

City of Gaithersburg
**2013 Annual Planning
Report**



*Prepared by the City of Gaithersburg Planning Department
on behalf of the Planning Commission for the
period January 2013 through December 2013*



Gaithersburg
A CHARACTER COUNTS! CITY

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Introduction and Overview

Introduction

Calendar year 2013 saw a continuation of the commercial and residential building activity pace set in 2012, indicating that economic recovery remains on a strong and persistent course. The most significant events in 2013 were opening of commercial businesses in Crown and the occupancy of the first apartment building in The Spectrum at Watkins Mill, two of the City's largest multi-phase development projects.



Downtown Crown



Paramont East



Paramont West

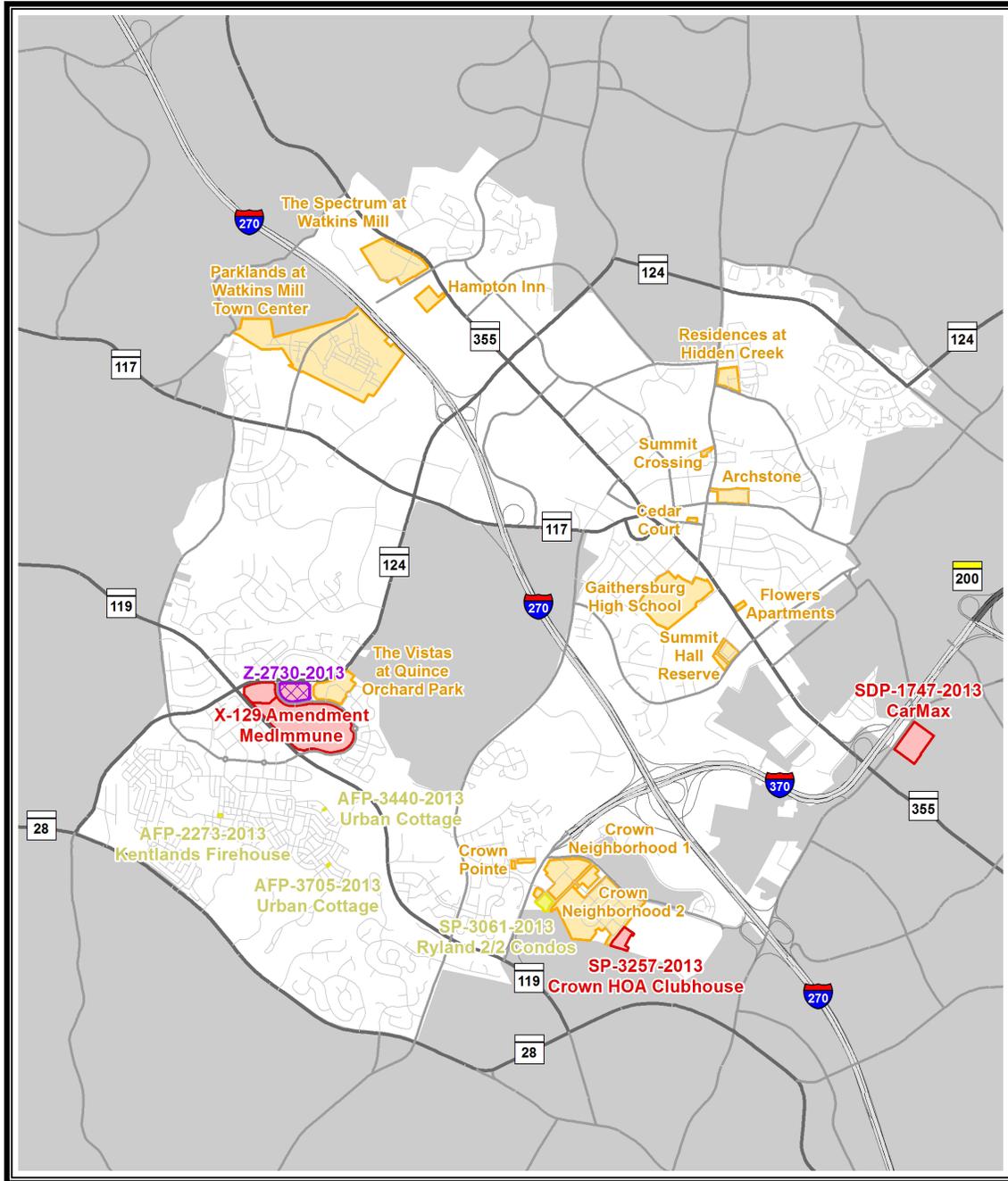
Introduction and Overview

City of Gaithersburg Annual Report to MDP *Development Patterns*

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



City of Gaithersburg



Current Developments Overview

Current Development Overview

Crown

In 2013, Crown witnessed the next stage in the development. While permits and approvals were gained in 2012, the first businesses opened and residents moved into Crown. Starbucks opened to the public and Harris Teeter and L A Fitness were completed. The remainder of the commercial areas on Neighborhood 1 will open in 2014. The first phase of residential townhome construction is almost complete. The Crown Homeowner's Association (HOA) Facility was approved as well as the conversion of a proposed multi-family rental complex to seventy (70) two-over-two condominiums in Neighborhood 1. Both of these projects will begin construction in the summer of 2014.



Downtown Crown



Crown's Homeowner's Association (HOA) Facility

Current Developments Overview

Washingtonian North

The final phase of the Washingtonian Center, known as Washingtonian North, began the development plan process. Originally envisioned as all office in the early 1990's, the developer, Boston Properties, received approval through a renegotiation of the annexation agreement to have a mixed-use development consisting of office, multi-family and health club facility. The applicant submitted a schematic development plan application in the fall of 2013. The public hearing for the application will be in early 2014.



Washingtonian North

Current Developments Overview

Watkins Mill Town Center

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

During 2013, The Parklands at Watkins Mill Town Center continued to attract new residents. Permits were issued for construction of the final residential phase of the development. Overall, 27 new residential building permits were issued in 2013. The commercial portion of Watkins Mill Town Center has remained inactive since the economic downturn in 2007.



Parklands at Watkins Mill Town Center



Paramount East

The Spectrum at Watkins Mill

In 2013, construction at The Spectrum continued and residents began moving into the mixed-use building named Paramount East, which includes 114 dwelling units and 3,770 square feet of future commercial space. The adjacent Paramount West mixed-use building will offer 110 dwelling units and 9,240 square feet of retail. The next phase of the Spectrum, a mixed-use building known as the Majestic, received plan approval in 2013 for 287 dwelling units, 6,600 square feet of retail space, and 5,400 square feet of restaurant space. The Majestic is anticipated to begin construction in 2014, with a reduced unit count of 241.

Current Developments Overview



Hidden Creek

Other Development Activity of Note

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 2013, a schematic development plan was approved to demolish the existing 204,490 square foot commercial building and replace it with automobile sales and a future office building on separate lots. Construction on the CarMax portion of the site is expected to begin in summer of 2014.

Maple Hill, a 2.97 acre townhouse community, broke ground in late 2012. The property was annexed in 2011 and is the first project being developed by Habitat for Humanity within the City of Gaithersburg. The project will provide 19 townhouse units for low income families. Building permits have been issued for all of the townhouses and the project is expected to be completed in 2014.

The Vistas, the final residential portion of Quince Orchard Park, began site work and sales of units in 2010. Construction was well underway in 2013 with the issuance of the final residential building permits. The 11.68-acre site was approved for 83 dwelling units, including 13 single family detached houses, 38 townhouses, and 32 multi-family (two over two) condominium units. The plan includes active and passive recreation areas and right-of-way for the future Corridor Cities Transitway. The project is expected to be completed in 2014.

In 2012, Woodfield Investments completed construction and received occupancies on The Apartment Homes at Hidden Creek, a redevelopment project that received final plan approval in 2010. Located at Goshen Road and Girard Street, the project includes a mix of uses in the project, including 300 multi-family units and 12,000 square feet of retail and amenity uses on approximately 6.58 acres of land. Most of the commercial portion of the project was completed and opened as a 7-11 convenience store in 2013.

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Current Developments Overview

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In 2012, Archstone-Smith completed construction and received occupancy for the designated Smart Site project, Westchester at East Diamond, a five-story building with four stories of apartments above ground floor retail located within the City's Olde Towne area. The new development includes 18,000 square feet of retail space and 389 apartment units, with a 728-space parking garage. As of 2014, the commercial area shell is completed but does not yet have tenants. A major component of this project was the construction of Teacher's Way, a new public street, which was a collaborative effort between Archstone, the City, and Montgomery County Public Schools (MCPS) using State and federal funds. Teachers Way was completed in Fall of 2013 and provides additional connectivity within Olde Towne to help improve traffic circulation within this vital part of the city.

In 2009, Montgomery County acquired the GE Technology Park located at 100 and 201 Edison Park Drive. The 95 acre site provides a campus setting featuring a 373,116 square foot office building and a 261,316 square foot warehouse building. The County has renovated the office building as the Public Safety Headquarters, which includes the County Police Headquarters, Police District 1 Station, Fire and Rescue Headquarters, Corrections and Rehabilitation Headquarters, Department of Transportation, and Office of Emergency Management and Homeland Security. The warehouse building has been renovated and now houses the Department of Liquor Control. All of the County offices and departments were relocated from other areas within Montgomery County. The County and the City each own one undeveloped lot in the Technology Park and there are no immediate plans for either property.



Maple Hill

Economic Development

The combination of an improving economy and a proactive approach to economic development helped Gaithersburg's post-recession recovery to continue in earnest in 2013. Positive net absorption of nearly 190,000 square feet of Class A and B office space reduced the City-wide vacancy rate to 10.8 percent by the end of 2013, the lowest in more than 5 years and far below 2009's astounding 19 percent vacancy rate (graphic). While asking rents have not rebounded to pre-recession levels which approached \$27 per square foot, they did continue to stabilize in 2013, averaging roughly \$24.50 per square foot (graphic). Additionally, the City's Office of Economic Development awarded more than a dozen grants totaling over \$200,000 through the Economic Development Toolbox program, helping to leverage millions of dollars in matching private investment and supporting well over 100 jobs.

The Gaithersburg multi-family market also reflected an improving economy. Comprised of 57 properties, with 9,855 units, the market saw delivery of 613 new units in 2013, up from 300 units in the previous year. Additionally, 2013 marked a 10-year high for net units absorbed (378), far exceeding 2012's 47 units. By the fourth quarter of 2013, the vacancy rate had declined to 4.7 percent, down from 8.4 percent at the beginning of the same year. Effective rent per unit ended the year at \$1,411.62, up from \$1,406.33 in the fourth quarter of 2012. The concession rate fell dramatically through 2013, finishing at 2.21 percent, beating the record low set in mid-2005 at 3.19 percent.

Continued on page 9



Paramount West

City Initiatives

Continued from page 8



The Vistas

Created in 2010, the Toolbox program was established to provide diversified economic development incentives, primarily in the form of matching grants, that could be broadly applied to existing businesses and eligible commercial buildings/spaces across the City. Incentives are generally directed toward existing business that exhibit growth potential and provide stable, well-paying jobs. Certain additional incentives are related to long-term marketability of commercial space. Specific toolbox programs include matching grants for tenant improvements, job training assistance, commercial signage assistance, demolition assistance, ADA compliance, and utility upgrades.

In 2011, the Economic Development Opportunities Fund (EDOF) program was established by the City to support even bigger and more unique opportunities to grow and/or retain jobs within Gaithersburg. In 2013, the City awarded its third and fourth Economic Development Opportunities Fund (EDOF) grants to two companies expanding within Gaithersburg. GeneDX, a biotechnology company specializing in genetic testing for rare hereditary disorders, was awarded \$225,000 to support investments in improvements to the company's existing 45,000 square feet at 207 Perry Parkway, and to assist with build-out costs for an additional 29,000 square feet of leased space at 205 Perry Parkway. GeneDX currently employs over 200 people in Gaithersburg, and has committed to hiring 50 additional employees over the next two years. Emergent BioSolutions, a pharmaceutical company specializing in anthrax vaccines, was awarded a \$250,000 EDOF grant in 2013 to support the relocation of the company's North American headquarters from Rockville to 400 Professional Drive. The move will bring over 130 new employees to Gaithersburg, and complement Emergent's existing research and development (R&D) facility at neighboring 300 Professional Drive. To date, four grants totaling nearly \$1,300,000 have been awarded through the Economic Development Opportunities Fund since 2012, supporting nearly 1,500 jobs and catalyzing tens of millions of dollars in private investment.

Historic Preservation

In 2013, historic preservation planning played a critical role in ensuring that every opportunity was exhausted to save 31 Walker Avenue from demolition, a building that is a key component of the Brookes, Russell, and Walker Historic District. Neglected to such a degree that the building was condemned by the City in May 2013 due to a number of structural issues, the rehabilitation of the property is now fully underway as a result of cooperation between the property owner, the residents of the Historic District, the City of Gaithersburg, and the Historic District Commission.

In January 2014, City staff presented the findings of the England-Crown Farm Survey and Analysis Project, which was completed in late 2013. The study was drafted in order to help the Mayor and City Council and City staff determine appropriate budgeting and planning for the acceptance of the future City park site, which includes four structures/buildings that are part of the historic resource designation for the England-Crown Farm. Following the presentation of the findings, the Mayor and City Council directed City staff to explore the re-evaluation of the historic designation, which includes the entire future City park site parcel and instead focus the designation on individual farmstead structures and buildings, as the loss of the Horse Barn, the Dairy Barn, and the Hay Barn in a 2011 fire changed the context of the historic resource as a whole.

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England-Crown Farm

City Initiatives

Continued from page 10

The Summit Hall Farm Smokehouse is a vernacular, fourteen foot square, log structure constructed circa 1810 and is most likely the oldest extant structure in the City. On August 12, 2013 the Mayor and City Council conducted an on-site work session at the Smokehouse. The central findings of the 2012 Existing Conditions Assessment and Recommendations for the Summit Hall Smokehouse were presented to everyone in attendance and an interior condition assessment overview was provided to those wishing to enter the Smokehouse. Each of the different treatment options, and their associated costs, were explained and, subsequently, City staff was directed to move forward with completing a National Register of Historic Places Form (NPS 10-900) for Summit Hall Farm in order to increase the likelihood of securing grant funding to pursue a treatment option for addressing the Smokehouse's deteriorated condition. City staff is moving forward in 2014 by selecting Preservation as the treatment option (from The Secretary of the Interior's Standards) for the Smokehouse, to include: prevention of further deterioration due insect infestation, prevention of further deterioration of the logs due to rot, repair of fieldstone foundation, repair of deteriorated logs, and the providing of maintenance to the roof.



Summit Hall Farm Smokehouse

The transformation of the Kentlands Firehouse, from vacant building to single-family residence, hit full stride in 2013. While the exterior the Firehouse looks largely unchanged, in the sense that the building conveys the look of a firehouse, the interior of the building has undergone a stunning renovation. The new owners, who plan to move in during 2014, have struck a fine balance of old and new. The existing hardwood floors were painstakingly refinished. 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 become comfortable for day-to-day living in the 21st Century. The second-floor dormitories were converted into separate bedrooms, including a lovely master suite. The new owners plan to utilize the Montgomery County Historic Preservation Tax Credit, which could result in a credit of over \$22,900 being applied to their property tax bill, with any unused portion being carried forward for up to five years.



Kentlands Firehouse

Long Range Planning and Transportation

In 2012, City Staff were given the authorization to proceed with hiring a consultant to produce the Frederick Avenue Corridor and Vicinity Development Capacity Study. This study will assist the City of Gaithersburg in continuing its revitalization efforts along the Frederick Avenue/Route 355 corridor as well as the, the Olde Towne Central Business District. Sage Policy Group finalized its six-month analysis of the corridor and presented its findings and recommendations before the Mayor and City Council in 2013. Staff is continuing to evaluate the study and will pursue targeted recommendations in 2014 and beyond.

The Planning Department spearheaded a multi-departmental committee to implement the City's Transportation Element of the Master Plan related to bicycle facilities. This included Public Works, Public Information and Community Services, Police and Parks, Recreation and Culture. The committee presented the Bicycle Master Plan Implementation Plan to the Mayor and City Council in December 2013 in order to receive guidance for FY 15 budgeting. The first phase will be to install "Share the Road" or Sharrows in streets recommended by the master plan. Additionally, a Bike Rodeo was scheduled for spring 2014. The staff will also do a number of press releases to inform the community about Sharrows.

The City received a Transportation/Land-Use Connections Program (TLC) Grant from the Metropolitan Washington Council of Governments (MWCOC) in 2013 to perform a feasibility study on the potential implementation of a Circulator Bus System. The study, completed by Nelson Nygaard, will be presented to the City in June 2014.

On May 16, 2013, Governor Martin O'Malley signed the transportation funding bill authorizing \$1.2 billion in funding for transportation projects across the state. Included in the first round of projects is \$125 million for construction of the Watkins Mill Interchange, the transportation priority for the City. The City continued to advocate for both the Corridor Cities Transitway and the proposed Montgomery County BRT System on MD 355.



Crown Neighborhood 1

City Initiatives

Planning Policies and Procedures

In 2013, Planning Staff introduced a proposed text amendment providing improved flexibility for amending plans within the Mixed Use Development (MXD) and Corridor Development (CD) zones. The most significant change of this amendment allows the Mayor and City Council to hold a courtesy review for minor changes to use, a process previously limited to “Changes other than to use.” Additionally, the requirement to execute a site plan enforcement agreement was eliminated in both zones and the requirement to file a restrictive use and development covenant was removed from the MXD zone. These changes provide more flexibility and streamline the development approval process within the CD and MXD zones.

In the wake of a lengthy and contentious special exception hearing in 2012, the Board of Appeals identified multiple “housekeeping” and more substantial text amendments that would enable the Board to review special exception, variance and administrative review petitions with more precision. The Board met over several work sessions to identify and propose revisions to Section 24-1 (Definitions) and Article VII, Board of Appeals. Additionally, a considerable number of housekeeping issues related to an improper section reference to the telecommunications ordinance are also proposed throughout Chapter 24. The ordinance was adopted in September, 2013 and the Board subsequently adopted a major revision to its Rules of Procedure to be consistent with the code changes and to assist in better governance.



Hidden Creek

Permitting Services

After several years of work, in June 2012, the City went “live” with Energov, a new GIS based software system. An important feature of this software allows public inquiry and submission of plans through the City’s website. In 2013, the City initiated the web-based portal allowing public inquiry regarding plans and permits utilizing the new software.

City Initiatives

Community Development

The Housing and Community Development Division is responsible for oversight of grant-funded programs that support the City's Strategic Directions. This Division also oversees the Gaithersburg Affordable Housing Program, which includes down payment and closing cost assistance loan funds, and the administration of the Moderately Priced Dwelling Unit (MPDU) Program. Using federal Community Development Block Grant (CDBG) and City funds, the City has issued more than 40 zero-percent deferred loans to low and moderate income households.

To encourage homeownership in Olde Towne Gaithersburg, the City continued its partnership with the owners of Summit Crossing, a 45-unit townhome community on North Summit Avenue to offer forgivable loans of up to \$15,000. Twenty-three units were sold in Phase I, and Phase II is nearly complete, with most of the units sold. The sole condition for the loan is that the buyer occupy the unit for a minimum of 36 months.

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

After several years of planning and design, The Olde Towne Rolling Stock project was recently completed. This project received a federal Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) grant for restoration of the 1918 Buffalo Creek and Gauley #14 Steam Locomotive and acquisition of a C&O Railroad Bay Window Caboose and 1950s Budd Car. Enhanced landscaping, featuring new benches and outdoor lighting, was included in the project.

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Downtown Crown

City Initiatives

Continued from page 14

The City received Community Legacy grant funding from the Maryland Department of Housing and Community Development to renovate the interior of the 1884 B&O Train Station, including upgrades to the coffee shop, installation of new ADA bathrooms, and renovations to the dining and waiting-room area.

The City's MPDU program currently has 214 rental units in its inventory with 12 for-sale MPDU and WFHUs under construction. Although the City's affordable housing stock is primarily in and around Olde Towne, consistent with the Council's policy of dispersing affordable housing, many of the new units are being constructed outside of Olde Towne.

The City issued two low-interest loans to the Montgomery Housing Partnership, a non-profit developer in the County, to assist with the purchase of and renovations to 425 and 439 North Frederick Avenue. Combined, these two properties provide 66 affordable rental units to City residents.

	2010	2011	2012	2013
Dwelling Units Approved	1,431	1768 (540 net new)	291 (290 net new)	73 (3 net new)
Residential Acres Approved	78.68	140.00	3.00	2.92
Non-Residential Square Feet Approved	549,412	687,888	44,148 (6,058 net new)	1,416,105 (1,216,105 net new)
Non-Residential Acres Approved	80.05	123.60	3.30	16.50
Number of New Single Family* Lots Recorded	11	348	79	0
New Residential Building Permits Issued	193	129	168	247
New Commercial Building Permits Issued	3	88	14	14
Residential Use and Occupancy (U&O) Permits, Including Multifamily Commercial U&O Permits (Total Dwelling Units)	166	224	592	206
Non-Residential Use and Occupancy Permits	104	87	174	209
Annexation Petitions	0	1	1	0
Annexation Acres	0	2.91	27.89	0

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

City Initiatives

Environmental Services

During 2013, the Environmental Services division continued work on various environmental initiatives and programs while introducing an in-house stormwater inspection program. In collaboration with Public Works, staff applied for and received a grant for the final of three watershed studies within the City, the Muddy Branch watershed. The City's Two Year Milestones Watershed Implementation Plan (WIP) Progress was submitted to the State regarding the Chesapeake Bay Total Maximum Daily Load (TMDL) and staff will coordinate with Montgomery County on the next Two Year WIP Progress update.

Environmental Services staff participated in multiple outreach efforts in 2013, including the annual Green Week celebration in collaboration with the Environmental Affairs Committee (EAC). Awards were issued to twelve entities during the Environmental Awards and over 400 volunteers assisted at thirteen locations during Community Green Up Day. At the national scale, staff worked with the City of San Jose on a grant-sponsored Compostable Plastics tool kit to be shared with the members of the Urban Sustainability Director's Network (USDN). In October 2013, Environmental Services staff made a presentation on the Middle Great Seneca Creek Watershed Study at the annual conference of the Maryland Association of Floodplain and Stormwater Managers (MAFSM).



City Initiatives

City of Gaithersburg Annual Report to MDP

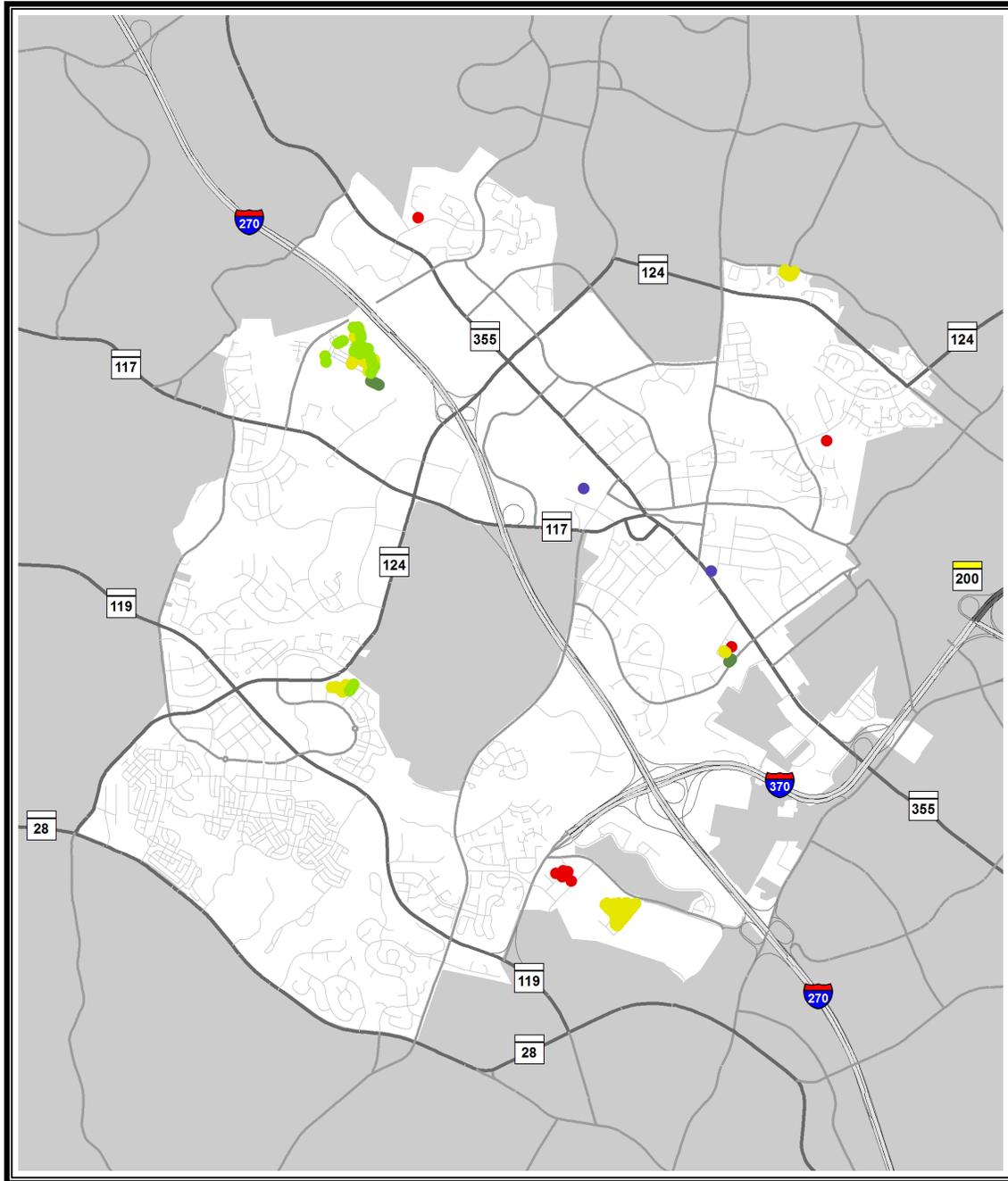
Building Permits - New Construction

Building Permits Issued in 2013

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



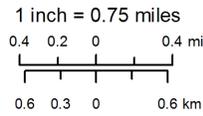
City of Gaithersburg



Schools APFO 2014-2015

Schools that exceed 110% of capacity for SY 2018-2019 (based on MCPS FY15 CIP/MP)

Schools APFO 2014-2015.mxd • 11-Jun-2014 • jke

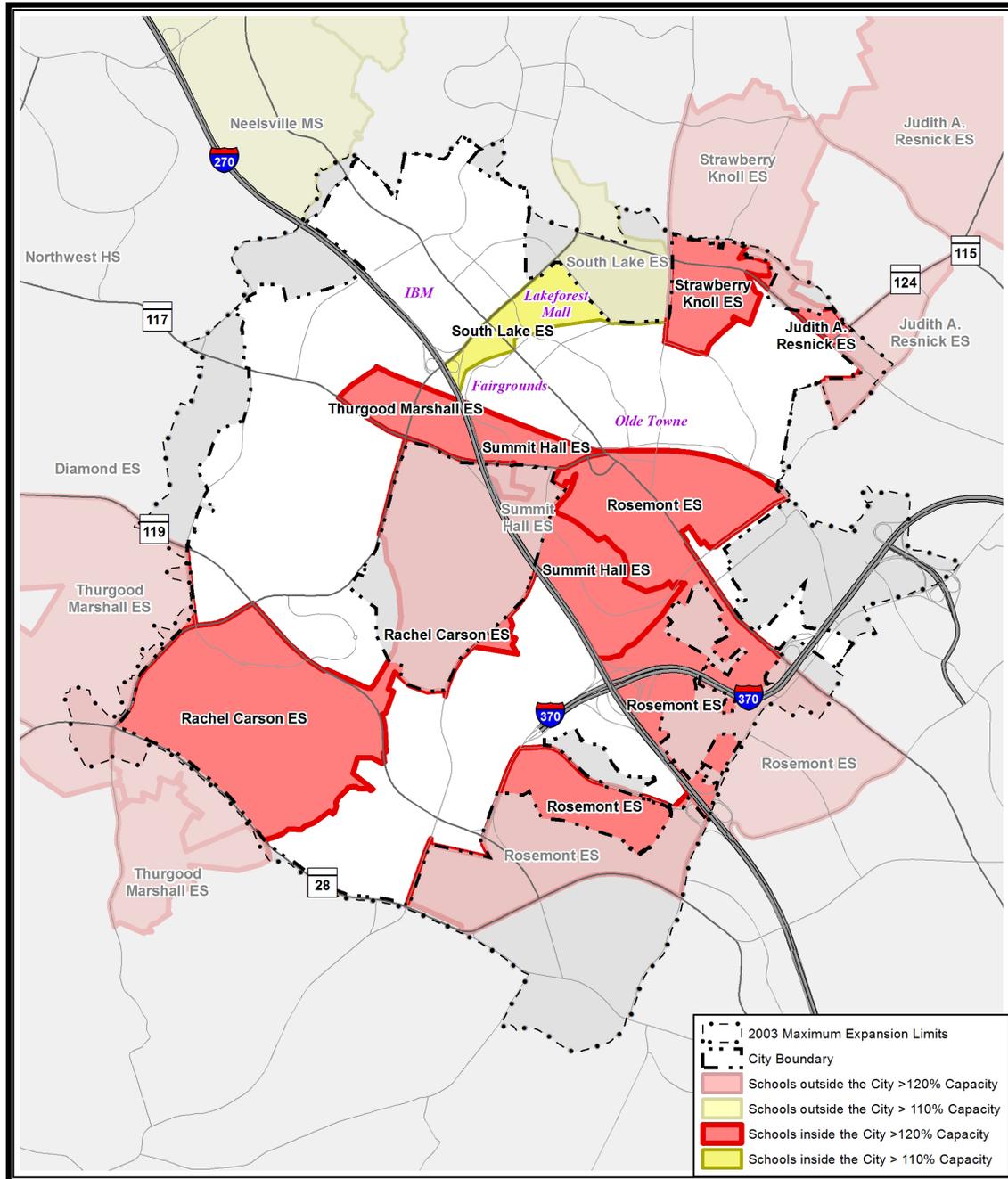


Property boundaries and planimetric base map courtesy of M-NCPPC, MCPS, and City of Gaithersburg. All rights reserved.

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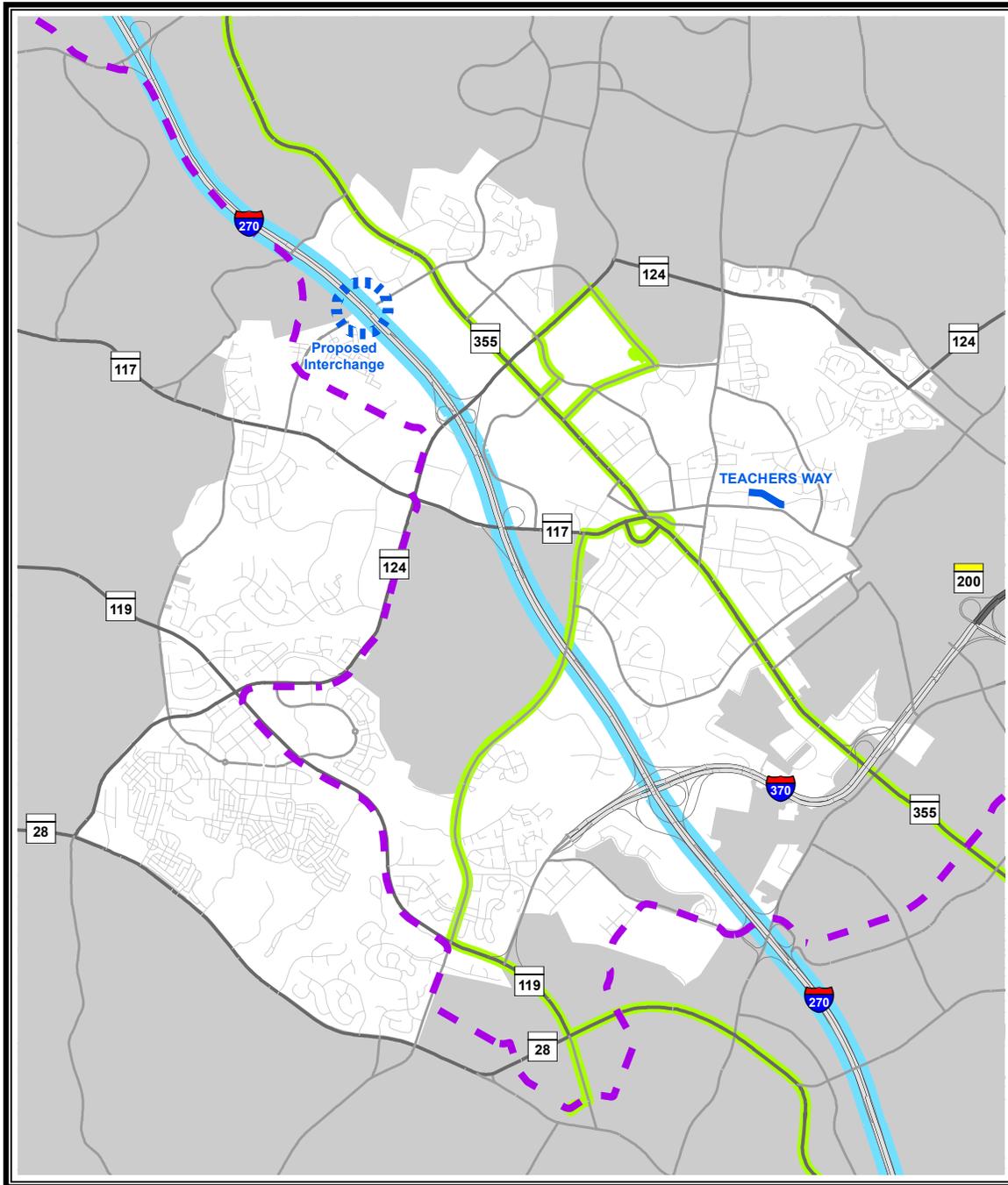
City Initiatives

City of Gaithersburg Annual Report to MDP Transportation

- Proposed Corridor Cities Transitway
- New Streets Completed/Accepted by the City in 2013
- Proposed MC Bus Rapid Transitway corridors
- I-270 Multimodal Corridor Study



City of Gaithersburg



Annual Report Worksheet

Annual Report Worksheet Reporting (Calendar) Year 2013

Jurisdiction Name: City of Gaithersburg

Planning Contact Name: Trudy Schwarz

Planning Contact Phone Number: 301-258-6330

Planning Contact Email: tschwarz@gaitthersburgmd.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. N/A

(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).

The Humane Society of the US property sketch plan (Z-3136-2013) increased the development potential and required the dedication for the Watkins Mill Road interchange to occur by January 1, 2015. An amendment to the annexation agreement for the MedImmune/Quince Orchard Park area (Z-2730-2013) increased development potential and rezoned one parcel to MXD, consistent with the other parcels owned by MedImmune.

(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.

Zoning text amendments were adopted that established regulations for fortune telling, created a process for requesting a zoning interpretation regarding whether a particular use is permitted, modified the regulations for certain daycare facilities, clarified whether uses are permitted or prohibited in certain floating zones, removed requirements for a site plan enforcement agreement in certain floating zones, clarified the process for amending site development plans, and revised the sign regulations for properties owned by certain public and nonprofit entities

Revised 3/13/2014

Annual Report Worksheet

Annual Report Worksheet Reporting (Calendar) Year 2013

(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).

8.42 acres located at 101 Orchard Ridge Drive, rezoned from I-3 Industrial and Office Park to MXD Mixed Use Development zone

Annual Report Worksheet

Annual Report Worksheet Reporting (Calendar) Year 2013

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.*

Annual Report Worksheet

Annual Report Worksheet Reporting (Calendar) Year 2013

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 previous Annual Report made no specific recommendations as to future growth. Growth Areas are defined in the adopted Municipal Growth Element of the 2003 Master Plan. Planning and land use recommendations are defined by the annual City of Gaithersburg Strategic Directions adopted by the Mayor and City Council. Any development changes are reviewed for consistency and compliance with the adopted Strategic Directions, State Law, the City of Gaithersburg Code, and adopted City Master Plans.

4. The adopted plans of all adjoining jurisdictions;

The City of Gaithersburg notifies adjoining jurisdictions when proposed growth may be of interest to them. The City includes the response from an adjoining jurisdiction in its review of the proposed development.

Annual Report Worksheet

Annual Report Worksheet Reporting (Calendar) Year 2013

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

Annual Report Worksheet

Annual Report Worksheet Reporting (Calendar) Year 2013

Section IV: Plan Implementation and Development Process

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

1. If no, then skip to (B). Identify adoption month and year: Jan 2010 to present
2. If yes, has your jurisdiction submitted a five-year implementation update?
 - a. If yes, skip to (B).
 - b. If no, include a summary of the following:
 - (i). Development trends contained in the previous annual reports filed during the period covered by the narrative;
 - (ii). The status of comprehensive plan implementation tools such as comprehensive rezoning to carry out the provisions of the comprehensive plan;
 - (iii). Identification of any significant changes to existing programs, zoning ordinances, regulations, financing programs, or State requirements necessary to achieve the visions and goals of the comprehensive plan during the remaining planning timeframe;
 - (iv). Identification of any State or federal laws, regulations, or requirements that have impeded local implementation of the comprehensive plan and recommendations to remove any impediments;
 - (v). Future land use challenges and issues; and
 - (vi). A summary of any potential updates to the comprehensive plan.

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

Y N

1. If no, go to (C).
2. If yes, what were those recommendations? In 2013, zoning text amendment CTAM-1904-2013 was adopted, which removed the requirement for a site plan enforcement agreement in the Corridor Development (CD) and Mixed Use (MXD) floating zones. The enforcement agreements were duplicative of the enforceable conditions that could be placed on a plan approval by the Mayor and City Council and Planning Commission. The removal of the agreement requirement streamlines the review process and reduces the time frame for development approval in these zones.

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(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?

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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 2013. Enter 0 if no new residential building permits were issued in 2013.

(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 2013.

(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 2013.

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

Residential	PFA	Non - PFA	Total
# New Residential Permits Issued	247	0	247

(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.)

(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.

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

<u>Residential</u>	PFA	Non - PFA	Total
# Units Approved	3	0	3
# Units Constructed (completed/finaled)	534	0	534
# Minor Subdivisions (Plats) Approved	2	0	2
# Major Subdivisions (Plats) Approved	0	0	0
Total Approved Subdivision (Plat) Area (Gross Acres)	2.76	0	2.76
# New Residential Lots Recorded	0	0	0
Total Recorded Lot Area (Net Acres)	2.76	0	2.76
# Units Demolished or approved for non-residential uses*	1	0	1
# Units Reconstructed/Replaced or changed to a different unit type (single to multifamily, etc.)*	70	0	70

*Not required.

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

<u>Commercial</u>	PFA	Non - PFA	Total
# New Construction Permits Issued	6	0	6
# New Commercial Lots Recorded	2	0	2
Total New Building Square Feet Approved (Gross)	1,416,105	0	1,416,105
Total New Square Feet Buildings Constructed/Finaled (Gross)	267,659	0	267,659
Total New Square Feet Parking Structures Constructed/Finaled (Gross)	244,445	0	244,445

(E) Were more than 50 new residential building permits issued in 2013? 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.

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(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)

<u>Residential</u>	PFA	Non - PFA	Total
# Permits Issued	247	0	247
# Units Approved	3	0	3
# Units Constructed	534	0	534
Total Approved Preliminary Subdivision Area (Gross Acres, Residential)	2.72	0	2.72
# Preliminary Subdivision Lots Approved (Residential)	2	0	2

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

<u>Residential</u>	PFA	Non - PFA	Total
# Units Approved	3	0	3
Total Approved Lot Size (Net Acres)	2.72	0	2.72

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

<u>Residential</u>	PFA	Non - PFA	Total
# Units Approved	3	0	3
% of Total Units (# Units/Total Units)	100%	0%	100%

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

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

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

<u>Commercial</u>	PFA	Non - PFA	Total
# New Construction Permits Issued	6	0	6
Total Building Square Feet of Issued Permits (Gross)	66,024	0	66,024
Non-residential Use and Occupancy Permits Issued/Finaleed	211	0	211
# Preliminary Subdivision Lots Approved	2	0	2
Total Preliminary Subdivision Area (Gross Acres, Non-residential)	17.4	0	17.4

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

<u>Commercial</u>	PFA	Non – PFA	Total
Approved Building Square Feet (Gross)	1,416,105	0	1,416,105
Total Approved Lot Size (Net Acres)	17.4	0	17.4

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

<u>Commercial</u>	PFA	Non – PFA	Total
Approved Building Square Feet (Gross)	1,416,105	0	1,416,105
% of Total Building Sq. Ft. (Total Bldg. Sq. Ft./Total Sq. Ft. Approved)	100%	0%	100%

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Section VI: Locally Funded Agricultural Land Preservation

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

0 Acres.

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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 to increase the current percentage of growth located inside the PFAs and decrease the percentage of growth (new lots and new residential units) located outside the PFAs. Go to (B).

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

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

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

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

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

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Section VIII: Development Capacity Analysis (DCA)

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

(Note: A DCA is required every 3-years and whenever there is a significant change in zoning or land use pattern. See §1-208(c)(1)(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 (adopted April 6, 2009). The DCA was based on a “strong growth” assumption that showed sufficient development capacity was available through 2030. Following the adoption of the Municipal Growth Element, the actual observed growth within the City has been much lower than the “strong growth” scenario used in the DCA. There have been no significant changes to the availability of land and public facilities since the adoption of the Municipal Growth Element and, when combined with the observed slower growth, development capacity remains to meet the growth needs of the City for the foreseeable future.

In addition, the City of Gaithersburg is an established city surrounded by an established suburban 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 (C):

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

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

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

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

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

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

Parcels & Lots w/ Residential Capacity (Euclidean Zones only)	PFA	Non – PFA	Total
Residentially Zoned Acres	2,645.08	0	2,645.08
Residential Units Permitted by Zoning regulations	20,222	0	20,222
Existing Residential Units	15,506	0	15,506
Unutilized Residential Capacity in Euclidean Zones	4,716	0	4,716

Note: several of the residentially-zoned properties with “capacity” are currently under public or quasi-public ownership and are unlikely to be developed with residential units, as these properties are serving as civic space, parks, or utility rights of way. See Appendix D of the adopted 2003 Municipal Growth Element of the Master Plan for detailed information.

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Section XI: 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 any APFO resulted in a restriction within the Priority Funding Area?

Y N

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

(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.

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

See the attached map for the location of school service areas that do not satisfy the City's APFO.

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

The City's APFO restricts the approval of residential preliminary plans where school capacity exceeds 110% of programmed capacity five years in the future. In 2013, multiple schools exceeded this capacity limitation. While there were no residential development plans submitted in areas where restrictions existed, the existence of the restriction prevents development in those portions of the City. One property owner in the Summit Hall Elementary School service area has expressed interest in creating one additional residential lot through preliminary subdivision, but cannot submit an application because the property is in an area that does not meet the APFO for schools.

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

The City does not have authority for school funding and operation within the corporate limits and, as such, does not have the ability to directly resolve capacity issues. The Mayor and City Council has included a waiver provision within the City's APFO, but this waiver has limited applicability and does not fully mitigate the restriction.

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

The date for resolution is unknown, as school capacity is dependent upon funding and operation by Montgomery County Public Schools (MCPS).

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- (H) What is the resolution that lifted each restriction (if applicable)?
- (I) When was each restriction lifted (if 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

(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.)

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Section X: Submitting Annual Reports and Technical Assistance

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

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

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

1. Was this Annual Report approved by the planning commission/board? Y N
2. Was this Annual Report filed with the local legislative body? Y N
3. Does the cover letter:
 - a. Acknowledge that the planning commission/board has approved the Annual Report. Y N
 - b. Acknowledge that the Annual Report has been filed with the local legislative body? Y N
 - c. Indicate a point of contact(s)? Y N

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

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

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

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

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

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

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