



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

**APPROVED  
MINUTES**

The Montgomery County Planning Board met in regular session via Microsoft Teams video conference on Thursday, October 21, 2021, at 9:04 a.m., and adjourned at 2:55 p.m.

Present were Chair Casey Anderson and Commissioners Gerald R. Cichy and Partap Verma.

Commissioner Tina Patterson was necessarily absent.

Items 1 through 6 are reported on the attached agenda.

Item 10 was removed from the Planning Board agenda.

The Planning Board recessed for lunch at 11:58 a.m. and reconvened via video conference at 1:26 p.m.

Items 8 and 9 are reported on the attached agenda.

Item 7 was removed from the Planning Board agenda.

There being no further business, the meeting was adjourned at 2:55 p.m. The next regular meeting of the Planning Board will be held on Thursday, October 28, 2021, via video conference.

*M. Clara Moise*

M. Clara Moise  
Sr. Technical Writer/Editor

*James J. Parsons*

James J. Parsons  
Sr. Technical Writer/Editor

**Montgomery County Planning Board Meeting**  
**Thursday, October 21, 2021**  
2425 Reddie Drive  
Wheaton, MD 20902  
301-495-4605

**1. Consent Agenda**

**A. Adoption of Resolutions**

1. Ashford Woods Site Plan 820210110 – MCPB No. 21-112

**BOARD ACTION**

**Motion:** CICHY/VERMA

**Vote:**

**Yea:** 3-0

**Nay:**

**Other:** PATTERSON ABSENT

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

**\*B. Record Plats**

**BOARD ACTION**

**Motion:**

**Vote:**

**Yea:**

**Nay:**

**Other:**

**Action:**      **There were no Record Plats submitted for approval.**

**\*C. Other Consent Items**

**1. Cashell Estates: Preliminary Plan Amendment No. 12016021A**---Request to amend the timing of the offsite access improvements; located in the southeast quadrant of the intersection of Redland Road and Garrett Road; 2 acres; RE-1 Zone; 2004 Upper Rock Creek Area Master Plan.  
*Staff Recommendation: Approval with Conditions*

**2. Chevy Chase Section 5, Preliminary Plan 120210070, Regulatory Extension Request No.3**---Third request to extend the regulatory review period, from October 28, 2021 to January 20, 2022 for proposed Preliminary Plan to create one new single-family lot from a vacant parcel. The Application also includes modest boundary adjustments to three residential lots; within the R-60 Zone, approximately 3.25 acres. Located at the Windsor Place terminus and east side of Brookville Road; 1990 Bethesda Chevy Chase Master Plan.  
*Staff Recommendation: Approval of the Extension Request*

**BOARD ACTION**

**Motion: 1. & 2. CICHY VERMA**

**Vote:**

**Yea: 1. & 2. 3-0**

**Nay:**

**Other: PATTERSON ABSENT**

**Action: 1. Approved staff recommendation for approval of the Preliminary Plan Amendment cited above, subject to conditions, which will be reflected in an associated draft Resolution to be adopted by the Planning Board at a later date.**

**2. Approved staff recommendation for approval of the Preliminary Plan Extension request cited above.**

**\*D. Approval of Minutes**

Planning Board Meeting Minutes of October 7, 2021

**BOARD ACTION**

**Motion: CICHY/VERMA**

**Vote:**

**Yea: 3-0**

**Nay:**

**Other: PATTERSON ABSENT**

**Action: Approved Planning Board Meeting Minutes of October 7, 2021, as submitted.**

**2. Roundtable Discussion**

- Planning Department Director's Report

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

**Planning Department Director's Report** – Planning Department Director Gwen Wright briefed the Board on the following ongoing and upcoming Planning Department events and activities: the status of the THRIVE Montgomery 2050 Update to the General Plan, with the final County Council Planning, Housing, and Economic Development (PHED) Committee worksession scheduled for October 25, and full Council worksessions scheduled for November; the status of the Great Seneca Science Corridor Minor Master Plan Amendment, with a County Council Public Hearing held on October 19, and a PHED Committee worksession scheduled for November 1; the status of the Silver Spring Downtown and Adjacent Communities Plan, with staff recommendations scheduled to be presented to the Planning Board on October 28; the status of Corridor Forward: The I-270 Plan, with the Working Draft scheduled to be presented to the Planning Board on November 4, and a Planning Board Public Hearing scheduled for December; the status of Attainable Housing Strategies work, with a community meeting with the East Bethesda Civic Association scheduled for next week; the status of the Takoma Park Minor Master Plan Amendment, with the Scope of Work approved by the Planning Board on September 30, and community engagement and outreach work currently under way; the recent Award of Merit for Best Practices from the American Planning Association (APA) County Planning Division for the Planning Department work on the Schools element of the Growth and Infrastructure Policy; and the upcoming Design Excellence Awards ceremony scheduled for tonight at the Wheaton Headquarters Building.

There followed a brief Board discussion.

Planning Department staff then offered a brief multi-media presentation and discussed the recent 25-person pedestrian audit for the Fairland and Briggs Chaney Master Plan area, which included residents, stakeholders, homeowners association officials, disabilities advocates from Independence Now, and Commissioner Verma, among others. The purpose of the audit was to identify issues that negatively impact pedestrian safety, comfort, and accessibility; create a more pedestrian-friendly community for all people and abilities; and help

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**2. Roundtable Discussion**

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inform future recommendations for the Master Plan. The audit started at the East County Facility Center on Gateshead Manor Way, continued along Briggs Chaney Road, over the Columbia Pike (US29) overpass, then back to the Facility Center. The results of the audit identified several uncomfortable areas that were not safe for pedestrians of all abilities, comfort levels for streets with and without buffers, and other areas of concern, including steep slopes, narrow sidewalks, signage, lighting, excessive foliage, and other barriers to safe pedestrian travel within the Plan area. Staff added that this was one of several community events that they have attended in recent weeks.

There followed a brief Board discussion with questions to staff, during which the Planning Board recommended more specific language regarding pedestrian and bicycle safety be included in the report.

**3. FY23 Operating Budget Discussion – Parks Department****BOARD ACTION****Motion:** CICHY/VERMA**Vote:****Yea:** 3-0**Nay:****Other:** PATTERSON ABSENT**Action:** **Approved staff recommendation for approval of the proposed FY23 Operating Budget request for the Parks Department.**

Parks Department Director Mike Riley offered introductory remarks about the proposed Parks Department FY23 Operating Budget request, followed by Budget Manager Nancy Steen who offered a multi-media presentation in accordance with the detailed October 14 Memorandum to the Planning Board. Ms. Steen noted that after review of the Parks Department known commitments as well as the Program Enhancements that are proposed, the FY23 Budget proposes a 7.2 percent increase over the FY22 Budget. This total includes an increase in Program Enhancements of \$77,390 for the Department's portion of the Commission-wide IT fund for a Learning Management System and a Continuity of Operations Plan from the Office of the Chief Information Officer (CIO). Ms. Steen added that excluded from the total is the salary marker for the merit/COLA and the reclassifications.

Ms. Steen then noted that the Parks Department Division Chiefs will each present their respective budgets and answer questions from the Planning Board.

Ms. Steen also added that another session for further discussion of the Parks Department FY23 Budget is tentatively scheduled for next Thursday, if needed, and a final discussion is scheduled for November 18.

There followed a brief Board discussion with questions to Mr. Riley and Ms. Steen.



**4. Wheaton Downtown Study**---Planning staff will brief the Planning Board on the scope and process for the study.

*Staff Recommendation: Provide Guidance and Approval of Proposed Study Scope and Approach*

**BOARD ACTION**

**Motion:** VERMA/CICHY

**Vote:**

**Yea:** 3-0

**Nay:**

**Other:** PATTERSON ABSENT

**Action:** Approved staff recommendation for approval of the Scope of Work for the Wheaton Downtown Study.

Planning Department staff offered a multi-media presentation and discussed the proposed Scope of Work for the Wheaton Downtown Study. According to staff, the proposed Study is an effort to identify opportunities to create a cohesive downtown that integrates recent development with the area’s small-scale character while meeting the needs and aspirations of small businesses, property owners, and residents of the Wheaton Central Business District (CBD). Currently, the character of the socio-economically diverse Study area is defined mainly by small structures, many individually owned. Staff believes that the area, which is also home to numerous small and diverse businesses, has the potential to evolve and intensify over time. The purpose of the Study is to further Wheaton as a complete community characterized by a mixture of uses while promoting the area as a center of activity attractive for infill development that leverages existing amenities and accessibility.

Staff noted that the key goals of the Study are to evaluate development progress and identify challenges, opportunities, and lessons learned in furthering the 2012 Sector Plan’s vision; promote complete communities through the adaptive reuse and expansion of existing structures to promote existing small business preservation, local job retention and creation, and introduction of new uses; improve multi-modal safety and connectivity by updating the Wheaton CBD Streetscape Standards and establishing goals compatible with actual redevelopment opportunities and with Wheaton’s unique character to further Montgomery County’s Vision Zero policy; and establish fine-grained urban design through a framework that builds on the relationship between redeveloped and adaptively reused properties and focuses on small-scale redevelopment can help retain Wheaton’s unique character.

The proposed outreach and engagement efforts will follow the Equity Agenda for Planning and include a multi-pronged approach to engagement by seeking opportunities to meet one-on-one with neighborhood leaders, build working partnerships with civic groups, and connect with community advocates to identify and define community supported solutions for

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#### 4. Wheaton Downtown Study

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local challenges. This approach will enable staff to refine the Sector Plan's vision based on market realities and broad community engagement, identify strategies that prioritize direction for revitalization efforts, promote economic vitality that capitalizes on Wheaton's uniqueness to further economic diversity by promoting investment and fostering entrepreneurship, and foster design approaches that enhance downtown while capitalizing on its unique assets.

Following the presentation and approval of the Scope of Work, the next steps include a Planning Board briefing scheduled for spring and summer 2022, and engagement with architectural landscape consultants to work with interested owners of commercial properties within the Sector Plan area to produce a set of conceptual and cost-effective improvements for selected properties to explore potential near-term improvements and enhance the area as a unique shopping and dining destination. Staff will also work with stakeholders to develop an update to the current Wheaton Streetscape Standards, which will include a list of streetscape details from recently approved documents, a concept Streetscape Configuration Diagram, and one illustrative section for each design framework type vignettes and supportive illustrative imagery, scheduled for summer 2022. Later in summer 2022, staff will present the completed Wheaton Downtown Study, which will include a Development Progress Summary, considerations for adaptive reuse/expansion of small individually owned properties, an effort which will include a market analysis as well as site-specific case studies, and an Urban Design Framework.

There followed extensive Board discussion with questions to staff, during which the Planning Board offered guidance regarding traffic, pedestrian safety, and infrastructure, and instructed staff to prepare a draft letter to Maryland Department of Transportation/State Highway Administration (MDOT/SHA) recommending that the pilot road diet and bicycle lanes on University Boulevard (MD193), and potentially other similar programs in the Study area, be made permanent.

**5. 2021 Biennial Monitoring Report for the White Flint Sector Plan Area**

*Staff Recommendation: Transmit the 2021 Biennial Monitoring Report to the County Council and County Executive*

**BOARD ACTION**

**Motion:** VERMA/CICHY

**Vote:**

**Yea:** 3-0

**Nay:**

**Other:** PATTERSON ABSENT

**Action:** **Approved staff recommendation to transmit comments to the County Executive and the County Council, as stated in the attached transmittal letter.**

Planning Department staff offered a multi-media presentation and discussed the 2021 White Flint Sector Plan Biennial Monitoring Report (BMR), which is submitted every other year for Planning Board review and transmittal to the County Executive and County Council. According to staff, the 2021 BMR provides a comprehensive summary of the efforts to implement the 2010 White Flint Sector Plan, including development approvals, public facilities, transportation, and recommendations to further the implementation of the Sector Plan. Staff added that the BMR also highlights how development staging triggers are being achieved and provides a status update for the key public facilities and the Capital Improvements Program (CIP). Due to the ongoing COVID-19 pandemic and its impact on transit use, the 2021 BMR does not include the transportation system performance information that has normally been provided in prior monitoring reports.

Staff noted that key updates in the 2021 BMR include the extension of Executive Boulevard, which is now part of the Western Workaround, has been opened for traffic to Old Georgetown Road (MD187); the second phase of the Western Workaround, which should be completed in 2022; the construction of a future Global Pandemic and Prevention Center at the vacant Washington Metropolitan Area Transit Authority (WMATA) White Flint Metro property, which will complement existing life sciences assets in the county; work on pedestrian and bicycle improvements at the intersection of Rockville Pike (MD355) and MD187; ongoing work on the Marinelli Road Bikeway between MD355 and Nebel Street, which will be completed later this year; the inclusion of Woodglen Drive in the Montgomery County Department of Transportation (MCDOT) 20 Is Plenty initiative; the renaming of the White Flint Metro station to the North Bethesda station; and initiation of the future Pike District Connector, a temporary one-mile pathway with distinctive placemaking elements, including public art, in the Sector Plan area.

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**5. 2021 Biennial Monitoring Report for the White Flint Sector Plan Area**

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Staff recommendations include Montgomery County Department of Transportation (MCDOT) funding of streetscape and bikeways improvements for Marinelli Road and Nicholson Lane, which are within a quarter mile of the Metro Station; extending the existing Nebel Street bikeway to Nicholson Avenue; acquiring additional public funding for the construction of the northern Metro station entrance; enlarging the dedicated area from the Grand Park development to create the future Civic Green; and the approval of the development agreement with Gables Residential for the construction of a shared parking garage.

There followed a brief Board discussion with questions to staff.

**6. Great Seneca Science Corridor Implementation Advisory Committee Appointments**

*Staff Recommendation: Appoint New Members to Serve on the Great Seneca Science Corridor Implementation Advisory Committee*

**BOARD ACTION**

**Motion: CICHY/VERMA**

**Vote:**

**Yea: 3-0**

**Nay:**

**Other: PATTERSON ABSENT**

**Action: Following a brief discussion, approved staff recommendation to appoint the three recommended applicants to the Implementation Advisory Committee for the 2010 Great Seneca Science Corridor Master Plan.**

Planning Department staff briefed the Planning Board and discussed the applications of three County residents as potential members for the 2010 Great Seneca Science Corridor Master Plan Implementation Advisory Committee (GSSC IAC). According to staff, the Planning Board was required to establish an advisory committee comprised of property owners, residents, and other interested groups, as well as representatives from the Executive Branch, the City of Rockville, the City of Gaithersburg, who are stakeholders in the redevelopment of the Plan area. To ensure resident representation from Montgomery County as well as the adjacent municipalities, the Board agreed during the May 6 Planning Board meeting that staff could carry out additional outreach to seek three to four additional citizen members to serve on the committee for the remainder of the current term. Staff then recommended appointing the following residents to the GSSC IAC through December 2022: Mr. Jeff Lolley, resident representative of Montgomery County; Mr. Mark Prator, resident representative of the City of Gaithersburg; and Ms. Sandy Young, resident representative of Montgomery County.

There followed a brief Board discussion.

**10. ~~CLOSED SESSION~~ REMOVED**

~~According to MD ANN Code, General Provisions Article, §3-305 (b)(15), to discuss cybersecurity and network vulnerability issues.~~

**BOARD ACTION**

**Motion:**

**Vote:**

**Yea:**

**Nay:**

**Other:**

**Action:        This Item was removed from the Planning Board agenda.**

~~\*7. Chevy Chase Section 5, Preliminary Plan 120210070—R 60 Zone, approximately 4 acres, request to create 2 single-family lots from a vacant parcel and with lot line adjustments to four residential properties. Application includes modifications to the historic Simpson House (35/072-000A). Located at the Windsor Place terminus and east side of Brookville Road; 1990 Bethesda Chevy Chase Master Plan. **REMOVED**~~

*Staff Recommendation: TBD*

**BOARD ACTION**

**Motion:**

**Vote:**

**Yea:**

**Nay:**

**Other:**

**Action:**        **This Item was removed from the Planning Board agenda.**

**\*8. ~~Policy guidance on Fee-In-Lieu projects~~ Policy Guidance on Construction and Fee-in-Lieu for Frontage and Offsite Improvements**

- A. Fee-in-Lieu and Reasonable Requirements for Frontage Improvements
- B. Reasonable Requirements for Offsite Improvements via LATR

*Staff Recommendation: Receive briefing and Provide guidance*

**BOARD ACTION****Motion:****Vote:****Yea:****Nay:****Other:**

**Action: Received Briefing followed by Board discussion and provided guidance to staff.**

Planning Department Deputy Director Robert Kronenberg offered brief opening comments followed by a multi-media presentation by staff and discussion. Staff noted that it is seeking policy guidance on a consistent criteria-based approach to reasonable requirements and fee-in-lieu for frontage improvements. Staff discussed in detail how to develop criteria for the use of fee-in-lieu for frontage improvements; how to ensure that transportation frontage improvements are reasonable as they relates to a project's impact on the overall transportation network, including all modes of transportation; how to reasonably estimate the cost of transportation frontage improvements when fee-in-lieu is permitted; and how to ensure that fee-in-lieu results in construction by the County of similar improvements within a reasonable distance of the development project.

Staff then discussed how to identify a reasonable process and methodology for determining off-site improvements required as part of the Local Area Transportation Review (LATR), as discussed in detail in the October 14 technical staff report. Staff noted that since the Growth and Infrastructure Policy (GIP) came into effect on January 1, 2021, several applicants and land use attorneys have expressed concern that the policy is likely to impose transportation improvement costs that are out of proportion to the impacts of an individual development project, especially for the pedestrian, bicycle and bus transit adequacy tests. Some have argued that a project should be required to provide mitigation in proportion to the number of trips per mode of transportation the site generates. With this perspective, if a site generates 100 motor vehicle trips and zero pedestrian trips, the site would only be required to provide motor vehicle system improvements. Others have argued that the overall transportation improvements should be more proportional to the overall number of trips the project generates, or to the project size, regardless of what mode of transportation patrons use to access or egress from the site. Staff agrees that the policy has the potential to require improvements that may not be proportional to

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**Policy Guidance on Construction and Fee-in-Lieu for Frontage and Offsite Improvements**

- A. Fee-in-Lieu and Reasonable Requirements for Frontage Improvements
- B. Reasonable Requirements for Offsite Improvements via LATR

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the project impacts, especially for sites that generate a great number of peak-hour person trips. the intent of this report is to develop a method to ensure that transportation system requirements are not out of proportion with a project's impact on the overall safety and functionality of the various modes of transportation. Staff is requesting guidance from the Planning Board on the approach detailed in the report.

Ms. Rebecca Torma of Montgomery County Department of Transportation (MCDOT) was present at the meeting.

There followed extensive Board discussion with questions to staff.

**\*9. Capital Improvements Program (CIP) Prioritization - Top 100 Transportation Projects**---Presentation of proposed prioritization of transportation projects that support county master/sector plans, Vision Zero efforts, and equity initiatives. This is a biennial process to inform Montgomery County Government of the Planning Board priorities.

*Staff Recommendation: Receive briefing*

**BOARD ACTION**

**Motion:** CICHY/VERMA

**Vote:**

**Yea:** 3-0

**Nay:**

**Other:** PATTERSON ABSENT

**Action:** Received Briefing followed by Board discussion, and approved Planning Department staff proposed prioritization list of the top 100 transportation projects in Montgomery County, to be transmitted to the County Executive.

Planning Department staff offered a multi-media presentation and discussed a proposed prioritization list of the top 100 transportation projects in Montgomery County. Staff noted that it is seeking the Planning Board’s approval to transmit the list of transportation project priorities to the County Executive for consideration by county agencies for inclusion in the FY2023-FY2028 Capital Improvements Program (CIP). Staff added that this is a biennial process to inform Montgomery County Government of the Planning Board priorities. The transportation-related recommendations are the result of staff ongoing effort to maintain an updated compilation of capital improvement projects recommended in approved and adopted master plans. Prioritization is based on a desire to keep capital projects in step with the development these plans engender. The purpose of this process is to provide a way to objectively prioritize different types of projects as to how they best achieve the County’s objectives as outlined in the Growth and Infrastructure Policy (GIP), and other county policy documents, including the Vision Zero Action Plan. This list is intended to be a resource for the County in selecting projects to be included in the CIP. Projects that are expected to be the State’s responsibility are also included because the County has contributed significant funds to such projects in recent years. A project is removed from this list once it is either under construction or fully funded and in the-Right-of-Way acquisition process.

Staff added that the Planning Board last reviewed this priority list in September 2019. The list has been updated to reflect the addition of facilities recommended in master plans that have been approved and adopted since the Board’s last review, i.e., 1) the Shady Grove Minor Master Plan Amendment (2021); 2) the Forest Glen/Montgomery Hills Sector Plan (2020); and 3) the Germantown Plan for the Town Sector Zone (2020). The transportation projects

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**\*9. Capital Improvements Program (CIP) Prioritization - Top 100 Transportation Projects**CONTINUED

candidates on the list have been ranked in a matrix that is attached to the staff report. This list will show the County Executive where the Board believes capital resources for transportation purposes should be devoted to support implementation of master plan recommendations. The large number of projects, however, should not be interpreted to mean that all these projects need to be included in the CIP at this time.

Staff then briefly discussed 19 new projects which have been added to the list and their rankings.

Mr. Dan Sheridan of Montgomery County Department of Transportation (MCDOT) was present at the meeting.

There followed a brief Board discussion with questions to staff.