



**NOTICE OF MEETING
TRAFFIC AND TRANSPORTATION COMMISSION**

Alan Kaplan, Chair

Jude Abanulo	Gerald Holtz
Garrett Clemons	Jeremy Martin
Thomas Gibney	Marc Plante
Cynthia Griffiths	Mike Stein

**Rockville City Hall
Black Eyed Susan Conference Room
Tuesday, May 22, 2018 at 7:30 PM**

AGENDA

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| 7:30 – 7:35 | 1. General Announcements, Introductions, and Public Comments |
| 7:35 – 7:55 | 2. Review of the Commission’s Role and Mission: Commission Discussion |
| 7:55 – 8:10 | 3. Plans for Future Meetings: Commission Discussion |
| 8:10 – 8:15 | 4. Review and Approve April Meeting Minutes |
| 8:15 – 8:20 | 5. Staff Report & Updates |
| 8:20 – 8:25 | 6. Additional Items/ Discussion |

Next Meeting: Tuesday, June 26, 2018 at 7:30 PM

ANY INDIVIDUALS WITH DISABILITIES WHO WOULD REQUIRE ASSISTANCE TO ATTEND THIS MEETING, OR WHO HAVE QUESTIONS ABOUT ACCESSIBILITY MAY CONTACT THE ADA COORDINATOR AT 240-314-8108 OR BY TTY 240-314-8137



**Traffic and Transportation Commission
Minutes
Black Eyed Susan Conference Room
Meeting No. 02-18
Tuesday, April 24, 2018 at 7:30 PM**

Commissioners Present: Jude Abanulo, Cynthia Griffiths, Gerald Holtz, Alan Kaplan, Jeremy Martin, and Mike Stein

City Staff: Faramarz Mokhtari, Daniel Seo

1. General Announcements, Introduction of Guests and Public Comment Period

- a. Commissioner Abanulo called the meeting to order at 7:30 p.m.

2. Election of New Chairperson

- a. Commissioner Kaplan was elected as new chairperson.

3. Proposed Changes to City's Comprehensive Transportation Review (CTR)

- a. Mr. Mokhtari, Senior Transportation Planner, presented staff's recommended revisions to the CTR maximum allowable AM and PM peak hour vehicle trips credits/reductions for any development in the identified Transit-Oriented Areas (TAOs).
- b. The Commission discussed and supported the recommended changes unanimously.

4. Review and Approve January 2018 Meeting Minutes

- a. Commissioner Martin made a motion, seconded by Commissioner Griffiths to approve the January 2018 meeting minutes. The motion passed 5-0-1. Commissioner Holtz abstained due to his absence at the January meeting.

5. Staff Report and Updates

- a. Staff provided the Monthly Report.

6. Additional Items/ Discussion

- a. The Commission requested that City staff review pedestrian and bicycle crashes at the intersection of N. Washington St and Martins Lane and provide mitigation measures.
- b. The Commission requested that City staff monitor proposed trip reduction plans as a basis for identifying additional changes to the recommended CTR maximum credits/reductions for the TOAs.
- c. The Commission requested updates on the State's I-270 and I-495 widening project.

The meeting was adjourned at 8:40 p.m.

TRAFFIC AND TRANSPORTATION

May 2018

Administrative:

- *Staff presented to the Mayor and Council revisions for the Comprehensive Transportation Review (CTR) on May 7, 2018.*
- *Conducted the annual Bike to Work Day on May 18, 2018, with two pit stops in Rockville.*

Traffic Engineering/Operations: (DS)

- Number of traffic signal preventive maintenance to date (FY18): 48
- *Number of mechanical counts to date (FY 18): 105*
- *Number of traffic turning movement and pedestrian counts to date (FY 18): 26*
- *Completed 74 traffic signal service calls and 2 school flasher service calls.*
- *Reviewed 86 Miss Utility calls.*
- *Conducted site visits to First St/Lynn Ct, Wootton Parkway/Wootton Oask Ct, McCormick Rd, 570 N. Horners Ln, Park Rd/S. Stonestreet Ave, N. Van Buren St/W. Middle Ln, and E. Middle Ln/Helen Heneghan Way regarding service request.*
- *Conducted a pedestrian treatment study for crosswalk at 1370 Piccard Drive.*
- *Reviewed and evaluated the proposals for RFP 18-18 Transportation Planning Services.*
- *Reviewed and provided comments on proposed traffic control plans for Pepco work on Research Blvd and bridge work on Crofton Hill Road.*
- *Issued eight Work Orders regarding service requests.*

Streetlights (AL):

- *Completed 13 streetlight service calls*
- *Checked 44 lights.*
- *Reported 3 streetlight power outages to Pepco (no voltages).*
- *Reported 2 streetlight problems to the City's contractor for repair.*

Bus Stops (OK):

- Inspected bus shelters and litter receptacles along MD 355, MD 586, MD 28 as well as Twinbrook Pkwy and Baltimore Road.
- Responded to bus stop trash issues at Washington & Dawson, as well Wootton and Hurley.
- Pressure washed 2 bus shelters.
- City of Rockville was awarded \$396,000 from the 2017 Enhanced Mobility Program (administered by MWCOG) to improve accessibility and amenities at 78 bus stops and construct a sidewalk on Potomac Valley Rd.
- Staff is currently finalizing plans for eight bus shelters' installation.

Pedestrian & Bicycle Coordination (OK):

- Twinbrook Bikeshare Expansion - the City received \$100,000 MDOT grant to install two new Capital Bikeshare stations, at the Twinbrook Metro station and at the intersection of Congressional and Jefferson. The stations form a part of a new eight-station network in the White Flint/Twinbrook area. The stations were installed and went into operation in April 2018. Ribbon cutting ceremony was attended by the Mayor and County Executive.
- Received and evaluated a Bike Rack Grant Program application for Woodmont Plaza. Coordinating with owner to select optimal location for installation of two bike racks.

- Conducted site visits to Scott Dr, Veirs Dr, Research Blvd and Upper Watts Branch Forest Preserve to evaluate feasibility of facilities proposed in the Bikeway Master Plan.
- Submitted an application for funding for preliminary engineering design for the Scott Drive/Veirs Drive shared use path (proposed in BMP) through the Transportation Land-Use Connections Program grant (administered by MWCOG). *Rockville's application was not selected for FY2019. Per suggestion from MWCOG, staff submitted an application for the Scott Drive/Veirs Drive shared use path to the Transportation Alternatives grant program.*
- Staff participated in MWCOG's "Best Practices in Pedestrian and Bicycle Enforcement" Workshop. *Staff participated in MWCOG's bi-monthly Pedestrian and Bicycle Subcommittee.*
- *Met with senior facility planners for Montgomery College to discuss implementation of the Bikeway Master Plan and the shared-use path proposed through the college.*
- *In coordination with Montgomery County, planned and conducted the annual Bike to Work Day, with two pit stops within the City of Rockville. Also, assisted the Rockville Bicycle Advisory Committee with conducting the Bike to School Day as well as the annual Bike Month Kick-Off Ride.*

Development Review: (FM/OK)

- 1) 15825 Shady Grove Road, 2092-2098 Gaither Road, 2-4 Choke Cherry Road – Shady Grove MXD Development – A PJT application was received for this site which proposes replacing 435,506 SF of Office with 129,900 SF Retail, 110,000 SF of Office, 140 Room Hotel and 1249 Residential Dwelling Units. A revised Scoping Intake Form was submitted showing an increase of 944 AM, 2300 PM and 2145 SAT net new peak hour trips. The applicant will be required to study a minimum of 16 intersections. *A Comprehensive Transportation Report, dated May 9, 2018, has been submitted for review. Both the transportation report and project plan are under review by staff.*
- 2) 1500 to 1616 Rockville Pike –A PAM submission (PAM2018-00107) was received for a proposed mixed use development consisting of 1865 multi-family dwelling units, 431,440 SF of office, 472,950 SF of retail and a 226-seat live theater. There are no prior approvals for the site. A scoping intake form was submitted and approved showing 1,394 AM, 1,908 PM, and 1,854 SAT net new peak hour trips. The applicant is required to study at least 16 nearby intersections. At a follow-up meeting the applicant presented the proposed project phasing and informed the proposed development will be identified as the "Twinbrook Quarter". *Staff started the review of the submitted comprehensive transportation report prepared for this project.*
- 3) 4 Research Place – A site plan application was received which seeks approval for construction of a new 88,000 SF self-storage facility. A scoping intake form was received and approved showing 8 AM, and 8 PM net new peak hour vehicle trips. Therefore, the applicant was required to submit an on-site transportation report, in accordance with the CTR. The site plan is under review by staff.
- 4) 900 Rockville Pike – A project plan proposing a commercial/retail center consisting of 6,084 SF of Retail and 900 SF of Office space was received. A scoping intake form was approved showing less than 30 net new peak hour trips. Therefore, the applicant will be required to submit an on-site transportation report. Site plan is under review by staff.
- 5) 9701 Veirs Drive – The Village at Rockville – A site plan application (STP2017-00320) proposes to replace nine (9) residential triplex buildings with a new independent living building containing 112 units. A scoping intake form was submitted and approved showing

less than 30 net new peak hour trips. An on-site transportation report has been submitted *and approved by the Planning Commission on April 25, 2018.*

- 6) 12720 Twinbrook Parkway – Avalon Bay – A minor site plan amendment was received seeking to amend the location of the site access point on Ardennes Avenue and other minor changes. The proposed amendment does not alter the approved density. The site plan is under review by staff.
- 7) 1125 Rockville Pike – Audi Auto Dealership – A PAM submission was received which seeks to completely renovate and reconfigure the interior and expand the building footprint by 2,600 SF. while expanding the total building area by 8,117 SF. The site plan will also alter the parking and site circulation. A draft scoping intake form has been received.
- 8) 1300 E. Gude Drive – Gude Plaza - A PAM submission was received which seeks to reduce the existing 45,968 SF retail spaces by 32,048 SF and replace it with a 95,281 SF self-storage facility. A scoping intake form was submitted and currently under review by staff.
- 9) Redland Rd/I-270 Exit Ramp – An application was received to construct a 93,385 SF self-storage facility (between 900-1000 units) off Redland Rd exit ramp from I-270. The property is currently unimproved. A scoping intake form was submitted and approved showing less than 30 peak hour trips. The site plan will be scheduled for a hearing before the Planning Commission in June 2018.
- 10) 15 and 45 W. Gude Drive – A PAM submission was received which seeks a change in use for approximately 152,000 SF of already approved and unbuilt 220,540 SF of office development space remaining for the subject site, and construct a 165-bed (146 units) assisted living facility. This would reduce the remaining unbuilt office to approximately 66,500 SF. A scoping intake form was submitted showing significant reduction in peak hour trips. Therefore, only an on-site transportation report will be required, per the CTR.
- 11) 2131 Veirs Mill Road – A site plan application was received which seeks to expand the existing building footprint by 2,405 SF and change the use. The current use is a café/bar and the proposed use is a laundromat. A scoping intake form was approved showing less than 30 net new peak hour trips. Therefore, only an on-site transportation report is required, per the CTR.
- 12) 204 N. Stonestreet Avenue - A PAM submission was received which seeks to construct a self-storage facility (690 units) with ground floor retail (2,500) SF in a five-story building. A scoping intake form has been approved showing the proposed use will increase the AM and PM peak hour trips by 6 and 16 vehicle trips. Per the CTR, an on-site transportation report must be submitted and approved prior to site plan approval.
- 13) 27 Courthouse Square - A site plan has been submitted on behalf of the County seeking to renovate the existing one story grey courthouse building at the corner of S. Washington Street and East Jefferson Street, to house various county departments. Additional planned improvements include restriping the existing parking lot, adding new handicap accessible walkway and related entrance repairs. Site plan is under review by staff.
- 14) 1450 Rockville Pike – BMW of Rockville - A minor site plan amendment was received seeking to elimination of basement level, redistribute parking spaces, and other minor changes. The proposed amendment does not alter the approved density. The site plan is under review by staff.
- 15) 1335 Piccard Drive - A site plan application (STP2018-0037) proposes to change the use of an existing two-story vacant building from health center and dental clinic to proposed adult day care (maximum 144 participants) and adult living (maximum 25 beds). A scoping intake form was submitted and approved showing less than 30 net new peak hour trips.

CIP:

Baltimore Road (AL)

- This is a CIP project to improve Baltimore Road between MD 28 and City limits. All temporary construction easements have been executed. Staff is coordinating with SHA and consultant for project approvals.

Pedestrian Safety

- TCSP Grant: The City received \$827,000 federal grant for pedestrian and bicycle improvements near the Rockville and Twinbrook Metrorail stations.
 - Rockville Station – S. Stonestreet Ave. Road Diet: All roadway items complete. *Project construction is complete. Currently working to close out project.* (AL)
 - Twinbrook Pedestrian Safety – Construction is ongoing. *Permanent roadway striping and punch list items remain.* (AL)

Maryland/ Dawson Extended (AL)

- This project includes the extension of Dawson Avenue from N. Washington St to MD 355 and the extension of Maryland Ave from Beall Ave to future extension of Dawson Ave. Consultant working on 60% design. *Ongoing coordination with adjacent property owners.*

Sidewalks

- St. Raphael’s Bike Path: Project was awarded and construction began the week of November 27, 2017. Construction is ongoing. (OK)
- Southlawn Lane – *Consultant is currently working on 90% design.* Coordination with adjacent property owner for easement is ongoing. Staff is coordinating with utility companies. (AL)
- Wootton Parkway – *Project has been advertised. Bid opening is May 22.* (AL)
- North Horners – Consultant is preparing 50% plans, SWM concept, and the NRI/FSD. Pepco has provided the project team with their pole relocation plans. (AL)

Transportation Planning:

- City Master Plan: (FM)
 - Staff is working closely with project team to evaluate Roads/Neighborhood Connectivity, Public Transportation, Pedestrian and Bike Accommodations, and *is scheduled to present draft roadway/neighborhood connection concepts to the Planning Commission on Wednesday May 23rd.*
- Local Circulator Bus Feasibility Study (OK)
 - Staff completed a draft scope of work for a feasibility study for a local circulator, and comments from the Financial Board, and the T&T Commission were submitted to the Mayor and Council.
 - Staff received comments and direction from the Mayor and Council on 2/5/2018 and drafted the RFP as directed. An RFP was advertised in April 2018 to identify unmet transportation needs in Rockville.
 - *Staff responded to questions to the RFP. Procurement received proposals on 5/18.*

- Stonestreet Corridor (FM)
 - This project includes improvements for N. Stonestreet Avenue between Park Road and Lincoln Avenue, Park Road between N. and S. Stonestreet Avenues, and the signalized intersection of Park Road with S. Stonestreet Avenue. *The project was presented and discussed at the joint Mayor & Council and Planning Commission work session on May 21, 2018.*

- Wayfinding Plan (FM)
 - Staff prepared a work request for consultant service for development of a comprehensive wayfinding plan for several key areas within the City including the Town Center, Transit Station areas, and all other important destinations and landmarks. *Two top proposers have been invited to present and discuss in greater details their proposed work plan and approach to the evaluation committee on Thursday, May 24th.*

- Montgomery County Bus Rapid Transit (BRT) Study Group (EE)
 - The purpose of the project is to provide a new high-speed, high-efficiency bus transit service along 6.7 miles of Veirs Mill Rd (MD 586).
 - Alternatives 1, 2, 3, and 5B were presented to the Mayor and Council on 10/10/16, and M&C recommended Alternative 3 during the 11/21/16 session. A joint meeting with Gaithersburg and Montgomery County was held in March 2017.
 - Staff attended the MD 355 BRT Coordination Meeting on 3/15/2018 and will prepare for a M&C work session in July 2018.

- Watts Branch Parkway Traffic Diversion Plan (OK)
 - Sent out letters to civic and homeowners associations impacted by the proposed traffic diversion petition. Received over 50 responses by email and responded to several phone calls from residents.
 - *Public meeting scheduled and advertised for May 30, at Fallsmead Elementary School.*

- Street Closures & Abandonment (OK)
 - Began work on a request for the abandonment of an alleyway along Croydon Ave/S Horners Ln. Reviewed old plats and surveys, researched permits, conducted a site visit with Engineering to locate property markers/posts and stake-out the alley right-of-way and property lines. Completed initial survey report and scheduled meeting to brief the Director of Public Works.
 - Developed conceptual design for a hammerhead turnaround and associated easement that would be required, if alley abandonment is approved. Met with the owner of 404 Baltimore Road to explain the alley abandonment process and discuss the easement acquisition.
 - Received and currently reviewing two new requests for alley abandonments for an alley adjacent to 327 Horners Lane and an alley adjacent to 550 Reading Ave. Conducted initial assessment of the alley next to 327 Horners Lane and relayed findings to property owner. Conducted initial assessment of the alley next to

550 Reading Ave and relayed findings to property owner. Owner is currently evaluating whether they want to proceed with abandonment.

- Received and currently reviewing an application for abandonment of an approximately 1,250 SF section of City ROW in the northwest quadrant of the intersection of Halpine Road and Chapman Avenue. The applicant is seeking to redevelop the land surrounding the ROW section. *Presented the proposed abandonment to Mayor and Council on May 7th. Public hearing is scheduled and advertised for June 4th. Letters have been sent out to adjacent property owners as well as utility companies.*
- Received and currently reviewing a request for potential abandonment of an approximately 150 sq. ft. section of City ROW adjacent to 205 Park Road. The potential applicant is seeking to redevelop the property and utilize City ROW for construction of a driveway.
- Staff is currently preparing plans for a ROW dedication request along Alley 15, between Maple Ave and Grandin Ave. Additional ROW is being requested from the adjacent property owner for improvements and widening of the alley.

Traffic and Transportation Commission Action Items:

- Additional lighting at MD 355/Park Road (MD SHA)
 - According to the MD SHA, construction is anticipated for completion in the summer of 2018.
- *Pedestrian and bicycle crash data at N. Washington Street/Martins Lane: City staff is planning to analyze it and present the outcome to the Commission in June or July.*

Abbreviations Key:

- BRT – Bus Rapid Transit
- CPDS – Community Planning and Development Services
- CTR – Comprehensive Transportation Review
- DRC – Development Review Committee
- FHWA – Federal Highway Administration
- FY – Fiscal Year
- IFB – Invitation for Bids
- MDE– Maryland Department of the Environment
- MOU – Memorandum of Understanding
- NRI/FSD – Natural Resource Inventory/Forest Stand Delineation
- PAM – Pre-application Meeting
- RBAC – Rockville Bicycle Advisory Committee
- RFP – Request for Proposals
- ROW – Right of way
- SF – Square Feet
- SHA – State Highway Administration
- TCSP – Transportation, Community, and System Preservation Program (administered by Federal Highway Administration)
- MWCOG – Metropolitan Washington Council of Governments
- MDOT - The Maryland Department of Transportation

- M-NCPPC – The Maryland-National Capital Park and Planning Commission
- MCDOT - Montgomery County Department of Transportation
- BMP – Bikeway Master Plan

- Staff Initials
 - EE – Emad Elshafei
 - AL – Andrew Luetkemeier
 - DS – Daniel Seo
 - OK – Oleg Kotov
 - FM – Faramarz Mokhtari

Acronyms that are spelled out in the document are not included in this list.