



HOWARD COUNTY DEPARTMENT OF PLANNING AND ZONING

3430 Court House Drive

Ellicott City, Maryland 21043

410-313-2350

Voice/Relay

Amy Gowan, Director

FAX 410-313-3467

October 26, 2020

Mr. Doug Thomas
Navia, LL
12200 Meadow Creek Court
Potomac, Maryland

RE: WP-20-072 Ellicott Square Approved

Dear Mr. Thomas:

This letter is to inform you that your request for alternative compliance to the Howard County Subdivision and Land Development Regulations for the subject project was reviewed.

On October 25, 2020 and pursuant to Section 16.104, the Director of the Department of Planning and Zoning, considered and **approved** your request for alternative compliance with respect to **Section 16.155(a)(ii)** of the Subdivision and Land Development Regulations for relief of the requirement to process a site development plan to renovate the interior of 8167 Main Street and change the use of two units from office to residential. Approval is subject to the following condition of approval:

1. Approval is for interior renovations only and applicant will obtain all necessary building permits.

The Department of Planning and Zoning hereby determines that you have demonstrated to its satisfaction that strict enforcement of Section 16.155(a)(ii) would result in an unreasonable hardship or practical difficulty. This determination is made with consideration of your alternative compliance application and the one (1) item you were required to address, pursuant to Section 16.104(a)(1):

1. Unreasonable hardship or practical difficulties may result from strict compliance with the regulations.

The office space is mostly empty and the applicant would like to convert some of the office space into apartments. Since 100% of the work is inside of the building, no alterations to access, parking, circulation, drainage, landscaping, structures or other site features is proposed. The change in use does not qualify as a redevelopment that requires stormwater management in accordance with the design manual. The intent of the regulations is to allow orderly and safe development of property and to review the plans for compliance to the regulations. This historic site predates the County's development regulations and the requirement for a site development plan. Requiring a site development plan when no exterior alterations are proposed would cause a delay with no constructive purpose. Review would also require additional effort and resources by County staff that has no authority over interior renovations. The applicant must seek building permits which will be reviewed by the Department of Inspections Licenses and Permits (DILP). DILP has the review authority to ensure interior renovations comply with the regulations. Additional time to prepare, submit and review site

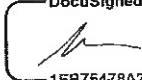
development plans that will not change the site features or layout creates an unreasonable hardship that is unnecessary. Approval of the alternative compliance promotes efficiency of the plan review process.

Indicate this alternative compliance petition file number, request, section of the regulations, action, conditions of approval, and date on all related plats, and site development plans, and building permits. This alternative compliance approval will remain valid for one year from the date of this letter.

If you have any questions, please contact Donna Despres at (410) 313-3429 or email at ddespres@howardcountymd.gov.

Sincerely,

DocuSigned by:



Anthony Cataldo, AICP, Chief
Division of Land Development

AC/DD

cc: Research
DED
DLD - Julia Sauer
Real Estate Services



February 14, 2020

Doug Thomas
Navia LLC
12200 Meadow Creek Court
Potomac, MD 20854

RE: WP-20-072 Ellicott Square
Deferral – Additional Information Required

Dear Mr. Thomas:

Regarding the above referenced alternative compliance petition, this Division is advising you that no action can be taken until the enclosed comments have been addressed, and the required additional information is provided.

Copies of the exhibit/plan and the supplemental information and a response letter to the comments for each agency should be submitted to this Division for distribution in the following manner:

Agency: DLD	#Copies: 1
Agency: DED	#Copies: 1
Agency: RCD	#Copies: 1

The requested information/**revised plans** must be submitted to this Division within **45 days** of the date of this letter (**on or before March 30, 2020**), or this Division will recommend that the Planning Director deny this alternative compliance petition.

Please contact Judy Edwards at 410-313-4351 or email juedwards@howardcountymd.gov to schedule a submission appointment for this plan.

Once the requested information has been received and reviewed, this office will coordinate agency comments and will prepare a recommendation for the Planning Director's action.

If you have any questions regarding a specific comment, please contact the review agency prior to preparing the revised plans/information. Compliance with all items indicated above is required before the revised plans/information will be accepted.

Please bring a copy of this letter with you to your submission appointment.

If you have any questions, please contact Donna Despres at (410) 313-3429 or email at ddepres@howardcountymd.gov.

Sincerely,

Anthony Cataldo, Chief
Division of Land Development

JM/DD

Enclosures: (5) Comments: DLD, DED, DILP, RCD, DFRS

cc: Research
Real Estate Services



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Amy Gowan, Director

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File No./Plan: WP-20-072 Ellicott Square

**DLD Comments February 14, 2020
Donna Despres**

Alternative Compliance request for relief of Section 16.155(a)(ii) which requires an SDP for a change in use.

Revise the waiver plan exhibit and justification letter to address the following comments:

1. The cover letter provided provides background information and needs to provide justification that address the criteria specified in Item III a-d of the application. Please provide written justification for each of the specific criteria.
2. The provided drawings are architectural in nature and lack a site plan as specified in the application check list V.B Plan Requirement Checklist. Please provide an exhibit, plot plan, subdivision plan, or site development plan the contains the required information. For an example from a neighboring property, you may request to review the following file and application for a neighboring property: WP-16-122 Mutiny Restaurant (Taylor's Department Store) at the front counter of Planning and Zoning in the George Howard Building, 3430 Court House Drive, Ellicott City.
3. Please address the attached comments from the Department of Inspections, Licenses & Permits (DILP), the Resource Conservation Division, Development Engineering Division and the Department of Fire and Rescue. The proposed improvements must be approved by the Historic Preservation Committee (HPC). Please include a copy of the HPC Decision & Order with the resubmission. Be sure to revise the plan exhibit to address HPC comments.

DEPARTMENT OF PLANNING AND ZONING
DEVELOPMENT ENGINEERING DIVISION

RECEIVED
February 5, 2020
FEB 05 2020
Division of Land Development
Department of Planning & Zoning

TO: Jill Manion, Acting Chief
Division of Land Development

FROM: Chad Edmondson, Chief *CE*
Development Engineering Division

Project Engineer: Heather Pandullo

RE: DP&Z File #: WP-20-072

Ellicott Square

Fire and Rescue: No Comments

SHA: No Comments

DED: After review of the submitted information requesting a waiver of the Subdivision and Land Development Regulations, Section 16.155(a)(ii) which requires a Site Development Plan for any nonresidential property change in use, this Division would like to defer our decision subject to the submission of a traffic report, *or letter of exemption, if applicable.*

DEPARTMENT OF INSPECTIONS, LICENSES AND PERMITS

DATE: February 10, 2020

TO: Department of Planning and Zoning
Division of Land Development

FROM: Department of Inspections, Licenses and Permits
Plan Review Division

RE: DPZ File No. **WP 20-072**
Name of Plan **Ellicott Square**

A handwritten signature in black ink, appearing to be 'JA', is written over the 'FROM' line of the memo.

Approved, subject to the following advisory comments:

DILP does not object to the Zoning request for apartments but a preliminary review of the proposed plan shows possible egress and construction concerns.

James. D. Hobson
T:\PRSEC\SDP\waiver-petitions\WP 2020\20-072.jdh.docx

HOWARD COUNTY DEPARTMENT OF PLANNING AND ZONING
Division of Land Development

ATE: January 22, 2020

DPZ File No. WP-20-0072

Department of Planning and Zoning

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

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

Empty rectangular box for signature or stamp.

Agencies

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

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

RE: Ellicott Square

ENCLOSED FOR YOUR SIGNATURE APPROVAL [] REVIEW & COMMENTS [x] FILES []

HERE ENCLOSED [] ORIGINAL [] PRE-PACKAGED PLAN SET []

Table with 2 columns: Plans, # of Plans. Lists various plan types like Sketch Plan, Prel Equiv Sketch Plan, etc.

Table with 2 columns: Supplemental Documents. Lists documents like Wetlands Report, Soils/Topo Map/Drain Area Map, etc.

Table with 2 columns: Applications, # of Plans. Lists applications like Alternative Compliance Application, Planning Board Application, etc.

VAS: [x] Received [] Tentatively Approved [] Recorded
[] Received and Revised [] Approved On January 22, 2020

COMMENTS: WE ARE OK WITH WORK TO BEING BUT Will have several comments on Building Plans for permit Due- 17 Working Days: 02/14/2020

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

DPZ STAFF INITIALS: JW

HOWARD COUNTY DEPARTMENT OF PLANNING AND ZONING
Division of Land Development

DATE: January 22, 2020

DPZ File No. WP-20-0072

Department of Planning and Zoning

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

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

Agencies

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

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

RE: Ellicott Square

ENCLOSED FOR YOUR = Signature Approval ✓ Review & Comments Files

THE ENCLOSED = Original Pre-Packaged Plan Set

Plans

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

Supplemental Documents

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

Applications

- Alternative Compliance Application
- Planning Board Application
- ASDP/CSDP Application
- DED Application/Checklist
- DED Fee Receipt/Deeds/Cost Estimate
- Overall Scaled Composite
- Water & Sewer Plans
- List of Street Names

WAS: ✓ Received Tentatively Approved Recorded

 Received and Revised Approved On January 22, 2020

COMMENTS: *In Historic District. Exterior walls & windows requires HPC approval* Due- 17 Working Days: 02/14/2020

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



DPZ STAFF INITIALS: JW