

**INDEX OF MEMORANDA  
X-9510-2023  
WALNUT HILL COMMERCIAL**

Mayor and City Council Introduction Held: May 15, 2023  
Planning Commission Recommendation Held: July 19, 2023  
Mayor and City Council Public Hearing Held: September 5, 2023  
Mayor and City Council Record Closed: September 29, 2023  
Mayor and City Council Policy Discussion Scheduled: October 16, 2023

Last Updated: October 2, 2023

| <b><u>No.</u></b> | <b><u>Exhibit</u></b>   |
|-------------------|---|
| 1.                | <i>X-9510-2023 Application</i>  |
| 2.                | <i>Original Annexation Petition</i>   |
| 3.                | <i>Original Applicant's Statement of Justification</i>  |
| 4.                | <i>Draft X-9510-2023 Annexation Area</i>  |
| 5.                | <i>Draft X-9510-2023 Annexation Plan</i>  |
| 6.                | <i>City of Gaithersburg Maximum Expansion Limits (from the adopted Municipal Growth Element of the Master Plan)</i>     |
| 7.                | <i>Verification of Owners and Resident Voters Within Annexation Area</i>  |
| 8.                | <i>Draft Resolution for Annexation X-9510-2023</i>  |
| 9.                | <i>Staff Presentation for Introduction of Annexation X-9510-2023 at the May 15, 2023 Mayor and City Council Meeting</i> |
| 10.               | <i>Letters Sent to State and Local Officials and Agencies</i>   |
| 11.               | <i>Approved NRI for 16531 South Frederick Avenue (Walnut Hill Shopping Center)</i>                                      |
| 12.               | <i>Approved NRI for 8939 and 8941 North Westland Drive</i>  |
| 13.               | <i>Economic and Business Committee Comments</i>   |
| 14.               | <i>Hou Comments</i>   |
| 15.               | <i>Gateway Commons HOA Comments</i>   |
| 16.               | <i>Montgomery County Planning Department Questions and Responses via Email</i>  |
| 17.               | <i>Maryland Department of Planning Questions and Responses via Email</i>  |
| 18.               | <i>Additional Maryland Department of Planning Questions and Responses via Email</i>                                     |

**New exhibits included with this meeting packet**

**Previously-submitted exhibits included with this meeting packet**

*Previously-submitted exhibits not included with this meeting packet*

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**X-9510-2023, Walnut Hill Commercial**

| <b><u>No.</u></b> | <b><u>Exhibit</u></b>  |
|-------------------|--|
| 19.               | <i>Additional Correspondence from City Staff to Maryland Department of Planning via Email</i>      |
| 20.               | <i>Letter From the Maryland Department of Planning Regarding Annexation X-9510-2023</i>            |
| 21.               | <i>Revised Annexation Petition</i>   |
| 22.               | <i>Applicant Exhibit G - Revised Applicant Statement of Justification</i>                          |
| 23.               | <i>Applicant Exhibit A – Revised Annexation Plan</i>   |
| 24.               | <i>Applicant Exhibit A-1 – Boundary Survey</i>   |
| 25.               | <i>Applicant Exhibits A-1 through A-5 – Metes and Bounds Description</i>                           |
| 26.               | <i>Applicant Exhibit B – Montgomery County Zoning Map</i>  |
| 27.               | <i>Applicant Exhibit C – Applicable County Master Plan Sections</i>                                |
| 28.               | <i>Applicant Exhibit D – List of Owners</i>  |
| 29.               | <i>Applicant Exhibit E – Vicinity Map</i>  |
| 30.               | <i>Applicant Exhibit F – Adjacent Property Owners</i>  |
| 31.               | <i>Applicant Exhibit I – Traffic Impact Statement</i>  |
| 32.               | <i>Applicant’s Proposed Allowable Uses for the Walnut Hill Shopping Center Parcel</i>              |
| 33.               | <i>Applicant’s Proposed Development Schedule for the Walnut Hill Shopping Center Parcel</i>        |
| 34.               | <i>Applicant’s Proposed Illustrative Elevations After Renovation</i>                               |
| 35.               | <i>Applicant Exhibit H – Overall Site Plan for Walnut Hill Shopping Center</i>                     |
| 36.               | <i>Applicant Exhibits J – Concept Stormwater Plan</i>  |
| 37.               | <i>Applicant Exhibit K – Proposed Draft Annexation Agreement</i>                                   |
| 38.               | <i>Excerpt of the Montgomery County Zoning Ordinance [Chapter 59] (focused on the CRT Zone)</i>    |
| 39.               | <i>Excerpt of the City of Gaithersburg Zoning Ordinance [Chapter 24] (focused on the C-2 Zone)</i> |
| 40.               | <i>Excerpt of the City of Gaithersburg Zoning Ordinance [Chapter 24] (focused on the CD Zone)</i>  |
| 41.               | <i>Excerpt of the 2001 Frederick Avenue Corridor Special Study Area Land Use Plan</i>              |

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| <b><u>No.</u></b> | <b><u>Exhibit</u></b>  |
|-------------------|--|
| 42.               | <i>Excerpt of the 2003 Master Plan Municipal Growth Element</i>  |
| 43.               | <i>Excerpt of the 2009 Master Plan Land Use Element</i>  |
| 44.               | <i>Excerpt of the Transportation Element of the 2009 Master Plan</i>   |
| 45.               | <i>Gaithersburg FY 2022 Strategic Plan</i>   |
| 46.               | <i>Maryland 355 BRT Display Boards #16 and #17 from MCDOT</i>  |
| 47.               | <i>Resolution R-08-69, Approving Annexation X-099</i>  |
| 48.               | <i>Resolution R-09-69, Establishing the Zoning for Annexation X-099</i>  |
| 49.               | <i>Equity Case 31265 (Abandoning a portion of the MD 355 right of way)</i>                                     |
| 50.               | <i>Plat 4267 (Walnut Hill Shopping Center)</i>   |
| 51.               | <i>Plat 4267 With Sketch of the City Boundary and Post-recording Road Abandonments</i>                         |
| 52.               | <i>Minutes of the May 15, 2023 Mayor and City Council Meeting</i>  |
| 53.               | <i>Preliminary Background Report</i>   |
| 54.               | <i>Applicant's Presentation to the Planning Commission</i>   |
| 55.               | <i>Montgomery County Staff Report for Annexation X-9510-2023</i>   |
| 56.               | <i>Excerpt of the City of Gaithersburg Zoning Ordinance [Chapter 24] (focused on zoning for annexed areas)</i> |
| 57.               | <i>Title 4 of the Local Government Article of the Maryland Code (Annexations)</i>                              |
| 58.               | <i>City Website Notice of Public Hearing, Published July 07, 2023</i>  |
| 59.               | <i>City Staff Confirmation of Posting of Notice on the Property, July 7, 2023</i>                              |
| 60.               | <i>Hudson Comments</i>   |

*Planning Commission Recommendation was held on July 19, 2023.*

|     |   |
|-----|---|
| 61. | <i>Planning Commission Recommendation to the Mayor and City Council (CPC)</i>   |
| 62. | <i>Fiscal Impact and Revenue Estimate for the Walnut Hill Annexation, Prepared by City of Gaithersburg Economic Development Staff</i> |
| 63. | <i>Notice to Commercial Property Owners in the Annexation Area, sent July 25, 2023</i>  |

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**Previously-submitted exhibits included with this meeting packet**  
*Previously-submitted exhibits not included with this meeting packet*

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| <b><u>No.</u></b> | <b><u>Exhibit</u></b>   |
|-------------------|---|
| 64.               | <i>Montgomery County Planning Board Comments on City of Gaithersburg Annexation X-9510-2023</i>                   |
| 65.               | <i>Excerpt of the Minutes of the July 13, 2023 Montgomery County Planning Board Meeting</i>                       |
| 66.               | <i>Excerpt of the Minutes of the July 5, 2023 Planning Commission Meeting</i>                                     |
| 67.               | <i>Excerpt of the Minutes of the July 19, 2023 Planning Commission Meeting</i>                                    |
| 68.               | <i>Washington Post Legal Notice Request and Proof of Publication</i>  |
| 69.               | <i>Copy of the August 10, 2023 Washington Post Legal Notice</i>   |
| 70.               | <i>Copy of the August 17, 2023 Washington Post Legal Notice</i>   |
| 71.               | <i>Copy of Legal Notice Sent on August 22, 2023 to the Montgomery County Council</i>                              |
| 72.               | <i>Copy of Legal Notice Sent on August 22, 2023 to the Maryland-National Capital Park and Planning Commission</i> |
| 73.               | <i>Public Hearing Notifications Sent to Adjacent Property Owners, Mailed August 23, 2023</i>                      |
| 74.               | <i>Staff Email to Owner of 8941 North Westland Drive</i>  |
| 75.               | <i>Walnut Hill Civic Association Comments</i>   |
| 76.               | <i>Rockville Evangelical Mission Church Comments</i>  |
| 77.               | <i>Jackson Comments</i>   |
| 78.               | <i>Letter From Owner of 8941 North Westland Drive Requesting Annexation Agreement Terms</i>                       |
| 79.               | <i>Walnut Hill Civic Association Additional Comments</i>  |
| 80.               | <i>Bates Comments</i>   |
| 81.               | <i>Stadnytskyi Comments</i>   |
| 82.               | <i>Hall Comments</i>  |
| 83.               | <i>Hou Additional Comments</i>  |
| 84.               | <i>Montenyohl Comments</i>  |
| 85.               | <i>Heath Comments</i>   |
| 86.               | <i>Puglisi Comments</i>   |
| 87.               | <i>Raimondo Comments</i>  |
| 88.               | <i>Everhart Comments</i>  |

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| <b><u>No.</u></b> | <b><u>Exhibit</u></b>   |
|-------------------|---|
| 89.               | <i>Klinger Comments</i>   |
| 90.               | <i>Barker Comments</i>  |
| 91.               | <i>Applicant Presentation for the Mayor and City Council Public Hearing (original wide format version not presented during meeting)</i> |
| 92.               | <i>Applicant Presentation for the Mayor and City Council Public Hearing (resized for TV screen and presented at hearing)</i>            |
| 93.               | <i>Staff Presentation for the Mayor and City Council Public Hearing</i>   |
| 94.               | <i>Staff Analysis and Fiscal Impact Report</i>  |

*Public Hearing was held on September 5, 2023.*

- 95. Applicant Supplemental Statement in Response to Public Hearing Comments**
- 96. Ward Comments**
- 97. Montgomery County Council Staff Report for September 26, 2023 Meeting**
- 98. Montgomery County Council Resolution**

*Mayor and City Council Record closed September 29, 2023 at 5:00 p.m.*

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