



# Baltimore County Design Review Panel

## **Commercial Review Handbook** (Non-Residential)

September 2024  
Baltimore County Department of Planning  
105 W. Chesapeake Avenue, Suite 101  
Towson, MD 21204  
Phone: 410-887-3480 Fax: 410-887-5862

## Introduction

The Design Review Panel (DRP) is established by Section 32-4-203 of the Baltimore County Code, as amended. The goal of the DRP is to encourage design excellence through the application of design guidelines contained in the Master Plan, the Comprehensive Manual of Development Policies, the Baltimore County Zoning Regulations, and adopted community plans, as applicable. The DRP's general charge is to assure the overall quality of a project.

The DRP acts in a technical consulting capacity. Its recommendations are made a part of the record at the Administrative Law Judge (ALJ) proceedings.

This packet contains information applicable to the review of commercial (non-residential) projects in designated areas of Arbutus, Catonsville, Downtown Towson District, Dundalk, Essex, Historic East Towson, Honeygo Gateway, Liberty Road, Loch Raven – Baynesville / Loch Raven – Hillendale, Overlea-Rossville, Perry Hall, Pikesville, and South Towson.

Visit the Design Review Panel website at <http://www.baltimorecountymd.gov/DRP>



# Table of Contents

<u>General Review Procedures for Full Review Process</u>	<u>1</u>
<u>Procedures for Limited Review: Pikesville</u>	<u>3</u>
<u>Downtown Towson District</u>	<u>4</u>
<u>Project Review Criteria</u>	<u>11</u>
<u>Objectives for Assessment</u>	<u>13</u>
<u>Design Review Elements</u>	<u>14</u>
<u>Groups to be Notified for Full Review Process</u>	<u>15</u>
<u>Notification Letter for Full Review Process</u>	<u>16</u>
<u>Certification of Notification for Full Review Process</u>	<u>17</u>
<u>Arbutus</u>	<u>18</u>
<u>Catonsville</u>	<u>19</u>
<u>DownTown Towson District</u>	<u>20</u>
<u>Dundalk</u>	<u>21</u>
<u>Essex</u>	<u>22</u>
<u>Historic East Towson</u>	<u>23</u>
<u>Honeygo Gateway</u>	<u>24</u>
<u>Liberty Road</u>	<u>25</u>
<u>Loch Raven – Baynesville / Loch Raven – Hillendale</u>	<u>26</u>
<u>Overlea-Rossville</u>	<u>27</u>
<u>Perry Hall</u>	<u>28</u>
<u>Pikesville</u>	<u>29</u>
<u>South Towson</u>	<u>30</u>
<u>Submittal Requirements Checklist</u>	<u>31</u>
<u>Presentation Suggestions</u>	<u>32</u>
<u>Application Form for Commercial Projects</u>	<u>33</u>



## General Review Procedures for Full Review Process

1. The Department of Permits, Approvals and Inspections (PAI) determines that the project must be reviewed by the Design Review Panel (DRP). DRP review is required for areas in Arbutus, Catonsville, Downtown Towson District, Dundalk, Essex, Historic East Towson, Honeygo Gateway, Liberty Road, Loch Raven – Baynesville / Loch Raven – Hillendale, Overlea-Rossville, Perry Hall, Pikesville, and South Towson. PAI notifies the applicant of required review by the DRP, and refers the applicant to the Design Review staff (Jenifer Nugent or Marta Kulchytska, Department of Planning, 410-887-3480).

It is recommended that Design Review Panel meetings be completed as early as possible after the plan submittal. Generally, projects are tabled at the Development Review Committee until DRP action is complete. Final approval of the plan will require inclusion of any changes deemed necessary by the DRP. Should a project require a zoning hearing, the DRP will make a recommendation to the ALJ. The Panel's recommendations are made a part of the record at the ALJ proceedings. Therefore, if any variances are required for the project, it is recommended that the applicant gets the DRP

approval prior to the zoning hearing (32-4-203).

2. Fee: a three hundred dollar (\$300.00) non-refundable, one-time fee must be paid prior to scheduling a DRP meeting. Make checks payable to Baltimore County, Maryland. Inquiries about fee requirement, please contact the Department of Planning. Fee is paid directly to PAI at 111 W. Chesapeake Ave., Room 111, County Office Building, 410-887-3335.
3. At least one week before the packet submittal deadline, the applicant shall meet with Department of Planning (DP) staff. This meeting is required for each new project and particularly for first-time applicants. This meeting must be scheduled by the applicant.
  - a. Applicant submits completed application and one electronic copy of the project site plan and accompanying materials to DP.
  - b. Applicant and staff discuss appropriate DRP submittals for specific project.
4. DP provides a contact list of community/business associations to the applicant.





5. DP schedules the DRP meeting when submittals are ready and fee is paid. DP must receive the packet submittals 15 business days (or 10 business days for resubmittals) prior to the DRP meeting (for meeting and submittal dates see <https://www.baltimorecountymd.gov/boards-commissions/planning/design-review-panel>). The submittals shall include:
  - a. One hardcopy and one electronic copy of the plan and accompanying materials (see checklist on page 31).
  - b. A certification letter stating that a meeting notification letter and a site plan has been sent to all community/business associations, adjacent property owners, the County Council representative, and the press (see pages 16 and 17 for sample letters). The letter must include an address list of all letters mailed.
6. DP sends the electronic copy of the review materials to the panel members ahead of the scheduled meeting.
7. DP prepares a staff report that is provided to the applicant and panel members prior to the meeting.
8. At the meeting, applicant presents the project to the DRP.
9. DP provides draft written minutes of the DRP meeting within ten business days of the DRP meeting to the panel members and the applicant, and posts the approved minutes on the County website after being confirmed by the DRP panel members at the next DRP meeting. (See <https://www.baltimorecountymd.gov/boards-commissions/planning/design-review-panel>).
10. Projects may be approved, approved with conditions or required to return to the DRP for further review.
11. If a follow-up meeting with DRP is required, applicant sends a meeting notification letter and site plan, if revised, to the following by First

#### Class Mail:

- a. Individuals included in the original mailing.
  - b. Additional individuals attending the last DRP meeting as recorded from the meeting sign-in sheets, and as requested by attendees.
12. A project may be approved with conditions, requiring DP approval through an administrative review. For this review, the applicant submits one hardcopy and one electronic copy of all revised documents to the Department of Planning reflecting the recommendations of the DRP. DP review the submittal with the DRP chair and communicate with the applicant if there are additional questions and comments.
  13. Upon final approval of the project by the DRP, DP will issue a letter recommending approval to either the Director of PAI or the ALJ. For plans being reviewed as a limited exemption, applicant submits a development plan to PAI for review by all agencies reflecting the recommendations of the DRP. In the case of full development plan review, changes reflecting DRP recommendations are made a part of the development plan submittal. For approvals that don't involve a development plan or Administrative Law Judge Hearing, the Director of PAI will act as the designee to consider the recommendations of the Panel and grant final approval (32-4-203).



## Procedures for Limited Review: Pikesville

Pursuant to County Council Resolution 102-03, a limited design review is required for new facade treatments for existing buildings within the Pikesville Design Review Area. This review will be performed administratively by the Department of Planning staff, with the Director of Planning having the final decision-making authority.

The applicant shall submit the following to the Department of Planning:

1. Completed application
2. Photographs(s) of the existing building elevations
3. Elevation drawing of the improvement ( one hardcopy and one electronic copy)
4. Samples of building materials and colors
5. Other items as requested by the Department of Planning as needed for review

Upon final approval of the project, the Department of Planning will issue an approval letter to PAI and the applicant.



## Downtown Towson District

Master Plan 2020 identifies Towson as the urban center of Baltimore County and lists policies and actions that foster the redevelopment of Towson into a premier, walkable, mixed-use hub of activity.

Pursuant to BCZR section 259.16, the purpose of the design guidelines for the Downtown Towson District (DTD) is to provide clear, comprehensive guidance outlining the considerations the DRP and Department of Planning must undertake when reviewing and making recommendations about development in the Downtown Towson District. The guidelines acknowledge the evolving mixed-use, urban character of downtown Towson. The guidelines are not mandatory, and some may be inapplicable or unachievable for certain projects. In these cases, the applicant shall explain how the overall objectives will be met.

Urban site design and architectural guidelines are divided into eight general categories including: environmental sustainability, block configuration/site design, parking, downtown open space, building principles/architecture, building materials, lighting, and signage.

### a. Environmental sustainability

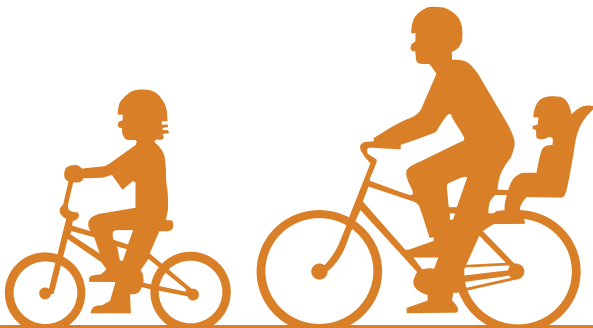
(BCZR Section 259.16.A.6.a)

- (1) Developments should be designed to achieve green building standards equivalent to the silver standard of either the Leadership in Energy and Environmental Design (LEED) or the National Green Building Standards (NGBS). While the LEED or NGBS silver certifications are not required, preliminary information regarding any target design parameters related to LEED or NGBS standards shall be provided to the Design Review Panel upon request by the DRP, known at the time of DRP review.
- (2) Stormwater management shall be incorporated into all development projects to reduce runoff, improve water quality and increase groundwater recharge.

- (3) Preservation of existing trees is strongly encouraged in all proposed development projects. Mature trees, with a diameter of breast height (DBH) of ten inches or more shall be retained, except where the tree is:
  - (a) Dead, diseased or injured beyond restoration as determined by a certified arborist or licensed forester; or
  - (b) Interferes with the location of a structure, utilities, other critical site improvements, or construction access.
  - (c) If a mature tree is removed as defined in this Section, multiple trees with diameters that add up to the diameter of the tree being removed shall be planted on site or elsewhere in the D.T., provided a location is available. If another location is not available, a fee-in-lieu shall be paid to cover the cost of the replacement trees and for installation of the trees only, which fee shall be used within the Downtown Towson Overlay District.



- (4) Any proposed planting areas and species selection for street trees shall conform to urban street tree best practices, including adequate root trenches to accommodate new soil volume and minimum soil depth that ensures the long-term health of the trees being planted. The interior dimension of tree pits or planting strips should be a minimum of ten feet long and six feet wide if there is sufficient sidewalk width for pedestrian traffic. The requirements or locations for plantings may be eliminated or precluded by the location of signage, utilities, street lights, and other preexisting and proposed infrastructure. If installation of new street trees is precluded, a fee-in-lieu shall be paid and used as required in Subsection A.6.a(3).
- (5) The use of light-colored or high-albedo surfaces are suggested to reduce the heat island effect on the top level of parking structures and surface parking lots.



- (6) The use of native canopy trees is strongly encouraged in parking lots, downtown open spaces and streetscapes.
- (7) When designing and developing outdoor spaces, sustainable practices should be used to reduce energy and water use, minimize runoff and improve stormwater quality, prevent air pollution, reduce the heat island effect, and include green space to provide relief from the built environment.
- (8) The use of green roofs, cool roofs and solar panels should be considered for both aesthetic and environmental benefits.

**b. Block configuration/site design**  
(BCZR Section 259.16.A.6.b)

- (1) Block configuration should respect adjacent buildings and should result in a cohesive pedestrian realm along streets and alleys.
- (2) Primary building facades should be oriented toward the street and the pedestrian realm.
- (3) Buildings should line the sidewalk and frame the public realm.
- (4) Surface parking areas should be screened by architectural and landscape treatments.
- (5) Corners of blocks should be given specific design consideration and should be emphasized by locating unique architectural features, entrances, or special streetscape features at corner locations.
- (6) Where there are midblock connections, pedestrian amenities and entrances to uses should be included to break up large building wall expanses.
- (7) Pathways from parking areas to the street should have purpose, be safe and be visually interesting.
- (8) The number of curb cuts should be minimized to reduce conflicts between pedestrians and vehicles.



### c. Parking

(BCZR Section 259.16.A.6.c)

#### (1) Structures

- (a) The design of parking structures should be architecturally integrated with the design and structure of buildings they serve.
- (b) Facades of a parking structure that are visible to the public should be treated in such a way as to maintain a high level of architectural design and finish, minimizing blank walls.
- (c) Facades on parking structures should be activated with ground floor uses and/or pedestrian amenities.
- (d) Parking structures should have signage that clearly identifies parking opportunities.
- (e) The horizontal and vertical elements of the parking structure facade should complement those of adjacent on-site structures.
- (f) Parking structures should be designed to conceal as much as possible the view of all parked cars and angled ramps from adjacent plazas, public rights-of-way, private streets and plazas or open spaces.
- (g) The location of all proposed parking garage access points should be placed to minimize the impact to the public realm or adjacent uses.

#### (2) Off-street surface parking

- (a) Shade trees should be located throughout all surface parking areas. The use of native canopy trees is encouraged.
- (b) Proposed surface parking areas should be landscaped to meet Class B standards as specified in the Baltimore County Landscape Manual, with screening walls or fences.
- (c) Proposed landscaping, walls or fences should reflect the urban character of the D.T. District.

#### **d. Downtown open space**

(BCZR Section 259.16.A.6.d)

The DRP shall require, to the greatest extent possible, projects to incorporate downtown open space that include aesthetics, recreation, or gathering areas at the street level, with a goal of providing five percent of gross acreage of the site. However, the DRP should determine the quantity and quality of the downtown open space by using the following objectives, including the size of the site and usability of the space or other reasonable criteria.

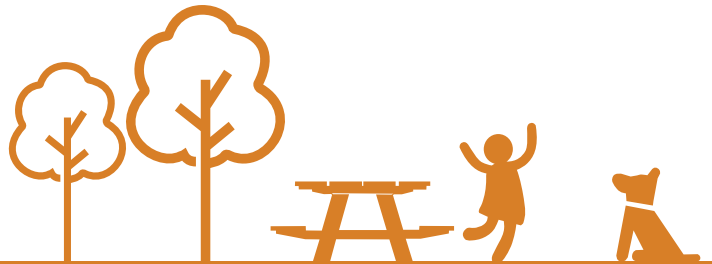
- (1) Downtown open space is exterior and open to the public and may include plazas, public courtyards, pathways, planters, streetscapes, civic spaces or green spaces that allow for gathering, cafe seating, entertainment or art. If the width from building facade to face of curb includes sidewalk and exceeds seven feet, the width in excess of seven feet qualifies as downtown open space, including any sidewalks. However, the cost of sidewalks along public roads may not be used to reduce open space fees.
- (2) Downtown open space should be located on site and, when feasible, connected to neighboring properties to create a cohesive open space network serving people who live, work and shop downtown.
- (3) Downtown open space should be provided to give relief and interest to the streetscape.
- (4) Downtown open space should be appropriate to the scale and character of the development.
- (5) Downtown open space should be designed to be easily accessible to the public and provide year round use where possible.
- (6) Downtown open space should be made comfortable by using architectural and landscape elements to create a sense of place, enclosure and security.
- (7) Blank walls shall be limited and downtown open spaces should be considered an integrated part of the design.
- (8) The development of downtown open spaces for building users should be integrated into all design.
- (9) Trash and recycling receptacles should be strategically placed.
- (10) Downtown open spaces should feature entrances to retail/restaurant spaces along their perimeters to activate the space.
- (11) Paving material of varied physical texture, color and pattern should be used to guide movement and define functional areas.
- (12) The use of native canopy trees for shading and cooling is strongly encouraged.
- (13) Downtown open space should be designed for all ages.
- (14) Bicycle racks and storage shall be incorporated into the design of proposed development.
- (15) A consistent framework of materials and treatment is suggested for the public realm of the D.T. in order to blend with what has already been built and landscaped. These standards are taken from Section F (Towson Streetscape Standards) of the Comprehensive Manual of Development Policies (CMDP) and are as follows:
  - (a) Street trees: 30 feet to 50 feet on center.
  - (b) Brick paving edge along the curb: 16 inches in width.
  - (c) Decorative lighting: 60 feet on center.
- (16) Local open space fees generated from residential development in the D.T. District shall be used in the D.T. District.



### e. Building principles/Architecture

(BCZR Section 259.16.A.6.e)

- (1) A wide variety of appropriate architectural styles, materials and details throughout the district are encouraged to create a thriving, attractive district.
- (2) New buildings should be contextual in scale and style to the surrounding structures, where practical.
- (3) Variation in building scaling and detail should relate to the scale and function of pedestrian active uses along the streets.
- (4) All visible sides of the building should be given design consideration, including the roofs.
- (5) All building sides should be designed purposefully.
- (6) New buildings should fit within the context in terms of mass and scale to enhance the character of a block or street, where practical.
- (7) The location of buildings should define and contain the street space in order to concentrate and reinforce pedestrian activity.
- (8) Portions of the building that are not aligned with the right-of-way line should be related to the building uses that complement pedestrian activities along the street such as plazas, patios, and building entries.
- (9) Design of new development that is directly contiguous to single-family residential communities should respect the scale, form, and development pattern of the existing communities, specifically:
  - (a) Architectural massing and site design should be carefully considered to ensure an effective transition between the D.T. and directly contiguous community.
  - (b) The scale of the buildings that directly border a single-family residential community should be reduced by stepping back the upper stories of the building to reduce the impact on adjacent properties.
- (c) Building lighting and/or street lighting fixtures that directly abut single-family residential communities shall be sited in such a way to minimize light spillage into the residential community.
- (10) Use of structural bays, expressed columns, window mullions, horizontal fenestration, etc., should be utilized to promote a pedestrian scale.
- (11) Rooftop equipment should be fully screened from horizontal view along the street frontages of the subject site. Screenings should be expressed as part of the building's composition and fully integrated architecturally.
- (12) Building corners should be given special treatment. This may include signature entries, special roof shapes and taller, iconic architectural elements.
- (13) Variations in fenestration patterns should be used to emphasize building features such as entries, shifts in building form or differences in function and use.
- (14) Building rooftops and parapets should enhance the character of the skyline and strengthen the identity of individual buildings.



- (15) Ground floor use should be activated and activities in new developments should be integrated with existing retail uses and activities along the street front and provide flexibility for changing market demands.
- (16) The ground level of buildings should be developed to provide visual interest to pedestrians. This means either outdoor dining areas, retail display windows or service-oriented activities that can be viewed through storefront glazing. If the building face at the sidewalk edge cannot be glazed, then the blank wall should be treated in an interesting way with decorative architectural finishes, screens, display cases, sculpture, murals or plant material.
- (17) If the facade wall is to be set back from the property line to create courtyards or niches, then other elements (such as columns, planters, changes in paving materials, or railings) should be used to define the street wall.



#### **f. Building materials**

(BCZR Section 259.16.A.6.f)

- (1) Innovative use of high-quality materials should be encouraged.
- (2) The character and image should be reinforced by using high-quality materials, texture, patterns, and colors in well-designed innovative ways including the utilization of natural materials that will age well.
- (3) Finishes and materials should reinforce those used in that architectural style originally, where practical.
- (4) The consistent use of quality materials appropriate to the urban environment should be ensured.
- (5) Human-scaled building should be encouraged through the use of well-detailed and articulated materials, individually and in combination. Material selection on the ground floor should be given careful consideration to aid in creating a pleasing pedestrian environment in addition to being able to weather well.
- (6) All visible facades of a building from the public realm should be treated equally in terms of materials, color and design detail, where practical. The building should have a finished appearance on all sides.
- (7) The use of replacement materials that imitate or falsely replicate natural material applications should be avoided.



### g. Lighting

(BCZR Section 259.16.A.6.g)

- (1) Lighting should be used to provide illumination that complements the aesthetic appeal and safety, thereby promoting comfortable, safe pedestrian activity at night.
- (2) Highlighting of significant architectural features, trees and artwork with accent lighting should be considered.
- (3) Fixtures should be designed and installed in scale and context with the architecture of the building.
- (4) Light sources on private development should complement lighting within the public realm of the district.
- (5) Lighting as a nighttime amenity should be considered.
- (6) Lighting associated with signage on the upper stories of a building or on a rooftop should not become overwhelming or dominant in the skyline.
- (7) Fixtures shall minimize skyglow, glare and light trespass and conform to best practices as identified by the Illuminating Engineering Society of North America.

### h. Signs

(BCZR Section 259.16.A.6.h)

- (1) Signs shall be oriented towards and scaled for the pedestrian realm.
- (2) Signs should be integrated within the architectural features of the facade and complement the building's architecture.
- (3) Signs should not be designed to maximize square footage but instead to enhance their graphic impact to the public (pedestrian realm).
- (4) Signs should add visual interest, facilitate way-finding and enhance the character of the area.
- (5) Signs on rooftops and the upper stories of a building should have a proportional relationship between the size of the building and the size of the sign. These types of signs should have a corresponding design to the building architecture and not become overwhelming or dominant in the skyline.
- (6) Signage should be located and designed to avoid conflicts with street trees and streetlights.



## Project Review Criteria

Projects will be reviewed for compliance with the following guidelines, standards, plans and other criteria as applicable.

### All Projects

- Part III: Comprehensive Manual of Development Policies: Applicable Sections
- Section 32-4-203(c) of the Baltimore County Code, Objectives for Assessment
- Baltimore County Zoning Regulations

### Arbutus

- Bill 12-93

### Catonsville

- The Catonsville Plan - Adopted 10/7/91
- Bill 12-93

### Downtown Towson District

- Downtown Towson Guidelines– adopted 11/21/16
- BCZR Section 259.16.

### Dundalk

- Bill 82-21
- Resolutions 126-21
- Dundalk Design Guidelines - adopted 09/07/21

### Essex

- Essex Design Guidelines for Commercial Facade Renovations – Adopted 1983
- Essex CBD Revitalization Strategy – Adopted 12/16/91
- Bill 12-93
- A Community Conservation Plan for Essex-Middle River – Adopted 7/1/1996
- Resolutions 127-21
- Essex Design Guidelines – Adopted 9/7/2021

### Historic East Towson

- Towson Community Plan (by Resolution 12-92) – Adopted 2/3/92
- East Town Design Standards – Adopted 10/2/03
- Bill 100-20
- Resolution 111-20

### Honeygo Gateway

- Bill 59-21
- The Honeygo Plan – Adopted 7/5/1994
- Section D of Comprehensive Manual of Development Policies (CMDP): Honeygo Overlay District Design Guidelines

### Liberty Road

- Bill 82-21
- Resolutions 128-21
- Liberty Road Design Guidelines - adopted 09/07/21

### Loch Raven – Baynesville / Loch Raven – Hillendale

- Towson Community Plan (by Resolution 12-92) – Adopted 2/3/92
- Bill 13-13
- Hillendale Community Plan – Adopted 5/3/2010

### Overlea-Rossville

- Bill 52-24



### **Perry Hall**

- Bill 50-12
- Perry Hall Community Plan - Adopted 2/22/11  
(Amendment by Resolutions 61-12, Guidelines -  
Adopted 9/4/12)
- Amendments - Resolutions 67-15, 10-19, 73-20,  
and 103-20

### **Pikesville**

- Pikesville, Maryland Revitalization Plan Update -  
Adopted 1991
- Bill 17-03
- Pikesville Revitalization Plan Update – Adopted  
10/7/2003
- Pikesville Commercial Revitalization Guidelines -  
Adopted 3/20/2006

### **South Towson**

- Towson Community Plan (by Resolution 12-92) –  
Adopted 2/3/92
- Bill No. 67-20



## Objectives for Assessment

1. Demonstrates a satisfactory spatial, visual, and functional relationship to the topographic characteristics, the natural features, and the built features of the site as well as the surrounding features of the site;
2. Gives primary design consideration to the visual and functional integration of streetscapes, pedestrian pathways, playgrounds, recreational amenities, and parks;
3. Demonstrates that streets and sidewalks are laid out as safe and convenient linkages and that parking becomes a positive design element that contributes to the overall image of the site;
4. Demonstrates that buildings, parking garages, and other accessory structures are spatially and visually integrated and suitable to their surroundings in proportion, massing and type, materials and colors, signage, and other elements of urban design; and
5. Demonstrates that plant materials are selected and sited to define the site, provide a theme or image appropriate to the development, frame views, enhance architecture and street characteristics, develop continuity of adjacent open spaces, improve the micro-climate, provide transition between dissimilar uses, screen the objectionable views and uses, reduce noise level and glare, and provide seasonal colors and other visual amenities.



## Design Review Elements

The Department of Planning and Design Review Panel will evaluate each project to determine how the project elements meet the criteria listed in the Objectives for Assessment, adopted plans and zoning or development regulations. The Panel will provide a technical review of the proposed project. Issues relative to zoning, setback relief, environmental and stormwater management and traffic regulations do not fall under the purview of the DRP and are regulated through the appropriate agencies responsible for those aspects of the development plan review process.



### Circulation

- Road alignment
- Pedestrian access
- Integration of streets and pedestrians
- Parking: Mix (garage, grade level, street, deck), location, access

### Building

- Orientation
- Entry (location & design)
- Scale, mass, setback, height, fenestration
- Building materials
- Utilities
- Service areas
- Trash

### Landscaping

- Plant materials
- Streetscape and hardscape
- Site furniture
- Relationship to architecture and site
- Screening
- Lighting
- Signage

### Site Planning

- Grading
- Retention of existing vegetation
- Building orientation—what faces the street
- Arrangement of buildings—spaces between buildings

### Open Space

- Type
- Accessibility
- Location
- Amenities

## Groups to be Notified for Full Review Process

The applicant must send a copy of the proposed site plan and a notification letter stating the location, date, and time of the Design Review Panel meeting by **First Class Mail** at least 15 business days prior (or 10 business days for resubmittals) to the Design Review Panel meeting. A sample notification letter is provided on page 16. The applicant must send the mailing to:

1. All adjacent property owners
2. Council representative's office
3. Community and business associations as provided by the Department of Planning
4. Others as identified by the Department of Planning
5. Newspapers (listed right) Note--Notification of the meeting only; no site plan is required to be mailed to newspapers. This provides notification to the newspaper of the meeting, should they desire to attend. The applicant is not required to place an advertisement of the meeting in any newspaper.

**See page 17 for required certification of mailing.**



### Tom Baden

Daily Record  
200 St. Paul Place, Suite 2480  
Baltimore, MD 21202  
PH: (443) 524-8100  
E-mail: tbaden@thedailyrecord.com

### Alison Knezevich

Baltimore Sun  
300 E. Cromwell Street  
Baltimore, MD 21230  
Phone: (410) 332-6100  
E-mail: Alisonk@baltsun.com

### Council Representatives

#### **Council District 1 – Pat Young**

Arbutus Design Review Area  
Catonsville Design Review Area

#### **Council District 2 – Israel "Izzy" Patoka**

Pikesville Design Review Area

#### **Council District 4 – Julian E. Jones, Jr.**

Liberty Road Design Review Area

#### **Council District 5 – David Marks**

Downtown Towson District Design Review Area  
Area Historic East Towson Design Review Area  
Loch Raven – Baynesville Design Review Area  
Overlea-Rossville Design Review Area  
Perry Hall Design Review Area  
South Towson Design Review Area

#### **Council District 6 – Mike Ertel**

Loch Raven – Hillendale Design Review Area  
Overlea-Rossville Design Review Area

#### **Council District 7 – Todd Crandell**

Essex Design Review Area  
Dundalk Design Review Area

#### **Council Office:**

400 Washington Ave.  
Towson, MD 21204  
Phone: (410) 887-3196  
Fax: (410) 887-5791

## Notification Letter for Full Review Process

---

---

---

RE:

Dear

Date:

Time:

Location: **ALL MEETINGS ARE CURRENTLY HELD VIRTUALLY.**

For Instruction of attending the virtual meeting or listening to the meeting by phone see  
<https://www.baltimorecountymd.gov/boards-commissions/planning/design-review-panel>.

The purpose of this meeting is for the applicant to receive comments regarding design elements of the proposed project. You are invited to attend and participate in this meeting.

Should you have any questions regarding the meeting, please contact Jenifer Nugent or Marta Kulchytska, Department of Planning, 410-887-3480. To check for any last minute schedule changes, you may call 410-887-3480 or view the meeting agenda on the county's website at: <https://www.baltimorecountymd.gov/boards-commissions/planning/design-review-panel>.

Sincerely,

Enclosure:

**Certification of Notification  
for Full Review Process**

Prior to the DRP meeting, the applicant shall provide a letter of certification to the Department of Planning that notice of the Design Review Panel meeting was mailed, along with a list of who the material was mailed to.

The Certification shall read as follows:

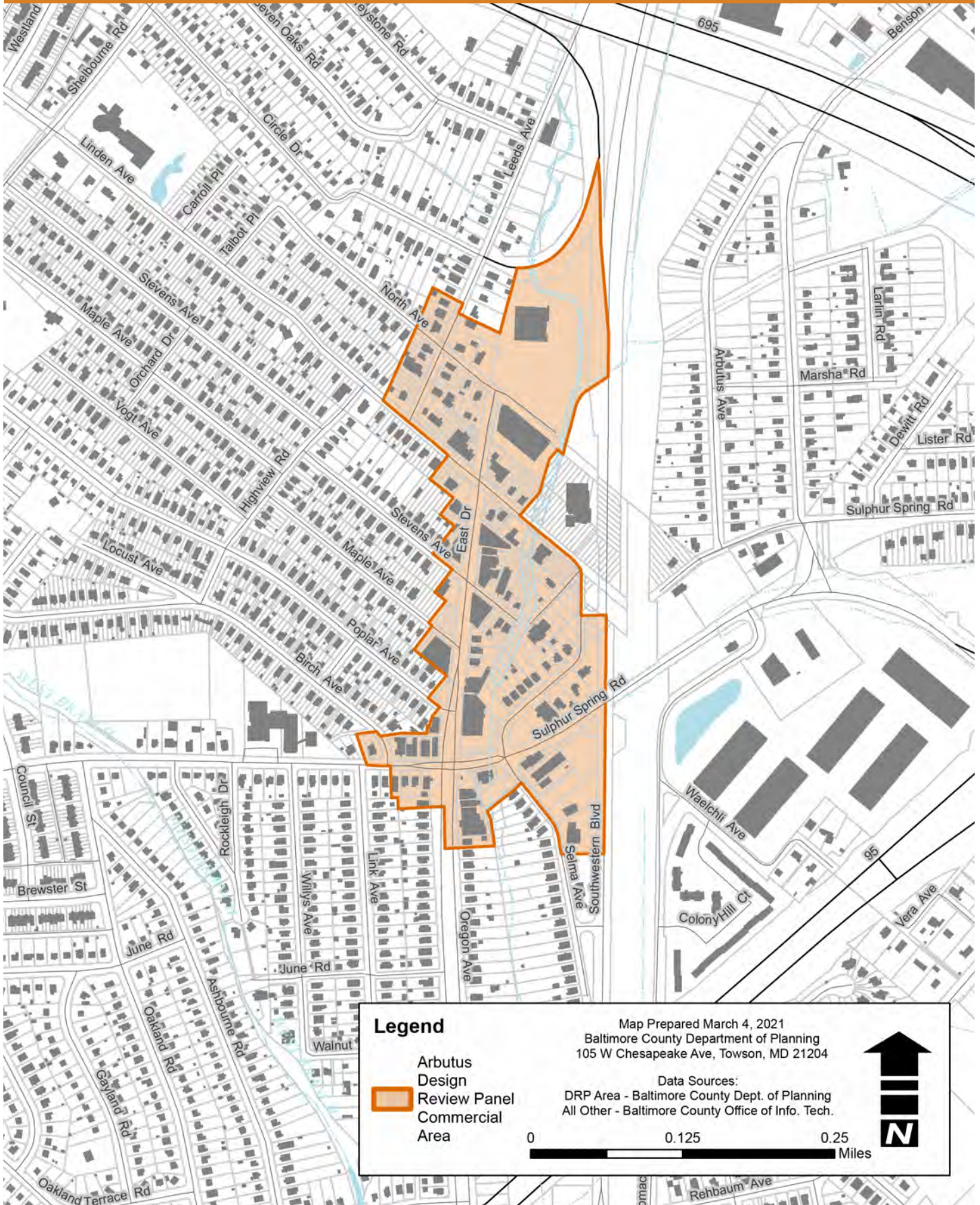
\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Print Name)

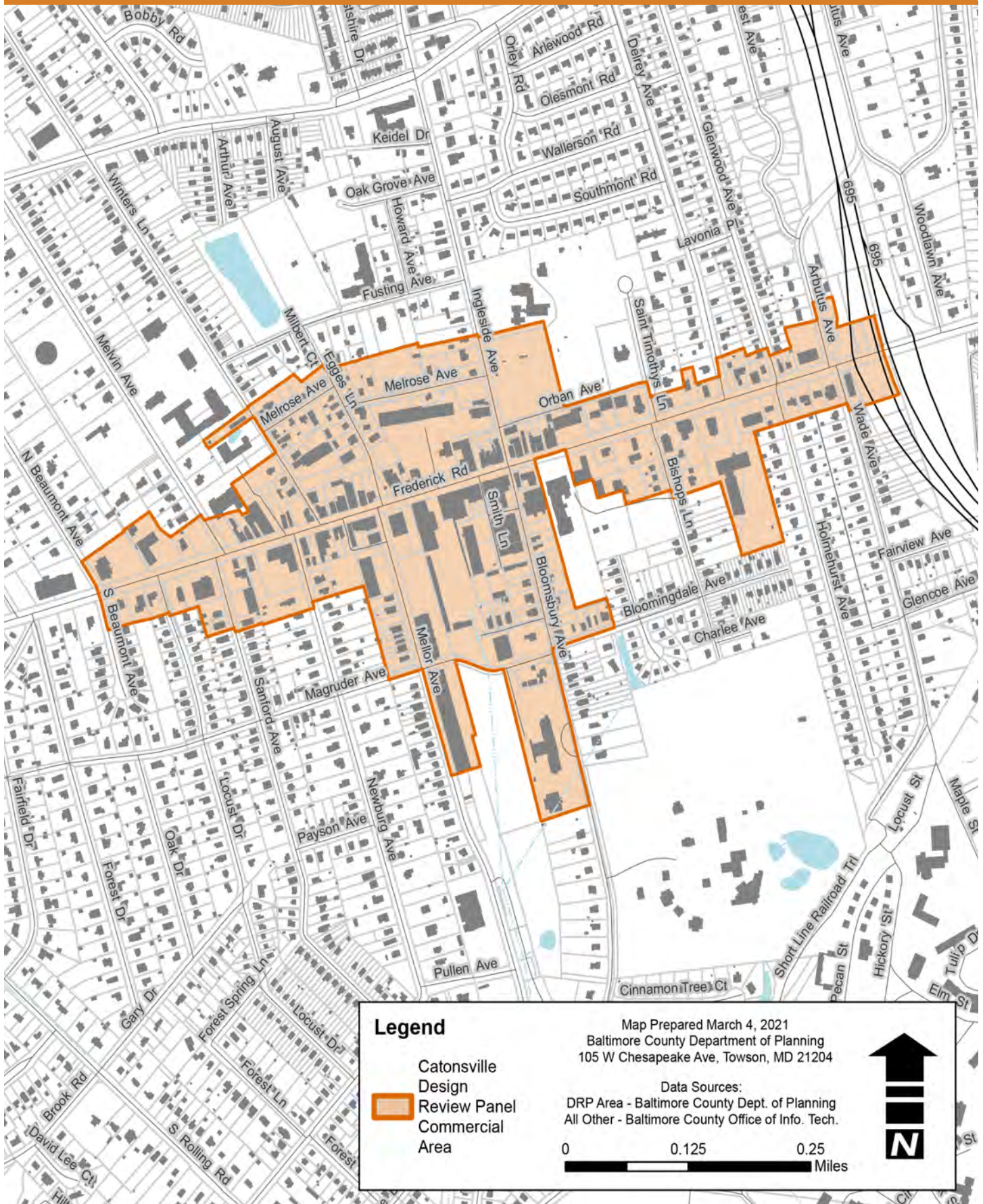


# Arbutus



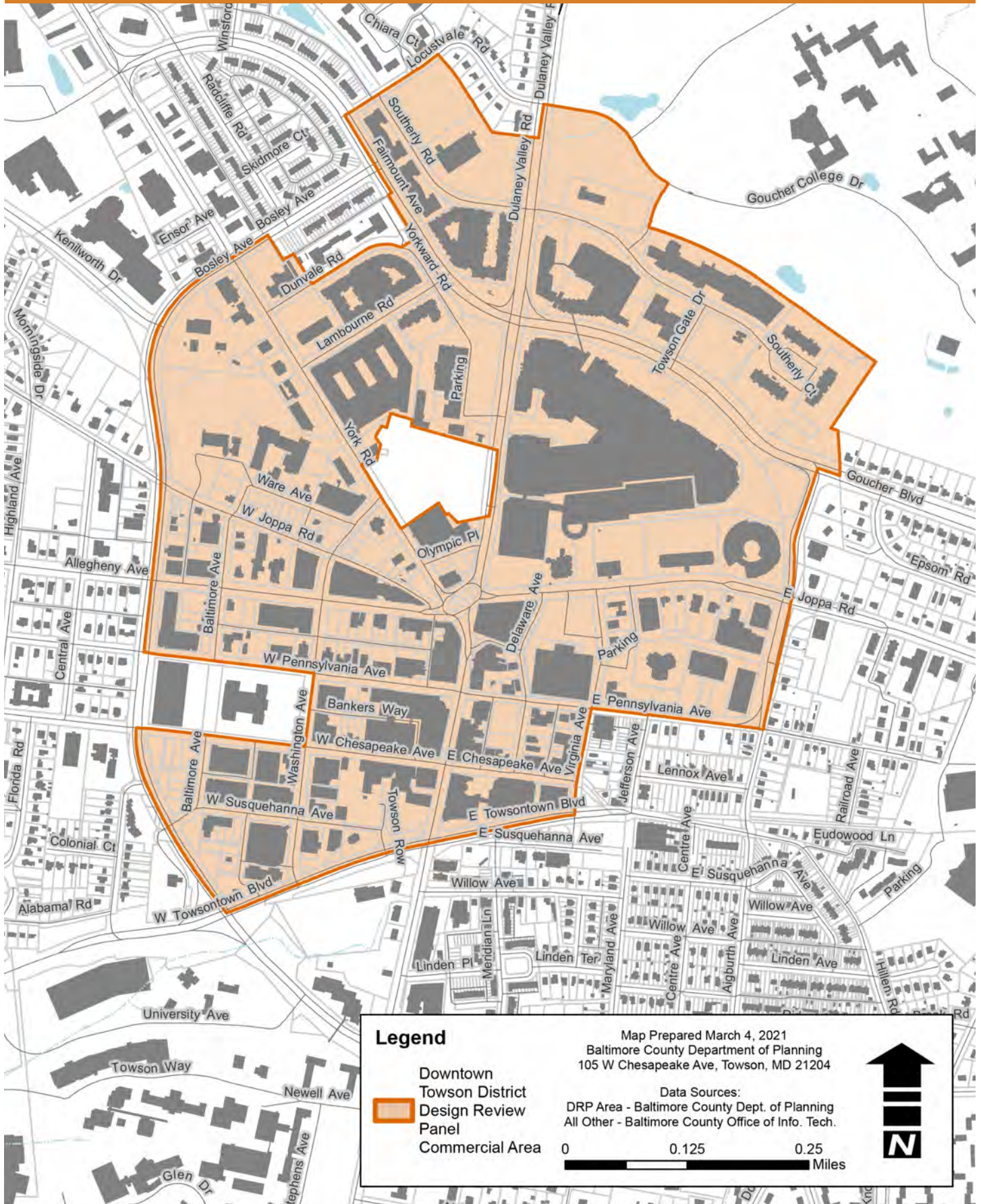


# Catonsville



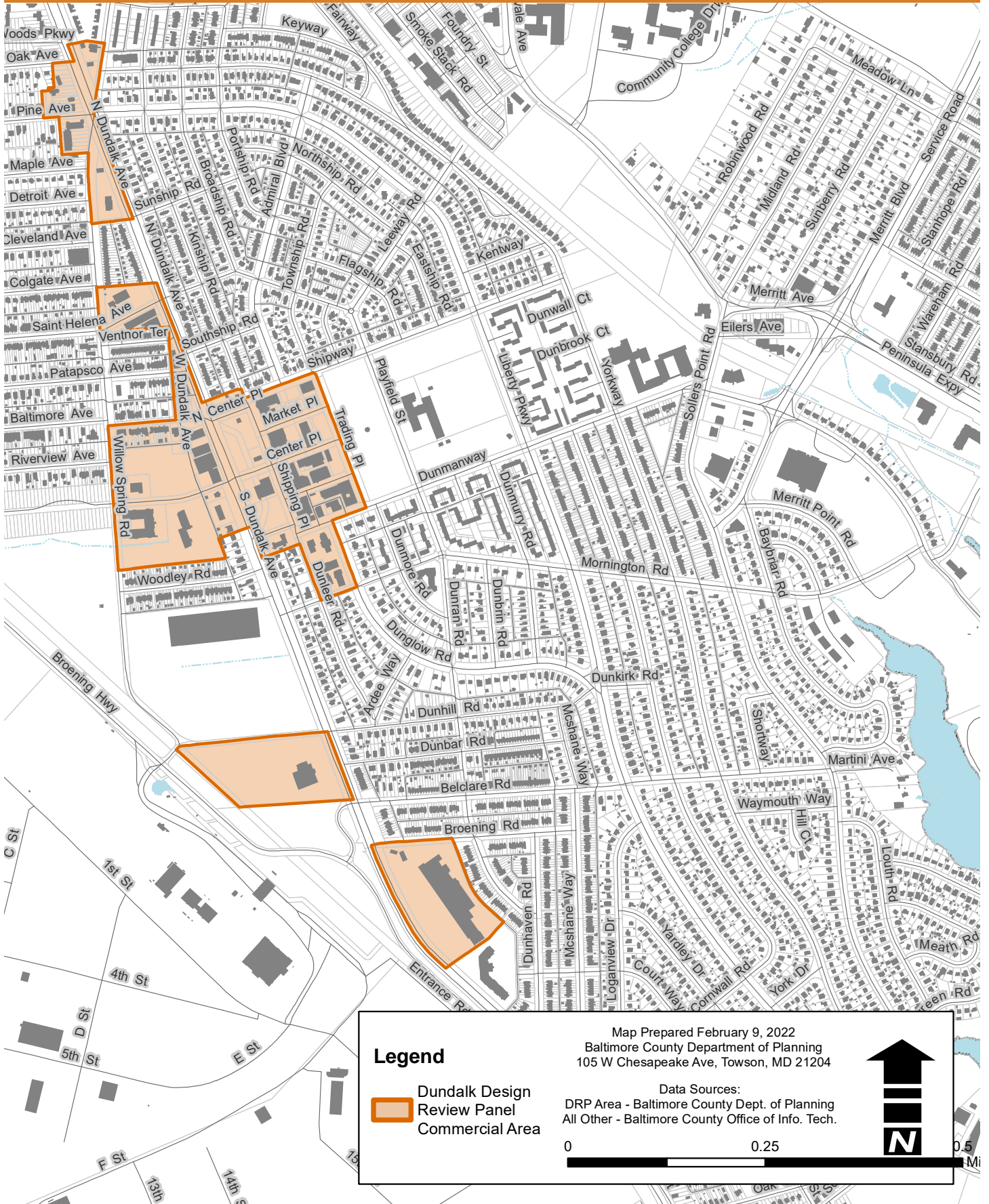


# DownTown Towson District





# Dundalk



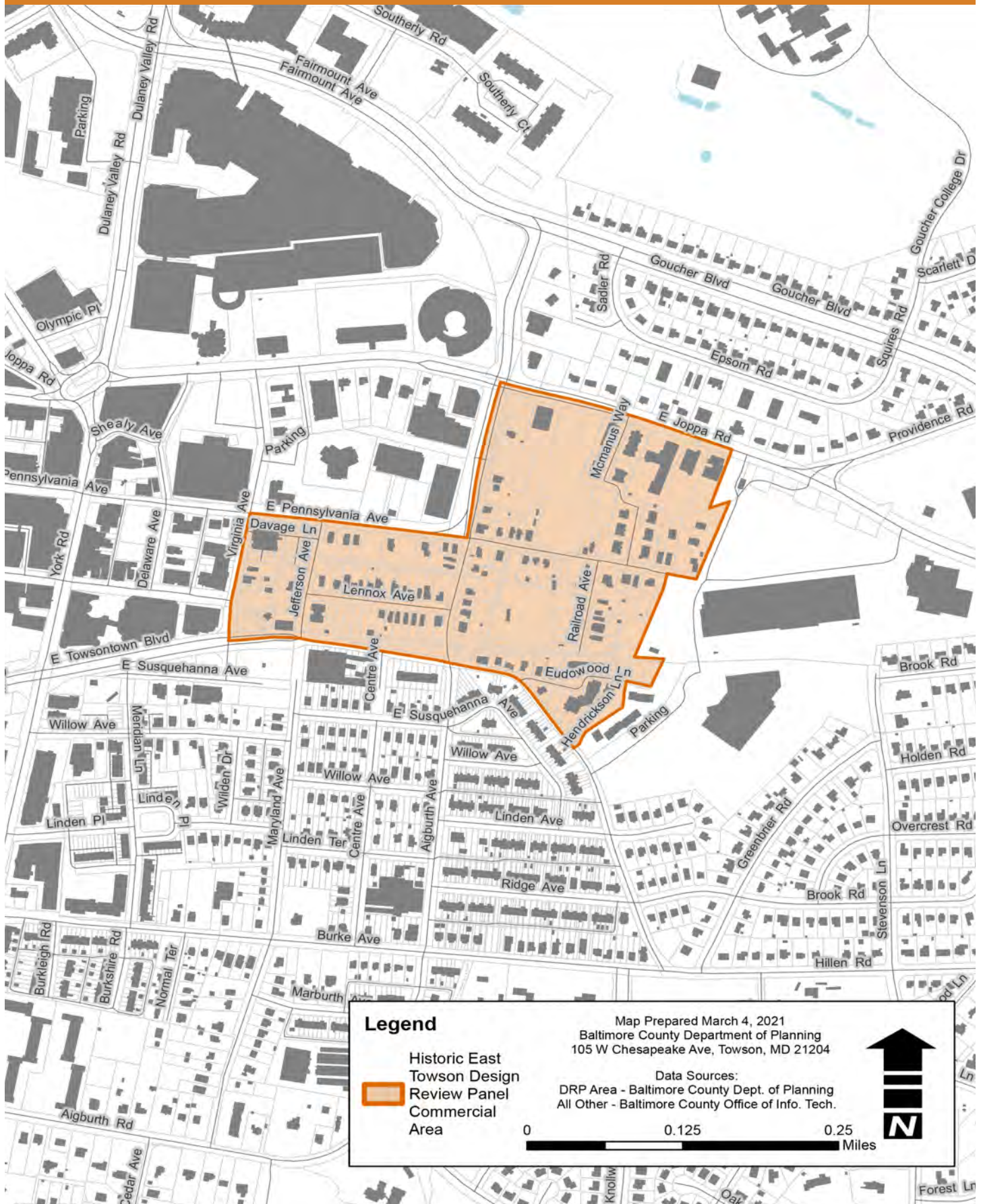


# Essex



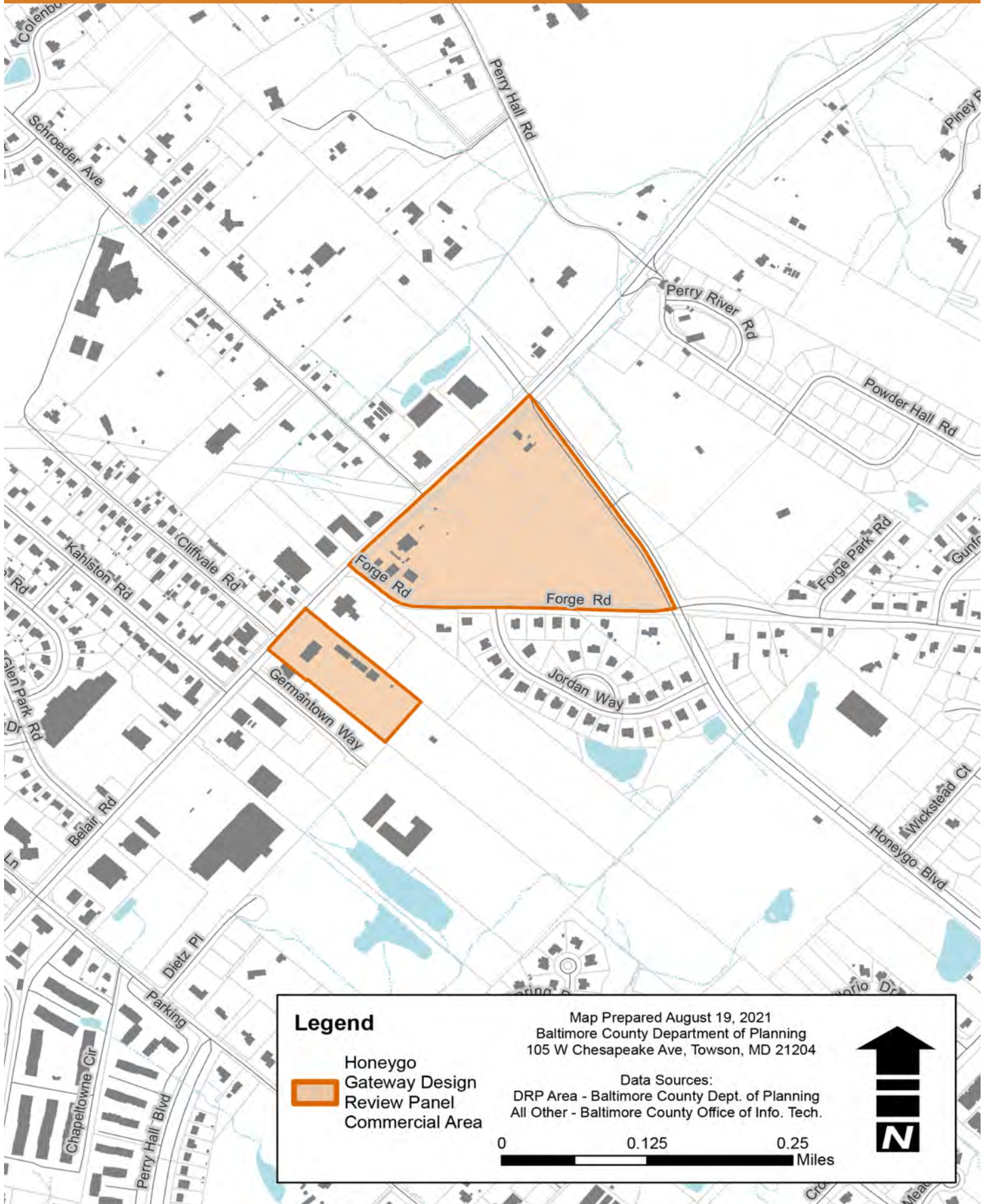


# Historic East Towson



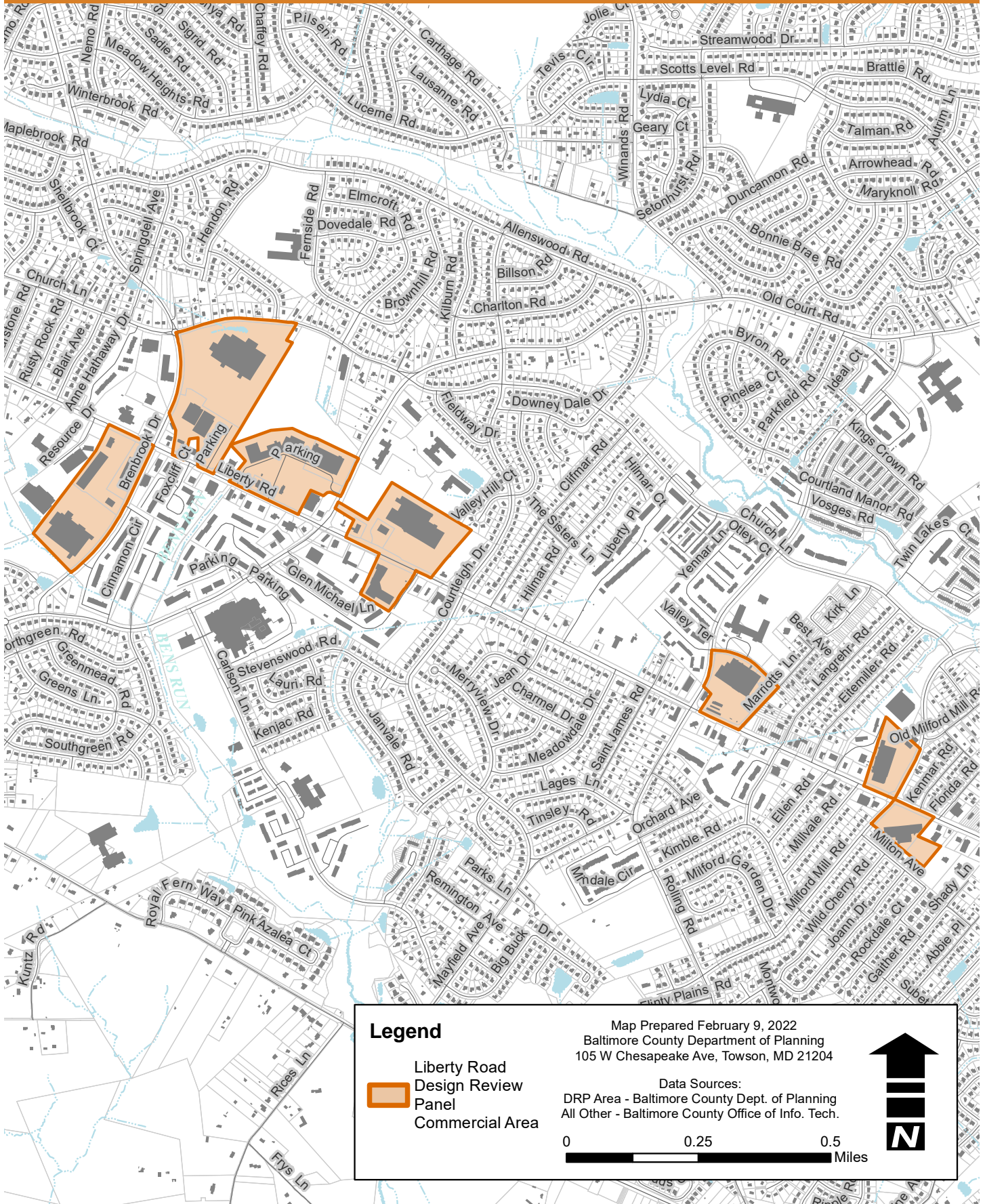


# Honeygo Gateway





# Liberty Road



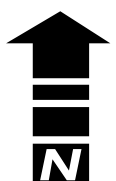
## Legend

- Liberty Road Design Review Panel
- Commercial Area

Map Prepared February 9, 2022  
Baltimore County Department of Planning  
105 W Chesapeake Ave, Towson, MD 21204

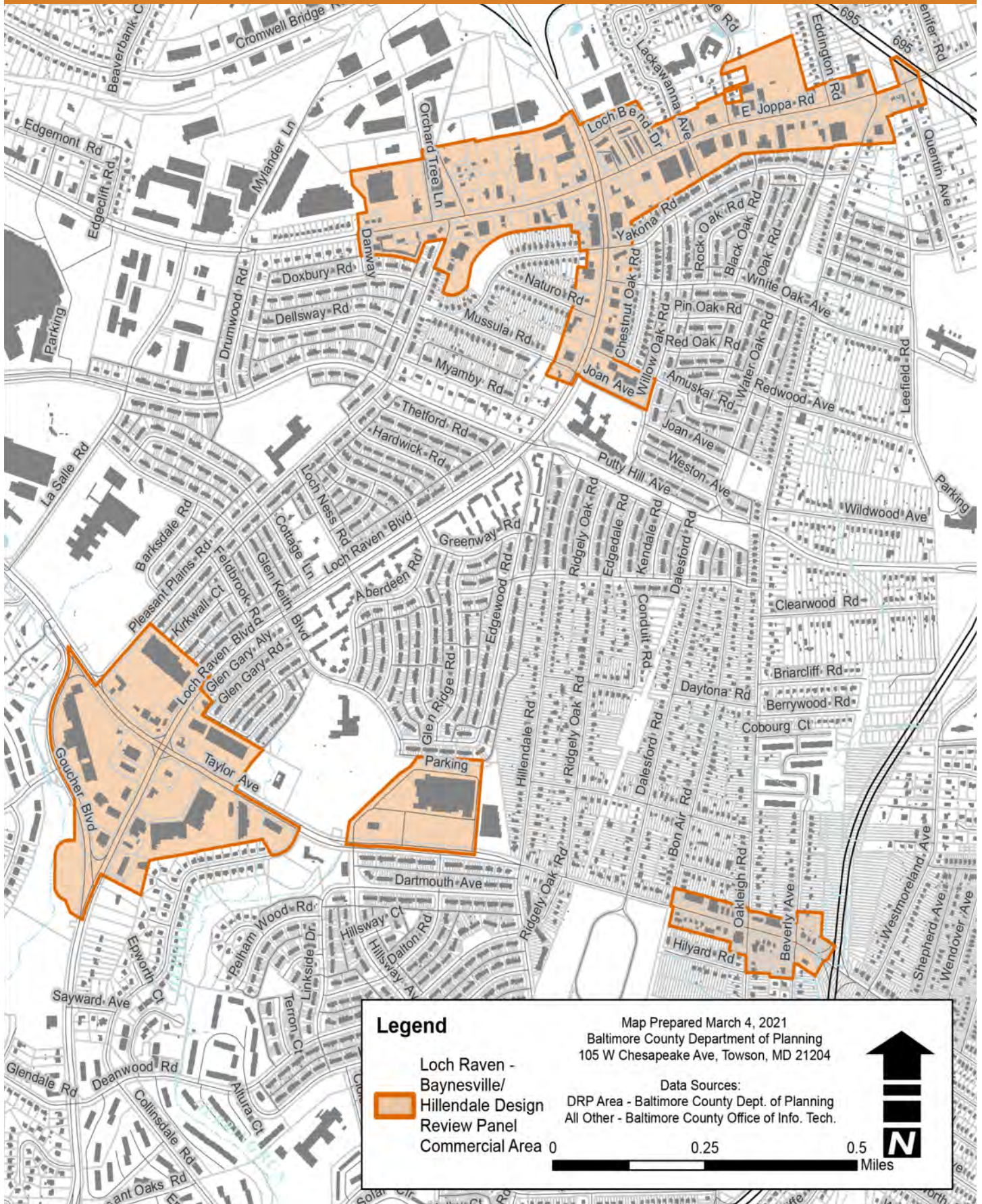
Data Sources:  
DRP Area - Baltimore County Dept. of Planning  
All Other - Baltimore County Office of Info. Tech.

0 0.25 0.5  
Miles



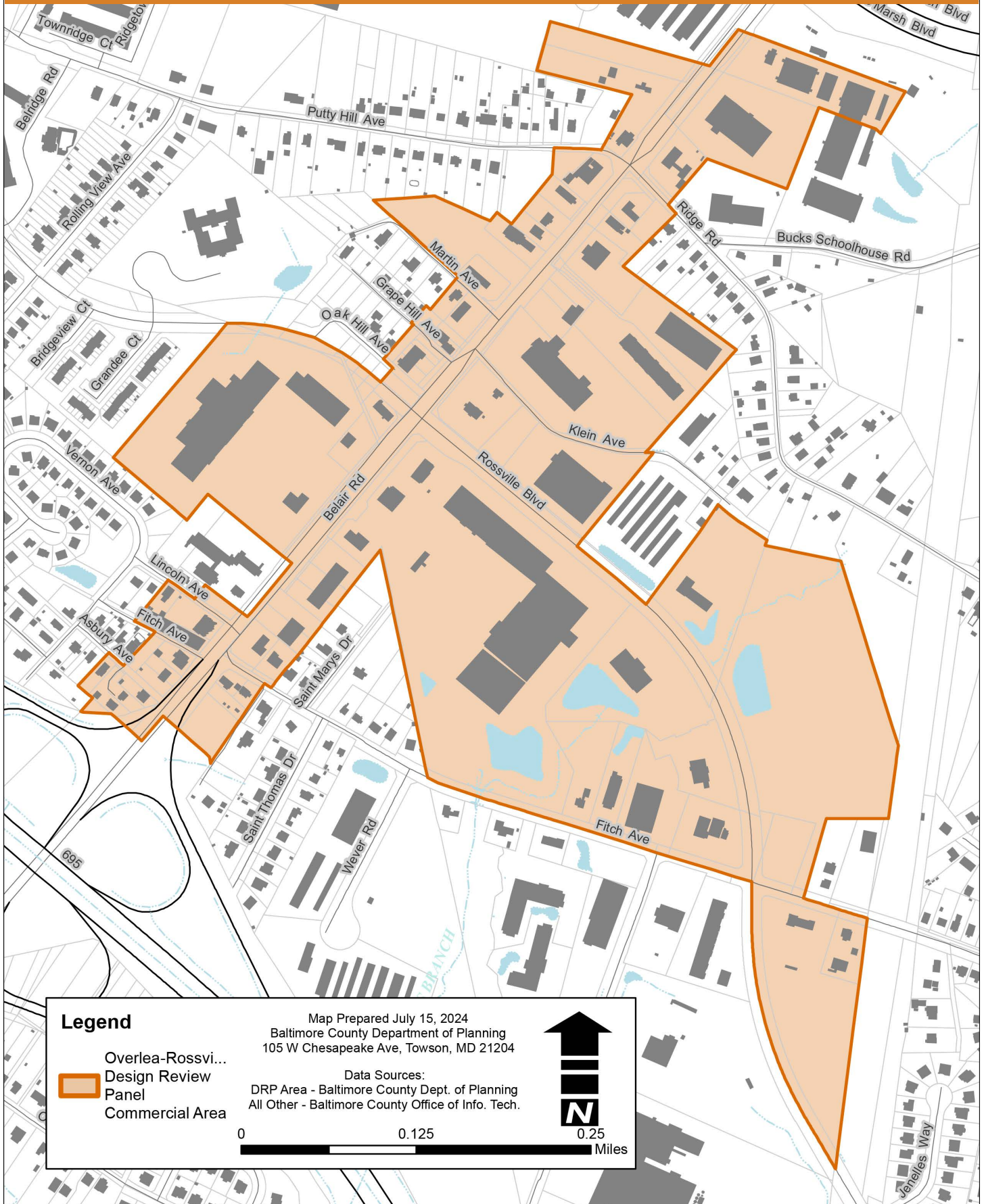


# Loch Raven – Baynesville / Loch Raven – Hillendale



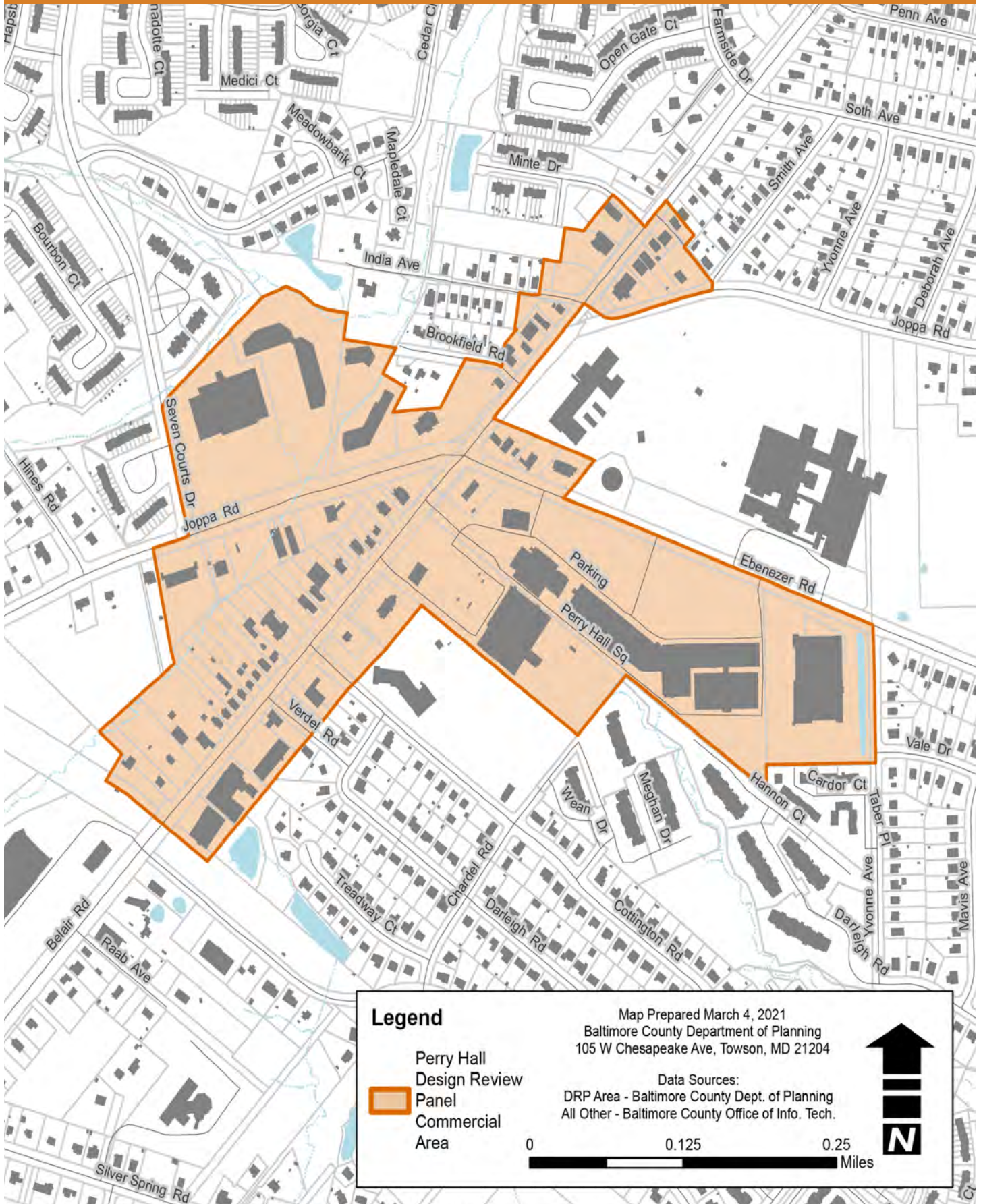


# Overlea-Rossville



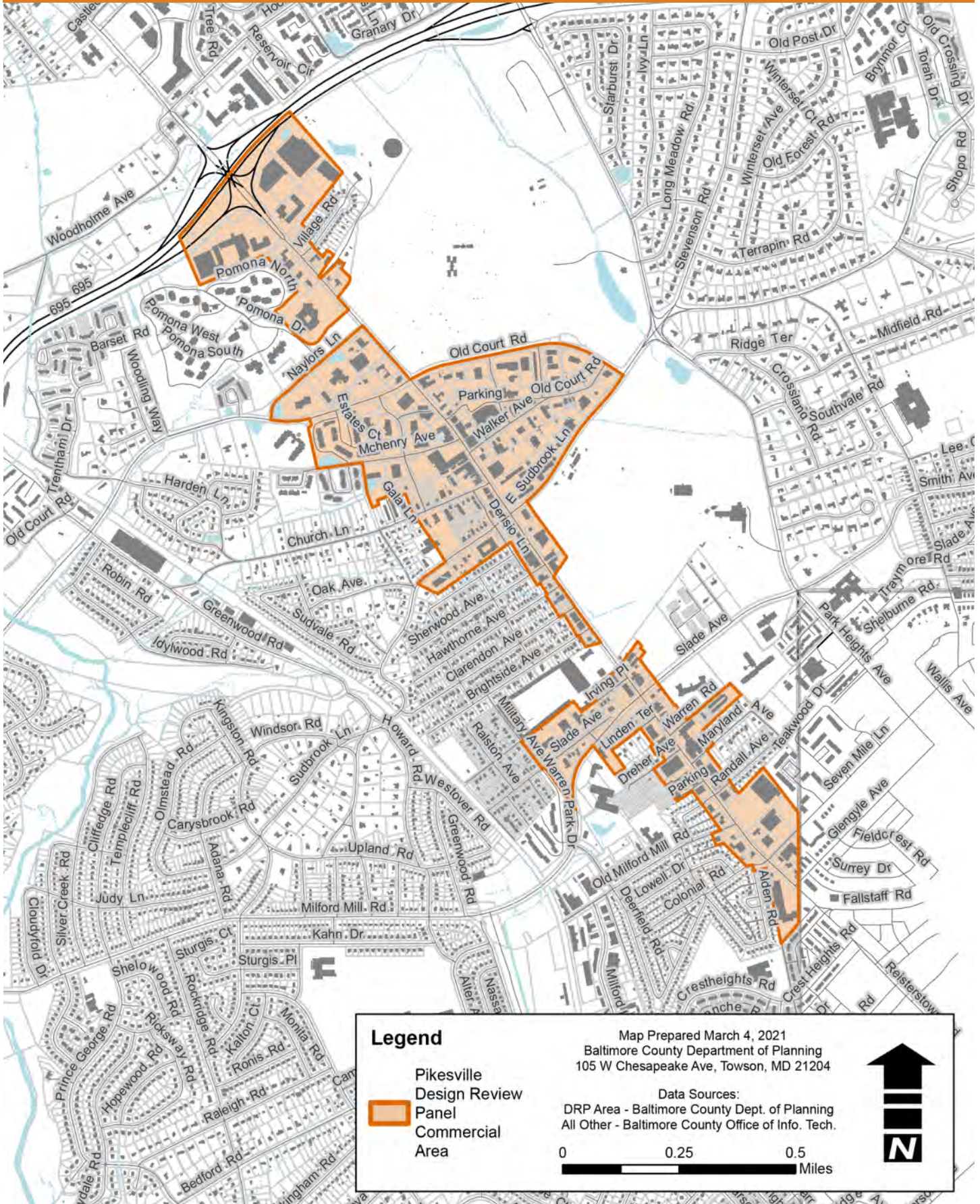


# Perry Hall



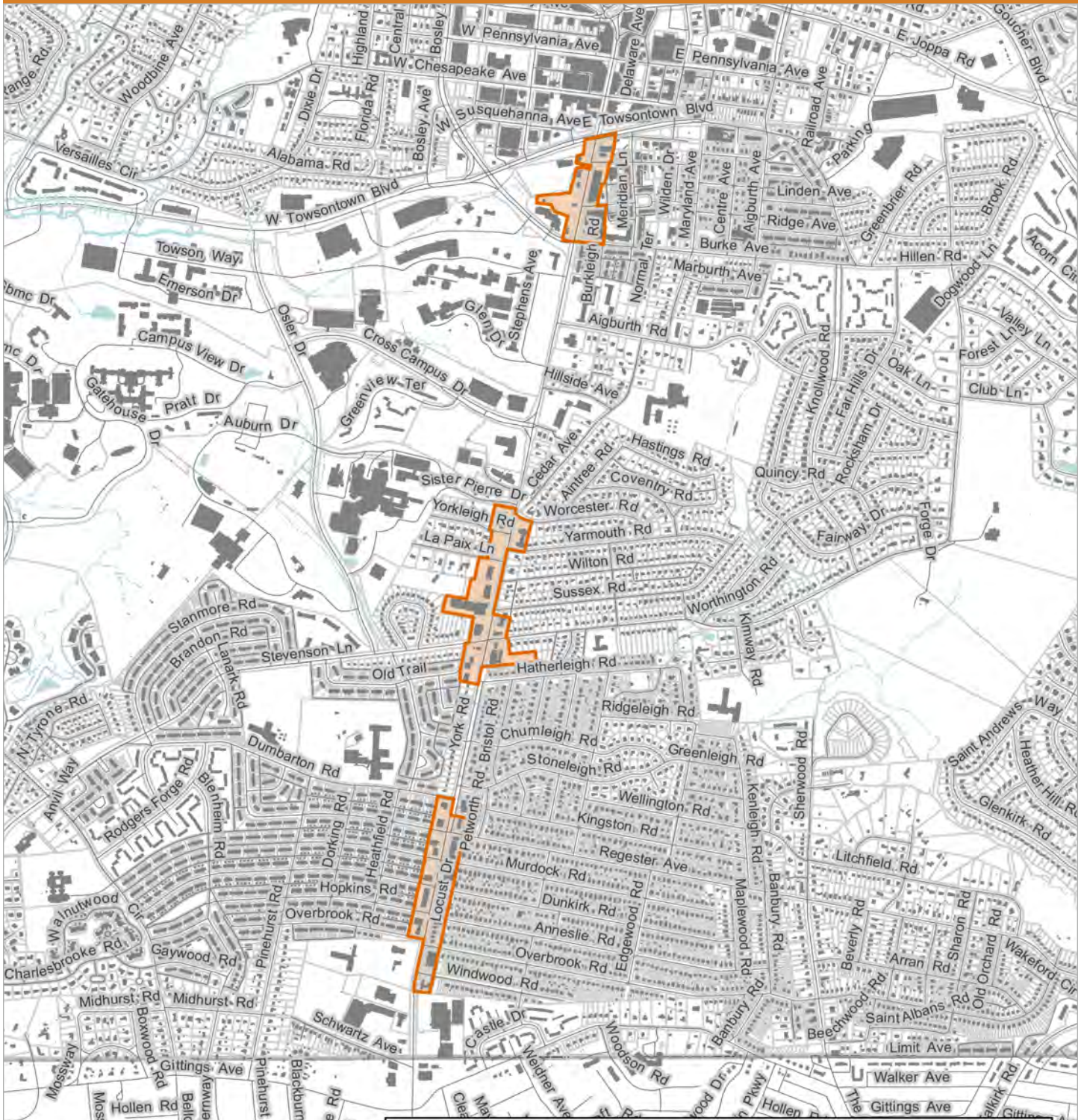


# Pikesville





# South Towson



## Legend

- South Towson Design Review Panel
- Commercial Area

Map Prepared March 4, 2021  
Baltimore County Department of Planning  
105 W Chesapeake Ave, Towson, MD 21204

Data Sources:  
DRP Area - Baltimore County Dept. of Planning  
All Other - Baltimore County Office of Info. Tech.

0 0.25 0.5  
Miles



## Submittal Requirements Checklist

Note: Plans and building elevations may be at a reduced, readable scale. Electronic formats must be submitted in addition to one hard copy information.

First Review - Any submittal requirements checked as NO will result in the submittal being returned to the applicant as incomplete.

YES	NO	Requirements
		1. A short paragraph describing the proposed project.
		2. Zoning map and aerial photo showing outline of proposed site and surrounding neighborhood. (DP staff will provide)
		3. Photographs/slides to document existing conditions of site, street character, and surrounding context.
		4. Site plan with existing and proposed grading, and adjacent buildings showing the neighborhood context.
		5. Schematic landscape plan, showing existing & proposed vegetation.
		6. Photomontage, perspective sketches, or model (where necessary, DP staff will advise) to illustrate massing and scale of the proposed building in relationship to its surroundings.
		7. Elevations of all building facades at a scale sufficient to understand the building fenestration, entrances, roof designs, materials and colors. (The proposed building height dimensions and building materials must be labeled on all building elevations).
		8. Cross sections, where necessary (DP staff will advise), to understand the relationship of building to site especially in areas of extensive grading.
		9. Floor plans.
		10. Elevations/details and location of proposed signage and lighting and how it is integrated with architecture and/or landscaping.
		11. Samples of all proposed building materials, potential color schemes, and proposed external lighting fixtures <b>MUST</b> be included in the presentation for the DRP meeting and be in PDF or Powerpoint format, 15 MB or less.
		12. A copy of the receipt of payment (see page 1).
		13. A copy of the notification letter along with a list of all recipients (see pages 15 and 16).
		14. A copy of the certification of notification (see page 17).

Subsequent Review - Frequently the Design Review Panel will require a subsequent review requiring additional information to be submitted (DP staff will advise).

YES	NO	
		1. Final versions of the above material
		2. Additional specifications, materials, and design of any required improvements
		3. Elevations of building and site plan

## Presentation Suggestions

It is advised that individuals giving presentations to the Design Review Panel make every effort to present visual, high quality materials, i.e. maps, plans, etc., using a digital format such as Power Point or PDF that can be scrolled through the presentation. All the materials should be combined in a single file that is not greater than 15 megabytes (MB). It is also recommended that, when possible, the architect/designer of the project give the presentation so that he/she may accurately describe the intricacies of the proposed designs as well as informatively answer the questions of the panel. Please contact Jenifer Nugent or Marta Kulchytska at 410-887-3480 at least 24 hours in advance of the meeting to test digital presentations.

It is strongly encouraged, but not required, that a representative knowledgeable of the architectural design of the project be present at the meeting so that they may answer any specific questions for the panel.





## Application Form for Commercial Projects Baltimore County Design Review Panel

### Applicant Information

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

### Property Owner Information (if Different)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

### Project Information

Design Review Area: (Check One)

Arbutus  
Catonsville  
Downtown Towson District  
Dundalk  
Essex  
Honeygo Gateway  
Historic East Towson  
Liberty Road  
Loch Raven – Baynesville / Loch Raven –  
Hillendale  
Perry Hall  
Pikesville  
South Towson

**Type of Review:** (Check One)

Full Review  
Pikesville Facade

### Planning Staff Comments

(For staff use only)

Fee Receipt: \_\_\_\_\_

*(Not required for limited review)*

Checklist Complete: \_\_\_\_\_

Accepted for Scheduling by: \_\_\_\_\_

Date of Initial DRP Meeting: \_\_\_\_\_

Incomplete: \_\_\_\_\_ *(State Reasons)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_