

# *Olney Town Center*

ADVISORY COMMITTEE

## MINUTES

Olney Town Center Advisory Committee  
Monday, February 26, 2007 – 7:30pm  
Sandy Spring Bank, Olney Inn Room

Olney Town Center Advisory Committee (“OTCAC”) members in attendance: Jim Smith, Sunita Bhatia, Dorothy Kane, Walter Lee, Paula Kahla, Tom Gallagher, Helene Rosenheim, and Joe Fritsch. Members not in attendance: Mark Feinroth, John Lyons and Nancy DeLalio. Visitors were Mary Jane Heinbuch, Harvey Metro, Herb Heiserman and Chris Manning. Also in attendance was Khalid Afzal, OTCAC’s liaison from Park and Planning.

Chairman Jim Smith called the meeting to order at 7:35 P.M. The minutes from the January 22<sup>nd</sup>, 2007 meeting were unanimously approved. Tom Gallagher recorded the minutes for the meeting currently in progress.

Dorothy Kane made an announcement regarding an area blood drive, encouraging all to donate.

Jim Smith then introduced Bob Simpson of Montgomery County Department of Public Works and Transportation (“DPWT”). Mr. Simpson then provided the OTCAC with a briefing on DPWT as outlined on his presented agenda (a copy of which is attached as Exhibit A).

The DPWT presentation included an overview of DPWT’s responsibilities, discussion of design standards, road approval process and road maintenance issues. Mr. Simpson noted that one of the concerns of DPWT as it reviews road improvements relates to ongoing maintenance after acceptance of improved roads into the county system. The initial DPWT presentation finished up at which time Mr. Simpson answered questions from those attending. Mr. Simpson also provided the group with additional materials regarding road design (copies of which are attached as Exhibit B).

Topics discussed during the question and answer phase of DPWT’s presentation included, road widths, balancing the need for good road design with community planning, the role of the Maryland State Highway Administration in the process and on-street parking restrictions. There was also discussion of line-of-site issues, metered parking and the issue of interaction between automobiles, bicycles and pedestrian traffic. The DPWT portion of the meeting concluded at approximately 8:50 P.M.

Chairman Smith then provided a brief update on the OTCAC fact sheet project, noting that he would be revising to include some additional information on the town center focus of committee. Helene Rosenheim presented an update on the OTCAC website. Paula Kahla then provided the group with an update on the OTCAC logo contest, noting that the group would be reviewing the submissions at the March 19<sup>th</sup>, 2007 meeting.

Next item on agenda was a brief update from Khalid Afzal on the Kirk Farm application. Khalid noted that the issue regarding the location of parking lot driveway access point appears to be resolved with it to remain in the original position on the eastern edge of the site plan. He also noted that the matter has not yet been scheduled for presentation at the Montgomery County Park & Planning Board. Mr. Afzal also stated that he would re-circulate the OTCAC letter regarding committee comments to the Planning Board on the Kirk Farm application.

Chairman Smith then led a discussion on the civic components as they relate to future town center development. He discussed the objective of developing a "program of requirements" template that would assist in further defining actual needs, including identifying current facilities, square footage requirements for future facilities, hours of operation, etc. It was noted that Chairman Smith and Khalid Afzal would work on an initial draft of the "program of requirements" template for the next meeting.

Various OTCAC members then agreed to take point on specific civic elements that might be located within the town center. The delegation of responsibilities was as follows: Paula Kahn with respect to the Chamber of Commerce and visitor center concepts; Tom Gallagher with assistance from Mary Jane Heinbuch on the library element; Dorothy Kane on the teen center concept; Helene Rosenheim on the community meeting area element; Dorothy Kane and Paula Kahla with respect to police substation; and Helene Rosenheim on facilities relating to Mid-County services.

Jim Smith then advised the committee that RTKL, a planning and design firm based in Baltimore, would be attending the next meeting to discuss the possibility of that firm providing some illustrative planning assistance for the OTCAC. Khalid Afzal also advised that he would further investigate additional county resources that might be available for the OTCAC as it continues its work.

One of the guests, Herb Heiserman, of The Heiserman Group LLC, an architecture and planning firm, also advised that he would be willing to provide the group with some pro bono assistance on its endeavors.

There was an announcement that the Greater Olney Civic Association meeting would be held on March 11<sup>th</sup>, 2007 at Longwood Gardens at which time Paula Kahla would be presented with the GOCA Citizen of the Year Award.

The meeting adjourned at 9:40 P.M.

# Exhibit A

Olney Town Center Advisory Committee  
Monday, February 26, 2007  
DPWT Review of Development Proposals

## I DPWT Responsibilities

- A. Transportation facilities
  1. public roads (other than State Highways – MD 97 & MD 108)
  2. public bikeways
  3. public sidewalks
  4. transit vehicles (Ride On buses)
  5. transit passenger facilities (other than Georgia Avenue Busway)
- B. County government buildings and grounds
  1. library

## II Road classifications

- A. Public
  1. master planned
    - a. major highways (Georgia Avenue/MD 97 [M-8])
    - b. primary residential streets (Morningwood Drive [P-11])
    - c. business district roads (Spartan Road [B-5])
  2. non-master planned
    - a. secondary residential (Queen Mary Drive)
- B. Private

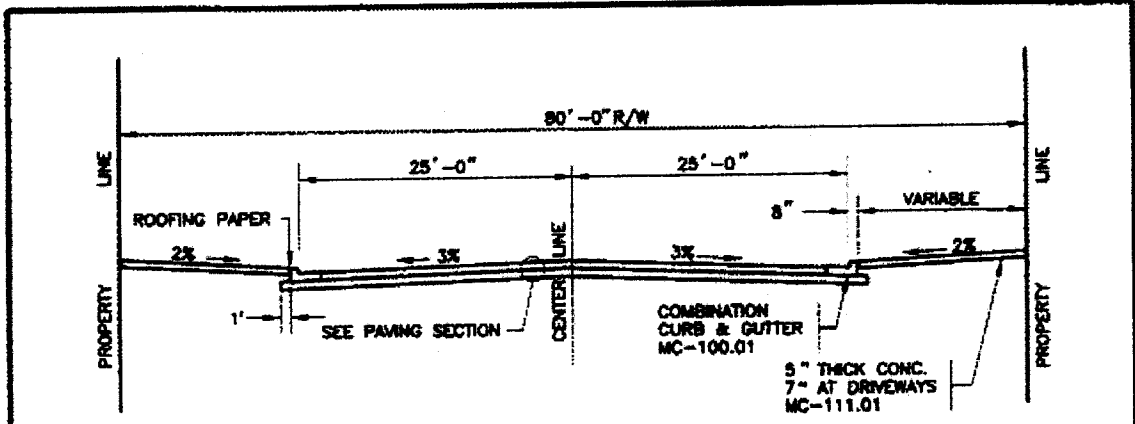
## III Phases of road (right-of-way) development

- A. Planning
  1. master (M-NCPPC)
  2. project/facility (SHA/DPWT)
  3. site (private sector)
- B. Design
  1. public sector (mandatory referral by PB; plan review by DPS)
  2. private sector (DRC; site plan review by PB; plan review by DPS)
  3. **design standards and specifications**
- C. Property Acquisition
  1. public (fee simple purchase, dedication)
  2. private (subdivision)
- D. Construction
  1. public roads by SHA, DPWT, or private sector
  2. private roads by private sector
- E. Maintenance
  1. public right-of-ways by SHA or DPWT
  2. private roads by private sector

## IV Sidewalks, Parking, and Common Use Space Examples

- A. **Standard #MC-214.01** Business District Road [e.g., Spartan Road]
- B. **Standard #MC-214.03** Commercial Road [e.g., North High Street]

# Exhibit B



TYPICAL ROAD SECTION

3" BITUMINOUS CONCRETE SURFACE COURSE IN 2 - 1 1/2" LAYERS
7" BITUMINOUS CONCRETE BASE COURSE
8" GRADED AGGREGATE BASE COURSE IN 2 LAYERS
*
APPROVED SUBGRADE

PREFERRED

3" BITUMINOUS CONCRETE SURFACE COURSE IN 2 - 1 1/2" LAYERS
6" BITUMINOUS CONCRETE BASE COURSE IN 2 - 1 1/2" LAYERS
4" GRADED AGGREGATE BASE COURSE
*
APPROVED SUBGRADE

ALTERNATE

\* SUBGRADE DRAINS REQUIRED  
SEE MC-525.01

PAVING SECTIONS

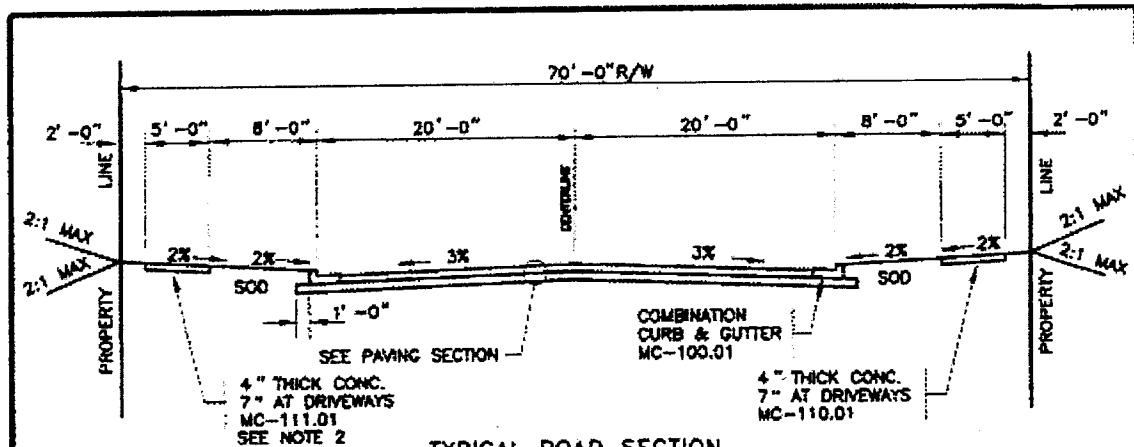
GENERAL NOTES

1. REFER TO MARYLAND STATE HIGHWAY ADMINISTRATION SPECIFICATIONS FOR MATERIALS AND METHODS OF CONSTRUCTION.
2. TOP OF CURB ELEVATION = CENTERLINE ELEVATION - 0.34' (FOR 6" CURB HEIGHT) .

PA-B0181(V)MC214.01 6-24-94 062308 04 E31

APPROVED <u>JAN 5/96</u> DATE	REVISED	MONTGOMERY COUNTY DEPARTMENT OF TRANSPORTATION
 DIRECTOR, DEPT. OF TRANS.	_____ _____ _____ _____ _____ _____	COMMERCIAL-BUSINESS DISTRICT ROAD
 CHIEF, DEPT. OF ENG. SERVICES	_____ _____ _____ _____ _____ _____	STANDARD NO. MC-214.01

Return to Standards



TYPICAL ROAD SECTION

3" BITUMINOUS CONCRETE SURFACE COURSE IN TWO 1 1/2" LAYERS
7" BITUMINOUS CONCRETE BASE COURSE
8" GRADED AGGREGATE BASE COURSE IN TWO LAYERS
*
APPROVED SUBGRADE

PREFERRED

3" BITUMINOUS CONCRETE SURFACE COURSE IN TWO 1 1/2" LAYERS
9" BITUMINOUS CONCRETE BASE COURSE IN TWO 4 1/2" LAYERS
4" GRADED AGGREGATE BASE COURSE
*
APPROVED SUBGRADE

ALTERNATE

\* SUBGRADE DRAINS REQUIRED SEE MC-525.01

PAVING SECTION

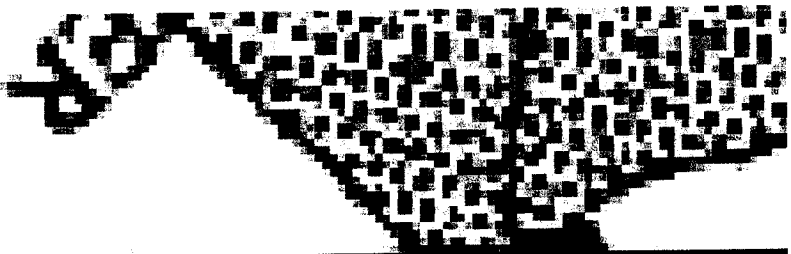
GENERAL NOTES

- WHERE BUILDINGS ARE GENERALLY LOCATED AT THE PROPERTY LINE, THE SIDEWALK SHALL EXTEND FROM CURB TO PROPERTY LINE WITH A 5' WIDE BY 5' LONG (OR BY VARIABLE OR CONTINUOUS LENGTH) SPACE FOR TREE PLANTINGS.
- OBSTRUCTIONS IN THE SIDEWALK THAT VIOLATE THE CLEAR WALKING SURFACE REQUIREMENTS OF THE "AMERICANS WITH DISABILITIES ACT" OF 1990 WILL NOT BE ALLOWED.
- REFER TO MARYLAND STATE HIGHWAY ADMINISTRATION SPECIFICATIONS FOR MATERIALS AND METHODS OF CONSTRUCTION.
- TOP OF CURB ELEVATION = CENTERLINE ELEVATION - 0.19 (FOR 6" CURB HEIGHT).
- WHEN A TRAFFIC BARRIER IS WARRANTED INCREASE THE RIGHT OF WAY TO ALLOW THE TRAFFIC BARRIER TO BE PLACED OUTSIDE OF THE SIDEWALK.

MONTGOMERY COUNTY 7-1-94 90986 64 EST

APPROVED <u>JAN 5 1996</u> DATE	REVISED	MONTGOMERY COUNTY DEPARTMENT OF TRANSPORTATION
<i>[Signature]</i> DIRECTOR, DEPT. OF TRANS.		COMMERCIAL/INDUSTRIAL ROAD 70' RIGHT OF WAY
<i>[Signature]</i> CHIEF DIV. OF ENG. SERVICES		STANDARD NO. MC-214.03

Return to Standards



1108

P-11

B-1

B-2

B-3

B-5

B-4

B-6

B-8

B-9

P-24

1111

# Montgomery County Department of Transportation

## Design Standards

Standard No.	Description
MC-100.01	<u>Combination Concrete Curb and Gutter - Type A</u>
MC-101.01	<u>Combination Concrete Curb and Gutter - Type C</u>
MC-102.01	<u>Depressed Curb Entrance</u>
MC-103.01	<u>Bituminous Concrete Curb</u>
MC-104.01	<u>Mountable Concrete Curb and Gutter - Type F</u>
MC-110.01	<u>Residential Sidewalk Closed Section</u>
MC-111.01	<u>Business District Sidewalk</u>
MC-112.01	<u>Residential Sidewalk Ramp</u>
MC-113.01	<u>Business District Sidewalk Single Ramp</u>
MC-113.02	<u>Business District Sidewalk Dual Ramp</u>
MC-114.01	<u>Median Opening</u>
MC-200.01	<u>Residential Alley</u>
MC-201.01	<u>Commercial Alley</u>
MC-210.01	<u>Tertiary Residential Street - 44' Right-Of-Way</u>
MC-210.02	<u>Tertiary Residential Street - 50' Right-Of-Way</u>
MC-210.03	<u>Modified Tertiary Residential Street</u>
MC-210.04	<u>Tertiary Residential Street with Parking Bays</u>
MC-210.05	<u>Tertiary Residential Street - Open Section with Sidewalks and Street Trees</u>
MC-211.01	<u>Secondary Residential Road</u>
MC-211.02	<u>Secondary Residential Road - Open Section</u>
MC-211.03	<u>Secondary Residential Road - Open Section with Sidewalks and Street Trees</u>
MC-212.01	<u>Primary Residential Road</u>
MC-212.02	<u>Alternative Primary Residential Road</u>
MC-212.03	<u>Primary Residential Road - Open Section</u>
MC-212.04	<u>Primary Residential Road - Open Section with Sidewalk, Bikepath and Street Trees</u>
MC-212.05	<u>Master Plan Primary Road - Open Section with Sidewalk, Bikepath and Street Trees</u>
MC-213.01	<u>Arterial Road</u>
MC-213.02	<u>Arterial Road - Open Section</u>
MC-213.03	<u>Arterial Road - 5 Lanes Including Center Left Turn Lane</u>
MC-213.04	<u>Arterial Road - Open Section with Sidewalk, Bikepath and Street Trees</u>
MC-214.01	<u>Commercial-Business District Road</u>
MC-214.02	<u>Commercial/Industrial Road - 60' Right of Way</u>

MC-214.03	<u>Commercial/Industrial Road - 70' Right of Way</u>
MC-215.01	<u>Secondary Residential Dual Road - 76' Right of Way</u>
MC-215.02	<u>Secondary Residential Dual Road - 100' Right of Way</u>
MC-216.01	<u>Primary Residential Dual Road - 84' Right of Way</u>
MC-216.02	<u>Primary Residential Dual Road - 100' Right of Way</u>
MC-217.01	<u>Arterial Dual Road - 100' Right of Way</u>
MC-217.02	<u>Arterial Dual Road - 110' Right of Way</u>
MC-217.03	<u>Arterial Dual Road - 120' Right of Way</u>
MC-217.04	<u>Arterial Dual Road - Open Section with Sidewalk, Bikepath, and Street Trees</u>
MC-218.01	<u>Major Dual Road - 120' Right of Way</u>
MC-218.02	<u>Major Dual Highway - 150' Right of Way</u>
MC-219.01	<u>Commercial/Industrial Dual Road - 80' Right of Way</u>
MC-219.02	<u>Commercial/Industrial Dual Road - 100' Right of Way</u>
MC-219.03	<u>Commercial/Industrial Dual Road - 112' Right of Way</u>
MC-219.04	<u>Commercial/Industrial Dual Road - 120' Right of Way</u>
MC-220.01	<u>Residential Road Intersection - Open Section with Curb and Gutter Placement</u>
MC-221.01	<u>Traffic Control Intersection - Residential Roads</u>
MC-221.02	<u>Traffic Control Circle - Residential Roads</u>
MC-222.01	<u>Cul-De-Sac Curb and Gutter Road</u>
MC-222.02	<u>Cul-De-Sac Open Section Road</u>
MC-223.01	<u>Temporary Turnaround - Curb and Gutter Roadway</u>
MC-223.02	<u>Temporary Turnaround - Open Section Roadway</u>
MC-224.01	<u>Monumental Entrance</u>
MC-224.02	<u>Monumental Entrance - With Accel./Decel. Lanes</u>
MC-225.01	<u>Edge Transit Way - 150' Right of Way</u>
MC-225.02	<u>Median Transit Way - 150' Right of Way</u>
MC-225.03	<u>Exclusive Transit Way - 70' Right of Way</u>
MC-300.01	<u>Tertiary Driveway</u>
MC-300.02	<u>Tertiary Driveway with Mountable Curb</u>
MC-301.01	<u>Residential Driveway</u>
MC-301.02	<u>Residential Driveway with Mountable Curb</u>
MC-301.03	<u>Residential Driveway Open Section Road</u>
MC-301.04	<u>Residential Driveway Limited Width</u>
MC-301.05	<u>Residential Driveway with Curb Radius</u>
MC-302.01	<u>Commercial Driveway</u>
MC-303.01	<u>Methods of Transitioning Driveways</u>
MC-500.01	<u>Driveway Endwall Open Section Road</u>
MC-501.01	<u>"A" Inlet</u>

MC-502.01	<u>"B" Inlet</u>
MC-502.02	<u>Reverse "B" Inlet</u>
MC-503.01	<u>"D" Inlet</u>
MC-504.01	<u>"E" Inlet</u>
MC-505.01	<u>"E-4" Inlet</u>
MC-506.01	<u>"J" Inlet</u>
MC-506.02	<u>"J" Inlet as a Terminus</u>
MC-507.01	<u>Precast Curb Inlet Guidelines</u>
MC-510.01	<u>"A" Manhole</u>
MC-515.01	<u>"B" Manhole</u>
MC-520.01	<u>Manhole and Inlet Steps</u>
MC-520.02	<u>Manhole and Inlet Steps in Channels</u>
MC-521.01	<u>Cutoff Wall with Concrete Outfall</u>
MC-521.02	<u>Cutoff Wall with Riprap Outfall</u>
MC-525.01	<u>Subgrade Drains - Open Section Roadways</u>
MC-700.01	<u>Tree Locations - Closed Section Roads</u>
MC-701.01	<u>Tree Locations - Open Section Roads</u>
MC-702.01	<u>Tree Planting Detail</u>
MC-703.01	<u>Approved Tree Variety List</u>
MC-703.02	<u>Approved Tree Species List</u>
MC-704.01	<u>Allowable Greenspace Plantings</u>
MC-800.01	<u>Barricade Post</u>
MC-801.01	<u>Utility Patch in Rigid Pavement</u>
MC-801.02	<u>Utility Patch in Flexible Pavement</u>
MC-801.03	<u>Utility Patch for Appurtenance Adjustment</u>
MC-810.01	<u>Swale Section</u>
MC-811.01	<u>Methods of Grading Side Slopes</u>