1. PZC Meeting Summary 05 07 2020

   Documents:

   PZC MEETING SUMMARY 05 07 2020.PDF

2. Item A- Proposed Site Development Plan For West End Place Family Support Center

   Documents:

   ITEM A- PROPOSED SITE DEVELOPMENT PLAN FOR WEST END PLACE FAMILY SUPPORT CENTER.PDF

3. Item D - PZC Staff Memo 2020 Commission Elections

   Documents:

   ITEM D - PZC STAFF MEMO 2020 COMMISSION ELECTIONS.PDF

PLANNING AND ZONING COMMISSION
SPECIAL MEETING SUMMARY

Thursday, May 7, 2020, at 6:00 PM

Virtual Meeting via Zoom and broadcasted live on the City Facebook Page
Westminster, Maryland 21157

A special meeting of the Westminster Planning and Zoning Commission was held virtually via Zoom and broadcasted live on the City Facebook Page, on May 7, 2020, at 6:00 PM.

Chair Kevin Beaver, Commissioner Tom Herb, Commissioner Lyndi McNulty, Commissioner Tiombe Paige, and Councilmember Ben Yingling were present. City staff members Mark Depo, Andrew Gray, and Tammy Palmer were also present.

The following members of the public signed in: None.

Chair Beaver opened the meeting at 6:00 PM.

Chair Beaver requested a motion to approve the meeting summary from April 9, 2020. Commissioner McNulty motioned to approve the meeting summary. Commissioner Paige seconded. The motion passed 4-0.

Chair Beaver opened New Business Item A – FY21 Capital Budget presentation pursuant to Section 20-4 D. of the City Code.

Ms. Palmer stated that due to COVID-19, the overall budget approval process has changed how meetings must be conducted, and items contained within the budget. She provided the Commission with information related to the Capital budget, including re-appropriations.

Chair Beaver asked for clarification on the Wakefield Park funding included in the budget. Ms. Palmer stated that Wakefield Park is the site of the former Wakefield Valley Golf Course. The funds included in the budget are for improvements to the parking lot and engineering related to future development. In addition, Director of Parks and Recreation Abby Gruber has applied for land and water conservation and open space grants to use for improvements for the property.

Chair Beaver requested a motion to recommend approval of the FY21 Capital Budget. Commissioner Herb motioned to recommend approval. Commissioner McNulty seconded. Councilmember Yingling abstained from voting due to the matter going before the Mayor and Common Council. The motion passed 3-0 with 1 abstention.

Commissioner Paige moved to adjourn. Commissioner McNulty seconded. The Commission adjourned at 6:13 PM.

ITEM A

PLANNING AND ZONING COMMISION

May 14, 2020

TITLE: **West End Place Family Support Center**

REQUEST: **Site Development Plan S-19-0034 Approval**
The Applicant is requesting Site Development Plan approval for the expansion of the Family and Children Services operations to include multi-family housing for families of domestic violence with accessory offices for supportive services, pursuant to Zoning Ordinance Section 164-45.17.

PROJECT INFORMATION:

LOCATION: 7 Schoolhouse Avenue (SDAT# 07-002289)
ZONE: R-7,500, Compatible Neighborhood Overlay Zone (C-N)

APPLICANT/REPRESENTATIVES:

APPLICANT: Family and Children Services of Central Maryland
OWNER: Mayor and Common Council of The City of Westminster
DEVELOPER: Episcopal Housing Corporation
ENGINEER: Mark Tsitlik, KCW Engineering Technologies
ARCHITECT: Quinn Evans Architects

STAFF: Andrea Gerhard, Comprehensive Planner
Andrew R. Gray, Comprehensive Planner
Mark A. Depo, Director of Community Planning and Development

RECOMMENDATION: Approval

ATTACHMENTS:

1. Proposed Site Development Plan for West End Place Family Support Center
2. Resolution 19-15

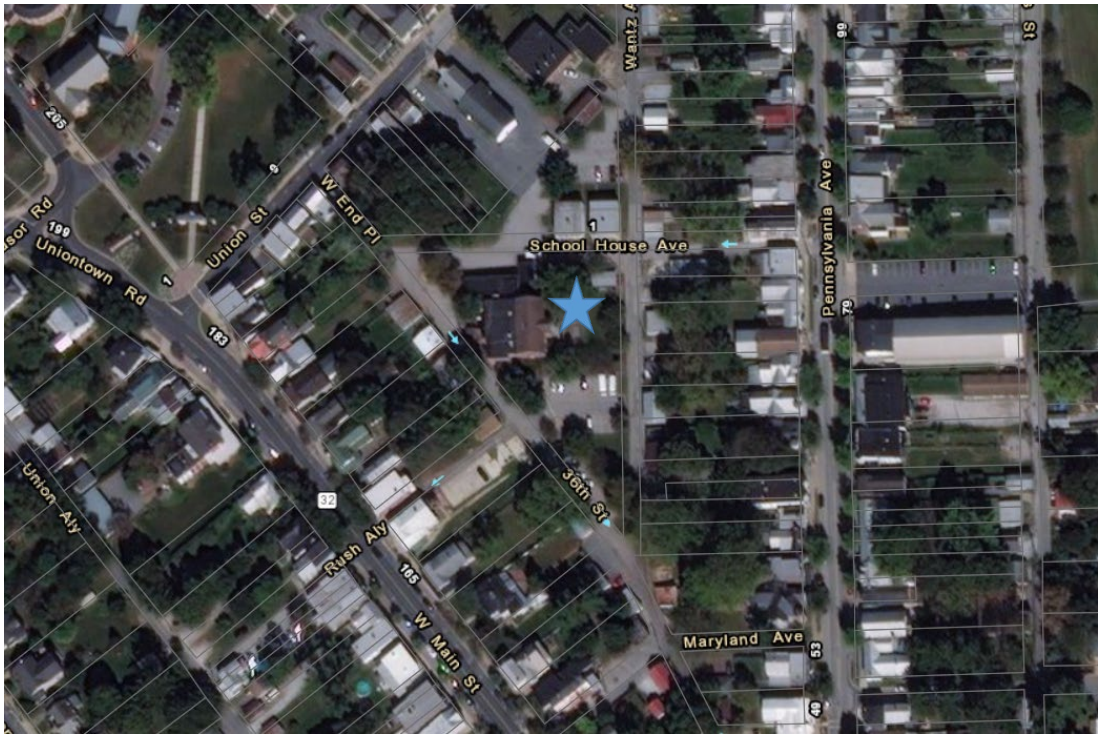
STAFF REPORT

Article XXV of the City of Westminster Zoning Ordinance ("Zoning Ordinance) requires the Planning and Zoning Commission ("Commission") to review and approve proposed site plans for the City.

DEVELOPMENT INFORMATION:

Family and Children Services of Central Maryland, represented by Episcopal Housing Corporation and KCW Engineering Technologies has applied for review of a proposed Site Development Plan (S-19-0032) for the West End Place Family Support Center. Currently, Family and Children Services offers multi-family housing for the elderly and the accessory use of adult day-care. The Applicant is requesting Site Development Plan approval for the expansion of the Family and Children Services operations to include a multi-family housing for families of domestic violence with accessory offices for supportive services. Pursuant to Zoning Ordinance Section 164-45.17.E. and 164-45.17.A. "Dwellings, multiple-family" and "Accessory uses and buildings customarily incidental to any permitted use in this section [Dwellings, multiple-family]" are permitted uses in the C-N zoning district, respectively. The subject property is located at 7 Schoolhouse Avenue and further identified as SDAT# 07-002289, hereinafter referred to as the "Property". The property is zoned R-7,500 and Compatible Neighborhood Overlay Zone (C-N).

VICINITY MAP:



= Property

SITE DEVELOPMENT PLAN REVIEW COMMENTS:

As part of Local Map Amendment (LMA) 19-02, the Compatible Neighborhood Overlay Zone was applied to the Property on July 22, 2019. Article VIIIC "Compatible Neighborhood Overlay Zone" allows for creative residential projects in residential district. In addition, the overlay zone allows for the flexibility in the design and layout of the building's structure and promotes a coordinated and integrated development scheme. This was adopted through Resolution 19-15. The original underlying zoning of this property is R-7,500. The total area of the site is indicated as 0.96 acre.

Landscape Manual

The applicant has requested the Director of Community Planning & Development approve three modifications to the Landscape Manual.

The first modification requested is to Landscaping Standards and Criteria V.C.1.b to provide a 10' wide planting area located between the abutting right-of-way and the off-street parking areas with Class B screening. The justification for this this modification is the location of the required screening is not feasible with the proposed parking layout. The proposed parking is located directly off 36th Street and Wentz Alley; no buffering or screening can be provided.

The second modification requested is to Landscape Standards and Criteria V.C.1.c to provide landscape islands equal to ten percent of the total area of the parking lot, with a minimum of two major deciduous trees for the 14 parking spaces proposed and 100 square foot area per tree. The justification for this modification is the Applicant needs to maximize the proposed parking on-site to address the required number parking spaces and there is no room available to meet the landscaping requirement, therefore no landscape islands are provided.

The third modification requested is to Landscape Standards and Criteria V.C.1.e to provide class A screening for two loading areas and dumpster. The justification for this modification is the Applicant has provided as much screening as is feasible with the limited space remaining for the required loading area along 36th Street. An existing loading area is located directly off Schoolhouse Avenue, and, as an existing and required condition, to provide any buffer area would negate the functionality of the loading area. To maximize the proposed parking on-site, no screening has been provided around the dumpster area. A 5.5 feet high concrete wall enclosure is proposed on 3 sides of the dumpster plus privacy gates on the Wentz Alley side.

Pursuant to Zoning Ordinance Section 164-131.1., Compliance with Landscape Manual, CP&D staff has reviewed S-19-0034 for compliance with the Landscape Manual, as well as, the above referenced modification requests and other applicable Zoning Ordinance landscaping regulations. With the exception of the three modification requests and some minor revisions needed to the landscape plan, S-19-0034 meets all other landscaping requirements of the Zoning Ordinance.

Development Design Preferences Manual

Pursuant to Zoning Ordinance Section 164-131.2., Compliance with Development Design Preferences Manual, and the Commission's Rules and Regulations, CP&D staff has reviewed S-19-0034 for compliance with the Development Design Preferences Manual. All CP&D staff comments have been addressed and no modifications are being requested for this project.

Signs

Being that both the R-7,500 and Compatible Neighborhood Overlay Zones are residentially based there are no sign references in either of these chapters of the City Code. There is currently minimal signage on the property and no new signage, other than directional signage is proposed with this expansion.

Parking

There are several uses taking place within the existing building along with the proposed expansion that required individualized analysis to determine how many parking spaces would be required. In accordance with Zoning Ordinance Section XX, the amount of parking required for each existing and proposed use is as follows:

Housing for Older Persons (existing use): 8 dwelling units @ 1 parking space per unit = 8 spaces
Adult Medical Daycare (existing use): 2 business vehicles @ 1 parking space per vehicle = 2 spaces
17 employees at largest shift @ 1 parking space per employee = 17 spaces
Shelter (proposed use): 6 dwelling units @ 1 parking space per unit = 6 spaces
Supportive Service Offices Employees (proposed use) @ 2,224 sf/250 sq/ft = 9 spaces

Total Spaces Required = 42 spaces

Proposed Parking:
On-site = 27 spaces (includes two handicap accessible van spaces)
Off-site = 8 spaces per MOU with Union Street Methodist Church (Located 55 feet north of Schoolhouse Avenue)

Total Parking Spaces Provided = 35 spaces (Parking deficit = 7 spaces, requested Administrative Adjustment of 7 parking spaces due to actual operations of the existing and proposed uses and needed parking)

Water

Pursuant to the City of Westminster Water and Sewer Allocation Policy 2018-2024, for allocations related to any site plan, the necessary allocations will be noted on the site plan; however, allocations are only granted at the building permit stage. Site plans for property within the City are complete following the approval of the Planning and Zoning Commission. Upon such

approval, tentative allocations are recognized for an additional six months to allow for the building permit review process. A tentative water and sewer allocation in the amount of 2,262 GPD was issued for this project. This was granted as part of the one-time allocations allowed within the policy. This project was grouped with two other Non-Profit projects and together all three were allocated 5,000 gpd.

Process

Pursuant to the City's review process, the site plan was provided to the appropriate City and County agencies to determine readiness to present to the Westminster Planning and Zoning Commission. Plans were reviewed for compliance with City and County requirements. Carroll County reviewed the plans for grading, utilities, stormwater management, site traffic, and drainage. The City reviewed this project for compliance with applicable, zoning, landscaping, and items contained in the Development Design Preference Manual. The Planning and Zoning Commission shall approve, approve subject to conditions, or disapprove Site Development Plan S-19-0034.

Recommendation

Staff recommends that the Commission consider Conditional Approval of the proposed site development plan with the following conditions:

1. Address all outstanding comments.

2. Obtain all required approvals for the three requested modifications to the Landscape Manual and the requested Administrative Adjustment to parking, as outlined in the May 14, 2020 Planning and Zoning Commission Site Development Plan S-19-0034 Staff Report.

SITE DEVELOPMENT PLAN
for

FAMILY and
CHILDREN'S
SERVICES

WEST END PLACE
FAMILY SUPPORT CENTER

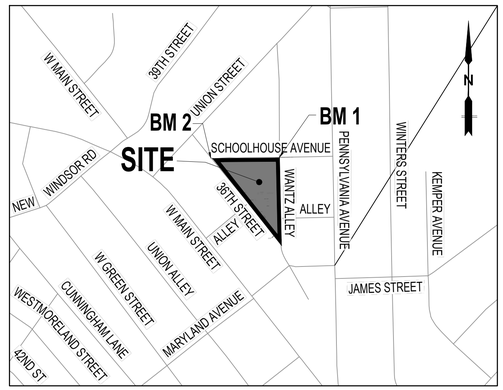
CITY OF WESTMINSTER STANDARD GENERAL NOTES

1. The construction shown on these plans shall be in accordance with the current standards and specifications for the City of Westminster. This work is subject to inspection and acceptance by the City of Westminster.
2. The contractor shall have a current copy of the City of Westminster "Standard Specifications for Construction of Public Utility Systems, Roads and Storm Drains" available to him at all times during his operations.
3. The contractor shall notify the City of Westminster "Department of Public Works" at 410-848- 2592 at least 5 days in advance of starting construction and shall not interrupt existing water or sewer service without first obtaining permission from the "Department."
4. The contractor shall notify his Engineer when proposing Field Adjustments to the Type, Size, or Location of the installations specifically shown on the plan. The contractor shall obtain final approval from the City Inspector prior to commencing work on all field changes.
5. The contractor shall provide a Certified Soils Compaction Technician on site at all times during filling and back filling operations to continuously monitor soil compaction. Test results shall be provided to the City Inspector upon request.
6. The contractor shall contact "Miss Utility" at 1-800-257-7777 in advance of his construction operations. It is the contractor's responsibility to ensure that all utility owners have existing lines in the area are properly notified.
7. The locations of existing utility lines shown in these plans is approximate only, and the contractor must verify the locations to his own satisfaction. The contractor shall take the necessary precautions to protect against damage to existing lines, and shall be solely responsible for the cost of repairs incurred by his operations.
8. The Construction Layout Datums used herein are:
   HORIZONTAL: - Maryland State Grid System (NAD 83)
   VERITCAL: - U.S.G.S. Datum
9. Failure to mention specifically any work which would naturally be required to complete the project shall not relieve the contractor of his responsibility to perform such work.
10. Lapse of approval. A site plan shall become null and void after one year from the date of approval, unless a building permit has been issued and substantial work has begun on the project.

CARROLL COUNTY SITE DEVELOPMENT PLAN INSPECTION SEQUENCE NOTES:

1. Contractor shall notify the Carroll County Bureau of Permits and Inspections at 410-386-2674, at least one day prior to beginning any work.
2. Site compliance inspections are required at the following stages during construction:
   (a) Proposed structures staked out in proper locations as shown on these approved plans.
   (b) Proposed foundations installed for all buildings shown on these approved plans.
   (c) Sub-grades established for all drives, parking lots, and surrounding grading.
   (d) Completion of all drives, parking lots, and surrounding grading.
   (e) Completion of all work shown on plans.

   It is the Contractor's responsibility to contact the Carroll County Bureau of Permits and Inspections at 410-386-2674 upon completion of each phase of construction.
3. Contractor shall notify Carroll County Bureau of Resource Management, Environmental Inspection Services Division at 410-386-2210 prior to beginning any work. All forest conservation plan devices must be in place prior to any construction.
4. Final landscaping inspection shall be arranged by notifying the City of Westminster at 410- 848-9000 by the contractor/developer or agent. Written approval must be obtained for any deviations from the approved plan or modifications in plant material.
5. The contractor shall not proceed to the next phase of construction until given approval of prior phases.
6. A "form" inspection is required on all accessible routes/ramps/curb ramp and stairs prior to the placement of final materials. Slopes and ramps shall comply with ADAAG COMAR 05.02.02, as well as the 2010 ADA Standards of Accessible Design (Department of Justice).
7. The retaining wall will be reviewed and inspected under a separate permit.
8. A passenger loading zone shall be provided in accordance with the 2010 ADA standards for accessible design section 209 and shall be in compliance with section 503.
9. The maximum slope of the ADA parking and access aisles shall be 1 in 48 in any direction.
10. The site shall comply with the requirements of the Maryland Accessibility, COMAR 09.12.53, as well as the 2010 ADA Standards of Accessible Design (Department of Justice).



LOCATION MAP
SCALE: 1"=300'

BENCHMARKS

BENCHMARK #1: MAGNETIC NAIL SET
NORTHING: 697,161.738
EASTING: 1,312,414.964
ELEVATION: 745.013

BENCHMARK #2: MAGNETIC NAIL SET
NORTHING: 697,171.967
EASTING: 1,312,109.893
ELEVATION: 762.070

LEGEND

PROPERTY LINE	
FENCE	
LIMITS OF DISTURBANCE	
RETAINING WALL	
UTITY POLE	
SEWER MAN HOLE	
WATER VALVE	
CONCRETE	
GRASS	
IMPERVIOUS AREA TO BE REMOVED	

WATER DEMAND & METER INFORMATION
1. **ESTIMATED WATER USAGE** 2262 **GPD**
2. **SIZE INTERNAL WATER METER** 2" (EXISTING)
3. **SIZE OF SPRINKLER CONNECTION** 4"
4. **NUMBER OF PRIVATE FIRE HYDRANTS** 0

NOTE: WATER METER WILL BE INSTALLED INTERNALLY, WITH EXTERIOR READER.

TRAFFIC GENERATION NOTE

This site generates 35 AM peak hour trips and 37 PM peak hour trips.
- For the following Land Uses: 30 senior Adult Apartments; 27 Senior Daycare patients; and 4,448 square feet Single Tenant Office.
- Trip rates derived from ITE Trip Generation Manual, 10th Edition, 2018.

ARCHITECTS
QUINN EVANS ARCHITECTS
100 N. CHARLES STREET
14TH FLOOR
BALTIMORE, MD 21201
410-576-0440

CIVIL ENGINEER
KCW ENGINEERING TECHNOLOGIES, INC.
810 LANDMARK DRIVE, SUITE 215
GLEN BURNIE, MD 21061
410-768-7700

LANDSCAPE ARCHITECT
CRAIG RICHMOND
LANDSCAPE ARCHITECTURE
8715 1ST AVENUE, SUITE 812D
SILVER SPRING, MD 20910
301-920-0424

STRUCTURAL ENGINEER
MINCIN PATEL MILANO, INC.
6511 HARFORD ROAD
BALTIMORE, MD 21214
410-254-7500

MEP ENGINEER
MIN ENGINEERING, INC.
10 SUDBROOK LANE
PIKESVILLE, MD 21208
410-486-4692

SHEET INDEX

SHEET 1	C101	COVER SHEET
SHEET 2	C102	EXISTING CONDITIONS PLAN
SHEET 3	C103	DEMOLITION PLAN
SHEET 4	C104	SITE PLAN
SHEET 5	C105	GRADING PLAN
SHEET 6	C106	UTILITY PROFILES
SHEET 7	C107	STORMWATER MANAGEMENT PLAN
SHEET 8	C108	SWM MICRO-BIORETENTION PLAN
SHEET 9	C109	SWM PROFILES AND SPECS
SHEET 10	C110	SWM DRAINAGE AREA MAPS
SHEET 11	C111	CONSTRUCTION DETAILS
SHEET 12	A201	BUILDING ELEVATIONS
SHEET 13	A202	BUILDING ELEVATIONS
SHEET 14	A203	BUILDING ELEVATIONS
SHEET 15	L101	LANDSCAPE PLAN
SHEET 16	L102	SITE CONSTRUCTION DETAILS
SHEET 17	S302	RETAINING WALL PLAN & SECTION
SHEET 18	S303	RETAINING WALL SECTIONS
SHEET 19	S304	RETAINING WALL SECTIONS, REPAIR DETAIL & GENERAL NOTES

CIVIL ENGINEER
KCW Engineering Technologies, Inc.
810 Landmark Drive, Suite 215
Glen Burnie, MD 21061
Phone: 410.768.7700
Fax: 410.768.0200
www.kcw-et.com

ATTN.: MARK TSITLIK, PE, LEED B+C
TELE: 410-768-7700
EMAIL: MTSITLIK@KCW-ET.COM

STATE OF MARYLAND MARK TSITLIK 33351 PROFESSIONAL ENGINEER

SEAL
PROFESSIONAL CERTIFICATION:
I CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MARYLAND.
LICENSE NUMBER 333351, EXPIRATION DATE 06-30-2020

COPYRIGHT 2019 QUINN EVANS ARCHITECTS

CONTRACTOR SHALL CHECK AND VERIFY ALL DIMENSIONS AND EXISTING CONDITIONS BEFORE PROCEEDING WITH THE WORK.

PROJECT NAME:
WEST END PLACE
FAMILY SUPPORT CENTER
PROJECT NO: 31705000
FAMILY AND CHILDREN'S SERVICES
7 SCHOOLHOUSE AVENUE,
WESTMINSTER, MD 21157

MARK	DATE	DESCRIPTION

OWNER/DEVELOPER CERTIFICATION

I/We hereby certify that all proposed work shown on these construction drawing(s) has been reviewed by me/us and that I/We fully understand what is necessary to accomplish this work and that the work will be conducted in strict accordance with these plans. I/We also understand that any changes to these plans will require an amended plan to be reviewed and approved by the City of Westminster Planning and Zoning Commission before any change in the work is made.

SHANNON SNOW for
EPISCOPAL HOUSING CORPORATION
NAME(S) (PRINTED) **DATE**
10/8/2019
SIGNED **DATE**

ENGINEERS CERTIFICATION

I hereby certify that these construction drawings and associated computations were prepared by me or under my supervision and comply with all applicable standards and regulations of The City of Westminster. I have reviewed these documents with the Owner/Developer.

MARK TSITLIK, P.E. 05-05-2020
NAME(S) (PRINTED) **DATE**
MARYLAND REGISTRATION NUMBER **No.** 33351
Mark Tsitlik 05-05-2020
SIGNED **DATE**

CITY OF WESTMINSTER,
DIRECTOR OF COMMUNITY PLANNING AND DEVELOPMENT
APPROVED:_____**DATE** _____

CITY OF WESTMINSTER, DIRECTOR OF PUBLIC WORKS
APPROVED:_____**DATE** _____

CITY OF WESTMINSTER, PLANNING AND ZONING COMMISSION
APPROVED:_____**DATE** _____

CARROLL COUNTY HEALTH DEPARTMENT
APPROVED:_____**DATE** _____
Community Water and/or sewerage systems are in conformance with the Carroll County Master Plan for Water and Sewer

TITLE REFERENCE
MAYOR & COMMON COUNCIL
OF THE CITY OF WESTMINSTER, MD
C.C.C. 658~255
MARCH 1, 1977

COVER SHEET

WEST END PLACE
FAMILY SUPPORT CENTER

7 SCHOOLHOUSE AVE
CITY OF WESTMINSTER
7TH ELECTION DISTRICT, CARROLL CO., MD
TAX MAP: 102, GRID: 0, PARCEL: 1588
EXISTING USE: MEDICAL ADULT DAYCARE WITH AFFORDABLE APARTMENTS FOR SENIORS
PROPOSED USE: SAME AS EXISTING PLUS DOMESTIC VIOLENCE/ELDER ABUSE SHELTER WITH OFFICES FOR SUPPORTIVE SERVICES

OWNER	DEVELOPER	CONTRACT PURCHASER / OPERATOR
MAYOR AND COMMON COUNCIL OF THE CITY OF WESTMINSTER, MD P.O. BOX 010 WESTMINSTER, MD 21158	EPISCOPAL HOUSING CORPORATION 3986 ROLAND AVE. BALTIMORE, MD 21211 ATTN.: SHANNON SNOW TELE: 410-366-6200 EMAIL: Shannon@episcopalhousing.org	FAMILY AND CHILDREN'S SERVICES OF CENTRAL MARYLAND 4623 FALLS RD., BALTIMORE, MD 21209 ATTN.: F.T. BURDEN TELE: 410-366-1980

DATE: 05/05/2020	DESIGNED: MT	DRAWN: YM	CHECKED: KCA
SCALE: AS SHOWN		COUNTY FILE # S-19-0034	

DWG FILE:
DRAWN BY: YM
CHECKED BY: MT
COVER SHEET

C101

SHEET 1 OF 19

WATER USAGE WORKSHEET

EXISTING WATER USES:
1. EMPLOYEES = TOTAL 17
2. TENANTS = 8
3. ADULT DAYCARE = 27 PER DAY

PROPOSED WATER USES:
1. EMPLOYEES = TOTAL 40
2. TENANTS = CAPACITY FOR 30 TENANTS/SHELTER CLIENTS
3. ADULT DAYCARE = 27 PER DAY

WATER USAGE:
EXISTING USAGE (METERED) = 597GALLONS PER DAY AVG.
(FROM SEPTEMBER 2, 2016 TO SEPTEMBER 4, 2019)

PROPOSED ADDITIONAL USAGE = 1665 GALLONS PER DAY
22 ADDITIONAL RESIDENT CAPACITY = 1320 G.P.D.
(MDE GUIDELINE = 60 G.P.D. PER RESIDENT OF APARTMENT-MULTIPLE FAMILY)
23 ADDITIONAL EMPLOYEES = 345 G.P.D.
(15 G.P.D. PER EMPLOYEE)

TOTAL PROPOSED SITE USAGE = 2262 GALLONS PER DAY

FLOW TESTS:
FLOW TESTS PERFORMED 8-20-2018 BY BILES FIRE PROTECTION SERVICES. NEAREST HYDRANT WITH 2.5" OUTLET:
- STATIC PRESSURE = 94 PSI
- FLOW PRESSURE = 90 PSI
- PILOT PRESSURE = 29 PSI
- RATE OF FLOW = 479 GPM

WATER CONNECTION:
EXISTING WATER METER SIZE: 2"
EXISTING SPRINKLER CONNECTION SIZE: 4"
EXISTING WATER CONNECTION TO BE UTILIZED FOR PROPOSED ADDITION. NO NEW WATER SERVICE CONNECTION WITHIN THE LIMITS OF PUBLICLY OWNED RIGHTS OF WAY IS PROPOSED.

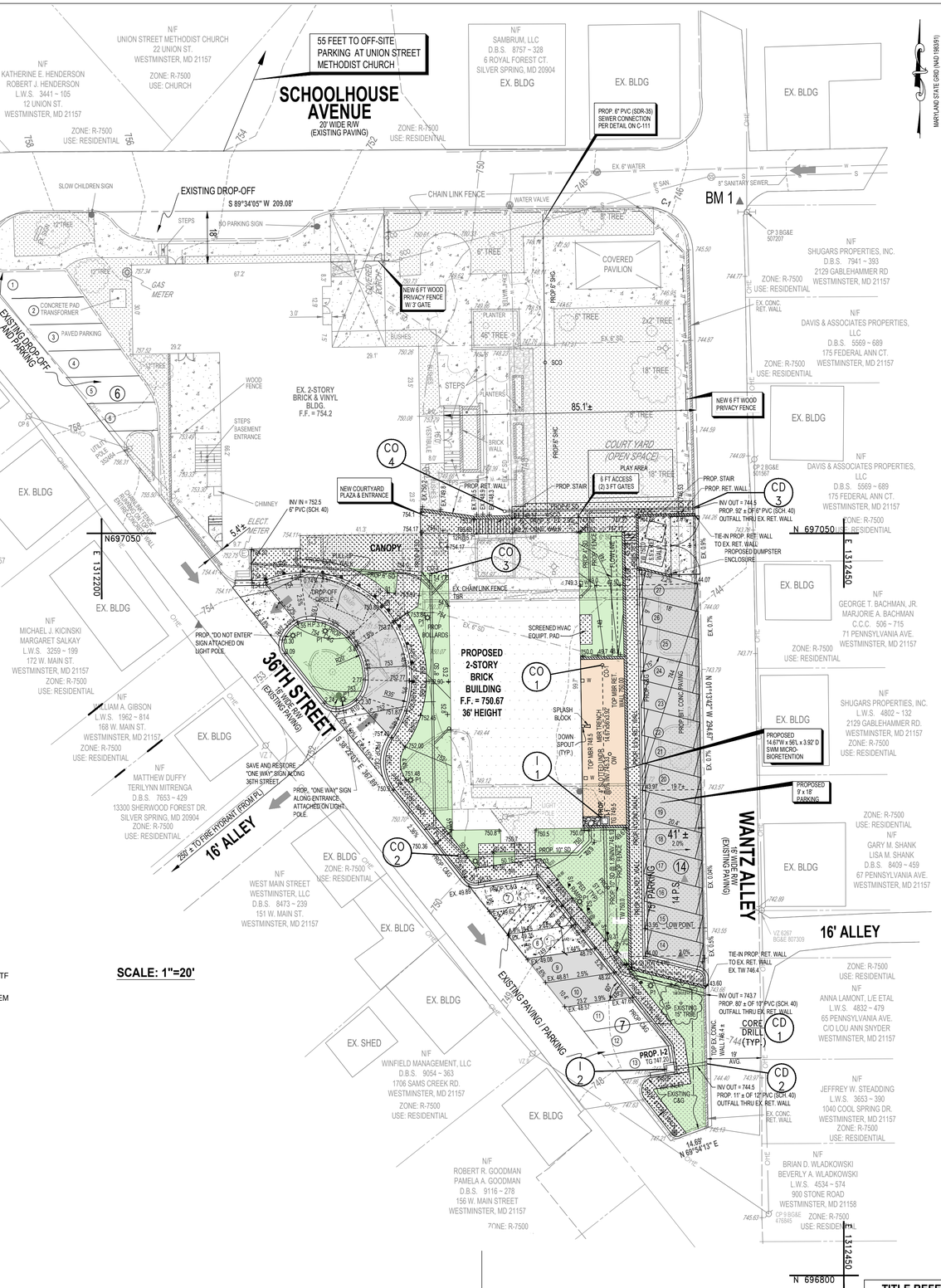
BUILDING AREAS:
- EXISTING BUILDING AREA = 11,746 SQ. FT.
- PROPOSED BUILDING AREA = 8,834 SQ. FT.
  TOTAL BUILDING AREA = 20,580 SQ. FT.

LOT COVERAGE:
- EXISTING BUILDING TO REMAIN = 6,344 SQ. FT.
- PROPOSED BUILDING ADDITIONS = 4,448 SQ. FT.
- TOTAL PROPOSED BUILDING COVERAGE = 10,792 SQ. FT.
- TOTAL PROPOSED COVERAGE OF SITE = 25.7%

PARKING REQUIRED:
- HOUSING FOR OLDER PERSONS: 8 DWELLING UNITS @ 1 PARKING SPACE PER UNIT = 8 SPACES
- ADULT MEDICAL DAYCARE: 2 BUSINESS VEHICLES @ 1 PARKING SPACE PER VEHICLE = 2 SPACES
- 17 EMPLOYEES AT LARGEST SHIFT @ 1 PARKING SPACE PER EMPLOYEE = 17 SPACES
- SHELTER: 6 DWELLING UNITS @ 1 PARKING SPACE PER UNIT = 6 SPACES
- SUPPORTIVE SERVICE OFFICES EMPLOYEES @ 2,224 SF/250 SF = 9 SPACES
  TOTAL SPACES REQUIRED = 42 SPACES

PROPOSED PARKING:
- ON-SITE = 27 SPACES (INCLUDES TWO VAN ACCESSIBLE HANDICAP SPACES)
- OFF-SITE = 8 SPACES PER MOU WITH UNION STREET METHODIST CHURCH (LOCATED 55 FEET NORTH OF SCHOOLHOUSE AVENUE)
  TOTAL SPACES PROVIDED = 35 SPACES (PARKING DEFICIT = 7 SPACES, REQUESTED ADMINISTRATIVE ADJUSTMENT OF 7 PARKING SPACES)

NOTES
ADULT MEDICAL DAYCARE OPERATES M-F ONLY, THEREFORE 17 SPACES NOT NEEDED ON WEEKENDS
OFFICES ONLY OPEN BY APPOINTMENT, NOT OPEN TO THE GENERAL PUBLIC



BENCHMARKS

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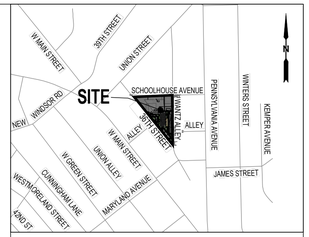

VICINITY MAP
SCALE: 1" = 500'

CURVE DATA

CURVE	RADIUS	LENGTH	CHORD	
C-1	15.00'	23.35'	N 45°49'48" W	21.07'
C-2	15.00'	33.49'	S 25°36'01" W	26.96'

LEGEND

PROPERTY LINE	
LIMITS OF DISTURBANCE	
FENCE	
RETAINING WALL	
UTILITY POLE	
SEWER MAN HOLE	
WATER VALVE	
CONCRETE	
EXISTING GRASS	
PROP. BIT. CONC. PAVING	
PROPOSED LIGHT POLE	

LIGHTING FIXTURE SCHEDULE

SYMBOL	FIXTURE DESCRIPTION	MANUFACTURER CATALOG #	LAMPS NO.	LAMPS TYPE	VOLTS	VOLT AMPERES	LUMENS	MOUNTING
○ P1	POLE LIGHT	KIM LIGHTING MODEL #FIXTURE:URQD-24L-65-4K7-3-UNV-PT24-TPR-TL #POLE: 12' POLE	1	65W LED	120	65	7000	POLE (12' POLE)
□ W	WALL RACK	KIM LITHONIA LIGHTING MODEL #TWH LED-10C-1000-40K-T3M-MVOLT-PE	1	30W LED	120	30	-	CEILING MTD

GENERAL NOTES

1. EXISTING ZONING: R-7500 RESIDENTIAL ZONE, COMPATIBLE NEIGHBORHOOD (CN) OVERLAY DISTRICT PER RESOLUTION No. 19-15 ADOPTED ON JULY 22, 2019.
   1.1. ALL ADJOINING PROPERTIES ARE ZONED R-7500
2. TOTAL AREA OF SITE: 41,912 SQ. FT. (0.9622 AC.±)
3. TOTAL DEVELOPED AREA: 18,000 SQ.FT.± (0.4132 AC.±) (LIMITS OF DISTURBANCE)
4. THE PROPERTY SHOWN HEREON IS OWNED BY THE MAYOR AND COMMON COUNCIL OF THE CITY OF WESTMINSTER BY DEED DATED MARCH 1, 1977, RECORDED AMONG THE LAND RECORDS OF CARROLL COUNTY IN LIBER 658, FOLIO 255.
5. TAX MAP: 102, BLOCK: 0, PARCEL: 1588
6. TOPOGRAPHY SHOWN HEREON IS FIELD RUN, DATED JUNE 2017 AND FEBRUARY 2019 AND PREPARED BY RTF ASSOCIATES, INC.
7. LOCATION OF THE NEAREST WATER SUPPLY AVAILABLE FOR FIRE PROTECTION: ON SITE SPRINKLER SYSTEM NEAREST FIRE HYDRANT IS AT W. MAIN STREET AND 16' ALLEY, 250' ± FROM PROPERTY .
8. THE LOCATION OF EXISTING UTILITIES SHOWN HEREON ARE APPROXIMATE ONLY. CONTRACTOR SHALL VERIFY THE EXISTENCE, LOCATION, AND DEPTH OF ANY EXISTING UTILITIES AND SHALL NOTIFY THE ENGINEER OF ANY DISCREPANCIES PRIOR TO BEGINNING WORK.
9. THE CONTRACTOR SHALL NOTIFY "MISS UTILITY" AT 1-800-257-7777 THREE WORKING DAYS PRIOR TO BEGINNING ANY WORK IN THE VICINITY OF EXISTING UTILITIES.
10. THE CONTRACTOR SHALL NOTE THAT IN CASE OF A DISCREPANCY BETWEEN THE SCALED AND FIGURED DIMENSIONS SHOWN ON THESE PLANS, THE FIGURED DIMENSIONS SHALL GOVERN.
11. ALL SIDEWALKS SHALL COMPLY WITH THE 2% CROSS SCOPE AS REQUIRED IN THE AMERICANS DISABILITY ACCESSIBLE GUIDELINES AS PUBLISHED BY THE U.S. ACCESS BOARD. GROUND SURFACES SHALL BE STABLE, FIRM AND SLIP RESISTANT
12. THE PROPOSED BUILDING WILL REQUIRE INSTALLATION OF AUTOMATIC SPRINKLERS PER BUILDING CODE.
13. THIS PROJECT IS EXEMPT FROM FOREST CONSERVATION REQUIREMENTS.
14. THE HORIZONTAL DATUM IS BASED ON MARYLAND STATE GRID, NAD-83/91.
15. THE VERTICAL DATUM IS BASED ON NAVD-88.
16. EXISTING SPOT ELEVATIONS (GRAY/FADED) AND PROPOSED SPOT ELEVATIONS SHOWN HEREON REFERENCE FLOW LINES UNLESS OTHERWISE INDICATED.
17. WATER RESOURCES: THE PROJECT SITE IS LOCATED WITHIN BOTH AQUIFER PROTECTION AND SURFACE WATER PROTECTION AREA. THERE WILL BE NO HAZARDOUS OR REGULATED SUBSTANCES ON SITE.

TITLE REFERENCE
MAYOR & COMMON COUNCIL OF THE CITY OF WESTMINSTER, MD
C.C.C. 658~255
MARCH 1, 1977

ARCHITECTS
QUINN EVANS ARCHITECTS
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410-576-0440

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ATTN.: MARK TSITLIK, PE, LEED B+C
TELE: 410-768-7700
EMAIL: MTSITLIK@KCW-ET.COM

SEAL
PROFESSIONAL CERTIFICATION:
I CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MARYLAND.
LICENSE NUMBER 333351, EXPIRATION DATE 06-30-2020

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CONTRACTOR SHALL CHECK AND VERIFY ALL DIMENSIONS AND EXISTING CONDITIONS BEFORE PROCEEDING WITH THE WORK

PROJECT NAME:
WEST END PLACE
FAMILY SUPPORT CENTER

PROJECT NO: 31705000

FAMILY AND CHILDREN'S SERVICES
7 SCHOOLHOUSE AVENUE,
WESTMINSTER, MD 21157

MARK	DATE	DESCRIPTION

DWG FILE:
DRAWN BY: YM
CHECKED BY: MT
SITE PLAN

C104

SHEET 4 OF 19

SITE PLAN

WEST END PLACE FAMILY SUPPORT CENTER

7 SCHOOLHOUSE AVE
CITY OF WESTMINSTER
7TH ELECTION DISTRICT, CARROLL CO., MD
TAX MAP: 102, GRID: 0, PARCEL: 1588
EXISTING USE: MEDICAL ADULT DAYCARE WITH AFFORDABLE APARTMENTS FOR SENIORS
PROPOSED USE: SAME AS EXISTING PLUS DOMESTIC VIOLENCE/ELDER ABUSE SHELTER WITH OFFICES FOR SUPPORTIVE SERVICES

OWNER	DEVELOPER	CONTRACT PURCHASER / OPERATOR
MAYOR AND COMMON COUNCIL OF THE CITY OF WESTMINSTER, MD P.O. BOX 010 WESTMINSTER, MD 21158	EPISCOPAL HOUSING CORPORATION 3986 ROLAND AVE. BALTIMORE, MD 21211 ATTN.: SHANNON SNOW TELE: 410-366-6200 EMAIL: Shannon@episcopalhousing.org	FAMILY AND CHILDREN'S SERVICES OF CENTRAL MARYLAND 4623 FALLS RD., BALTIMORE, MD 21209 ATTN.: F.T. BURDEN TELE: 410-366-1980

DATE: 05/05/2020	DESIGNED: MT	DRAWN: YM	CHECKED: KCA
SCALE: AS SHOWN		COUNTY FILE # S-19-0034	

PLANT SCHEDULE

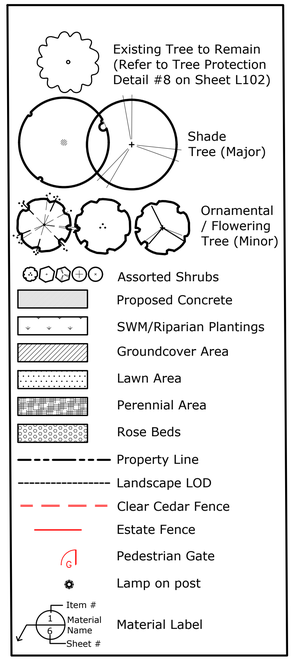
SYMB.	QTY.	BOTANICAL NAME	COMMON NAME	SIZE	SPACING / MISC. INFO	ROOT CONT.
MAJOR TREES (See Detail #5, sheet #L102)						
ACR	1	Acer 'Red Sunset'	'Red Sunset' Maple	3" Cal.	As Shown	B & B
*QUA	1	Quercus alba	White Oak	3" Cal.	" "	" "
MINOR TREES (See Detail #5, sheet #L102)						
*AMC	1	Amelanchier canadensis	Serviceberry	2" Cal.	Single Stem	B & B
*CEC	3	Cercis canadensis	Eastern Red Bud	2" Cal.	As Shown	" "
*HAV	1	Hamamelis virginia	Witch Hazel (Multi-Trunk)	8'-10' Ht.	" "	" "
LAI	1	Lagerstroemia x 'Miami'	'Miami' Crape Myrtle (Multi-Trunk)	8'-10' Ht.	" "	" "
PRK	2	Prunus serrulata 'Kwanzan'	'Kwanzan' Cherry	2" Cal.	" "	" "
SHRUBS (See Detail #6, sheet #L102)						
BUX	11	Buxus 'Green Gem'	'Green Gem' Boxwood	24"-30" Ht.	48" O.C.	" "
CAC	11	Caryopteris clandonensis 'Blue Mist'	'Blue Mist' Caryopteris	24"-30" Ht.	48" O.C.	" "
HYN	2	Hydrangea m. 'Blue Heaven'	'Blue Heaven' Hydrangea	#5 Cont.	36" O.C.	Plastic Pot
*HYQ	3	Hydrangea 'Oak Leaf'	'Oak Leaf' Hydrangea	#5 Cont.	60" O.C.	Plastic Pot
*ILG	8	Ilex glabra	Inkberry Holly	24"-30" Ht.	60" O.C.	B & B
*ILS	6	Ilex glabra 'Shamrock'	'Shamrock' Holly	24"-30" Ht.	48" O.C.	" "
*ITA	5	Itea virginica	Sweetspire	24"-30" Ht.	48" O.C.	" "
PRC	11	Prunus 'Chestnut Hill'	'Chestnut Hill' Cherry Laurel	24"-30" Ht.	48" O.C.	" "
PRL	6	Prunus 'Otto Luyken'	'Otto Luyken' Cherry Laurel	24"-30" Ht.	48" O.C.	" "
VID	3	Viburnum spp.	Doublefile Viburnum	5'-6' Ht.	As Shown	" "
SKJ	9	Skimmia japonica	Skimmia	24"-30" Ht.	48" O.C.	" "
PERENNIALS, ROSES AND GROUNDCOVERS (See Detail #7, sheet #L102)						
*AST	28	Aster 'New York'	'New York' Aster	#1 Cont.	36" O.C.	Plastic Pot
CEP	9	Ceratostigma plumbaginoides	Plumbago	" "	24" O.C.	" "
*EUP	9	Eupatoriadelphus maculatus	Spotted Joe-Pye Weed	" "	24" O.C.	" "
GEB	88	Geranium 'Johnson's Blue'	'Johnson's Blue' Geranium	" "	30" O.C.	" "
GER	13	Geranium 'Rozanne'	'Rozanne' Geranium	" "	30" O.C.	" "
HEA	88	Heuchera 'Apple Crisp'	'Apple Crisp' Coral Bells	" "	24" O.C.	" "
HEP	13	Heuchera 'Pewter Veil'	'Pewter Veil' Coral Bells	" "	24" O.C.	" "
HET	13	Heucherella 'Sweet Tea'	'Sweet Tea' Foam Flower	" "	24" O.C.	" "
HOB	41	Hosta 'Blue Angel'	'Blue Angel' Hosta	" "	48" O.C.	" "
HOD	19	Hosta 'Big Daddy'	'Big Daddy' Hosta	" "	48" O.C.	" "
HOK	41	Hosta 'Captain Kirk'	'Captain Kirk' Hosta	" "	48" O.C.	" "
HOW	41	Hosta 'Frances Williams'	'Frances Williams' Hosta	" "	48" O.C.	" "
JUC	245	Juniperus conferta 'Blue Pacific'	'Blue Pacific' Juniper	" "	24" O.C.	" "
MAZ	9	Mazus reptans 'Albus'	White Mazus	4" Cont.	12" O.C.	" "
*MOD	9	Monarda didyma	Pink Bee Balm	#1 Cont.	24" O.C.	" "
NEP	88	Nepeta Hybrid	Catmint	#1 Cont.	24" O.C.	" "
*PAP	240	Pachysandra procumbens	Allegheny Spurge	4" Cont.	8" O.C.	" "
ROC	10	Rosa 'Meidrifora'	'Coral Drift' Rose	#3 Cont.	36" O.C.	" "
ROJ	33	Rosa 'JACzeman'	Sundance™ Grandiflora Rose	#3 Cont.	36" O.C.	" "
SEB	88	Sedum 'Blue Tears'	'Blue Tears' Stonecrop	#1 Cont.	24" O.C.	" "
THY	100	Thymus 'Bressingham'	'Bressingham' Creeping Thyme	4" Cont.	8" O.C.	" "
VES	13	Veronica 'Sunny Border Blue'	Blue Speedwell	#1 Cont.	24" O.C.	" "
SWM/RIPARIAN PLANTINGS (See Detail #7, sheet #L102)						
*AI	150	Asclepias incarnata	Swamp Milkweed	#1 Cont.	8" O.C.	" "
*IL1	1	Ilex verticillata 'Red Sprite'	'Red Sprite' Winterberry	2'-3' Ht.	As Shown	B & B
*IL2	1	Ilex v. 'Jim Dandy'	'Jim Dandy' Winterberry	2'-3' Ht.	As Shown	B & B
*IV	150	Iris versicolor	Harlequin Blueflag	#1 Cont.	8" O.C.	Plastic Pot
*LC	150	Lobelia cardinalis	Cardinal flower	" "	" "	" "
*MD	150	Monarda didyma	Pink Bee Balm	" "	" "	" "
*RV	3	Rhododendron viscosum	Swamp Azalea	2'-3' Ht.	As Shown	B & B
*SS	75	Symphyotrichum spp.	New England Aster	#1 Cont.	8" O.C.	Plastic Pot

Notes:
1) If there is a discrepancy between the plant schedule and the planting plan, the planting plan shall govern.
2) Plantings are to be native or naturalized to local area and are not on known invasive species list.
* Indicates native planting

LANDSCAPE TABLE

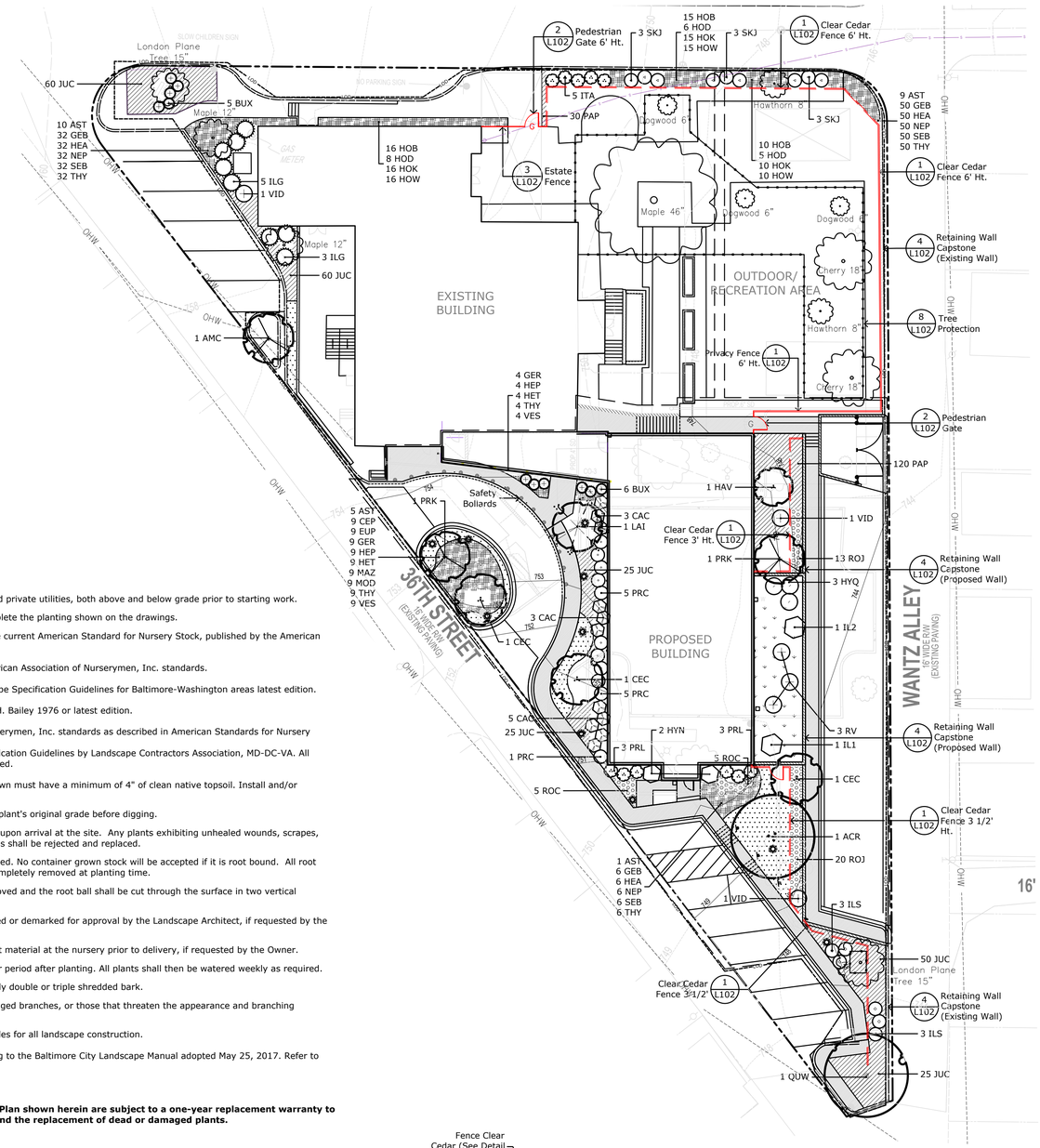
SITE CONDITION	RATE	DISTANCE/AREA	REQUIRED	PROPOSED
Schoolhouse Avenue	1 PU/40 LF	239 LF	6 PUs	6 PUs
36th Street	1 PU/40 LF	382 LF	10 PUs	4.5 PUs
Wantz Alley	1 PU/40 LF	309 LF	8 PUs	6 PUs
Interior Parking Area Plantings: N/A				

SITE KEY



PLANTING NOTES:

1. The Contractor shall locate and verify the existence of all public and private utilities, both above and below grade prior to starting work.
2. The Contractor shall supply all plant in quantities sufficient to complete the planting shown on the drawings.
3. All plant material shall conform to the guidelines established by the current American Standard for Nursery Stock, published by the American Association of Nurserymen, Inc.
4. All nursery stock shall be nursery grown and shall conform to American Association of Nurserymen, Inc. standards.
5. All planting procedures and specifications shall conform to Landscape Specification Guidelines for Baltimore-Washington areas latest edition.
6. All plants shall be identified in accordance with Hortus Third, by L.H. Bailey 1976 or latest edition.
7. All nursery stock shall conform to the American Association of Nurserymen, Inc. standards as described in American Standards for Nursery stock, publication ANSI z60.1-1980 or latest edition.
8. Landscape specifications shall conform to current Landscape Specification Guidelines by Landscape Contractors Association, MD-DC-VA. All nursery stock shall be planted in accordance with procedures outlined.
9. All planting areas for trees, shrubs, perennials, groundcover and lawn must have a minimum of 4" of clean native topsoil. Install and/or maintain as necessary.
10. All plants shall bear the same relationship to finished grade as the plant's original grade before digging.
11. All plants shall be subject to inspection by the Landscape Architect upon arrival at the site. Any plants exhibiting unhealed wounds, scrapes, cuts or bruises to the trunk or bark, and any major broken branches shall be rejected and replaced.
12. All plants shall be balled and wrapped or container grown as specified. No container grown stock will be accepted if it is root bound. All root wrapping material made of synthetics, metal or plastics shall be completely removed at planting time.
13. With container grown stock, the container shall be completely removed and the root ball shall be cut through the surface in two vertical locations with a clean sharp blade.
14. Prior to planting, the locations of all trees and shrubs shall be staked or demarked for approval by the Landscape Architect, if requested by the Owner.
15. The Landscape Architect reserves the right to select any or all plant material at the nursery prior to delivery, if requested by the Owner.
16. All plants shall be watered thoroughly twice during the first 24 hour period after planting. All plants shall then be watered weekly as required.
17. All planting beds shall be mulched with a min. 2" thick layer of finely double or triple shredded bark.
18. Pruning of plant material after planting is limited to dead and damaged branches, or those that threaten the appearance and branching structure.
19. The Contractor(s) shall verify and comply to all State and Local codes for all landscape construction.
20. The proposed landscape shall be installed and maintained according to the Baltimore City Landscape Manual adopted May 25, 2017. Refer to the following:
    Appendix 'F' for Soil Standards
    Appendix 'G' for Maintenance and Irrigation
21. **The plants installed in accordance with the Final Landscape Plan shown herein are subject to a one-year replacement warranty to ensure establishment and maintenance of the landscaping and the replacement of dead or damaged plants.**

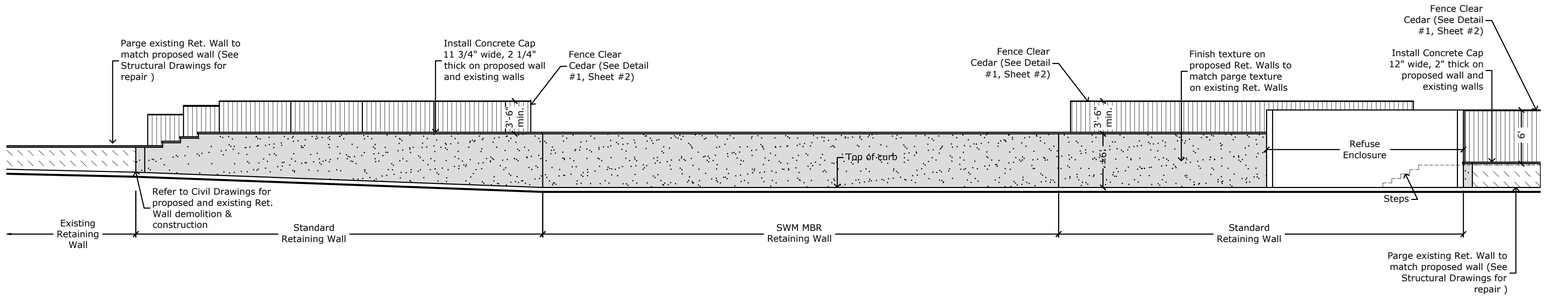


north

SCALE: 1" = 20' - 0"

GRAPHIC SCALE

FT 0 10 20 40 80



Retaining Wall Elevation

Scale: 1' = 8' - 0"

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PROFESSIONAL CERTIFICATION
I CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY CRAIG RICHMOND, AND THAT I AM A DULY LICENSED LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MARYLAND, LICENSE #3749, EXPIRATION DATE 09/22/2021.

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CONTRACTOR SHALL CHECK AND VERIFY ALL DIMENSIONS AND EXISTING CONDITIONS BEFORE PROCEEDING WITH THE WORK

PROJECT NAME:
WEST END PLACE FAMILY SUPPORT CENTER

PROJECT NO: 31705000

FAMILY AND CHILDREN'S SERVICES
7 SCHOOLHOUSE AVENUE,
WESTMINSTER, MD 21157

MARK	DATE	DESCRIPTION
(1)	04/15/2020	ADDED WALKS
(2)	05/06/2020	CITY COMMENTS

DWG FILE:

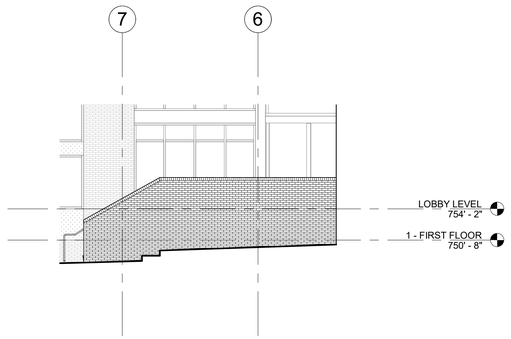
DRAWN BY: CAR

CHECKED BY: CAR

FINAL LANDSCAPE PLAN

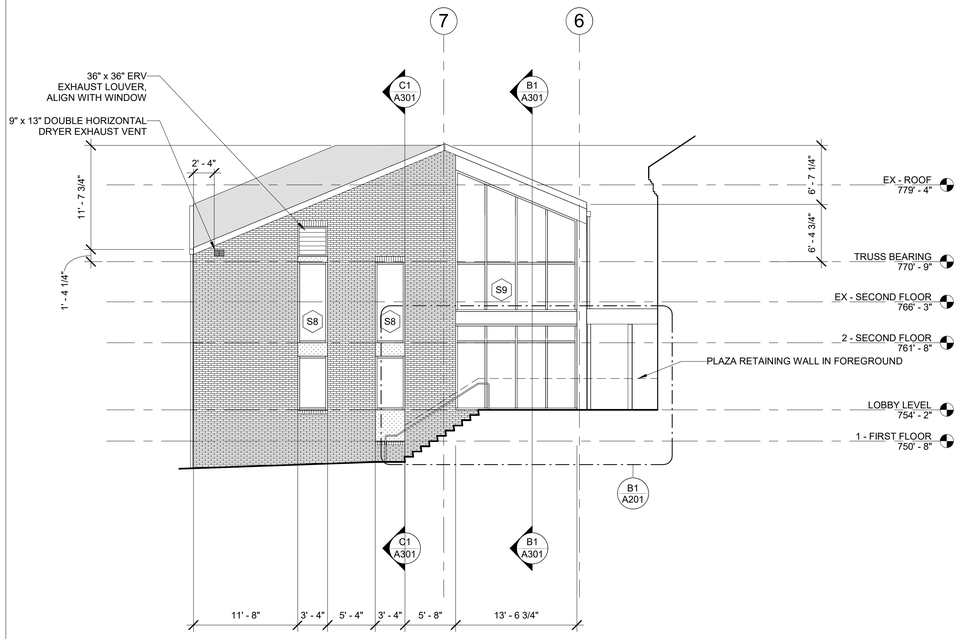
L101

SHEET ____ OF ____



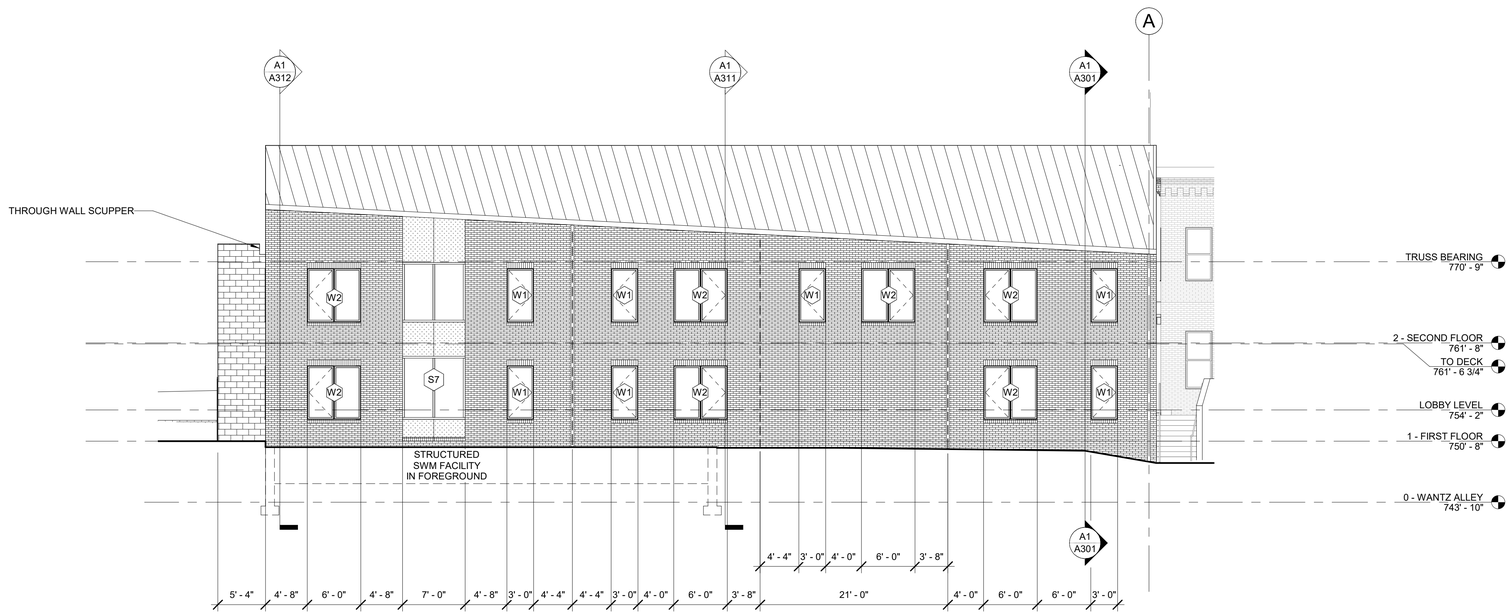
B1 / A201 PARTIAL NORTH ELEVATION - PLAZA WALL

1/8" = 1'-0"



B3 / A201 NORTH ELEVATION

1/8" = 1'-0"



A1 / A201 EAST ELEVATION

1/8" = 1'-0"

GENERAL ELEVATION NOTES:

01 - ABBREVIATIONS REFERENCED FROM THE CONSTRUCTION SPECIFICATION INSTITUTE'S UNIFORM DRAWING SYSTEM TERMS AND ABBREVIATIONS MODULE

02 - INFORMATION SHOWN ON DRAWINGS PERTAINING TO EXISTING CONDITIONS HAS BEEN OBTAINED FROM GENERAL FIELD OBSERVATIONS AND MAY NOT INDICATE ACTUAL OR EXISTING CONDITIONS IN DETAIL OR DIMENSION. THE CONTRACTOR IS RESPONSIBLE FOR DETERMINING ACTUAL EXISTING CONDITIONS PRIOR TO DEMOLITION, FABRICATION OR PERFORMANCE OF ANY WORK. SHOULD CONDITIONS BE DISCOVERED THAT PREVENT EXECUTION OF THE WORK AS INDICATED, THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE ARCHITECT IN WRITING AND AWAIT DIRECTION BEFORE PROCEEDING WITH THE WORK

03 - DIMENSIONS ARE TO FINISH FACE UNLESS OTHERWISE NOTED

04 - DRAWINGS DO NOT SCALE AND SHALL NOT BE SCALED

05 - PATCH AND REPAIR ALL EXISTING FINISHES DAMAGED OR DISRUPTED BY WORK FOR A CONTINUOUS FINISH AND ENCLOSURE OF BUILDING MATERIALS

BRICK -
PALMETTO BRICK COMPANY
DARK RED SMOOTH

GLAZED CMU -
ECHELON TRENWYTH
ASTRA GLAZE SW+
SAPPHIRE

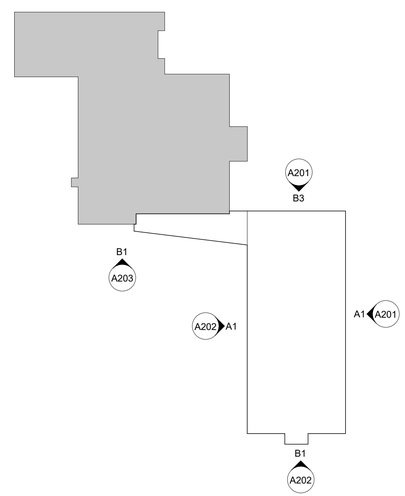
COMPOSITE METAL PANEL -
ALUCOBOND
ALUCOBOND PLUS CLASSIC
BOWTIE BLUE II

SLOPED ROOFING -
CERTAINTEED
LANDMARK ASPHALT SHINGLE
GEORGETOWN GRAY

SLOPED ROOFING ALTERNATE -
FIRESTONE BPCO
UC-6 STANDING SEAM
GALVALUME

EXTERIOR MATERIAL LEGEND

- BRICK
- GLAZED CMU
- METAL PANEL
- SLOPED ROOFING



KEY PLAN

N

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CONTRACTOR SHALL CHECK AND VERIFY ALL DIMENSIONS AND EXISTING CONDITIONS BEFORE PROCEEDING WITH THE WORK

PROJECT NAME:
WEST END PLACE
FAMILY SUPPORT CENTER

PROJECT NO: 31705000

FAMILY AND CHILDREN'S SERVICES
7 SCHOOL HOUSE AVENUE,
WESTMINSTER, MD 21157

PERMIT SET
12/31/2019

MARK	DATE	DESCRIPTION

DWG FILE:

DRAWN BY: Author

CHECKED BY: Checker

BUILDING ELEVATIONS

A201

SHEET _____ OF _____

B1 A202 SOUTH ELEVATION

1/8" = 1'-0"

A1 A202 WEST ELEVATION

1/8" = 1'-0"

GENERAL ELEVATION NOTES:

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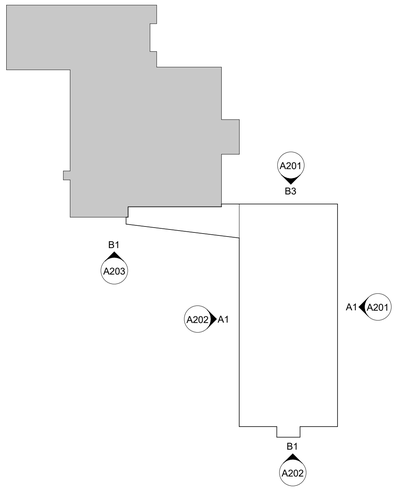

KEY PLAN

N

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CONTRACTOR SHALL CHECK AND VERIFY ALL DIMENSIONS AND EXISTING CONDITIONS BEFORE PROCEEDING WITH THE WORK

PROJECT NAME:
WEST END PLACE
FAMILY SUPPORT CENTER

PROJECT NO: 31705000

FAMILY AND CHILDREN'S SERVICES
7 SCHOOL HOUSE AVENUE,
WESTMINSTER, MD 21157

PERMIT SET
12/31/2019

MARK	DATE	DESCRIPTION

DWG FILE:

DRAWN BY: Author

CHECKED BY: Checker

BUILDING ELEVATIONS

A202

SHEET _____ OF _____

B1 / A203 SOUTH EXISTING BUILDING ELEVATION

1/8" = 1'-0"

BRICK -
PALMETTO BRICK COMPANY
DARK RED SMOOTH

GLAZED CMU -
ECHELON TRENWYTH
ASTRA GLAZE SW+
SAPPHIRE

COMPOSITE METAL PANEL -
ALUCOBOND
ALUCOBOND PLUS CLASSIC
BOWTIE BLUE II

SLOPED ROOFING -
CERTAINTEED
LANDMARK ASPHALT SHINGLE
GEORGETOWN GRAY

SLOPED ROOFING ALTERNATE -
FIRESTONE BPCO
UC-6 STANDING SEAM
GALVALUME

GENERAL ELEVATION NOTES:

01 - ABBREVIATIONS REFERENCED FROM THE CONSTRUCTION SPECIFICATION INSTITUTE'S UNIFORM DRAWING SYSTEM TERMS AND ABBREVIATIONS MODULE

02 - INFORMATION SHOWN ON DRAWINGS PERTAINING TO EXISTING CONDITIONS HAS BEEN OBTAINED FROM GENERAL FIELD OBSERVATIONS AND MAY NOT INDICATE ACTUAL OR EXISTING CONDITIONS IN DETAIL OR DIMENSION. THE CONTRACTOR IS RESPONSIBLE FOR DETERMINING ACTUAL EXISTING CONDITIONS PRIOR TO DEMOLITION, FABRICATION OR PERFORMANCE OF ANY WORK. SHOULD CONDITIONS BE DISCOVERED THAT PREVENT EXECUTION OF THE WORK AS INDICATED, THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE ARCHITECT IN WRITING AND AWAIT DIRECTION BEFORE PROCEEDING WITH THE WORK

03 - DIMENSIONS ARE TO FINISH FACE UNLESS OTHERWISE NOTED

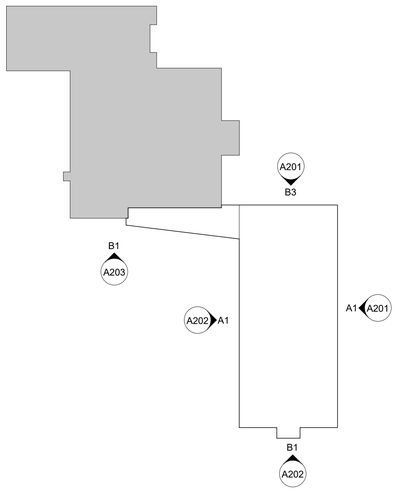
04 - DRAWINGS DO NOT SCALE AND SHALL NOT BE SCALED

05 - PATCH AND REPAIR ALL EXISTING FINISHES DAMAGED OR DISRUPTED BY WORK FOR A CONTINUOUS FINISH AND ENCLOSURE OF BUILDING MATERIALS

06 - COORDINATE FOUNDATION AND FOOTING HEIGHTS WITH CIVIL AND STRUCTURAL DOCUMENTS

EXTERIOR MATERIAL LEGEND

- BRICK
- GLAZED CMU
- METAL PANEL
- SLOPED ROOFING



KEY PLAN

N

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100 N. CHARLES STREET
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410-576-0440

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KCW ENGINEERING TECHNOLOGIES, INC.
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LANDSCAPE ARCHITECT
CRAIG RICHMOND
LANDSCAPE ARCHITECTURE
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SILVER SPRING, MD 20910
301-920-0424

STRUCTURAL ENGINEER
MINCIN PATEL MILANO, INC.
6511 HARFORD ROAD
BALTIMORE, MD 21214
410-254-7500

MEP ENGINEER
MIN ENGINEERING, INC.
10 SUDBROOK LANE
PIKESVILLE, MD 21208
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SEAL
PROFESSIONAL CERTIFICATION.
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BUILDING ELEVATIONS

A203

SHEET_____ OF _____

RESOLUTION NO. 19-15

A RESOLUTION REGARDING LOCAL ZONING MAP AMENDMENT NO. LMA 19-02, APPROVING AN APPLICATION FOR THE ESTABLISHMENT OF A COMPATIBLE NEIGHBORHOOD OVERLY DISTRICT UPON CERTAIN PROPERTY LOCATED IN THE CITY'S "R-7,500" RESIDENTIAL ZONE, KNOWN AS 7 SCHOOLHOUSE AVENUE, AND ADOPTING THE ACCOMPANYING WRITTEN DECISION

WHEREAS, the City's Zoning Ordinance is contained in Chapter 164 of the City Code; and

WHEREAS, the Mayor and Common Council of Westminster ("the City") adopted the City of Westminster's 2009 Comprehensive Plan on September 28, 2009; and

WHEREAS, on or about October 25, 2010, the City amended the Comprehensive Zoning Map in certain respects by Ordinance No. 819; and

WHEREAS, on July 10, 2006, the "the City adopted Ordinance 745, to add Article VIII-C to Chapter 164, establishing the CN District to allow creative residential projects in residential districts, which mechanism was intended to allow the Planning and Zoning Commission to review and approve site plans using flexible standards in order to allow unique solutions that would increase housing choice; and

WHEREAS, on March 6, 2019, Family and Children Services of Maryland ("FCS"), the owner of certain property located at 7 Schoolhouse Avenue ("the Property"), with the consent and approval of the Mayor and Common Council of Westminster, the owner of said Property, submitted an application for a Local Map Amendment ("LMA") seeking the designation of the Property as an NC District for the purpose of constructing and maintaining certain additional improvements to enable FCS to expand its services on the site, to provide low- and moderate-income housing for seniors, to provide domestic violence services, and to provide adult daycare; and

WHEREAS, on March 14, 2019, the Planning and Zoning Commission held a public hearing concerning the subject matter, received public comment, and recommended approval of the rezoning, and on April 11, 2019, the Commission met and adopted its Report and Recommendation regarding this matter; and

WHEREAS, on May 13, 2019, the Mayor and Common Council of Westminster held a public hearing on the application for a local map amendment; and

WHEREAS, the Mayor and Common Council of Westminster has determined that the application meets the criteria set forth in the § 164-45.14 and § 164-187 of the City Code; and

WHEREAS, it is the intention of the Mayor and Common Council of Westminster to act favorably upon Local Zoning Map Amendment No. LMA 19-02 for the reasons set forth in the accompanying written decision, which is attached hereto and incorporated herein.

Section 1. Be it resolved by The Mayor and Common Council of Westminster that Local Zoning Map Amendment No. LMA 19-02 is granted and the written decision attached hereto as Exhibit A is adopted.

Section 2. The Property described in the application submitted by Family and Children Services of Maryland, dated March 6, 2019, a copy of which is attached hereto as Exhibit B, is hereby designated a Compatible Neighborhood Overlay District for the purpose of the construction of the project.

Section 3. This Resolution shall take effect immediately upon adoption.

ADOPTED this 22nd day of July, 2019

Shannon Visocsky, City Clerk

APPROVED this 22nd day of July, 2019

Joe Dominick, Mayor

APPROVED AS TO FORM AND SUFFICIENCY
this 21st day of July, 2019.

Elissa D. Levan, City Attorney

Decision of the Common Council of the City of Westminster
In the Matter of the Application of Family and Children Services of Maryland
for the Establishment of a Compatible Neighborhood Overlay District

This matter concerns the application of Family and Children Services of Maryland ("FCS"), through its representative, John Lemmerman, for approval of a Compatible Neighborhood (CN) Overlay District designation for property known as 7 Schoolhouse Avenue, further identified as Tax Map 102, Parcel 1588. The property comprises 1.16± acres and is zoned R-7,500. It is owned by the Mayor and Common Council of Westminster ("the City"), which consents to the rezoning.

The City's Zoning Ordinance is contained in Chapter 164 of the City Code. On July 10, 2006, the Mayor and Common Council of Westminster ("the City") adopted Ordinance 745, to add Article VIII-C to Chapter 164, establishing the CN District to allow creative residential projects in residential districts. The mechanism was intended to allow the Planning and Zoning Commission to review and approve site plans using flexible standards in order to allow unique solutions that would increase housing choice.

Article VIII-C outlines a process whereby a property can be rezoned to CN by the City, after which a site plan would be submitted for review to the Planning and Zoning Commission. The site plan is not directly tied to the zoning approval; however, since the purpose of the overlay zone is to allow for a variety of housing types in the City, some level of information on the intended project, prior to the rezoning, is useful in illustrating how the proposal is anticipated to expand housing choices.

On January 28, 2019, the City adopted Resolution No. 19-03 to provide guidelines for applications related to the CN Zone, pursuant to §164-45.20 E. of the City Code. A copy of the guidelines is included in the record of this matter.

On April 11, 2019, the Planning and Zoning Commission held a public hearing concerning the present matter, received public comment, and recommended approval of the rezoning.

Notice of the hearing before the Common Council was properly published in the *Carroll County Times* on May 12, 2019, and on June 7, 2019. Additionally, a notice of the public hearing was sent by regular mail to adjoining property owners on May 14, 2019; and, on May 15, 2019, a sign with the notice was posted on the property of 7 Schoolhouse Avenue. These notices and postings were provided to meet the notification requirements in Article XXIII of the City Code and the Maryland Open Meetings Act.

Findings of Fact

At the meeting, Mr. William Mackey, Director of Community Planning and Development, stated that FCS is applying as a contract purchaser of the site. Mr. Mackey reviewed the purpose of the public hearing that was brought before the Mayor and Common Council. He summarized that the CN Zone is an overlay zone. The purpose of the CN Zone, when applied to a property, is to allow for a unique project that is not subject to regular setbacks, parking requirements, and other restrictions. This greater design flexibility is to promote creative projects, provide expanded

housing choice, and to meet one or more of the purposes outlined in the City Code for the CN Zone.

Mr. Mackey noted that one of the purposes stated in § 164-45.14 A. (11) is to provide a wide range of houses available to all socioeconomic groups, which could include housing for seniors and temporary housing.

Section 164-45.19 of the City Code contains a compatibility requirement that requires the applicant to show that all uses permitted and developments proposed shall achieve the purposes set forth in § 164-45.14 and be compatible with other uses existing or proposed adjacent to and in the vicinity of the area covered by the proposed development.

West End Place was once a public school; therefore, this property had been used for a public purpose for many years.

Mr. John Lemmerman, a Professional Land Surveyor, on behalf of FCS, opined that 7 Schoolhouse Avenue is a perfect property for the CN Zone; he noted that the purpose of the CN Zone is to provide infill development of land in certain older neighborhoods and to allow new and redevelopment projects which are integrated with the existing character, land use pattern, and infrastructure networks and opined that this project precisely meets those objectives.

Mr. Lemmerman stated that the subject property is located in an historic area. He reviewed the objectives listed in § 164-45.14 of the City Code, and provided comments to each as evidence that the applicant meets the purpose of the CN Zone.

Mr. Lemmerman stated that currently the property is triangular in shape, surrounded by three public alleys, two of which parallel Main Street and Pennsylvania Avenue. The proposal includes an addition that would be added to the existing building. The applicant is not proposing any lots or subdivision; however, 7 Schoolhouse Avenue is in the center of the programs, amenities, and activities that the City can offer for FCS's staff and its clients.

Mr. Lemmerman highlighted the Zoning Ordinance's objective of creating a process which overcomes deficiencies in ordinary planning processes and removes obstacles to development, and noted that, in this case, it is important because of the unique shape of the building. The existing building does not meet the current setback; therefore, a proposed site plan provides challenges. The proposed project is for redevelopment in an existing neighborhood, which does not require extending the infrastructure. The project architect had created plans which would preserve the original historic look of the current building, while adding some modern touches.

Mr. Lemmerman observed that in an effort to address these issues and to receive community feedback, the applicant did a mailing in late May to residents who were on the City's distribution list, provided in the agenda packet. No one from the community attended the meeting.

Mr. Lemmerman acknowledged that the proposed site plan takes away some of the current parking, but stated that, due to the expansion of the building, additional parking will be added in other areas of the property. Additionally, FCS has an agreement with the neighboring church that

provides additional parking for staff. The proposed use will also change the dynamics of traffic, the amount of required parking, and the security of the neighborhood.

F.T. Burden, CEO of FCS, noted that FCS had operated a medical adult daycare and senior living facility for 20 years at this location. The proposed expansion would include domestic violence services and elder abuse prevention. He stated that the onsite parking and the church parking, including the additional agreed upon parking at the church would consist of 39 parking spaces. That agreement does not have an expiration date. Mr. Burden said that he would provide the agreement to the City, and he did subsequently did so.

The facility would be a 24-hour operation; therefore, services would occur at different times throughout the day to accommodate the available parking. Mr. Burden advised that FCS evaluated a 24-hour period, using 12-hour intervals; the result was that 37 parking spots would be occupied during the hours of 8:30 a.m. to 4:30 p.m. and approximately 24 parking spots would be occupied during the evening hours. He noted that this evaluation was done by speaking to staff regarding the programs that would take place on the premises. Mr. Burden noted that not all staff work on the premises; many work remotely from other locations.

FCS has worked closely with the Carroll County Sheriff's Department regarding the security. It has cameras onsite (and has provided video on many occasions to assist others seeking information about suspicious or criminal activity in the neighborhood). Client vehicles are not parked onsite for the security of the clients. He cannot identify the location of the designated parking spots for those vehicles without endangering FCS' clients

Katie Cashman, Deputy Chief of Program Operations for FCS, stated that there are currently 11 staff members onsite; following redevelopment, there will 19 staff members with eight working onsite during each shift.

A number of residents testified that, although they do not oppose the activities of the organization, they believe that 7 Schoolhouse Avenue is an inappropriate location due to parking space deficits, which they believe is causing a significant adverse impact on the their daily lives. They stated their beliefs that parking, traffic and crime will continue to increase if FCS moves forward in expanding its current location. Additionally, because clients of FCS include victims of domestic violence, they feel that the location did not provide adequate protection.

Mayor Dominick clarified that the purpose of the public hearing was for approval of the CN zoning, and the parking issue could be addressed at another time. FCS advised that it is willing to discuss the site plans further, noting that the increase in people at the location and additional security would deter crime rather than attract it. He noted that this is a place for the community and encouraged the community to give FCS an opportunity to educate them on the services that it provides as well as its daily operations.

The record also includes a letter and petition, dated June 6, 2019, submitted by Maybelle Randolph, opposing the development

Conclusions of law

The City's Zoning Ordinance is set forth in Chapter 164 of the City Code. Article VIIIC, "Compatible Neighborhood Overlay Zone", contains the provisions relevant to the present application. Section 164-45.14, "Purposes", of the Code, provides as follows:

It is the purpose of the CN Zone to provide suitable sites for infill development within certain older neighborhoods and to allow new and redevelopment projects which are integrated with the existing character, land use pattern and infrastructure networks of those older neighborhoods.

A. The following objectives are sought in providing for this zone:

(1) To encourage developers to use a more creative approach in the development of land in older neighborhoods;

(2) To encourage more efficient allocation and maintenance of common open space when providing such housing through private initiative;

(3) To encourage variety in the physical development of patterns of such housing;

(4) To encourage creativity in the site design, create housing that is highly accessible to goods and services, and increase consumer choice in housing by providing for a mix of housing types and lot sizes;

(5) To create a process which overcomes deficiencies in ordinary planning processes and removes obstacles not addressed in those processes;

(6) To minimize the cost of extending or expanding public services and facilities by encouraging appropriate development in certain older neighborhoods;

(7) To attract an appropriate mix of land uses;

(8) To encourage development which complements and enhances the character of the area, including its historic resources;

(9) To ensure the developments within this zone possess a desired urban design relationship with one another and adjoining areas;

(10) To provide flexibility in the design and the layout of building structures and to promote a coordinated and integrated development scheme; and

(11) To provide a wide range of houses available to all socioeconomic groups.

Based on the testimony and documentary materials incorporated into the record at the public hearing, the Common Council finds that the objectives set forth in § 164-45.14, subsection (A) are met. The availability of CN Zoning will allow for a more creative use of the subject property than might otherwise be achieved. There is an efficient allocation and maintenance of common open space. The physical development of the site is different from most other development in the City. The property is highly accessible to goods and services, because of its location in a central part of the City. Additionally, it provides a type of housing (protected space for victims of domestic violence and elder abuse) not commonly available in the City. The designation of the site as a CN Overlay zone will overcome deficiencies in the City's ordinary planning processes and remove obstacles not addressed in those processes. The project will minimize the cost of extending or expanding public services and facilities by encouraging appropriate development in an older neighborhood. It will provide a good transitional use between uses. It encourages development of an underutilized parcel, which complements and enhances the character of the area. The project as proposed has a desirable urban design relationship with

adjoining areas. The CN Overlay Zone allows flexibility in the design and the layout of the building's structures and promotes a coordinated and integrated development scheme. Finally, it furthers the goal of providing a housing alternative for certain populations in need of safe shelter.

Section § 164-45.19, "Compatibility," directs that, "All uses permitted and developments proposed shall achieve the purposes set forth in § 164-45.14 and be compatible with other uses existing or proposed adjacent to and in the vicinity of the area covered by the proposed development." This project meets those requirements.

Section 164-187, "Decisions by the Common Council", of Article XXII, "Amendments", provides, in subsection (A), "On any application for a local map or sectional map, the Common Council shall adopt written decisions which shall contain findings of fact in each specific case, including but not limited to the following matters: the purpose of this chapter, population change, availability of public facilities, present and future transportation patterns, compatibility with existing and proposed development for the area, the recommendation of the Commission and the relationship of such proposed amendment to the City's plan; and may grant the amendment based upon a finding that there was a substantial change in the character of the neighborhood where the property is located or that there was a mistake in the existing zoning classification." Applications for overlay zones do not need to demonstrate compliance with the last requirements known as the "change or mistake rule". See, e.g., *Mayor and Council of Rockville v. Rylyns Enterprises, Inc.*, 372 Md. 514 (2002).

Based on the facts set forth above and the facts set forth in the Staff Report from William Mackey, Director of Community Planning and Development, dated June 6, 2019, which is incorporated herein by reference, the Common Council finds that there is no evidence of an undesirable population change in the neighborhood and that an increase in population attributable to the subject development will be moderate and appropriate to the surrounding neighborhood. The Common Council finds that public facilities are or will be available to the project, and the applicant understands that it must obtain water and sewer allocations before building commences. The Common Council finds that present and future transportation patterns are acceptable and will not be adversely impacted by this development and that it is compatible with existing and proposed development for the area. The City's Planning and Zoning Commission recommended approval and the zoning change is consistent with the City's Master Plan.

WHEREFORE, the Common Council grants the rezoning of the property to establish a Compatible Neighborhood Overly District on the subject property.

THE MAYOR AND COMMON COUNCIL OF WESTMINSTER

7/22/19

Date

Gregory Pecoraro, President

To: Westminster Planning and Zoning Commission

From: Andrew R. Gray, Comprehensive Planner

cc: Mark A. Depo, Director of Community Planning and Development
Andrea Gerhard, Comprehensive Planner
Sandra Anderson, Main Street Manager

Date: May 8, 2020

Subject: **2020 PLANNING AND ZONING COMMISSION ELECTIONS**

BACKGROUND

On April 9, 2020, Staff presented information to the Commission about the upcoming Planning and Zoning Commission ("Commission") elections.

Pursuant to the PZC Commission Rules and Regulations ("Rules"), Section III. Quorum and Officers:

> "At its regularly scheduled meeting in the month of May, the PZC will elect from among its members a Chair and Vice-Chair to serve for the term of one year each. An affirmative majority vote of the members present will be necessary to elect members as officers. Officers may serve for as many consecutive terms as elected."

Any member can be the Chair or Vice Chair. Pursuant to Section III., J., in the Rules, "the alternate member shall be expected to attend all meetings of the Commission and is entitled to participate in the meeting, as are the regular members, except in the matter of voting". If the Commission elects the Alternate member as either the Chair or Vice-Chair, their role would stay the same except they would preside over the meeting.

REQUEST

Staff requests the Planning and Zoning Commission elect from its members a Chair and Vice-Chair to serve a term of one year.