



MNCPPC Site Plan No. 820170120

Administration Building/CH1 Site Plan Improvements Project Executive Summary of Information

I. Formation of the Facilities Enhancement Plan

In 2010, Leisure World of Maryland through a Strategic Advisory Committee and Leisure World of Maryland Corporation (“Management”) developed a strategic plan (Binder 1, Section 2) to guide the community in development for the next 10 years. Part of that strategic plan included improvements to the infrastructure of the community. This led to the development of the Facilities Enhancement Plan (FEP) to strategize and prioritize improvement projects that would enhance and increase the value of the Leisure World Community as a whole. The initial FEP was presented to the community over a 2-year period via Leisure World Community Corporation Board of Directors (LWCC BOD) and Advisory Committee meetings, LW News articles and open forum meetings. The FEP approved in 2012 by the LWCC BOD included 8 projects, one of which was the new Administration Building and Clubhouse I (CH1) Site Improvements (Admin/CH1 Site Improvements).

II. Supporting Documentation Overview

Supporting information is provided to MNCPPC in the attached binders, highlighting the evolution of the project since 2012 showing the opportunities of community involvement by hundreds of residents through six years of open Advisory Committee and LWCC BOD meetings, status reports, votes, open forums and community meetings.

- Binder 1: Reports and Supporting Project Documentation 2010 – 2018
 - Informational reports, memos, and presentations given to the LWCC BOD to consider when making decisions pertaining to the FEP and/or Admin/CH1 Site Improvements project
 - All documents contained within this binder are made available to all LW Residents via the LW website and in hard copy in the LW Library.



- Binder 2: Leisure World Community Corporation Board of Directors, Executive Committee Meeting Minutes 2012 – 2018 (Sections 1-2)
 - Meeting minutes documenting discussions and decisions made by the LWCC BOD and Executive Committee on the FEP and/or Admin/CH1 Site Improvements project
- Binder 3: Leisure World Community Corporation Advisory Committee Meeting Minutes 2012 – 2018 (Section 3-10)
 - Meeting minutes documenting discussions and decisions made by 8 Advisory Committees on the FEP and/or Admin/CH1 Site Improvements project
- Binder 4: Leisure World Community Corporation Advisory Committee Members 2012 – 2018
 - Listing of all resident Committee Members of the 8 main Advisory Committees that reviewed, discussed and made recommendations on the development of the Admin/CH12 Site Improvement project
- Binder 5: Leisure World News Articles 2012 – 2018
 - Articles published that covered the FEP and Admin/CH1 Site Improvement project

III. Development of Administration Building/CH1 Site Improvements project and MNCPPC Actions

Beginning in 2014, the new Administration Building and changes to CH1 projects moved through several Advisory Committee's to develop the scope of each project. LWMC realized it would be more efficient and cost effective to combine both projects into 1 comprehensive site plan project as each had overlapping components that would be better designed as a whole rather than separately (Binder 1, Section 1). The 6 main Advisory Committees developed a set of criteria to inform the design process focusing on (Binder 1, Section 12):

1. improving accessibility to the buildings,
2. increase parking closer to the entrances to the buildings,
3. improving safety for pedestrian and vehicular interactions
4. improving overall ambiance of the site



The project was discussed at all open meetings of the Advisory Committees over 3 years and recommendations were made to the design team to be incorporated into the design documents (refer to Binder 1 for design reports and presentations and Binders 2 and 3 for actions taken by LWCC BOD and Advisory Committees). In September 2016, the LWCC BOD approved the final site plan and building design for the new Administration Building and CH1 Additions to be submitted to the MNCPPC for site plan approval (Binder 1, Section 12 and Binder 2, Section 1, 9/2016 Meeting Minutes).

As per MNCPPC requirements, an open pre-application meeting was held for all residents of Leisure World to attend presenting the site plan for the new Administration Building and CH1 additions. Signage announcing the meeting was posted in 2 locations on Leisure World of Maryland property, announced at LWCC BOD and Advisory Committee meetings and articles written in LW News (Binder 1, Section 14; Binder 4, Section “2017”, March 2017).

The site plan was submitted to MNCPPC in June 2017 and a hearing was schedule before the MNCPPC Planning Board for November 30, 2017. Announcements were made a LWCC BOD and Advisory Committee meetings and posted in LW News (Binder 4, Section “2017”, November 2017). At the November 30, 2017 hearing, MNCPPC Planning Board took action to defer any ruling on the proposed site plan project citing changes to be made to the site plan and obtaining more input from residents.

IV. LWMC Presentations to Mutuals Post Deferral

Following deferral of the Site Plan by the Board, from January to March 2018, Management made presentations to each of the 26 Mutuals (Home Owner, Condominium and Co-op associations within Leisure World) regarding the Site Plan for the new Administration Building and CH1 Improvements (Binder 1, Section 16). Overall, more than 800 residents attended the presentations and participated in the discussions. Refer to Exhibit A for the Mutual Presentation schedule including dates, locations and attendees.



The primary focus of the presentations was to obtain additional input from residents on the design of the Site Plan for the new Administration Building and CH1 improvements.

Another focus of the presentation was to inform the residents of what the FEP is, how it was developed, the process for review/development/evaluation of projects contained within the Plan, how the Plan is funded and who the final decision makers of the Plan are.

Management explained the review/development/evaluation process undertaken within Leisure World, the regulatory process required by Montgomery County for permit and construction approval and review the changes made to the Site Plan since the 2017 site plan submission approved by the LWCC BOD.

Residents asked questions and made statements pertaining to the operation of Leisure World, the FEP process and the Site Plan project design. Many residents asked questions about the funding source (Resales/Property Transfer) for the project and FEP as a whole and how costs are determined and controlled for these projects. Residents also asked about the governance structure of Leisure World, who the final decision makers are, and how opinions/concerns should get expressed to these decision makers. Comments and suggestions for design consideration for the Site Plan, new Administration Building and additions to CH1 were recommended by residents. Refer to Binder 1, Section 18 "Summary of Administration Building/CH1 Site Plan Presentations to Mutuals" dated 7/17/2018 for full documentation of question and answers from the Mutual presentations.

V. Advisory Committee Actions Taken Post Mutual Presentations

Management provided the suggestions and comments specific to the design of the Site Plan to Community Planning, Security & Transportation, Education & Recreation, Restaurant and Landscape Advisory Committees for consideration and approval in any revisions to the plan. These Committees met separately at their monthly Committee meeting in March 2018 to make recommendations for design changes. There were 2 main areas where differing opinions were expressed that the Committee Chairs felt a joint meeting was warranted so all members



could hear opinions and come to an agreement on a final design. The 2 main differences related to 1-way versus 2-way traffic flow through the parking lots and connection points from the Cascade Circle to the new parking lot to the existing parking lot.

The outcome of the April 19, 2018 joint meeting was Site Plan Alternate A3 Modified dated 4/19/2018 (provided to the LWCC BOD on April 24, 2018 for information) (Binder 3, Section 3 “April 2018 Meeting Minutes”). The plan continues to maintain 1-way traffic flow through the parking lots but allows the outer parking lane of the existing lower parking lot to have 1-way traffic flow in the opposite direction. The connection between Cascade Circle and the new upper parking lot allows for entering and exiting the lot, whereas the connection between the new upper lot and the existing lower lot is exit only.

Based on final engineering review, there were some minor revisions to Site Plan Alternate A3 resulting in Site Plan Alternate A4. These revisions resulted in the loss of parking spaces in the upper parking area due to locations of stormwater management areas needing to be shifted to save additional existing trees and the addition of ADA spaces to serve the main entrance to new Administration Building.

V. Revised Site Design Plans

The LWCC BOD approved the changes to the revised Site Plan A4 at the May 22, 2018 meeting and directed Management to resubmit the revised Site Plan to MNCPPC for site review and approval as part of the regulatory process in Montgomery County. (Binder 1, Section 17)

The major design changes between Site Plan reviewed by the MNCPPC Planning Board on 11/27/2017 and the revised Site Plan being submitted to MNCPPC Staff are:

1. Removal of the thru road providing direct connection from Cascade Circle to the existing lower parking lot.
2. Removal of cross intersection at the new drop off road and the loading dock area. This eliminates a crosswalk.



3. Revised new upper parking lot layout reducing the total number of spaces to 59 but increasing the total number of ADA spaces to 18. Site Plan Alternate A4 accounts for 351 total parking spaces, 31 of which are ADA and located near building entrances.
4. Relocated entrance from Cascade Circle to the new upper parking lot making a combined divided entrance/exit access point.
5. Added right turn only exit point from the new upper parking lot to the existing lower parking lot to allow residents to access the existing lower parking lot without having to travel back to Leisure World Boulevard.
6. Removed the steps and ramp at the main entrance to the Administration Building by relocating the entrance to the corner. This provides for an open direct access plaza to the building as well as giving prominence to the entrance point. The open plaza will have planting beds, trees and seating.
7. Relocated the bike storage lockers to the lower entrance to the new Administration Building.
8. Relocated the main crosswalk in the existing lower lot to align with the open plaza to the main entrance of the new Administration Building.
9. Revised traffic flow to be 1-way the opposite direction along the outer parking lane of the existing lower lot to allow residents to go back to the upper end of the lot without having to go onto Leisure World Boulevard.
10. Revised the entrance to the CH Grille vestibule to align the covered walkway with the revised drop off/pick up location in the new upper parking lot.
11. Added covered walkway from the existing parking lot along the walkway to CH1 covered entrance. This new covered walkway system will intersect with the covering at the CH Grille drop off point in the new upper parking lot.

Appendix F



Leisure World of Maryland Corporation

3701 Rossmoor Boulevard

Silver Spring, MD 20906

Exhibit A – Leisure World of Maryland Mutual Site Plan Presentation

Mutual	Date	Time	# Attendees	Location/Comments
MM	2/28/2018	3:00 PM	78	Crystall Ballroom
M5	2/21/2018	9:30 AM	9	Sullivan Room
M6A	2/23/2018	2:00 PM	30	*CH2 Auditorium - combined with 7, 19A & 22
M6B	3/6/2018	2:30 PM	6	Sullivan Room
M6C	2/20/2018	3:00 PM	81	Clubhouse 1 (presentation of project also given on 6/30/2017)
M7	2/23/2018	2:00 PM	*	CH2 Auditorium - combined with 6A, 19A & 22
M8	3/14/2018	11:00 AM	6	Sullivan Room
M9	2/26/2018	10:00 AM	24	Clubhouse 1
M10	2/22/2018	9:30 AM	24	Clubhouse I
M11	3/14/2018	9:30 AM	16	Clubhouse 1
M12	2/8/2018	1:00 PM	17	Clubhouse 1
M13	2/20/2018	1:30 PM	8	Sullivan Room
M14	2/20/2018	9:30 AM	27	Clubhouse 1
M15	3/15/2018	9:30 AM	25	Clubhouse 1
M16	2/13/2018	9:30 AM	18	Sullivan Room
M17A	2/28/2018	7:00 PM	61	Party Room
M17B	2/22/2018	7:00 PM	52	Party Room
M18	3/6/2018	1:30 PM	34	Clubhouse 1
M19A	2/23/2018	2:00 PM	*	CH2 Auditorium - combined with 6A, 7 & 22
M19B	2/28/2018	1:00 PM	20	Clubhouse 1
M20A	3/1/2018	2:00 PM	16	Building 1 Party Room
M20B	2/7/2018	1:30 PM	30	Building 4 Party Room
M21	1/30/2018	2:00 PM	50	Building 3 Party Room
M22	2/23/2018	2:00 PM	*	CH2 Auditorium - combined with 6A, 7 & 19A
M23	2/26/2018	11:30 AM	27	Party room
M24	2/9/2018	2:00 PM	40	Party Room
M25	3/13/2018	7:00 PM	18	Clubhouse 1
M26	1/25/2018	10:30 AM	62	Party Room (presentation of project alsom give on 11/6/2017)
M27	1/25/2018	10:00 AM	40	Party Room