

**BF GILBERTS SUBDIVISION OF TAKOMA PARK,
ADMINISTRATIVE SUBDIVISION NO. 620210160**

Description

Administrative Subdivision Plan to create two lots for one single-family dwelling unit on each lot: one for the existing dwelling unit and a second for the construction of a new dwelling unit.

NO. 620210160

Completed: 04-05-2024

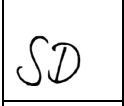
MCPB
Item No. 6
04-18-2024

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Summary:

- Staff recommends **APPROVAL** of the administrative subdivision with conditions.
- This Application is a request to create two (2) lots for one (1) single-family detached dwelling unit on each lot: one for the existing dwelling unit and a second for the construction of a new dwelling unit.
- Per Section 50.6.1.C of the Subdivision Ordinance, up to 3 lots may be created for residential detached houses in a residential zone by the administrative subdivision plan process.
- The Subject Application includes findings under Section 50.4.3.C.1 for Lot Design of flag lots and lots without frontage which can only be approved by the Planning Board.
- The Subject Property is lies within the City of Takoma Park but is located outside of 2023 Takoma Park Minor Master Plan Amendment boundaries and thus remains subject to the 2000 Takoma Park Master Plan.
- Per Section 24-202 of the Land Use Article of the Annotated Code of Maryland, the City of Takoma Park has limited review authority over action(s) relating to land use planning within its boundaries, however the Takoma Park City Council has declined to comment on this Project.
- The Applicant previously requested, and the Planning Board approved, a total of four extensions of the regulatory review period for the Application which have served to extend the review period from December 7, 2022, to April 25, 2024.

LOCATION/ADDRESS

37 Oswego Avenue in the City of Takoma Park, approximately 437 feet South of Ritchie Avenue.

MASTER PLAN

2000 *Takoma Park Master Plan*

ZONE

R-60

PROPERTY SIZE

0.60 acres

APPLICANT

Jason Schechter
Kim Truong

ACCEPTANCE DATE

September 7, 2022

REVIEW BASIS

Section 50.6.1.C; Section 50.4.3.C.1

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SECTION 1: RECOMMENDATIONS AND CONDITIONS

ADMINISTRATIVE SUBDIVISION PLAN 620210160

Staff recommends approval with conditions of the Administrative Subdivision Plan to subdivide the existing recorded lot into two lots: one for the existing dwelling unit and a second for the construction of a new dwelling unit. All site development elements shown on the latest electronic version of the Administrative Subdivision Plan No. 620210160 as of the date of this Staff Report, submitted via ePlans to the M-NCPPC, are required except as modified by the following conditions.

GENERAL APPROVAL

1. This Administrative Subdivision Plan is limited to two (2) lots for one (1) dwelling unit on each lot.

ADEQUATE PUBLIC FACILITIES AND OUTSIDE AGENCIES

2. The Adequate Public Facilities (“APF”) review for the Administrative Subdivision Plan will remain valid for five (5) years from the initiation date (as defined in Montgomery County Code Section 50.4.3.J.5).

PLAN VALIDITY PERIOD

3. The Administrative Subdivision Plan will remain valid for three (3) years from its initiation date (as defined in Montgomery County Code Section 50.4.2.G), and prior to the expiration date of this validity period, a final record plat for all property delineated on the approved Administrative Subdivision Plan must be recorded in the Montgomery County Land Records or a request for an extension filed.

OUTSIDE AGENCIES

4. The Planning Board has reviewed and accepts the recommendations of the Montgomery County Department of Transportation (“MCDOT”) in its letter dated October 24, 2022, and incorporates them as conditions of the Administrative Subdivision Plan approval. The Applicant must comply with each of the recommendations in the letter, which may be amended by MCDOT if the amendment does not conflict with any other conditions of the Administrative Subdivision Plan approval.
5. Before recordation of the plat(s), the Applicant must satisfy the City of Takoma Park requirements for stormwater management.
6. The Planning Board has reviewed and accepts the recommendations of the Montgomery County Department of Permitting Services (“MCDPS”), Fire Department Access and Water Supply Section in its letter dated March 22, 2024 and incorporates them as conditions of approval. The Applicant must comply with each of the recommendations in the letter, which

MCDPS may amend if the amendment does not conflict with other conditions of Administrative Subdivision Plan approval.

OTHER APPROVALS

7. Before approval of a record plat or any demolition, clearing or grading for the Subject Property, the Applicant must receive Staff certification of this Administrative Subdivision Plan.

ENVIRONMENT AND NOISE

8. The Applicant must schedule the required site inspections by M-NCPPC Forest Conservation Inspection Staff per Section 22A.00.01.10 of the Forest Conservation Regulations as applicable.
9. The Applicant must comply with all tree protection and tree save measures shown on the approved Forest Conservation Exemption Plan. Tree save measures not specified on the plan may be required by the M-NCPPC Forest Conservation Inspection Staff.
10. The Applicant must provide for the control of invasives and supplemental native plantings for the onsite forest setting which is not in the LOD.
11. The Applicant must install street trees along the Oswego Avenue frontage subject to MCDPS-ROW and/or the City of Takoma Park review and approval as applicable. The street tree plantings must be installed as seasonally appropriate and prior to the issuance of the final Use and Occupancy Certificate for the new residence.

RECORD PLATS

12. There shall be no clearing or grading of the site prior to recordation of plat(s).

Easements

13. The record plat must show necessary easements.
14. The record plat must reflect common ingress/egress and utility easements over all shared driveways.
15. The record plat must reflect the following building restriction lines as shown on the Administrative Subdivision Plan:
 - a) An 80-foot BRL from the rear setback for Lot 1 to the front setback for Lot 2
 - b) A 50-foot BRL from the rear setback for Lot 2.
 - c) A 20-foot BRL from the north side of Lot 2, as shown on the certified Administrative Subdivision Plan.

Notes and Labels

16. The record plat must reflect all areas under common ownership.

CERTIFIED ADMINISTRATIVE SUBDIVISION PLAN

17. The Applicant must include the stormwater management concept approval letter and Administrative Subdivision Plan Resolution on the approval or cover sheet(s).
18. The certified Administrative Subdivision Plan must contain the following notes:
 - a. *Unless specifically noted on this plan drawing or in the Planning Board conditions of approval, the building footprints, building heights, on-site parking, site circulation, and sidewalks shown on the Administrative Subdivision Plan are illustrative. The final locations of buildings, structures and hardscape will be determined at the time of issuance of building permit(s). Please refer to the zoning data table for development standards such as setbacks, building restriction lines, building height, and lot coverage for each lot.*
 - b. *The Applicant must schedule an on-site preconstruction meeting with M-NCPPC inspection staff before any demolition, clearing, or grading occurs on-site. The Applicant, along with their representatives, must attend the pre-construction meeting with the M-NCPPC inspector. A copy of the approved Certified Administrative Subdivision Plan is required to be on-site at all times.*
19. Before submittal of the Certified Administrative Subdivision Plan, the Applicant must make the following changes:
 - a) Show resolutions and approval letters on the certified set.
 - b) Include the approved Fire and Rescue Access plan in the certified set.
 - c) Update plans to reflect removal of right-of-way dedication and removal public frontage improvements as directed by the City of Takoma Park's in correspondence dated April 2, 2024.
 - d) Perform minor corrections/clarifications subject to staff approval.

SECTION 2: SITE DESCRIPTION

VICINITY

The Project is located within the City of Takoma Park on Oswego Avenue, approximately 0.25 miles northwest of Piney Branch Elementary School and the Takoma Park Community Center. The vicinity is developed with single-family detached dwellings with lot sizes ranging widely between 10,000 – 15,000 square feet. Within the vicinity, there are also high-rise, multi-family buildings along Maple Avenue as well as a small three-story apartment building (zoned R-30) to the rear of the Subject Property fronting on Ritchie Avenue. The lots are generally long and narrow along Oswego and Ritchie Avenues with mature tree canopy and/or forest on some lots.



Figure 1 – Vicinity Map

PROPERTY DESCRIPTION

The Subject Property (“Site”, “Property”, or “Project”) itself is identified as Lot 19, Block 60 platted in 1889 known as “B. F. Gilberts Addition”. The Subject Property is located on the east side Oswego Avenue, neighbored to the south by the Takoma Park Department of Public Works. Oswego Avenue dead ends along the frontage of the Public Works building and its associated street parking. The

Subject Property consists of 23,120 square feet, is zoned R-60, and lies within the 2000 *Takoma Park Master Plan*. There are no streams, wetlands, or associated buffers or floodplains located on the Property, however there are isolated areas of steep slope (greater than 15%) to the rear of the property and areas of highly erodible soils occurring near the front and rear of the Property. The Site additionally contains 0.08-acres of forest, two specimen trees and several mature canopy trees. The Project is within the Sligo Creek watershed which is Use Class I watershed¹.



Figure 2 – Subject Property

¹ Use I:

WATER CONTACT RECREATION & PROTECTION OF AQUATIC LIFE

Waters that are suitable for: water contact sports: play and leisure time activities where the human body may come in direct contact with the surface water; fishing; the growth and propagation of fish (other than trout); other aquatic life, and wildlife; agricultural water supply and industrial water supply.

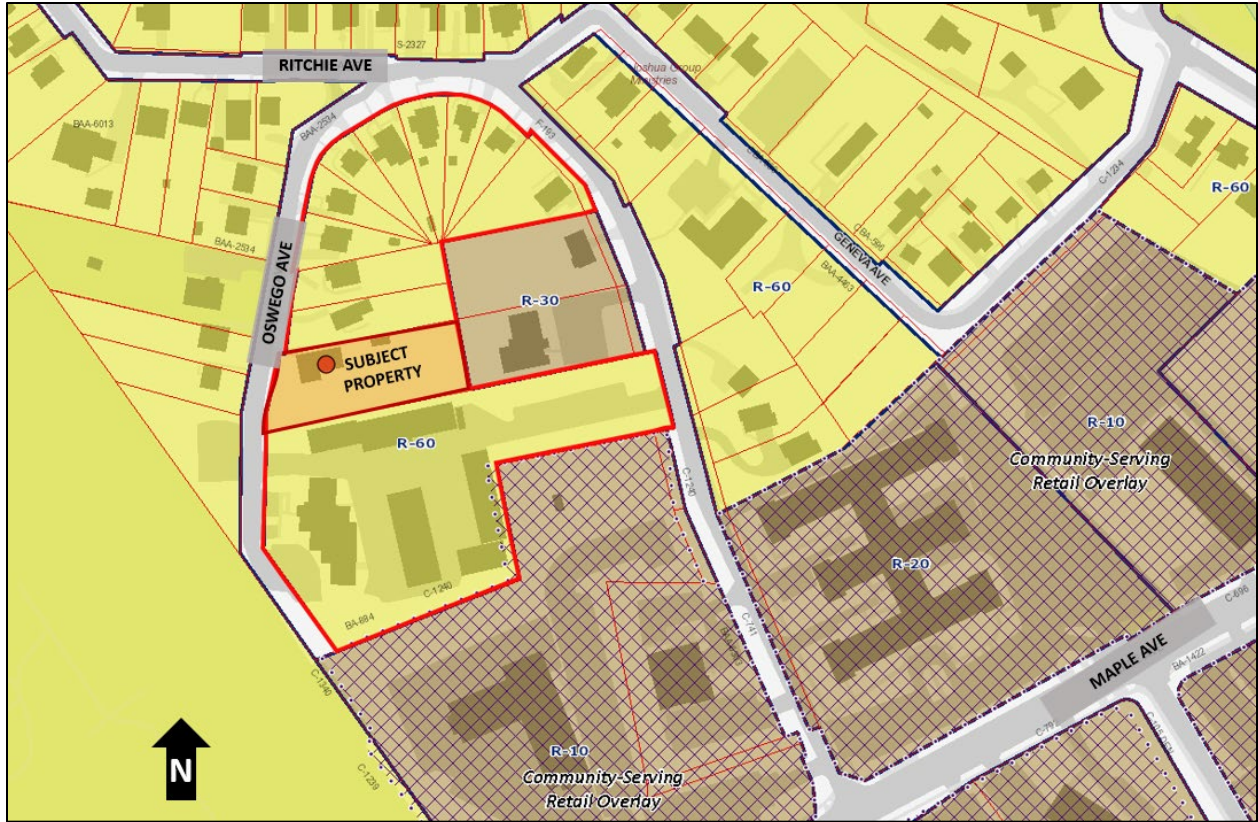


Figure 3 – Zoning Map

SECTION 3: PROJECT DESCRIPTION

PROPOSAL

The Applicant proposes to subdivide the 0.61-acre lot into two lots with the existing single-family home to remain. The existing house on Lot 1 will maintain direct access and frontage on Oswego Avenue while a proposed Lot 2 to the rear will be configured as a flag lot as identified by the Montgomery County Subdivision Regulations. Such a lot may be established, subject to particular findings per Section 50.4.3.C.1 of the Subdivision Regulations. Lot 1 is proposed to contain approximately 9,276 square feet with the existing single-family dwelling to remain, and Lot 2 is proposed to contain approximately 15,577 square feet for a new single-family detached dwelling and driveway. In Figure 4 (below) the proposed lot configuration demonstrates that proposed Lot 1 can accommodate the existing single-family dwelling and proposed Lot 2 can accommodate a new single family-dwelling, in conformance with the standards for the R-60 zone and the requirements for a flag lot per Section 50.4.3.C.1. This includes providing 80-feet of separation between the existing house and the proposed building envelope. Given that proposed Lot 2 backs up to an R-30 zoned property,

an additional building restriction line has been proposed in order to maintain the required 50 feet of separation between the building envelope and the rear lot line.

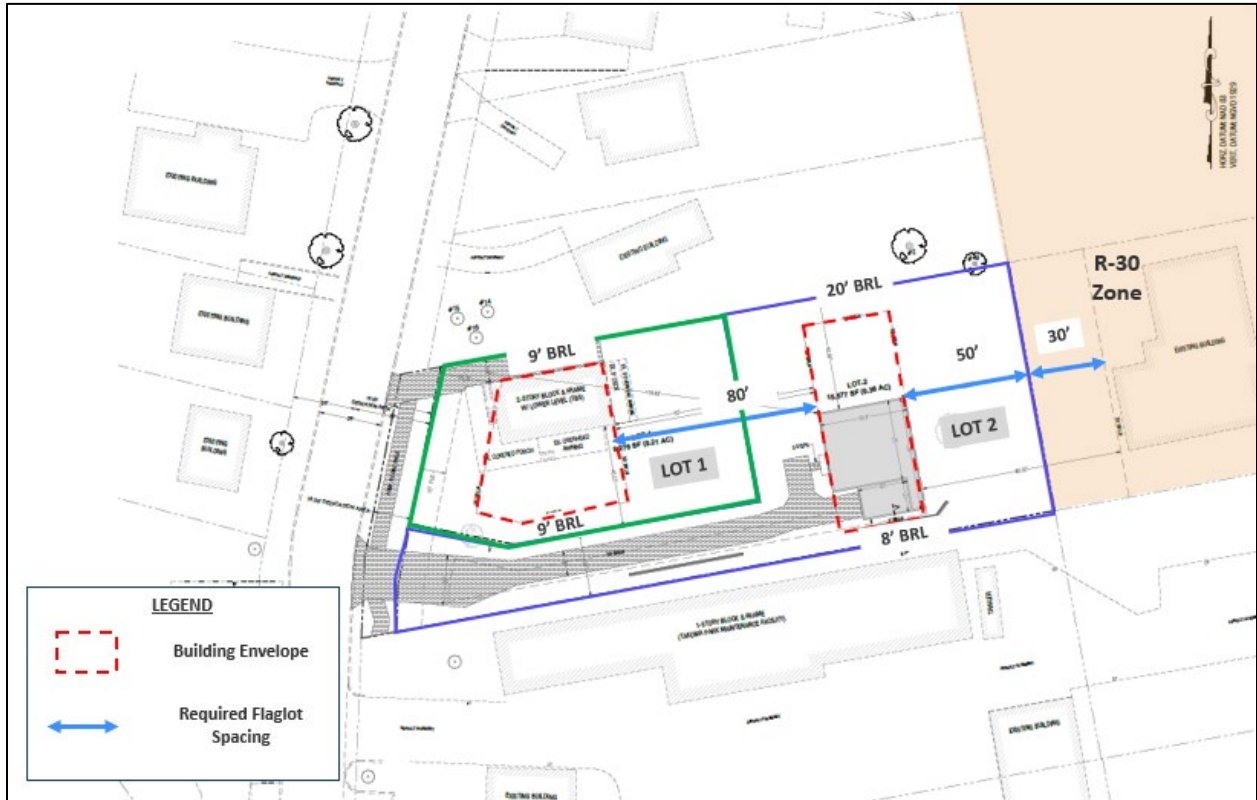


Figure 4 – Annotated Subdivision Plan

TRANSPORTATION

All access to the Site will be from Oswego Avenue. Both lots will provide two off-street parking spaces, as required by the Zoning Code for properties in the R-60 Zone. On-street parking is not restricted along the Site frontage on Oswego Avenue. An existing reserved ADA accessible parking space is demarcated with signage on the opposite (west) side of the street.

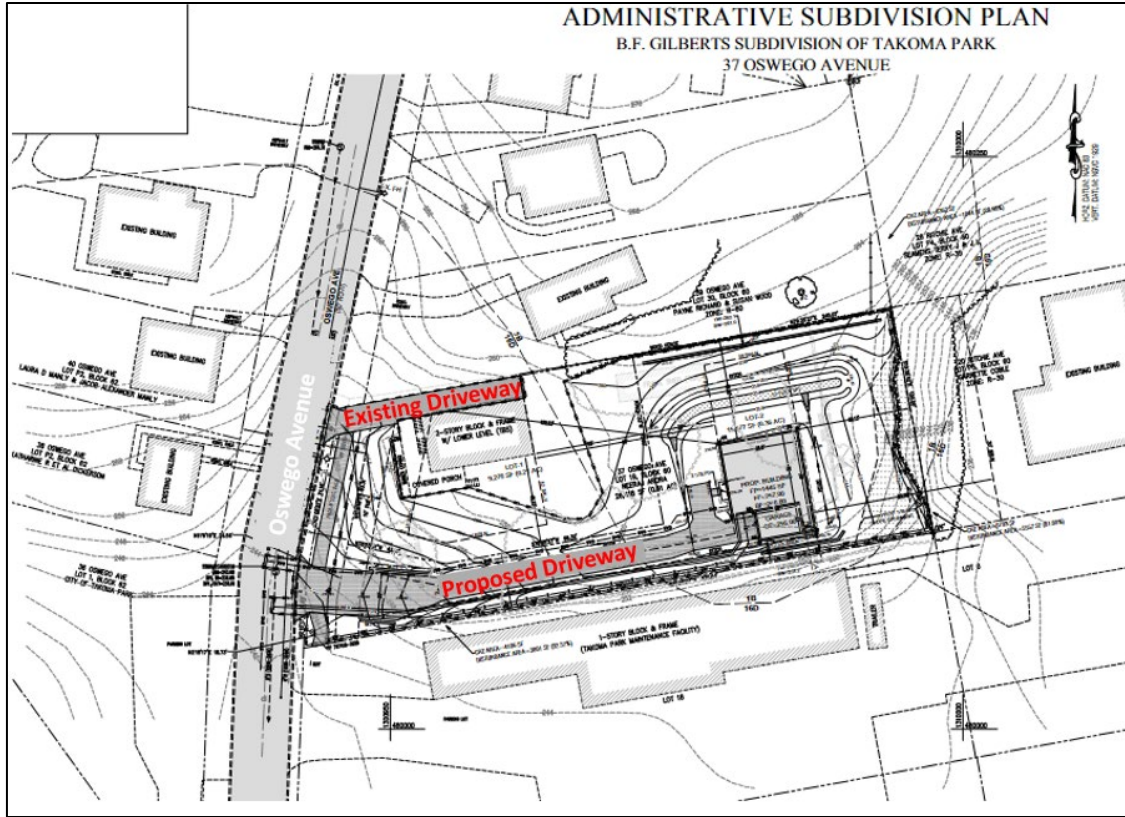


Figure 5 – Access and Circulation Exhibit

ENVIRONMENT

There are no streams, wetlands, or associated buffers or floodplains located on the Property; however, there are isolated areas of steep slopes (greater than 15%) to the rear of the Property and areas of highly erodible soils occurring near the front and rear of the Property. Additionally, the Site contains 0.08-acres of forest, two specimen trees, and several mature canopy trees. The Project is within the Sligo Creek watershed which is Use Class I watershed. The Property is subject to Chapter 22A but is exempt from submitting a Forest Conservation per Section 22A-5(s)(2).

SECTION 4: ADMINISTRATIVE SUBDIVISION PLAN 620210160 FINDINGS AND ANALYSIS

APPLICABILITY, SECTION 50.6.1 OF THE SUBDIVISION ORDINANCE

The Subject Application meets the criteria for the Administrative Subdivision process per Section 50.6.1.C as demonstrated below:

C) Subdivision for creation of certain residential lots. Up to 3 lots for detached houses may be created in any residential or rural residential zone under these procedures if:

1. The lots are approved for the standard method of development;

The lots were submitted and are approved for standard method development in the R-60 zone.

2. Written approval for any proposed well and septic area is received from the Department of Permitting Services, Well and Septic Section before approval of the plat;

The lots will not be served by wells or septic areas, as the Property is served by public water and sewer service and is designated in the W-1 and S-1 categories.

3. Any required road dedications and associated public utility easements are shown on the plat and the Applicant provides any required improvements;

Oswego Avenue is owned and maintained by the City of Takoma Park. As indicated in correspondence sent to Planning staff on April 2, 2024, the City Council of Takoma Park declined to review the project. City staff has reviewed the project and is not seeking any additional dedication for public right-of-way or frontage improvements along Oswego Avenue.

4. The requirements for adequate public facilities under Section 4.3.J are satisfied before approval of the plat; and

Adequate public facilities exist to support and service the Property in accordance with Section 50.4.3.J of the Subdivision Regulations. The Property is located in the Silver Spring/Takoma Park Policy Area, which is categorized as an Orange Policy Area under the 2020 – 2024 *Growth and Infrastructure Policy* (the “GIP”). As demonstrated in the Applicant’s transportation exemption statement, dated August 23, 2021, the proposed Administrative Subdivision generates fewer than 50 peak-hour person trips and is therefore exempt from Local Area Transportation Review under the GIP without further review. Therefore, roads and transportation facilities are adequate to support the Application.

School Adequacy

School Adequacy Test

The Project is served by Takoma Park/Piney Branch Elementary School, Takoma Park Middle School and Montgomery Blair High School. Based on the FY24 Annual School Test results, the student enrollment and capacity projections for these schools are noted in the following table:

Table 1. FY2024 Annual School Test Projections (2027-2028 School Year)

	Program Capacity	Enrollment	%Utilization	Surplus/ Deficit
Takoma Park/Piney Branch ES	1,222	1,102	90.2%	+120
Takoma Park MS	1,330	1,028	77.3%	+302
Montgomery Blair HS ²	2,867	2,804	97.8%	+63

Table 2. FY2024 School Test Results

School	Adequacy Status	Tier 1 Adequacy Ceiling	Tier 2 Adequacy Ceiling	Tier 3 Adequacy Ceiling
Takoma Park/Piney Branch ES	No UPP	205	365	548
Takoma Park MS	No UPP	428	568	768
Montgomery Blair HS	No UPP	243	637	1,067

The school adequacy test determines the extent to which an applicant is required to make a Utilization Premium Payment (UPP) based on each school's adequacy status and ceilings, as determined in the Annual School Test. Under the FY24 Annual School Test, Takoma Park/Piney Branch Elementary School, Takoma Park Middle School and Montgomery Blair High School do not require any UPP as identified in Table 2.

Analysis Conclusion and Condition of Approval

Based on the school capacity analysis performed, using the FY2024 Annual School Test, this application is not subject to a Utilization Premium Payment.

Utilities and Public Services Review

As noted above, the Property is served by public water and sewer and is classified in the W-1 and S-1 categories. Public water and sewer mains currently serve the Property, which will be adequate to

² Projected enrollment reflects the estimated impact of CIP P651908, which will reassign students between the Down County Consortium, Bethesda-Chevy Chase High School, Walter Johnson High School, Walt Whitman High School, and Charles Woodward High School in 2026.

serve the proposed subdivision. Dry utilities including electricity, gas, and telephone are also available to the Property. Other utilities, public facilities, and services, such as electric, telecommunications, police stations, firehouses and health services are currently operating within the standards set by the 2020-2024 *Growth and Infrastructure Policy*, currently in effect.

5. Forest conservation, stormwater management, and environmental protection requirements are satisfied before approval of the plat.

The Subject Property received approval of Forest Conservation Exemption 42023134E on April 2, 2024. The Property is subject to Chapter 22A Forest Conservation Law but is exempt from the requirement to submit a Forest Conservation Plan under Section 22A-5(s)(2). The Subject Application qualifies for an exemption³, under Section 22A-5(s)(2) as an activity occurring on a tract less than one acre that will not result in the clearing of more than a total of 20,000 square feet of existing forest, or any existing specimen or champion tree, and reforestation requirements would not exceed 10,000 square feet. Forest in any priority area on-site must be preserved.

Due to the proposed impacts/removals of specimen trees, the special provisions for a tree save plan are in effect under Chapter 22A-6, and a tree save plan with mitigation plantings has been incorporated into the exemption. Additionally, the overall plans feature Building Restriction Lines (BRL) and Limits of Disturbance (LOD), which generally protect the areas of steep slopes and highly erodible soils. Although approximately 0.03 acres of forest clearing is proposed, the amount is well under the allowed maximum. Furthermore, the forest clearing does not occur in the portion of priority forest associated with the highly erodible soils. Therefore, the application satisfies the exemption requirements.

There are no additional environmental protection requirements to be met. As conditioned, the Project will satisfy all applicable Stormwater Management requirements with the City of Takoma Park prior to approval of record plat.

FINDINGS REQUIRED BY SECTION 50.6.3.C, INCLUDING TECHNICAL REVIEW CRITERIA OF SECTION 50.4.3 OF THE SUBDIVISION ORDINANCE

- 1. The layout of the subdivision, including size, width, shape, orientation and density of lots, and location and design of roads is appropriate for the subdivision given its location and the type of development or use contemplated and the applicable requirements of Chapter 59.**

³ Based on the initial acceptance date for the exemption request, the Forest Conservation Exemption is subject to the Forest Conservation Law in effect prior to April 4, 2023.

a) The block design is appropriate for the development or use contemplated

The length, width, and shape of the block are consistent with Section 50.4.3.B of the Subdivision Code. The proposed subdivision is within an existing residential neighborhood with an established street grid. The Application is not proposing to create any new residential blocks.

b) The lot design is appropriate for the development or use contemplated

- I. Flag lots - The Board must not approve flag lots, except where unusual topography, environmental conditions, or the position of the tract in relation to surrounding properties and rights-of-way permit no other feasible way to subdivide and the Board determines that appropriate separation between building envelopes can be achieved. In approving a flag lot, the following provisions apply:**
 - i. in residential zones, the Board must require building restriction lines as needed to provide separation of at least 80 feet between the building envelope of the proposed flag lot and:**
 - 1. the building envelopes of all lots that are adjacent to the rear lot line of the proposed flag lot; and**
 - 2. the building envelopes of all lots that are between the proposed flag lot and the road on which it fronts;**
 - ii. the Board may require additional building restriction lines to ensure appropriate separation between building envelopes and to provide appropriate location of the building envelope within the lot; and**
 - iii. all building restriction lines must be shown on the plat.**

The Subject Property contains an existing single-family home and driveway and lies within an established subdivision zoned R-60. Lots within the vicinity are particularly narrow and deep with frontage widths ranging from 40 to 70 feet wide. Most lots range between 10,000 square feet to 15,000 square feet in size. However, the Subject Property maintains a width of approximately 90 feet and an area of approximately 25,000 square feet.

Rather than being centered within the lot, the existing single-family home falls closer to the north property line. This positioning keeps the existing building away from the steep slopes along the property line to the south and the accompanying tree canopy. Additionally, a 20-foot side setback, as conditioned, will protect the neighboring trees and

forest setting in keeping with the urban forestry practices described in the Master Plan.

While the existing lot has the size to accommodate two lots in the R-60 zone, the steep slopes to the south paired with the shape of the lot preclude the placement of a new single-family home closer to the front of the property. Through careful configuration and coordination with the Planning Department's environmental Staff, the Applicant has identified the proposed flag lot configuration as the only feasible way to proceed with the subdivision.

While narrow, the lot can accommodate a driveway to the rear of the Property which is currently contains open lawn and a shed, which will be removed. This central area to the rear of the property is generally flat, unlike other undeveloped areas on the Subject Property which either contain steep slopes or highly erodible soils. Given these existing conditions, a flag lot configuration is the only viable option for this Application.

In order to establish compliance with the requirements for flag lots, the Applicant has proposed building restriction lines (BRLs) which establish an 80-foot separation between the existing house on Lot-1 and the building envelope for a proposed house on Lot 2. Additionally, the Applicant proposed a 50-foot BRL between the building envelope and the rear property line; as the property to the rear is zoned R-30, this rear BRL provides 80-feet of separation between the proposed building envelope and the rear setback of existing R-30 development. As conditioned, all BRLs will be shown on the Plat.

c) *The Administrative Subdivision Plan provides for required public sites and adequate open areas*

The Property was reviewed for compliance with Section 50.4.3.D, "Public Sites and Adequate Public Facilities," of the Subdivision Code. There are no Master Plan recommendations for public facilities or local recreation requirements for the Subject Property.

d) *The Lot(s) and Use comply with the basic requirements of Chapter 59*

The proposed lots were reviewed for compliance with the dimensional requirements for the R-60 zone as specified in the Zoning Ordinance. The lots will meet all the dimensional

requirements for area, frontage, and width, and can reasonably accommodate two single-family detached dwellings on each lot. A summary of this review is included in Table 2.

Table 2:-R-60 Development Standards Table

R-60	Required by the Zone	Proposed for Approval	
		Lot 1	Lot 2
Minimum Lot Area	6,000 square feet	9,276 square feet	15,577 square feet
Minimum Lot Width at BRL	60 feet	75 feet	100 feet
Minimum Lot Width at Front Lot Line	25 feet	63 feet	43 feet
Maximum Lot Coverage	35%	<35%	<35%
Front Setbacks, min.	25 feet or Established Building Line	25 feet or Established Building Line	35 feet or Established Building Line
Side Setbacks, abutting Residential, min.	8 feet min./ 18 feet total	8 feet / 18 feet min.	8 feet/20 feet min.
Rear Setbacks	20 feet	50 feet	50 feet
Maximum Building Height	35 feet	35 feet	35 feet

2. The Administrative Subdivision Plan substantially conforms to the Master Plan.

- a) Land Use**
- b) Environment**
- c) Transportation**

The Property is located within the 2000 *Takoma Park Master Plan*. The Master Plan reconfirmed the existing single family detached residential zoning throughout the Property’s vicinity. While there are no recommendations in the Master Plan related to this Property, the Master Plan does specify several environmental and transportation related recommendations that the Application has incorporated in the Proposal As indicated in correspondence sent to Planning staff on April 2, 2024, the City Council of Takoma Park declined to review the project. City staff has reviewed the project and is not seeking any additional dedication for public right-of-way or frontage improvements along Oswego Avenue.

The Proposal will be controlling existing invasive species in the forested areas of the Property, per the Forest Conservation Exemption/Tree Save Plan, and will be minimizing impacts to the steep slopes and forested areas in the rear of the Property, consistent with the Master Plan’s Urban Forestry Concept, and, as conditioned, will

provide supplemental native plantings and new street trees. As proposed, the Project substantially conforms to the Master Plan.

3. Public facilities will be adequate to support and service the area of the subdivision.

a) Roads and other Transportation Facilities

i. Existing Facilities:

Oswego Avenue is a Neighborhood Street with a prescribed right-of-way of 60 feet total, per Chapter 49 of the County Code. On-street parking is unrestricted. There are no existing sidewalks on either side of the roadway. There are no master-planned designated bikeways on Oswego Avenue.

ii. Proposed public transportation infrastructure:

Oswego Avenue is owned and maintained by the City of Takoma Park. As indicated in correspondence sent to Planning staff on April 2, 2024, the City Council of Takoma Park declined to review the project. City staff has reviewed the project and is not seeking any additional dedication for public right-of-way or frontage improvements along Oswego Avenue.

iii. Proposed private transportation infrastructure

There is no proposed private infrastructure included in the Application.

b) Local Area Transportation Review (LATR)

The Project generates fewer than 50 new person trips in the morning and evening peak hours. As a result, the Application is not subject to the Local Area Transportation Review (LATR).

c) Schools

As described in the analysis above, school facilities are adequate for the Application.

d) Other Public Facilities and Services

Other utilities, public facilities, and services, such as electric, telecommunications, police stations, firehouses and health services are currently operating within the standards set by the *Growth and Infrastructure Policy* currently in effect.

4. All Forest Conservation Law, Chapter 22A requirements are satisfied.

As described above, the Subject Property received a Forest Conservation Exemption confirmation 42023134E on April 2, 2024, and is not subject to a Forest Conservation Plan. The

application qualifies for an exemption under Section 22A-5(s)(2) as an activity occurring on a tract less than one acre that will not result in the clearing of more than a total of 20,000 square feet of existing forest, or any existing specimen or champion tree, and reforestation requirements would not exceed 10,000 square feet. Forest in any priority area on-site must be preserved. As conditioned, this Application satisfies all applicable requirements of Chapter 22A.

5. All stormwater management, water quality plan, and floodplain requirements of Chapter 19 are satisfied.

As described above, the Project is located within the City of Takoma Park, which is responsible for stormwater review for the municipality. As conditioned, the Applicant will be required to demonstrate that the Project has satisfied all stormwater management requirements with the City of Takoma Park prior to recordation of plat.

6. Any burial site of which the applicant has actual notice or constructive notice or that is included in the Montgomery County Cemetery Inventory and located within the subdivision boundary is approved under Subsection 50-4.3.M.

Not applicable to this Property.

7. Any other applicable provisions specific to the property and necessary for approval of the subdivision is satisfied.

No other provisions apply to the Subdivision.

SECTION 5: COMMUNITY OUTREACH

A pre-submittal community meeting is not required for an Administrative Subdivision Plan. However, applicants has posted signs on the development site and provided written public notice. A notice of the Application was sent to all required parties by the Applicant on August 29, 2022. The notice gave the interested parties 15 days to review and comment on the contents of the Application.

As of date of this Staff Report, no correspondence objecting to this Application has been received; the Applicant has, however addressed a minor concern from the residents of 39 Oswego Avenue regarding reconfiguration of the existing driveway which currently encroaches slightly onto the neighboring property. As shown on the submitted plans, the encroachment will be removed as part of the overall development activity.

SECTION 6: CONCLUSION

The Administrative Subdivision meets the requirements of Section 50.6.3.C and the technical requirements of Section 50.4.3 of the Subdivision Regulations, and the applicable requirements of Section 50.6.1.C. The lots meet all requirements established in the Subdivision Regulations and the Zoning Ordinance and substantially conform to the recommendations of the 2000 *Takoma Park Master Plan*. Access and public facilities will be adequate to serve the proposed lot(s), and the Application has been reviewed by other applicable county agencies, all of whom have recommended approval of the Subject Application.

ATTACHMENTS

Attachment A: Administrative Subdivision Plan

Attachment B: Agency Letters

Attachment C: Forest Conservation Exemption Plan

Attachment D: Correspondence with the City of Takoma Park