TITLE: Allstar Group

FILE NUMBER: SP-06-04, AP# 14334, FRO# 14335

REQUEST: Concept Site Development Plan Approval
The Applicant is requesting Concept Site Development Plan approval to convert an existing 1,316 s.f. single-family detached house into an office-business/office-professional use located on a 0.39-acre site in Urbana.

PROJECT INFORMATION:
ADDRESS/LOCATION: Located on the south side of Urbana Pike approximately 1,200 feet west of its intersection with Sugarloaf Parkway, and east of Urbana Elementary School in Urbana

TAX MAP/PARCEL: TM 96; Parcel 96
COMP. PLAN: Village Center
ZONING: Village Center
PLANNING REGION: Urbana
WATER/SEWER: W-4; S-4

APPLICANT/REPRESENTATIVES:
APPLICANT: Allstar Group, LLC
OWNER: - same -
ENGINEER: Terra Solutions Engineering, LLC
ARCHITECT: N/A
ATTORNEY: N/A

STAFF: Denis Superczynski

RECOMMENDATION: Approval

ATTACHMENTS:
EXHIBIT 1- Concept Site Plan (rendering)
Development Request
The Applicant is requesting Concept Site Development Plan approval to convert an existing 1,316 square foot (s.f.) single-family detached house into an office-business/office-professional land use on a 0.39-acre Site.

The primary proposed use is being reviewed as: office-business/office-professional under the heading of Commercial Business and Personal Services per §1-19-5.310 Use Table in the Zoning Ordinance. All proposed uses are principal permitted uses in the VC Zoning District subject to Site Development Plan approval.

As required by Zoning Ordinance §1-19-7.500(D), Site Development Plan proposals in the VC Zoning District are required to submit plans to the Planning Commission (or its representative) for Concept Site Development Plan Approval. This Concept Site Development Plan must demonstrate how the proposed activity will meet development standards listed in §1-19-7.500(C).

BACKGROUND
Development History
In 2006, a previous owner sought Site Development Plan approval for a mixed use development on this and several adjacent parcels, including parcels on the north side of Urbana Pike. Final approval of that Site Development Plan (SP-06-04) was not granted by the Planning Commission.
The current Applicant seeks to convert the existing single-family house to office use on one of the three lots owned by the Applicant and does not propose any plan at this time for the ultimate development of the two adjacent lots.

**Existing Site Characteristics**

The site is currently zoned Village Center and is located in the western portion of the village of Urbana (see aerial image, Page 2). The Site is currently occupied by three structures including the 1-story single-family house (1,316 s.f.), a garage (360 s.f.), and a small shed (108 s.f.). The two outbuildings are not included in the Concept Site Development Plan and would be demolished to allow for the construction of the driveway and parking area planned to serve the office use. The existing house appears to have been constructed in the early 1960s and is typical of many of the homes located along this segment of Urbana Pike. The existing driveway extends along the Site’s western edge and terminates at the free-standing garage.

Land uses in the vicinity include Urbana Elementary School (west), small commercial establishments (north and east), a church, and several existing single-family homes. The Villages of Urbana PUD is situated 300 feet north of the Site across Urbana Pike.
Figure 1- View toward south, from Urbana Pike, showing facade of existing structure.

Figure 2- View toward west showing front corner of building.
Current (and planned) vehicular access to the Site is confined to the existing driveway entrance onto Urbana Pike located on the northwestern corner of the parcel.

Several existing trees are present on the Site, including three specimen trees (two in the front yard and one in the back). These trees, and an additional 29” Red Maple will remain as part of this Site Plan.

The building is currently served by an existing well and septic system. Most of the rear yard is currently in turf. Areas not paved for parking, including the septic drain field, will remain in turf. The existing well is located in the front yard. This area is planned for handicapped parking and will be paved. Installed bollards will protect the wellhead.
ANALYSIS
Summary of Development Standards Findings and Conclusions

Form and Layout
The conversion of the existing structure from residential to professional office use will include no exterior alterations to the building other than the construction of a handicapped access ramp leading to the front entrance. The existing driveway will be reconstructed to extend into the rear yard situated along the western boundary of the parcel. A small front parking area will provide a single handicapped parking space and a small loading area. Both spaces are provided in the front yard so as to take advantage of the proximity to the front door of the structure. The remaining five parking spaces will be accommodated in the rear yard. Most of the new paved area will consist of permeable pavement thus reducing the necessity to utilize other stormwater management devices above ground.

No site lighting is proposed other than building-mounted lighting fixtures to meet building code and life safety regulations.

Development Density
Non-residential density in the VC district is not limited explicitly other than by practical site, circulation, design, dimensional regulations, and infrastructure constraints. No new structures are proposed for the Site.

Parking and Access
Parking has been located to the rear of the building where possible. The exception, as noted above, is the provision of the handicapped space in the front yard in order to provide proximate access to the front door for those requiring an accessible entry. Although specific parking dimensions and circulation will be reviewed at the Site Development Plan application, the Concept Plan proposes six parking spaces and one small loading space on the Site. Five spaces (1 per 300 s.f. of interior space) are required in the Ordinance.

The Site would be accessed via an improved existing road-cut onto Urbana Pike, as required by SHA. No new access is required for the proposed conversion.

Fire and Rescue services are available via the Urbana Volunteer Fire & Rescue Department located approximately 750 feet west of the Site on Urbana Pike. The planned front entrance to the building is located approximately 70 feet from the centerline of the roadway and the planned driveway would allow emergency response equipment direct access to the structure on its northwest side.

Parks and Green Space
No formal open space is required by the zoning ordinance or proposed in the Concept Plan.

Public Facilities
The building is currently served by on-site well and septic facilities which will also serve the new office use until such time as public water and sewer service is available to the Site. The parcel is currently classified S-4/W-4 in the County’s Water and Sewer Plan.

Detailed Analysis of Development Standards

Concept Plan Approval for VC projects is required as provided in §1-19-7.500(D) Procedures – concept of the Frederick County Zoning Ordinance.

Site Development §1-19-7.500 (D): Development requiring site development plan review, as provided in §1-19-5.310 Use Table, shall receive concept plan approval from the Planning Commission or its authorized representative as the first step in the development review process. The concept plan,
submitted in conformance with §1-19-3.301.2 (B) shall demonstrate:

(a) The manner in which the standards within this section have been met by the proposed development; and,

(b) The manner in which the proposed development conforms to adopted county community or corridor plans for the area where the development is proposed.

- **Conformity with Community or Corridor Plan** –
  - No county community or corridor plan has been adopted for the Urbana area therefore this criterion is not applicable.

- **Storage and Operations/Refuse and Recycling/Signage** –
  - Commercial activity proposed for the Site must demonstrate detailed compliance with this item at the time of Site Plan review. The Concept Plan as submitted does not preclude compliance with the Code and generally meets expectations for approval at the time of Site Plan Review.

- **Site Development and Layout** –
  - No new construction is proposed in this Concept Plan, but the Applicant has provided for the necessary site improvements to successfully integrate the proposed new uses into the neighborhood.
  - As the proposed office use moves through the development review process in the future, the visual screening of undesired views of service facilities and activities will need to be addressed and resolved at the time of Site Plan review.
  - The proposed Concept Plan adequately differentiates between areas of pedestrian access and areas of vehicular movement. A paved walkway is provided to bring pedestrians from the rear parking area to the building entrance.
  - On-street parking is not feasible along the public roads serving the Site at this time but may be possible in the future as further improvements to Urbana Pike become feasible.
  - The current conversion of the existing house does nothing to preclude future connections to adjoining sites.
  - This project is located within 1,000 feet of the SHA Park and Ride site at Urbana Church Road. Connections to MARC, Metro, and regional airports are currently available via the express bus system operating from this point. Right-of-way for the planned I-270 Transitway is reserved on the adjoining parcel along Worthington Boulevard.

- **Building Massing and Bulk** –
  - With no community or corridor plan in effect for the Urbana community, building massing and bulk will be limited only by the underlying zoning regulations. No expansions are currently planned for the existing structure.

- **Dimensional Regulations (Height and Setbacks)** –
  - Per §1-19-7.500(B)(3) the VC district provides for the establishment of dimensional standards on a site-by-site basis, using adjoining and facing buildings as a guide. No expansions or exterior alterations, other than the handicapped access ramp on the front of the building, are currently planned for the existing structure.

**Findings/Conclusions**
Based upon the review and analysis as provided above, Staff finds that the proposed application generally meets the intent of the Development Standards within the zoning ordinance for the VC zoning district. Staff will continue to work with the Applicant as the project moves through the development.
process to address any outstanding items as discussed within the Staff Report. Staff anticipates that the application will meet the relevant site plan review criteria as set forth in §1-19-3.300.4 including items related to site development, transportation, parking, public utilities, natural features, and common areas.

Other Applicable Regulations

**Forest Resource – Chapter 1-21:**
Concept Plan review triggers the submission of a Forest Stand Delineation and Preliminary Forest Conservation Plan (as required per section 1-21-31 of the Frederick County Code), which identifies areas for reforestation, afforestation and priority areas for conservation, including retention of specimen trees (trees over 30 inches in diameter at breast height (dbh)).

This development is subject to FRO. A Combined Preliminary/Final FRO plan has been submitted and is conditionally approved. No forest removal is proposed. The Site contains three specimen trees which will be retained and protected. The required 0.06 acre afforestation requirement will be provided via payment of fee-in-lieu ($1,123.85). This FRO mitigation must be provided prior to applying for grading or building permits, whichever is applied for first.

**Historic Preservation – Chapter 1-23:**
No historic resources are affected by the proposed activity.

Findings/Conclusions
The Applicant is required to address these other applicable regulations as part of the Site Development Plan approval process moving forward after this Concept Plan has been approved or approved with conditions.

**RECOMMENDATION**
Staff recommends that the Planning Commission approve this Concept Site Development Plan with the following conditions to be addressed at Site Development Plan application.

The following comments address final Site Development Plan review:

1) The Applicant shall address all agency comments as the project moves forward to Site Development Plan Review.

2) At the time of Site Development Plan application, the Applicant must address outstanding landscape requirements for screening parking areas, providing tree canopy shading of paved surfaces, and providing street trees appropriate to the Site.

**PLANNING COMMISSION ACTION**

**MOTION TO APPROVE**
I move that the Planning Commission APPROVE the Concept Site Development Plan SP-06-04 (AP-14334, FRO 14335,) to convert a single family residence to office use for the proposed Allstar Group Property development, with conditions as specified in the Staff Report.