

Non-Residential Properties Architectural Procedures

Definition: This procedure is applicable to all properties bound by the Wilde Lake Village Covenants (“the Covenants”) within Wilde Lake that are not designated as Residential Land Use by Howard County New Town Zoning. In addition, all properties not expressly bound by the Covenants, but which require Wilde Lake Architectural Committee (“AC”) approval, through Deed restriction or otherwise, must adhere to these procedures.

1. Presentation to the Wilde Lake Village Board

1.1 Meeting before the Wilde Lake Community Association Board of Directors (“the Board”)

Prior to submitting an Application for Exterior Alteration (the “Application”), the property owner must contact the Wilde Lake Community Association (“WLCA”) to arrange for a public meeting regarding the proposed alteration. The meeting will be held during a regularly scheduled Wilde Lake Village Board meeting unless otherwise agreed upon by the Board and the property owner. Notice of the meeting will be posted at Slayton House and on the Village website in accordance with the Wilde Lake Articles of Incorporation and the Maryland Homeowners Association Act.

During the meeting, the property owner shall present a plan for proposed architectural changes by providing sufficiently detailed information which will allow the Board, the Architectural Advisory Panel and the general public to understand the plan. Information which must be presented in support of the proposed change or alteration shall include:

1. Preliminary site plan with grading and all site improvements at a minimum scale of 1”= 50’ or as requested by the Board.
2. Architectural drawings indicating the proposed appearance of all structures at a minimum scale of 1/8”=1’0” or as requested by the Board depending upon the size and complexity of the project.
3. A general indication of all materials and colors.
4. Drawings showing the location and appearance of all signs including their size, materials and any illumination.
5. Lighting plan specifying the location and type of all exterior fixtures.

6. Landscape plan at a minimum scale of 1"= 50' showing the location and type of landscape material.

7. Any other materials requested by the Board to explain the intent and character of the project.

The presentation shall be followed by questions, comments and feedback by the Board, the Architectural Advisory Panel and members of the audience. The Board Chair shall facilitate the meeting.

At the conclusion of the meeting, the Board may, at its discretion, make a determination that the Resident Architectural Committee ("RAC") shall review an Application which is submitted in relation to the presentation.

1.2. Public Comment Period

After the presentation to the Board and the Architectural Advisory Panel, the proposed changes will be displayed in Slayton House for a period of three weeks. The public will be permitted to comment via letter or email regarding the proposal. These comments will become part of the public record regarding the property.

At the close of the public comment period, the Wilde Lake Covenant Advisor shall prepare a report which shall include all e-mails and letters submitted during the public comment period. The report shall be provided to the property owner with copies sent to the Architectural Advisory Panel and AC within ten (10) days of the close of the comment period.

2. Architectural Advisory Panel

After the report is issued, the property owner should submit an Application to the Architectural Advisory Panel (or the RAC as determined by the Board) within one year of the presentation to the Board. The Applicant must respond to the report and submit information as required in Section 3.1 Materials Required for Submission, items 1 through 11. The Application must reflect the same intent as presented to the Board. The Architectural Advisory Panel will review the Applicant's submission and make a recommendation to the AC.

2.1. Composition of the Architectural Advisory Panel

The Architectural Advisory Panel is a standing committee of the AC which will review Applications for Exterior Alterations from non-residential property owners. The Architectural Advisory Panel shall be composed of no more than seven (7) members. The Architectural Advisory Panel shall consist of the RAC Chair and others approved by the Board.

2.2. Member Term of Service

Architectural Advisory Panel members (other than the RAC Chair) shall be appointed by the Board at the second regular meeting following the annual Wilde Lake elections. Members may be appointed at any time by the Board to fill vacancies. Within one month of their appointment, and within one month of any other time when new appointments to the Architectural Advisory Panel constitutes a majority, the Architectural Advisory Panel shall meet in order to designate a Chair and Vice-Chair. The Chair shall preside over all Architectural Advisory Panel meetings. In the absence of the Chair, the Vice-Chair shall preside. On occasion, the AC may request that the Architectural Advisory Panel Chair, or any other member of the Architectural Advisory Panel, attend AC meetings to provide advice and assistance.

2.3. Architectural Advisory Panel Responsibilities

The responsibilities of the Architectural Advisory Panel are as follows:

1. Gain working knowledge of architectural policies and procedures, Wilde Lake Village Covenants and Guidelines for Non-Residential Properties,
2. Attend Presentation to the Wilde Lake Village Board,
3. Review all Applications for Exterior Alteration for non-residential properties,
4. Read & review all material submitted with applications,
5. Contact Covenant Advisor if additional information is required,
6. Visit properties,
7. Attend meetings (no proxies),
8. Participate in discussion of applications,
9. Make recommendation for approval, approval with modification or disapproval of applications to the Architectural Committee Liaison (the "AC Liaison"),
10. Write minority/majority report as needed for application appeals,
11. Advise & assist the Board on architectural matters as directed by approved motion of the Board.

2.4. Meetings

The Architectural Advisory Panel will meet at least once a year, and more frequently as necessary to carry out its responsibilities, including review of Applications from non-residential property owners and will provide public notice seven days prior to the meeting. Meetings shall be open to the public in accordance with the Maryland Homeowners Association Act. Notice to the public shall be posted at Slayton House and on the Village website.

2.5. Review of Applications

During Architectural Advisory Panel meeting, application review shall be performed in accordance with the following guidelines:

1. Statement of Applicant – The applicant shall provide a summary of the desired exterior alteration. The summary presentation may include description of drawings, sample materials, etc.
2. Supporters of the Application – Those people in attendance who wish to express support for the application will be allowed a brief time to express their opinion.
3. Opposers of the Application - Those people in attendance who wish to express opposition to the application will be allowed a brief time to express their opinion.
4. Review of Written Materials – The Architectural Advisory Panel shall review all written submissions to the committee with regard to the application.
5. Discussion – The Architectural Advisory Panel shall be permitted to ask questions of the applicant, supporters, and opposers. This discussion will be facilitated by the Architectural Advisory Panel Chair.

The Covenant Advisor shall maintain a sign-in sheet for each application. In addition, the Covenant Advisor shall record the vote for each recommendation. Applicants and the public are encouraged to attend and participate in Architectural Advisory Panel meetings.

Recusal/Conflict of Interest –If for any reason, an Architectural Advisory Panel member believes there is a conflict of interest, the Architectural Advisory Panel member shall reveal the potential conflict of interest prior to the application review. The Architectural Advisory Panel shall vote on whether a conflict of interest exists. If the vote of the Architectural Advisory Panel finds a conflict exists, the Architectural Advisory Panel member shall recuse himself/herself from the application review. If the Architectural Advisory Panel finds no conflict, the Architectural Advisory Panel member shall participate in the application review.

2.6. Architectural Advisory Panel Recommendations

After an application has been reviewed, the Architectural Advisory Panel may take one of four actions as determined by a majority vote:

1. Recommend Approval of the application.
2. Recommend Approval of the application, with modifications.
3. Recommend Disapproval of the application.
4. Table the Application stating the reason and additional information required and scheduling meeting for further review by Architectural Advisory Panel to comply with requirements for public notice.

In the event of a tie vote, the recommendation is deemed as a disapproval. All Architectural Advisory Panel recommendations are passed to the AC Liaison for final authorization and determination.

3. Submission of Application for Exterior Alteration

3.1. Materials Required for Submission

1. Complete Application form including signatures from all adjoining property owners indicating awareness of proposed architectural changes.
2. Response to comments from meeting with the Board and open comment period.
3. Final site plan with all details and any revisions to the preliminary site plan at a minimum scale of 1" = 30' or as required by the AC depending upon the size of the project.
4. Location and details of all walks, courtyards, fences, trash dumpster enclosures, communication equipment and other exterior features within the building site.
5. Final construction drawings showing all elevations, including details of trim and finishes at a minimum scale of 1/4" = 1'-0" or as required by the AC depending upon the size and complexity of the project.
6. Actual material and color samples of exterior wall material and roofing including trim, doors, windows, etc. The AC may require the Applicant to construct a sample panel on site in order to review material and color selections for final approval.
7. Final signage drawings showing the location and appearance of all signs and graphics including their size, materials and any illumination.
8. Final exterior lighting system including locations, mounting heights and manufacturer's catalog photographs of proposed fixtures. The AC will generally require a photometric study in order to be able to review the proposed intensity of lighting.
9. Final landscape plan at a minimum scale of 1" = 30' or as required by the AC specifying the location, type and size of all plant materials.
10. Temporary construction facilities such as trailers, storage locations, fences, temporary signs, lights, etc.
11. Any other materials requested by the AC to explain the intent and character of the project.

3.2. Final Determination of Application

Upon notification of the Architectural Advisory Panel recommendation, the AC Liaison shall review the Application and all applicable material, to include, but not limited to, the tapes/transcripts from the presentation to the Board, public comments submitted during the public comment period, and the recommendation of the Architectural Advisory Panel as well as a site visit. The AC Liaison shall make a final determination within sixty (60) days of approval of submission of the Application in accordance with the Covenants. The AC Liaison shall consult and discuss the Application with the full AC before final determination.

In the event of an adverse decision, the applicant may, within ten days of receipt of notice of such adverse decision, submit a written request for review by entire AC. The majority decision of the AC shall be final and binding. In any case where the AC disapproves an Application, the AC shall, if requested, make reasonable efforts to assist and advise the applicant in order that an acceptable proposal can be prepared and submitted for approval.

Approved by WLVB March 16, 2009

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