



MCPB Date: 11/14/2024

Agenda Item #5

**MEMORANDUM**

**DATE:** November 7, 2024

**TO:** Montgomery County Planning Board

**VIA:** Jason K. Sartori, Planning Director  
Robert Kronenberg, Deputy Director  
Bridget Broullire, Acting Deputy Director  
Karen Warnick, Division Chief, Management Services

**FROM:** Carl Morgan, Acting Budget Manager

**SUBJECT:** Supplemental Appropriation FY25 Budget Request – Germantown Employment Area Sector Plan Amendment

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**STAFF RECOMMENDATION**

Planning Board approval to request a Supplemental Appropriation to the Planning Department's FY25 Operating Budget for the Germantown Employment Area Sector Plan Amendment in the amount of \$110,000.

**BACKGROUND**

In 2024, the Planning Department began work on the [Germantown Employment Area Study](#) to assess how well the [2009 Germantown Employment Area Sector Plan](#) has attracted employment opportunities, how employment related recommendations of the plan have been realized, and to determine what, if any, interventions may be needed to support the sector plan in the future. Work so far has included studying existing conditions and performing outreach with the greater Germantown community and stakeholders. As the momentum of the study has been building, it has become evident that the recommendations likely to come out of the study will be significant in order to support a strong employment sector in Germantown and to better align with the [Thrive Montgomery 2050](#) General Plan.

Issues within the current 15-year-old sector plan that need to be addressed include:

- Understanding and responding to current long-term office and retail market trends
- The need for housing
- The desire for a more vibrant and activated Town Center and retail centers throughout the plan area
- Building Lot Termination (BLT) purchase requirements in the Germantown Transit Mixed Use Overlay Zone
- Safety and configuration of roads and transportation systems

- Updates related to the Corridor Connectors (formerly referred to as the Corridor Cities Transitway)
- School capacity issues

Prior to this determination, the FY25 Operating Budget was approved with \$40,000 for the study and associated consultant services to analyze the post-pandemic office market and uses, a realigned Corridor Cities Transitway, and corridor-focused growth in the study area.

**REQUEST FOR THE SUPPLEMENTAL APPROPRIATION TO THE FY25 OPERATING BUDGET**

During the Fall Semiannual presentation on November 12, 2024, the Planning Department will discuss with the County Council an update to the Department’s work program that would transition the Germantown Employment Area Study into an amendment of the 2009 Germantown Employment Area Sector Plan. This will allow the Department to move forward with an expanded scope of work as outlined in the prior section of this report. If update to the Department’s work program is approved by the Council, the expanded scope of work will require additional funding as a Supplemental Amendment to the FY25 Operating Budget in the amount of \$110,000.

The request for an additional \$110,000 will allow the Department and consultants to understand the vital transportation services within the planning area and perform additional community engagement. Included in this funding request, \$80,000 will support the study of the existing roadway capacity and potential reconfiguration of existing roads to implement multimodal and vision zero goals and strategies. The remaining \$30,000 will be used for robust engagement activities in this diverse community. The engagement will include important translation services, canvassing of residents and businesses in multiple neighborhoods and contexts, and a multitude of meeting types and locations across the plan area with various stakeholders.

The source of funds is the Commission’s Administration Fund Reserves. On November 5, 2024, and as per M-NCPPC’s Practice 3-60, the Secretary-Treasurer and the Corporate Budget Director have determined sufficiency and transferability of funds. Should the Planning Board approve the budget amendment request, it will be transmitted to the County Council and County Executive as a Supplemental Appropriation Request as per the Montgomery County Charter, Section 307 and as per Title 18 of the Land Use Article of the Maryland Code.

The Planning Board’s approval of this Work Program Adjustment and accompanying Supplemental Appropriation is requested.

Approved by the Planning Board: \_\_\_\_\_ Date: \_\_\_\_\_

Attachment:

- Draft Resolution: Supplemental Appropriation for the FY25 Operating Budget, Maryland-National Capital Park and Planning Commission, Montgomery Planning, Germantown Employment Area Sector Plan, \$110,000

Resolution: DRAFT  
 Introduced: \_\_\_\_\_  
 Adopted: \_\_\_\_\_

COUNTY COUNCIL  
 FOR MONTGOMERY COUNTY, MARYLAND

By: Council President at the Request of the County Executive

SUBJECT: Supplemental Appropriation #xx-xx to the FY25 Operating Budget  
 The Maryland-National Capital Park and Planning Commission  
 Montgomery Planning  
**Germantown Employment Area Sector Plan, \$110,000**

Background

1. Md. Code, Land Use §18-108, provides that the Council may amend The Maryland-National Capital Park and Planning Commission’s (M-NCPPC) approved budget by resolution. The Council may adopt the amendment after receiving the Executive’s recommendation and holding a public hearing.
2. Section 307 of the Montgomery County Charter provides that any supplemental appropriation shall be recommended by the County Executive who shall specify the source of funds to finance it. The Council shall hold a public hearing on each proposed supplemental appropriation after at least one week’s notice. A supplemental appropriation that would comply with, avail the County of, or put into effect a grant or a Federal, State or County law or regulation, or one that is approved after January 1 of any fiscal year, requires an affirmative vote of six Councilmembers. A supplemental appropriation for any other purpose that is approved before January 1 of any fiscal year requires an affirmative vote of seven Councilmembers. The Council may, in a single action, approve more than one supplemental appropriation. The Executive may disapprove or reduce a supplemental appropriation, and the Council may reapprove the appropriation, as if it were an item in the annual budget.
3. On November 14, 2024, the Montgomery County Planning Board requested the following FY25 Operating Budget appropriation increases for The Maryland-National Capital Park and Planning Commission:

<u>Personnel Services</u>	<u>Operating Expenses</u>	<u>Total</u>	<u>Source of Funds</u>
<b>\$0</b>	<b>\$110,000</b>	<b>\$110,000</b>	<b>M-NCPPC Administrative Fund Reserves</b>

4. This increase is needed because the County Council’s decision on November 12, 2024, to amend the Planning Department’s work program to transition the Germantown Employment Area Study into an amendment of the 2009 *Germantown Employment Area Sector Plan* requires additional work to understand the vital transportation services within the planning area and perform additional community engagement. It is also necessary to support a strong employment sector in Germantown and to better align with the *Thrive Montgomery 2050* General Plan.
5. The County Executive recommends a supplemental appropriation to the FY25 Operating Budget in the amount of **\$110,000** for the **Germantown Employment Area Sector Plan** and specifies that the source of funds will be **M-NCPPC Administrative Fund Reserves**.
6. Notice of public hearing was given and a public hearing was held.

Action

The County Council for Montgomery County, Maryland, approves the following action:

A supplemental appropriation to the FY25 Operating Budget of the Planning Department of **The Maryland-National Capital Park and Planning Commission** is approved as follows:

<u>Personnel Services</u>	<u>Operating Expenses</u>	<u>Total</u>	<u>Source of Funds</u>
<b>\$0</b>	<b>\$110,000</b>	<b>\$110,000</b>	<b>M-NCPPC Administrative Fund Reserves</b>

This is a correct copy of Council action.

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Sara R. Tenenbaum, Clerk of the Council