



## DEVELOPMENT REVIEW HOLD POLICY

Planning & Zoning distributed a new Project Hold Policy by email to the development community on June 28. The Project Hold Policy gives county project managers and review agencies the authority to place a project on hold or pause the review process for certain instances that keep a project from progressing through the approved Site Plan & Development Review Process. The hold policy was approved by the Calvert County Planning Commission at their June 19 meeting and is now in effect. Please refer to the [distribution memo and Planning Commission memo](#) for policy details.



## UPDATE ON MANDATORY CONCEPTUAL SITE PLAN PROCESS

The Planning Commission, at their meeting on June 19, approved a proposal to change the current elective conceptual site plan to a mandatory requirement and directed staff to move forward with pursuing the required text amendments. Staff is currently working to prepare the required zoning ordinance text amendments to present at a work session with the Calvert County Board of County Commissioners. For details see the [Planning Commission memo](#).



## UPCOMING TRANSPORTATION PLAN WORKSHOP

At the last public workshop, citizens expressed the need to know how the proposed Comprehensive Plan would impact transportation. Planning & Zoning staff and Sabra & Associates (SAI) discussed these concerns and added build out scenarios to the scope of work.

As a result, workshops two and three have been combined into one workshop. The workshop is scheduled for Wednesday, Aug. 14 from 6:30 to 8 p.m. at the College of Southern Maryland located in Building A (the John E. Harris Academic Services Bldg.), room 119 at 115 J.W. Williams Road in Prince Frederick.

At this workshop, SAI will present:

- An analysis of traffic generated by the proposed Comprehensive Plan under various build-out scenarios.
- Roadway alternatives to manage additional traffic, if necessary.
- An outline of the recommended Transportation Plan.

The consultant will take feedback from the workshop and complete the draft plan. It is anticipated that the full draft of the proposed Calvert County Transportation Plan will be released on or about Aug. 19. Public comments will be due no later than Sept. 6 to be packaged for review by the Planning Commission at their special meeting scheduled on Sept. 26. The special meeting will be a work session held specifically to review the County Transportation Plan Draft.

The public will also have an opportunity to submit comments to the Planning Commission on the draft plan prior to the public hearing that will be scheduled later this year.



## DID YOU KNOW -- ARCHITECTURAL REVIEW IN TOWN CENTERS

New commercial and residential structures, additions to existing structures and exterior renovation projects located in a town center are required to go before their town center Architectural Review Committee (ARC) for review and recommendation to the Planning Commission. The ARC process is required for fencing, signage, retaining walls, commercial dumpster enclosures and commercial lighting.

In addition, commercial structures located in the rural commercial zoning are required to meet the design standards of the Calvert County Zoning Ordinance, Article 6-7 Appearance Code for non-residential development outside town centers.

Residential projects are required to complete the ARC process prior to applying for permits. Commercial projects going through the site plan process are required to complete the ARC process prior to final site plan approval.

Contact Judy Holt if you have questions on the process at 410-535-1600, ext. 2501.



## UPDATED SITE PLAN DESIGN CHECKLIST

Development Review has updated the Site Plan Design Checklist and has uploaded the new checklist to the county's website. Please be sure to use the new version. The new items include number 18, the Planning & Zoning approval block to include site plan approval and expiration dates.

Please be sure to include enough space for all approvals and expiration dates per Calvert County Zoning Ordinance Section 4-2.04 as well as number 19, the Department of Public Works' statement block on the cover sheet of the site plan. Contact Development Review with any questions regarding the site plan design requirements.



## PLANNING COMMISSION UPDATE

The Planning Commission Regular meetings are now live stream broadcast at 7 p.m. on the third Wednesday of each month in 2019, and may also be viewed at a later time via the county's website by clicking on Government > BOCC Agendas, Minutes & Videos. If any Planning Commission meetings are held in any other location other than the Harriet E. Brown Community Center or the Courthouse Hearing Room, the meeting will not be a live stream broadcast, but will be videotaped and uploaded to the website within a few days of the meeting.

To coincide with software requirements for live stream, it is mandatory that county staff receives all materials for Planning Commission meeting presentations in PowerPoint format. If you have any questions, please contact Becky Parkinson at [becky.parkinson@calvertcountymd.gov](mailto:becky.parkinson@calvertcountymd.gov) or 410-535-1600, ext. 2377.



**BRITANY J. WADDELL, AICP**

Deputy Director, Planning

410-535-1600, x2727

[britany.waddell@calvertcountymd.gov](mailto:britany.waddell@calvertcountymd.gov)

**Carolyn Sunderland, AICP**

Planning Commission Administrator

410-535-1600, x2380

[carolyn.sunderland@calvertcountymd.gov](mailto:carolyn.sunderland@calvertcountymd.gov)



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