



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

**APPROVED  
MINUTES**

The Montgomery County Planning Board met in regular session on Thursday, January 9, 2020, at 9:32 a.m. in the Montgomery Regional Office in Silver Spring, Maryland, and adjourned at 12:50 p.m.

Present were Chair Casey Anderson, Vice Chair Natali Fani-González, and Commissioners Gerald R. Cichy, Tina Patterson and Partap Verma.

Items 1 through 5 are reported on the attached agenda.

The Planning Board recessed at 11:10 a.m. and reconvened at 12:02 p.m. to take up Item 6, a briefing on the upcoming 2020 Census.

Vice Chair Fani-González left the meeting at 11:26 a.m. before discussion of Item 6.

There being no further business, the meeting was adjourned at 12:50 p.m. The next regular meeting of the Planning Board will be held on Thursday, January 16, 2020, in the Montgomery Regional Office in Silver Spring, Maryland.

M. Clara Moise  
Sr. Technical Writer/Editor

**Montgomery County Planning Board Meeting  
Thursday, January 9, 2020  
8787 Georgia Avenue  
Silver Spring, MD 20910-3760  
301-495-4600**

**1. Consent Agenda**

**\*A. Adoption of Resolutions**

1. Kingsview Station Preliminary FCP No. H-131 – MCPB No. 19-130
2. Poplar Point Site Plan 820200020 – MCPB No. 19-136

**BOARD ACTION**

**Motion: CICHY/VERMA**

**Vote:**

**Yea: 5-0**

**Nay:**

**Other:**

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

**\*B. Record Plats**

**Subdivision Plat No. 220190740, Norbrook Village** -- RE-2 zone; 1 lot; located on the south side of Old Baltimore Road, 415 feet west of Covered Wagon Way; Olney Master Plan.

*Staff Recommendation: Approval*

**BOARD ACTION**

**Motion:** FANI-GONZÁLEZ/CICHY

**Vote:**

**Yea:** 5-0

**Nay:**

**Other:**

**Action:** Approved the Record Plat cited above, as submitted.

**\*C. Other Consent Items****1. Takoma Junction**

**1A. Preliminary Plan 120190150, Extension Request No. 2--NR 0.75 H 50 and Takoma Park/Est Silver Spring Overlay zone, 1.25 acres, Second request to extend review from January 9, 2020 to July 30, 2020, for one lot for up to 40,761 square feet on non-residential uses; located on Carroll Avenue, 90 feet west of Sycamore Avenue; Takoma Park Master Plan.**

*Staff Recommendation: Approval of Extension*

**1B. Site Plan 820190090, Extension Request No. 2---NR 0.75 H 50 and Takoma Park/Est Silver Spring Overlay zone, 1.25 acres, Second request to extend review from January 9, 2020 to July 30, 2020, for one lot for up to 40,761 square feet on non-residential uses; located on Carroll Avenue, 90 feet west of Sycamore Avenue; Takoma Park Master Plan.**

*Staff Recommendation: Approval of Extension*

**2. Park Potomac: Minor Site Plan Amendment No. 82004015P---Request to add a 31-foot free-standing pylon sign. Located in the northwest quadrant of Montrose Road and I-270, approximately 20.28 acres, CRT 1.25; C-0.5, R-0.75, H-100T, but reviewed under the I-3 zone; 2002 Potomac Sub-region Master Plan.**

*Staff Recommendation: Approval and Adoption of Resolution*

**3. Key Bridge Subdivision, Preliminary Plan 120190170, Regulatory Extension Request No. 1---Request to extend the regulatory review period from January 9, 2020 to March 2, 2020; to create six residential lots and one outlot; located at 1415 Smith Village Road, approximately 1500 feet east of Randolph Road; on approximately 2.17 acres of land zoned R-90; within the 1997 White Oak Master Plan area.**

*Staff Recommendation: Approval of the Extension Request*

**BOARD ACTION**

**Motion:**                   1A. PATTERSON/CICHY  
                              1B. VERMA/FANI-GONZÁLEZ  
                              2. FANI-GONZÁLEZ/CICHY  
                              3. FANI-GONZÁLEZ/CICHY

**Vote:**

**Yea:**                   1A through 3.: 5-0

**Nay:**

**Action:**           1A. Approved staff recommendation for approval of the Preliminary Plan Extension Request for Takoma Junction to September 30 instead of July 30, 2020, as requested by Commissioner Patterson and as cited above.

CONTINUED ON NEXT PAGE

**\*C. Other Consent Items**

**CONTINUED**

**1B. Approved staff recommendation for approval of the Site Plan Extension Request for Takoma Junction to September 30 instead of July 30, 2020, as requested by Commissioner Patterson and as cited above.**

**2. Approved staff recommendation for approval of the Minor Ste Plan Amendment for the Park Potomac project cited above.**

**3. Approved staff recommendation for approval of the Preliminary Plan Regulatory Extension Request for the Key Bridge Subdivision project cited above.**

**\*D. Approval of Minutes**

Planning Board Meeting Minutes of:

A. December 12, 2019; and

B. December 19, 2019

**BOARD ACTION**

**Motion:**                    **A. FANI-GONZÁLEZ/CICHY**  
                                 **B. FANI-GONZÁLEZ/CICHY**

**Vote:**  
    **Yea:**                    **A. 4-1-0**  
                                 **B. 5-0**

**Nay:**

**Other:**                **A. PATTERSON ABSTAINED (ABSENT ON 12/12/2019)**

**Action:**                **A. Approved the Planning Board Meeting Minutes of December 12, 2019, as**  
**submitted.**  
                             **B. Approved the Planning Board Meeting Minutes of December 19, 2019, as**  
**submitted.**

**2. Roundtable Discussion**

- Parks Department Director's Report

**BOARD ACTION****Motion:****Vote:****Yea:****Nay:****Other:****Action:       Received Briefing.**

**Parks Department Director's Report** – Parks Department Director, Michael Riley briefed the Planning Board on the following on-going and upcoming Parks Department events and activities: The County Council Vision Zero Town Hall meeting held on Saturday, December 14, led by Councilmember Evan Glass; Kick-off of first 2020 session of In-service Training for Parks Department employees held at Brookside Gardens; the start of recruitment efforts for the 2020 class of the Commission-wide Language and Literacy Program; a summary of the projects and services by the Montgomery Parks Access Team in 2019; release of the recommended Capital Improvements Program (CIP) for the Parks Department by the County Executive on January 15; the upcoming Cultural Resources Stewardship Section Volunteer luncheon scheduled for Saturday, January 18 at the Agricultural History Farm Park from 11:00 a.m. to 1:00 p.m.; the Martin Luther King Day of Service with parks and stream valleys clean-up scheduled for volunteers on January 18 through 20; the schedule of the upcoming Park Speaker Series; and a list of upcoming events included in the report distributed to the Planning Board.

There followed a brief Board discussion with questions to Mr. Riley, during which Commissioner Patterson reiterated her request to have the community gardens item scheduled for discussion by the Planning Board in the next few weeks.

**3. Briefing: Master Plan Check-Up***Staff Recommendation: Received Briefing***BOARD ACTION****Motion:****Vote:****Yea:****Nay:****Other:****Action:** Received Briefing from Planning Department staff followed by Board Discussion.

Planning Department staff briefed the Planning Board on the Master Plan Check-Up project, a continuation of the 2017 Master Plan Reality Check study. Staff noted that the purpose of the project was to identify a common set of basic indicators that could be easily tracked across all master plans. Staff provided the background for current Master plan monitoring efforts, as well as a recap of the Master Plan Reality Check study and described the Master Plan Check-up project's goals, methodology, indicators and key takeaways. Staff also noted that the presentation will offer a wider view to examine master plan monitoring in general and discuss possible next steps.

Staff then noted that the master planning process has long sought ways in which to evaluate the implementation of a master plan, and to what extent the vision was achieved, and also to identify which goals and recommendations worked as expected. Recent efforts by the Montgomery County Planning Department have included creating individual master plan monitoring devices for the Great Seneca Science Corridor (2000), the Shady Grove Sector Plan (2006), the White Flint Sector Plan (2010), and the Bethesda Downtown Plan (2015). Additionally, the Master Plan Reality Check project examined the Germantown Master Plan (1989), the Friendship Heights Sector Plan (1989), and the Fairland Master Plan (1997) in extensive detail. Following the Master Plan Reality Check project, the Planning Board requested that staff explore expanding these types of monitoring efforts to other completed, but more recently drafted, master plans. Using the lessons learned from the Master Plan Reality Check, staff evaluated the 20 master plans drafted since 2010, selected six master plans that were feasible to analyze with this approach, and created a set of consistent indicators for all the plans, which staff discussed during the meeting and provided an overview of the findings from their analysis.

There followed a brief Board discussion with questions to staff.

4. **Zoning Text Amendment No. 19-09: Prohibited Roof Signs – Exemptions**---ZTA 19-09 amends the Montgomery County Zoning Ordinance to allow roof signs in red policy areas under certain circumstances, and generally amend the provisions for roof signs.

*Staff Recommendation: Transmit Comments to the County Council*

**(NOTE: Action required for County Council Public Hearing of January 14, 2020)**

**BOARD ACTION**

**Motion:** FANI-GONZÁLEZ/CICHY

**Vote:**

**Yea:** 5-0

**Nay:**

**Action:** Approved staff recommendation to transmit comments to the County Council, as stated in the attached Transmittal Letter.

Planning Department staff discussed a proposed Zoning Text Amendment (ZTA) 19-09, which amends the Montgomery County Zoning Ordinance to allow roof signs in Red Policy Areas under certain circumstances, and generally amend the provisions for roof signs. Staff noted that a sign painted on the roof of a building or supported by poles, uprights, or braces extending from or attached to the roof of a building, or projected above the roof of a building, is currently prohibited unless approved as part of a sign concept plan for an optional method development project located in an urban renewal area. The existing urban renewal areas in Montgomery County include: Silver Spring Triangle, Lyttonsville, Scotland, Emory Grove and Rockville.

Staff added that the proposed amendment to the Montgomery County Zoning Ordinance would allow roof signs pertaining to on-site activities, signs concerning an off-site activity are prohibited in a Red Policy Area, as identified in the most recent Subdivision Staging Policy. As currently is the case for a roof sign in an urban renewal area, only a sign approved as part of a sign concept plan for an optional method development project would be allowed on or above a roof. In addition, any roof sign proposed above the roof would be permitted only if the sign does not extend above the maximum height limit of the underlying zone. Signs that block windows are undesirable and impractical. In these cases, allowing roof signs with the Sign Review Board approval can provide more practical options.

Staff recommended transmitting comments to the County Council in support of ZTA 19-09 and added that any such roof sign would be subject to the Sign Review Board approval only after holding a public hearing on the sign concept plan and that any proposed roof sign in a Red Policy Area must not exceed the height limits of the underlying zone. Staff stated that the submission requirements for a sign concept plan application with scale drawings of the site delineating the location, dimensions, colors, shape, and architectural characteristics of all signs, provide adequate details for review by the Sign Review Board.

There followed a brief Board discussion with questions to staff.

**\*5. Col. E. Brooke Lee Middle School:**

**A. Mandatory Referral, No. MR2020007**--Replacement of the Col. E Brooke Lee Middle School, originally constructed in 1966, with a new 178,000 square foot facility with additional student capacity; located at 11800 Monticello Avenue, Silver Spring; on 16.45 acres of land zoned R-90; within the 2001 Kemp Mill Master Plan.

*Staff Recommendation: Transmit comments to Montgomery County Public Schools*

**B. Preliminary Forest Conservation Plan, No. MR2020007**---Request to clear 0.03 acres of forest and a variance request in accordance with Section 22A-12(b)(3) to remove and impact specimen trees; located at 11800 Monticello Avenue, Silver Spring; on 16.45 acres of land zoned R-90; within the 2001 Kemp Mill Master Plan.

*Staff Recommendation: Approval with Conditions and Adoption of Resolution*

**BOARD ACTION**

**Motion:**                   **A. CICHY/VERMA**  
                                 **B. CICHY/VERMA**

**Vote:**

**Yea:**                   **A. 5-0**  
                                 **B. 5-0**

**Nay:**

**Other:**

**Action:**           **A. Approved staff recommendation to transmit comments to Montgomery County Public Schools, as stated in the attached transmittal letter.**

**B. Approved staff recommendation to approve the Preliminary Forest Conservation Plan, subject to conditions, and adopted the attached Resolution.**

In keeping with the December 24 technical staff report, Planning Department staff offered a multi-media presentation and discussed a Mandatory Referral request and the associated Preliminary Forest Conservation Plan from Montgomery County Public Schools (MCPS) for Colonel E. Brooke Lee Middle School, which is located on Monticello Avenue, west of the Kemp Mill Farms neighborhood community of single-family detached houses, and abuts the Saint Andrew Apostle Catholic School and Church to the south, and the Wheaton Regional Park to the north and west, in the Kemp Mill Master Plan area. Staff noted that the request is for the construction of a new school to replace the existing one which was built in 1966. The 16.45-acre property will accommodate a 178,000-square foot school facility, which will allow for an enrollment capacity of up to 1,200 students, with construction scheduled to begin by spring 2020. Staff also noted that frontage and access to the school are on Monticello Avenue.

Staff added that the new school building will be built on an existing athletic field on the southwest portion of the property. The existing school, which is on the northeastern portion, will be retained until the new school is built. The new school building will be three levels along

CONTINUED ON NEXT PAGE

**\*5. Col. E. Brooke Lee Middle School**CONTINUED

Monticello Avenue and two levels in the rear, and will be constructed with a variety of materials, including brick, metal panels and other materials and will be designed to meet the Green Globes for new construction standards. The design has been modified to address some of the Parks Department staff concerns, including segments of the property along the northern and western portions, where the proposed setbacks significantly preserve parkland natural resources. Staff also noted that MCPS will build two new trail connections from the school site along the existing Wheaton Regional Trail network.

Staff also discussed the proposed Preliminary Forest Conservation Plan noting that MCPS proposes to clear a total of 0.03 acres of forest, retain 0.31 acres and purchase 2.23 acres using credits in and off-site forest bank. MCPS also proposes to remove 13 trees and impact but not remove 12 others, which requires a variance.

Staff also noted that no correspondence was received regarding this application.

At the Board's request, Messrs. Dennis F. Cross and Rob Badstibner of MCPS offered comments.

Ms. Judy Koenig of Chevy Chase offered testimony.

There followed a brief Board discussion with questions to staff and MCPS representatives.

**6. Presentation on Census 2020**

*Staff Recommendation: Receive Briefing*

**BOARD ACTION**

**Motion:**

**Vote:**

**Yea:**

**Nay:**

**Other:**

**Action: Received Briefing on the Upcoming 2020 Census.**

Ms. Diane Vu of the Montgomery County Office of Community Partnerships and Ms. Ashaduntae Kemp of the U.S. Census Bureau offered a multi-media presentation and briefed the Planning Board on the on-going preparations for the upcoming 2020 Census.

There followed a brief Board discussion with questions to Ms. Vu and Ms. Kemp.