

Scale: 1:15,000  
 0 1,000 Feet  
 1 inch = 1,250 feet  
 MD State Plane  
 HPGN NAD 83

**Chapter 24 Zoning**

- Interchange Ramps
- Freeway
- Toll Expressway
- C-1 Local Commercial
- C-2 General Commercial
- E-2
- C-P Community Professional
- I-1 Light Industrial
- I-3 Industrial
- I-4 General Industrial
- R-A Low Density Residential
- R-90 Medium Density Residential
- R-90 Cluster Development

**Joint Hearing - MCC & PC  
 CTAM-9739-2024  
 34**



# Retool Gaithersburg

## Revised Zoning Ordinance - CTAM-9739-2024

Mayor and City Council Regular Session  
 Joint Public Hearing - April 15, 2024



# Retool Gaithersburg: Project Summary



## *What is Retool Gaithersburg?*

Retool Gaithersburg is a comprehensive initiative to update the City of Gaithersburg's Zoning Ordinance to ensure that the regulations better accommodate the implement the City's vision and goal to support the vibrancy and innovation of the City of Gaithersburg.

## *Why Retool Gaithersburg?*

Cities are always changing.

Zoning should support current policy and trends.

Zoning should be easy to use.

# Retool Gaithersburg: Project Goals

---

The Retool Gaithersburg effort is informed by the following goals:

Develop a zoning ordinance that works for and supports the residents, businesses, and administrators of the City of Gaithersburg.

## *Technical Goals*

---

- Improve the organization and usability.
- Incorporate visual aid to simplify the readability.
- Modernize terminology and definitions

## *Policy Goals*

---

- Housing Options
- Infill and Adaptive Reuse
- Equity Barriers
- Regulatory Processes

# Outreach Summary

---

Since early 2023, the Retool Gaithersburg team has conducted extensive outreach to inform the proposal.

- Public Kick-off Meeting Virtual Presentation
- Website, Surveys, and Dedicated Email Address
- Public Virtual Presentation of Diagnostic Report, two public virtual meetings on June 1st.
- Focus Groups
  - *January 31('23)-February 22('24): Land Use Attorneys*
  - *July 19: Retail Property Owners / Business Owners*
  - *July 20: Commercial Property Owners*
  - *July 31: Open Invitation Discussion*
  - *August 8 & 31: Residential Developers*
  - *September 27: Residents*
- Meeting with Community Leaders, September 28th, 2023
- Bi-Weekly Steering Committee Meetings
- Public Phone Line
- Additional email announcements and public comment
- Continued website updates
- Community Leaders Engagement Workbook
- Steering Committee Review of Draft Zoning Text
- Public release of the Draft Zoning Ordinance and Annotated Summary

# Joint Work Sessions

## *October 9<sup>th</sup> 2023*

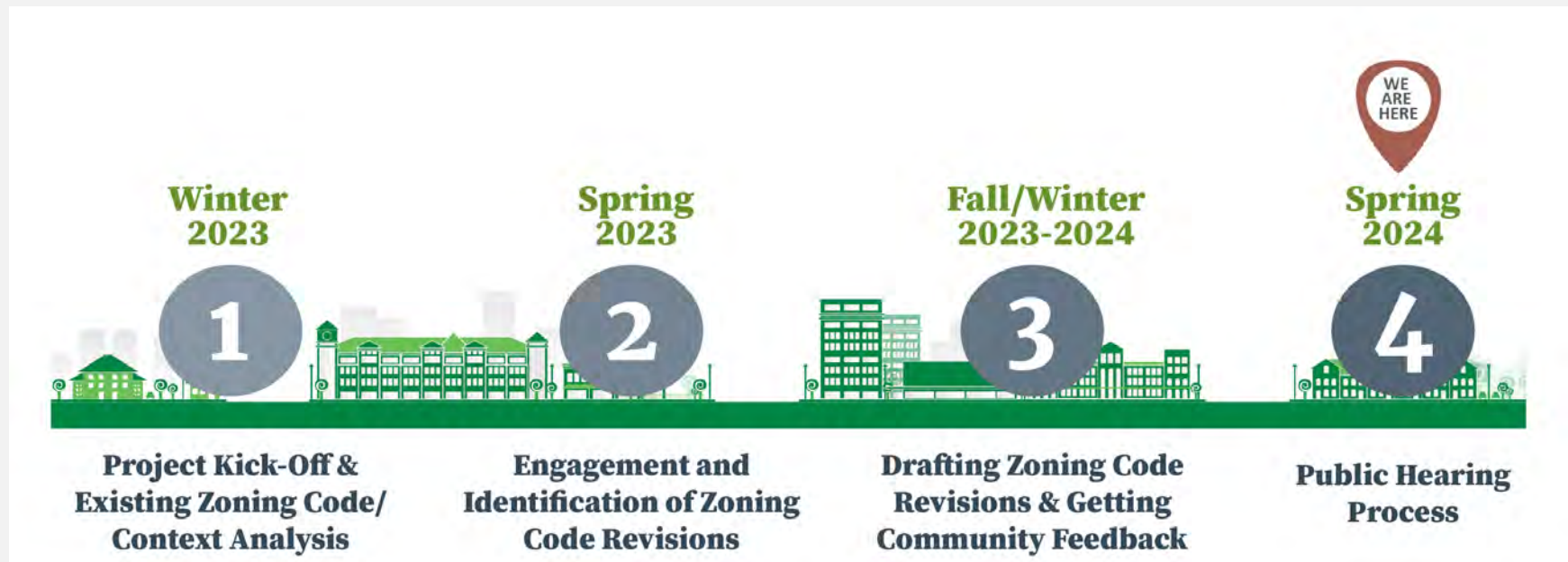
- Detailed presentation of the calibration tables.
- Proposed changes to district dimensional standards.
- Summary of policy items to be included in the draft zoning text.

## *February 26<sup>th</sup> 2024*

- Provided introduction to the draft code.
- Detailed summary of major policy and technical items.

## *March 11<sup>th</sup> 2024*

- Follow-up presentation on items requested by the Mayor, City Council and Planning Commission:
  - Parking requirements
  - Accessory dwelling units



1:15,000  
0 0 1,000 Feet  
0 0 300 Meters  
1 inch = 1,250 feet

MD State Plane  
HPGN NAD 83/91

Chapter 24 Zoning

Interchange Ramps	Chapter 24 Zoning	R-1 Single-Family Detached
Freeway	C-1 Local Commercial	E-2 Executive Office
Toll Expressway	C-2 General Commercial	C-P Community Professional
State Highway	C-3 Highway Commercial	I-1 Light Industrial
Secondary Roads	CB Commercial Buffer	I-3 Industrial
Private Streets	CBD Central Business District	I-4 General Industrial
Tax Parcels	CD Corridor Development	R-A Low Density Residential
City Boundary	MXD Mixed Use Development	R-90 Medium Density Residential
Other Municipalities	H-M Hotel-Motel	R-90 Cluster Development
Historic Districts & Sites		



# Revised Zoning Ordinance Overview



# Revised Zoning Ordinance Overview

**The proposed zoning ordinance contains 16 articles.**

**Retained** – Policy has been carried forward, updated for consistency and ease of use.

**Technical** – Substantial overhaul to the structure and organization of the zoning text.

**Policy** – Substantial changes to support the City’s goals for this project and other planning documents.

Articles	
1	Introductory Provisions
2	Interpretation and Measurement
3	Standard Zoning Districts
4	Floating, Overlay, and Special Zoning Districts
5	Use-Specific Standards
6	Site Standards
7	Off-Street Parking and Loading
8	Signage Standards
9	Historic Preservation
10	Nonconformities
11	Administrative Bodies
12	Permit and Review Procedures
13	Affordable Housing Requirements
14	Adequate Public Facilities
15	Enforcement
16	Definitions

# Revised Zoning Ordinance Overview

The following articles were reviewed for consistency and received minor updates in format content and organization.

These items remain largely unchanged from a policy perspective.

Articles		Retained
1	<i>Introductory Provisions</i>	
2	<i>Interpretation and Measurement</i>	
3	<i>Standard Zoning Districts</i>	
4	<i>Floating, Overlay, and Special Zoning Districts</i>	
5	<i>Use-Specific Standards</i>	
6	<b>Site Standards</b>	●
7	<i>Off-Street Parking and Loading</i>	
8	<i>Signage Standards</i>	
9	<b>Historic Preservation</b>	●
10	<b>Nonconformities</b>	●
11	<b>Administrative Bodies</b>	●
12	<i>Permit and Review Procedures</i>	
13	<b>Affordable Housing Requirements</b>	●
14	<b>Adequate Public Facilities</b>	●
15	<b>Enforcement</b>	●
16	<i>Definitions</i>	



# Revised Zoning Ordinance Overview

The following articles were significantly revised from a technical perspective.

This includes larger reorganization to general structure, and the inclusion of tables and graphics.

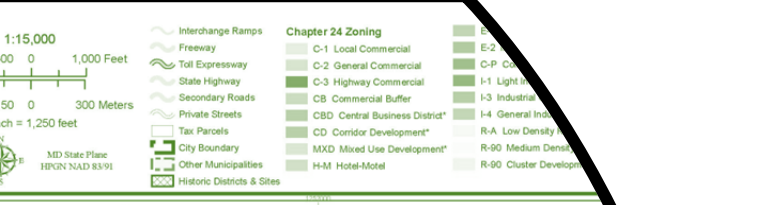
Articles		Retained	Technical
1	Introductory Provisions		●
2	Interpretation and Measurement		●
3	Standard Zoning Districts		●
4	Floating, Overlay, and Special Zoning Districts		●
5	Use-Specific Standards		
6	<i>Site Standards</i>	●	
7	Off-Street Parking and Loading		●
8	Signage Standards		●
9	<i>Historic Preservation</i>	●	
10	<i>Nonconformities</i>	●	
11	Administrative Bodies	●	●
12	Permit and Review Procedures		●
13	<i>Affordable Housing Requirements</i>	●	
14	<i>Adequate Public Facilities</i>	●	
15	Enforcement	●	●
16	Definitions		●

# Revised Zoning Ordinance Overview

The following articles were significantly revised to reflect the policy goals of the project.

This includes the incorporation of changes that reflect the City's goals adopted in documents like the Master Plan and Strategic Plan

Articles		Retained	Technical	Policy
1	Introductory Provisions		●	●
2	Interpretation and Measurement		●	●
3	Standard Zoning Districts		●	●
4	Floating, Overlay, and Special Zoning Districts		●	●
5	Use-Specific Standards			●
6	<i>Site Standards</i>	●		
7	Off-Street Parking and Loading		●	●
8	<i>Signage Standards</i>		●	
9	Historic Preservation	●		●
10	<i>Nonconformities</i>	●		
11	<i>Administrative Bodies</i>	●	●	
12	Permit and Review Procedures		●	●
13	<i>Affordable Housing Requirements</i>	●		
14	<i>Adequate Public Facilities</i>	●		
15	<i>Enforcement</i>	●	●	
16	Definitions		●	●



# Article 1: Introductory Provisions

- *Introductory & Statutory Authority Provisions*
- *Continuance & Existing Applications/Permits*
- *Overview of Zoning Districts*
- *Overview of Structure of the Zoning Ordinance*
- *Establishment of Zoning Map*

# Article 1 – Introductory Provisions

---

## *What was changed?*

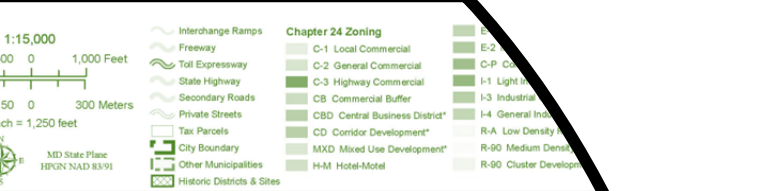
- Inclusion of technical language critical to a smooth transition from the prior zoning ordinance to the proposed revisions to the zoning.
- Continuance provisions for previously approved projects.
- Existing Applications and Permits – Allows for technically complete applications submitted prior to the adoption of the revised zoning ordinance to proceed through their review subject to the prior zoning provisions.
- Inclusion of language that outlines the structure of the zoning ordinance.

## *Why was this changed?*

- Continuance and existing applications/permits sections don't penalize applicants that have been actively working with the City for approval while the ordinance was being updated.
- Help non-professionals understand where key information is located and how to use the ordinance.

## *Update since Feb/March JWS:*

- “How to Navigate this Zoning Ordinance” was removed. This type of language will be located on the City's website.



# Article 2: Interpretation and Measurements

- *Interpretation of Language and Terms*
- *Rules of Interpretation*
- *Rules of Measurement & Calculation*
- *Exclusions from Measurements*

# Article 2 – Interpretation and Measurements

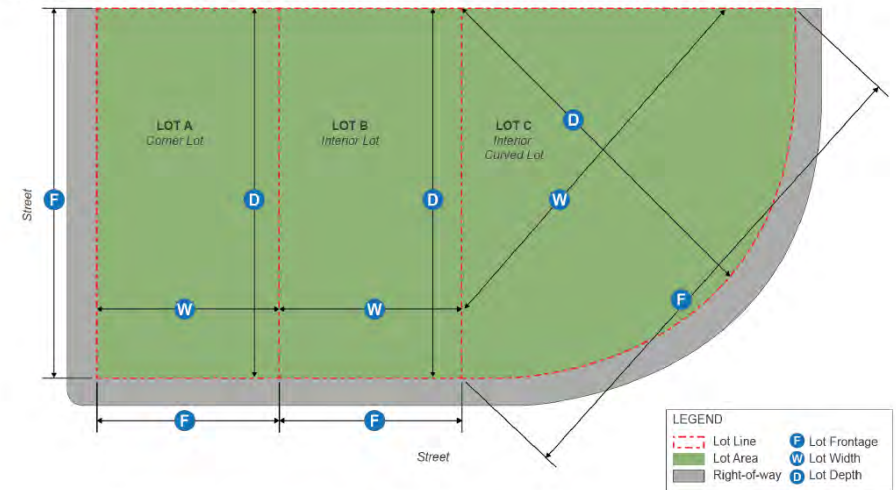
## What was changed?

- Creates single location for all rules related to the use of language and methods for calculating dimensional standards.
- Clarifying setbacks, yards and frontage.
- Clear rules regarding the measurement of height, yards and other standards.
- Inclusion of explanatory graphics.
- Simplified organization for exceptions and permitted projections into required yards.

## Update since Feb/March JWS:

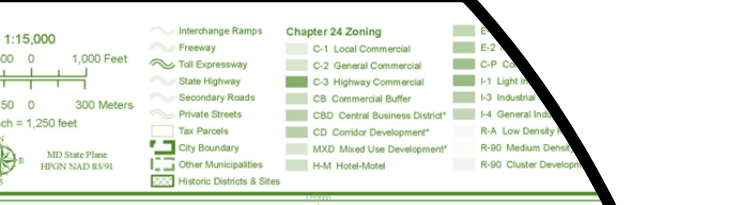
- Updated calculation of FAR to hundredths place.
- Updated graphic legends.

Figure 24-1 – Lot measurement.



Note: The rear yard measurements of "Lot C" shall be determined per the methods of (G)(2) below.

- (C) **Lot Frontage.** For non-floating zoned properties or when required by city council, lot frontage shall be measured by the linear distance measurement between where the side property lines of a lot intersect with the street line or drive aisle.
- (D) **Lot Width.** The lot width shall be the average horizontal distance between the side property lines of a lot.
- (E) **Lot Depth.** The lot depth shall be the mean horizontal distance between the front lot line and the rear lot line of a lot, measured within the lot boundaries.
- (F) **Front of Building.**
  - (1) **Interior lots.** For interior lots with only one frontage on a street, the front of the building is the façade of the building primarily oriented toward the street.
  - (2) **Corner lots.** For corner lots, the front of the building shall be determined based on the proportions of the lot. The façade of the building, typical having the primary entrance of the building facing the shorter of the street frontages may be considered the front of the building and shall be used to determine the lot width and any applicable regulations pertaining to the front yard; or the applicant at the time of any plan submission can determine and identify the front(s) of the building for approval by the planning director or designee.
  - (3) **Through lots.** For through lots, the front of the building shall be chosen by the applicant at the time of filing any plan submission, for approval by the planning director or designee. After determining the front façade of the building, the lot line facing the front of the building shall be considered the front lot line. All other front lot lines shall be considered side and/or rear yard lines for the purposes of applying building setbacks.



# Article 3: Standard Zoning Districts

- Residential Zones Use Table
- Residential Zones Dimensional Standards
- Non-Residential Zones Use Table
- Non-Residential Zones Dimensional Standards

# Article 3 – Standard Zoning Districts

## What was changed?

- Comprehensive use tables for all residential and non-residential uses.
- Inclusion of diagrams and tables to demonstrate dimensional standards of each zoning district.
- Revise dimensional standards of districts to better meet the City’s goals.

## Update since Feb/March JWS:

- Revised use permissions for Banquet Halls in I Zones.
- Added use permissions for “Professional Contracting Services”.

### Section 24-3.8 – R-18 Zone, Medium Density Planned Residential

- (A) **Purpose.** The R-18 Zone is intended to stabilize and protect medium-density areas by providing for a varied, denser urban residential pattern suitable to the needs of the population by encouraging a range of dwelling types.
- (B) **Uses.** The permitted, conditional, special exception, and prohibited uses within the R-18 Zone are provided in Section 24-3.1 – Use Table: Residential Zones and are indicated within the applicable column for the R-18 Zone.
- (C) **R-18 dimensional standards table.** The following dimensions standards, located in Table 24-3.8-A below, shall apply to all buildings located within the R-18 Zone. Standards applicable to accessory structures, located in Section 24-6.4, and accessory dwelling units, located in Section 24-5.2, shall also apply.

Figure 24-16 - R-18 Diagram



Table 24-3.8-A: R-18 Zone Dimensional Standards

Name of Standard	Standard
<b>A</b> Lot Area (Min.)	Townhomes, stacked dwelling, triplex dwelling, and quadplex dwelling: 1,800 square feet  Townhomes attached across rear lot lines: 1,200 square feet
<b>B</b> Lot Frontage (Min.)	N/A
<b>C</b> Front Setback (Min.)	10 feet
<b>D</b> Side Setback (Min.) <sup>(1)</sup>	5 feet
<b>E</b> Rear Setback (Min.)	Townhomes attached across rear lot lines: 0 feet  All other residential uses: 10 feet
<b>F</b> Building Height (Max.)	Townhomes, stacked dwelling, triplex dwelling, and quadplex dwelling: 4 stories and 48 feet  Multi-family attached dwellings: 6 stories and 72 feet
<b>G</b> Impervious Lot Coverage (Max.)	N/A
<b>H</b> Building Lot Coverage (Max.)	N/A
<b>I</b> Front Yard Impervious Coverage (Max.)	N/A

**Table Notes:**  
(1) Within townhouse developments, side setback standards only apply to end-unit townhouses.

- (D) **Frontage on public streets.** Lots improved by townhomes within the R-18 Zone shall not be required to have immediate access to a public street provided the planning commission shall find, in the course of the site plan development review, that satisfactory access to a public street will be provided.



# Article 3 – Standard Zoning Districts

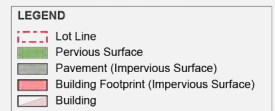
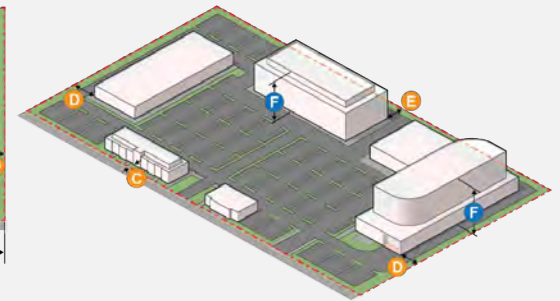
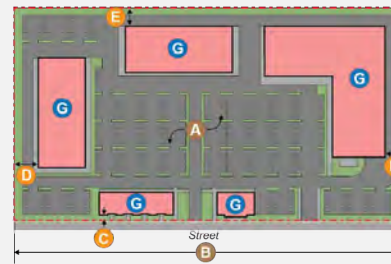
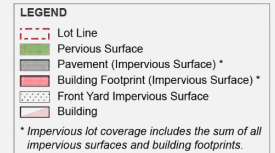
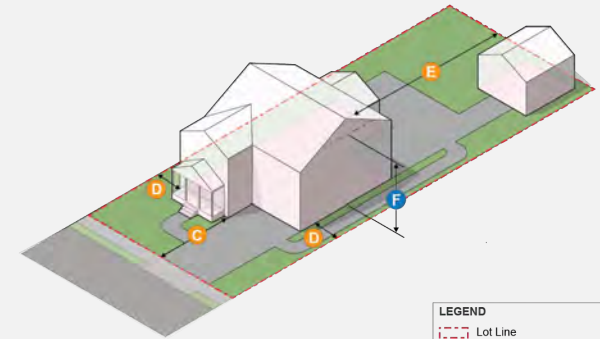
## *Modifications to District Standards*

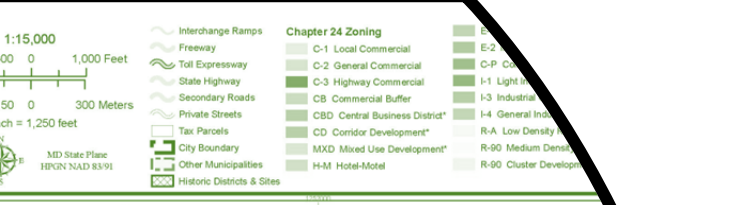
District standards were all modestly revised to:

- Increase lot coverage, height, and impervious coverage (where applicable).
- Reduce required setbacks.
- Align required lot area with built conditions.

## *Why was this changed?*

- Reduce nonconformance for existing buildings.
- Allow for homeowners to make meaningful improvements.
- Allow for the creation of new housing units and typologies contemplated in the housing element.
- Expand allowable uses in various non-residential zones.





# Article 4: Floating, Overlay and Special Zoning Districts

- *Floating Zone Use Table*
- *Introduction & Procedures for Floating Zones*
- *Floating Zone Regulations*
  - *CBD, CD, MCD, MXD*
- *Overlay Zones and Special Districts Regulations*
  - *Olde Towne, Asbury*

# Article 4 – Floating, Overlay and Special Zoning Districts

---

## *Overall Updates*

- Consolidated floating zones to a single Article and simplified procedural language.
- Improved findings for floating zones to promote equity.
- Defines Olde Towne and Asbury Special Districts. Includes these districts within article for ease of use.

## *Update since Feb/March JWS:*

- Updated use table to include professional contracting services.
- Clarified notification requirements.

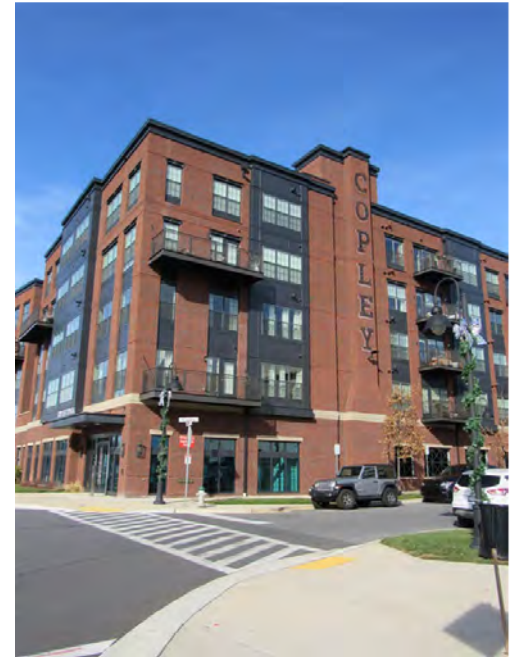
---

## *MCD Zone*

- Establishes MCD Zone to allow design flexibility and redevelopment of non-residential areas that support employment uses.
- To be applied to areas designated as “Employment Nodes” in the housing element.
- Height and setback to be established in the Master Plan or by City Council.

## *MXD Zone*

- Simplified development standards.
- Clarified open area requirements.



# Article 4 – Floating, Overlay and Special Zoning Districts

---

## *CD Zone*

- Incorporate FAR based on lot size.
- Provide floor area bonuses to:
  - Provide affordable housing at lower AMIs.
  - Provide larger units in residential buildings to support families.
  - Underground utilities along MD 355.
  - Contribute toward funds that further City’s affordable housing goals.

## *Update since Feb/March JWS:*

- Clarified and provided an example of how to implement FAR bonuses to a development.



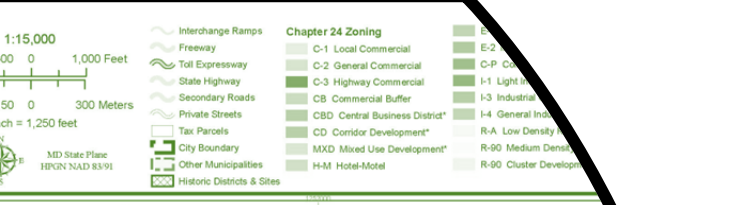
## *CBD Zone*

- The previous proposal sought to permit greater height in the CBD and allow for the Planning Commission to grant height waivers.



## *Update since Feb/March JWS:*

- Building height established by the Master Plan.
- Retains City Council authority to waive the height requirements in the district.
- Includes findings for the Council to consider in granting a height waiver.



# Article 5: Use-Specific Standards

*Includes additional standards for specific uses:*

- *Accessory Dwelling Units*
- *Bed & Breakfast*
- *Family Day Care*
- *Home-Based Business*
- *Mobile Commercial Uses*
- *Satellite Antennas, Towers & Poles*

# Article 5 – Use-Specific Standards

---

## *What was changed?*

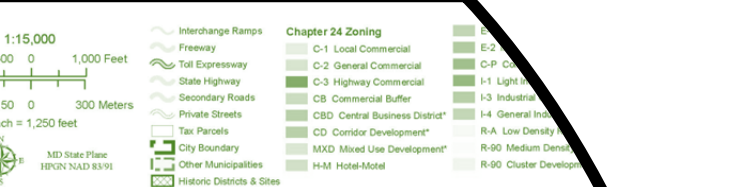
- Consolidation of specific use standards from various zones to a single article.
- Removed standards no longer needed due to update to use tables and other amendments.
- Inclusion of provisions for mobile vendors.
- Inclusion of provisions for accessory dwelling units.



## *Update since Feb/March JWS:*

Proposed ADU zoning text has been amended as follows:

- Allow Planning Commission to modify size and setback requirements.
- Clarify applicability of lot coverage and impervious area coverage for attached and detached ADUs.
- Allow ADU above garage to provide the setback of the garage.
- Clarify that ADU parking requirement is in addition to residential requirement.



# Article 6: Site Standards

- *Landscaping Standards*
- *Outdoor Lighting Standards*
- *Fences and Screen Walls*
- *Accessory Structures*
- *Outdoor Storage*
- *Refuse Storage*

# Article 6 – Site Standards

---

## *What was changed?*

- Reorganization and consolidation of various site standards into a single article.
- Alignment with language amended elsewhere, including parking and ADUs.
- Inclusion of Lighting standards.
- Inclusion of best practices for outdoor storage, refuse storage.

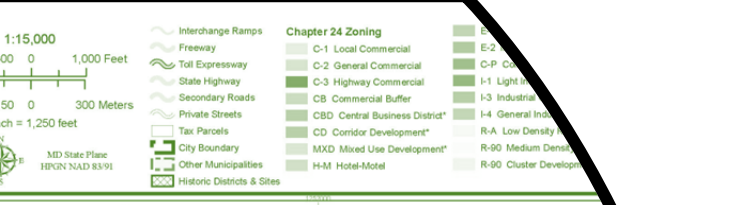
## *Why was this changed?*

- Consolidated location for common information sought by property owners are easier to locate within a single article.

## *Update since Feb/March JWS:*

- Lighting provisions updated to limit illumination at property boundary from both interior and exterior lighting sources.
- Language added to require exterior lighting sources be energy efficient.
- Amended language to state that lighting levels across walkways is maintained as an average.
- Removal of animal accessory structure provisions.
- Allow Planning Commission to approve non-enclosed outdoor storage areas.





# Article 7: Off-Street Parking and Loading

- *General Requirements*
- *Parking Requirements*
- *Modifications of Required Parking*
- *Individual Residential Parking Standards*
- *Structured/Surface Parking Lot Standards*
- *Parking Waivers by the Planning Commission*

# Article 7 – Off-Street Parking and Loading

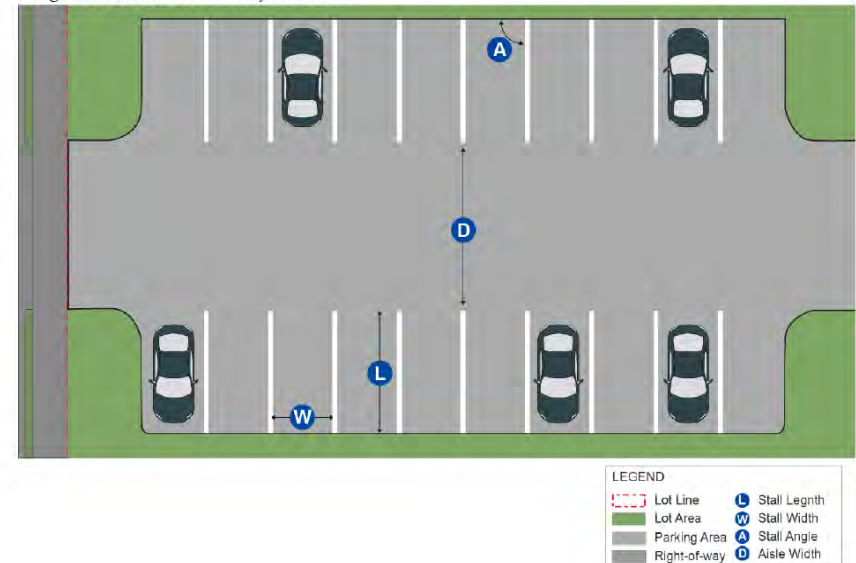
## What was changed?

- Revisions to general structure with inclusion of graphics and tables.
- Revised rates and implementation of use groups for establishing parking rates.
- Clear sections separating single-family from large parking lots.
- “On-Street Parking Requirements” are added for larger residential projects.
- Created parking rates for multi-tenant commercial uses.
- Added parking reduction for sites within 1,500 feet of Bus Rapid Transit stop.
- Strengthened findings for Planning Commission parking waivers.

Chapter 24. – Zoning | Article 7 – Off-Street Parking and Loading  
Section 24-7.5 – Structured or Surface Parking Lot Facilities Standards

- (D) **Location of parking spaces.** All required parking spaces shall be located on the same lot as the main building or structure, or on adjacent lots not further than one thousand five hundred (1,500) feet from the boundary of the lot that contains the primary building or structure for which they are required.
- (E) **Maneuverability standards.** The following table shall establish the minimum width of parking lot drive aisles with relation to the adjacent parking spaces they may serve.

Figure 24-26 - Maneuverability standards



Parking Angle (A) (degrees)	Min. Width (D) of One Way Aisle (feet)	Min. Width (D) of Aisle (feet): Two Way	Typical Stall (feet)
No spaces	14 (D)	20 (D)	N/A
0	14 (D)	20 (D)	22 (L) x 9 (W)
45	14 (D)	20 (D)	17 (L) x 9 (W)
60	16 (D)	20 (D)	17 (L) x 9 (W)
90	22 (D)	23 (D)	17 (L) x 9 (W)

# Article 7 – Off-Street Parking and Loading

## Why was this changed?

- Simplified parking rates based on use groups (rather than individual uses) makes it simpler to re-tenant existing commercial development.
- Parking standards, such as the size of required parking spaces, driveway dimensions, and garage standards for single-family homes are separated from the remainder of the more complex parking regulations.

## Update since Feb/March JWS:

- Amended BRT waiver to include stations that are under construction.
- Amended Planning Commission waiver of maximum number of parking spaces to allow Planning Commission to require additional parking per the findings.

Chapter 24. – Zoning | **Article 7 – Off-Street Parking and Loading**  
Section 24-7.5 – Structured or Surface Parking Lot Facilities Standards

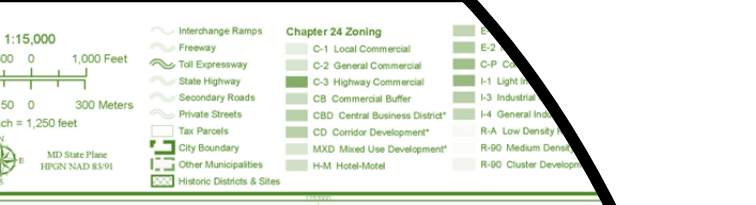
- (D) **Location of parking spaces.** All required parking spaces shall be located on the same lot as the main building or structure, or on adjacent lots not further than one thousand five hundred (1,500) feet from the boundary of the lot that contains the primary building or structure for which they are required.
- (E) **Maneuverability standards.** The following table shall establish the minimum width of parking lot drive isles with relation to the adjacent parking spaces they may serve.

Figure 24-26 - Maneuverability standards



LEGEND	
	Lot Line
	Lot Area
	Parking Area
	Right-of-way
	Stall Length
	Stall Width
	Stall Angle
	Aisle Width

Parking Angle (A) (degrees)	Min. Width (D) of One Way Aisle (feet)	Min. Width (D) of Aisle (feet): Two Way	Typical Stall (feet)
No spaces	14 (D)	20 (D)	N/A
0	14 (D)	20 (D)	22 (L) x 9 (W)
45	14 (D)	20 (D)	17 (L) x 9 (W)
60	16 (D)	20 (D)	17 (L) x 9 (W)
90	22 (D)	23 (D)	17 (L) x 9 (W)



# Article 8: Signage Standards

- *Applicability & Permitting*
- *Sign Measurement Standards*
- *Establishment of prohibited, permanent & temporary sign types*
- *Sign Standards, for each permitted sign type*

# Article 8 – Signage Standards

## What was changed?

- Provides clear, concise and illustrative guide to the permitted sign types.
- The use of graphics to illustrate the types and demonstrate the measurement of signs.
- Inclusion of tables to indicate the standards for each sign type.
- Inclusion of modern sign types, such as projection signs.

## Why was this changed?

- Easier to navigate sign regulations for businesses and property owners.
- Clearer rules of measurement and modern signs types ease the administration of signage rules.

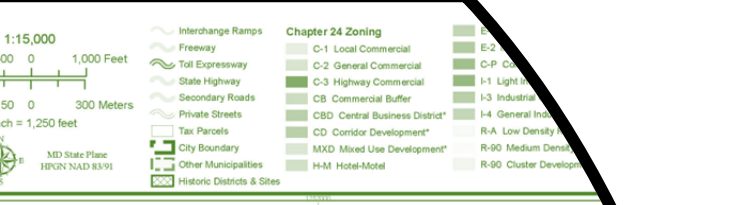
Figure 24-50: Example Geographic Area Permanent Sign



(B) Geographic area sign standards table.

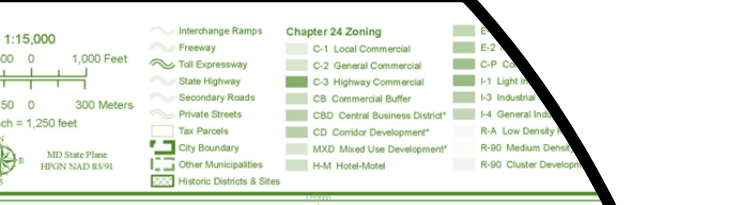
Table 24-8.19-4: Geographic Area Permanent Sign Standards

Geographic Area Permanent Sign Standards	Standard Residential Zones	Standard Non-Residential Zones	Floating Zones
Count per Property – as part of a Building Sign (max.)	1 per 20 acres of subdivision, or portion thereof	1 per 20 acres of subdivision, or portion thereof	1 per 20 acres of subdivision, or portion thereof
Surface Area per Sign – as part of a Building Sign (max.)	10% of building façade	10% of building façade	10% of building façade
Count per Property – as part of a Monument Sign (max.)	1 per 10 acres of subdivision, or portion thereof	1 per 10 acres of subdivision, or portion thereof	1 per 10 acres of subdivision, or portion thereof
Surface Area per Sign – as part of a Monument Sign (max.)	Adjacent to a major highway: 200 square feet	Adjacent to a major highway: 200 square feet	Adjacent to a major highway: 200 square feet
	Adjacent to all other roads: 100 square feet	Adjacent to all other roads: 100 square feet	Adjacent to all other roads: 100 square feet
Height of Sign – as part of a Monument Sign (max.)	Adjacent to a major highway: 15 feet	Adjacent to a major highway: 15 feet	Adjacent to a major highway: 15 feet
	Adjacent to all other roads: 10 feet	Adjacent to all other roads: 10 feet	Adjacent to all other roads: 10 feet



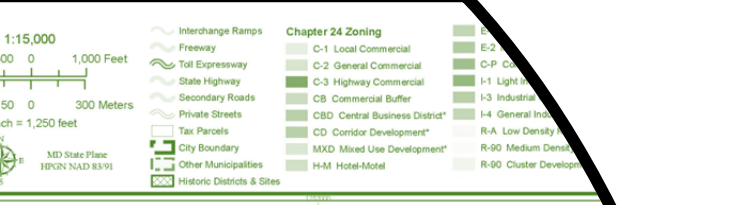
# Article 9: Historic Preservation

- *Purpose & Applicability*
- *Historic Area Work Permits*
- *Designation of Historic Districts or Sites*
- *Removal of Designation*
- *Demolition Procedures & Economic Hardship*



# Article 10: Nonconformities

- *Purpose & Intent*
- *Nonconforming Structure Provisions*
- *Nonconforming Use Provisions*
- *Nonconforming Lots & Signs*
- *Planning Commission Authorization for nonconforming uses and structures*



# Article 11: Administrative Bodies

- *Fees, Charges & Expenses*
- *Board of Appeals*
- *City Council*
- *Planning Commission*
- *Historic District Commission*



# Articles 9, 10 & 11

---

## *Article 9: Historic Preservation*

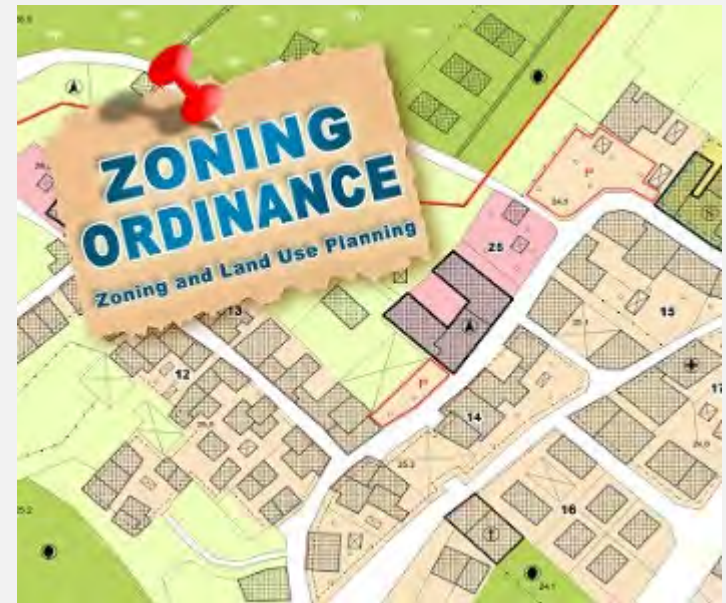
- Current zoning text met the policy objectives of the initiative.
- Retained current policy and structure of the zoning text.
- Updated to provide correct references, formatting, and procedural references.
- Updated demolition procedures when HDC needs to review.

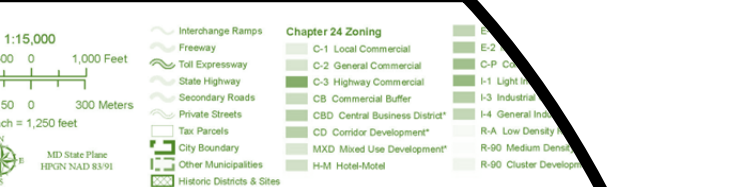
## *Article 11 – Administrative Bodies*

- Consolidated roles and responsibilities in the land use process of various bodies to single article.
- Relocated specific procedures (such as variance and appeals) to Article 12: Permit and Review Procedures.
- No changes were made to the authority or role of any body.

## *Article 10 – Nonconformities*

- Consolidated all nonconformance related provisions into a single article for ease of use.
- No need to update the conformance provisions of the zoning ordinance.





# Article 12: Permit and Review Procedures

- *Fees, Charges & Expenses*
- *Board of Appeals*
- *City Council*
- *Planning Commission*
- *Historic District Commission*



# Article 12: Permit and Review Procedures

## *What was changed?*

- A single article for all the applications and procedures that govern land use development within the City.
- Consistent approach to establishing the requirements, authority, procedures, amendment, and appeals process for all applications.
- Procedures documented for previously unlisted items (such as annexations).
- Unified location for noticing requirements.
- Tables to indicate submission requirements.

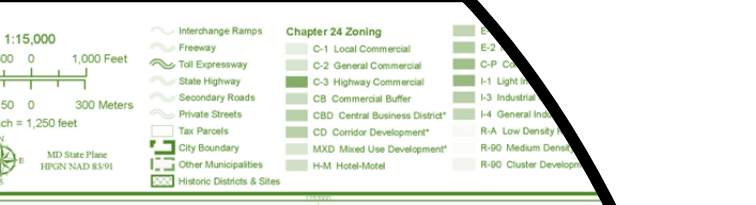
## *Update since Feb/March JWS:*

- Clarifications made to noticing procedures.

## *Why was this changed?*

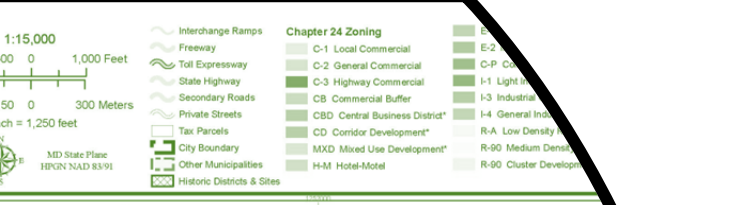
- Provides greater clarity to applicants and the public on land use processes.
- Expanded notifications to occupants instead of solely property owners to address equity concerns.
- Ease administration of the zoning ordinance to improve process for homeowners, businesses, and developers.





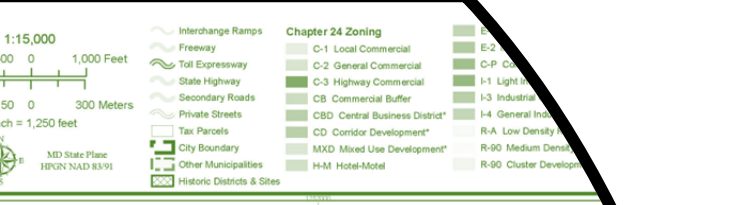
# Article 13: Affordable Housing

- *Purpose & Applicability*
- *Affordability Requirements*
- *Housing Design Requirements*
- *Waiver of Requirements*
- *Administrative Regulations*



# Article 14: Adequate Public Facilities

- *Purpose & Applicability*
- *Traffic Impact Study*
- *School Capacity*
- *Water & Sewer Service Capacity*
- *Fire & Emergency Services Capacity*



# Article 15: Enforcement

- *Violations and Penalties*
  - *Buildings & Uses*
  - *Signage*
  - *Historic Preservation*
  - *Parking*
- *Remediation of Violations*

# Articles 13, 14 & 15

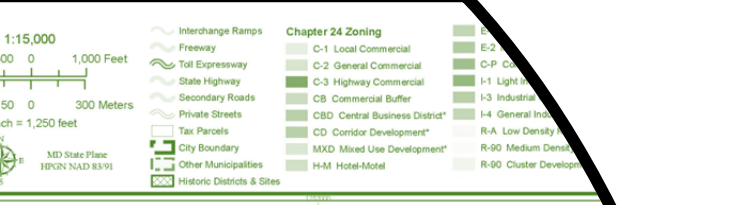
## *Article 13: Affordable Housing & Article 14: Adequate Public Facilities*

- Current zoning text met the policy objectives of the initiative.
- Retained current policy and structure of the zoning text.
- Updated to provide correct references and formatting.

## *Article 15: Enforcement*

- Consolidated all enforcement related provisions into a single article for ease of use.
- No need to update the enforcement provisions of the zoning ordinance.





# Article 16: Definitions

*Contains all definitions previously found throughout various sections of the zoning*



# Article 16 – Definitions

---

## *Amended Definitions*

The following definitions were amended:

- Floor Area, Gross
- Floor Area Ratio
- Hotel/Motel
- Lot Coverage, Building
- Off-premises Sign
- Ancillary & Principal sign
- Front, Rear, and Side Yard

## *New Definitions Added*

The following definitions were added:

- Basement
- Dwelling Unit (Courtyard Building, Single-Family, Multi-Family)
- Professional Contracting Services
- Professional Services
- Seasonal Event
- Sign Face
- Painted Wall Sign
- Sign Sponsor
- Warehousing
- Parking, Structured or Covered



# Next Steps

---

- April 16<sup>th</sup>: Held for Public Hearing Continuation (if needed)
- May 13<sup>th</sup>: Held for Joint Work Session (if needed)
- June 7<sup>th</sup> 5 PM: Planning Commission Record Closes
- June 19<sup>th</sup>: Planning Commission Recommendation
- June 28<sup>th</sup> 5 PM: Mayor & City Council Record Closes
- July 15<sup>th</sup>: Mayor & City Council Final Action



1:15,000  
0 0 1,000 Feet  
0 0 300 Meters  
Scale = 1,250 feet

MD State Plane  
HPGN NAD 83/91

Interchange Ramps	Chapter 24 Zoning	R-1 Single-Family Detached
Freeway	C-1 Local Commercial	E-2 Medium Density Residential
Toll Expressway	C-2 General Commercial	C-P Community Professional Office
State Highway	C-3 Highway Commercial	I-1 Light Industrial
Secondary Roads	CB Commercial Buffer	I-3 Industrial
Private Streets	CBD Central Business District	I-4 General Industrial
Tax Parcels	CD Corridor Development	R-A Low Density Residential
City Boundary	MXD Mixed Use Development	R-90 Medium Density Residential
Other Municipalities	H-M Hotel-Motel	R-90 Cluster Development
Historic Districts & Sites		



# Retool Gaithersburg

Revised Zoning Ordinance - CTAM-9739-2024

Mayor and City Council Regular Session  
Joint Public Hearing - April 15, 2024

