

PS and T&E Committee #1
June 25, 2009

WORKSESSION

MEMORANDUM

June 24, 2009

TO: Public Safety and Transportation, Infrastructure, Energy, and Environment Committees
FROM: Linda McMillan, Senior Legislative Analyst 
SUBJECT: **Worksession – Property Use Study/Smart Growth Initiative
Relocations to the Webb Tract**

Purpose of the Session

At this session, the joint Committee will receive information from the County Executive's representatives on his recommendation to purchase the Webb Tract and relocate the Public Safety Training Academy, Montgomery County Public Schools' food service production and distribution facility and maintenance facility, and the M-NCPPC maintenance facility to the site.

The joint Committee will also discuss how the programs of requirements and cost estimates for the facilities proposed to be relocated are being prepared.

Summary of Actions to Date

The Council has already offered support and approval of many of the Executive's recommendations to implement the Shady Grove Sector Plan and address deficiencies in certain public safety facilities. Actions to date include:

- Approved \$49.079 million to purchase and renovate the Finmarc Warehouse at the GE Tech Park for use as the county's Liquor Warehouse. This project is funded with Liquor Revenue

Bonds. The project addresses identified problems with the existing warehouse and supports the implementation of the Shady Grove Sector Plan.

- Approved \$36.743 million to purchase the parcels known as Casey 6&7 and fund planning and design efforts in order to relocate the county's Equipment Maintenance Operations Center. The project is funded with G.O. Bonds and short-term financing. The project addresses identified problems with the existing EMOC (including lack of space for additional buses) and supports the implementation of the Shady Grove Sector Plan. Total cost of the project is estimated at \$135 million. The short-term debt is to be repaid with proceeds from land sales.
- Approved \$61,000 to provide planning and design funds to relocate the County Radio Shop to Seven Locks Road. This project is funded with G.O. Bonds and supports the implementation of the Shady Grove Sector Plan.
- Approved \$150,000 to provide planning funds for relocation of the Montgomery County Public Schools' bus depot and maintenance facilities. The source of funds is G.O. Bonds. These relocations support the implementation of the Shady Grove Sector Plan.
- Approved \$150,000 to provide planning funds to relocate the M-NCPPC maintenance facility. The source of funds is G.O. Bonds. The relocation supports the implementation of the Shady Grove Sector Plan.
- Approved \$31.1 million for FY09 and FY10 to renovate the GE Tech Park Building as part of a lease-purchase agreement. The building will house the county's Public Safety Headquarters, 1st District Police Station, and county offices. Total cost of the project is \$107.440 million. The source of funds is G.O. Bonds and short-term financing (repaid by G.O Bonds). The project addresses deficiencies in the current police headquarters and 1st District Station, and allows the county to reduce the use of leased space. The Public Safety Memorial will be located at the site.
- Closed-out existing projects for the EMOC, Liquor Warehouse, and 1st District Station which are no longer needed.

Public Safety Training Campus and MCPS Food Distribution Facility PDFs

PDFs for a relocated Public Safety Training Academy and MCPS Food Distribution Facility were introduced on December 9, 2008 as a part of the overall package from the Executive. The PDFs are attached at © 1 and 2. The Executive requested \$6.2 million in planning and design funds for the Public Training Campus and the total cost estimate is stated as \$103 million. For the MCPS Food Distribution Facility, the Executive requested \$892,000 for planning and design and shows the total cost as about \$18 million. Land costs are not specified on either PDF. Both facilities are proposed to go to the Webb Tract.

Council staff is expecting the joint Committee will receive a revised PDF or PDFs regarding the purchase of the Webb Tract and the funds that are needed to moved forward with planning for the

four facilities that are now proposed: (1) Public Safety Training Campus, (2) MCPS Food Service Distribution Facility, (3) MCPS Maintenance Facility, and (4) M-NCPPC Maintenance Facility.

Letter of Intent – Purchase of Webb Tract

On February 27, 2009, Assistant Chief Administrative Office Schwartz Jones sent a letter to Miller and Smith, owners of the Webb Tract (also known as Centerpark) stating the county's intent to purchase 130 acres of the property (©3-5.) The letter states that the price will be \$46,571,400 and that the closing shall be all cash and shall occur on or before September 30, 2009. Miller and Smith accepted the letter on March 2, 2009.

Webb Tract Development Process - PSTA

Attached at © 6-12 are excerpts from information on the county's website regarding the proposed development of the Webb Tract. Circle 6 shows the current layout for the PSTA and MCPS Food Service Facility that will be on one-half the site. Circles 7-11 provide information on the process for developing programs of requirements, completing the site master plan, and moving forward to final construction.

The information on © 10 shows that in a typical process, the planning preparation and program of requirements would typically be completed before the Executive forwards a recommendation to the Council and before the Council approves a project. This does not always happen. In the case of the purchase of the GE Tech Park Building for Police Headquarters and the 1st District Station, the POR that is the basis for the project is relatively recent (2006) but was for a new building not for renovation of an existing space.

In the case of the PSTA, the POR is quite old (approved in 1998) and is for phase one of the PSTA master plan that called for renovation and expansion of the existing academic building. Major components of the POR are:

- Renovation of about 59,000 net usable square feet (nurf) of space in the existing building.
- Expansion of the existing building by about 18,000 nurf.
- Classrooms including two 50-person classrooms and two 30-person classrooms for Fire and Rescue and one 70-person classroom, one 50-person classroom, and two 30-person classrooms for Police and specialized classrooms for computer labs and EMT training.
- An expanded fitness facility.
- Improved canine facilities.
- A distance learning and broadcast studio.
- Enhanced building security.
- Provision for 183 parking spaces.
- Construction of a Public Safety Memorial.

The study said that by 2015 about 84,000 of nusf or 113,000 of gross square feet would be required (with about 3,000 nusf for the Department of Correction and Rehabilitation which is no longer a part of this project.)

The study notes that the PSTA is assumed to operate 7 days per week year-round and generally operates between the hours of 7 a.m. and 10 p.m. All training was expected to occur at the PSTA with the exception of the outdoor firearms range training in Poolesville.

The POR contains a list of skills prop site requirements that include live burn, burn/containment, rescue/non-burn, canine, vehicle, storage, and parking.

Information provided at © 15 through 22 provides a summary of activities at the current PSTA (this information is also from the county website.)

Council staff suggests that a major question facing the joint Committee is - should the Council approve monies to purchase the Webb Tract before there are updated an approved programs of requirements for the facilities that are to be located on the site?

Council staff has asked Executive staff to discuss the process that is being used to update the POR for the PSTA and to explain what, if any, limitations have been put on PSTA operations because of the proposed location. For example, Council staff notes that the map at © 6 shows that the main PSTA building will be 76,000 square feet with a potential expansion of 19,000 square feet. (The map does not specify gross or net.) It is not clear how this compares to the 1998 POR. Also, the Gazette article from April 15th (© 23-24) reports that the county is considering having flashover training in another location. The Committee should understand the status of this discussion. Attached at © 25-26 are minutes from the June 10th meeting of the Airpark Liaison Committee that highlight some issues where coordination is required. Lastly, some community members have raised the issue of “route protocol” if the site is developed by the County. This “route protocol” would limit the roads that would be used by those coming to or leaving the site. If Councilmembers are interested in being able to compare the costs and benefits of relocating the PSTA to renovation at the current site, this can only be done with an approved and current POR and information on the compromises that might have to be made at either site.

Webb Tract Development Process – MCPS Food Service Distribution Facility

The map at © 6 shows the footprint for a 77,000 square foot facility for relocation of the MCPS Food Distribution Facility. In 2005, MCPS completed a study of the projected space requirements for the Food Service Facility, an excerpt is attached at © 34-37. It indicates that a site of about 10 acres is needed for a 71,000 gross square foot building for production and warehousing as well as parking for 150 cars and a loading area for 25 trucks. Council staff understands from MCPS that improvements must be made to Snouffer School Road in order for the Food Service Facility to be located there.

While much of the discussion at this session may be about the PSTA, in terms of implementing the Shady Grove Sector Plan, relocating the MCPS Food Service Distribution

Facility is a high priority as it is last facility on the Metro side of Crabbs Branch that needs a relocation site.

Council staff is unclear about how the POR process is moving forward for the MCPS Food Service Distribution Facility or whether the County Government has agreed to the basic requirements as laid out in the 2005 study.

In addition, Council staff notes that MCPS has informed the Council that the food services enterprise fund has been running a deficit. The current facility was financed with Revenue Authority bonds that were paid with proceeds from the food service enterprise fund (the underlying land at the service park is owned by the county.) When the financing plan for the Webb Tract relocations is reviewed by the Committee, it will be important to be clear what the sources of funds will be for the MCPS building and whether the funding sources will impact food service pricing.

Webb Tract Development Process – maintenance facilities

The Executive has proposed that the maintenance facilities for MCPS and Park and Planning be relocated from the service park to the Webb Tract. Attached a © 38 is a summary page of the space requirements for MCPS and at © 41-52 the packet to the Planning Board that looked at alternative sites for the maintenance facility. Park and Planning staff recommended and the Planning Board agreed that the Webb Tract is the most appropriate location.

Information to the Community

Councilmembers have continued to hear from some individuals and organizations in the nearby communities that they have unanswered questions about the specific plans for the site and impacts from noise, smoke, traffic, and lighting.

Included in this packet is some of the information that is available on the county's website <http://www.montgomerycountymd.gov/putmpl.asp?url=/Content/EXEC/cpus/resources.asp> and has been shared at certain community meetings including a traffic statement provided to Park and Planning (© 27-33), traffic flow from the MCPS Food Distribution Facility (© 40) and a September 2008 letter to the Montgomery Village Foundation (© 53). This memo previously highlighted the information that is included on the development process and the current operations of the PSTA.

Smart Growth Initiative Implementation Advisory Group

In his February memo (© 39), Councilmember Knapp asked for additional information on the Smart Growth Initiative Implementation Advisory Group. Attached at © 58-64 is information on the Group including the May 20 agenda, the membership, and the initial invitation letter from the County Executive.

Public Safety Training Campus -- No. 470905

Category
Subcategory
Administering Agency
Planning Area

Public Safety
Other Public Safety
General Services
North Central Transit Corridor

Date Last Modified
Required Adequate Public Facility
Relocation Impact
Status

November 05, 2008
No
None
Planning Stage

EXPENDITURE SCHEDULE (\$000)

Cost Element	Total	Thru FY07	Est. FY08	Total 6 Years	FY09	FY10	FY11	FY12	FY13	FY14	Beyond 6 Years
Planning, Design, and Supervision	6,239	0	0	6,239	2,191	4,048	0	0	0	0	0
Land	0	0	0	0	0	0	0	0	0	0	0
Site Improvements and Utilities	0	0	0	0	0	0	0	0	0	0	0
Construction	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0
Total	6,239	0	0	6,239	2,191	4,048	0	0	0	0	0

FUNDING SCHEDULE (\$000)

G.O. Bonds	6,239	0	0	6,239	2,191	4,048	0	0	0	0	0
Total	6,239	0	0	6,239	2,191	4,048	0	0	0	0	0

DESCRIPTION

This project is part of the Smart Growth Initiative Program described in Project No. 360902 and provides planning and design for the relocation of the Public Safety Training Academy (PSTA) from the intersection of Great Seneca Highway and Darnestown Road to a site on Snouffer School Road known as the Webb Tract. The PSTA is the primary training facility for the Department of Police and Montgomery County Fire and Rescue Service. The project includes an academic building with various classes and training rooms, EMT paramedics training, a simulations area, a student study center, a gymnasium, an indoor firing skills training range, office spaces, locker rooms, graphics and video development, and canine training and support facility. The facility will also include an Emergency Vehicle Operation Center (EVOC), driving training classes and simulation rooms, driving training skid pads, skills pad, speed track and a fire safety training building. Staff and visitors surface parking will be constructed.

JUSTIFICATION

There has been no major upgrade or renovation to the current PSTA facility since it was completed in 1973. Since its completion, the training needs of the user agencies have changed significantly. As a result the current PSTA is in need of reconfiguration and expansion to meet current and projected needs. As approved in the PSTA Academic Building Complex Project No. 479909, it is estimated that an investment of approximately \$25 million is required to overhaul the existing facility. Even with the significant investment of funds at the current location, all of the PSTA needs cannot be satisfied at the existing site, and the site has little expansion capability.

The County is in need of expanded training facilities to enable first responders to be better prepared. The indoor firing range, including its target mechanism requires modernization and upgrades to bring it up to current standards. Also, the gymnasium is not adequate to meet the latest required fitness training, and increased public safety personnel utilization of the facility. Given that the PSTA cannot fully support the County's long-term needs for public safety training, its aging systems and also site constraints that do not allow for adequate expansion, financial resources could be better spent to create a new PSTA designed to support the County's long-term needs.

In terms of regional development, the existing PSTA site is uniquely located to support the creation of a state of the art medical research community which is currently being considered. Relocation of the PSTA will support the realization of this development, increase the County's economic base and prepare Montgomery County for future smart growth opportunities in this area.

Plans and studies for this project include: "Program of Requirements for Montgomery County Public Safety Training Academy", August 27, 1998; M-NCPPC Shady Grove Sector Plan, approved by the Montgomery County Council, January 2006, adopted by the M-NCPPC, March 15, 2006; "Montgomery County Property Use Study Updated Briefing to County Council", April 29, 2008 (based on Staubach Reports); "Montgomery County Smart Growth Initiative Update to County Council", September 23, 2008.

OTHER

The project provides for only the design phase. Final construction costs will be determined during the design development phase. A pedestrian impact analysis will be completed for this project during the design phase.

FISCAL NOTE

The project is estimated to cost approximately \$103 million.

APPROPRIATION AND EXPENDITURE DATA

Date First Appropriation	FY09	(\$000)
First Cost Estimate		
Current Scope	FY09	6,239
Last FY's Cost Estimate		0
Appropriation Request	FY09	6,239
Appropriation Request Est.	FY10	0
Supplemental Appropriation Request		0
Transfer		0
Cumulative Appropriation		0
Expenditures / Encumbrances		0
Unencumbered Balance		0
Partial Closeout Thru	FY06	0
New Partial Closeout	FY07	0
Total Partial Closeout		0

COORDINATION

Department of General Services
Department of Police
Montgomery County Fire and Rescue Service
Maryland-National Capital Park and Planning Commission
Department of Permitting Services
Department of Finance
Department of Technology Services
Office of Management and Budget
Washington Suburban Sanitary Commission

MAP

See Map on Next Page.

MCPS Food Distribution Facility -- No. 360900

Category
Subcategory
Administering Agency
Planning Area

General Government
County Offices and Other Improvements
General Services
North Central Transit Corridor

Date Last Modified
Required Adequate Public Facility
Relocation Impact
Status

November 05, 2008
No
None.
Planning Stage

EXPENDITURE SCHEDULE (\$000)

Cost Element	Total	Thru FY07	Est. FY08	Total 6 Years	FY09	FY10	FY11	FY12	FY13	FY14	Beyond 6 Years
Planning, Design, and Supervision	892	0	0	892	669	223	0	0	0	0	0
Land	0	0	0	0	0	0	0	0	0	0	0
Site Improvements and Utilities	0	0	0	0	0	0	0	0	0	0	0
Construction	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0
Total	892	0	0	892	669	223	0	0	0	0	0

FUNDING SCHEDULE (\$000)

G.O. Bonds	892	0	0	892	669	223	0	0	0	0	0
Total	892	0	0	892	669	223	0	0	0	0	0

DESCRIPTION

This project is part of the comprehensive Smart Growth Initiative Program described in Project No. 360902 and provides for the planning and design for relocation of the Montgomery County Public Schools (MCPS) Food Distribution Facility. The current facility is located in the County Service Park north of Equipment Maintenance Operation Center and south of Department of Liquor on the west side of Crabbs Branch Way. The current facility is about 58,000 square feet with 150 parking spaces for the staff and eight loading docks. This project will relocate the existing facility to a site on Snouffer School Road known as the Webb Tract. The facility operates from 3:30 a.m. to 4:30 p.m. and must be centrally located in the County. The new facility will be located on the same site with the new Public Safety Training Campus (Project No. 470905).

JUSTIFICATION

In order to implement the County's Shady Grove Sector Plan which would capitalize on the existing investment in mass transit by creating a transit-oriented development community, the County Service Park must be relocated. Relocation of the facilities at the County Service Park will enable the County to realize both the transit oriented development intended for the area and to address unmet needs.

Plans and studies for this project include: M-NCPPC Shady Grove Sector Plan, approved by the Montgomery County Council, January 2006, adopted by the M-NCPPC, March 15, 2006; "Montgomery County Property Use Study Updated Briefing to County Council", April 29, 2008 (based on Staubach Reports); "Montgomery County Smart Growth Initiative Update to County Council", September 23, 2008.

OTHER

The project provides for only the design phase. Final construction costs will be determined during the design development phase.

A pedestrian impact analysis will be completed for this project during the design phase.

FISCAL NOTE

The project is estimated to cost approximately \$18 million.

APPROPRIATION AND EXPENDITURE DATA	COORDINATION	MAP
Date First Appropriation	Department of General Services Montgomery County Public Schools Maryland-National Capital Park and Planning Commission Department of Permitting Services Department of Finance Department of Technology Services Office of Management and Budget Washington Suburban Sanitary Commission	See Map on Next Page
First Cost Estimate		
Current Scope		
Last FY's Cost Estimate		
Appropriation Request		
Appropriation Request Est.		
Supplemental Appropriation Request		
Transfer		
Cumulative Appropriation		
Expenditures / Encumbrances		
Unencumbered Balance		
Partial Closeout Thru		
New Partial Closeout		
Total Partial Closeout		



OFFICES OF THE COUNTY EXECUTIVE

Isiah Leggett
County Executive

Timothy L. Firestine
Chief Administrative Officer

February 27, 2009

Mr. Charles D. Ellison, Jr.
Miller & Smith
8401 Greensboro Drive, Suite 300
McLean, VA 22102

Re: Letter of Intent -- Centerpark

Dear Mr. Ellison:

This letter ("Letter of Intent") sets forth the basic terms and conditions under which Montgomery County, Maryland ("County") is prepared to enter into negotiations for a purchase contract with Miller & Smith (Miller), concerning the acquisition of certain property associated with the fulfillment of the County's Smart Growth Initiative.

Miller, through its wholly owned entities, Webb Tract LLC, Centerpark West LLC, and Centerpark East LLC, is the owner of an approximately 134 acre parcel of land along Snouffer School Road in the County, known as the Centerpark ("Property") and formerly known as the Airpark North Business Park or the Webb Tract. As has been previously discussed with you, the County desires to acquire an approximately 130 acre portion of the Property in furtherance of the County's Smart Growth Initiative. The Property the County desires to acquire is more particularly described as that property owned by Webb Tract LLC, Centerpark West LLC, and Centerpark East LLC, save and excepting Lots 14 and 15 (See Attachment A – Centerpark Legal Descriptions).

The Property is bisected by a stream bed and green area running from northeast to southwest of approximately 27 acres so that approximately 59 acres lie on the West side of the stream and approximately 47 acres lie on the East side of the stream. The County wishes to locate certain public facilities currently occupying other County locations to the Property.

The County Executive's Smart Growth Initiative is a comprehensive strategy to better serve the public interests by relocating several County agencies from their current, outdated and inadequate facilities to other more functional sites in the County and to utilize the properties being vacated by these County agencies to meet housing needs at transit-oriented sites. One of the goals of the Smart Growth Initiative is to relocate the County facilities now occupying the County Service Park ("CSP"), and upon such relocation, to develop the CSP with a transit-

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oriented "urban village" development in accordance with the 2006 Shady Grove Sector Plan ("Sector Plan").

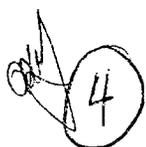
County and Miller enter into this Letter of Intent and further describe their respective intentions, in furtherance of the County's Smart Growth Initiative as follows:

- (1) Purchase and Sale Agreement for the Property. County and Miller will use commercially reasonable efforts to enter into a binding Purchase and Sale Agreement, by July 15, 2009 for the County's acquisition of the Property. It is the intention of the parties that, in addition to such other terms as are mutually agreed to between the two parties, the Purchase and Sale Agreement will include the following provisions:

The price to be paid for the Property shall be Forty Six Million Five Hundred Seventy One Thousand Four Hundred Dollars (\$46,571,400.00).

- (a) Closing shall be all cash and shall occur on or before September 30, 2009.
- (b) The County has power of eminent domain and is acquiring the property by agreement in lieu of condemnation pursuant to such power. The purchase price reflects the just compensation to be paid for the property.
- (c) The County shall be allowed a 90 day study period after the signing of the Letter of Intent.
- (d) Miller shall provide a schedule of any and all design documents, plans, permits, permit applications and other pre-development items including construction documents and contracts within two weeks of the signing of this LOI. Any or all of the above shall be assigned to the County at County's election.
- (e) Miller hereby offers to construct off-site improvements and other predevelopment improvements on a cost plus a fixed fee basis the value of said improvements to be mutually agreed upon.
- (f) Attachment B – Memorandum from Chuck Ellison, dated February 5, 2009 and titled "Centerpark – Status of Land Development" is made part of this Letter of Intent for clarity of the status of the project.
- (g) Miller shall provide a list of all bonds in place and triggers for the release of said bonds. County will work with Miller to obtain the release of any of its bonds. The County agrees to cooperate with Miller to release bonds to the extent of its governmental authority.

Miller agrees not to market its Property which is the subject of this Letter of Intent, or solicit, or negotiate for, or accept offers for the purchase of Property, or enter into any agreements for sale of Property with other potential purchasers, for a period of one hundred twenty (120) days after the date of this Letter of Intent. County and Miller shall have the right, at any time prior to the expiration of such one hundred twenty (120) day period, to cancel or withdraw this Letter of Intent by written notice to the other party. If the parties have not entered into the Purchase and Sale Agreement contemplated by this Letter of Intent, on or before the end

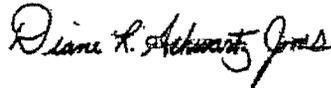
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of such one hundred twenty (120) day period, then this Letter of Intent shall automatically fully and forever terminate and Miller shall have the right to market Property, or solicit or accept offers for the purchase or lease of Property, and to enter into and consummate agreements in connection therewith, and this Letter of Intent shall be null and void. The foregoing provisions are referred to as the "Exclusivity Provisions."

This Letter of Intent is and is intended only to be an expression of interest, by the parties signing and accepting this letter, to the transaction herein described, and in no event shall this Letter of Intent or any modifications hereof, or any correspondence in any form, negotiations, submissions of draft contracts or other documents, or any discussions, between the parties hereto or their agents, counsel or employees shall be deemed to be or constitute a binding contractual agreement or other legally enforceable obligation of any kind upon or between County and Miller to any such or any other matters, or an express or implied duty of the parties to negotiate or agree upon, execute, deliver or consummate any agreement or any other documents concerning the properties which are the subject matter of this Letter of Intent. Any legally binding obligation, if any, shall be only as may be contained in the Purchase and Sale Agreements mutually agreed upon, executed and delivered by the parties concerning the properties that are the subject matter of this Letter of Intent. Notwithstanding anything to the contrary set forth in this Letter of Intent, the County expressly reserves the right to acquire the Property for a public purpose, in its sole judgment and absolute discretion, through any means legally available to the County, including the exercise of its power of Eminent Domain. All such rights are expressly reserved by the County.

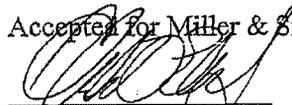
The County looks forward to working with Miller and Smith on the County's Smart Growth Initiative. Please execute the Letter of Intent and return it to me.

Sincerely,



Diane R. Schwartz Jones
Assistant Chief Administrative Officer

Accepted for Miller & Smith by:

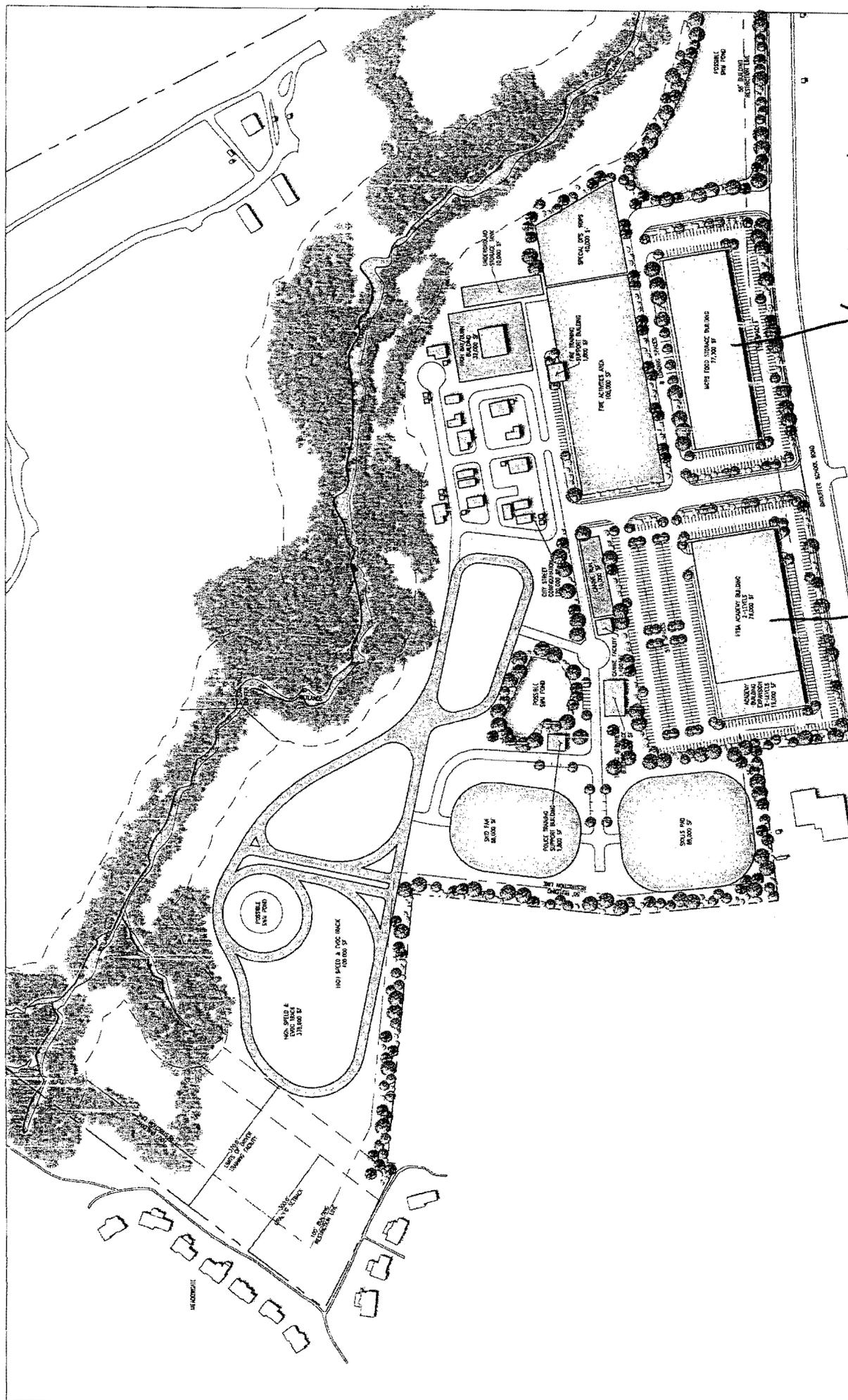


Name
VICS President

Title
March 2, 2009

Date

101 Monroe Street • Rockville, Maryland 20850
240-777-2500 • 240-777-2544 TTY • 240-777-2518 FAX
www.montgomerycountymd.gov



MPS Food Service
 PSTA Academic Building

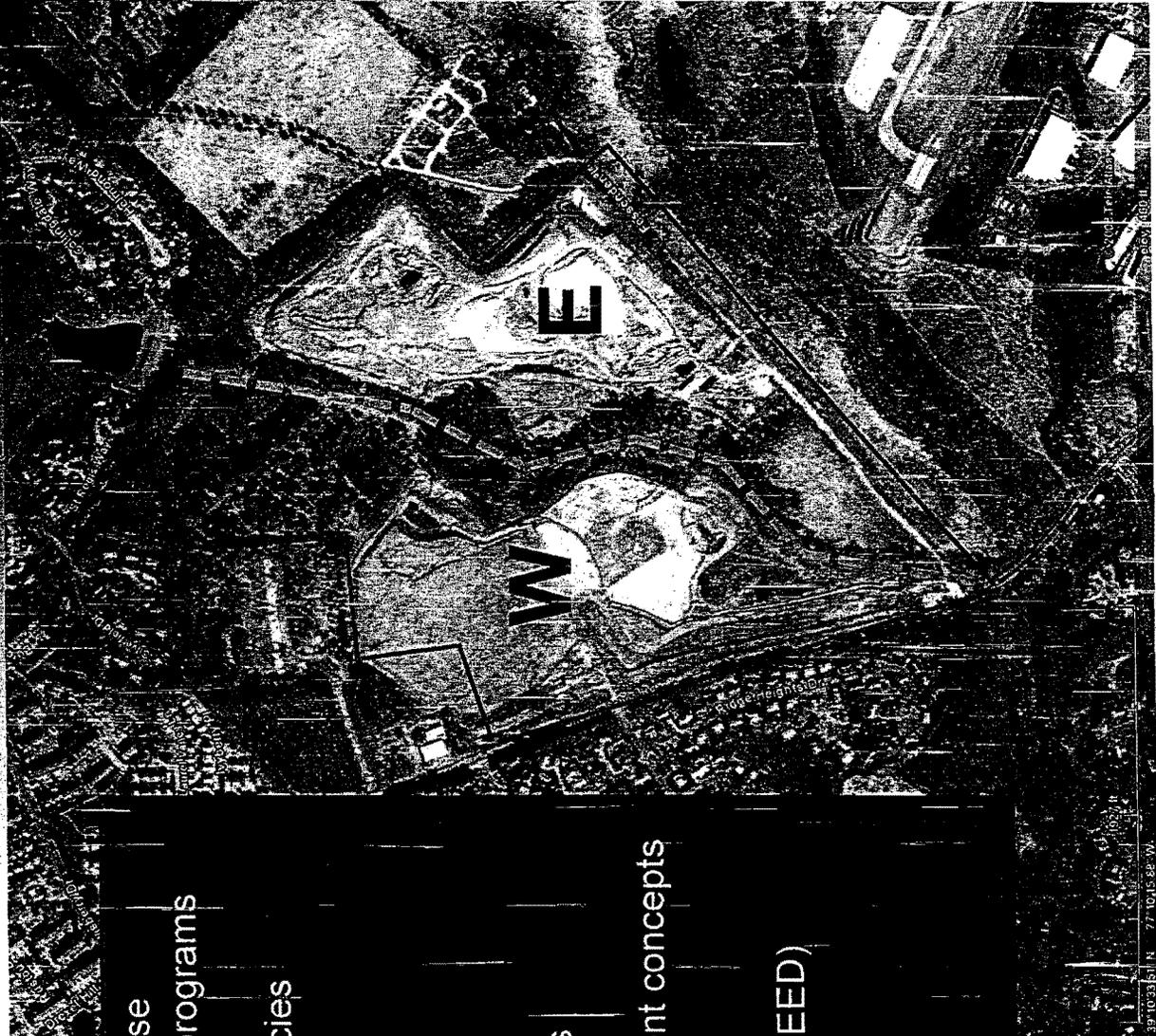
MONTGOMERY COUNTY
 PUBLIC SAFETY FACILITY



Webb Tract Development Process – Site Development Requirements

Conceptual Planning Phase

- Verification of facilities programs
- Legal documents
- Identify permitting agencies
- Property plans
- Utility lines
- Topography
- Survey
- Geotechnical data
- Pedestrian safety issues
- Building location
- Storm water management concepts
- Site traffic circulation
- Site security
- Sustainable concepts (LEED)
- Noise impact analysis
- Traffic study
- Community issues



7

Webb Tract Development Process + Facilities to be located on the site

Design
Quality
Control

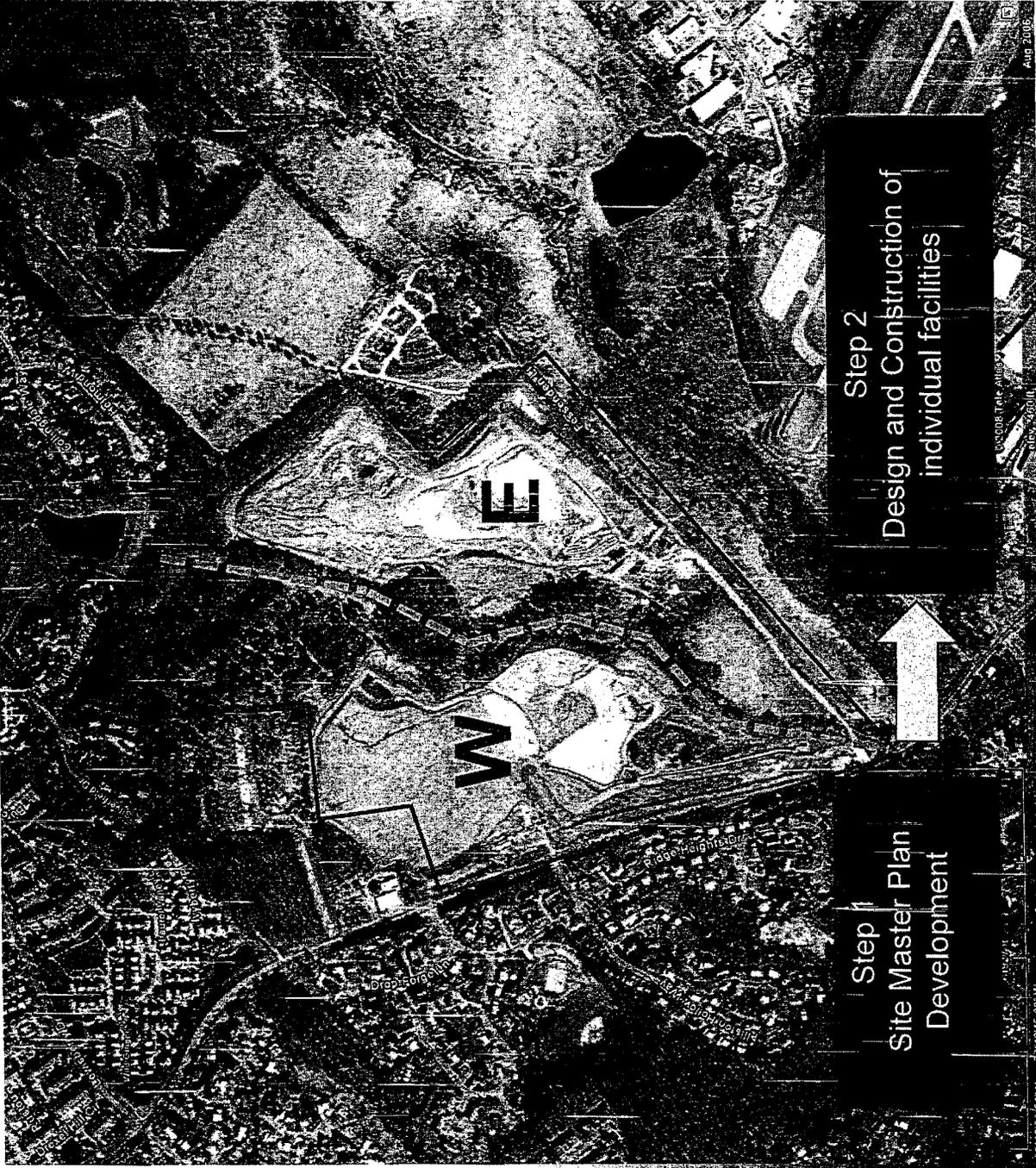
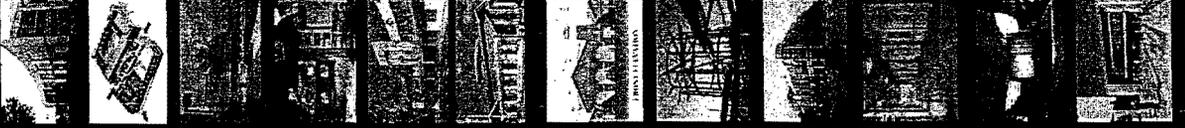


MNGPPC
Park Maint.
Depot

MCPS
Facility
Maint. Shops

MCPS Food
Distribution
Facility

PSTA
Facilities

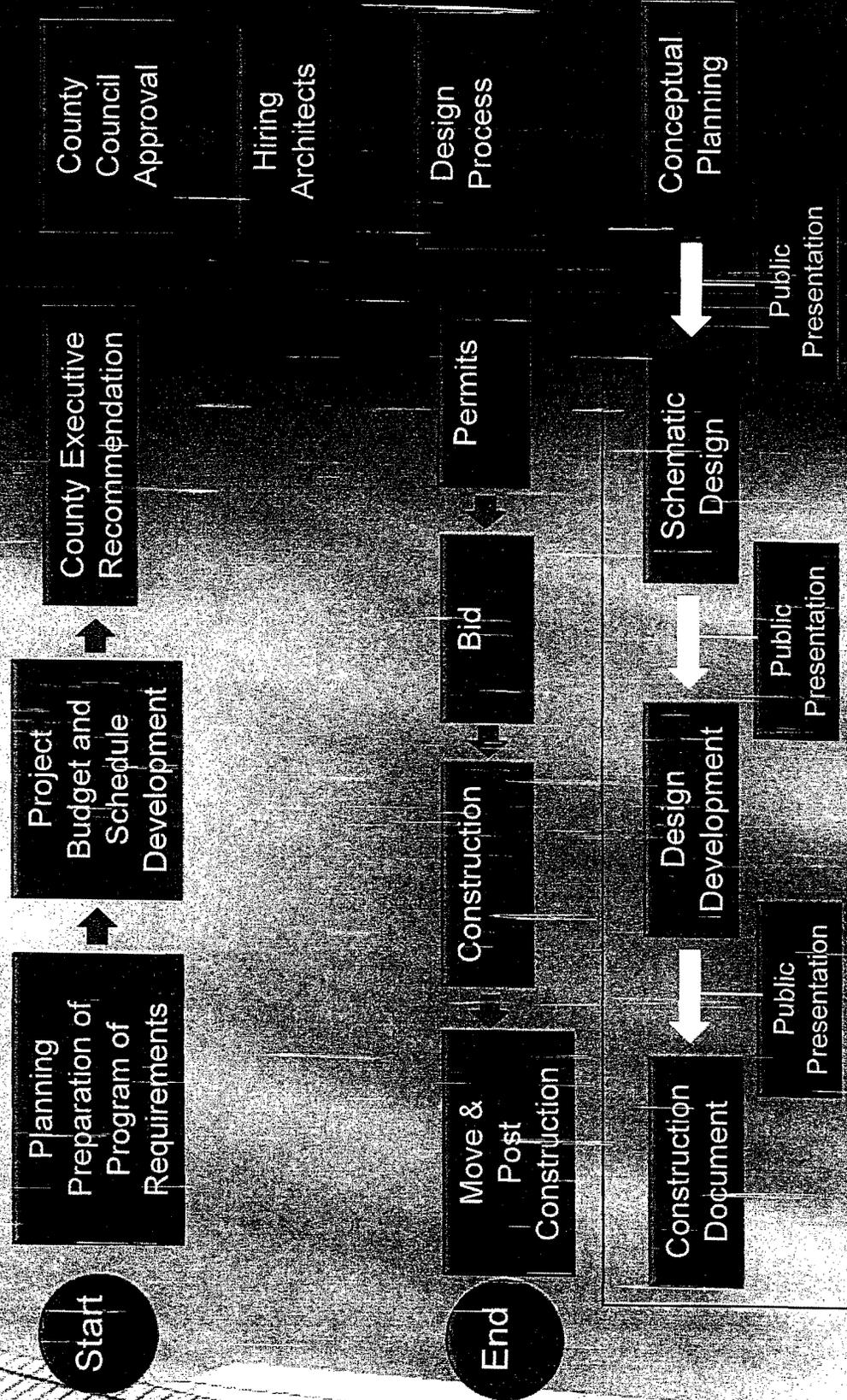


Step 2
Design and Construction of
individual facilities

Step 1
Site Master Plan
Development

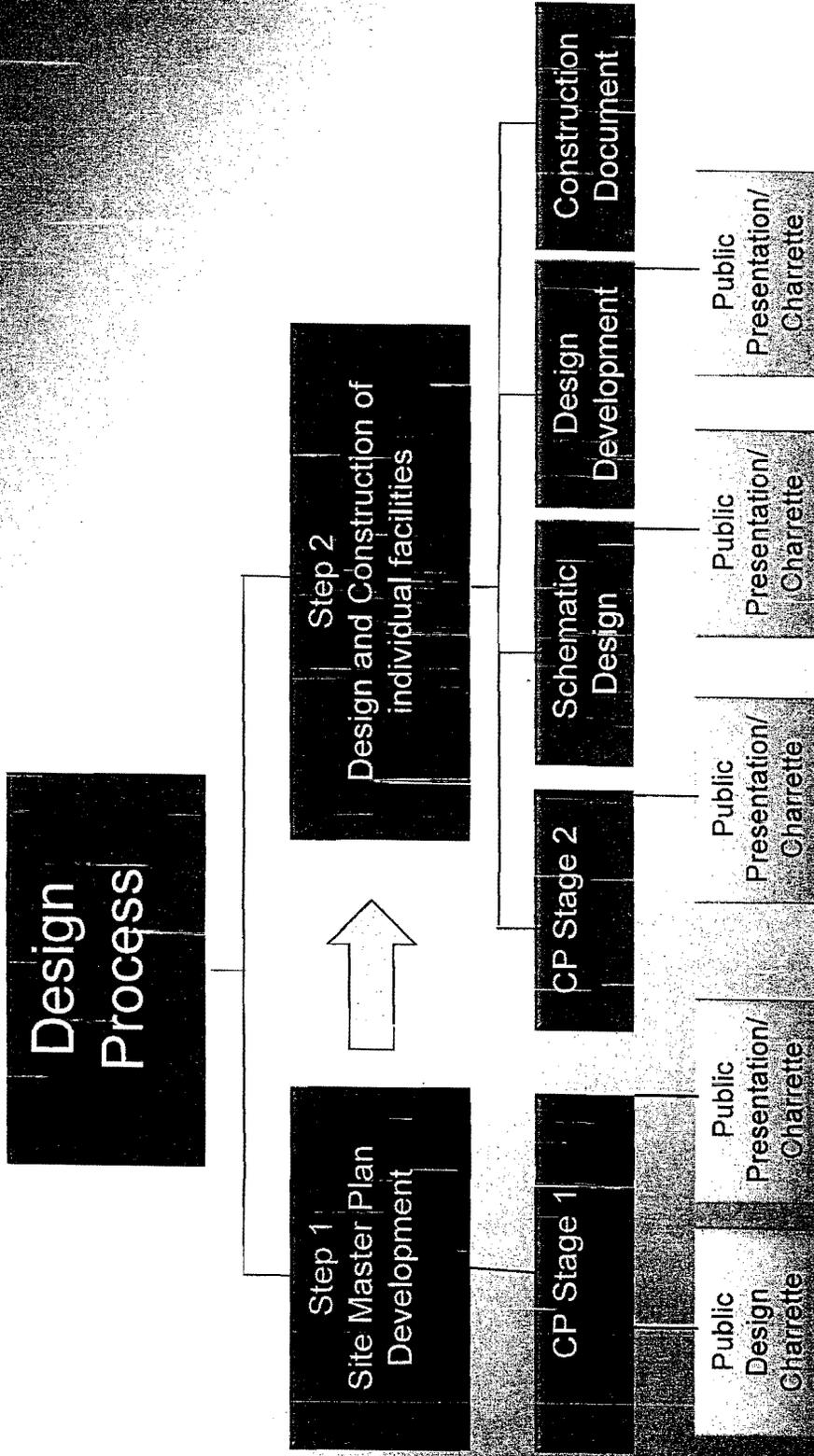
35°10'33.51"N
101°05'00"W
© 2008 TRAK, ARCS, ESRI
AUG 2008

Typical Project Schedule



Project Phases & Budgeting







- Privately-owned site on Snouffer School Road; Zoned for Industrial, site is vacant land. Developer's Proposed Lots Plan to be build out in 90 usable acres land
- Total of 23 warehouse/industrial buildings (13 on the left & 10 on the right side of wetland)

**Webb Tract
129 acres
90 usable**

4 08 082
041 00 0005
Miller and Smith
21 Greensboro Drive Suite 200
Lees, Virginia 22042

CENTERPARK

AIRPARK NORTH BUSINESS PARK
PRELIMINARY PLAN # 164018
Montgomery County, Maryland



Montgomery County Smart Growth Initiative Comparison with Centerpark Approvals

County statistics are preliminary and subject to change

3/10/09	Montgomery County (excluding Lot 10)	Approved Preliminary Plan (excluding Lot 10)
1 BUILDINGS		
2 Maximum On-Site Building Area	595,700 SF footprint	1,236,211 SF
3 Building Height	42' max for all buildings 80' max for Fire Safety Training Building only	42' max on Lots 1-5 and 8-23 35' max on Lots 6 & 7
5 LEED Certification	LEED Silver for buildings over 10,000 s.f.	LEED certified for buildings over 10,000 s.f.
6 SITE		
7 Impervious Area (total)	48 acres (36%)	66 acres (66%)
8 Building Coverage (footprint)	14 acres (10.4%) - 595,700 SF	21 acres (16%) - 918,000 s.f.
9 Impervious Paved Surfaces	34 acres (25.4%)	65 acres (50%)
10 Green Area (total)	66 acres (64%)	45 acres (34%)
11 Forested Area (part of Green Area)	28 acres (21%)	28 acres (21%)
12 Lot 7	81% of area in tree preservation 300-foot setback from residential	36% of Lot 7 in tree preservation 100-foot minimum setback from residential
14 TRAFFIC		
15 AM Peak Hour Vehicle Trips	660-750	1,313 maximum
16 PM Peak Hour Vehicle Trips	590-680	1,166 maximum
17 USES		
18 Potential Uses	<u>Proposed County Uses Matched to Permitted Uses:</u>	<u>Permitted and Special Exception Uses Similar to County Uses:</u>
19	Fire and Rescue Training.....	Ambulance, Fire Stations, or Rescue Squads
20		Animal Boarding Places
21	Fleet Maintenance.....	Auto Repair
22		Building Materials & Supplies
23		Dry Cleaning & Laundry Plant
24		Eating & Drinking Establishments (no drive-thru)
25	MCPS Food Service Warehouse.....	Food Production, Packaging, Packing & Canning
26	On-site Fleet Fueling.....	Gas Station
27		Heliports/Helistops
28		Hospitals
29	Maintenance Facilities.....	Industrial, Light
30		Laboratories
31		Lumberyards
32		Manufacturing
33	M-NCPPC Metal Shop.....	Manufacturing of Light Sheet Metal Products
34	M-NCPPC Exhibit Shop.....	Manufacturing/Assembly - Previously Prepared Materials
35	M-NCPPC Sand & Gravel Storage.....	Offloading & Transfer for storage of Sand, Gravel or Rocks
36		Offices
37	PSTA and M-NCPPC Offices.....	Outdoor Storage
38	M-NCPPC Outdoor Storage.....	Parking of Motor Vehicles for Permitted Uses of Zone
39	Parking.....	Place of Religious Worship
40		Printing & Publishing
41		Publicly Owned & Operated Uses
42	Publicly Owned & Operated Uses.....	Recreation Establishments
43	Exercise Facilities for Staff & Training.	Retail/Personal Services
44		Rifle or Pistol Ranges, Indoor
45	Indoor Rifle/Pistol Range.....	Sign Shop
46	M-NCPPC Sign Shop.....	Trade or Technical School
47	PSTA and M-NCPPC Training.....	Trucking Terminals
48		Warehouse
49	MCPS & M-NCPPC Warehousing.....	Welding Shops
50	M-NCPPC Welding Shop.....	Wholesale Trades
51 Public Access/Uses	Constructing Access Road to Lois Green Farm Conservation Park Lois Green Conservation Farm Park Parking Lot (completed) Bike Path along Snouffer School Road Snouffer School Road Widening	Constructing Access Road to Lois Green Farm Conservation Park Lois Green Conservation Farm Park Parking Lot (completed) Bike Path along Snouffer School Road Snouffer School Road Widening
55 Community Facilities/Uses	Multi Purpose and Conferenec facilities	None
56 OPERATIONS		
57 Jobs (on-site)	TBD	3,201 (calculated by M-NCPPC during approval process)
58 Hours	4:30 AM to 11:30 PM (varies among buildings)	Uncontrolled - potentially 24 hrs/day
59 Long Term Control	Owned by Montgomery County with Citizen Input	Lots to be owned by individuals. Property Owners Association to manage common area.

13

Smart Growth Initiative - Program Summary Schedule

3/26/2009

	Site	Proposed Facility	Occupant	Acquisition/D isposition	Design Start	Construction End	Full Occupancy
1	GE Tech Building	Public Safety Headquarters & 1st District Police Station	Police, Fire Rescue Services, Office of Emergency Management and Homeland Security, Department of General Services, Other Lease Facilities	Lease 05/09 and 10/09 Purchase 2014	05/18/09	01/17/11	02/28/11
2	Casey 6&7	Equipment and Maintenance Operations Center	Department Of Transportation & Day Laborer	07/03/09	04/02/09	09/15/11	12/14/11
3	Webb Tract	Public Safety Training Academy & MCPS Food Services	Police, Fire Rescue Services, & MCPS	06/15/10	06/19/09	01/12/12	04/01/12
5	Finmarc	Liquor Warehouse	Department of Liquor Control	05/29/09	04/02/09	03/18/11	06/23/11
6	TBD Site	MCPS Bus Depots	Montgomery County Public School	TBD	04/15/11	08/26/13	11/04/13
7	Seven Locks Maintenance	Radio Shop	Department of Technology Services	NA	09/10/10	10/24/12	01/02/13
8	TBD Site	Park & Planning Maintenance Depots	M-NCPPC Park Maintenance	TBD	09/14/10	04/19/13	08/07/13

11
A

Summary of site activities at PSTA					
Proposed training activities for the new PSTA at Webb Tract					
February 2009					
Type of Activity		Duration	Duration	Number of attendance at anytime	Note
		Frequency	Time	Min. - Max.	
Classroom training	Indoor	Year round	07:00 to 22:00	15 to 360	
Skill Pad	Outdoor	Year round	07:00 to 17:00	8 to 80	Max. 6-8 vehicle at anytime
Skid Pan	Outdoor	Year round	07:00 to 17:00	2 to 80	Max. 6-8 vehicle at anytime
Driving Track	Outdoor	50-70 days/ year	07:00 to 17:00	16	Max. 4 vehicle during high speed and 8-10 during cone exercise
Fire Safety Training Building	Indoor/ Outdoor	100 classes/ year	08:00 to 16:00	25 to 50	6 hours/ class
Auto Fire	Outdoor	100 classes/ year	08:00 to 16:00	25 to 50	1.5 hours/ class
Dumpster Fire	Outdoor	100 classes/ year	08:00 to 16:00	25 to 50	1.5 hours/ class
LPG Fire	Outdoor	100 classes/ year	08:00 to 16:00	25 to 50	3.5 hours/ class
Other Rescue trainings	Outdoor	100 classes/ year	08:00 to 16:00	25 to 50	
Driving Track - Night use	Outdoor	1 hour/ week 16 days/year	17:00 to 21:30	16 Max. 4 vehicle	Sirens are not used continuously
Canine training	Outdoor	Year round	07:00 to 21:00	15	
Firing range	Indoor	68 days/ Year	07:00 to 17:00	20 to 30	
Auditorium ceremonies	Indoor	10 days/ year	12:30 to 16:00	50 to 100	

Current Trainee Usage

- **Maximum trainees per day for both police & Fire/EMS.**
 - **Approximately 260 trainees a day during the week.**
 - **95 to 110 trainees in evening during the week.**
 - **95 to 110 trainees on weekend days.**
- **Number of trainees will fluctuate to lower numbers on many days.**

Current Training Functions

Fire

1. Recruit Training
2. Basic & Advanced Fire Training
3. ALS & BLS Training
4. Command Development
5. In-Service Training
6. Course Development
7. Driver Training

Police

1. Entrance Level Training
2. Training Development Section *(In-Service)*
3. Field Training & Evaluation Program
4. Firearms Training
5. Leadership Development Institute
6. Driver Training

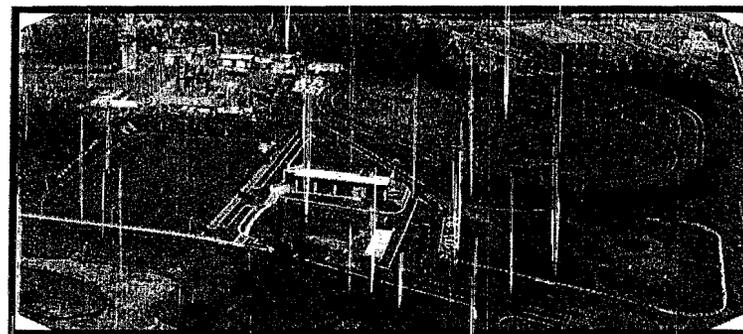
Current Academy Campus

Inside Venues

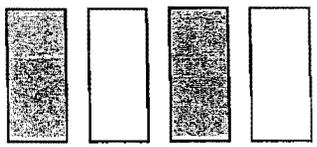
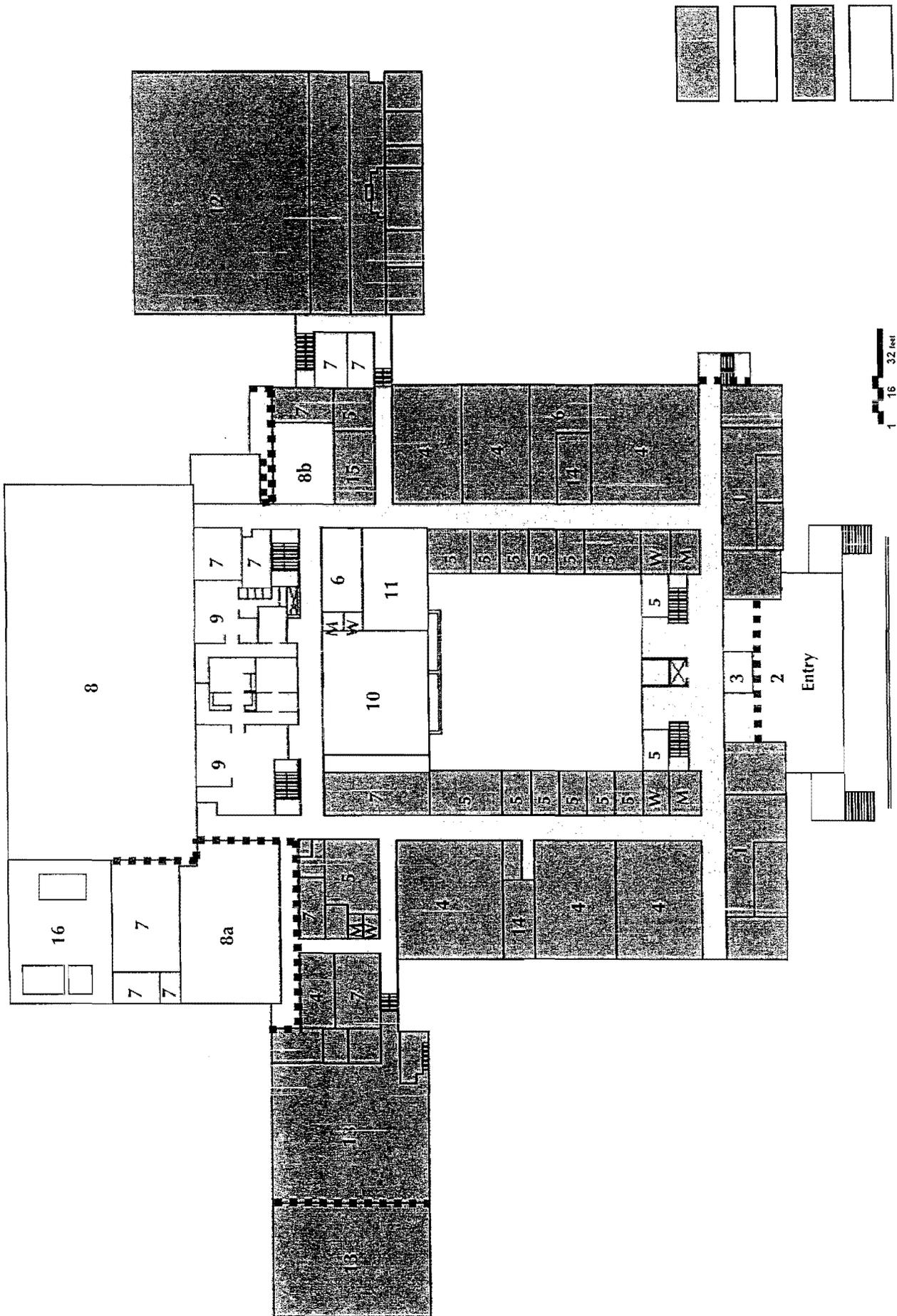
- Classrooms
- Gym & Weight Room
- Active Shooter Venue
- Cafeteria/ Break Area
- Lobby
- Command Development Center
- Engine Room
- Hogan's Alley
- Defensive Tactics Room
- Firing Range
- Prism Room

Outside Venues

- Multipurpose Training Tower
- Exterior Fire & Rescue Training Props
- Fire & Rescue Special Operations Training Area
- Driver Training Facility



Current Driver Training Facility at the PSTA



Current Academy Staffing

■ Fire & Rescue Training

- 17 personnel on staff.
- Multitude of adjunct Instructors.

■ Police Training

- 31 personnel on staff.
- Adjunct Instructors for special blocks on a regular basis.

Current Multipurpose Training Tower

- Fires: Current tower operates with a propane fire simulator (Symtron).
- Combustible Material: No Class A combustible material is used in this building.
- Smoke: All smoke that is produced is non-toxic theatrical smoke (Rosco).

Current Flashover Simulator

- Designed to teach Firefighters to recognize the early signs of a Flashover - a phenomenon that kills Firefighters every year.
- Operates approximately 25 trainings a year.



Wednesday, April 15, 2009

Concessions made in Webb Tract plans

County would no longer offer "flashover" fire training facility

by Sebastian Montes | Staff Writer

As envisioned by Montgomery County Executive Isiah Leggett, the police and fire rescue training academy that will in a few years be built at the Webb Tract near Montgomery Village would get the county's emergency personnel out of cramped, 36-year-old quarters and into digs that feature state-of-the-art equipment.

The layout of driving courses, classrooms and fire training facilities for the Public Safety Training Academy is not final. But in shifting through several iterations meant to appease thousands of nearby residents, Leggett (D) made a compromise: the PSTA at the Webb Tract would not have "flashover" training in which firefighters prepare for dangerous flare-ups under live-fire conditions that billow a column of black smoke.

Officials are looking to conduct flashover training elsewhere in the county, and are also negotiating with nearby jurisdictions to have firefighters prepare for flashovers there. They declined to say which jurisdictions and where in the county they are looking.

"We have committed that this is necessary training," Acting Fire Chief Richard Bowers said of flashovers. " ... It's very essential. That's what kills and injures firefighters."

A critic of Leggett's plan, County Councilman Michael J. Knapp, said he sees the proposed elimination of flashover training at the Webb Tract as further proof that the PSTA should be renovated, not moved and rebuilt.

"One of the things that makes the PSTA so significant and high-quality, we're going to get rid of?" said Knapp (D-Dist. 2) of Germantown. "If we can't do those things, why move it?"

The Webb Tract is a central piece in Leggett's plan to relocate more than a dozen county operations while clearing the way for redevelopment plans in Shady Grove.

Emptying out the PSTA's 52-acre site at Great Seneca Highway and Route 28 would make way for more than 2,000 homes, a school and a mass transit stop that Leggett and many county leaders said are needed to support a 30-year plan to turn a 900-acre area in Shady Grove into a world-class life sciences hub.

Building the PSTA at the Webb Tract would cost \$120 million, while selling the 52 acres would bring in \$63.5 million, according to projections.

The \$25 million needed to renovate the PSTA at its current site is budgeted.

Council President Philip M. Andrews, who also is unconvinced that the PSTA needs to move, said he wants Leggett to provide more details on the Webb Tract proposal's cost-effectiveness and tradeoffs before deciding to fund it.

Simulated realism

Built in 1973, the PSTA has in many ways been a regional model in emergency training. But it also has barely changed since Capt. Christina Faass, director of the Montgomery County Police Training Academy, came through as a recruit in 1985.

The facility is most limited in classroom space, she said. A new PSTA would remedy that and bring much more: a bigger driving track on which officers would be able to reach more realistic top speeds; a building and kennel for the K-9 squad; an outdoor "cityscape" where officers could hone their tactics; and an auditorium, to be built in a later phase, for promotions, memorials and recruit graduations.

From the fire department's side, the current PSTA limits the ability to adapt to the county's increasingly urban environment, said Bowers. The proposal for the new PSTA is in the "infant stages" but the improvement will be seen "from the basement to the penthouse," he said, including "smart" classrooms outfitted with computerized audio-visual gear, EMT simulators, a command lab for senior staff with computer-generated tactical exercises, and special operations training that simulates building collapses and hazmat encounters.

'A united front'

Officials have promised neighbors of the Webb Tract that no dangerous chemicals would be burned and that the "theatrical smoke" from the burn building would dissipate quickly and without polluting. Residents in East Village also have convinced Leggett to leave more than 300 feet of buffer between dozens of homes and the proposed driving track.

But Leggett's decision last month to add two major county operations — maintenance depots for the parks department and school system — to his plans for the Webb Tract set off a wave of resident unease. Community leaders from Montgomery Village, Hunters Woods and Flower Hill are trying to corral that emotion into a coalition to give residents a better position at the bargaining table.

"The county has been happy to keep us divided. Now we'll be able to stand up and bring a united front," said David Linck, president of the East Village Homes Corp. and a leader of the coalition. "... At this stage, we're better off opposing it until they can come up with a real plan. They have to do a lot more work than they've been doing. They've got to go do their homework and get their act together and really analyze what they're doing."

Airpark Liaison Committee

Minutes

June 10, 2009

4:00 p.m. – 5:45 p.m.

Attendance: Robert Anderson, Rosemary Arkoian, Joanne Atay, Devin Battley, Roy Bevington, Robert Gawler, Donald Gray, Howard Layer, John Luke, Nancy Shenk, Russell Madsen, Keith Miller, Edward O'Connor, Anne Root, Vanessa Francis, Jeff Zyontz, Susan Mabie

Recent accident discussion:

- first offsite Airpark accident in 12 years; the most recent landed in a residential area (Flower Hill) on the southwest side of Runway 32
- after take-off, disorientation in instrument conditions led to parachute landing (& crash)
- about 15 of the 200 planes at the Airpark are parachute-equipped
- there are now about 90,000 annual take-offs and landings at the Airpark; down from 138,000 at its peak
- there are 4 flight schools operating from the Airpark
- one community member thought that planes that are banking in the process of gaining elevation and pilots in training represent a risk to their community; a pilot presented national accident trends that showed declining accident rates
- NTSB website – can find every accident attributable to the Airpark

Webb Tract

The possible relocation of the Public Service Academy (PSA) to the Webb Tract was raised. In discussions with County Executive, the Revenue Authority raised the following issues:

- 1) Burn Building
 - a) The location and elevation of the building should not interfere with flight paths – although not yet determined, this will be assured when design plans progress.
 - b) Smoke – clean burning natural gas or propane will be the fire source; the facility will use low-rising theatrical smoke.
 - c) Any tire-burning will be off-site.
 - d) Leesburg & College Park airports both have nearby burn sites with no impact on flights
- 2) Lighting
 - a) All on-site lights will be designed to point down (full cut-off fixtures).
 - b) Facility would communicate with the Airpark when emergency vehicle headlights would be expected – car-top emergency lights would not be needed on the driving track.

Concerns expressed: gas storage tanks should be underground (so aircraft won't crash into); fires, water spraying, lights and ladders could be distractions to landing pilots (especially students); whether or not flight patterns would be affected. The Revenue Authority said that it expected a system to let them know of scheduled events at the PSA so that pilots could be alerted to the activity.

One community member thought that the use of the Webb Tract would decrease property values and increase roadway congestion. Another Committee member noted that the activity from the site would be less than the current development approved for the site. Staff informed the Committee that the Webb Tract was on the Council Committee Agenda for June 25. The issue for the Council is whether to authorize purchasing the site.

Flight path & noise concerns of residents:

- 1) Noise & take-off studies – a resident questioned whether the impact of the approved flight path was adequately considered when the flight paths were approved. In the view of East Village residents:
 - a) noise makes outside activities untenable;
 - b) early morning flights make sleeping difficult;
 - c) there are increased risks of injuries from accidents.
- 2) It was suggested that a better communication system be developed:
 - a) improve pilot training on noise, etc.;
 - b) a brochure and web site from Frederick Airport was suggested as an example.
- 3) The Committee was asked if it had the authority to change the approved flight paths and if it would support was the request to change the approved flight paths.

It was noted that Montgomery Village East residents who moved in had notice of the airpark. The Committee did not have time to reach any conclusions or recommendations but agreed to meet again in early September.

Extending the Committee beyond July 18, 2009 - all present agreed that this is necessary.



February 10, 2009
23.00-0154-13393-09

Maryland-National Capital Park and Planning Commission
8787 Georgia Avenue
Silver Spring, Maryland 20910

Attention: Mr. Edward Axler

Reference: Preliminary Plan No. 12004018D

Subject: Traffic Statement (*REVISED*)
Montgomery County Acquisition of a Portion of the Webb Tract

Dear Mr. Axler:

The subject project consists of a portion of the property on the north side of Snouffers School Road previously known as The Webb Tract. The preliminary plan has been approved as "North Airpark Business Park". In July of 2004, the plan was approved for up to 559,300 square feet of research and development (R&D), up to 247,626 square feet of light industrial and commercial office use, and up to 461,285 square feet of warehouse use, or a combination of non-residential development with an equivalent number of weekday morning and evening peak hour trips.

In June of 2004, an addendum to the plan was filed which outlined the distribution of the land uses among site-access points. The site is served by two driveways shown in Figure 1. Driveway A serves the northwest portion of the site and is opposite Alliston Hollow Way. Driveway B serves the southeast portion of the site, and is located approximately 1,300 feet southeast of Driveway A, forming a "T" intersection at Snouffer School Road. There will be no connection between driveways due to the wetlands separating the northwest and southeast portions of the property. The preliminary plan calls for 559,300 SF of R&D and 192,720 SF of warehouse to be located in the northwest portion of the site served by Driveway A. The remaining 247,626 SF of business park and 268,565 SF of warehouse, located in the southeast portion of the site, are served by Driveway B. Table 1 shows the previously approved peak hour trips for each driveway.

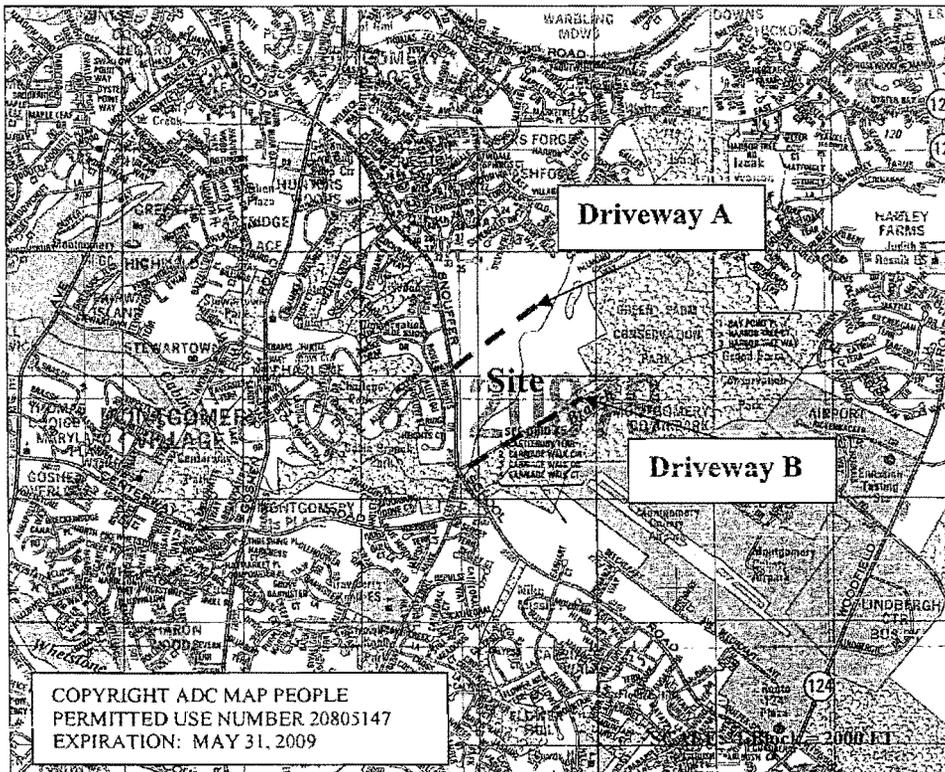


Figure 1 – Site Location Map

Table 1 – Previously Approved Peak Hour Trips*

Density/Use	AM Peak Hour			PM Peak Hour		
	In	Out	Total	In	Out	Total
559,300 SF R&D (ITE Code 760)	577	117	694	89	515	604
192,720 SF Warehouse (ITE Code 150)	109	24	133	27	83	110
Subtotal Driveway A	686	141	827	116	598	714
247,626 SF Business Park (ITE Code 770)	295	57	352	78	261	339
268,565 SF Warehouse (ITE Code 150)	137	31	168	36	107	143
Subtotal Driveway B	432	88	520	114	368	482
Total Site Trips	1,118	229	1,347	230	966	1,196

*Airpark North Traffic Study Addendum, dated June 16, 2004.

The Montgomery County Property Use Study provides for the acquisition of the entire northwest portion of the property as part of their efforts to upgrade, consolidate and relocate several County facilities. These include the Public Safety Training Academy (PSTA) and the Montgomery



Mr. Edward Axler
 Maryland-National Capital Park and Planning Commission

February 10, 2009
 Page 3

County Public Schools (MCPS) Food and Nutrition Services Facility. Under this scenario, Driveway A would serve only the County facilities.

The PSTA is currently located at 9710 Great Seneca Highway in Rockville, Maryland. The Academy's two primary occupants are Montgomery County Fire and Rescue Services and Montgomery County Police. The PSTA specializes in various law enforcement training and public safety training operations. The MCPS Food and Nutrition Service facility is currently located at 16644 Crabbs Branch Way in Rockville, Maryland. It is responsible for food production, storage, and distribution to schools throughout the County.

The PSTA and MCPS Food Service facilities do not conform to the traditional Institute of Transportation Engineers land use codes. Therefore, County officials were contacted and interviewed to obtain specific trip information for each proposed use. The survey results are included as an Attachment. Table 2 shows Montgomery County's projected peak hour trips.

Table 2 – Montgomery County Projected Peak Hour Trips

Name of Facility	AM Peak Hour			PM Peak Hour		
	In	Out	Total	In	Out	Total
Public Safety Training Academy	110	20	130	55	45	100
MCPS Food & Nutrition Services	17	5	22	5	14	19
New Subtotal Driveway A	127	25	152	60	59	119

Under the County's proposed use of the northwest portion of the site, there is a significant reduction to the number of trips compared to the current plan. Table 3 compares the new trips, by driveway, with the number of trips generated by the approved preliminary plan.

Table 3 – Projected Future Trips and Comparison

Density/Use	AM Peak Hour			PM Peak Hour		
	In	Out	Total	In	Out	Total
Subtotal Driveway A	127	25	152	60	59	119
Subtotal Driveway B	432	88	520	114	368	482
New Total Site Trips	559	113	672	174	427	601
Original Approved Site Trips	1,118	229	1,347	230	966	1,196
Trip Reduction	-559	-116	-675	-56	-539	-595

Based on the above comparison, the number of peak hour trips generated by the relocation of the PSTA and MCPS Food Service facilities to the Webb Tract / North Airpark Business Park is significantly less than the displaced land uses as previously approved under Preliminary Plan No. 12004018D, resulting in less traffic impact than the originally approved development.

29



Mr. Edward Axler
Maryland-National Capital Park and Planning Commission

February 10, 2009
Page 4

As a result, we are requesting your consideration of this Traffic Statement in lieu of a full Traffic Impact Study in accordance with the *Local Area Transportation Review* guidelines.

In addition, there would be no new peak hour trips required to be mitigated to satisfy the *Policy Area Mobility Review* guidelines.

Should you have any questions, or require additional information, please do not hesitate to contact me at (410) 281-2935.

Very truly yours,

STV INCORPORATED

Matthew T. Storck, PE
Senior Associate

MTS/kma

Attachments as noted

cc: Ms. Rassa Davoodpour, Montgomery County
Mr. Fred Lees, Montgomery County

Traffic Survey – Webb Tract



Name of Facility: Public Safety Training Academy (MCFR)

Address of Existing Facility: 9710 Great Seneca Highway
Rockville, MD 20850

- 1) What is the total number of people (approximate daily average of employees, volunteers, visitors, etc.) that use this site for MCFR related activities?

145 – 150 (Weekdays)
45 – 55 (Weeknights & Weekends)

- 2) Brief description of MCFR related activities/work performed at the facility:

Basic & Advanced Firefighting/ Recruit Training/ Emergency Medical Training
Basic & Advanced/ Command Officer Development/ In-Service Training of Personnel/ Driver Training Basic & Advanced

- 3) Typical hours of operation:

5:30 AM – 11:00 PM

- 4) During what times do most people arrive at and depart from the facility?

	<u>Employees</u>	<u>Volunteers</u>	<u>Visitors/Deliveries/Other</u>
Arrive	<u>4:30 AM</u>	<u>7:00 AM</u>	<u>9:00 AM</u>
Depart	<u>11:00 PM</u>	<u>10:00 PM</u>	<u>5:00 PM</u>

- 5) Number of vehicles during the busiest hour between 7:00 and 9:00 AM:

	<u>Passenger Cars</u>	<u>Trucks/Buses</u>
In	75	10
Out	10	0

- 6) Number of vehicles during the busiest hour between 4:00 and 6:00 PM:

	<u>Passenger Cars</u>	<u>Trucks/Buses</u>
In	30	10
Out	5	0

Traffic Survey – Webb Tract



Name of Facility: Public Safety Training Academy (MCPD)

Address of Existing Facility: 9710 Great Seneca Highway
Rockville, MD 20850

- 1) What is the total number of people (approximate daily average of employees, volunteers, visitors, etc.) that use this site for MCPD related activities?

170

- 2) Brief description of MCPD related activities/work performed at the facility:

Developing and providing instructional training to all members of the department and other law enforcement agencies in Montgomery County. Training is divided into Entry Level Training (26 weeks), In-Service Training (1800 employees) and Specialized Training throughout the Division. Training areas such as driver training, shooting range, K-9 training are a few examples.

- 3) Typical hours of operation:

7:00 AM – 10:00 PM

- 4) During what times do most people arrive at and depart from the facility?

	<u>Employees</u>	<u>Volunteers</u>	<u>Visitors/Deliveries/Other</u>
Arrive	<u>6:30 AM</u>	<u>8:00 AM</u>	<u>8:00 AM</u>
Depart	<u>3:30 PM</u>	<u>4:00 PM</u>	<u>4:00 PM</u>

- 5) Number of vehicles during the busiest hour between 7:00 and 9:00 AM:

	<u>Passenger Cars</u>	<u>Trucks/Buses</u>
In	25	0
Out	10	0

- 6) Number of vehicles during the busiest hour between 4:00 and 6:00 PM:

	<u>Passenger Cars</u>	<u>Trucks/Buses</u>
In	15	0
Out	40	0

Traffic Survey – Webb Tract



Name of Facility: Division of Food and Nutrition Services
Montgomery County Public Schools

Address of Existing Facility: 16644 Crabbs Branch Way
Rockville, MD 20855

- 1) What is the total number of people (approximate daily average of employees, volunteers, visitors, etc.) that use this site?

125

- 2) Brief description of MCPD related activities/work performed at the facility:

The facility includes a state-of-the-art automated food production center, a 22,500 square foot warehouse that contains the inventory of products needed to prepare school meals, and administrative offices. Food is delivered to schools on a daily basis.

- 3) Typical hours of operation:

3:00 AM – 5:00 PM

- 4) During what times do most people arrive at and depart from the facility?

	<u>Employees</u>	<u>Volunteers</u>	<u>Visitors/Deliveries/Other</u>
Arrive	<u>5:30 AM</u>	<u>N/A</u>	<u>6:00 AM</u>
Depart	<u>3:00 PM</u>	<u>N/A</u>	<u>2:00 PM</u>

- 5) Number of vehicles during the busiest hour between 7:00 and 9:00 AM:

	<u>Passenger Cars</u>	<u>Trucks/Buses</u>
In	14	3
Out	4	1

- 6) Number of vehicles during the busiest hour between 4:00 and 6:00 PM:

	<u>Passenger Cars</u>	<u>Trucks/Buses</u>
In	5	0
Out	14	0

DIVISION OF FOOD AND NUTRITION SERVICES MONTGOMERY COUNTY PUBLIC SCHOOLS

The Division of Food and Nutrition Services for Montgomery County Public Schools is located at 16644 Crabbs Branch Way, Rockville, Maryland in a building with a total area of 58,000 square feet on a site of approximately 3.5 acres. In order to provide food service on a daily basis to Montgomery County Public Schools, the existing facility maintains a variety of functions and inventory that is necessary to fulfill the various specific programs and menus established for the local schools.

In addition to administrative functions, the Division conducts such operations as ingredient control, cook/chill, pre-plate assembly, vegetable and salad preparation, bakery, warewashing, cooling, refrigeration, freezing, and dry storage warehousing. Staging and receiving areas are also maintained to facilitate the receiving and delivery of the raw and finished products needed on a daily basis to maintain the food service program. The current complex employs 125 people with 56 in production, 40 in warehousing and 29 in administration.

Based on projected student enrollment, the existing facility is not adequate to meet the demand. It is anticipated that enlargement from the existing 58,000 square feet to a projected need of 71,000 gross square feet will be required. Some of the existing shortcomings and preferred needs are as follows: ←

1. Pre-plate assembly area is too small. An additional conveyor/assembly line is needed.
2. The cook/chill area is half size and must be doubled in size with more storage and refrigeration space maintaining 28 degrees.
3. Storage space for baskets is not adequate. Larger area adjacent to pre-plate and cook/chill required.
4. Existing freezer and refrigeration area is too small. In addition to enlargement, a staging area is needed.
5. Dry storage area is too small and requires a staging area.
6. Delivery and pick-up from dry storage warehouse should have separate driveways for supply trucks to unload at the rear of the building while the pick-up trucks can load up from the front of the building.
7. A classroom for training purposes is required.
8. A storage area for technology and repairs is needed.
9. Maintenance requires an area to work in and an area for janitorial supplies and detergents is required.

**DIVISION OF FOOD AND NUTRITION SERVICES
MONTGOMERY COUNTY PUBLIC SCHOOLS
Page Two**

10. Six more administrative offices, a computer room, a conference room and an accounting room are necessary.
11. Larger locker rooms and more showers for men are required.
12. Dry storage area to have 4 high stacks and freezer area to have 3 high stacks.
13. Parking for 150 cars, 25 trucks and tractor trailer staging areas required.
14. In the event that the Food Service Facility becomes isolated and cannot have truck maintenance performed by another division, a maintenance shop will be required.

SPECIAL REQUIREMENTS

1. Central location with good highway access.
2. Production area to be temperature controlled at 50 degrees.
3. Critical areas must be on emergency generator.
4. New facility must be designed to accommodate system growth.
5. Mechanical systems must support state of art food production.
6. Perimeter security fencing and closed circuit surveillance of outside areas required.
7. New facility to be properly insulated to eliminate condensation.
8. Railroad spur access to warehouse is desirable.

SUMMATION OF PROJECTED NEEDS

1. **Administration Area:** 8,000 gross square feet. Minimum ceiling height 8.5 feet.
2. **Production Area:** 26,300 gross square feet.

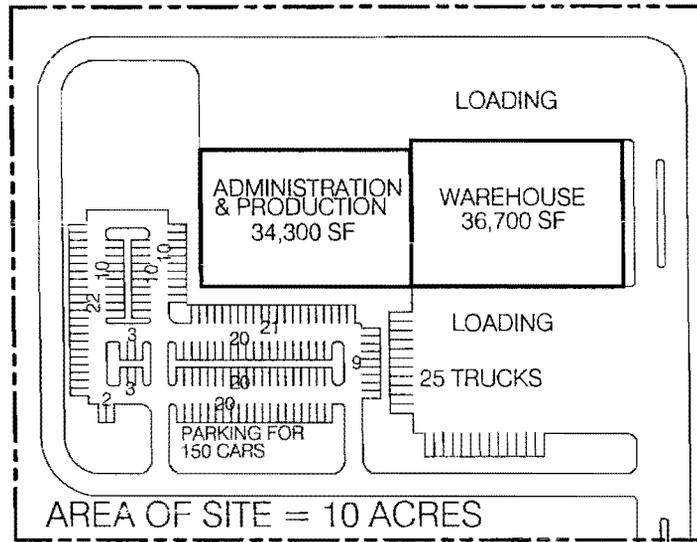
A.	Refrigeration Area:	1,000 square feet	10 foot ceiling height
B.	Freezer	500 square feet	10 foot ceiling height
C.	Climate Controlled area	9,350 square feet	12 foot ceiling height
D.	Administration Area	450 square feet	8.5 foot ceiling height
E.	General Production & Mechanical	15,000 square feet	12 foot ceiling height

DIVISION OF FOOD AND NUTRITION SERVICES
MONTGOMERY COUNTY PUBLIC SCHOOLS
Page Three

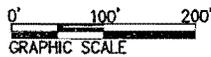
- 3, **Warehouse:** 36,700 gross square feet
- | | | | |
|----|--------------------|--------------------|-------------------------|
| A. | Refrigerated Area: | 2,000 square feet | 22 foot ceiling height |
| B. | Freezer | 10,000 square feet | 22 foot ceiling height |
| C. | 28 degree Storage | 3,500 square feet | 22 foot ceiling height |
| D. | Truck Maintenance | 1,500 square feet | 22 foot ceiling height |
| E. | Dry Storage | 18,000 square feet | 22 foot ceiling height |
| F. | Staff/Lockers | 700 square feet | 8.5 foot ceiling height |
| G. | Administration | 1,000 square feet | 8.5 foot ceiling height |

Total estimated gross square footage is 71,000 square feet which is an increase over existing facilities of approximately 22 percent.

Minimum area of required site is estimated to be 8 to 10 acres.



SITE PLAN - FOOD AND NUTRITIONAL SERVICES FACILITY



UNKNOWN ELEMENTS INCLUDE TOPOGRAPHY, STORMWATER MANAGEMENT, SEDIMENT CONTROL, STREAM VALLEY BUFFERS, GRADING, REFORESTATION AND LANDSCAPING

MCPS DIVISION OF MAINTENANCE

The MCPS Division of Maintenance is located at 16651 Crabbs Branch Way, Rockville, Maryland in a building shared with MCPS Department of Transportation and identified as the Shady Grove Depot. The total existing net area of the Maintenance Division is approximately 75,400 square feet with 56,400 square feet at Shady Grove and 19,000 square feet at Lincoln Center. In addition to building maintenance the Division administers energy management systems, environmental services, indoor air quality and fleet maintenance. In order to provide adequate future services in an efficiently designed and consolidated facility, it is projected that a net area of 74,200 square feet will be required for the following spaces:

Division Office	3,390 NSF
Accounting Office	640 NSF
Automation Office	2,040 NSF
PLAR/Contracting Office	1,790 NSF
Electronics Shop	9,080 NSF
Material Fabrication & Rigging Shop	7,200 NSF
Industrial Equipment Repair Shop	5,980 NSF
Renovation/Carpentry Shop	13,200 NSF
Heavy Equipment Shop	15,640 NSF
Asbestos Abatement/Pest Control	5,760 NSF
Environmental Services	1,110 NSF
Indoor Air Quality	5,760 NSF
Energy Management	2,790 NSF
Locker Rooms	2,800 NSF
Toilets	800 NSF
Break Room & Kitchenette	1,280 NSF
Mechanical, Electrical, Telephone	1,300 NSF
Total Net Space	80,560
Circulation & Miscellaneous Factor 20%	16,112
Total Gross Area Required	96,672 square feet

SITE REQUIREMENTS

Employee and Visitor Parking	140 spaces
MCPS Vehicle/Equipment Parking	124 spaces
MCPS Heavy Equipment Parking	10 spaces
Fleet Maintenance Vehicle Staging	12 spaces
Storage Building (Covered)	12,000 SF
Bulk Material Storage (Uncovered)	3,600 SF

MEMORANDUM

February 27, 2009

TO: Tim Firestine, Chief Administrative Officer

FROM: Mike Knapp, Councilmember, District 2

SUBJECT: Montgomery Village Foundation Meeting Follow Up

During a briefing on the County Property Re-Use Project before the Montgomery Village Foundation Board on Thursday, February 26, a few items were mentioned for which I would appreciate some additional information.

First, it was mentioned that the County was ready to proceed with the purchase of the Webb Tract. Does this assume that the Public Safety Training Academy (PSTA) is slated for that site, or has a cost/benefit analysis been done to determine what other uses are possible in the event that the PSTA is not approved for this site?

It was also mentioned that County would now be responsible for the widening of Snouffer School Road. What is the cost of this project, and has the cost been incorporated into the total cost of moving the PSTA to the Webb Tract?

Lastly, I would like to request more information regarding the Smart Growth Initiative Advisory Group. During the meeting it was discussed that the advisory group may provide guidance on additional projects that will be added to the Property Re-Use Project. Could you please give some examples of the types of additional projects your team is looking at? Also, will a Council staff member be invited to participate in the group?

I would also like to reiterate my request for your team to meet with the community members most affected by this plan. I continue to hear from them regarding their concerns and need for additional information.

I appreciate your response to these questions.

Montgomery County Public Schools
Division of Food and Nutrition Services

10/1/08

Traffic Flow	3:00 a	3:30 a	4:00 a	4:30 a	5:00 a	5:30 a	6:00 a	6:30 a	7:00 a	7:30 a	8:00 a	8:30 a	9:00 a	9:30 a
Employee	7				4	54	10	31	7	11	8		3	
MCPS FS Trucks						1		17					1	
Vendor trucks						1	1		2	2	1	1	1	1
Service Trucks													1	
Visitors														
Total	7	0	0	0	4	56	11	48	9	13	9	3	4	1
	10:00 a	10:30 a	11:00 a	11:30 a	12:00 p	12:30 p	1:00 p	1:30 p	2:00 p	2:30 p	3:00 p	3:30 p	4:00 p	4:30 p
Employee			7				4	1	45	40	11	7	6	8
MCPS FS Trucks						1		8	8					
Vendor trucks	1	1	1	1	1	1	1		1					
Service Trucks		1												
Visitors														
Total	1	2	8	1	1	2	5	9	54	40	11	7	6	8
MCPS Trucks = 28 feet														
Vendor Trucks = 28 feet														
or semi-trailers														
Service Trucks = Maintenance vehicles														



MONTGOMERY COUNTY DEPARTMENT OF PARKS
 THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

MCPB 05/28/09
 Agenda #: 6

May 22, 2009

MEMORANDUM

TO: Montgomery County Planning Board

VIA: Mary R. Bradford, Parks Director
 Mike F. Riley, Deputy Parks Director *M*

FROM: Douglas Alexander, Acting Chief, Park Development Division *DA*
 Michael Ma, Acting Supervisor, Project Management Section *MM*

SUBJECT: Shady Grove Maintenance Facility Relocation – Site Analysis

STAFF RECOMMENDATION

Approve the Webb Tract (also known as Centerpark) as the site for relocation of the Shady Grove Maintenance Facility.

SUMMARY

As part of the County's Smart Growth Initiative and implementation of the 2006 Approved and Adopted Shady Grove Sector Plan, the Montgomery County Service Park, which includes Department of Parks' Shady Grove Maintenance Facility (SGMF), will be relocated. Staff has been studying suitable sites for relocation of SGMF, which included both parkland and non-park locations. The purpose of this memo is to present the staff's site selection analysis for the four non-park sites, and staff recommendation of the site for the relocated facility.

Staff presented an initial analysis of 14 potential parkland sites and information about 2 non-park sites for relocation of SGMF to the Planning Board in February 2009, and concluded that none of the 14 parkland sites was suitable for the relocation. The Planning Board directed staff to continue the search for relocation sites.

In addition to the two non-park sites previously presented, the Webb Tract and a cluster of properties located on 13700 Block of Travilah Road, over the past three months staff studied two more non-park sites, including McGown and Rock Creek Ridge Properties. Staff used accessibility, road capacity, developable land area, infrastructure, environmental constraints, and availability as the main criteria to evaluate these four sites.



To relocate facilities currently located in the Service Park and elsewhere, the County had proposed the Webb Tract (also known as the Centerpark Development) as a relocation site. The County's plan also included Parks' maintenance facilities as one of the four main uses on the site. The County is planning to retain a consultant to develop a master plan for the entire site to study the feasibility of co-location of these uses.

Based on the staff analysis of the four non-park sites and the County's relocation plan for its facilities, staff recommends the Webb Tract as the site for relocating SHMF.

SHADY GROVE MAINTENANCE FACILITY RELOCATION

Existing Facilities

SGMF is the largest maintenance facility for the Montgomery County Parks Department. It also includes the Northern Region's Shady Grove sub-region facility. The existing maintenance complex has been in service since 1976 on a 12-acre property owned by the County. It is located in the County Service Park, on the east side of Crabbs Branch Way in Gaithersburg.

SGMF includes 65,000 square feet of building space, with parking for 370 staff and visitors, as well as storage for 220 maintenance vehicles and motorized equipment of various types. It houses the staff and equipment to support maintenance of the Montgomery County Parks system in the areas of fleet management, trades shops including carpentry, plumbing, HVAC, painting, masonry, electrical, heavy equipment, and construction. It also includes office space, supplies and material storage areas, a large fueling station, and the Department's training facility.

SGMF operates Monday through Friday from 6:00 a.m. to 4:00 p.m. Night meetings take place at the training facility occasionally. The new facility must be centrally located in the County. It requires approximately 20 acres of property to accommodate its current functions and projected future growth.

Relocation Need

The relocation of SGMF is part of the comprehensive relocation of County facilities from the County Service Park on Crabbs Branch Way. An integral part of the County's Smart Growth Initiative Program, relocation of the Central Maintenance Facility will also help to implement the 2006 Shady Grove Sector Plan, which recommends transit oriented, mixed use development on the County Service Park property in order to capitalize on the proximity of the Shady Grove Metro stop.

FUNDING FOR RELOCATION PLANNING

In November 2008, the County Executive forwarded a package of proposals for its Smart Growth Initiative to the County Council including FY09-14 CIP amendments and supplemental appropriations. The County Executive had originally recommended \$356,000 in a joint PDF for facility planning for County facilities including M-NCPPC. On December 9, 2008, the County Council introduced the series of amendments and supplemental appropriations, which included the Facility Planning PDF. On January 8, 2009, County staff presented the Smart Growth Initiative to the Board. At the presentation, Executive staff noted that the County had proceeded on the assumption that the Parks maintenance facility would be located on parkland and that no funding had been contemplated for acquisition for the Parks facility.

On January 19, 2009, the Chairman forwarded a request to the Council President requesting \$750,000 for facility planning the M-NCPPC facility. On January 22, 2009, the County Council held a hearing on the County's Smart Growth Initiative. At the hearing the Planning Board Chairman testified in support of the Board's request for \$750,000 in facility planning funds for the Parks facility relocation. On January 29, 2009, at a PS/T&E Committees worksession, Council staff noted the Chairman's request for \$750,000 in facility planning funding, but recommended that the County's Facility Planning PDF be renamed to Relocation Planning, that the M-NCPPC facility continue to be included, and that the funding be increased from \$356,000 to \$800,000 to provide for additional work for MCPS facilities.

At its regular February 5, 2009 Planning Board meeting on the sites analysis for the relocation, Parks staff also presented a Parks CIP Project Description Form for funding in the amount of \$250,000 for development of a Program of Requirements and continued sites analysis for the relocation, independent of the County's Smart Growth Initiative. The Board approved the PDF for submission to the Executive and County Council for adoption and on February 6, 2009, submitted a letter request to the Executive and County Council.

On February, 10, 2009, the PS/T&E committees met to consider the County's Smart Growth Initiative for relocation of the County Service Park facilities including M-NCPPC's request for a PDF to develop a program of requirements and sites analysis. The Board's request for approval of the Parks CIP PDF was discussed at the meeting, the Committees agreed to separate the M-NCPPC PDF from the County's initiative, but concurred with Council staff's recommendation for reducing the amount to \$150,000. On March 17, 2009, the full Council held a public hearing and adopted the PS/T&E Committees' recommended level of funding in the amount of \$150,000.

PREVIOUS SITES ANALYSIS

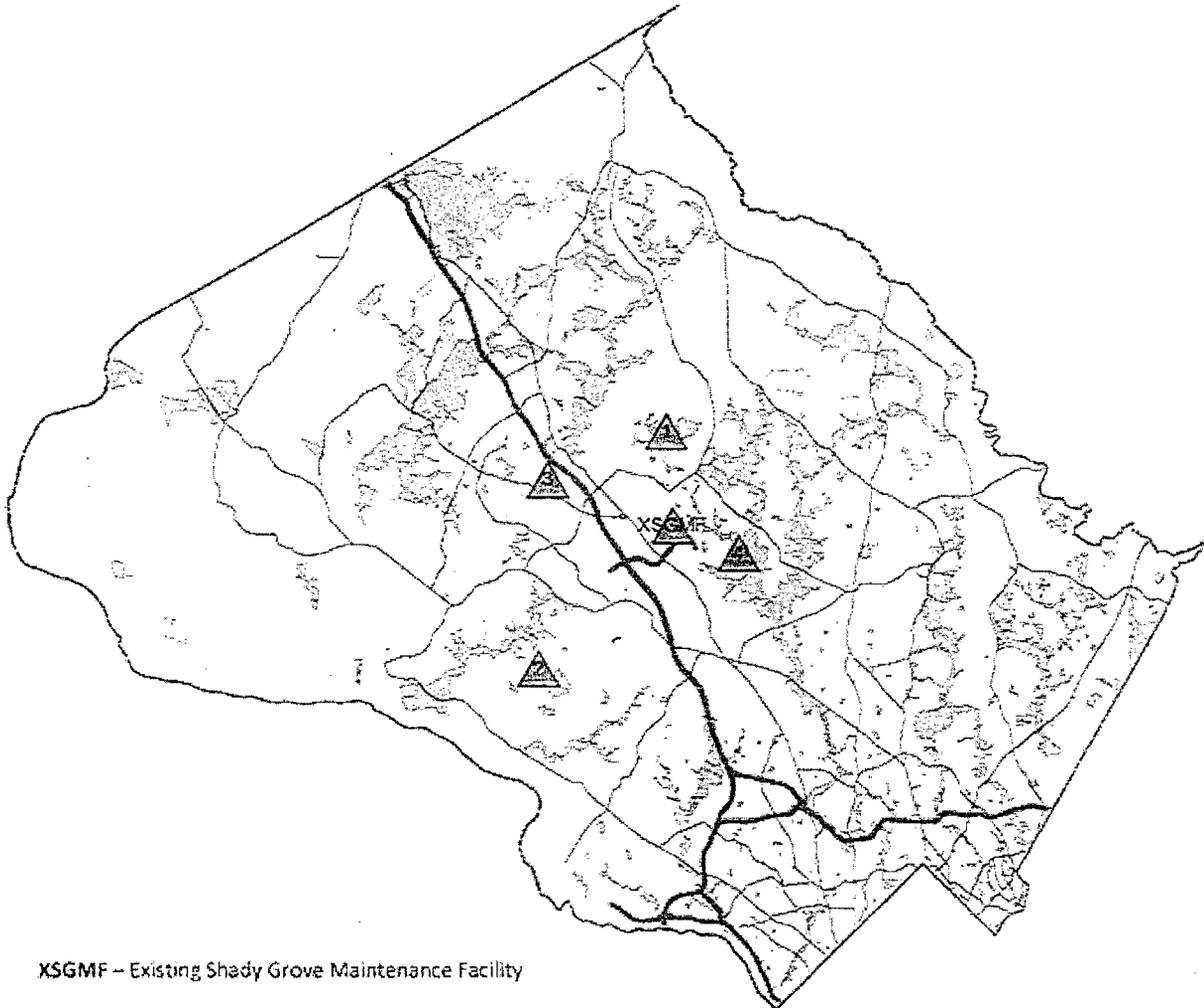
On February 5, 2009, Parks staff presented for Board review and discussion an analysis of 14 potential parkland sites for relocation of the Central Maintenance Facility as outlined in the staff report (see Attachment A). Of the total of 14 park sites that were analyzed, four sites were found by staff to have the greatest likelihood of fulfilling the requirement for relocation of the Maintenance Facility, while the remaining 10 sites were found to be unsuitable and were not recommended for further analysis. However, all four of the more suitable sites contain disadvantages as noted in the report, which led staff to conclude that no Parks sites should be recommended for the relocation.

In addition to the parkland sites, staff included information about two non-park sites that appeared to have potential for accommodating the relocation, the Webb Tract and a cluster of properties located on 13700 Block of Travilah Road. Based on review of the sites analysis, the Board directed staff to continue the search for relocation sites.

NON-PARK RELOCATION SITES

Following the Board's February 5, 2009 sites review, staff began looking at non-park sites for potential purchase. Staff included a number of sites in its initial analysis and prioritized four for detailed analysis. Of these sites, two had been included in the February 5 report. The four non-park sites are as follows:

1. Webb Tract (Snouffer School Road)
2. Travilah Road Properties (13700 Block of Travilah Road)
3. McGown Property (Game Preserve Road near Seneca Creek State Park)
4. Rock Creek Ridge/ICC (Needwood Road adjacent to the Rock Creek Maintenance Yard)

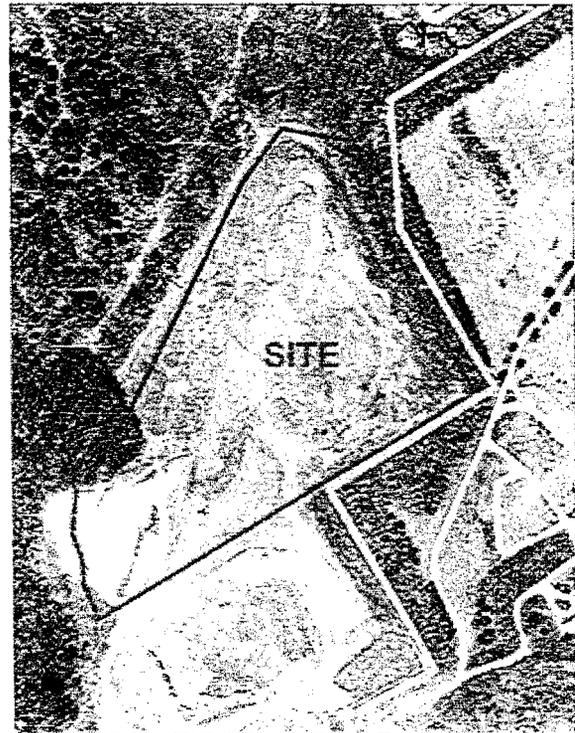
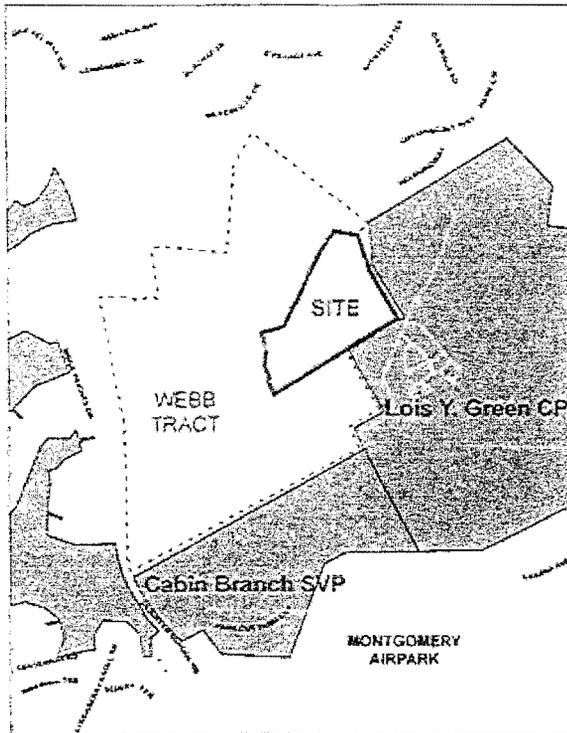


XSGMF – Existing Shady Grove Maintenance Facility

SITE EVALUATION

Staff used accessibility, road capacity, developable land area, infrastructure, environmental constraints, and availability as the main criteria to evaluate the four relocation sites. The Park Planning and Stewardship Division staff prepared a GIS-based analysis (Attachment B) to examine environmental constraints of these sites, including stream and wetland buffers, cultural resources, and WSSC Water and Sewer Envelope. The Planning Department's Transportation Planning staff provided an Access Evaluation (Appendix A to Attachment B) of these sites to determine if adequate public road access exists for individual sites. The results of these analyses were incorporated into the site selection evaluation, which is summarized below.

1. Webb Tract



Location: On the east side of Snouffer School Road, approximately 10,000 feet northeast of the intersection of Snouffer School Road and Centerway Drive.

Gross Area: 134 acres for the entire tract; the proposed site for Park facility is about 25 acres located in the northeastern corner of the tract.

Zone: I-4 (low-intensity, light industrial)

Adjacent Uses: East- M-NCPPC Lois Y. Green Conservation Park; North- residential properties in Montgomery Village; West- residential properties across Snouffer School Road; South- M-NCPPC Cabin Branch Stream Valley Park, to the south of the park is the Montgomery County Airpark.

Environmental Constraints: The tract is bisected by a stream and contains 27 acres of forest and 27.4 acres of stream buffer. The proposed 25-acre site for the SGMF is outside forest conservation and stream buffer areas.

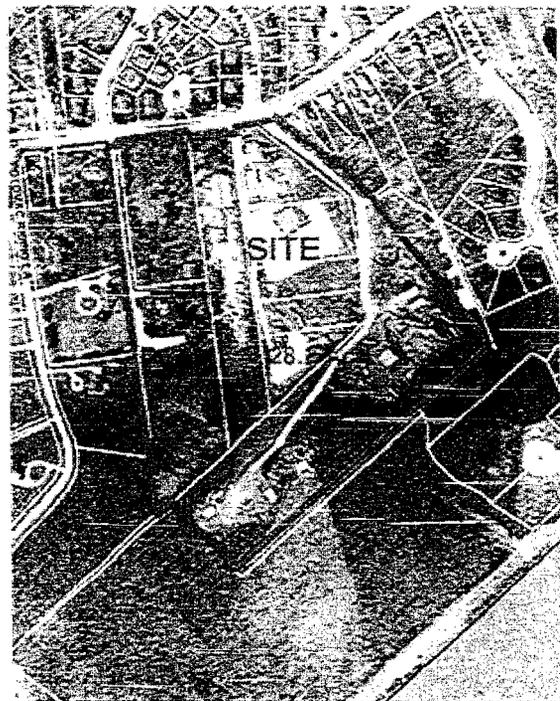
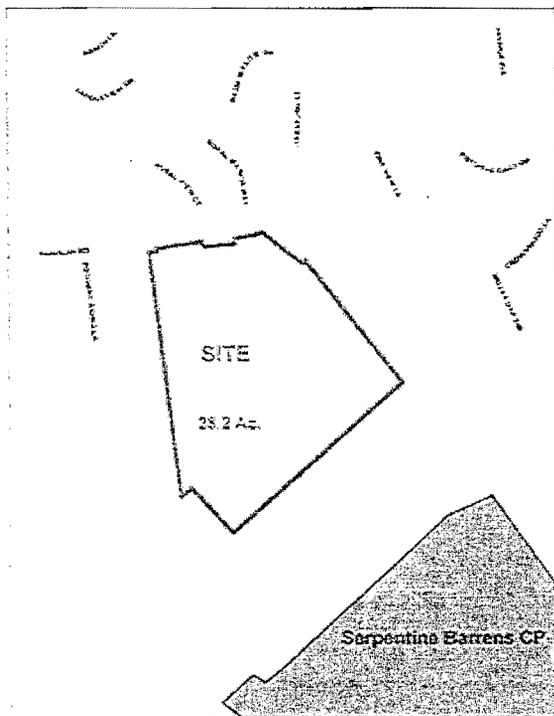
Utility: WSSC water and sewer services are available.

Accessibility: Snouffer School Road is classified as an Arterial in the Gaithersburg Vicinity Master Plan. The widening of this road has been through the Facility Planning process, but the project is not yet funded for design and construction. Direct vehicular access to the Park facility site will be via Turkey Thicket Drive, which is a proposed road internal to the Tract with an 80-foot-wide right-of-way. Turkey Thicket Drive will also provide access to Lois Y. Green Conservation Park. Mill & Smith has rough graded the Drive.

Prior Approval: Preliminary Plan 12004018 and subsequent amendments were approved by the Planning Board for a light industrial park proposed by Miller & Smith. Part of the tract and Turkey Thicket Drive have been recorded. A Final Forest Conservation Plan for the development was approved and subsequently amended in August 2008.

Conclusion: This is the most viable one of the four sites. It provides adequate developable area, access road, and water and sewer services. Sounffer Road may need to be widened to accommodate traffic generated by this and other County's facilities to be located on the Tract. The community's concerns about the impact of the proposed uses on surrounding neighborhoods must be addressed. The exact location and size of the site will depend on the County's co-location study for the entire Webb Tract.

2. Travilah Road Properties



Location: On the south side of Travilah Road (13700 Block), approximately 600 feet west of its intersection with Pine View Lane, opposite Natia Manor Drive and Royal Manor Way.

Gross Area: 28 acres for 9 parcels; not all the parcels are currently on the market for sale.

Zone: RE-2 (Residential, one-family)

Adjacent Uses: Surrounded by RE-2 or R-200/TDR zoned residential properties.

Environmental Constraints: The southern part of the site is bisected by an unnamed tributary from Sandy Branch. According to the GIS-based analysis, the developable area of the site is about 14 acres due to stream buffer and associated steep slope areas.

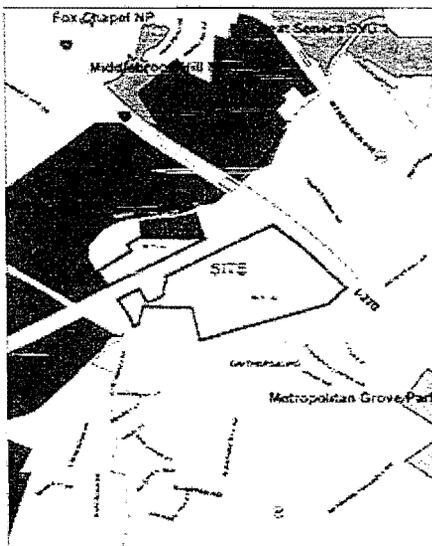
Utility: WSSC water and sewer services are available.

Accessibility: Travilah Road is classified as a Primary Residential Road in the Potomac Master Plan. The recent Road Code update included a new road classification of Minor Arterial. While no specific criteria have been developed for these roads, a reclassification of Travilah Road could be considered since it serves more of a regional function than most Primaries. However, residents in this area would likely oppose the use of this site and a road reclassification since they successfully campaigned to ban quarry truck traffic from the road and have worked over the last seven years to remove non-conforming landscape operations with mulch trucks from Travilah Road.

Prior Approval: This site consists of multiple properties, of which many are currently occupied by commercial uses under Special Exceptions.

Conclusion: This site does not appear feasible because (1) some of the properties are not available for purchase soon, (2) a large portion of the site is not developable, and (3) potential community opposition to reclassify Travilah Road to a minor arterial road.

3. McGown Property



Location: The site is bounded by Game Preserve Road to the north, I-270 to the east, and the future Watkins Mill Road Extended to the south, near Seneca Creek State Park.

Gross Area: 77.28 acres divided by a PEPCO right-of-way into northern (10.71 acres) and southern (66.57 acres) parcels.

Zone: Northern parcel - R-200 (Residential, one-family), Southern parcel - I-3 (Technology and Business Park)

Adjacent Uses: North- residential properties and Seneca Creek State Park; West and south- a proposed mixed-use development (Watkins Mill Town Center) in the City of Gaithersburg.

Environmental Constraints: A stream bisects the eastern portion of the southern parcel. According to the GIS-based analysis, the developable area of the site is about 34 acres due to stream buffer and steep slope areas.

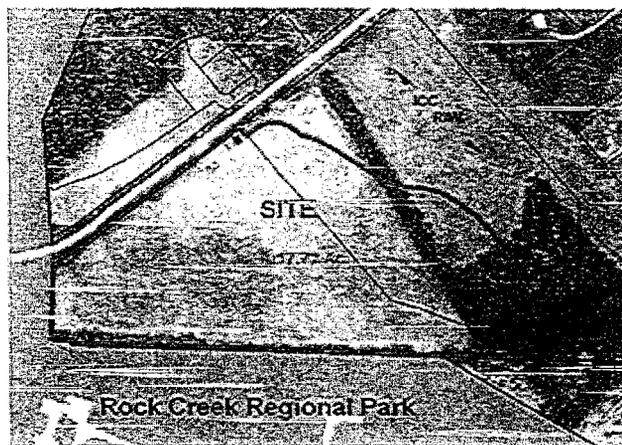
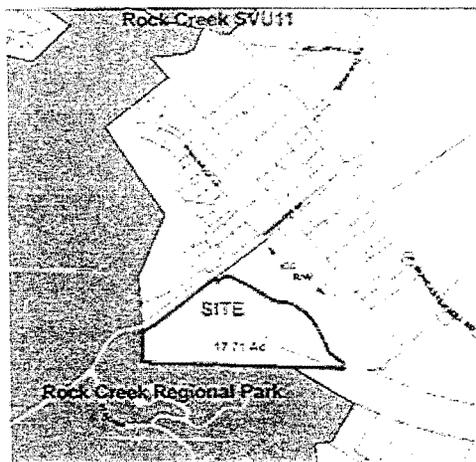
Utility: WSSC water and sewer services are available.

Accessibility: Access to the site is via Game Preserve Road, which is an unclassified street currently being proposed as a Rustic Road. The site frontage is bordered by steep slopes except for the southwestern corner where there is a driveway that runs along the southern border of the property. A stream makes a portion of the property inaccessible.

The proposed Corridor City Transitway (CTT) crosses the property, making less accessible the eastern 30% of the property that consists mostly of steep slopes. It would be difficult to build an access road from Watkins Mill Road because of the narrow space between the CCT and the CSX ROW and the grade difference at this location. If the Watkins Mill Road access can be resolved, this site would have good access, but would still have access problems across the site. Without a Watkins Mill Road access point, this site appears to be unacceptable.

Conclusion: This is not a suitable site due to inadequate road access and environmental constraints.

4. Rock Creek Ridge/ICC



Location: On the south side of Needwood Road, between Rock Creek Park and InterCounty Connector (ICC) right-of-way, approximately 15,000 feet west of Muncaster Mill Road.

Gross Area: 17.7 acres.

Zone: RNC (Rural Neighborhood Cluster)

Adjacent Uses: East- ICC right-of-way; South and west- M-NCPPC Rock Creek Park.

Utility: WSSC water service is available and sewer service will be available after Parks' Rock Creek Sewer CIP project is completed in the near future.

Accessibility: Needwood Road is currently classified as a Primary Residential Street in the Upper Rock Creek Master Plan (URCMP). It could be considered for reclassification to a Minor Arterial, a possibility that did not exist when the URCMP was approved. The average daily traffic (ADT) is less than what one might anticipate for a Minor Arterial, but the road already provides access to Rock Creek Regional Park and Lake Needwood and thus provides more than a purely residential function.

This site is in a low density residential area (mostly RE-2) that is recommended to continue as such. A park maintenance facility would constitute a significant expansion of an already existing park facility, but also a change in character that could be seen by the community as being out-of-scale. To help stymie the use of this site, opposition to a road reclassification should also be expected.

Prior Approval: The site is approved by the Planning Board as the disposal site for the Lake Needwood Dredging project.

Conclusion: Locating the proposed new facility on this site would require changes to the approved Lake Needwood Dredging Plan and the proposed Rock Creek Maintenance Yard renovation plan. It also requires coordination with the State Highway Administration on the availability of the site. Reclassification of Needwood Road to a minor arterial road may be difficult due to potential community opposition. Therefore, this is not a feasible site.

COUNTY RECOMMENDED SITES

As part of the County's Smart Growth Initiative for relocation the Service Park, the County had proposed the Webb Tract (also known as the Centerpark Development) as a site for County PSTA, School Food Warehouse, and Fire Safety Training facilities. During the course of the County's relocation efforts, the Webb Tract site was also proposed for relocation of the M-NCPPC facility. At the time of writing, staff understands that the County has an option to purchase the property, including land adequate to accommodate the M-NCPPC facility.

In discussions with the County regarding purchase of the Webb Tract, County staff proposed including the use of M-NCPPC ALARF funds. Park staff noted that County General Obligation Bond should fund the purchase of the relocation site for the M-NCPPC facility, and that use of ALARF lacked the necessary master plan recommendation. At the time of writing, the County's strategy for funding the acquisition of the Webb Tract is unclear.

The County is planning to retain a consultant to develop a master plan for the entire Tract to study the feasibility of co-location of four major uses of three agencies. Some facilities, such as fueling stations, may be shared between agencies. The plan will determine the acreage and exact location for individual uses.

RECOMMENDED RELOCATION SITE

Staff recommends the Centerpark site on the Webb Tract as the most suitable site for the relocation. This site is centrally located, contains approximately 25 acres of buildable area, has access to sewer and water, and is the only site with adequate existing roadway access. However, until further coordination with the County, staff is not able to determine if the site is large enough to accommodate the PSTA, School Food Warehouse, Fire Safety Training, and M-NCPPC Central Maintenance facilities.



Appendix A

Park Maintenance Sites Access Evaluations

Prepared by Larry Cole, 3/20/09

Summary

It seems that from an access perspective, Centerpark is clearly the best, McGown has the greatest potential for future access if the State and Feds are willing partners in interchange design (not at all bankable). The roadways providing access to the other two sites (Travilah and Rock Creek) should be proposed for reclassification to be more consistent with the new Road Code, which could pass if communities wanted us as a new neighbor but fail if they don't. Needwood may be a close third over Travilah based on its proximity to MD 115, but operational access restrictions might be required to keep our traffic from heading west – and the potential for speed humps on Minor Arterials might be an issue.

Miller and Smith Centerpark site

Access would be via Snouffer School Road, either directly or indirectly via an existing park access road to Cabin Branch SVP and Lois Y. Green Conservation Park or via the unbuilt segment of Alliston Hollow Way. A new traffic signal on Snouffer School would likely be required.

Snouffer School Road is classified as an Arterial in the Gaithersburg Vicinity Master Plan. The widening of this road has been through the Facility Planning process, but the project is not yet funded for design and construction.

McGown Tract

Current access is via Game Preserve Road, an unclassified street currently being proposed as a Rustic Road. All of this frontage is bordered by steep slopes except for the southwestern corner where there is a driveway that runs along the southern border of the property; it does not directly tie into Game Preserve Road, but passes through the adjacent Casey property to intersect the road just north of the CSX underpass. A driveway with an acceptable grade could be constructed entirely on this property however.

A portion of the property is north of the PEPCO ROW, but presumably an easement for an access road could be obtained. A stream makes another small portion of the property inaccessible; it appears not to be worth building a bridge for. The CCT crosses the property, making the eastern 30% of the property less accessible, but in addition to the aforementioned portion cut off by the stream, it consists mostly of steep slopes. Tertiary Residential Streets appear to be platted in the City of Gaithersburg at the southern boundary but may be unusable for the purpose of this facility..

It would be difficult to build an access road from Watkins Mill Road because of the narrow space between the CCT and the CSX ROW and the grade difference at this location. Anything east of the CCT would have to cross the CCT and at least one stream. Building an access road adjacent to the SB I-270 ramp to Watkins Mill Road would avoid the additional stream crossing, but it's not easy to see how access at the intersection could be resolved. The segment of Watkins Mill Road is classified as an Arterial and would therefore be considered as suitable for access to the site. Whether or not a new traffic signal would be required depends on ramp/interchange access.

Without a Watkins Mill Road access point, this site appears to be unacceptable.

Travilah Road Properties

Access would be via Travilah Road, which is classified as a Primary Residential Road in the Potomac Master Plan. Two alternatives are being considered for purchase, one of which would exclude some of the center parcels. Driveways exist at either end of the site opposite Natia Manor Drive and opposite Royal Manor Way. The center parcels that may or may not be included have an additional mid-block driveway off Travilah. A new traffic signal would likely not be required.

The recent Road Code update included a new road classification of Minor Arterial. While no specific criteria have been developed for these roads, a reclassification of Travilah Road could be considered if it serves more of a regional function than most Primaries. A reclassification could be considered, and if done, the "Nearby Roads Suitable" in the last column of the assessment chart would change from a "No" to a "Yes".

Rock Creek RP Site

Access would be via Needwood Road, currently classified as a Primary Residential Street in the Upper Rock Creek Master Plan. A new traffic signal would likely not be required.

As with the Travilah Road candidate above, Needwood Road could also be considered for reclassification to a Minor Arterial, a possibility that did not exist when the URCMP was approved. The ADT is less than what one would might anticipate for a Minor Arterial, but the road already provides access to Rock Creek Regional Park and Lake Needwood and thus provides more than a purely residential function. A park maintenance facility would constitute a significant expansion of an already existing park facility. A reclassification appears possible, meaning that the "Nearby Roads Suitable" in the last column of the assessment chart would change from a "No" to a "Yes".



OFFICES OF THE COUNTY EXECUTIVE

Isiah Leggett
County Executive

Timothy L. Firestine
Chief Administrative Officer

September 15, 2008

Robert Hydorn, President, MFV Board of Directors
Montgomery Village Foundation, Inc.
10120 Apple Ridge Road
Montgomery Village, Maryland
20886-1000

Via facsimile and electronic mail
No. (301) 990-7071

Dear Mr. Hydorn,

Thank you for your letter dated July 23, 2008 regarding the Foundation's concerns about the County's consideration of use of a portion of the Webb Tract for the Public Safety Training Academy and the MCPS Food Distribution Warehouse. I am responding on behalf of Mr. Leggett to the series of questions you have asked. We are still developing potential plans, but can provide you with initial responses to the very good questions that you have posed. Our responses follow each question that you have posed:

Environmental and Safety Concerns

Question 1: There is a need for a considerable amount of open space to buffer the PSTA and MCPS food preparation and distribution facilities that would be in close proximity to East Village residences. Please identify property that would become a buffer.

Response 1: When we initially began meeting with the community leadership, we were looking at approximately 29 acres on the Snouffer School Road side of the site. After meeting with the leadership and the community and walking the site, we determined that it made sense to acquire the entire ½ of the site that is along Snouffer School Road. That constitutes about 41 acres of buildable land. The land that we are looking at has been approved for development of 13 warehouse building pads plus service roads. We have a consultant that has been working on a layout with a buffer area near the East Village community. Our consultant has also been working with facility placement to use what would be the built environment to buffer impacts. As you know we will be providing community leaders with a presentation and tour of the current

Public Safety Training Academy next Monday, September 22, 2008 at 6:30 pm. We hope that you will be able to attend so that we can discuss possible site configurations with you.

Question 2: Please identify the actual number of acres that the County would purchase for the PSTA and MCPS food preparation and distribution facilities.

Response 2: As described in the preceding response, we originally looked at 29 buildable acres. We are now looking at 41 buildable acres. If it makes sense we may also acquire the stream area that splits the site as public reservation area that would not be built upon.

Question 3: We have observed that at least four or five tanker trucks of liquid propane are on site at the current PSTA facility to produce the controlled fires required for the burn building and other training.

Response 3: There are no tanker trucks stored at the Training Academy that have liquid propane stored in them. At the present Training Academy site there are liquid propane tanks that are static displays – or props -- for training purposes. These tanks have underground controlled supply lines that feed the training tanks for firefighters to train with in combating liquid petroleum tank fires. The simulated training tanks do not have liquid petroleum liquid stored in them. There is also a tanker rail car that is empty and is a static training simulator prop for hazardous materials response training. The tanker rail car does not have any supply propane piping that goes to it. The propane tanker rail car is an empty static training prop for hazardous materials rail car emergency training. We use 1 storage tank for on-site storage of propane, which is what you would find at a neighborhood gas station that sells propane. The Fire Training Activities Building is supplied by the same propane distribution tank. The propane supply lines are buried underground and piped into the interior of the Training Building and the supply is controlled by the Symtron control computer operator who turns the flow on and off for exercises.

Question 4: Is it safe to have a burn building that will produce smoke (both from propane-based fires and from the burning of automobiles and tires) located so close to the Montgomery Airpark?

Response 4: The new PSTA will burn only propane and not Class A (wood pallets) or tires. The smoke that will be used is theatrical smoke and will quickly dissipate. We are working closely with the Revenue Authority and will ensure that there will be no endangerment. Also, there could be training benefits from locating our Academy near our airpark, as has been done elsewhere in the country.

Question 5: How can we assure the community that these will be secured in the greatest possible manner?

Response 5: The propane supply tank is situated in a locked secured and safe fenced area with a distribution center that feeds the LPG into the simulated training tanks when firefighter training is taking place. Only the Training Academy Staff and Instructors have access to the secured

propane distribution area. The simulator propane tanks are then purged of any remaining propane product after the firefighter training is completed and the supply from the distribution tanks is locked and tagged off. Additionally, any propane tank used for supplying simulated training devices will be installed in accordance with federal and state safety regulations.

Question 6: Would the extent of the hazardous materials burns be limited to cars and their tires? Approximately how many such burns would be made per month?

Response 6: The necessary hazardous materials training burns would be limited to propane fires and small contained one gallon petroleum fire extinguisher training fires. We would not be burning vehicles, other than props fueled by propane. There would be no rubber burning. There are presently 9 scheduled such burns throughout the yearly training sessions.

Question 7: Would the County be willing to limit all fire activity on the Webb Tract by using propane and make use of existing alternative off-site locations for the burning of vehicles, oil and other combustible materials?

Response 7: The fire activity training will be done with propane as discussed above. Other materials will not be burned with the vehicle props. For fire training that is needed involving Class A materials and tires, the training will be done at off-site locations.

Traffic Concern

Question 8: We would like to see the results of a real-time traffic study with the latest data you can provide using peak hour data

Response 8: We have waited to do a traffic study until schools are back in session to ensure that we capture all sources of expected traffic. We will be doing a traffic study imminently and will share the results with you.

Operational Issues

Question 9: What are the operating hours of the PSTA and the MCPS food preparation and distribution facility? Would consideration be given to adjusting both schedules if necessary?

Response 9: The PSTA typically operates five days a week from 7:00 am to 5:00 pm except County holidays. There are however some classes that may be conducted periodically in the evening hours. Rookies will have night driver training 1 evening each week for a period of 4 weeks. Similarly when rookies are in the Alcohol Enforcement rotation, they may perform traffic stops outside of the Academy until 11 pm. This occurs 8-12 times per year. There may also be occasional night training for Fire and Rescue personnel. These activities have not been a problem at the current location.

Robert Hydorn, President, MFV Board of Directors
September 15, 2008
Page 4 of 5

To respond to your question about the MCPS Food Distribution Warehouse, the facility generally operates as follows:

5:30 a.m. – 2:00 p.m. deliveries by local vendors (approximately 1 per hour)
6:30 a.m. 17 MCPS trucks have left for school deliveries
7:00 a.m. – 2:00 p.m. tractor trailers scheduled deliveries (0-2 per day except July-September 4-5 per day).

There are approximately 130 employees on site. While this information goes beyond what you requested, there are no noxious odors at the facility. Trash and recyclables are contained within the building and are taken by truck for disposal and recycling approximately 2 times per week. Tractor trailer trucks are 53' and delivery trucks are 28'.

If a problem arises, we will work with the surrounding community to address it.

Question 10: What provisions would be made to ameliorate noise, including that of back-up beepers, on large trucks and other vehicles?

Response 10: At this time, we do not know that there would be a noise problem. We will evaluate noise and make sure that it is properly addressed.

Question 11: We have heard that there are plans to move all facilities currently located at the County service park on Crabbs Branch Way with the exception of the Day Laborer Facility. What are the plans for a permanent location of the Day Laborer Facility?

Response 11: The Day Labor Facility will go with Highway Maintenance.

Please feel free to call me with any questions. I look forward to continuing to work with the Foundation and the community and to share information as it is developed. The involvement of the Foundation, the East Village and other community groups is very important to the development and implementation of uses at the Webb site.

Sincerely,

/s/

Diane R. Schwartz Jones
Assistant Chief Administrative Officer

Isiah Leggett, County Executive
Mike Knapp, President, Montgomery County Council
Tim Firestine, Chief Administrative Officer
Terry O'Grady, President, East Village Homes Corporation
David B. Humpton, Executive Vice President, Montgomery Village Foundation

56

Robert Hydorn, President, MFV Board of Directors
September 15, 2008
Page 5 of 5

Patrick Lacefield, Director, PIO
David Dise, Director, DGS
Chief Tom Carr, DFRS
Chief Tom Manger, MCPD
Chief Richie Bowers, DFRS
Chief Michael Clemens, DFRS
Captain Tina Faass, DFRS

51

Smart Growth Initiative Implementation Advisory Group

Meeting #2

May 20, 2008, 7:00-9:00 p.m.

Introductions	Bill Mooney
SGI overview	Diane Schwartz Jones
• Principles	
• Properties	
Speaker Introduction	Bill Mooney
Presentation:	Professor Roger Lewis
<i>How to Grow Well: What is working and what is not. How do we achieve good and sustainable design?</i>	
Questions and Discussion	Professor Roger Lewis
Future Meetings (see handout; 2009 Meeting Schedule)	Diane Schwartz Jones
Closing	Bill Mooney

Next meeting; June 17, 2009 – EOB Auditorium

**Smart Growth Initiative Implementation Advisory Group
2009 Meeting Schedule
7pm-9pm**

Date	Topic	Speaker	Location
May 20	How to grow well: What is working and what is not. How do we achieve good and sustainable design?	Roger Lewis	Executive Office Building (EOB) Auditorium 101 Monroe Street Rockville, Maryland *Parking is available in the Council Office Building parking garage
June 17	The importance of a healthy economy: Economic development and economic forecasting.	TBD	EOB Auditorium
July 15	Overview of the General Plan of Development: The Shady Grove Sector Plan and the draft Gaithersburg West Master Plan	Montgomery County Park and Planning	EOB Auditorium
September 16	LEED Development: Overview, best practices and standards	TBD	University of Maryland at Shady Grove The Camille Kendall Academic Center 9636 Gudelsky Drive Rockville, Maryland
October 21	Transportation Network: Corridor Cities Transitway, status consideration and issues	TBD	EOB Auditorium
November 18	TBD	TBD	Rockville Library, 1 st Floor Auditorium 21 Maryland Avenue Rockville, Maryland 20850
December 16	TBD	TBD	EOB Auditorium



**Montgomery County Smart Growth Initiative
Implementation Advisory Group**

April 15, 2009

COMMUNITY	PRESIDENT	VICE-PRESIDENT
East Village	Kevin Linck 19900 Hamil Circle Montgomery Village, 20886 missinglinck@comcast.net H: 301-869-3129	
Flower Hill Homes Assn. (umbrella group)	Robert Smith 8428 Tea Rose Drive Gaithersburg, MD 20879 H: 301-330-1023	Andrew Oxendine 18331 Honeylocust Circle Gaithersburg, MD 20879 240-773-9122
Lakelands	Mike Aubrey 960 Main Street Gaithersburg, 20878 B: 301-873-9807 C: 301-947-6500 mike@lakelands.org	Patrick McCalley 960 Main Street Gaithersburg, MD 20878 pmmcalley@yahoo.com
Greater Shady Grove Citizens Alliance	Pat Labuda 16929 Briardale Rd. Rockville, 20955 H: 301-990-8292 patlabuda@aol.com	Joe Parello 15821 Derwood Rd. Derwood, 20855 H: 301-990-7613 parellos@earthlink.net
Izaak Walton League 8721 Snouffer School Road Gaithersburg, MD 20879	Anita Stonebraker anita@ameritekcorporation.Com	
Kentlands Citizens Assembly	Adrienne Gillen 438 Little Quarry Rd. Gaithersburg, MD 20878 301-990-7284 akgillen@gmail.com	Joyce Whitman Chair, Board of Trustees Joyce.whitman@bea.gov
Montgomery Village Foundation	Bob Hydorn 9401 Chatteroy Place Montgomery Village 20886 H: 301-208-8847 hydornrob@aol.com	Jim King, c/o Mont. Vill. Founda. 10120 Appleridge Rd Montgomery Village 20886 trecoJim@aol.com
N. Potomac Citizens Association	Dan Drazan P.O. Box 4216 N. Potomac, 20878-4216 H: 301-330-2210 Npotomacnews.org ddrazan@comcast.net	Rick Terselic 14000 Dufief Mill Road N. Potomac, 20878 Npca@potomachorse.com
Olde Potomac Park (Potomac Valley)	Cliff Brownstein 15543 Owens Glen Terrace N. Potomac, MD 20878 clifbro@aol.com	Ann Heffner 15525 Ambiance Dr. N. Potomac, MD 20878 eaheffner@aol.com H: 301-330-0947 C: 301-717-2265
Quince Orchard Knolls	Mary Lou Gundersen 15416 Peach Leaf Dr. Gaithersburg, 20878-2345 H: 301-869-5625 C: 301-704-7722	Sue Stevens 11901 Clover Knoll Rd. N. Potomac, MD 20878 H: 301-869-7738 (after 1 pm)

60

Shady Grove Sector Plan Advisory Committee	Pam Lindstrom 421 Gaither Street Gaithersburg, 20877 H: 301-869-7139	George Donovan 18017 Mill Creek Drive Rockville, 20855 H: 301-948-3156
Upcounty Citizens Advisory Board	Andre Aviles c/o Upcounty RSC 12900 Middlebrook Rd. Suite 1000 Germantown, 20874 Ana5914@yahoo.com H: 301-972-6856 W: 202-496-3045	Toby Printz-Platnick C/O Upcounty Citizens Advisory Board 12900 Middlebrook Rd. Ste. 1000 Germantown, MD 20874 Tprintz-platnick@cafritzfoundation.org H: 240-686-0769 W: 202-521-1872
Washington Grove (Town of)	Darrell Anderson (mayor) P.O. Box 1522 406 Grove Avenue Washington Grove, 20880 240-506-2341	John Compton (mayor emeritus) P.O. Box 216 Washington Grove 20880 240-432-5700 jgcompton@mindspring.com
City of Gaithersburg	Angel Jones, City Manager 31 S. Summit Avenue Gaithersburg, MD 20877	
City of Rockville	Scott Ullery, City Manager 111 Maryland Avenue Rockville, MD 20850	
MNCPPC	Rollin Stanley, Executive Director 8787 Georgia Avenue Silver Spring, MD 20910	
MDOT	Andrew J. Scott Special Assistant to the Secretary for Economic Development Maryland Department of Transportation 7201 Corporate Center Drive P.O.Box 548 Hanover, MD 21076 Phone: 410-865-1095 Toll free: 1-888-713-1414 ascot@mdot.state.md.us	
Montgomery County Chamber of Commerce	Georgette Godwin, Executive Director 51 Monroe Street, Suite 1800 Rockville, MD 20850	
Linowes & Blocher	Steve Kaufman, Attorney at Law 7200 Wisconsin Avenue, Su. 800 Bethesda, MD 20814-4842	
Transit	Richard Parsons 15812 Amelung Lane Derwood, MD 20855 Cell: 301-503-0687	
WMATA	Nat Bottigheimer, Ass't. General Manager Washington Metro Area Transit Authority 600 Fifth Street, N.W. Washington, DC 20001	
Universities of Maryland at Shady Grove	Stewart Edelstein, Executive Director 9630 Gudelsky Drive Rockville, MD 20850	

Johns Hopkins University	Elaine Amir, Executive Director 9630 Gudelsky Drive Rockville, MD 20850	
MC Revenue Authority	Keith Miller, Executive Director 101 Monroe Street, 4 th Floor Rockville, MD 20850	
At large	Peter Fosselman 10523 St. Paul Street Kensington, MD 20895 301-524-0645	
Agriculture Community	Jim Clifford Clifford, Debelius Bonifant 320 E. Diamond Avenue Gaithersburg, MD 20877 301-975-9829	



OFFICE OF THE COUNTY EXECUTIVE
ROCKVILLE, MARYLAND 20850

March 27, 2009

Isiah Leggett
County Executive

*County Executive Leggett's letter of invitation to prospective Smart Growth Initiative
Implementation Advisory Group participants*

I am writing to invite you to participate on behalf of your organization in the Smart Growth Initiative Implementation Advisory Group. I am putting this group together to provide my staff and me with advice and guidance on matters relating to or arising out of the implementation of the Montgomery County Smart Growth Initiative.

The Montgomery County Smart Growth Initiative is aimed at implementing important policies for affordable housing, placement of development near transit, and advancing economic development. When I came into office, the County had numerous projects in its capital budget for major renovations of existing facilities at locations that, as planned, would hinder realization of these important policy objectives. Additionally, investment of tens of millions of dollars in aged facilities would naturally yield a shorter useful life than using those funds for new construction would produce.

The Smart Growth Initiative covers relocation of the County Service Park to implement the transit-oriented urban village envisioned by the County Council in the Shady Grove Sector Plan. The Initiative additionally provides for relocation of the Public Safety Training Academy to protect and advance investments that the County has made in the Life Sciences Center – an important component of our current and future economic development strategies which would yield high paying jobs for our children. We are also providing for a Public Safety Administrative Headquarters building that will co-locate our public safety administrative uses. Bringing our public safety administration together will allow for improved and more cohesive service delivery and reduce the back-and-forth traveling that currently occurs among these groups. We will also be able to move out of several leased spaces.

As we relocate facilities, we are working with neighboring communities from a very early stage to reasonably reflect their input into our plans from the outset. While this Advisory Group will provide broad guidance and advice, it will not replace work that my staff does with individual communities in the vicinity of a proposed location.

The Smart Growth Initiative is better policy for today and reflects better planning for tomorrow. As we work to meet our housing and jobs needs we are doing it next to existing and planned mass transit. This will relieve pressure on our Agricultural Reserve as we continue to grow. The initiative will result in replacement facilities for all relocated uses that will

63

incorporate better environmental designs and construction with the new facilities being Leeds-certified.

We have structured the funding of this ambitious program so that our land disposition proceeds, new net tax revenues, lease savings and already budgeted or planned projects meet or exceed the costs of new sites, design and construction of replacement facilities. This approach is designed to leave resources available for other important public needs that do not have off-setting proceeds or revenues.

I am looking to the Smart Growth Initiative Implementation Advisory Group, which is comprised of affected residential and business communities and interests, to provide me with guidance and additional insight and advice on how best to implement these projects to achieve all of the above stated objectives and more.

This group will help to ensure transparency and accountability in the implementation of the Smart Growth Initiative. It will help me to maintain the objectives set out above and will strengthen the monitoring of implementation, development and construction of the various projects comprising the Smart Growth Initiative.

The Advisory Group is asked to provide advice and guidance to my staff on the County's outreach, interaction with affected communities and businesses, advice on the on-site placement, design and layout of facilities, review of related studies and recommendations, advice and guidance on environmental, housing and transit-oriented development considerations, budget recommendations, and communication with Regional Citizens Advisory boards, along with other appropriate issues pertaining to achievement of the objectives of the initiative.

I am requesting that you or your designee participate on this group and that you identify an alternate for occasions when you or your designee may not be available to participate. This group will be co-chaired by William Mooney and Diane Schwartz Jones. The kick-off meeting is scheduled for April 22, 2009 from 7:00 p.m. – 9:00 p.m. at the Maryland Technology Development Center at 9700 Great Seneca Highway, Large Conference Room, Rockville, Maryland. Meetings will be scheduled monthly at a time determined by the group.

Kindly RSVP your acceptance of this invitation by sending an email to Debbie Richards at debbie.richards@montgomerycountymd.gov. If you are appointing a designee and if you have designated an alternate representative please provide all contact information on such persons to Ms. Richards as well. Alternatively, you can bring that information to the kick-off meeting on April 22.

I want to thank you in advance for your service, or if you are unable to serve, your willingness to help find a designee to represent the interests of your constituency.

Sincerely,



Isiah Leggett
County Executive

64