



**Summary of Actions**  
**Riverdale Park Mixed-Use Town Center Design Review Committee**  
February 7, 2108

**APPROVED MARCH 7, 2018**

The Riverdale Park Mixed-Use Town Center (RP M-U-TC) Design Review Committee held its regularly scheduled hearing on February 7, 2018 in the Riverdale Park Town Hall, Town Council Chambers, 5008 Queensbury Road, Riverdale Park, MD 20737.

**A. CALL TO ORDER**

Chair Thompson called the meeting to order at 8:11 p.m.

**Committee Members Present:** Chair Alan K. Thompson, Michael Arnold, Marsha Dixon, Jeffrey Yorke

**Committee Members Absent:** Melissa Anderson

**Staff Present:** **M-NCPPC**  
Daniel Sams, Riverdale Park M-U-TC Staff Liaison

**Town of Riverdale Park**  
Jonathan Green, Inspector

**B. APPROVAL OF AGENDA**

Chair Thompson asked for a motion to approve the agenda. Ms. Dixon moved to approve the agenda, adding an administrative item at the request of Chair Thompson, Telephone Attendance, as D.4. Mr. Yorke seconded the motion. The motion passed in a vote of 3-0-1 (Chair Thompson abstaining).

**C. APPROVAL OF MINUTES**

Chair Thompson asked for a motion to approve the meeting summary of January 3, 2018. Ms. Dixon moved to approve the meeting summary with two minor corrections. Mr. Arnold seconded the motion. The motion passed in a vote of 3-0-1 (Chair Thompson abstaining)

**D. ADMINISTRATIVE BUSINESS**

1. Mr. Sams presented each committee member with a bound paper copy of the Development Plan for Riverdale Park Station that included, as an appendix, the signable storefront areas in approved DSP-13009.
2. Mr. Sams reminded the committee that when making motions, the motion must be a *recommendation* of approval/conditional approval/denial, because the committee is advisory to the Planning Board and submits recommendations/actions to the planning director but does not directly approve or deny applications.
3. Mr. Sams spoke briefly about the need for committee nominations from the town council, noting that, with the exception of Ms. Dixon, all committee member terms expired in May 2017.
4. Chair Thompson asked for a motion to approve a special rule allowing committee member hearing participation by telephone, video or other electronic communication medium. Mr. Sams stated that he believed neither M-NCPPC nor the county had any such rule or policy and that, because the committee is authorized by the zoning ordinance, a legal opinion should be sought as to whether the committee had authority to approve such a rule and/or if there was an adopted policy that could be followed. Chair Thompson agreed to table to request for a motion and Mr. Sams agreed to forward the request for an opinion to M-NCPPC's legal department.

**E. NEW BUSINESS**

1. **FedEx Office, 4440 Woodberry Street** – Eric Graef – Install five signs on building and five in parking lot.

**Applicant:** Mr. Graef, representing Architectural Graphics, Inc. presented the application.

**Staff:** Mr. Sams stated that the signs were found to be in conformance with the development plan, noting that the LED FedEx beacon sign had been moved to the interior of the building and thus no longer required a sign permit; it was deleted from the application; on the site plan the deletion was noted with an "X".

**Committee:** Ms. Dixon moved to recommend approval of the application as submitted. Mr. Yorke seconded the motion. The motion passed in a vote of 3-0-1 (Chair Thompson abstaining).

2. **District Taco, 6710 45<sup>th</sup> Street** – Frank Cavanagh – Revise previously approved signs from unlit to backlit and install a new sign on the west elevation.

**Applicant:** Mr. Cavanagh, representing ARK Signs, presented the application.

**Staff:** Mr. Sams stated that the signs were found to be in conformance with the development plan.

**Committee:** Mr. Arnold moved recommend approval of the application as submitted. Ms. Dixon seconded the motion. The motion passed in a vote of 3-0-1 (Chair Thompson abstaining).

3. **The Habit Burger Grill, 4502 Van Buren Street** – Frank Cavanagh – Install seven awnings and two blade signs with external illumination.

**Applicant:** Mr. Cavanagh, representing ARK Signs, presented the application.

**Staff:** Mr. Sams stated that the signs were found to be in conformance with the development plan, with the exception of blade sign C.1., which was neither located above the storefront or adjacent to the door as required by Signage Standard 7.

**Committee:** Mr. Arnold moved recommend approval of the application with the condition that sign C.1. is removed from the application and not installed. Ms. Dixon seconded the motion. The motion passed in a vote of 3-0-1 (Chair Thompson abstaining).

4. **5731 Baltimore Avenue** – Jessica Liang – Renovate existing automobile service garage for use as a café or similar business including repaving the parking lot, installing new windows, installing windows in former vehicular openings, and covering the existing concrete block walls with stucco.

**Applicant:** Ms. Liang, representing CFT Building and Design, LLC presented the application. It was established that the windows had already been installed (without a permit) and the parking lot repaved and the curb around the building replaced with a DPIE permit (59565-2017). Another permit had been issued for interior alterations (58165-2017). There is a proposed retaining wall shown on the location survey but the owner indicated it might be a future project.

**Staff:** Mr. Sams stated that the applicant had not provided sufficient information in time for generation of an M-NCPPC conformance determination.

**Committee:** Chair Thompson stated he believed that vertical elements should be added to the window with the greatest horizontal proportions. The committee discussed the applicability of parking requirements to this project without reaching a determination. The committee also asked the applicant to work with M-NCPPC staff, providing the information needed so that staff could provide a conformance memorandum. The applicant agreed and to resubmit for the March 2018 meeting.

## F. ADJOURNMENT

There being no further business Ms. Dixon moved to adjourn the meeting at 9:14 p.m. Mr. Arnold seconded the motion. The motion passed in a vote of 3-0-1 (Chair Thompson abstaining).

Submitted by Daniel Sams, M-NCPPC Staff Liaison