



Mandatory Referrals

September 7, 2011

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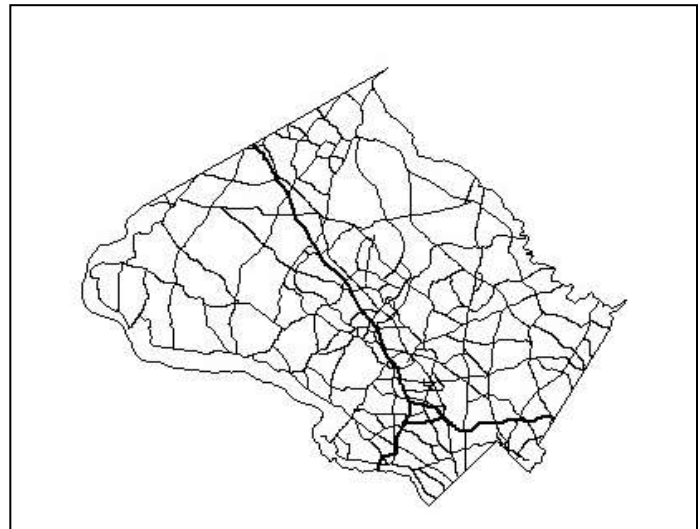
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description

Mandatory Referrals: Revised Process Guidelines

Recommendation: Provide guidance to staff



summary

The proposed revisions to the Mandatory Referral process are designed to achieve the vision described in master plans, improve mobility, foster sustainability, promote design excellence, and provide opportunities for collaboration. The process refinements include:

- Expanding the use of pre-application meetings
- Providing a single source for in-take and tracking
- Establishing review options for Mandatory Referrals:
 - Exempt
 - Administrative
 - Full review
- Establishing options for Forest Conservation Plans:
 - Exempt
 - Consent
 - Full review
- Defining the appropriate type of meaningful traffic studies
- Providing the opportunity to combine the Mandatory Referral and Forest Conservation processes
- Combining the review of Final Facility Plans and Mandatory Referrals

STAFF RECOMMENDATION

Provide guidance to staff in finalizing the attached Process Guidelines. In addition, the following revisions to the existing guidelines and protocols are recommended in the guidelines:

1. Provide flexibility to allow an increase in the use of administrative approvals by revising the Uniform Guidelines for Mandatory Referrals
2. Revise the Planning Board Protocol to allow minor forest conservation plans and water quality plans to be approved as consent items by the Planning Board

CREATING AN EFFICIENT REVIEW PROCESS

The Planning Department has been working with the Montgomery County agencies including the Parks Department, the Department of General Services, the Department of Transportation and the Montgomery County Public Schools, and other federal and state agencies including the National Capital Planning Commission and the Maryland State Clearing House to refine the Mandatory Referral and associated Forest Conservation Plan processes. The process refinements include:

- Expanding the use of pre-application meetings to determine the appropriate review process, submittal requirements and identify major issues to be resolved.
- Establishing the area team structure as the method to resolve conflicting positions
- Providing a single source for in-take and tracking of projects
- Streamlining the process for small projects by creating guidelines that identify the differences between projects that are exempt, administrative, or require review by the Planning Board
- Coordinating the Mandatory Referral process and the Forest Conservation process
- Establishing the opportunity to combine the review process for Mandatory Referrals including the Final Forest Conservation Plan within the 60-day time period as required
- Identifying the appropriate type of traffic study for each application
- Clarifying with the Parks Department the role of Facility Planning in the review of Mandatory Referrals

In addition to the review of applications, the Mandatory Referral process should also continue to focus on creating opportunities for county, state and federal agencies, and the Planning Department to collaborate on site selections and joint development projects. The Mandatory Referral process should promote excellence in community building by supporting high quality public projects in a timely manner and often at a significantly reduced cost to the public.

CONCLUSION

This staff report has identified methods to improve the efficiency of the Mandatory Referral process. The report examines opportunities to improve the delivery time, reduce the workyears associated with the review process while maintaining the quality of review. Staff recommends approval of the recommendations for staff use as described in the attached report.

Attachments:

- Process Guidelines for Mandatory Referral Projects, dated September 7, 2011
- Portfolio of Mandatory Referral Projects, dated September 7, 2011

Process Guidelines

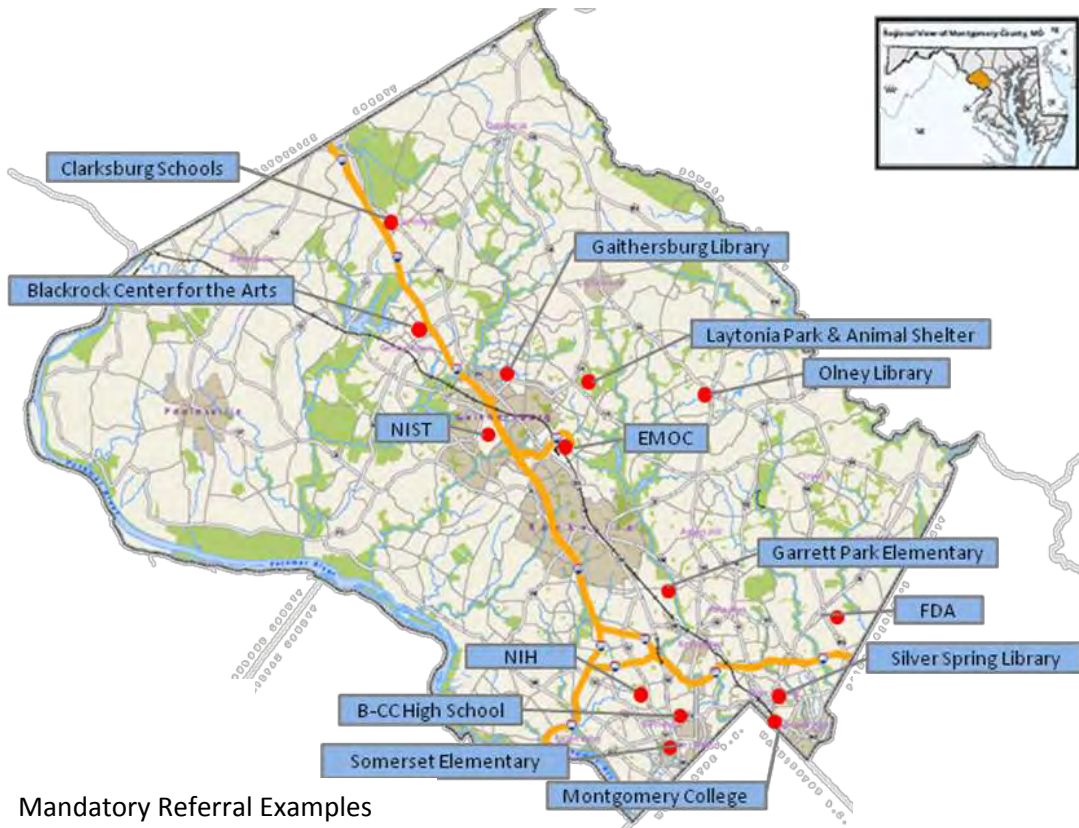
Mandatory Referral Projects

September 7, 2011



Outline

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Mandatory Referral Examples

INTRODUCTION

All federal, state and local projects are required to be reviewed by the Commission as Mandatory Referrals. Although the review is advisory, most agencies accept the recommendations. Each review must be completed within 60 days after acceptance of a complete application or the projects are automatically approved. The review of Mandatory Referrals provides an opportunity for public comment.

Purpose

The Mandatory Referral process assists in the delivery of needed public facilities and projects in a timely, cost efficient method that meets the vision of the applicable master plans and sector plans. This advisory process relies on knowledge of the federal facilities, collaboration between agencies, technical expertise in the review of public facilities and projects that build communities, and knowledge of the development review process. The review also relies on knowledge of specific geographic teams to maximize the opportunities for coordination of public and private development.

This staff report identifies methods to improve the efficiency of the Mandatory Referral process as part of building strong communities in Montgomery County.

Improving the Review Process

The Planning Department has been working with the Montgomery County Agencies including the Department of General Services, the Department of Transportation and the Montgomery County Public Schools, and other federal and state agencies including the National Capital Planning Commission and the Maryland State Clearing House to refine the Mandatory Referral and associated Forest Conservation Plan processes. This report responds to the comments and suggestions from these agencies.



Gaithersburg Library

PROCESS DIAGRAMS

The diagrams on the following two pages outline the existing separate Mandatory Referral and Forest Conservation process, and the Combined Mandatory Referral Review Process.

Diagram 1: Separate Mandatory Referral Process and Forest Conservation Process

Diagram 1 outlines the review process that is often used today. In this process, the Planning Board reviews the Mandatory Referral and Preliminary Forest Conservation Plan at the same hearing. After the hearing, a Final Forest Conservation Plan is reviewed by the staff or the Planning Board. In addition to the maximum of 60 days that are required for the review of a Mandatory Referral, the review of the Final Forest Conservation Plan allows the staff a maximum of an additional 45 days to complete the review of a project after the applicant has filed the Final Forest Conservation Plan. This process is most appropriate to address important forest conservation issues that cannot be resolved by the staff and applicant.

Diagram 2: Combined Mandatory Referral Process

Diagram 2 represents a more streamlined process. This process is optional. The process enables the Final Forest Conservation Plan and the Mandatory Referral to be reviewed by the Planning Board at the same time. If the proposed pre-application process thoroughly identifies and reviews the issues, a combined Mandatory Referral and Final Forest Conservation Plan could be reviewed within 60 days. Applicants should be encouraged to use this option. This process is the most appropriate if the forest conservation issues have been resolved at the beginning of the review process.

In addition, the “blue-boxes” shown in the combined Mandatory Referral Process outline the process to be followed for administrative Mandatory Referrals. The administrative process described in this report provides a thorough review by staff of minor projects without significant issues.



Silver Spring Campus of Montgomery College

Diagram 1: Separate Mandatory Referral Process and Forest Conservation Process

Mandatory Referral Process (MR)

60 Days Maximum

Preliminary and Final Forest Conservation Process

60 Days for the Preliminary and an additional 45 Days for staff review of a Final Forest Conservation Plan

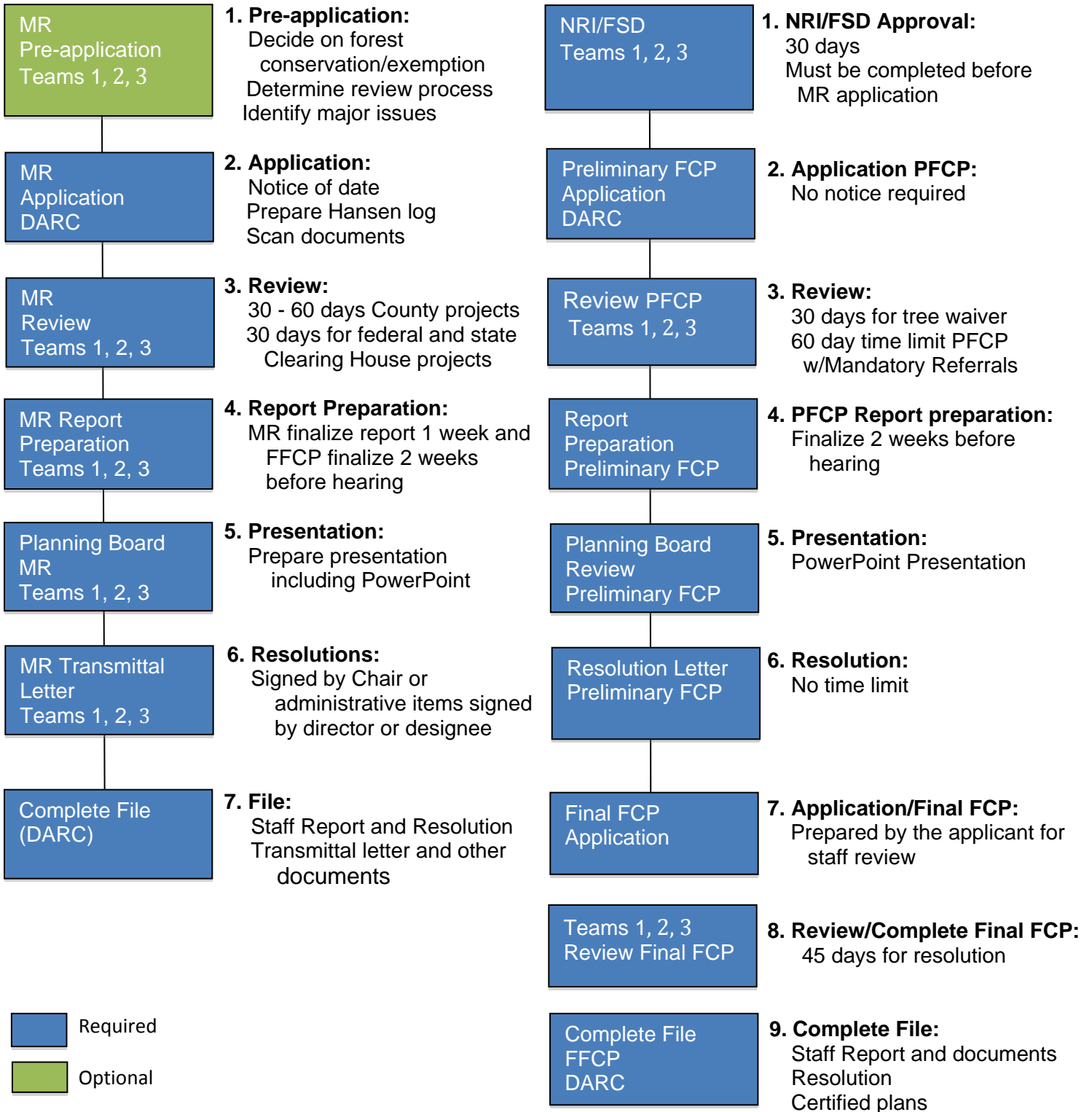
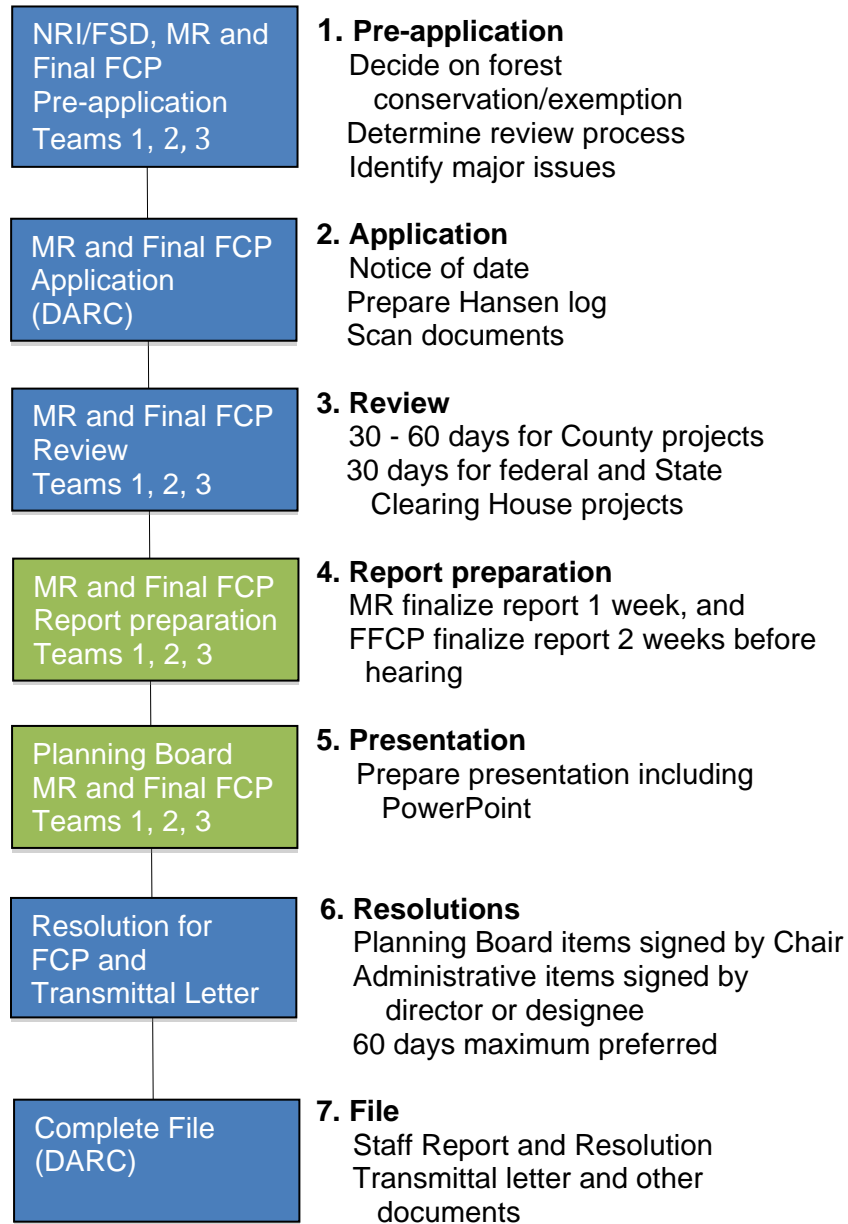


Diagram 2: Combined Mandatory Referral Process
60 Days Maximum



Note: The Mandatory Referral process can be extended beyond 60 days if agreed to by the applicant.



RECOMMENDED PROCESS GUIDELINES

In addition to the diagrams on the previous two pages, the following items provide a summary of the guidelines to be used in reviewing Mandatory Referrals by the Planning Department:

1. **Pre-application Meetings**

Encourage the use of pre-application meetings to identify issues and determine the most efficient method of review. The pre-application meetings should consider the following:

- Master Plan consistency
- Review of the development standards in the appropriate zone
- Forest Conservation Plan exemption versus Forest Conservation Plan requirements
- Special Protection Area requirements
- Administrative versus full review of the Mandatory Referral
- Outreach method
- Submittal requirements

Representatives from each discipline within the entire geographic team will attend the pre-application meetings to identify any issues to be resolved including any conflicting comments between staff within the geographic teams.

2. **In-take and Tracking**

Provide a single source of in-take (DARC Division) for all Mandatory Referrals including site selections, transportation projects, Maryland State Clearing House projects, federal projects and Montgomery County projects. The tracking of projects will include:

- **In-Take** - Single source of intake by the DARC Division and the notice of all projects at the beginning of the application process including input into the Hansen System.
- **Review** - Geographic teams are responsible for review and tracking of projects during the review process and answering questions concerning the status of the review including the progress in completing transmittal letters, resolution, and approval of Final Forest Conservation Plans and Water Quality Plans.
- **After review completed** - Final files will be kept with the DARC Division.

3. **Review Process for Mandatory Referrals**

In accordance with Article 28, Section 7.114 of the County Code for Mandatory Referrals, the ability to process Mandatory Referrals administratively or as exempt should be expanded where feasible. The review process options include:

- **Exempt** (revised process): Interior renovations, portable classrooms, playground renovations, minor modifications as part of routine maintenance, minor utility projects, minor sidewalk improvements, and minor stream restoration projects should be exempt from review as part of the existing process. All exemptions must also be consistent with the appropriate master plan, and meet the development standards in the Zoning Ordinance.
- **Administrative Review** (revised process): All administrative projects must be consistent with the applicable master plans, and they must meet the development standards in the Zoning Ordinance. The opportunity to review Mandatory Referrals administratively should be expanded. Projects that meet any of the following can be processed administratively:

- Small additions, alterations or renovations to existing facilities that do not create any significant impact on the surrounding community
- Exempt from preparing a Forest Conservation Plan
- Exempt from preparing a Water Quality Plan
- Exempt from preparing a full traffic study
- Projects already shown on an approved facility plan
- Adding any additional parking spaces, and bus drop-off and pick-up spaces that do not increase program capacity
- Minor road construction and bridge replacements in-kind
- Other such limited improvements that do not change the land use, character, intensity, scale or nature of the program or facility

The public should be notified and given an opportunity to comment, to resolve issues with the staff and applicant, and to request a hearing before projects are processed administratively.

- **Planning Board Review:** All others

4. **Forest Conservation Plans**

Allow Forest Conservation Plans to be processed as follows:

- **Exempt** (existing process):
 - State and federal projects
 - Emergency utility construction
 - Projects with less than 5,000 square feet of land disturbance
 - Roadway projects removing less than 20,000 square feet of paving
- **Consent Items by the Planning Board** (requires a change to the Planning Board Protocol): Approve Forest Conservation Plans as Consent Items if they meet all of the following criteria:
 - Limited disturbance of forest (between 5,000 and 10,000 square feet)
 - Tree variance not needed
 - No disturbance in an environmental buffer
 - Projects not in a SPA due to the requirement of a Water Quality Plan
 - Does not amend a previously approved Forest Conservation Plan or exemption
- **Planning Board Review** (existing process): All others

5. **Traffic Studies**

The requirement for traffic studies for Montgomery County Public schools follows:

- Submit a vehicular and pedestrian access, internal site circulation, and pedestrian neighborhood connectivity study for all Mandatory Referral projects for schools
- Provide a traffic statement instead of a full traffic study for Mandatory Referral projects that generate fewer than 30 peak-hour trips
- Submit a traffic study for all new elementary, middle, and high school projects unless already included as part of private development
- Eliminate the need for a traffic study for the expansion of middle schools and high schools if they do not impact a critical intersection listed on the Planning Department's latest Mobility Assessment Report and they generate fewer than 30 peak hour trips
- Eliminate the need for a traffic study for classroom additions or modernization projects for existing or replacement elementary schools

6. **Combined Mandatory Referral and Forest Conservation Review (Optional)**
The Montgomery County agencies should be encouraged to have the Final Forest Conservation Plan and any Final Water Quality Plans reviewed at the same time as the review of a Mandatory Referral. A combined application is not always possible and is optional.

7. **Park Facility Plans and Mandatory Referrals**
A Park Facility Plan reviewed by the Planning Board should be considered as a Mandatory Referral. Forest Conservation Plans and Water Quality Plans for Park projects should continue to be reviewed by the Planning Department.



Bethesda - Chevy Chase High School

DISCUSSION

State Code of Maryland and the Uniform Standards

State Code of Maryland - Section 7-112 of the State Code of Maryland is the law that authorizes the Mandatory Referral procedures for the review of public projects. The review as stated in the law is focused on consistency with the appropriate master plan and preserving the public rights-of-way proposed in master plans. To provide the opportunity to review the consistency with the applicable master plans, the law provides for the review of roads, parks, public way or ground, public (including federal) buildings or structures, and public utilities whether publicly or privately owned until and unless the proposed location, character, grade and extent has been submitted to and approved by the Commission. The applicable law follows:

Section 7-112. Mandatory referrals and approval procedures after adoption of master plan of highways.

When the Commission has adopted a master plan of highways of the regional district and has certified the plan to the County Council and clerk of the Circuit Court of Montgomery County and to the Board of County Commissioners and clerk of the Circuit Court of Prince George's County, thereafter no road, park, or other public way or ground, no public (including federal) buildings or structures, and no public utility, whether publicly or privately owned, shall be located, constructed, or authorized in the regional district until and unless the proposed location, character, grade and extent thereof has been submitted to and approved by the Commission. In case of disapproval, the Commission shall communicate its reason to the State, federal, county, municipal, or district board, body, or official proposing to locate, construct, or authorize such public way, ground, building, structure, or utility. Thereupon the board, body or official in its discretion may overrule the disapproval and proceed. The widening, extension, relocation, narrowing, vacation, abandonment, change of use of any road, park, or other public way or ground in the regional district, or the acquisition or sale of any land in the regional district by any public board, body, or official shall be subject to similar submission and approval; and the failure to approve may be similarly overruled. The failure of the Commission to act within 60 days after the date of official submission to it shall be deemed an approval, unless a longer period is granted by the submitting board, body, or official.

After appropriate public hearings, the Commission shall adopt uniform standards of review to be followed in reviewing changes to public property located in the regional district. The Commission shall publish a notice of the adoption of the standards of review in one newspaper of record that is published in each county. The notice shall include a summary of the purpose of the standards and the review process. The notice also shall identify a location and a phone number to contact for a complete copy of the standards of review.

Uniform Standards - As specified in the Law, the Planning Board has also adopted Uniform Standards to be followed in reviewing changes to public property located in the regional district. The Uniform Standards describe the following:

- Pre-submission Coordination
- Submission Requirements
- Administrative Review for Minor Projects
- Full Planning Board Review
- Hearing and Notification
- Planning Board Considerations
- Actions

The adopted Uniform Standards also describe the relevant land use and planning aspects to be considered in the review of each project:

- Consistency with the General Plan, functional plans and environmental guidelines
- Consistent with the development standards in the applicable zone
- Compatibility with the surrounding neighborhood
- Location of buildings and structures, open spaces, landscaping, recreation, and pedestrian and vehicular circulation systems are adequate, safe and efficient
- NRI/FSD, Water Quality Plan and Forest Conservation Plan
- Final Water Quality Plan
- Need for park use
- Consideration of mitigation measures

Responding to Budget Reductions

The County Council and the Planning Board reduced the time allocated to Mandatory Referrals by one workyear. The Planning Department has been working on methods that respond to the Budget reductions in a manner that retains the quality of the review process. The following table below compares the workyears and number of projects reviewed by the Planning Department.

Table: Comparison of Work Years and Number of Projects

	Workyears		Projects
	FY11	FY12	FY11
Preliminary Plans	8.50	8.50	42
Project, Sketch and Site Plans	8.95	9.75	64
Local Map Amendments and Development Plans	3.25	3.25	15
Special Exceptions	4.10	4.00	35
Forest Conservation Plans and Enforcement	9.10	9.70	NA
Mandatory Referrals	3.60	3.60*	60

Note: *Combined workyears with Public Project Coordination and CIP review for FY12

The above allocation of workyears provides approximately 120 hours for the review of each Mandatory Referral not including the time needed for the Forest Conservation Plan. If a significant portion of the Mandatory Referrals can be reviewed using the combined process or the administrative process, then staff will concentrate efforts on the more controversial items, such as projects that require agreements from multiple agencies (e.g. Parks and DGS), and projects that reduce cost or add substantial value to Montgomery County. If the Planning Department will focus on timely review and the above recommendations are approved for staff use, the allocation should be adequate for the review of Mandatory Referrals.

ANALYSIS

Pre-application Meetings

Pre-application meetings are encouraged. These meetings provide an opportunity for the appropriate agency and the Planning Department to discuss public projects prior to finalizing the design. During the pre-application period, opportunities for coordination with private development can occur. The Planning Department provides the resources from each geographic team to identify issues from a wide range of functional perspectives, to consider solutions, and to finalize the application requirements during the pre-application meetings. The chief or supervisor will resolve any conflicting issues. The pre-application meetings provide a significant opportunity for agencies to produce public facilities and buildings that are on time, cost efficient and meet the vision of the applicable master plans and sector plans. The pre-application meetings should consider the following:

- Master Plan vision and consistency
- Review of development standards
- Forest Conservation Plan exemption versus Forest Conservation Plan requirements
- Water quality requirements in Special Protection Areas, if applicable
- Administrative versus full review
- Outreach method
- Final submittal requirements

In-take and Tracking

The recent reorganization of the Planning Department created a Development Application and Regulatory Coordination Division (DARC). This Division is responsible for the initial intake of all applications. During the review period, the three geographic teams are responsible for tracking and answering questions about the status of the review process. In addition, these Divisions should also be responsible for answering questions about the status of projects after the staff and Planning Board have completed the review. This organization provides a single point of tracking applications to ensure that projects are accepted in a timely manner and the final projects are complete after the staff and Planning Board have completed their review.

Revised Review Process for Mandatory Referrals

In accordance with the State Code of Maryland - Section 7-112: Mandatory Referral Law and the Uniform Standards adopted by the Commission, three types of review with the indicated revisions are permitted. The proposed revisions expand the opportunities to review projects administratively within a narrow range of guidelines. The adopted Uniform Standards for Mandatory Referral Review include the following text:

Administrative Review by Staff for Minor Projects

This type of review will normally be conducted for small additions, alterations, or renovations to existing facilities that do not create any significant impact on the surrounding community, parkland, or natural resources and are completely in compliance with applicable laws and regulations. Examples of projects that may qualify for administrative review are minor modifications as part of routine maintenance, placement of a small equipment shed on site,

paving of a parking area without adding any additional parking spaces, interior improvements that do not alter or increase the programming capacity of the facility, a bridge replacement in-kind, sidewalk construction that does not affect the roadway, minor roadway construction, and other such improvements that do not change the land use, character, intensity, scale or nature of the program or facility under review.

The Uniform Standards should be revised to expand the opportunities for Administrative Review and to clarify the types of projects that are exempt. The review process would include the following three methods:

- **Exempt** (revised process): Interior renovations, portable classrooms, playground renovations, minor modifications as part of routine maintenance, minor utility projects, minor sidewalk improvements, and minor stream restoration projects should be exempt from review as part of the existing process. All exemptions must also be consistent with the appropriate master plan, and they must meet the development standards in the Zoning Ordinance.
- **Administrative Review** (revised process): The existing Uniform Standards for the review of Mandatory Referrals provide an option to review projects administratively. All administrative projects must be consistent with the applicable master plans, and they must meet the standards in the Zoning Ordinance. The opportunity to review Mandatory Referrals administratively should be expanded. Projects that meet any of the following can be processed administratively:
 - Small additions, alterations or renovations to existing facilities that do not create any significant impact on the surrounding community
 - Exempt from preparing a Forest Conservation Plan
 - Exempt from preparing a Water Quality Plan
 - Exempt from preparing a full traffic study
 - Projects already shown on an approved facility plan
 - Adding any additional parking spaces, and bus drop-off and pick-up spaces that do not increase program capacity
 - Minor road construction and bridge replacements in-kind
 - Other such limited improvements that do not change the land use, character, intensity, scale or nature of the program or facility

The public should be notified and given an opportunity to comment, to resolve issues with the staff and applicant, and to request a hearing before projects are processed administratively.

- **Planning Board Review** (existing process): All other Mandatory Referrals will be reviewed in accordance with the existing guidelines within the 60 day time period. The Planning Board will review any projects with community or staff comments and concerns.

Revised Review Process for Forest Conservation Plans

The coordination between Mandatory Referrals and Final Forest Conservation Plans is essential to achieve a complete review within the 60-day time limit required for Mandatory Referrals.

Three levels of review are proposed within the requirements of the existing Forest Conservation Law. A change to the existing Planning Board Protocol is proposed to allow the Planning Board to review projects as consent items. To coordinate with the review process proposed for the Mandatory Referrals, the review of Forest Conservation plans would include the following:

- **Exempt** (existing process):
 - State and federal projects
 - Emergency utility construction
 - Projects with less than 5,000 square feet of land disturbance
 - Roadway projects removing less than 20,000 square feet of paving

- **Consent Items by the Planning Board** (new process): Approve Forest Conservation Plans as Consent Items if they meet the following criteria:
 - Limited disturbance of forest (between 5,000 square feet and a maximum of 10,000 square feet)
 - Tree variance not needed
 - No disturbance in an environmental buffer
 - Projects not in a Special Protection Area and a Water Quality Plan are not necessary
 - Does not amend a previously approved Forest Conservation Plan or exemption

- **Planning Board Review** (existing process): All others

Note: Montgomery County projects are required to follow the Forest Conservation Law, federal, state, and WSSC projects have a separate review process, and they are not subject to County Forest Conservation Law.

Transportation Analysis

The transportation analysis and public comment for public schools should be maintained. A review of the vehicular and pedestrian access, internal site circulation, and pedestrian neighborhood connectivity study for all Mandatory Referral projects for schools is a critical part of the Mandatory Referral process. A traffic study for all new elementary, middle, and high school projects is needed. Traffic studies for the elementary schools, middle and high schools that generate less than 30 peak hour trips are not needed.

- **Elementary Schools** - The requirement for extensive traffic studies of classroom additions and modernization and replacement projects of elementary schools is not necessary. Traffic data collected over the last five years for elementary schools indicates that classroom additions and modernization projects have minimal impact at external intersections since traffic generated by elementary schools is primarily local; and a significant portion of which are primarily “pass-by” or “diverted” trips. Additionally, peak student drop-off activity in the morning and student pick-up activity in the afternoon typically only lasts between 15-30 minutes at elementary schools. While the morning drop-off activity occurs within the morning peak period of 6:30 a.m. to 9:30 a.m. and may or may not coincide with peak-hour traffic, the afternoon pick-up activity occurs earlier than the evening peak period of 4:00 p.m. to 7:00 p.m. and therefore avoids the evening street peak-hour. Finally, because of the

extensive bus system for students provided by MCPS, Mandatory Referrals during the last five years have demonstrated that these projects will satisfy the PAMR requirements of the APF test.

- **Middle Schools and High Schools** - A traffic statement for Mandatory Referral projects that generate fewer than 30 peak-hour trips is needed instead of a full traffic study. The need for a traffic study should be eliminated for Mandatory Referral projects for middle and high schools if the project does not impact at a critical intersection listed on Planning Department's latest Mobility Assessment Report. The traffic statement instead of a full traffic study should be provided for projects that generate fewer than 30 peak-hour trips. In addition, the review of the vehicular and pedestrian access, internal site circulation, and pedestrian neighborhood connectivity should always be included.

Combined Review Process

The staff already combines the review of Preliminary Forest Conservation Plans with the Mandatory Referrals. In this process, the applicants often select for the review to be limited to only a Preliminary Forest Conservation Plan. In these cases, the Final Forest Conservation Plans are reviewed by staff after the Planning Board approves the Preliminary Forest Conservation Plan. This extra step of delaying the review of the Final Forest Conservation Plan has often substantially extended the review period. If the agencies would concentrate on submitting the Final Forest Conservation Plan with the Mandatory Referral, the extra step and the extended time for review will be significantly reduced. The pre-application meetings could be used to resolve any issues, and then a Final Forest Conservation Plan could be submitted at the same time as the Mandatory Referral and reviewed within the maximum 60 days. The process diagrams shown at the beginning of this report compare the review process for separating the Mandatory Referral from the Forest Conservation Plan with a timely and efficient combined process.

Facility Planning

Park Facility Plans - A Park Facility Plan for a park project reviewed by the Planning Board should be considered as a Mandatory Referral. Forest Conservation Plans and Water Quality Plans for Park projects will continue to be reviewed by the Planning Department. Park projects often have a facility planning stage that is included in the initial stage of development. Facility Planning projects often locate specific buildings, structures, recreation fields and environmental preservation areas. If specific buildings and structures are located during the facility planning stage, then a later review as a Mandatory Referral should not be necessary unless a significant change has been made. Action on the Forest Conservation Plan should only be required before approval of the Final Facility Plan.

Projects from other Agencies on Parkland - These Mandatory Referral projects located on Parkland will also be reviewed by the Parks Department, and the Forest Conservation Plans and Water Quality Plans including major stream restoration projects will be reviewed by the Planning Department. Any conditions for obtaining a park permit should be listed separately on each Mandatory Referral and designated as required instead of advisory. These plans may require additional conditions as part of the approval of a final Park permit.

OUTREACH

Meetings with the Parks Department, federal agencies, and county agencies were held to review the proposed changes to the Mandatory Referral process. Providing the opportunity for pre-application meetings and three types of review for Mandatory Referrals and Forest Conservation Plans was determined to be the most important to improve efficiency of the review process.

All of the agencies were interested in fostering the use of pre-application meetings. They were also interested in establishing a more efficient review process that would combine the Mandatory Referral review with the review of a Final Forest Conservation Plan. All agencies were appreciative of the opportunity to create one in-take section. The MCPS was especially interested in a better use of scarce resources for traffic studies. The following agencies participated in the preparation of this staff report.

- **Department of Parks** Mike Riley, 301-495-2500
- **DGS:** David Dise, 240-777-6191
- **MCDOT** Bruce Johnson 240-777-
- **MCPS** James Song, 240-314-1060
- **MD State Clearing House** Robert Rosenbush, 410-767-4490
- **U.S. General Services** Suzanne Hill, 301 7th Street, S.W., Room 2002
- Administration** Washington D.C.
- **Montgomery College** David Capp, 301-512-7356

CONCLUSION

This staff report has identified methods to improve the efficiency of the Mandatory Referral process without reducing the opportunity for public comment. In addition, the report examines opportunities to improve the delivery time, reduce the workyears associated with the review process, and eliminate duplication. Staff recommends approval of the recommendations as described in the beginning of this report.

Portfolio

Mandatory Referral Projects

Accomplishments and Process Improvements



Federal Facilities



Schools



Libraries

September 7, 2011

M: MR Process Presentation September

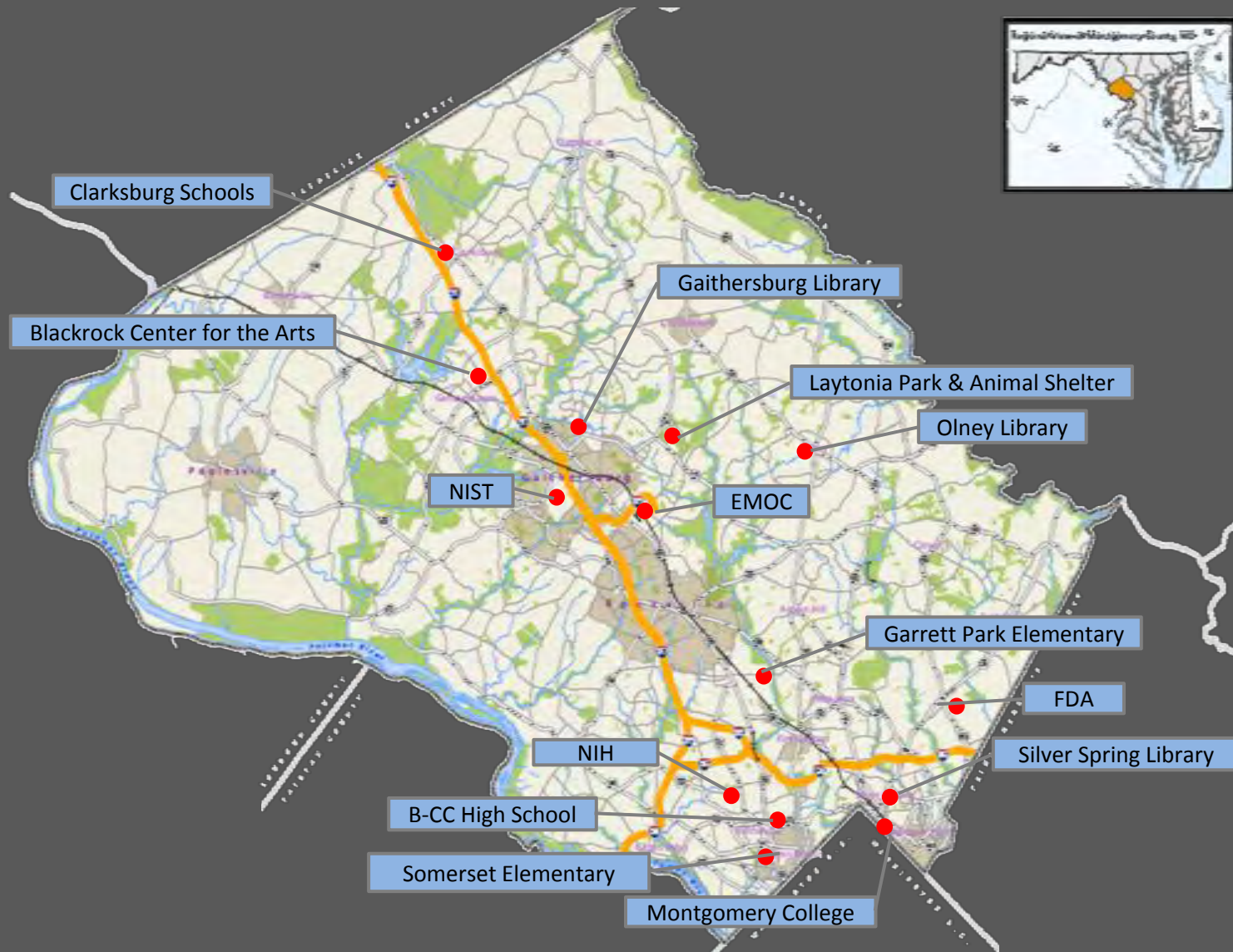
Mandatory Referrals

Purpose - Excellence in Community Building

- **Vision:**
Recognize Mandatory Referral Projects that are committed to the vision of Master Plans
- **Mobility:**
Improve access to public facilities
- **Sustainability:**
Promote the use of green building technology, and the protection of forest and water resources
- **Design Excellence:**
Promote excellence in the design of public projects
- **Collaboration:**
Demonstrate how the Planning Department works effectively with other agencies to serve the public

Mandatory Referrals

Locations



Mandatory Referrals

Outline

Federal Projects - Employment:

- FDA, White Oak
- NIH, Bethesda
- NIST, Gaithersburg



Collaboration:

- Germantown Blackrock Center for the Arts
- Montgomery College, Silver Spring
- EMOC, Shady Grove
- NOAA Headquarters
- Montgomery County Animal Shelter and Laytonia Recreation Park



Community Building:

Schools

- Clarksburg dedications for schools
- B-CC High School
- Garrett Park Elementary School
- Somerset Elementary School



Libraries

- Silver Spring Library
- Gaithersburg Library
- Olney Library

Mandatory Referrals

Federal Projects - Employment



FDA Headquarters, White Oak

- **Master Plan Consistency**
 - Preservation of open space/setbacks
 - Strengthening of natural resource protection objectives
 - Preserves right-of-way
- **Transportation**
 - TMP established
 - Public transit amenities
 - New Hampshire Avenue Improvements
 - Reduced parking
- **Environment**
 - Frontage of New Hampshire Avenue
 - Environmental buffer
- **Design Excellence**

Mandatory Referrals

Federal Projects - Employment



NIH, Bethesda

- **Master Plan Consistency**

- 200 feet wide buffer zone/setback
- Preserves street right-of-way and area for intersection improvements

- **Transportation**

- TMP established
- Transit incentive program
- Measures to mitigate impacts of additional trips to campus
- Parking provisions (one space per each two employees)
- Bike path segments around perimeter
- Enhanced connection to Metro station

- **Environment**

- Preserves environmental setting for historic Naval Medical



Mandatory Referrals

Federal Projects - Employment



NIST Headquarters, Gaithersburg

■ Master Plan Consistency

- Campus master plan part of the Great Seneca Science Center
- Preserves right-of-way
- Preserves right-of-way for future CCT Station

■ Transportation

- Coordination with the County and NIST to plan for the proposed Corridor Cities Transitway station on the west side of NIST
- TMP established
- Reduced parking

■ Environment

- Preserve mature trees and forests.
- Target stream buffer areas for forest planting and removal of invasive plants

■ Design Excellence



Mandatory Referrals

Collaboration

Blackrock Center for the Arts



- **Collaboration**
 - Joint development with Milestone Center
 - Project Plan contribution
 - County CIP
- **Master Plan Consistency/Vision**
 - Focal point for the Town Center
 - Strengthens the Town Center as the primary community activity center
- **Design Excellence**
 - Art as an architectural component
 - Lobby floor (terrazzo tiling of cornstalk and farming) and monoliths (“earth casts”) representing the farming heritage as tribute to Germantown’s past

Mandatory Referrals

Collaboration

Montgomery College, Silver Spring



Mandatory Referrals

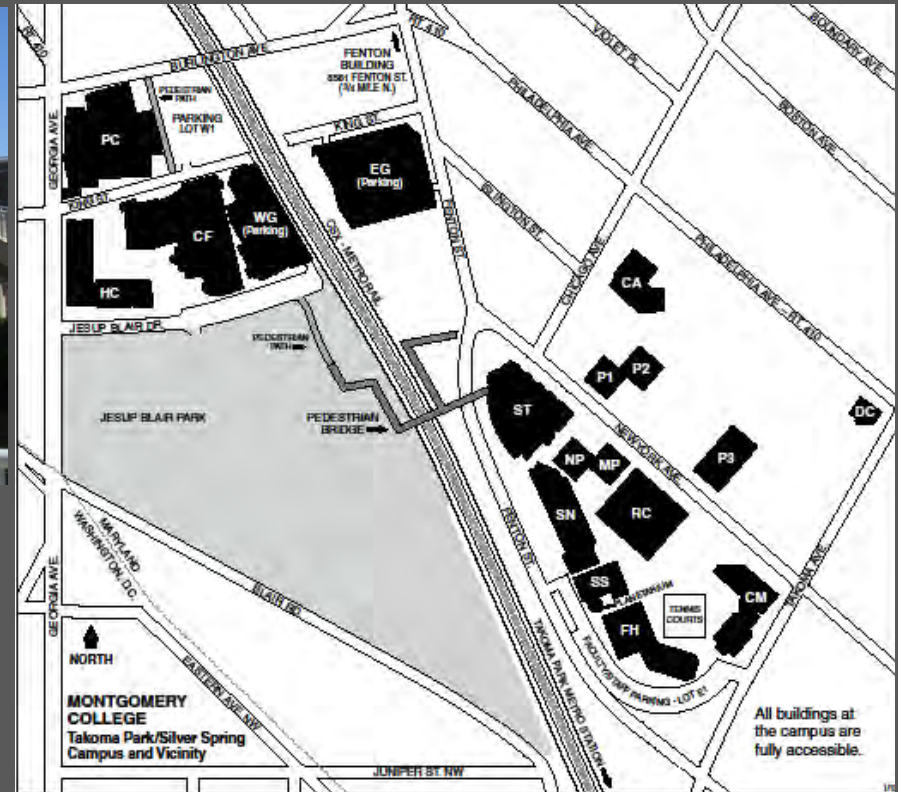
Collaboration



Montgomery College

Collaboration

- Joint site selection and facility planning study - Planning Department, Montgomery College, and County Executive
- Expansion of Montgomery College
- Facility locations
- Transportation impact
- Impact on the City of Takoma Park
- Revitalization of South Silver Spring
- Park renovation
- Redevelopment of the vacant Giant Food Bakery building



Montgomery College
Takoma Park/Silver Spring Campus
 7600 Takoma Avenue
 Takoma Park, MD 20912
 240-567-1300
 TTY 301-587-7207
www.montgomerycollege.edu

Takoma Park/Silver Spring Campus Legend of Buildings
(as of January 2010)
 CA Communications Arts Center
 CF The Morris and Gwendolyn Cafritz Foundation Arts Center
 CM The Commons
 DC Child Care Center
 EG East Garage (parking)
 FH Falcon Hall (Physical Education)
 HC Health Sciences Center (Workforce Development & Continuing Education)
 MP Mathematics Pavilion
 NP North Pavilion

P1 Pavilion One
 P2 Pavilion Two
 P3 Pavilion Three
 PC Performing Arts Center*
 RC Resource Center
 SN Science North Building
 SS Science South Building (Planetarium)
 ST Charlene R. Nunley Student Services Center (Security Office and Admissions Office)
 WG West Garage (parking)

* Name and building code will change to Cultural Arts Center (CU) in September 2010.

Mandatory Referrals

Collaboration



Montgomery College

Master Plan Consistency

- Gateway to Silver Spring
- Activating uses
- Improved security in the Park and the South Silver Spring area
- Catalyst for future development
- Streetscape along Georgia Avenue including:
 - Wide sidewalk
 - New street lighting
 - Street trees
 - Additional landscape



New facilities

- Cultural Arts Center
- Science Center
- Kings Street Arts Center
- Student Services Center
- Blair Park renovation

Mandatory Referrals

Collaboration

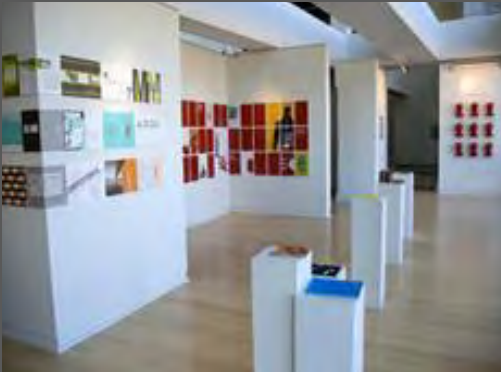
Montgomery College

Connectivity

- New bridge connects Montgomery College students and the City of Takoma Park to South Silver Spring
- Extension of Capitol Crescent Trail bikeway
- New bikeway along Fenton Street extended
- New sidewalks along Georgia Avenue, Blair Mill Road, and Fenton Street
- Additional parking for the public and Montgomery College/Georgia Avenue
- Improved connection to Silver Spring Metro Station

Environment

- Tree preservation
- Open space preservation
- Additional tree canopy in Takoma Park and Silver Spring



Mandatory Referrals

Collaboration



EMOC Proposed Site Plan

EMOC (Equipment Operations and Maintenance Center)

Collaboration

- Planning Department, Parks Department, DGS
- Site selection and design
- Stormwater management
- Access

Master Plan Consistency

- Shady Grove Sector Plan supports relocation of County Service Park
- Community forum

Design

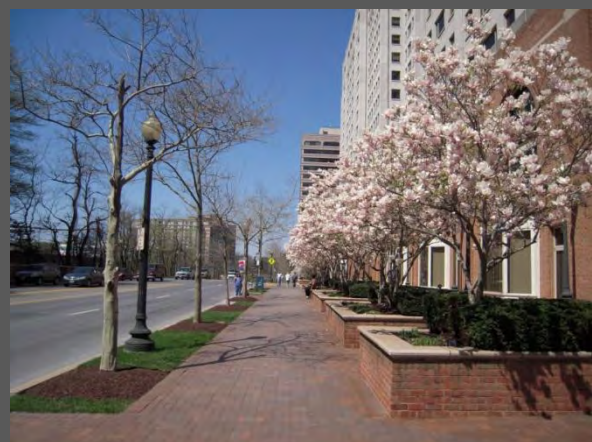
- Landscaping will provide an attractive setting
- Compatible with adjacent properties

Mandatory Referrals

Collaboration

NOAA Headquarters Silver Spring CBD

- **Collaboration/Joint Development**
 - Mandatory Referral for a large public parking garage
 - Project Plan:
 - Housing and retail
 - Federal offices (NOAA)
 - MARC station
- **Sector Plan Conformance**



Mandatory Referrals

Collaboration

NOAA Headquarters Silver Spring CBD

- **Design Excellence/Public Use Space and Amenities**

- 1/2 acre park
- Hand of NOAA
- Wave pool
- Science Center
- 500 seat auditorium
- streetscape



Mandatory Referrals

Collaboration

Montgomery County Animal Shelter and Laytonia Recreational Park

- **Collaboration - Joint Public Design Process**
 - Collaboration between the Planning Department, Montgomery Parks, and DGS/Montgomery County Animal Shelter
 - Successful design for the park and Animal Shelter

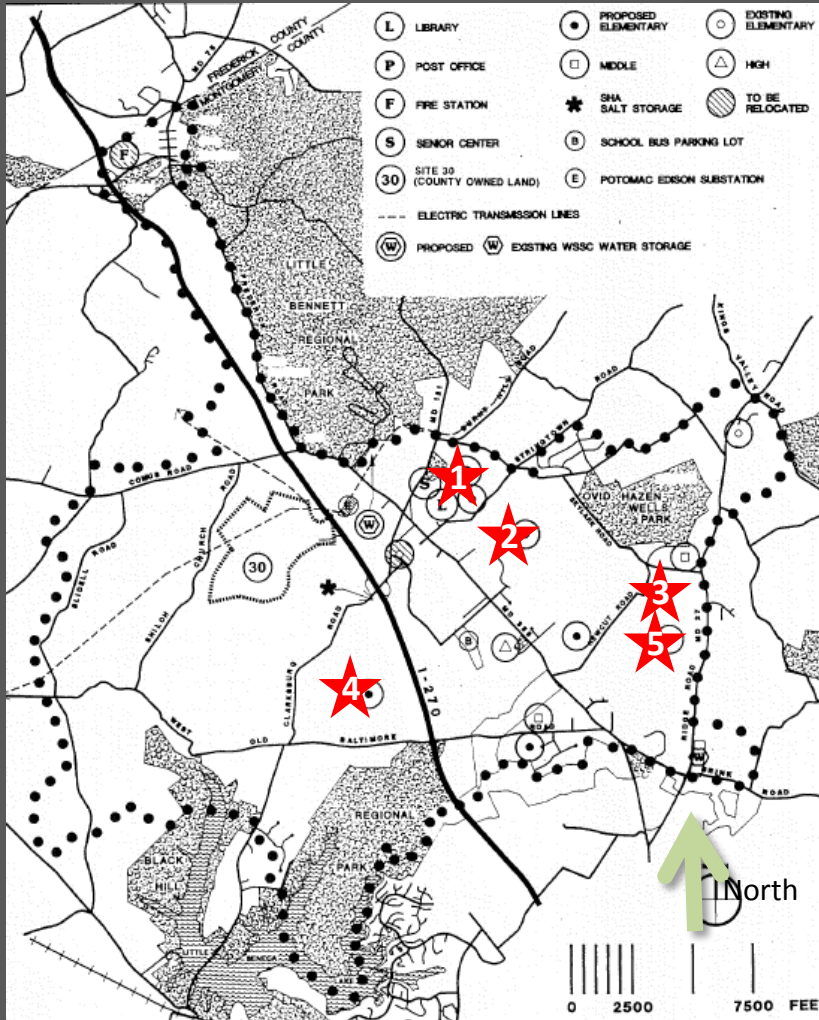


Montgomery County Animal Shelter



Mandatory Referrals

Community Building - Public Schools



Clarksburg Master Plan, June 1994

Clarksburg School Dedications and Mandatory Referrals

Master Plan Consistency/Community Building

- 5 sites selected for dedication to MCPS
- Master Plan site selection
- Preliminary Plan dedication
- Mandatory Referral for each school building

Connectivity

- Sidewalk connections to neighborhoods
- Bikeway and trail connections to planning area

Efficiency:

- Timely development
- Saved MCPS almost \$100 million

- 1 Little Bennett Elementary School (Dedicated)
- 2 Clarksburg Village West Elementary School (Dedicated)
- 3 Arora Hills Middle School (To be dedicated)
- 4 Cabin Branch Elementary School (To be dedicated)
- 5 Clarksburg Village East Elementary School (To be dedicated)

Mandatory Referrals

Community Building - Public Schools



BCC (Bethesda-Chevy Chase) High School Modernization



Master Plan Consistency/Community Building

- Consistent with the 1990 Bethesda-Chevy Chase Master Plan:
- Modernization compatible with the existing and proposed adjacent development
- Project helped strengthen the CBD

Connectivity

- Improved sidewalk and bike access

Design Excellence

- Comprehensive modernization combined 1934 and 1936 structures into one building
- Infill project (edge of the Bethesda CBD)

Mandatory Referrals

Community Building - Public Schools



Garrett Park Elementary School

Master Plan Consistency

Community Building

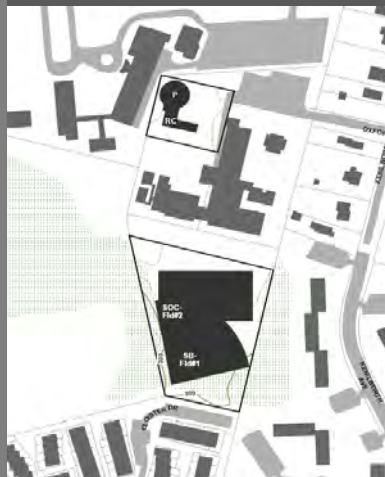
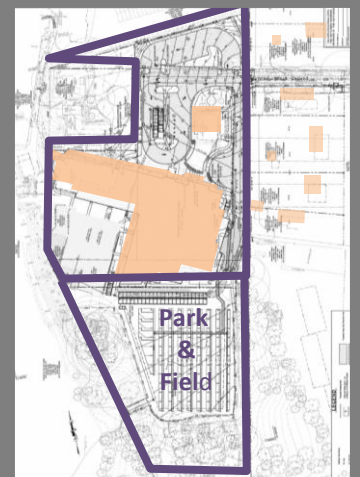
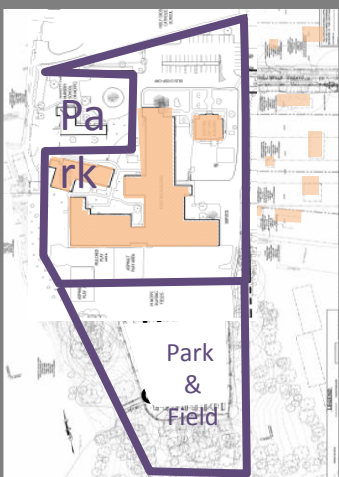
- Community spaces functions

Connectivity

- Sidewalk and bike connections

Environment

- Preservation of trees to
- Geothermal wells



Mandatory Referrals

Community Building - Public Schools



Somerset Elementary School

Master Plan Consistency/ Community Building

- All purpose room for community functions
- Minimal footprint
- 4 story school
- Community involved in process

Connectivity

- Sidewalk and bike connections

Environment

- Preservation of trees to maintain neighborhood character



Mandatory Referrals

Community Building - Library



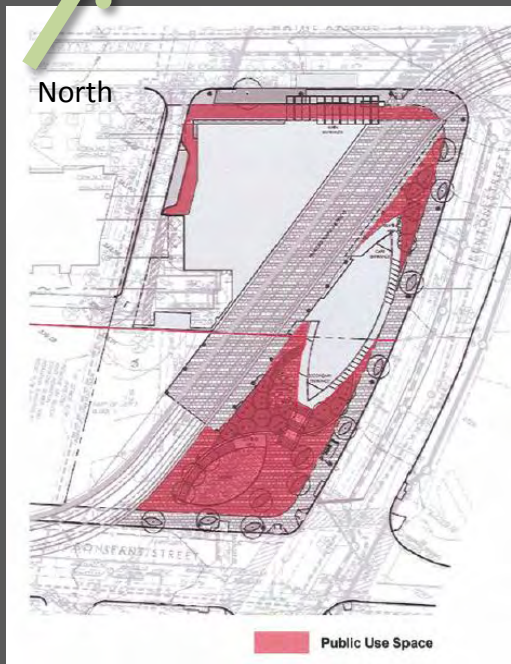
Silver Spring Library & Arts Center
View from Wayne Ave & Fenton St



Silver Spring Library & Arts Center
View from Fenton St



Silver Spring Library & Arts Center
View from Cochrane Dr & Fenton St



Silver Spring Library

Master Plan Consistency

- Consistent with the Silver Spring CBD Sector Plan

Connectivity

- Purple Line station
- Streetscape and sidewalks

Design Excellence

- Joint Development
 - Public Library
 - Housing
 - Purple Line Station
 - Arts Center
 - County Offices
 - Public Meeting Rooms
 - Public Use Space

Development Standards

- Consistent with Development Standards in the CBD-1 Zone

Mandatory Referrals

Community Building - Libraries

Gaithersburg Library

Master Plan Consistency

- Consistent with the guidance in the Gaithersburg Master Plan

Connectivity

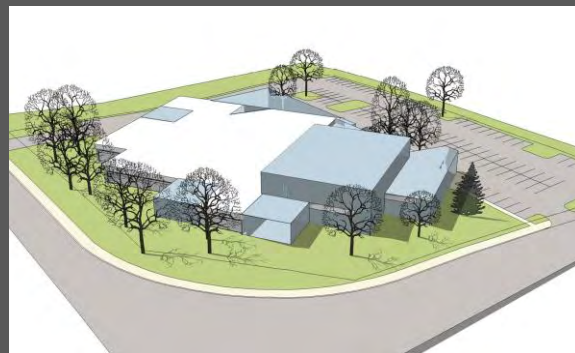
- Sidewalks along all streets

Environment

- Minimize impervious surfaces
- Preserve large shade trees

Urban Design

- Visible location with parking located behind building



Mandatory Referrals

Community Building - Libraries



Olney Library

Master Plan Consistency

- Consistent with the Olney Master Plan

Connectivity

- Connection to Olney Shopping Center
- Community sidewalks and bikeway connections

Environment

- Renovation will remove minimal trees



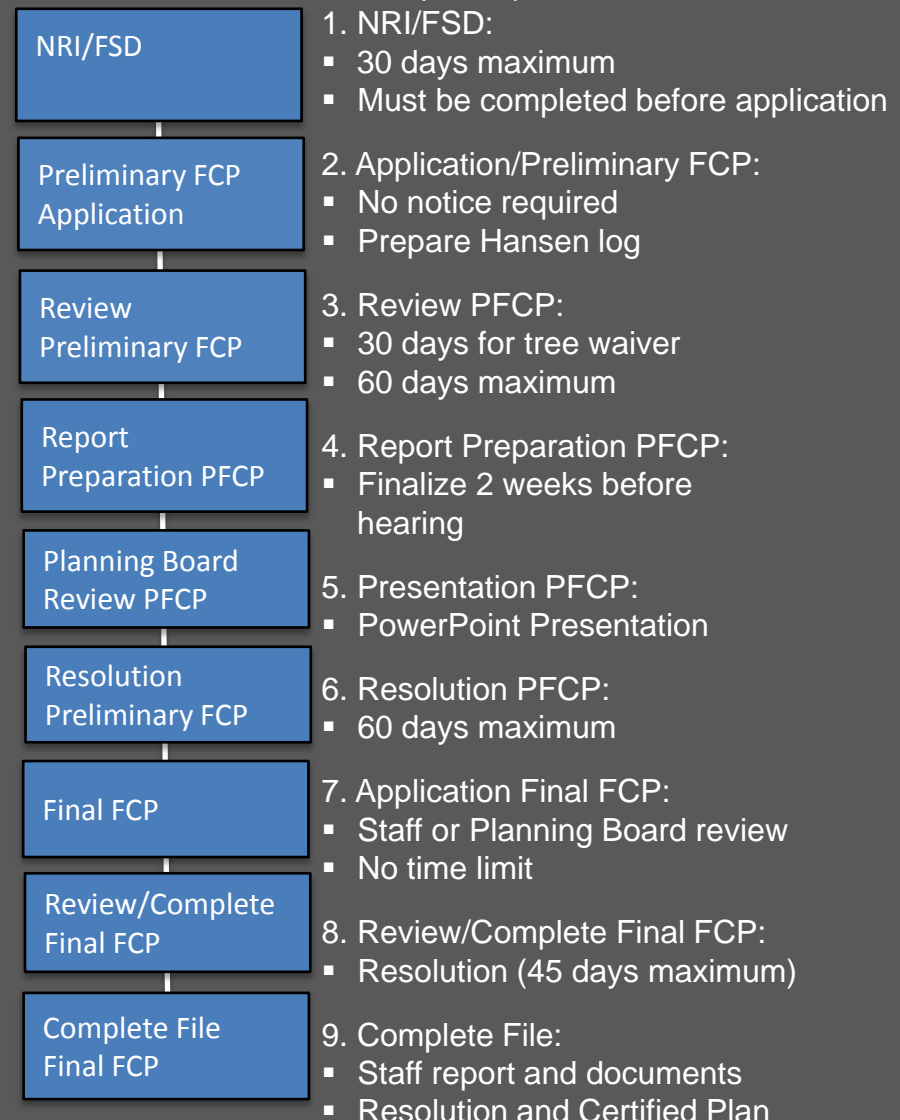
Mandatory Referrals

Existing Process

Mandatory Referral (MR) Process

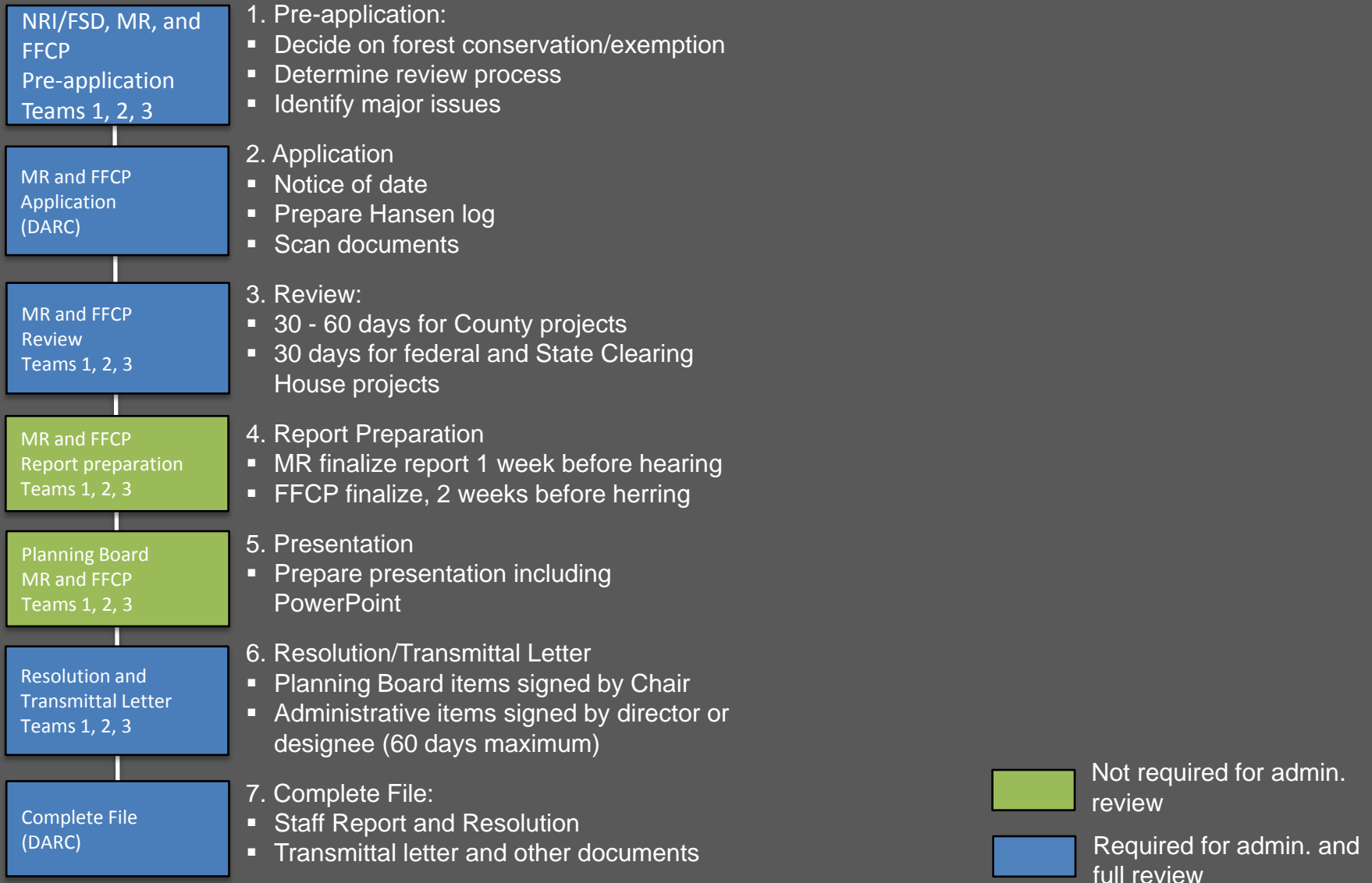


Forest Conservation (FCP) Process



Mandatory Referrals

Combined Process



Mandatory Referrals

Actions

Recommended Changes:

1. Pre-application Meetings
2. In-Take and Tracking Progress
3. Review for Mandatory Referrals
 - Exempt
 - Administrative
 - Planning Board
4. Review of Forest Conservation Plans
 - Exempt
 - Consent
 - Planning Board
5. Traffic Studies
6. Combined Mandatory Referral and Forest Conservation Plan
7. Facility Planning and Parks