

INDEX OF MEMORANDA
X-182 – CROWN PROPERTY ANNEXATION
182.81725 ACRES
(Crown Village Farm, LLC and Catherine & Clyde Stinson)

No.

- 1) Application for Annexation filed November 14, 2005
- 2) Letter (3-pages) to Mayor and City Council from Barbara A. Sears and Joseph P. Lapan (Linowes and Blocher), dated November 14, 2005
- 3) Petition for Annexation (3 pages of text and 3 pages of Notary Certification) submitted November 14, 2005
- 4) Metes and Bounds Description of Property to be annexed (11 page document) as prepared by Rodgers Consulting, Inc. July 2005, Job No. 575-C1 (also marked as Exhibit “A”)
- 5) Boundary Survey and Annexation Plat as prepared by Rodgers Consulting, Inc. in October 2005 (also marked as Exhibit “B” in Petition for Annexation) Large Size
- 6) Boundary Survey and Annexation Plat (small size)
- 7) Copy of Tax Map FS342, with property outlined (also marked as Exhibit “C” in the Petition for Annexation)
- 8) List of persons who reside on the Crown Property and are registered voters (also referred to as Exhibit “D” in the Petition for Annexation)
- 9) List of names and addresses of person with ownership interests in property and parcel numbers (also referred to as Exhibit “E” in Petition for Annexation)
- 10) Certified copy of Montgomery County Zoning Map (also referred to as Exhibit “F” in the Petition for Annexation. Large size
- 11) Certified copy of Montgomery County Zoning Map. Small size

- 12) Vicinity Map showing location of the property
- 13) Names and addresses of adjacent property owners within 250 feet prepared by applicant
- 14) General information narrative on property prepared by Rodgers Consulting, Inc.
- 15) City of Gaithersburg Zoning Map
- 16) Report titled: "The Crown Property, Gaithersburg, Maryland, Natural Resources Inventory/Forest Stand Delineation Plan" Prepared by Rodgers Consulting, Inc. and approved by City of Gaithersburg.
 - 16A) Natural Resources Inventory/Forest Stand Delineation Plan Sheet 1 of 3, Large size
 - 16B) Natural Resources Inventory/Forest Stand Delineation Plan, Sheet 2 of 3, Large size
 - 16C) Natural Resources Inventory/Forest Stand Delineation Plan, Sheet 3 of 3, Large size
- 17A) Natural Resources Inventory/Forest Stand Delineation Plan, Sheet 1 of 3, Small size
- 17B) Natural Resources Inventory/Forest Stand Delineation Plan, Sheet 2 of 3, Small size
- 17C) Natural Resources Inventory/Forest Stand Delineation Plan, Sheet 3 of 3, Small size
- 18) Letter from Barbara Sears and Joseph Lapan (Linowes and Blocher) to the City Council dated December 1, 2005
- 19) Land Use Plan MXD Concept/Sketch Plan (Sheet 1 of 5) Large Size
 - 19A) Land Use Plan MXD Concept/Sketch Plan (Sheet 1 of 5) Small size
- 20) Boundary Survey MXD Concept/Sketch Plan (Sheet 2 of 5) Large Size
 - 20A) Boundary Survey MXD Concept/Sketch Plan (sheet 2 of 5) Small size
- 21) Surrounding Uses and Road Network Plan MXD Concept/Sketch Plan (Sheet 3 of 5) Large Size
 - 21A) Surrounding Uses and Road Network Plan, MXD Concept?Sketch Plan (Sheet 3 of 5) Small size
- 22) Phasing Plan MXD Concept/Sketch Plan (Sheet 4 of 5) Large size
 - 22A) Phasing Plan MXC Concept/Sketch Plan (Sheet 4 of 5) Small size

- 23) Natural Resources Inventory and Forest Stand Delineation, MXD Concept/Sketch Plan (Sheet 5 of 5) Large size
- 23A) Natural Resources Inventory and Forest Stand Delineation, MXD Concept/Sketch Plan (Sheet 5 of 5) Small size
- 24) Narrative: "Demonstration of Compliance with Master Plan Recommendations" prepared by applicant
- 25) Package for Mayor and City Council's introduction of proposed annexation at their meeting of December 19, 2005
- 26) Notice to *Gaithersburg Gazette* for inclusion of legal ad in the December 28, 2005 and January 4, 11, and 18 issues for advertisement of the joint public hearing on February 6, 2006
- 27) Notice of Public Hearing with location map sent December 23, 2005 to required parties
- 28) Outline of Public Facilities sent to required public agencies December 23, 2005
- 29) Copy of mailing labels (to property owners within 500 feet) used for notice of public hearing mailed December 23, 2005
- 30) Shady Grove Study Area, 1990, Excerpt on Transportation
- 31) Shady Grove Study Area, Land Use Plan Recommendations, Chapter Five
- 32) Copy of legal ad which appeared four times December 28, 2005 January 4, 11, and 18, 2006
- 32A) Package for Joint Public Hearing of February 6, 2006

Exhibits received at or after the Joint Public Hearing on February 6, 2006.

- 33) Memoranda to Greg Ossont from Linowes and Blochers dated February 6, 2006 referencing the Shady Grove Study Area Master Plan recommendations for the Crown property
- 34) Memorandum of Understanding among Montgomery County, Rockville and Gaithersburg dated July 23, 1922
- 35) Crown Farm Presentation February 6, 2006 booklet prepared by development team and presented via power point at public hearing

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- 36) E-mail received from Cheryl Kaiser to listed parties February 7, 2006
- 37) Testimony of MaryAnne Polkiewicz, Maryland Transit Administration, given at public hearing on February 6, 2006
- 38) Letter to City Manager Humpton, dated October 27, 2005 from Maryland Transit Administration, referencing the Corridor Cities Transitway
- 39) Traffic Impact analysis by the Traffic Group dated January 22, 2006 (Large Book)
- 40) Traffic Impact Analysis, Excerpt Table of Contents and Exhibits
- 41) Notice of February 27, 2006 Work session
- 42) Mailing list for notification of February 27, 2006 work session
- 43) Cover Sheet for Joint Work session of February 27, 2006
- 44) E-mail dated February 23, 2006 from Bill Burke to City Council enumerating his concerns
- 45) Density Analysis provided by Barbara Sears, dated February 21, 2006
- 46) Letter from Washingtonian Towers to City Council dated February 27, 2006
- 47) E-mail from Roy Fletcher to City Council dated March 2, 2006
- 48) Preliminary Staff Analysis dated March 6, 2006
- 49) E-mail from Bill Burke to City Council dated March 7, 2006 with attachment "Viewpoint: Scratch school plan at Crown Farm site"
- 50) E-mail to Planning and Code Administration from Mary May dated March 9, 2006
- 51) E-mail to Rob Robinson from Rick Kiegel, of Maryland Transit Administration, dated March 15, 2006
- 52) Copy of letter from Mayor Katz to Mr. Berlage, Chairman of Montgomery County Planning Board, dated January 12, 2006
- 53) Copy of letter to Ms. Edwards from Barbara Sears dated January 25, 2006
- 54) Copy of letter to Mr. Berlage from Barbara Sears dated January 30, 2006
- 55) Copy of letter to Mr. Berlage from Barbara Sears dated March 15, 2006

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- 56) MNCPPC Report to Montgomery County Planning Board dated March 10, 2006 for hearing on March 16, 2006
- 57) Letter to Mr. Callum Murray from City Attorney Borton and Consulting Attorney Abrams dated March 22, 2006
- 58) Exhibit received from Montgomery County Department of Park and Planning, Memorandum dated March 10, 2006 from Ms. Sturgeon and Mr. Murray to Montgomery County Planning Board
- 59) Exhibit received from Montgomery County Department of Park and Planning, Memorandum dated March 20, 2006 from Ms. Sturgeon and Mr. Murray to Montgomery County Planning Board
- 60) Letter to Mr. Murray from Mr. Felton, dated March 24, 2006 referencing items for an annexation agreement
- 61) Letter to Ms. Sturgeon from Mr. Ossont, dated March 27, 2006 referencing acreage
- 62) Letter to Ms. Sturgeon from Mr. Ossont, dated March 27, 2006, referencing public facilities and including a revised staff analysis
- 63) E-mail received from David Baer of 111 Fleece Flower Drive dated March 27, 2006
- 64) Letter dated March 29, 2006 to Mr. Berlage from Edgar Taplin and Richard Pavlin, of Action in Montgomery
- 65) Memorandum from Greg Ossont, Director, P&CA, to Planning Commission, dated April 13, 2006
- 66) Revised staff analysis as transmitted to Planning Commission dated April 12, 2006
- 67) Letter to George Leventhal dated April 12, 2006 from Anne Ambler, Sierra Club, Montgomery County Group
- 68) Letter to George Leventhal dated April 11, 2006 from Charles Haughey, President of Board of Education
- 69) Memorandum to Seven Silverman dated April 10, 2006 from Marc Hansen, Deputy County Attorney
- 70) Revised Sketch Plan received April 13, 2006
- 71) Revised Phasing Plan received April 13, 2006

- 72) Copy of Letter to George Leventhal dated April 13, 2006 from Julia O'Malley, Chair Historic Preservation Commission received via fax April 14, 2006
- 73) E-mail to the Gaithersburg Planning Commission dated April 14, 2006 from Wayne Goldstein, President, Montgomery Preservation, Inc.
- 74) E-mail to the County Council dated April 13, 2006 from Cindy Schnackel, National Secretary HADD referencing KB Homes

**Planning Commission record closed April 14, 2006 at noon.
The following were received after that record closed.
The City Council's record remains open.**

- 75) Letter to Mayor Katz dated April 13, 2006 and received April 14, 2006 from Thomas Schild, Law Group LLP
- 76) E-mail to Chairman Bauer received April 14, 2006, at 3:53 p.m. from Judith Christensen
- 77) E-mail to County Council received April 16, 2006 at 4:51 p.m. from elwhitessell@netzero.net (name of person not included)
- 78) Letter to Gaithersburg City Council and Planning Commission dated April 13, 2006 from Maggie Gifford, of Gaithersburg Affordable Housing Coalition received April 14, 2005
- 79) Letter to Mayor Katz and City Council members dated April 12, 2006 and received April 14, 2006 from Linda Gore and Maggie Gifford of the Gaithersburg Affordable Housing Coalition
- 80) Mailing list for April 19, 2006 Planning Commission agenda
- 81) E-mail to Mayor and City Council received April 17, 2006 from Cyril Draffin
- 82) E-mail to Mayor and City Council received April 18, 2006 from Afthab Zainudeen
- 83) Letter to Mayor and City Council dated April 17, 2006 from Aris Mardirossian
- 84) Letter to Mayor and City Council dated April 13, 2006 from Bonnie Lawhorn, PTA President of Thurgood Marshall
- 85) Letter to Mayor and City Council received April 14, 2006 from Bill Witham, President, Quince Orchard Knolls Citizens Association

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- 86) Copy of letter to George Leventhal dated April 21, 2006, from Assistant City Manager Fred Felton with attachments relating to "Off-site Road Improvements" and Annexation Agreement Terms
- 87) Letter to David B. Humpton, City Manager, dated April 13, 2006 from Ernest Baisden, Manager, Maryland Transit Administration (attachments are Exhibits 88 and 89)
- 88) Memorandum to Ernie Baisden, MTA, dated April 7, 2006 from Matt Sosnowski, of McCormick Taylor, Inc.
- 89) Memorandum to Ernie Baisden, MTA, dated March 20, 2006 from Dudley Whitney of PB Engineering
- 90) Copy of letter to George Leventhal, dated April 20, 2006 from Edgar Taplin and Richard J. Pavlin
- 91) E-mail to Montgomery County Council Members and City of Gaithersburg officials from Wayne Goldstein, Montgomery County Civic Federation (approximate date April 24, 2006)
- 92) E-mail to Planning and Code Administration received April 26, 2006 from Mary Anne Clark
- 93) E-mail to David Humpton, City Manager, received April 26, 2006 from Catherine Lyon
- 94) E-mail to City Hall Gaithersburg received April 27, 2006 from Valerie Saffer
- 95) E-mail to Planning and Code Administration received April 27, 2006 from Steve DeFino
- 96) Letter dated May 11, 2006 from Patricia Goucher, Director, Local Planning Assistance, Maryland Department of Planning to City Council
- 97) E-mail to Mayor Katz dated and received May 11, 2006 from Jeff Hooke
- 98) E-mail to Mr. Leventhal dated May 11, 2006 from Andy Martin
- 99) E-mail to Mayor Katz dated May 14, 2006 from Mingliang Tan
- 100) E-mail to Mayor Katz dated May 14, 2006 from David Baer
- 101) E-mail to Council Members Schlichting, Alster, Edens, and Sesma dated May 15, 2006 from Gary Robinson

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- 102) E-mail responding to Gary Robinson from Stanley Alster dated May 15, 2006
- 103) E-mail to Mayor Katz and Council members dated May 19, 2006 from Dihan Hettiarachchi
- 104) E-mail to Greg Ossont dated May 23, 2006 from Mary Anne Clark, President of Lake Forest Glen HOA
- 105) Minutes of Joint Public Hearing February 6, 2006
- 106) Minutes of Planning Commission Meeting of April 19, 2006
- 107) Letter to Mayor Katz, dated June 5, 2006 from Charles Haughey, President, Board of Education, referencing the high school site
- 108) E-mail to Mayor Katz, dated June 19, 2006 from Mary Edukat
- 109) Resolution No. 15-1428, of the County Council adopted April 25, 2006 approving the City of Gaithersburg's annexation of the Crown Farm, X-182
- 110) Correspondence from Susan Gross, President Board of Directors, and Carol Jordan Secretary, Board of Directors for Washingtonian Tower Condominiums, Inc., to Greg Ossont, Director, Planning and Code Administration, and Fred Felton, Assistant City Manager, dated July 14, 2006 including Petition from Washingtonian Tower residents dated approximately June 26, 2006
- 111) E-mail to Mayor Katz dated July 10, 2006 from David Baer
- 112) Draft Annexation Agreement with Exhibits for Public Review (Exhibits 112 through 127 below)
- 113) Draft Annexation Agreement Exhibit A Crown Village Property Metes and Bounds Description
- 114) Draft Annexation Agreement Exhibit B Annexed Property Metes and Bounds Description
- 115) Draft Annexation Agreement Exhibit C Development Schedule
- 116) Draft Annexation Agreement Exhibit D Revised Sketch Plan (five pages)
(A-E)
 - 116A – Land Use Plan, MXD Concept/Sketch Plan
 - 116B – Boundary Survey, MXD Concept/Sketch Plan
 - 116C – Surrounding Uses and Road Network, MXD Concept/Sketch Plan
 - 116D – Phasing Plan, MXD Concept/Sketch Plan

- 116E - Natural Resources Inventory/Forest Stand Delineation Plan, MXD
Concept/Sketch Plan
- 117) Draft Annexation Agreement Exhibit E Transit (CCT) Exhibit
- 118) Draft Annexation Agreement Exhibit F Road Code Waiver Exhibit (two pages)
- 119) Draft Annexation Agreement Exhibit F-1 Road Code Waiver Exhibit (six pages)
- 120) Draft Annexation Agreement Exhibit G Off-Site Road Improvements (three pages)
- 121) Draft Annexation Agreement Exhibit H Fields Road Jurisdiction/Dedication Exhibit
- 122) Draft Annexation Agreement Exhibit I Environmental Waiver Exhibit
- 123) Draft Annexation Agreement Exhibit J Neighborhood (City) Park Dedication and Park Afforestation Exhibit
- 124) Draft Annexation Agreement Exhibit K School Site Exhibit dated 6/16/2006
- 125) Draft Annexation Agreement Exhibit L Historic House Lot Exhibit
- 126) Draft Annexation Agreement Exhibit L-1 Off-Site Sidewalk Exhibit
- 127) Draft Annexation Agreement Exhibit M Outlot "A"/R-6 Triangle Exhibit
- 128) E-mail to Mayor Katz, City Council, and Historic District Commission dated July 17, 2006 from Wayne Goldstein, President of Montgomery Preservation, Inc.
- 129) Presentation Notes by Fred Felton for Public Review of Proposed Annexation Agreement given July 17, 2006
- 130) E-mail to Mayor, City Council, and Historic District Commission dated July 19, 2006 from Elizabeth Johnson
- 131) Letter to Greg Ossont, dated July 7, 2006 from Barbara Sears, of Linowes and Blocher re the Shuttle Bus Program
- 132) Site Selection Advisory Committee Recommendation on Central Area High School dated July 18, 2006
- 133) Letter to Mayor Katz dated July 24, 2006 from Robert Flanagan, Maryland Department of Transportation re realignment of the CCT**
- 134) E-mail to Mayor Katz dated July 25, 2006 from Elizabeth Johnson

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- 135) Letter referencing the enclave issue to Mr. Murray and Ms. Sturgeon, Montgomery County Planning Board, dated March 29, 2006 from City Attorney Borten and Special Counsel Attorney Abrams
- 136) Letter to Mr. Leventhal, County Council, dated March 31, 2006 from Derick Berlage, Chairman of Montgomery County Planning Board
- 137) Memorandum/Report to PHED Committee Agenda Item #2, April 3, 2006 from Ralph Wilson, Senior Legislative Advisor, dated March 31, 2006
- 138) Memorandum to County Council, Agenda Item #17 April 18, 2006, dated April 14, 2006 re Resolution to Approve Crown Farm Annexation Petition X-182
- 139) Memorandum to County Council, Agenda Item #7 April 25, 2006 dated April 21, 2006, A Follow-up Memo on Crown Farm Annexation
- 140) Letter to Mr. Leventhal, County Council, dated April 17, 2006 from Barbara Sears referencing Historic Issues
- 141) Letter to Ms. Praisner, County Council, dated April 24, 2006 from Barbara Sears responding to questions raised by Washingtonian Tower Condominium
- 142) Letter to Mr. Leventhal, County Council, dated April 24, 2006 from Barbara Sears responding to April 20, 2006 Action in Montgomery Letter
- 143) Letter to Mr. Leventhal, dated January 12, 2006 from Mayor Katz re proposed annexation
- 144) Letter to Mr. Duncan, dated January 12, 2006 from Mayor Katz re proposed annexation
- 145) Memorandum to City Council dated July 7, 2006, from Greg Ossont, Director Planning and Code Administration re High Rise Parking Requirements
- 146) Reference: City Council Package and Cover Sheet for June 6, 2005 meeting for X-181
- 147) Crown Property Charrette Report dated October 10, 2005 (colored Power-Point Presentation)
- 148) Notice and certified legal ads placed in Gazette issues of June 21 and 28, 2006 advertising Public Meeting on proposed realignment of the Corridor Cities Transitway (CCT) held June 28, 2006
- 149) Notice on City 's web site announcing Public Meeting to be held June 28, 2006 on proposed realignment of the CCT

- 150) Notice of Public Meeting to discuss the realignment of the CCT on June 28, 2006 mailed to affected parties
- 151) Mailing List for Public Meeting of June 28, 2006
- 152) Sign-in Sheet for Public Meeting of June 28, 2006
- 153) Power Point Presentation for Public Meeting of June 28, 2006
- 154) Minutes of Public Meeting of June 28, 2006
- 155) E-mail to Mayor Katz dated June 19, 2006 from Mary Edukat
- 156) Collected "Questions/Suggestions/Comments" from Public Meeting of June 28, 2006 (Voorhees, Woodbridge, Liu)
- 157) Collected "Questions/Suggestions/Comments" from Public Meeting of June 28, 2006 (Lu, Reiley, Kline, Edukat)
- 158) Cover Sheet for Joint Work Session of March 13, 2006
- 159) E-mail to the City of Gaithersburg dated July 26, 2006 from Cathy Drzyzgula re historic structures
- 160) Letter to Mayor Katz dated July 25, 2006 from Susan Gross, President, and Carol Jordan, Secretary, Washingtonian Tower Condominiums
- 161) Letter to Mayor Katz and City Council dated July 26, 2006 from Barbara Sears, of Linowes and Blocher, as a follow up to the June 28, 2006, public meeting on the CCT, a submission of relevant portions of the MTA Draft Environmental Impact Study and Montgomery County's 1990 Approved & Adopted Shady Grove Area Master Plan
- 162) Approved and Adopted Shady Grove Area Master Plan
- 163) E-mail to Mayor Katz dated July 28, 2006 from Clare Kelly with attachments
- 164) E-mail to Mayor and City Council dated July 27, 2006 from Carol Kanga
- 165) Cover letter and set of 14 Concept Diagrams of Off-site Traffic Improvements to Fred Felton dated July 28, 2006 from Barbara Sears, Linowes and Blocher
- 166) E-mail with attachments to Mayor and City Council dated July 29, 2006 from Richard Arkin, re Crown Farm and National Register Eligibility
- 167) E-mail to City dated August 1, 2006 from Valerie Borda

- 168) E-mail to Mayor Katz and City Council dated July 31, 2006 from Warren Johnson re historic buildings
- 169) E-mail to City dated July 30, 2006 from Nugroho Sulistiono re farm buildings
- 170) E-mail to Mayor Katz and City Council dated July 30, 2006 from Nancy Koran re preserving site
- 171) E-mail to City dated July 30, 2006 from Irene Eckstrand re preserving farm
- 172) E-mail to Mayor Katz dated July 30, 2006 from Joe Malfesi re preserving buildings
- 173) Letter to Fred Felton dated August 1, 2006 from Richard Hawes, Director, Department of Facilities Management MCPS re school site**
- 174) E-mail to Mayor Katz and City Council dated August 1, 2006 from Richard Arkin re historic preservation and Crown Farm buildings
- 175) E-mail to City dated July 31, 2006 from Mary Edukat re preservation of Crown buildings
- 176) Excerpts from Multi-Modal Corridor Study Vol. 1 of 2 re Crown Farm
- 177) Excerpts from Multi-Modal Corridor Study Vol. 2 of 2 re Crown Farm
- 178) Crown Property Charrette Invitation
- 179) Crown Property Charrette Invitee List
- 180) Crown Property Charrette RSVP List
- 181) Crown Property Charrette Sign-In List
- 182) Memorandum to Greg Ossont, Director Planning and Code Administration, dated August 1, 2006 from Barbara Sears re Crown Property: Schools Cluster Information
- 183) Letter to City Manager Humpton dated August 2, 2006 from Ernest Baisden, Manager, Project Development, Office of Planning, Maryland Transit Administration
- 184) Memorandum to Mayor and City Council dated August 2, 2006 from Historic Preservation Advisory Committee**
- 185) Letter to Greg Ossont, Director Planning and Code Administration, dated August 2, 2006 from Barbara Sears re England-Crown Farm Historic Report**

- 186) Crown Farm Structural Investigation Report prepared for Mr. Keith Tunell/Centex Homes by Mr. Thomas J. Russello, PE, Russello Engineering Services, Inc. dated November 01, 2005**
- 187) England-Crown Farm Report prepared for KB Home by EHT Tracerics, Inc. dated August 2006
- 188) Letter to Mayor and City Council dated August 1, 2006 from Mary Jo LaFrance**
- 189) E-mail to Mayor Katz, City Council, and City Manager Humpton dated August 2, 2006 from Bill Burke**
- 190) Letter Report Traffic Impact Analysis for Crown Farm Revised February 24, 2006 (Large Book)
- 191) Letter Report Traffic Impact Analysis for Crown Farm Revised April 14, 2006 (Large Book)
- 192) Letter Report Traffic Impact Analysis for Crown Farm Revised July 26, 2006 (Large Book)
- 193) E-mail to Mayor and City Council dated August 2, 2006 from Richard Arkin**
- 194) E-mail to Mayor and City Council dated August 2, 2006 from Wayne Goldstein, President of MPI**
- 195) E-mail to Mayor Katz dated August 2, 2006, from Bob Booher**
- 196) E-mail to Mayor Katz and City Council dated August 2, 2006 from Judith Christensen**
- 197) E-mail to City dated August 1, 2006 from Diana Eldridge**

The Record of the City Council closed at 5 p.m. on Wednesday, August 2, 2006