



Planning Commission
Hybrid (In-Person / Virtual)
www.gaithersburgmd.gov/meetings
City Hall 31 South Summit Avenue
Gaithersburg, MD 20877

MINUTES
Regular Session
Wednesday, July 5, 2023, 7:30 PM

1. CALL TO ORDER

The Regular Session of the Planning Commission was called to order at 7:30 PM with Chair John Bauer presiding.

Attendee Name	Title	Status	Arrived
John Bauer	Chair	Present	
Danielle Winborne	Vice Chair	Present	
Matthew Hopkins	Commissioner	Present	
Lloyd Kaufman	Commissioner	Present	
Philip Wessell	Commissioner	Present	
Sharon Cantrell	Alternate Commissioner	Excused	

Staff present: Deputy City Attorney Johnson, Director of Planning & Code Administration Schlichting, Community Planning Manager Mann, Planner III Eby, Planner Berger, and Planner Johnson.

2. APPROVAL OF MINUTES

A. Regular Session held June 7, 2023

Motion was made to approve the above minutes.

RESULT: APPROVED [UNANIMOUS]
MOVER: Lloyd Kaufman, Commissioner
SECONDER: Danielle Winborne, Vice Chair
FOR: Bauer, Winborne, Hopkins, Kaufman, Wessell

B. Regular Session held June 21, 2023

Motion was made to approve the above minutes.

RESULT: APPROVED [UNANIMOUS]
MOVER: Lloyd Kaufman, Commissioner
SECONDER: Danielle Winborne, Vice Chair
FOR: Bauer, Winborne, Hopkins, Kaufman, Wessell

3. CONSENT

A. AFP-9590-2023: New 394 square foot addition on the second floor of the rear façade at 10 Solitaire Court in the R-90C Zone (Medium density residential, cluster development). AMENDMENT TO FINAL PLANS-CONSENT

Motion was made to approve the Consent Agenda.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Philip Wessell, Commissioner
SECONDER:	Lloyd Kaufman, Commissioner
FOR:	Bauer, Winborne, Hopkins, Kaufman, Wessell

4. RECOMMENDATIONS TO MAYOR AND CITY COUNCIL

A. X-9510-2023 (Walnut Hill Commercial Annexation): Petition to annex approximately 9.5 acres of land adjacent to the City and assign C-2 and CD Zoning. The area to be annexed includes the Walnut Hill Shopping Center at 16531 South Frederick Avenue, a vacant parcel at 8939 North Westland Drive, a restaurant at 8941 North Westland Drive, and a portion of the North Westland Drive right of way northeast of MD Route 355 (South Frederick Avenue), RECOMMENDATION TO MAYOR AND CITY COUNCIL

Planner Eby introduced the application and located the property. He provided background on the recommendation.

Patricia Harris with Lerch, Early & Brewer, attorney for the applicant, provided background on the property. She presented a rendering of the proposed site plan and green space plan. She provided explanation regarding the proposed zoning of the property. Ms. Harris spoke about how the annexation plan complies with the City’s Master Plan and the adequacy of the site to be served by public facilities. She commented that the Montgomery County Planning Board will be meeting on July 13, 2023 to make a recommendation and the county staff report does recommend annexation.

Commissioner Wessel asked for clarification regarding South Westland Drive as part of the annexation.

Planner Eby provide explanation why South Westland Drive was not included in the annexation.

Chair Bauer asked for clarification regarding a driveway on the northeast part of the site.

Planner Eby stated the driveway is an additional entrance to the shopping center behind the site and is already within the corporate city limits.

There were no comments from the public.

Commissioner Hopkins asked for clarification regarding the existing business and property owners at 8941 North Westland Drive.

Planner Eby commented that staff has met with the owners and provided explanation as to why it is being included in the annexation.

Director Schlichting commented there is a meeting scheduled for July 11, 2023 with staff and the property owners of 8941 North Westland Drive for further discussion.

Chair Bauer asked about the owners of 8941 North Westland Drive being included as

applicants.

Planner Eby provided clarification regarding Chair Bauer’s inquiry.

Planner Eby voiced staff’s recommendation that the Planning Commission recommend to the Mayor and City Council that the proposed zoning of C-2 (General Commercial) and CD (Corridor Development) for Annexation X-9510-2023 is appropriate based upon the findings presented in the preliminary report. The proposed X-9510-2023 annexation and associated plan are in compliance with the City’s Master Plan and 2022 Strategic Plan, based upon the findings presented in the preliminary report. The proposed X-9510-2023 annexation and associated plan can be served by both existing and future public facilities based upon the findings presented in the preliminary report. Additionally, staff recommends that the Planning Commission defer their recommendation for eight (8) days to receive public comments until 5:00 PM on Thursday, July 13, 2023, and provide a formal recommendation on the annexation petition and annexation plan on Wednesday, July 19, 2023, 47 days prior to the public hearing scheduled for the September 5, 2023 Mayor and City Council meeting.

Motion was made that the Planning Commission defer their recommendation for eight (8) days to receive public comments until 5:00 PM on Thursday, July 13, 2023, and provide a formal recommendation on the annexation petition and annexation plan on Wednesday, July 19, 2023, 47 days prior to the public hearing scheduled for the September 5, 2023 Mayor and City Council meeting.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Lloyd Kaufman, Commissioner
SECONDER:	Danielle Winborne, Vice Chair
FOR:	Bauer, Winborne, Hopkins, Kaufman, Wessell

5. PUBLIC HEARINGS

A. ASDP-9578-2023: Change the use from office to educational and revise parking chart at 202 S. Summit Ave. in the CD (Corridor Development) Zone, AMENDMENT TO CONCEPT PLAN

Planner Berger introduced the applications and located the property. He provide background on the property. He noted the application was presented to the Mayor and City Council at their June 5, 2023, regular meeting and deemed the application to have a minor impact directing the Planning Commission to hold a public hearing and make a final decision on the amendment. He stated the application was filed concurrently with the application for Amendment to Final Site Plan AFP-9576-2023. Planner Berger presented a parking schedule and chart. He stated staff is supportive of both applications.

Zainab Abbas with Scitech2U, the potential business utilizing the space, provided background on the business and its mission.

Father Javier Garcia, representing the applicant, the Episcopal Church of the Ascension stated this project will benefit the neighborhood and the church.

Chair Bauer asked for clarification regarding accessibility of the building related to the change of use and future signage.

Planner Berger stated that no material changes will be made to the building, but in the future there will need to be egress changes made to the second floor.



MINUTES
Regular Session
 Wednesday, July 19, 2023, 7:30 PM

1. CALL TO ORDER

The Regular Session of the Planning Commission was called to order at 7:30 PM with Chair John Bauer presiding.

Attendee Name	Title	Status	Arrived
John Bauer	Chair	Present	
Danielle Winborne	Vice Chair	Present	
Matthew Hopkins	Commissioner	Present	
Lloyd Kaufman	Commissioner	Present	
Philip Wessell	Commissioner	Present	
Sharon Cantrell	Alternate Commissioner	Excused	

Staff present: Deputy City Attorney Johnson, Community Planning Manager Mann, and Planner III Eby.

2. RECOMMENDATIONS TO MAYOR AND CITY COUNCIL

A. X-9510-2023 (Walnut Hill Commercial Annexation): Petition to annex approximately 9.5 acres of land adjacent to the City and assign C-2 and CD Zoning. The area to be annexed includes the Walnut Hill Shopping Center at 16531 South Frederick Avenue, a vacant parcel at 8939 North Westland Drive, a restaurant at 8941 North Westland Drive, and a portion of the North Westland Drive right of way northeast of MD Route 355 (South Frederick Avenue), RECOMMENDATION TO MAYOR AND CITY COUNCIL

Planner Eby introduced the application. He stated this was a continuation of the recommendation on annexation petition X-9510-2023. He located the annexation area and provide background on the recommendation.

Planner Eby voiced staff's recommendation that the Planning Commission, based upon the findings presented in the preliminary background report, the applicant's testimony, and the evidence in the record recommend to the Mayor and City Council that the proposed zoning of C-2 (General Commercial) and CD (Corridor Development) are appropriate, is in compliance with the City's Master Plan and 2022 Strategic Plan, and the annexation area can be served by both existing and future public facilities.

The Planning Commission discussed the existing business and property owners of 8941 North Westland Drive being included in the annexation.

Motion was made that the Planning Commission, based upon the findings presented in the preliminary background report, the applicant's testimony, and the evidence in the record the proposed zoning of C-2 (General Commercial) and CD (Corridor Development) are

appropriate, it is in compliance with the City's Master Plan and 2022 Strategic Plan, and the annexation area can be served by both existing and future public facilities, recommend the approval of X-9510-2023 to the Mayor and City Council.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Lloyd Kaufman, Commissioner
SECONDER:	Danielle Winborne, Vice Chair
FOR:	Bauer, Winborne, Hopkins, Kaufman, Wessell

3. FROM COMMISSION

No comments from the Commission.

4. FROM STAFF

Community Planning Manager Mann

- Announced that July 24, 2023 will be a joint work session on the Retool Gaithersburg project.
- Announced the next regular meeting of the Commission is scheduled for August 2, 2023.

A. 2022 Annual Planning Report

Community Planning Manager Mann presented the 2022 Annual Planning Report and complemented Planner Forbes on her contribution.

The Planning Commission thanked staff for their hard work.

5. ADJOURNMENT

There being no further business, the session was adjourned at 7:40 PM

Respectfully submitted,

Gretchen Wyrick, Permitting Manager