) to make a decision?

Why should the CA Board address this? This would be the heart of the matter. What makes Columbia special needs to be incorporated into the regulations so that it can be used as standards to govern how decisions are made about redevelopment and also give the community members a clear understanding of what will be used to define compatibility and other issues. The Board should identify the types of things that concern us - height, setbacks, signage, etc. and then provide those to the County consultant who can translate our ideas into actual standards.

Topic 5: How should existing FDPs be mapped into new zoning districts? How fast? What criteria should be followed?

Why should the CA Board address this? If we want to go the new districts route, we need to carefully consider how the existing land under an FDP gets mapped to the new districts. Remember many of the FDPs contain multiple land uses. As an example: we would not want land that is currently commercial to end up being assigned a residential land use. The Board should identify the things which need to be considered in mapping to new districts. This is a complicated issue and may best be addressed much later in the process after the other topics mentioned above are completed.

The CA Board should discuss these and other relevant topics and come to decisions so that the CA Board can provide its recommendations in a timely manner for the Phase 2 of the Development Regulations Review.

Andy Stack

Original Columbia Work Group Members

Dr. Henry M. Bain, Jr.

Public administration: political scientist, Chevy Chase, MD¹

Antonia Chayes

Family life: formerly Technical Secretary to the Committee on Education, President's Commission on the Status of Women, Washington, D.C.¹

Robert W. Crawford

Recreation system: Commissioner, Department of Recreation, Philadelphia, PA¹

Dr. Nelson N. Foote

Community structure: sociologist, consultant, Community Development, General Electric Company, NY city¹

Dr. Herbert J. Gans

Community structure: sociologist, Columbia University, NY city¹

Robert M. Gladstone

Economics and housing market: economist, Washington, D.C.¹

Christopher S. Jencks

Education: editor, *New Republic*, fellow, Institute for Policy Studies, Washington, D.C.¹

Dr. Paul V. Lemkau

Health systems: psychiatrist, The Johns Hopkins University, Baltimore, MD¹

Dr. Leonard Duhl

Health systems: Chairman Board of Technical & Policy Advisors United States Health Corporation, San Francisco, CA¹

Dr. Donald N. Michael

Chairman: psychologist, Programme Director, Institute for Social Research, University of Michigan, Ann Arbor, MI¹

Dr. Chester Rapkin

Housing: professor, urban planning, School of Architecture, Columbia University, NY city¹

Wayne E. Thompson

Local government and administration: The Dayton Company, Minneapolis, MN (formerly city manager, Oakland, CA)¹

Alan M. Voorhees

Traffic and transportation: Washington, D.C.¹

Dr. Stephen B. Whitey

Communication in community: psychologist, University of Michigan, Ann Arbor, MI¹

TRC members:

J.W. Rouse, president

W.E. Finley, vice-president in charge of project

W. Hamilton, director of institutional planning

M. Hoppenfeld, director of planning and design

¹ RGI-S3-b76-fWork Group – Original Columbia, 1973-1976: photocopy of Appendix 2 Columbia Work Group; photocopy is Appendix 2 from “The Columbia Process – The Potential for New Towns,” by Morton Hoppenfeld, ca. 1971.

JAMES W. ROUSE & COMPANY, INCORPORATED

INTRA-OFFICE MEMORANDUM

November 4, 1963

Reproduction
Columbia Archives

TO: Work Group Members

FROM: James W. Rouse

.....

We are delighted to know that you will be with us in Baltimore on November 14-16 at our first planning session. I am looking forward to meeting you and to the opportunity to draw on your special wisdom and experience as we commence the planning of our new community in Howard County.

It would be difficult to overstate the importance of the venture on which we are now embarked. Seventy million people will be added to our metropolitan areas in the next 20 years. This growth will have an enormous impact upon American civilization. It will transform the cities of our country, as we know them today, and it will consume millions of acres of farms and forests lying outside the presently urbanized metropolitan regions. Not only the physical form of our cities, but the quality of life within them will be determined largely by the imagination, thoughtfulness, and skill with which we handle this growth.

There is a growing awareness of the fact that existing tools for planning and zoning are inadequate to channel this growth in a manner that will preserve open spaces and the resources of nature and create beautiful, healthy, well balanced new communities. It seems apparent that some new development mechanisms must evolve in order that planning and development can proceed on a large enough scale and over a large enough area to achieve the standards that are essential to a good environment in our metropolitan areas. The only "mechanism" that has held out any hope so far has been the existence in a single large tract of enough acreage to permit large scale development. This is the story of the Irvine Ranch, El Dorado Hills, Reston, and a few others.

Here in Howard County, however, we have blazed an important trail by proving that a private developer can assemble (in this case in less than nine months) small land holdings into a total tract large enough to permit comprehensive community planning and development. To the best of our knowledge, this is the first time this route has been attempted on such a scale in the development of the American city. If it is as successful as we hope it will be, it can give tremendous encouragement to other developers to pursue this same technique in other metropolitan communities.

Indispensable to our undertaking this venture has been strong financial support by a large, fine and imaginative financial institution which has made \$19,000,000 available to our Company to complete this purchase program. The success of this venture will not only strengthen the conviction of this particular institution, but it can also have the effect of encouraging other large investors to make funds available to developers for new communities in other sections of the country.

Thus, you see that our success in unfolding this new community can have an important chain reaction among developers and financial institutions throughout the country.

For many years, we have noted the wide gap between the people who are planning, designing, and developing our cities and the people with the knowledge about problems and solutions, hopes and opportunities among people in our urban society. Everywhere, plans proceed out of the ideas and images in the minds of the planners and developers. Almost nowhere does planning begin with the needs and yearnings of the people.

It is our purpose to plan out from the real needs of people, as best we can discover them, toward the physical form of the community and the institutions which are established in it. This course is largely uncharted, because there is very little precedent for what we are attempting. We have no illusions about the difficulties of relating such knowledge as does exist about how people live and grow, succeed or fail to the planning and development process. We do not expect to plan the "perfect" community. We simply believe that by starting from people and working out we may get some new shafts of light that can influence the physical plan and development decisions. It is for that purpose that we have solicited your help, and it is to that task that we will bend our efforts with you over the months ahead.

The developer's first responsibility properly ought to be to state his objectives for the community he is about to plan. Some of you have already said to us that until this is done it is not possible to bring your special experience and wisdom to bear on our problem. We understand this and accept the responsibility for defining our objectives. However, before doing so, we want to discuss fully with each of you what our objectives best might be. We are not trying to shift our responsibility to you. We will not seek agreement among you. But we know we will be enriched by your observations and the discussion which will ensue among us. Therefore, the main purpose of our first planning session will be a full discussion of "Our Objectives -- What They Ought To Be."

In this connection, I must confess to some non-agreement within our own staff on the matter of objectives. We have decided not to attempt to resolve our differences, but to share them with you. To that end, I have asked Mort Hoppenfeld to set out what he thinks our objectives ought to be in a memorandum, copy of which is attached.

You will also find enclosed a talk which I gave last month at a conference at the University of California on metropolitan growth. The preparation of this talk gave

me the opportunity to pull together some ideas I have nourished for a long, long time. This paper will also communicate some of the convictions and the biases with which I approach the development of a new community.

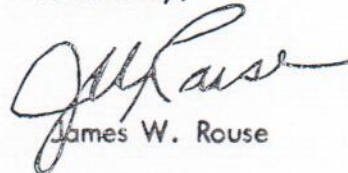
Also enclosed is a paper by Mort Hoppenfeld, which he has prepared in close association with Don Michael on "Working Procedures For Program Planning," together with some background material on the site and the region.

On Friday evening, Mrs. Rouse and I look forward to having you all as our guests for dinner, free of any obligations to think or plan, and with no larger purpose than to have a pleasant evening together.

We are looking forward with great eagerness and enthusiasm to the task ahead, and we are deeply grateful to you for sharing its burdens with us.

Many thanks and best regards.

Sincerely,



James W. Rouse

:b1
Enclosures



To: Columbia Association Board of Directors
From: Jane Dembner, Director of Planning and Community Affairs
Date: September 6, 2018
Subj: Lakeview Proposed Development

This memo provides an overview of the proposed retail development of the Lakeview Office Park project on Broken Land Parkway. It begins with the history of the site's development and previous approvals, then explains the current proposed development and the recommendations of the Design Advisory Panel (DAP), and ends with an explanation of the next steps in the development review process.

History of Site Development

Four buildings in the 9800 block of Broken Land Parkway known as Lakeview I & II and are located across from Lake Elkhorn on 24.37 acres of land in the Village of Owen Brown. The site is zoned New Town (NT) Employment Center - Commercial and the four office buildings total approximately 220,000 square feet. Two of the office buildings are one story and two of the buildings have three or four stories. Buildings 9801, 9821 and 9841 Brokenland Parkway were constructed in 1983 and 9861 Brokenland Parkway was developed in 1988. A pathway at the south-eastern edge of the parking lot connects this site to the Patuxent Branch Trail and to Lake Elkhorn.

Previous development approvals include Final Development Plan (FDP) 125-A that was approved on August 10, 1965 and amended four times through December 20, 1976. The subdivision was recorded on November 24, 1980 in the land records of Howard County. Subsequently, site development plans SDP-81-115 (approved April 22, 1981) and SDP-84-299 (approved September 9, 1984) include the site details of the four office buildings.

The FDP defines the permitted uses, parking requirements, setback provisions, landscaping, among other requirements.

Permitted uses as a matter of right include: "All uses permitted in commercial districts or commercial land use zones are permitted including, but not limited to, all of the following:

- a. Uses permitted in B-1 districts
- b. Uses permitted in B-2 districts
- c. Uses permitted in S-C districts"

The B-1 (Business: Local), B-2 (Business: General) and S-C (Shopping Center) include a wide range of retail and service establishment uses.

Parking requirements: Five parking spaces for each 1,000 square feet of net leasable area devoted to retail sales uses; two parking spaces for each 1,000 square feet of new leasable area in office buildings. Parking requirements are assessed at the site development plan stage.

Setbacks: The FDP states: “All setback areas shall be clear of any protrusions, extensions, or construction of any type, and where any land use is adjacent to a freeway or primary road, no structures shall be located within 50’ of the right-of-way line thereof; except, however, that structures may be constructed at any location within such setback areas if such construction is in accordance with a site development plan approved by the Howard County Planning Board.”

The FDP also states, under the heading Employment Center Land Use Areas - Commercial: “No structure shall be located within 30 feet of the right-of-way of any public street, road or highway, except as such construction is in accordance with a site development plan approved by the Howard County Planning Board.”

The approved SDPs show a 50-foot setback from the Broken Land Parkway right-of-way.

Landscaping: “Adequate planting and landscaping must be provided, as required by the Howard County Planning Board at the time a site development plan is submitted for approval, whenever employment center commercial areas are in proximity to residential land use area.”

Proposed Development

Recently, the buildings’ representatives approached the county’s Department of Planning and Zoning (DPZ) with their desire to add two retail buildings in two separate phases. The first phase would be the development of approximately 8,200 square feet in a new retail building located in front of the existing 9861 Broken Land Parkway and the second phase is the development of a retail building of approximately 2,000 square feet in front of existing 9801 and 9821 Broken Land Parkway. Both are proposed to be retail uses. The larger building (Phase I) has a proposed drive-through. The proposed retail uses are permitted as a matter of right based on the approved FDP.

The building’s representatives agreed to present their proposed buildings and conceptual site plan to the DAP, at the request of the DPZ. This was voluntary as the DAP has no authority over this proposed development along Broken Land Parkway. DPZ asked the DAP to review the design of the proposed development and to review and use guidelines that are used by Howard Research and Development (HRD) for industrial and commercial development on lands where HRD has commercial/industrial covenant agreements with landowners.

After review of the proposal, the DAP made a number of recommendations related to the location and orientation of the buildings, connections to serve pedestrians and one recommendation on building architecture. In typical DAP cases, the applicant is required to respond to the DAP’s recommendations indicating whether and how they plan to respond to or address the comments. In this case, the applicant voluntarily responded to the recommendations and, in general, agreed to three of the five recommendations. Below are the DAP’s recommendations, the applicant’s response and the Planning Director’s endorsement (or not) of the applicant’s response:

- 1) DAP recommended enhancing the east/west pedestrian connections with paved crossings and islands. The applicant agreed that, upon the construction of the Phase 2 building, they would do so. The Planning Director endorsed both DAP's recommendation and the applicant's response.
- 2) DAP recommended widening the sidewalks in front of the retail buildings to accommodate outdoor seating, planters, and low-wall screening. The applicant stated they would do so if it does not affect parking spaces. The Planning Director endorsed DAP's recommendation.
- 3) DAP recommended that sidewalks connect from the new development to Broken Land Parkway if Howard County builds sidewalks along Broken Land Parkway. The applicant agreed to add connections if a sidewalk was built on Broken Land Parkway. The Planning Director endorsed both the recommendation and the response.
- 4) DAP recommended the applicant locate the retail buildings closer to the existing office buildings and create an internal street network. The applicant disagreed with the recommendation. The Planning Director endorsed DAP's recommendation.
- 5) DAP recommended the applicant redesign the architecture to be more contemporary and better match the adjacent office buildings. While the applicant believes the current proposed architecture is comparable to the existing buildings, they agreed to revisit the details with their design team. The Planning Director endorsed both the recommendation and the response.

Attached are the applicant's DAP submission showing the location and conceptual site plan and the DAP's Meeting Summary and Recommendations.

Next Steps

The retail uses are permitted as a matter of right but the FDP provides DPZ the authority to review the new structures and the landscape plan as part of the site development plan.

The next steps will entail a site development plan that will be reviewed by DPZ and then go before the Planning Board.

Separate from Howard County's development review process, the applicant will need to address any private covenants on the site. Attached are the Howard Research and Development (HRD) Commercial and Industrial Design Guidelines.

Attachments:

- Applicant's DAP Submission
- DAP July 25, 2018 Meeting Summary and Recommendations
- HRD Commercial and Industrial Design Guidelines



An affiliate of the Creaney & Smith Group

Mr. George Saliba
Howard County Department of Planning & Zoning
3430 Courthouse Drive
Ellicott City, MD 21043

RE: Proposed Retail Buildings @ Lakeview Office Center on Broken Land Parkway
(BLP)

Dear Mr. Saliba:

By way of brief introduction, under the entity of AGS Borrower Lakeview, LLC, CSG Partners, LLC is the owner/developer of the referenced property. On behalf of the design team, I am pleased to provide your office with the following summary of the proposed development as part of the Design Advisory Panel (DAP) review process.

Currently, Lakeview Office Center is comprised of two (2) single and two (2) multi-story office buildings totaling approximately 220,000 SF. These four (4) buildings house approximately 550 employees, most of whom typically travel off-site to access amenities. Feedback from our tenants reveals that employees need food services and other site amenities to be available on site. We have listened to their feedback and subsequently created a common conference facility, which is available to all tenants on a first come, first serve basis and are in the process of designing a fitness center. We also added a small lobby shop in the 9861 BLP building.

To further amenitize Lakeview Office Center, we are proposing to develop two (2) retail buildings to be developed in two (2) separate phases: Phase I is the development of an approximate 8,200 SF retail building located in front of the existing 9861 BLP office building while Phase II is the development of an approximate 2,000 SF retail building in front of the existing 9801 and 9821 BLP office buildings. Although we are currently negotiating with an anchor tenant for Phase I, we intend to develop this building speculatively immediately after securing all entitlements. Although we plan to entitle Phase II concurrently with Phase I, that building will likely not be constructed until an acceptable tenant has been identified.

Although several prospective anchor tenants for the proposed Phase I building require a drive-thru lane, the current tenant we are negotiating with only requires a "pick-up" window. i.e. Customers will place their order via an APP as opposed to an electrified order board. Customers will then drive up to the pick-up window and will be handed their order. We believe our proposed design for Phase I addresses this pick-up concept adequately while not sacrificing



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the remainder of the proposed building or parking. However, it is possible that, in the event this perspective tenant falls through, a different anchor tenant will be identified who may require a traditional drive-thru. If this is the case, their service window may be located on the opposite side of the building than what is currently being proposed.

Although we are developing Phase I speculatively, we anticipate the tenancy to be mostly food users and perhaps service oriented retailers, such as a parcel store. Thus, we have designed the building to accommodate outdoor seating and have oriented the proposed development so that our office tenants can easily access the building via crosswalks and shared parking.

The proposed development will be designed and developed in accordance with all code requirements and will include attractive and abundant landscaping. It is anticipated that all necessary retaining walls will be constructed out of timber.

We look forward to presenting the proposed development during the July 25th DAP meeting. In the meantime, feel free to reach out to me directly with any questions or comments you may have.

Sincerely,
AGS Borrower Lakeview, LLC

A handwritten signature in black ink, appearing to read 'Alan C. Grabush'.

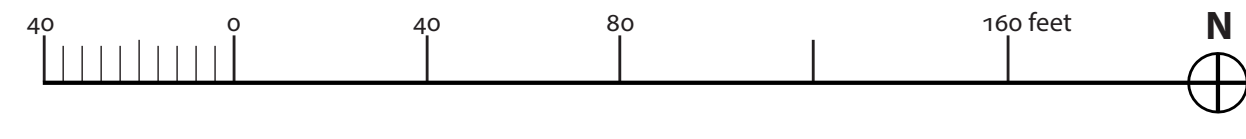
Alan C. Grabush
Managing Member

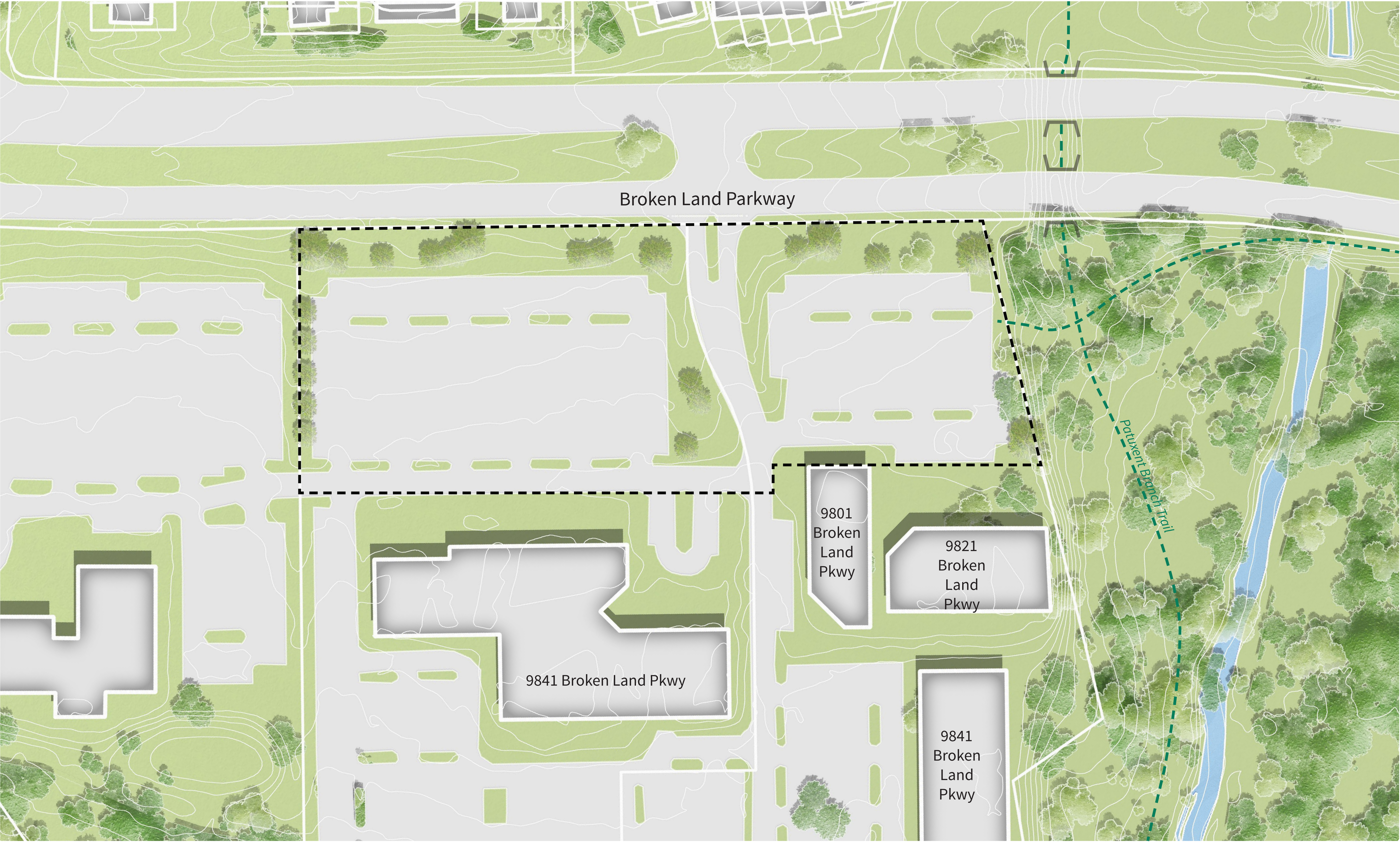
cc: Cecily Bedwell – Design Collective (Design Advisor)
Zach Fisch – FSA Associates (Civil Engineer)
Craig Hofmann – HAI Architects (Architect)
Sang Oh – Talkin & Oh (Land Use Attorney)



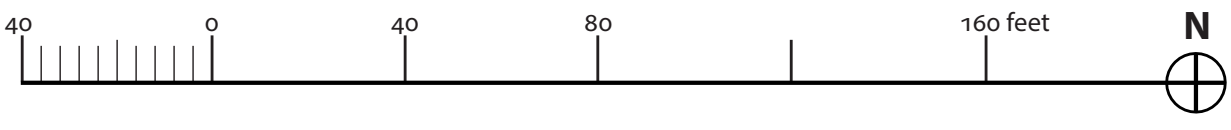
EXISTING SITE AERIAL

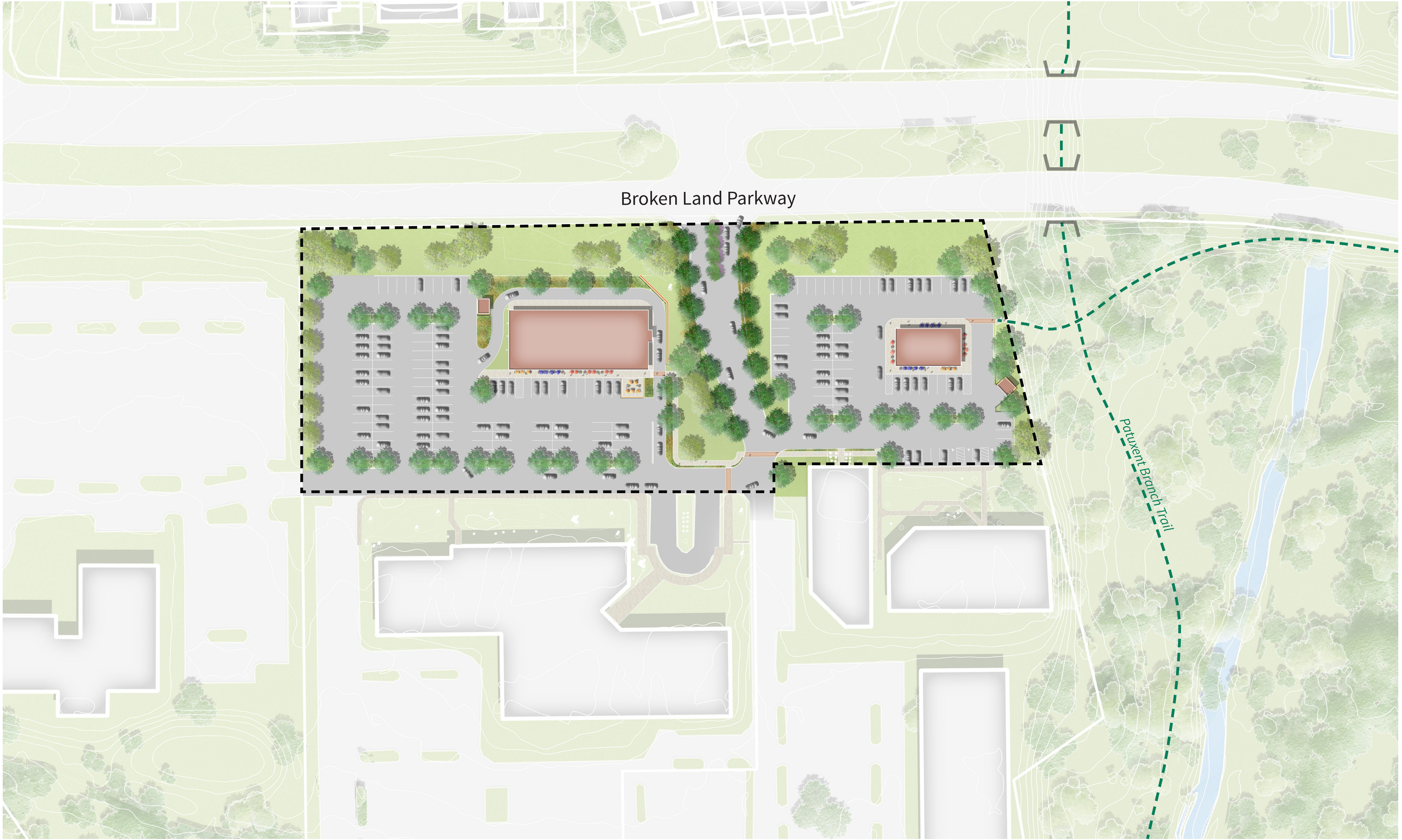
LAKEVIEW





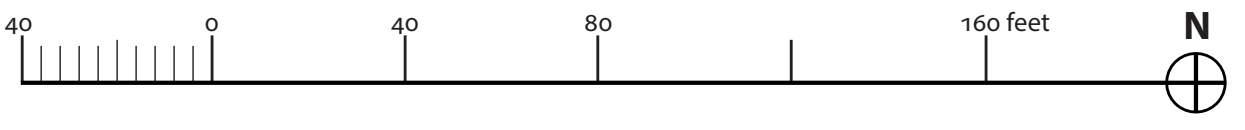
EXISTING ILLUSTRATIVE SITE PLAN





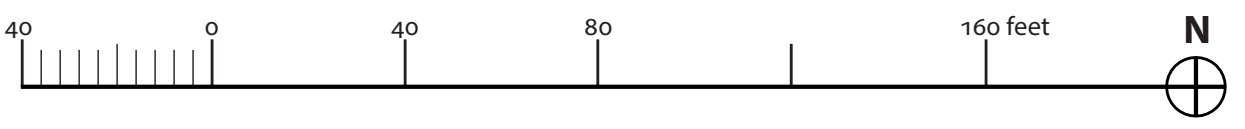
PROPOSED ILLUSTRATIVE SITE PLAN

LAKEVIEW



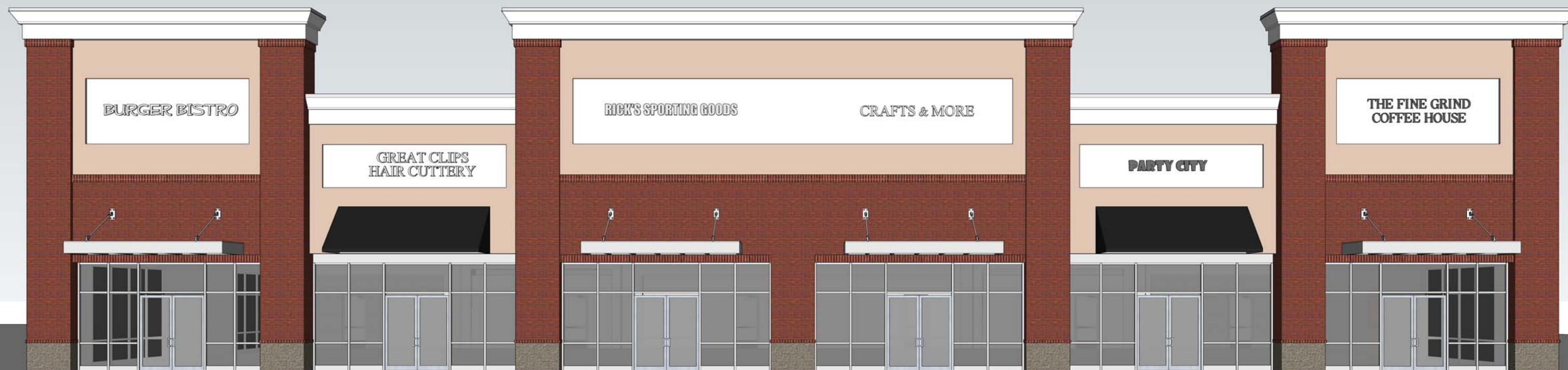


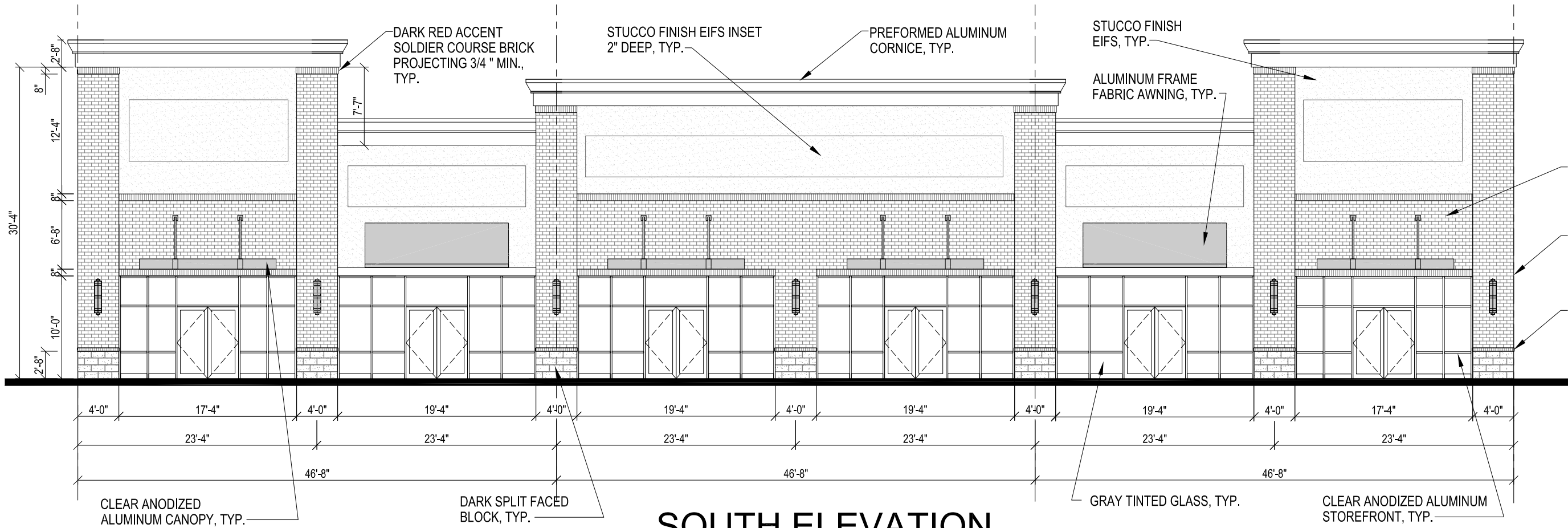
PROPOSED ILLUSTRATIVE SITE PLAN - ENLARGEMENT





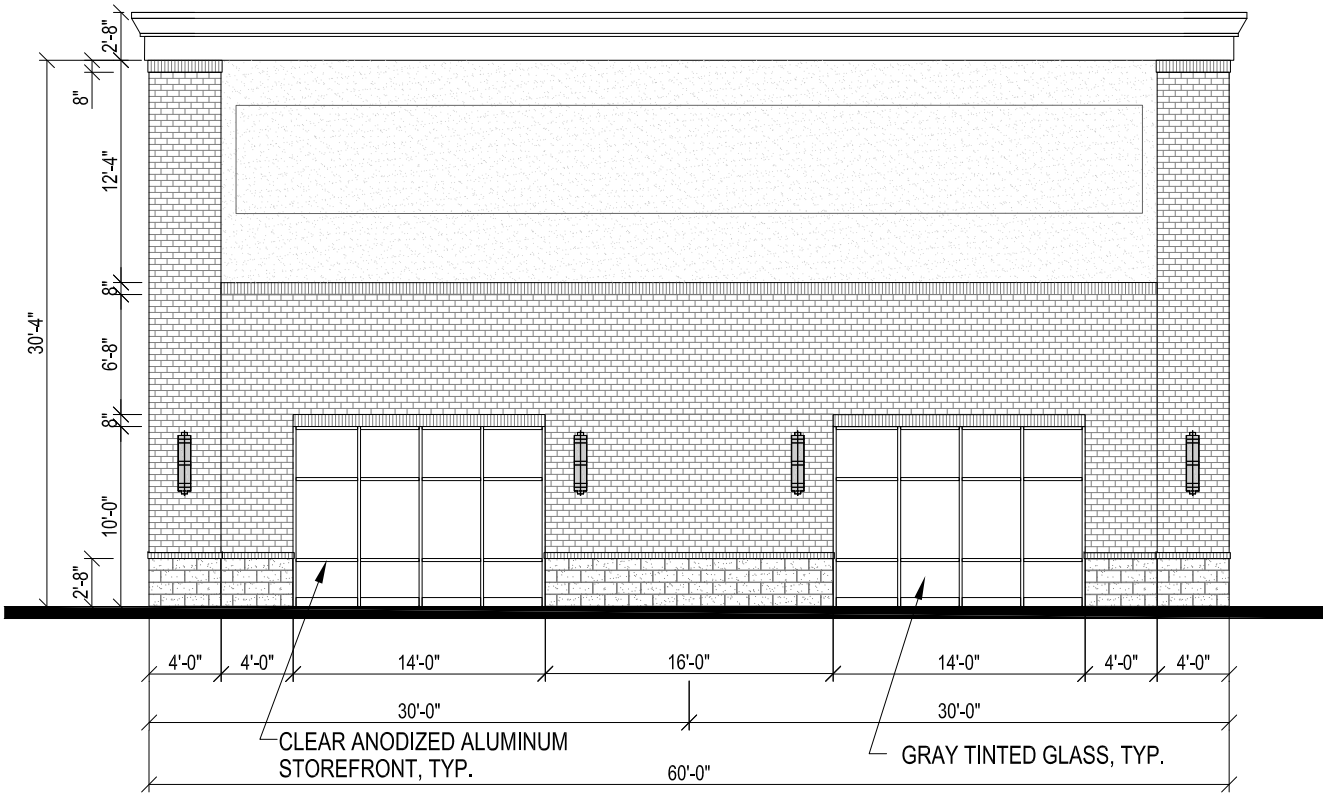






SOUTH ELEVATION

SCALE: 3/32" = 1'-0"



WEST ELEVATION

SCALE: 3/32" = 1'-0"



HOFMANN ASSOCIATES, INC.

RED FIELD BRICK, TYP.

RED BRICK PIERS PROJECTING 4" FROM BRICK / EIFS FACES, TYP.

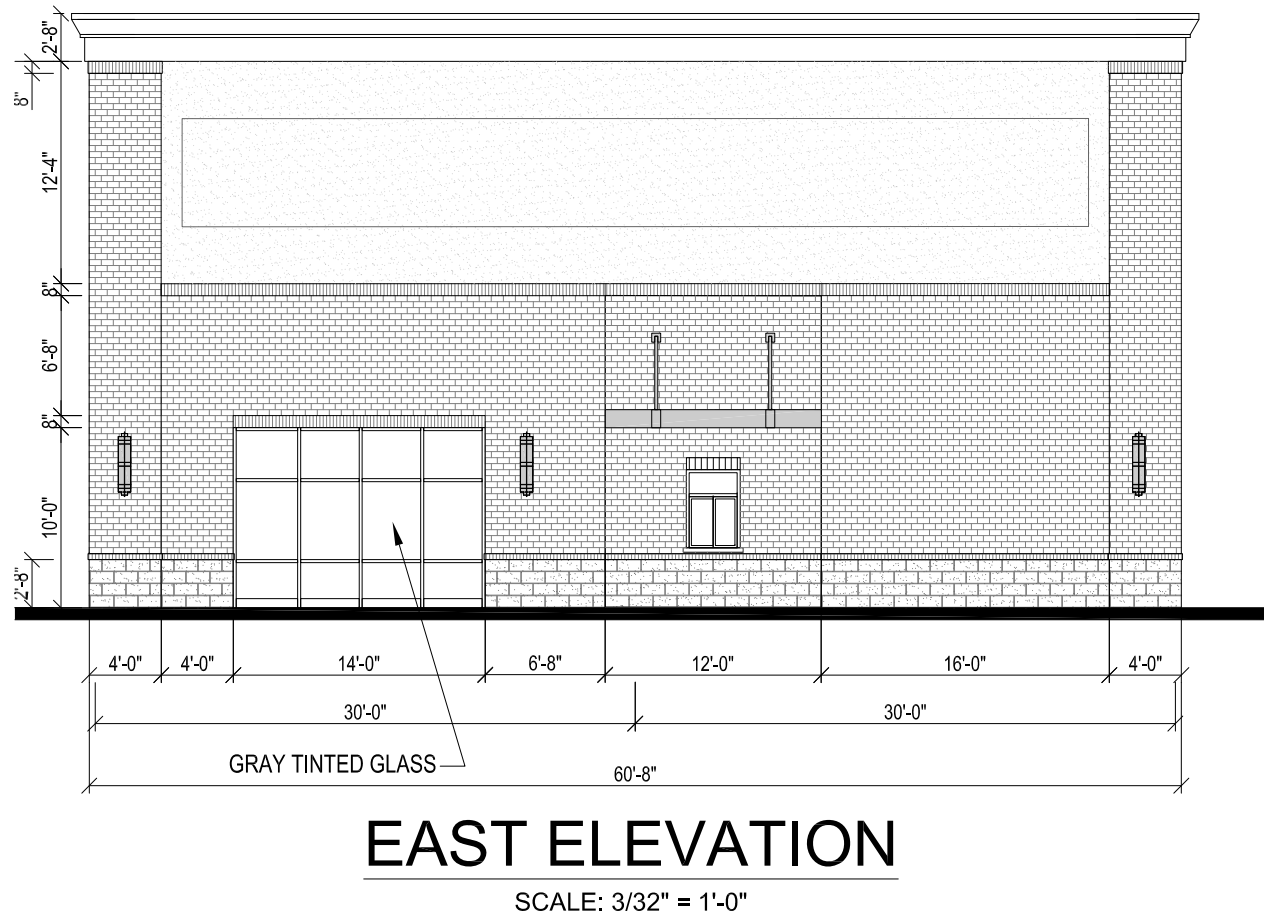
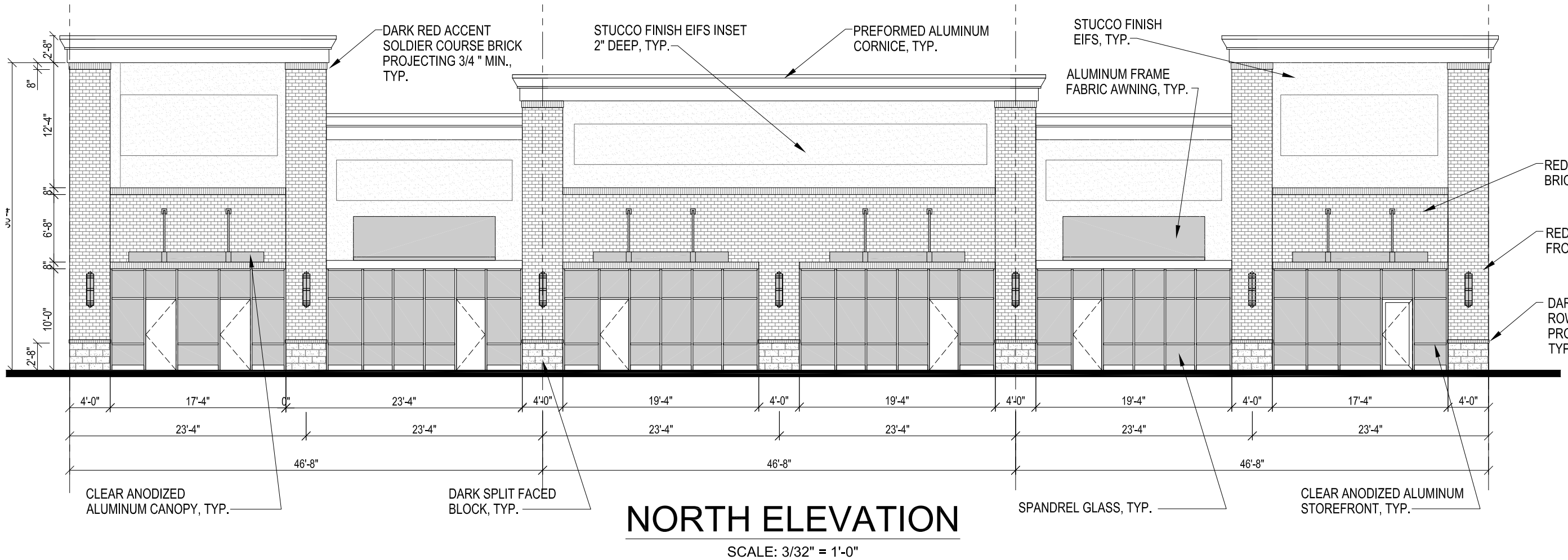
DARK RED ACCENT ROW-LOCK BRICK PROJECTING 3/4" MIN., TYP.

PROJECT NAME:
LAKEVIEW II RETAIL CENTER
COLUMBIA, MD 21046
HOWARD COUNTY

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SCHEMATIC

issue date : 07.05.18
project no. : 17-187



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PROJECT NAME:
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HOWARD COUNTY

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SCHEMATIC

issue date : **07.05.18**
project no. : **17-187**



Meeting Summary July 25, 2018

Attendance

Panel Members: Don Taylor, Chair
Bob Gorman, Vice Chair
Larry Quarrick
Juan Rodriguez

DPZ Staff: Valdis Lazdins, George Saliba, Kristin O'Connor

1. **Call to Order** – DAP chair Don Taylor opened the meeting at 7:00 p.m.
2. **Review of Plan No. 18-12 Lakeview Retail – Columbia, MD**

Developer: AGS Borrower Lakeview LLC/CSG Partners LLC
Design Team: Design Collective, Inc. and Hofmann Associates, Inc.

Background

The project consists of commercial pad site additions to office complexes located at 9801, 9821 and 9861 Broken Land Parkway. These office parks do not fall under a specific DAP design guideline area. The Rouse Company drafted design guidelines for commercial and industrial sites in 1983, which were provided to the panel and applicant. These guidelines are non-binding as they are not adopted by the County. Due to the high visibility location, the owner/developer, in coordination with DPZ, agreed to voluntarily submit the concept plan to the DAP for review and advisory recommendations.

Applicant Presentation

The project team gave a multimedia overview of the project. The addition of retail buildings to these traditional office complexes is in response to employees wishing to have restaurants and retail shops nearby. Phase I is an 8,200-sf retail building located in front of the existing office building at 9861 Broken Land Parkway. This building will be situated closer to Broken Land Parkway and will likely include a restaurant with a food pick-up window or traditional drive through. The applicant noted that the drive through configuration might change, depending on the tenant. Phase II is a 2,000-sf retail building in front of the existing buildings located at 9801 and 9821 Broken Land Parkway that is set farther back from Broken Land Parkway. The phase 1 building will be built speculatively while the phase II building will be constructed once a tenant has been secured.

Access to both retail buildings is off the existing entry drive from Broken Land Parkway. There is a pedestrian connection to the site from the Patuxent Branch trail. Additional landscaping is included along the entry drive off Broken Land Parkway. A retaining wall is likely necessary along a portion of Broken Land Parkway and the entry drive to mitigate grades. Crosswalks from the existing office buildings will connect to the new retail buildings. Space for outdoor sidewalk seating is provided along the building front for restaurants.

Façade materials include red brick to bring in the colors of the existing office buildings. Storefronts include glazing and awnings. Prominent columns provide corner elements. The stepping of the roofline is designed to break up the massing. Building mounted signage is intended for each storefront. Windows will be included on all sides of the building and signage on the front and rear elevations with the intent of providing four-sided architecture

Staff Presentation

In the context of the Rouse Company Design Guidelines, staff requested the DAP specifically discuss elevations for each building, architectural compatibility with the adjacent office buildings, the relationship of the new buildings to the parkway aesthetic along Broken Land Parkway, the configuration of the drive through, signage, and pedestrian connectivity.

No written comments from the public were received in advance of the meeting.

DAP Questions and Comments

Site Design

The DAP noted the importance of maintaining a parkway aesthetic along the Broken Land Parkway frontage and encouraged the applicant to consider pulling the buildings away from the road. If the buildings are pulled away from Broken Land Parkway and located closer to the office buildings, an internal street network can be established with a streetscape that breaks up the parking lot.

The DAP asked if the applicant considered locating the smaller, phase II building closer to the entry drive to better align with the phase I building. The applicant responded that an approximately 20' wide utility easement is located near the entry drive in this location and cannot be built on. The DAP asked if flipping the smaller building to face the entry drive would allow it to fit into the buildable space as this configuration would improve the cohesiveness of the building locations. The DAP also asked if the larger phase I building could also be turned 90-degrees to face the entry drive and reduce the building frontage along Broken Land Parkway. The applicant responded that the site conditions including dimensions and grades make this difficult. The DAP reiterated their recommendation to relocate the retail buildings closer to the existing office buildings.

The DAP encouraged the applicant to expand outdoor dining opportunities by increasing the size of the building frontage zone from only 8' wide to allow for tables and seating as well as planters to screen the outdoor seating from the parking, even if this requires a loss of parking spaces.

The DAP noted the importance of including internal sidewalk connections to the frontage along Broken Land Parkway in hopes the County will eventually build a sidewalk that allows better pedestrian connections to the site and to nearby bus stops.

The DAP recommended stronger pedestrian connections via a combination of hardscaping and planted islands from the trail access point on the east side of the site all the way across the parking lot connecting the two retail buildings and continuing to the west edge of the site. Providing this connection perpendicular to Broken Land Parkway will improve the site plan and allow stronger pedestrian access from both sides of the property.

Architecture

The DAP commented that the architecture is too traditional for the site. The high parapets are not in keeping with the context of the location. The architecture can be improved with a more contemporary design to better match the office buildings.

The DAP asked the applicant about the signage program. The applicant responded there will be building mounted signage on the fronts and rear of the buildings. In addition, a low-profile monument sign is likely at the entrance to direct customers.

DAP Motions for Recommendations

DAP member Larry Quarrick made the following motion:

1. The applicant enhance pedestrian connections across the site from east to west with paved crossings and islands. Seconded by vice chair Bob Gorman.

Vote: 4-0 to approve

DAP member Larry Quarrick made the following motion:

2. The applicant increase the width of the sidewalk area in front of the proposed retail buildings to accommodate outdoor seating as well as planters and/or low profile walls to screen the outdoor seating area. Seconded by DAP chair Don Taylor

Vote: 4-0 to approve

DAP vice chair Bob Gorman made the following motion:

3. The applicant propose sidewalk connections from the site to Broken Land Parkway if the County will build sidewalks along Broken Land Parkway. Seconded by DAP member Larry Quarrick.

Vote: 4-0 to approve

DAP chair Don Taylor made the following motion:

4. The applicant consider locating the retail buildings closer to the office buildings and create an internal street network. Seconded by vice chair Bob Gorman.

Vote: 4-0 to approve

DAP chair Don Taylor made the following motion:

5. The applicant redesign the architecture to be more contemporary and better match adjacent office buildings. Seconded by vice chair Bob Gorman.

Vote: 4-0 to approve

3. Other Business and Informational Items

- a) Elections for chair and vice chair were postponed until the next meeting.

- b) There will not be a meeting on August 8, 2018.

4. Call to Adjourn

DAP chair Don Taylor adjourned the meeting at 7:39 p.m.

COMMERCIAL AND
INDUSTRIAL DESIGN
GUIDELINES

Effective June 1, 1983



COLUMBIA

The achievement of quality commercial and industrial development has been the result of a close-working relationship between the purchaser of Columbia land and its developer, The Howard Research and Development Corporation (HRD).

In order to maintain this quality and further enhance real values, an Architectural Committee established by HRD functions within Columbia.

The following "Columbia Commercial and Industrial Development Guidelines" are intended to support and aid land owners in working with HRD and its Architectural Committee. We believe the "Guidelines" can be used as a working handbook and copies will be furnished to each land purchaser, who in turn should supply them to his builder, architect, and engineer.

Welcome to Columbia! We look forward to working with you in the development of your project.

Effective June 1, 1983

1. INTRODUCTION

The planning and development of commercial and industrial land in Columbia, Maryland, is subject to certain covenants placed on the land by the Developer, The Howard Research and Development Corporation (HRD).

Such covenants are documented in "restrictions", which are part of every land sales agreement between HRD and the land buyer. The "Restrictions" establish several important ways and means of ensuring orderly, attractive and lasting development in Columbia, all of which will preserve and enhance land values.

Among the important provisions of Columbia "Restrictions" is the establishment of an "Architectural Committee" (AC). The AC is the reviewing body which ensures the proper interpretation of the comprehensive plan and the conformance of an owner's plans with the comprehensive plan. The AC is structured to protect the interests of the owner, his neighbors, and HRD. The Committee is concerned with aesthetics, maintenance and the overall economics of the project. It is the responsibility and purpose of the AC to set forth and administer certain development criteria and procedures - "Guidelines" - which are the basis upon which the AC reviews and approves owner plans for site and architectural improvements.

These "Columbia Commercial and Industrial Development Guidelines" outline the basis for review and approval of plans by the AC. Any submitted plan which proposes a variance from any standard set forth in these criteria shall include a specific identification of each such proposed variance and the reasons therefore. No approval of a plan by the Architectural Committee shall be deemed to encompass any such variance unless it has been so identified in the submitted plan.

Effective June 1, 1983

II. PURPOSE

The primary objectives in establishing these development guidelines are:

- To protect property values and enhance the owner's investment by ensuring a well-planned and well maintained development.
- To make a significant and pleasing contribution to the area and the whole community by ensuring a harmonious relationship with other buildings and sites in the center.
- To minimize disturbing influences on neighboring properties.
- To contribute to a good working environment.

The development guidelines are structured to be both general, in the sense that guidelines are presented which refer to development considerations and procedures for all industrial and commercial areas, and specific, so that a set of standards can be identified within an individual zone and each specific development parcel. The development guidelines refer to the owner's ultimate plans for the site. If future phases of expansion cannot be detailed when the initial site development plans are prepared, they will be reviewed in accordance with the criteria set forth in this document at the time they become definitive proposals.

In order to facilitate the development process, it is encouraged that each owner provide his project builder, architect and engineer with a copy of these Guidelines. The Guidelines conform with local, state and Federal regulations applicable to land development. For example, certain development criteria are specified in Howard County zoning and subdivision documents; by the Howard Soil Conservation District; by the Howard County Department of Public Works, etc. NOTHING IN THESE GUIDELINES SHALL TAKE PRECEDENCE OVER ANY GOVERNMENT AGENCY RULES OR REGULATIONS.

Effective June 1, 1983

III. REVIEW PROCEDURES

Drawings and samples should be submitted to the Committee in three stages: schematic, preliminary and final.

- Schematic Submission should include:
 - a layout of building location on the site
 - pedestrian and vehicular circulation
 - parking, outdoor storage and trash areas
 - architectural drawings indicating the proposed appearance of the building
 - a general statement regarding the exterior colors and materials
 - location and character of proposed signs
- Preliminary Submission should include:
 - response to all previous comments by the Committee
 - an accurate site plan with grading, all site improvements and landscaping
 - architectural drawings showing all elevations with details of trim and finishes
 - an accurate indication of all colors and materials
 - all signs located and described as to their actual size, character and materials
 - a lighting plan specifying location and types of all exterior fixtures
- Final Submission should include:
 - response to all previous comments by the Committee
 - site plan with documents specifying location, size and type of all plant materials
 - details of all walks, courtyards, fences and other exterior features
 - final construction documents for all external architecture
 - actual material samples
 - a complete sign system for the project, locating and describing all signs and graphics
 - a final exterior lighting system including locations, mounting heights and actual manufacturer's catalog; photographs of proposed fixtures
 - temporary construction conditions, i.e. office, trailer, storage locations, and temporary signs
- A Certificate of Compliance is issued after inspection of the finished project so that both HRD and the owner can be assured that the project has been completed according to the plans approved by the Committee. See Appendix I.

Effective June 1, 1983

IV. GENERAL CRITERIA

These requirements and criteria are used by the Architectural Committee for the review of site development plans and exterior building elements. The Architectural Committee reserves the right to provide additional criteria for specific sites to provide more detailed development guidelines.

Site Plan

- Off-site grading will not be permitted. Each site must meet existing grade conditions at its property lines.
- Grades slopes on the property must not exceed 3:1.
- Lawn areas must have slopes of not less than 2%.
- All slopes must be properly stabilized to prevent erosion.
- Driveways should not exceed 7%; parking lots shall not exceed 5%. Paved areas should follow existing grades as much as possible to minimize differences at the periphery.
- Curbs are required to be concrete. Railroad ties or asphalt curbs are not acceptable.
- Landscaping must be used to reduce the visual impact of large paved surfaces from surrounding areas and approaches.
- Islands must be provided between parking aisles and stalls to break up parking areas including berms and other changes of grade. Islands must be minimum of 10' wide to allow planting and be mounded where possible.
- In order to reduce the impact of the parking area, it should be depressed below the level of the street where possible and landscaped, mounded areas must be provided in any case to limit the view from the street.
- Setback requirements
 - Front yard setbacks for building shall include a landscaped buffer of 50' on primary roads and 35' on the secondary roads. When parking has been approved in front of the building, the landscaped buffer may be divided to provide planting areas adjacent to the street and adjacent to the building (i.e. in a 50' setback area, a 35' green strip would be provided at the road and a 15' strip would be located against the building).

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- Side yard setbacks shall be a minimum of 15' with respect to buildings. When parking is located in the side yard, a landscaped strip of not less than 12' should be provided against the building.
- Rear yard setbacks may vary depending upon the site development plan, grading considerations and adjacent uses.
- Land coverage permitted may vary according to each site. In general, for industrial projects, coverage by building cannot exceed 40% and a minimum 20% must be devoted to landscaping and open area. Commercial and office coverages will be determined by site-specific criteria.
- Existing amenities, such as adjacent open areas, large trees, or streams must be recognized and treated to advantage in all site planning efforts. Existing trees on site should be preserved wherever possible.
- Drainage systems should conform to Howard County requirements. Storm water retention ponds must be landscaped and follow natural-appearing, gentle contours.

Where storm water retention ponds are approved in high visibility areas, the Architectural Committee may require additional measures to reduce the visual impact.

- All exterior dumpster, compactors must be screened from view of the surrounding areas.
- Any ground mounted mechanical equipment must be completely screened from view.

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The Building

- The building must be compatible with surrounding development.
- Basically simple buildings with openings and entries clearly expressed are recommended.
- Strong transitions should be incorporated at changes of material and plane; such as projecting fascia or recessed base band.
- Unacceptable designs include false facades and mansards unrelated to the rest of the building.
- The scale of the project should be given careful consideration especially in large industrial buildings. Long uninterrupted expanses of facade must be avoided.
- Acceptable materials are in general:
 - brick
 - aggregate finish concrete panels (industrial only)
 - architectural block
 - wood and glass (wood generally not permitted in industrial)
 - metal fascia and/or stucco (where appropriate)
- Unacceptable materials include:
 - plywood or plywood based products
 - metal siding
 - painted or natural concrete block
- All buildings must be considered in the round. They cannot have a special treatment only on the front facade -- an architectural concept must be consistent all around the building.
- All metal window and door frames shall be dark bronze to black in finish.
- In all commercial or office projects and where possible in industrial projects, the service and trade areas must be designed to be integral with the building.
- Opaque fencing may be required to screen areas, such as outdoor storage areas, where a landscaping solution is not adequate or appropriate. Chain link fence will not be permitted.

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- In general, exposed gutters and downspouts will not be permitted on commercial projects.
- All flues, vents and downspouts, where permitted, must be painted to match the adjacent surface.
- All mechanical equipment must be screened by a parapet or other screening consistent with the architecture of the building. Wood is not an acceptable screening material.
- Antennas will be permitted only with specific ARC approval and adequate screening.
- A qualified professional (architect) should be used to prepare all building documents.

Effective June 1, 1983

Landscaping

- Tree requirements are shown in the following table for various sizes and types of sites: (unless noted in sites specific criteria).

DEVELOPMENT NUMBER OF ACRES	PER GROSS ACRE UNWOODED	PER GROSS ACRE SEMI-WOODED	PER GROSS ACRE WOODED
Industrial 0-3 Acres	18 Shade Trees	14 Shade Trees	12 Shade Trees
Industrial 3-5 Acres	16 Shade Trees	12 Shade Trees	12 Shade Trees
Industrial 5-10 Acres	14 Shade Trees	12 Shade Trees	12 Shade Trees
Industrial 10+ Acres	12 Shade Trees	12 Shade Trees	12 Shade Trees
Commercial 0-3 Acres	30 Shade Trees	26 Shade Trees	22 Shade Trees
Commercial 3-5 Acres	28 Shade Trees	24 Shade Trees	20 Shade Trees
Commercial 5-10 Acres	26 Shade Trees	22 Shade Trees	18 Shade Trees
10+ Acres Commercial	24 Shade Trees	20 Shade Trees	16 Shade Trees
Office 3-5 Acres	32 Shade Trees	28 Shade Trees	24 Shade Trees
Office 5-10 Acres	30 Shade Trees	26 Shade Trees	22 Shade Trees
Office 10+ Acres	28 Shade Trees	24 Shade Trees	20 Shade Trees
Office/Industrial 0-3 Acres	26 Shade Trees	22 Shade Trees	19 Shade Trees
Office/Industrial 3-5 Acres	24 Shade Trees	20 Shade Trees	18 Shade Trees
Office/Industrial 5-10 Acres	22 Shade Trees	19 Shade Trees	17 Shade Trees
Office/Industrial 10+ Acres	20 Shade Trees	18 Shade Trees	16 Shade Trees

The shade trees required in the above table shall be nursery stock 2½"-3" minimum caliper, 12'-14' minimum height, with full heads, ball and burlap.

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The substitution of two flowering trees or two evergreen trees for each shade tree is required for 25% to 50% of the required number of shade trees shown in the table. These flowering trees shall be 2"-2½" minimum caliper, 8'-10' minimum height and the evergreen trees shall be 2"-2½" minimum caliper, 6'-8' minimum height. The substitution will be subject to a landscape plan to be approved in advance by the Architectural Committee.

- All plant material shall average the median for the size ranges indicated above and shall be equal to or better than the requirements of the "U.S.A. Standard Nursery Stock" as published by the American Association of Nurserymen.
- Seeding or sodding is required for all open areas. A minimum 4" layer of topsoil will be required for all areas to be seeded.
- A qualified professional (landscape architect) should be used to prepare all landscaping plans.

Effective June 1, 1983

Exterior Lighting

All exterior lighting must be shown on the site plans submitted to the Architectural Committee.

Building entry areas should be lit, but overall architectural lighting of buildings is not permitted.

Plants may be uplit. Casting shadows from plant material onto wall surfaces or backlighting of planting near buildings is permitted.

- Fixtures

- All parking lot, loading area, service area, and security lights, whether wall-mounted or free-standing, must be concealed source fixtures. These shall be cut-off type fixtures where the lens does not project below the opaque section of the fixture.

Examples of fixtures previously approved are:

Emco "Infinity II"

Gardco "Form Ten", "Form Sixteen H", "BE Style" and "WE Style"

- Decorative fixtures may be permitted where they are part of an overall architectural concept. Globe fixtures may be used at entry points.
- Bollards with integral light fixtures, such as the Emco BS and BR Series are encouraged for pedestrian walkways.
- The finish on all fixtures, supports and poles shall be of anodized aluminum or other material in a dark bronze to black color. Finishes matching mullion treatment or other architecture features are encouraged.

- Light Color

Cool, color-corrected mercury vapor or metal halide lighting is permitted in parking lots and for security purposes. Sodium vapor or other light sources with an orange or pronounced blue cast will not be permitted.

- Incandescent lighting should be used to provide a "warmer" light for pedestrian areas and near buildings.

Effective June 1, 1983

Signs and Graphics

A complete system for signs and graphics must be submitted and approved for all signs. The system should consider all signs, including, for example:

BUILDING IDENTIFICATION SIGN
FREE STANDING SIGNS
TENANT SIGNS (FOR MULTI-TENANT BUILDINGS)
DIRECTIONAL AND SERVICE SIGNING
TEMPORARY SIGNS

- Permitted Copy

- The copy for permanent signs shall be limited to identification and directional purposes.

Permitted copy for identification signs shall include only:

COMPANY NAME
COMPANY LOGO

- Advertising or announcement signs visible from exterior will not be permitted.
- In multi-tenant buildings, the developer/owner is responsible for submitting a tenant signage system to the Architectural Committee for approval. This secondary tenant identification will be considered using the following criteria:
 - The size and number of identity signs will be considered as to how they relate to the whole building sign system.
 - The signs must be alike in size, materials, color, finish and type face.
 - Signs may be provided at individual tenant entries.

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Permitted Sign Locations - Signs may be free-standing or building mounted and must be submitted for approval on the building site plan or architectural elevation.

- One free-standing sign will be permitted at a point near the project entrance, unless otherwise noted in site-specific criteria.
 - the maximum height shall be limited to four feet for industrial projects and six feet for commercial projects unless otherwise noted in site-specific criteria.
 - Maximum sign area is twenty four square feet.
 - Signs shall be substantial and be mounted on a solid base.
 - Illumination must be internal or from a concealed light source. Information on the method of concealment must accompany submission.
- One building-mounted sign meeting the following criteria, will be permitted unless otherwise noted in site-specific criteria.
 - Lettering must be pinned-off
 - The maximum size for a pinned-off letter must not exceed 30". The scale of the building shall determine letter size permitted.
 - The return or depth of the letter shall be in proportion to its size (i.e. a 6" or smaller letter must have a minimum 1" return, and the maximum return required will be 4" for the maximum allowable 30" letter).
 - All electrical conduits, transformers, raceways, wires, etc. must be concealed behind the face of the building or sign.
 - Internally illuminated letters are to have acrylic faces. The faces are to be flush with the edge of the return or recessed.
 - Pinned-off letters may also be opaque and back-lit from a source concealed behind the letter.
 - Illumination may be restricted when the project is adjacent residential areas.
- Sign Colors
 - Color for signs shall generally be limited to one color for the lettering and one color for the background. Where an additional color is necessary because it is part of the firm's logo, this will be considered by the Architectural Committee.

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- The background color must be darker than the message and graphics.
- Temporary Signs
 - Leasing signs will be permitted until the building is 90% leased or within twelve months from substantial completion of the project, whichever is the earlier.
 - The copy on leasing signs shall be limited to:
 - PROJECT NAME
 - OWNER'S NAME
 - OPENING DATE
 - AREA/PRODUCT AVAILABLE
 - LEASING AGENT AND PHONE NUMBER
 - One temporary sign will be permitted on project and may be building or trailer mounted or free-standing. Building or trailer mounted signs may not project above roof line. Free-standing signs shall not exceed 8' above the grade mounted on 2-4" x 4" post with rounded corner. Post and rear of the sign must be finished and painted to match face. The background color must be darker than the message and graphics.
 - The maximum allowable area for a temporary sign is 32 square feet.
- Prohibited Signs are as follows:
 - No sign will be permitted without the necessary Howard County approvals.
 - No sign will be permitted which does not have the written approval of the Architectural Committee.
 - No flashing or moving signs will be permitted.
 - No exposed neon or other exposed light source will be permitted. Architectural Committee will consider exceptions in Town Center.
 - No signs using vacuum formed plastic signs will be permitted.
 - No signs constructed of wood or using applied wood letters will be permitted in industrial areas.
 - No permanent building identification signs will be permitted where letters are painted on the sign face and do not project.

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- No wall mounted, illuminated box-panel signs will be permitted.
- No roof mounted signs or sign which project above the roofline will be permitted.

Effective June 1, 1983

APPENDIX I

CERTIFICATE OF COMPLIANCE

According to the "Restrictions" applicable with regard to each Columbia land sale, a Certificate of Compliance is issued to an owner upon completion of construction. The Certificate of Compliance not only provides assurance of HRD that its design objectives are being met, but also provides assurance to the owner that his building(s) has been built according to plans approved by the Architectural Committee.

At the time an owner desires a Certificate of Compliance inspection, he will complete a checklist (shown as Appendix No. 1) and forward it to the Architectural Committee. This should be at the same point that application is made for a Use and Occupancy Permit from the County. The completed checklist, signed by the owner, will indicate compliance with the major items listed below, pursuant to the plans approved by the Architectural Committee. Where items, usually related to landscaping, cannot be installed before occupancy, the checklist will indicate a completion date. One full planting season will be the maximum time permitted. Violation of this deadline will be considered as a violation of contract.

Final on-site inspections will be made by the Architectural Committee after all items have been completed. The inspection will be made consistent with the completion dates, indicated in the initial checklist for items not completed before occupancy. A Certificate of Compliance will be issued after final inspection and approval.

HRD will inspect for the items listed on the Certificate of Compliance checklist. HRD will not inspect for grading, seeding or drainage. These items are presently covered by Howard County in its inspection process for a Building Permit and a Use and Occupancy Permit.

The Certificate of Compliance process is coordinated with the Howard County Bureau of Inspections, Licenses and Permits. (Just as the County requires Architectural Committee approval before issuing a Building Permit, the County will ask to review the completed Architectural Committee checklist before a temporary of final Use and Occupancy Permit is granted.)

Effective June 1, 1983

CERTIFICATE OF COMPLIANCE CHECKLIST
(Commercial and Industrial)

DATE _____

TO: The Architectural Committee

FROM:

RE: Certificate of Compliance for:

Lot or Parcel _____ Location _____

Name of Project _____ Section _____

ITEM	COMPLETE	NOT COMPLETE (Show Completion Date)
1. Building is located according to approved site plan.	_____	_____
2. Building is of approved architecture and approved color.	_____	_____
3. The approved landscaping has been installed.	_____	_____
4. The approved lighting has been installed.	_____	_____
5. The roof pipes, vents, louvers, flashing and utility equipment have been painted to match the surface from which they project.	_____	_____
6. The approved signs have been installed.	_____	_____
7. Air conditioning, utility equipment and outside storage areas screened according to approved plans.	_____	_____

Name _____

Title _____