

**PERTAINING TO THE AMENDMENTS OF THE DUNKIRK, OWINGS,  
HUNTINGTOWN, PRINCE FREDERICK, ST. LEONARD, LUSBY, AND SOLOMONS  
TOWN CENTER ZONING ORDINANCES**

**RE: Proposed Change to Remove Architectural Review Committees**

(Text Amendment Case No. 24-02)

**WHEREAS**, Title 4 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 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 35-06, the Board of County Commissioners of Calvert County, Maryland has heretofore adopted the Calvert County 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, Owings, Huntingtown Prince Frederick, St. Leonard, Lusby, and Solomons Town Center Zoning Ordinances;

**WHEREAS**, after due notice was published, the Planning Commission conducted a public hearing on November 20, 2024, at which time the proposed revisions to the CCZO, and comprehensive rezoning were discussed, staff’s recommendations were considered, and public comment was solicited;

**WHEREAS**, at the conclusion of said public hearing the Planning Commission voted to leave the record open and did reconvene at special meeting on December 30, 2024, continued deliberations at its regular meeting of January 15, 2025, and conveyed its recommendation to the Board of County Commissioners by Resolution dated January 15, 2025;

**WHEREAS**, after due notice was published, the Board of County Commissioners conducted a public hearing on February 18, 2025, at which time the proposed amendments were discussed, staff’s recommendations were considered, and public comment was solicited; and

**WHEREAS**, after considering the staff report, testimony 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 amendment to the aforementioned Town Center Zoning Ordinances 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, the Dunkirk, Owings, Huntingtown Prince Frederick, St. Leonard, Lusby, and Solomons Town Center Zoning Ordinances **BE**, and hereby **IS**, amended by adopting the text amendments as shown in Exhibit A attached hereto and made a part hereof (Exhibit B depicts the amendments as they will actually appear in the Zoning Ordinance);

**BE IT FURTHER ORDAINED** by the Board of County Commissioners of Calvert County, Maryland that, in the event any portion of this Ordinance or the Calvert County Zoning Ordinance, is 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

**BE IT FURTHER ORDAINED** by the Board of County Commissioners of Calvert County, Maryland that this amendatory Ordinance shall take effect on the 1st day of March 2025 without publication of a fair summary.

**DONE**, this 18th day of February 2025, by the Board of County Commissioners of Calvert County, Maryland.

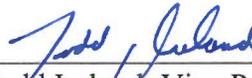
|                 |          |
|-----------------|----------|
| Aye:            | <u>5</u> |
| Nay:            | <u>0</u> |
| Absent/Abstain: | <u>0</u> |

ATTEST:

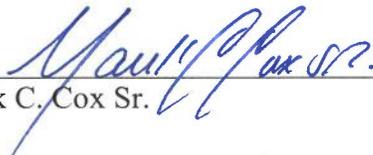
**BOARD OF COUNTY COMMISSIONERS OF CALVERT COUNTY, MARYLAND**

  
 Ashley Staples-Reid, Acting Clerk

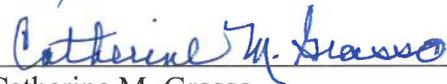
  
 Earl F. Hance, President

  
 Todd Ireland, Vice President

Approved for legal sufficiency:

  
 Mark C. Cox Sr.

  
 John B. Norris, III, County Attorney

  
 Catherine M. Grasso

Received for Record February 19, 2025  
 at 11:19 o'clock A.M. Same day  
 recorded in Liber KPS No. 75  
 Folio 325 COUNTY COMMISSIONERS  
 ORDINANCES AND RESOLUTION.



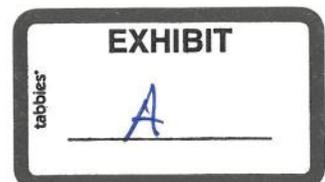
**Text Amendment Case #24-02**

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

Black font – existing ordinance language

**Red font** – proposed ordinance language

~~Black Strikethrough~~ – existing ordinance language to be removed



DUNKIRK TOWN CENTER ZONING ORDINANCE

DUNKIRK ZONING ORDINANCE

CHAPTER V

LAND USE REQUIREMENTS

- A. INTRODUCTION
- B. PERMITTED LAND USES
- C. CONDITIONAL USES
- D. SPECIAL DEVELOPMENT REQUIREMENTS
  - 1. Road Access
  - 2. Route 4 Corridor Landscaping
  - 3. Clearing Permits
  - 4. Signs
- E. APPEARANCE CODE
  - 1. Introduction
  - 2. Application
  - 3. Appearance Code Criteria
  - 4. ~~Architectural review Committee~~ **Jurisdiction**
  - 5. ~~Review Process for Projects Requiring Architectural Review~~

CHAPTER V LAND USE REQUIREMENTS

E. APPEARANCE CODE

- ~~(03/12/96)~~ 4. ~~Architectural Review Committee~~
- ~~(05/01/06)~~
- ~~(01/03/19)~~ 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 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~~

## Exhibit 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 event 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.4. Jurisdiction

~~Provisions for the Authorization and Process for projects subject to architectural review shall meet the minimum requirements outlined in Section 25-9 of the Calvert County Zoning Ordinance.~~

~~The Committee or its designee **Planning & Zoning staff** 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 **Planning & Zoning staff** 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.~~

a. ~~Submittal of Applications~~

## Exhibit A

~~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 provisions 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.~~

c. ~~Appeals~~

~~Any appeal 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.~~

OWINGS TOWN CENTER ZONING ORDINANCE

ARTICLE 6 – ARCHITECTURAL REQUIREMENTS AND GUIDELINES

6-5 Procedures for Architectural Review

~~(01/03/19) 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. (01/03/19)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.~~

~~(01/03/19) 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~~**6-5.01** Projects Requiring Architectural Review

**Provisions for the Authorization and Process for projects subject to architectural review shall meet the minimum requirements outlined in Section 25-9 of the Calvert County Zoning Ordinance.**

**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~~**200** 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.

#### 6-5.082 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 ~~(01/03/19)~~

##### 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.~~

#### 6-5.10 Appeals

~~Any appeal 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.~~

**6-5.11 Enforcement**

~~(10/28/03) 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 with the requirements for architectural design is subject to the provisions in Section 1-7 of the Calvert County Zoning Ordinance.~~

HUNTINGTOWN TOWN CENTER 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 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

~~(01/03/19) 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 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~~

~~(01/03/19) 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.~~

**6-1.36-0 Projects Requiring Architectural Review**

**Provisions for the Authorization and Process for projects subject to architectural review shall meet the minimum requirements outlined in Section 25-9 of the Calvert County Zoning Ordinance.**

**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 windows, doors, decorative elements, and canopies;
2. Additions to existing commercial, office and industrial, institutional buildings;
3. Exterior remodeling of existing commercial, office and industrial, 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~~ **Planning & Zoning staff** 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~~  
~~(01/03/19)~~

~~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 recommendation of the Architectural Review Committee.~~

### ~~3. Appeals~~

~~Any appeal 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 2000, 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.~~

~~4. 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 with the requirements for architectural design is subject to the provisions in the Calvert County Zoning Ordinance.~~

**6-6.21 Guidelines**

1. Yard walls should be constructed of stone, brick or stucco to match principal building structure if applicable.
2. The appearance of a brick, stone, or stucco wall should appear to be a minimum of 8" thick and capped. Cap may be dissimilar material.
3. Fences at the front and side yards of residences should be wood or wood appearance. Wood fences should be picket type, lattice or post and board type. Chain link should be allowed only in back yards.
4. Fences used for security on commercial properties such as chain link fencing should be screened.
5. Fences and/or yard wall height at front yard should be between 36" and 54". Side and rear yard heights should not exceed 8'.
6. ~~A consistent design standard for varying types of fences should be developed by the architectural review committee.~~

(9/30/94)

PRINCE FREDERICK TOWN CENTER ZONING ORDINANCE

PRINCE FREDERICK ZONING ORDINANCE  
TABLE OF CONTENTS

Chapter VIII - ARCHITECTURAL REVIEW ..... 59

- ~~A. Architectural Standards Established~~
- ~~B. Authorization for Architectural Review~~
- ~~C. Appointment of Architectural Review Committee~~
- ~~D. Composition of Architectural Review Committee~~
- ~~E. A. Projects Requiring Architectural Review~~
- ~~F. Review Process for Projects Requiring Architectural review~~

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~~

~~(1/3/19) The Board of County Commissioners of Calvert County is authorized to adopt provisions to, among other things, regulated 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 within 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~~ \_\_\_\_\_ (1/3/19)

~~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 Tern without voting authority. The Chairman Pro Tern may assign the Chairmanship as needed in his/her absence.~~

(1/3/19) ~~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.~~

(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.~~

(3/19/96) ~~E.~~ **A. PROJECTS REQUIRING ARCHITECTURAL REVIEW**

**Provisions for the Authorization and Process for projects subject to architectural review shall meet the minimum requirements outlined in Section 25-9 of the Calvert County Zoning Ordinance.**

The following projects require 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.

(03/12/96) ~~The Committee~~ **Planning & Zoning staff** 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.

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

~~(1/3/19) 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 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.~~

~~(1/3/19) 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 and comply with the recommendations of the Architectural Review Committee.~~

~~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 signs as listed in Section E. A. 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.~~

### ~~3. Appeals~~

~~Any appeal 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.~~

### ~~4. 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 with the requirements for architectural design is subject to the provisions in Section 1-7 of the Calvert County Zoning Ordinance.~~

ST. LEONARD TOWN CENTER ZONING ORDINANCE

ARTICLE 6 ARCHITECTURAL REQUIREMENTS AND GUIDELINES

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<sup>44</sup> 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. Any member who misses three meetings in a row will be dismissed.~~

~~5. Officers~~

~~The committee may appoint a chairman and vice chairman bi-annually.~~

~~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. 1. Projects Requiring Architectural Review~~

~~8. Provisions for the Authorization and Process for projects subject to architectural review shall meet the minimum requirements outlined in Section 25-9 of the Calvert County Zoning Ordinance.~~

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.

~~(05/01/06)~~ 8. ~~Review process for projects requiring architectural review~~

~~(01/03/19)~~ 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.~~

~~(01/03/19)~~ 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 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.~~

~~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.~~

~~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 or the Planning Commission.~~

~~(10/28/03) 9. Appeals~~

~~Any appeal 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.~~

~~(10/28/03) 10. 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 with the requirements for architectural design is subject to the provisions in Section 1-7 of the Calvert County Zoning Ordinance.~~

LUSBY TOWN CENTER ZONING ORINANCE

5-2.05 Buildings

- A. Where build-to-lines are required, buildings shall have their primary building facades on the build-to-line along at least 60 percent of the building length.
- B. For any building, the length of the primary building façade shall not exceed 50 feet.
- C. A side wing or side wings if any shall be set back from the primary building façade at a distance of at least 60 percent of the length of the side wing(s).
- D. The Planning Commission may approve a primary building façade up to but no greater than 150 feet in length provided that:
  - i. ~~If an Architectural Review Committee is in place,~~ The Planning Commission receives and considers a recommendation regarding the extension;

6-5 PROCEDURES FOR ARCHITECTURAL REVIEW

~~(01/03/19) 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~~

~~(01/03/19) 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. Partieipate 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.~~

~~(01/03/19) — 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 bi-annually.~~

~~(01/03/19) — 6-5.06 Meetings~~

~~The committee shall hold two regular monthly 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**

**Provisions for the Authorization and Process for projects subject to architectural review shall meet the minimum requirements outlined in Section 25-9 of the Calvert County Zoning Ordinance.**

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 150200 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%.

6-5.082 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.

~~(01/03/19) 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 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.~~
- ~~D. The Architectural Review Committee may approve minor changes without approval from the Planning Commission.~~

#### ~~6-5.10 Appeals~~

- ~~A. A decision by the Planning Commission may be appealed to the Board of Appeals.~~
- ~~(10/28/03) B. Applications for variances may also be appealed to the Board of Appeals. Justification for a variance shall be based upon the provisions in Section 11-1.01 of the Calvert County Zoning Ordinance.~~
- ~~(10/28/03) C. The provisions in Section 11-1.02 of the Calvert County Zoning Ordinance regarding appeals to the Circuit Court also apply.~~

#### ~~6-5.11 Enforcement~~

- ~~(10/28/03) 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 with the requirements for architectural design is subject to the provisions in Section 1-9 of the Calvert County Zoning Ordinance.~~

## SOLOMONS TOWN CENTER ZONING ORDINANCE

**6-5 LANDSCAPING**

The provisions of Sections 6-5.01 through 6-5.04 of the Calvert County Zoning Ordinance apply in the Solomons Town Center, except in the C1 Sub-area, which is subject to the Form-Based Code contained in Section 6-12 herein.

**6-5.05 Buffering Adjacent to Non-Commercial Properties**

The provisions of Section 6-5.05 of the Calvert County Zoning Ordinance are replaced by the following requirements in the Solomons Town Center:

- A. Purpose: Buffering along property boundaries is necessary in order to reduce the impact of development on non-commercial properties.
- B. Requirement: All non-residential developments shall provide a minimum of a 20-foot landscaped buffer along the length of the property line when adjacent to an existing residentially used property, a property with an active residential building permit, a property which is designated primarily for residential use by this Ordinance, or a property with a non-compatible use.
- C. Exceptions:

The Planning Commission Administrator may waive all or part of the above provisions in the following instances:

- 1. The 20-foot landscaped buffer may be reduced to a minimum of 12 feet through the use of a landscaped berm at least three feet in height at finished grade elevation, prior to the application of mulch to the berm.
- 2. Natural slopes and existing vegetation may be substituted for some or all of the requirements above, provided that these features serve to buffer the area from adjoining properties.
- 3. When screening is required as per Section 6-5.06, the Planning Commission Administrator may reduce or waive the buffering requirements for that portion of the property which is screened.

**6-5.06 Screening**

The provisions of Section 6-5.06 of the Calvert County Zoning Ordinance are replaced by the following requirements in the Solomons Town Center:

- A. Purpose: Screening is required in order to hide unattractive or incompatible uses from view and to reduce the noise impact of outdoor uses.
- B. Requirements: Screening may be in the form of trees and shrubs or walls meeting the Appearance Code, as specified below.
  - 1. Screening with trees and shrubs is required on any portion of a non-residential development if any of the following are visible from roadways, sidewalks, or adjacent residential properties or properties with non-compatible uses:
    - a. loading and unloading areas;
    - b. trash or disposal areas;

- c. exterior storage;
  - d. business lighting that will project onto nearby residential properties or adjacent roadways;
2. Screening with trees and shrubs is required on any portion of a non-residential property if the following use is visible from adjoining residential properties or properties with non-compatible uses:
    - a. Outdoor Patron Areas associated with an Eating Establishment with no amplified music or other entertainment within the Outdoor Patron Area.
  3. The screening for the uses listed in Sections 6-5.06.B.1.a through d and Section 6-5.06.B.2.a shall be designed, installed, and maintained so that it is capable of providing year-round, 100 percent visual screening of the non-residential use from the adjacent roadways, sidewalks, nearby residential properties or properties with non-compatible uses, where applicable. Vegetative screening shall be a minimum of six feet in height at installation.
  4. Screening with walls meeting the Appearance Code is required around the perimeter of all Outdoor Patron Areas associated with a Tavern, Bar, Nightclub or Lounge, or associated with an Eating Establishment where amplified music or other entertainment is provided in the Outdoor Patron Areas. The walls shall be subject to the following requirements:
    - a. The walls shall be a minimum of six feet in height;
    - b. ~~Approval from the Architectural Review Committee~~ **Architectural review and approval** is required;
    - c. The walls shall have a desirable appearance from both sides;
    - d. No signs shall be attached to the outside of any walls. Any signs attached to the inside of the walls shall comply with Section 6-8 of this Ordinance; and
    - e. No ornamentation, ~~other than that which is approved by the Architectural Review Committee~~, shall be permitted on the walls.

## 6-7 APPEARANCE CODE

Section 6-7 of the Calvert County Zoning Ordinance is replaced in its entirety by the following requirements in the Solomons Town Center:

### 6-7.01 Purpose

~~The purpose of the Appearance Code is to protect, as new buildings are built and existing buildings are renovated, the continuity and architectural heritage of Solomons in a way which reinforces the existing fabric of the town. Its role is not to reproduce any particular architectural style or to overlay some preconceived appearance on each and every structure with the Town Center.~~

~~Within that heritage today are a wide variety of styles and settings and, as a result, many different kinds of new buildings can be compatible; however, some may not. For that reason, the purpose of the code is to be selective—and often restrictive—in order to exclude buildings that would erode the historic and cultural values built up in Solomons over generations. Thus, while not trying to imitate or replicate a style no longer practical, the overall design theme of the town, as documented in this code, is consistent with the recorded historic character.~~

~~The code is intended to apply to the exterior design features of new structures and alterations of existing structures; they are not written for historic restorations. This code has been designed to be expandable. It can be made more comprehensive and more specific as required. Evaluation of each building requires the judgment of the Solomons Architectural Review Committee members and the Planning Commission. The code provides the framework for studying the plans submitted to them. The Review Committee has to consider the full impact of each design as a whole, as well as its impact upon neighbors.~~

### 6-7.02 1 Applicability

#### A.

The Appearance Code Criteria and Guidelines apply to all new construction, renovations and additions to buildings, including the replacement of siding and change of exterior color, accessory structures (such as fences, decks and sheds) and signs, except as outlined in sub-paragraph 'B' of this Section.

**Provisions for the Authorization and Process for projects subject to architectural review shall meet the minimum requirements outlined in Section 25-9 of the Calvert County Zoning Ordinance.**

#### B. Exceptions:

1. At the discretion of the Planning Commission, exceptions may be granted for an addition to an existing building that does not conform to the Appearance Code, if the addition conforms to the style of the remainder of the building.
2. Detached accessory structures containing up to 250 square feet are exempt from roof pitch and roof style requirements of this Ordinance. All other requirements of this Ordinance (e.g., setbacks, building permit requirements, etc.) shall be met.
3. The Planning Commission shall maintain an Architectural Design Manual, which

shall include:

- a. guidelines to be used in conjunction with the Appearance Code Criteria of this Zoning Ordinance; and
- b. examples of structures and elements, such as outdoor lighting fixtures, fences, street furniture, and trash enclosures, the design of which has been pre-approved by the Planning Commission after recommendation by the ~~Solomons Architectural Review Committee~~.

Any new element or structure that is determined to be in compliance with the Architectural Design Manual may be approved by **Planning & Zoning**, the ~~Planning Commission Administrator without review by the Architectural Review Committee~~.

The Planning Commission may delegate to its Administrator the authority to approve new elements or structures to be added to the Architectural Design Manual that are consistent with the Master Plan and Zoning Ordinance, and ~~comply with the recommendations of the Architectural Review Committee~~.

**6-7.03<sup>2</sup> Criteria for Buildings and Accessory Structures (other than signs<sup>1</sup>)**

The intent of imposing criteria for Architectural Review of buildings and accessory structures south of Lore Road is to maintain and reinforce the existing architectural character of the area. North of Lore Road, the intent is to continue the architectural theme that has been established south of Lore Road, and at the same time to allow a greater variety of interpretations of that theme.

**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.~~

(4-03-19)

**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.~~

---

<sup>1</sup> For sign criteria, see Section 6-8 of this Ordinance.

**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.~~

(1-03-19)

**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 with ten (10) business days of the Committee's scheduled meeting date.~~

6-  
7.03**E. Jurisdiction:**

1. ~~The Committee~~ **Planning & Zoning staff** 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~~ **Planning & Zoning staff** 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.~~

(1-03-19)

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.~~

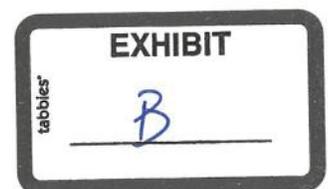
~~The Solomons Town Center Architectural Review Committee shall review applicable projects in accordance with the provisions of this Ordinance and make recommendations in writing to the Planning Commission. The Planning Commission may delegate authority to its Chairperson or its Secretary to approve 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.~~

**Text Amendment Case #24-02**

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



DUNKIRK TOWN CENTER ZONING ORDINANCE

DUNKIRK ZONING ORDINANCE

CHAPTER V

LAND USE REQUIREMENTS

- A. INTRODUCTION
- B. PERMITTED LAND USES
- C. CONDITIONAL USES
- D. SPECIAL DEVELOPMENT REQUIREMENTS
  - 1. Road Access
  - 2. Route 4 Corridor Landscaping
  - 3. Clearing Permits
  - 4. Signs
- E. APPEARANCE CODE
  - 1. Introduction
  - 2. Application
  - 3. Appearance Code Criteria
  - 4. Jurisdiction

CHAPTER V LAND USE REQUIREMENTS

E. APPEARANCE CODE

4. Jurisdiction

Provisions for the Authorization and Process for projects subject to Architectural review shall meet the minimum requirements outlined in Section 25-9 of the Calvert County Zoning Ordinance.

Planning & Zoning staff 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. Planning & Zoning staff shall make judgments on the

BK0075PG0360

Exhibit B

external design features based on the requirements of the local  
Master Plan.

## OWINGS TOWN CENTER ZONING ORDINANCE

**ARTICLE 6 – ARCHITECTURAL REQUIREMENTS AND GUIDELINES****6-5 Procedures for Architectural Review****6-5.01 Projects Requiring Architectural Review**

Provisions for the Authorization and Process for projects subject to architectural review shall meet the minimum requirements outlined in Section 25-9 of the Calvert County Zoning Ordinance.

- 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 200 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.

**6-5.02 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.

HUNTINGTOWN TOWN CENTER ZONING ORDINANCE

**Article 6: Architectural Requirements and Guidelines**

6-0 Projects Requiring Architectural Review

Provisions for the Authorization and Process for projects subject to architectural review shall meet the minimum requirements outlined in Section 25-9 of the Calvert County Zoning Ordinance.

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 windows, doors, decorative elements, and canopies;
- 2.Additions to existing commercial, office and industrial, institutional buildings;
- 3.Exterior remodeling of existing commercial, office and industrial, 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.

Planning & Zoning staff 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.

6-1 Guidelines

## Exhibit B

1. Yard walls should be constructed of stone, brick or stucco to match principal building structure if applicable.
2. The appearance of a brick, stone, or stucco wall should appear to be a minimum of 8" thick and capped. Cap may be dissimilar material.
3. Fences at the front and side yards of residences should be wood or wood appearance. Wood fences should be picket type, lattice or post and board type. Chain link should be allowed only in back yards.
4. Fences used for security on commercial properties such as chain link fencing should be screened.
5. Fences and/or yard wall height at front yard should be between 36" and 54". Side and rear yard heights should not exceed 8'.

PRINCE FREDERICK TOWN CENTER ZONING ORDINANCE

PRINCE FREDERICK ZONING ORDINANCE  
TABLE OF CONTENTS

Chapter VIII - ARCHITECTURAL REVIEW .....59

**A. Projects Requiring Architectural Review**

VIII. ARCHITECTURAL REVIEW

A. PROJECTS REQUIRING ARCHITECTURAL REVIEW

Provisions for the Authorization and Process for projects subject to architectural review shall meet the minimum requirements outlined in Section 25-9 of the Calvert County Zoning Ordinance.

The following projects require 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.

(03/12/96) Planning & Zoning staff 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.

Architectural review shall be limited to the external features of applicable buildings, structures other than buildings, and signs as listed in Section A. above.

## ST. LEONARD TOWN CENTER ZONING ORDINANCE

## ARTICLE 6 ARCHITECTURAL REQUIREMENTS AND GUIDELINES

**6.5 PROCEDURES FOR ARCHITECTURAL REVIEW**

## 1. Projects Requiring Architectural Review

Provisions for the Authorization and Process for projects subjects to architectural review shall meet the minimum requirements outlined in Section 25-9 of the Calvert County Zoning Ordinance.

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.

## LUSBY TOWN CENTER ZONING ORDINANCE

**5-2.05 Buildings**

- A. Where build-to-lines are required, buildings shall have their primary building facades on the build-to-line along at least 60 percent of the building length.
- B. For any building, the length of the primary building façade shall not exceed 50 feet.
- C. A side wing or side wings if any shall be set back from the primary building façade at a distance of at least 60 percent of the length of the side wing(s).
- D. The Planning Commission may approve a primary building façade up to but no greater than 150 feet in length provided that:
  - i. The Planning Commission receives and considers a recommendation regarding the extension;

**6-5 PROCEDURES FOR ARCHITECTURAL REVIEW****6-5.01 Projects Requiring Architectural Review**

Provisions for the Authorization and Process for projects subject to architectural review shall meet the minimum requirements outlined in Section 25-9 of the Calvert County Zoning Ordinance.

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 200 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%.

**6-5.02 Exceptions**

BK0075PG0367

Exhibit B

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.

## SOLOMONS TOWN CENTER ZONING ORDINANCE

**6-5 LANDSCAPING**

The provisions of Sections 6-5.01 through 6-5.04 of the Calvert County Zoning Ordinance apply in the Solomons Town Center, except in the C1 Sub-area, which is subject to the Form-Based Code contained in Section 6-12 herein.

**6-5.05 Buffering Adjacent to Non-Commercial Properties**

The provisions of Section 6-5.05 of the Calvert County Zoning Ordinance are replaced by the following requirements in the Solomons Town Center:

- A. Purpose: Buffering along property boundaries is necessary in order to reduce the impact of development on non-commercial properties.
- B. Requirement: All non-residential developments shall provide a minimum of a 20-foot landscaped buffer along the length of the property line when adjacent to an existing residentially used property, a property with an active residential building permit, a property which is designated primarily for residential use by this Ordinance, or a property with a non-compatible use.
- C. Exceptions:

The Planning Commission Administrator may waive all or part of the above provisions in the following instances:

- 1. The 20-foot landscaped buffer may be reduced to a minimum of 12 feet through the use of a landscaped berm at least three feet in height at finished grade elevation, prior to the application of mulch to the berm.
- 2. Natural slopes and existing vegetation may be substituted for some or all of the requirements above, provided that these features serve to buffer the area from adjoining properties.
- 3. When screening is required as per Section 6-5.06, the Planning Commission Administrator may reduce or waive the buffering requirements for that portion of the property which is screened.

**6-5.06 Screening**

The provisions of Section 6-5.06 of the Calvert County Zoning Ordinance are replaced by the following requirements in the Solomons Town Center:

- A. Purpose: Screening is required in order to hide unattractive or incompatible uses from view and to reduce the noise impact of outdoor uses.
- B. Requirements: Screening may be in the form of trees and shrubs or walls meeting the Appearance Code, as specified below.
  - 1. Screening with trees and shrubs is required on any portion of a non-residential development if any of the following are visible from

## Exhibit B

roadways, sidewalks, or adjacent residential properties or properties with non-compatible uses:

- a. loading and unloading areas;
  - b. trash or disposal areas;
  - c. exterior storage;
  - d. business lighting that will project onto nearby residential properties or adjacent roadways;
2. Screening with trees and shrubs is required on any portion of a non-residential property if the following use is visible from adjoining residential properties or properties with non-compatible uses:
    - a. Outdoor Patron Areas associated with an Eating Establishment with no amplified music or other entertainment within the Outdoor Patron Area.
  3. The screening for the uses listed in Sections 6-5.06.B.1.a through d and Section 6-5.06.B.2.a shall be designed, installed, and maintained so that it is capable of providing year-round, 100 percent visual screening of the non-residential use from the adjacent roadways, sidewalks, nearby residential properties or properties with non-compatible uses, where applicable. Vegetative screening shall be a minimum of six feet in height at installation.
  4. Screening with walls meeting the Appearance Code is required around the perimeter of all Outdoor Patron Areas associated with a Tavern, Bar, Nightclub or Lounge, or associated with an Eating Establishment where amplified music or other entertainment is provided in the Outdoor Patron Areas. The walls shall be subject to the following requirements:
    - a. The walls shall be a minimum of six feet in height;
    - b. Architectural review and approval is required;
    - c. The walls shall have a desirable appearance from both sides;
    - d. No signs shall be attached to the outside of any walls. Any signs attached to the inside of the walls shall comply with Section 6-8 of this Ordinance; and
    - e. No ornamentation shall be permitted on the walls.

## **6-7 APPEARANCE CODE**

### **6-7.01 Applicability**

- A. The Appearance Code Criteria and Guidelines apply to all new construction, renovations and additions to buildings, including the replacement of siding and change of exterior color, accessory structures (such as fences, decks and sheds) and signs, except as outlined in subparagraph 'B' of this Section.

Provisions for the Authorization and Process for projects subject to architectural review shall meet the minimum requirements outlined in Section 25-9 of the Calvert County Zoning Ordinance.

B. Exceptions:

1. At the discretion of the Planning Commission, exceptions may be granted for an addition to an existing building that does not conform to the Appearance Code, if the addition conforms to the style of the remainder of the building.
2. Detached accessory structures containing up to 250 square feet are exempt from roof pitch and roof style requirements of this Ordinance. All other requirements of this Ordinance (e.g., setbacks, building permit requirements, etc.) shall be met.
3. The Planning Commission shall maintain an Architectural Design Manual, which shall include:
  - a. guidelines to be used in conjunction with the Appearance Code Criteria of this Zoning Ordinance.
  - b. examples of structures and elements, such as outdoor lighting fixtures, fences, street furniture, and trash enclosures, the design of which has been pre-approved by the Planning Commission.

Any new element or structure that is determined to be in compliance with the Architectural Design Manual may be approved by Planning & Zoning.

The Planning Commission may delegate to its Administrator the authority to approve new elements or structures to be added to the Architectural Design Manual that are consistent with the Master Plan and Zoning Ordinance.

**6-7.02 Criteria for Buildings and Accessory Structures (other than signs<sup>1</sup>)**

The intent of imposing criteria for Architectural Review of buildings and accessory structures south of Lore Road is to maintain and reinforce the existing architectural character of the area. North of Lore Road, the intent is to continue the architectural theme that has been established south of Lore Road, and at the same time to allow a greater variety of interpretations of that theme.

**6-7.03 Jurisdiction:**

---

BK0075P60371

Exhibit B

Planning & Zoning staff 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. Planning & Zoning staff shall make judgments on the external design features based on the requirements of the Solomons Master Plan and Zoning Ordinance.