

Sandy Spring Missing Middle Housing Pilot Project

Preliminary Plan and Site Plan Applications

Pre-Submission Community Meeting

Tuesday, December 21, 2021, 7:00 PM

Virtual meeting held via Zoom;

<https://us02web.zoom.us/j/88653392671?pwd=RjVXb1gwU0FFUFdPU21xK2JVM3Rndz09>

1 (301) 715-8592, meeting ID: 88653392671, passcode: 289185

MEETING MINUTES

Attendees on behalf of the Applicant:

Jay Shepherd, Housing Opportunities Commission/RAD 6 Development Corp.

Dave Ager, Townscape Design

Aaron Smith, A. Morton Thomas and Associates

Bob Dalrymple, Selzer Gurvitch

Matthew Gordon, Selzer Gurvitch

1) Applicant’s presentation:

- The meeting was called to order at 7:05 pm and began with introductory remarks by Jay Shepherd of the Housing Opportunities Commission (“HOC”) and RAD 6 Development Corp, which are, collectively, the Applicant and owner of the property. Mr. Shepherd described how HOC has been a long-term stakeholder in Sandy Spring since the early 1980s. In 2015, HOC converted the property under HUD’s Rental Assistance Demonstration (“RAD”) program with the goal of pursuing HOC’s preferred mixed-income model. Today, HOC continues to invest in Sandy Spring through this pilot project and with valuable input from the community, hopes to form the design of the project into a cohesive architecture within the neighborhood. A terrific team has been assembled to perform the design and planning work, and the Applicant looks forward to the community’s comments on the scale, density, and pedestrian access planned for the project.
- Mr. Dalrymple of Selzer Gurvitch outlined the applicant/development team, including Zachary Marks and Jay Shepherd of HOC, David Ager of Townscape Design, Aaron Smith of A. Morton Thomas and Associates, and Joseph Caloggero of The Traffic Group. Along with Mr. Dalrymple, Matthew Gordon and Graham McSweeney of Selzer Gurvitch are also assisting on this project.
- Mr. Dalrymple informed the audience that this is a required community meeting being held prior to the submission of a Preliminary Plan and Site Plan for proposed “Missing Middle” housing. The Missing Middle housing initiative being undertaken by the County aims to serve individuals that cannot afford market rate units, but also have income levels above the limits to qualify for Moderately Price Dwelling Units (MPDUs). The Preliminary Plan and Site Plan applications will be reviewed concurrently by the Montgomery County Planning Department staff and decided upon by the Montgomery County Planning Board. A prior virtual community meeting for the voluntary Concept Plan was held in April 2021. The purpose of this meeting is to provide information regarding the development process,

provide an overview of the property's development plans, and explain how you can participate by providing input and comment. Contact information for the Applicant's attorneys, the Montgomery County Planning Dept., and the Planning Board was displayed. Mr. McSweeney will be recording this meeting and taking minutes. For purposes of the sign-in sheet, Mr. Dalrymple requested attendees send their name and contact information to Graham McSweeney through the Zoom chat or directly to his email at gmsweeney@sgrwlaw.com. Including your mailing address will add you as a party of record for future mailings regarding this project. Mr. Dalrymple mentioned there is a chat feature within the Zoom software that can be used to provide comments or questions during the meeting but at the end of the presentation, there will also be an opportunity to ask questions and provide feedback. Mr. Dalrymple turned the presentation over to Mr. Gordon to go through the review process.

- A slide was displayed outlining the various project entitlement milestones and associated timeframes. Mr. Gordon stated that the voluntary Concept Plan process is complete. Based on input from neighbors and reviewing agencies, refinements were made and are incorporated into the present Preliminary Plan and Site Plan applications. Additionally, the Natural Resources Inventory has been approved. 19 total townhouse/duplex units are now being proposed, a decrease of 3 units from the Concept Plan due to the removal of the triplex units. Preliminary Plan, Forest Conservation Plan, and Site Plan submittal is scheduled for January of 2022. Approval by the Planning Board is expected in mid-2022. Construction is planned for 2023. The Applicant is no longer pursuing a triplex Zoning Text Amendment (ZTA) but may incorporate triplex units if the zoning is changed in the future to allow it.
- Mr. Gordon described the site as approximately 3.27 acres in the R-60 Zone, consisting of 11 single-family detached lots and 2 parcels with frontage on Olney-Sandy Spring Rd and Skymeadow Way. The 19 additional units being proposed will be developed using the optional MPDU method and will include 25% MPDUs. The existing approvals from the 1980s covering some of the lots will be amended to be remove the properties so that they may be incorporated into the new project. The project provides infill development which is consistent with the recommendations of the area Master Plan that was adopted by the County Council in 2015. The Preliminary Plan will convert the two parcels fronting on Olney-Sandy Spring Road into 19 lots and look at environmental issues as well as adequate public facilities. The Site Plan will provide an overview of landscaping, amenities, and the design of the building including height and setbacks.
- Mr. Dalrymple emphasized that although the Applicant will no longer be independently pursuing a ZTA to allow for triplex units in the R-Zone, there is ongoing consideration by the Planning Department and County Council of new attainable housing policies which would allow for triplex units. If policies are changed in the future to allow for triplex units in the R-60 Zone, the Applicant will likely convert 3 of the proposed duplex buildings into triplex in an effort to meet the County's goal of providing Missing Middle housing.
- A slide was displayed with a list of the addresses of the properties included in the project alongside an aerial with each lot/parcel labeled.

Area of Application Includes:

-Bloomfield Subdivision:

- 617 Olney-Sandy Spring Road (“617”)

-Sandy Spring Meadows:

- 17901 Skymeadow Way (Parcel “B”)
- 17938 Skymeadow Way (Lot “7”)
- 17934 Skymeadow Way (Lot “8”)
- 17930 Skymeadow Way (Lot “9”)
- 17926 Skymeadow Way (Lot “10”)
- 17922 Skymeadow Way (Lot “11”)
- 18001 Branchwood Lane (Lot “12”)
- 18005 Branchwood Lane (Lot “13”)
- 18009 Branchwood Lane (Lot “14”)
- 18013 Branchwood Lane (Lot “15”)
- 18017 Branchwood Lane (Lot “16”)
- 18033 Branchwood Lane (Lot “17”)

- Dave Ager of Townscape Design stated the current Master Plan for this area is the Sandy Spring Rural Village Plan adopted by the County Council in March 2015. A slide was displayed showing the project’s close proximity to the area identified as the “Village Center” in the Master Plan. The Master Plan also contains the following recommendations, most of which are applicable to the properties included in this application:
 - Protect the single-family residential edge along MD 108
 - Provide housing for all ages and income levels
 - Establish R-60 zoning for Parcel P338 to allow for a transition from the Village Core to the single-family residential along MD 108
 - Develop at R-60 and R-200 densities
 - Provide infill opportunities for additional residences through the subdivision process
 - Maintain the northern forested edge of trees.

Mr. Ager stated the R-60 zoning for Parcel P338 has already occurred as part of the Master Plan’s Sectional Map Amendment. The proposed applications directly respond to the Master Plan recommendations to develop in the R-60 Zone and provide infill opportunities for additional residences through the subdivision process. The recommendation regarding maintaining trees along the northern edge relates to an area outside the limits of these applications. More details on how the project will implement the other Master Plan recommendations will follow later in the presentation.

- Mr. Ager stated that during the prior presentation at the community meeting for the Concept Plan in April 2021, there were questions about whether the project would be in compliance with the draft Ashton Village Center Plan which has since been adopted. As stated at the prior community meeting, the proposed design and architecture of the buildings will be consistent with the design guidelines outlined in the Ashton Village Center Plan, including:
 - Building Placement Close to the Street
 - Building Massing and Composition

- Use of Varying Roof Designs
 - Minimum 6:12 Pitch
 - Architectural Embellishments Such as Porches
 - Primary Entrances Facing the Street
- A slide was displayed showing an outline of the northern and southern area of the proposed project. In the northern area, the existing single-family homes and streetscapes will remain. However, the existing lots will be resubdivided to create a new landscaped open space area. The redevelopment will occur in the southern area and will include open space, infill housing, and pedestrian and bicycle infrastructure along Skymeadow Way and MD 108.
 - A slide was displayed showing the proposed open space in the northern area and proposed building footprints and configuration in the southern area. The next slide showed a zoomed-in view of the southern area where the infill development will occur and consist of 19 new units in 6 buildings total. All of the new units in the buildings will either be duplex or townhouse, unless triplex becomes a permitted use in the R-60 zone, in which case 3 proposed duplex buildings will be converted to triplex. 900 square feet of community space, to include internet access and a warming kitchen, will also be incorporated into one of the buildings for use by the residents of Sandy Spring for events and gatherings.
 - A slide was displayed showing images of the different building types being proposed, including duplexes, townhouses, and the building that includes community space on the ground floor and a duplex above. One of the main goals in the design of the buildings was to create units that look like single-family residences in an effort to preserve the single-family nature of the neighborhood and surrounding area.
 - Preliminary Plan and Site Plan summary:
 - 30 Total Dwelling Units Proposed
 - 11 Existing SF Dwellings to Remain
 - 19 New Missing Middle Dwelling Units Proposed
 - 5 MPDUs will be Provided
 - 1 Accessible Unit Included
 - No “Triplex” Units Proposed At This Time
 - Parking Setback Maintained
 - Open Space Increased and Relocated Closer to the Patuxent Management Area
 - Follows Intent of the Ashton Plan Design Guidelines
 - Submitting an MPDU Optional Method of Development
 - Mr. Dalrymple then opened up the meeting for any questions or comments from the audience.

2) Questions/comments from the audience:

- An attendee asked what the overall unit count will be and how many will be MPDUs? Will there be any loss of MPDUs?

The Applicant advised 11 single-family dwellings will remain and 19 additional townhouse/duplex units are being added, 5 of which will be MPDUs, for a net increase of 5 MPDUs.

- An attendee asked what the price points will be for the new units?

The Applicant advised these will be rental units, not for-sale, and it has not yet been determined what the rental amount will be for each unit. The rental price for the MPDUs will be set at a percentage of the Area Median Income (AMI).

- An attendee asked if this will be the only community meeting? The timing of the meeting around the holidays may have limited participation.

The Applicant advised that this is the second community meeting for the project, following a voluntary community meeting that was held for the Concept Plan. Following this community meeting, the Applicant would only be required to hold another meeting if they need to later amend the approved plans. However, there is plenty of opportunity for community feedback, both prior to and on the date of the Planning Board hearing that will be scheduled for the project. The Planning Board allows members of the public to both submit written testimony and appear virtually at the hearing to provide oral testimony. Regarding the timing of this community meeting, we are following the requirements of the entitlement process and scheduled it based on when we are aiming to submit the Preliminary and Site Plan applications. We apologize for any inconvenience and for those who couldn't join, we are recording this meeting and would be happy to send a copy to whomever may be interested. Additionally, if there is sufficient interest from the community to have another meeting after the application is filed, we would certainly be open to setting up another virtual meeting.

- An attendee asked what does "Pilot" mean?

The Applicant advised the project was labeled a "Pilot" because this is one of the first, if not the first, projects to directly address the shortage of "Missing Middle" housing in the County and set forth a clear path of the steps and costs involved with delivering attainable housing. By setting an example, it is our hope that others will replicate the process, which will provide for more opportunities to address the Missing Middle housing shortage.

- An attendee asked if the County will be tracking any metrics to determine if the Pilot is a success?

The Applicant advised that the project will be considered a success and an example to follow if units are delivered at a price point that is not otherwise available in the County. There is much debate about how exactly to solve the Missing Middle housing shortage, but we are taking action in an effort to lead by example.

- An attendee asked if the new units will always be rental and not for-sale? Are there rules that can be put into place to keep it that way?

The Applicant advised that HOC's main purpose is to deliver affordable housing and maintain long-term. There is no plan to convert these units to for-sale, which would likely involve a condominium-conversion process based on the multi-unit configuration of each building.

- An attendee asked how will you know if you are actually reaching the type of people that the Missing Middle housing initiative aims to serve? Will there be income limits and an application process for those who rent the units?

The Applicant confirmed there will be income limits and an application process for those renting the new units, which are considered a step above MPDUs in terms of price point. Although there is not yet any legislative definition of Missing Middle housing or associated price controls, HOC is in the business of affordable housing and understands how to target the population that is underserved. The goal is to provide housing to persons such as schoolteachers that may not qualify for an MPDU, but also cannot afford market rate units.

- An attendee asked where the increased open space was relocated to?

The Applicant advised that the northern portion of the site currently has no open space and is completely subdivided into lots. The resubdivision of these lots will create approximately three-quarters of an acre of new open space. An additional area of open space will also be located in the southern area of the project near the community center as a buffer to the neighbor to the east.

- An attendee asked if the existing playground will be retained?

The Applicant confirmed the playground equipment will be retained.

3) Conclusion

- Mr. Dalrymple reminded all attendees that they should feel free to contact the Applicant at any time with any comments, questions or concerns you may have. Mr. Dalrymple thanked the attendees for their interest in the project and participating in the community meeting. The meeting concluded at 7:45 PM.

Meeting minutes taken by Graham McSweeney, paralegal at Selzer Gurvitch.

Sandy Spring Missing Middle Housing Pilot Project

Pre-Submission Community Meeting Preliminary Plan and Site Plan

Tuesday, December 21, 2021, 7:00 p.m.
Virtual Meeting Held via Zoom

Attendance Sheet

NAME	ADDRESS	INCLUDE AS PARTY OF RECORD? (Y/N)¹
Florence	Not provided	No
Kathleen Wheeler	Not provided	No
Robin Ziek	18000 Bentley Road Sandy Spring, MD 20860	Yes
Amy Medd	17818 Hidden Garden Lane Ashton, MD 20861	Yes

¹ The pre-submission community meeting notice and pre-submission community meeting presentation provided email instructions for any participant electing to become a party of record. Mailing addresses are included for the Zoom participants that either submitted an email or used the Zoom chat to request that they be added as a party of record.