

January 13, 2017

# TECHNICAL STAFF REPORT

*Hearing Authority Hearing of January 23, 2017*

**Case No./Petitioner:** BA-16-034C – Glenelg Country School, Inc.

Request:                   Enlargement and modification to an existing Conditional Use for Schools,  
Private (Academic) (Section 131.0.N.48.)

Location: Fifth Election District  
South side of Folly Quarter Road, south of the intersection with Maryvale Court;  
Tax Map 22, Parcel 146; Tax Map 22, Parcel 74, Lot 1 & Lot PAR A; Tax Map  
28, Parcel 345, Lot 23-C; 12793 Folly Quarter Road (the "Property").

Area of Property: 90.50 acres Area of Use: 86.27 acres (the “Site”)

Zoning: RR-DEO (Rural Residential – Density Exchange Option Overlay)



## I. CONDITIONAL USE PROPOSAL

The Property is the site of the Glenelg Country School, a pre-K-12 private school with 770 students and 177 employees. The school consists of approximately 211, 269 square feet of classroom/building space, six athletic fields, an outdoor amphitheater, and an observatory. The hours of operation are 6:30 a.m. to 6:00 p.m., with the academic program occurring during the 7:30 a.m. to 6:00 p.m. period. The theater, gymnasiums, and athletic fields operate beyond the hours of operation.

The Petitioner proposes a multi-phased expansion to the school over a 20 year period consisting of:

**Phase 1**

Time Frame: 2 years

	Change	Total
Students:	0	770
Employees:	0	177
Motor Vehicles/Buses:	0	7

- Conversion of the residential cottage to an office.
- Two storage buildings totaling 3,200 square feet southwest of the Primary School.
- A 1,130 square foot addition to the maintenance building located adjacent to the barn at the rear of the Site.
- Two 400 square foot wastewater treatment buildings, one of which will be located east of the Upper School and the other will to be located south of the Primary School.
- Removal of the 1,600 square foot storage building located east of the maintenance building.
- Installation of parking lot lighting for unmarked overflow parking spaces located southwest of the Primary School.
- A 26 space parking lot and associated lighting north of the Upper School.

**Phase 2**

Time Frame: 10 years

	Change	Total
Students:	132	902
Employees:	11	188
Motor Vehicles/Buses:	3	10

- An 840 square foot portable classroom located behind the Manor House/Lower School.
- A 2,300 square foot portable classroom located southwest of the Upper School.
- A 11,000 square feet, three story addition to the south side of the Upper School.
- An athletic storage facility located south of the track field.



**Phase 3**

Time Frame: 20 years

	Change	Total
Students:	56	958
Employees:	2	190
Motor Vehicles/Buses:	2	12

- An 18,000 square foot, two story pre-school building located southwest of the Manor House/Lower School where a playground is currently located.
- A 42,500 square foot, two-story Performing Arts Center with 450 seats and classroom space located west side of the Upper School.
- A 44 space parking lot with associated lighting located on the west side of the main drive northwest of the Manor House/Lower School
- A 46 space parking lot located on the west side of the main drive north of the Middle School Building/Performing Art Center.

**II. BACKGROUND INFORMATION****A. Site Description**

The 90.5 acre Property is irregularly-shaped and is comprised of four individual properties, the largest of which is Parcel 146 at approximately 80.75 acres. The main entrance to the Property is on Folly Quarter Road and is offset to the southeast of Maryvale Court. There is also a secondary right-in entrance from eastbound Folly Quarter Road further to the west of the main entrance.

The campus consists of Primary, Lower, Middle, and Upper School buildings totaling 196,464 square feet. Ancillary buildings/facilities consist of the headmaster's residence, a cottage, six athletic fields, two portable classrooms, maintenance buildings, outdoor amphitheater, and an observatory.

A portion of the Lower School building is an historic building known as Glenelg Manor (HO-15) which was constructed in the early 1850s and is considered to be a significant example of the Gothic Revival architectural style.

The Property slopes from the highest elevation in front of the Manor House/Lower School down in all directions, but particularly to the southeast where the elevation drops more than 100 feet to the lowest point near the southeast corner. Two large wooded areas are located between the main drive and Maisel Farm Lane on the northwest side and a Forest Conservation Easement area is located southeast of the Middle School Building/Performing Art Center. There are also wooded perimeter buffer areas along the rear lot lines and along much of the private Folly Quarter Road on the southeast side of the Property.

B. Vicinal Properties

All adjacent properties are also zoned RR-DEO. To the north of the Property across Folly Quarter Road are the Discovery subdivisions, consisting of four residential lots along Folly Quarter Road and 16 residential lots along Maryvale Court. The Glenelg Manor subdivision is located to the east of the Property and also to the south, with many residential lots located along a private road which is also called Folly Quarter Road.

The area adjacent to the southwest portion of the Property is the Maisel Property subdivision, which consists of residential lots along Maisel Farm Lane. To the west of the Property and Maisel Farm Lane is the Buckskin Woods subdivision. It appears that only a few of the lots in this subdivision have been improved with single-family detached dwellings.

C. Roads

The public Folly Quarter Road has two main travel lanes and approximately 21 feet of paving within an existing variable-width right-of-way. In front of the Property are acceleration and deceleration lanes for Maryvale Court, which can also be used as a pass-by lane for the entrance to the Property. The main ingress and egress for the Property has very short acceleration and deceleration areas. The posted speed limit on the public Folly Quarter Road is 40 miles per hour, and becomes 30 miles per hour during school hours.

The estimated sight distance from the main driveway entrance is approximately 545 feet to the west and over 1,000 feet to the east. However, precise sight distance measurements may only be determined through a detailed sight distance analysis. A secondary entrance is located approximately 328 feet to the west of the main entrance, and is designated for right-turns into the Property from eastbound Folly Quarter Road.

According to data from the State of Maryland, the traffic volume on Folly Quarter Road east of Triadelphia Road was 4,643 AADT (Annual Average Daily Traffic) in 2014.

There is no access from the Property directly to the private Folly Quarter Road to the east. There is one point of access from the Property to Maisel Farm Lane to the west located near the southwest corner of the Property, behind the residential cottage. Maisel Farm Lane is a narrow rustic road, approximately 11 to 12 feet wide, and presumably is seldom used to service the School. There is no posted speed limit.

D. Water and Sewer Service

The Property is not in the Metropolitan District and is within the No Planned Service Area according to the Howard County Geographic Information System maps.

The site is served by private water and septic facilities.

E. General Plan

The Property is designated Low Density Development on the Designated Place Types Map of the PlanHoward 2030 General Plan, and is designated Institutional on the Land Use Map.

Folly Quarter Road is depicted as a Major Collector on the Transportation Map of the



PlanHoward 2030 General Plan.

F. Agency Comments

Comments on the proposal were received from the Bureau of Environmental Health, the Department of Fire and Rescue Services, and the Department of Inspections, Licenses and Permits. These comments are attached to this report. The Department of Recreation & Parks had no comments.

G. Adequate Public Facilities Ordinance

The petition is subject to the Adequate Public Facilities Ordinance. A site development plan for the proposed development is subject to the requirement to pass the test for adequate road facilities.

### III. ZONING HISTORY

- |    |             |   |
|----|-------------|---|
| A. | Case No.    | BA 80-17N   |
|    | Petitioner: | Glenelg Country School, Inc.  |
|    | Request:    | Confirmation and expansion of a nonconforming private school use to allow the construction of a gymnasium building.   |
|    | Action:     | Granted, August 5, 1980   |
|    |             |   |
| B. | Case No.    | BA 82-04N   |
|    | Petitioner: | Glenelg Country School, Inc.  |
|    | Request:    | Enlargement of a nonconforming private school so as to construct an outdoor in-ground swimming pool in an R District  |
|    | Action:     | Granted, August 23, 1982  |
|    |             |   |
| C. | Case No.    | BA 84-23E&V   |
|    | Petitioner: | Glenelg Country School  |
|    | Request:    | Special exception for a private academic school and a variance from the minimum setback requirements from the property line separating Parcels 146 and 356 to allow the construction of a high school facility. |
|    | Action:     | Granted, September 24, 1984   |
|    |             |   |
| D. | Case No.    | BA-93-10E   |
|    | Petitioner: | Glenelg Country School  |
|    | Request:    | Special Exception to expand an existing private academic school.  |
|    | Action:     | Granted, May 20, 1993   |
|    |             |   |
| E. | Case No.    | BA-95-46E   |
|    | Petitioner: | Glenelg Country School  |
|    | Request:    | Special Exception for the expansion of a private school.  |
|    | Action:     | Granted, February 6, 1996   |
|    |             |   |
| F. | Case No.    | BA-99-51E&V   |
|    | Petitioner: | Glenelg Country School  |
|    | Request:    | Special Exception for the enlargement of an existing private school and a variance to reduce the required 30 foot structure and use setback to 0 feet for a   |

school building.  
Action: Granted, May 16, 2000

#### IV. EVALUATION AND CONCLUSIONS

A. Evaluation of petition according to Section 131.0.B. of the Zoning Regulations (general criteria for Conditional Uses):

1. *The proposed Conditional Use plan will be in harmony with the land uses and policies in the Howard County General Plan which can be related to the proposed use.*

The Property is designated Low Density Development on the Designated Place Types Map of the PlanHoward 2030 General Plan and is designated Institutional on the Land Use Map. Folly Quarter Road is depicted as a Major Collector on the Transportation Map of the PlanHoward 2030 General Plan. The private school is classified as an Institutional Use and was found to be in harmony with the Howard County General Plan in BA-99-51E&V. The proposal is an expansion of the existing school facilities approved in BA-99-51E&V.

2. *The nature and intensity of the use, the size of the site in relation to the use, and the location of the site with respect to streets giving access to the site are such that the overall intensity and scale of the use(s) are appropriate for the site.*

The existing school consists of approximately 211, 269 square feet of classroom/building space and multiple outdoor recreation areas on a 86.27 acre campus. Phases 1 and 2 of the proposed expansion consist of minor ancillary buildings and an addition to the Upper School building totaling approximately 19,710 square feet. Phase 3 consists of a new early learning building and a Performing Arts Center totaling 60,500 square feet. All proposed buildings/additions are located adjacent to existing buildings within the functional area of the existing campus. The existing vegetative buffers will remain and provide adequate screening from adjacent residential properties. Furthermore, the Conditional Use Plan indicates that approximately 80% of the Property will be impervious area. Thus, the nature and intensity of the proposed expansion will not diminish the school's rural character.

The Site is accessed from Folly Quarter Road, a relatively low traffic volume Major Collector, that will not be affected to any great extent by future increases in enrollment.

3. *The impact of adverse effects such as, but not limited to, noise, dust, fumes, odors, intensity of lighting, vibrations, hazards or other physical conditions will be greater at the proposed site than it would generally be elsewhere in the same zoning district or other similar zoning district.*

The proposed academic school buildings and additions will primarily be indoor uses that will not generate inordinate noise. The two proposed wastewater treatment buildings may have the potential to produce some odors, but are located 415 and 614 feet from the nearest residential dwellings. All of the proposed enlargements and modifications will not generate dust, fumes, and vibrations or cause any hazards.



4. *The location, nature and height of structures, walls or fences, and the nature and extent of the existing and/or proposed landscaping on the site are such that the use will not hinder or discourage the development and/or use of adjacent land and structures more at the subject site than it would generally elsewhere in the same zoning district or other similar zoning districts.*

The maximum height allowed in the RR Zoning District is 40 feet for principal structures and 25 feet for accessory structures. The proposed structures do not exceed these height limitations. The proposed enlargements and modifications will not have any adverse effect upon adjacent land and structures due to the distance of separation and significant buffering and screening by existing vegetation.

5. *The number of parking spaces will be appropriate to serve the particular use. Parking areas, loading areas, driveways and refuse areas will be appropriately located and buffered or screened from public roads and residential uses to minimize adverse impacts on adjacent properties.*

A detailed accounting of the required/provided parking throughout all three phases is depicted in a chart on the Conditional Use plan. The provided parking will exceed the requirement in all three phases. All new parking areas are appropriately buffered or screened from the roads and residential uses either by distance, existing vegetation, or both.

The existing vegetation on the Property buffers and screens much of the School Site from the surrounding areas. Only the front of the Property can be viewed from much of the Folly Quarter Road frontage. The Upper School facility is visible from the road, however; the perceived mass and details are reduced due to the distance this building sits from the road.

6. *The ingress and egress drives will provide safe access with adequate sight distance, based on actual conditions, and with adequate acceleration and deceleration lanes where appropriate. For proposed Conditional Use sites which have driveway access that is shared with other residential properties, the proposed Conditional Use will not adversely impact the convenience or safety of shared use of the driveway.*

The posted speed limits on Folly Quarter Road are 30 miles per hour during school times and 40 miles per hour at other times. Based on existing conditions, the proposed access point on Folly Quarter Road is approximately 545 feet from a bend in the road and a drop in elevation located to west. According to the American Association of State Highway and Transportation Officials (AASHTO) guidelines, based on estimated stopping sight distance of 200 feet for a car going 30 miles per hour and 305 feet for a car going 40 miles per hour, the existing access point on Folly Quarter Road appears to provide safe access with adequate stopping sight distance. However, Folly Quarter road is a Major Collector. In order to verify sight distance for such a road classification, AASHTO recommends an intersection sight distance analysis be conducted in addition to a stopping sight distance analysis.

A professional sight distance analysis would need to be conducted in order to conclusively evaluate sight distance at the proposed location. A professional sight distance analysis is typically conducted when the Site Development Plan is submitted.

Approval of the Site Development Plan would be contingent upon compliance with all Howard County design criteria, including sight distance.

7. *The proposed use will not have a greater potential for adversely impacting environmentally sensitive areas in the vicinity than elsewhere.*

A minor stream is located within the Forest Conservation Area on the Property and a minor stream is located south of the property near the athletic field. The proposed enlargements and modifications are located at least 400 feet from these environmental features and will not have a potential to cause any adverse impacts.

8. *The proposed use will not have a greater potential for diminishing the character and significance of historic sites in the vicinity than elsewhere.*

The Manor House portion of the Lower School is a significant historic building known as Glenelg Manor (HO-15). Based upon review by DPZ Historic Resources staff and the County's Architectural Historian, only two structures have the potential to impact the character and significance of this resource- the elementary classroom building and the portable classroom. The elementary classroom is situated in a linear fashion adjacent to the newer classroom additions and does not detract from character or significance of the historic site.

However, the portable classroom may compromise the historical significance of the site. According to the County's Architectural Historian, "Glenelg Manor is one of the most architecturally significant buildings in Howard County. The historic core of Glenelg Manor consists of the main house with the circular drive in front and a group of outbuildings to the rear. Ideally, this core should be maintained with a suitable buffer between it and the new school buildings." The proposed location of the portable classroom, hugging the historic core, and the diagonal placement of the portable classroom diminishes the integrity of the historic resource. In order to mitigate this impact, the classroom should be moved away from the historic building and placed perpendicular or parallel to the existing building.

Additionally, the portable classroom likely infringes on the view from the farm house and from the pedestrian pathway. The view from the rear of the house is from the original farm house and appears to look at the lawn and a historic outbuilding. In the current location, the portable classroom will be prominent from this view. A buffer should be established in order to respect the view shed and environmental setting.

Based on the potential impacts described above, DPZ recommends the Hearing Examiner consider alternative placement of the portable classroom.

Also in the vicinity at 4317 Maisel Farm Lane is another historic building called Glenelg Manor Farm (HO-238). This building is a stone house that is estimated to have been constructed in the 1870s, and was at that time on a very large farm. Today it is on an approximately one-acre lot that is immediately to the west of the barn on the Site, and the



original architectural rear of the house on its north side has been altered to become the functioning front entrance. This house appears to be properly screened and buffered from the proposed enlargements and modification.

C. Evaluation of petition according to Section 131.0.N.48. (Specific Criteria for Schools, Colleges, Universities – Private (Academic))

1. *The maximum density permitted is 60 pupils per acre for lots less than three acres, and 100 pupils per acre for lots three acres or greater.*

The proposed future enrollment of 958 students is well below the maximum density of 100 students per acre. Based on the 86.27 acre Site, the proposed density is slightly above 11 students per acre.

2. *In addition to meeting the minimum area requirements above, schools with residence accommodations shall provide an additional 500 square feet of lot area per site resident. Residents shall include students, staff members, caretakers and their families who reside on the site.*

The only residential use on the Property is the existing Headmaster's house.

3. *A private school may be erected to a greater height than permitted in the respective district, provided that no structure is more than three stories in height and the front, side and rear setbacks shall be increased two feet for each foot by which such structure exceeds the height limitation.*

No structure is more than three stories or exceeds the maximum height requirements.

4. *Sufficient off-street school bus loading areas shall be provided if bus service is provided for students.*

A designated bus loading and unloading area adjoins the main driveway near the main entrance on Folly Quarter Road. The size of this space is sufficient for the proposed 6 mini-buses.

5. *Outdoor uses will be located and designed to shield residential property from noise or nuisance. Play areas, athletic fields and similar uses shall be buffered from residential properties by fencing, landscaping, adequate distance or other appropriate means.*

The only proposed outdoor uses are parking lots and all of these are appropriately located and screened from residential property by existing vegetation.

6. *Buildings, parking areas and outdoor activity areas will be at least 50 feet from adjoining residentially-zoned properties other than a public road right-of-way.*

All proposed buildings, parking areas, and outdoor activity areas are located at least 50 feet from adjoining residentially zoned properties. The existing storage shed which does not comply will be removed.

7. *At least 20% of the area within the building envelope will be green space, not used for buildings, parking area or driveways. The building envelope is formed by the required structure setbacks from property lines and public street rights-of-way.*

The Conditional Use Plan indicates that the green space area within the building envelope is 83.8%

8. *The site has frontage on and direct access to a collector or arterial road designated in the General Plan, except that expansions of a Conditional Use that was approved prior to July 12, 2001 are permitted.*

The Site has frontage on and direct access to Folly Quarter Road, a Major Collector road.

- 9 *The minimum lot size in the RC and RR Districts for a new private academic facility is three acres. The minimum lot size in the R-20, R-ED, R-12, R-SC, R-SA-8, R-H-ED, R-A-15, R-APT, R-MH, or R-VH Districts for a new private academic facility is one acre. An existing private academic facility is not required to comply with this criterion.*

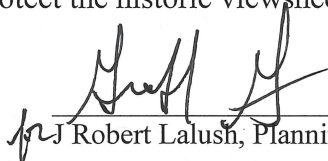
The Property is zoned RR and is 90.5 acres.

#### V. RECOMMENDATION

For the reasons stated above, the Department of Planning and Zoning recommends that the request for a multi-phased enlargement and modification to an existing private academic school be **GRANTED**, subject to the following conditions:

1. The Conditional Use shall be conducted in conformance with and shall apply only to the proposed School use as described in the petition and as depicted on the Conditional Use Plan, and not to any other activities, uses, or structures on the Property.
2. An appropriate buffer or setback shall be established between the portable classroom and HO-15. The portable classroom shall be placed perpendicular or parallel to the existing building in order to protect the historic viewshed.

Report Drafted By:

  
Robert Lalush, Planning Supervisor

1/13/17  
Date

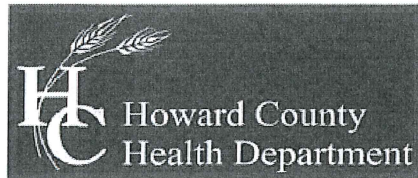
Approved by:

  
Valdis Lazdins, Director

1-13-17  
Date

**NOTE: The file on this case is available for review at the Public Service Counter in the Department of Planning and Zoning.**





**Bureau of Environmental Health**

8930 Stanford Boulevard, Columbia, MD 21045

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TDD 410-313-2323 | Toll Free 1-866-313-6300

[www.hchealth.org](http://www.hchealth.org)

Facebook: [www.facebook.com/hocohealth](https://www.facebook.com/hocohealth)

Twitter: HowardCoHealthDep

**Maura J. Rossman, M.D., Health Officer**

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**MEMORANDUM**

**TO:** Geoff Goins  
Division of Zoning Administration and Public Service

**FROM:** Jeff Williams  
Program Supervisor, Well & Septic Program  
Bureau of Environmental Health

**RE:** BA-16-034C Glenelg Country School

**DATE:** January 5, 2017

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The Health Department has reviewed the above referenced petition and has the following comments:

- The facility is served by an onsite sewage disposal system with a discharge permit through the Maryland Department of the Environment (MDE). The facility is in the process of upgrading the treatment system to meet MDE requirements.
- Health has no objection to the conditions listed in phase 1
- The conditions listed in phase 2 and 3 may require upgrades or expansions to the existing sewage disposal system and/or an updated discharge permit to accommodate the increase in wastewater flow. Health will review the flow requirements and any setback requirements during building permits for the improvements.

DEPARTMENT OF INSPECTIONS, LICENSES AND PERMITS

DATE: December 27, 2016

TO: Department of Planning and Zoning  
Division of Land Development

FROM: Department of Inspections, Licenses and Permits  
Plan Review Division

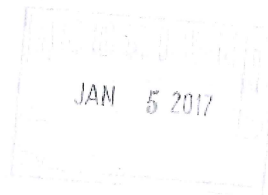
RE: DPZ File No. BA 16-034C

Name of Plan Glenelg Country School

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**Approved, subject to the following advisory comments:**

1. The petitioner shall be advised that the proposed additional parking spaces may require additional handicapped parking to be provided.
2. The Maryland Accessibility Code requires all buildings and structures to be accessible with very few exceptions. Storage buildings are not listed as an exception.



James. D. Hobson

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## HOWARD COUNTY DEPARTMENT OF FIRE AND RESCUE SERVICES

6751 Columbia Gateway Drive, Suite 400, Columbia, Maryland 21046  
410-313-6000

JOHN S. BUTLER, INTERIM FIRE CHIEF • ALLAN H. KITTLEMAN, COUNTY EXECUTIVE

**SUBJECT: BA-16-034C**

**TO :** Chad Edmondson  
Planning and Zoning, Engineering  
**FROM:** Assistant Chief Daniel Merson *DM*  
Office of the Fire Marshal  
**DATE:** DECEMBER 14, 2016

Howard County Fire and Rescue submits the following comments for your appropriate action:

- The Fire Department has no objections to the proposed buildings
- Access and fire lanes will be reviewed on the SDP plan when submitted.
- The proposed portable classroom shall have the same access, as the Howard County Public School System portable classrooms.
- The proposed Academic addition as shown on the plan the blocks the fire lane.
- All proposed buildings shall be protected by a fire protection system.
- On future plans, the locations of existing cisterns shall be shown.