

Planning Divisions



COMMUNITY-BASED PLANNING DIVISION

John A. Carter, Chief

SUMMARY OF ACTIVITIES

Master Planning Activities

Master Plans Underway:

- Olney Master Plan
- Shady Grove Sector Plan
- Amendment to the Woodmont Triangle District in the Bethesda Central Business District (CBD)
- Damascus Master Plan
- Gaithersburg Vicinity Master Plan
- Twinbrook Sector Plan
- Germantown Master Plan
- Kensington Sector Plan and University Boulevard Special Study

Sectional Map Amendments Underway or Completed:

- Upper Rock Creek Area Sectional Map Amendment
- Olney Sectional Map Amendment

Regulatory Planning Activities

Mandatory Referrals Underway or Completed:

- Wheaton High School Stadium Light Pole/Telecommunications Antenna
- Einstein High School Stadium Light Pole/Telecommunications Antenna
- Kensington/Parkwood Elementary School Classrooms and Gymnasium
- Downcounty Consortium Elementary School No. 27
- WSSC Telecommunications Tower, Brookville
- Kennedy High School Light Pole/Telecommunications Antenna
- Clarksburg/Damascus Elementary School No. 7
- Acquisition of the National Park Seminary from the General Services Administration
- Blake High School Stadium Light Pole/Telecommunications Antenna
- Fairland Elementary School Telecommunications Antenna
- National Institutes of Health (NIH) Draft Master Plan
- NIH Visitors Center and Vehicle Inspection Station
- Northeast Consortium (Brookville) Elementary School
- King Street Art Center and Parking Garage, Montgomery College Takoma Park
- Disposition of Land for Affordable Housing, Emory Lane/Washington Grove Lane
- Disposition of Land for Affordable Housing, Mid-County Highway/Washington Grove Lane
- Streetscaping on Bonifant Street and Thayer Avenue, Silver Spring CBD
- Disposition of Land, Site II, Industrial Parkway/US 29, Colesville
- Silver Spring CBD Transit Center
- Kendale Elementary School, Potomac
- Redland Middle School
- Arcola Elementary School
- Connecticut Park Elementary School
- Northwood High School Light Pole/Telecommunications Antenna

- Food and Drug Administration Draft Environmental Impact Statement
- Persimmon Tree Road Telecommunications Antenna

Annexations Underway or Completed:

- Town of Laytonsville, 7125 Brink Road
- City of Rockville, 9604 Veirs Drive, Glen Hills Club Estates
- City of Rockville, Twinbrook Commons
- City of Gaithersburg, Portion of Crown Farm

Awards and Merits

- **Rudy Bruner Award for Urban Excellence** – The planning efforts in downtown Silver Spring received this nationally recognized award for excellence in urban planning along with planning efforts in selected areas of Cincinnati, Detroit, Portland, and San Francisco.
- **Smart Growth Alliance Award** – The Smart Growth Alliance recognized White Flint Crossing, a future mixed-use development, located along Rockville Pike near the White Flint Metro Station.
- **Finest in Family Living Monument Design Award** – The Clarksburg Town Center received this award submitted by Miller and Smith for the development of townhouses and single-family detached dwelling units.

STATUS OF ONGOING PROJECTS

Improving Community Outreach and Publications

- The staff participated in a planning charrette for an office project along Shady Grove Road. Andres Duany of the Miami architectural firm of Duany-Plater Zyberk conducted this charrette. Staff presented the staff draft recommendations for the Shady Grove Sector Plan during the charrette. Staff consulted with the City of Gaithersburg in reviewing the potential annexation of the Crown Farm property. Staff also worked with the City of Rockville on the preparation of the Twinbrook Sector Plan and the annexation of the Washington Metropolitan Area Transit Authority parcel.
- Outreach for the Germantown Master Plan began in June 2004. The demographic profile of Germantown revealed a need to conduct meetings in Spanish, Mandarin Chinese and Korean. Staff worked with the Upcounty Regional Services Center for contact with the Chinese community in Germantown and similar efforts are underway for Spanish-speaking and Korean residents.
- The staff continues discussions with the City of Takoma Park and Prince George’s County to address specific master plan implementation issues in the East Silver Spring/Langley Park areas as part of a Bi-County planning coordination group.

Creating Housing Opportunities

- Staff continues to work on opportunities to create housing opportunities in the county via its master planning, regulatory planning and zoning. Specific housing efforts of the Community Based Planning staff are addressed in the Strategic Planning section of this report.

Guiding Development in Metro Station Areas

- The Planning Board Draft Amendment to the Woodmont Triangle District of the Bethesda CBD Sector Plan was completed. Improvements to be considered for the Woodmont Triangle area include redevelopment of Battery Lane Urban Park, substantial improvements to Norfolk Avenue, amenities and facilities, and street lighting to improve security.
- A representative of the Community-Based Planning Division and the Planning Department of the District of Columbia are the co-chairs of the Friendship Heights Task Force. The Friendship Place project was presented to the Task Force to foster coordination of transportation improvements at this key Metro station.
- Staff continues to work with the Department of Economic Development, Johns Hopkins University, and tenants of the Life Sciences Center to address future development and redevelopment of the Life Sciences Center in the forthcoming Gaithersburg Vicinity Master Plan.
- The Division is involved in the planning for the Silver Spring Transit Center through the mandatory referral and project plan process. Staff completed the review of the King Street Art Center and parking garage for the expansion of Montgomery College. Staff continues to be involved in locating a skateboard park.
- The staff continues to be involved in the revitalization efforts in the Wheaton CBD with the County Executive. Staff assisted the staff of the County Executive in the preparation of a Zoning Text Amendment to the Wheaton Overlay Zone.
- Coordination of future Local Map Amendments and Site Plans continues for the White Flint Metro Station that includes housing, retail and office uses.

Protecting Existing Neighborhoods and Sustaining Investment in Mature Communities

- The efforts on the Bi-County Transitway involve evaluating alignments and reviewing the community impacts. This project could result in a new master plan to establish the alignment, and new sector plans to consider land use modifications. Staff participated in the working group for the Bi-County Transitway.
- The staff and the State Highway Administration completed a review and two presentations to the Planning Board concerning the community impacts of Corridor 1 and 2 Options for the Intercounty Connector.
- Staff continue to serve on the Long Branch Task Force to assist with the implementation of the East Silver Spring Master Plan, zoning analysis, mandatory referrals, and discussions of redevelopment.
- Local Map Amendments were completed and approved.

Supporting Employment Center and Housing Development in the I-270 Corridor

- As the new community of Clarksburg continues to grow, staff continues in a number of venues to coordinate public infrastructure and private development. Staff meets regularly with the Clarksburg Civic Association and the Clarksburg Town Center Advisory Committee as well as the interagency working group established to monitor development in Clarksburg.
- A future Life Sciences Center at Montgomery College in Germantown has taken shape through facility planning undertaken by the College. Over one million square feet of research and development space will be offered as a joint venture between the College and a private interest.

- Johns Hopkins University has begun a review of the potential for expansion of the campus on the site of the Shady Grove Life Sciences Center. The Department of Economic Development and the Department of Park and Planning continue efforts to expand capacity of the Shady Grove Life Sciences Center.

Encouraging Improvement to Commercial Centers

- The staff completed a series of community meetings to discuss improvements to the Burtonsville Commercial Center. Coordination of the US 29 improvements, access, and land use were considered.
- The staff completed the work session for the Damascus Town Center. Providing for mixed-use development and improving pedestrian access is a focus of this effort.
- The staff began work on establishing opportunities to improve the mature commercial centers in Montgomery County. An inventory of mature commercial centers has been completed. A review of the economic factors needed to spur redevelopment including affordable housing has been started. Staff will select a range of mature commercial centers to be the focus of an expert panel discussion with the Urban Land Institute. Products of the panel will include a conceptual framework or vision for a variety of mature centers, a discussion of the benefits of redeveloped centers, a discussion of market opportunities, and an identification of regulatory changes needed to achieve the vision.
- The Olney Master Plan was completed including recommendations to improve the Olney Town Center. A new mixed-use zone was also completed to implement the recommendations for the Olney Town Center.

Rural Preservation Initiatives

Efforts to strengthen the agricultural and rural open space program will continue to be an important focus of the planning program. Agricultural preservation efforts will focus on ways to make agriculture economically viable in the Agricultural Reserve. Viable agricultural activity will keep the land in productive use and deter residential conversion. These efforts will include working with other agencies to expand and strengthen the economic opportunities for agricultural producers, evaluating the regulatory environment for agriculturally related uses, improving the tracking system for Transfer of Development Right (TDR) sending and receiving areas, improving the balance between sending and receiving areas, and addressing the concerns of subdivisions in the Agricultural Reserve.

As Montgomery County matures and the region grows, the Agricultural Reserve will become increasingly important to the County's overall quality of life by: (a) providing agricultural products and food supply close to metropolitan markets; (b) protecting the environment—serving as a “clean air shed” to help cleanse the atmosphere, and providing a mechanism to help protect the quality and quantity of water resources by minimizing the amount of paved surface; (c) preserving our agrarian heritage and agricultural landscape, which is an instructive as a museum; and (d) providing a viable land use alternative to add to the diversity of lifestyles and land use options available to the residents of the County.

PROPOSED MASTER PLAN PROGRAM

With guidance from the County Council, the master plan schedule may change as the Department of Park and Planning develops strategic approaches for addressing land use challenges. The proposed master plan program focuses on the following:

- Completing the master plans and sector plans already identified in the current program
- Establishing new initiatives to be addressed in the long-range master plan program

Existing Area Master Plans to be Completed

The present master plan program is identified on the enclosed schedule. Completing the master plans and sector plans already identified by the County Council is the first priority of the Community-Based Planning Division.

Montgomery County's long-term commitment to principled land use planning and growth management has been key to attracting and retaining residents, businesses, and workers. Adherence to the "Wedges and Corridors" concept, which has been strongly backed by political leadership, has enabled the County to avoid the consequences of unrestrained development, unacceptable loss of parkland and farmland, and fragmented suburbs. The result has been a stable and desirable market environment that offers a broad range of choice.

In the future, Montgomery County must remain committed to sustainable development that balances economic and environmental concerns and serves the needs of a changing population. Montgomery County has within its reach the tools and opportunities to vitalize its centers, to improve the form and function of its major travel routes, and to sustain its unique open space character.

The new long-range planning approach is outlined in Attachment #1.

MASTER PLAN SCHEDULE

OLNEY MASTER PLAN

PLAN INITIATION: JULY 2001

This area includes the Patuxent, Hawlings, Northwest Branch, and Upper Rock Creek watersheds, encompassing an area of approximately 30,600 acres. In the past six months, the County Council completed the review of the Olney Master Plan. Staff also prepared a new zone for the Olney Town Center. The Sectional Map Amendment has been started to implement the recommendations in the approved Olney Master Plan.

MILESTONES	TIME FRAME APPROVED AT INITIATION	TIME FRAME APPROVED AT PREVIOUS BI-ANNUAL REPORT	RECOMMENDED TIME FRAME CHANGES
MASTER PLAN ADVISORY GROUP (MPAG) APPOINTMENT	February 2002	February 2002	
STAFF DRAFT	December 2002	July 2003	
PUBLIC HEARING (PRELIMINARY) DRAFT PLAN	January 2003	August 2003	
PLANNING BOARD (FINAL) DRAFT PLAN	July 2003	May 2004	
COUNCIL APPROVAL	February 2004	December 2004	March 2005

DAMASCUS MASTER PLAN

PLAN INITIATION: JULY 2002

This master plan has been coordinated with the efforts on the Upper Rock Creek Area Master Plan and the Olney Master Plan. The Public Hearing Draft was completed during the last six months, and the Planning Board is conducting work sessions.

MILESTONES	TIME FRAME APPROVED AT INITIATION	TIME FRAME APPROVED AT PREVIOUS BI-ANNUAL REPORT	RECOMMENDED TIME FRAME CHANGES
MPAG APPOINTMENT	NA		
STAFF DRAFT	January 2004	August 2004	
PUBLIC HEARING (PRELIMINARY) DRAFT PLAN	February 2004	September 2004	
PLANNING BOARD (FINAL) DRAFT PLAN	August 2004	January 2005	April 2005
COUNCIL APPROVAL	March 2005	August 2005	November 2005

**SHADY GROVE SECTOR PLAN
PLAN INITIATION: JULY 2002**

This planning effort recommends establishing a mixed-use community, creating a multi-modal transit station, establishing safe pedestrian access, protecting existing neighborhoods from traffic impacts, and improving public open spaces and amenities. The County Council conducted work sessions during the last six months.

MILESTONES	TIME FRAME APPROVED AT INITIATION	TIME FRAME APPROVED AT PREVIOUS BI-ANNUAL REPORT	RECOMMENDED TIME FRAME CHANGES
MPAG APPOINTMENT	NA		
STAFF DRAFT	June 2003	October 2003	
PUBLIC HEARING (PRELIMINARY) DRAFT PLAN	July 2003	November 2003	
PLANNING BOARD (FINAL) DRAFT PLAN	January 2004	July 2004	September 2004
COUNCIL APPROVAL	August 2004	February 2005	March 2005

**GAITHERSBURG VICINITY MASTER PLAN
PLAN INITIATION: JULY 2002**

Coordination between the Gaithersburg Vicinity Master Plan and the Shady Grove Sector Plan as well as the planning efforts in the City of Rockville and the City of Gaithersburg are key features of this planning effort. This planning effort should be coordinated with the M-83 Facility Plan, and it may be delayed.

MILESTONES	TIME FRAME APPROVED AT INITIATION	TIME FRAME APPROVED AT PREVIOUS BI-ANNUAL REPORT	RECOMMENDED TIME FRAME CHANGES
MPAG APPOINTMENT	NA		
STAFF DRAFT	January 2004	November 2004	March 2005

PUBLIC HEARING (PRELIMINARY) DRAFT PLAN	February 2004	December 2004	April 2005
PLANNING BOARD (FINAL) DRAFT PLAN	August 2004	April 2005	August 2005
COUNCIL APPROVAL	March 2005	November 2005	February 2006

**TWINBROOK SECTOR PLAN
PLAN INITIATION: JULY 2003**

Coordination between the Shady Grove Sector Plan and the Twinbrook Sector Plan is a key feature of the effort. This planning effort also includes careful coordination with the City of Rockville. A focus of this effort includes providing opportunities for housing, advanced technology, biotechnology and light industrial uses.

MILESTONES	TIME FRAME APPROVED AT INITIATION	TIME FRAME APPROVED AT PREVIOUS BI-ANNUAL REPORT	RECOMMENDED TIME FRAME CHANGES
MPAG APPOINTMENT	NA		
STAFF DRAFT	December 2004	December 2004	March 2005
PUBLIC HEARING (PRELIMINARY) DRAFT PLAN	January 2005	January 2005	April 2005
PLANNING BOARD (FINAL) DRAFT PLAN	July 2005	July 2005	August 2005
COUNCIL APPROVAL	February 2006	February 2006	February 2006

**WOODMONT TRIANGLE AMENDMENT TO THE SECTOR PLAN FOR THE BETHESDA CBD
PLAN INITIATION: OCTOBER 2003**

The Planning Board Draft was completed and transmitted to the County Council. The work sessions with the Planning Board identified a vision, the challenges and the actions necessary to improve the Woodmont Triangle District.

MILESTONES	RECOMMENDED TIME FRAME AT INITIATION*	TIME FRAME APPROVED AT PREVIOUS BI-ANNUAL REPORT	RECOMMENDED TIME FRAME CHANGES
MPAG APPOINTMENT	NA		
STAFF DRAFT	March 2004	April 2004	
PUBLIC HEARING (PRELIMINARY) DRAFT PLAN	April 2004	May 2004	
PLANNING BOARD (FINAL) DRAFT PLAN	July 2004	October 2004	December 2004
COUNCIL APPROVAL	December 2004	March 2005	July 2005

DATE FOR COUNTY COUNCIL TO RECEIVE MASTER PLANS AND SECTOR PLANS

MASTER PLAN	SCHEDULED DATES TO RECEIVE MASTER PLANS	EXPECTED DATES TO RECEIVE MASTER PLANS
Communities in the Northern Headwaters		
Olney Master Plan	May 2004	May 2004
Damascus Master Plan	November 2004	April 2005
I-270 Corridor		
Shady Grove Sector Plan	July 2004	September 2004
Gaithersburg Vicinity Master Plan	April 2005	August 2005
Twinbrook Sector Plan	July 2005	August 2005
Germantown Master Plan	November 2006	November 2006
Communities of the Urban Ring		
Woodmont Triangle	October 2004	December 2004
Kensington/University Boulevard	November 2006	November 2006
Wheaton CBD/Georgia Avenue	July 2007	July 2007
Takoma/Langley Crossroads	January 2008	January 2008
Westbard Sector Plan	July 2008	July 2008
Bi-County Transitway	TBD	TBD

Note: *Delays are due to the need to lapse positions as part of the cost savings mandated by the County Council in the recent Budget. A delay of the Gaithersburg Master Plan will be needed to coordinate with the M-83 Facility Plan. The schedule has also been adjusted to stagger the receipt of master plans by the County Council.

LIST OF ADOPTED MASTER PLANS AND SECTOR PLANS

Master/Sector Plan	Adoption Date
Takoma Park Transit Impact Area Sector Plan	1974
Shady Grove Transit Station Area Sector Plan	1977
Town of Kensington & Vicinity Sector Plan	1978
Agricultural and Rural Open Space	1980
Olney Master Plan	1980
Damascus Master Plan	1982
Capitol View Sector Plan	1982
Oakmont Special Study Plan	1982
Westbard Sector Plan	1982
Boyds Master Plan	1985
Gaithersburg Vicinity Master Plan	1985
Germantown Master Plan	1989
Georgetown Branch	1989
Kensington-Wheaton Master Plan	1989
Bethesda-Chevy Chase Master Plan	1990
Shady Grove Study Area Master Plan	1990
Wheaton CBD and Vicinity Sector Plan Amendment	1990
North Bethesda/Garrett Park Master Plan	1992
Damascus Bypass Amendment	1993
Aspen Hill Master Plan	1994
Clarksburg Master Plan & Hyattstown Special Study Area	1994
Bethesda CBD Sector Plan	1994
North Bethesda Staging Amendment	1994
Muncaster Mill Road Amendment	1995
Gaithersburg Vicinity - Shady Grove Amendment	1996
Germantown - Clopper Road Amendment	1996
Four Corners Master Plan	1996
Forest Glen Sector Plan	1996
Glenmont Sector Plan	1997
Cloverly Master Plan	1997
Fairland Master Plan	1997
White Oak Master Plan	1997
Sandy Spring/Ashton Master Plan	1998
Friendship Heights Sector Plan	1998
Silver Spring CBD Sector Plan	2000
North and West Silver Spring Master Plan	2000
East Silver Spring Master Plan	2000
City of Takoma Park Master Plan	2000
Kemp-Mill Master Plan	2001
Potomac Subregion Master Plan	2002
Rustic Roads Functional Master Plan	2004
Upper Rock Creek Area Master Plan	2004

Master Plan and Sectional Map Amendment Schedule

March 2005

Master Plan Projects	2004												2005												2006												2007												2008											
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
Upper Rock Creek																																																												
Olney																																																												
Shady Grove																																																												
Woodmont Triangle																																																												
Damascus																																																												
Gaithersburg*																																																												
Twinbrook																																																												
Germentown																																																												
Kensington/Univ. Blvd.																																																												
Wheaton CBD/Georgia Av.																																																												
Langley/Takoma Crossrds.																																																												
Westbard **																																																												
Bi-County Transitway**																																																												
Phase I: M-83 Facility Plan																																																												

Legend:

- Staff
- Planning Board
- Executive
- County Council
- County Council (SMA)

F Completion of Final Draft

* Coordinate timing with the M-83 Facility Plan

** Final selection and timing to be decided by County Council

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STRATEGIC PLANNING DIVISION

Melissa Cuñha Banach, Chief

SUMMARY OF ACTIVITIES

HOUSING MONTGOMERY: Housing the People who Make Montgomery County Work

The Department continues to deliver key housing projects assigned in the County Council's Action Plan for Affordable Housing. (Please see pages 42-44 for graphical representation of these efforts.)

The *Housing Montgomery* work program is a cooperative effort, involving the Master Plan Program, the Regulatory Program, Strategic Planning, and the Research and Technology Center. The Program focuses on initiatives that serve to: (a) increase the supply, mix, and affordability of housing, (b) improve tracking of housing data, and (c) expand community outreach opportunity.

- **New Long Range Planning Strategy** - A new long-range planning strategy is underway that will positively affect the supply, mix, and affordability of housing in Montgomery County. The new strategy focuses county resources on replacing aging centers and eroding frontage of some major travel routes with a revitalized and lively mix of uses, including parkland, which will add to the quality of life of individual neighborhoods and the economic-well being of the county as a whole.

As the county matures, the plan's focus will continue to evolve. The outward expansion of infrastructure is no longer a priority and emphasis shifts to reinvestment in existing residential and business communities. In response to this emerging reality, development and redevelopment of existing, aging centers and eroding frontage along some major transportation routes that connect the centers will make jobs, housing, and parks more accessible to the population most in need of them, conserve land and watershed resources, promote higher levels of design, and spare the public and private sectors the cost of adding roads, sewers, and other infrastructure. This new long range planning approach is outlined in *Montgomery County in the 21st Century*, an attachment to the Biannual Report.

- **Workforce Housing Policy Development** - As the region's home costs continue to soar, County officials have identified the shortage of workforce housing (affordable to households earning above the Moderately Priced Dwelling Unit (MPDU) eligibility limit to 120 percent of the area median income) as a growing crisis.

The Department will develop a policy framework to support new legislative, regulatory, and planning initiatives to increase the supply of workforce housing in Montgomery County. The initial product, scheduled for release mid-April 2005, will:

- a. provide a set of basic workforce housing facts and definition to the issue of workforce housing
- b. articulate a set of goals for increasing the supply of housing for middle-income families

- c. review other localities around the country that have successfully adopted workforce housing programs
 - d. identify options for incorporating "workforce housing" into the current network of laws, ordinances, programs, regulations, policies and planning documents that affect the County's housing production and housing inventory
 - e. make recommendations to implement a workforce housing program here in the county.
- **Workforce Housing Information Packet** – The Strategic Planning Division has been engaged in a sustained effort to widely distribute the Workforce Housing Information Packet throughout Montgomery County. To date, more than 3,000 copies have been distributed to the Montgomery County Office of Economic Development, Office of Human Resources, Department of Housing and Community Affairs (DHCA), Montgomery County Public Schools (MCPS), Housing Opportunities Commission (HOC), Fire and Rescue, County Police, Chamber of Commerce, Maryland National Capital Building Industry Association, Suburban Hospital, GEICO, Montgomery College, key for-profit and not-for-profit housing providers, government service centers, public libraries, and Fannie Mae.

In addition, the topic of the January, Montgomery Cable Program “Yours for Life” was the Workforce Housing Information Packet, the need for workforce housing, and the Department’s new Employer Assisted Housing Program.

This community information initiative is designed to: (a) expand understanding of the need for workforce housing to the business and civic communities, and (b) promote the development of employer assisted housing throughout the county.

- **Park Property and Workforce Housing** – The County Council requested that Park and Planning study the possibility of using park property for workforce housing. The Strategic Planning Division, in concert with senior park staff, completed a study suggesting a range of innovative options that selectively use park property, not needed for park use, to help address housing need, while also strengthening the stewardship mission of the Park System.

The Planning Board identified a limited number of candidate park properties with potential to provide workforce and/or special need housing.

The Department has launched an ambitious REOI/RFP process to solicit innovative proposals from private and not-for-profit housing providers. Staff has conducted extensive research on the acquisition and/or conveyance terms of each candidate site or structure and the identification of development guidelines in preparation for the REOI, which was released publicly in late February.

Park Property REOI/RFP Schedule

1. REOI Release: February 2005
To pre-qualify housing providers

2. REOI Review: March 2005
To select qualified providers
3. RFP Preparation: April-May 2005
To define development, design, and financing criteria
4. RFP Release: June-July 2005
To select housing providers proposals
5. Selection of Housing Providers and Proposals: July 2005
6. Community and Planning Board Proposal Review: September 2005
7. PHED Briefing: October 2005
8. Council Decision- Long Term Lease Arrangements: November 2005
9. Project Initiation: December 2005

- **Employer Assisted Housing Programs Countywide** - In response to the Planning Board and Fannie Mae Workforce Housing Roundtable, the County Council requested that the Department work with Department of Housing and Community Affairs, the Housing Opportunities Commission, Fannie Mae, and the Chamber of Commerce to develop a strategy to promote employer assisted housing programs in Montgomery County. This initiative is now underway.
- **Department of Park and Planning Employer Assisted Housing Program** – The Planning Board recently initiated an EAH Program for all full-time employees at Park and Planning and added the Program to its employee benefit portfolio. This new EAH Program helps the Department address the need for housing that is affordable to its own workforce. It is the first government sponsored EAH program in the County.

The Strategic Planning and Enterprise Divisions have completed the first phase of program development by: (a) developing personnel guidelines and the educational curriculum, in coordination with HOC, (b) convening financial management class sessions for employees, and (d) working with Fannie Mae to connect class participants with a network of local and national mortgage lenders.

The second phase of EAH program development will focus on: (a) further expanding access to park house rentals for employees with incomes less than \$85,000 for a household or \$70,000 for an individual, (b) expanding access to park house rentals for income eligible employees from Fire and Rescue, Police, and MCPS when Commission employees do not express interest in a particular park house, and (c) documenting and enhancing park house structural conditions and maintenance.

- **Housing Affordability Statements** – Beginning in March 2005, a *Housing Affordability Statement* will accompany every preliminary plan and site plan to help decision makers monitor the implications of regulatory decisions on the supply and affordability of housing. In fall 2005, use of the Housing Impact Statement will be expanded to accompany project plans, re-zonings, special exceptions, and mandatory referrals (including federal and county capital improvement programs). This effort will highlight the consequences of regulatory review decisions made throughout the development process on housing mix, supply, and affordability.

- **Strategic Planning Assessments Supporting the Departmental Work Program**

Nationwide survey of successful strategies for increasing the supply of workforce housing - The survey identified successful supply-side planning and regulatory strategies for promoting housing affordability for the workforce. It highlighted specific approaches to increase the supply of land for workforce housing, boosting private sector funding for workforce housing, adaptive reuse of buildings for workforce housing, and regulatory reforms to encourage higher density housing for the workforce.

Nationwide examples of Employer Assisted Housing Programs that have helped to spur community revitalization - The survey identified cases where EAH Programs have been used to help stabilize communities, revitalize neighborhoods, enhance property values, and enable essential workers-such as police, teachers, and firefighters, to live in the communities in which they work.

National Park Service policies, management plans, and design/construction guidelines for employee housing in the National Park System - This survey is underway to explore the policies, plans, and guidelines developed and applied by the NPS to help with the revamping of the Commission's Park House Program.

- **Master Plan Housing Initiatives**

Master Plans – The recently completed Planning Board Draft of the Shady Grove Sector Plan, and the Woodmont Triangle Amendment to the Bethesda CBD Sector Plan provide significant opportunities to provide a range of housing types near existing transit stations.

Long Range Master Plan Initiatives – Increasing the supply, mix, and certainly the affordability of housing will continue to be a significant priority in the master plan program. By focusing Department and county resources on the planning and revitalization of corridor cities, neighborhoods, mature commercial centers, and eroding frontage along some travel routes, will provide significant opportunities for addressing the needs for housing in Montgomery County.

- **Regulatory Housing Initiatives**

Zoning Cases and Special Exceptions – A number of zoning cases are being processed that would increase the amount of housing located near transit, including a project in Germantown adjacent to the planned Corridor Cities Transitway, a project near the White Flint Metro, a project near Twinbrook Metro, and the National Seminary Project near the Forest Glen Metro.

Text Amendments - Text Amendments that would permit increased density near the Shady Grove Metro are being considered in conjunction with the Shady Grove Sector Plan. New text amendments, intended to facilitate the provision of MPDUs go into effect on April 1. A

text amendment that would allow accessory apartments to be approved without going through the special exception process is still under consideration.

- **Research and Technology Center Housing Initiatives**

Mature Commercial Centers Study - This study explores issues that are at the heart of the new long range planning strategy by examining current conditions and future opportunities of older commercial centers. It will provide the conceptual and practical framework for planning and realizing the vision of revitalized mixed-used centers with a healthy component of new housing. During the first quarter of 2005, staff is focused on completing the inventory of mature commercial centers and preparing for an Urban Land Institute (ULI) Expert Panel in the second quarter of 2005. Planning staff refined a comprehensive list to select “mature” centers—those generally older shopping centers that offer opportunities for redevelopment and revitalization. These centers average 6 acres in size, with an average of about 70,000 square feet of commercial space, and the median year built is 1970. To inform the ULI Expert Panel, detailed profiles will be prepared for a small set of centers that represent different areas of the County and different center characteristics, such as age and size. Profiles will include such information as occupancy statistics, demographics of the market area, and nearby land use.

Residential Capacity Estimate - Staff completed a report summarizing the findings of the residential capacity study began updating the estimate as of January 1, 2005. Under current plans, Montgomery County can accommodate an additional 75,100 housing units, or between 20 and 25 years of residential growth. The methodology and findings of the study were featured in a session at the 2005 national conference of the American Planning Association. Research staff organized the session, entitled “Land for Housing,” which was moderated by a noted professor and author, and included panelists from the Maryland Department of Planning and the consulting firm Parsons-Brinckerhoff.

Development Review Committee - The Research Center serves as an advocate for housing within the Department by identifying and promoting opportunities for a variety of housing types and income ranges as development projects are reviewed and master plans prepared.

Inter-jurisdictional Affordable Housing Study - To understand Montgomery County’s housing market in the context of the larger region, staff compared inventories of housing among neighboring jurisdictions and studied out- and in-migration data, housing costs, and other related housing data throughout the region. The Maryland counties included in this study are Anne Arundel, Baltimore, Carroll, Frederick, Howard, Prince George’s, and Washington Counties. A report summarizing the findings has been prepared.

55+ Housing Preference Survey - Housing staff prepared a telephone survey, administered by a survey consultant, to determine the housing needs and wants of those 55 and older in Montgomery County. Over 16,000 random telephone calls yielded over 1,200 completed interviews.

- *Housing Snapshot* – A new chart reflecting recent housing activity, as follows:

HOUSING SNAPSHOT

January 1, 2004, to December 31, 2004

2003 EXISTING HOUSING UNITS	SFD	SFA	MF	MPDUs	MPDUs Bought Out	Other Affordable Housing	TDRs Used
Total Countywide	178,964	70,520	103,409	11,939	315	16,516	10,400
January- December 2004 HOUSING COMPLETION S	SFD	SFA	MF	MPDUs	MPDUs Bought Out	Other Affordable Housing	TDRs Used
Total Countywide	1,488	779	2,050	291	23	54	29
January- December 2004 PIPELINE APPROVALS	SFD	SFA	MF	MPDUs	Other Affordable Housing		
Total Countywide	1058	542	4,214	543	152		

RECENTLY APPROVED HOUSING UNITS NEAR METRO STATIONS

STATION NAME	APPROVED	MCPB APPROVED MPDU'S	HOUSING TYPE
Bethesda	157	20	High-Rise
Twinbrook 1	1114	140	High-Rise
White Flint	1583	198	High-Rise
Silver Spring	471	59	High-Rise
TOTAL	3325	417	

- Most of the housing units completed last year and in the pipeline were multi-family units. Multi-family units include both rental apartments and condominium units. Approved multi-family units included 3,325 units near metro stations.

SILVERPLACE: A Public-Private Partnership Providing Mixed-Use Development, Affordable Housing, an Urban Park, and a New Headquarters for Park and Planning in the Heart of Silver Spring.

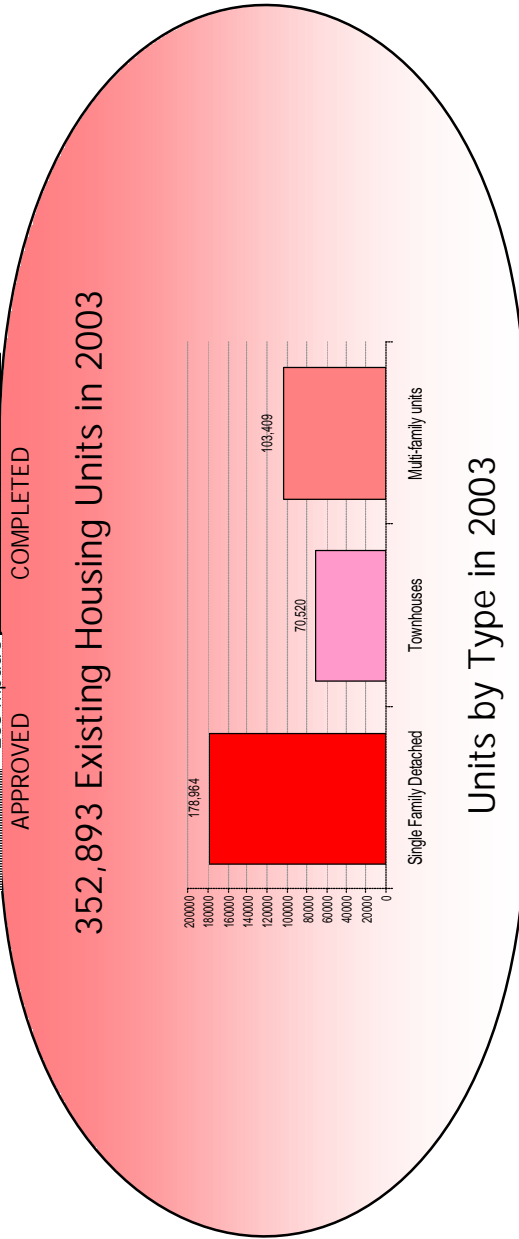
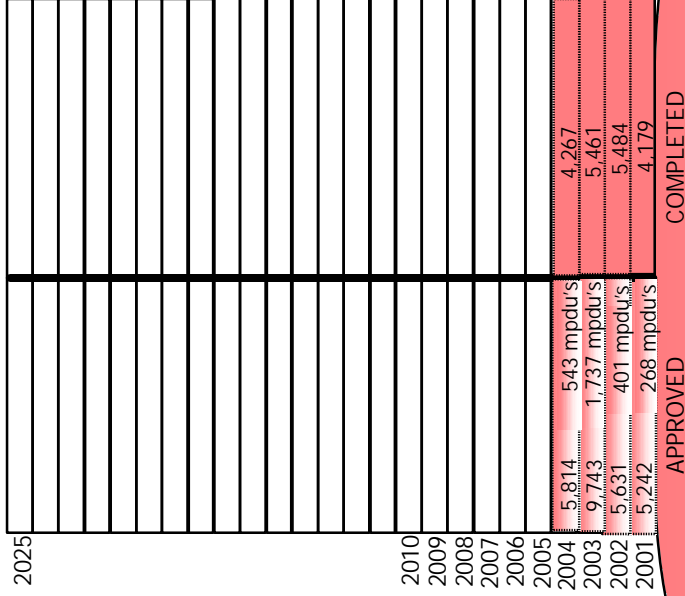
The Project Advisor continues to assist staff with identification of requirements and preparation of the REOI/RFP for the selection of the Development Partner and Team for SilverPlace.

Summary of Activities

- a. Research has been completed regarding the development parameters of adjacent and nearby properties.
- b. Basic project parameters and criteria for the solicitation of the Development Partner were developed and reviewed with the Planning Board.
- c. The project solicitation process has been further defined to include a two-step process: the first will be a Request for Qualifications (RFQ) and the second will be a detailed Request for Proposals (RFP). This approach has been deemed the best method to obtain the required creative and financial expertise from the private sector.
- d. Preparation of the RFQ and RPF documents is underway.
- e. The RFQ process will help the Department identify three to five very well qualified potential Development Partner and Teams for the second, and more rigorous, RFP process.
- f. The RFP document is being designed to set forth detailed planning, programming, design, and implementation criteria for the entire Project. It will include criteria for the submission of competitive design concepts and financing plans. Evaluation and selection criteria for responses to the RFP will be developed with the objective of identifying the best Development Partner and Teams.
- g. Current Project funding allocations are estimated to meet Project needs through FY06, including schematic design and final space programming.
- h. The Development Partner is targeted for selection by December 2005.
- i. Occupancy is currently projected for December 2008.

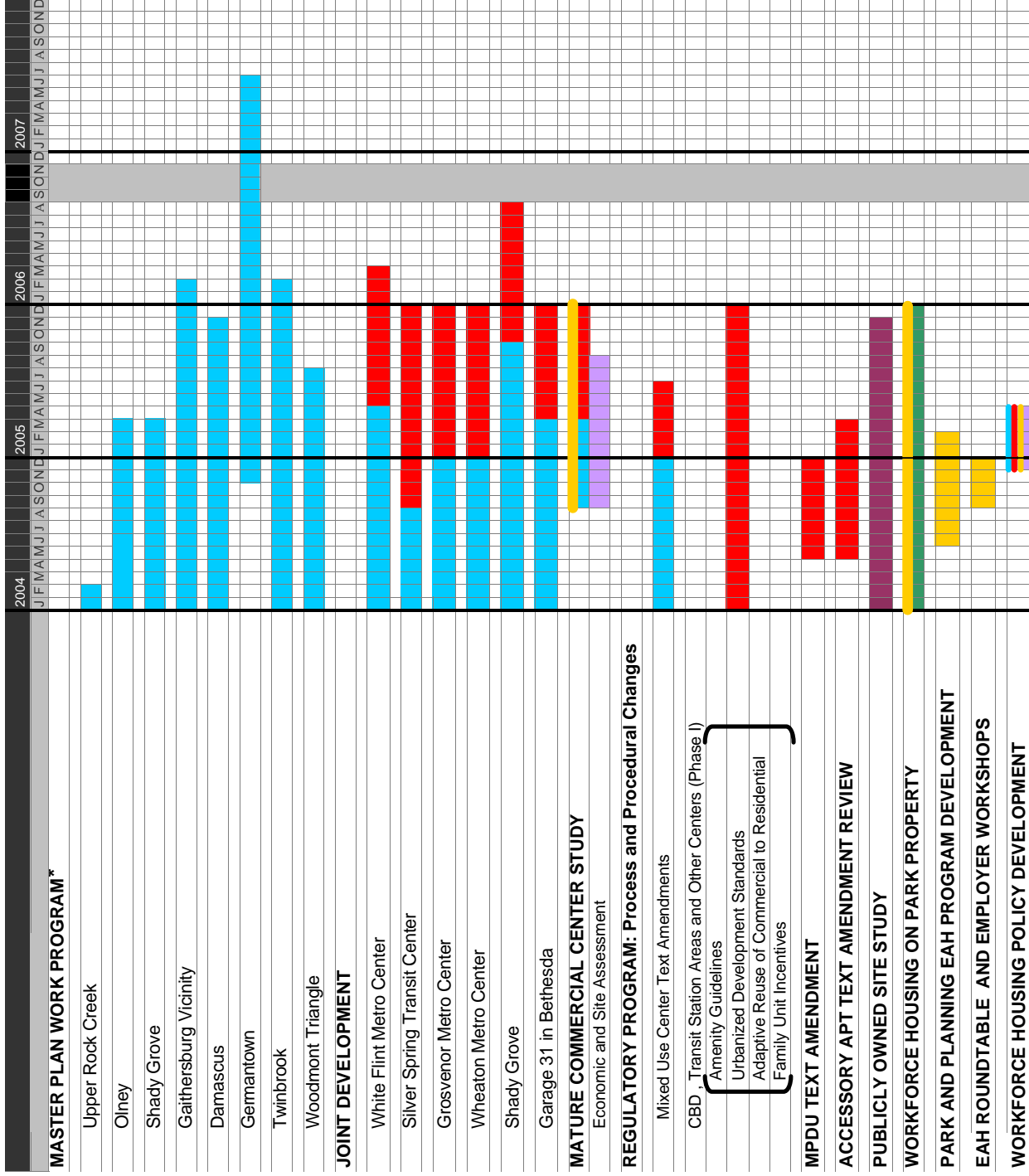
HOUSING-O-METER

415,000 Households
Forecast for 2025



All data include Gaithersburg and Rockville

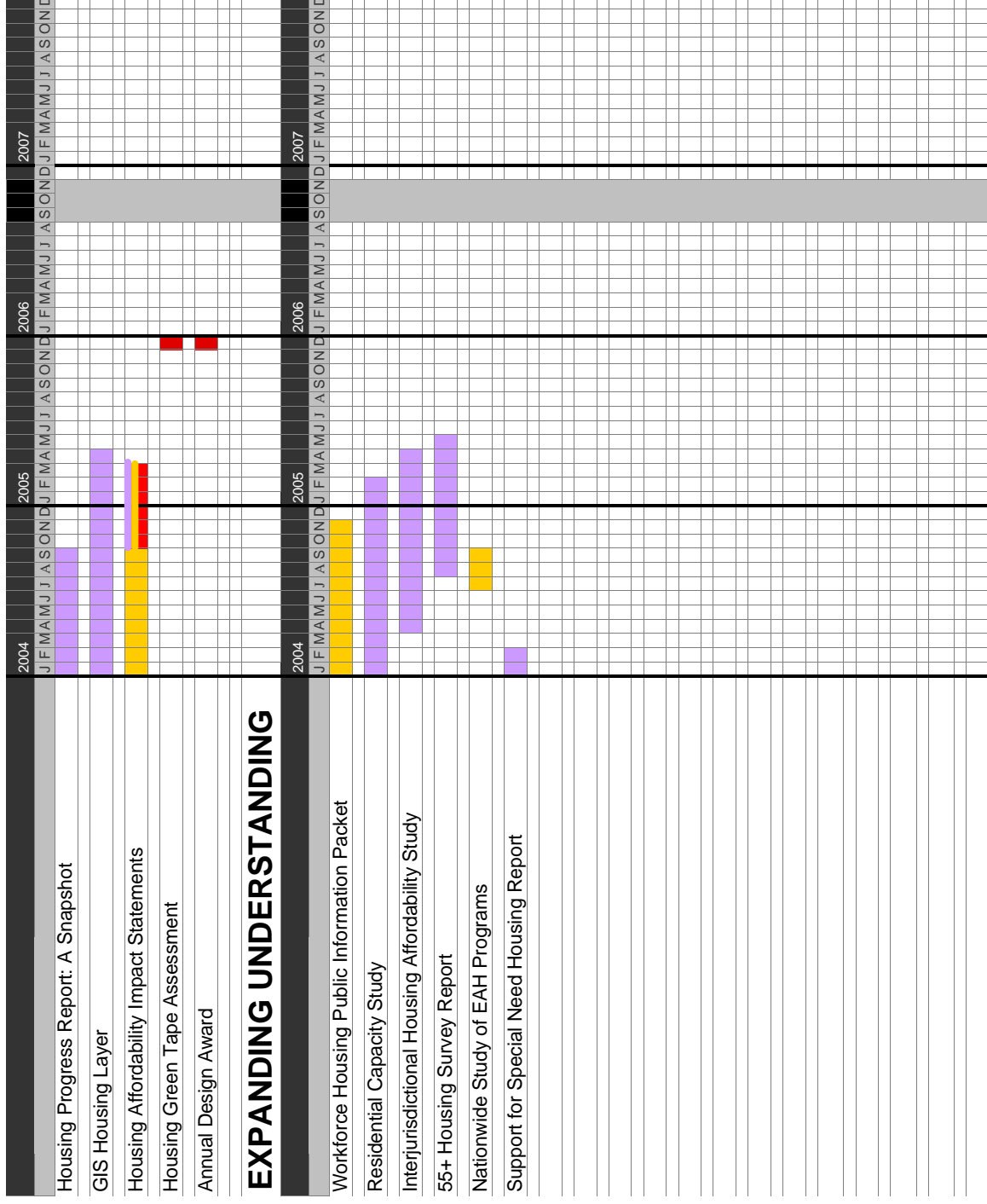
INCREASING SUPPLY, MIX, AFFORDABILITY OF HOUSING



* The Master Plan Work Program, when appropriate, will encourage greater variety of residential development in proximity to transportation and commercial centers. Future Master Plan recommendations will endeavor to address affordability, type and density. Future Master Plans will include a housing chapter and housing framework.

IMPROVING TRACKING AND ACCOUNTABILITY

Election



- Community Based Planning
- DHCA
- Development Review
- Parks
- Research
- Strategic Planning

DEVELOPMENT REVIEW DIVISION

Rose Krasnow, Chief

SUMMARY OF ACTIVITIES

- Development activity remains strong, challenging the staff of the Development Review Division (DRD) to handle numerous regulatory reviews simultaneously. During this period, it was determined that staff should prepare full reports for all plans being reviewed, as well as write detailed opinions on all matters taken before the Planning Board for action. Although necessary, these steps have lengthened the time it takes to process applications and necessitated a request for an additional staff person in subdivision review for FY06.
- In the fall, four zoning analyst positions previously located in Community Based Planning were consolidated under the zoning supervisor in Development Review to improve communication and work flow. Zoning staff has been meeting in a retreat format to begin pulling together as a team and developing new goals in order to provide better support to the Hearing Examiner and Board of Appeals on matters related to local map amendments, to special exceptions and accessory apartments, and to the County Council on Zoning Text Amendments.
- Early in November, Rose Krasnow was chosen as the new chief of Development Review, replacing Joe Davis who retired in April. Rose brings both a political and planning background to the task, and she is already looking for ways to streamline the activities of the division.

STATUS OF ONGOING PROJECTS

Zoning

- The number of Zoning Text Amendments presented to the Planning Board increased from 12 during the previous reporting period to 20. Noteworthy among these were several text amendments related to the provision of Moderately Priced Dwelling Units (MPDUs). These changes, which are designed to increase the supply of such units, will go into effect on April 1, 2005.
- The creation of new zones for the development of the Olney Town Center and the Shady Grove Sector Plan are underway and constitute a phase of the Zoning Ordinance Rewrite Project Phase II.
- In an effort to further the discussion regarding the expansion of existing hospitals within the County, four community outreach sessions were held in the neighborhoods surrounding Washington Adventist, Suburban, Montgomery General, and Holy Cross Hospitals. A comprehensive staff report will be forthcoming at the end of March to help determine next steps.
- Most notable among the rezoning applications approved during the period was that for the National Park Seminary site. This historic property consists of a collection of buildings that are architecturally eclectic to emphasize structures reminiscent of different eras and regions. Some of the well-known buildings include the Japanese Pagoda, the

Swiss Chalet, Ye Forest Inn, and the Ballroom. Phase I consists of 257 dwelling units, including 56 MPDUs, which is approximately 20 percent of the total number of units. The existing buildings will be converted to condominiums, while retaining the historic setting and architecture. The new part of the development will consist of 90 single-family attached units and 12 single-family detached units. One of the existing buildings will provide transitional housing as part of the Catholic Charities organization, a use that exists on the site today.

Subdivision Review

The number of preliminary and pre-preliminary plans presented to the Planning Board during this period increased from 48 for the previous reporting period to 80 cases. Several subdivision plans were reviewed that included portions of both the master planned and non-master planned alignment of the ICC. Staff successfully worked with SHA staff to coordinate these projects and include appropriate conditions to preserve the alignments until a final decision is made on the ICC. In addition, considerable discussion was generated around subdivision plans that involve the clustering of lots in the RDT (Rural Density Transfer) zone. One subdivision plan that was approved in the RDT zone called for the creation of 17 lots on 434 acres in Clarksburg. Another pending preliminary plan in the RDT was discussed by the Board and deferred after similar discussions. That plan, Stoney Spring, proposed up to 28 lots on more than 700 acres using sand mound septic facilities. It will be coming back to the Planning Board during the next review period. Other significant development projects reviewed included the following:

- A subdivision plan was reviewed for the Casey Property on Amity Lane, south of the town of Washington Grove. This project calls for 184 residential dwelling units, including 23 MPDUs. A Legacy Open Space dedication area of approximately 12 acres will provide a visual buffer for the town. Reservation of a future school site was also a part of this plan.
- The North Bethesda Town Center Plan on Rockville Pike at the White Flint Metro Station will add 1,350 multi-family units, including 169 MPDUs, 1,148,000 square feet of commercial office, 202,037 square feet of general retail, and an 80,000 square foot theatre complex in the North Bethesda-Garrett Park master plan area.
- In Clarksburg, a pre-preliminary plan was reviewed for 89 lots, including 75 single-family detached and 14 duplex MPDUs.
- The Leesborough plan calls for the creation of 65 detached, 139 townhouses and 45 multi-family MPDUs on the current Good Counsel High School site in Wheaton.
- A project in North Bethesda at Twinbrook Lane and Fishers Lane will add 64,800 square feet of research and development use and 306,200 square feet of general office in an existing office complex.
- The Fairland Golf Course plan will create a residential community with 396 detached, attached, and semi-detached dwelling units, including 16 MPDUs surrounded by a new public golf course.
- The preliminary plan for Westfield Montgomery Shopping Mall will add 500,000 square feet of additional commercial retail use to the existing mall along with a theatre complex and a possible future hotel.

Site Plan and Project Plan Review

The number of site plan and project plan applications presented to the Planning Board during this period increased slightly from 23 to 24 cases. In addition, 13 site plan amendment applications were approved administratively by staff. Notable site plan approvals included:

- Fairland Golf Community, which is a major public-private partnership development between the Commission and a private developer that will include 396 residential units and an 18-hole golf course.
- The Crescent and Twinbrook Commons, both of which are mixed-use, high-rise projects in downtown Silver Spring and the Rockville area, respectively.
- Westfield Montgomery Shopping Mall, which calls for the addition of new retail space, a 14-screen movie theater, and a new transit center with six bus bays.

Building Permit Reviews:

The number of building permit applications processed during this period decreased substantially from last period, from 3,197 to around 1,400. It appears the main cause for the significant change was that during the last report period residential permit applications grew considerably due to the new impact tax fees, which became effective on March 1, 2004. The level of the permit applications in this period is within the normal range of the numbers over the past few years.

Inspections and Enforcement Activities:

Overall, inspection activity decreased by 10% for the current reporting period in comparison to the last 6-month period (743 inspections versus 830). This decrease occurred in the Fall-Winter timeframe, which is historically a slower inspection period. However, there has been a 28% increase in inspections during the current Fall-Winter timeframe as compared to the same reporting period one year ago. Additionally:

- Forest Conservation Plan inspections continue to occupy over half of all inspection activities for this period representing 56% (416 inspections). The forest conservation plan inspections include pre-construction meetings and inspections before projects start as well as forest planting inspections.
- Site Plan inspections carry the second highest inspection activity at 24% (177 inspections).
- A dramatic increase was seen in the area of natural resource inventory/forest stand delineation (NRI/FSD) project reviews. There has been a 3-fold increase in NRI/FSD reviews for the inspection staff from the same period one-year ago (94 reviews currently compared to 28 one year ago).
- Inspection staff continues to monitor projects under construction such as Clarksburg Town Center, Clarksburg Village, Greenway Village, Fortune Parc, and Bancroft Properties. These and other large-scale developments are expected to increase the

demands placed on the inspection staff as more phases of these developments are brought on line.

- The amount of time being spent by inspection staff to deal with citizen complaints has significantly increased. These complaints range from forest conservation issues to specific site plan complaints. Although citizen complaints only account for approximately 4% of all inspections, they require much more time in research, inspections, and complaint follow-up. During this time period there were 16 citations issued for plan violations totaling \$10,300.00. Three of these citations involved the application of civil administrative penalties.

Public Information

The first line of communication for many citizens seeking planning related information is the Information and Records Section of Development Review. Consequently staff in this section has worked hard to maintain the high level of customer service the public has come to expect when visiting the Department and the Commission. Improvements undertaken during this review period include:

- Working with Research and Technology to upgrade computers and digital screens. This new equipment provides brighter and clearer images for the map graphics that are often the focus of discussion and has been very well received by the many who access the services of the information counter. Most comments praise the clarity of detail.
- Work continues with a contractor to develop software that will assist staff in the assignment of addresses. A beta test is expected within the next couple of months. Each year thousands of addresses are provided, and software to support this work will both reduce opportunities for errors and increase the efficiency of the process.

Ongoing Integration of the Development Review Computer System Into Daily Operations

- Development Review is responsible for integrating the Hansen Information System into the work processes of each division. This requires structuring Hansen to best meet the needs of the Department by coordinating data flow and working with staff to improve data quality, both of which will be much improved with the completion of stage progression setups for each project application type. Stage progression was activated for the preliminary plan review process in February. The stage progression process allows planning staff to input and monitor data and identify any delays that occur as the review process advances.
- Work continues on revising the application forms as errors are found or new data requirements identified. The latest release was January 1, and included additional data about Sand Mound Sanitary Systems and tax account information for Minor Subdivision. Staff expects to re-release updated forms as needed through the year. These forms are a precursor to implementing an electronic application form. Staff anticipates having Hansen's Dynamic Portal software available on line in the near future. The Portal will allow filing applications and paying fees through an Internet connection. Application information will flow directly into Hansen without requiring staff resources for data

input. Once an application is filed, applicants will be able to check on its review status on line.

- The new application forms will also require submitting electronic images of submitted and approved plans with the intention of making these images available on line with the rollout of the “Where Am I?” software. The “Where Am I?” website will allow interested parties to see a list of projects that are pending approval by the Planning Board or currently under construction. In response to a mouse click on the website’s map, the software generates a list of projects and other sites such as libraries, fire stations, schools, etc.
- Staff is also working to improve electronic connections to other county agencies. Permit information from the Department of Permitting Services is now downloaded each night in Hansen. The Board of Appeals downloads are to begin soon. Staff is also hopeful the cities of Rockville and Gaithersburg will allow access to their permit data, improving the tracking of residential and commercial permit applications in the pipeline.
- Contract negotiations with Hansen to purchase the GIS Viewer and Dynamic Portal are complete. Deployment of the GIS Viewer occurred in January and allows direct access to GIS data through Hansen without leaving the Hansen interface, making both tools more effective. Staff is also identifying planning procedures and processes that can be automated, reducing staff time on repetitive functions.

SUBDIVISION ACTIVITY			
	09-03/02-04	03-04/08-04	09-04/02-05
Pre-Preliminary Plans submitted	50	20	40
Preliminary Plans submitted	54	77	41
Record Plats submitted	172	124	52
Minor Subdivision Plats submitted	50	35	40
Subdivision Plans presented to the Planning Board (Pre-Preliminary and Preliminary Plans)	70	48	80
Requests to Revise Previous Conditions of Approval on Preliminary Plans presented to the Planning Board	6	8	8
Requests for Extensions of Preliminary Plan Validity Periods	2	12	6
Request for Waivers of Subdivision Regulations for Preliminary Plans	4	2	1
Building Permits submitted	1,764	3,197	1,400
Preliminary Plan public hearing notices/opinions mailed	6,312	5,812	6,083
SITE PLAN ACTIVITY			
Site Plans Submitted	21	17	18
Site Plans presented to the Planning Board	27	17	16
Amendments submitted to the Board	11	27	18
Amendments presented to the Board	11	3	6
Site Plan public hearing notices/opinions mailed	3,120	1,829	2,464
INSPECTIONS AND ENFORCEMENT ACTIVITY			
Site Plan Inspections	57	230	177
Preliminary Plan Inspections	10	52	53
Forest Conservation Plan Inspections	485	501	416
NRI/FSD Plan Reviews	28	39	94
Special Exception Plan Reviews	2	8	3
Site Plan Violation hearing	14	1	0

PROJECT PLAN ACTIVITY

Project Plans submitted	2	3	2
Project Plans presented to the Planning Board	5	1	0
Amendments submitted	2	0	1
Amendments presented	0	1	2
Extensions submitted and approved	0	0	0
Project Plan public hearing opinions mailed	331	196	140

ZONING ACTIVITY

Zoning Text Amendments/Subdivision Regulations Amendments presented to the Planning Board	23	12	20
Zoning Text Amendments/Subdivision Regulations Amendments adopted by the County Council	5	6	15
Zoning Text Amendments in preparation by staff for master plan implementation	0	2	3
Zoning Map Amendments/Development Plan Amendments presented to the Planning Board	0	9	7

BOARD OF APPEALS ACTIVITY

Variance Petitions processed from the Board of Appeals	33	44	35
Landscape, Lighting , and Signage Plans reviewed	16	24	17
Total Special Exception applications processed and transmitted to the Board of Appeals	31	32	23
Special Exception application's presented to the Planning Board and transmitted to the Board of Appeals	12	13	10

PUBLIC INFORMATION SERVICE ACTIVITY

Walk-in inquiries at the main Information and Publications Counter	4,027	4,290	4,069
Telephone inquiries answered	3,324	3,640	3,536
Publications, maps, prints, and other items sold or distributed	\$20,121.00	23,351.42	\$18,890
GIS publication sales	\$38,982.00	45,656.00	\$43,636
Property addresses assigned or changed	928	997	938
Street names assigned or reviewed	121	112	97

RESEARCH & TECHNOLOGY CENTER

Karl Moritz, Acting Chief

SUMMARY OF ACTIVITIES

Research Team

- **Efforts to Address Housing Needs** - Staff were instrumental in several housing efforts on behalf of the Department including:
 - o 55+ Housing Preference Survey
 - o Inter-jurisdictional Affordable Housing Study
 - o Housing Impact Statement
 - o Residential Capacity Estimate
 - o Mature Commercial Areas Study
- **Master Plan Support** - Staff provided demographic profiles of several master plan areas; residential and commercial market analysis in support of the Shady Grove Sector Plan; and background pieces on the biotech industry, regional housing forecasts, and the importance of light industrial land in support of the Twinbrook Sector Plan. Plans supported include: Damascus, Twinbrook, Shady Grove, Gaithersburg Vicinity, and Germantown.
- **Time Limits of a Finding of Adequate Public Facilities (APF)** - Staff reviewed the pipeline of approved development and developed draft recommendations that would (1) change the process for determining if an APF time limit should be extended and (2) clarify the process for conducting new APF reviews when a development project's original APF finding has expired. Staff recommendations are expected to be presented to the Planning Board shortly.
- **Federal Procurement Activity Report** – FY03 federal procurement data for Montgomery County and the region was released to the public in August 2004. Staff analyzed the data and reported summary findings to the Planning Board, County Council, and the public.
- **Directory of High Tech Firms in Montgomery County** – Staff used a variety of resources to prepare and post on the Department's website tables showing key data on high tech firms in the area (i.e. number of employees, sales).
- **Economic Forces Report 2005** – The 2005 update included the annual discussion of job growth, residential and non-residential real estate activity, and federal hiring and spending activity.

IS/GIS Team

- **FY05 Planimetric Update** – The flight to obtain the photography for the planimetric update was conducted. Processing of the new planimetric data has begun. A new contract is being issued to update approximately 100 square miles.
- **Address System** – Automating the assigning of addresses by the Department's Development Review Division will be more efficient and more accurate. After much searching, an automation system was selected that was created for another municipality, but which closely mimics the Department's method of addressing. The application's main function is to integrate addresses and GIS in order to

provide a master database of addresses. The database with GIS connections is now being created and quality controlled in order for the system to fulfill its purpose.

- **Housing Database Quality Control** – To provide the proper foundation for the new GIS housing application initiative, staff has been engaged in a comprehensive quality control review of the County’s basic housing data.

Technology Team

- **Microsoft Network Platform** - Staff completed a migration from Novell to Windows 2000 as our network operating system, resulting in improved reliability, compatibility, and ease of use.
- **Voice Over Internet Protocol (IP)** - Implemented the Commission’s first network-based telephone system, known as Voice Over IP, at Black Hill Regional Park. This phone system uses the existing data network infrastructure to make and receive phone calls.

STATUS OF ONGOING PROJECTS

Research Team

- **Forecast by Race and Ethnicity** - At the request of the County Executive, staff is developing forecasts at the sub-county level showing race and ethnicity of population 10 to 15 years in the future.
- **Census Update 2005** - Preparations continue for this mid-decennial Census update. Tasks include developing the 2005 household survey instrument and selecting and executing contracts with the consulting firms that perform key roles in the survey process. The survey will be conducted beginning in April and continue through June. A mail survey will be sent to 26,000 individuals.
- **Amendments to MPDU Law** - Staff has prepared material describing the recent changes to the Moderately-Priced Dwelling Unit program. These materials include a matrix comparing the old MPDU law to the new changes that have been adopted. Staff also prepared a calculation tool that shows MPDU requirements under a variety of development scenarios. The calculator will soon be posted on the Department’s website.
- **MPDU Buy-Out Process** - Staff is working with relevant county agencies to develop the process for review of alternative payment agreements in MPDU development.

IS/GIS Team

- **Assimilation, Automation and Quality Control of Land Use Data** – This ongoing initiative is designed to bring land use information compiled by other agencies into the Department’s Information for DEvelopment And Landuse (IDEAL) system. Target agencies are the Board of Appeals, the City of Rockville, and the City of Gaithersburg.
- **GIS Day** – This annual “show and tell” about all new developments in the GIS arena is also a chance for the staff users of GIS to discuss needs and concerns.

Technology Team

- **PC Replacement** – Staff is implementing the Interagency Technology Policy Coordinating Committee (ITPCC) guidelines for replacing obsolete personal computers by replacing PCs older than the recommended age in four categories ranging from “mainstream” to “high-end.”
- **End-User Computer Training** – The division continues to schedule regular end-user computer classes. The majority of these classes are taught by Montgomery College’s Information Technology Institute, consistent with ITPCC recommendations.
- **IT Strategic Plan Update** - Staff is working with Gartner Consulting to update the Department’s Five-Year IT Strategic Plan. This plan will include research, analysis, and recommendations on numerous topics such as disaster recovery, network infrastructure, and document management.
- **Virtual Private Network** - The division is developing policies for employee access to our virtual private network (VPN) from home; the policies are required to allow safe and secure network access without compromising network security.

NEW INITIATIVES

Research Team

- **Round 7 Forecasts** - Staff is working with the Metropolitan Washington Area Council of Governments (MWCOCG) to prepare new forecasts of population, households, and employment. The new forecasts will be in five-year increments, at the County and sub-county level, to the year 2030.
- **2005-2007 Growth Policy (Staff Draft)** - Staff will review how the adequacy of public safety facilities may be measured and applied, for the regulation of development in Montgomery County.
- **Nanotech White Paper** - Since nanotech is beginning to emerge as a potentially important sub-industry in the County, staff is researching whether this industry has unique land use planning and regulatory considerations that should be taken into account when preparing master plans or zoning text amendments. Staff has researched the character of this industry, supplemented by local expert interviews and literature searches.

IS/GIS Team

- **Housing Application** – This project will produce a web-based application that will provide access to a variety of housing data to public officials, staff and, potentially, the public.

Technology Team

- **Firewall** - Staff will implement “Next Generation,” the latest program release of our network firewall. Next Generation provides enhanced security and an improved interface for local area network (LAN) managers to detect existing threats more easily and prevent future attempts to compromise network security.

- **Digital Documents/File Management** - Staff will conduct analysis and develop internal programs and procedures to facilitate the production of digital documents, improve file management, and allow more rapid and efficient access of on-line information to the public.

COUNTYWIDE PLANNING DIVISION

Jeff Zyontz, Chief

SUMMARY OF ACTIVITIES

Environmental Planning

- **Intercounty Connector Environmental Impact Study (EIS):** Considerable staff effort has been directed to participation in the draft EIS, including monthly meetings with the State Highway Administration (SHA) and various technical group meetings to provide expertise in determining proper stream crossings, identifying potential mitigation and stewardship sites, and evaluating impacts to park resources. Two Planning Board sessions were completed. The February 3 session included public testimony and Board recommendations on a Preferred Alternative, significant options, transportation modifications, other design changes, and environmental stewardship. Staff assisted the Council through its recommendations to the state. Future efforts will include providing the Planning Board with sufficient information to properly comment on the final EIS and make decisions on park resource replacement and compensation.
- **Environmental Policy:** Staff have continued to participate in the development of the county's *Environmental Policy* and in reporting to the county on Park and Planning's achievements to comply with the Environmental Policy Task Force report. Staff developed and circulated a list of things employees and purchasing representatives can do immediately to reduce our impact on the environment. Future efforts will include assessing compliance with the *Environmental Policy* and recommendations identified in the Environmental Policy Task Force report.
- **Green Buildings:** Staff work in actively promoting and encouraging the development of green buildings for M-NCPPC facilities and for the private sector has resulted in several new green building projects and commitments on the part of many agencies to build green in the future. To complement the work of the Maryland-National Capital Building Industry Association (MNC BIA)(and others in promoting the green building and Leadership in Energy and Environmental Design (LEED) compliance with developers and consultants, staff is working with county agencies, building contractors, citizens, and the environmental community to increase the demand for and the availability of contractors and materials to build green. Staff is currently developing and organizing educational forums with the MNC BIA, other county agencies, and the environmental community. Staff is in the early process, with other County agencies, of developing a comprehensive green building policy/plan for Montgomery County.
- **Green Infrastructure Plan:** The proposed Countywide Planning work program for FY06 includes the initiation of a Green Infrastructure Functional Master Plan for Montgomery County, similar to the plan recently prepared by Prince Georges County to identify a hierarchy of land-based environmental resources. This plan will identify resources beyond those mapped in the Legacy Open Space plan and will streamline master planning inventories and regulatory reviews.
- **Featured Speaker at Chesapeake Bay Workshop:** Staff spoke at the "Integrating Watershed Management and Land Use Planning in Maryland" workshop sponsored by

the Land, Growth and Stewardship Subcommittee of the Implementation Committee of the Chesapeake Bay Program. Montgomery County is considered exemplary in Maryland (along with Baltimore County) as being the most effective in influencing land use alternatives and appropriate uses and densities for the protection of water quality and environmental resources.

Community-Based Planning Support

- **Olney Master Plan:** Staff assisted the Council through its decision making process in particular the question of expanding the Upper Rock Creek Special Protection area.
- **Damascus Master Plan:** The Planning Board's desire to consider additional development to promote affordable housing required considerable additional work to analyze the environmental impact of options that require sewer extensions and additional pumping stations. Concerns include minimizing impacts to the Patuxent Drinking Water Reservoir watershed and sensitive Use III watersheds. Transportation analysis focused on the adequacy of the two-lane roadway network to accommodate traffic generated both by local land use plans as well as from neighboring jurisdictions.
- **Shady Grove and Twinbrook Sector Plans:** The Planning Board has approved a bold vision to reform Shady Grove as a residential community and staff is working on a similar concept for Twinbrook. Maximizing Metrorail utilization while managing vehicular traffic congestion is a primary concern in both plans, and staff has performed extensive research and analysis on the effect of land use, traveler mode share changes, infrastructure improvements, and staging options on forecasted conditions in both Sector Plan areas.
- **Gaithersburg Vicinity Master Plan:** The development of the Gaithersburg Master Plan has been closely coordinated with ongoing state and county studies for I-270, the Corridor Cities Transitway, the ICC, Midcounty Highway Extended, Watkins Mill Road, Goshen Road, Clopper Road, Snouffers School Road, and Longdraft Road.
- **Green Urbanism for Planning in Redevelopment Areas:** The Twinbrook master plan has been a testing ground for the application of green urbanism principles that will be also be used in subsequent plans for urban areas and town centers. The approach includes documenting resources lost to previous development and working with planners, residents, developers and county agencies to restore green corridors, reduce urban heat islands, incorporate green technology and improve the quality of life for urban residents.
- **Seneca Watershed Environmental Resource Inventory:** Staff is preparing an inventory of existing environmental resources for the Seneca watershed that will provide key information for the Germantown Master Plan update, and assist with the Gaithersburg Master Plan and proposed review of Midcounty Highway and Clarksburg development.
- **Transportation Facility Planning for Midcounty Highway:** The Department of Public Works and Transportation (DPWT) study of Midcounty Highway Extended is underway. This project involves extensive environmental impacts both in and outside parkland. Environmental Planning and Transportation Planning staff continue to coordinate significant departmental efforts to study the impacts and locate an alignment that minimizes parkland impacts.

Development Review Support

- **Forest Conservation Implementation:** Staff has been unable to consistently perform timely reviews for environmental/forest inventories and forest conservation exemption requests due to the loss of two Environmental Planning staff, and diversion of another staff member's time to ICC environmental review. Enforcement staff from the Development Review Division has provided significant assistance on a temporary basis in the approval of forest/tree inventories, but will become increasingly unavailable with the advent of the construction season. Interviews for vacancies are in progress. In the past six months, staff has reviewed approximately 200 NRI/FSD applications, about half of which were for exemptions. Exemptions often require further detailed review for tree save, often associated with controversial and time-consuming infill developments.
- **Documentation of Roadway Alignment Decisions: Avoidance/ Minimization Analysis of Public And Private Roads Impacting Wetlands:** State and federal wetland/waterway permitting agencies are now requiring greater documentation by local government in support of locally based roadway alignment decisions. They will no longer accept a developer's response that local government has approved projects and requires conformance to the selected alignment, without further documentation of environmental awareness and sensitivity in the decision process. Principal in the permitting agencies' concerns are issues of piecemeal construction of roadway segments leading to less alignment flexibility through sensitive areas, and the lack of sufficient documentation of full consideration of avoidance and minimization in the alignment decision process. Staff in Transportation and Environment at M-NCPPC and in the county is working with environmental permitting authorities to develop an appropriate framework for documentation as part of coordination efforts of the interagency wetland committee.
- **Special Protection Area Compliance:** Many plans have been submitted in the Upper Rock Creek Special Protection Area (SPA) following County Council approval as the fourth SPA in the county. All SPA plans require additional review elements beyond the norm, including: participation in required SPA pre-application meetings; review, tracking, and enforcement for compliance with imperviousness limits; preparation of separate staff reports; and packaging county DPS and staff SPA water quality plan review and recommendations on all mandatory referrals, special exceptions and zoning cases requiring water quality plans.
- **Golf Communities:** Staff provided a significant level of effort to review both the Fairland and Indian Spring Golf communities. Each posed significant issues with forest preservation, wetland protection, and the balance of recreation and residential uses with natural resource protection.
- **Local Area Transportation Review Guidelines (LATR):** Traffic counts from all traffic studies are now being received in digital format and entered into our intersection database. The LATR Guidelines have been revised to reflect changes approved by the County Council. The guidelines became effective on July 1, 2004.

Transportation Planning

- **Project and Facility Planning Studies** – Significant staff work is involved with participating in the many Project and Facility Planning studies underway by the Maryland Department of Transportation (MDOT) and DPWT. These studies include key county locations where roadway improvements, new transitways, and new interchanges are master planned and needed. In addition to providing transportation technical support, staff is working as part of the teams to assure that Planning Board and County Council perspectives are reflected in the designs. Of particular note is the I-270 Multi-modal Corridor Study, which includes both the I-270 roadway expansion and the Corridor Cities Transitway. Due to the complexity of forecasting required to prepare an expected federal funding request, the Maryland Transit Administration is working with the department staff to fine-tune our version of the MWCOG forecasting process and use it to produce forecasts that can be applied to the federally mandated secondary model which defines user benefits. This cooperation both moves the project closer to completion and approval, and gives us a better forecasting tool to apply for our subsequent work.
- **Mandatory Referrals** – Balancing objectives of vehicle mobility, pedestrian and bikeway accommodation, community and environmental impacts, and safety have been challenging. Several of these projects are now also subject to the county's Forest Conservation law and require Planning Board approval of the Forest Conservation Plan.
- **Montgomery County Annual Development Approval and Congestion (ADAC) Report** – This document, which reports on countywide transportation system congestion using data and analysis from current sources, provides the Planning Board and County Council Staff information useful for guiding upcoming transportation capital programs. Staff work is underway in preparation for the second annual ADAC report which is scheduled for Planning Board review in June and County Council review in September. In response to feedback received from Council regarding the first report, the second report will feature more graphics and less text, simplified data tables, and an expanded set of transportation system performance measures, as well as new ways of portraying these measures.
- **Countywide Bikeway Functional Master Plan** - This document was approved by the County Council on February 1, 2005. It now must be adopted by the Full Commission, which is scheduled for March. At that time it will officially amend the General Plan and all community master plans and sector plans. It is expected that the final version of the plan will be published and available to the public by early May 2005.

Historic Preservation

- Completion of the Planning Board review of a major amendment to the *Master Plan for Historic Preservation* to consider historic designation of resources in the Damascus/Goshen area.
- Initiation of an amendment to the *Master Plan for Historic Preservation* to consider nominations submitted for the historic designation of Moreland and the Sycamore Store, with the Historic Preservation Commission (HPC) and Planning Board review of this amendment completed.

- Initiation of an amendment to the *Master Plan for Historic Preservation* to consider a nomination submitted for the historic designation of the Comsat Building, with the HPC review of this amendment completed.
- Intensive analysis and advocacy to successfully defeat an attempt to remove the Bethesda Theater from the National Register of Historic Places.
- Initiation of intensive work on completion of a Strategic Plan for Historic Park Properties.
- Planning Board review and approval of a proposal to enter into a partnership with the Town of Kensington to renovate and operate the Kensington Cabin.
- Work on Park-owned historic sites, including completion of major stabilization work at the Woodlawn Barn and roof stabilization at the Darby Store.
- Review of Historic Preservation Grant Fund applications and approval of 13 projects for funding.
- Review of a very large number of Historic Area Work Permit (HAWP) applications.
- Completion of a very successful Emancipation Day event at Oakley Cabin and a rededication of the Smithville School in celebration of Black History Month.

Park Planning and Resource Analysis

Aquatic Resources

- With the aid of volunteers, water quality monitoring was completed in support of the County-wide Stream Protection Strategy, area master plans, park master plans, and park management plans. Baseline monitoring is being conducted in the Little Monocacy River, Patuxent River, and Hawlings River watersheds, and in several small tributaries that flow directly into the Potomac River. Little Paint Branch stations are being monitored to provide pre-construction data for the Fairland Golf Course project. Monitoring in the Seneca Creek watershed in conjunction with the development of the South Germantown Recreational Park Continues. Staff are doing targeted monitoring in support of area master plans in the Northwest Branch and Little Bennett Creek watersheds, as well as monitoring in the Little Bennett Creek watershed in support of the Little Bennett Golf Course's Audubon Certification.
- Served as the department of Park and Planning's lead staff on six major interagency watershed restoration projects.

Legacy Open Space

- continued negotiations to protect several key heritage and natural resource sites
- held two meetings of the Legacy Open Space Advisory Group
- initiated work on the Natural Resources Management Plan (with a public access element) for Serpentine Barrens Conservation Park
- finalized the Natural Resources Management Plan (with a public access element) for Hoyle's Mill Conservation Park
- continued work on the Regional Park Study in coordination with the 2005 Land Preservation Plan (i.e., PROS Plan) effort

Park Planning and Design

- Initiated planning efforts for the 2005 Land Preservation Plan. Preliminary work is focused on identifying needs through 2020 for stewardship of natural and cultural resources and recreation.
- completed an analysis of park and recreation needs in support of the Shady Grove Sector Plan and Damascus Area Master Plan
- completed the master plan for Blockhouse Point Conservation Park
- continued work on park concept plans for proposed parks in the Clarksburg area including Kings Local Park, Clarksburg Village Neighborhood Park, Greenway Village Local Park, Cabin Branch Local Park, Clarksburg Village Local Park, Clarksburg Greenway, Gateway Commons Special Park, Linthicum West Recreational Park, and two un-named stream valley parks.
- reviewed park issues (e.g., park dedication, trail easements, design and construction of park amenities) associated with approximately 100 development plans and 25 mandatory referral projects
- Initiated the master plan process for Little Bennett Regional Park. Mapped environmentally sensitive areas and existing and proposed public infrastructure. Developed a public outreach strategy and internal web site for employee outreach.
- received Planning Board approval for a new Dog Exercise Area in Olney Manor Recreation Park and Cabin John Regional Park.

Geographic Information Systems

- mapped agricultural leases in 12 parks encompassing 798 acres.

Trail Planning and Natural Surface Trail Implementation

- completed the Staff Draft Rachel Carson Greenway Trail Plan
- completed the Trail Concept Plan for Fairland Recreational Park as part of the departmental review of the Fairland Golf Course Community site plan
- completed mapping and signage plan for the new Heart Smart Trail at South Germantown Recreation Park
- formally recognized Kaiser Permanente for their donation to Heart Smart Trail at Brookside Gardens
- supervised volunteers who collectively worked 853 hours to construct and improve natural surface trails in Montgomery County Parks