



111 Maryland Avenue | Rockville, Maryland 20850-2364 | 240-314-5000
www.rockvillemd.gov

Development Review Comments

May 16, 2023

PAM2023-00148

Submission Review Comments

14225 Glen Mill Road – Parallel Hope Schools

The following are Development Review comments from City of Rockville staff related to the project submission.

Reviewing Staff

Planning & Development Services (CPDS)

Project Manager:

Nelson Ortiz, Principal Planner

nortiz@rockvillemd.gov

Comprehensive Planning:

Katie Gerbes (KG), Comprehensive Planning Manager

kgerbes@rockvillemd.gov

Forestry Reviewer:

Shaun Ryan (SR), Development Review Supervisor

sryan@rockvillemd.gov

Fire Reviewer:

Charles Biggus (CB), Fire Plans Examiner

cbiggus@rockvillemd.gov

Building Reviewer:

Chris Dempwolf (CD), Buildings Plan Examiner Supervisor

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Dept. of Public Works (DPW)

Engineering Reviewer:

Sean Murphy (SM), Principal Civil Engineer

smurphy@rockvillemd.gov

Traffic and Transportation Reviewers:

Andrew Luetkemeier (AWL), Principal Transportation Engineer

aluetkemier@rockvillemd.gov

Faramarz Mokhtari (FM), Senior Transportation Planner

fmokhtari@rockvillemd.gov

**Housing and Community
Development (HCD)**

Housing Reviewer:

Punam Thukral (PT), Housing Specialist
pthukral@rockvillemd.gov

Recreation and Parks (RPD)

Parks Reviewer:

Christine Henry (CH), Deputy Director
chenry@rockvillemd.gov

PDS Comments

Development & Zoning

1. The purpose of a Pre-Application Meeting (PAM) with the Development Review Committee (DRC) is not to approve/disapprove aspects of a development plan. It is a meeting that provides an early opportunity for City Staff to give general advice to an applicant in the preparation of a site plan, project plan, or special exception, to discuss the application process and schedule going forward, and to address any concerns raised by the community. Staff strives to identify major issues but does not perform a full and complete review for compliance with all aspects of the code, which is done at the application phase.
 - a. The subject site is currently designated R-D (Residential Detached) by the Comprehensive Plan and is zoned R-400 (Residential Estate).
 - b. A new Educational institution, private is proposed.
 - c. Per Sec. 25.10.03, Education institution, private is a permitted use with an approved special exception in the R-400 zone.
2. Land Use Planning Process:
 - a. Special Exception application is required following finalization of PAM2023-00148 to permit a new private education institution in the R-400 Zone. The new institution (school) will be located within the existing church on the subject site.
 - b. Following approval of the Special Exception application, a minor site plan amendment application will be required per Sec. 25.05.07 (Amendments to approved development) and Article 7 (Procedures for Site Plans and Project Plans, Special Exception and other permits).
 - c. Following approval of the minor site plan amendment application, a “signature set” will be required for final approval.
3. Land Use Review Timelines:
 - a. Special Exception Application: initial submittal review by staff is 4 weeks; subsequent reviews are 2-3 weeks; final submittal due 5 weeks before the initial Planning Commission hearing. Final decision is by Board of Appeals.
 - b. Minor Site Plan Amendment: initial submittal review is 3 weeks; subsequent reviews are 2 weeks.
 - c. Minor Site Plan Amendment Signature Set: initial submittal review is 1 week; subsequent reviews are 1 week.
 - d. Total typical review timeline is highly variable depending on applicant submittal timelines and responsiveness to City comments and requests.
4. The applicant’s narrative should address how this proposed use will meet each of the SPX findings from Section 25.15.01.a.2. The narrative should also include a description of operations for the church (service hours, meetings, after hours event, etc.) to gauge where facilities and operations might overlap between the two uses.

5. Will both uses utilize all 11,196 square feet of the existing building? Are there parts of the building that will be used solely by the church, by the school? If applicable, identify separate locations on site plan.
6. Application documents should be reconciled. For example, the building square footage and parking counts indicated on the application form do not coincide with the amounts on the site plan. The ROW widths on the site plan do not coincide with the dimensions on the plat.
7. The site plan should be updated to address all requirements of the proposed new use, specify the Zoning district, and demonstrate compliance with the development standards table from Section 25.10.05.a.
8. Applicant will need to comply with the bicycle parking requirements from Article 16 of the Zoning Ordinance. The number of short-term and long-term bicycle parking spaces are based on proposed classrooms per Section 25.16.03. The placement and installation of the bicycle facilities should be consistent with Section 25.16.09 and should be identified in the site plan.
9. Add a vehicle and bicycle parking table on the site plan. Table should provide parking calculations and specify required and proposed/existing parking.
10. If proposed, identify the location of a playground or play area for the school. Depending on the location, safe access between the play area to the school building should be provided and illustrated on the site plan.
11. Update the site plan to remove “proposed addition” since it already exists.

Comprehensive Planning (KG)

No comments. There is no language in the Comprehensive Plan or any of Rockville neighborhood plans that directly supports, nor directly conflicts with the application.

Forestry (SR)

1. See plan markups for comments.

Fire (CB)

1. See plan markups for comments.

Building (CD)

1. No comments at this time.

DPW Comments

Engineering (SM)

1. See site plan markups.

Traffic and Transportation (AWL/FM)

1. See markups on the submittal documents for site plan comments and CTR comments.

HCD Comments

Housing (PT)

1. No comments

RPD Comments

Parks (CH)

1. No comments

External Agencies

MCDOT Comments

1. Are additional access points being considered in addition to the existing one on Glen Mill Road?
2. The access to the Lakewood Elementary school is right next to this entrance to a proposed school (church was fine with weekend-only traffic; the school would generate additional weekday traffic)
3. Having 2 adjacent unrestricted access points creates multiple conflict points and would not be acceptable (has the developer considered the option to work with Lakewood Elementary to combine both the access points)
4. MCDOT would like to review the counts at the intersection of Glen Mill Road and Wootton Parkway (at the TIS stage).
5. The County's Bicycle Master Plan recommends a sidepath along their Glen Mill Road street frontage. The applicant should either construct it or pay a fee in lieu. The path should be 10 feet wide minimum. Here's the cross section for their side of the road:
 - 10.5 foot travel lane
 - 6 foot tree buffer
 - 10 foot sidepath (shared use path)
 - 2 foot maintenance buffer.

Note: At the time of the next submittal, the applicant will need to provide a point-by-point response letter noting how the staff review comments have been addressed. Comments provided in letter format can be addressed letter format. Comments provided in the plans should be addressed via plan markups rather than letter format. See attached example.

The purpose of a PAM meeting with the Development Review Committee (DRC) is not to approve/disapprove aspects of a development plan. It is a meeting that provides an early opportunity for City Staff to give general advice to an applicant in the preparation of a site plan, to discuss the application process and schedule going forward, and to address any concerns raised by the community. Staff strives to identify major issues but does not perform a full and complete review for compliance with all aspects of the code.

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SEE FIRE MARSHAL REVIEW COMMENTS

Please submit a Fire Protection Site Plan (Fire Access and Water Supply).

Show the location of the fire department key access box. CoR Chapter 9, 18.2.2.1.2 For multiple occupancies located within a single structure, a single access box shall be permitted with approval of the authority having jurisdiction.

Please show all existing and any proposed fire lanes within the parking lot, which is marked with approved signs or other approved notices. NFPA 1, 18.2.3.1.2 Fire department access roads shall consist of roadways, fire lanes, parking lot lanes, or a combination thereof.

Show all existing hydrants and any proposed new hydrants within 300 ft of all exterior points of the structure, CoR Chapter 9, 18.5.1.7 Fire hydrants shall be spaced not greater than 300 ft. (92 m) from all exterior points of the structure where the fire hose would lay on the ground, and within 400 ft. (121.92 m) from any dead ends in a fire department access road.

Please submit the minimum required Fire Flow and Flow Duration water calculations. NFPA 1, Table: 18.4.5.2.1.

For additional fire site plans requirements:
<https://www.rockvillemd.gov/DocumentCenter/View/481>

Community Planning & Development Services

Received
April 17, 2023

Please submit an NRI/FSD application and checklist which is a requirements of the SPX and STP application (forthcoming).

Informational: No record of previous forestry submittal for the subject property.

A forest conservation plan may be required per Chapter 10.5 - Forest and Tree Preservation Ordinance if the proposed improvements require a sediment control permit or disturb the critical root zones of any significant trees (6" DBH or greater within 25' of the limit of disturbance).

building code requirements for adapting existing structure to new use and occupancy

if green space is proposed for school activities/recess, provide safe pedestrian path from main building

verify ROW per record plats. dimension does not match plat 9290 on p. 3 of submittal

what is purpose of this additional driveway? please justify its continued use and consider eliminating driveway because of proximity to intersection

Depending on the nature of the required site plan improvements, applicant must demonstrate compliance with the City's Landscape, Lighting and Screening Manual by providing 5% landscaping within parking facilities in addition to any associated landscaped buffers required.

AN OCCUPANCY PERMIT MUST BE OBTAINED BEFORE THE USE OF OCCUPANCY OF THIS BUILDING IS PERMITTED

AREA OF LOT = 2.295A = 99,752 S.F. ±
AREA OF EXISTING BLDGS = 7,700 S.F. ±
PROPOSED ADDITION = 3,496 S.F. ±
TOTAL AREA OF BUILDINGS = 11,196 S.F. ±
PARKING SPACES PROVIDED = 86
AREA OF DISTURBED EARTH = 9,710 S.F.

The applicant and the adjacent property owner (MCPS) may want to consider providing an interparcel pedestrian connection from the sidewalk along the elementary school bus driveway leading to the Wootton Parkway pedestrian bridge in order to improve pedestrian access to Parallel Hope from the Rockshire/ Glenora Hills neighborhoods.

Please demonstrate bike parking standards are met in accordance with zoning ordinance standards 25.16.03 and 25.16.09

Glen Mill subject to Montgomery County review and approval for access, right-of-way improvements

Stormwater Management (SWM) may be required if the development creates or replaces 250 square feet or more of impervious area. Assuming new and replaced impervious areas are less than 0.2 acres, a Monetary Contribution may be acceptable in-lieu of ESD or structural measures. Applicant must submit a SWM application, minimum plan review fee and a sketch delineating and quantifying the new and replacement impervious area within the project's limit of disturbance

submit a Water and Sewer Authorization application (available on City website at: <https://www.rockvillemd.gov/DocumentCenter/View/5592/Water-and-Sewer-Authorization-Application?bidId=>) with application fee for proposed change of use (Schools, Elementary @ AWF 21.6 gpd/student per WSSC Pipeline Design Manual, Appendix C)

A circulation plan is needed, as well as a description of how pick up/drop off operations will work.

THE FOLLOWING ADDITIONAL PERMITS ARE REQUIRED FROM THIS OFFICE

- ✓ ELECTRICAL
- ✓ MECHANICAL
- ✓ PLUMBING

show and quantify proposed limit of disturbance (LOD) on site plan. sediment control may be required per Chapter 19 of the Rockville City Code if land disturbing activity involves 5,000 square feet or more of disturbed area or involves 100 cubic yards or more of excavation

CITY OF ROCKVILLE
DIVISION OF LICENSES & INSPECTION
Approval of these plans and/or specifications by the Division of Licenses and Inspection SHALL NOT necessarily mean that these plans and/or specifications are in full compliance with the City of Rockville Building Code and other Laws and Ordinances.
THE ARCHITECT, ENGINEER, AND/OR ENGINEER OF THESE PLANS AND SPECIFICATIONS IS CHARGED WITH THE RESPONSIBILITY OF THE COMPLIANCE OF THE PLANS WITH THE BUILDING CODE AND OTHER LAWS AND ORDINANCES.
The issuance of a permit shall not prevent the Building Inspector from determining requiring a correction of errors in Plans or in construction or of violation of this Code and other applicable laws and ordinances.
By *Sylvia July* Date *4-11-90*

FOR T.M. NOTES SEE APPROVED "JOB-SITE" PLANS

PROPOSED ADDITION TO
THE ROCKVILLE ASSEMBLY OF GOD
14223 GLEN MILL ROAD - ROCKVILLE, MARYLAND
PARCEL A - GLEN HILLS PLAT BOOK 87 PLAT 9290

LAWRENCE M. STEVENS, ARCHITECT
POOLESVILLE, MARYLAND

RECEIVED
MAR 05 1990

LIC. & INSP.

James Williams
ARCHITECT

SHEET
A-1
OF 6



**Please submit a Fire Protection Site Plan
(Fire Access and Water Supply).**

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<https://www.rockvillemd.gov/DocumentCenter/View/481>

Community Planning &
Development Services
Received
03/22/2023



City of Rockville

Comprehensive Transportation Review SCOPING INTAKE FORM

Project Name:	Parallel Hope Schools																		
Permit No. (if available):																			
Subject Property Address:	14225 Glen Mill Road, Rockville, MD 20850																		
Contact Person:	Annette Laguerre																		
Contact Phone Number:	240.514.4475																		
Contact Email Address:	alaguerre@parallelhope.com																		
Proposed Land Use Density:	Use	Square Footage/ Dwelling Units																	
	Private educational institution based in a church. Enrollment not to exceed 75 children.	No dwelling units. Applicant will occupy approximately 1500 SF +/- in an 18,400 SF church building																	
Trip Generation	<div style="text-align: center;"> Peak Hour Site Trips <table border="1"> <thead> <tr> <th>Peak Period</th> <th>IN</th> <th>OUT</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>AM</td> <td>71</td> <td>60</td> <td>131 *(see statement attached)</td> </tr> <tr> <td>PM</td> <td>0</td> <td>0</td> <td></td> </tr> <tr> <td>SAT</td> <td>0</td> <td>0</td> <td></td> </tr> </tbody> </table> </div>			Peak Period	IN	OUT	TOTAL	AM	71	60	131 *(see statement attached)	PM	0	0		SAT	0	0	
Peak Period	IN	OUT	TOTAL																
AM	71	60	131 *(see statement attached)																
PM	0	0																	
SAT	0	0																	
Proposed Study Area (Boundaries and Intersections)	See attached statement																		
Proposed Access Points:	Single ingress/egress driveway connecting to Glen Mill Road.																		
Projected Horizon (Build Out) Date:	No construction planned. Opening in September 2023 planned.																		
Statement of Operations	See attached statement																		

Staff reviewed the ITE trip generation manual, using land use code 530, Private School (K-8), which is the closest to the proposed. The above markups reflect the anticipated trips.

Fees for transportation review include: Scoping Intake fee of \$200 and Transportation Report review fee of \$2000.

Because the proposed trips are above 30, a traffic study is required in accordance with city CTR standards. Staff will need to meet with the applicant's traffic engineer to review the proposed trip distribution using the MNCPPC super district trip distribution patterns, and establish the scope for the study. Staff recommends the following intersections for study: the site's access on Glen Mill Road, Glen Mill/Wootton, Glen Mill/Darnestown, Dundee/Wootton, and Glen Mill/Lakewood School entrance. Staff also wants a safety and operational evaluation, including a peak queue analysis, of the Lakewood ES access and the church access since they are so close in proximity.