

**Copies of original - 2 Hearts at Liberty**  
**INTER-OFFICE CORRESPONDENCE**  
**RECOMMENDATION FORM**

**TO:** Office of Planning, Development Review Office  
 Attention: ALF REVIEWER  
 Jefferson Building  
 105 W. Chesapeake Avenue, Room 101  
 Towson, MD 21204  
 M.S. 3402

**FROM:** Department of Permits, Approvals and Inspections  
 Zoning Review Office  
 M.S. 1105

ALF Address 7306 Liberty Road  
 Permit No. (if required) B \_\_\_\_\_  
 Intake Planner's Name Gary Huck  
 Filing Date 5/27/2022

**RE:** Assisted Living Facility I or II

**UP-2022-0004-AL**

This office is requesting recommendations and comments from the Office of Planning prior to Zoning Review Office's approval of a building/use permit.

**A. MINIMUM APPLICANT SUPPLIED COMPATIBILITY / APPEARANCE INFORMATION (As Required under A and B below):**

Karlene Jacobs 10009 Village Green Dr 410 979-2176 harts305@yahoo.co  
Print Name of Applicant Applicant Address Telephone Number Email Address

ALF Lot Address 7306 Liberty Rd Election District D2 Councilmanic District \_\_\_\_\_ Sq. Ft. of Lot 15,000  
Baltimore MD 21207

Lot Location: N E S W side/corner of \_\_\_\_\_ feet from N E S W corner of \_\_\_\_\_  
(street) (street)

Land Owner: Karlene Jacobs 10 Digit Tax Account Number 0203002270

Address: 10009 Village Green Dr 410,979-2176 Harts305@yahoo.co  
Woodstock MD 21163  
Telephone Number Email Address

**B. APPLICANT MUST PROVIDE THE FOLLOWING ITEMS (1 THROUGH 7) BELOW:**  
 (to be submitted by applicant for required compatibility and/or appearance review by the Office of Planning)

Intake Planner to confirm information acceptance by marking **X** below:

	YES	NO
1. This Completed Recommendation Form (3 copies) .....	✓	—
2. Building Permit Application or Copy (if available) .....	—	—
3. Site Plan (See Zoning Use Permit Checklist on Page 2 for Requirements): Property (3 copies): including lot size and square feet of buildings, parking and open space ~ 10% lot area .....	✓	—
Statement of Compliance with Checklist Note 5.A .....	✓	—
Statement of Compliance with Checklist Note 8 regarding the 1000 foot proximity requirement of Section 432.1.A.3, BCZR .....	✓	—
Statement of Compliance with Checklist Note 10 regarding automatic sprinkler system requirement of County Building Code (For more information about automatic sprinkler system requirements, you must contact the Building Plans Review Office at 410-887-3987) .....	✓	—
4. Building Elevation Drawings (these <u>may be waived</u> if note 5.A. from the Zoning Use Permit Checklist can be stated on the plans) .....	✓	—
5. Photographs (please label all photos clearly) Show the Adjoining Buildings, the Proposed Building, and the Surrounding Neighborhood .....	✓	—
6. Applicant Confirms compliance with 1000 foot proximity requirement of section 432.1.A.3, BCZR .....	✓	—
7. Applicant Confirms that Building Plans Review Office was contacted regarding automatic sprinkler system requirements Building Plans Review Office can be reached at 410-887-3987 .....	✓	—
8. Current Zoning Classification: <u>DR 3r5</u>		

**TO BE FILLED IN BY THE OFFICE OF PLANNING ONLY!**

**RECOMMENDATIONS / COMMENTS:**

Approval

Disapproval

Approval conditioned on required modifications of the application and/or site plan to conform with the following Comments below (or attached):

Signed by: Brett M. Williams  
 for the Director, Office of Planning

Date: 6/27/22

**This was our original application for current facility**

# USE PERMIT



IT IS ORDERED by the Director of the Department of Permits, Approvals and Inspections of Baltimore County, this 16 day of December, 2022 that Sylvia Gaylor located at 3383 Lord Baltimore Drive should be and the

same is hereby granted permission to operate a: Assisted Living Facility (7 beds)  
case # 2022-0241-A

101546  
Permit (or Receipt) Number

C. P. G.  
Director, Permits, Approvals and Inspections

GA

## Permits, Approvals and Inspections

111 W CHESAPEAKE AVE  
TOWSON, MD 21204

4108873353

<https://www.baltimorecountymd.gov>

Cashier: Gary H.

Transaction **101546**

Total \$100.00  
DEBIT CARD SALE \$100.00  
VISA 9490

Retain this copy for statement validation

Station: Permit Processing - Mini

16-Dec-2022 12:37:07P  
\$100.00 | Method: EMV  
US DEBIT XXXXXXXXXXXX9490  
SUNDIA GAYNOR  
Reference ID: 235000534626  
Auth ID: 001849  
MID: \*\*\*\*\*2995  
AID: A0000000980840  
AuthWkNm: INTERLINK  
Retail DEBIT  
PIN VERIFIED

Payment EWGKNFAE0Q7F4

Clover Privacy Policy  
<https://clover.com/privacy>



**Inter-office Correspondence  
Recommendation Form**

TO: Office of Planning, Development Review Office  
Jefferson Building  
105 W. Chesapeake Avenue, Room 101  
Towson, MD 21204  
M.S. 3402

ALF Address 3383 Lord Baltimore Dr 21244  
Permit No. (if required) B C022-0013  
Intake Planner's Name Shaun Crawford  
Filing Date 12/15/22

FROM: Department of Permits, Approvals and  
Inspections Zoning Review Office  
M.S. 1105

RE: Assisted Living Facility I or II

This Office is requesting recommendations and comments from the Office of Planning prior to Zoning Review Office's approval of a building/ use permit.

**A. MINIMUM APPLICANT SUPPLIED COPATABILITY / APPEARANCE INFORMATION (As Required under A and B below):**

Print Name of Applicant Synthia Gaynor Applicant Address 3383 Lord Baltimore Dr. 21244 Telephone Number 410 365-6629 Email Address \_\_\_\_\_  
ALF Lot Address 3383 Lord Baltimore Dr. Election District 02 Council District \_\_\_\_\_ Sq. Ft. of Lot 7840  
Lot Location: N/E/S/W/ide/corner of \_\_\_\_\_ feet N/E/S/W corner of \_\_\_\_\_ Street \_\_\_\_\_ Street  
Land Owner Synthia Gaynor 10 Digit Tax Account Number 22 0 02 0 69 2 8  
Address 3383 Lord Baltimore Dr. 21244 Telephone Number 410 365-6629 Email Address \_\_\_\_\_

**B. APPLICANT MUST PROVIDE THE FOLLOWING ITEMS (1 THROUGH 7) BELOW:**  
(to be submitted by applicant for required compatibility and/or appearance review by the Office of Planning)

Intake Planner to confirm  
information acceptance  
by marking X below.

- |   | YES | NO |
|---|-----|----|
| 1. This Completed Recommendation Form (3 Copies) .....  | ✓   | —  |
| 2. Building Permit Application or Copy (if available) .....   | ✓   | —  |
| 3. Site Plan (See Zoning Use Permit Checklist on Page 2 for Requirements):<br>Property (3 copies): including lot sizes and square feet of buildings, parking and open space – 10% of lot area .....   | ✓   | —  |
| Statement of Compliance with Checklist Note 5.A .....   | —   | —  |
| Statement of Compliance with Checklist Note 6 regarding automatic sprinkler system requirement of County Building Code<br>(For more information about automatic sprinkler system requirements, you must contact the Building Plans Review Office at 410-367-3887) ..... | —   | —  |
| 4. Building Elevation Drawings (these may be waived if note 5.A from the Zoning Use Permit Checklist<br>can be stated on the plans) .....   | N/A | —  |
| 5. Photographs (please label all photos clearly)<br>Show the adjoin buildings, the proposed building, and the surrounding neighborhood .....  | ✓   | —  |
| 6. Application Confirms compliance with 1,000 foot proximity requirement of Section 432.1.A.3 BCZR .....  | ✓   | —  |
| 7. Applicant Confirms that the Building Plans Review Office was contacted regarding automatic sprinkler system requirements .....   | ✓   | —  |
| 8. Current Zoning Classification: <u>DR10</u>   |     |    |

**TO BE FILLED IN BY THE OFFICE OF PLANNING ONLY**

RECOMMENDATIONS/COMMENTS

- Approval     Disapproval     Approval conditioned on required modifications of the application and/or site plan to conform with the following comments below or attached.

Signed by: BM Williams  
For the Director, Office of Planning

Date: 12/12/22

Revised 1/2022

# BALTIMORE COUNTY, MARYLAND

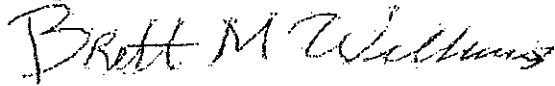
## INTER-OFFICE CORRESPONDENCE

**TO:** Jenifer Nugent **DATE:** December 12, 2022  
**FROM:** Brett M. Williams  
Development Review, Planner  
**SUBJECT:** 3383 Lord Baltimore Drive  
Assisted Living

The Department of Planning has reviewed the Assisted Living Facility plan at 3383 Lord Baltimore Drive. The applicant is proposing an assisted living facility with a maximum of 7 beds in an existing structure. There are no other Assisted Living Facility's within 1000 feet of the property. The Department of Planning has no objection to the request pending the following conditions are addressed:

- The exterior of the existing dwelling shall not be altered.
- No signs that identify the property as an Assisted living Facility shall be erected on the premises.
- Outdoor areas of the property shall be properly maintained (i.e., no litter, debris or tall grass).
- Submit a compatibility finding pursuant to Section 32-4-402 of the Baltimore County Code.

Prepared by:



Brett M. Williams  
Brett M. Williams

<b>IN RE: PETITION FOR VARIANCE</b>	*	BEFORE THE
<b>(3383 Lord Baltimore Drive)</b>		
2nd Election District	*	OFFICE OF ADMINISTRATIVE
4 <sup>th</sup> Council District		
Sylvia Gaynor	*	HEARINGS OF
<i>Legal Owner</i>		
Sundia Gaynor	*	BALTIMORE COUNTY
<i>Contract Purchaser/Lessee</i>		
	*	<b>CASE NO. 2022-0241-A</b>
<b>Petitioners</b>		

\* \* \* \* \*

**OPINION AND ORDER**

This matter comes before the Office of Administrative Hearings (“OAH”) as a Petition for Variance filed by Sylvia Gaynor, legal owner and Sundia Gaynor, contract purchaser/lessee (“Petitioners”) for property located at 3383 Lord Baltimore Drive, Windsor Mill (the “Property”). Petitioners are requesting variance relief from the Baltimore County Zoning Regulations (“BCZR”) § 432A.1.C: to permit 3 require parking spaces and delivery area in the front yard of an Assisted Living Facility with a 0 foot setback in lieu of the required side or rear yard location and 10 foot setbacks.

Due to COVID-19, a public WebEx hearing was conducted virtually in lieu of an in-person hearing. The Petition was properly advertised and posted. The Petitioner, Sundia Gaynor appeared at the hearing. There were no interested citizens or protestants that appeared at this hearing.

Substantive Zoning Advisory Committee (“ZAC”) comments were received from the Department of Planning (“DOP”), the Department of Public Works and Transportation (“DPW&T”), and from the Office of Zoning Review (“OZR”). These agencies did not oppose the requested relief, subject to proposed conditions, which will be incorporated into the Order.

The property is approximately 7,848 sq. ft., and is zoned DR 16. Mr. Gaynor explained that there is a long driveway and three car parking pad in the front of the residence. In order to

comply with the regulations they would have to add significantly more impervious surface area in the form of a driveway extension and an additional parking pad. In addition, there is not sufficient space on either side of the dwelling for a parking pad, so it would have to be located in the rear yard, which would consume a large percentage of the usable open space there.

A variance request involves a two-step process, summarized as follows:

- (1) It must be shown the property is unique in a manner which makes it unlike surrounding properties, and that uniqueness or peculiarity must necessitate variance relief; and
- (2) If variance relief is denied, Petitioner will experience a practical difficulty or hardship.

*Cromwell v. Ward*, 102 Md. App. 691 (1995).

The site is a long and narrow lot with a large existing parking pad in the front of the dwelling. It is therefore unique in a zoning sense. If the variance were denied the Petitioner would suffer practical difficulty and hardship because he would have to expend significant time and resources to extend the driveway and construct a new parking pad in the rear of the dwelling. I find that the variance is within the spirit and intent of the regulations and that it will not harm the public health, safety or welfare. It will also preserve the existing open space and pervious surface area at the site.

THEREFORE, IT IS ORDERED, this 18th day of November 2022, by the Administrative Law Judge for Baltimore County, that the Petition for Variances from BCZR § 432A.1.C: to permit 3 require parking spaces and delivery area in the front yard with a 0 setback in lieu of the require side or rear yard land 10 feet setbacks is hereby **GRANTED**.

The relief granted herein shall be subject to the following:

- Petitioners may apply for necessary permits and/or licenses upon receipt of this Order. However, Petitioners are hereby made aware that proceeding at this time is at their own risk until 30 days from the date hereof, during which time an appeal can be filed by any party. If for whatever reason this Order is reversed, Petitioners would

## Inter-office Correspondence Recommendation Form

**TO:** Office of Planning, Development Review Office  
Jefferson Building  
105 W. Chesapeake Avenue, Room 101  
Towson, MD 21204  
M.S. 3402

ALF Address 3383 Lord Baltimore Dr. 21244  
Permit No. (if required) B C022-0213  
Intake Planner's Name Shawn Crawford  
Filing Date 12 / 5 / 22

**FROM:** Department of Permits, Approvals and  
Inspections Zoning Review Office  
M.S. 1105

**RE:** Assisted Living Facility I or II

This Office is requesting recommendations and comments from the Office of Planning prior to Zoning Review Office's approval of a building/ use permit.

**A. MINIMUM APPLICANT SUPPLIED COPATABILITY / APPEARANCE INFORMATION (As Required under A and B below):**

Sundia Gaynor 3383 Lord Baltimore Dr. 21244 410 365-6629  
Print Name of Applicant Applicant Address Telephone Number Email Address  
ALF Lot Address 3383 Lord Baltimore Dr. Election District 02 Council District \_\_\_\_\_ Sq. Ft. of Lot 7840  
Lot Location: N/E/S/W/side/corner of \_\_\_\_\_ feet N/E/S/W corner of \_\_\_\_\_ Street \_\_\_\_\_ Street  
Land Owner: Sylvia Gaynor 10 Digit Tax Account Number 22 0 0 0 0 6 9 2 8  
Address: 3383 Lord Baltimore Dr. 21244 410 365-6629  
Telephone Number Email Address

**B. APPLICANT MUST PROVIDE THE FOLLOWING ITEMS (1 THROUGH 7) BELOW:**

(to be submitted by applicant for required compatibility and/or appearance review by the Office of Planning)

Intake Planner to confirm information acceptance by marking X below.

	YES	NO
1. This Completed Recommendation Form (3 Copies) .....	✓	—
2. Building Permit Application or Copy (if available) .....	✓	—
3. Site Plan (See Zoning Use Permit Checklist on Page 2 for Requirements): Property (3 copies): Including lot size and square feet of buildings, parking and open space – 10% of lot area .....	✓	—
Statement of Compliance with Checklist Note 5.A .....	—	—
Statement of Compliance with Checklist Note 6 regarding automatic sprinkler system requirement of County Building Code (For more information about automatic sprinkler system requirements, you must contact the Building Plans Review Office at 410-887-3987) .....	—	—
4. Building Elevation Drawings (these may be waived if note 5.A from the Zoning Use Permit Checklist can be stated on the plans) .....	N/A	—
5. Photographs (please label all photos clearly) Show the adjoin buildings, the proposed building, and the surrounding neighborhood .....	✓	—
6. Application Confirms compliance with 1,000 foot proximity requirement of Section 432.1.A.3 BCZR .....	✓	—
7. Applicant Confirms that the Building Plans Review Office was contacted regarding automatic sprinkler system requirements .....	✓	—
8. Current Zoning Classification: <u>M1C 16</u>		

**TO BE FILLED IN BY THE OFFICE OF PLANNING ONLY**

**RECOMMENDATIONS/COMMENTS**

- Approval     Disapproval     Approval conditioned on required modifications of the application and/or site plan to conform with the following comments below or attached.

Signed by: \_\_\_\_\_  
For the Director, Office of Planning

Date: \_\_\_\_\_

Revised 1/2022



