

Montgomery County Planning Board

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

APPROVED
MINUTES AND SUMMARY

SUMMARY
Thursday, May 8, 2025
2425 Reddie Drive
Wheaton, MD 20902
301-495-4605

The Montgomery County Planning Board met in regular session in the Wheaton Headquarters Building in Wheaton, Maryland, and via Microsoft Teams video conference on Thursday, May 8, 2025, beginning at 9:03 a.m. and adjourning at 11:11 a.m.

Present were Chair Artie Harris, Vice Chair Mitra Pedoeem, and Commissioners Shawn Bartley, James Hedrick, and Josh Linden.

Items 1 and 2, Item 5, Item 4, Items 6 through 8, and Item 10 were discussed in that order and reported in the attached Minutes.

Item 9 was postponed until May 22, 2025.

There being no further business, the meeting adjourned at 11:11 a.m. The next regular meeting of the Planning Board will be held on Thursday, May 15, 2025, in the Wheaton Headquarters Building in Wheaton, Maryland, and via video conference.

Rachel Roehrich

Rachel Roehrich
Technical Writer/Legal Assistant

MINUTES

Item 1. Preliminary Matters

A. Adoption of Resolutions

1. White Flint Fire Station No. 23 Forest Conservation Plan No. F20250050 – MCPB No. 25-039
2. Good Hope Water Quality Plan - MCPB NO. 25-037
3. Shiloh Church Road Culvert Repairs, Water Quality Plan - MCPB No 25-052

BOARD ACTION

Motion: Hedrick/Pedoeem

Vote: 5-0

Other:

Action: Adopted the Resolutions cited above, as submitted.

B. Approval of Minutes

BOARD ACTION

Motion:

Vote:

Other:

Action: There were no Minutes submitted for approval.

C. Other Preliminary Matters

BOARD ACTION

Motion:

Vote:

Other:

Action: There were no other Preliminary Matters submitted for approval.

Item 2. Record Plats (Public Hearing)

Subdivision Plat No. 220230970, Travilah Meadows

RE-2 zone, 1 lot; located on the east side of Brushwood Terrace, 1250 feet north of Travilah Road; Potomac Sub-Region 2002 Master Plan.

Staff Recommendation: Approval

Subdivision Plat No. 220250280, Bradley Hills Grove

R-200 zone, 2 lots; located in the southwest quadrant of the intersection of Bradley Boulevard (MD 191) and Hillmead Road; Bethesda – Chevy Chase Master Plan.

Staff Recommendation: Approval

BOARD ACTION

Motion: Hedrick/Pedoeem

Vote: 5-0

Other:

Action: Approved Staff recommendation for approval of the Record Plats cited above, as submitted.

Item 3. Regulatory Extension Requests (Public Hearing)

BOARD ACTION

Motion:

Vote:

Other:

Action: There were no Regulatory Extension Requests submitted for approval.

Item 5. Briefing on the Older Adult Population and Housing for Older Adults in Montgomery County

For Older Americans Month, Staff from the Research and Strategic Projects Division will provide a briefing on a new population profile, “Older Adult Population in Montgomery County” and information on a recent update to the inventory of housing for older adults in Montgomery County

Staff Recommendation: Brief the Planning Board

E. Amanguah/J. Lee

BOARD ACTION

Motion:

Vote:

Other:

Action: Received briefing.

James Lee, Forecaster and Demographic Research Specialist and Ebenezer Amanguah, Graduate Research Assistant, offered a multi-media presentation regarding the Older Adult Population and Housing for Older Adults in Montgomery County. Further information can be found in the Staff Report posted under the May 8, 2025 Agenda.

Mr. Lee stated the briefing is being given in honor of Older Americans Month. Mr. Amanguah stated Montgomery County’s population has been aging, with growth of the population ages 65 and over outpacing total population growth over the long term. Mr. Amanguah also discussed the racial makeup, educational attainment, household income, poverty rates, gender disparities, disability by type, living arrangements, housing tenure, housing cost burden, housing types, older adults housing inventory, and the current existing housing inventory of Older Adults.

The Board asked questions regarding single-family housing versus senior housing trends, the Housing Needs Assessment budget request, living units versus facilities, and group home ownership.

Staff, including Jason Sartori, Planning Director, offered comments and responses to the Board’s questions.

Item 4. Roundtable Discussion

Planning Director's Report
J. Sartori

BOARD ACTION

Motion:

Vote:

Other:

Action: Received briefing.

Montgomery Planning Director, Jason Sartori, offered a multi-media presentation regarding recent updates for the Planning Department.

Mr. Sartori offered brief comments and introduced Bridget Broullire, Planning Deputy Director of Administration, who gave an update on the Community Planning Academy. Ms. Broullire discussed the proposed timeline and modules that will be included noting feedback will continue to be received throughout the process. Ms. Broullire showed a short video regarding the Planning Academy and noted 603 interest form signups have already been received as of today's date. Victoria Cain, The Hatcher Group, discussed the digital advertising campaign Phase 1 for the Planning Academy and performance highlights. Ms. Cain also discussed the digital advertising campaign Phase 2 and current campaign topline. Lastly, Ms. Broullire gave discussed recent community meetings and events attended to spread the word about the Community Planning Academy, coordination efforts with other agencies, recruitment and enrollment, and next steps for participation selection.

Mr. Sartori gave a brief update on the FY26 Budget including the County Council's reductions and reconciliations. Lastly, Rebecca Ballo, Historic Preservation Supervisor, provided a brief update on the dendrochronology report of the Wilson H. Cecil House.

The Board asked questions regarding participation requirements for the Community Planning Academy, how a total impression of the current campaign topline was measured, further explanation of programmatic display, criteria for participant selection, attendance accessibility for academy participants, when classes would be held, and if the dendrochronologist knew the exact location the wood for the Wilson H. Cecil House was obtained.

Staff, including John Liebertz, Historic Preservation Planner III, offered comments and responses to the Board's questions.

Ms. Cain of The Hatcher Group also offered comments and responses to the Board's questions regarding total impression and programmatic display.

Item 6. Ancient Oak, Administrative Subdivision Plan No. 620240220 and Final Forest Conservation Plan No. F20241000 (Public Hearing)

A. Administrative Subdivision Plan No. 620240220: Application to create two lots for one new and one existing single-family detached units; located at 13330 Darnestown Road, Gaithersburg, MD; R-200 Zone, 2002 Potomac Subregion Master Plan.

B. Final Forest Conservation Plan No. F20241000: Request for approval of a Final Forest Conservation Plan to satisfy afforestation/reforestation requirements associated with Administrative Subdivision Plan No. 620240220.

Staff Recommendation: Approval with Conditions

M. Clayborne

A. BOARD ACTION

Motion: Hedrick/Pedoeem

Vote: 5-0

Other:

Action: Approved Staff recommendation for approval of the Administrative Subdivision Plan cited above, which will be reflected in an associated draft Resolution to be adopted by the Planning Board at a later date.

B. BOARD ACTION

Motion: Hedrick/Pedoeem

Vote: 5-0

Other:

Action: Approved Staff recommendation for approval of the Final Forest Conservation Plan 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.

Mariah Clayborne, Planner II, offered a multi-media presentation regarding Ancient Oak. Further information can be found in the Staff Report dated April 28, 2025.

Ms. Clayborne noted correspondence was received from a resident regarding concerns of possible increased vehicular traffic along Darnestown Road and inquired about road improvements.

Ms. Clayborne stated the Applicant proposes to subdivide Parcel 900 into two lots for two single-family detached units. Proposed Lot 40, located in the front of the property, is for a new single-family detached home, and proposed Flag Lot 39, is located to the rear is for the existing single-family home. Ms. Clayborne noted both units have side-loaded garages that will be accessed from a shared driveway off Darnestown Road. Ms. Clayborne also stated the Applicant must provide dedications along Darnestown Road, noting the Applicant will pay a fee-in lieu of construction of a six-foot wide sidewalk with a 15-foot wide street buffer along Darnestown Road, and provide a ten-foot wide Public Utility Easement.

Ms. Clayborne discussed the Final Forest Conservation Plan stating no existing forest is shown on the property, which results in an afforestation requirement of 0.33 acres both within and outside

Montgomery County Planning Board
Public Meeting Minutes of May 8, 2025

of the same watershed or Priority Area. Ms. Clayborne noted the Applicant proposes to satisfy this requirement by purchasing the appropriate acreage in an offsite forest bank or by providing a fee-in-lieu payment to the Forest Conservation Fund if no forest banks are available.

Kit Lee, and adjacent property owner, offered testimony noting concerns for future potential increases in redevelopment and traffic within the area.

The Board asked questions regarding how the building restriction line is calculated and developed, noise analysis requirements, and if the forest bank credits/fee-in-lieu payment will be required before or after commencing construction.

Staff, including Patrick Butler, Chief of Upcounty Planning, Justine Gonzalez-Velez, Planner II and Doug Johnsen, Planner III, offered comments and responses to the Board's questions.

Item 7. Budget Transfer Request FY25 Operating Budget – Montgomery Parks

Request to transfer available funding from Personnel Services in the Park Fund to Non-Personnel (Supplies and Materials, Other Services & Charges, Capital Outlay).

Staff recommendation: Approval of the request for a FY25 Budget Adjustment for the Department of Parks.

K. Bentley

BOARD ACTION

Motion: Hedrick/Pedoeem

Vote: 5-0

Other:

Action: Approved Staff recommendation to approve the Budget Transfer Request cited above.

Kate Bentley, Montgomery Parks Budget Manager, offered comments regarding a request for a FY25 Budget transfer for the Department of Parks. Further information can be found in the Staff Report dated May 1, 2025.

Ms. Bentley stated the Department of Parks is seeking the Board's approval to transfer \$1,100,000 of available funding from Personnel Services in the Park Fund to Non-Personnel Supplies and Materials, Other Services and Charges, Capital Outlay. Ms. Bentley discussed the specific fund requests in greater detail including maintenance and other contracted services, equipment/vehicles, security upgrades, and technology upgrades and licenses.

Item 8. Budget Transfer Request FY25 Operating Budget – Montgomery Planning

Request to transfer available funding from Personnel Services in the Administration Fund to Non-Personnel

Staff recommendation: Approval of the request

A. Ford/K. Warnick

BOARD ACTION

Motion: Hedrick/Pedoeem

Vote: 5-0

Other:

Action: Approved Staff recommendation to approve the Budget Transfer Request cited above.

Karen Warnick, Chief of the Management Services Division, offered comments regarding a request for a FY25 Budget Transfer for the Planning Department. Further information can be found in the Staff Report dated May 6, 2025.

Ms. Warnick stated the Planning Department is seeking the Board's approval to transfer \$650,000 from the Personnel Services category to Other Services and Charges, Supplies and Materials, and Capital Outlay. Ms. Warnick discussed the specific fund requests in greater detail including retail market analysis, Community Planning Academy Countywide launch support, Master Plan Transportation adequacy metrics, a communications preference survey, a graduate assistant position, one vehicle, translation services, postage, and audio-visual (AV) streaming and ADA Closed Captioning.

Item 9. POSTPONED - Clarksburg Gateway Sector Plan – Preliminary Recommendations Briefing

A briefing to the Planning Board on Preliminary Recommendations for the Clarksburg Gateway Sector Plan in advance of the preparation of the Working (Staff) Draft Plan.

Staff Recommendation: Provide direction to staff on the Planning team's Preliminary Recommendations.

C. Larson

BOARD ACTION

Motion:

Vote:

Other:

Action: Postponed to May 22, 2025.

Item 10. Budget Transfer Request FY25 Operating Budget – Montgomery Commissioners’ Office

Request to transfer available funding from Personnel Services in the Administration Fund to Non-Personnel

Staff recommendation: Approval of the request

I. Branda

BOARD ACTION

Motion: Hedrick/Pedoeem

Vote: 5-0

Other:

Action: Approved Staff recommendation to approve the Budget Transfer Request cited above.

Ilana Branda, Chief of Staff for the Commissioners’ Office, offered comments and a multi-media presentation regarding a request for a FY25 Budget transfer for the MC Commissioners’ Office. Further information can be found in the Staff Report dated May 1, 2025.

Ms. Branda stated the Commissioners’ Office is seeking the Board’s approval to transfer \$3,929.69 from the Personnel Services category to Other Services and Charges. Ms. Branda also noted the Commissioners’ Office has a contract with an outside vendor to provide communications support to the office which supplements the support we receive from communications Staff in Montgomery Planning and Montgomery Parks. Ms. Branda stated the Commissioner’s Office would like to encumber the personnel savings, in addition to approximately \$25,000 in non-personnel savings, to add additional funds to this contract for services to be provided in fiscal year 2026.

The Board asked why the modest amount of monetary funds requested for the transfer required Board approval, and Ms. Branda offered comments and responses.

Item 1. Preliminary Matters (CONTINUED)

A. Adoption of Resolutions

4. Chaberton Solar Ramiere Forest Conservation Plan No. F20250480 – MCPB No. 25-038

BOARD ACTION

Motion: Hedrick/Linden

Vote: 5-0

Other:

Action: Adopted the Resolution cited above, as modified during the meeting.

Matt Mills, Senior Counsel, noted a correction to the underlying approval vote language listed in the Resolution.