

From: [Gregory Mann](#)
To: [Cirner, Casey L.](#)
Cc: [Rob Robinson](#); [Retool Gaithersburg](#)
Subject: RE: New Zoning Ordinance - Parking Question
Date: Thursday, May 2, 2024 1:26:17 PM
Attachments: image001.png

Casey –

It applies to any site plan review process where Staff is delegated to review/approve. If a proposed project requires Planning Commission approval, any proposed parking waiver would be reviewed by them as part of the application.



Gregory P. Mann, AICP | Community Planning Manager
Department of Planning and Code Administration

City of Gaithersburg | 31 S. Summit Avenue | Gaithersburg, MD 20877
P (240) 805.1071 | M (301) 258.6330

From: Cirner, Casey L. <ccirner@milesstockbridge.com>
Sent: Thursday, May 2, 2024 1:20 PM
To: Gregory Mann <Greg.Mann@gaitersburgmd.gov>
Cc: Rob Robinson <Rob.Robinson@gaitersburgmd.gov>; Retool Gaithersburg <retool@gaitersburgmd.gov>
Subject: RE: New Zoning Ordinance - Parking Question

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Thanks Greg, so that section only applies to existing and not proposed developments.

Regards,
Casey

From: Gregory Mann <Greg.Mann@gaitersburgmd.gov>
Sent: Thursday, May 2, 2024 1:17 PM
To: Cirner, Casey L. <ccirner@milesstockbridge.com>
Cc: Rob Robinson <Rob.Robinson@gaitersburgmd.gov>; Retool Gaithersburg <retool@gaitersburgmd.gov>
Subject: [EXTERNAL] RE: New Zoning Ordinance - Parking Question

[EXTERNAL]

Casey –

Section 24-7.3 outlines parking reductions that can be granted by Staff. Specifically to your question, Section 24-7.3(C) allows Staff to grant a parking waiver for an increase in the maximum number of

spaces up to 10% or 35 spaces, whichever is less. This type of request would be processed as part of a site plan amendment.

Hope this helps and let us know if you have any additional questions.



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P (240) 805.1071 | M (301) 258.6330

From: Cirner, Casey L. <ccirner@milesstockbridge.com>

Sent: Thursday, May 2, 2024 12:45 PM

To: Rob Robinson <Rob.Robinson@gaithersburgmd.gov>; Gregory Mann <Greg.Mann@gaithersburgmd.gov>

Subject: New Zoning Ordinance - Parking Question

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Good afternoon Rob and Greg,

I am reviewing the parking requirements in Retool and have a question for you. Does Section 24-7.3(C) allow the Planning Director to approve a minor increase in the maximum parking without a parking waiver as part of a development application or this a separate process that is established for parking increases outside the development application process?

I see Section 24-7.2(B) establishes the maximum parking and states that the parking max can be modified by the Planning Commission per Section 24-7.6(B) (Parking Waivers).

However, Section 24-7.3(C) separately allows for a Planning Director minor parking “modification” “for developments”, as follows:

(A) Applicability. The planning director or designee may grant the following modifications of required parking, as listed in this section, for developments, enlargements, changes in use or occupancy, that demonstrate unique characteristics which allow for a reduced or increased need for automobile parking spaces. A request for such modification may be made to the planning director or designee in compliance with Section 24-12.6(J).

(C) Minor increase of maximum number of spaces. An increase in the maximum number of parking spaces of up to ten percent (10) or thirty-five (35) spaces, whichever is less, may be granted by the planning director or designee. In granting the request for increase to the maximum number of parking spaces, the planning director or designee may consider the same criteria used by the planning commission pursuant to Section 24-7.6(B).

Does “for developments” in Section 24-7.3(C) mean during the development application process? I note the planning director may, but isn’t required to, consider the parking waiver requirements for a parking “modification,” so it could make a procedural difference to an applicant. Then the parking waiver would be for any increase above the planning director minor modification threshold.

I appreciate your feedback,

Casey Cirner

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