

Amendments to the Dunkirk Zoning Ordinance, Huntingtown Zoning Ordinance, Lusby Town Center Zoning Ordinance, Owings Town Center Zoning Ordinance, Prince Frederick Zoning Ordinance, St. Leonard Zoning Ordinance, and Solomons Town Center Zoning Ordinance

RE: Proposed Restructuring of the Architectural Review Process

BK00057PG201

Pertaining to the Amendments of the Dunkirk Zoning Ordinance (Zoning Ordinance Chapter V E.4 Architectural Review Committee), Huntingtown Zoning Ordinance (Article 6 Architectural Requirements and Guidelines), Lusby Town Center Zoning Ordinance (Article 6-5 Procedures for Architectural Review), Owings Town Center Zoning Ordinance (Article 6-5 Procedures for Architectural Review), Prince Frederick Zoning Ordinance (Chapter VIII Architectural Review Procedures), St. Leonard Zoning Ordinance (Article 6-5 Procedures for Architectural Review), and Solomons Town Center Zoning Ordinance (Article 6-7.03 Architectural Review Committee)

RE: Proposed Restructuring of the Architectural Review Process

(Text Amendment Case No.17-03)

WHEREAS, Title 3 of the *Land Use Article* of the Maryland Annotated Code, as amended, empowers the Board of County Commissioners of Calvert County, Maryland (the “Board of County Commissioners”) to enact, adopt, amend, and execute a Master Plan, and Title 4 empowers the Board of County Commissioners to enact a Zoning Ordinance to promote the health, safety and welfare of the citizens of Calvert County, and to provide for its administration, enforcement and amendment;

WHEREAS, by Ordinance 59-87, the Board of County Commissioners of Calvert County, Maryland has heretofore adopted the Dunkirk Master Plan and Zoning Ordinance;

WHEREAS, by Ordinance 41-93, the Board of County Commissioners of Calvert County, Maryland has heretofore adopted the Huntingtown Master Plan and Zoning Ordinance;

WHEREAS, by Ordinance 1-02, the Board of County Commissioners of Calvert County, Maryland has heretofore adopted the Lusby Town Center Zoning Ordinance;

WHEREAS, by Ordinance 22-00, the Board of County Commissioners of Calvert County, Maryland has heretofore adopted the Owings Town Center Zoning Ordinance;

WHEREAS, by Ordinance 27-89, the Board of County Commissioners of Calvert County, Maryland has heretofore adopted the Prince Frederick Master Plan and Zoning Ordinance;

WHEREAS, by Ordinance 37-95, the Board of County Commissioners of Calvert County, Maryland has heretofore adopted the St. Leonard Master Plan and Zoning Ordinance, and by Ordinance 47-13 repealed and readopted with revisions the St. Leonard Town Center Master Plan;

WHEREAS, by Ordinance 35-09, the Board of County Commissioners of Calvert County, Maryland has heretofore adopted the Solomons Town Center Zoning Ordinance;

WHEREAS, after study and evaluation, the Calvert County Department of Planning & Zoning recommended to the Planning Commission and the Board of County Commissioners text amendments to the Dunkirk Zoning Ordinance (Zoning Ordinance Chapter V E.4 Architectural Review Committee), Huntingtown Zoning Ordinance (Article 6 Architectural Requirements and Guidelines), Lusby Town Center Zoning Ordinance (Article 6-5 Procedures for Architectural Review), Owings Town Center Zoning Ordinance (Article 6-5 Procedures for Architectural Review), Prince Frederick Zoning Ordinance (Chapter VIII Architectural Review Procedures), St.

Amendments to the Dunkirk Zoning Ordinance, Huntingtown Zoning Ordinance, Lusby Town Center Zoning Ordinance, Owings Town Center Zoning Ordinance, Prince Frederick Zoning Ordinance, St. Leonard Zoning Ordinance, and Solomons Town Center Zoning Ordinance

RE: Proposed Restructuring of the Architectural Review Process

BK 00057PG202

Leonard Zoning Ordinance (Article 6-5 Procedures for Architectural Review), and Solomons Town Center Zoning Ordinance (Article 6-7.03 Architectural Review Committee);

WHEREAS, after due notice was published, the Board of County Commissioners and the Planning Commission of Calvert County, Maryland (hereinafter, the "Planning Commission") conducted a joint public hearing on November 27, 2018, at which time the proposed amendments were discussed, staff's recommendations were considered, and public comment was solicited;

WHEREAS, at the conclusion of the open record period the Planning Commission voted to recommend adoption of the amendments at its meeting on November 27, 2018, and conveyed its recommendation to the Board of County Commissioners by resolution; and

WHEREAS, after considering the staff report, public comments presented at the public hearing regarding the proposed text amendments, and the recommendation of the Planning Commission, and in furtherance of the public health, safety and welfare, the Board of County Commissioners of Calvert County, Maryland determined it is in the best interest of the citizens of the county to enact the text amendments to the Dunkirk Zoning Ordinance, Huntingtown Zoning Ordinance, Lusby Town Center Zoning Ordinance, Owings Town Center Zoning Ordinance, Prince Frederick Zoning Ordinance, St. Leonard Zoning Ordinance, and Solomons Town Center Zoning Ordinance, as set forth in Exhibit A, attached hereto and made a part hereof.

NOW, THEREFORE, BE IT ORDAINED by the Board of County Commissioners of Calvert County, Maryland, Chapter V-E.4 Architectural Review Committee of the Dunkirk Zoning Ordinance, Article 6 Architectural Requirements and Guidelines of the Huntingtown Zoning Ordinance, Article 6-5 Procedures for the Architectural Review of the Lusby Town Center Zoning Ordinance, Article 6-5 Procedures for Architectural Review of the Owings Town Center Zoning Ordinance, Chapter VIII Architectural Review Procedures of the Prince Frederick Zoning Ordinance, Article 6-5 Procedures for Architectural Review of the St. Leonard Zoning Ordinance, and Article 6-7.03 Architectural Review Committee of the Solomons Town Center Zoning Ordinance, **BE**, and hereby **ARE**, amended by adopting the text amendments as shown in attached Exhibit A hereto and made a part hereof (Exhibit B depicts the amendments as they will actually appear in the Dunkirk Zoning Ordinance, Huntingtown Zoning Ordinance, Lusby Town Center Zoning Ordinance, Owings Town Center Zoning Ordinance, Prince Frederick Zoning Ordinance, St. Leonard Zoning Ordinance, and Solomons Town Center Zoning Ordinance);

BE IT FURTHER ORDAINED by the Board of County Commissioners of Calvert County, Maryland that, in the event any portion of the Dunkirk Zoning Ordinance, Huntingtown Zoning Ordinance, Lusby Town Center Zoning Ordinance, Owings Town Center Zoning Ordinance, Prince Frederick Zoning Ordinance, St. Leonard Town Zoning Ordinance, or Solomons Town Center Zoning Ordinance, are found to be unconstitutional, illegal, null or void, it is the intent of the Board of County Commissioners to sever only the invalid portion or provision, and that the remainder of the Ordinance shall be enforceable and valid;

BE IT FURTHER ORDAINED by the Board of County Commissioners of Calvert County, Maryland that the foregoing recitals are adopted as if fully rewritten herein; and

Amendments to the Dunkirk Zoning Ordinance, Huntingtown Zoning Ordinance, Lusby Town Center Zoning Ordinance, Owings Town Center Zoning Ordinance, Prince Frederick Zoning Ordinance, St. Leonard Zoning Ordinance, and Solomons Town Center Zoning Ordinance

RE: Proposed Restructuring of the Architectural Review Process

BE IT FURTHER ORDAINED by the Board of County Commissioners of Calvert County, Maryland that this amendatory Ordinance shall be effective upon recordation and without publication of a fair summary, but not sooner than ten (10) days following adoption.

DONE, this 27th day of November, 2018 by the Board of County Commissioners of Calvert County, Maryland.

Aye: 4
Nay: 0
Absent/Abstain: 1 - Hejl

ATTEST:

**BOARD OF COUNTY
COMMISSIONERS OF CALVERT
COUNTY, MARYLAND**

Maureen L. Frederick
Maureen L. Frederick, Clerk

Evan K. Slaughenhoupt
Evan K. Slaughenhoupt, President

Approved for form and legal
sufficiency by:

Tom Hejl Jr., Vice-President

Mike Hart
Mike Hart

John B. Norris, III
John B. Norris, III, County Attorney

Pat Nutter
Pat Nutter

Steven R. Weems
Steven R. Weems

Received for Record..... 11/29....., 2018
at 11:57.....o'clock..... A.....M. Same day
recorded in Liber KPS No. 57
Folio 59..... COUNTY COMMISSIONERS
ORDINANCES AND RESOLUTION.

Garry P. Smith

Received for Record..... 1-3....., 2019
at 10:00.....o'clock..... A.....M. Same day
recorded in Liber KPS No. 57
Folio 201..... COUNTY COMMISSIONERS
ORDINANCES AND RESOLUTION.

Garry P. Smith

BK 00057PG203

Dunkirk

Zoning Ordinance

DUNKIRK ZONING ORDINANCE
CHAPTER V
LAND USE REQUIREMENTS

E. APPEARANCE CODE

4. Architectural Review Committee

a. Composition:

The committee shall be composed of five members. Priority shall be given to the appointment of member who reside or work within the Town Center. At least one member shall have experience in architecture, landscape architecture, historic preservation, urban design planning, engineering or related fields. All members shall either work, reside, or represent an institution within the Calvert County postal area of the Town Center. At least one member shall be an owner of a business located within the Town Center and at least one member shall be a County resident (within the postal area) who is not connected with a business within the Town Center. Priority may be given to those who have participated in the master planning process. Exceptions in the criteria listed above may be made by the Board of County Commissioners in the even there is only one qualified candidate or no qualified candidates.

b. Tenure:

The initial committee appointed by the County Commissioners shall serve for two-year, three-year and four-year terms. Thereafter, members shall serve for four years and may be reappointed by the County Commissioners, subject to Chapter 11 of the Calvert County Code, including, without limitation, Sec. 11-3 Appointments and Removal and Sec. 11-4 Term Limits. The composition of the Committee shall remain as above.

c. Officers:

The committee shall elect a Chairman and Vice-Chairman biennially. The Chairman and Vice-Chairman may be a committee member or staff may be elected Chairman-Pro-Tem without voting authority. The Chairman Pro-Tem may assign the Chairmanship as needed in his/her absence.

d. Meetings:

The Committee shall hold two regular meetings every month, unless the Committee has no business. The Committee may schedule special meetings. Special meetings may be called by the chairperson upon written request to the chairperson from a majority of members of the Committee, or by the staff of the Department of Planning & Zoning.

~~The Committee shall hold regular meetings monthly unless otherwise determined by the Committee Chairman or, in the Chairman's absence, the Vice Chairman. In addition, the Committee shall be on call to review development proposals. Three members shall constitute a quorum.~~

Should a Committee fail to have a quorum or fail to provide a recommendation, jurisdiction shall pass to and the project packet will be processed by staff within ten (10) business days of the Committee's scheduled meeting date.

e. Jurisdiction:

The Committee or its designee shall have authority to review site designs and external design features of buildings, structures other than buildings and signs for public, quasi-public, commercial, residential, industrial, multi-family or mixed use development. The Committee or its designee shall make judgments on the external design features based on the requirements of the local Master Plan.

The Committee shall not have authority to approve site plans, including landscaping plans. Site Plans shall be approved as set forth in the Zoning Ordinance and Town Center Master Plans.

The Committee shall have authority to review existing rules and regulations governing landscaping and site design and make recommendations to the Planning Commission.

The Committee shall also review proposed plans for public amenities such as public squares, landscaping plans, signs, and street furniture and shall make recommendations to the Planning Commission and Board of County Commissioners.

5. Review Process for Projects Requiring Architectural Review

a. Submittal of Applications

Applicants for architectural review shall submit an application form together with required illustrations to the Department of Planning ~~and~~ & Zoning ~~a minimum of five days prior to the Architectural Review Committee meeting.~~ Forms and a list of specific requirements are available at the Department of Planning ~~and~~ & Zoning.

Applications may be submitted at any time during the development process. However, applicants are strongly encouraged to submit their plans as early as possible in order to avoid any delays.

b. Review Procedure

The Committee will have only one opportunity to review an application and make comments. Should any extenuating circumstance occur, which may hamper the ability to have a review at the next scheduled regular meeting, the Director of the Department of Planning & Zoning may allow additional time.

The Dunkirk Architectural Review Committee shall review applicable projects in accordance with the provision of this Ordinance and make recommendations in writing to the Planning Commission for decision.

Applicants or their representatives are required to attend and participate in discussion concerning proposed projects. Projects will not be reviewed unless the applicant or a representative is present at the Architectural Review Committee review meeting except upon request of the applicant.

Should the Planning Commission require additional information regarding the comments by a Committee, the Planning Commission Administrator will contact the Committee within three (3) business days to resolve the situation.

The Planning Commission may designate authority to its Chairperson or its Secretary to approve design features that are both consistent with the Master Plan and its Zoning Ordinance and comply with the recommendations of the Architectural Review Committee.

Huntingtown

Zoning Ordinance

Article 6: Architectural Requirements and Guidelines

6.0 General

Architectural Requirements and Guidelines are based on the premise that the overall appearance of a community bears a direct relationship to the social well being of its residents, affects property values and provides economic opportunities.

6.1 Architectural Review Committee

6-1.1 Appointment

The Board of County Commissioners shall appoint a Huntingtown Architectural Review Committee whose functions shall be to:

1. make recommendations to the Planning Commission regarding approval of exterior design features of buildings, structures, and signs within the Mixed Use and Neighborhood Districts on the basis of the appearance standards and criteria;
2. promote awareness of good design within the community;
3. advise the county on matters relating to the design of public amenities within the Town Center and any other matters relating to appearance within the Town Center; and
4. review updates to the master plan and make recommendations.

6-1.2 Composition of Architectural Review Committee

The Architectural Review Committee shall be composed of five members. At least one member shall have experience in architecture, landscape architecture, historic preservation, urban design, planning, engineering, or related fields. No more than two members may be from areas more than five miles away from the Town Center. At least one member shall be an owner of a business located within the Town Center and at least one member shall be a resident (within 5 miles) who is not connected with a business in the Town Center. Priority may be given to those who have participated in the master planning process. Exceptions in the criterion listed above may be made by the Board of County Commissioners in the event there are not enough qualifying applicants.

1. Tenure

The initial committee appointed by the County Commissioners shall serve for two-year, three-year, and four-year terms and may be reappointed by the County Commissioners. Thereafter, members shall serve for four years and may be re-appointed by the County Commissioners, subject to Chapter 11 of the Calvert County Code, including, without

limitation, Sec. 11-3 Appointments and Removal and Sec. 11-4 Term Limits. The composition of the ~~Board~~ Committee shall remain as above.

2. Officers

The committee shall elect a Chairman and Vice-chairman biennially. The Chairman and Vice-Chairman may be a committee member or staff may be elected Chairman Pro-Tem without voting authority. The Chairman Pro-Tem may assign the Chairmanship as needed in his/her absence.

3. Meetings

The Committee shall hold two regular meetings every month, unless the Committee has no business. The Committee may schedule special meetings. Special meetings may be called by the chairperson upon written request to the chairperson from a majority of members of the Committee, or by the staff of the Department of Planning & Zoning. ~~The committee shall hold monthly meetings unless otherwise determined by a majority vote of the committee membership.~~

Should a Committee fail to have a quorum or fail to provide a recommendation, jurisdiction shall pass to and the project packet will be processed by staff within ten (10) business days of the Committee's scheduled meeting date.

4. Jurisdiction

The Architectural Review Committee shall have jurisdiction as described in sections 6-1.3 and 6-1.4 below.

The committee shall have authority to review existing rules and regulations governing landscaping and site design and make recommendations to the Planning Commission.

6-1.3 Projects Requiring Architectural Review

Only projects located within the Mixed Use or Neighborhood Districts are subject to architectural review.

The following projects require architectural review:

1. All new commercial, office, industrial, institutional, and residential buildings, and components of buildings such as window, doors, decorative elements, and canopies;
2. Additions to existing commercial, office, industrial, and institutional buildings;
3. Exterior remodeling of existing commercial, office, industrial, and institutional buildings;

4. New fences and changes to existing fences visible from existing or proposed public roads;
5. New signs and changes to existing signs;
6. Additions to existing residential buildings visible from existing and proposed public roads and remodeling of existing residential buildings visible from public roads.

The committee shall also review proposed plans for public amenities such as public squares, landscaping plans, signs, and street furniture and shall make recommendations to the Planning Commission and Board of County Commissioners.

Exceptions:

Additions to existing structures which do not conform to these architectural standards shall be permitted to be constructed in conformance with their own style provided that the addition is no more than 50% of the size of the original building.

(05/01/06) **6-1.4 Review Process for Projects Requiring Architectural Review**

1. Submittal of applications

Applicants for architectural review shall submit an application form together with required illustrations to the Department of Planning and & Zoning a ~~minimum of five days prior to the Architectural Review Committee meeting.~~ Forms and a list of specific requirements are available at the Department of Planning and & Zoning.

Applications may be submitted at any time during the development process. However, applicants are strongly encouraged to submit their plans as early as possible in order to avoid any delays.

2. Review Procedure

The Committee will have only one opportunity to review an application and make comments. Should any extenuating circumstance occur, which may hamper the ability to have a review at the next scheduled regular meeting, the Director of the Department of Planning & Zoning may allow additional time.

The Huntingtown Architectural Review Committee shall review applicable projects in accordance with the provisions of this Ordinance and make recommendations in writing to the Planning Commission for decision. The Planning Commission shall ~~not approve design features without the recommendation of the Architectural Review Committee~~ make the final decision.

Applicants or their representatives are required to participate in discussion concerning their proposed projects. Projects will not be reviewed unless the applicant or a

representative is present at the Architectural Review Committee meeting except upon request of the applicant.

Architectural review shall be limited to the external features of applicable buildings, structures other than buildings, and signs as listed in Section 6.1-3 above. Architectural review shall not include site plans or landscaping plans unless the committee is asked to make a recommendation by a reviewing agency or the Planning Commission.

Should the Planning Commission require additional information regarding the comments by a Committee, the Planning Commission Administrator will contact the Committee within three (3) business days to resolve the situation.

The Planning Commission may designate authority to its Chairperson or its Secretary to approve design features that are both consistent with the Master Plan and its Zoning Ordinance and comply with the recommendations of the Architectural Review Committee.

Lusby Town Center Zoning Ordinance

ARTICLE 6: ARCHITECTURAL REQUIREMENTS AND GUIDELINES

6-5 PROCEDURES FOR ARCHITECTURAL REVIEW

6-5.01 Authorization for Architectural Review

The Board of County Commissioners of Calvert County is authorized to adopt provisions to, among other things, regulate design in accordance with the provisions of ~~Article 66b, Annotated Code of Maryland, the Board of County Commissioners has the authority under Article 4.01 (B) “upon the zoning or rezoning of any land or lands pursuant to the provisions of this article, (to) impose such additional restriction, conditions, or limitation as may be deemed appropriate to preserve, improve or protect the general character and design of the lands and improvements being zoned or rezoned...And may, upon the zoning or rezoning of any land or lands, retain or reserve the power and authority to approve, or disapprove the design of buildings, construction, landscaping, or other improvements, alterations, and changes made or to be made on the subject land or lands to assure conformity with the intent and purpose of this article and the jurisdiction’s zoning ordinance. The powers provided in subsection (b) of this section shall be applicable only if the local legislative body adopts an ordinance which shall include enforcement procedures and requirements for adequate notice of public hearings and conditions sought to be imposed.”~~

~~Section 7.01 (A) of Article 66b enables the local legislative body to “provide by ordinance for the enforcement of this article (66b) and of any ordinance or regulation made thereunder.”~~

Title 4 of the Land Use Article of the Maryland Annotated Code, as amended.

6-5.02 Appointment of Architectural Review Committee

The Board of County Commissioners shall appoint a Lusby Town Center Architectural Review Committee that shall be subject to Chapter 11 of the Calvert County Code and whose functions shall be to:

- A. Make recommendations to the Planning Commission regarding approval of exterior design features of public and private buildings, including building scale and the relationship between proposed buildings and existing buildings and green spaces, structures, and signs on the basis of the Town Center Architectural Standards and criteria set forth in sections 6-2, 6-3 and 6-4 of this article;
- B. Promote awareness of good design within the community; and
- C. Participate in the periodic update of the Lusby Town Center Master.

6-5.03 Composition of the Lusby Town Center Architectural Review Committee (LARC)

- A. The LARC shall be composed of five members.
- B. Priority shall be given to the appointment of members who reside or work within the Town Center.
- C. At least one member shall be a registered architect or landscape architect in the State of Maryland or a professional urban planner certified by the American Institute of Certified Planners.
- D. At least one member shall be an owner of a business located within the Town Center.
- E. At least one member shall reside within the boundaries of the Lusby Town Center and not be connected with a business within the Town Center.
- F. At least three members shall work, reside, or represent an institution within the Calvert County postal area of the Town Center.
- G. Exceptions in the criteria listed above, except for subsection F, may be made by the Board of County Commissioners in the event there are not enough qualifying applicants.

6-5.04 Tenure

The initial committee appointed by the County Commissioners shall serve for two-year, three-year and four-year terms and may be reappointed by the County Commissioners. Thereafter, members shall serve for four years and may be reappointed by the County Commissioners, subject to Chapter 11 of the Calvert County Code, including, without limitation, Sec. 11-3 Appointments and Removal and Sec. 11-4 Term Limits. The composition of the board shall remain as above. Any member who misses three meetings in a row shall be dismissed.

6-5.05 Officers

The committee may appoint a chairman and vice-chairman biennially.

6-5.06 Meetings

The Committee shall hold two regular meetings every month, unless the Committee has no business. The Committee may schedule special meetings. Special meetings may be called by the chairperson upon written request to the chairperson from a majority of members of the Committee, or by the staff of the Department of Planning & Zoning. ~~The committee shall hold monthly meetings unless otherwise determined by a majority vote of the committee membership. The committee need not meet when there is no business before it.~~

Should a Committee fail to have a quorum or fail to provide a recommendation, jurisdiction shall pass to and the project packet will be processed by staff within ten (10) business days of the Committee's scheduled meeting date.

6-5.07 Projects Requiring Architectural Review

The following projects require Architectural Review:

All new commercial, office, industrial, institutional and residential buildings and components of commercial, office, industrial, and institutional buildings such as windows, doors, decorative elements and canopies.

Additions to existing commercial, office, industrial and institutional buildings.

All new accessory or ancillary buildings or structures having a footprint of 150 square feet or more visible from existing or proposed private or public roads;

New fences and changes to existing fences visible from existing or proposed public or private roads;

New signs and changes to existing signs; and

Additions to existing residential buildings, visible from existing or proposed private or public roads, which would increase total square footage by over 50%.

6-5.08 Exceptions

Additions to existing structures, which do not conform to these architectural standards, shall be permitted to be constructed in conformance with their own style provided that the addition is no more than 50% of the size of the original building.

(05/01/06) 6.5.09 Review process for projects requiring architectural review

A. Submittal of applications

Applicants of architectural review shall submit an application form together with required illustrations to the Department of Planning ~~and & Zoning a minimum of five days prior to the Architectural Review Committee meeting.~~ Forms and list of specific requirements are available at the Department of Planning ~~and & Zoning.~~ Applicants are strongly encouraged to submit their plans as early as possible in order to avoid any delays or revisions.

B. Review procedure

The Committee will have only one opportunity to review an application and make comments. Should any extenuating circumstance occur, which may hamper the ability to have a review at the next scheduled regular meeting, the Director of the Department of Planning & Zoning may allow additional time.

The Lusby Town Center Architectural Review Committee shall review applicable projects in accordance with the provisions of this ordinance and make recommendations in writing to the Planning Commission. The Planning Commission may delegate authority to its chairperson or its secretary to approve design features that are both consistent with the Master Plan and its Zoning

Ordinance and comply with the recommendations of the Architectural Review Committee. In the event an applicant disagrees with the recommendations of the Architectural Review Committee, his/her application will be referred to the Planning Commission.

Should the Planning Commission require additional information regarding the comments by a Committee, the Planning Commission Administrator will contact the Committee within three (3) business days to resolve the situation.

- C. Applicants or their representatives are required to attend and participate in discussions concerning their proposed projects. Projects will not be reviewed unless the applicant or a representative is present at the Architectural Review Committee review meeting except upon request of the applicant.

Owings Town Center Zoning Ordinance

ARTICLE 6

ARCHITECTURAL REQUIREMENTS AND GUIDELINES

6-5 PROCEDURES FOR ARCHITECTURAL REVIEW

6-5.01 Authorization for Architectural Review

The Board of County Commissioners of Calvert County is authorized to adopt provisions to, among other things, regulate design in accordance with the provisions of ~~Article 66b, Annotated Code of Maryland, the Board of County Commissioners has the authority under Article 4.01 (B) “upon the zoning or rezoning of any land or lands pursuant to the provisions of this article, (to) impose such additional restriction, conditions, or limitation as may be deemed appropriate to preserve, improve or protect the general character and design of the lands and improvements being zoned or rezoned...And may, upon the zoning or rezoning of any land or lands, retain or reserve the power and authority to approve, or disapprove the design of buildings, construction, landscaping, or other improvements, alterations, and changes made or to be made on the subject land or lands to assure conformity with the intent and purpose of this article and the jurisdiction’s zoning ordinance. The powers provided in subsection (b) of this section shall be applicable only if the local legislative body adopts and ordinance which shall include enforcement procedures and requirements for adequate notice of public hearings and conditions sought to be imposed.”~~

~~Section 7.01 (A) of Article 66b enables the local legislative body to “provide by ordinance for the enforcement of this article (66b) and of any ordinance or regulation made thereunder.”~~

Title 4 of the Land Use Article of the Maryland Annotated Code.

6-5.02 Appointment of Architectural Review Committee

The Board of County Commissioners shall appoint an Owings Town Center Architectural Review Committee whose functions shall be to:

- A. make recommendations to the Planning Commission regarding approval of exterior design features of public and private buildings, including building scale and the relationship between proposed buildings and existing buildings and green spaces, structures, and signs on the basis of the Town Center Architectural Standards and criteria set forth in sections 6-2, 6-3 and 6-4 of this article;
- B. promote awareness of good design within the community; and
- C. participate in the periodic update of the Owings Town Center Master.

6-5.03 Composition of the Owings Town Center Architectural Review Committee (OARC)

- A. The OARC shall be composed of five members.
- B. Priority shall be given to the appointment of members who reside or work within the Town Center.
- C. At least one member shall be a registered architect or landscape architect in the State of Maryland or a professional urban planner certified by the American Institute of Certified Planners.
- D. At least one member shall be an owner of a business located within the Town Center and at least one member shall reside within the boundaries of the Owings Town Center and not be connected with a business within the Town Center.
- E. At least three members shall work, reside, or represent an institution within the Calvert County postal area of the Town Center.
- F. Exceptions in the criteria listed above, except for subsection E, may be made by the Board of County Commissioners in the event there are not enough qualifying applicants.

6-5.04 Tenure

The initial committee appointed by the County Commissioners shall serve for two-year, three-year and four-year terms and may be reappointed by the County Commissioners. Thereafter, members shall serve for four years and may be reappointed by the County Commissioners, subject to Chapter 11 of the Calvert County Code, including, but not limited to, Sec. 11-3 Appointments and Removal and Sec. 11-4 Term Limits. The composition of the board shall remain as above. Any member who misses three meetings in a row shall be dismissed.

6-5.05 Officers

The committee may appoint a chairman and vice-chairman biennially.

6-5.06 Meetings

The Committee shall hold two regular meetings every month, unless the Committee has no business. The Committee may schedule special meetings. Special meetings may be called by the chairperson upon written request to the chairperson from a majority of members of the Committee, or by the staff of the Department of Planning & Zoning.

~~The committee shall hold monthly meetings unless otherwise determined by a majority vote of the committee membership. The committee need not meet when there is no business before it.~~

Should a Committee fail to have a quorum or fail to provide a recommendation, jurisdiction shall pass to and the project packet will be processed by staff within ten (10) business days of the Committee's scheduled meeting date.

6-5.07 Projects Requiring Architectural Review

- A. All new commercial, office, industrial, institutional and residential buildings and components of commercial, office, industrial, and institutional buildings such as windows, doors, decorative elements and canopies.
- B. Additions to existing commercial, office, industrial and institutional buildings;
- C. All new accessory or ancillary buildings or structures having a footprint of 150 square feet or more visible from existing or proposed public roads;
- D. New fences and changes to existing fences visible from existing or proposed public roads;
- E. Additions to existing residential buildings, visible from existing or proposed public roads, which would increase total square footage by over 50%; and
- F. New signs and changes to existing signs.

6-5.08 Exceptions

Additions to existing structure which do not conform to these architectural standards shall be permitted to be constructed in conformance with their own style provided that the addition is no more than 50% of the size of the original building.

(05/01/06) 6-5.09 Review Process for Projects Requiring Architectural Review

- A. Submittal of applications

Applicants of architectural review shall submit an application form together with required illustrations to the Department of Planning and Zoning ~~a minimum of five days prior to the Architectural Review Committee meeting.~~ Forms and list of specific requirements are available at the Department of Planning and Zoning.

Applicants are strongly encouraged to submit their plans as early as possible in order to avoid any delays or revisions.

- B. Review procedure

The Committee will have only one opportunity to review an application and make comments. Should any extenuating circumstance occur, which may hamper the ability to have a review at the next scheduled regular meeting, the Director of the Department of Planning & Zoning may allow additional time.

The Owings Town Center Architectural Review Committee shall review applicable projects in accordance with the provisions of this ordinance and make recommendations in writing to the Planning Commission. The Planning Commission

may delegate authority to its chairperson or its secretary to approve design features that are both consistent with the Master Plan and its Zoning Ordinance and comply with the recommendations of the Architectural Review Committee. In the event an applicant disagrees with the recommendations of the Architectural Review Committee, his/her application will be referred to the Planning Commission.

Should the Planning Commission require additional information regarding the comments by a Committee, the Planning Commission Administrator will contact the Committee within three (3) business days to resolve the situation.

Applicants or their representatives are required to attend and participate in discussions concerning their proposed projects. Projects will not be reviewed unless the applicant or a representative is present at the Architectural Review Committee review meeting except upon request of f the applicant.

Prince Frederick Zoning Ordinance

VIII. ARCHITECTURAL REVIEW PROCEDURES

A. ARCHITECTURAL STANDARDS ESTABLISHED

During the public meetings held as preparation for the Prince Frederick Master Plan, one of the views most frequently expressed by the residents and business people of Prince Frederick was the desire for architectural standards.

Architectural Standards are based on the premise that the overall appearance of a community bears a direct relationship to the social well being of its residents, affects property values and provides economic opportunities. In view of its impact on the community, control over the appearance of a community should not be limited to the few who are directly involved in building construction, but should be vested in the general citizenry through publicly mandated, legally adopted architectural standards.

B. AUTHORIZATION FOR ARCHITECTURAL REVIEW

The Board of County Commissioners of Calvert County is authorized to adopt provisions to, among other things, regulate design in accordance with the provisions in ~~Article 66B, Annotated Code of Maryland, the Board of County Commissioners has the authority under Article 4.01 (b) "upon the zoning or rezoning of any land or lands pursuant to the provisions of this article, (to) impose such additional restrictions, conditions, or limitation as may be deemed appropriate to preserve, improve or protect the general character and design of the lands and improvements being zoned or rezoned...and may, upon the zoning or rezoning of any land or lands, retain or reserve the power and authority to approve or disapprove the design of buildings, construction, landscaping, or other improvements, alterations, and changes made or to be made on the subject land or lands to assure conformity with the intent and purpose of this article and of the jurisdiction's zoning ordinance. The powers provided in subsection (b) of this section shall be applicable only if the local legislative body adopts an ordinance which shall include enforcement procedures and requirements for adequate notice of public hearings and conditions sought to be imposed.~~

~~Section 7.01 (a) of Article 66B enables the local legislative body to "provide by ordinance for the enforcement of this article (66B) and of any ordinance or regulation made thereunder."~~ Title 4 of the Land Use Article of the Maryland Annotated Code.

C. APPOINTMENT OF ARCHITECTURAL REVIEW COMMITTEE

The Board of County Commissioners shall appoint an Architectural Review Committee whose functions shall be to:

1. make recommendations to the Planning Commission regarding approval of exterior design features of buildings, structures, and signs on the basis of the appearance standards and criteria;
2. promote awareness of good design within the community;
3. advise the County on matters relating to the design of public amenities with Town Centers and any other matters relating to appearance within Town Centers; and
4. review Master Plans and make recommendations.

D. COMPOSITION OF ARCHITECTURAL REVIEW COMMITTEE

The Architectural Review Committee shall be composed of five members. At least one member shall have experience in architecture, landscape architecture, historic preservation, urban design, planning, engineering or related fields. No more than two members may be from areas more than five miles away from the Town Center. At least one member shall be an owner of a business located within the Town Center and at least one member shall be a resident (within 5 miles) who is not connected with a business within the Town Center. Priority may be given to those who have participated in the Master Planning process. Exceptions in the criteria listed above may be made by the Board of County Commissioners in the event there are not enough qualifying applicants.

1. Tenure

The initial committee appointed by the County Commissioners shall serve for two-year, three-year and four-year terms and may be reappointed by the County Commissioners. Thereafter, members shall serve for four years and may be reappointed by the County Commissioners, subject to Chapter 11 of the Calvert County Code, including, but not limited to, Sec. 11-3 Appointments and Removal and Sec. 11-4 Term Limits.

The composition of the Board Committee shall remain as above.

(3/12/96) 2. Officers

The Committee shall elect a Chairman and Vice-Chairman biennially. The Chairman and Vice-Chairman may be a Committee member or staff may be elected Chairman-Pro-Tem without voting authority. The Chairman-Pro-Tem may assign the Chairmanship as needed in his/her absence.

3. Meetings

~~The Committee shall hold monthly meetings unless otherwise determined by a majority vote of the committee membership.~~

The Committee shall hold two regular meetings every month, unless the Committee has no business. The Committee may schedule special meetings. Special meetings may be called by the chairperson upon written request to the chairperson from a majority of members of the Committee, or by the staff of the Department of Planning & Zoning.

Should a Committee fail to have a quorum or fail to provide a recommendation, jurisdiction shall pass to and the project packet will be processed by staff within ten (10) business days of the Committee's scheduled meeting date.

(03/12/96) 4. Jurisdiction

The Architectural Review Committee shall have jurisdiction as described below. The Committee shall have authority to review existing rules and regulations governing landscaping and site design and make recommendations to the Planning Commission.

(03/12/96) E. PROJECTS REQUIRING ARCHITECTURAL REVIEW

The following projects require architectural review, except for national chains, which shall follow the Administrative Procedures for Town Center Architectural Review:

1. All new commercial, office, industrial, institutional, and residential buildings and components of buildings such as windows, doors, decorative elements, and canopies;
2. Additions to existing commercial, office, industrial, and institutional buildings;

3. Remodeling of existing commercial, office, industrial, and institutional buildings;
4. New fences and changes to existing fences visible from existing or proposed public roads;
5. New signs and changes to existing signs;
6. Additions to existing residential buildings visible from existing or proposed public roads and remodeling of existing residential buildings visible from public roads if they are located within the Old Town District, Old Town Residential District, Old Town Transition District, or Fairgrounds District.

The Committee shall also review proposed plans for public amenities such as public squares, landscaping plans, signs, and street furniture and shall make recommendations to the Planning Commission and Board of County Commissioners. (03/12/96)

Exception:

Additions to existing structures which do not conform to the architectural standards listed in Chapter IV shall be permitted to be constructed in conformance with their own style provided that the addition is no more than 50% of the size of the original building.

F. REVIEW PROCESS FOR PROJECTS REQUIRING ARCHITECTURAL REVIEW (05/01/06)

1. Submittal of applications

Applicants for architectural review shall submit an application form together with required illustrations to the Department of Planning and Zoning ~~a minimum of five days prior to the Architectural Review Committee meeting.~~ Forms and lists of specific requirements are available at the Department of Planning and Zoning.

2. Review procedure

The Committee will have only one opportunity to review an application and make comments. Should any extenuating circumstance occur, which may hamper the ability to have a review at the next scheduled regular meeting, the Director of the Department of Planning & Zoning may allow additional time.

The Prince Frederick Architectural Review Committee shall review applicable projects in accordance with the provisions of this Ordinance and make recommendations in writing to the Planning

Commission. The Planning Commission shall make the final decision.

Should the Planning Commission require additional information regarding the comments by a Committee, the Planning Commission Administrator will contact the Committee within three (3) business days to resolve the situation.

The Planning Commission may designate authority to its Chairperson or its Secretary to approve design features that are both consistent with the Master Plan and its Zoning Ordinance and comply with the recommendations of the Architectural Review Committee.

Applicants or their representatives are required to attend and participate in discussions concerning their proposed projects. Projects will not be reviewed unless the applicant or their representative is present at the Architectural Review Committee review meeting except upon request of the applicant.

Architectural review shall be limited to the external features of applicable buildings, structures other than buildings, and sign, as listed in Section E above. Architectural review shall not include site plans or landscaping plans unless the committee is asked to make a recommendation by a reviewing agency or the Planning Commission.

St. Leonard

Zoning Ordinance

6.5 PROCEDURES FOR ARCHITECTURAL REVIEW

1. Authorization for Architectural Review

The Board of County Commissioners of Calvert County is authorized to adopt provisions to, among other things, regulate design in accordance with the provisions of ~~Article 66 B, Annotated Code of Maryland, the Board of County Commissioners has the authority under article 4.01 (B) “upon the zoning or rezoning of any land or land pursuant to the provisions of this article, (to) impose such additional restrictions, conditions, or limitation as may be deemed appropriate to preserve, improve or protect the general character and design of the lands and improvements being zoned or rezoned...And may, upon the zoning or rezoning of any land or lands, retain or reserve the power and authority to approve or disapprove the design of buildings, construction, landscaping, or other improvements, alterations, and changes made or to be made on the subject land or lands to assure conformity with the intent and purpose of this article and of the jurisdiction’s zoning ordinance. The powers provided in subsection (b) of this section shall be applicable only if the local legislative body adopts an ordinance which shall include enforcement procedures and requirements for adequate notices of public hearings and conditions sought to be imposed.~~ Title 4 of the Land Use Article of the Maryland Annotated Code.

2. Appointment of Architectural Review Committee

The Board of County Commissioners shall appoint an Architectural Review committee that shall be subject to Chapter 11 of the Calvert County Code and whose functions shall be to:

- a. make recommendations to the Planning Commission regarding approval of exterior design features of public and private sector buildings, structures, and signs on the basis of the appearance standards and criteria;
- b. promote awareness of good design within the community;
- c. review master plans and make recommendations.

3. Composition of Architectural Review Committee

The Architectural Review Committee shall be composed of five members. At least one member shall have experience in architecture, landscape architecture, historic preservation, urban design, planning, engineering or related fields. At least one member shall be an owner of a business located within the town center and at least one member shall be a resident who is not connected with a business within the town center. Priority may be given to those who have participated in the master planning process. Exceptions in

the criteria listed above may be made by the Board of County Commissioners in the even there are not enough qualifying applicants.

4. Tenure

The initial committee appointed by the County Commissioners shall serve for two-year, three-year and four-year terms and may be reappointed by the County Commissioners. Thereafter, members shall serve for four years and may be reappointed by the County Commissioners, subject to Chapter 11 of the Calvert County Code, including, but not limited to, Sec. 11-3 Appointments and Removal and Sec. 11-4 Term Limits. The composition of the ~~Board~~ Committee shall remain as above. The composition of the board shall remain as above. Any member who misses three meetings in a row will be dismissed.

5. Officers

The committee may appoint a chairman and vice-chairman biennially.

6. Meetings

The Committee shall hold two regular meetings every month, unless the Committee has no business. The Committee may schedule special meetings. Special meetings may be called by the chairperson upon written request to the chairperson from a majority of members of the Committee, or by the staff of the Department of Planning & Zoning. ~~The committee shall hold monthly meetings unless otherwise determined by a majority vote of the committee membership.~~

Should a Committee fail to have a quorum or fail to provide a recommendation, jurisdiction shall pass to and the project packet will be processed by staff within ten (10) business days of the Committee's scheduled meeting date.

7. Projects Requiring Architectural Review

The following projects require Architectural Review:

- a. All new commercial, office, industrial, institutional and residential buildings and components of buildings such as windows, doors, decorative elements, and canopies;
- b. Additions to existing commercial, office, industrial and institutional buildings;
- c. New fences and changes to existing fences visible from existing or

proposed public roads.

- d. New signs and changes to existing signs.
- e. Additions to existing residential buildings visible from existing or proposed public roads and remodeling of existing residential buildings visible from public roads.

Exceptions:

Additions to existing structure which do not conform to these architectural standards shall be permitted to be constructed in conformance with their own style provided that the addition is no more than 50% of the size of the original building.

8. Review process for projects requiring architectural review.

a. Submittal of applications

Applicants for architectural review shall submit an application form together with required illustrations to the Department of Planning and Zoning a minimum of five days prior to the Architectural Review Committee meeting. Forms and list of specific requirements are available at the Department of Planning and Zoning.

Applicants are strongly encouraged to submit their plans as early as possible in order to avoid any delays or revisions.

b. Review procedure

The Committee will have only one opportunity to review an application and make comments. Should any extenuating circumstance occur, which may hamper the ability to have a review at the next scheduled regular meeting, the Director of the Department of Planning & Zoning may allow additional time.

The St. Leonard Architectural Review Committee shall review applicable projects in accordance with the provisions of this ordinance and make recommendations in writing the Planning Commission. The Planning Commission may delegate authority to its chair person or its secretary to approve design features that are both consistent with the Master Plan and its Zoning Ordinance and comply with the recommendations of the Architectural Review Committee.

Should the Planning Commission require additional information regarding the comments by a Committee, the Planning Commission Administrator will contact the Committee within three (3) business days

to resolve the situation.

Applicants or their representatives are required to attend and participate in discussions concerning their proposed projects. Projects will not be reviewed unless the applicant or a representative is present at the Architectural Review Committee review meeting except upon the request of the applicant.

Architectural review shall be limited to the external features of applicable buildings, structures other than buildings, and signs. Architectural review shall not include site plans or landscaping plans unless the committee is asked to make a recommendation by a reviewing agency of the Planning Commission.

Solomons Town Center Zoning Ordinance

ARTICLE 6

NON-RESIDENTIAL & MIXED USE DEVELOPMENT REQUIREMENTS

6-7 APPEARANCE CODE

6-7.03 Architectural Review Committee

A. Composition:

The Committee shall be composed of five members. Priority shall be given to the appointment of members who reside or work within the Town Center. At least one member shall be an owner of a business located within the Town Center and at least one member should be a resident who is not connected with a business within the Town Center. At least one member shall have experience in architecture, landscape architecture, historic preservation, urban design planning, engineering or related fields. Priority may be given to those who have participated in the master planning process. Exceptions in the criteria listed above may be made by the Board of County Commissioners in the event there are not enough qualifying applicants.

B. Tenure:

Members shall serve for four years and may be reappointed by the County Commissioners, subject to Chapter 11 of the Calvert County Code, including, but not limited to, Sec. 11-3 Appointments and Removal and Sec. 11-4 Term Limits. The composition of the Committee shall remain as above.

C. Officers:

The Committee shall elect a Chairman and Vice-Chairman biennially. The Chairman and Vice-Chairman may be a Committee member or staff may be elected Chairman-pro-tem without voting authority. The Chairman-pro-tem may assign the Chairmanship as needed in his/her absence.

D. Meetings:

The Committee shall hold two regular meetings every month, unless the Committee has no business. The Committee may schedule special meetings. Special meetings may be called by the chairperson upon written request to the chairperson from a majority of members of the Committee, or by the staff of the Department of Planning & Zoning. ~~The Committee shall hold regular meeting monthly unless otherwise determined by the Committee Chairman or, in the Chairman's absence, the Vice-Chairman.~~ In addition, the Committee shall be on call to review development proposals. Three members shall constitute a quorum.

Should a Committee fail to have a quorum or fail to provide a recommendation, jurisdiction shall pass to and the project packet will be processed by staff within ten (10) business days of the Committee's scheduled meeting date.

E. Jurisdiction:

1. The Committee shall have authority to review site designs and external design features of buildings, structures other than buildings, and signs for public, quasi-public, commercial, residential, industrial, multi-family or mixed use development. The Committee shall make judgments on the external design features based on the requirements of the Solomons Master Plan and Zoning Ordinance.

2. The Committee shall not have authority to approve site plans, including landscaping plans. Site plans shall be approved as set forth in the Zoning Ordinance and Town Center Master Plans.
3. The Committee shall have authority to review existing rules and regulations governing landscaping and site design and make recommendations to the Planning Commission.
4. The Committee shall also review proposed plans for public amenities, such as squares, landscaping plans, signs, and street furniture, and shall make recommendations to the Planning Commission and Board of County Commissioners.

F. Review Process for Projects Requiring Architectural Review

1. Submittal of Applications: The Department of Planning & Zoning shall establish and publish application procedures, forms, and submittal requirements, subject to approval by the Planning Commission.
2. Review Procedure: The Committee will have only one opportunity to review an application and make comments. Should any extenuating circumstance occur, which may hamper the ability to have a review at the next scheduled regular meeting, the Director of the Department of Planning & Zoning may allow additional time.

The Solomons Town Center Architectural Review Committee shall review applicable projects in accordance with the provisions of this Ordinance and make recommendations in writing to the Planning Commission. The Planning Commission may delegate authority to its Chairperson or its Secretary to approve design features that are both consistent with the Master Plan and its Zoning Ordinance and comply with the recommendations of the Architectural Review Committee.

Should the Planning Commission require additional information regarding the comments by a Committee, the Planning Commission Administrator will contact the Committee within three (3) business days to resolve the situation.

3. Participation in Meetings: Applicants or their representatives are required to attend and participate in discussions concerning their proposed projects. Projects will not be reviewed unless the applicant or a representative is present at the Architectural Review Committee review meeting except upon request of the applicant.
4. Appeals: Any appeals from a decision of the Planning Commission for architectural review of a project associated with a Category I Site Plan (See Section 4-2.01.B.3 of the Calvert County Zoning Ordinance) shall be noted in the Circuit Court for Calvert County. Such appeal shall be taken according to the Maryland Rules as set forth in Title 7, Chapter 200, as amended from time to time, within 30 days of the Planning Commission's decision. Any appeal from a decision of the Planning Commission for architectural review of any project other than those associated with a Category I Site Plan may be appealed to the Board of Appeals. Such appeal shall be made in accordance with Section 11-1.04 of the Calvert County Zoning Ordinance within 30 days of the Planning Commission's decision.
5. Enforcement: Building Permits may not be issued until architectural approval is obtained. Failure to obtain a building permit for a use requiring permits and/or failure to comply the requirements for architectural design is subject to the provisions in Section 1-7 of the Calvert County Zoning Ordinance.

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Dunkirk

Zoning Ordinance

DUNKIRK ZONING ORDINANCE
CHAPTER V
LAND USE REQUIREMENTS

E. APPEARANCE CODE

4. Architectural Review Committee

a. Composition

The committee shall be composed of five members. Priority shall be given to the appointment of member who reside or work within the Town Center. At least one member shall have experience in architecture, landscape architecture, historic preservation, urban design planning, engineering or related fields. All members shall either work, reside, or represent an institution within the Calvert County postal area of the Town Center. At least one member shall be an owner of a business located within the Town Center and at least one member shall be a County resident (within the postal area) who is not connected with a business within the Town Center. Priority may be given to those who have participated in the master planning process. Exceptions in the criteria listed above may be made by the Board of County Commissioners in the even there is only one qualified candidate or no qualified candidates.

b. Tenure

The initial committee appointed by the County Commissioners shall serve for two-year, three-year and four-year terms. Thereafter, members shall serve for four years and may be reappointed by the County Commissioners, subject to Chapter 11 of the Calvert County Code, including, without limitation, Sec. 11-3 Appointments and Removal and Sec. 11-4 Term Limits. The composition of the Committee shall remain as above.

c. Officers

The committee shall elect a Chairman and Vice-Chairman biennially. The Chairman and Vice-Chairman may be a committee member or staff may be elected Chairman-Pro-Tem without voting authority. The Chairman Pro-Tem may assign the Chairmanship as needed in his/her absence.

d. Meetings

The Committee shall hold two regular meetings every month, unless the Committee has no business. The Committee may schedule special meetings. Special meetings may be called by the chairperson upon written request to the chairperson from a majority of members of the Committee, or by the staff of the Department of Planning & Zoning.

Three members shall constitute a quorum.

Should a Committee fail to have a quorum or fail to provide a recommendation, jurisdiction shall pass to and the project packet will be processed by staff within ten (10) business days of the Committee's scheduled meeting date.

e. Jurisdiction

The Committee or its designee shall have authority to review site designs and external design features of buildings, structures other than buildings and signs for public, quasi-public, commercial, residential, industrial, multi-family or mixed use development. The Committee or its designee shall make judgments on the external design features based on the requirements of the local Master Plan.

The Committee shall not have authority to approve site plans, including landscaping plans. Site Plans shall be approved as set forth in the Zoning Ordinance and Town Center Master Plans.

The Committee shall have authority to review existing rules and regulations governing landscaping and site design and make recommendations to the Planning Commission.

The Committee shall also review proposed plans for public amenities such as public squares, landscaping plans, signs, and street furniture and shall make recommendations to the Planning Commission and Board of County Commissioners.

5. Review Process for Projects Requiring Architectural Review

a. Submittal of Applications

Applicants for architectural review shall submit an application form together with required illustrations to the Department of Planning & Zoning. Forms and a list of specific requirements are available at the Department of Planning & Zoning.

Applications may be submitted at any time during the development process. However, applicants are strongly encouraged to submit their plans as early as possible in order to avoid any delays.

b. Review Procedure

The Committee will have only one opportunity to review an application and make comments. Should any extenuating circumstance occur, which

may hamper the ability to have a review at the next scheduled regular meeting, the Director of the Department of Planning & Zoning may allow additional time.

The Dunkirk Architectural Review Committee shall review applicable projects in accordance with the provision of this Ordinance and make recommendations in writing to the Planning Commission for decision.

Applicants or their representatives are required to attend and participate in discussion concerning proposed projects. Projects will not be reviewed unless the applicant or a representative is present at the Architectural Review Committee review meeting except upon request of the applicant.

Should the Planning Commission require additional information regarding the comments by a Committee, the Planning Commission Administrator will contact the Committee within three (3) business days to resolve the situation.

The Planning Commission may designate authority to its Chairperson or its Secretary to approve design features that are both consistent with the Master Plan and its Zoning Ordinance and comply with the recommendations of the Architectural Review Committee.

Huntingtown

Zoning Ordinance

Article 6: Architectural Requirements and Guidelines

6.0 General

Architectural Requirements and Guidelines are based on the premise that the overall appearance of a community bears a direct relationship to the social well being of its residents, affects property values and provides economic opportunities.

6.1 Architectural Review Committee

6-1.1 Appointment

The Board of County Commissioners shall appoint a Huntingtown Architectural Review Committee whose functions shall be to:

1. make recommendations to the Planning Commission regarding approval of exterior design features of buildings, structures, and signs within the Mixed Use and Neighborhood Districts on the basis of the appearance standards and criteria;
2. promote awareness of good design within the community;
3. advise the county on matters relating to the design of public amenities within the Town Center and any other matters relating to appearance within the Town Center; and
4. review updates to the master plan and make recommendations.

6-1.2 Composition of Architectural Review Committee

The Architectural Review Committee shall be composed of five members. At least one member shall have experience in architecture, landscape architecture, historic preservation, urban design, planning, engineering, or related fields. No more than two members may be from areas more than five miles away from the Town Center. At least one member shall be an owner of a business located within the Town Center and at least one member shall be a resident (within 5 miles) who is not connected with a business in the Town Center. Priority may be given to those who have participated in the master planning process. Exceptions in the criterion listed above may be made by the Board of County Commissioners in the event there are not enough qualifying applicants.

1. Tenure

The initial committee appointed by the County Commissioners shall serve for two-year, three-year, and four-year terms and may be reappointed by the County Commissioners. Thereafter, members shall serve for four years and may be re-appointed by the County Commissioners, subject to Chapter 11 of the Calvert County Code, including, without

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limitation, Sec. 11-3 Appointments and Removal and Sec. 11-4 Term Limits. The composition of the Committee shall remain as above.

2. Officers

The committee shall elect a Chairman and Vice-chairman biennially. The Chairman and Vice-Chairman may be a committee member or staff may be elected Chairman Pro-Tem without voting authority. The Chairman Pro-Tem may assign the Chairmanship as needed in his/her absence.

3. Meetings

The Committee shall hold two regular meetings every month, unless the Committee has no business. The Committee may schedule special meetings. Special meetings may be called by the chairperson upon written request to the chairperson from a majority of members of the Committee, or by the staff of the Department of Planning & Zoning.

Should a Committee fail to have a quorum or fail to provide a recommendation, jurisdiction shall pass to and the project packet will be processed by staff within ten (10) business days of the Committee's scheduled meeting date.

4. Jurisdiction

The Architectural Review Committee shall have jurisdiction as described in sections 6-1.3 and 6-1.4 below.

The committee shall have authority to review existing rules and regulations governing landscaping and site design and make recommendations to the Planning Commission.

6-1.3 Projects Requiring Architectural Review

Only projects located within the Mixed Use or Neighborhood Districts are subject to architectural review.

The following projects require architectural review:

1. All new commercial, office, industrial, institutional, and residential buildings, and components of buildings such as window, doors, decorative elements, and canopies;
2. Additions to existing commercial, office, industrial, and institutional buildings;
3. Exterior remodeling of existing commercial, office, industrial, and institutional buildings;
4. New fences and changes to existing fences visible from existing or proposed public roads;

5. New signs and changes to existing signs;
6. Additions to existing residential buildings visible from existing and proposed public roads and remodeling of existing residential buildings visible from public roads.

The committee shall also review proposed plans for public amenities such as public squares, landscaping plans, signs, and street furniture and shall make recommendations to the Planning Commission and Board of County Commissioners.

Exceptions:

Additions to existing structures which do not conform to these architectural standards shall be permitted to be constructed in conformance with their own style provided that the addition is no more than 50% of the size of the original building.

(05/01/06) **6-1.4 Review Process for Projects Requiring Architectural Review**

1. Submittal of applications

Applicants for architectural review shall submit an application form together with required illustrations to the Department of Planning & Zoning. Forms and a list of specific requirements are available at the Department of Planning & Zoning.

Applications may be submitted at any time during the development process. However, applicants are strongly encouraged to submit their plans as early as possible in order to avoid any delays.

2. Review Procedure

The Committee will have only one opportunity to review an application and make comments. Should any extenuating circumstance occur, which may hamper the ability to have a review at the next scheduled regular meeting, the Director of the Department of Planning & Zoning may allow additional time.

The Huntingtown Architectural Review Committee shall review applicable projects in accordance with the provisions of this Ordinance and make recommendations in writing to the Planning Commission for decision. The Planning Commission shall make the final decision.

Applicants or their representatives are required to participate in discussion concerning their proposed projects. Projects will not be reviewed unless the applicant or a representative is present at the Architectural Review Committee meeting except upon request of the applicant.

Architectural review shall be limited to the external features of applicable buildings, structures other than buildings, and signs as listed in Section 6.1-3 above. Architectural review shall not include site plans or landscaping plans unless the committee is asked to make a recommendation by a reviewing agency or the Planning Commission.

Should the Planning Commission require additional information regarding the comments by a Committee, the Planning Commission Administrator will contact the Committee within three (3) business days to resolve the situation.

The Planning Commission may designate authority to its Chairperson or its Secretary to approve design features that are both consistent with the Master Plan and its Zoning Ordinance and comply with the recommendations of the Architectural Review Committee.

Lusby Town Center Zoning Ordinance

ARTICLE 6: ARCHITECTURAL REQUIREMENTS AND GUIDELINES**6-5 PROCEDURES FOR ARCHITECTURAL REVIEW****6-5.01 Authorization for Architectural Review**

The Board of County Commissioners of Calvert County is authorized to adopt provisions to, among other things, regulate design in accordance with the provisions of Title 4 of the *Land Use Article* of the Maryland Annotated Code, as amended.

6-5.02 Appointment of Architectural Review Committee

The Board of County Commissioners shall appoint a Lusby Town Center Architectural Review Committee that shall be subject to Chapter 11 of the Calvert County Code and whose functions shall be to:

- A. Make recommendations to the Planning Commission regarding approval of exterior design features of public and private buildings, including building scale and the relationship between proposed buildings and existing buildings and green spaces, structures, and signs on the basis of the Town Center Architectural Standards and criteria set forth in sections 6-2, 6-3 and 6-4 of this article;
- B. Promote awareness of good design within the community; and
- C. Participate in the periodic update of the Lusby Town Center Master.

6-5.03 Composition of the Lusby Town Center Architectural Review Committee (LARC)

- A. The LARC shall be composed of five members.
- B. Priority shall be given to the appointment of members who reside or work within the Town Center.
- C. At least one member shall be a registered architect or landscape architect in the State of Maryland or a professional urban planner certified by the American Institute of Certified Planners.
- D. At least one member shall be an owner of a business located within the Town Center.
- E. At least one member shall reside within the boundaries of the Lusby Town Center and not be connected with a business within the Town Center.

- F. At least three members shall work, reside, or represent an institution within the Calvert County postal area of the Town Center.
- G. Exceptions in the criteria listed above, except for subsection F, may be made by the Board of County Commissioners in the event there are not enough qualifying applicants.

6-5.04 Tenure

The initial committee appointed by the County Commissioners shall serve for two-year, three-year and four-year terms and may be reappointed by the County Commissioners. Thereafter, members shall serve for four years and may be reappointed by the County Commissioners, subject to Chapter 11 of the Calvert County Code, including, without limitation, Sec. 11-3 Appointments and Removal and Sec. 11-4 Term Limits. The composition of the board shall remain as above. Any member who misses three meetings in a row shall be dismissed.

6-5.05 Officers

The committee may appoint a chairman and vice-chairman biennially.

6-5.06 Meetings

The Committee shall hold two regular meetings every month, unless the Committee has no business. The Committee may schedule special meetings. Special meetings may be called by the chairperson upon written request to the chairperson from a majority of members of the Committee, or by the staff of the Department of Planning & Zoning.

Should a Committee fail to have a quorum or fail to provide a recommendation, jurisdiction shall pass to and the project packet will be processed by staff within ten (10) business days of the Committee's scheduled meeting date.

6-5.07 Projects Requiring Architectural Review

The following projects require Architectural Review:

All new commercial, office, industrial, institutional and residential buildings and components of commercial, office, industrial, and institutional buildings such as windows, doors, decorative elements and canopies.

Additions to existing commercial, office, industrial and institutional buildings.

All new accessory or ancillary buildings or structures having a footprint of 150 square feet or more visible from existing or proposed private or public roads;

New fences and changes to existing fences visible from existing or proposed public or private roads;

New signs and changes to existing signs; and

Additions to existing residential buildings, visible from existing or proposed private or public roads, which would increase total square footage by over 50%.

6-5.08 Exceptions

Additions to existing structures, which do not conform to these architectural standards, shall be permitted to be constructed in conformance with their own style provided that the addition is no more than 50% of the size of the original building.

(05/01/06) 6.5.09 Review process for projects requiring architectural review

A. Submittal of applications

Applicants of architectural review shall submit an application form together with required illustrations to the Department of Planning & Zoning. Forms and list of specific requirements are available at the Department of Planning & Zoning. Applicants are strongly encouraged to submit their plans as early as possible in order to avoid any delays or revisions.

B. Review procedure

The Committee will have only one opportunity to review an application and make comments. Should any extenuating circumstance occur, which may hamper the ability to have a review at the next scheduled regular meeting, the Director of the Department of Planning & Zoning may allow additional time.

The Lusby Town Center Architectural Review Committee shall review applicable projects in accordance with the provisions of this ordinance and make recommendations in writing to the Planning Commission. The Planning Commission may delegate authority to its chairperson or its secretary to approve design features that are both consistent with the Master Plan and its Zoning Ordinance and comply with the recommendations of the Architectural Review Committee. In the event an applicant disagrees with the recommendations of the Architectural Review Committee, his/her application will be referred to the Planning Commission.

Should the Planning Commission require additional information regarding the comments by a Committee, the Planning Commission Administrator will contact the Committee within three (3) business days to resolve the situation.

C. Applicants or their representatives are required to attend and participate in discussions concerning their proposed projects. Projects will not be reviewed unless the applicant or a representative is present at the Architectural Review Committee review meeting except upon request of the applicant.

Owings Town Center Zoning Ordinance

ARTICLE 6**ARCHITECTURAL REQUIREMENTS AND GUIDELINES****6-5 PROCEDURES FOR ARCHITECTURAL REVIEW****6-5.01 Authorization for Architectural Review**

The Board of County Commissioners of Calvert County is authorized to adopt provisions to, among other things, regulate design in accordance with the provisions of Title 4 of the *Land Use Article* of the Maryland Annotated Code.

6-5.02 Appointment of Architectural Review Committee

The Board of County Commissioners shall appoint an Owings Town Center Architectural Review Committee whose functions shall be to:

- A. make recommendations to the Planning Commission regarding approval of exterior design features of public and private buildings, including building scale and the relationship between proposed buildings and existing buildings and green spaces, structures, and signs on the basis of the Town Center Architectural Standards and criteria set forth in sections 6-2, 6-3 and 6-4 of this article;
- B. promote awareness of good design within the community; and
- C. participate in the periodic update of the Owings Town Center Master.

6-5.03 Composition of the Owings Town Center Architectural Review Committee (OARC)

- A. The OARC shall be composed of five members.
- B. Priority shall be given to the appointment of members who reside or work within the Town Center.
- C. At least one member shall be a registered architect or landscape architect in the State of Maryland or a professional urban planner certified by the American Institute of Certified Planners.
- D. At least one member shall be an owner of a business located within the Town Center and at least one member shall reside within the boundaries of the Owings Town Center and not be connected with a business within the Town Center.
- E. At least three members shall work, reside, or represent an institution within the Calvert County postal area of the Town Center.

- F. Exceptions in the criteria listed above, except for subsection E, may be made by the Board of County Commissioners in the event there are not enough qualifying applicants.

6-5.04 Tenure

The initial committee appointed by the County Commissioners shall serve for two-year, three-year and four-year terms and may be reappointed by the County Commissioners. Thereafter, members shall serve for four years and may be reappointed by the County Commissioners, subject to Chapter 11 of the Calvert County Code, including, but not limited to, Sec. 11-3 Appointments and Removal and Sec. 11-4 Term Limits. The composition of the board shall remain as above. Any member who misses three meetings in a row shall be dismissed.

6-5.05 Officers

The committee may appoint a chairman and vice-chairman biennially.

6-5.06 Meetings

The Committee shall hold two regular meetings every month, unless the Committee has no business. The Committee may schedule special meetings. Special meetings may be called by the chairperson upon written request to the chairperson from a majority of members of the Committee, or by the staff of the Department of Planning & Zoning.

Should a Committee fail to have a quorum or fail to provide a recommendation, jurisdiction shall pass to and the project packet will be processed by staff within ten (10) business days of the Committee's scheduled meeting date.

6-5.07 Projects Requiring Architectural Review

- A. All new commercial, office, industrial, institutional and residential buildings and components of commercial, office, industrial, and institutional buildings such as windows, doors, decorative elements and canopies.
- B. Additions to existing commercial, office, industrial and institutional buildings;
- C. All new accessory or ancillary buildings or structures having a footprint of 150 square feet or more visible from existing or proposed public roads;
- D. New fences and changes to existing fences visible from existing or proposed public roads;
- E. Additions to existing residential buildings, visible from existing or proposed public roads, which would increase total square footage by over 50%; and
- F. New signs and changes to existing signs.

6-5.08 Exceptions

Additions to existing structure which do not conform to these architectural standards shall be permitted to be constructed in conformance with their own style provided that the addition is no more than 50% of the size of the original building.

(05/01/06) 6-5.09 Review Process for Projects Requiring Architectural Review

A. Submittal of applications

Applicants of architectural review shall submit an application form together with required illustrations to the Department of Planning & Zoning. Forms and list of specific requirements are available at the Department of Planning & Zoning.

Applicants are strongly encouraged to submit their plans as early as possible in order to avoid any delays or revisions.

B. Review procedure

The Committee will have only one opportunity to review an application and make comments. Should any extenuating circumstance occur, which may hamper the ability to have a review at the next scheduled regular meeting, the Director of the Department of Planning & Zoning may allow additional time.

The Owings Town Center Architectural Review Committee shall review applicable projects in accordance with the provisions of this ordinance and make recommendations in writing to the Planning Commission. The Planning Commission may delegate authority to its chairperson or its secretary to approve design features that are both consistent with the Master Plan and its Zoning Ordinance and comply with the recommendations of the Architectural Review Committee. In the event an applicant disagrees with the recommendations of the Architectural Review Committee, his/her application will be referred to the Planning Commission.

Should the Planning Commission require additional information regarding the comments by a Committee, the Planning Commission Administrator will contact the Committee within three (3) business days to resolve the situation.

Applicants or their representatives are required to attend and participate in discussions concerning their proposed projects. Projects will not be reviewed unless the applicant or a representative is present at the Architectural Review Committee review meeting except upon request of the applicant.

Prince Frederick Zoning Ordinance

VIII. ARCHITECTURAL REVIEW PROCEDURES

A. ARCHITECTURAL STANDARDS
ESTABLISHED

During the public meetings held as preparation for the Prince Frederick Master Plan, one of the views most frequently expressed by the residents and business people of Prince Frederick was the desire for architectural standards.

Architectural Standards are based on the premise that the overall appearance of a community bears a direct relationship to the social well being of its residents, affects property values and provides economic opportunities. In view of its impact on the community, control over the appearance of a community should not be limited to the few who are directly involved in building construction, but should be vested in the general citizenry through publicly mandated, legally adopted architectural standards.

B. AUTHORIZATION FOR ARCHITECTURAL
REVIEW

The Board of County Commissioners of Calvert County is authorized to adopt provisions to, among other things, regulate design in accordance with the provisions in Title 4 of the *Land Use Article of the Maryland Annotated Code*.

C. APPOINTMENT OF ARCHITECTURAL REVIEW
COMMITTEE

The Board of County Commissioners shall appoint an Architectural Review Committee whose functions shall be to:

1. make recommendations to the Planning Commission regarding approval of exterior design features of buildings, structures, and signs on the basis of the appearance standards and criteria;
2. promote awareness of good design within the community;
3. advise the County on matters relating to the design of public amenities with Town Centers and any other matters relating to appearance within Town Centers; and
4. review Master Plans and make recommendations.

D. COMPOSITION OF ARCHITECTURAL REVIEW
COMMITTEE

The Architectural Review Committee shall be composed of five members. At least one member shall have experience in architecture, landscape architecture, historic preservation, urban design, planning, engineering or related fields. No more than two members may be from areas more than five miles away from the Town Center. At least one member shall be an owner of a business located within the Town Center and at least one member shall be a resident (within 5 miles) who is not connected with a business within the Town Center. Priority may be given to those who have participated in the Master Planning process. Exceptions in the criteria listed above may be made by the Board of County Commissioners in the event there are not enough qualifying applicants.

1. Tenure

The initial committee appointed by the County Commissioners shall serve for two-year, three-year and four-year terms and may be reappointed by the County Commissioners. Thereafter, members shall serve for four years and may be reappointed by the County Commissioners, subject to Chapter 11 of the Calvert County Code, including, but not limited to, Sec. 11-3 Appointments and Removal and Sec. 11-4 Term Limits. The composition of the Committee shall remain as above.

2. Officers

(3/12/96)

The Committee shall elect a Chairman and Vice-Chairman biennially. The Chairman and Vice-Chairman may be a Committee member or staff may be elected Chairman-Pro-Tem without voting authority. The Chairman-Pro-Tem may assign the Chairmanship as needed in his/her absence.

3. Meetings

The Committee shall hold two regular meetings every month, unless the Committee has no business. The Committee may schedule special meetings. Special meetings may be called by the chairperson upon written request to the chairperson from a majority of members of the Committee, or by the staff of the Department of Planning & Zoning.

Should a Committee fail to have a quorum or fail to provide a recommendation, jurisdiction shall pass to and the project packet will be processed by staff within ten (10) business days of the Committee's scheduled meeting date.

(3/12/96) 4. Jurisdiction

The Architectural Review Committee shall have jurisdiction as described below. The Committee shall have authority to review existing rules and regulations governing landscaping and site design and make recommendations to the Planning Commission.

(3/12/96) E. PROJECTS REQUIRING ARCHITECTURAL REVIEW

The following projects require architectural review, except for national chains, which shall follow the Administrative Procedures for Town Center Architectural Review:

1. All new commercial, office, industrial, institutional, and residential buildings and components of buildings such as windows, doors, decorative elements, and canopies;
2. Additions to existing commercial, office, industrial, and institutional buildings;
3. Remodeling of existing commercial, office, industrial, and institutional buildings;
4. New fences and changes to existing fences visible from existing or proposed public roads;
5. New signs and changes to existing signs;
6. Additions to existing residential buildings visible from existing or proposed public roads and remodeling of existing residential buildings visible from public roads if they are located within the Old Town District, Old Town Residential District, Old Town Transition District, or Fairgrounds District.

(3/12/96) The Committee shall also review proposed plans for public amenities such as public squares, landscaping plans, signs, and street furniture and shall make recommendations to the Planning Commission and Board of County Commissioners.

Exception:

Additions to existing structures which do not conform to the architectural standards listed in Chapter IV shall be permitted to be constructed in conformance with their own style provided that the addition is no more than 50% of the size of the original building.

F. REVIEW PROCESS FOR PROJECTS REQUIRING ARCHITECTURAL REVIEW

(05/01/06)

1. Submittal of applications

Applicants for architectural review shall submit an application form together with required illustrations to the Department of Planning & Zoning. Forms and lists of specific requirements are available at the Department of Planning & Zoning.

2. Review procedure

The Committee will have only one opportunity to review an application and make comments. Should any extenuating circumstance occur, which may hamper the ability to have a review at the next scheduled regular meeting, the Director of the Department of Planning & Zoning may allow additional time.

The Prince Frederick Architectural Review Committee shall review applicable projects in accordance with the provisions of this Ordinance and make recommendations in writing to the Planning Commission. The Planning Commission shall make the final decision.

Should the Planning Commission require additional information regarding the comments by a Committee, the Planning Commission Administrator will contact the Committee within three (3) business days to resolve the situation.

The Planning Commission may designate authority to its Chairperson or its Secretary to approve design features that are both consistent with the Master Plan and its Zoning Ordinance and comply with the recommendations of the Architectural Review Committee.

Applicants or their representatives are required to attend and participate in discussions concerning their proposed projects. Projects will not be reviewed unless the applicant or their representative is present at the Architectural Review Committee review meeting except upon request of the applicant.

Architectural review shall be limited to the external features of applicable buildings, structures other than buildings, and sign, as listed in Section E above. Architectural review shall not include site plans or landscaping plans unless the committee is asked to make a recommendation by a reviewing agency or the Planning Commission.

St. Leonard

Zoning Ordinance

6.5 PROCEDURES FOR ARCHITECTURAL REVIEW

1. Authorization for Architectural Review

The Board of County Commissioners of Calvert County is authorized to adopt provisions to, among other things, regulate design in accordance with the provisions of Title 4 of the *Land Use Article of the Maryland Annotated Code*.

2. Appointment of Architectural Review Committee

The Board of County Commissioners shall appoint an Architectural Review committee that shall be subject to Chapter 11 of the Calvert County Code and whose functions shall be to:

- a. make recommendations to the Planning Commission regarding approval of exterior design features of public and private sector buildings, structures, and signs on the basis of the appearance standards and criteria;
- b. promote awareness of good design within the community;
- c. review master plans and make recommendations.

3. Composition of Architectural Review Committee

The Architectural Review Committee shall be composed of five members. At least one member shall have experience in architecture, landscape architecture, historic preservation, urban design, planning, engineering or related fields. At least one member shall be an owner of a business located within the town center and at least one member shall be a resident who is not connected with a business within the town center. Priority may be given to those who have participated in the master planning process. Exceptions in the criteria listed above may be made by the Board of County Commissioners in the event there are not enough qualifying applicants.

4. Tenure

The initial committee appointed by the County Commissioners shall serve for two-year, three-year and four-year terms and may be reappointed by the County Commissioners. Thereafter, members shall serve for four years and may be reappointed by the County Commissioners, subject to Chapter 11 of the Calvert County Code, including, but not limited to, Sec. 11-3 Appointments and Removal and Sec. 11-4 Term Limits. The composition of the Committee shall remain as above. The composition of the board shall remain as above. Any member who misses three meetings in a row will be dismissed.

5. Officers

The committee may appoint a chairman and vice-chairman biennially.

6. Meetings

The Committee shall hold two regular meetings every month, unless the Committee has no business. The Committee may schedule special meetings. Special meetings may be called by the chairperson upon written request to the chairperson from a majority of members of the Committee, or by the staff of the Department of Planning & Zoning.

Should a Committee fail to have a quorum or fail to provide a recommendation, jurisdiction shall pass to and the project packet will be processed by staff within ten (10) business days of the Committee's scheduled meeting date.

7. Projects Requiring Architectural Review

The following projects require Architectural Review:

- a. All new commercial, office, industrial, institutional and residential buildings and components of buildings such as windows, doors, decorative elements, and canopies;
- b. Additions to existing commercial, office, industrial and institutional buildings;
- c. New fences and changes to existing fences visible from existing or proposed public roads.
- d. New signs and changes to existing signs.
- e. Additions to existing residential buildings visible from existing or proposed public roads and remodeling of existing residential buildings visible from public roads.

Exceptions:

Additions to existing structure which do not conform to these architectural standards shall be permitted to be constructed in conformance with their own style provided that the addition is no more than 50% of the size of the original building.

8. Review process for projects requiring architectural review.

a. Submittal of applications

Applicants for architectural review shall submit an application form together with required illustrations to the Department of Planning & Zoning. Forms and list of specific requirements are available at the Department of Planning & Zoning.

Applicants are strongly encouraged to submit their plans as early as possible in order to avoid any delays or revisions.

b. Review procedure

The Committee will have only one opportunity to review an application and make comments. Should any extenuating circumstance occur, which may hamper the ability to have a review at the next scheduled regular meeting, the Director of the Department of Planning & Zoning may allow additional time.

The St. Leonard Architectural Review Committee shall review applicable projects in accordance with the provisions of this ordinance and make recommendations in writing the Planning Commission. The Planning Commission may delegate authority to its chair person or its secretary to approve design features that are both consistent with the Master Plan and its Zoning Ordinance and comply with the recommendations of the Architectural Review Committee.

Should the Planning Commission require additional information regarding the comments by a Committee, the Planning Commission Administrator will contact the Committee within three (3) business days to resolve the situation.

Applicants or their representatives are required to attend and participate in discussions concerning their proposed projects. Projects will not be reviewed unless the applicant or a representative is present at the Architectural Review Committee review meeting except upon the request of the applicant.

Architectural review shall be limited to the external features of applicable buildings, structures other than buildings, and signs. Architectural review shall not include site plans or landscaping plans unless the committee is asked to make a recommendation by a reviewing agency of the Planning Commission.

Solomons Town Center Zoning Ordinance

**ARTICLE 6
NON-RESIDENTIAL & MIXED USE DEVELOPMENT REQUIREMENTS**

6-7 APPEARANCE CODE

6-7.03 Architectural Review Committee

A. Composition:

The Committee shall be composed of five members. Priority shall be given to the appointment of members who reside or work within the Town Center. At least one member shall be an owner of a business located within the Town Center and at least one member should be a resident who is not connected with a business within the Town Center. At least one member shall have experience in architecture, landscape architecture, historic preservation, urban design planning, engineering or related fields. Priority may be given to those who have participated in the master planning process. Exceptions in the criteria listed above may be made by the Board of County Commissioners in the event there are not enough qualifying applicants.

B. Tenure:

Members shall serve for four years and may be reappointed by the County Commissioners, subject to Chapter 11 of the Calvert County Code, including, but not limited to, Sec. 11-3 Appointments and Removal and Sec. 11-4 Term Limits. The composition of the Committee shall remain as above.

C. Officers:

The Committee shall elect a Chairman and Vice-Chairman biennially. The Chairman and Vice-Chairman may be a Committee member or staff may be elected Chairman-pro-tem without voting authority. The Chairman-pro-tem may assign the Chairmanship as needed in his/her absence.

D. Meetings:

The Committee shall hold two regular meetings every month, unless the Committee has no business. The Committee may schedule special meetings. Special meetings may be called by the chairperson upon written request to the chairperson from a majority of members of the Committee, or by the staff of the Department of Planning & Zoning. In addition, the Committee shall be on call to review development proposals. Three members shall constitute a quorum.

Should a Committee fail to have a quorum or fail to provide a recommendation, jurisdiction shall pass to and the project packet will be processed by staff within ten (10) business days of the Committee's scheduled meeting date.

E. Jurisdiction:

1. The Committee shall have authority to review site designs and external design features of buildings, structures other than buildings, and signs for public, quasi-public, commercial, residential, industrial, multi-family or mixed use development. The Committee shall make judgments on the external design features based on the requirements of the Solomons Master Plan and Zoning Ordinance.
2. The Committee shall not have authority to approve site plans, including landscaping plans. Site plans shall be approved as set forth in the Zoning Ordinance and Town

Center Master Plans.

3. The Committee shall have authority to review existing rules and regulations governing landscaping and site design and make recommendations to the Planning Commission.
4. The Committee shall also review proposed plans for public amenities, such as squares, landscaping plans, signs, and street furniture, and shall make recommendations to the Planning Commission and Board of County Commissioners.

F. Review Process for Projects Requiring Architectural Review

1. **Submittal of Applications:** The Department of Planning & Zoning shall establish and publish application procedures, forms, and submittal requirements, subject to approval by the Planning Commission.
2. **Review Procedure:** The Committee will have only one opportunity to review an application and make comments. Should any extenuating circumstance occur, which may hamper the ability to have a review at the next scheduled regular meeting, the Director of the Department of Planning & Zoning may allow additional time.

The Solomons Town Center Architectural Review Committee shall review applicable projects in accordance with the provisions of this Ordinance and make recommendations in writing to the Planning Commission. The Planning Commission may delegate authority to its Chairperson or its Secretary to approve design features that are both consistent with the Master Plan and its Zoning Ordinance and comply with the recommendations of the Architectural Review Committee.

Should the Planning Commission require additional information regarding the comments by a Committee, the Planning Commission Administrator will contact the Committee within three (3) business days to resolve the situation.

3. **Participation in Meetings:** Applicants or their representatives are required to attend and participate in discussions concerning their proposed projects. Projects will not be reviewed unless the applicant or a representative is present at the Architectural Review Committee review meeting except upon request of the applicant.
4. **Appeals:** Any appeals from a decision of the Planning Commission for architectural review of a project associated with a Category I Site Plan (See Section 4-2.01.B.3 of the Calvert County Zoning Ordinance) shall be noted in the Circuit Court for Calvert County. Such appeal shall be taken according to the Maryland Rules as set forth in Title 7, Chapter 200, as amended from time to time, within 30 days of the Planning Commission's decision. Any appeal from a decision of the Planning Commission for architectural review of any project other than those associated with a Category I Site Plan may be appealed to the Board of Appeals. Such appeal shall be made in accordance with Section 11-1.04 of the Calvert County Zoning Ordinance within 30 days of the Planning Commission's decision.
5. **Enforcement:** Building Permits may not be issued until architectural approval is obtained. Failure to obtain a building permit for a use requiring permits and/or failure to comply the requirements for architectural design is subject to the provisions in Section 1-7 of the Calvert County Zoning Ordinance.