

# From Staff

MEMORANDUM TO: Mayor and City Council

VIA: Angel L. Jones, City Manager

FROM: Louise Kauffmann  
Housing and Community Development Director

DATE: March 23, 2011

SUBJECT: Down Payment/Closing Cost Loan Program

This memo is to provide background on the Gaithersburg Homebuyer Loan Program which went into effect in December 2005, as well as a brief update on recent changes that will be effective April 1, 2011.

The program was initially developed to assist displaced residents of West Deer Park Apartments purchase a home in Gaithersburg or Montgomery County through a grant administered by the Housing Opportunities Commission (HOC). Using anticipated permit fees of \$220,000, the City and HOC developed a program that would provide eligible first-time homebuyers a forgivable loan of \$10,000 to buy in the City or \$8,500 to purchase outside of Gaithersburg, but in Montgomery County. At the time, staff expected that approximately 20 former residents would participate. Several displaced residents requested permission to purchase in Prince George's County, as housing costs were lower in that jurisdiction, and the properties were closer to their jobs. Following consultation with the Mayor and Council, however, those requests were denied.

Despite a strong marketing effort by the City, including placing notices in Spanish-language newspapers and other media outlets, just seven former tenants purchased homes prior to the December 31, 2006 deadline. As a proposed redevelopment of Broadstone Apartments would result in additional tenant displacement, staff was instructed to evaluate the strengths and potential weaknesses of the program, and to make recommendations that would increase participation. Following that review, staff identified several issues that may have contributed to the low-participation rate, including:

1. Housing prices were exceptionally high at the time, putting homeownership out of reach for many of these households.
2. The one-year term, in which tenants were required to improve credit scores, acquire downpayment funds, and settle on a property, was likely too short for this population of long-term renters.
3. Insufficient financial assistance for both downpayment and closing costs.

Following a Mayor and Council work session in mid-2007, the City executed a new Agreement with HOC, providing additional funds (including Community Development Block Grant funds), and increasing the individual loan amount to \$15,000 or \$20,000, for purchase in the County or City, respectively. Despite the increased pool of potential buyers (in addition to West Deer Park, residents of Broadstone Apartments and three apartments on East Diamond Avenue became eligible), as of January 2010, just three new loans were issued, bringing the total number from seven to ten. Therefore, following notice of a 60-day cure period, the City terminated the Agreement and brought the program in-house.

Staff saw this as an opportunity to re-design the program, allowing participation by City employees and City residents, who could purchase anywhere in the County; and non-City residents who would be required to purchase within Gaithersburg. City employees would also be eligible to receive an additional \$2,500 - \$5,000 from the State through the "House-Keys 4 Employees" matching loan program. Since March 2010, the City has executed nine new loans, with a tenth loan to be issued in mid-April to a City employee.

During this period, in which current City residents were permitted to purchase properties outside of Gaithersburg, one City resident bought a home in Germantown. In hindsight, staff determined that allowing City residents and employees to purchase outside of Gaithersburg was not an appropriate use of local funds, and following discussions among staff and members of the SLT, recommended that only displaced tenants retain that flexibility.

Therefore, the most recent revisions, which will go into effect April 1<sup>st</sup>, require that all participants, except for displaced tenants, purchase within the City limits. Displaced tenants will continue to be eligible for \$15,000 if they buy outside of Gaithersburg, but in the County. Moreover, City employees will be assessed a small penalty on the outstanding loan if they voluntarily terminate their employment with the City within three years. The terms of this penalty would be 5 percent of the outstanding loan amount within one year of settlement, 3 percent between 12 and 24 months, and 1 percent if they leave after 24 months. As an example, any employee who resigns 13 months following settlement on a property with \$20,000 in City funds would be required to repay \$20,600. No repayment would be required until the property was sold or refinanced, subject to the terms of the repayment provisions in the Note and Recorded Deed of Trust.



March 23, 2011



The Honorable Benjamin L. Cardin  
United States Senate  
509 Hart Senate Office Building  
Washington, DC 20510-2003

Dear Senator Cardin,

The City of Gaithersburg was recently informed through its involvement with the Metropolitan Washington Council of Governments that federal funding for the Washington Area Transit Authority (WMATA) may be reduced. As you know, Metro is the nation's largest transit system, providing over a million transit trips daily.

The City of Gaithersburg serves as the northwestern terminus for Metro's Red line. As such, Metro provides a vital service to those coming to and from our City. It offers convenient, affordable transportation for City residents as they travel for work and leisure throughout the metropolitan region. Additionally, Metro brings visitors to areas in and around Gaithersburg for employment, dining, shopping and recreation. This form of transit is critical to reducing traffic congestion and it serves as a vital component of healthy economic and community development initiatives in the Gaithersburg area.

It is our understanding that as part of the Passenger Rail Investment and Improvement Act of 2008, led by your colleague Senator Ben Cardin, the federal funding for Metro was authorized at \$150 million a year. This agreement is contingent upon an agreement that the State of Maryland, the Commonwealth of Virginia and the District of Columbia contribute their fair share. Despite budget shortfalls and economic challenges, each of these partners has maintained funding levels. We respectfully request that the federal government do the same.

Funding at the authorized level, if indeed not more, is critical to addressing the challenges Metro faces with an aging and heavily used system. Significant maintenance and safety concerns cannot be left unattended. It is imperative that all partners continue to fully fund the system.

City of Gaithersburg • 31 South Summit Avenue, Gaithersburg, Maryland 20877-2038  
301-258-6300 • FAX 301-948-6149 • TTY 301-258-6430 • cityhall@gaitthersburgmd.gov • www.gaitthersburgmd.gov

MAYOR  
Sidney A. Katz

COUNCIL MEMBERS  
Jud Ashman  
Cathy C. Drzyzgula  
Henry F. Marraffa, Jr.  
Michael A. Sesma  
Ryan Spiegel

CITY MANAGER  
Angel L. Jones

The Honorable Benjamin L. Cardin  
March 23, 2011  
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Any deviation from the federal-state agreement would be extremely detrimental to the future operability and functionality of Metro. We urge you to maintain the federal funding in the FY 2011 appropriations. Your ongoing efforts on behalf of the residents of Gaithersburg are greatly appreciated.

If you or your staff should have any questions, please feel free to contact me or City Manager Angel Jones at 301-258-6310.

Sincerely,



Sidney A. Katz  
Mayor



John Bauer  
Planning Commission Chair

cc: U.S. Senator Barbara Mikulski  
U.S. Congressman Christopher Van Hollen  
U.S. Congresswoman Donna Edwards  
City Council  
Planning Commission  
Angel L. Jones, City Manager

**From:** [Sidney Katz](#)  
**To:** [Tim & Una Anderson](#)  
**Cc:** [Crystal Carr](#); [Britta Monaco](#); [Angel Jones](#); [Doris Stokes](#); [Monica Sanchez](#); [Sidney Katz](#); [Tony Tomasello](#); [Cathy Drzyzgula](#); [Henry Marraffa - External](#); [Jud Ashman - External](#); [Michael Sesma](#); [Ryan Spiegel](#); [Sidney Katz](#)  
**Subject:** RE: Review of the RFP process and the City's funding of the G-SHARP Program  
**Date:** Friday, March 25, 2011 5:56:12 AM

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Dear Mr. Anderson,

Thank you for your email. I do apologize that you did not receive a reply, I thought one was sent. I am forwarding your email to the City Council and city staff so that they are aware of your concerns as well. We look forward to seeing you Monday night.

Sincerely,  
Sidney Katz

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**From:** Tim & Una Anderson [timuna@starpower.net]  
**Sent:** Thursday, March 24, 2011 9:09 PM  
**To:** Sidney Katz  
**Subject:** Fw: Review of the RFP process and the City's funding of the G-SHARP Program

Dear Mayor Katz --

I sent you an email about 8 weeks ago. I thought that I might get a reply or an acknowledgement that the email was received. I understand that your office is normally very swift in sending some sort of response. I must conclude that you did not receive the original email. With our stormy winter, I am sure that some electronic communications were lost. I also understand that, on Monday evening, you and the City Council will be considering matters to which my original is germane. So, I am attaching the original below in hopes that you will have time to consider it.

Thomas A. Anderson, President of YSO  
and resident of Gaithersburg

----- Original Message -----

**From:** Tim & Una Anderson <<mailto:timuna@starpower.net>>  
**To:** SKatz@gaithersburgmd.gov <<mailto:SKatz@gaithersburgmd.gov>>  
**Sent:** Monday, January 31, 2011 2:39 PM  
**Subject:** Review of the RFP process and the City's funding of the G-SHARP Program

Dear Mayor Katz and Members of the City Council,

I am writing on behalf of The Board of Directors of Youth Suspension Opportunities, Inc. The Board is requesting that the Council reconsider the RFP process that was established for non-profits for the FY2011 budget cycle. Having participated in the initial process last year to seek support for G-SHARP, our experience has led us to conclude this process makes it very difficult to request the funds needed to provide the same level of service to Gaithersburg students that we have in the past.. A small program like G-SHARP, with one employee, is hampered by the additional administrative work and meetings that the RFP process requires.

We applaud the City's decision to examine the process used for funding programs and organizations. We understood that the recommended RFP process for FY2011 would allow agencies/programs to submit bids for consideration. However, the end result of this process was more of a simplistic realignment of services into categories than a traditional or an industry-recognized RFP process that provides a positive impact on programs. We anticipated a collaborative process that would afford an opportunity to negotiate funding; our understanding was that the contracts would encourage partnerships. G-SHARP, however, is essentially a subcontractor unable to negotiate anything. We were given an all or nothing offer that was later decreased when another agency was added to the RFP. We were understandably confused and concerned when the funding was not restored for G-SHARP after this agency was ultimately not added to the contract. At the time, the Mayor and Council were sympathetic to our concerns, and we were optimistic that the issues raised regarding the impact of the RFP process on small programs would be addressed.

The Director of G-SHARP, Ms. Eileen Shea, participated in the survey regarding the FY2011 process and met with the CAB to continue the discussion of our concerns and to address the hybrid that Mayor and Council had suggested at a work session. Unfortunately, the committee had already met with the Mayor and Council and announced its plan to maintain the existing process for the FY2012 budget process. In addition, Ms. Shea was advised by the CAB that they had informed the Mayor and Council at this work session that they would not support or manage a hybrid. The CAB stated that if the Mayor and Council wanted a hybrid, then it would be their responsibility to manage. We are understandably curious as to the role of this advisory committee and its authority to make declarations to the Mayor and Council.

G-SHARP will celebrate its 10th anniversary in April. We enjoy the confidence and support of our schools' administrators, who view this program as vital to the success of students that would otherwise face other challenges or risk of failure. The City was a critical member of the committee that helped to develop and initiate this valuable program. We know the City believes in G-SHARP and its mission within the Gaithersburg community. We appreciate efforts to provide a funding process that is fiscally responsible and understand the difficulty in trying to meet the needs of so many worthy programs and organizations in the current economic climate. We ask only for adequate funding. Our request is that the Mayor and Council review the RFP process through the eyes of smaller programs like G-SHARP and consider the benefits of a hybrid. We would appreciate an opportunity to discuss this with the Mayor and Council. It is our belief that only the Mayor and Council have the authority to approve this decision and ensure that the needs of all programs are addressed in a fair and open process.

We look forward to continuing this conversation and review of the RFP. Thank you for your steadfast support of Youth Suspension Opportunities and G-SHARP Program.

Thomas A. Anderson  
President,  
Youth Suspension Opportunities, Inc.

# Outside Correspondence



City of Rockville  
111 Maryland Avenue  
Rockville, Maryland  
20850-2364  
www.rockvillemd.gov

240-314-5000  
TTY 240-314-8137

Distributed to M&CC:4/4/11

March 23, 2011

Mayor Sidney A. Katz and Council  
City of Gaithersburg  
31 South Summit Avenue  
Gaithersburg, MD 20877-2098

Dear Mayor Katz:

Re: Great Indoors Site (City of Gaithersburg Land Use Map Designation #18)

Thank you for inviting the City of Rockville to comment on the Draft Land Use Element of the City of Gaithersburg's 2009 Master Plan. We appreciate the effort that your staff has put into this very professional document and applaud the overall product.

However, there is one portion of the document with which the City of Rockville must take exception. The draft element includes a stated intention to annex the site of the former Great Indoor store into Gaithersburg, which is found at Map Designation #18. This property lies to the south of Shady Grove Road and, per the attached map, within the City of Rockville's adopted Maximum Expansion Limits (MEL). The Montgomery County Planning Board supported Rockville's placement of this site within our MEL. It is our firm view that Shady Grove Road is the logical physical boundary between our neighboring jurisdictions, in conformance with the spirit of the Memorandum of Understanding (MOU) signed by Rockville, Gaithersburg and Montgomery County in 1992 (attached). Gaithersburg's annexing any properties south of Shady Grove Road would constitute piecemeal annexation.

The City of Rockville therefore requests that the City of Gaithersburg

MAYOR  
Phyllis Marcuccio

COUNCIL  
John B. Britton  
Piotr Gajewski  
Bridget Donnell Newton  
Mark Pierzchala

CITY MANAGER  
Scott Ullery

CITY CLERK  
Glenda P. Evans

CITY ATTORNEY  
Debra Yerg Daniel



Mayor Sidney A. Katz and Council

March 23, 2011

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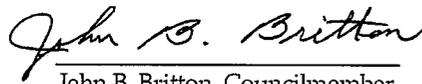
Re: Great Indoors Site (City of Gaithersburg Land Use Map Designation #18)

remove this property from its MEL and retain Shady Grove Road as the physical boundary between our two Cities.

Sincerely,



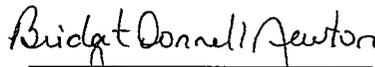
Phyllis Marcuccio, Mayor



John B. Britton, Councilmember



Piotr Gajewski, Councilmember



Bridget Newton, Councilmember



Mark Pierzchala, Councilmember

Cc: Scott Ullery, Rockville City Manager  
Angel Jones, Gaithersburg City Manager  
Greg Ossont, Director, Planning and Code Administration  
Susan Swift, Director, Community Planning & Development Services  
David B. Levy, Chief of Long Range Planning  
Ann Wallas, Planner III  
Kirk Eby, Planner  
Rollin Stanley, M-NCPPC  
Glen Kreger, M-NCPPC  
Nkosi Yearwood, M-NCPPC

Attachments:

Attachment A - Montgomery PB testimony re Rockville MGE

Attachment B - Mou between Rockville, Gaithersburg and Montgomery County



**MONTGOMERY COUNTY PLANNING BOARD**  
THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

**OFFICE OF THE CHAIRMAN**

July 9, 2010

The Honorable Phyllis Marcuccio  
Mayor, City of Rockville  
Rockville City Hall  
111 Maryland Avenue  
Rockville, Maryland 20850

**SUBJECT: Municipal Growth Element of the City of Rockville's  
Comprehensive Master Plan**

Dear Ms. Marcuccio:

At our regular meeting on July 8, 2010, the Montgomery County Planning Board reviewed the City of Rockville's proposed Comprehensive Master Plan Amendment to include Municipal Growth and Water Resources Elements, as required by the State of Maryland.

The Planning Board approved the technical staff recommendation to modify the proposed Maximum Expansion Limits (MEL). David B. Levy, Chief of Long Range Planning and Redevelopment for the City, informed the Board that no portion of Rock Creek Regional Park is included in the MEL. Therefore, the third comment in the enclosed technical staff report is deleted from our recommendation.

The Board supports Montgomery County Executive Isiah Leggett's recommendation to exclude the Montgomery County Service Park (CSP) from the proposed expansion limits. The County has spent significant public resources on property acquisition to redevelop the CSP into a mixed use urban village as recommended in the Shady Grove Sector Plan. We believe it is more appropriate that the United States Postal Service, Great Indoors, and the vacant Casey 3 properties along Shady Grove Road be included in MEL. The Planning Board also supports Montrose Road as the logical terminus to the City's expansion limits.

Thank you for the opportunity to review and comment on the Municipal Growth Element of the City of Rockville's Comprehensive Master Plan.

Sincerely,

A handwritten signature in black ink, appearing to read "Françoise M. Carrier".

Françoise M. Carrier  
Chair

Enclosure: Staff Report

cc: David Hill, Chair  
Planning Commission

8787 Georgia Avenue, Silver Spring, Maryland 20910 Phone: 301.495.4605 Fax: 301.495.1320

[www.MCParkandPlanning.org](http://www.MCParkandPlanning.org) E-Mail: [mcp-chairman@mncppc.org](mailto:mcp-chairman@mncppc.org)

## FACT SHEET

# Memorandum of Understanding Between Montgomery County and the Cities of Rockville and Gaithersburg

*The following is the full text of the Memorandum of Understanding about Urban Growth Areas that was signed by the Montgomery County Executive and the Mayors of Rockville and Gaithersburg. This document was signed on July 23, 1992.*

All parties to this Memorandum of Understanding share the conviction that the area's quality of life is dependent upon the maintenance of economic vitality. It is the economic base that helps provide the resources to support the services which make living in this area so attractive.

In order for Rockville, Gaithersburg, and Montgomery County to continue to enjoy the quality of life people have come to expect, it is essential that all jurisdictions support well-managed economic development and housing initiatives which will be mutually advantageous to all parties, and agree to the goals and principles of the General Plan.

Therefore, the Montgomery County Executive and the County Council of Montgomery County, sitting as the District Council, the Mayor and Council of the City of Rockville, and the Mayor and Council of the City of Gaithersburg agree to the following:

1. The City Councils, the County Council, and the Executive agree to work cooperatively to determine logical urban growth areas and to established boundaries which will serve as guidelines for a twenty-year planning horizon regarding:
  - 1) Land use and required community facilities,
  - 2) Capital investment responsibilities, and
  - 3) Logical and efficient operating service areas.
2. Montgomery County will base its position of support on annexations upon the above three considerations and the designation of logical urban growth areas by Rockville and Gaithersburg. The Cities and the County

will develop procedural guidelines for handling annexation agreements.

3. Rockville and Gaithersburg recognize the County's goal of requiring adequate public facilities in order to assure managed growth and acknowledge their accountability for the cooperative achievement of such goals. Within its boundaries each City will, however, assume responsibility for and determine how those goals should be measured and attained. It is the mutual intent of all parties that project funding and staging will relate to the timing of public facility availability and to that end will consult with each other as necessary to assure attainment of desired goals.

4. The County recognizes the ability of the two Cities to develop and implement public interest solutions to growth management concerns. City or County development plans for land located within the urban growth areas and on adjacent areas should seek to achieve the land use, transportation, and staging objectives of each of the affected jurisdictions, as defined in duly Approved and Adopted master, Sector, or Neighborhood Plans. Every effort should be made by all parties to reconcile any differences in those objectives.

5. The City Councils, the County Council, the Executive, and the Montgomery County Planning Board agree to work on a cooperative basis in the development of plans and programs, including development districts, that affect parcels within the

urban growth areas. Changes in land uses, staging, or zoning proposals for parcels within the urban growth areas will only be undertaken after the participation and consultation of the other parties. Any land annexed by either Gaithersburg or Rockville should include a staging component in the annexation agreement.

6. Rockville and Gaithersburg endorse the R & D Village concept outline in the Shady Grove Study Area Adopted Plan as being in the best interest of both Cities and the County.

7. Rockville and Gaithersburg recognize the importance of creative development initiatives such as Moderately Priced Dwelling Units (MPDU) and Transferable Development Rights (TDR). The Cities will continue to utilize these and other appropriate innovative concepts to further the common development goals for the area.

8. The Cities will cooperate in a master traffic control plan and transportation (including transit) system for the County.

9. The principles contained within this Memorandum are meant to apply to all future actions pertaining to land in the Cities or on or near the Cities' borders.

10. We recognize the importance of moving ahead on an early basis to establish a schedule of action and agree to meet frequently on these important issues.

**From:** [Britta Monaco](#)  
**To:** [Doris Stokes](#)  
**Cc:** [Angel Jones](#); [Monica Sanchez](#)  
**Subject:** FW: Neighborhood Land Use Planning Project and City Worksession April 11  
**Date:** Tuesday, March 29, 2011 7:22:00 AM

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Doris, for the next M&CC packet. I responded to Judy that we received the e-mail and it will be shared with the M&CC.

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**From:** Judith Christensen [mailto:jchris43@gmail.com]  
**Sent:** Monday, March 28, 2011 6:20 PM  
**To:** Cathy Drzyzgula; CityHall External Mail  
**Subject:** Neighborhood Land Use Planning Project and City Worksession April 11

Dear Cathy and Council Members:

There is a group of people who want to establish a neighborhood advisory group on land planning. Mike Wiencek has agreed to host the sessions and help. We have not gotten open dates from Mike to plan an agenda but plan to have an organizational meeting the week of April 9 and 10. The focus is an overall view of Gaithersburg's land use and how Frederick Avenue, which is many original town neighborhood's main street, will function and serve the community.

Due to Passover and Easter holidays, April is difficult to schedule. We plan to have a date and information to announce for this project at the M&C meeting on April 4. We are hoping to get a lot of citizen input for the the City's worksession on April 11, but will not be able to hold our neighborhood planning sessions before that date and issue a report. Please take this into advisement when doing the worksession and allow time at a later worksession for more information from the community.

On the agenda of March 28:

About Communications: I don't find a standard for notifying people that testify at a public hearing when an on-going project or application has further reviews or actions. It is presently Owners of Record within 200 feet and interested organizations or individuals at the digression of the City Manager for public hearings. This asks the City Manager's office to keep track of the parties who are really interested in an item, or a timely discussion between Planning staff and the CM.

As an example, MPI and GHA were not notified when the Severance House applied for demolition, although these organizations had provided testimony and legal opinions on the property and asked to be involved and informed. The mail and email address was on the letterhead. Evidently there was no process for keeping track of interested parties that wanted updates.

I would suggest a sign-up list to testify and a check box for follow up mailings or email notifications on the issue. It could be posted in the agenda area and at the podium. Anyone wanting to testify should be told that they can receive additional information on the item if they sign up on the email list. This would create a regular procedure after a public hearing that does not require a discussion between planning staff and the City Manager's office, and

would be at the tesifier's option. This would let the City know who is involved in the issue and wants to be included in the discussions and outcomes.

Thanks,

Judy Christensen  
6 Walker Avenue

**TIMOTHY E. CLARKE**  
**ATTORNEY AT LAW**

102 BOOTH STREET, #18  
GAITHERSBURG, MD 20878

240-912-9217

E-MAIL:TIMCLARKE@GMAIL.COM

March 24, 2011

Mayor and City Council  
City of Gaithersburg  
31 South Summit Avenue  
Gaithersburg, MD 20877

Re: Board of Supervisors of Elections

Dear Mr. Mayor and Council Members:

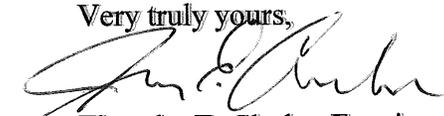
Please accept this as a letter of interest in appointment to the Board of Supervisors of Elections for the City of Gaithersburg.

I am a proud resident of the City of Gaithersburg, living in our third residence within Kentlands. I am an attorney in private practice and my office is in the City.

I have had substantial experience with elections. I ran for State's Attorney in 1998. I have served as an Election Judge and Chief Election Judge in Montgomery County. I have had the opportunity to be a Democratic Precinct Chairman. I have served as campaign chair and campaign member for numerous candidates. I believe that my professional knowledge and experience would be of benefit to the City and I would be honored to serve.

Thank you for providing me this opportunity to apply.

Very truly yours,



Timothy E. Clarke, Esquire



**MONTGOMERY COUNTY PUBLIC SCHOOLS**  
MARYLAND  
www.montgomeryschoolsmd.org

March 14, 2011

**MEMORANDUM**

To: Owner, Current Resident,  
Or Representative

From: **Craig Shuman**, Project Manager

Subject: Brown Station Elementary School Modernization- Feasibility Study

Montgomery County Public Schools (MCPS) is about to conduct a Feasibility Study process for the modernization of Brown Station Elementary School, located at 851 Quince Orchard Boulevard, Gaithersburg, Maryland 20878. The Study is being conducted by a Facility Advisory Committee (FAC) chaired by the school's Principal, Dr. Carl Baskerville. The FAC will include representatives of the school, PTA, neighbors, government agencies, the design architects, The Lukmire Partnership, Inc. and staff from MCPS Division of Construction and Department of Facilities Management.

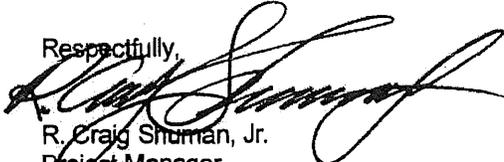
The purpose of these meetings is to develop a Feasibility Report for the modernization of the school. This is an evolving process whereby input from the previous meeting is incorporated into the ongoing Study. These meetings are to determine spatial relationships within the school's interior, the pedestrian and traffic flow of the site and how the school will fit into the community at large.

As shown below, the FAC meetings/work sessions are scheduled in the afternoons and evenings to allow maximum community involvement:

FAC, Work Session Meeting #1	Thursday, March 24, 2011	3:15 pm	School Media Center
FAC, Work Session Meeting #2	Thursday, April 14, 2011	7:00 pm	School Media Center
FAC, Work Session Meeting #3	Tuesday, May 3, 2011	7:00 pm	School Media Center
FAC, Work Session Meeting #4	Wednesday, May 18, 2011	3:15 pm	School Media Center
Final Public Presentation Meeting #5	Tuesday, June 7, 2011	7:00 pm	School Media Center

This letter is to inform you of the schedule for the design process and to encourage you to participate. While all are invited, the community is encouraged to send representatives from their respective streets, areas, and community associations. Everyone present will hear about the Feasibility Study process, its timetable, and the plans for keeping people informed about the project.

If you would like to participate, please contact me at 240-314-1058 or send an email to Richard\_C\_Shumanjr@mcpsmd.org.

Respectfully,  
  
R. Craig Shuman, Jr.  
Project Manager

RCS:cb  
Copy to: Mr. Shpur Ms. Jessell Dr. Baskerville Mr. Robbins Ms. Karamihas Ms. Bice  
Ms. Storms Dr. Kimball Ms. Schwarz he Lukmire Partnership

**(Vea por favor el dorso para el Espanol)**

Division of Construction



# MONTGOMERY COUNTY PUBLIC SCHOOLS

www.montgomeryschoolsmd.org

MARYLAND

de 14 marzo 2011

## MEMORANDUM

To: Propietario  
O Actual Domiciliado

De: **Craig Shuman**, Project Manager

Ref.: **la modernización de Brown Station Elementary School – Feasibility Study**

Montgomery County Public Schools está a punto de realizar el proyecto Brown Station Elementary School, 851 Quince Orchard Boulevard, Gaithersburg, Maryland 20878.

El proceso de diseño es realizado por un comité de asesoramiento para diseño (Facility Advisory Committee-FAC), dirigido por el director/a de la escuela, **Dr. Carl Baskerville**. FAC incluirá representantes de la escuela, PTA, vecinos, agencias gubernamentales, arquitectos diseñadores, **The Lukmire Partnership, Inc.** y miembros del personal de MCPS Division of Construction.

El propósito de estas reuniones es crear un diseño preliminar para el proyecto escolar. Es un proceso en evolución mediante el cual se incorpora el aporte de reuniones anteriores a la propuesta de diseño actual. Estas reuniones sirven para determinar el relacionamiento del espacio interior de la escuela, el movimiento del tráfico y de los peatones en el lugar de la obra y cómo la escuela encajará dentro de la comunidad en sí.

El siguiente cuadro indica las reuniones/sesiones de trabajo de FAC fijadas para horas de la tarde a fin de promover mayor participación comunitaria.

Sesión de Trabajo #1 de FAC	jueves, 24 de marzo de 2010	3:15 p.m.	En la Escuela
Sesión de Trabajo #2 de FAC	jueves, 14 de abril de 2011	7:00 p.m.	En la Escuela
Sesión de Trabajo #3 de FAC	martes, 3 de mayo de 2011	7:00 p.m.	En la Escuela
Sesión de Trabajo #4 de FAC	miércoles 18 de mayo de 2011	3:15 p.m.	En la Escuela
Sesión de Trabajo #5 de FAC	martes, 7 de junio de 2011	7:00 p.m.	En la Escuela

Esta carta tiene como objetivo informarle sobre el plan cronológico del proceso de diseño y incentivarlo a participar. Aunque la invitación es para todos, sugerimos que la comunidad envíe representantes de sus respectivas calles, vecindarios y asociaciones cívicas. Todos los presentes podrán informarse acerca del proceso de diseño, la cronología de su implementación y los planes para mantener informadas a las personas interesadas en el proyecto.

Si le interesa participar, por favor comuníquese conmigo al teléfono **240-314-1058** o por correo electrónico dirigido a **Richard\_C\_Shumanjr@mcpsmd.org**

Respectfully,

R. Craig Shuman, Jr. Project Manager

RCS:cob

Copias: Mr. Shpur    Ms. Jessell    Dr. Baskerville    Mr. Robbins    Ms. Karamihias    Ms. Bice  
 Ms. Storms    Dr. Kimball    Ms. Schwarz    The Lukmire Partnership

Division of Construction

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