City of Gaithersburg

2014 Annual Planning Report

Prepared by the City of Gaithersburg Planning Department on behalf of the Planning Commission for the period January 2014 through December 2014

Gaithersburg
A CHARACTER COUNTS! CITY

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City Manager

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Introduction and Overview

Introduction

Calendar year 2014 saw a continuation of the commercial and residential growth observed in 2013. Most significant, the City's largest multi-phase development project, Crown, continued to see development within neighborhood 1 and 2. Other significant projects, such as The Parklands at Watkins Mill Town Center and the Spectrum at Watkins Mill, also continued to move forward with the issuance of new building and occupancy permits. While new projects, including Washingtonian North, came online and moved through the development approval process.

Spectrum at Watkins Mill

Downtown Crown

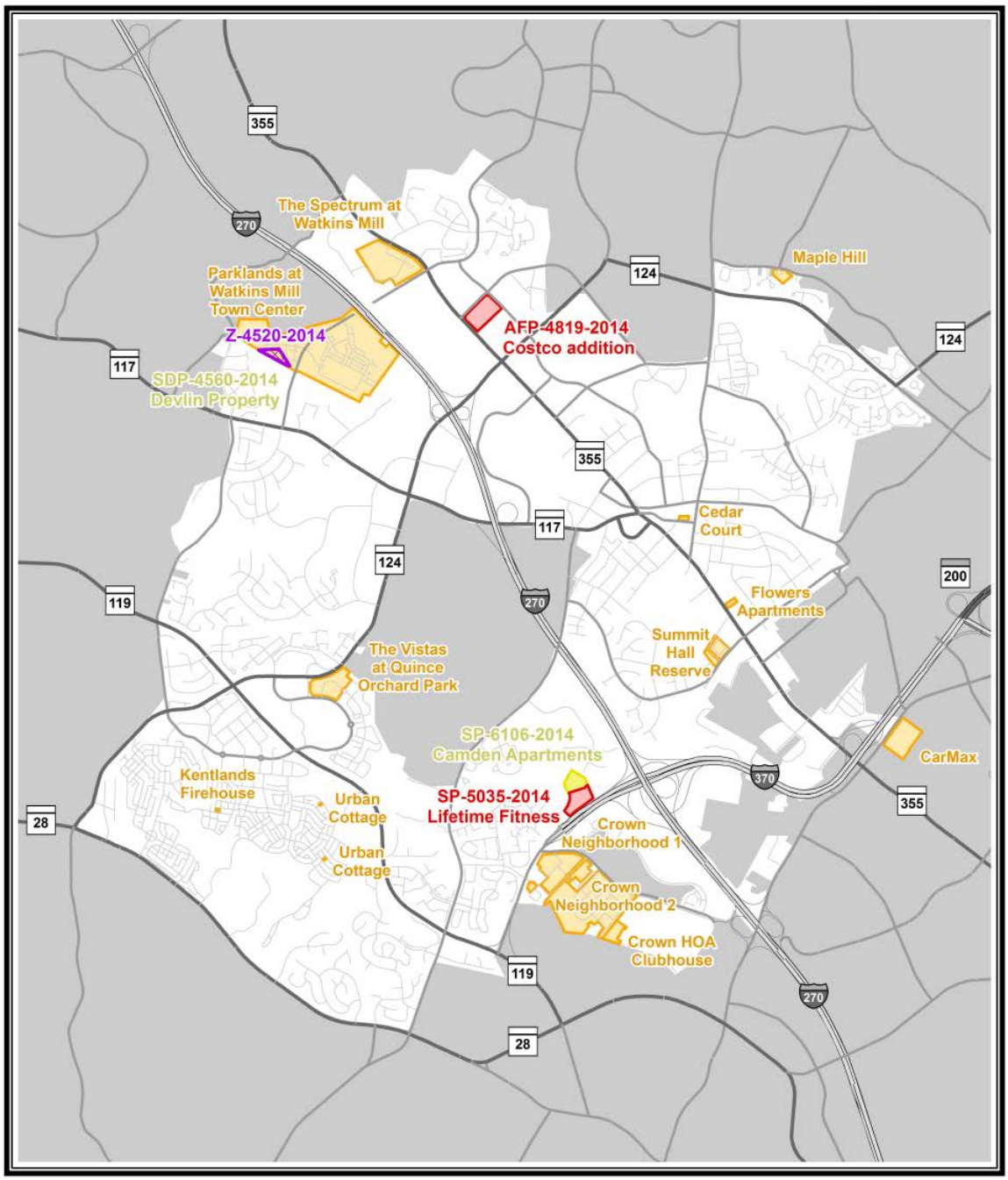
The Parklands at Watkins Mill Town Center

Introduction and Overview

City of Gaithersburg
Annual Report to MDP
Development Patterns

- Properties Rezoned in 2014
- Properties Annexed in 2014 (none)
- Development Plans Approved in 2014 - Nonresidential
- Development Plans Approved in 2013 - New Dwelling Units
- Development Areas Under Construction in 2014

City of Gaithersburg



Current Developments Overview

Crown

Organized into five neighborhoods, the Crown Farm subdivision is a mixed use, town center style development that integrates sustainable development concepts. During 2014, commercial and residential construction continued at Crown as the community continued to develop. Neighborhood 1 saw the opening of some of the first restaurants located within Crown, including Ruth Chris Steak House, Paladar, and Coastal Flats. The remainder of the leasable commercial spaces continued to be issued occupancy permits, with expectations of being fully leased out by 2015. 2014 also saw final site plan approval of 38 single family detached lots located within neighborhood 2, the first detached product to be approved within Crown.

Crown Neighborhood 2

Downtown Crown

Crown Neighborhood 2

Current Developments Overview

Washingtonian North

Washingtonian North is a mixed-use development located off Same Eig Highway. The plan is the final phase of the Washingtonian Center and is proposed include a 240,000 square foot office building, 128,200 square foot health club, and a 366 unit multi-family building.

In 2014, Washingtonian North obtained schematic development plan approval for the redevelopment of a vacant 27 acre parcel with office, residential and a health club. Subsequently, final site plan approval was also granted in 2014 for a new Lifetime Fitness, a 365 unit apartment building, and the infrastructure. Construction of the infrastructure and the health clubs are scheduled for 2015.

The Spectrum at Watkins Mill

The Spectrum at Watkins Mill is a planned 27 acre, mixed-use urban village east of I-270, located at the intersection of North Frederick Avenue and Watkins Mill Road. In 2014, The Spectrum at Watkins Mill continued to attract new residents with the completion of Paramount West; another mix-use commercial and residential building located adjacent to Paramount East. 2014 also saw the issuance of the first commercial occupancy permit for the development. The next phase of the development, a mixed-use commercial and residential building known as the Majestic, is anticipated to begin construction in 2015.

The Spectrum at Watkins Mill

Current Developments Overview

Watkins Mill Town Center

Watkins Mill Town Center is a 125-acre, mixed-use development which is located along I-270 at the future Watkins Mill Road interchange, currently accessed via Clopper Road. Watkins Mill Town Center is proposed to include nearly 4.5 million square feet of Class A office, hotel, restaurants, and retail, as well as the residential community of The Parklands. The development is surrounded by significant forest preserves and stream valley buffers, and includes right of way for the future Corridor Cities Transitway. It will provide a pedestrian-friendly environment with easy access to transit, services, restaurants and shopping.

During 2014, The Parklands at Watkins Mill Town Center continued construction of the final residential phase of the development. Overall, 47 new residential building permits were issued in 2014. While construction continued on the residential phase of Watkins Mill Town Center, the commercial portion has not received final site plan approval and has continued to remain inactive.

2014 also saw the approval of a new 19 townhome community, known as the Devlin Property, located adjacent to the Watkins Mill Town Center. Located on 3.23 acres of land, the property was granted sketch plan and schematic development plan approvals, and is anticipated to be annexed into the Parklands Home Owner Association (HOA). Final site plan for the project is anticipated to be reviewed in 2015.

Parklands at Watkins Mill Town Center

Parklands at Watkins Mill Town Center

Current Developments Overview

Other Development Activity of Note

In 2014, preliminary site plan approval was granted by the City for a new Fitzgerald car dealership located at the corner of Travis Avenue and North Frederick Avenue. The project includes a 3,722 square foot sales building and associated on-site vehicle storage. A final site plan application is expected to be submitted to the City for review in 2015.

Maple Hill, a 2.97 acre community comprising of 19 townhouse units for low income families, was completed in 2014. The project, which broke ground in late 2012, is the first project to be developed by Habitat for Humanity within the City of Gaithersburg.

In 2012, the City approved the annexation of the Sears/Great Indoors property on Shady Grove Road. This nearly 28 acre property is zoned MXD (Mixed Use Development) and was later purchased by CarMax. In 2014, a final site plan was approved allowing for the construction of a new 20,223 square foot automobile sales and service facility. Construction on the CarMax portion of the site began at the end of 2014.

Maple Hill

Current Developments Overview

The Vistas, a 11.68 acre site contacting 83 dwelling units, including 13 single family detached housed, 38 townhouses, and 32 multi-family (two-over-two) condominium units, was completed in 2014. The development, which is the final residential portion of Quince Orchard Park, began site work in 2010. In addition to residential the plan also includes active and passive recreation areas and right-of-way for the future Corridor Cities Transitway.

Constitution Gardens, a 1.05 acre City Park, was dedicated in 1988 to celebrate the Bicentennial of the United States Constitution. In 2014, the Park was approved for a modernization to incorporate new play areas and facilities. In addition to the new facilities, the plan also incorporates a variety of low maintenance native species of plants and trees. The Park is anticipated to be completed in 2015.

The Vistas

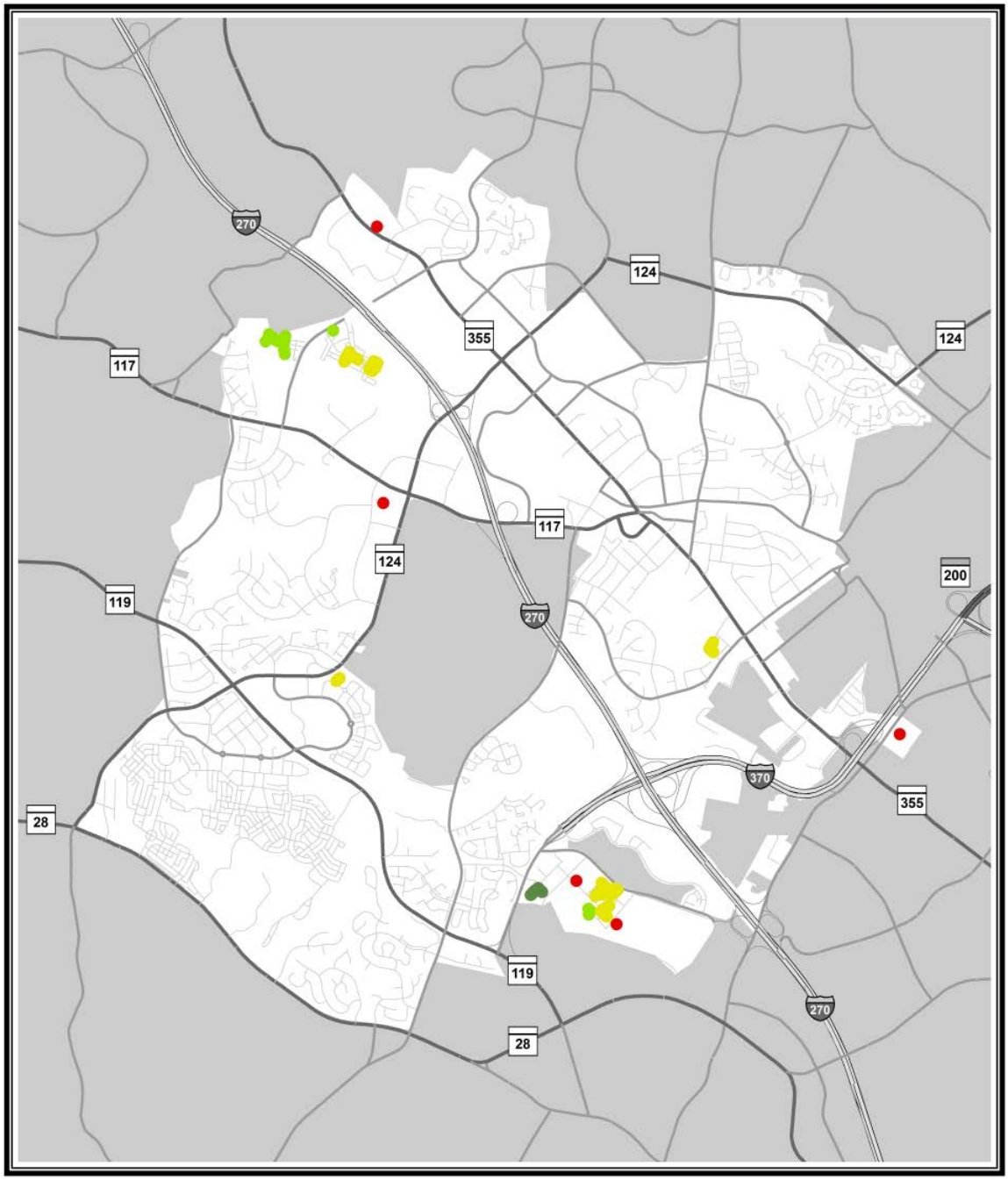
Consitution Gardens

City of Gaithersburg
Annual Report to MDP
Building Permits - New Construction

Building Permits Issued in 2014

- Single Family, Detached
- Single Family, Attached
- Stacked Townhouse Condo (2/2)
- Multiple Family
- Commercial
- Demolition

City of Gaithersburg



City Initiatives

Economic Development

A rebounding job market, solid population growth and steadied office leasing activity all helped to sustain a robust post-recession recovery in the City of Gaithersburg in 2014. Nearly 123,000 square feet of Class A and B office space was absorbed in 2014, resulting in an 11.6% overall vacancy rate- far below the 19% vacancy rate recorded in 2009. Average asking rents escalated last year as well, rising to $24.71 per square foot.

Gaithersburg's multi-family market continued to surge in 2014. Comprised of 59 properties containing 10,133 units, a total of 538 new apartments were delivered in 2014, with 238 units absorbed. At year's end, the city's multi-family vacancy rate stood at 6.9%, up from 2013's 4.7%. Effective rent per unit was $1,449, up from $1,411 at the end of 2013. Notably, the concession rate fell dramatically in 2014, finishing at 0.8%, down from 2013's 2.21% concession rate and setting the lowest rate ever recorded.

2014 also saw the launch of the City of Gaithersburg's first website dedicated exclusively to economic development. Designed with business in mind, www.growgaithersburg.com provides browsers with wide-ranging information on local incentives, demographic data, and assistance with site selection.

Downtown Crown

Washingtonian Center

City Initiatives

Gaithersburg's Office of Economic Development awarded nearly a dozen Toolbox grants in 2014, totaling more than $115,000 for companies locating to, and expanding within, the City of Gaithersburg. These grants leveraged millions of dollars in matching private investment and supported more than 200 jobs. Established in 2010, the Toolbox program is designed to provide diversified economic development incentives, primarily in the form of matching grants, which can be broadly applied to existing businesses and eligible commercial spaces across the City. Incentives are generally directed toward existing businesses that exhibit growth potential and provide stable, well-paying jobs. Matching grants are available through the program for investments in tenant improvements, job training, commercial signage, interior/exterior demolition, ADA compliance and utility upgrades.

In 2011, the Economic Development Opportunities Fund (EDOF) was established by the City to support even bigger and more unique opportunities to grow and/or retain jobs within Gaithersburg. Since its creation, the EDOF has awarded a total of 5 grants totaling nearly $1.3 million to companies expanding to, or within, the City of Gaithersburg. Recipients to date have included Adventist Health, Novavax, GeneDX, Sodexo, and Emergent BioSolutions. These grants have helped to secure more than 450,000 square feet of leased office and lab space, leverage millions of dollars in matching private investment, and support the retention and creation of over 1,500 jobs in Gaithersburg.

Downtown Crown

City Initiatives

Historic Preservation

In 2014, historic preservation planning continued its effort to save 31 Walker Avenue from demolition. The building, a key component of the Brookes, Russell, and Walker Historic District, had been neglected to such a degree that the building was condemned by the City in May 2013 due to a number of structural issues. The rehabilitation of the property is now fully under way as a result of cooperation between the property owner, the residents of the historic district, the City, and the Historic District Commission.

In January 2014, City staff presented the findings of the England-Crown Farm Survey and Analysis Project. The study was drafted in order to help the Mayor and City Council and City staff determine appropriate budgeting and planning for the acceptance of the future City park site, which includes four structures/buildings that are part of the historic resource designation for the England-Crown Farm. Following the presentation of the findings, the Mayor and City Council directed City staff to explore the re-evaluation of the historic designation, which includes the entire future City park site parcel and instead focus the designation on individual farmstead structures and buildings, as the loss of the Horse Barn, the Dairy Barn, and the Hay Barn in a 2011 fire changed the context of the historic resource as a whole.

Summit Hall Farm Smokehouse

International Observatory Park

Historic preservation planning staff provided guidance for the preservation of the Summit Hall Farm Smokehouse, a vernacular log structure constructed circa 1810 and likely the oldest extant structure in the City. The preservation plan will include prevention of further deterioration due to insect infestation, prevention of further deterioration of the logs due to rot, repair of fieldstone foundation, repair of deteriorated logs, and the providing of maintenance to the roof.

Staff led an initiative to add off-street parking at the Gaithersburg International Observatory Park, a National Historic Landmark. The addition of paved parking spaces for automobiles and a bus allow more people to better enjoy this significant historic resource.

The transformation of the Kentlands Firehouse, from vacant building to single-family residence, continued in 2014. While the exterior of the Firehouse appears much like a firehouse, the interior of the building has undergone a stunning renovation, and the new owners moved in during 2014. What were once strictly utilitarian spaces in the basement (which included a Cold War era bomb shelter) and first floor (formerly fire engine bays) have been transformed into comfortable modern living spaces. The second-floor dormitories were converted into separate bedrooms, including a master suite. Nearly $50,000 of exterior work completed in 2014 was eligible for the 25 percent Montgomery County Historic Preservation Tax Credit.

Belt Building

City Initiatives

Long Range Planning and Transportation

The City and its Consultants, Nelson Nygaard, presented the completed Circulator Bus Feasibility Study in 2014. The City received a Transportation/Land-Use Connections Program (TLC) Grant from the Metropolitan Washington Council of Governments (MWCOG) in 2013 to perform a feasibility study on the potential implementation of a Circulator Bus System.

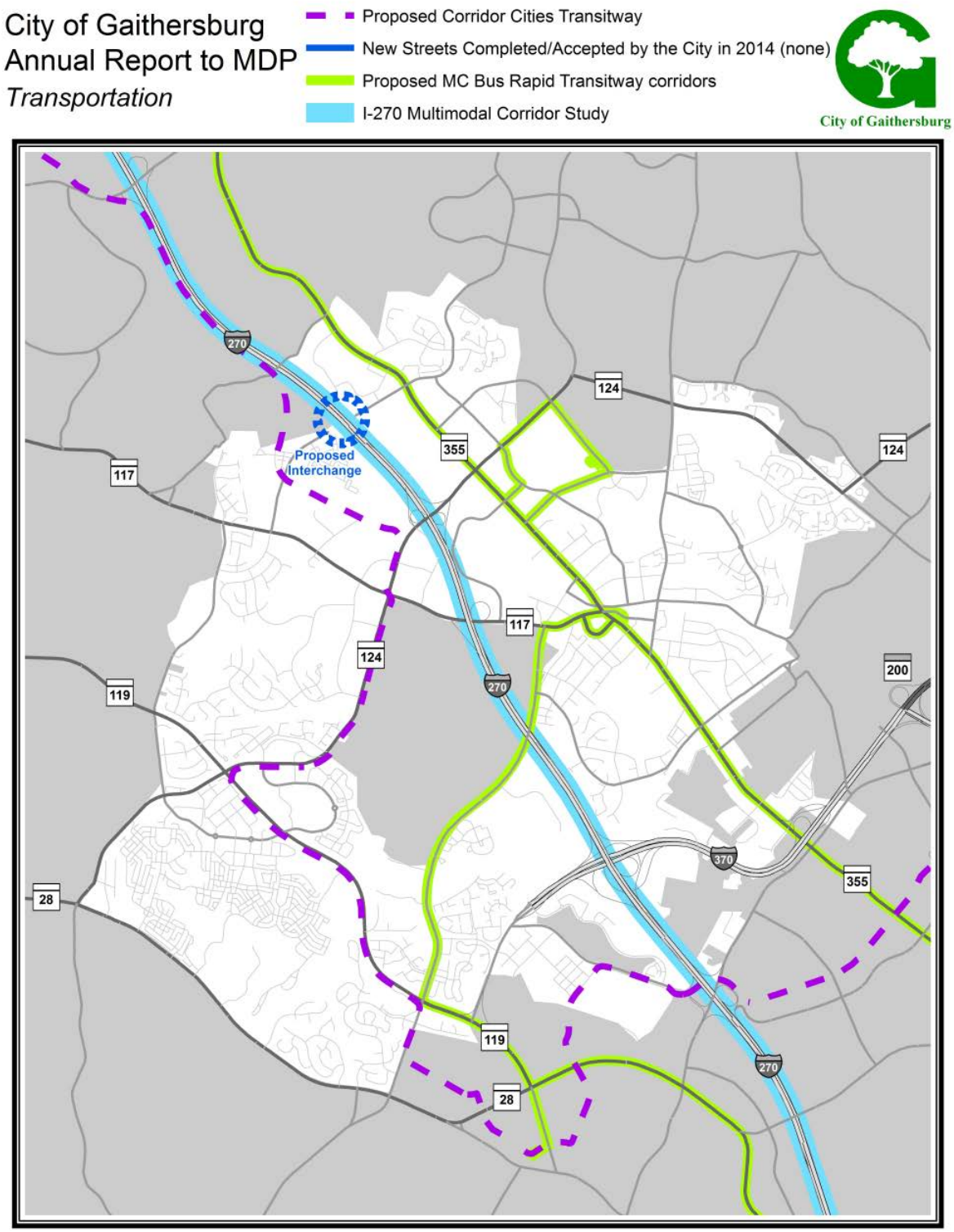
During 2014, the City continued to be involved in long range regional transportation goals. Most notably the City continued to be involved with the CCT and was a member of the Area Advisory Committee (AAC) 1 work group. The City was also a regional partner as early meetings regarding the future MD 355 Bus Rapid Transit (BRT) Line study began.

City Planning and Economic Development Staff served on the Montgomery County Office Study Committee. This Committee provided regional insight to Montgomery County Planning as they worked towards completing their yearlong study of the current office market cumulating in a report presented to the Montgomery County Planning Board.

Summary and Year-to-Year Comparison of Smart Growth Measures and Indicators

	2010	2011	2012	2013	2014
Dwelling Units Approved	1,431	1768 (540 new)	291 (290 new)	73 (3 new)	385 (2 rescinded)
Residential Acres Approved	78.68	140.00	3.00	2.92	9.30
Non-Residential Square Feet Approved	549,412	687,888	44,148 (6,058 net new)	1,416,105 (1,216,105 net new)	1,247,541 (248,240 new)
Non-Residential Acres Approved	80.05	123.60	3.30	16.50	21.10
Number of New Single Family* Lots Recorded	11	348	79	0	57
New Residential Building Permits Issued	193	129	168	247	176
New Commercial Building Permits Issued	3	88	14	14	5
Residential Use and Occupancy (U&O) Permits, Including Multifamily Commercial U&O Permits, and (Total Dwelling Units)	82 (354)	109 (224)	131 (592)	206 (534)	112 (372)
Non-Residential Use and Occupancy Permits	104	87	174	209	189
Annexation Petitions	0	1	1	0	0
Annexation Acres	0	2.907	27.89	0	0

** single family includes detached and attached houses; correction plats are exluded*


City of Gaithersburg
Annual Report to MDP
Transportation
Proposed Corridor Cities Transitway
New Streets Completed/Accepted by the City in 2014 (none)
Proposed MC Bus Rapid Transitway corridors
I-270 Multimodal Corridor Study
City of Gaithersburg
Proposed Interchange
270
124
355
117
124
117
124
119
270
200
370
355
28
119
270
28

City Initiatives

Planning Policies and Procedures

In May 2014, standards were adopted for the siting and permitting of donation drop boxes, such as those that are used to collect clothes. This text amendment was in response to concerns about the appearance and size of the boxes, their impact on reducing the number of available parking spaces, the number of boxes that could be located on a single property, and which zoning districts were appropriate for this type of accessory use.

In the wake of a proposed self-storage facility in an area of the City that is considered an employment hub, the zoning ordinance was amended in May 2014 to prohibit this use in the E-1 and CD zones, while retaining it as a by-right use in the I-1 and I-3 zones. This change should help foster the goal of the E-1 and CD zones serving primarily as employment areas, while encouraging the more industrial-like use of self-storage in the City's two industrial-oriented zones, I-1 and I-3.

In 2014, City Staff introduced text amendments to revise the City's off-street parking requirements. Through the process, staff has worked with City officials and other committees (Transportation, Economic Development and the Chamber of Commerce) to present preliminary recommendations and to gather feedback. In October 2014 the text amendments were sponsored by the Mayor and City Council and a Joint Public Hearing was held in the fall of 2014. Adoption of the proposed text amendments is anticipated in early 2015.

With changes to the industry and federal regulations, Staff began the process of updating the Telecommunications Ordinance, which has not been comprehensively revised since 1997. A Joint Public Hearing is tentatively scheduled for late spring 2015.

Geographic Information Systems (GIS)

In 2014, the City celebrated its first GIS Day, which included games and map samples, as well as a presentation at a local elementary school. The GIS Division also launched a new web-based map that allows a user to zoom to or choose an address, followed by a pop-up summary of basic information, including zoning, recycling day, election area, and owner information. In support of the City's new stormwater program fee, planning staff partnered with the GIS Division to significantly improve the spatial accuracy of the City's tax parcel boundaries, quality check impervious cover on each parcel, and review individual fees for consistency with the adopted program fee regulations.

Crown Neighborhood 2

Environmental Services

During 2014, the Environmental Services division continued work on various environmental initiatives and programs while introducing the updated Environment & Sustainability Element to the Master Plan. Staff collaborated with Public Works, finalizing the study and submitting the final report for the Muddy Branch watershed study grant and completing submission for the NPDES industrial permit for the Public Works facility. The division also worked with other departments to develop the revised Stormwater Program Fee and draft a Stormwater Program Fee Manual.

Environmental Services staff participated in multiple outreach efforts in 2014, including the annual Green Week celebration in collaboration with the Environmental Affairs Committee (EAC). Awards were issued to nine entities during the Environmental Awards and over 400 volunteers assisted at 15 locations during Community Green Up Day. Other outreach activities included an EAC tour of the County's Equipment Maintenance Transit Operations Center and participation in the Montgomery County GreenFest. At the regional scale, Environmental Services and the EAC hosted the bi-annual meeting of the Maryland Multi-City Environmental Boards and Commissions group at the Kentlands Mansion. Additionally, staff participated in MWCOG's Climate, Energy, and Environment Policy Committee (CEEPC) meetings.

Arbor Day 2014

City Initiatives

Community Development

The Housing and Community Development Division is responsible for oversight of grant-funded programs that support the City's Strategic Directions. This Division also oversees the Gaithersburg Affordable Housing Program, which includes down payment and closing cost assistance loan funds, and the administration of the Moderately Priced Dwelling Unit (MPDU) Program. Using federal Community Development Block Grant (CDBG) and City funds, the City has issued more than 67 zero-percent deferred loans to low and moderate income households.

To encourage homeownership in Olde Towne Gaithersburg, the City continued its partnership with the owners of Summit Crossing, a 45-unit townhome community on North Summit Avenue to offer forgivable loans of up to $15,000. Forty five units were sold in two phases, with 23 units sold in Phase I and the final 22 units sold as of December 2014. The sole condition for the loan is that the buyer occupy the unit for a minimum of 36 months.

Each year, the City receives CDBG funds from the U. S. Department of Housing and Urban Development through a formula allocation. For the period July 2013 – June 2014, the City received an award of $335,368. Coupled with City funds, these grants are used to assist eligible first-time homebuyers with closing costs and down payment assistance to purchase residential properties within the City. CDBG funds are also used to assist very low-income City residents with rent and utility assistance to prevent eviction and utility disconnection.

The Spectrum at Watkins Mill

City Initiatives

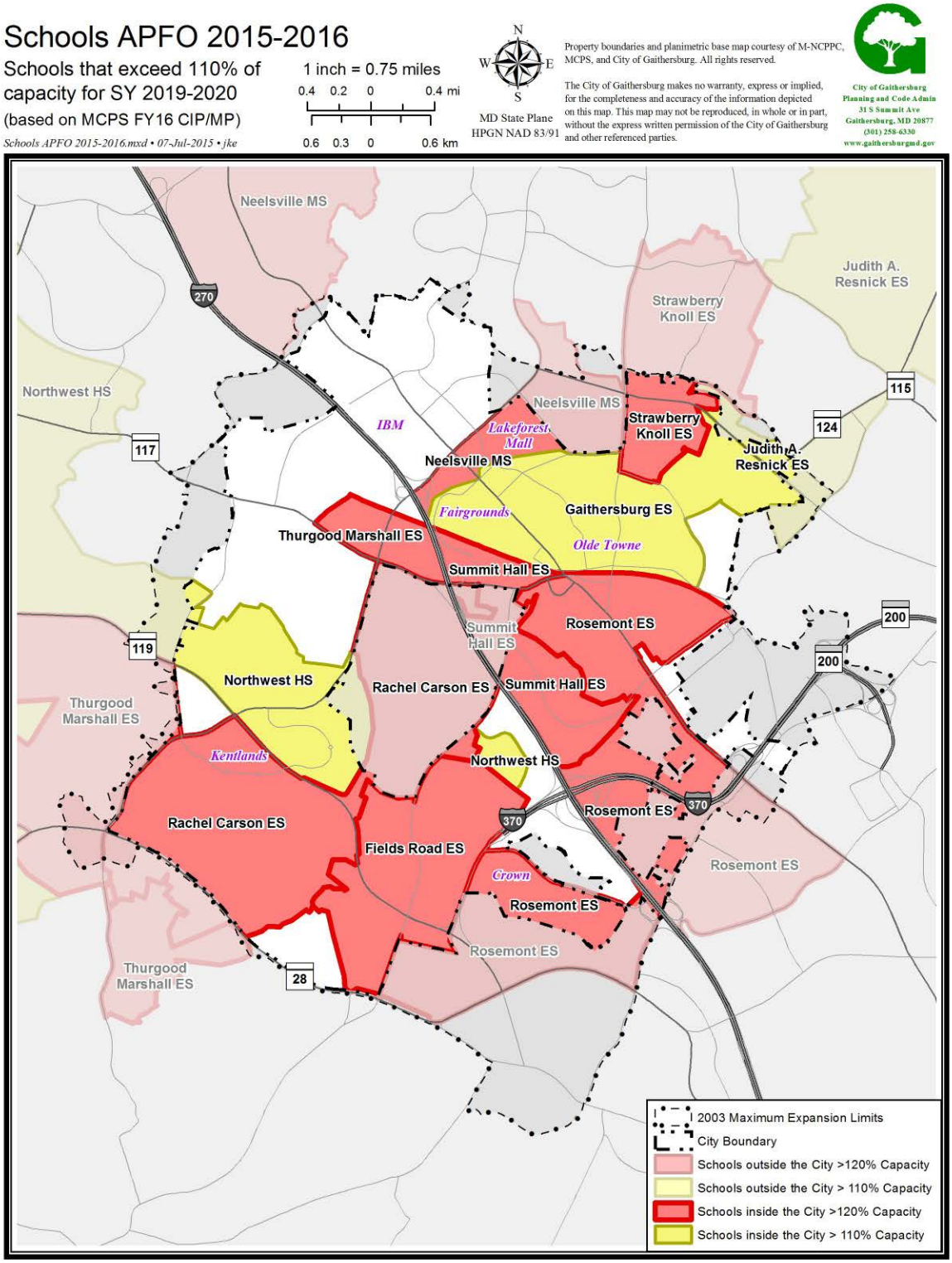
In 2014, the City completed the renovation of the interior of the 1884 B&O Train Station, which included upgrades to the coffee shop, installation of new ADA bathrooms, and renovations to the dining and waiting-room area. For this renovation the City received Community Legacy grant funding from the Maryland Department of Housing and Community Development.

The City's MPDU program currently has 224 rental units in its inventory with 12 for-sale MPDU and WFHUs under construction and another 39 MPDU and WFHUs homeownership units sold or under construction. Although the City's affordable housing stock is primarily in and around Olde Towne, consistent with the Council's policy of dispersing affordable housing, many of the new units are being constructed outside of Olde Towne.

In 2014, the purchase and renovations of 245 and 439 North Frederick Avenue was completed. To assist in this endeavor the City issued two low-interest loans to the Montgomery Housing Partnership, a non- profit developer in the County. Combined, these two properties provide 66 affordable rental units to City residents.

Crown Neighborhood 2

City Initiatives



Moving Forward

As outlined in the City of Gaithersburg's Strategic Plan for Fiscal Year 2016 the broad Key Strategies of the Planning Department are to:

- Foster a high level of community and stakeholder involvement in all planning and development projects
- Encourage all development in the City to be of high quality and aesthetically appealing while adhering to the City's objectives for sustainable growth
- Ensure that development, from planning to construction, is completed with best practices management, the highest level of public safety, and high quality standards for both public and private infrastructure
- Carefully weigh impacts of development on public infrastructure and the environment with the City's economic development, sustainable growth, and quality of life objectives
- Promote housing stability and inclusiveness and maintain neighborhood vitality
- Strive to maintain equitable amenities and services throughout the City

Crown Neighborhood 2

Moving Forward

In an effort to align our work program with these key strategies the department has identified the following Action items for the 2016 Fiscal Year.

1. Work towards preparing a draft Historic Preservation (HP) Master Plan updating HP ordinances

2. Update Historic Preservation (HP) ordinances, evaluate the Historic District Commission Rules of Procedures & prepare draft HP Master Plan

3. Participate in Metropolitan Washington Council of Governments Round 9.0 Cooperative Forecast for households, population & employment

4. Update and Adopt Floodplain Ordinance

5. Complete City's Bus Rapid Transit Study for the Frederick Ave. Corridor

6. Update and amend Wireless Telecommunications Ordinance

7. Produce a report studying the economic costs & benefits of historic preservation on redevelopment in the City

8. Conduct citizen and stakeholder outreach related to the possible changes to the CD Zone and present options to the Planning Commission and Mayor and City Council for possible adoption

Additionally the department is working on a number of transportation issues including the completion of a Commuting Trends Report and a "TLC" grant from the Metropolitan Washington Council of Governments titled "Improving Access to Transit - A Review of Bicycle/Pedestrian Infrastructure"

Annual Report Worksheet
Reporting (Calendar) Year 2014

Jurisdiction Name: City of Gaithersburg

Planning Contact Name: Martin Matsen, Planning Director

Planning Contact Phone Number: (301) 258-6330

Planning Contact Email: mmatsen@gaithersburgmd.gov

Section I: Amendments and Growth Related Changes In Development Patterns

(A) Were any new comprehensive plan or plan elements adopted? Y ☐ N ☒

1. If no, go to (B).
2. If yes, briefly summarize what was adopted.

(B) Were there any growth related changes in development patterns? Y ☒ N ☐

(Note: Growth related changes in development patterns are changes in land use, zoning, transportation capacity improvements, new subdivisions, new schools or school additions, or changes to water and sewer service areas.)

1. If no, go to (C).
2. If yes, briefly summarize each growth related change(s).
   - Devlin Property, located adjacent to Watkins Mill Town Center, had 19 townhouses approved by schematic development plan.
   - Washingtonian North property, had approved uses amended from all office to a mix of office, retail (fitness center), and multifamily residential with 366 rental apartment units.

(C) Were any amendments made to the zoning regulations? Y ☒ N ☐

1. If no, go to (D).
2. If yes, briefly summarize any amendments that resulted in changes in development patterns.
   - Implemented regulations for donation drop boxes on private property, including permitting, size, location, materials, and other site plan requirements.

(D) Were any amendments made to the zoning map? Y ☐ N ☒

Revised 4/22/2015

Annual Report Worksheet

Annual Report Worksheet
Reporting (Calendar) Year 2014

1. If no, go to *Section II: Mapping and GIS Shapefiles.*
2. If yes, briefly summarize each amendment(s).

Section II: Mapping and GIS Shapefiles

(A) Does your jurisdiction utilize GIS to prepare planning related maps? Y ☒ N ☐

1. If no, include an address, parcel identification number or other means to identify the type and location of all new growth related changes or zoning map amendments listed in *Sections I(B)* and *I(D)*. Provide a paper map(s) that indexes the general location(s) of the growth related changes or zoning map amendment(s). *Contact MDP for mapping assistance.*

2. If yes, include a map(s) of the location(s) of the amendment(s) and submit applicable GIS shapefiles for all new growth related changes and zoning map amendments listed in *Sections I(B)* and *I(D)*. GIS shapefiles may be uploaded on the online Annual Report Webtool or via email or cd/dvd disk.

(B) Were there any growth related changes identified in *Sections I(B)* ? Y ☒ N ☐

1. If no, go to (C).
2. If yes, then include GIS shapefiles and map(s), that identify the location of each growth related change identified in *Section I(B)*. If your jurisdiction does not utilize GIS then clearly identify the growth related changes on a map(s).

(C) Were there any zoning map amendments identified in *Section I(D)*. Y ☐ N ☒

1. If no to (A) and (B), skip *to Section III: Consistency of Development Changes.*

2. If yes, then include GIS shapefiles and map(s), that identify the location of each zoning map amendment identified in *Section I(D)*. If your jurisdiction does not utilize GIS then clearly identify the growth related changes on a map(s). *Contact MDP for mapping assistance.*

Revised 4/22/2015

Annual Report Worksheet
Reporting (Calendar) Year 2014

Section III: Consistency of Development Changes

(A) Were there any growth related changes identified in *Sections I(B) through (D)*? Y ☒ N ☐

1. If no, skip to *Section IV: Planning and Development Process*.
2. If yes, go to (B).

(B) For each growth related change listed in in *Sections I(B) through (D)*, state how the development changes were determined to be consistent with:

1. Each other;

   The changes listed are consistent with the adopted City of Gaithersburg Strategic Directions goals and objectives; they complete entitlements granted during preliminary subdivision, sketch plan, or annexation; provide a range of housing and employment opportunities; increase land under forest conservation; and promote multi-modal transportation opportunities.

2. Any recommendations of the last annual report;

   Not applicable.

3. The adopted plans of the local jurisdiction;

   The City Master Plan includes a Land Use Element and a Municipal Growth Element, both of which make recommendations regarding the type and amount of growth for the City as a whole and for specific properties. Additionally, the Mayor and City Council annually adopt Strategic Directions that further refine and explicate the broad-level goals of the Master Plan. Proposed development changes are reviewed for consistency and compliance with the adopted Strategic Directions, State Law, the City of Gaithersburg Code, and the adopted City Master Plan.

4. The adopted plans of all adjoining jurisdictions;

   Neither the Devlin Property nor Washingtonian North is located adjacent to another municipality. The City of Gaithersburg does, however, notify adjoining jurisdictions when proposed growth may be of interest to them.

Revised 4/22/2015

Annual Report Worksheet

Annual Report Worksheet
Reporting (Calendar) Year 2014

5. Any adopted plans of the State and local jurisdictions that have responsibility for financing or constructing improvements necessary to implement the jurisdiction's plan.

The City of Gaithersburg notifies Montgomery County and the State of Maryland when proposed growth may be of interest to them. The City includes the responses from the County and State in its review of the proposed development. Additionally, the City participates in the Metropolitan Washington Council of Governments (MWCOG) and works with the County and State to facilitate funding and construction of major transportation investments and air quality improvement initiatives. The City provides comments on plans from adjoining jurisdictions, the County, and the State, when these plans are sent to the City for review.

Revised 4/22/2015

Annual Report Worksheet
Reporting (Calendar) Year 2014

Section IV: Plan Implementation and Development Process

(A) Is the adoption date of your comprehensive plan prior to January 1, 2010? Y ☐ N ☒

1. If no, then skip to (B). Identify adoption month and year: January 19, 2010 through March 16, 2015

2. If yes, has your jurisdiction submitted a five-year implementation update under §1-207(c)(6) of the Land Use Article?

   a. If yes, skip to (B).

   b. If no, include a summary of the following:

      (i). Development trends contained in the previous annual reports filed during the period covered by the narrative;

      (ii). The status of comprehensive plan implementation tools such as comprehensive rezoning to carry out the provisions of the comprehensive plan;

      (iii). Identification of any significant changes to existing programs, zoning ordinances, regulations, financing programs, or State requirements necessary to achieve the visions and goals of the comprehensive plan during the remaining planning timeframe;

      (iv). Identification of any State or federal laws, regulations, or requirements that have impeded local implementation of the comprehensive plan and recommendations to remove any impediments;

      (v). Future land use challenges and issues; and

      (vi). A summary of any potential updates to the comprehensive plan.

(B) In the current reporting year, did your jurisdiction identify any recommendations for improving the planning and development process within the jurisdiction?

Y ☐ N ☒

1. If no, go to (C).

2. If yes, what were those recommendations?

Revised 4/22/2015

Annual Report Worksheet

Annual Report Worksheet
Reporting (Calendar) Year 2014

(C) In the current reporting year, did your jurisdiction adopt any ordinances or regulations needed to implement the 12 planning visions under §1-201 of the Land Use Article?

Y ☐ N ☒

1. If no, go to *Section V: Measures and Indicators*.

2. If yes, what were those changes?

Revised 4/22/2015

Annual Report Worksheet
Reporting (Calendar) Year 2014

Section V: Measures and Indicators

(Note: The Measures and Indicators Sections (D) – (G) are only required for jurisdictions issuing more than 50 new residential building permits in the reporting year).

(A) In the **Total** column in *Table 1, New Residential Permits Issued (Inside and Outside the PFA)* in (C) below, enter the total number of new residential building permits issued in 2014. Enter 0 if no new residential building permits were issued in 2014.

(Note: For annual reporting purposes, tabulate the amount of new residential building permits issued at time your jurisdiction has granted the ability for a new residential unit to be constructed. It does not mean that the unit has been constructed, will be constructed, or is occupied. If your local definition of building permit varies, please indicate the definition used to tabulate new residential building permits. Reconstruction or replacement permits should be included as new residential permits. Additionally, tracking the amount of reconstruction, replacement or demolition of residential units in Table 2A may be beneficial when conducting the Development Capacity Analysis in Section VIII.)

(B) In the **PFA** column in *Table 1*, enter the total number of permits issued inside the Priority Funding Area (PFA). Enter 0 if no new residential building permits issued inside the PFA in 2014.

(C) In the **Non-PFA** column in *Table 1*, enter the total number of permits issued outside the PFA. Enter 0 if no new residential building permits issued outside the PFA in 2014.

Table 1: New Residential Permits Issued (Inside and Outside the PFA)

Residential	PFA	Non - PFA	Total
# New Residential Permits Issued	89	0	89

(Note: At a minimum, each jurisdiction should submit the information requested in Table 1: New Residential Permits Issued (Inside and Outside the PFA) as part of their Annual Report. If no residential permits were issued, then indicate 0 in each column.)

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(D) If the **Total** number of new residential permits in *Table 1* is less than 50, then *Tables 2A and 2B are* optional and can be used to locally monitor changes less than 50 permits. Skip to (E) if the **Total** number of new residential permits in *Table 1* is 50 or more.

Table 2A: Amount of Residential Growth (Inside and Outside the PFA)

Residential	PFA	Non - PFA	Total
# Units Approved	384	0	384
# Units Rescinded	2	0	2
# Net New Units Approved	382	0	382
# Units Constructed	372	0	372
# Minor Subdivision Plats Approved	2	0	2
# Major Subdivision Plats Approved	4	0	4
Total Recorded Subdivision Major Plat Area (Gross Acres)	6.0	0	6.0
# New Lots Recorded on Subdivision Plats	57	0	57
Total Recorded Lot Area (Net Acres) on Major Subdivision Plats	4.3	0	4.3
# Units Demolished*	0	0	0
# Units Reconstructed/Replaced*	0	0	0

**Not required.*

Table 2B: Amount of Commercial Growth (Inside and Outside the PFA)

Commercial	PFA	Non - PFA	Total
# New Construction Permits Issued	5	0	5
# Lots Approved	4	0	4
Total Building Square Feet Approved (Gross)	368,200	0	368,200
Total Square Feet Leasable Commercial Constructed/Finaled (Gross)	126,565	0	126,565
Total Square Feet all Commercial Permits Constructed/Finaled (Gross)	1,247,541	0	1,247,541

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(E) Were more than **50** new residential building permits issued in 2014? Y ☒ N ☐

1. If no, then the remainder of this Section is optional. Skip to *Section VI: Locally Funded Agricultural Land Preservation.*

2. If yes, then complete *Tables 3 through 5* for Residential Growth and *Tables 6 through 8* for Commercial Growth in (F) and (G) below.

(F) Amount, Net Density and Share of Residential Growth:

(Note: To calculate the amount, net density and share of residential growth, jurisdictions must identify the total number of new residential building permits issued; the total number of new residential units approved; the total number of new residential lots approved; the total approved gross acreage of new residential subdivisions; and net lot area. A number of values are repeated in Tables 1 through 5. Be sure to enter consistent values for each similar category used in these tables.)

Table 3: Amount of Residential Growth (Inside and Outside the PFA)

Residential	PFA	Non - PFA	Total
# Permits Issued	89	0	89
# Units Approved	384	0	384
# Units Constructed	372	0	372
Total Approved Area of new Residential Units (Gross Acres)	9.3	0	9.3
# Lots Approved for new Residential Units	20	0	20

Table 4: Net Density of Residential Growth (Inside and Outside the PFA)

Residential	PFA	Non – PFA	Total
# New Units Approved	384	0	384
Total Approved Lot Size for new Residential Units (Net Acres)	7.0	0	7.0

Table 5: Share of Residential Growth (Inside and Outside the PFA)

Residential	PFA	Non – PFA	Total
# Units Approved	384	0	384
% of Total Units (# Units/Total Units)	100%	100%	100%

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(G) Amount, Net Density and Share of Commercial Growth:

(Note: To calculate the amount, net density and share of commercial growth, jurisdictions must identify the total number of new commercial permits issued; the total square footage of the commercial building approved; the total number of new commercial lots approved; the total new commercial subdivision area (gross acres); and the total approved subdivision net lot area, in acres for all new commercial subdivisions. The total building square footage (gross) and total lot size values (net acres) should be the same for Tables 6 through 8. For annual report purposes, all approved square footage (gross) should be tabulated, with the understanding that not all building square footage reported may be used for commercial or retail related activities. Commercial growth should include retail, office, hotel, industrial uses and may include other uses, such as, mixed-use, institutional and agricultural structures, if approved for commercial use.)

Table 6: Amount of Commercial Growth (Inside and Outside the PFA)

Commercial	PFA	Non - PFA	Total
# Permits Issued	440	0	440
Total Building Square Feet Approved (Gross)	368,200	0	368,200
# Lots Approved	4	0	4
Total Subdivision Area (Gross Acres)	21.1	0	21.1

Table 7: Net Density of Commercial Growth (Inside and Outside the PFA)

Commercial	PFA	Non – PFA	Total
Total Building Square Feet (Gross)	368,200	0	368,200
Total Lot Size (Net Acres)	17.0	0	17.0

Table 8: Share of Commercial Growth (Inside and Outside the PFA)

Commercial	PFA	Non – PFA	Total
Total Building Square Feet (Gross)	368,200	0	368,200
% of Total Building Sq. Ft. (Total Bldg. Sq. Ft./Total Sq. Ft.)	100%	0%	100%

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Section VI: Locally Funded Agricultural Land Preservation

(A) How many acres were preserved using local agricultural land preservation funding? Enter 0 if no acres were preserved using local funds.

Not applicable because the City of Gaithersburg has no agricultural land.

Section VII: Local Land Use Percentage Goal

(A) Is all land within the boundaries of the jurisdiction in the PFA? Y ☒ N ☐

1. If yes, then the local land use percentage goal does not need to be established. Skip to *Section VIII: Development Capacity Analysis*.
2. If no, then the jurisdiction must establish a local percentage goal to achieve the statewide land use goal, under §1-208(2) of the Land Use Article, to increase the current percentage of growth located inside the PFAs and decrease the percentage of growth (new lots and new residential units) located outside the PFAs. Go to (B).

(B) What is the jurisdiction's established local land use percentage goal?

(C) What is the timeframe for achieving the local land use percentage goal?

(D) Has there been any progress in achieving the local land use percentage goal?

(E) What are the resources necessary for infrastructure inside the PFAs?

(F) What are the resources necessary for land preservation outside the PFAs?

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Section VIII: Development Capacity Analysis (DCA)

(A) Has an updated DCA been submitted with your Annual Report or to MDP within the last three years?

(Note: A DCA is required every 3-years and whenever there is a significant change in zoning or land use pattern. See §1-208(c)(iii) of the Land Use Article. A DCA may be submitted independently from the Annual Report, such as, part of a comprehensive plan update.)

Y ☐ N ☒

1. If no, explain why an updated DCA has not been submitted, such as, no substantial growth changes, etc.

   A development capacity analysis (DCA) was included with the Municipal Growth Element of the 2003 Master Plan and adopted on April 6, 2009. The DCA was based on a "strong growth" assumption that showed sufficient development capacity was available through the year 2030. Following the adoption of the Municipal Growth Element, the actual observed growth within the City has been much lower than the "strong growth" scenario used in the DCA. There have been no significant changes to the availability of land and public facilities since the adoption of the Municipal Growth Element and, when combined with the observed slower growth, development capacity remains to meet the growth needs of the City for the foreseeable future.

   In addition, the City of Gaithersburg is an established city surrounded by an established built-up area of Montgomery County. While some "greenfield" opportunities exist, the majority of anticipated development within the City and Maximum Expansion Limits (MEL) will consist of the redevelopment of existing areas into a higher density of residential and nonresidential uses, utilizing mixed-use floating zones rather than Euclidean zoning. City staff continues to monitor growth patterns to ensure that they are not exceeding the development analyses included in the adopted Municipal Growth Element and will initiate an update of that Element if the growth patterns begin to significantly deviate.

2. If yes, then skip to *Section IX: Adequate Public Facility Ordinance (APFO) Restrictions.*

(Note: For additional guidance on how to conduct a Development Capacity Analysis, see the Estimating Residential Development Capacity Analysis Guidebook, August 2005, located in the Planning Guide section of the MPD website:

http://planning.maryland.gov/OurProducts/publications.shtml#ModelsGuidelines

MDP provides technical assistance to local governments in completing development capacity analyses. Please contact your MDP regional planner for more information.)

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(B) When was the last DCA submitted? Identify Month and Year: Arpil, 2009

(C) After completing the DCA, provide the following data on capacity inside and outside the PFA in *Table 9, Residential Development Capacity (Inside and Outside the PFA)*:

Table 9: Residential Development Capacity (Inside and Outside the PFA)

Parcels & Lots w/ Residential Capacity	PFA	Non – PFA	Total
Residentially Zoned (Euclidean) Acres	2,537.8	0	2,537.8
Residential Units Permitted by (Euclidean) Zoning regulations	19,112	0	19,112
Existing Residential Units in Euclidian Zones	14,388	0	14,388
Unutilized Residential Capacity in Euclidian Zones	4,724	0	4,724

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Section IX: Adequate Public Facility Ordinance (APFO) Restrictions

(Section IX is only required by jurisdictions with adopted APFOs)

(A) Does your jurisdiction have any adopted APFOs? Y ☒ N ☐

1. If no, skip this Section.
2. If yes, go to (B).

(B) Has your jurisdiction submitted a biennial APFO Report under §7-104 of the Land Use Article?

Y ☐ N ☒

1. If yes, skip this Section.
2. If no, then complete (C) through (I) below for each restriction.

(Note: Jurisdictions with adopted APFOs must submit a biennial APFO report when a restriction within the PFA occurs within the reporting period. The APFO report is due by July 1 of each even year and covers the reporting period for the previous two calendar years, currently 2013 and 2012. APFO reports were due by July 1, 2014. APFO reports for 2014 and 2015 are due July 1, 2016.)

(C) What is the type of infrastructure affected? (List each for Schools, Roads, Water, Sewer, Stormwater, Health Care, Fire, Police or Solid Waste.)

School Capacity, Traffic Impact, Fire and Emergency Response Time, Water and Sewer Service

(D) Where is each restriction located? (Identify on a map if possible).

City staff prepares an annual memo regarding the APFO restrictions that result from the published schools capacity in the MCPS 5-year CIP. Approximately 68.7% of the City's land area is under an APFO schools test restriction for the 2015-2016 school year.

Traffic Impact Studies are required for all projects, unless exempted under the City's Traffic Impact Studies Standards.

All areas of the City are currently served by adequate fire and emergency response time.

All areas of the City are currently served by adequate water and sewer service.

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(E) Describe the nature of what is causing each restriction.

Under the schools capacity test, the APFO restricts the approval of preliminary plans that include residential units if any school capacity exceeds 110% of programmed capacity five years in the future. The existence of the APFO restriction prevents the development of residential units in those areas of the City that exceed the 110% capacity limit. At least one property owner in a restricted school capacity area has expressed interest in developing residential units, but has been unable to do so under the current APFO.

(F) What is the proposed resolution of each restriction (if available)?

The City does not have funding or operation authority over the schools and thus does not have the ability to directly resolve capacity issues. The Mayor and City Council have included a waiver provision within the APFO, but this waiver is applicable only in limited circumstances and does not fully mitigate the restriction. The Mayor and City Council and Planning Commission will be considering changes to the school capacity portion of the APFO during the fall of 2015.

(G) What is the estimated date for the resolution of each restriction (if available)?

The date for complete resolution is dependent upon funding and operation by Montgomery County Public Schools (MCPS) and the funding provided by the Montgomery County Council. The Gaithersburg Mayor and City Council and Planning Commission hope to lessen the impact following revisions to the APFO expected in Fall of 2015.

(H) What is the resolution that lifted each restriction (if applicable)?

Not Applicable.

(I) When was each restriction lifted (if applicable)?

Not Applicable.

(J) Has your jurisdiction reported the restrictions reported in (C) through (I) above as part of the required biennial APFO annual reporting requirements?

Y ☐ N ☒

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Section X: Submitting Annual Reports and Technical Assistance

(A) Annual Reports may be submitted via email or hyperlink to david.dahlstrom@maryland.gov (preferred) or one copy may be mailed to:

Office of the Secretary
Maryland Department of Planning
301 W. Preston Street, Suite 1101
Baltimore, Maryland 21201-2305
Attn: David Dahlstrom, AICP

(B) Annual Reports should include a cover letter indicating that the Planning Commission has approved the Annual Report and acknowledging that a copy of the Annual Report has been filed with the local legislative body. The cover letter should indicate a point of contact(s) if there are technical questions about your Annual Report.

1. Was this Annual Report approved by the planning commission/board? Y ☐ N ☐
2. Was this Annual Report filed with the local legislative body? Y ☐ N ☐
3. Does the cover letter:
   a. Acknowledge that the planning commission/board has approved the Annual Report. Y ☐ N ☐
   b. Acknowledge that the Annual Report has been filed with the local legislative body? Y ☐ N ☐
   c. All members of the Planning Commission/Board and Board of Appeals have completed an educational training course as required under under §1-206(a)(2) of the Land Use Article? Y ☐ N ☐
   d. Indicate a point of contact(s)? Y ☐ N ☐

(C) You may wish to send an additional copy of your Annual Report directly to your MDP Regional Office via email or hyperlink (preferred) or hardcopy.

(D) If you need any technical assistance in preparing or submitting your reports, our Regional Planners are available to assist you. Regional Planner contact information can be found at:

http://planning.maryland.gov/OurWork/localplanning.shtml

(E) Copies of this Annual Report worksheet and links to legislation creating these Annual Report requirements can be found on the Maryland Department of Planning website:

http://planning.maryland.gov/YourPart/SGGAnnualReport.shtml

(F) If you have any suggestions to improve this worksheet or any of the annual report materials, please list or contact David Dahlstrom at david.dahlstrom@maryland.gov.

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