



November 30, 2021

## Announcement of Community Information Meeting

A pre-submission meeting will be held on December 22, 2021 via Zoom for the redevelopment of Ranleigh Court (see enclosed site location map). The site is zoned New Town and the proposed redevelopment is for a 4-story, 82-unit apartment building. The initial plan submission to Howard County Department of Planning and Zoning is an Environmental Concept Plan followed by a Site Development Plan.

**Subject:**

Ranleigh Court  
Columbia, MD 21044

**Project Location (see enclosed map):**

Lot 18,  
Village of Harpers Choice -- Section 3, Area-2

**Meeting Location:**

Virtual meeting, for additional information visit

<https://www.enterprisesresidential.org/blog/2021/11/19/ranleigh-court-community-meeting/>

Date: December 22, 2021

Time: 6:00 pm

Zoom Meeting:

[https://ecdcommunities-org.zoom.us/webinar/register/WN\\_ykn53l4aT7qOibVeGw7U\\_w](https://ecdcommunities-org.zoom.us/webinar/register/WN_ykn53l4aT7qOibVeGw7U_w)

Meeting ID: 981 8836 2781

Passcode: 787014

**Meeting Registration:**

To register for meeting, use the above link. After registering, a follow up email will be sent by Zoom with a unique access link. There will be an opportunity after the presentation for questions and comments through Zoom.

If you cannot attend but would like to be copied on the minutes of the meeting, please respond to:

[Communityhomes@ecdcommunities.org](mailto:Communityhomes@ecdcommunities.org)

All persons/organizations who have registered for the meeting or with the above contact, will receive notice of the actual submittal the week after the submittal is made to the Howard County Department of Planning & Zoning (HCDPZ)

Further information can be found on the county website at:

[https://data.howardcountymd.gov/Search\\_Plans/Search\\_Plans\\_Web.aspx](https://data.howardcountymd.gov/Search_Plans/Search_Plans_Web.aspx)

Refer to Sign Code: **R11** Fiscal Year: **2022**

Or, the Howard County Department of Planning & Zoning Website:

<https://www.howardcountymd.gov/planning-zoning>

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**RANLEAGH COURT**  
LOT 18 Village of Harpers Choice  
Section 3, Area 2



August 25, 2021

**Virtual Pre-submission Community Meeting Guidelines**  
*Instructions on Applying for and Hosting a Virtual Public Meeting*

In accordance with Centers for Disease Control and Prevention (CDC) Guidelines which recommends limiting indoor gatherings, presubmission community meetings should be held virtually. To satisfy the requirement under Section 16.128(c)(1) in the Subdivision and Land Development Regulations, virtual presubmission community meetings will require approval of an Alternative Compliance Petition, as long as additional steps are taken to allow for extended public input opportunities.

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

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

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

2. Once the alternative compliance is approved, the petitioner should apply for the presubmission community meeting electronically:  
[https://pdox.howardcountymd.gov/ProjectDox/workflowforms/Anonymous\\_Form\\_Infill\\_Presub.aspx](https://pdox.howardcountymd.gov/ProjectDox/workflowforms/Anonymous_Form_Infill_Presub.aspx)
  - a. The website address that will advertise and provide the link to the virtual meeting should be entered in the “meeting place” field on the presubmission community meeting application.
  - b. The “meeting address” is a required field and should be completed with the petitioner’s address.
  - c. The meeting date and time must comply with the requirements in Section 16.128(c)(2) of the Regulations.
3. The property must be posted for at least three weeks immediately before the meeting and in compliance with Section 16.128 of the Regulations.
  - a. The Department of Planning and Zoning (DPZ) will prepare the poster and will charge the petitioner \$25 per poster. Checks can be dropped off in the metal drop box located outside the George Howard Building, 3430 Court House Drive, Ellicott City, MD 21043 or in the DPZ Drop Box in the front lobby. Please secure them in an envelope, indicate the purpose of the check, and send them attention to the Department of Planning and Zoning, Division of Land Development.

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

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



# DEVELOPMENT REVIEW PROCESS

Updated September, 2014 (CB-33-2014)

## **INTRODUCTION:**

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

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

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

## **WHAT ARE THE BASIC STAGES TO SUBDIVIDE OR DEVELOP LAND?**

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

### **PROCESSING STAGES –**

#### **Standard Plan Submission:**

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

#### **Alternate Plan Submission:**

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

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

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

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

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

#### **PRE-SUBMISSION COMMUNITY MEETINGS:**

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

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

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

#### **INFORMATION AVAILABLE FROM DPZ:**

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

#### **COMMUNICATION WITH DPZ:**

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

#### **PLAN REVIEW PROCESS:**

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

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

### **DECISION MAKING:**

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

### **AVAILABLE DPZ WEB RESOURCES:**

The following informational items are available on the DPZ website:

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

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