

**M E M O R A N D U M**

December 2, 2020

TO: Planning, Housing, and Economic Development (PHED) Committee

FROM: Pamela Dunn, Senior Legislative Analyst

SUBJECT: County Street and Park Facilities Renaming Project

PURPOSE: Briefing on the first phase of the Renaming Project

**Those expected for this worksession:**

Casey Anderson, Chair, Planning Board  
Gwen Wright, Director, Planning Department  
Mike Riley, Director, Parks Department  
Tanya Stern, Deputy Director, Planning Department  
Miti Figueredo, Deputy Director, Parks Department  
Jason Sartori, Chief, Countywide Planning and Policy  
Rebeccah Ballo, Supervisor, Historic Preservation  
Jai Cole, Chief, Park Planning and Stewardship Division  
Joey Lampl, Supervisor, Cultural Resources Stewardship

Staff from the Montgomery County Parks and Planning Departments will brief the PHED Committee on their efforts to address the Council's June 15 request to comprehensively review all County owned and maintained street names and public facilities to determine all those named for Confederate soldiers or those who otherwise do not reflect Montgomery County values.

In addition to a project update, this briefing provides an opportunity for the Committee to weigh in on future research phases and coordination with other agencies. Parks and Planning staff have organized the briefing to cover background information on the project, provide a summary of the County's existing street naming processes, explain research completed to date with initial findings, and provide thoughts on future research phases (see © 1-9).

In previewing the materials to be shared with the Committee, Council staff would like to highlight a few elements in the attached materials:

- Most of the effort undertaken in response to the Council's request is new and original research, including an extensive dive into the history of the County—one that has never been fully compiled.
- The database developed so far contains 709 known Confederates, including 269 residents of Montgomery County and 440 senior officers of the Confederate Army. It also contains the names of 5,826 local slaveholders and the names of over 3,300 enslaved individuals who were held in bondage in the County.
- In addition to the hours of research needed to establish a database of names of interest, Parks and Planning staff have completed Phase 1, matching the full name of any Nationally Known Confederates with street and Park asset names. This yielded three streets within the County (containing 65 property addresses) and one Park trail.
- Additional phases, such as matching a partial Nationally Known Confederate name, will require increased staff time for basic research and validation of information, and may or may not yield a definitive answer. For example, GIS research identified numerous streets matched with the last name Lee; however, it is not yet known whether they are named after Robert E. Lee, E. Brooke Lee, another member of the Lee Family, or an unrelated Lee. Research shows that Rear Admiral Samuel Phillips Lee was Col. Robert E. Lee's cousin but served the Union and married Francis P. Blair Sr.'s daughter, demonstrating that provenance is not only important but complex.
- Other categories that could be explored in subsequent phases include the names of local Confederates, Confederate sympathizers, and slaveholders.
- There are over 950 street names matching the surname of any Confederate (local or nationally known) or any Montgomery County identified slaveholder. There are approximately 140 place names within the County matching a Confederate or slaveholder surname.
- In addition to identifying particular names with the intention of removing them from public assets, there is potential to build upon this research to study how best to promote a broader understanding of the County's historical narrative, as well as commemorate the history of enslaved residents and African Americans in Montgomery County.

The Planning Board Chair's letter requests that the Council concur with the approach taken by Parks and Planning staff with respect to their research methodology and initial findings, and further requests that the Council provide direction regarding desired outcomes and potential subsequent phases for their work program.

Council staff recommends concurrence with the research methodology and findings to date. As for the next phase of the project, Council staff sees two possible approaches. One approach would be to direct attention and resources to place name matches in the next phase. This would include an evaluation of all parks, facilities, and buildings whose names are matched with the surname of any Confederate (nationally known or local) or any Montgomery County identified slaveholder. There are merits to this approach. One, the list of place names requiring research and validation is more immediately manageable (approximately 140 versus 950). Place name research is likely to require fewer resources. Also, concentrating attention on place names should prompt greater participation from other County agencies having received the same Council request in June. Last, focusing on place names does not prevent potential street renaming efforts. The continuation of this research project, if focused on place names, would still allow staff to more fully develop and refine the historical database. With the database as a framework and the Planning Department's street naming authority, any interested community would be able to pursue a street name change if they so desire (see © 48). The other approach would be to continue

evaluating street names that partially match a Nationally Known Confederate, local Confederate, or Montgomery County identified slaveholder. As noted above, this process is very time-consuming and is likely to require significant additional resources.

Council staff supports focusing on place names for the next phase of this project. Once a comprehensive evaluation of all place name matching is complete, the Council can reassess the appropriate next steps and any future phases, including a continuation of street name evaluations.

This packet contains:

Transmittal packet from the Planning Board

Circle #

1-55

November 19, 2020

The Honorable Sidney Katz, President  
Montgomery County Council  
Stella B. Werner Council Office Building  
100 Maryland Avenue, Room 501  
Rockville, Maryland 20850

**Re: M-NCPPC Montgomery County Street and Park Facilities Naming Review**

Dear Council President Katz:

On October 1, 2020 the Montgomery County Planning Board in a unanimous vote of 5-0 recommended that a packet be transmitted to the Montgomery County Council concerning its request sent on June 15, 2020 to consider renaming those public streets and park assets named after Confederates or “those who do not reflect Montgomery County values.” The Planning Board agreed that staff can transmit to Council the Phase 1 categorization of Nationally Known Confederates, which affects 3 streets and 1 park trail. The affected streets and ramifications of their potential renaming are described in the attached Departmental Memorandum for the Council’s consideration. At the conclusion of the October 1 briefing, the Planning Board directed staff to seek Council comments and concurrence on the Department’s research methodology and initial conclusions. The Board also requested direction from the Council regarding desired outcomes and potential subsequent phases for the Department’s work program.

We intend for the following information to be presented and discussed at our scheduled briefing before the PHED Committee in December, and to the Full Council in January 2021:

- Background and information on the phased research approach, starting with Nationally Known Confederates;
- Background on the county’s current street naming conventions;
- Initial research findings and impacts to county streets and Parks assets;
- Direction on any desired future research phases;
- Discussion of further coordination with MCDOT, MCPS, other county agencies, Municipalities, the general public, and potentially affected property owners;
- Discussion of next steps, schedule, and future meetings;
- Introduction of potential FY 21 supplemental budget requests from both Departments.

I thank you and the entire Council for raising the critical question regarding who is honored and celebrated by having our public spaces named after them in Montgomery County. The Planning Board and staff look forward to a fruitful discussion on this topic, and to doing the important work required over the long-term to ensure social justice and racial equity in Montgomery County.

Sincerely,

A handwritten signature in black ink, appearing to be 'Casey Anderson', written in a cursive style.

Casey Anderson  
Chair

Attachments:

Project Memorandum (November 19, 2020)

Planning Board Staff Powerpoint (October 1, 2020)

The Montgomery County Street Renaming Policy (2014)

Letter to Municipalities from Planning Director Gwen Wright (July 1, 2020)

Cc:     Montgomery County Planning Board  
          Gwen Wright, Director, Montgomery Planning  
          Mike Riley, Director, Montgomery Parks  
          Tanya Stern, Deputy Director, Montgomery Planning  
          Miti Figueredo, Deputy Director, Montgomery Parks

TO: Montgomery County Council  
FROM: Montgomery County Planning Board  
DATE: November 19, 2020  
SUBJECT: Briefing on M-NCPPC Montgomery County Street and Park Facilities Naming Review

### **Purpose and Intent**

The June 15, 2020 Letter from the Montgomery County Council to County Executive Marc Elrich and Planning Board Chair Casey Anderson stated that: *“As stewards of Montgomery County’s public assets, we are calling on you to initiate a comprehensive review of all County owned and maintained street names and public facilities to determine all those named for Confederate soldiers or those who otherwise do not reflect Montgomery County values. Following that review, we hereby request a public process to rename these county streets and facilities in a manner that more appropriately reflects the community to which they belong.... The names of our buildings and streets should reflect the people in and on them, not threaten and intimidate them.”*

The Council’s request requires us to assess who is honored and celebrated by having public spaces named after them in Montgomery County. In the wake of the Black Lives Matter protests against racial violence and in solidarity with this movement, the Maryland-National Capital Park and Planning Commission (M-NCPPC) passed its own resolution this summer entitled *On Solidarity with the National Movement to End Injustice and Violence against African Americans*, stating that: “. . . the Commission also hereby declares and affirms that it squarely subscribes to the indisputable principle that Black lives do matter, and they must matter, in all civic endeavors in order for our agency and our nation to achieve the cardinal promises of our government – that ALL people will be treated fairly and equally.” It is with this commitment in mind that the Montgomery County Planning and Parks Departments have completed the initial research for this project and are bringing information to the Council for feedback and direction regarding next steps.

### **Background and Context**

Our research to date has shown that the names of slaveholders and secessionists who fought for the Confederacy are inscribed across the landscape of the County. To understand how this came to be, it is important to review some background on the history of slavery and the Civil War in Montgomery County. When Maryland entered the Civil War in 1861, it was one of a handful of “border states” that joined with the Union while the practice of slavery continued legally within their boundaries. At the time of the 1860 Federal Population Census, over 27 percent of the population in Montgomery County was enslaved by at least 762 known slaveholders. Ownership of enslaved people was widely practiced in certain parts of the country, and in Montgomery County it was viewed by some as a path towards building white wealth and generational stability. Taking one point in time as an example, in 1810, the Census accounted for 934

individual slaveholders, and 8,056 enslaved people. Slavery would persist in Maryland after passage of the 1863 Emancipation Proclamation, which only freed enslaved people in the states in active rebellion. In November of 1864 a new Maryland State Constitution formally abolished the practice.

At the outset of the War, rather than remain within the Union, hundreds of Marylanders, including many Montgomery County residents, established secessionist military units that fled to Virginia. There they took up arms against the Union and fought as soldiers in the Confederate Army. Following the surrender at Appomattox on April 9, 1865, the state entered Reconstruction (1865-1877) without the scrutiny federal occupation brought to the formerly Confederate states. Records show that Montgomery County residents who fought for the Confederacy typically returned to their homes and resumed farming and professional life after the War. Newspaper articles, for example, chronicle Confederate soldiers' reunion luncheons and social gatherings in the same print space as weddings, livestock shows, and other routine local news.

During Reconstruction, African Americans faced significant legal setbacks, such as the 1896 Supreme Court ruling in *Plessy v. Ferguson* that upheld the constitutionality of "separate but equal." The effects of Jim Crow laws across Maryland and Montgomery County were widespread.

As part of the "Lost Cause," an effort to vindicate the beliefs of the former Confederate States of America, memorials were erected across a broad swath of America, including a United Daughters of the Confederacy-funded monument erected in Rockville in 1913. Streets, roads and other public facilities, sometimes including parks and trails, bearing the names of persons who either supported the Confederacy and/or owned other human beings are widely distributed across the County's landscape. White developers increasingly required restrictive racial covenants in deeds that prevented home sales to "people of African descent," perpetuating segregated housing and employment well into the 20<sup>th</sup> century.

## **Outreach**

Immediately upon receipt of the Council's request, M-NCPPC launched both a dedicated web site and e-mail address to inform the community of this endeavor and to collect information from residents and stakeholders. Commission staff encouraged the community to weigh in by submitting comments on the website or via the dedicated project e-mail address, [renaming@montgomeryplanning.org](mailto:renaming@montgomeryplanning.org). The project web site includes a robust FAQ page with information about the research methodology and Montgomery Planning's existing renaming policy. The project web site may be found here:

<https://montgomeryplanningboard.org/m-ncppc-montgomery-county-street-and-parks-facilities-naming-review/>

Planning Director Gwen Wright sent letters to all of the municipalities within Montgomery County informing them of this Council-requested action and inviting them to participate in our efforts. Several municipalities have contacted our staff to collaborate on this effort, including the City of Takoma Park, City of Gaithersburg, and Chevy Chase Village. Staff has also reached out to Montgomery County Public Schools and other county agencies to learn from their research efforts and to inform them of this project.

To date the project team has received feedback and comments from five individuals who contacted the Department either directly or through Council staff regarding the project.

## **Research Methodology and Database Development**

A team of Montgomery Parks and Planning historians has compiled and analyzed all the information available to us at this time, though it is important to note that the Maryland State Archives, National Archives, and all local repositories are closed due to COVID-19. Most of this work is new and original research — which includes a deep dive into the history of the County that has never been fully compiled. At present, post-Civil War and 20<sup>th</sup> century figures have not yet been considered.<sup>1</sup>

This work includes:

- Research on the history of known Confederates and Confederate sympathizers who lived in or were from Montgomery County. This includes researching military rosters and pension records, census data, cemetery records, news articles and other secondary sources, including books and articles.
- Research into the names of known slaveholders from 1790 to 1865. This includes examination of additional census data and property and tax records.
- Cross referencing these names with GIS-based map data to find the match of street names and/or Park-owner facilities. Recreation centers, schools, and other County facilities were not included in the M-NCPPC research or outreach.
- Detailed cross-comparison to determine if a street or park facility is named for the Confederate/sympathizer or slaveholder on the list.
- Coordination with Montgomery County Public Schools. Staff evaluated the work produced by their historian, evaluated the primary source materials, and pursued additional research avenues. We learned that MCPS has chosen to focus only on those schools specifically named to honor an individual and not on a place name associated with an individual's home or historic place-name. This is explained in greater detail below.

Because the phrase “those who otherwise do not reflect Montgomery County values” requires interpretation, **the project team made a decision to focus the study on these four (4) categories of names:**

1. Nationally known Confederates
2. Local Confederates
3. Confederate Sympathizers
4. Slaveholders

<sup>1</sup> Other groups who do not reflect the county's values have not yet been researched. Well-known segregationists are not yet in the database due to a need for significant more research time to move beyond the mid-19th century and into the 20th century. While some names are routinely being discussed already (e.g., E. Brooke Lee and Francis Newlands), there may be other segregationists who are not yet identified and would be part of this group. Similarly, people responsible for actions against Native Americans and other oppressed peoples are not in the database, nor have they been the subject of our research. Any of this broader scale work would be at the Planning Board's and then the Council's direction.



These names were sorted into the categories shown above in a working database, and then compared against the county's GIS street layer and Park's asset list. The results to date show:

- **709 known Confederates** (including 269 residents of Montgomery County and 440 senior officers of the Confederate Army);
- **5,826 local slaveholders** from 1790 to 1864;
- **137 Streets** matching local Confederate surnames;
- **325 Streets** matching all Confederate surnames (Local and Nationally known).
- **30 Parks and 6 Trails** matching Confederate surnames, but **further verification revealed only 2 parks and 1 trail as actual matches.**

The database also contains critically important compiled information, including to date the names of over **3,300** enslaved individuals who were held in bondage in Montgomery County. The database and maps are works in progress, but will be made available to the Council and to the public for research and future use when historians have completed required additional work and quality control.

Further research is required to match a name with an asset. There are many surnames in the database that may not, after research, be found to correlate with a street or park name. Examples include:

- Streets matched with the last name Lee are in the database, but it is not yet known whether they are named after Robert E. Lee, E. Brooke Lee, another member of the Lee Family, or an unrelated Lee. For example: Rear Admiral Samuel Phillips Lee was Col. Robert E. Lee's cousin but served the Union and married Francis P. Blair Sr.'s daughter. The "Lee" name appears in many street names and it is a common name; it may take weeks of dedicated research to parse the provenance of each "Lee" named street or facility.
- Howard Chapel Drive leads to an historically African American community, church and cemetery. The Howards were free blacks dating back to at least the 1830s. There was also a separate Howard family who held people in slavery.
- Johnson's Local Park in Emory Grove/Gaithersburg. There are 4 Johnsons in the database who were Confederates and 18 who were slaveholders. This park, however, is named after Edward Johnson, an African American entrepreneur and business owner. This park, which contained an illuminated baseball field, served a thriving Black community and hosted a Methodist Camp Meeting.
- There are park asset name matches to a Confederate who also has an unincorporated community named after him. Dickerson Local Park and Dickerson Conservation Park are examples. William Dickerson is a documented Confederate, yet Dickerson is also the name of an unincorporated community and postal code named for W. Dickerson. The parks in all probability were named for the place name or locale, which in turn was named for Dickerson, who was the first postmaster of the area and a Confederate.
- The database identifies names of slaveholders whose names are attached to a variety of places or assets (e.g., Veirs Mill becomes Veirs Mill Road becomes Veirs Mill Local Park). The same is true for waterways (Bennett Creek becomes Bennett Creek Conservation Park) and housing developments (e.g., Hoyles Mill becomes Hoyles Mill Village).
- There are name matches that seem like they may be tied to a Confederate or slaveholder, but in fact are named for someone else, such as Walter Johnson Rd., named for a famous baseball player, but which was also the name of a Confederate. Moyer is in the database after Phillip Moyer, a Confederate with landholdings in the Rockville District, but Moyer Road Park in

Damascus is named for George D. Moyer, neither a Confederate nor a slaveholder, and no relation to Phillip.

- There are regionally known Confederates such as Colonel John Mosby, with a street named Mosby Way. There are local Confederates as well, whose names match streets and parks.

### **Summary of Existing Street and Renaming Processes**

Before summarizing recommended next steps or implications of the research, a discussion on the County's current street naming and renaming laws and policies is necessary. This will address the portion of the Council's request for "... *a public process to rename these county streets and facilities in a manner that more appropriately reflects the community to which they belong.*"

Since the 1950s, pursuant to Maryland law, M-NCPPC has been the sole entity tasked with the naming or renaming of any street or highway in Montgomery County, except within certain independent municipalities. The state has delegated exclusive jurisdiction over this process to the Montgomery County Planning Board, and the Board further delegated this authority to the Planning Department. This process is managed by the Department's Intake and Regulatory Coordination Division.

There are many street names with an historical basis that were named prior to the bestowing of exclusive jurisdiction over street naming and renaming upon the Planning Board. While a property owner or developer can request a particular street name or renaming, the final decision is made by M-NCPPC in accordance with state and county law (both the Code and COMCOR) and the Department's *Addressing and Street Naming Guidelines and Procedures Manual for Montgomery County* (hereinafter the "*Manual*"). Pursuant to the *Manual*, a request to change the name of an existing street must include, among other things:

- A statement indicating how the public interest will be served by the proposed change;
- A statement indicating the specific problem caused by the existing street name; and,
- Any information related to the historical significance of the existing street name.

Also pursuant to the *Manual*, the Department reserves the right to initiate a street name change on its own initiative for a number of reasons, including, but not limited to, the correction of mistakes or in response to the reasonable request of a property owner. The current renaming policy dates from 2014, and the *Manual* is available on the Planning Department's website at: [http://www.montgomeryplanning.org/development/about/documents/Address\\_Manual\\_Final.pdf](http://www.montgomeryplanning.org/development/about/documents/Address_Manual_Final.pdf)

There are other factors to consider when streets are renamed. For example, all utilities, banks, government agencies, and related entities will need to be informed, similar to when an individual moves from one address to another. Emergency service providers must have the most up to date information for responding to 911 calls. There are also possible claims for alleged liability on behalf of existing businesses which might claim a loss of customers/clients due to the accompanying potential confusion and uncertainty.

There have been a few requests to rename streets in the past, but they have been on a very limited basis for approximately one or two properties on those streets. Usually, the request is made by a corporation that wants to change the street name to match their location or identity.

If a street name change is approved, the M-NCPPC will notify all effected residents and property owners of the new street name(s) and new address assignments. The M-NCPPC will also notify certain agencies

of the address change including the Postal Service and Fire and Rescue. However, residents, tenants, and property owners are responsible for notifying the Maryland Motor Vehicle Administration, utility companies, banks, credit card companies, subscription services, mortgage company, insurance companies, and others of the address change. There are also certain hard and soft costs for both M-NCPPC and DOT associated with renaming streets, including but not limited to mailings, new bus route or other transportation map updates, and purchasing and installing new street signs.

### **Recommended Approach for Implementation in Phases**

Given the need for further research that is necessary for even surnames associated with Nationally known figures, staff further narrowed the Nationally Known Confederates list to look at those street and park assets associated only with a **Full Name Match**. Identification of these assets and steps to changes these names are comprehensively included in our project **Phase 1**.

Three (3) streets and one (1) park trail are in that first group:

- Jeb Stuart Court
- Jeb Stuart Road
- Jubal Early Court
- J.E.B. Stuart Trail at Woodstock Equestrian Park (Stuart and 1,800 Confederate cavalry moved through the area in October 1862)

These streets are located just south of the municipal boundary of the City of Rockville, straddling Montrose Road. There are sixty-five (65) properties addressed on these streets. Jeb Stuart Road and Jeb Stuart Court are part of the Montgomery Square subdivision, platted in 1964 by the Old Farm Real Estate Corporation. Jubal Early Court is part of the Regent Park subdivision, first platted in 1958. Interestingly, the road was named “Carousel Lane” when platted but the land was purchased by the Old Farm Real Estate Corporation in 1960 and by 1964 the name Jubal Early Court is used. All three road names therefore appear to have been chosen by the Old Farm Real Estate Corporation, which was formed in part by the Kettler Brothers, developers of Montgomery Village.

Staff’s recommendation of what constitutes Phase 1 is based on the belief that the Planning Board and Council should be able to consider swift, immediate and meaningful action and then consider how to make an investment in a long-term strategy that tackles additional problematic names through later phases.

- **Phase 1** should produce actionable steps that can be taken swiftly and have impact.
- Any **Phase 2** for this project should consider longer-term approaches. The Planning Board should direct the staff to conduct further research, work program development, and an assessment of larger budget consequences to be presented to the Council for its direction. If the Planning Board and then the Council agree, subsequent phases would require additional staff time for basic research and fact checking to determine the intent and history of a given name. In addition, resources would be needed for ongoing outreach and improved interpretation. Other categories that could be explored in a subsequent phase if directed include:
  - Local Confederates
  - Confederate Sympathizers
  - Slaveholders

Each additional phase of work, if it broadens the scope, would require more resources.

### **Planning Board Actions and Next Steps on Phase 1**

On October 1, 2020 the Planning Board received a briefing from the project team on the items presented in this memo. The Board in a unanimous vote of 5-0 recommended that a packet be transmitted to the Montgomery County Council concerning its request to consider renaming those public streets and park assets named after Confederates or “those who do not reflect Montgomery County values.” The Planning Board agreed with the Parks Department’s recommendation to rename the J.E.B. Stuart Trail in Woodstock Equestrian Park. The new name is the Northern Edge Trail, in keeping with other trail names in that park. The old trail signpost has been removed and a new trail signpost will be installed. The trail map on the website has been changed to show the new name. If funding is available, interpretive signs will be added. The park web site will be updated.

The Planning Board also directed staff to seek Council direction on the first phase of street renaming. As noted above, this will affect three streets and 65 properties. The Board is also interested in receiving direction from the Council on additional future phases. Each phase of work requires incrementally more staff research and outreach time.

Should the Council direct the Planning Board and Department to pursue additional research, staff would go back to the Planning Board with detailed recommendations for further work. After receiving guidance from the Planning Board, staff would return with potential FY 21 Supplemental Budget Requests focused on the extensive research required to match surnames from the database to named streets and assets, plus the broad outreach necessary to any affected communities with proposed street name changes. In addition, such resource requests would include the interpretive work of changing the narrative in signage and other public art/memorials, particularly highlighting the role of under-represented peoples.





Montgomery Planning Board

10/01/2020

# County Council Request: Potential Renaming of Public Streets and Parks

Briefing & Draft Recommendations on the Montgomery County Street and Parks Facilities Naming Review



# Commission Resolution on Solidarity with National Movement to End Injustice and Violence against African Americans

. . . the Commission also hereby declares and affirms that it squarely subscribes to the indisputable principle that Black lives do matter, and they must matter, in all civic endeavors in order for our agency and our nation to achieve the cardinal promises of our government – that ALL people will be treated fairly and equally.



# Council Request: June 15, 2020



The Honorable Marc Elrich  
County Executive, Montgomery County, MD  
Office of the County Executive  
101 Monroe Street, 2<sup>nd</sup> Floor  
Rockville, MD 20850

The Honorable Casey Anderson  
Chair, Montgomery County Planning Board  
Montgomery County Planning Department  
8787 Georgia Avenue  
Silver Spring, MD 20910

June 15, 2020

Dear County Executive Elrich and Chair Anderson,

We are at an inflection point in our country and in our county. The brutal murder of George Floyd in Minneapolis represents not just a singular tragedy of one man, but another grotesque manifestation of generations of structural racism that permeate our society. Addressing institutional problems require institutional solutions, and we appreciate your shared efforts as we begin that critical work together in Montgomery County. But as we work to dismantle the structures that perpetuate racism, we must also target the symbols that normalize and legitimize it. The names of public streets and buildings are not merely a reminder of the past; they are a very clear indication of who and what we value today.

As stewards of Montgomery County's public assets, we are calling on you to initiate a comprehensive review of all County owned and maintained street names and public facilities to determine all those named for Confederate soldiers or those who otherwise do not reflect Montgomery County values. Following that review, we hereby request a public process to rename these county streets and facilities in a manner that more appropriately reflects the community to which they belong.

When we name a street or a building, we are not merely reflecting history. We are using our public funding and assets to bestow a high honor. These public tributes should appropriately reflect the entirety of our community and our values. This comprehensive review would build upon the efforts that the Board of Education has recently undertaken in reviewing the names of Montgomery County Public Schools facilities.

- Per the County Council to County Executive Marc Elrich and Planning Board Chairman Casey Anderson:
- *As stewards of Montgomery County's public assets, we are calling on you to initiate a comprehensive review of all County owned and maintained street names and public facilities to determine all those named for **Confederate soldiers or those who otherwise do not reflect Montgomery County values.** Following that review, we hereby request a public process to rename these county streets and facilities in a manner that more appropriately reflects the community to which they belong. . . . The names of our buildings and streets should reflect the people in and on them, not threaten and intimidate them.*

# Project Team

- M-NCPPC
  - ITI, GIS mapping
- Planning Department
  - Leadership
  - Historic Preservation Section, Countywide Planning & Policy Division
  - Intake & Regulatory Coordination Division
  - Communications Division
- Parks Department
  - Leadership
  - Cultural Resources Stewardship Section, Park Planning and Stewardship Division
  - Public Affairs and Community Partnerships





# Seeking Planning Board Guidance

**Staff seeks Planning Board guidance before going to Council on:**

- Research that will be presented
- Recommended phased approach.
- Consideration of future phases.
- Impact on Current Work Program.
- Discussion of possible FY22 Budget Request.

# Initial Outreach

- Created a website for the project with FAQs
- Created a public email address to accept input on concerns and potential renamings. [Renaming@montgomeryplanning.org](mailto:Renaming@montgomeryplanning.org)
- Director Gwen Wright sent letters to Municipalities
  - Further discussions with City of Takoma Park, Chevy Chase Village, Glen Echo, Somerset
- Coordination with MCPS and Dr. Arronza LaBatt, Executive Director, Office of Teaching, Learning and Schools, MCPS
- Separate coordination efforts with MCDOT, 911/Emergency Services, DGS



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## M-NCPPC Montgomery County Street and Parks Facilities Naming Review

**Montgomery Parks and Montgomery Planning working together to meet the County Council's June 15 request**

### Background:

On June 15, 2020, the Montgomery County Council sent a letter to County Executive Marc Elrich and Montgomery Planning Board Chair Casey Anderson asking for "a comprehensive review of all County owned and maintained street names and public facilities to determine all those named for Confederate soldiers or those who otherwise do not reflect Montgomery County values."

<https://montgomeryplanningboard.org/meet-the-board/> as oversight over the Montgomery County Planning Department and

### Contact

For questions and comments, please contact us by **email** or by filling out the form on this page.

# Categorization of Names

- Four groupings identified as part of initial research focus to correspond to Council request:
  1. **Nationally known Confederates**
  2. **Local Confederates**
  3. **Confederate Sympathizers**
  4. **Slaveholders**
- MNCPPC historical research team focused on 1790s-1860s. Post-Civil War history and 20<sup>th</sup> century figures not yet considered except for Confederate sympathizers.
- Research parameters also had to consider COVID research restrictions.
- There are certainly others who do not reflect Montgomery County's values. These can be further identified by Council if desired.



# Research Methodology and Sources

- Digitized local newspapers
- Burials of Confederate veterans
- Men from Montgomery County identified in Daniel Hartzler's *Marylanders in the Confederacy* (1986) based largely on C.S.A. records at the National Archives
- Fact checking names against the National Park Service Civil War Soldiers and Sailors Database
- Data transfer from Maryland State Archives' Legacy of Slavery database, including census records, manumission documents, and runaway ads
- Tax assessment records from 1793 to 1864 (preliminary review only)

# Preliminary Database

- **709 known Confederates** (including **269 residents** of Montgomery County and **440 senior officers** of the Confederate Army);
- **5,826 slaveholders** from 1790 to 1864;
- **137 Streets** matching local Confederate surnames;
- **325 Streets** matching all Confederate surnames;
- **30 parks and 6 trails** matching Confederate surnames; **verification/further research reveals only 2 parks and 1 trail are actual matches;**
- The database also contains critically important compiled information, including to date the names of over **3,300** enslaved individuals who were held in bondage in Montgomery County;
- Database and maps are works in progress but will be made available to public for research and future use when historians have completed required additional work and



# Confederate Documentation

[7-744.]

Page No. \_\_\_\_\_  
Supervisor's District No. 3  
Enumeration District No. 135

Eleventh Census of the United States.  
SPECIAL SCHEDULE.  
SURVIVING SOLDIERS, SAILORS, AND MARINES, AND WIDOWS, ETC.

Persons who served in the Army, Navy, and Marine Corps of the United States during the war of the rebellion (who are survivors), and widows of such persons, in Montgomery, County of Montgomery, State of Montgomery, enumerated in June, 1890. Jacob B. Ernst Enumerator.

| From Schedule No. 1. | NAME OF SURVIVING SOLDIERS, SAILORS, AND MARINES, AND WIDOWS. | Rank.   | Company. | Name of Regiment or Vessel. | Date of Enlistment. | Date of Discharge. | Length of Service. |
|----------------------|---------------------------------------------------------------|---------|----------|-----------------------------|---------------------|--------------------|--------------------|
| 1                    | 2                                                             | 3       | 4        | 5                           | 6                   | 7                  | 8                  |
| 19                   | William H. H. Brown                                           | Private | 9        | 30th Ala. Inf.              | 20 Jan 1863         | 29 Dec 1864        | 1 6 3              |
| 38                   | James H. Thompson                                             | Private | 4        | 1st Va. Cav.                | 10 Oct 1861         | 9 Apr 1865         | 4 1                |
| 40                   | Louis G. Solger                                               | Private | 6        | 91st N.Y. Inf.              | 1 Apr 1861          | 1 Apr 1863         | 1 9                |
| 66                   | James G. Jones                                                | Private | 4        | U.S. Cavalry                | Apr 1862            | 1863               | 5                  |
| 110                  | Charles M. Robinson                                           | Private | 11       | 1st Ala. Inf.               | Apr 1861            | 1861               | 3                  |
| 146                  | Charles W. Miller                                             | Private | 2        | Kearney                     | Oct 1861            | Oct 1861           | 6                  |
| 168                  | Abraham Davis                                                 | Corpl   | 6        | Bennett                     | 17 July 1865        | 18 Apr 1865        | 2 3                |
| 174                  | William B. White                                              | Private | 1        | 2nd Ala. Inf.               | 186                 | 186                | 2                  |
| 177                  | Charles H. Brown                                              | Private | 37       | U.S. Inf.                   | Jan 1864            | Dec 1864           | 2 1                |
| 177                  | Robert Brown                                                  | Private | 37       | U.S. Inf.                   | Jan 1864            | Dec 1864           | 2 1                |

Post-office Address. Disability Incurred. Remarks.

1. Tennallytown, D.C.  
2. Tennallytown, D.C.  
3. Library of Congress, Wash. D.C.  
4. Bethesda, Montgomery Co. Md.  
5. Bethesda, Montgomery Co. Md.  
6. Beas, Montgomery Co. Md.  
7. Beas, Montgomery Co. Md.  
8. Bethesda, Montgomery Co. Md.  
9. George Town, D.C.  
10. Tennallytown, D.C.  
11.  
12.

Remarks: Promoted to Corporal; sergeant, orderly sergeant and First Lieutenant - don't recollect dates.

(Confederate.)  
M. 11 Cav. Va.  
Phil A. Meyer  
1st Lt., 11 Reg't Virginia Cavalry.  
Appears on  
Company Muster Roll  
of the organization named above,  
for July & Aug., 1863.  
Enlisted:  
When Apr 1, 1861  
Where Newmarket  
By whom Capt M. Donald  
Period 2 years  
Last paid  
By whom Capt Taylor  
To what time Apr 30, 1863  
Present or absent absent  
Remarks Absent without leave  
The 11th Cavalry known as the 1st Regiment Virginia Cavalry was organized in June, 1861, with seven companies, A-G, which had previously served in the 1st Regiment Virginia Cavalry. Company B was formerly Company C of the 1st Regiment Virginia Cavalry and it was composed of the 1st Regiment Virginia Cavalry and the 1st Regiment Virginia Cavalry. The 11th Cavalry was organized in June, 1861, with seven companies, A-G, which had previously served in the 1st Regiment Virginia Cavalry. Company B was formerly Company C of the 1st Regiment Virginia Cavalry and it was composed of the 1st Regiment Virginia Cavalry and the 1st Regiment Virginia Cavalry.  
Book mark:  
W. A. Roddy  
Capt.



Ex-Confederates at Rockville.  
*The Washington Post* (1877-1922); Feb 3, 1896; ProQuest Historical Newspaper pg. 7

**Ex-Confederates at Rockville.**  
The third annual meeting of the Ridge-ly Brown Camp of Confederate Veterans of Montgomery County was held Saturday at the Rockville court house. Officers for the ensuing year were elected, as follows: Capt. E. J. Chiswell, Commander; Capt. Thomas Griffith, Lieutenant Commander; E. L. Amiss, Adjutant; E. L. Tschiffely, Treasurer; Frank B. Horner, Spencer C. Jones, John P. Sellman, and D. H. Horner, executive committee. The following were elected delegates to the general encampment: Spencer C. Jones and John P. Sellman; alternates, Cooke D. Luckett and E. L. Tschiffely.  
Delegates to the Baltimore convention, which will convene for the purpose of organizing a State division of Confederate Veterans, were elected as follows: James Anderson, Robert M. Mackall, and David Griffith.  
An appropriation of \$10 was made to the Jefferson Davis monument fund.

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# Slaveholding Documentation



**RAN AWAY**

From the subscriber, living about two miles from Rockville, Montgomery County, Maryland, on the night of the 2d May, a negro man named CHARLES, about five feet six inches high, very spare made; and will probably attempt to pass by the name of Charles Butler. He took with him only what cloathes he had on, which were made of country cloth. Whoever takes up the said negro shall receive a reward of ten dollars if taken in Montgomery, or twenty dollars if out of the county.

**SAMUEL MIDDLETON.**  
May 6 1831

|                                                            |                                                       |   |     |            |    |           |         |      |       |    |
|------------------------------------------------------------|-------------------------------------------------------|---|-----|------------|----|-----------|---------|------|-------|----|
| 245                                                        | From 19 to 21 From 21 to 45 From 45 to 60             |   |     |            |    |           |         |      |       |    |
| 4 <sup>th</sup> Q. Dist. Male Slaves under 12 years of age | Name age value Name age value Name age value Name age |   |     |            |    |           |         |      |       |    |
| 1833                                                       | Name age value Name age value Name age value Name age |   |     |            |    |           |         |      |       |    |
| Ineale Ann                                                 |                                                       |   |     |            |    | Charles   | 23      | 400  |       |    |
| Ineale Eleanor                                             |                                                       |   |     |            |    | Lutie     | 33      | 400  |       |    |
| Prather William H.                                         |                                                       |   |     |            |    | Hanson    | 42      |      |       |    |
| Ches                                                       |                                                       |   |     |            |    | Andrew    | 28      | 800  |       |    |
| Perry Peter D                                              | Thomas                                                | 6 | 75  | William    | 18 | 250       | Hanson  | 25   | Frank | 30 |
|                                                            |                                                       |   |     |            |    | Alexander | 21      |      |       |    |
|                                                            |                                                       |   |     |            |    | Abraham   | 35      | 1300 |       |    |
| Piles Rachel                                               | Thomas                                                | 1 |     | Henry      | 14 | 250       | Medrick | 40   | 400   |    |
|                                                            | Lane                                                  | 3 | 130 |            |    |           |         |      |       |    |
| Piles William H                                            |                                                       |   |     | John       | 17 | 250       | Lutie   | 21   | 400   |    |
| 6 <sup>th</sup> Q.                                         |                                                       |   |     |            |    |           |         |      |       |    |
| Perry A. B. D. 2 <sup>d</sup> Q. 63                        | James                                                 | 9 | 75  |            |    |           |         |      |       |    |
| Perry Samuel                                               | Joseph                                                | 8 |     | George     | 20 |           | Oliver  | 28   | 400   |    |
|                                                            | Charles                                               | 1 | 150 | William    | 14 |           |         |      |       |    |
|                                                            |                                                       |   |     | Wesley     | 14 |           |         |      |       |    |
|                                                            |                                                       |   |     | Washington | 15 |           |         |      |       |    |
|                                                            |                                                       |   |     | Harrison   | 12 | 1250      |         |      |       |    |
| Pote Ann R                                                 |                                                       |   |     |            |    |           |         |      |       |    |
| 2 <sup>d</sup> Q.                                          |                                                       |   |     |            |    |           |         |      |       |    |

| RECORD OF SLAVES IN MONTGOMERY COUNTY, A |                                                           |               |        |       |                    | At the Time of the Adoption of the Constitution in 1864. |                                     |        |       |                            |        |       |          |                        |                                        |
|------------------------------------------|-----------------------------------------------------------|---------------|--------|-------|--------------------|----------------------------------------------------------|-------------------------------------|--------|-------|----------------------------|--------|-------|----------|------------------------|----------------------------------------|
| DATE                                     | NAME OF OWNER                                             | NAME OF SLAVE | SEX    | AGE   | PHYSICAL CONDITION | TERM OF SERVITUDE                                        | Left with or Taken by the Military. |        |       | Enlisted in U. S. Service. |        |       | REGIMENT | Compensation Received. | NAMES BY WHOM FORMER OWNERSHIP PROVEN. |
|                                          |                                                           |               |        |       |                    |                                                          | Dep.                                | Month. | Year. | Dep.                       | Month. | Year. |          |                        |                                        |
| 1867 May 30 <sup>th</sup>                | B. F. Smith, Agent as legal representative of M. B. Smith | Lena M. Smith | male   | 17    | Healthy            | For life                                                 |                                     |        |       |                            |        |       |          |                        | B. F. Smith                            |
|                                          |                                                           | Lena "        | "      | 55    | "                  | "                                                        |                                     |        |       |                            |        |       |          |                        | Edmund M. Smith                        |
|                                          |                                                           | Amelia Smith  | female | 35    | "                  | "                                                        |                                     |        |       |                            |        |       |          |                        | Thomas L. Smith                        |
|                                          |                                                           | Collyer "     | male   | 10    | "                  | "                                                        |                                     |        |       |                            |        |       |          |                        |                                        |
|                                          |                                                           | John "        | "      | 9     | "                  | "                                                        |                                     |        |       |                            |        |       |          |                        |                                        |
|                                          |                                                           | Lena "        | "      | 6     | "                  | "                                                        |                                     |        |       |                            |        |       |          |                        |                                        |
|                                          |                                                           | Lena "        | "      | 4     | "                  | "                                                        |                                     |        |       |                            |        |       |          |                        |                                        |
|                                          |                                                           | Lena "        | female | 18 mo | "                  | "                                                        |                                     |        |       |                            |        |       |          |                        |                                        |
| "                                        | Mordcai Morgan                                            | Stand Boone   | male   | 26    | Healthy            | until 30 years old                                       |                                     |        |       |                            |        |       |          |                        | Mordcai Morgan                         |
|                                          |                                                           | Lena "        | "      | 24    | "                  | "                                                        |                                     |        |       |                            |        |       |          |                        | Samuel M. Morgan                       |
|                                          |                                                           | Veigel "      | "      | 15    | "                  | For life                                                 |                                     |        |       |                            |        |       |          |                        | Thomas L. Morgan                       |
|                                          |                                                           | Lena "        | female | 10    | "                  | "                                                        |                                     |        |       |                            |        |       |          |                        |                                        |
| "                                        | Jane Adams, per Robert L. Adams, her legal representative | Jessie Adams  | female | 30    | Healthy            | For life                                                 |                                     |        |       |                            |        |       |          |                        | Robert L. Adams                        |
|                                          |                                                           | John "        | male   | 25    | "                  | "                                                        |                                     |        |       |                            |        |       |          |                        | A. H. Adams                            |
|                                          |                                                           | Mary "        | female | 21    | "                  | "                                                        |                                     |        |       |                            |        |       |          |                        | Isaac L. Adams                         |
|                                          |                                                           | Kenneth "     | "      | 19    | "                  | "                                                        |                                     |        |       |                            |        |       |          |                        |                                        |
|                                          |                                                           | Rose "        | "      | 17    | "                  | "                                                        |                                     |        |       |                            |        |       |          |                        |                                        |
|                                          |                                                           | Ada "         | "      | 15    | "                  | "                                                        |                                     |        |       |                            |        |       |          |                        |                                        |
|                                          |                                                           | Callie "      | "      | 14    | "                  | "                                                        |                                     |        |       |                            |        |       |          |                        |                                        |
|                                          |                                                           | Frances "     | "      | 13    | "                  | "                                                        |                                     |        |       |                            |        |       |          |                        |                                        |
|                                          |                                                           | Abel "        | "      | 11    | "                  | "                                                        |                                     |        |       |                            |        |       |          |                        |                                        |
|                                          |                                                           | Edna "        | "      | 10    | "                  | "                                                        |                                     |        |       |                            |        |       |          |                        |                                        |
| "                                        | Charles Smith, per A. J. Smith                            | Frank         | male   | 20    | Healthy            | For life                                                 |                                     |        |       |                            |        |       |          |                        | A. J. Smith (deceased)                 |
| "                                        |                                                           |               |        |       |                    |                                                          |                                     |        |       |                            |        |       |          |                        | Co. Gary Smith                         |
| "                                        |                                                           |               |        |       |                    |                                                          |                                     |        |       |                            |        |       |          |                        | M. Smith                               |
| "                                        | Horace Smith                                              | Horace Smith  | male   | 30    | Healthy            | For life                                                 |                                     |        |       |                            |        |       |          |                        | Horace Smith, 1st S. Smith & Co.       |
| "                                        |                                                           | Ann Smith     | female | 25    | "                  | "                                                        |                                     |        |       |                            |        |       |          |                        | John A. Smith                          |
| "                                        | Jane B. Smith, per J. B. Smith                            | Robert Smith  | male   | 14    | Healthy            | For life                                                 |                                     |        |       |                            |        |       |          |                        | Horace Smith, 1st S. Smith & Co.       |
| "                                        | Smith her owner                                           | William Smith | "      | 12    | "                  | "                                                        |                                     |        |       |                            |        |       |          |                        | James A. Smith                         |

# Further Research in Database Required

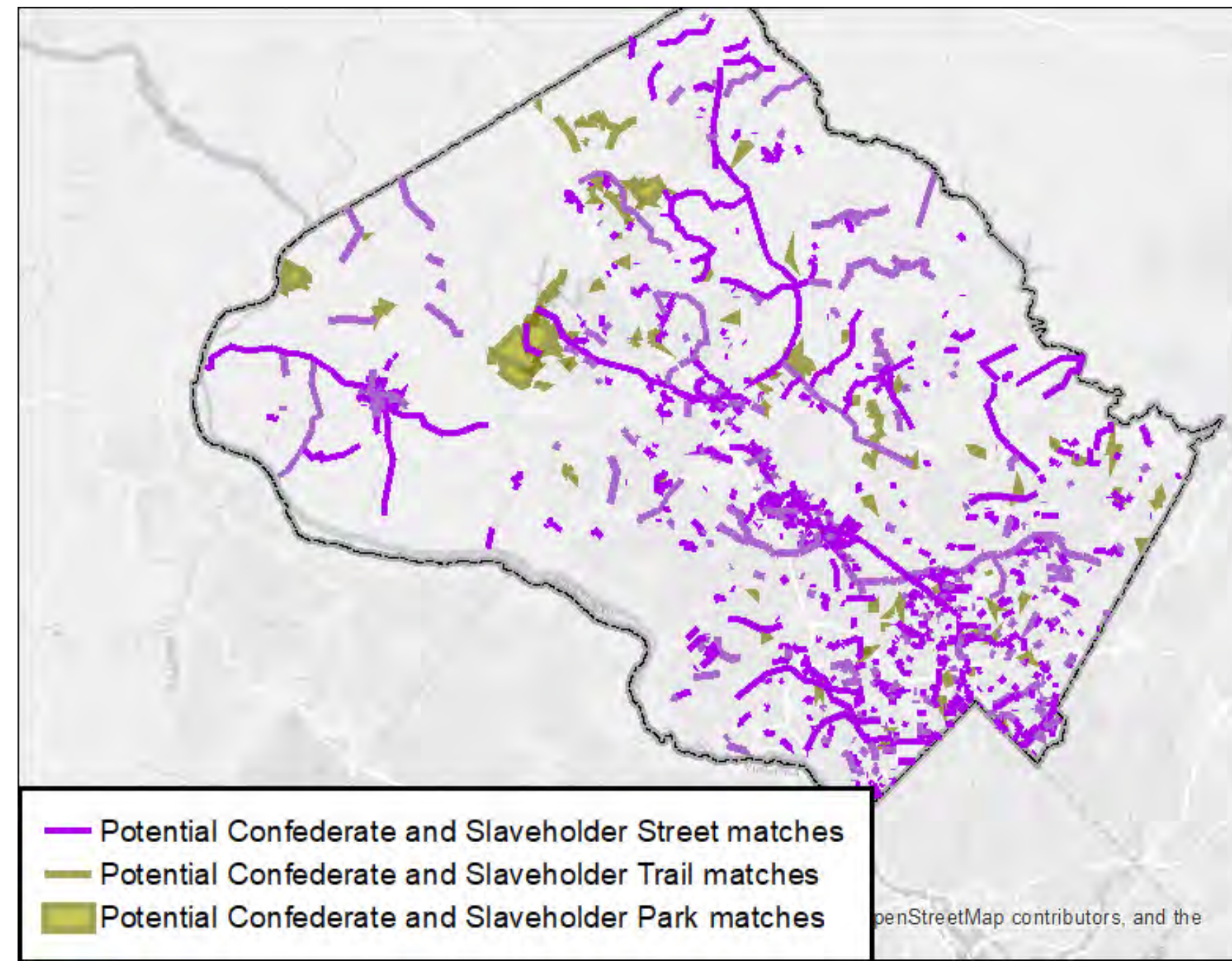
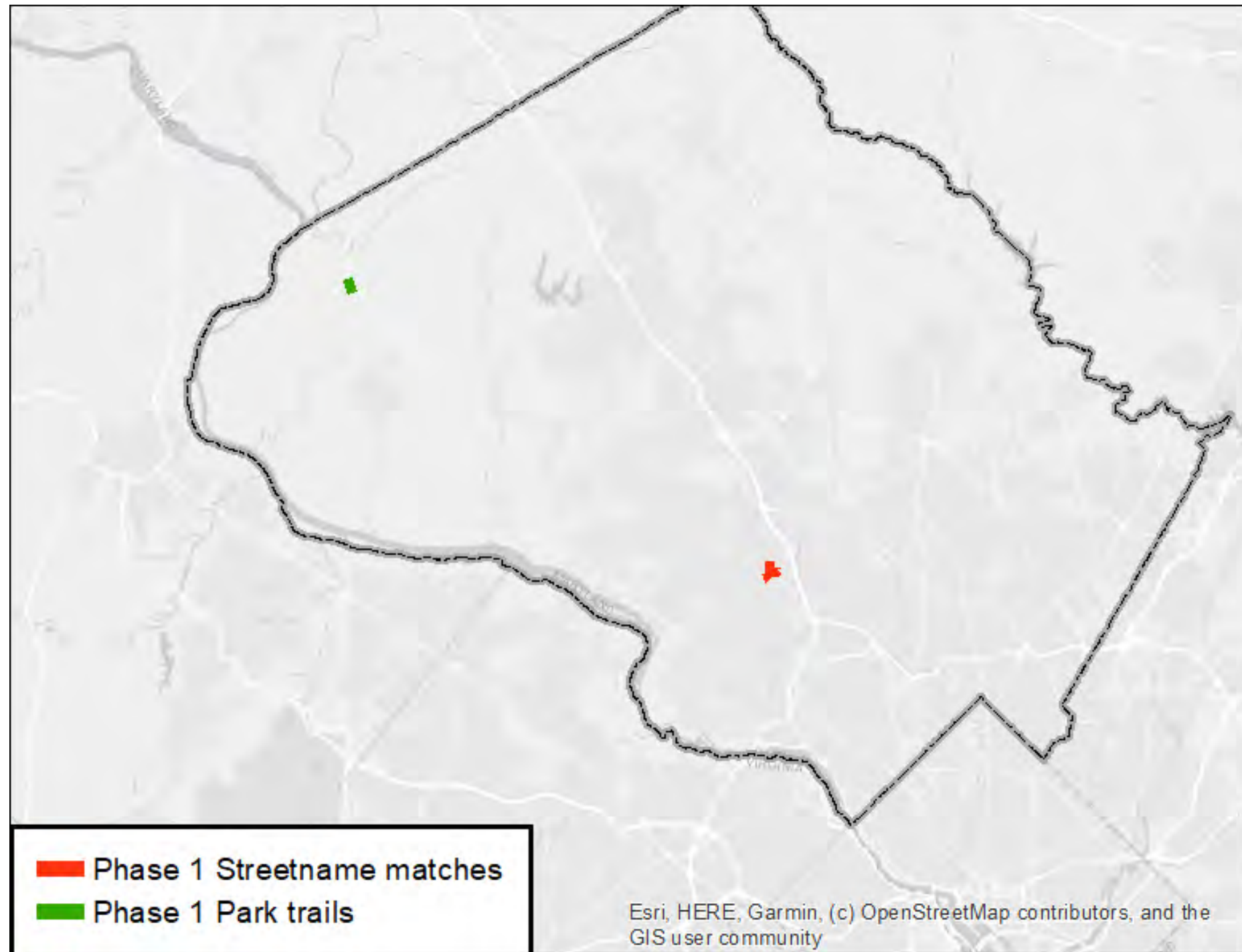
- There must be a documented association between the named person and the named asset. Some names in the database may or may not align with people who do not reflect Montgomery County's values. Further research is required to address this issue.
  - Streets matched with the last name Lee are in the database, but it is not yet known whether they are named after Robert E. Lee, E. Brooke Lee, another member of the Lee Family, or an unrelated Lee. For example: Rear Admiral Samuel Phillips Lee was Col. Robert E. Lee's cousin, but served the Union and married Francis P. Blair Sr.'s daughter.
  - Howard Chapel Drive leads to an historically African American community, church and cemetery. The Howards were free blacks dating back to at least the 1830s. There was also a separate Howard family who held people in slavery.
  - Johnson's Local Park in Emory Grove/Gaithersburg. There are 4 Johnsons in the database who are Confederates and 18 who are slaveholders. This park, however, is named after Edward Johnson, an African American entrepreneur and business owner. This park, which contained an illuminated baseball field, served a thriving Black community and hosted a Methodist Camp Meeting.



## Phase 1 consists of *nationally known Confederates, full-name match.*

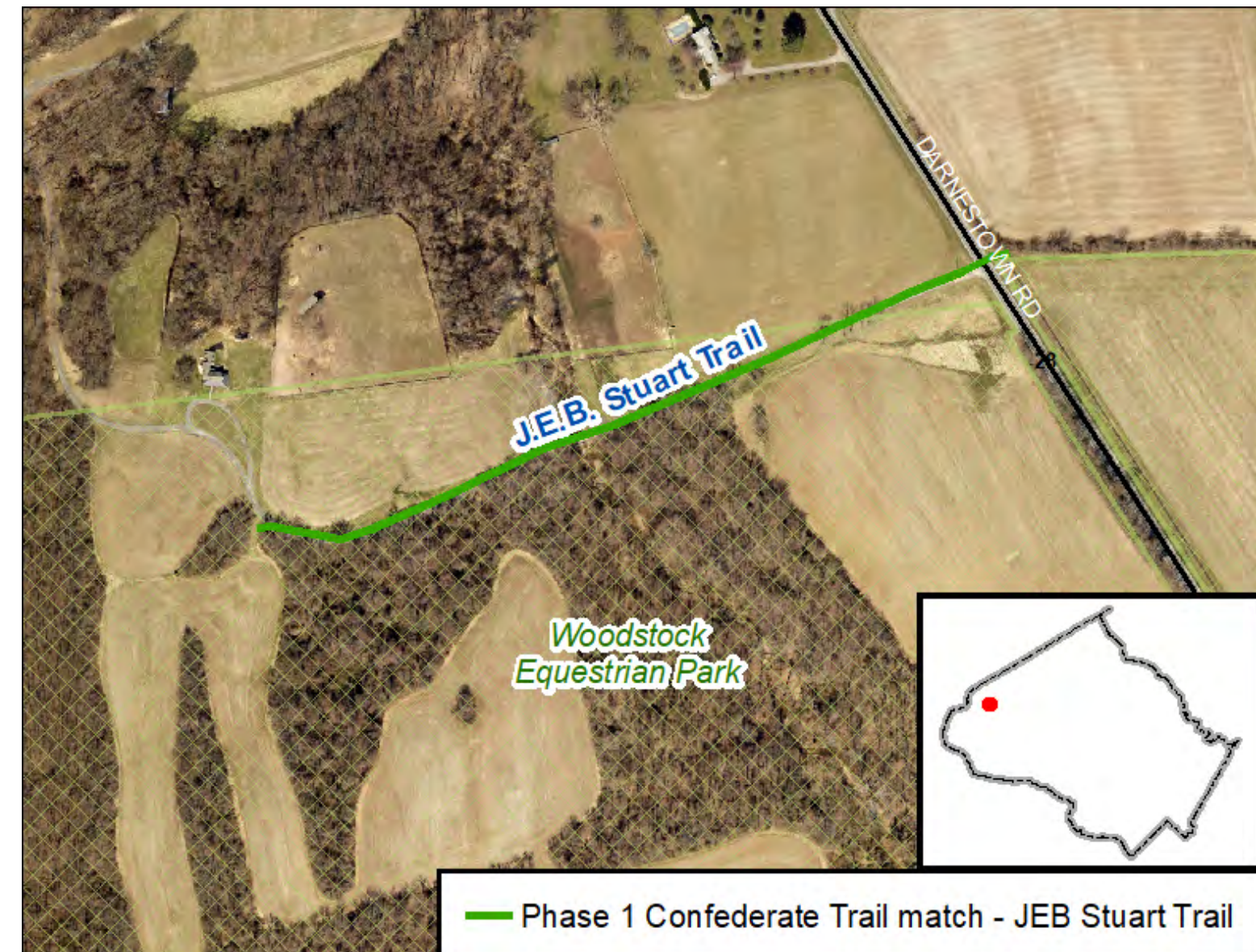
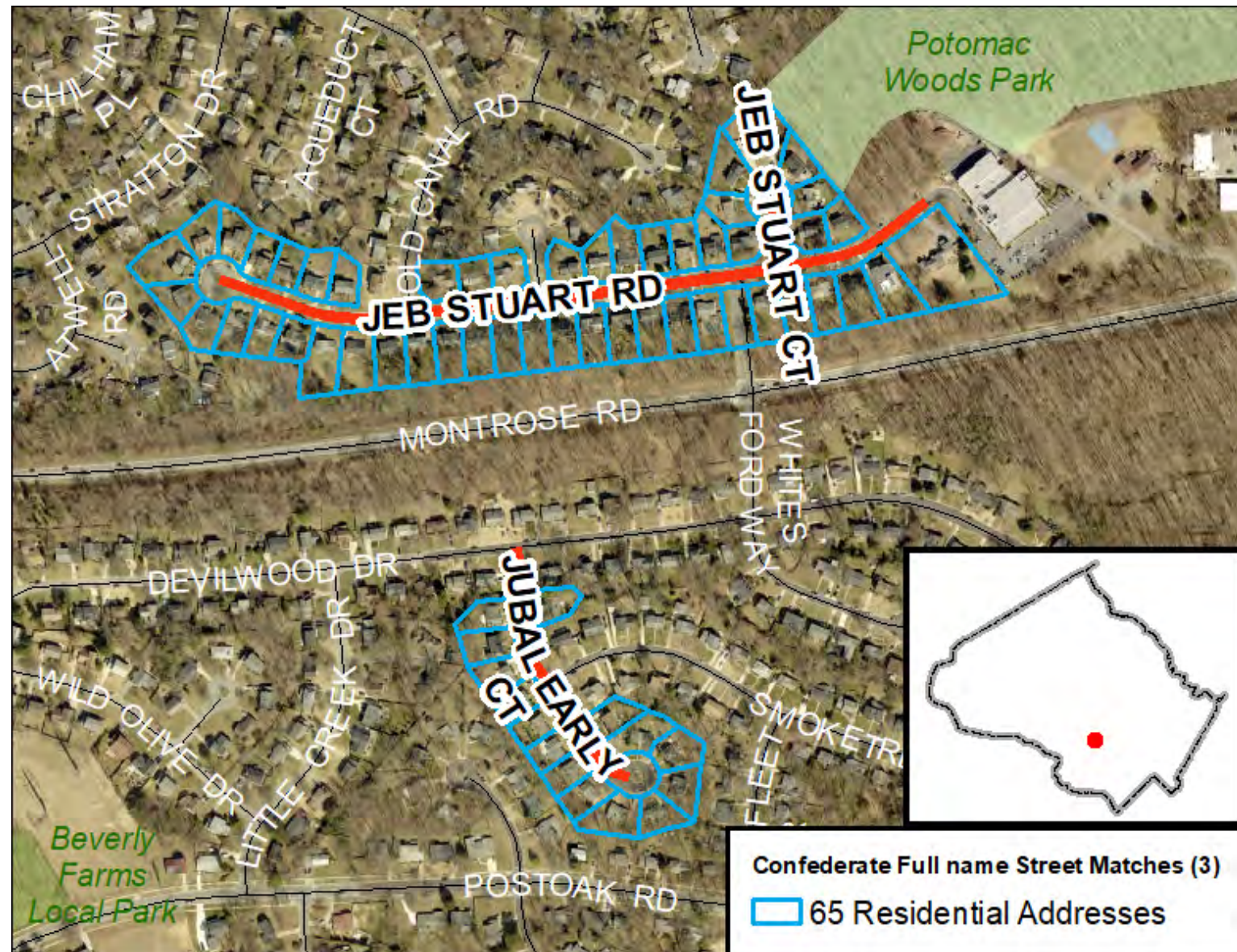
- JEB Stuart Court
- JEB Stuart Road
- Jubal Early Court
- J.E.B. Stuart Trail at Woodstock Equestrian Park

# GIS Maps Showing Phase 1 Matches (left) and Future Research Needed (right)





# Phase 1: Nationally Known Confederates w/Full Name Matches Streets & Park Assets





# Beyond Phase 1

- As noted previously, there are other groupings in database of people who "do not reflect Montgomery County values," including:
  1. Other Nationally Known Confederates (surname only—full name listed previously)
  2. Local Confederates
  3. Confederate Sympathizers
  4. Slaveholders

Phase 2 and Future phases, if Planning Board directs, could include names in these groupings, but would require additional research to confirm intent of linking a given name to an asset.

# M-NCPPC Street Naming & Renaming Policy

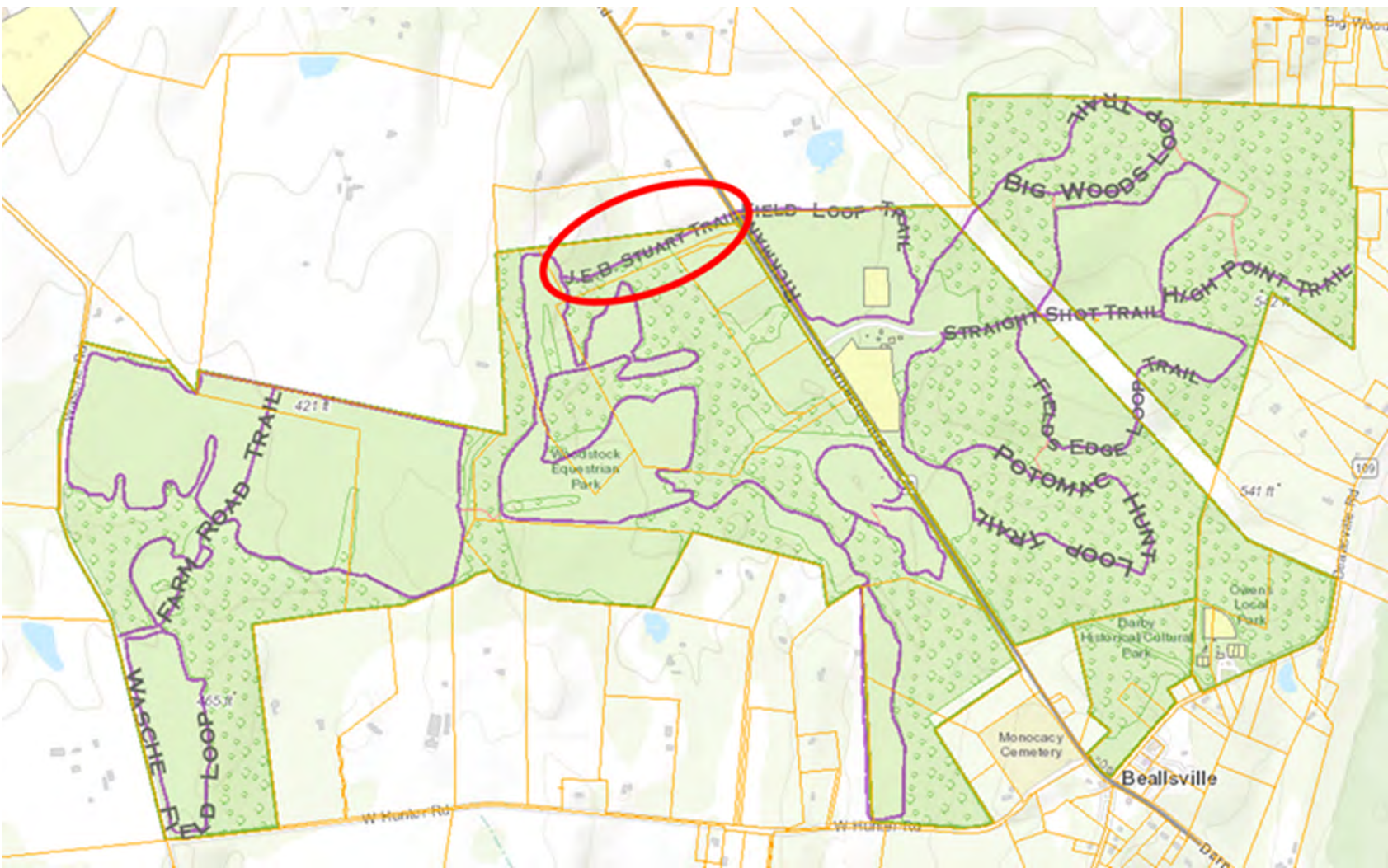
- Under Maryland law, since the 1950s, M-NCPPC, through the Montgomery County Planning Department, has been tasked with naming and renaming any street or highway and numbering or renumbering of housing in Montgomery County, except within independent municipalities.
- Typically, a property owner or developer requests the street name.
- Montgomery Planning assesses the name request to make sure it meets the guidelines established in the addressing policy. This official street addressing responsibility started in the 1950s, but there are many streets that have an historical basis that were named prior to this time. A property owner or developer can suggest a street name, but the final decision, since the 1950s, is made by M-NCPPC.
- Under the current street addressing procedures, residents on a street would have to consent to a name change.
- Current renaming policy dates from 2017.
- The Addressing and Street Naming Manual is available on our website at:
  - [http://www.montgomeryplanning.org/development/about/documents/Address\\_Manual\\_Final.pdf](http://www.montgomeryplanning.org/development/about/documents/Address_Manual_Final.pdf)

# Legal & Agency Considerations for Renaming Streets

- M-NCPPC Street naming policy already exists
- Potential impacts to property owners include utilities, mortgage deeds, and additional paperwork.
- Government coordination with Emergency Services, DOT, DGS.
- M-NCPPC required administrative costs typically associated with renaming streets.
- DOT costs to remove and replace street signs, including labor and materials.



# Park Asset Match to Nationally Known Confederate



J.E.B. Stuart Trail, Moritz Greenberg Center at Woodstock Equestrian Park

(J.E.B. Stuart and 1,800 Confederate cavalry moved through this area in October 1862)



# Preliminary Considerations for Renaming Trail, Phase 1

- Remove current name of the trail
- New trail name: Northern Edge Trail
- Create new trail signs and maps
- Create 2 new interpretive signs, National Park Service-style
- Develop new website/marketing associated with new name

# Process for Planning Board and County Council

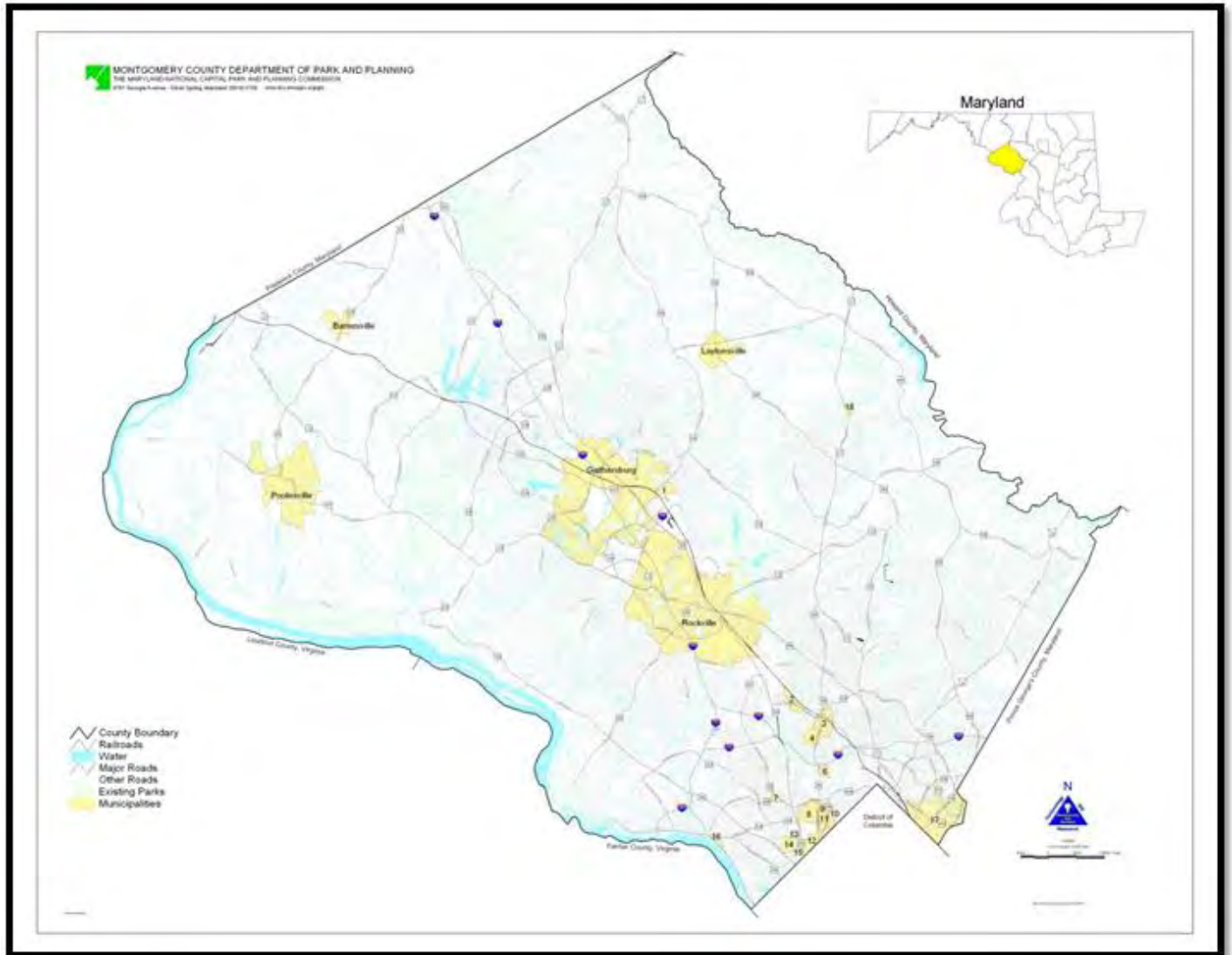
- **Fall 2020:**
  - **October 1, 2020: Seek guidance from Planning Board**
  - **Seek guidance from Council (Date still to be requested)**
- **Winter 2020/21:**
  - **Return to Planning Board with refinements. Possible additional phasing if PB and Council direct.**
  - **Return to Council with refinements, including any further phases, public process and outreach.**
- **2021:**
  - **Full public outreach**
  - **Implementation of Council and Planning Board Directive on renaming effort.**



# Planning Board Discussion

- Staff seeks Planning Board guidance before presenting research findings to County Council.
- Discussion of phased approach and consideration of future phases.
- Impact on Current Work Program.
- Discussion of possible FY22 Budget Request.

# Addressing and Street Naming



## Guidelines and Procedures Manual for Montgomery County, Maryland

Title: Addressing and Street Naming Guidelines and Procedures Manual for Montgomery County, Maryland

Author: Development Application and Regulatory Coordination (DARC) Division, Montgomery County Planning Department, The Maryland-National Capital Park and Planning Commission (M-NCPPC)

Subject: Practices and rules for naming of new streets and assigning addresses to properties in Montgomery County

Date: June 26, 2014

Adopting Agency: Montgomery County Planning Board  
Montgomery County Planning Department  
8787 Georgia Avenue  
Silver Spring, Maryland 20910-3760

Source of Copies: The Maryland-National Capital Park and Planning Commission  
Montgomery County Planning Department  
8787 Georgia Avenue  
Silver Spring, Maryland 20910-3760

Abstract: This document provides guidance to staff, developers, and the general public on the requirements and guidelines for (1) naming new public and private streets, (2) assigning addresses to properties and new buildings, and (3) changing existing street names or address numbers. The Montgomery County Planning Department has been responsible for street names and address numbers in Montgomery County since the 1950's. Staff now uses a GIS-based program and associated databases to store, share, and update information on County street names and centerlines, as well as addresses. For the purposes of this Manual, the term street is interchangeable with the term road.



The purpose of this document, *Addressing and Street Naming Guidelines and Procedures Manual for Montgomery County, Maryland*, is to assist County and Municipal governments with implementing and maintaining a consistent, safe, useful, and standardized addressing system. These enhanced addressing procedures have the following objectives:

1. Ensure that first responders have a predictable addressing system that will enable them to respond to all residential and businesses emergencies as administered through the Emergency 911 Communications System.
2. Provide a mechanism for the efficient delivery of mail, goods and services to County residents and businesses.
3. Ensure that addresses and street names in Montgomery County are assigned in a manner that is consistent and transparent.

# INTRODUCTION

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An **address** is used to describe the specific location of a building, an apartment, or a plot of land. The most commonly used way to locate a specific property is the assigned premise address. Premise addresses are used daily by private citizens, postal service, delivery services, utility companies, Police Departments and Fire & Rescue Services to locate specific places. In general, street names are the reference point and the assigned number creates a unique identifier for each building.

Uniformity is a basic requirement to assure that any given property can be quickly and easily located. Since County residents rely on one central Police, Fire & Rescue dispatch center for public safety services, address assignment methodologies must be uniform throughout the County, regardless of whether the addresses are assigned by M-NCPPC or local jurisdictions. A community's safety and welfare depends on the ability of emergency services to quickly locate every property.

Addressing must be given a high priority during the development review process to assure **consistency**. A good address system should be easy to implement, easy to use, and **predictable**. The grid address numbering systems used by Montgomery County and the five municipal jurisdictions within the County meet these requirements. A system that defines ranges of numbers in a grid pattern allows flexibility for future development while maintaining the order of existing and approved developments. A good address grid system requires minimal change with respect to addresses that are already in place.

Starting in the 1950's, M-NCPPC was charged with assigning addresses to houses and other buildings within the County. Buildings that already existed were assigned addresses over time. For lots created in new subdivisions, address numbers were assigned and shown on record plats.

It should be noted that although the current address assignment and notification processes used by the various jurisdictions and agencies in Montgomery County are set up to establish uniformity and avoid conflicts, past addressing practices resulted in street names and address numbering patterns that do not always follow current rules. In some instances, it has been possible for M-NCPPC to revise the street name and/or address numbering pattern so that current rules can be followed without creating major disruptions for property owners. In these cases, where disruptions are minor, the revisions have been implemented and affected property owners have been notified of the changes. However if the changes are significant (based on the number of affected property owners), revisions have not been made, thereby maintaining the inconsistencies to current rules.

In addition, although the cities of Rockville and Gaithersburg implement grid systems for assigning address numbers, their grids are defined differently than the grid applied to the County as a whole.

# AUTHORITY/RESPONSIBILITY

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All requests for address assignments, address changes, revisions to address plans, and address verifications, as well as requests for street name approvals, assignments or changes, are reviewed by the Development Application and Regulatory Coordination (DARC) Division of the Montgomery County Planning Department for M-NCPPC. Requests may be approved if the request falls within the guidelines of this Manual in accordance with the following: MD Code, Land Use, § 17-212 - Street names and house numbers; MD Code, Land Use, § 20-202 - Powers and duties; Montgomery County Code, Chapter 50 § 50-26(e) - Street Names; Montgomery County Code Chapter 22 – Fire Safety Code; Section 22-97 - Address Numbers; and Montgomery County Executive Regulation 29-08AM - Fire Department Apparatus Access and Water Supply.

Under Maryland law, M-NCPPC is tasked with naming and renaming any street or highway and numbering and renumbering the houses in the area under its jurisdiction. This authority has been delegated to the County Planning Boards for their respective counties. Furthermore, under Montgomery County law, the Montgomery County Planning Board must approve any street name before it is used. Montgomery County Code, § 50-26(e). The Montgomery County Planning Board has in turn charged the Montgomery County Planning Department with the responsibility for addressing in Montgomery County, including adopting regulations to assure that there are reasonable procedures in place to i) correct mistakes, (ii) remove confusion because of a duplication of street names, and (iii) secure uniformity of street names and numbering of houses. MD Code, Land Use, § 17-212.

The four independent municipalities named below lie within the County but have authority to assign and approve street names and address numbers within the limits of their jurisdictions:

- City of Gaithersburg
- Town of Poolesville
- City of Rockville
- Town of Washington Grove

Although these municipalities implement their own street naming and addressing systems, coordination does occur between the municipalities and M-NCPPC. All four jurisdictions provide notices of address and street name assignments and changes to one another, as well as to various Montgomery County and State of Maryland agencies, and the U.S. Postal Service. Each jurisdiction has an addressing and street naming protocol in place to avoid duplications and conflicts of street names and addresses among the jurisdictions. The guidelines in this Manual will be limited to the addressing protocol and regulations applicable to M-NCPPC.



The assignment of an official building/ house number provides a convenient reference to a property and/or dwelling as reference for its location. It neither creates a property interest that does not otherwise exist, nor does it act as a waiver of any regulatory requirement to build on the property that is otherwise necessary under the law.

## ADDRESS GRID SYSTEM

Address numbers that are assigned to buildings and properties in the County follow a basic grid pattern. The grid system provides uniformity in the patterns of address numbers that are created in various neighborhoods. The County's grid address numbering system is an extension of the address numbers and grid pattern established in Washington, D.C. in the late 1700's. This is a system that radiates from the dome of the U.S. Capitol Building and extends into Maryland. Address numbers generally follow an east-west or north-south pattern and are based on hundred blocks (i.e., one block has numbers in the 100's, the next block in the 200's, etc.). The addressing grid system, when applied properly, results in a minimal need for future address changes. Although there are municipalities with their own addressing grid that present some anomalies within the current M-NCPPC addressing grid, implementing this system throughout the County can potentially eliminate confusion.

**FIGURE 1. Framework for the Address Number Grid System in Montgomery County**

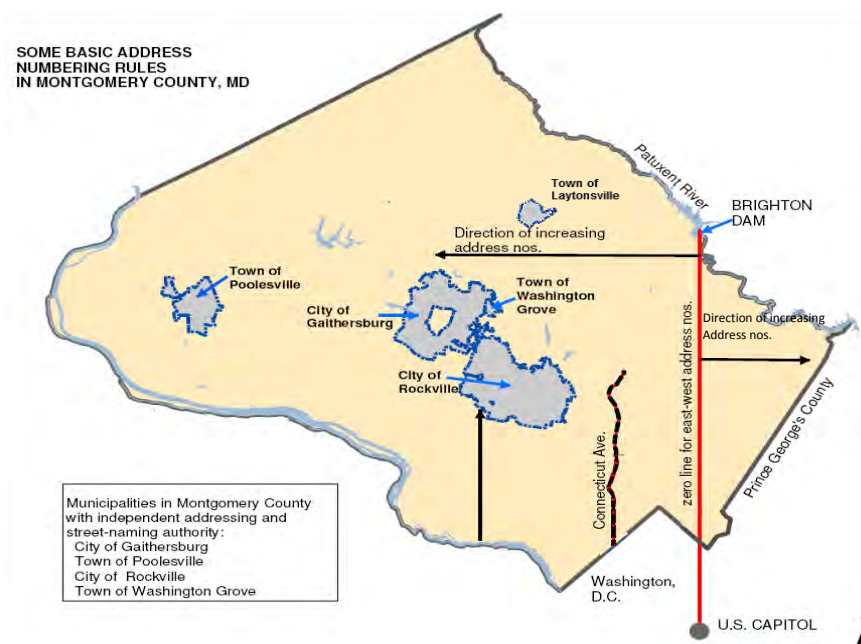
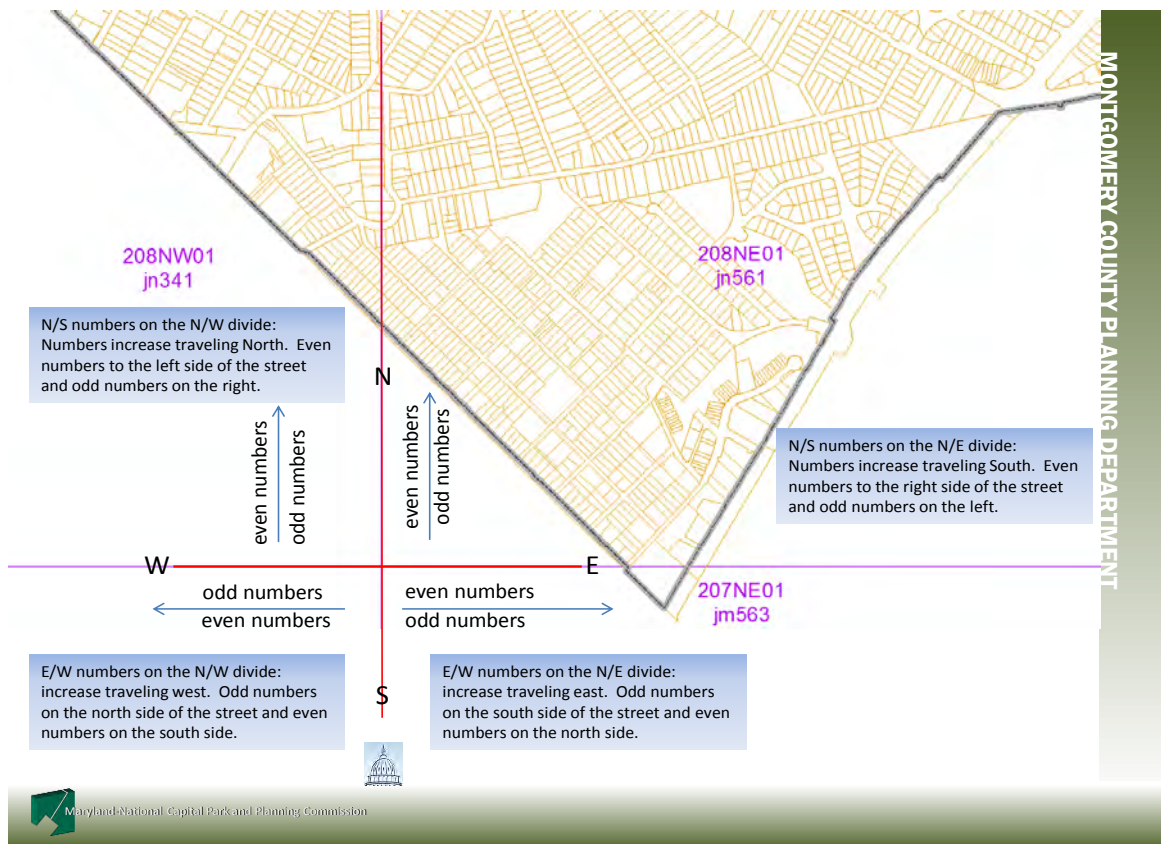


Figure 1 illustrates the basic framework for the address number grid system used in Montgomery County. Address numbers are assigned in an east-west or south-north direction. For east-west streets, the address numbering system is based on a north-south “zero line”, which has two endpoints: the southern endpoint is at the U.S. Capitol in Washington, D.C. and the northern endpoint is in Brighton Dam at the

Patuxent River. Predominantly east-west streets located east of the zero line have address number ranges that increase towards Prince George's County. Addresses in Prince George's County also continue to increase from a west to east direction. West of the zero line, all east-west streets have address numbers that increase from east to west.

**FIGURE 2.**



## STREET TYPE DESIGNATIONS

Street-type designations such as Avenue, Road, Boulevard, etc. are assigned by M-NCPPC and should not be incorporated in submitted street name requests. Street-type designations which appear on plats or plans prior to assignment may be voided or changed. None of these terms should be considered legal definitions for the purpose of interpretation of any state or local law, ordinance, or regulation outside of this Manual. Although the following information is currently applied in the review of new street names, these definitions may not have been applied when some of the older streets were created and named. While the designations defined should be followed as a guide, the Commission may approve deviations to maintain uniformity and prevent confusion.

# STREET NAMING GUIDELINES

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All proposed street names will be reviewed by the Planning Department for approval in conformance with applicable sections of this Manual. The property owner/ developer must coordinate with the Planning Department to have new street names reviewed, approved, and issued in accordance with the Subdivision Regulations, Chapter 50 of the Montgomery County Code. The following guidelines will be enforced to ensure clarity and public safety:

1. Street names will not:

- a) Exceed fourteen characters in length, excluding street-type designation, due to sign-space limitations;
- b) Contain hyphens, apostrophes or other non-letter characters;
- c) Exceed two words in length, excluding street-type designation;
- d) Contain directional prefixes or suffixes (i.e., north, south, east, and west)

2. To Avoid Duplication the Planning Department will not approve:

(a) Phonetically similar (sound alike) street names:

**EXAMPLE:** Marlin - Marlyn

Shadow - Chateau

Parakeet Court - Park Heat Court

Katherine Court - Catherine Court

Grade Court - Grate Court

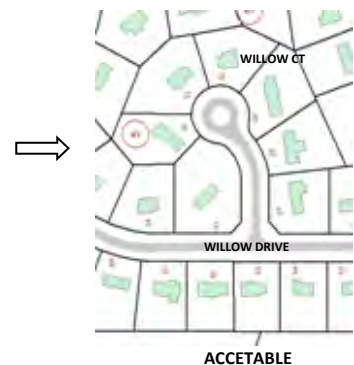
- (b) Duplication of an existing or proposed street name in the County. Streets with the same name, but different street-type designations, will be considered duplicates. The following are examples of duplicate names:

**EXAMPLE:** Willow Drive - Willow Ct.

**(Exceptions are made for intersecting streets)**

**EXAMPLE:** Green Haven Road - Greenhaven Terrace

Green Pastures Lane - Green Pastures Drive





(c) Street types that are designated as or incorporated in street names.

**EXAMPLE: NOT ACCEPTABLE**

Blues Alley Alley

District Court Court

4. Public and private rights-of-way must provide access to three or more properties or addressable structures to be named. Rights-of-way serving less than three properties or addressable structures, including single owner private access easements, will be addressed using the name of the travel way from which the right-of-way or private access easement originates.
5. The words "old" and "new" will not be used in street names when they precede a street name which exists in the County, or cities or towns adjoining the County. In previous years "Old" was reserved for situations when a new street segment was added and it bypassed an existing portion. The Planning Department prefers that "Old" not be used as part of a street name, to eliminate confusion.

**EXAMPLE: NOT ACCEPTABLE**

Old Elm Lane

Old Old Georgetown Road (also a duplicate name within a name)

6. Street names that duplicate facilities or geographic locations will not be approved.

**EXAMPLE: NOT ACCEPTABLE**

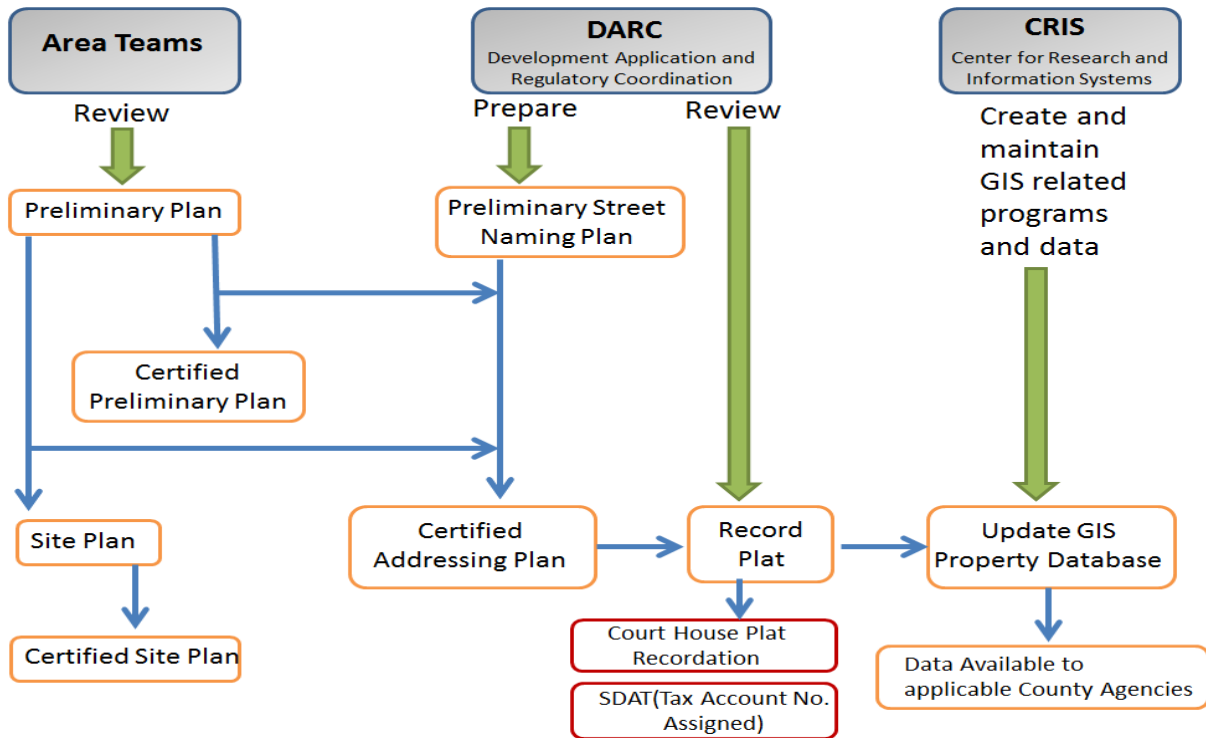
Basketball Court

Bowling Alley

7. Street names that are deemed offensive will not be approved.
8. Street name integrity should be maintained for the entire length of the street. Whenever possible the continuity of names and hundred blocks/numbering sequence will be maintained when streets enter Montgomery County from outside jurisdictions, or leave Montgomery County to enter other jurisdictions.

# PROPERTY ADDRESSING PROCESS FOR NEW SUBDIVISIONS

FIGURE 3.



## RESERVING STREET NAMES

Applicants for all commercial and multi-family buildings on new streets must submit street name and address assignment requests to the Planning Department. The applicant must provide staff with a series of proposed street names prior to Record Plat submittal in order to avoid any unnecessary delays and subsequent changes to the plats or plans. The Planning Department has the authority to deny street names based on these guidelines. The applicant may request a copy of the current Street Guide to avoid requesting existing names. As noted above, street-type designations (court, road, etc.) will be assigned by the Planning Department and should not be incorporated in street name requests. Street-type designations which appear on the plats or plans prior to assignment may be voided or changed. Street names may be reserved for a particular development or agency for a maximum period of three (3) years. This is to insure that the reserved names are available for future development. On the date of expiration, the submitted names will be returned to the list of available street names for others to use. Street name reservations will be added to the database as follows:

| FIELD NAME      | DESCRIPTION                                            |
|-----------------|--------------------------------------------------------|
| RESERVED_ST_KEY | Identifies the reserved street record                  |
| STREET_NAME     | Street name                                            |
| ORG_ST_NAME     | If street name revised saves the previous street name. |
| RESERVED_PARTY  | Firm name                                              |
| SUBDIVISION     | Subdivision name where street is located               |
| DATE_RESERVED   | Date street was reserved                               |
| CREATED_BY      | Who reserved the street                                |
| DATE_ACTIVATED  | Date street was made active                            |
| ACTIVATED_BY    | Who converted the street to active status              |
| DATE-MODIFIED   | Date street name, party, sub name was modified         |
| MODIFIED_BY     | Who made the changes                                   |
| DATA_SOURCE     | Application where source data was entered              |
| COMMENTS        | Why changes, revisions, additions were made            |

The screenshot shows a software window titled "Reserved Street History". It has three radio buttons at the top: "Select by Street Names", "Select by Reserving Party", and "Select by Subdivision Name". The "Select by Subdivision Name" option is selected. Below these are two dropdown menus: "Select a Subdivision from the list" (showing "Garmlirk Farms Subdivision") and "Sort By" (showing "Subdivision"). A "View Selection" button is to the right. The main area contains a table with four columns: "Street Name", "Reserving Party", "Date Reserved", and "Subdivision". The table lists 12 reserved streets, all from "Garmlirk Farms Subdivision" and reserved by "CPJ Associates" on "10/8/2013". The street names are: GARNKIRK FARMS, GARNKIRK FOREST, GARNKIRK WOODS, SHORT OAK, WEALD, AGED WOOD, WOODED HILL, GREEN SYCAMORE, GREEN POPLAR, VERDANT OAK, VERDANT WOODS, and OLD GROWTH. At the bottom, there is a summary section for "Garmlirk FARMS" showing details like "Original Street Name", "Reserving Party", "Subdivision Name", "Date Reserved", "Reserved by", "Date Activated", "Activated by", "Date Modified", "Modified by", "Data Source", and "Comments". An "Export To Textfile" button and an "Exit" button are also present.

| Street Name     | Reserving Party | Date Reserved | Subdivision                |
|-----------------|-----------------|---------------|----------------------------|
| GARNKIRK FARMS  | CPJ Associates  | 10/8/2013     | Garmlirk Farms Subdivision |
| GARNKIRK FOREST | CPJ Associates  | 10/8/2013     | Garmlirk Farms Subdivision |
| GARNKIRK WOODS  | CPJ Associates  | 10/8/2013     | Garmlirk Farms Subdivision |
| SHORT OAK       | CPJ Associates  | 10/8/2013     | Garmlirk Farms Subdivision |
| WEALD           | CPJ Associates  | 10/8/2013     | Garmlirk Farms Subdivision |
| AGED WOOD       | CPJ Associates  | 10/8/2013     | Garmlirk Farms Subdivision |
| WOODED HILL     | CPJ Associates  | 10/8/2013     | Garmlirk Farms Subdivision |
| GREEN SYCAMORE  | CPJ Associates  | 10/8/2013     | Garmlirk Farms Subdivision |
| GREEN POPLAR    | CPJ Associates  | 10/8/2013     | Garmlirk Farms Subdivision |
| VERDANT OAK     | CPJ Associates  | 10/8/2013     | Garmlirk Farms Subdivision |
| VERDANT WOODS   | CPJ Associates  | 10/8/2013     | Garmlirk Farms Subdivision |
| OLD GROWTH      | CPJ Associates  | 10/8/2013     | Garmlirk Farms Subdivision |

## **STREET NAMING PLAN**

A Preliminary Street Naming Plan is created by the Planning Department with information provided by the property owner/ developer. Any application for a new subdivision which creates new properties and streets must include a Preliminary Street Naming Plan. Once the names and addresses are finalized, the Final Street Naming Plan will be signed and dated by the Planning Department. It will then be used in the review of the submitted record plat, in order to review the streets for address number compatibility and road name designation. This process assists in minimizing misunderstandings of what is considered a namable street and appropriate assignment of designations according to road alignment and/or site layout. It will also solidify the street name reserved under the project. A centerline will be created and the street name status will change from reserved to assigned when the record plat is approved. The developer must submit a CAD file of the preliminary layout to Planning Department staff.

An address Plan Application is required for all commercial and multi-family street name and address assignment requests for new construction. Applicants submitting a request for approval of an addressing assignment plan are required to submit the following information:

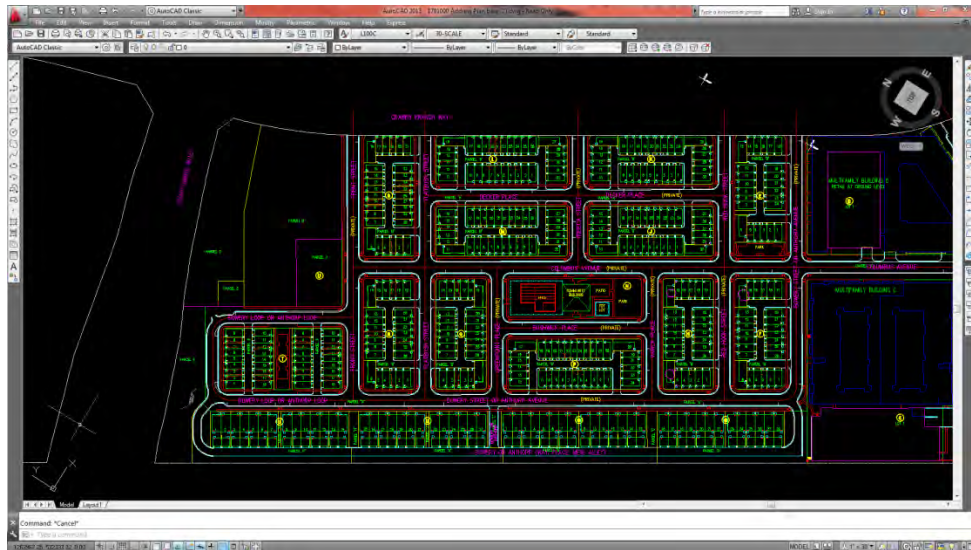
- A letter of explanation (If applicable)
- An application on a form provided by M-NCPPC
- An overall sketch of the property in Adobe PDF format through email or CD
- A CAD or DXF file of the property with the following layers: (see **FIGURE 4**)
  - Property lines
  - House or building locations with main entrances identified
  - Parcel/ Lot numbers



- Road Right-of-way
- Main entrances to commercial sites
- Driveway locations
- Curb cuts

An example of a Preliminary Street Naming Plan and the requirements of the elements that make up the CAD file are found in **Figures 4 and 5**.

**FIGURE 4. Example of a CAD file submitted by the applicant**



**FIGURE 5. Example of a Preliminary Street Naming Site Plan**



An address plan, Figure 6, is required at the time a record plat for an approved subdivision is submitted to the Planning Department for review and approval. An address plan, signed and dated by Planning Department staff, may be used in the review of the submitted record plat.

**FIGURE 6. Example of an Address Plan for a Project with a Preliminary Subdivision and Site Plan**



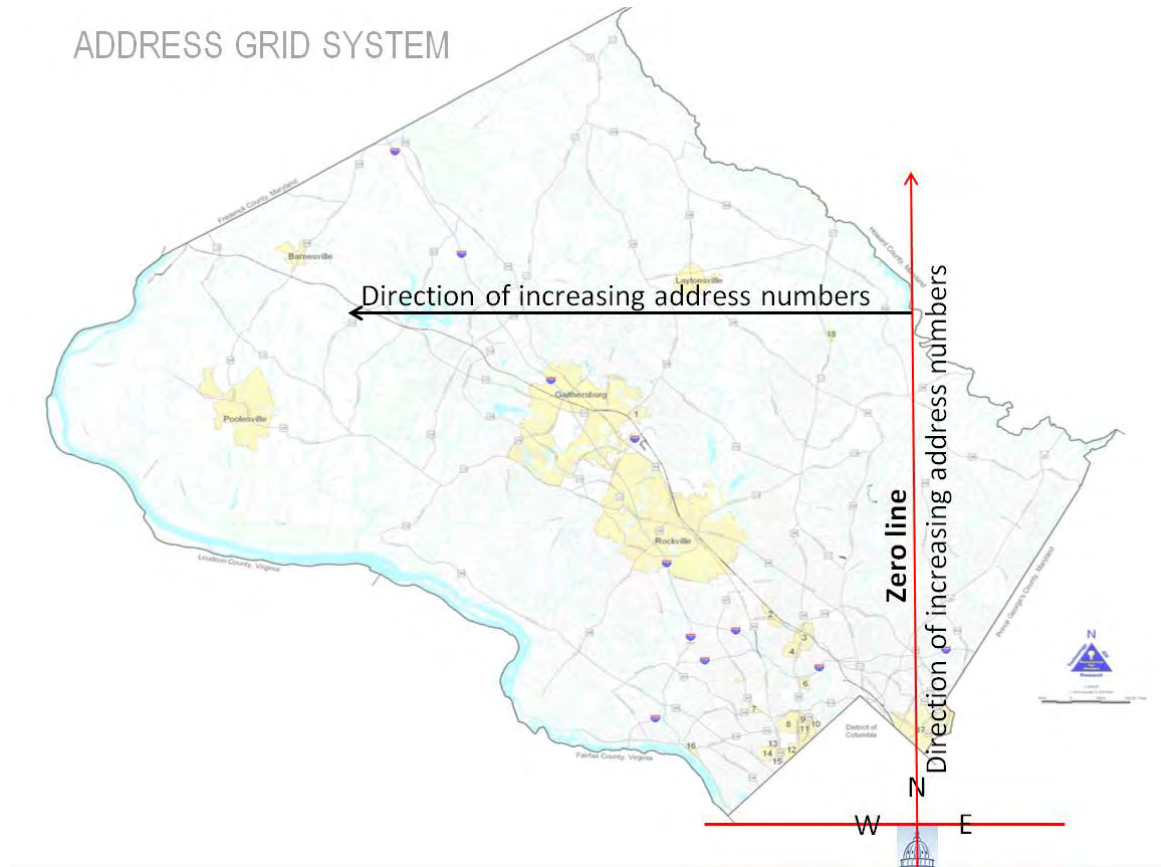
## **GRADE ESTABLISHMENT PLANS MUST BE CONSISTENT WITH STREET NAMING PLAN**

A Grading Permit is required before any roadway construction can start in the public right-of-way. It ensures that roadway grades are appropriate for the safe and efficient movement of vehicular traffic and that roadway sub-grades are sufficient for load-bearing and pavement longevity. The Grade Establishment Plan is not considered approved until all signatures of Montgomery County Department of Permitting Services (DPS) and M-NCPPC are obtained. The Grade Establishment Plan Submittal Process and the Street Naming Plan Submittal Process DO NOT coincide, nor do they relate. It is up to the developer/ applicant to coordinate with M-NCPPC staff to ensure that the Grading Establishment Plan is consistent with the approved Address Plan. The Address Plan will not be modified to reflect any submittals to the Planning Department or other County agencies.

# NUMBERING ASSIGNMENTS

**FIGURE 7.**

## ADDRESS GRID SYSTEM



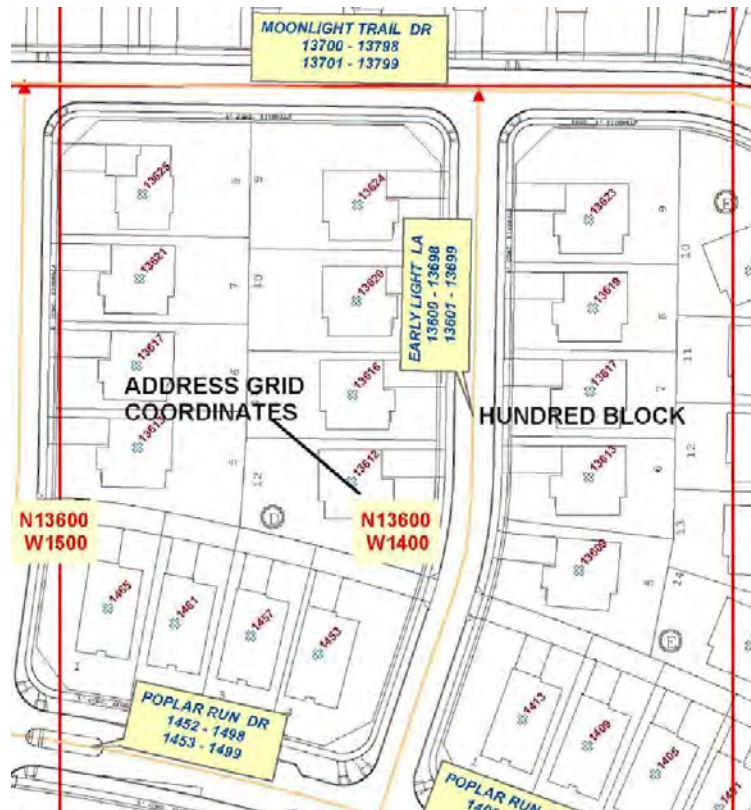
## DETERMINING THE DIRECTION AND NUMBERING SEQUENCE OF A STREET

When deciding the direction and numbering sequence to assign, the following factors must be considered:

- General direction of the street;
- Numbering sequence and direction of nearby streets;
- Proposed subdivision plans that would affect the street network;
- The end effect of each numbering sequence;
- Possibility of confusion, duplication or discontinuous hundred block assignments.

Numbers may be skipped between buildings in apartment and townhouse projects to allow additional structures to be added later. In sparsely populated areas, or areas with large lots, several numbers should be skipped between lots, to allow elasticity in the event of re-subdivision or future development.

**FIGURE 8. Example of Address Grid and Address Number Groups for Street Blocks**



### **SINGLE-FAMILY DETACHED HOME ON A CORNER PROPERTY**

A property located on a corner of a street intersection with a detached house that faces one street and has its driveway connected to the second (intersecting) street will be addressed from the street that the structure faces. If a corner property is vacant and the final orientation of the house to be built is unknown at the time of record plat, two alternative addresses can be assigned, one for each street. The final assigned premise address will be determined and issued when building permits are submitted. This process allows the addresses to be “reserved” for the property until the final orientation of the house is determined. However, because it delays the assignment of a premise address to the property in the Maryland State Department of Assessments and Taxation (SDAT) database, it is strongly suggested that the property owner or builder determine the orientation of the house structure as soon as possible so that the front of the house, and the associated premise address, can be set as close to the time of record plat approval as possible.

### **TEMPORARY ADDRESSES**

Temporary addresses will only be assigned for construction mobile trailers, temporary offices for new development, septic percolation test requirements, and sign permits. Anyone requesting a temporary



address will be issued a verification letter that will clearly state that the address being provided is a temporary address and cannot be used for more than one year from the date of issuance. To obtain a temporary address, the applicant must provide a small area map that contains the location of the land that is subject to septic percolation testing or, in the case of a temporary addressable structure, the location of the land on which it sits, the nature of the temporary addressable structure and the vehicular path by which one can access the temporary addressable structure from the closest named street.

### **STREET NAME CHANGES**

All requests for street name changes must be reviewed and approved by the Planning Department.

A request to change the name of an existing street must include the following information:

1. A statement indicating how the public interest will be served by the proposed change.
2. A statement indicating the specific problem or confusion caused by the existing street name.
3. A petition including a list of all residences and businesses that would be required to change their address if the street name is changed, as well as signatures affirming their consent to have the street name changed. Corner properties are to be included in the petition request regardless of address, and any property address not accompanied with a signature will be considered opposed to the proposal.
4. Information indicating any historical significance connected to the existing street name.
5. Proof of notification of any citizen/civic or homeowner associations within a 1 mile radius.

The applicant may propose a new street name with the application.

### **ADDRESS CHANGES**

The legal description of a property (e.g., lot, block, and subdivision name, or parcel identification number and liber folio references on or to documents in the land records) is separate and distinct from the property's assigned address. Change of a property's address does not affect its legal description. The Planning Department reserves the right to make a change in the address number(s) or name of a specific street, on its own initiative for good cause, such as:

1. To correct mistakes or bring properties into compliance with this Manual.
2. If a confusing situation is identified by an emergency services agency, citizen, or utility company due to an existing address or group of addresses, especially in cases where public safety is of concern. The Planning Department will work with the entity or individual to eliminate the confusion with the minimal amount of impact to the addressees.
3. To aid in the implementation of a master plan recommendation for improvement of pedestrian and/or vehicular circulation in a neighborhood (e.g., Colonial Lane has been

changed to Dixon Avenue in the Silver Spring CBD to conform with the 2000 Silver Spring CBD Sector Plan).

4. To respond to a reasonable request by a property owner, if the requested change in address or street name conforms to this Manual.
5. To maintain proper sequencing when new addresses are issued, such as through the resubdivision of existing lots.

### **ENCLOSED SHOPPING MALLS**

Malls with stores entered from the interior of the building carry one central number, except tenant stores with direct access from the exterior of the building may be issued a separate number.

#### **Example:**

Westfield Montgomery Mall is 7101 Democracy Blvd.

Nordstrom at Westfield Montgomery Mall is 7111 Democracy Blvd.

Sears at Westfield Montgomery Mall is 7103 Democracy Blvd.

Macy's at Westfield Montgomery Mall is 7125 Democracy Blvd.

### **COMMERCIAL & INDUSTRIAL**

Commercial and industrial developments with one or more occupants will be assigned a single premise address, but each business, office, or bay may be further identified by a suite or address assignment.

In the case of assigning addresses where construction has not begun and no definite building footprint is available, an appropriate premise address will be assigned to the property within the designated address range.

When a building is leased the owner/applicant will submit for address request. Several numbers must be skipped between each address to allow for possible expansion or redistribution of the current space, so additional addresses can be created as needed for example a strip mall.

In urban parts of the County, and other transit/smart growth areas, a single property may have multiple uses. Many business entities may occupy the same building, or retail or other business establishments may occupy the ground floor of a high-rise residential building. For such properties, multiple addresses may be assigned.

There may be just one address for both the property and the main building. In such a case, each use on the site will be distinguished not by a separate address, but by a unit number (#1 – 100) as in the case of a residential building. Unit numbers are not considered to be an official address. They are not entered into the County's master address database, and the Planning Department does not keep records of unit numbers that are used on a property or in a building.

One address, derived from the main entrance, will be designated as the premise address for the property and should be used as the main address for the building. This address should be entered into a property database such as Maryland's State Department of Assessments and Taxation (SDAT) property database.

### **PROPERTY WITH MULTIPLE BUILDINGS**

Typically, a property has a single premise address for the purpose of helping to identify the property in a database such as SDAT's Real Property Database. If a property has more than one building, each building is assigned a separate address. If one or more of the buildings is occupied by multiple tenants, each tenant unit or space may have either a separate address or unit numbers, as discussed in the previous section.

For a property that has the potential for many addresses because of multiple or mixed uses, several numbers are skipped between address numbers to allow for possible expansion.

### **PARKING STRUCTURES**

A parking structure with private access to residential high-rises, but no public parking, will share the address of the building with which it is associated. If the parking structure is intended for properties with multiple uses in one building, public use or paid parking, it will be issued an official address to insure public safety.

## ALTERNATIVE ACCESS

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### **ALLEYS**

An alley is a vehicular passageway, usually private, that is usually intended to provide access to the rear or side of lots or buildings or to garages, and is not required to have through vehicular traffic. An alley will not be named unless it: (1) is determined by emergency service agencies (e.g., Fire and Rescue) to be a necessary street for emergency vehicular access to buildings; (2) provides the only street frontage for properties; and (3) has at least two access points to a public street.

Alleys will be designated with the street type "Alley" or "Mews" and will have a centerline. A proposed name for an alley must be reviewed and approved by M-NCPPC using the same criteria that is applied to naming other types of streets. The alley will ideally carry the name of the nearest parallel public street. An approved alley name, with its associated street centerline, will be entered into the GIS data layer for street names and centerlines.

## **LAND LOCKED PROPERTIES**

Land locked properties are properties that have no established access to a public or private road. Public roads are rights-of-way that have been dedicated to a public agency for use by the public as a road to be maintained by the public agency. Private roads are rights-of-way for use by the public as a road, but have not been, and are not intended to be dedicated to a public agency for maintenance.

Landlocked properties may be assigned temporary addresses for septic percolation tests, construction trailers, etc. The temporary address will be assigned from the public street closest in geographic distance and will be removed when a permanent address is assigned or at the end of one year, whichever is sooner.

An address will be assigned to a land locked property only if a legal right of access to a public or private road is demonstrated to the satisfaction of M-NCPPC staff. A legal right of access to a public or private road may be demonstrated through documented and uncontested easements, rights-of-way, or other legal means of ingress/egress. Where a legal right of access is demonstrated, an address will be assigned from the street to which access is established. However, a street name may be granted for an access easement that serves townhouse or apartment projects in which the buildings face the parking areas, in order to increase the ease of locating the buildings. If M-NCPPC staff is not satisfied with the documentation presented to establish access, the address request will be denied. In such a case, access issues may be resolved during a regulatory process such as subdivision approval or platting, at which time a permanent address may be assigned.

## **OTHER ACCESS**

Private service drives that provide secondary access, usually to the rear of a lot, will not have addresses assigned and will not be assigned official street names. When these situations occur the service drive will carry the name of the nearest parallel public street.

Driveways are not considered streets and will not be assigned street names.

Parking Lots will not have addresses assigned and are not given official street names.

# REVIEW PROCESS

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## **APPROVAL PROCESS**

Upon acceptance of a complete application, Planning Department staff will notify the applicant(s) in writing indicating whether the requirements for submittal have been satisfactorily met and addressing application is approved and. If the application is denied, staff must provide reasons for denial to



applicant(s) in writing within **30 days**. An applicant has **14 days** from the date of staff's decision to appeal that decision to the Planning Department Director.

If the requested change is denied by the Director, the applicant may request a public hearing before the Montgomery County Planning Board. The Board's decision will be final.

Address Verifications are often a process required by various County agencies in order to check the validity of an address and verify that the premise address was assigned by the Planning Department. Verifications are often times required when the address does not exist in SDAT data and/or does not replicate SDAT data, but is assigned a premise address by M-NCPPC. Address Verifications are most commonly required by WSSC and DPS for permitting processing purposes only, and do not determine whether a property is buildable.

### **AGENCIES NOTIFIED**

In addition to internal divisions within the Montgomery County Planning Department, the following government agencies will be notified by the Planning Department's Development Application and Regulatory Coordination Division of any new or modified address assignments:

- U.S. Postal Service, AMS (Address Management System) Unit
- Maryland Department of Assessments and Taxation
- WSSC
- Neighboring municipalities (City of Gaithersburg, City of Rockville)
- Montgomery County agencies:
  - Fire and Rescue Services
  - Police Department
  - Department of Technology Services-Geographic Information Systems (DTS-GIS)
  - Department of Housing and Community Affairs (DHCA)
  - Housing and Opportunities Commission (HOC)
  - Department of Permitting Services (DPS)
  - Zoning
  - Building Construction, Permit Processing
  - Department of Environmental Protection (DEP), Division of Solid Waste Services
  - Department of Transportation (DOT), Commuter Services

### **OWNER/DEVELOPER RESPONSIBILITIES**

It is the responsibility of the Owner/Developer to notify other agencies once a new street address is approved. Below are examples of agencies that will need to be contacted when an address is changed:

- Maryland Department of Motor Vehicles for driver's licenses and vehicle registration
- Montgomery County Public School Schools
- Voter registration-Call Board of Elections
- Tax assessment-Call Revenue Office
- Utility companies-Water, electric, gas, cable and telephone

- Bank accounts/Printed checks
- Social Security and pension records
- Insurance policies-Home, auto, life, health, etc.
- Credit cards/Charge accounts
- Mortgage or leasing company
- Subscriptions
- Employer
- Private schools/daycare
- Business/Personal stationary
- Personal friends/Family members
- Memberships
- Doctors/Dentist

The property owner is responsible for changing the address display on the premise per Montgomery County Code Chapter 22 – Fire Safety Code and Section 22-97- Address numbers.

## FIRE CODE REGULATIONS

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The Planning Department will evaluate addresses, in accordance with *Montgomery County Code Chapter 22 – Fire Safety Code and Section 22-97*; Montgomery County Executive Regulation 29-08AM.

Applicants are required to schedule a meeting with Montgomery County Fire and Rescue Service (MCFRS) and M-NCPPC for projects proposing greater than 30 residential units.

**Renaming Project**  
**Mayors' Letter - 7.1.2020**

Dear XXX

As you may know, on June 15<sup>th</sup> the Montgomery County Council requested that County Executive Marc Elrich and Montgomery County Planning Board Chair Casey Anderson initiate “a comprehensive review of all County owned and maintained street names and public facilities to determine all those named for Confederate soldiers or those who otherwise do not reflect Montgomery County values.”

Under Maryland law, The Maryland-National Capital Planning Commission (M-NCPPC) is tasked with naming and renaming any street or highway and numbering and renumbering the houses in the area under its jurisdiction. The Montgomery County Planning Department has been responsible for street names and address numbers in Montgomery County since the 1950s, except in independent municipalities. The Montgomery County Parks Department, also part of M-NCPPC, manages parks and parks facilities in the county.

I am writing to inform you that the [Montgomery County Department of Parks Cultural Resources](#) division and [Montgomery County Planning Department Historic Preservation Office](#) are jointly conducting research to develop a comprehensive list of county-owned and maintained streets and parks and parks facilities that have the names of individuals that were known Confederates, Confederate sympathizers, and slaveholders who resided in Montgomery County. We will present this information to the Montgomery County Council later this summer to receive direction on next steps.

We wanted to let you know about this project particularly as some of the streets within your boundaries might be included in the review, which will be conducted countywide. Montgomery Planning's lead on the street name research is Rebecca Ballo, Historic Preservation Office supervisor. Please contact her at [Rebecca.Ballo@montgomeryplanning.org](mailto:Rebecca.Ballo@montgomeryplanning.org) if you have questions or comments about this research. We also have created a dedicated email address to receive comments, suggestions and inquiries from the public on the street and park facility naming effort: [Renaming@montgomeryplanning.org](mailto:Renaming@montgomeryplanning.org)

Additionally, we have created a new webpage on the Montgomery County Planning Board's website for the M-NCPPC Montgomery County Street and Parks Facilities Naming Review:

[M-NCPPC Montgomery County Street and Parks Facilities Naming Review webpage](#)

The webpage includes background on the County Council's request; current street addressing procedures; links to the County Council's June 15th letter and Planning Board Chair's response; Frequently Asked Questions; and a form where community members can provide comments.

Please let us know if you have any questions or if you need more details.

Sincerely,

Gwen Wright  
Montgomery County Planning Department Director

CC:

City of Rockville

City of Gaithersburg

Town of Poolesville

Town of Washington Grove

City of Takoma Park

Town of Kensington

Town of Somerset

Town of Chevy Chase

Village of Chevy Chase

Town of Garrett Park

Town of Laytonville

Town of Barnesville

Town of Brookeville