

**LAND USE PETITION IN THE BOWIE PLANNING AREA**

Md.-National Capital Park and Planning Commission ID: Special Exception #SE-4842, Assembly Classic Center, LLC  
Bowie Advisory Planning Board Docket # 21-11 Date: November 22, 2021

**INTRODUCTORY NOTE: The proposed application is a request for approval:**

- (a) of a zoning type case involving the specific use of land;
- (b) of a conceptual site plan;
- (c) to subdivide property into building lots and obtain adequate public facilities approval;
- (d) of a site plan for building and parking design, landscaping, architecture, etc. under the development regulations of Prince George’s County.

The application has been referred to the City for our review and recommendation. The position of the Bowie Advisory Planning Board in this matter is advisory to the City Council. The City Council will also conduct a public hearing on this application and their vote will become the final City recommendation. Persons wishing to participate in these hearings must submit written testimony or sign up to speak at each public hearing. Each person wishing to speak at the City’s hearings will be given up to five (5) minutes. To participate in the County’s hearings, you must make a separate, written request to become a person of record.

**GENERAL DATA:**

1. Nature of Petition: Special Exception
2. Petitioner: Assembly Classic Center, LLC
3. Represented by: Chrys Bandon-Bibum, P.E.
4. Location of Petitioned Property: 13637 Old Annapolis Road (Colonial Village Shoppes)
5. Proposed Use of Petitioned Property: Recreational or Entertainment Use of a Commercial Nature (in the form of a 4,000 square foot banquet hall)
6. Size/Zone of Petitioned Property: 8,285 square feet of 1.9 acre site /Zone: C-S-C (Commercial Shopping Center)
7. Date of Hearing before BAPB: Tuesday, November 30, 2021 at 7:00 P.M.
8. Date of Hearing before City Council: Monday, December 6, 2021 at 8:00 P.M.
9. Date of Hearing before M-NCPPC: December 9, 2021 at 10:00 A.M.
10. Date of Hearing before Hearing Examiner: TBD
11. Date of Hearing before District Council: TBD

**NOTICES/LEGALS**

**Date**

**Number of Mailing/Signs**

Notice sent to Adj. Properties:	11/01/21	197
Notice sent to Parties of Record	N/A	
Date Signs Posted:	11/3/21	2
Date Legal Sent:	N/A	
Date Legal Appeared:	N/A	

**RECOMMENDATIONS:**

12. Department of Planning & Community Development Recommendation:  
The Department of Planning & Community Development staff recommends **APPROVAL** with the conditions stated in the attached report.
13. Bowie Advisory Planning Board Recommendation:



# City of Bowie

15901 Fred Robinson Way  
Bowie, Maryland 20716

## MEMORANDUM

**TO:** Bowie Advisory Planning Board

**FROM:** Joseph M. Meinert, AICP *Joseph M. Meinert*  
Director of Planning and Economic Development

**SUBJECT:** Special Exception #SE-4842 (Docket #21-11)  
Assembly Classic Center, LLC  
Colonial Village Shoppes/West Bowie Village  
13637 Old Annapolis Road

**DATE:** November 22, 2021

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### I. General Information

**Applicant:** Assembly Classic Center, LLC

**Location:** 13637 Old Annapolis Road (Condo Unit 7) (see Attachment #1)

**Acreage:** 8,285 sq. ft. of 1.9 acre site (Parcel A, Colonial Village Shoppes)

**Existing Zoning:** C-S-C (Commercial Shopping Center)

**Existing Land Use:** Vacant (previously occupied by church)

**Proposed Land Use:** Recreational and entertainment use of a commercial nature (banquet hall facility)

**Surrounding Land Uses and Zoning:**  
North: Existing grocery store; zoned C-S-C  
South: City-owned open space—wooded stormwater management parcel; zoned R-R  
East: Victory Temple; zoned C-S-C  
West: PEPCO power lines; zoned R-R

**Master Plan Land Use Category:** Mixed Use Activity Center (Developing Tier) - Areas intended for future planned residential and commercial development as cohesive, pedestrian-oriented, mixed-use communities

**Sectional Map Amendment:** Retained in the C-S-C zone in the 2006 Bowie and Vicinity Area Master Plan

**Water and Sewer Categories:** W-3 (Public water and sewer exist)  
S-5 (Future Community System)

**MAYOR** Timothy J. Adams

**MAYOR PRO TEM** Adrian Boafó

**COUNCIL** Michael P. Esteve • Henri Gardner • Ingrid S. Harrison • Roxy Ndebumadu • Dufour Woolfley **CITY MANAGER** Alfred D. Lott  
City Hall (301) 262-6200 FAX (301) 809-2302 TDD (301) 262-5013 WEB www.cityofbowie.org

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Police: City of Bowie Police Department

Fire and Rescue: The property is served by the Annapolis Road Station 839, as the first due response station (within a maximum of seven (7) minutes travel time), located at 15454 Annapolis Road.

## **II. Background Information and Proposed Use**

The applicant of the Special Exception, Assembly Classic Center, LLC, proposes to operate a 4,000 square foot banquet hall on the subject property, which is located at 13637 Old Annapolis Road (Condo Unit 7). The condo lot includes 8,285 square feet of the larger 1.9-acre site, which is Parcel A of the Colonial Village Shoppes subdivision in West Bowie Village (see Attachment #2).

According to the applicant, Assembly Classic Center, LLC requests this Special Exception to bring the existing Use and Occupancy (U & O) into conformance and extinguish the U & O to the existing Church to operate a Banquet Hall, a family-oriented use to host celebration of birthdays, baby showers, meetings, graduations and celebrations of life (see Attachment #3 – Statement of Justification). The existing church was originally approved and occupied as a church with similar functions under permit #44912-2018-0. This permit allows for a congregation with a 120-seat capacity. The applicant desires to use the space for a similar function (Banquet Hall) but for commercial purposes. Under the Prince George’s County Zoning Ordinance, Section 27-461 (b)(5), a banquet hall is considered a recreational or entertainment establishment of a commercial nature, which is permitted only upon approval of a Special Exception application.

The Colonial Village Shoppes property has occupants operating for commercial purposes. It currently has nine (9) tenants, including Ila’s Ideal Catering, Queensway Carry Out (Africa and Carribean Cuisine, Palawan Oriental Market, Deeper Life Bible Church, Francine’s Beauty Bar, Nadine’s Hair Braiding, Jason’s Barber Shop, Burley Insurance & Financial Services, Inc., LLC, Talent Express, Klotz Institute of Karate. According to the applicant, the proposed application will operate similarly to a combination of the existing users’ operations.

## **III. Stakeholders Meeting**

On Tuesday, November 16<sup>th</sup>, a City-sponsored virtual Stakeholders Meeting was held regarding the proposed Special Exception application (#SE-4842). The City mailed public notice letters to a total of 197 addresses and posted the property with two signs advertising the meeting. No one attended the Stakeholders Meeting. A short presentation by the applicant was recorded and has been placed on the City’s Youtube channel.

## **IV. Analysis of the Special Exception**

According to Section 27-317(a) of the Prince George’s County Zoning Ordinance, a Special Exception may be approved if:

“(1) The proposed use and site plan are in harmony with the purpose of this Subtitle;”

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 Assembly Classic Center, LLC  
 13637 Old Annapolis Road

Applicant's Response: The Applicant's proposal conforms to and does not impede, the purposes contained in Section 102. Specifically, it supports and promote the health, safety, morals comfort, convenience, and welfare of the present and future inhabitants of the County by providing them a reliable Banquet Facilities and thereby insures the social and economic stability of all parts of the County.

**COMMENT:** Although the applicant does not address each specific purpose enumerated in Section 27-102 of the Zoning Ordinance, staff believes the proposed Special Exception use can conform to these purposes, which are repeated below:

- (a) The purposes of the Zoning Ordinance are:
- (1) To protect and promote the health, safety, morals comfort, convenience, and welfare of the present and future inhabitants of the County;
  - (2) To implement the General Plan, Area Master Plans, and Functional Master Plans;
  - (3) To promote the conservation, creation, and expansion of communities that will be developed with adequate public facilities and services;
  - (4) To guide the orderly growth and development of the County, while recognizing the needs of agriculture, housing, industry, and business;
  - (5) To provide adequate light, air, and privacy;
  - (6) To promote the most beneficial relationship between the uses of land and buildings and protect landowners from adverse impacts of adjoining development;
  - (7) To protect the County from fire, flood, panic, and other dangers;
  - (8) To provide sound, sanitary housing in a suitable and healthy living environment within the economic reach of all County residents;
  - (9) To encourage economic development activities that provide desirable employment and a broad, protected tax base;
  - (10) To prevent the overcrowding of land;
  - (11) To lessen the danger and congestion of traffic on the streets, and to insure the continued usefulness of all elements of the transportation system for their planned functions;
  - (12) To insure the social and economic stability of all parts of the County;
  - (13) To protect against undue noise, and air and water pollution, and to encourage the preservation of stream valleys, steep slopes, lands of natural beauty, dense forests, scenic vistas, and other similar features;
  - (14) To provide open space to protect scenic beauty and natural features of the County, as well as to provide recreational space; and
  - (15) To protect and conserve the agricultural industry and natural resources.

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In order to fully address this criterion, the applicant will need to provide a revised Statement of Justification addressing each of the 15 purposes individually, in order to meet the expectations for satisfying Section 27-317 (a)(1).

“(2) The proposed use is in conformance with all the applicable requirements and regulations of this Subtitle;”

Applicant’s Response: The Banquet facilities operate in similar fashion of the existing U & O but for commercial purpose.

**COMMENT:** According to the current site plan for the property, 95 parking spaces and two loading spaces are required. The site plan notes state that 122 parking spaces and two loading spaces are provided. The figures shown on the site plan total 102.79 spaces required, based on the parking generation ratios identified for each unit existing at the time the site plan was prepared, including vacant units for which the retail parking rate was used.

The parking calculation for Condo Unit 7 uses a retail parking generation rate and the tabulation indicates that the unit was vacant at the time the site plan was approved. It is not clear if parking generation for a church use was assessed prior to the issuance of the Use and Occupancy Permit for the church. The parking generation rate for Unit 7 for retail uses shown on the site plan was as follows: 1 space per 150 square feet of the first 3,000 square feet and one space per 200 square feet above the first 3,000 square feet. Based on a floor area of 4,028 square feet for Unit 7, the parking requirement for retail uses was determined to be 25.14 spaces.

The Zoning Ordinance requires one parking space per four seats in a church auditorium, as well as one parking space per four seats in other rooms occupied at the same time as the main auditorium. The Statement of Justification indicates that a maximum seating capacity of 120 seats was set by the Use and Occupancy Permit for the church. Assuming one parking space per four seats, the required parking for the church would be 30 spaces, five more than what was calculated for Unit 7 in the site plan parking tabulation. A review of the latest aerial photography available in PGAtlas revealed a total of 128 marked parking spaces existing on the site. It would appear that the supply of spaces is adequate to meet the demand estimated in the site plan, even with further adjustments made for the church occupancy.

The Zoning Ordinance parking requirement for recreational establishments of a commercial nature is one space per four patrons plus one space per employee. Again, assuming a similar occupancy limit of 120 seats, the parking requirement for the proposed banquet hall use would be 30 parking spaces, the same as for the church use.

A total of two loading spaces are shown on the site plan along the eastern side of the building, adjacent to Unit 7. These spaces appear to be existing on PGAtlas aerial photography.

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A revised site plan showing parking requirements for all existing uses within Colonial Village Shoppes site must be provided to confirm that the site remains in conformance with the parking provisions of the Zoning Ordinance. Any nonconformance with parking regulations will require approval of a Departure application by the City. Staff concurs that a banquet hall on the property is likely to have operational characteristics that are similar to many of the church functions and activities that have already taken place there.

“(3) The proposed use will not substantially impair the integrity of any validly approved Master Plan or Functional Master Plan, or, in the absence of a Master Plan or Functional Master Plan, the General Plan;”

Applicant’s Response: The banquet facilities will not impair the integrity of the Master Plan or Functional Master Plan since it will operate within the same square footage as the existing U & O (Church) with similar function but for a commercial purpose.

**COMMENT:** Staff concurs with this statement. The small size of the operation and its existence within a traditional strip shopping center setting allow it to harmonize with other typical uses found in multi-tenant, integrated shopping centers. The Master Plan identifies West Bowie Village as a commercial activity center.

“(4) The proposed use will not adversely affect the health, safety, or welfare of residents or workers in the area;”

Applicant’s Response: The Banquet facility will not adversely affect the health, safety, or welfare of residents or workers in the area; It will operate similarly as a combination of the existing facilities already in the Building as outline in (1) above.

**COMMENT:** Given its modest size and location within an integrated shopping center and a Master Plan activity center, staff believes that the proposed 4,000 square foot banquet facility, as a recreational or entertainment use of a commercial nature, will be a benefit to the surrounding community as envisioned, and it will not adversely affect the health, safety or welfare of residents or workers in the area.

“(5) The proposed use will not be detrimental to the use or development of adjacent properties or the general neighborhood; and”

Applicant’s Response: The Banquet facility will operate as a combination of the existing facilities already in the Building. Hence complimenting the adjacent properties or general neighborhood

**COMMENT:** Staff finds that a small banquet facility proposed on the subject property will not be detrimental to the use or development of adjacent properties or the general neighborhood. West Bowie Village is a collection of existing retail, institutional/community uses and other uses which support the surrounding residential area with goods and services. The adjacent properties are already developed with existing land uses. There is a wide, wooded parcel of open space owned by the City to the south that is

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used for stormwater management purposes and the PEPCO power lines are adjacent to the west. The Colonial Village Shoppes development is oriented to Old Annapolis Road and the retail and institutional area immediately to the east, where the parking areas and driveway circulation of those properties are integrated with those of the subject property. Staff sees no issues with the proposed use in relation to the use or development of adjacent properties or the general neighborhood.

“(6) The proposed site plan is in conformance with an approved Type 2 Tree Conservation Plan; and”

Applicant’s Response: The proposed site plan is already approved under permit # 44912-2018-0, Church and this application is for a Banquet facility consistent with the zoning ordinance but for a commercial purpose.

**COMMENT:** As per the agency review comments from the Environmental Planning Section, this site is completely developed, and a Tree Conservation Plan is not required.

“(7) The proposed site plan demonstrates the preservation and/or restoration of the regulated environmental features in a natural state to the fullest extent possible in accordance with the requirement of Subtitle 24-130(b)(5).”

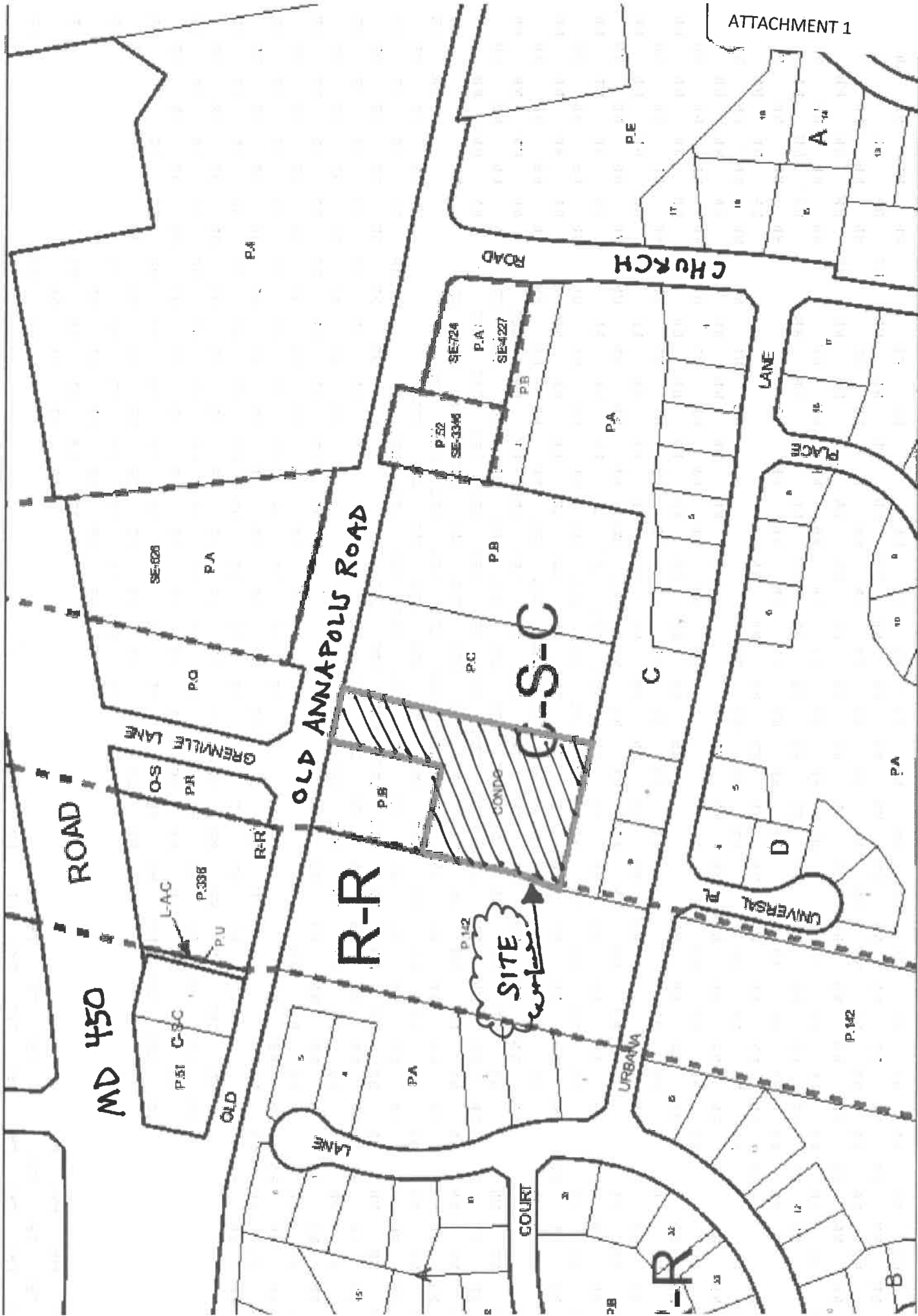
Applicant’s Response: The proposed site plan is already approved under permit # 44912-2018-0, Church. Notwithstanding, this application is for a Banquet facility consistent with the zoning ordinance but for a commercial purpose.

**COMMENT:** As noted above, the Environmental Planning Section determined that there are no regulated features present on this developed site that would require preservation and/or restoration.

## **V. Recommendation**

Because staff finds that all the findings for approval of a Special Exception contained in Section 27-317 of the Zoning Ordinance are met, or will be met with the submission of additional detailed information, staff recommends **APPROVAL** of SE-4842 for a 4,000 square foot recreational and entertainment establishment of a commercial nature (a banquet hall) at 13637 Old Annapolis Road, with the following conditions:

1. The applicant shall provide a revised Statement of Justification addressing each of the 15 purposes of the Zoning Ordinance contained in Section 27-102.
2. A revised site plan showing parking requirements for all existing uses within Colonial Village Shoppes site shall be provided to confirm that the site remains in conformance with the parking provisions of the Zoning Ordinance.







## STATEMENT OF JUSTIFICATION FOR SPECIAL EXCEPTION RELIEF (A-SOJ-DSP4842)

Case Name: Assembly Classic Center, LLC  
Date: March 29, 2021  
Case Number: SE-4842  
Parcel ID: 208NE12  
Zoning: C-S-C Commercial Shopping Center

## Introduction

Special Exception 4842 is a request for permission to use approximately 0.092 acres of Commercial Building in the C-S-C (Commercial Shopping Center) Zone located on 13637 Old Annapolis Road, Bowie, MD 20720, bounded to its north by Old Annapolis Road and to its east by Church Road, The space of use is Unit #7 within the address of 13637 Old Annapolis Road, for the purpose of a Banquet Hall, specifically for celebration of birthdays, baby showers, meetings, graduations and celebration of life.

Assembly Classic Center, LLC requests this special exception to bring the existing Use and Occupancy, (U & O) into conformance and extinguish the U & O to the existing Church to U & O to operate a Banquet Hall, family oriented use to host celebration of birthdays, baby showers, meetings, graduations and celebration of life.

## Description of Subject Property

## a. Subject Property

The subject property is Unit 7 located at 13637 Old Annapolis Road, Bowie, MD 20720. The property is zoned C-S-C – Commercial Shopping Center.

## Findings:

The property has occupants operating for commercial purposes. It currently has nine (9) tenants, namely, Ila's Ideal Catering, Queensway Carry Out (Africa and Carribean Cuisine, Palawan Oriental Market, Deeper Life Bible Church, Francine's Beauty Bar, Nadine's Hair Braiding, Jason's Barber Shop, Burley Insurance & Financial Services, Inc., LLC, Talent Express, Klotz Institute of Karate. The proposed application, will operate similarly to a combination of the existing users operations.

## b. Surrounding Area

The surrounding area is characterized a commercial shopping center.

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### Description of Proposed Use/ Request

Assembly Classic Center, LLC will operate similar to the current use, a church, but herein requesting special exception to be used for a Banquet Hall for the commercial purpose.

The existing Church was originally approved and occupied as a church with similar functions under permit #44912-2018-0. This permit allows for a congregation of 120 seat capacity. Applicant desires to use the space for a similar function (Banquet Hall) but for commercial purposes. All occupants at 13637 Old Annapolis Rd operates for commercial purpose, a default for the intended purpose of the structure and zoning purposes.

Assembly Classic Center's functions will be similar to the original use and occupant but for commercial purpose. Applicant request special exception relief for a Banquet Hall. More so, Applicant's desire to operate a banquet facility so that it may accommodate public oriented occasions, to host celebration of birthdays, baby showers, meetings, graduations and celebration of life.

Signage for the Banquet Hall will be similar but replace the current Church sign. It will be Assembly Classic Center, LLC (A Banquet Hall). The essence of the banquet hall will be as stated above distributed in literatures and pamphlets made available to the public. (We host celebration of birthdays, baby showers, meetings, graduations and celebration of life).

No additional signs is necessary.

**Sec. 27-317. - Required findings.** A Special Exception may be approved if:

(1) The proposed use and site plan are in harmony with the purpose of this Subtitle;

Applicant's Response:

The Applicant's proposal conforms to and does not impede, the purposes contained in Section 102. Specifically, it supports and promote the health, safety, morals comfort, convenience, and welfare of the present and future inhabitants of the County by providing them a reliable Banquet Facilities and thereby insures the social and economic stability of all parts of the County.

(2) The proposed use is in conformance with all the applicable requirements and regulations of this Subtitle;

Applicant's Response:

The Banquet facilities operate in similar fashion of the existing U & O but for commercial purpose.

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(3) The proposed use will not substantially impair the integrity of any validly approved Master Plan or Functional Master Plan, or, in the absence of a Master Plan or Functional Master Plan, the General Plan;

Applicant's Response

The banquet facilities will not impair the integrity of the Master Plan or Functional Master Plan since it will operate within the same square footage as the existing U & O (Church) with similar function but for a commercial purpose.

(4) The proposed use will not adversely affect the health, safety, or welfare of residents or workers in the area;

Applicant's Response:

The Banquet facility will not adversely affect the health, safety, or welfare of residents or workers in the area; It will operate similarly as a combination of the existing facilities already in the Building as outline in (1) above.

(5) The proposed use will not be detrimental to the use or development of adjacent properties or the general neighborhood;

Applicant's Response:

The Banquet facility will operate as a combination of the existing facilities already in the Building. Hence complimenting the adjacent properties or general neighborhood

(6) The proposed site plan is in conformance with an approved Type 2 Tree Conservation Plan:

Applicant's Response:

The proposed site plan is already approved under permit # 44912-2018-0, Church and this application is for a Banquet facility consistent with the zoning ordinance but for a commercial purpose.

(7) The proposed site plan demonstrates the preservation and/or restoration of the regulated environmental features in a natural state to the fullest extent possible in accordance with the requirement of Subtitle 24-130(b)(5).

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Applicant's Response:

The proposed site plan is already approved under permit # 44912-2018-0, Church. Notwithstanding, this application is for a Banquet facility consistent with the zoning ordinance but for a commercial purpose.

(b) In addition to the above required findings, in a Chesapeake Bay Critical Area Overlay Zone, a Special Exception shall not be granted:

Applicant's Response:

The Property is not located in a Chesapeake Bay Critical Area Overlay Zone

(1) where the existing lot coverage in the CBCA exceeds that allowed by this Subtitle, or

Applicant's Response:

The Property is not located in a Chesapeake Bay Critical Area Overlay Zone. The proposed Banquet Hall does not have any impact on the lot coverage either.

(2) where granting the Special Exception would result in a net increase in the existing lot coverage in the CBCA.

Applicant's Response:

The Property is not located in a Chesapeake Bay Critical Area Overlay Zone. Furthermore, granting the Special Exception would not result in a net increase in existing lot coverage in the CBCA

Summary:

This Application, Banquet Hall, is consistent with the development pattern policies for Church approved under permit # 44912-2018-0, by encouraging congregation of the public in a structured location for the benefit of celebration of birthdays, baby showers, meetings, graduations and celebration of life and strengthening existing neighborhoods. The Applicant seeks approval of a Special Exception to Assembly Classic Center, LLC with similar capacity as the originally approved occupant, the Church. The Church has been operating on the premises since 2018. The Zoning Ordinance permits an Assembly function, and the space currently being used as a church, to be extinguished and herein requested to be used as a Banquet Hall for the purpose of celebration of birthdays, baby showers, meetings, graduations and celebration of life.

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Respectfully Submitted,

Authentisign  
*Chrys Bandon-Bibum*

11/15/2021 6:04:30 AM GMT  
Chrys Bandon-Bibum, P.E.

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