

City of Gaithersburg
**2015 Annual Planning
Report**



*Prepared by the City of Gaithersburg Planning Department
on behalf of the Planning Commission for the
period January 1, 2015 through December 31, 2015*



Gaithersburg
A CHARACTER COUNTS! CITY

City of Gaithersburg | Planning and Code Administration | 31 South Summit Avenue | Gaithersburg, Maryland 20877
www.gaithersburgmd.gov | email: plancode@gaitersburgmd.gov | Telephone: 301.258.6330 | Fax: 301.258.6336

Table of Contents

Introduction and Overview	1	Historic Preservation	12
Current Developments Overview	3	Long Range Planning & Transportation	13
Crown	3	Planning Policies and Procedures	15
Washingtonian North	4	Geographic Information Systems (GIS)	16
The Spectrum at Watkins Mill	4	Environmental Services	16
Watkins Mill Town Center	5	Community Development	17
Other Development Activity of Note	6	Moving Forward	20
City Initiatives	9	Five Year Master Plan Review Report	22
Economic Development	9	Annual Report Worksheets	27

City Manager

Tony Tomasello

City of Gaithersburg Planning Commission

John Bauer, Chair

Danny Winborne, Vice-Chair

Matthew Hopkins

Lloyd S. Kaufman

Ruthzaly Weich

Philip Wessell, Alternate

City of Gaithersburg Contributing Staff

John Schlichting, Director of Planning and Code Administration

Louise Kauffmann, Housing and Community Development Director

Thomas Lonergan, Economic Development Director

Martin Matsen, Planning Division Chief

Trudy Schwarz, Community Planning Manager

Raymond Robinson III, Long Range Planning Manager

Sharon Disque, Business Services Coordinator

Dyan Backe, Sustainability Planner

Chris Berger, Historic Preservation Planner

Kirk Eby, GIS Planner

Jasmine Forbes, Planner

Gregory Mann, Planner

Introduction and Overview

Introduction

During calendar year 2015, development trends in the City of Gaithersburg were similar to previous years. Most notably, development continued at the City's largest developments, which include Crown, Spectrum at Watkins Mill, The Parklands, and Washingtonian North. Calendar year 2015 was also highlighted by the submission of two annexation petitions and the adoption of a variety of text amendments to the City's Zoning Ordinance.



Crown Neighborhood 2



The Parklands at Watkins Mill Town Center

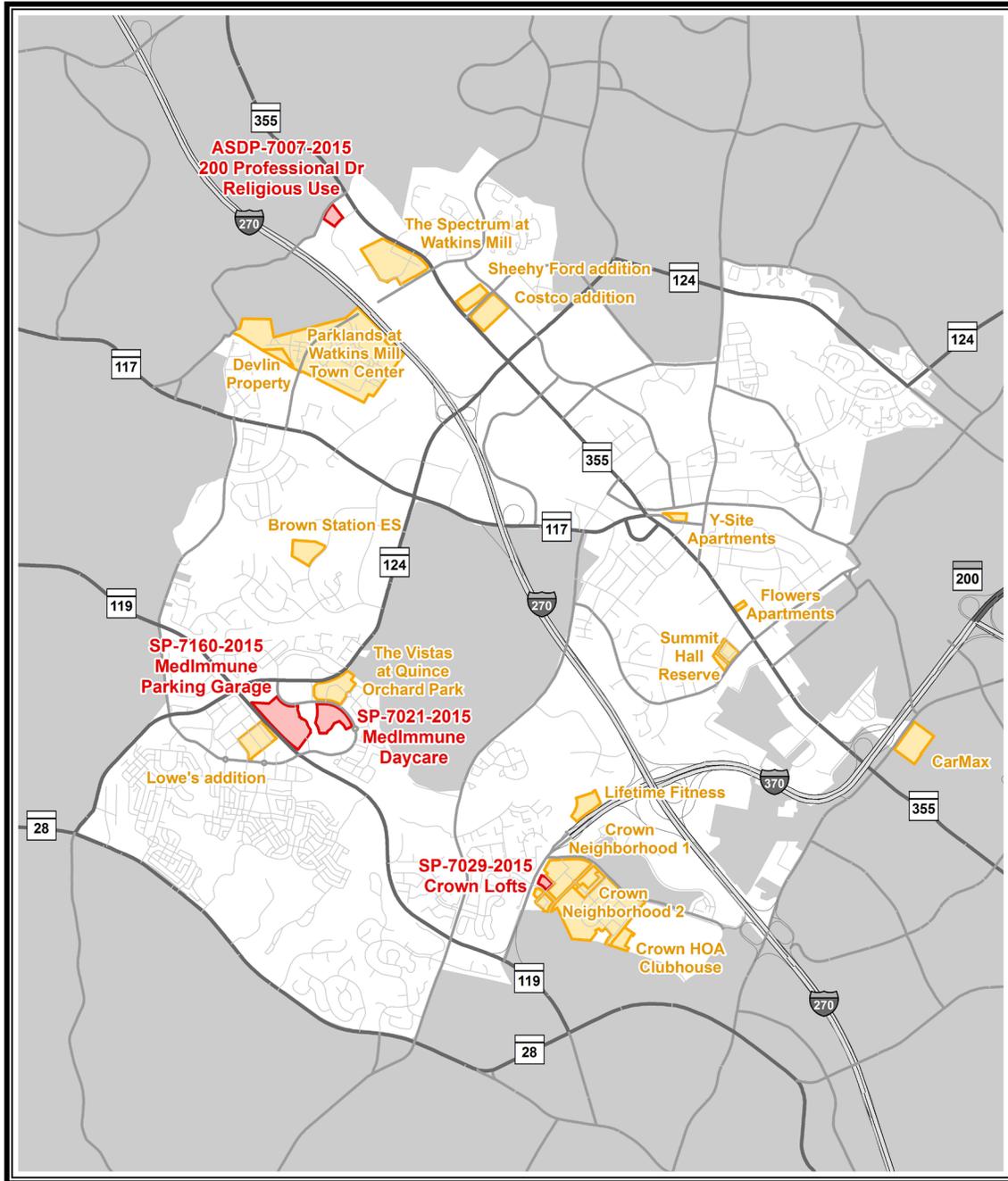


Downtown Crown

Introduction and Overview

City of Gaithersburg Annual Report to MDP *Development Patterns*

-  Properties Rezoned in 2015
-  Properties Annexed in 2015
-  Development Plans Approved in 2015 - Nonresidential
-  Development Plans Approved in 2015 - New Dwelling Units
-  Development Areas Under Construction in 2015



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. While 2015 saw the continued build out of the Crown development, the year was highlighted by the approval of the Crown Lofts. Originally approved to be an apartment building, the new five-story, 128 unit condominium building was granted both an amendment to schematic development plan and final site plan approval by the Planning Commission to allow for-sale multifamily units.



Crown Neighborhood 2



Crown Neighborhood 2



Downtown Crown

Current Developments Overview

Washingtonian North

Washingtonian North is a mixed-use development located adjacent to Sam Eig Highway/I-370. Approved in 2014, the plan is the final phase of the Washingtonian Center and is proposed to include a 240,000 square foot office building, 128,200 square foot health club, and a 365 unit multi-family building. During 2015, construction began on the new health club and the base infrastructure, with completion anticipated for 2016. The residential building is anticipated to begin construction in 2016.



The Spectrum at Watkins Mill

The Spectrum at Watkins Mill

The Spectrum at Watkins Mill Town Center is a planned 27 acre, mixed-use urban village, located at the intersection of North Frederick Avenue and Watkins Mill Road. In 2015, construction began on a new mixed-use residential building known as the Majestic. Anticipated to be completed in 2016, the Majestic will contain 243 residential units, 6,600 square feet of mixed use retail, and 5,400 square feet of restaurant space.



The Spectrum at Watkins Mill



Washingtonian North

Current Developments Overview

Watkins Mill Town Center

Watkins Mill Town Center is a 125-acre, mixed-use development near the Metropolitan Grove MARC train station, and is located along I-270 at the future Watkins Mill Road interchange, but 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 2015, the development of the residential portion of the Parklands at Watkins Mill Town Center continued. Similar to previous years, the commercial portion of the development has not received additional plan approvals and has remained inactive.

Calendar year 2015 also saw the final site plan approval of a new 19 townhome community known as the Devlin Property. Located on 3.23 acres of land, the property is located adjacent to the Watkins Mill Town Center development. Both the sketch plan and schematic development plan were approved during 2014. The Devlin property has been incorporated into the Watkins Mill Town Center Homeowner Association.



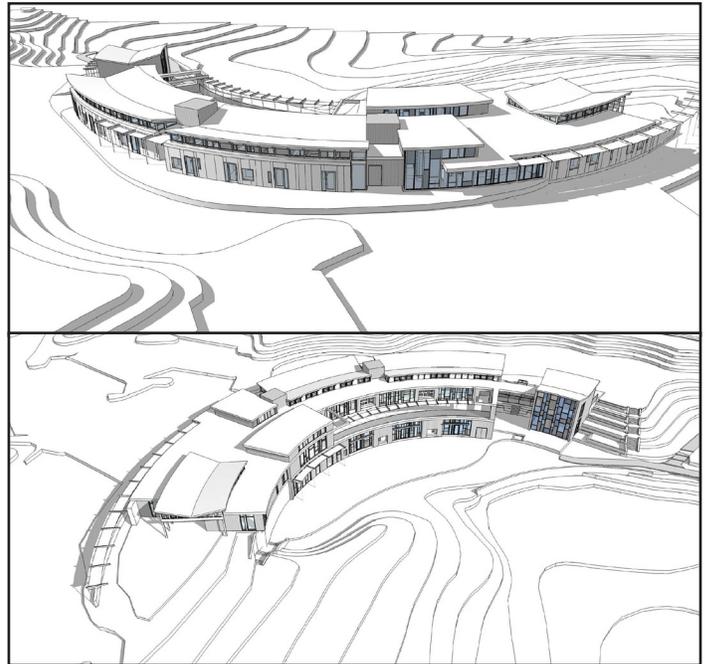
Parklands at Watkins Mill Town Center

Current Developments Overview

Other Development Activity of Note

During 2015 the MedImmune Research and Development Campus received both schematic development plan and final site plan approvals for a new seven-story parking structure and a new employee daycare facility. The new MedImmune parking structure will be constructed in two phases and will be located adjacent to Great Seneca Highway. When completed the parking structure will contain 1,343 parking spaces. The first phase of construction is anticipated to be started in 2016.

The MedImmune employee daycare facility will be located adjacent to Orchard Ridge Drive on an approximately 3.2 acre site. When completed, the new 19,813 square foot facility will service the employees of MedImmune and Astra Zeneca. The daycare is anticipated to start construction during calendar year 2016.



MedImmune Daycare



CarMax

Current Developments Overview

The “Y” Site, a new 199 unit affordable multi-family building located in Olde Towne, began construction in 2015. The project received final site plan approval from the Planning Commission in 2011 and was subsequently re-approved by the Planning Commission in 2013. The building is anticipated to be completed in 2016.

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. During 2015, construction on the CarMax portion of the site was completed.

Calendar year 2015 also saw the completion of Constitution Gardens, a 1.05 acre City Park, which 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.

Lastly, during 2015, the City received two annexation petitions, formally known as the Potomac Valley Shopping Center and the Johnson Property. Located at the corner of Darnestown Road and Quince Orchard Road, both properties are identified within the City’s Maximum Expansion Limits (MEL) as outlined in the 2003 City of Gaithersburg Master Plan Municipal Growth Element. Both annexation petitions are anticipated to be reviewed during 2016.



“Y” Site

City of Gaithersburg Annual Report to MDP

Building Permits - New Construction

Building Permits Issued in 2015

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



City of Gaithersburg



City Initiatives

Economic Development

Gaithersburg's Office of Economic Development awarded eleven Toolbox grants in 2015, totaling more than \$132,000, for companies locating to, and expanding within, the City of Gaithersburg. These grants leveraged tens of millions of dollars in matching private investment, and supported the creation or retention of nearly 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 2015, the Toolbox program was amended to better support areas and properties within the City most in need of new investment. Enhanced matching grants of up to \$4/sq ft can be now awarded for targeted investments to commercial office properties older than 25 years. Signage, landscaping and aesthetic improvements for commercial properties can now qualify for Toolbox assistance within the Olde Towne business district. And up to \$50,000 can be now awarded through the program exclusively in support of tenant improvement investments.



Olde Towne

City Initiatives

In 2015, the City awarded two grants through the Economic Development Opportunities Fund (EDOF), which was established by the City five years ago to support even bigger and more unique opportunities to grow and/or retain jobs within Gaithersburg. The first, totaling \$100,000, was awarded to Alexandria Real Estate in support of construction costs associated with LaunchLabs, a new, public-private partnership with Montgomery County and BioHealth Innovation providing 5 fully equipped lab/office modules at 708 Quince Orchard Road. This unique, startup environment will help to accelerate the growth of local early-stage life science companies. Additionally in 2015, an Opportunities Fund grant was awarded to MRI Global, a contract research organization, in the amount of \$85,000. This grant is intended to support the relocation of the company's local research facility from Rockville to a company-owned facility at 65 West Watkins Mill Road. MRI Global will make improvements and upgrades valued at about \$3.6 million to 42,900 square feet of office and lab space. 55 jobs were moved from Rockville as part of this relocation, with the expectation of an additional 5 new employees to be hired at the new Gaithersburg site by no later than December, 2016. Since its creation, the EDOF has now awarded a total of 7 grants totaling nearly \$1.5 million to companies expanding to, or within, the City of Gaithersburg. Other recipients to date have included Adventist Health, Novavax, GeneDX, Sodexo, and Emergent BioSolutions. These grants have helped to secure nearly 500,000 square feet of office and lab space, leverage millions of dollars in matching private investment, and support the retention and creation of over 1,600 jobs in Gaithersburg.

The Gaithersburg commercial real estate market continued its trend of general year-over-year improvement, spurred by general growth in employment. A December 2015 unemployment rate of 3.4%, with corresponding employment of 34,613 workers, beat 2014's rate of 3.9% and 34,276 workers.

VACANCY RATE – Office A & B

SOURCE: CoStar, June 22, 2016.



City Initiatives

Among Class A and B office space, net absorption in 2015 was 71,799 square feet, versus -109,430 square feet in 2014. Total leasing activity was 364,681 square feet, or 49,083 square feet more than the previous year. Consistent with the trend in greater absorption, the adjusted vacancy rate for the year was 11.8%, below 2014's adjusted rate of 12.7%.

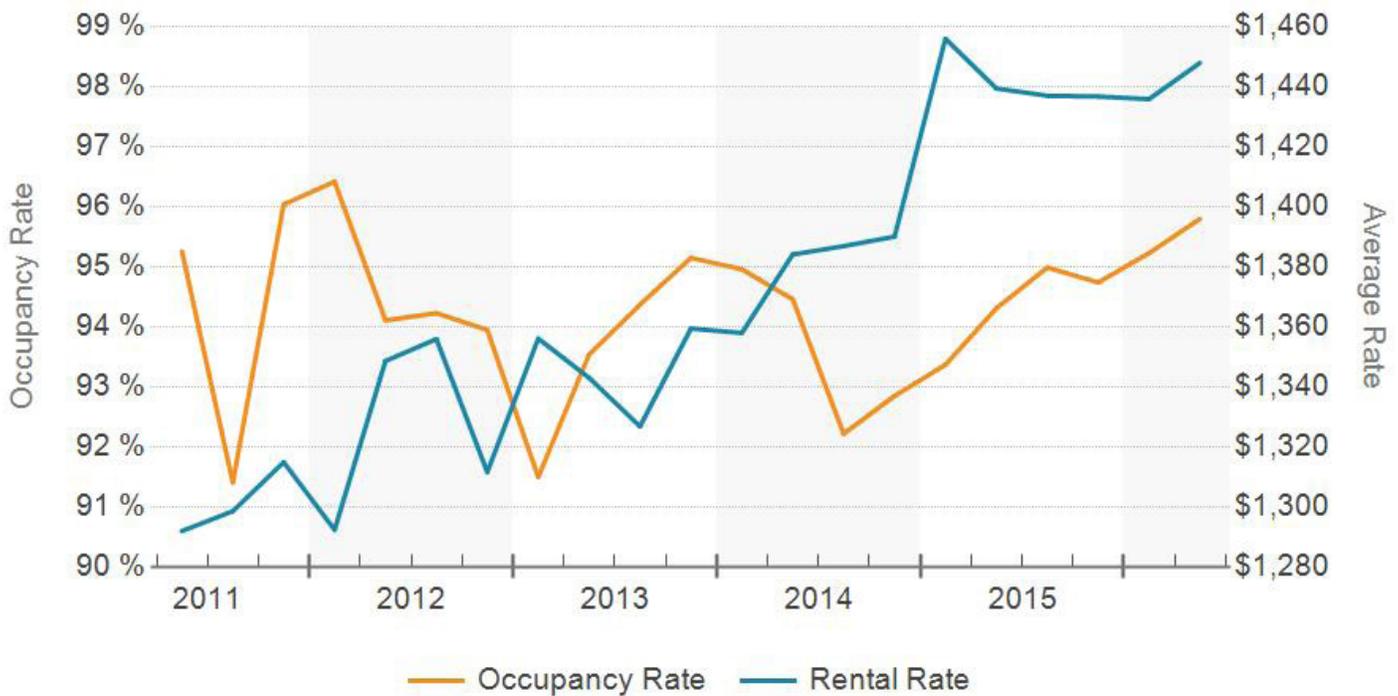
While direct-lease gross office rents showed a modest decline (\$23.54 in 2015 versus \$23.77 in 2014), rents for sublets improved substantially (\$22.71 in 2015 versus \$19.91 in 2014). This indicates a significant decline in the discount traditionally applied to sublets.

The City's multi-family properties followed a similar pattern. Among 59 properties, average per unit asking rents increased from \$1390 (2014) to \$1437 (2015). Vacancy rates dropped from 7.2% in 2014 to 5.3% in 2015. Concession rates rose slightly from 0.7% to 1.6%. Net absorption over the previous year was 169 units. 468 units were under construction by the end of 2015.

Business attraction efforts now focus on redevelopment of properties, as the City lacks undeveloped (greenfield) properties. 2015 saw the attraction of a planned FedEx Ground distribution center of 298,200 square feet on the former IBM property (39.9 acres). A growing Biotechnology employment base absorbed lab space appropriate for research and development. By year-end, less than 3000 square feet of space remained uncommitted.

OCCUPANCY & RENTAL RATES – Multi-family

SOURCE: CoStar, June 22, 2016



Historic Preservation

Staff led an initiative to replace the Gaithersburg B&O Railroad Station and Freight Shed's doors. After the initial Historic District Commission (HDC) review, planning Staff worked with Public Works staff and the architect to finalize the design for Maryland Historical Trust (MHT) review. The MHT Easement Committee approved the project in March and the doors will be replaced in 2016.

During Historic Preservation Month in May, Staff led a citizen photo contest of historic properties. Twenty-two entries were eligible for the contest, and Historic District Commission (HDC) members and Staff selected nine photographs were selected for inclusion on the Gaithersburg Historic Preservation Month poster. The winning photographers were honored at the May HDC meeting.

Staff led the effort to update the HDC Rules of Procedure to better reflect regulations, streamline procedures, and provide guidance and clarifications. The HDC approved the updated Rules of Procedure at its September meeting.

In 2015, the former single-family residence at 442 East Diamond Avenue was converted into offices. The Folk Victorian style building, constructed in the late 1800s, received an addition and renovation that retained the historic appearance while updating the structure for modern use. Planning staff was instrumental in the rehabilitation.



Crown Manor House



442 E. Diamond Ave.

City Initiatives

The transformation of the Kentlands Firehouse, from vacant building to single-family residence, wrapped up in 2015. 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. In 2015, the nearly \$50,000 of exterior work completed the year before was certified for the 25 percent Montgomery County Historic Preservation Tax Credit. In all, Gaithersburg historic property owners received \$17,125.11 in historic preservation tax credits for work on projects that totaled \$68,500.41.



Washingtonian Center

Long Range Planning and Transportation

During 2015, the City received a Transportation/Land-Use Connections Program (TLC) Grant from the Metropolitan Washington Council of Governments (MWCOG). The Grant was awarded to the City to perform an existing conditions survey/analysis of the bicycle/pedestrian facilities within 0.75 miles of two MARC stations and the Regional Transit Center at Lakeforest Mall. When completed, the analysis will include recommendations, with financial costs estimates if available, that could be implemented in both the short and mid-terms through the City's Capital Improvement Plan (CIP), the Master Plan, and/or through redevelopment opportunities. The Study will be completed during calendar year 2016.

Also in calendar year 2015, City Planning Staff conducted a study on commuting trends for primary jobs into and out of the City. Using a variety of comparable data sources available from 2011 and 2012, the study analyzed commuting patterns at the County District level.

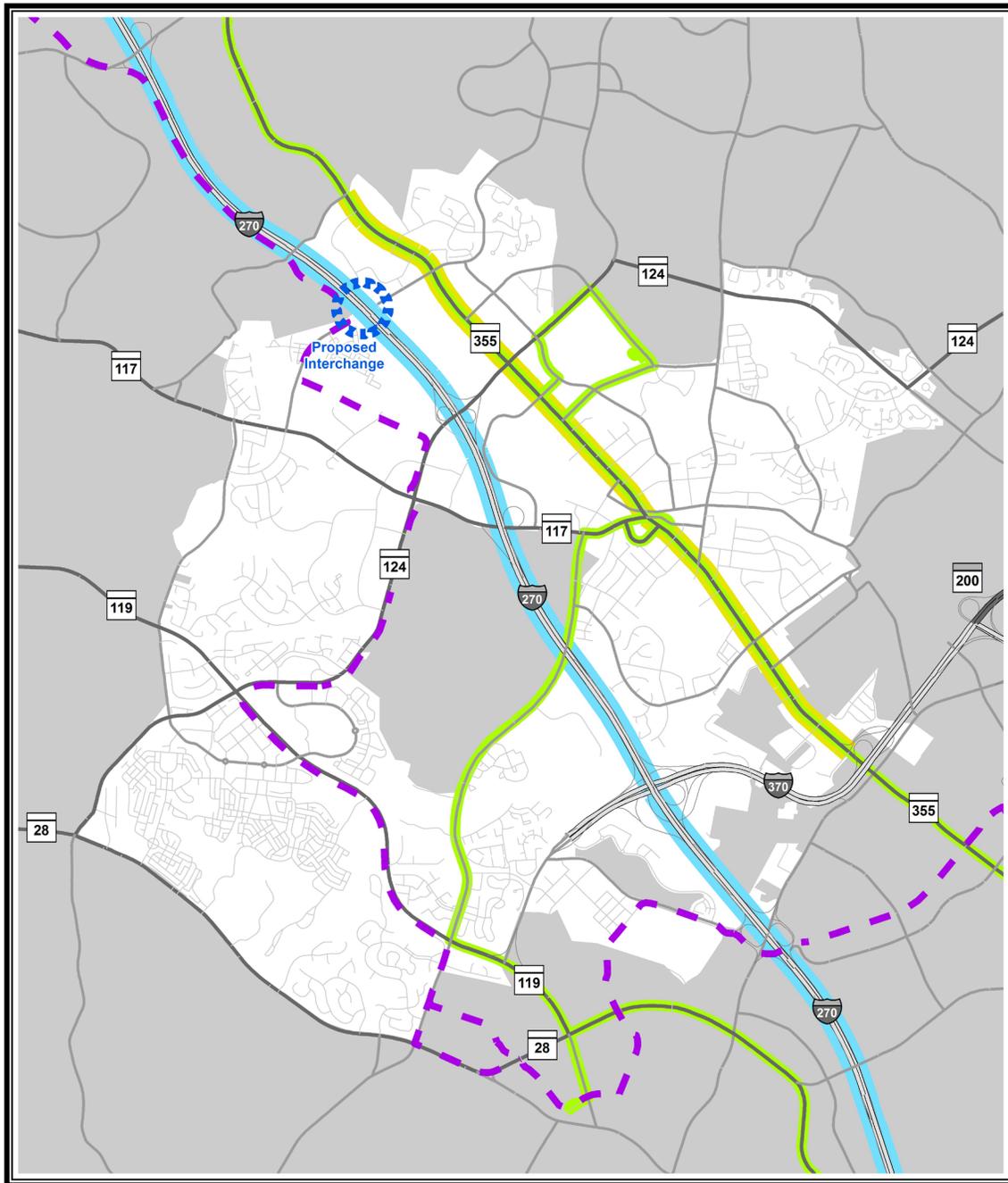
Lastly, the City and its Consultant, Vanasse Hangen Brustlin (VHB), completed and presented the MD 355 Bus Rapid Transit (BRT) study in 2015. The study focused on the area between Oden'hal Avenue and Summit Avenue, which was identified as having the greatest physical constraints. The completed report included an inventory of the existing conditions, a series of possible alternatives for BRT operation, recommended cross-sections and rights-of-way to facilitate the various BRT scenarios, and guidance on right-of-way policy and station locations relative to the entire four-mile corridor through the City.

City of Gaithersburg Annual Report to MDP Transportation

- Proposed Corridor Cities Transitway
- New Streets Completed/Accepted by the City in 2015 (none)
- Proposed MC Bus Rapid Transitway corridors
- City MD 355 BRT Study
- I-270 Multimodal Corridor Study



City of Gaithersburg



City Initiatives

Planning Policies and Procedures

During calendar year 2015, the City revised several sections of the City’s Zoning Ordinance. These changes included modernizing the definitions, review, approval, and permitting of telecommunications facilities, and added small-cell telecommunications facilities as an approvable type. Further, during 2015, the City adopted an amendment to eliminate the requirement to amend an approved schematic development plan when proposing no change in use or only minor changes.

In 2015, the City also approved an amendment to Article XV, adequate public facilities, as related to the adequacy of school capacity. The adopted text amendment increased the moratorium limit from 110% to 150% and established a Gaithersburg Schools Facility Payment Fee for development in school service areas that exceed 105%. Following approval of the amendment, no area of the City is within moratorium because no school exceeds 150% of capacity, but approximately 83.6% of the City’s land area is subject to the City Schools Facilities Payment Fee because those schools exceed 105% of capacity.

Also during 2015, to accommodate changes in technology and advancements in manufacturing practices, City Staff proposed a text amendment to modify a specific prohibited use in the MXD Zone. Approved by the Mayor and City Council, the amendment introduced integrated light manufacturing, a subset of “Manufacture, compounding, and processing of goods or articles”, as a permitted use in the MXD zone. Integrated light manufacturing includes activities such as craft beer distillery, pottery, 3-D printing, precision instruments, electronics, and nanotechnology.

Lastly, during 2015, the City adopted text amendments to the City’s off-street parking requirements. The amendments change the parking generation numbers to better reflect the general reduction in parking space demand, particularly in areas with a mix of uses. Additionally, the amendments allow Staff to grant minor waivers from the parking requirements and to allow staff to approve minor changes to parking lot layouts, striping, and use charts.



The Spectrum at Watkins Mill

City Initiatives

Geographic Information Systems (GIS)

In 2015, the City held its second annual GIS Day celebration, which included games and map samples for staff, as well as an interactive presentation at Gaithersburg Elementary School. Continued interest and utilization of GIS led to the hiring of a new GIS Analyst within the GIS Division and an expansion of the City's online map gallery from one map to six. Planning staff again partnered with the GIS Division staff to continue improving the spatial accuracy of tax parcels and provided assistance with review of data for the City's stormwater program fee.

Environmental Services

During 2015, the Environmental Services division continued work on various environmental initiatives and programs while developing the revised Stormwater Program Fee and finalizing the Stormwater Program Fee Manual.

Environmental Services staff participated in multiple outreach efforts in 2015, including the annual Green Month celebration in collaboration with the Environmental Affairs Committee (EAC). Awards were issued to 13 entities during the Environmental Awards and over 500 volunteers assisted at nine locations during Community Green Up Day events. Other outreach activities included an EAC tour of Gaithersburg High School and participation in the Montgomery County GreenFest. The first annual Community Shredding Day which included e-Recycling and a Daffodil giveaway was held in coordination with the Dept. of Public Works and Wells/Robertson House. Additionally, staff participated in MWCOG's Greenhouse Gas work group meetings.



Constitution Gardens

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) and Work Force Housing Unit (WFHU) Program. Using federal Community Development Block Grant (CDBG) and City funds, since 2009 the City has issued 104 zero-percent deferred loans to low and moderate income first-time homebuyers.

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 2014 – June 2015, the City received an award of \$306,000. Coupled with City funds, these grants are used to assist eligible first-time homebuyers with closing costs and down payment assistance loans 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 and to assist formerly homeless residents of Wells/Robertson House, the City’s transitional housing program for single adults, moving into permanent supportive housing.



Gaithersburg Station Apartments

City Initiatives

In 2015, the City received the first of two Community Legacy grants from the Maryland Department of Housing and Community Development for the design and construction of a new Olde Towne Park Plaza at the corner of East Diamond and South Summit Avenues.

The City's MPDU program has 345 rental units in its current inventory with 47 ownership MPDU and WFHU units sold or under construction. Although the City's most affordable market-priced housing stock has long been in and around Olde Towne, consistent with the Mayor and Council policy of dispersing affordable housing throughout the City, the MDPUs are being constructed in areas of the City that have lacked affordable housing options.

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

	2011	2012	2013	2014	2015
Dwelling Units Approved	1768 (540 new)	291 (290 new)	73 (3 new)	385 (2 rescinded)	0
Residential Acres Approved	140.00	3.00	2.92	9.30	22.68
Non-Residential Square Feet Approved	687,888	44,148 (6,058 net new)	1,416,105 (1,216,105 net new)	1,247,541 (248,240 new)	311,624
Non-Residential Acres Approved	123.60	3.30	16.50	21.10	30.07
Number of New Single Family* Lots Recorded	348	79	0	57	19
New Residential Building Permits Issued	129	168	247	176	143
New Commercial Building Permits Issued	88	14	14	5	4
Residential Use and Occupancy (U&O) Permits, Including Multifamily Commercial U&O Permits, and (Total Dwelling Units)	109 (224)	131 (592)	206 (534)	112 (372)	191 (191)
Non-Residential Use and Occupancy Permits Finaled	87	174	209	189	166
Annexation Petitions Approved	1	1	0	0	0
Annexation Acres	2.907	27.89	0	0	0

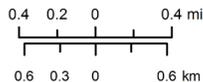
* single family includes detached and attached houses; correction plats are excluded

City Initiatives

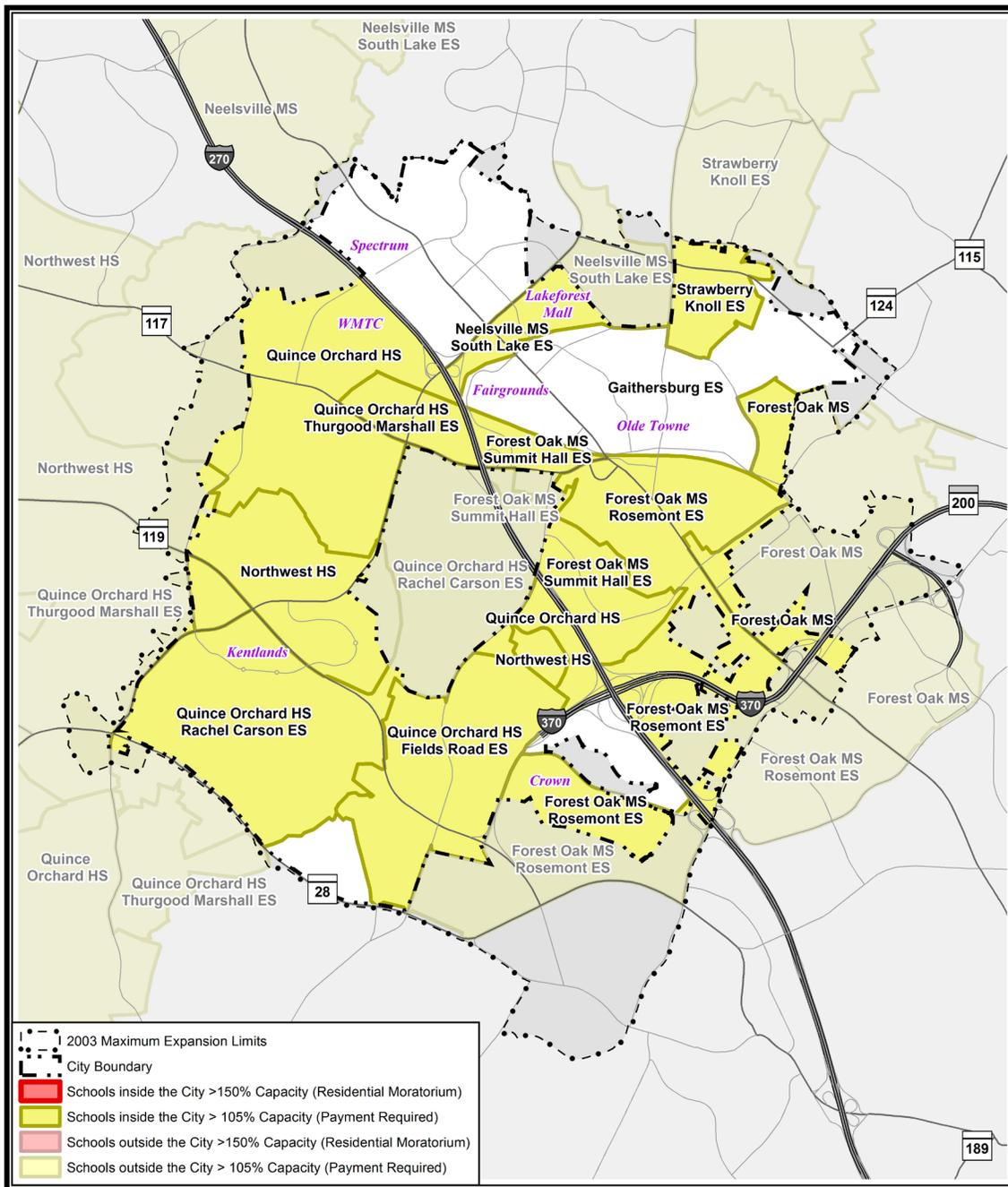
Public Schools That Exceed 150% of Capacity for SY 2020-2021

(based on the adopted MCPS FY17 Educational Facilities Mapster Plan)

Schools APFO 2016-2017 revised.mxd • 01-July-2016 • jke



City of Gaithersburg
 Planning and Code Admin
 31 S Summit Ave
 Gaithersburg, MD 20877
 (301) 258-6330
 www.gaithersburgmd.gov



Moving Forward

As outlined in the City of Gaithersburg's Strategic Plan for Fiscal Year 2017 the broad Key Strategies of the Planning Department are to:

- Foster a high level of community & stakeholder involvement in planning & development
- Encourage high quality, aesthetically appealing development that adheres to City's objectives for sustainable growth
- Ensure all aspects of development completed with best practices management, code enforcement, the highest level of public safety, & high quality standards for public & private infrastructure & well-maintained neighborhoods
- Carefully weigh impacts of development & annexations on public infrastructure & environment with City's economic development, sustainable growth, & quality of life objectives
- Promote housing stability & inclusiveness and maintain neighborhood vitality through quality infrastructure, community involvement, public safety, and neighborhood services

In an effort to align our work program with these key strategies the department has identified the following Action items for the 2017 Fiscal Year.

FY 2017 Key Action Items

- 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
- Adopt Historic Preservation Master Plan
- Finalize citizen input report on allowing Accessory Units and present options to Planning Commission and Mayor and City Council
- Finalize citizen input report on amending Day Care Zoning regulations and present options to Planning Commission and Mayor and City Council
- Implement new Fire License software and gain compliance for Fire Systems maintenance

Moving Forward

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

The Planning Division has been approved for two additional planners in FY17, a Transportation Planner and an Environmental Planner. Our hope is that both positions would be filled by fall of 2016. Another change for the planning division is coming with the inclusion of the City’s Affordable Housing Division under the umbrella of the Planning office. This is an exciting step forward and should allow for better coordination of efforts and the opportunity to take advantage of early opportunities to leverage new and redeveloping projects in order to maximize affordable housing opportunities.



Crown Neighborhood 2

Five Year Master Plan Review Report

CPC FORM

COMMUNICATION: PLANNING COMMISSION

MEMORANDUM TO: Maryland Department of Planning
FROM: Planning Commission
DATE: January 7, 2016
SUBJECT: City of Gaithersburg 5-Year Master Plan Review Report

With the adoption of the 2009 Environment & Sustainability Element and the completion of the 2009 Master Plan update and in accordance with 2013 legislative changes made to the Land Use Article and the transition to a 10 year master plan review cycle, the City of Gaithersburg Planning Commission provides the following *5-Year Master Plan Review Report*. As this is the first five year report completed, the Planning Commission has reviewed all previous Elements to the City's Master Plan and not just the 2003 and 2009 update.

Summary of Growth 2005-2015

The City's population grew from 57,474 in 2005 to 66,360 in 2015, an increase of 15.5% over the ten year period, with most of the growth (72%) occurring after 2010. Similarly, the number of housing units grew from 22,846 in 2005 to 25,495 in 2015, an increase of 11.6%. Jobs are estimated to have grown 10.0% from 2010 to 2015, in contrast to the small decline in jobs from 2005-2010, which included the recession. Because Gaithersburg is located within the Washington, D.C. metropolitan area, growth is expected to continue through 2045, consistent with the regional forecast.

Housing Policy: Adopted July 1999

The Housing Policy recognized the link between housing and transportation and made recommendations for both, under an overall goal of ensuring that housing, transportation, schools, and parks were adequate, appropriate, and integrated with one another. Several of the housing recommendations, however, were predicated on the availability of new land for development rather than the redevelopment of existing areas, which is best exemplified by the goals of 50 percent of new residential units being detached single family houses, community-based schools that foster New Urbanism tenets (such as walkability), and a prohibition on residential communities composed entirely of townhouses or multifamily units.

Because the majority of new housing that will likely be constructed through 2030 is multi-family or towns and related to infill redevelopment, the 1999 Housing Policy recommendations may no longer be relevant, desirable, or reflect market or demographic realities. The Planning Commission recommends that this policy should be updated and included as part of a future Land Use Plan

Planning Commission Chair John Bauer

Five Year Master Plan Review Report

CPC FORM

update. The revised Housing Policy should be broadened to include other housing issues, such as affordability and inventory (rental vs. owned); unit type and proportion of total stock; replacement of older housing stock; and accessory dwelling units.

Smart Growth Policy: Adopted July 1999

This document, adopted in 1999, is reflective of planning principles of that time. While many recommendations related to transportation projects and processes are antiquated or have been resolved through subsequent other Master Plan Elements, project approvals (CCT), or Zoning Ordinance amendments, The Planning Commission is of the opinion that the six principles presented remain valid. Because much of the document has been amended through subsequent policy, Master Plan recommendations, or included in the State's 12 Planning Visions, the Commission does not feel that this document needs amending as a stand-alone plan; instead the principles should be incorporated into an overall vision statement based upon the State's 12 Planning Visions.

1997 Land Use Plan: Adopted 1986-1997

The Plan divided the City into Six Neighborhoods. Comprehensive rezonings were approved with the adoption of the various Neighborhood Plans. The majority of the recommendations made have either been implemented or amended through subsequent Land Use or "special study area" plans. Those few unaddressed recommendations remain valid and do not need to be reviewed.

Frederick Avenue Corridor Special Study Area Master Plan: Adopted January 2001

This Master Plan has been well reviewed. The creation of the CD Zone and a partial comprehensive rezoning were outgrowths of this Element; however, virtually none of the land use recommendations were ever implemented. The northern portion of the Corridor was never addressed. The majority of the map designations were subsequently amended through both the 2003 and 2009 Land Use Plans. The Planning Commission is of the opinion that the vision expressed for the Corridor remains valid and should be incorporated in any future Land Use Plan. The Commission recommends that the MD 355 Corridor be reviewed within a greater Land Use Plan and corresponding Transportation Plan and not as a new stand-alone "special study area."

2003 Land Use Element: Adopted December 2003; Special Conditions: March 2004

The 2003 Land Use Plan made recommendations for 57 Map Designations, some of which were included to re-affirm the recommendations from the 1997 Land Use Plan. Of these, 14 were superseded by map designations included in the 2009 Land Use Plan. In addition, the Plan made recommendations for five "special study areas" included in the document. (A sixth study area, G.E. Technology Park, was handled as a separate amendment to the Land Use Plan.) Five of the Map Designations and two of the "special study areas" include special conditions, which are legally binding rather than just recommendations or guidelines, and may affect the potential development or redevelopment of the properties.

Planning Commission Chair John Bauer

Five Year Master Plan Review Report

CPC FORM

The Planning Commission finds the recommendations that are unique to the 2003 Land Use Plan, as well as the recommendations for the most of the “special study areas” that were not amended through the 2009 Land Use Plan remain valid and may not need to be updated, but should be reviewed against conditions/forecasts present at the time of update. It may be desirable to include some of the 2003 map designations and “special study areas” in a future Land Use Plan update, if demographic or market conditions have changed such that a different land use or zoning recommendation is more appropriate or if special conditions need revision.

Environment: Adopted August 2004

This Element was revised and amended with the 2009 Environment & Sustainability Element. The Planning Commission finds no further action is needed.

Olde Towne District Master Plan: Adopted June 2005

This Plan addresses an area that remains a City priority. While some redevelopment has occurred in accordance with the plan, such as the Archstone apartment complex, other projects have been implemented, but not to the full extent envisioned by the plan. Many of the visionary elements expressed in the plan remain relevant; however, the Planning Commission is of the opinion that this area should be reviewed in light of changes since 2005 and should be included in a future Land Use Plan. The Planning Commission finds a stand-alone element is not warranted given the projects initiated since 2005.

Special Study Area 10: G.E. Technology Park: Adopted and Amended 2006

The recommendations of this Study Area Element became moot with the acquisition of the primary parcels by Montgomery County Government. The City-owned (aquatic center site) parcel was subsequently amended through the 2009 Land Use Plan.

Historic Preservation: Adopted October 2007

This was the first time the City addressed Historic Preservation through the Master Plan. The Element contained an inventory of resources at that time. Many of the procedural statements made referred to HPAC or to State Article 66b, neither of which remain valid. The objectives expressed in the Element remain valid; however many of the action items have either been completed or may no longer be preferred. The Planning Commission is of the opinion that this Element be revised in the next update to reflect changes since 2007 and better align with the State Planning Visions; offer strategies to address planning challenges to a city balancing redevelopment pressures; and to address historic preservation and a sustainability tool.

Community Facilities: Adopted March 2008

The Community Facilities Element is divided into two major parts: City facilities and non-City facilities. The 2003 Element made recommendations for both City and non-City facilities, but has more influence on the City-controlled facilities. The majority of the City facilities discussed in the

Planning Commission Chair John Bauer

Five Year Master Plan Review Report

CPC FORM

Element are related to services offered by the Department of Parks, Recreation, and Culture. The recommendations for the remaining City facilities, as well as for all of the non-City facilities, remain valid and do not need to be updated. The Planning Commission supports a separate Master Plan Element focused on public parks and recreational/cultural facilities.

Kentlands Boulevard Commercial District Special Study Area: Adopted May 2008

The CCT was realigned and the City's APFO Schools test was amended to facilitate this Plan. The Planning Commission is aware that both Beatty and Saul, the primary property owners, are exploring longer range planning efforts in accordance with this Element and therefore recommends no review of this plan is warranted as part of the initial 2016 Update, but should be addressed as part of the *2021 5-Year Master Plan Review Report*.

Municipal Growth: Adopted April 2009

This Element, required by the State, evaluates whether there is adequate infrastructure and land to support development in the future. The Planning Commission recommends that no changes are needed to this Element because the methodology used an optimistic "full build out" growth scenario, which demonstrated that adequate water, sewer, and land capacity exists through 2030, and none of the underlying assumptions about infrastructure and land capacity have changed, while the amount of actual expected growth has remained substantially below the forecast used for the Element. Further, the Planning Commission is of the opinion that no changes to the City's Maximum Expansion Limits are warranted in the next update.

Water Resources: Adopted February 2010

The Water Resources Element evaluates how potential new growth through 2030, as depicted in the Municipal Growth Element, will impact drinking water supply, wastewater infrastructure, and stormwater and nonpoint source pollution. Specifically, the Element explores whether water and wastewater supplies are adequate to meet current and future needs; and what, if any, impacts will meeting these needs have on water resources. The analysis of the Element determined that the capacity and infrastructure to accommodate Gaithersburg's future demand already exists or has been planned for by WSSC. Specific sections of the Element were amended through the Environment & Sustainability Element to reflect most recent legislative and policy changes. Due to the lack of identified water and sewer capacity issues in Gaithersburg through 2030, combined with the recent update to the Environment & Sustainability Element, the Planning Commission recommends no review of this plan is warranted in the next update.

2009 Transportation: Adopted September 2010

This Element defined geographically-targeted areas and included a revised bicycle master plan. Many of the preliminary recommendations regarding bicycle/pedestrian facilities have been addressed through the City's CIP process. Larger State and County projects of City concern have progressed in the project planning process (CCT, MD 355 BRT) and the Watkins Mill Interchange has been fully funded for construction. As additional studies have been completed and projects

Planning Commission Chair John Bauer

Five Year Master Plan Review Report

CPC FORM

move forward, the Planning Commission recommends that the Transportation Element be reviewed in conjunction with a revised Land Use Element in the next update to strengthen the connection between the two. The next Transportation Element should not focus as much on existing infrastructure, but focus on “next step” changes to incorporate in redevelopment and/or advocate for to the City’s State and County partners. The planning design recommendations remain valid and should be reaffirmed.

2009 Land Use: Adopted December 2011

The 2009 Plan amended specific Map Designations from the 2003 plan; the Frederick Avenue Plan; and added new designations to reflect the impact of the 2008 economic downturn. This plan employed a less prescriptive tone to land use and zoning recommendations as an outgrowth of the uncertainty resulting from 2008. Certain Map Designations such as Crown and the Johnson Properties will be developed by the end of 2016. The Planning Commission recommends that this Element be reviewed in the next cycle with a focus on incorporating specific transportation related infrastructure being included in recommendations. A further sensitivity to data such as the “Frederick Avenue Corridor & Vicinity Capacity Study” and others should be reviewed during the development of recommendations. The approved PlanMaryland designations and MWCOG Activity Centers should be a geographic focus of this Element. The structure of this Element should afford the opportunity of a comprehensive rezoning following adoption. Emphasis should be placed upon identifying any regulatory changes needed to facilitate implementation of this plan.

The Commission notes that while the 2009 Land Use Plan addressed some properties outside of the City limits, not all of the properties within the Maximum Expansion Limits were given a land use and zoning recommendation.

Environment & Sustainability: Adopted March 2015

This Element was recently adopted and the City is only beginning to address recommendations made, such as funding the comprehensive Urban Forestry Inventory. This Element should remain valid through the 2016 Update cycle, but should be addressed as part of the *2021 5-Year Master Plan Review Report*.

Planning Commission Chair John Bauer

Annual Report Worksheet

Annual Report Worksheet Reporting (Calendar) Year 2015

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).
 - MedImmune Day Care facility was granted schematic development plan approval, adding this use to the MedImmune research and development biotech campus.
 - MedImmune was granted schematic development plan approval to construct an additional parking garage on its biotech campus.
 - 200 Professional Drive was granted an amendment to schematic development plan to allow religious use in the office complex.
 - Crown Lofts was granted an amendment to schematic development plan approval to allow for-sale multifamily units rather than rental units.
 - The City conducted a bus rapid transit study for the Frederick Avenue (Maryland Route 355) corridor.

Revised 02/02/2016

Annual Report Worksheet

Annual Report Worksheet Reporting (Calendar) Year 2015

(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.
 - Revised Article XV, adequate public facilities, to change the moratorium threshold for school capacity from 110% to 150% and to institute a new Gaithersburg Montgomery County Schools Facilities Payment Fee for development in school service areas that exceed 105% of capacity.
 - Revised Article XI, off-street parking and loading requirements, to better reflect a general reduction in parking space demand, particularly in areas with a mix of uses.
 - Revised Articles I and V, to allow staff to grant minor waivers from the parking requirements of Article XI and to allow staff to approve minor changes to parking lot layouts, striping, and use charts.
 - Revised several sections of the zoning ordinance to modernize the definitions, review, approval, and permitting of telecommunications facilities, and added small-cell telecommunications facilities as an approvable type.
 - Revised Articles 1 and III to define and allow integrated light manufacturing as a by-right use in the MXD zone.
 - Revised Article VIII to eliminate the requirement to amend an approved schematic development plan when proposing no change in use or only minor changes.

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

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

Revised 02/02/2016

Annual Report Worksheet

Annual Report Worksheet Reporting (Calendar) Year 2015

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 02/02/2016

Annual Report Worksheet

Annual Report Worksheet Reporting (Calendar) Year 2015

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 adopted 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;

None of the development projects are located adjacent to another municipality. The City of Gaithersburg does, however, notify adjoining jurisdictions when proposed growth may be of interest to them.

Revised 02/02/2016

Annual Report Worksheet

Annual Report Worksheet Reporting (Calendar) Year 2015

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 various agencies with 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 agencies 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 02/02/2016

Annual Report Worksheet

Annual Report Worksheet Reporting (Calendar) Year 2015

Section IV: Plan Implementation and Development Process (5-Year Report)

(A) Is the adoption date of your comprehensive plan prior to January 1, 2011? Y N

1. If no, then skip to (B). Identify adoption month and year:
2. If yes, has your jurisdiction submitted a five-year implementation update (5-Year Report) under [§1-207\(c\)\(6\) of the Land Use Article](#)?
 - a. If yes, skip to (B).

The City of Gaithersburg Planning Commission submitted a letter and report dated January 7, 2016 to the Maryland Department of Planning regarding the 5-year review of the City's Master Plan. A copy of this report is included for reference.

- 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).

Revised 02/02/2016

Annual Report Worksheet

Annual Report Worksheet Reporting (Calendar) Year 2015

2. If yes, what were those recommendations?

(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 02/02/2016

Annual Report Worksheet

Annual Report Worksheet Reporting (Calendar) Year 2015

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)

<u>Residential</u>	PFA	Non - PFA	Total
# New Residential Permits Issued	143	0	143

(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.)

Revised 02/02/2016

Annual Report Worksheet

Annual Report Worksheet Reporting (Calendar) Year 2015

(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)

<u>Residential</u>	PFA	Non - PFA	Total
# Units Approved	0	0	0
# Units Constructed	191	0	191
# Minor Subdivisions Approved	4	0	4
# Major Subdivisions Approved	1	0	1
Total Approved Subdivision Area (Gross Acres)	22.68	0	22.68
# Lots, Parcels, & Outlots Approved	31	0	31
Total Approved Lot, Parcel, & Outlot Area (Net Acres)	21.58	0	21.58
# Units Demolished*	1	0	1
# Units Reconstructed/Replaced*			

*Not required.

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

<u>Commercial</u>	PFA	Non - PFA	Total
# New Construction Permits Issued (may or may not be part of the Approved Plats below)	4	0	4
# Lots, Parcels, & Outlots Approved	5	0	5
Total New Construction Building Square Feet Approved – Permits Issued (Gross) (includes parking structures)	311624	0	311624
Total Square Feet Constructed/Completed (Gross)	48186	0	48186

Revised 02/02/2016

Annual Report Worksheet

Annual Report Worksheet Reporting (Calendar) Year 2015

(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
# New Construction Permits Issued	143	0	143
# New Units Approved by Site Plan	0	0	0
# New Units Constructed/Completed	191	0	191
Total Approved Subdivision Area (Gross Acres)	22.68	0	22.68
# Lots, Parcels, & Outlots Approved	31	0	31

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

Residential	PFA	Non – PFA	Total
# New Units Approved by Site Plan	0	0	0
Total Approved Lot, Parcel, & Outlot Size (Net Acres)	21.58	0	21.58

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

Residential	PFA	Non – PFA	Total
# New Units Approved by Site Plan	0	0	0
% of Total Units (# Units/Total Units)	100%	0%	100%

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

Revised 02/02/2016

Annual Report Worksheet

Annual Report Worksheet Reporting (Calendar) Year 2015

(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)

<u>Commercial</u>	PFA	Non - PFA	Total
# New Construction Permits Issued (may or may not be part of the Approved Plats below)	4	0	4
Total New Construction Building Square Feet Approved as part of Plats Below (Gross) (includes parking structures)	302291	0	302291
# Lots, Parcels, & Outlots Approved	5	0	5
Total Subdivision Area (Gross Acres)	30.07	0	30.07

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

<u>Commercial</u>	PFA	Non - PFA	Total
Total New Construction Building Square Feet Approved as part of Plats Below (Gross)	302291	0	302291
Total Lot, Parcel, & Outlot Size (Net Acres)	30.03	0	30.03

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

<u>Commercial</u>	PFA	Non - PFA	Total
Total New Construction Building Square Feet Approved as part of Plats Below (Gross)	302291	0	302291
% of Total Building Sq. Ft. (Total Bldg. Sq. Ft./Total Sq. Ft.)	100%	0%	100%

Revised 02/02/2016

Annual Report Worksheet

Annual Report Worksheet Reporting (Calendar) Year 2015

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? Years.

(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?

Revised 02/02/2016

Annual Report Worksheet

Annual Report Worksheet Reporting (Calendar) Year 2015

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 throughout the year 2030. Following the adoption of the Municipal Growth Element, the actual observed growth within the City (and Montgomery County generally) 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 incorporated 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: MDP provides technical assistance to local governments in completing development capacity analyses. Please contact your MDP regional planner for more information.)

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

Revised 02/02/2016

Annual Report Worksheet

Annual Report Worksheet Reporting (Calendar) Year 2015

(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 Acres w/ Capacity	2,537.8	0	2,537.8
Residential Parcel & Lots w/Capacity	19,112	0	19,112
Residential Capacity (Units)	4,724	0	4,724

Revised 02/02/2016

Annual Report Worksheet

Annual Report Worksheet Reporting (Calendar) Year 2015

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 and annual memo regarding the APFO restrictions that result from the published schools capacity in the Montgomery County Public Schools (MCPS) 5-year Capital Improvements Program (CIP). For the majority of 2015, approximately 68.7% of the City's land area was in strict moratorium for residential development because the schools exceeded 110% of capacity. Following an amendment to the City's APFO on October 12, 2015, no area of the City is within moratorium because no school exceeds 150% of capacity, but approximately 83.6% of the City's land area is subject to the City Schools Facilities Payment Fee because those schools exceed 105% of capacity.

Traffic Impact Studies (TIS) are required for all development applications, unless exempted under the City's Traffic Impact Studies Standards. Currently, only development applications that produce fewer than an additional 30 peak-hour trips are exempt from the TIS requirement.

All areas of the City are currently served by adequate fire and emergency full response time of 10 minutes from at least two stations.

Revised 02/02/2016

Annual Report Worksheet

Annual Report Worksheet Reporting (Calendar) Year 2015

All areas of the City are currently served by adequate public water and sewer service, subject to a final determination by the Washington Suburban Sanitary Commission (WSSC) at the time of WSSC permit review.

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

Under the schools capacity test, the APFO restricts the approval of preliminary site plans and schematic development plans that include non-age-restricted residential units if any individual school capacity exceeds 150% of programmed capacity five years in the future. The existence of the APFO restriction will prevent development of residential units in any areas of the City that exceed the 150% capacity limit. Two schools, Rachel Carson Elementary and Summit Hall Elementary, are nearing the 150% capacity limit, and two property owners in the Rachel Carson service area have indicated a desire to build new residential units, as envisioned by the City's Master Plan.

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

The City does not have funding or operation authority over the public schools and thus does not have the ability to directly resolve capacity issues. While the 2015 revised APFO includes a waiver provision to allow approval of proposed development even though a school exceeds the 150% APFO limit, such a waiver does not mitigate the underlying problem of deficient school capacity and the waiver can be granted only upon a finding that it satisfies one or more of three narrow criteria. Also included in the 2015 revised APFO is a provision that allows collection of an additional facilities (construction) fee from development that is within a school service area that exceeds 105% of capacity, which is hoped to help mitigate some of the underlying funding and capacity challenges.

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

The date for complete resolution of the underlying capacity deficiency is dependent upon funding and operation by MCPS, as well as funding provided by the Montgomery County Council and State of Maryland. Beginning in January 2016, the City will collect a facilities fee from approved development in areas where school capacity exceeds 105%, and will transfer the funds to MCPS at such time as construction commences for such a capacity-deficient school.

(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

Revised 02/02/2016

Annual Report Worksheet

Annual Report Worksheet Reporting (Calendar) Year 2015

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 *will be* filed with the local legislative body? Y N
 - c. Answer if all members of the Planning Commission/Board and Board of Appeals have completed an educational training course as required under [§1-206\(a\)\(2\) of the Land Use Article?](#) Y N
(See <http://planning.maryland.gov/YourPart/MPCA/PCBZACompletedEd.shtml> for a list having completed the course.)
 - 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/local-planning-staff.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.

Revised 02/02/2016