



**MONTGOMERY COUNTY PLANNING BOARD**  
THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

**APPROVED  
MINUTES**

The Montgomery County Planning Board met in regular session on Thursday, November 5, 2015, at 9:35 a.m. in the Montgomery Regional Office in Silver Spring, Maryland, and adjourned at 12:00 p.m.

Present were Chair Casey Anderson, Vice Chair Marye Wells-Harley, and Commissioners Amy Presley and Natali Fani-González.

Commissioner Norman Dreyfuss was necessarily absent.

Items 1, 5, and Items 2 through 4, discussed in that order, are reported on the attached agenda.

There being no further business, the meeting was adjourned at 12:00 p.m. The next regular meeting of the Planning Board will be held on Thursday, November 12, 2015, in the Montgomery Regional Office in Silver Spring, Maryland.

James J. Parsons  
Technical Writer

**Montgomery County Planning Board Meeting**  
**Thursday, November 5, 2015**  
8787 Georgia Avenue  
Silver Spring, MD 20910-3760  
301-495-4600

**1. Consent Agenda**

**\*A. Adoption of Resolutions**

1. 819 Silver Spring Avenue Sketch Plan 320150080 - MCPB No. 15-118
2. 819 Silver Spring Avenue Site Plan 820140090 – MCPB No. 15-119

**BOARD ACTION**

**Motion:** FANI-GONZÁLEZ/WELLS-HARLEY

**Vote:**

**Yea:** 4-0

**Nay:**

**Other:** DREYFUSS ABSENT

**Action:** Adopted the Resolutions cited above, as submitted.

**\*B. Record Plats**

**Subdivision Plat No. 220150420, United Therapeutics Addition to Silver Spring**

CR (formerly CBD-1) zone, 1 lot; located at the southwest quadrant of Spring Street and Colesville Road (US 29); Silver Spring CBD Sector Plan.

*Staff Recommendation: Approval*

**Subdivision Plat No. 220151310, Burning Tree Valley**

R-60 zone, 1 lot; located immediately north of the intersection of Beech Tree Road and Beech Tree Court; Bethesda - Chevy Chase Master Plan.

*Staff Recommendation: Approval*

**BOARD ACTION**

**Motion: PRESLEY/WELLS-HARLEY**

**Vote:**

**Yea: 4-0**

**Nay:**

**Other: DREYFUSS ABSENT**

**Action: Approved staff recommendation for approval of the Record Plats cited above, as submitted.**

**\*C. Other Consent Items**

**BOARD ACTION**

**Motion:**

**Vote:**

**Yea:**

**Nay:**

**Other:**

**Action: There were no Other Consent Items submitted for approval.**

**\*D. Approval of Minutes**

Planning Board Meeting Minutes of October 22, 2015

**BOARD ACTION**

**Motion:** FANI-GONZÁLEZ/WELLS-HARLEY

**Vote:**

**Yea:** 4-0

**Nay:**

**Other:** DREYFUSS ABSENT

**Action:** Approved Planning Board Meeting Minutes of October 22, 2015, as submitted.

**5. Request for Reconsideration of the Planning Board denial of Preliminary Plan No. 120120170, Horizon Hill**

**BOARD ACTION**

**Motion:**

**Vote:**

**Yea:**

**Nay:**

**Other:**

**Action:** No motion was made to reconsider.

Legal Counsel briefed the Board and discussed a request by the applicant for reconsideration of the preliminary plan for the Horizon Hill project. Counsel stated that at the July 30, 2015 Planning Board meeting, the Board denied the plan because the proposed project did not conform to either the 2002 Potomac Sub-region Master Plan or the Rustic Road Functional Master Plan, and because, according to a required resubdivision analysis, it would create a lot that was found to be out of character with other lots in the delineated neighborhood. The applicant is only requesting that the Board reconsider the finding of the resubdivision analysis. Counsel added that even if the Board were to reconsider the resubdivision analysis, the denial of the plan based on master plan conformance would suffice.

Following a brief Board discussion, Planning Board members unanimously agreed not to reconsider the plan.

**2. Roundtable Discussion**

- Planning Director's Report

**BOARD ACTION**

**Motion:**

**Vote:**

**Yea:**

**Nay:**

**Other:**

**Action: Received briefing.**

**Planning Department Director's Report** – Following the presentation of the [Design Excellence Awards](#) and [Montgomery Modern Book Launch](#) videos, Planning Department Director Gwen Wright briefed the Board on the following ongoing and upcoming Planning Department events and activities: the recent awarding of a platinum, two gold, and three honorable mention MarCom awards to the Montgomery County Communications team by the Association of Marketing and Communication Professionals; the November 2 rental housing study advisory group regional bus tour of rental housing projects in Maryland, Virginia, and the District of Columbia, and the next meeting of the advisory group scheduled for January; the status of an Urban Land Institute technical advisory panel regarding office parks scheduled for December 1 and 2; the status of the Westbard Sector Plan, the second worksession scheduled for the November 19 Planning Board meeting, and transmittal of the Plan to the County Council scheduled for mid-December; the status of the Bethesda Downtown Sector Plan, and the fifth worksession scheduled for December; the County Council public hearing for the Montgomery Village Master Plan scheduled for December 1; the status of the working draft of the Lyttonsville Sector Plan, scheduled to be presented at the December 17 Planning Board meeting; the kick-off meeting for the MARC Rail Station Plan held on Wednesday, November 4; a White Flint II Sector Plan meeting scheduled for Wednesday, November 18; and the status of the ongoing Rock Spring Sector Plan.

Following a brief discussion, Board members expressed their gratitude for the Planning Department staff's continued hard work.

### **3. Follow up to FY17 Planning Budget Presentation**

#### **BOARD ACTION**

**Motion:**

**Vote:**

**Yea:**

**Nay:**

**Other:**

**Action: Received briefing followed by Board discussion, and instructed staff to proceed with the preparation of the FY17 Planning Department Budget, taking into account the Board's comments and recommendations made during the meeting.**

Planning Department staff briefed the Board and continued the discussion begun at the October 8 meeting regarding the FY17 proposed work program budget. At the October 8 meeting, staff was instructed to explore various options, including hiring additional career staff, using consultants, and using existing staff, to reduce \$927,000 in proposed costs for new initiatives, most of which stems from one-time expenditures for consultants hired for specific work program studies. The Board also requested that Planning Department staff explore ways to enhance the staff's economic analysis skills and expertise. Staff stated that two career positions, a Research and Economic Analyst and a Landscape Architect/Urban Designer, would meet a portion of FY17 needs, but noted that obtaining approval for permanent career positions is difficult during tough budget years, which in turn could delay getting some FY17 new initiatives underway. In response to the Board's request for information regarding the use of consultants, staff stated that they already utilize consultants and noted that several of the 12 one-time initiatives and two on-going initiatives are a continuation of contracts that are already in place or for on-call consultants already under contract, including the University of Maryland's National Center for Smart Growth contract, the New Dynamic Transportation Modeling Tool study, the Multi-modal Transportation Analysis – Montgomery Hills/Forest Glen Sector Plan, on-going Bicycle Plan implementation activities, the Silver Spring Streetscape Guidelines update, design studies for Veirs Mill Corridor Small Area Plan, Master Plan Retail and Economic studies, Place-making Program initiatives, and regional transportation model network development and management. With respect to using existing staff, staff stated that in order to avoid delays and over-staffing, new initiatives require the use of consulting staff. Staff added that the technical aspects of some projects also require outside assistance. Staff expected delays to the Silver Spring Streetscape Guidelines update, Bicycle Plan implementation, and the Master Plan Retail and Economic Studies without the use of consultants. To address the Planning Department's economic analysis skills, staff proposed two additional new initiatives, a three-day Real Estate Development Process training seminar for staff at a cost of \$12,650, and use of on-call

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**3. Follow up to FY17 Planning Budget Presentation**

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economic services at \$54,000 per year. Staff noted that the proposed budget, with consultant contracts, on-call economic services, and real estate development process training, will be an increase of \$51,895 over the FY16 budget.

Following extensive Board discussion with questions to staff, the Board recommended the addition of a full-time, in-house economic analyst.

**4. Briefing on the Subdivision Staging Policy - An Overview**

*Staff Recommendation: N/A*

**BOARD ACTION**

**Motion:**

**Vote:**

**Yea:**

**Nay:**

**Other:**

**Action: Received briefing.**

Planning Department staff offered a multi-media presentation and discussed the Subdivision Staging Policy, specifically transportation and schools. Staff stated that the Subdivision Staging Policy, which sets the rules for the administration of the Adequate Public Facilities Ordinance, is adopted every four years to coordinate the timing of development with that of public facilities, such as roads, transit, and schools. The next Subdivision Staging Policy is scheduled to be adopted in 2016. Current initiatives include a forum on growth and infrastructure, County Council directed transportation research, a cross-agency work group for school design, and collaboration with Montgomery County Public Schools (MCPS) regarding student generation rates. Staff currently uses two tools to measure transportation adequacy. The Transportation Policy Area Review (TPAR) tests roadway adequacy, transit adequacy and coverage, peak headway, and span of service. The Local Area Transportation Review (LATR) tests intersections. The Annual School Test is the current tool used to measure school adequacy. New initiatives include converting the recently adopted version of the Metropolitan Washington Council of Governments regional transportation model to a more refined tool suitable for the County, updating LATR trip generation rates to reflect the traffic effects of mixed-use development and access to multi-modal travel options, using the Transportation Impact Study Technical Working Group (TISTWG) to identify and assess alternative LATR metrics and procedures, and refining the transit component of TPAR to reflect the travel implications of bus rapid transit. Following the Planning Board's direction, staff is working with assistance from transportation consultants Fehr & Peers to expand the pro-rata share concept beyond the White Oak area, incorporate the Vehicle Miles Traveled (VMT) metric into the LATR process, consider consolidating LATR and TPAR into one test, and look at other methods and tools for transportation demand modeling. Staff expressed concern that current transportation tests and rules could inhibit the achievement of Master Plan visions in some areas, and that the Critical Lane Volume metric does not adequately address queuing because calculations become less accurate as intersections approach a state of traffic saturation.

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#### **4. Briefing on the Subdivision Staging Policy - An Overview**

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Staff then discussed school adequacy, stating that the Annual School Test measures school adequacy by comparing projected school capacity with projected enrollment. Projected enrollment measures existing school capacity, defined by MCPS as program capacity, and planned school capacity, the capacity funded in the six-year Capital Improvements Program. Projected enrollment is based on county births, the aging of school populations, migration of residents in and out of the county, construction of new housing, and housing sales. This test measures adequacy at all three school levels within the 25 Montgomery County high school clusters. New initiatives include working with MCPS to update student generation rates, collaborating with MCPS on school design, continuing joint community meetings, and working with MCPS to form roundtable discussion groups to look at capacity issues in several clusters. Staff then made recommendations regarding infrastructure financing, including updating school and transportation taxes to be based on current construction and capital costs, considering localized use of school and transportation impact taxes, and re-evaluating the proportion of costs covered by impact taxes. Next steps for the Subdivision Staging Policy include a briefing on the new TPAR transit adequacy component and trip generation rate update, scheduled for December 2015; a briefing on an advanced modeling tool, scheduled for January 2016; worksessions on the draft of LATR and TPAR recommendations, scheduled for February and March 2016; the draft of the status report on general land use conditions and forecasts, scheduled for February 2016; the draft of the Annual School Test and Impact tax recommendations, scheduled for March 2016; the Staff Working Draft, scheduled for April and May 2016; the Planning Board Public Hearing on the Working Draft, scheduled for May 2016; worksessions on the Staff Working Draft, scheduled for June 2016; the Planning Board Draft and Resolution, scheduled for July 2016; the County Council Public Hearing on the Planning Board Draft, scheduled for September 2016; Planning, Housing, and Economic Development Committee worksessions, scheduled for September and October 2016; County Council worksessions, scheduled for October and November 2016; and adoption by the County Council, required by November 2016.

Mr. Steve Elmendorf, attorney, offered comments.

There followed extensive Board discussion with questions to staff and Mr. Elmendorf.