

ANNAPOLIS FRIENDS MEETING

VISIONING OUR FUTURE CAMPUS

MASTERPLAN PHASE II, 7 April, 2018



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Expansion Exploration: New Meetinghouse Feasibility Study

*And so I find it well to come
For deeper rest to this still room
For here the habit of the soul
Feels less the outer world's control;
The strength of mutual purpose pleads
More earnestly our common needs;
And from the silence multiplied
By these still forms on either side,
The world that time and sense have known
Falls off and leaves us God alone.
----the Clear Vision, John Greenleaf Whittier*

It has been 25 years since Annapolis Friends Meeting (AFM) laid out a vision for its future and manifested its new home on Dubois Road. AFM has reached a critical mass, outgrowing its initial spaces, and the Meeting is exploring its legacy building needs.

AFM has found that their presence on Dubois Road has been a gift to the Meeting and to the greater community. The building is supporting a number of Quaker community functions and local community functions that bring many people to the Meeting. Associated community groups and renters, rather than Meeting membership are currently driving use-demand. And, several times recently, the Meeting has been forced to host high use Meetings such as Quarterly Meeting or Memorial Meetings off campus since the Meeting just doesn't have the space.

Consequently, AFM hired Lippincott Architects to conduct a feasibility study that would look to answer the question "What do we need physically to nurture the vitality and vibrancy of the Meeting for the next 30-100 years?" As part of the exploration process, Lippincott Architects facilitated two listening sessions. After those listening sessions, Lippincott Architects developed and presented three building schemes to the Meeting reflecting the vision voiced during the listening sessions. An engineer was also hired to investigate the Meetinghouse site, zoning, and environmental laws. A fourth scheme was developed, which was posted for comments, and the scheme was then revised. This fourth scheme, which depicts a new Meetingroom, Library, multipurpose building, and site work, is what the Meeting settled on as a feasible and potentially desirable option for further exploration and design development. As drawn the fourth scheme is estimated to cost between \$1.48 M to \$1.73 M, with additional architectural and consulting fees ranging from \$196K to \$221K. This scheme can serve as a starting point for the final Meeting design. Due to zoning constraints on the property, the Meeting will need to take steps to acquire a variance in order to build what the Meeting wants.

Now that the feasibility study is complete, the next steps for the Meeting include:

- Determining to proceed with the construction of the program as outlined to date.
- Developing a financing strategy to raise necessary funds for the new building(s).
- Hiring an architect to develop the final Meeting design and complete construction documents. Lippincott Architects is happy to provide architectural services.
- Acquiring the necessary variance.

This report further outlines the process, drawings, key results of the engineer's study, and the final scheme.

Visioning Sessions: Listening to the Meeting

As mentioned earlier, Visioning sessions were held on February 22nd and March 22nd, 2015. A few key insights from those sessions are summarized below. The full minutes from these meetings are in the Appendix.

- Many felt that the social room is adequate for the Meeting, while others lamented the Meeting not to be able to host a large Memorial service. We asked why not just enlarge the Social room? And a strong consensus emerged that the Library/Peace & Social Justice room was not big enough and that there is a need for a room with flexible qualities that could support medium-sized gatherings.
- Friends were invited to share words that could guide the creation of new spaces and suggest; "qualities for our spiritual oasis"; Some of the words that were expressed include: flexible space, welcoming, refuge, sustainable, safe, accessible, supportive, community.
- The listening sessions also generated many words of guidance describing the qualities desired for the Meetinghouse. They include: warm/welcoming, light filled, quiet & serene, away from kids/activity/electronics, peaceful/connecting, magnetic/flexible.
- One of the long-time members of AFM, Careen, talked about worship and how there is value in a separate space of stillness, yet, one that can also give the "wow" feeling of spiritual gravity.
- The issue of whether or not the Meetingroom can be rented out for multi-purpose use was discussed. One of the issues raised in the conversation is what is a sacred place and if it is sacred, can it be used for other purposes.

Conclusions: The Meeting decided that they want a variety of kinds of spaces and sizes of places to meet both the needs of the Meeting and renters. The Meeting decided that they should consider a building scheme that keeps the social room as the largest space.

Possible Designs Presented to the Meeting

After the listening sessions, Lippincott Architects designed and presented three possible building schemes based on the information gathered during the listening sessions. These three schemes are described below and can be seen in the Appendix. After reviewing, discussing, and reflecting on the presented schemes, the Meeting chose Scheme C. Scheme C was placed in the foyer for written comment and discussion. Lippincott Architects took this new information and modified Scheme C to incorporate the comments and suggestions provided into the design. The result is Scheme D. All schemes reflect the traditional Quaker esthetic of simplicity, natural light and no focal points.

Scheme A

Scheme A was designed to reflect the concern that the current Social Room meets the need for a Meetingroom. So, energy and money should be spent on support spaces, such as adding a large Library/Peace & Social Justice room, a new Multi-purpose building and creating more flex-spaces for community /rental use. In this scheme, the new Multi-purpose building would have a small bathroom with shower, a “kitchenette” and central folding wall, giving the Meeting a separate entry building that could support a range of uses from retreats & resident scholar uses, to learning spaces & multi-purpose uses. The main building kitchen would expand 2 feet into the adjacent flexi-space room, and the current Office/Peace & Social Justice room would adopt new uses, perhaps a nursery if a bathroom was added adjacent. Several stalls, largely added to the ladies room would enlarge the bathroom facilities in the building.

The additional spaces and adjustments to existing spaces would enrich the mission and support the Meeting without touching the beloved current Meetingroom while keeping costs down. The new Library addition is smaller and less expensive than a Meetingroom, leaving more outdoor space to perhaps be used as worship/wedding garden space.

Scheme B

Scheme B matures and expands the original master planning concept envisioned in 1991, of a Meetingroom off the North end of the current building, linked with a slightly expanded vestibule and a wrap-around porch. The Meetingroom would open to a patio and outdoor worship area overlooking the ravine. The Library/Peace & Social Justice room would expand into the Office and the existing building would be extended to add toilets and a smaller flexi-space room. The Multi-purpose building as drawn in scheme A could then be added as a new building ten feet beyond the end of the existing building to provide access the rear terrace.

This “middle way” scheme adds a new Meetingroom but only slightly expands the Library, attempting to hold costs down.

Scheme C

Scheme C reflects the Meetings desire for more space dedicated to the Library/Peace and Social Justice Room, as well as a new large Meetingroom. In this scheme the new Meetingroom is turned 45 degrees from the existing building to follow the site and the ravine. The Meetingroom itself matures to add a floor to ceiling large glass bay window opening the room to nature, balancing the energy of the room with the entry end. A fireplace brings warmth and primal sound, as well as the gathering of the hearth. A lantern lights the Meetingroom entrance, drawing people from the current entry.

Scheme D

Scheme D changes Scheme C slightly by adding some bathrooms at to the Meetingroom end, enlarging the storage room and replacing the costly wrap around porch with a new standalone porch, situated quite close to the existing porch. The Meetingroom moves slightly closer to the parking lot, opening the outdoor worship space a bit, and the hall bathrooms don't expand as much. A large skylight centers the room bringing glimpses of the sky to the space.

Bathrooms/toilets:

Code requires the building to have 2 women's toilets and 1 men's toilet. However, the use and comfort demands of the Meeting require more toilets. A mix of more private single toilets and multiple stall toilet rooms included in the design gives the flexibility to provide toilets for whatever needs the Meeting has now or in the future.

A request was made to incorporate composting toilets into the design. However, the research conducted by Lippincott Architects indicates that the technology is not yet appropriate for the Meeting at this time. Pumping from a grinder to the existing septic system is a proven and conventional technology that the County understands. A composting system is redundant and thus expensive. Composting toilets also generally require full access underneath them, which is expensive and difficult to create. Also, in the composting system generally the lavatories require a grey water system with an exterior drainage field that is lighter, but similar to a septic field. So, Lippincott Architects recommends that the additional bathrooms are best incorporated into the current septic systems. This is likely the most cost-effective system.

Green/Sustainability Choices: Green roofs and Solar Power: Bio solar

Due to environmental concerns, and County regulations, it is crucial that the Meeting pay attention to how water is managed on site. Adding buildings, walkways and other paving will create more impervious surfaces on the site. To mitigate this, the Meeting can build a green roof on both the Meetingroom and Library roofs. In addition to the green roof, the Meeting can also place a large solar array over the green roofs.

Research is indicating that photovoltaic panels can be up to 16% more efficient due to the cooling effect of a green roof system in the summer. Green roofs can also help to keep ambient temperatures around the panels at or near a maximum efficiency temperature of 25⁰C. Green roofs can act as ballast support systems of the photovoltaic array, allowing fewer roof

penetrations. And, panels will likely increase the diversity of vegetation on the roof under the panels by creating wetter and drier areas. Rain water capture management systems can also be placed on new buildings to extend the Meeting's capacity to water local gardens.

The Site: Zoning, Utilities, Parking & Runoff Management

According to the consulting engineer's report, the following information and issues are relevant to the any building that might take place on the site.

Zoning: R2 by right.

Critical Area Law and Lot Coverage: Regulations will require the Meeting to acquire a variance from section 17-8-402 allowing relief from the 15% maximum allowed lot coverage. County staff recommendations and any resultant Administrative Hearing Officer decision will require the Meeting to hire a good Zoning Lawyer, and it will be useful to get the support of local adjacent homeowners.

Well & Storm Drainage: These appear adequate and likely will not require change. The Meetinghouse's septic system, given additional demand from more people using the Meetinghouse, will likely require an additional nitrogen tank as well as a new septic pit. Bathrooms further from the current location will not be able to drain by gravity so likely require a sewage ejector pump. Storm Water Management (SWM) will likely require "micro-practices" to capture and control storm water. The Meeting will need to install rainwater capture and control systems, perhaps integrated with micro-practices. The Meeting is planning a green roof on most new structures, which will help with rainwater capture.

Parking: The meeting will need to add to the current 52 Parking spaces. Quantity will be determined by how much space AFM builds but will likely require adding between 16 and 28 new spaces. An agreement to share local spaces with the Unitarians may help reduce the number of required new spaces but is more likely to address overflow parking impacts on the neighborhood during infrequent large use events. The Meeting will want to avoid parking along the street and possibly blocking access. It is likely that a new parking lot will need to be added south of the current lot, near the playground. AFM will want to avoid creating new impervious surfaces. One option is to pave this 2nd lot with a pervious flexible paving that lets water through and could double as a play surface when not needed for the parking. Flexible pervious paving would also help minimize the impact on the majestic Oaks gathered between the lots.

Estimated Costs:

Estimated costs include: Site work, Building and Architectural, Consultants, and Engineering fees. These costs are estimates only. Actual costs will depend on the final design and contractor pricing.

Site Work:

| | |
|---------------------------------------|---------------|
| New Parking Lot (pervious paving).... | \$ 30K |
| SWM micro-practices | \$ 10K |
| BAT Septic Tank | \$ 15K |
| Septic Distribution Pit | \$ 20K |
| Outdoor Worship Shaping..... | \$ 5K |
| Total Site Work | \$ 80K |

Building Costs:

(for new Meetinghouse/Library Addition, new Multi-purpose Room Building, and renovation of Bathrooms/Kitchen)

Meetinghouse/Library Addition:

| | | |
|-------------------------------------|-------------------|-------------------|
| Meetingroom Square footage: 2,320sf | <u>x \$200/s</u> | <u>x \$250/sf</u> |
| | \$464K | \$580K |
| Lantern..... | \$ 30K | |
| Entry Porch..... | \$ 30K | |
| Side & Basement stairs.. | \$ 35K | |
| | | |
| Library Square footage; 1,660sf | <u>x \$200/sf</u> | <u>x \$250/sf</u> |
| | \$332K | \$415K |
| Bay window | \$ 40K | |
| Green Roof..... | \$ 15K | |
| Solar panels support..... | \$ 25K | |
| | | |
| Basement Square footage: 700sf | <u>\$100/sf</u> | |
| | \$ 70K | |
| Totals Range: | \$1.040 M | \$1.240 M |

Multi-purpose Room Building:

| | | |
|------------------------|-------------------|-------------------|
| Square footage 1,140sf | <u>x \$200/sf</u> | <u>x \$250/sf</u> |
| | \$230K | \$285K |
| Portico..... | \$ 25K | |
| Bay windows (2)..... | \$ 40K | |
| Connector Roof..... | <u>\$ 15K</u> | |
| Totals Range: | \$310K | \$365K |

Kitchen & Bathroom Renovations in Existing Building:

| | |
|------------------------|---------|
| Kitchen work..... | .\$ 17K |
| Bathrooms expansion... | .\$ 30K |

| | | |
|-----------------------------|------------------|------------------|
| Totals All Building: | \$1.400 M | \$1.650 M |
| Including Site work: | \$1.480 M | \$1.730 M |

Fees: Estimated Costs

Architectural Services:

| | |
|---|------------------------|
| Architectural Drawings through permit: | \$140K - \$165K |
| Specialty Consultant's coordination | \$ 4K |
| Construction Administration (billed hourly) | \$ 16K |
| Zoning coordination (billed hourly) | <u>\$ 4K</u> |
| Total Architectural: | \$164K - \$189K |

Specialty Consultants hired by Architects:

| | |
|---------------------------|---------------|
| Lighting..... | \$ 4K |
| Acoustical..... | \$ 2K |
| Audio-visual..... | \$ 2K |
| Solar & Green Roof..... | <u>\$ 4K</u> |
| Total Consultants: | \$ 12K |

Specialty Consultants: hired by AFM

| | |
|--------------------------|---------------|
| Civil Engineering:..... | \$ 6K |
| Zoning Attorney..... | \$ 12K |
| Permit Runner | <u>\$ 2K</u> |
| Total Consultants | \$ 20K |

| | |
|----------------------|------------------------|
| Total Fees... | \$196K - \$221K |
|----------------------|------------------------|

Appendix

Appendix A: Notes from Vision Sessions

First Visioning Session Notes: February 22, 2015

Evan Lippincott asked us to explore our vision of AFM going forward with two exercises designed to give him information on:

“What vision do we have for the Meeting at Large, the campus, the whole facility and for the Meetingroom itself?”

Evan said our work today was to set a vision to create the big picture and context for what we want that will make sense 30-150 years from now. Later we will use these guidelines to help us transform ideas into bricks. To do, this he led us through two exercises

The first exercise was to write one word responses to finish the sentence:

“My ideal spiritual home/oasis is”

For the purposes of this exercise he asked us to suspend judgment and financial concerns and focus on **qualities** we wanted for an ideal spiritual oasis. This is not a discussion of specific rooms, but rather qualities, functions and relationships that describe our ideal. For the purposes of this exercise, we should not focus on details, funding or specific design. He said our job was to tell him our big picture: his job is to design the solutions to provide it.

Here is the list that emerged as we wrote, shared with a neighbor, then talked and listened to each other:

| | |
|--------------------------|----------------------------------|
| safe | simplicity |
| accessible | making space |
| quiet | light |
| flexible | active |
| adaptable | intimate/ intimacy |
| magnetic | neutral ground |
| draws community | diversity |
| welcoming | supportive |
| sanctuary | connection with nature |
| peaceful | community |
| refuge | connecting to the divine |
| vibrant | learning center |
| versatile space | sustainable |
| inward centered | green |
| outward centered | full of light, natural materials |
| expandable | color |
| eco -friendly | relationship to outdoors |
| part of larger ecosystem | outdoor worship space |

The second exercise was based on our experience of Meeting and Meeting rooms we have known. We wrote down our answers then shared our responses to the question:

“Based on my experience my ideal meeting room space has, feels like....”

Responses were:

sacred space
flexible space
expandable into outdoor space
memorial garden
spiritual garden,
healing garden, plantings with intention
Labyrinth
all activities under one room (one unit concept)
all activities connected to whole campus
room for committees
refocus
reading room/library/internet??
multimedia?? (techno vs no tech)
tech-free zones
space to create (art, writing,) work space
conferencing capacity / connection capacity to
other sites.
inclusive of current structure?? (clarify)
Room to run and play
connection to playground
healing garden connected to playground and
classrooms
memorial garden connected to worship room
Removable walls
soft surfaces, hard surfaces
contained comfortable spaces
comfortable seating
simpler worship spaces
library and Meeting room shared sense of
contemplation, meeting room for
spiritual contemplation
dynamic trends in meeting demographics
kitchen to provide space to eat, socialize,
connect to terrace and connect to children
activity
children requested separate kitchen, or ability
to use kitchen without disturbing meeting
flexibility
protect foyer space

The exercises generated more discussion.

* Friends stated that our current space was enough, with only minor adjustments.

*Friends spoke of building for the future, for the next generations. What might that mean for this deliberation?

*Friends discussed implications of the multiple desires for inward looking and outward looking.

*What is the relationship between the current building discussion and the exploration of potential acquisition of next door property?

Respectfully submitted, Nancy Jo Steetle

Second Visioning Session Notes: March 22, 2015

**AD HOC BUILDING COMMITTEE
Visioning Meeting 22 March 2015 - MINUTES**

Present: Kim Finch (clerk), Bob Bruninga, Jack Lahr, Sky & Nan Elsbree, Kimberly Benson, Cairn Craft, Barbara Thomas, Patrica Robinson, Carol Bently, Careen Mayer, Jenny Ward, Marcia Ormsby, Jean Christensen and Evan Lippincott.

The Meeting began following a moment of silence.

This was the second visioning meeting with our architect Evan Lippincott to address the various facets of our building with a focus on the qualities of our meeting as a Spiritual Oasis. The discussion was suggested along the lines of these qualities and any others we might want to add:

| | | |
|----------------|----------------------|---------------------|
| Vibrant/Vital | Comfortable/Intimate | Magnetic/Flexible |
| Warm/Welcoming | Supportive/Learning | Peaceful/Connecting |

Then the physical qualities of the meeting room such as"

| | |
|--|---------------------------------|
| Light filled | Quiet and serene |
| A space for reflection and worship | inward turning, outward turning |
| A space away from business, kids, life and electronics | |

What Support Spaces are needed:

| | |
|----------------------------------|--------------------------------------|
| Healing Garden, Spiritual Garden | more classrooms (dedicated?) |
| Play space | creative and social spaces |
| Library | integrated/accessible outdoor rooms |
| Committee space | Kitchen (separate kids kitchenette?) |

Then a discussion of the Architectural and Community Consideration of a Larger Meeting Room – versus – continuing to use the current Meeting room space

Jack Lahr said that continue with what we have sets a high bar. There were several comments in support of Light and how window design conveys subtle differences (window height and depth). Carol wanted light from above.

Evan discussed “sequence... ? (need help here)

A discussion of seating followed... The general feeling was that benches provide comfort and security and simplicity and fulfill most expectations of a meeting room yet sacrifice flexibility. Chairs although ideal for flexibility convey a feeling of clutter and impermanence. Maybe there is a solution of movable benches. What is that maximum/minimum size bench? 2,3 or 4 seats is too cozy... maybe 5 or more places per bench is a minimum?

The arrangement of the room might be an inner circle, or a hollow square? Evan pointed out that our multi-purpose room has some of those qualities but also has a given axis. This opened the discussion of whether we need a new larger room or can use the existing room. Then Marcia suggested the idea of just extending the existing room towards the ravine beyond the fireplace and then either widening the knaves or whether to keep the fireplace as a center piece or remove it was discussed.

There was discussion about the entrance area and most people were comfortable with the size we have now, but it was noted that people get older and so movement needs to accommodate age. It was noted that building for the future is not just the structure but also the spiritual aspects of our growth.

Careen discussed worship and how there is value in a separate space of stillness, yet, one that can also give the “wow” feeling of spiritual gravity.

The library was a good discussion. Does it have books? Is it a place to sit and read or a committee room. Does it have multi-media access?

There was agreement that building materials should be nontoxic and someone asked if any new construction could have a green roof? Cairn wanted the larger meeting room to also have value as a meeting room for the greater community.

Minutes by Bob Bruninga
410-293-6417

other than flexibility, almost every one design program as it was previously outlined in the Master Plan, and what additions, revisions, updates, or deletions need to be added to make it align with the current and future concerns of the meeting.

The minutes of the last meeting (14 May) were approved after adding Wil Chandler to the list of attendees.

Kim made available copies of our master plan and plats showing the structures on our land and neighbors property line. She summarized our situation with our original visions, our current needs and does it involve the need for more space and/or more land. The agenda included:

- Reviewing the Master Plan with its 10 year and 100 year visions
- Considering what Testimonies might guide our discussion such as Environmental, Sustainability, Thoughtful design and Nurture.
- How can we use the process of building to expand and support these Testimonies
- What are our next steps?

Property: Wil noted that the immediate problem is what to do about the adjacent property line issue as it would drive much of our considerations. Kimberly suggested the most pressing issue is determining what the alternatives might be. Bob also noted that unless we are in unity with our leadings, visions and future planning, it is hard to know how to react to the immediate property line issue. Jack said that the details of the property line issue can be resolved by lawyers once we determine what it is we want to do.

Kim noted that property in the area might suggest the market value of a similar large house might be on the order of \$800k when finished. Regarding our own expansion, she advised that her preliminary contact with our architect suggested building costs were on the order of \$175 to \$225 per square foot for new construction. She said our next steps are to get an appraisal to better know the value of the issues involved with the adjacent house and property line and she also mentioned an Email from the owner that indicated he was not interested in splitting the property.

The group was in agreement that a lawyer should be engaged to help us address the property line encroachment issue.

Climate Change and the Environment: Bob summarized his recent clarity with respect to today's Climate Change and Environmental issues. These issues were not as urgent 20 years ago at the time of our original master plan, nor were they a concern centuries ago when many of our Quaker values evolved. He feels that these concerns as they relate to our species on this planet raise these issues to similar levels as our concerns for Peace, Justice and Worship.

P&JC: Our frequent reference to the Peace and Justice Center as a representative need for space expansion evoked many thoughts. From Bob suggesting that Climate Change and the environment are also important, and from Kit reporting that the existing P&JC is doing fine without any physical structure since it is the embodiment of the dozens of Friends involvement that provides the value to the community. Kim reminded us of Careen's long

held dream of a P&JC as part of our long term vision. We noted that it is not so much our own membership numbers that is pushing growth, but our involvement with our many associated groups and renters in the community that has shown the most growth over the years.

Community: The frequent occurrence of the word “community” throughout our discussions is why Bob felt some of our needs for additional space fit into the category met by the typical community center enveloping all of our leadings in Peace, Justice, Climate Change, the Environment and Education. Dot was concerned that we not lose sight of our primary need for spiritual worship. Martha talked in the future of the “emerging church” where fewer people are drawn to established denominational churches but still feel a spirituality in their faith and lifestyle of integrity. These “unchurched people” as well as evolving needs give rise to a new model of community support for education, sustainability, lifestyle, spirituality, transportation and environmental issues.

Classrooms: Kimberly summarized the needs of the Children’s Religious Education Committee (CREC) as needing three classrooms and a nursery to match the development age of kids and their education levels. She also mentioned a growing need of support for home schooling groups who need a place to gather to enrich the social interactions of these students.

Library, Office and Restrooms: Other specific spaces were suggested as needs. There seemed to be a general agreement that the library and office need to be unscheduled and available at all times. More bathrooms including a shower are needed

Meeting Room: A larger 200 capacity Meeting room was the largest element of our original phase II in our master plan. There was considerable discussion about whether the room would be dedicated to worship only, or also used for other purposes needing the space for large gatherings. Martha and Elise (in absentia) voiced concerns that the room be bright with windows communicating to the nature around us. Weddings and Funerals seemed appropriate, Quaker market, not. Dot was concerned that worship was the paramount factor while CREC needed more classroom space. Bob suggested that the need for a quiet contemplative space might suggest another small “peaceful” room always available and unscheduled. Balancing all the needs and how they drive our future vision seems to remain an open topic.

Building Costs: At this point, Bob pointed out that the drawing of the 200 people Meeting room alone as rendered in the original master plan was nearly 3000 square feet and at the average building costs mentioned earlier, would represent a \$600k investment not even including any of the other spaces mentioned. He was corrected by noting that building costs for a large meeting room would be on the low end of the building range (\$175/sqft instead of \$200) suggesting about a \$525k cost for the meeting room.

Parking, Kitchen, Septic and Propane: Although our original master plan called for 56 spaces with the new 200 sized Meetinghouse, Sky noted that our existing parking lot is 52 spaces and it is already approaching capacity. There was general agreement that more parking would be part of any expansion. Sky also noted that a full support of winter?? Mission would likely require a kitchen upgrade to commercial code requirements. Also, any expansion of the building to the east is complicated by the location of our septic field and our buried Propane Tank. Bob and Kim agreed that propane would not be part of any building plans since the cost of the fossil fuel is prohibitive and would be replaced with geothermal heating.

Retreat Center: When Wes asked about the Retreat Center, Kim responded that the present discussion was focused on our original phase II requirements and that the Retreat Center had always been considered as part of a longer-range phase III planning.

Phase II Needs: During the discussions above, a chart was used to capture the needs for space as they would relate to any Phase II building plans. At the close of the meeting, the chart was as follows:

Phase II Priorities from 1990 Master Plan

- * Meeting Room
 - For 200 people?
 - Multipurpose or dedicated Use?
 - \$200/sqft estimated in 2014 costs (probably closer to \$175 for just the MR)
- * Entrance/Foyer area
- * Outdoor Worship
- * Additional Parking based on size of expansion

Added Items Discussed

- * Additional bathroom/shower facilities
- * Upgrade kitchen to commercial code (if winter xxxx is considered)
- * "Peaceful" Room
- * 3 moderately sized classrooms (approx.. 400 square feet each)
- * Walk out/daylighted basement
- * Dedicated library/reading room
- * Dedicated office and office services area
- * Environmental sustainability

[Phase III needs were not addressed]

Leadings: At this point, Martha summarized how much of the discussion depended on the individual callings and leadings of so many different Friends that it was hard to balance and weigh a single overarching way forward. She suggested that in many people, these leadings are strong and those same people have the energy to move forward if they felt they had the resources and support from the meeting. She suggested that we could ask all friends to

consider their leadings and to bring forward those things we should consider in moving forward that would help them fulfil those leadings to our meeting and to the community.

Invitation: There was a general feeling of agreement that this was the crux of where we are today, in determining how to move forward. In this regard, there seemed to be unity that it was time for action and movement not only to avoid the friction points in our needs for spaces, but also to use this process to reveal our leadings and visions and guide us in the way forward. We want all friends to be heard. Maybe the distribution of these minutes of the ad hoc committee could be used as a mechanism to invite friends to offer their leadings and energies into the way forward.

Schedule: Kim noted the next meeting would be a listening session with the Architect on June 22nd to discuss what we can do within the constraints of our existing property followed on the 29th with another session focused on the assessment of the property for sale next door.

Appendix B: Near Shore Engineering Report



117 KUETHE DRIVE, ANNAPOLIS, MARYLAND 21403
410.585.7560 WWW.NEARSHOREPERMITS.COM

Ms. Kim Finch
March 13, 2017
Page 1
March 13, 2017

Ms. Kim Finch, Acting Clerk, Building for the Future Committee
Annapolis Friends Meeting
Religious Society of Friends (Quakers)
351 Dubois Road
Annapolis, MD 21401
Re: Feasibility Study for Proposed Expansion of Meeting House; 351 Dubois Road, Anne Arundel County, MD.

Dear Ms. Finch:
Near Shore Engineering LLC (Near Shore) is pleased to present this feasibility study for the referenced site. The analysis herein is based on Schematic "D" of an expansion concept as provided by your Architect, Evan Lippincott, previous grading and sediment control plans prepared by Bluebonnet Engineering in 1991, an interview with the Critical Area representative from the County government, and publicly-available data from various environmental and government agencies. Vital to the understanding of this analysis, is the Feasibility Exhibit prepared by Near Shore that accompanies this report. This exhibit details setbacks, environmental constraints, and existing and proposed improvements on the site.

Feasibility Report

Existing Conditions

The referenced site is located at 351 Dubois Road on a single 4.4465 acre parcel. The parcel is located within the 1000-ft Chesapeake Bay Critical Area and a portion is designated Limited Development Area (LDA = 3.90 acres) and Resource Conservation Area (RCA = 0.546 acres). The property has two County zoning designations: R-2 Residential Zone and OS Open Space Zone. The site is shown on the Federal Insurance Rate Map #24003C0169F as a portion of the 100-year floodplain of Luce Creek lies within the property (Zone AE, Elevation 6.0 ft). The Open Space zoning designation roughly corresponds to the 100-year floodplain shown on the FIRM. The site is served by private well water and private septic. The soils on site are primarily Collington-Wist Complex, which is a well-drained soil with a majority of sands and silty sands with a smaller amount of clays. There is a small storm drain system that drains the low area in front of the existing structure to an outfall at the end of Dubois Road extended. There are 15% and greater slopes on a portion of the property as detailed on the Feasibility Exhibit. A 25-foot building setback has been established per Critical Area Regulations. Other

setbacks include the bulk regulation setbacks for the R-2 Zoning District. Currently, fifty-two (52) parking spaces, including three handicapped spaces, are provided for the existing structure.

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Proposed Conditions

The “Building for the Future” Committee desires the expansion of the existing facility to accommodate a new Meeting House, an outdoor worship area, and an additional ingress/egress at the east end of the property. These proposed improvements increase the on-site impervious area from 0.57 acres (12.8%) to 0.74 acres (16.7%).

Analysis of Proposed Conditions

1. Zoning

The proposed expansion lies within the R-2 Residential Zoning classification on this site. A religious facility on more than 2 acres of land with less than 300 parking spaces is a permitted use in this zoning district.

2. Critical Area Lot Coverage

As shown on the Feasibility Exhibit, the proposed impervious area (or lot coverage) makes up 17.1% of the parcel area. This exceeds the County (state-mandated) maximum of 15% for a lot of this size in the Critical Area. **A Variance would need to be sought from the Critical Area requirements noted in Section 17-8-402.**

3. Potable Water Well

The existing well, installed on September 30, 2005, pumps 13 gallons per minute with a 1.5 hp pump in an 80-foot deep well casing. During installation, the well maintained a pumping rate of 30 gallons per minute for 2 hours with a drawdown distance of 10 feet. Based on these values, it is assumed that the existing well would serve the proposed expansion without modification.

4. Sanitary Septic System

The existing system was installed, reviewed and approved on September 30, 1992. It consists of a 2,000-gal septic tank, a distribution box, and a single 9’ diameter dry well with an effective depth of 27 feet. If additional fixtures are proposed as part of this expansion, an additional dry well may need to be added. The County Health Department will make the final determination during the Building Permit review. The soil logs and presence of a distribution box suggest that a new dry well can be installed in close proximity to the existing system to accommodate any need for increased capacity. Existing Critical Area Law requires Best Available Technology for septic upgrades which would include a Nitrogen Treatment Tank added downstream of the septic tank. These BAT Tanks cost approximately \$12,000.

5. Parking

The existing parking lot accommodates 52 vehicles with 3 handicapped spaces. The number of spaces required for religious facilities depends on either the number of fixed seats, or the floor area, whichever results in a greater parking requirement. Based on a discussion with

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Evan Lippincott, the Project Architect, no fixed seats are proposed for the existing social room or the proposed meeting house. Thus the parking requirement for the proposed condition is one (1) space for every 100 sq ft of floor area or 5,750 sq ft of floor area divided by 100 = 57.5 = **58 spaces**. This analysis assumes that exterior patio will not be considered floor area for this use.

6. Steep Slopes

All portions of the proposed expansion lie outside of 15% or greater slopes in the Critical Area. The site does not lie within the 100-ft Critical Area Buffer or an expanded 100-ft Buffer due to steep slopes or wetlands, thus there is no setback from steep slopes on the site. **No variance should be necessary for the proposed expansion based on steep slopes.**

7. Storm Water Management (SWM)

Significant changes have occurred in storm water management regulations since the construction of the existing Meeting House. Environmental Site Design (ESD) is required to the Maximum Extent Possible (MEP) for new development or redevelopment in Anne Arundel County. Non-structural and micro-practices will be required to treat the ESD volume of the proposed new impervious area. Because of its location in the Critical Area, any new development will also require plantings to offset the amount of new impervious area. Because of the proximity of steep slopes, rooftop disconnects and other non-structural (sheet flow) practices are not viable. Given the well-draining quality of the soils, dry wells and landscape infiltration are the least ground-consuming micro-practices that should be employed. Generally speaking, dry wells can treat a maximum of 1,000 sq ft of roof area each. Landscape Infiltration is much more flexible in its location and drainage area. Both will require limited soil boring testing to locate the seasonal groundwater in relation to the proposed SWM micro-practices.

Appropriate locations for the SWM micro-practices would be immediately behind the existing structure, just north of the proposed expansion, or in close proximity to the existing solar panel array.

8. Ingress / Egress

The proposed ingress/egress, allowing two entrances and exits from the site, must be sensitive to safe vehicle movement and parking requirements. As shown from the Architect's Concept, the proposed east-side access eliminates three (3) parking spaces and creates a challenge for expansion of the parking area to the require 58 spaces.

Access alignment and expansion of the parking area to accommodate the 58 required spaces must be weighed against the increase in lot coverage that will require a variance from county critical area law.

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9. Storm Drainage

Given the existing storm drain system and the proximity of the proposed expansion, there appears to be no need for addition inlets or piping to safely convey runoff to stable outfalls.

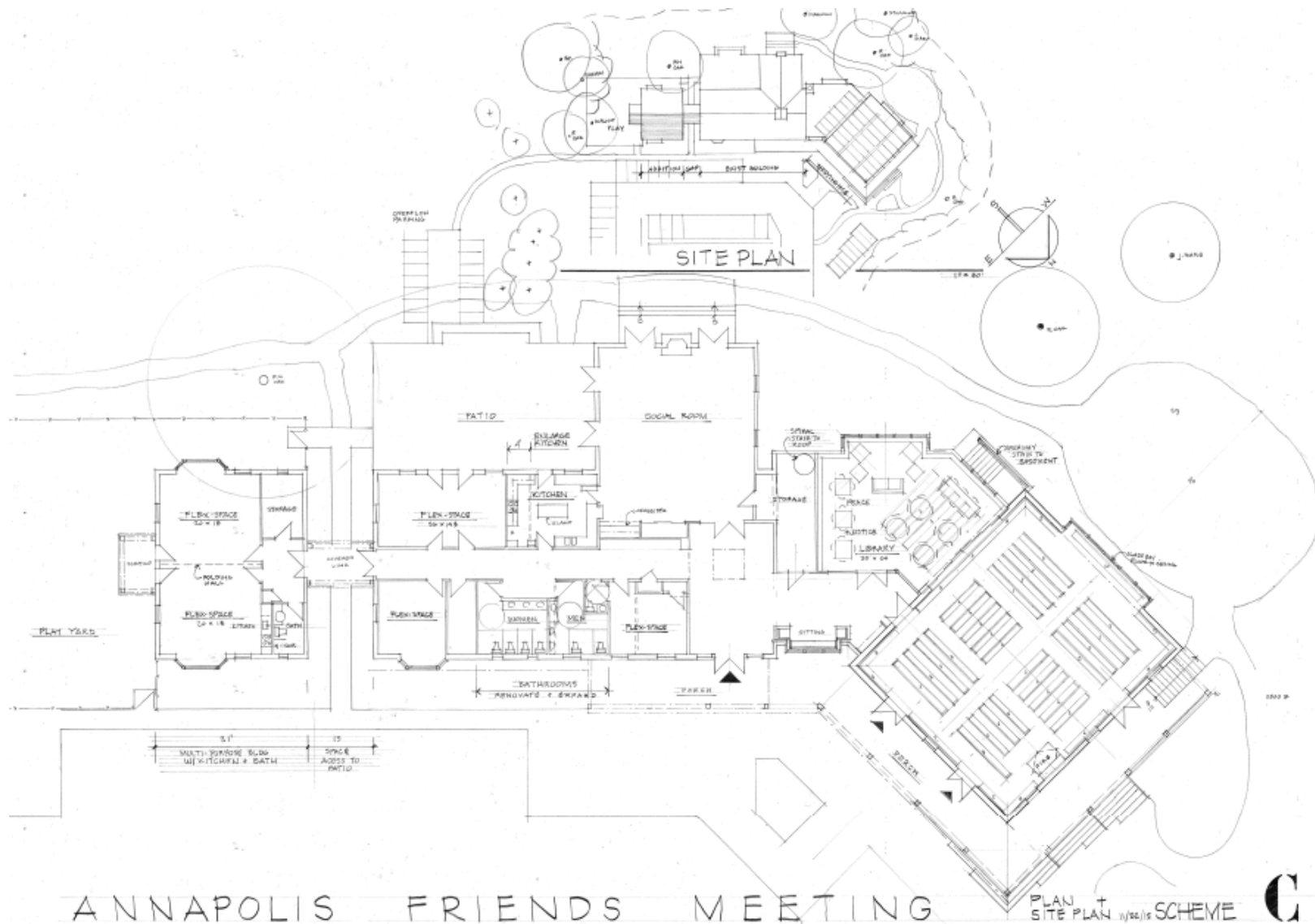
Conclusions

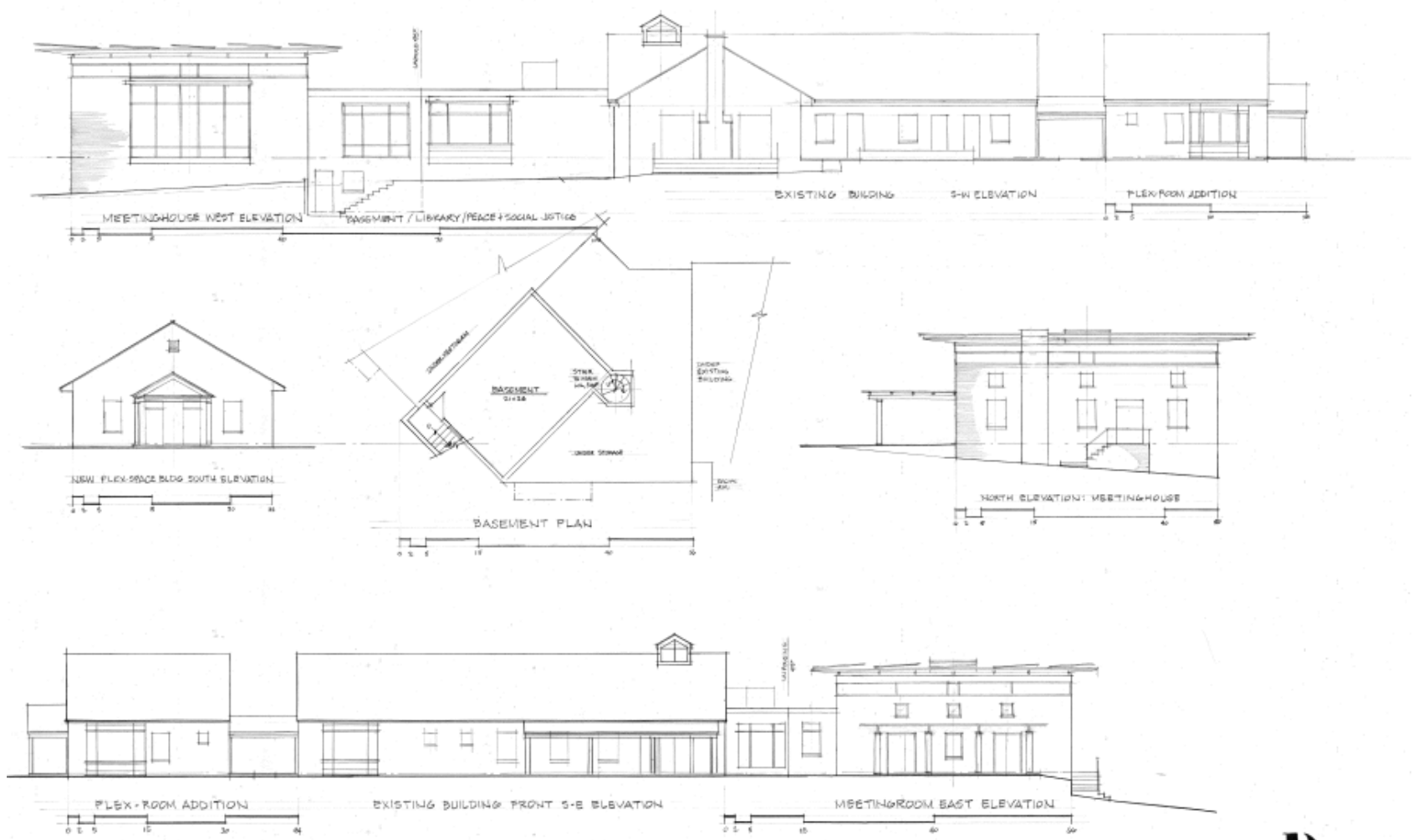
Based on the information provided and available for the preparation of the Feasibility Report and Exhibit, it appears that the proposed expansion is feasible with only one variance necessary to seek relief from the lot coverage regulations of Critical Area Law. It is Near Shore's opinion that the necessary relief, approximately 2.1% of the lot size above the 15% maximum, meets the requirement of the minimum relief necessary and would not have an adverse impact on adjacent properties. However, this decision is based on the County Staff's recommendations and ultimately, on the Administrative Hearing Officer. Typically, the County Staff does not support any lot coverage increase above the 15% maximum. Thus, it would be important to garner adjacent property owner support and an experienced attorney to aide in the hearing process. Thank you for the opportunity to prepare this Feasibility Report and Exhibit for the proposed expansion of the Annapolis Friends Meeting. If you have questions or require additional information, please feel free to contact us at our Annapolis office: 410.585.7560.

Respectfully,

Carl R. Corse, P.E.

Near Shore Engineering LLC





ANNAPOLIS FRIENDS MEETING ELEVATIONS SCHEME ^{01/19/18} **D**



VIEW
ANNAPOLIS FRIENDS MEETING

SLAIA, 02 MAR 2019