



MAYOR AND COUNCIL

**Meeting No.16-25
Monday, June 9, 2025 - 6:30 PM**

AGENDA

Agenda item times are estimates only. Items may be considered at times other than those indicated.

Any person who requires assistance in order to attend a City meeting should call the ADA Coordinator at 240-314-8108.

Translation Assistance

Individuals who wish to participate in-person at Mayor and Council meetings during Community Forum or Public Hearings and who may need assistance with translation service other than English, please contact the City Clerk's Office at 240-314-8280, 3 business days prior to the meeting date (the Wednesday before the Monday meeting) or email at cityclerk@rockvillemd.gov, or by using this form: <https://www.rockvillemd.gov/FormCenter/City-Clerk-11/Sign-Up-for-Translation-Assistance-at-Co-368>

Note: In-Person Speakers will be called upon to speak before those who have signed up to speak virtually for Community Forum and Public Hearings.

In-Person Attendance

Community members attending in-person who wish to speak during Community Forum, or a Public Hearing, should sign up using the form at the entrance to the Mayor and Council Chamber. In-person speakers will be called upon in the order they are signed to speak and before virtual speakers.

Viewing Mayor and Council Meetings

The Mayor and Council are conducting hybrid meetings. The virtual meetings can be viewed on Rockville 11, Comcast, Verizon cable channel 11, livestreamed at www.rockvillemd.gov/rockville11, and available a day after each meeting at www.rockvillemd.gov/videoondemand.

Participating in Community Forum & Public Hearings:

If you wish to submit comments in writing for Community Forum or Public Hearings:

- Please email the comments to mayorandcouncil@rockvillemd.gov no later than 10:00 am on the date of the meeting.

If you wish to participate virtually in Community Forum or Public Hearings during the live Mayor and Council meeting:

1. Send your Name, Phone number, For Community Forum and Expected Method of Joining the Meeting (computer or phone) to mayorandcouncil@rockvillemd.gov no later than 10:00 am on the day of the meeting. Each speaker will receive 3 minutes.
2. Send your Name, Phone number, the Public Hearing Topic and Expected Method of Joining the Meeting (computer or phone) to mayorandcouncil@rockvillemd.gov no later than 10:00 am on the day of the meeting.
3. On the day of the meeting, you will receive a confirmation email with further details, and two Webex invitations: 1) Optional Webex Orientation Question and Answer Session and 2) Mayor & Council Meeting Invitation.
4. Plan to join the meeting no later than approximately 20 minutes before the actual meeting start time.
5. Read for <https://www.rockvillemd.gov/DocumentCenter/View/38725/Public-Meetings-on-Webex> meeting tips and instructions on joining a Webex meeting (either by computer or phone).
6. If joining by computer, Conduct a WebEx test: <https://www.webex.com/test-meeting.html> prior to signing up to join the meeting to ensure your equipment will work as expected.

Participating in Mayor and Council Drop-In (Mayor Ashton and Councilmember Valeri)

The next scheduled Drop-In Session will be held by phone or in-person on Monday, June 9 from 5:15-6:15 pm with Mayor Ashton and Councilmember Valeri. Please sign up by 10 am on the meeting day using the form at:

<https://www.rockvillemd.gov/formcenter/city-clerk-11/sign-up-for-dropin-meetings-227>

1. **Convene 6:30 PM**
2. **Pledge of Allegiance**
3. **Proclamation and Recognition - NONE**
4. **Agenda Review - 6:35 PM**
5. **City Manager's Report - 6:40 PM**
6. **Boards and Commissions Appointments and Reappointments - NONE**
7. **Community Forum - 6:50 PM**
8. **Special Presentations - 7:10 PM**
 - A. **Planning Commission Annual Report**
9. **Consent Agenda - 7:30 PM**

- A. Approval of Minutes

10. Public Hearing - 7:35 PM

- A. Zoning Text Amendment TXT2025-00270, to Regulate Establishments that Include the Retail Sale of Cannabis for Personal Use; Mayor and Council of Rockville, Applicants

11. Action Items - 8:05 PM

- A. Introduction and Possible Adoption of Zoning Text Amendment TXT2025-00270, to Regulate Establishments that Include the Retail Sale of Cannabis for Personal Use; Mayor and Council of Rockville, Applicants
- B. Consider Actions Related to Reorganization and Revisions to Chapter 15 - Personnel of City Code
- C. Consider Approval of 2026 Proposed Maryland Municipal League Legislative Action Requests

12. Worksession - NONE

13. Mock Agenda - 8:55 PM

- A. Mock Agenda

14. Old / New Business - 9:00 PM

15. Adjournment - 9:15 PM



MAYOR AND COUNCIL Meeting Date: June 9, 2025

Agenda Item Type: PRESENTATION

Department: COMMUNITY PLANNING AND DEVELOPMENT SERVICES (CPDS)

Responsible Staff: JIM WASILAK

Subject

Planning Commission Annual Report

Department

Community Planning and Development Services (CPDS)

Recommendation

Staff recommends that the Mayor and Council receive the Planning Commission's Annual Report.

Discussion

The Planning Commission's Annual Report for 2024 is the document by which the Commission reviews its performance during the preceding year, with a focus on its comprehensive planning, zoning, and development activities during that period and the major planning projects and issues considered by the Commission. The Report will be submitted to the Maryland Department of Planning, in compliance with the State's Land Use Article annual reporting requirements for local jurisdictions.

This year's Annual Report also includes a report on the City's Adequate Public Facilities Ordinance (APFO) and Standards (APFS). The requirement for a biennial APFO report was introduced in 2011; however, the Commission provides this information each year, covering significant actions and restrictions that occurred with respect to the APFO and APFS during each reporting year.

Summary of 2024 Planning Commission Actions

The 2024 Annual Report describes actions taken by the Planning Commission from development applications to zoning text amendments. Several development applications were reviewed and approved by the Planning Commission in 2024 and are described and mapped in the report. The proposed developments associated with these applications were generally located along the city's commercial and transit corridors. This included significant residential or mixed-use projects on vacant and urban infill sites.

The anticipated work plan for the Planning Commission in 2025 is described as a conclusion to the Annual Report, highlighting the work staff expects the Planning Commission to accomplish by the end of the current calendar year.

Boards and Commissions Review

The Planning Commission endorsed the report at its meeting on May 28.

Next Steps

The final report will be submitted to the Maryland Department of Planning in accordance with the Land Use Article of the Annotated Code of Maryland.

Attachments

Planning Commission Annual Report 2024 Final



City of
Rockville
Get Into It

Planning Commission

Annual Report 2024

Prepared May 2025

2024 MAYOR AND COUNCIL

Monique Ashton, Mayor
Kate Fulton
Barry Jackson
David Myles
Izola (Zola) Shaw
Marissa Valeri
Adam Van Grack

2024 PLANNING COMMISSION

Shayan Salahuddin, Chair
Jaime Espinosa
Eric Fulton
Sam Pearson (former member)
Suzan Pitman
Meng Sun

CITY MANAGER

Jeff Mihelich
Craig Simoneau (Former Acting)

DIRECTOR OF COMMUNITY PLANNING AND DEVELOPMENT SERVICES

Ricky Barker, AICP

DEPUTY DIRECTOR

Jenny Snapp

CHIEF OF ZONING/STAFF LIAISON

Jim Wasilak, AICP

PLANNING STAFF

Li Alligood, AICP, Deputy Zoning Manager (former)
Sheila Bashiri, Historic Preservation Planner
Christopher Davis, Senior Planner
Mercedes Delgado, Planner I
Tyree Dodson, Planning Technician
Megan Flick, AICP, Principal Planner
John Foreman, Development Services Manager
Katie Gerbes, AICP, Comprehensive Planning Manager
Christopher Meyers, Principal Planner (former)
Shayda Musavi, Principal Planner (former)
Nelson Ortiz, AICP, Principal Planner
Andrew Reitelbach, AICP, Principal Planner
Shaun Ryan, Development Review Supervisor
Holly Simmons, AICP, Deputy Zoning Manager
Jace Swain-Crowley, GIS Specialist
Manisha Tewari, AICP, Research Manager
Nicole Walters, Development Services Supervisor
Kimia Zolfagharian, Principal Planner

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CITY OF ROCKVILLE PLANNING COMMISSION

ANNUAL REPORT 2024

INTRODUCTION

The Annual Report of the Planning Commission is the document by which the Commission reviews its performance during the preceding year, with focus on its comprehensive planning, zoning and development activities during that period and the major planning projects and issues considered by the Commission. The Report is submitted to the Maryland Department of Planning in compliance with the State's Land Use Article annual reporting requirements for local jurisdictions.

This year's Annual Report also includes a report on the City's Adequate Public Facilities Ordinance (APFO) and Standards (APFS) but not a 5-year Mid-Cycle Planning Implementation and Development Process Report. The requirement for a biennial APFO report was introduced in 2011, yet the Commission provides this information each year, covering significant actions and restrictions that occurred with respect to the APFO and APFS during each reporting year.

The Smart Growth Goals, Measures and Indicators and Implementation of Planning Visions legislation (Senate Bill 276 and House Bill 295 [SB276/HB295]) requires jurisdictions that issue 50 or more building permits per year to report specified smart growth measures and indicators. The City of Rockville issued 324 single family residential building permits and 95 multifamily permits in 2024.

Each of the City's land use initiatives in 2024 worked towards implementing the State Visions for sustainable communities that protects the natural environment, directs growth, maintains and improves infrastructure and involves citizens in all stages of the process.

PLANNING IN ROCKVILLE

The City of Rockville had a population of 67,139 in 2020 (US Census Bureau, Decennial Census), making Rockville the fourth largest incorporated municipality in Maryland, behind the cities of Baltimore, Frederick and Gaithersburg. Rockville is about seven miles north of Washington, D.C. and is served by a transportation system that includes one interstate highway (I-270), two Metrorail stations within the City boundaries (Twinbrook and Rockville) and one just outside (Shady Grove), four state highways (Routes 355, 28, 586 and 189), a MARC and AMTRAK rail station (Rockville), in addition to local (RideOn) and regional (WMATA) bus service.

Rockville serves as the county seat for Montgomery County. The County Council and County Executive Offices are across the street from Rockville City Hall, as are the Circuit Court for Montgomery County and the District Court of Maryland.

The City of Rockville functions as an independent municipality, supplying many services for its citizens. The City controls its own planning and zoning authority, water and sewer services (serving much of the City, with WSSC serving some areas), police and public works departments, and recreation programs and

facilities. The Montgomery County government provides services to Rockville residents for public schools, fire protection, local circuit court, additional police protection, transportation, health and other services.

Municipal Authority

The authority to plan for the City’s development and to enact and enforce laws relating to land planning and zoning is derived from the Land Use Article of the Annotated Code of Maryland.

Land use planning in Rockville is the responsibility of four official bodies: The Mayor and Council, Planning Commission, Board of Appeals, and Historic District Commission. The Mayor and Council adopts the Master Plan (Plan), enacts legislation to ensure compliance with the Plan, adopts amendments to the Zoning Ordinance and the Zoning Map, and funds capital improvements necessary to implement the Plan. The Board of Appeals considers applications for Special Exception uses, Variances from the Zoning Ordinance requirements and Appeals from administrative decisions related to planning and zoning.

The City’s Zoning Ordinance, along with the Land Use Article, states the powers and duties of the Historic District Commission (HDC). They include identifying and recommending properties deemed eligible for historic designation, reviewing and acting on applications for Certificates of Approval for work within designated historic districts, and providing courtesy review to the Planning Commission and Mayor and Council for projects within or adjacent to historic districts.

Planning Commission

The Planning Commission is the only one of the four official bodies with direct land use authority that is involved in all phases of the planning process. It has specific duties, such as the Approving Authority for subdivisions and site plans, as well as advisory responsibilities to the Mayor and Council and Board of Appeals.

The Planning Commission is made up of seven members with staggered five-year terms. Members are nominated by the Mayor and approved by the full body of the Mayor and Council. The Commission elects a Chairperson from its membership each year. The Planning Commission typically meets twice a month, on the second and fourth Wednesdays starting at 7:00 p.m., in the Mayor and Council Chambers of Rockville City Hall. All meetings are televised and streamed live online and available online via “on-demand” the following day through the City’s website. All agendas and supporting documentation are posted on the website one week before each meeting. The Commission conducts meetings in person and virtually via Webex.

Certain powers and duties of the Planning Commission are mandated by the Land Use Article. The Commission is required to prepare a plan for the physical development of the City (Plan, also called Comprehensive Plan), which is recommended to the Mayor and Council for approval, including with modifications¹. The Commission also makes recommendations concerning public structures, improvements and land acquisition necessary for the execution of the Plan; recommends district boundaries for comprehensive zone classification of land; approves all subdivision of land; and consults

¹ An amendment to Maryland’s Land Use Article was enacted in 2015 which specifically allows the governing body to make modifications to recommended plans prior to adoption. The governing body may also approve, remand or disapprove the plan.

with and advises public officials, agencies, civic, educational, professional and other organizations and citizens with respect to the protection or execution of the Plan.

Certain duties of the Planning Commission stem from its function as the originator of the Plan. The Commission reviews and makes decisions on site plans for all proposed development, except for single-family or semi-detached residential development, for compliance with applicable regulations. For most other projects, the Commission approves a site plan, and subdivision plat if necessary, as prerequisites to the issuance of a Building Permit for construction. Applications filed pursuant to Mandatory Referral by public entities are also reviewed by the Commission.

Applications for Project Plan applications, Map Amendments, Text Amendments, Annexations, and other City policy statements are forwarded to the Mayor and Council with the Commission's recommendations. Similarly, the Commission reviews all applications for special exception uses for compliance with the Comprehensive Plan and makes appropriate recommendations to the Board of Appeals. The Commission reviews sectional map amendments to designate historic districts and makes recommendations to the Mayor and Council for consistency with the Master Plan. Finally, the Commission must file an Annual Report on its activities with the Mayor and Council and the Maryland Secretary of Planning. This report fulfills that requirement.

PLANNING COMMISSION ACTIVITIES IN 2024

Zoning Ordinance and Map Changes

The City adopted a new Zoning Ordinance on December 15, 2008 with an effective date of March 16, 2009. A new Development Review Procedures Manual was published in July 2009, followed by further updates in 2011, based on recommendations by a city Communications Task Force in 2010, and in 2013. The city has since adopted text and map amendments to clarify issues and to ensure the Zoning Ordinance addresses current planning and zoning issues facing the City.

In 2024, the Planning Commission reviewed two applications for Zoning Map Amendments (MAPs), one of which was a historic district map amendment and the other was for an application of a floating zone to fulfill a Comprehensive Plan recommendation. The Commission reviewed three Zoning Text Amendments: to regulate tobacco and smoke shops; to provide for a method to amend conservation districts; and to amend the existing Lincoln Park Conservation District.

Development Review Activities

Changes in development patterns in the City of Rockville, whether originating in the public or private sector, require the approval of one or more types of development applications. A review of all such applications acted on in 2024 provides a snapshot of future changes in the use of land within the city for that year. The approved development changes are consistent with all components of the adopted Comprehensive Master Plan, neighborhood plans, Zoning Ordinance regulations, and related City requirements.

Several subdivision plats were approved by the Rockville Planning Commission in 2024. These included record plats necessary to create lots for previously-approved development projects. Site Plan approvals

by the Planning Commission in 2024 included a residential community with 36 two-over-two units on a former church property near the Twinbrook Metro station, a conversion of a former office building to multifamily units also near the Twinbrook Metro station, and a 291-unit multifamily redevelopment of office buildings in the Town Center.

A list of all the Planning Commission actions in 2024, including those mentioned above, appears on pages 9-11, with a map on page 12 locating each property that was the subject of an action.

Comprehensive Plan Development and Implementation

The City of Rockville Comprehensive Master Plan (CMP), known as Rockville 2040, was adopted in August 2021. In 2025, two amendments to the Comprehensive Plan were adopted by the Mayor and Council: the Town Center Master Plan and an amendment to the Lincoln Park Design Guidelines. When combined with the Pedestrian Master Plan adopted into the Comprehensive Plan in 2023, there are now a total of three amendments to the CMP.

Pedestrian Master Plan

The Pedestrian Master Plan, adopted into the Comprehensive Plan on Oct. 30, 2023, amends, clarifies, and in many cases provides more details regarding the facility and policy planning within the city's Comprehensive Plan, Rockville 2040, and helps implement the city's Transportation Vision. The Transportation Vision states, "Rockville's transportation system will provide residents, businesses, employees, and visitors with multiple options for moving about the city through a variety of modes and paths while ensuring access for persons of all abilities and mobilities...Rockville will continue to transition to a more walkable community and contribute to regional efforts to create safe, efficient and environmentally sustainable mobility." The plan provides an overview of the pedestrian network and identifies policy and infrastructure improvements to address unique issues faced by people walking and rolling.

Town Center Master Plan

The Planning Commission reviewed and approved a new Town Center Master Plan in 2024, replacing the previous version adopted in 2001. The Mayor and Council subsequently adopted the Rockville Town Center Master Plan on January 27, 2025. The resounding themes found throughout this document are to create a flexible regulatory environment that allows Town Center to thrive by enabling development and allowing the market to dictate the "highest and best" land uses over the next two decades. Additionally, the Plan prioritizes the development of additional residential housing units, with a particular emphasis on affordable and attainable housing units. The final theme throughout the document is to turn Town Center into a vibrant local and regional destination by creating an environment where people can live, work, and play for years to come. Most of the zoning and land use recommendations within the Town Center Master Plan will be implemented through the Zoning Ordinance Rewrite and Comprehensive Map Amendment project currently underway.

Lincoln Park Conservation District Amendments

In 2022, the City of Rockville, in partnership with Lincoln Park residents and a design consultant, began working with community members to help review standards and develop draft design guidelines for new construction and additions to single-unit detached housing properties in the neighborhood. These efforts were made primarily to address issues with existing building standards in the Lincoln Park Neighborhood

Conservation District. The Planning Commission reviewed the proposed amendments to the *Lincoln Park Conservation District Plan* and the proposed design guidelines in 2024.

After extensive review, the Mayor and Council decided not to proceed with new design guidelines for the neighborhood. Instead, on January 27, 2025, the Mayor and Council adopted ordinances to amend the Lincoln Park Conservation District Plan and overlay zone to focus on needed revisions to existing standards relative to building footprint and height requirements.

DEVELOPMENT ACTIVITY IN 2024

Several major residential developments continued construction in 2024, including major developments near King Farm and Potomac Woods. In addition, a mixed use building with 460 multifamily units and a grocery store at the Twinbrook Metro station completed construction, allowing residential occupancy in 2024.

DEVELOPMENT CAPACITY ANALYSIS

The City of Rockville participates in the Metropolitan Washington Council of Governments (MWCog) growth forecasting process and has used the projections derived through that process in lieu of conducting a separate Development Capacity Analysis. All of the projections are based upon the current municipal boundaries and are therefore all located within a Priority Funding Area. The City participated in the MWCog Round 10.1 process in 2024. Round 10.1 projected the following for the year 2050:

MWCog Round 10.1 Projections (2024) – City of Rockville			
	2020	2050	Percent Change
Population	67,228	90,396	34%
Households	26,869	37,833	41%
Jobs	76,424	94,463	24%

ADEQUATE PUBLIC FACILITIES ORDINANCE (APFO)

The Mayor and Council have adopted an Adequate Public Facilities Ordinance (APFO) and Adequate Public Facilities Standards (APFS) to establish minimum standards for public facilities and services such as transportation (roads, transit, pedestrian facilities, bicycle facilities), schools, water, and sewer service. New developments are required to perform studies to evaluate their impact on these public facilities and mitigate unacceptable impacts prior to approval. The City's APFO can be found in Article 20 of the Rockville Zoning Ordinance.

Comprehensive Transportation Review

The transportation test of the City’s APFO is the Comprehensive Transportation Review (CTR). The CTR evaluates the overall transportation system from a multimodal perspective. Transportation goals from the Master Plan form the basis for the methodology, standards and impact thresholds outlined in the CTR

requirements. Each development application that generates more than 30 vehicle trips is required to include a Transportation Report that analyzes all components, including vehicle trip generation and distribution, intersection capacity analysis, and on-site transportation analysis and proposed mitigation of impacts on roads, bicycle and pedestrian facilities and transit systems. Transportation staff have initiated a process to update the standards of the CTR, which may be modified on the same timeline as the updated Zoning Ordinance for the City.

School Capacity Standards

The City’s school adequacy test, the point at which a school attendance area goes into moratorium for new residential development, is a combination of exceeding the program capacity by 120% and exceeding a specified seat count. The seat deficit is 110 seats at the elementary level and 180 seats at the middle school level.

Student generation rates were updated by Montgomery County semi-annually. The generation rates are more accurate since the location and housing type of virtually every MCPS student could be identified.

No school that serves students living in the City is in moratorium. Capacity at the high school level in the Walter Johnson HS cluster is over capacity, with the projected capacity over 120%; however, the project to reopen the former Charles W. Woodward HS within the City’s test period relieves that capacity deficit.

Similarly, the Richard Montgomery HS cluster continues to exceed capacity limits at the high school level. With the capacity from the new high school to be built at the Crown development in Gaithersburg available in 2027, the capacity deficit is relieved.

Water and Sewer Standards

Water and sewer service is delivered to Rockville by two providers: the City of Rockville and the Washington Suburban Sanitary Commission (WSSC). This portion of the report provides information for properties that receive water and sewer service from the City of Rockville.

Rockville withdraws water from the Potomac River, treats the water and delivers it to the Rockville city limits for customer consumption. There are three sewersheds in Rockville: Watts Branch, Cabin John and Rock Creek. Rockville collects wastewater from customers using Rockville’s sewer pipes and discharges the wastewater into WSSC sewer pipes, which in turn discharge into District of Columbia Water and Sewer Authority (DC Water) sewer pipes for treatment at DC Water’s Blue Plains Advanced Wastewater Treatment Facility (Blue Plains).

Calendar Year 2024 Restrictions

No restrictions were identified for projects approved during calendar year 2024:

- Capacity to treat and supply water from the Rockville Water Treatment Plant: None
- Capacity of the water transmission system to provide adequate fire flow: None
- Capacity to treat wastewater at Blue Plains: None
- Capacity of the sanitary sewer collection system to transmit wastewater flow: None

Cumulative Restrictions

The following is a cumulative list of restrictions, which have not yet been mitigated, identified since Rockville adopted an APFO and began tracking water and sewer deficiencies. These restrictions may place limits on development if they are not mitigated through capacity upgrades.

The Water and Wastewater deficiencies are shown in the map exhibit found on the following page. The exhibit also identifies when the deficiencies are expected to be mitigated based on the adopted fiscal year 2024 Capital Improvements Program (CIP).

Water System

There are currently no identified water system deficiencies; however, fire flow capacity is evaluated for each proposed development so future development may require the mitigation of a water system deficiency that has not been identified.

Wastewater System

There are six (6) deficient areas that have flow restrictions. These restrictions are a result of inadequate capacity of the existing sewer pipes to convey peak wastewater flow.

There are two primary means to resolve the sewer capacity restrictions in Rockville: (1) capacity upgrades through Rockville's Capital Improvement Program and (2) capacity upgrades by developers through permits issued by DPW. Capacity upgrades typically are accomplished by increasing the diameter of the sewer pipe, however alternate methods are considered when feasible. Rockville's FY2024 Capital Improvement Program, adopted by the Mayor and Council in May of 2023, includes construction funding to resolve two (2) deficient areas: Atlantic Avenue and Glenora. The Atlantic Avenue deficiency is scheduled to be resolved in FY2028 and the Glenora deficiency is scheduled to be resolved in FY2029. The Lorraine Drive sewer deficiency area is programmed to be mitigated by a capital improvement project in FY2030.

Cumulative development approvals through 2024 require mitigating the Congressional, Halpine and Twinbrook Metro deficiency areas in the Rock Creek sewer shed. The mitigation of Congressional and Halpine deficiency areas was completed by the developer with the implementation of Phase 1 of the Twinbrook Quarter development. The mitigation of the Twinbrook Metro deficiency area is subject to the terms of a Development Rights and Responsibilities Agreement (DRRA) and a pending implementation agreement between the City and the Twinbrook Quarter developer. The DRRA specifies that the mitigation of the Twinbrook Metro deficiency area will be implemented at the cost of the developer within ten (10) years of Twinbrook Quarter's Project Plan approval, or at ten (10) years, the developer must either fund the mitigation of the deficiency or forfeit the remaining reserved capacity of the Project Plan.

Water and Wastewater System Restrictions

Note: System restrictions are included for the Rockville Water and Sewer Service area only, and does not include areas served by the Washington Suburban Sanitary Commission (WSSC).

Wastewater Restriction Map Number	Area Name	Date of Planned Mitigation	How Mitigated
2	Atlantic Avenue	FY2028	Rockville CIP
3	Lorraine Drive	FY2030	Rockville CIP
4	Glenora	FY2029	Rockville CIP
5	Congressional	FY2024	Developer
6	Halpine	FY2024	Developer
7	Twinbrook Metro	FY2030	Developer or Rockville CIP

Water Restriction Map Number	Location	Date of Planned Mitigation	How Mitigated
None			

DEVELOPMENT ACTIONS BY PLANNING COMMISSION

The following tables outline the development review actions taken by the City Planning Commission during 2024. A map of these actions is included below showing the location of each application, where applicable.

Map Amendments

Application #	Request and Location	Action/Date
MAP2024-00120	Floating Zone Map Amendment Application to change the zone of 5906 Halpine Road from R-60 to MXNC (Mixed Use Neighborhood Center)	Recommended for approval on June 26, 2024
MAP2024-00125	Historic District Map Amendment Application to change the zoning of 4 Courthouse Square from MXTD (Mixed Use Transit District) to MXTD and HD (Historic District)	Recommended for approval on March 13, 2024

Plats - Subdivision

Application #	Request and Location	Action/Date
PLT2024-00619 PLT2024-00620 PLT2024-00621	Final Record Plat Applications to create lots in the previously approved site plan area for redevelopment of property in the MXCD Zone at 11511 Fortune Terrace.	Approved by the Planning Commission on February 7, 2024
PLT2023-00615	Final Record Plat Application to consolidate three record lots into a single record lot at 115 North Van Buren Street in the R-60 Zone.	Approved by the Planning Commission on March 13, 2024

PLT2025-00624 PLT2025-00625	Final Record Plat Applications to create townhouse lots in the previously approved site plan area for redevelopment of property in the MXCD Zone at 11511 Fortune Terrace	Approved by the Planning Commission on November 13, 2024
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Project Plans

Application #	Request and Location	Action/Date
PJT2023-00016	Project Plan application to modify the Champion Billiards Planned Development to reduce the permitted amount of retail space at 900 Rockville Pike	Recommended by the Planning Commission on January 24, 2024
PJT2024-00017	Project Plan application to modify the Rockshire Planned Development and allow redevelopment of the Village Center with 60 dwelling units and 5,500 square feet of retail	Recommended by the Planning Commission On February 28, 2024

Site Plans

Application #	Request and Location	Action/Date
STP2024-00465	Level 2 Site Plan to permit the conversion of an existing office building to multifamily use in the MXE Zone at 12501 Ardennes Avenue	Approved by the Planning Commission on April 24, 2024
STP2024-00473	Level 2 Site Plan to permit construction of 82 townhouses at 2200 Tower Oaks Boulevard in the PD-TO (Planned Development – Tower Oaks) Zone	Approved by the Planning Commission on July 24, 2024
STP2023-00474	Level 2 Site Plan to approve 36 two-over-two units in the MXNC Zone at 5906 Halpine Road	Approved by the Planning Commission on October 9, 2024
STP2024-00488	Level 2 Site Plan to allow for reconstruction of a private school in the R-60 Zone at 850 Nelson Street	Approved by the Planning Commission on October 9, 2024
STP2024-00487	Level 2 Site Plan to allow construction of 291 multifamily units to replace two existing office buildings at 414-416 Hungerford Drive	Approved by the Planning Commission on December 11, 2024

Special Exceptions

Application #	Request and Location	Action/Date
None		

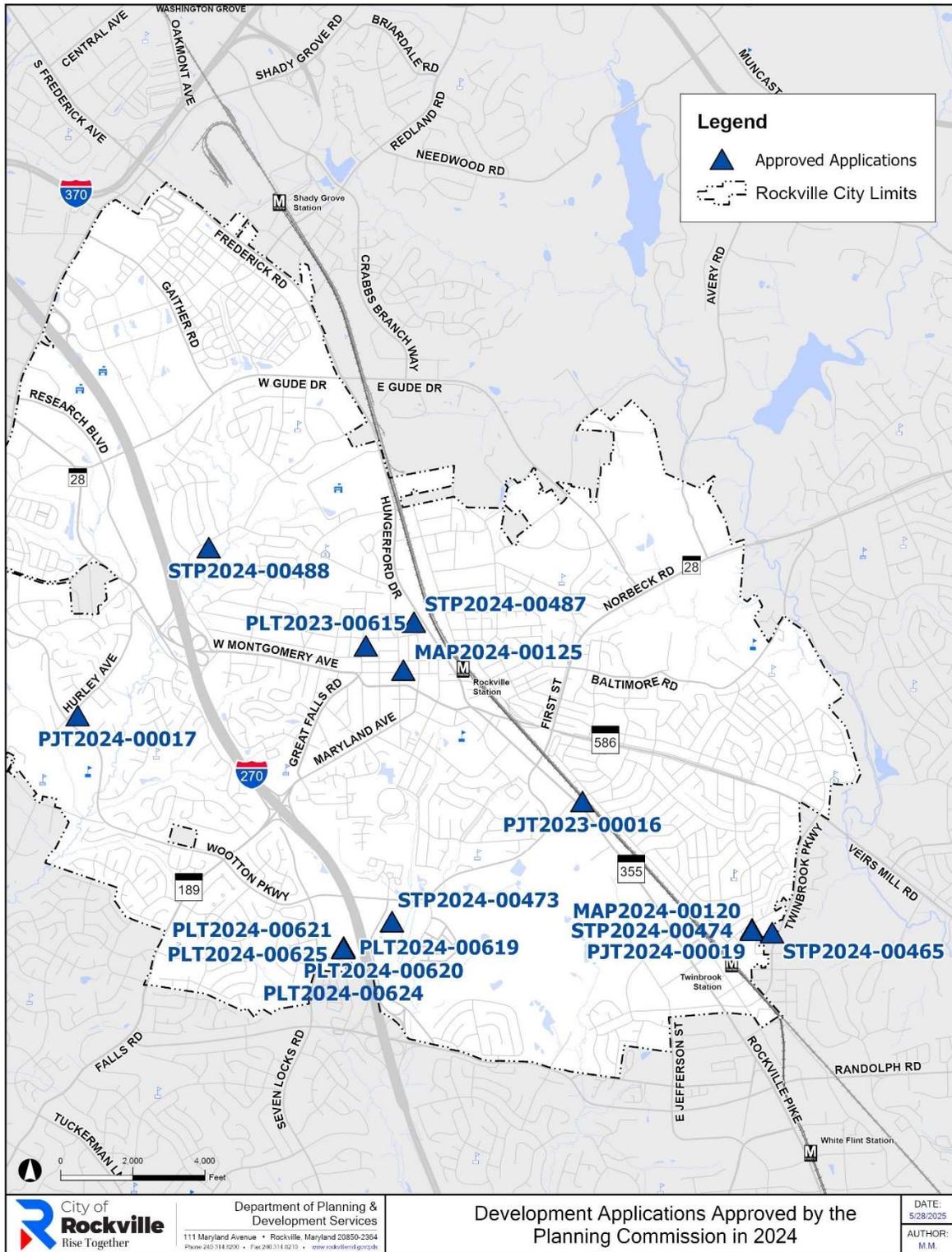
Waivers

Application #	Request and Location	Action/Date
None		

Zoning Text Amendments

Application #	Applicant, Request and Location	Action/Date
TXT2024-00265	Zoning Text Amendment by the Mayor and Council to regulate tobacco and smoke shop establishments	Recommended for denial by the Planning Commission on May 22, 2024
TXT2023-00266	Zoning Text Amendment by the Rockville Mayor and Council to provide a mechanism to allow for amendments to conservation districts	Recommended for approval by the Planning Commission on March 13, 2024
TXT2023-00267	Zoning Text Amendment by the Rockville Mayor and Council to modify the requirements of the Lincoln Park Conservation District	Recommended for approval by the Planning Commission on September 25, 2024

2024 Planning Commission Actions Map



Note: This map includes actions with a spatial location only, excluding zoning ordinance and general map amendments, for example

PLANNING COMMISSION WORK PROGRAM FOR 2025

The Planning Commission's work plan for 2025 will consist primarily of considering development review applications, including site plans and record plats, and providing recommendations on zoning text and map amendments, project plans and special exceptions.

The Mayor and Council have approved funding for a consultant to assist in a comprehensive rewrite of the City's Zoning Ordinance that is intended to implement the recommendations of the Comprehensive Plan. The Commission will have a major role in that effort and expects to hold work sessions on the project as it proceeds forward.

The Commission continues to take public participation in all planning efforts very seriously. This has been reflected in the public participation in recent master planning initiatives.

Staff for the Commission also monitors Montgomery County plans adjacent to Rockville and reports the status of such items to the Commission, which maintains an active interest in such projects. In addition, staff monitors other County projects that will impact Rockville, such as the Bus Rapid Transit (BRT) planned for the Rockville Pike (MD 355) and Veirs Mill Road (MD 586) corridors as well as projects at Montgomery College.

APPENDIX A – 2024 MEMBERS OF THE PLANNING COMMISSION

Jaime Espinosa

Address: 5717 Ridgway Avenue
Term: Appointed 2023, expires 2027
Personal: Debarment Specialist, Food and Drug Administration
Education: B.A., Political Science, University of Nevada – Las Vegas; J. D., University of St. Thomas;
Master of Public Administration, University of Baltimore

Eric Fulton

Address: 402 Beall Avenue
Term: Appointed 2022, expires 2027
Personal: National Program Manager, Customer Outreach and Communication, United States
General Services Administration
Education: B.A., Communications, University of Maryland

Suzan Pitman

Address: 822 Grandin Avenue
Term: Reappointed 2024, expires 2029
Personal: Operations Director, American College of Dentists
Education: B.A., Psychology and American History, Incarnate Word College

Shayan Salahuddin

Address: 103 Bullard Circle
Term: Appointed 2023, expires 2028
Personal: Mortgage Operations and Capital Markets Consultant
Education: B.S., Finance, California State University – Long Beach

Meng Sun

Address: 604 East Lynfield Drive
Term: Appointed 2024, expires 2026
Personal: Planner, Maryland-National Capital Park and Planning Commission (M-NCPPC)
Education: B. Architecture, Tsinghua University, M.S. Urbanism, Delft University of Technology,
PhD. Urban Planning and Policy, University of Illinois at Chicago



MAYOR AND COUNCIL Meeting Date: June 16, 2025
Agenda Item Type: CONSENT
Department: CITY CLERK/DIRECTOR OF COUNCIL OPERATIONS OFFICE
Responsible Staff: SARA FERRELL

Subject

Approval of Minutes

Department

City Clerk/Director of Council Operations Office

Recommendation

Staff recommends Mayor and Council approve the following minutes:

May 12, 2025 (Meeting No. 13-25)

May 19, 2025 (Meeting No. 14-25)

Attachments



MAYOR AND COUNCIL Meeting Date: June 9, 2025
Agenda Item Type: PUBLIC HEARING
Department: CPDS - ZONING REVIEW & OTHER
Responsible Staff: JIM WASILAK

Subject

Zoning Text Amendment TXT2025-00270, to Regulate Establishments that Include the Retail Sale of Cannabis for Personal Use; Mayor and Council of Rockville, Applicants

Department

CPDS - Zoning Review & Other

Recommendation

Staff recommends that the Mayor and Council conduct the public hearing.

Change in Law or Policy

The proposed amendment would add “cannabis dispensary” as a conditional use in the zones where retail use is allowed. Currently, the Zoning Ordinance considers the retail sale of cannabis to be the sale of a consumable good to be used in the home, given that it is not a defined use in the ordinance. See Attachment 1 above – Draft Ordinance.

Discussion

The intent of the draft ordinance for Zoning Text Amendment TXT2025-00270 is to align the city’s zoning regulations for cannabis dispensaries with state law regarding the sale of cannabis for recreational or personal use.

The proposed definition for a “cannabis dispensary” is “any retail establishment that is licensed by the state of Maryland to sell cannabis to patients or consumers.” In addition, the ZTA if adopted would add “cannabis dispensary” as a conditional use where retail use is permitted generally. This use would be a conditional use in the zones where retail use is permitted, which are the mixed-use (MXTD, MXCD, MXE, MXCT, MXB, MXT, and MXC) and Light Industrial (I-L) zones.

The use would be subject to the condition that the use complies with the requirements of State law and regulations, including, but not limited to, any distance requirements in § 36-410 of the

Alcoholic Beverages and Cannabis Article of the Maryland Annotated Code, as may be amended.

The distance requirements in the state code are that standard dispensaries may not be located within 500 feet of the following pre-existing sensitive uses: primary and secondary schools, child care centers, playgrounds, recreation centers, libraries, places of worship, and public parks. In addition, standard dispensaries may not be located within 1,000 feet of another dispensary.

While State code affords local jurisdictions some flexibility in enacting separation requirements for cannabis dispensaries, it also forbids jurisdictions from adopting requirements for dispensaries that are more restrictive than the requirements for licensed alcoholic beverage retailers (see Attachment 2 above – MCA Zoning Update 2024). The city does not have separation requirements for alcoholic beverage retailers, so the city is limited in enacting more stringent requirements on cannabis retailers without also imposing such requirements on alcoholic beverage retailers.

The draft ordinance does not include a prohibition on establishments that allow onsite consumption of cannabis, which is allowed by the 2025 cannabis reform bill, and which was removed from the draft by the Mayor and Council on May 19.

Mayor and Council History

At the May 19, 2025 meeting, the Mayor and Council authorized the filing of this ZTA which is consistent with the state regulations.

Public Notification and Engagement

The standard notification for public hearings occurred.

Boards and Commissions Review

The Planning Commission reviewed the application at its meeting on May 28 and recommended approval by unanimous vote.

Next Steps

If the Mayor and Council wish to proceed with the adoption of the draft zoning text amendment, the process is outlined on the next agenda item.

Attachments

Draft Ordinance, MCA Zoning Update 2024

ORDINANCE NO. _____

ORDINANCE: To amend City Code Chapter 25, titled "Zoning Ordinance," to add "cannabis dispensary" as a defined term, and to permit cannabis dispensaries as a conditional use in the I-L and Mixed Use (MX) Zones

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF ROCKVILLE, MARYLAND that Chapter 25 of the Rockville City Code entitled "Zoning Ordinance" be amended as follows:

Chapter 25
ZONING ORDINANCE

* * *

ARTICLE 3. – DEFINITIONS; TERMS OF MEASUREMENTS AND CALCULATIONS

* * *

Sec. 25.03.02. - Words and terms defined.

* * *

Canopy means a marquee, porte-cochere, or other unenclosed covering structure projecting from and attached to a building, with or without supporting members, protecting pedestrians and vehicles outside of an entrance doorway from inclement weather.

Cannabis dispensary means any retail establishment that is licensed by the state of Maryland to sell cannabis to patients or consumers.

* * *

ARTICLE 12. - INDUSTRIAL ZONES

* * *

Sec. 25.12.03. Land use tables.

The uses permitted in the industrial zones are shown in the table below. Uses are subject to applicable conditions of site plan approval. All special exceptions are subject to the requirements of article 15.

	Uses	Zones		Conditional requirements or related regulations
		Light Industrial I-L	Heavy Industrial I-H	
a. Residential uses	Live/work unit	P	N	Includes dwelling unit for caretaker in connection with a self-storage warehouse
	Personal living quarters	S	N	See Sec. 25.15.02.1.
b. Institutional uses	Adult day care	P	N	
	Charitable or philanthropic institution	P	N	
	Child care center	P	N	
	Educational institution, private	P	N	
	Places of worship	P	N	
c. Medical services	Ambulance service	C	N	Conditional use must not adjoin residential uses
	Hospital	S	N	Sec 25.15.02.i.
	Veterinary office and animal hospital	P	N	
d. Temporary uses	Christmas tree sales	C	C	Conditional use subject to the requirements of Sec. 25.09.04
	Garden produce	C	N	
	Temporary building or yard for construction materials or equipment	C	C	Conditional use subject to the requirements of Sec. 25.09.04
	Temporary carnival, flea market, or festival	C	C	
	Temporary office or model home	C	C	
	Mobile uses	C	N	
	Portable storage units	C	C	
e. Commercial,	Alcoholic beverages for consumption on the premises of any restaurant	P	N	

	Uses	Zones		Conditional requirements or related regulations
		Light Industrial I-L	Heavy Industrial I-H	
office, and industrial uses	Auctioneer and commercial gallery	P	N	
	Boats and marine supplies	P	N	
	Garden supplies	P	N	
	Home improvement service	P	P	
	Home maintenance services	P	P	
	Pawnbroker	S	N	See Section 25.15.02.m.
	Public transportation station	C	C	Conditional use must comply with any Plan recommendation
	Repair of household appliances, inc'l home electronic equipment	P	N	
	Taxicab service	P	N	
	Wearing apparel and related accessories	P	N	
	Wearing apparel services	P	N	
	Caterer, no seating	P	N	
	Carry-out	P	N	
	Restaurant	S	N	See Sec. 25.15.02.o.
	Office uses:			
	Duplicating service	P	N	
	Office	C	N	Conditional use limited to 25% of the gross floor area of a building
	Medical or dental laboratory	P	N	
	Research and development	P	N	

	Uses	Zones		Conditional requirements or related regulations
		Light Industrial I-L	Heavy Industrial I-H	
	Automobile filling station (Class I and II)	S	S	See Sec. 25.15.02.c.
	Automobile fluid maintenance station	P	N	
	Automotive repair garage	P	N	
	Mechanical car wash	P	N	
	Motor vehicle and trailer sales, including new and reconditioned parts and accessories and service incidental thereto	P	N	
	Motor vehicle towing service, without storage on the premises	P	N	
	Tires, batteries, and accessory sales, including service incidental thereto	P	N	
	Tobacco and vape shop	C	N	Conditional use subject to the requirements of Sec. 25.13.04.f.
	<u>Cannabis dispensary</u>	<u>C</u>	<u>N</u>	<u>Conditional use subject to the requirements of Sec. 25.13.04.g</u>

Key: P = Permitted Use; S = Special Exception; C = Conditional Use; N = Not Permitted

* * *

ARTICLE 13. - MIXED-USE ZONES

* * *

Sec. 25.13.03. Land use tables.

The uses permitted in the mixed-use zones are as shown in the table below. Uses are subject to applicable conditions of site plan approval. All special exceptions are subject to the requirements of Article 15.

	Uses	Zones								Conditional requirements or related regulations
		Mixed-Use Transit District (MXTD)	Mixed-Use Corridor District (MXCD)	Mixed-Use Employment (MXE)	Mixed-Use Business (MXB)	Mixed-Use Corridor Transition (MXCT)	Mixed-Use Neighborhood Commercial (MXNC)	Mixed-Use Commercial (MXC)	Mixed-Use Transition (MXT)	
a. Residential	Dwelling, single unit detached	N	C	C	C	N	C	P	P	Conditional use subject to the requirements of Sec. 25.13.04.a.
	Dwelling, semi-detached (duplex)	N	N	C	P	N	C	N	P	Conditional use subject to the requirements of Sec. 25.13.04.a.
	Dwelling, townhouse	P	P	P	P	P	P	N	C	Conditional use subject to the requirements of Sec. 25.13.04.a.
	Dwelling, attached	P	P	P	P	P	P	N	C	Conditional use density must not exceed 6 dwelling units per acre
	Dwelling, multiple-unit	P	P	P	P	P	P	C	C	Conditional use subject to the requirements of Sec. 25.13.04.a
	Live/work unit	P	P	P	P	P	P	P	P	
	Personal living quarters	P	P	P	P	P	P	N	P	
* * *										
h. Commercial and office uses	Retail sales and services:									
	Alcoholic beverages for consumption off the premises	P	P	P	N	C	C	C ¹	C	For conditional use, tenant area limited to 5,000 sq. ft. of gross floor area
	Alcoholic beverages for consumption on the premises of any restaurant	P	P	P	P	P	P	P	P	
	Auctioneer and commercial gallery	P	P	P	P	P	C	C	C	For conditional use, tenant area limited to 2,500 sq. ft. of gross floor area
	Boats and marine supplies	N	C	N	C	N	N	N	N	For conditional use, all sales and storage must be indoors

	Uses	Zones								Conditional requirements or related regulations
		Mixed-Use Transit District (MXTD)	Mixed-Use Corridor District (MXCD)	Mixed-Use Employment (MXE)	Mixed-Use Business (MXB)	Mixed-Use Corridor Transition (MXCT)	Mixed-Use Neighborhood Commercial (MXNC)	Mixed-Use Commercial (MXC)	Mixed-Use Transition (MXT)	
	Business equipment sales and service	P	P	P	P	P	N	P	N	
	<u>Cannabis dispensary</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>Conditional use subject to Sec. 25.13.04.g</u>

Key: P = Permitted Use; C = Conditional Use; S = Special Exception; N = Not Permitted

* * *

Sec. 25.13.04. - Special regulations for conditional uses.

- a. *Residential.* Where residential uses are permitted as conditional uses in a mixed-use zone, other than the MXC zone...

* * *

- g. Cannabis dispensary. Where a cannabis dispensary is allowed as a conditional use, it must meet all applicable requirements of State law and regulations, including, but not limited to, any distance requirements in § 36-410 of the Alcoholic Beverages and Cannabis Article of the Maryland Annotated Code, as may be amended.

* * *

* * * * *

I hereby certify that the foregoing is a true and correct copy of an ordinance adopted by the Mayor and Council at its meeting of _____, 2025.

Sara Taylor-Ferrell,

City Clerk/Director of Council Operations



Zoning Update

HB0805 passed the Maryland General Assembly with an effective date of June 1, 2024. This bill clarifies statutory requirements for where new cannabis businesses can locate, and provides more flexibility to local governments than what was previously authorized under the Cannabis Reform Act of 2023. HB0805 provides clarity to both new businesses and county and municipal officials. The Maryland Cannabis Administration (MCA) is providing this document in response to questions received from local governments and to help inform county and municipal officials on their scope of authority regarding the siting and operation of cannabis businesses.

Note: Items underlined reflect new provisions passed this year by the Maryland General Assembly.

Standard Dispensaries:

Standard dispensaries have physical storefronts and are authorized to sell cannabis or cannabis products to patients or consumers. The MCA limited the number of standard dispensaries by county. The number of awards for each county can be found on the table in *Appendix A*.

Standard Dispensaries *cannot* locate:

- Within 500 feet of any of these pre-existing sensitive locations:
 - Primary school
 - Secondary school
 - Child care center
 - Playground
 - Recreation Center
 - Library
 - Place of worship
 - Public Park
- Within 1,000 feet of another dispensary.

Local jurisdictions *may*:

- Pass an ordinance to increase the distance between dispensaries to a half mile.
- Pass an ordinance to establish a 100 feet distance requirement between dispensaries and areas zoned for residential use only.
 - Local jurisdictions may also apply distance limitations used for licensed alcoholic beverage retailers from an area zoned exclusively for residential use.
- Reduce the required distance between a licensed dispensary and any sensitive locations (listed above).
- Reduce the required distance between dispensaries to less than 1,000 feet.
- Consider and enforce the distance restrictions (listed above) when making zoning decisions for licensed dispensaries.
- Prohibit unlicensed retailers from siting in the jurisdiction.

Local jurisdictions *may not*:

- Adopt an ordinance establishing zoning or operational requirements for a licensed dispensary that are more restrictive than the requirements for licensed alcoholic beverage retailers in their jurisdiction.
- Establish zoning or other requirements that unduly burden the cannabis licensee.
- Impose licensing, operating, or other fees or requirements on a cannabis licensee that are disproportionately greater or more burdensome than those imposed on other businesses with a similar impact on the area where the cannabis licensee is located.
- Prohibit transportation through or deliveries within the political subdivision by cannabis businesses located in other political subdivisions.
- Prohibit the adult-use retail of cannabis by licensees within the jurisdiction.

Growers:

Growers are licensed entities authorized to cultivate cannabis. Cannabis cultivation may be done either through field cultivation (outdoors), indoor cultivation, or a combination of field and indoor cultivation. Regardless of cultivation method, growers are subject to strict security regulations, including fencing, lighting and surveillance. MCA has issued grower licenses in two categories: Standard and Micro. The award for each category has been made by region. A map of the MCA's regions in the State can be found in *Appendix B*. Awardees may locate in any jurisdiction within the region, subject to local approval.

Local jurisdictions *may not*:

- Establish zoning requirements for an exclusively field-cultivated grower that are more restrictive than zoning requirements that existed for registered hemp farms on June 30th, 2023.¹
- Prohibit outdoor cannabis cultivation on a premise that was properly zoned for outdoor cultivation on or before June 30, 2023.

Other Provisions:

In 2024, the General Assembly added provisions to allow local communities to protest the renewal of a cannabis license under certain circumstances. A protest may be filed under one of several bases specified in the law, and if the protest meets the minimum requirements established in law the MCA must hold a hearing to determine if the license should be renewed. Protests may only be filed by residents or commercial tenants located within 1,000 feet of the licensed premises for the following reasons:

- A violation of the Alcoholic Beverages and Cannabis title;
- A violation of civil or criminal law;
- Conduct by the licensee that creates or maintains conditions that allow other individuals to act in a manner that disturbs the peace.

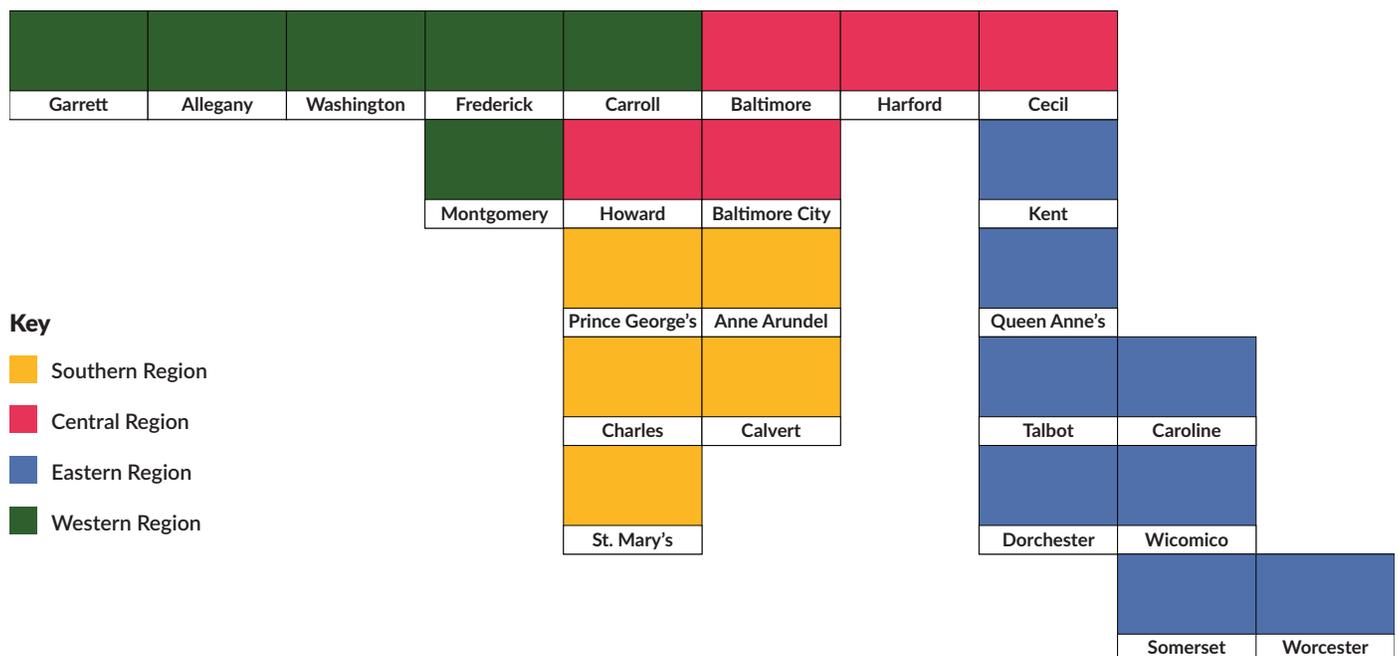
Local jurisdictions maintain the authority to prohibit on-site consumption establishments, or restrict the types of consumption authorized in the jurisdiction. The MCA has not issued any On-Site Consumption licenses to date.

¹ Only applicable in areas zoned for agriculture.

Appendix A: Number of New Dispensary Awards by County

Number Available	County	Number Available	County
1	Allegany	3	Harford
5	Anne Arundel	3	Howard
6	Baltimore	1	Kent
11	Baltimore City	9	Montgomery
3	Calvert	9	Prince George's
1	Caroline	1	Queen Anne's
2	Carroll	1	Somerset
2	Cecil	2	St. Mary's
2	Charles	2	Talbot
1	Dorchester	3	Washington
3	Frederick	2	Wicomico
1	Garrett	1	Worcester
Total: 75			

Appendix B: MCA Regional Distributions





Subject

Introduction and Possible Adoption of Zoning Text Amendment TXT2025-00270, to Regulate Establishments that Include the Retail Sale of Cannabis for Personal Use; Mayor and Council of Rockville, Applicants

Department

CPDS - Zoning Review & Other

Recommendation

Staff recommend that the Mayor and Council adopt the draft ordinance of their choice at its June 9 meeting. To adopt the ordinance, a council member must introduce the ordinance. A motion to waive the layover period must then be approved by six or more members of the Council, after which the vote to adopt the ordinance may take place.

Change in Law or Policy

The proposed amendment would add “cannabis dispensary” as a conditional use in the zones where retail use is allowed. Currently, the Zoning Ordinance considers the retail sale of cannabis to be the sale of a consumable good to be used in the home, given that it is not a defined use in the ordinance.

The proposed alternative ordinance would also add “cannabis dispensary with drive-through dispensing services” as a conditional use in zones where retail use is allowed, subject to relevant state requirements and criteria for other drive-through uses.

Discussion

The intent of the draft ordinance for Zoning Text Amendment TXT2025-00270 is to align the city’s zoning regulations for cannabis dispensaries with state law regarding the sale of cannabis for recreational or personal use (see Attachment 1 - Draft Cannabis ZTA Ordinance 052725).

The proposed definition for a “cannabis dispensary” is “any retail establishment that is licensed by the state of Maryland to sell cannabis to patients or consumers.” In addition, the ZTA if adopted would add “cannabis dispensary” as a conditional use where retail use is permitted generally. This use would be a conditional use in the zones where retail use is

permitted, which are the mixed-use (MXTD, MXCD, MXE, MXCT, MXB, MXT, and MXC) and Light Industrial (I-L) zones.

The use would be subject to the condition that the use complies with the requirements of State law and regulations, including, but not limited to, any distance requirements in § 36-410 of the Alcoholic Beverages and Cannabis Article of the Maryland Annotated Code, as may be amended.

The distance requirements in the state code are that standard dispensaries may not be located within 500 feet of the following pre-existing sensitive uses: primary and secondary schools, child care centers, playgrounds, recreation centers, libraries, places of worship, and public parks. In addition, standard dispensaries may not be located within 1,000 feet of another dispensary.

As an alternative, additional clarity could be added to the code to state that a “cannabis dispensary with drive-through dispensing services” would also be a conditional use in the same zones. State code permits the retail sale of cannabis products via drive-through dispensaries, so the Zoning Ordinance would match state code in this regard. In addition, staff recommends that a drive-through dispensary be subject to the same conditional use requirements regarding site circulation and reservoir spaces as a drug store with drive-through. The draft ordinance at Attachment 2 reflects the addition of drive-through dispensaries.

While State code affords local jurisdictions some flexibility in enacting separation requirements for cannabis dispensaries, it also forbids jurisdictions from adopting requirements for dispensaries that are more restrictive than the requirements for licensed alcoholic beverage retailers. The city does not have separation requirements for alcoholic beverage retailers, so the city is limited in enacting more stringent requirements on cannabis retailers without also imposing such requirements on alcoholic beverage retailers.

The draft ordinance does not include a prohibition on establishments that allow onsite consumption of cannabis, which is allowed by the 2025 cannabis reform bill, and which was removed from the draft by the Mayor and Council on May 19.

Impact Statements

Equity

The intent of the state legislation is to provide greater opportunities, particularly to prospective licensees who were previously restricted by past cannabis regulations. The ZTA does not impose a greater distance requirement between dispensaries that retail cannabis products for personal use.

Environment

There will be no known environmental impact from the adoption of the ZTA.

Economy

The state legislation was crafted so that communities that were overly burdened in the past may benefit economically from the legislation that allows for cannabis dispensaries that retail cannabis products for personal use. If the Mayor and Council enact the baseline separation distances that mirror state law, those opportunities will be available in Rockville as intended by the legislation.

Mayor and Council History

The Mayor and Council authorized the filing of Zoning Text Amendment TXT2025-00270 on May 19, 2025.

Public Notification and Engagement

Public notification followed the city's accepted practice.

Boards and Commissions Review

The Planning Commission reviewed the proposed ZTA on May 28, 2025, and recommended approval by unanimous vote.

Next Steps

Adoption will conclude the review process.

Suggested motions:

“I introduce the ordinance for Zoning Text Amendment TXT2025-00270.”

Once introduced, “I move to waive the layover period in order to adopt the ordinance”

If six or more have voted affirmatively to waive the layover period, “I move to adopt the ordinance to approve Zoning Text Amendment TXT2025-00270.”

Attachments

Draft Cannabis ZTA Ordinance, Draft Cannabis ZTA Ordinance with drive thru 060525

ORDINANCE NO. _____

ORDINANCE: To amend City Code Chapter 25, titled "Zoning Ordinance," to add "cannabis dispensary" as a defined term, and to permit cannabis dispensaries as a conditional use in the I-L and Mixed Use (MX) Zones

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF ROCKVILLE, MARYLAND that Chapter 25 of the Rockville City Code entitled "Zoning Ordinance" be amended as follows:

Chapter 25
ZONING ORDINANCE

* * *

ARTICLE 3. – DEFINITIONS; TERMS OF MEASUREMENTS AND CALCULATIONS

* * *

Sec. 25.03.02. - Words and terms defined.

* * *

Canopy means a marquee, porte-cochere, or other unenclosed covering structure projecting from and attached to a building, with or without supporting members, protecting pedestrians and vehicles outside of an entrance doorway from inclement weather.

Cannabis dispensary means any retail establishment that is licensed by the state of Maryland to sell cannabis to patients or consumers.

* * *

ARTICLE 12. - INDUSTRIAL ZONES

* * *

Sec. 25.12.03. Land use tables.

The uses permitted in the industrial zones are shown in the table below. Uses are subject to applicable conditions of site plan approval. All special exceptions are subject to the requirements of article 15.

	Uses	Zones		Conditional requirements or related regulations
		Light Industrial I-L	Heavy Industrial I-H	
a. Residential uses	Live/work unit	P	N	Includes dwelling unit for caretaker in connection with a self-storage warehouse
	Personal living quarters	S	N	See Sec. 25.15.02.1.
b. Institutional uses	Adult day care	P	N	
	Charitable or philanthropic institution	P	N	
	Child care center	P	N	
	Educational institution, private	P	N	
	Places of worship	P	N	
c. Medical services	Ambulance service	C	N	Conditional use must not adjoin residential uses
	Hospital	S	N	Sec 25.15.02.i.
	Veterinary office and animal hospital	P	N	
d. Temporary uses	Christmas tree sales	C	C	Conditional use subject to the requirements of Sec. 25.09.04
	Garden produce	C	N	
	Temporary building or yard for construction materials or equipment	C	C	Conditional use subject to the requirements of Sec. 25.09.04
	Temporary carnival, flea market, or festival	C	C	
	Temporary office or model home	C	C	
	Mobile uses	C	N	
	Portable storage units	C	C	
e. Commercial,	Alcoholic beverages for consumption on the premises of any restaurant	P	N	

	Uses	Zones		Conditional requirements or related regulations
		Light Industrial I-L	Heavy Industrial I-H	
office, and industrial uses	Auctioneer and commercial gallery	P	N	
	Boats and marine supplies	P	N	
	Garden supplies	P	N	
	Home improvement service	P	P	
	Home maintenance services	P	P	
	Pawnbroker	S	N	See Section 25.15.02.m.
	Public transportation station	C	C	Conditional use must comply with any Plan recommendation
	Repair of household appliances, inc'l home electronic equipment	P	N	
	Taxicab service	P	N	
	Wearing apparel and related accessories	P	N	
	Wearing apparel services	P	N	
	Caterer, no seating	P	N	
	Carry-out	P	N	
	Restaurant	S	N	See Sec. 25.15.02.o.
	Office uses:			
	Duplicating service	P	N	
	Office	C	N	Conditional use limited to 25% of the gross floor area of a building
	Medical or dental laboratory	P	N	
	Research and development	P	N	

	Uses	Zones		Conditional requirements or related regulations
		Light Industrial I-L	Heavy Industrial I-H	
	Automobile filling station (Class I and II)	S	S	See Sec. 25.15.02.c.
	Automobile fluid maintenance station	P	N	
	Automotive repair garage	P	N	
	Mechanical car wash	P	N	
	Motor vehicle and trailer sales, including new and reconditioned parts and accessories and service incidental thereto	P	N	
	Motor vehicle towing service, without storage on the premises	P	N	
	Tires, batteries, and accessory sales, including service incidental thereto	P	N	
	Tobacco and vape shop	C	N	Conditional use subject to the requirements of Sec. 25.13.04.f.
	<u>Cannabis dispensary</u>	<u>C</u>	<u>N</u>	<u>Conditional use subject to the requirements of Sec. 25.13.04.g</u>

Key: P = Permitted Use; S = Special Exception; C = Conditional Use; N = Not Permitted

* * *

ARTICLE 13. - MIXED-USE ZONES

* * *

Sec. 25.13.03. Land use tables.

The uses permitted in the mixed-use zones are as shown in the table below. Uses are subject to applicable conditions of site plan approval. All special exceptions are subject to the requirements of Article 15.

	Uses	Zones								Conditional requirements or related regulations
		Mixed-Use Transit District (MXTD)	Mixed-Use Corridor District (MXCD)	Mixed-Use Employment (MXE)	Mixed-Use Business (MXB)	Mixed-Use Corridor Transition (MXCT)	Mixed-Use Neighborhood Commercial (MXNC)	Mixed-Use Commercial (MXC)	Mixed-Use Transition (MXT)	
a. Residential	Dwelling, single unit detached	N	C	C	C	N	C	P	P	Conditional use subject to the requirements of Sec. 25.13.04.a.
	Dwelling, semi-detached (duplex)	N	N	C	P	N	C	N	P	Conditional use subject to the requirements of Sec. 25.13.04.a.
	Dwelling, townhouse	P	P	P	P	P	P	N	C	Conditional use subject to the requirements of Sec. 25.13.04.a.
	Dwelling, attached	P	P	P	P	P	P	N	C	Conditional use density must not exceed 6 dwelling units per acre
	Dwelling, multiple-unit	P	P	P	P	P	P	C	C	Conditional use subject to the requirements of Sec. 25.13.04.a
	Live/work unit	P	P	P	P	P	P	P	P	
	Personal living quarters	P	P	P	P	P	P	N	P	
* * *										
h. Commercial and office uses	Retail sales and services:									
	Alcoholic beverages for consumption off the premises	P	P	P	N	C	C	C ¹	C	For conditional use, tenant area limited to 5,000 sq. ft. of gross floor area
	Alcoholic beverages for consumption on the premises of any restaurant	P	P	P	P	P	P	P	P	
	Auctioneer and commercial gallery	P	P	P	P	P	C	C	C	For conditional use, tenant area limited to 2,500 sq. ft. of gross floor area
	Boats and marine supplies	N	C	N	C	N	N	N	N	For conditional use, all sales and storage must be indoors

	Uses	Zones								Conditional requirements or related regulations
		Mixed-Use Transit District (MXTD)	Mixed-Use Corridor District (MXCD)	Mixed-Use Employment (MXE)	Mixed-Use Business (MXB)	Mixed-Use Corridor Transition (MXCT)	Mixed-Use Neighborhood Commercial (MXNC)	Mixed-Use Commercial (MXC)	Mixed-Use Transition (MXT)	
	Business equipment sales and service	P	P	P	P	P	N	P	N	
	<u>Cannabis dispensary</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>Conditional use subject to Sec. 25.13.04.g</u>

Key: P = Permitted Use; C = Conditional Use; S = Special Exception; N = Not Permitted

* * *

Sec. 25.13.04. - Special regulations for conditional uses.

- a. *Residential.* Where residential uses are permitted as conditional uses in a mixed-use zone, other than the MXC zone...

* * *

- g. Cannabis dispensary. Where a cannabis dispensary is allowed as a conditional use, it must meet all applicable requirements of State law and regulations, including, but not limited to, any distance requirements in § 36-410 of the Alcoholic Beverages and Cannabis Article of the Maryland Annotated Code, as may be amended.

* * *

* * * * *

I hereby certify that the foregoing is a true and correct copy of an ordinance adopted by the Mayor and Council at its meeting of _____, 2025.

Sara Taylor-Ferrell,

City Clerk/Director of Council Operations

ORDINANCE NO. _____

ORDINANCE: To amend City Code Chapter 25, titled “Zoning Ordinance,” to add “cannabis dispensary” and “cannabis dispensary with drive-through dispensing services” as defined terms, and to permit cannabis dispensaries and cannabis dispensaries with drive-through dispensing services as conditional uses in the I-L and Mixed Use (MX) Zones

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF ROCKVILLE, MARYLAND that Chapter 25 of the Rockville City Code entitled “Zoning Ordinance” be amended as follows:

Chapter 25
ZONING ORDINANCE

* * *

ARTICLE 3. – DEFINITIONS; TERMS OF MEASUREMENTS AND CALCULATIONS

* * *

Sec. 25.03.02. - Words and terms defined.

* * *

Canopy means a marquee, porte-cochere, or other unenclosed covering structure projecting from and attached to a building, with or without supporting members, protecting pedestrians and vehicles outside of an entrance doorway from inclement weather.

Cannabis dispensary means any retail establishment that is licensed by the state of Maryland to sell cannabis to patients or consumers.

Cannabis dispensary with drive-through dispensing services means any retail establishment that is licensed by the state of Maryland to sell cannabis to patients or consumers and that includes a window or other opening in an exterior wall that enables a registered dispensary agent to serve individuals who drive a vehicle to the dispensary, subject to all applicable state laws and regulations.

* * *

ARTICLE 12. - INDUSTRIAL ZONES

* * *

Sec. 25.12.03. Land use tables.

The uses permitted in the industrial zones are shown in the table below. Uses are subject to applicable conditions of site plan approval. All special exceptions are subject to the requirements of article 15.

	Uses	Zones		Conditional requirements or related regulations
		Light Industrial I-L	Heavy Industrial I-H	
a. Residential uses	Live/work unit	P	N	Includes dwelling unit for caretaker in connection with a self-storage warehouse
	Personal living quarters	S	N	See Sec. 25.15.02.1.
b. Institutional uses	Adult day care	P	N	
	Charitable or philanthropic institution	P	N	
	Child care center	P	N	
	Educational institution, private	P	N	
	Places of worship	P	N	
c. Medical services	Ambulance service	C	N	Conditional use must not adjoin residential uses
	Hospital	S	N	Sec 25.15.02.i.
	Veterinary office and animal hospital	P	N	
d. Temporary uses	Christmas tree sales	C	C	Conditional use subject to the requirements of Sec. 25.09.04
	Garden produce	C	N	
	Temporary building or yard for construction materials or equipment	C	C	Conditional use subject to the requirements of Sec. 25.09.04
	Temporary carnival, flea market, or festival	C	C	
	Temporary office or model home	C	C	

	Uses	Zones		Conditional requirements or related regulations
		Light Industrial I-L	Heavy Industrial I-H	
	Mobile uses	C	N	
	Portable storage units	C	C	
e. Commercial, office, and industrial uses	Alcoholic beverages for consumption on the premises of any restaurant	P	N	
	Auctioneer and commercial gallery	P	N	
	Boats and marine supplies	P	N	
	Garden supplies	P	N	
	Home improvement service	P	P	
	Home maintenance services	P	P	
	Pawnbroker	S	N	See Section 25.15.02.m.
	Public transportation station	C	C	Conditional use must comply with any Plan recommendation
	Repair of household appliances, inc'l home electronic equipment	P	N	
	Taxicab service	P	N	
	Wearing apparel and related accessories	P	N	
	Wearing apparel services	P	N	
	Caterer, no seating	P	N	
	Carry-out	P	N	
	Restaurant	S	N	See Sec. 25.15.02.o.
	Office uses:			
Duplicating service	P	N		

	Uses	Zones		Conditional requirements or related regulations
		Light Industrial I-L	Heavy Industrial I-H	
	Office	C	N	Conditional use limited to 25% of the gross floor area of a building
	Medical or dental laboratory	P	N	
	Research and development	P	N	
	Automobile filling station (Class I and II)	S	S	See Sec. 25.15.02.c.
	Automobile fluid maintenance station	P	N	
	Automotive repair garage	P	N	
	Mechanical car wash	P	N	
	Motor vehicle and trailer sales, including new and reconditioned parts and accessories and service incidental thereto	P	N	
	Motor vehicle towing service, without storage on the premises	P	N	
	Tires, batteries, and accessory sales, including service incidental thereto	P	N	
	Tobacco and vape shop	C	N	Conditional use subject to the requirements of Sec. 25.13.04.f.
	<u>Cannabis dispensary</u>	<u>C</u>	<u>N</u>	<u>Conditional use subject to the requirements of Sec. 25.13.04.g</u>
	<u>Cannabis dispensary with drive-through dispensing services</u>	<u>C</u>	<u>N</u>	<u>Conditional use subject to the requirements of Sec. 25.13.04.h.</u>

Key: P = Permitted Use; S = Special Exception; C = Conditional Use; N = Not Permitted

* * *

ARTICLE 13. - MIXED-USE ZONES

* * *

Sec. 25.13.03. Land use tables.

The uses permitted in the mixed-use zones are as shown in the table below. Uses are subject to applicable conditions of site plan approval. All special exceptions are subject to the requirements of Article 15.

	Uses	Zones								Conditional requirements or related regulations
		Mixed-Use Transit District (MXTD)	Mixed-Use Corridor District (MXCD)	Mixed-Use Employment (MXE)	Mixed-Use Business (MXB)	Mixed-Use Corridor Transition (MXCT)	Mixed-Use Neighborhood Commercial (MXNC)	Mixed-Use Commercial (MXC)	Mixed-Use Transition (MXT)	
a. Residential	Dwelling, single unit detached	N	C	C	C	N	C	P	P	Conditional use subject to the requirements of Sec. 25.13.04.a.
	Dwelling, semi-detached (duplex)	N	N	C	P	N	C	N	P	Conditional use subject to the requirements of Sec. 25.13.04.a.
	Dwelling, townhouse	P	P	P	P	P	P	N	C	Conditional use subject to the requirements of Sec. 25.13.04.a.
	Dwelling, attached	P	P	P	P	P	P	N	C	Conditional use density must not exceed 6 dwelling units per acre
	Dwelling, multiple-unit	P	P	P	P	P	P	C	C	Conditional use subject to the requirements of Sec. 25.13.04.a
	Live/work unit	P	P	P	P	P	P	P	P	
	Personal living quarters	P	P	P	P	P	P	N	P	
* * *										
h. Commercial and office uses	Retail sales and services:									
	Alcoholic beverages for consumption off the premises	P	P	P	N	C	C	C ¹	C	For conditional use, tenant area limited to 5,000 sq. ft. of gross floor area

	Uses	Zones								Conditional requirements or related regulations
		Mixed-Use Transit District (MXTD)	Mixed-Use Corridor District (MXCD)	Mixed-Use Employment (MXE)	Mixed-Use Business (MXB)	Mixed-Use Corridor Transition (MXCT)	Mixed-Use Neighborhood Commercial (MXNC)	Mixed-Use Commercial (MXC)	Mixed-Use Transition (MXT)	
	Alcoholic beverages for consumption on the premises of any restaurant	P	P	P	P	P	P	P	P	
	Auctioneer and commercial gallery	P	P	P	P	P	C	C	C	For conditional use, tenant area limited to 2,500 sq. ft. of gross floor area
	Boats and marine supplies	N	C	N	C	N	N	N	N	For conditional use, all sales and storage must be indoors
	Business equipment sales and service	P	P	P	P	P	N	P	N	
	<u>Cannabis dispensary</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>Conditional use subject to Sec. 25.13.04.g</u>
	<u>Cannabis dispensary with drive-through dispensing services</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>Conditional use subject to the requirements of Sec. 25.13.04.h.</u>

Key: P = Permitted Use; C = Conditional Use; S = Special Exception; N = Not Permitted

* * *

Sec. 25.13.04. - Special regulations for conditional uses.

- a. *Residential.* Where residential uses are permitted as conditional uses in a mixed-use zone, other than the MXC zone...

* * *

- g. Cannabis dispensary. Where a cannabis dispensary is allowed as a conditional use, it must meet all applicable requirements of State law and regulations, including, but not limited to, any distance requirements in § 36-410 of the Alcoholic Beverages and Cannabis Article of the Maryland Annotated Code, as may be amended.
- h. Cannabis dispensary with drive-through dispensing services. Where a cannabis dispensary with drive-through dispensing services is allowed as a conditional use it must meet all applicable

requirements of State law and regulations, including, but not limited to, any distance requirements in § 36-410 of the Alcoholic Beverages and Cannabis Article of the Maryland Annotated Code, as may be amended, and all applicable state regulations governing drive-through dispensing services. In addition, the drive-through must be arranged so as to not obstruct traffic circulation within the site. Sufficient reservoir spaces must be provided and must be located so as not to obstruct vehicle or pedestrian circulation or parking within the site or accessing the site.

* * *

* * * * *

I hereby certify that the foregoing is a true and correct copy of an ordinance adopted by the Mayor and Council at its meeting of _____, 2025.

Sara Taylor-Ferrell,
City Clerk/Director of Council Operations



MAYOR AND COUNCIL Meeting Date: June 9, 2025
Agenda Item Type: ADOPTION
Department: HUMAN RESOURCES
Responsible Staff: SUSAN SELING

Subject

Consider Actions Related to Reorganization and Revisions to Chapter 15 – Personnel of City Code

Department

Human Resources

Recommendation

Staff recommends that the Mayor and Council consider and adopt the following Ordinances and Resolutions related to the reorganization and proposed changes to Chapter 15 (Personnel) of the City Code:

1. Adopt an Ordinance to create the Department of Procurement and the Communications and Community Engagement Department.
2. Adopt an Ordinance that amends certain provisions of Chapter 15-Personnel of the City Code.
3. Adopt a Resolution that establishes and updates certain Classified Civil Service Positions, as Non-Merit Civil Service positions.
4. Adopt a Resolution that amends the July 1, 2024, Amended and Restated Pension Plan document.

Change in Law or Policy

If adopted, the ordinance and resolution will result in changes to the respective city code chapters.

Discussion

Ordinance #1: Creating Departments

As part of the FY2026 budget deliberations, the City Manager recommended, and the Mayor and Council authorized the creation of two new departments – the Department of Procurement and the Communications and Community Engagement Department. The two departments were previously divisions within the City Manager’s Office. To formally effectuate the creation of the departments, an ordinance is needed. Pursuant to the Article IV, Section b (18) of the City Charter, the Mayor and Council has authority to create new department(s) by passage of an ordinance.

Attached to this staff report is the draft ordinance (Attachment 1) that creates the two departments for your consideration and adoption.

Resolution #1: Establishing and modifying list of Classified Civil Service Positions placed in the Non-Merit Civil Service

Pursuant to Section 15-2(4) of the City Code, the Mayor and Council shall provide by resolution the positions that are placed in the Non-Merit Civil Service. The creation of the two departments required a change to the list of Classified Civil Service Positions that are in the Non-Merit Civil Service to include the two director positions. Resolution No.12-89, passed on May 22, 1989, is the most recent resolution that identifies the positions that are in the Non-Merit Civil Service. These positions include: all department heads; the administrative assistant to the city manager; the assistant city manager; and part-time, temporary and unpaid offices and positions, except for permanent part-time classified employees.

Upon review of Resolution No.12-89, not only were revisions needed to remove positions that are nonexistent and add the two new department director positions but also include the positions of the Deputy City Manager, Deputy City Attorney; except for permanent part-time classified employees.

Attached to this staff report is the draft Resolution (Attachment 2) that establishes and modifies the list of at-will Classified Civil Service positions place in the city of Rockville Non-Merit Civil Service for your consideration and adoption.

Resolution #2: Amending Pension Plan Document

Concurrent with the actions above, amendments to the July 1, 2024, Amended and Restated City of Rockville Pension Plan document, are needed. The amendments include: the addition of a definition for Non-Merit Civil Service Employees (Article I, Section 1.3), clarification that supplemental contributions to the Thrift Plan are authorized for Non-Merit Civil Service Employees without reference to contract provisions (Article II, Section 2.2 and Article XVI, Section 16.4), and an appendix addition to recognize the retiree cost of living adjustment that was provided in January 2025 (Appendix A). The last time the Mayor and Council approved changes to the Pension Plan was on May 6, 2024, when DROP was added as a benefit for the Police officers.

To effectuate these changes, staff prepared the attached draft resolution (Attachment #3) for your consideration and adoption.

Ordinance #2: Revisions for Chapter 15-Personnel

City staff reviews the city code regularly and as needed brings forth proposal for change. The impetus for a proposed change could be the need to provide clarity, alignment with best

practices and changes in state laws or Mayor and Council directives or policy, alignment with City Charter among others. As part of the reorganization and recent personnel actions, staff identified sections of Chapter 15 (Personnel) of the city code that require revisions. The proposed revisions are meant to provide clarity, align our practices with the City Charter, and best practices. These changes include:

1. Amending Chapter 15. Sec. 15-2 to clarify and provide for the administrative approval of personnel policies and procedures. This amendment will ensure that discrepancies between General Orders and personnel policies can be addressed quickly, and changes to personnel related policies and procedures are responsive in meeting employee needs.
2. Amending Chapter 15. Sec. 15-2 and Sec 15-3 to make it clear that the Mayor and Council approve the employment contracts of the appointed officials; and the appointed officials approved the employment agreement of their respective Non-Merit Civil service employees.
3. Amending Chapter 15. Sec. 15-63 and Sec. 15-64 to provide more time for when the Personnel Appeals Board may schedule a hearing and clarifying that the Personnel Appeals Board findings be limited to whether an employee violated any law, City policy, rule, regulation or directive.

To effectuate the proposed amendments to Chapter 15 (Personnel) of the City Code, staff prepared the attached draft ordinance (Attachment 4) for your consideration and adoption.

Mayor and Council History

This is the first time this item is being presented.

Fiscal Impact

The FY2026 budget accounted for the reorganization. The newly created departments will have their budgets with their respective cost centers.

Next Steps

Following the approval of the ordinances and resolutions, staff will proceed with implementation.

Attachments

Attachment 1_Ordinance Creating Two Departments (May 23 Draft).pdf, Attachment 2_Resolution - Updating Non-Merit Civil Service Positions (5-20-25 draft).pdf, Attachment 3_Resolution - Amending Amended and Restated Pension Plan (5-21-25 draft).pdf, Attachment 4_Ordinance Amending Chapter 15 of City Code (May 23 Draft).pdf, PPT_Chapter 15 Mayor and Council 6.2.2025.v3 REVISED

Ordinance No. _____ **ORDINANCE:** To create the Department of Procurement and the Department of Communications and Community Engagement

RECITALS

WHEREAS, pursuant to Article IV, Section 1.b.(18) of the Rockville City Charter, the Mayor and Council has the authority to, among other things, create offices, departments, or agencies within City government; and

WHEREAS, the Division of Procurement and the Division of Communication are currently Divisions within the Office of the City Manager; and

WHEREAS, because of the increase in responsibilities and the level of specialization required for each of the two divisions, the City Manager has recommended to the Mayor and Council that the Division of Procurement and the Division of Communication be elevated to department status.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF ROCKVILLE, MARYLAND, as follows:

1. Two new departments are hereby created and shall be known as (a) the Department of Procurement, and (2) the Department of Communications and Community Engagement.
2. This ordinance shall take effect on July 1, 2025.

* * * * *

I hereby certify that the foregoing is a true and correct copy of an Ordinance adopted by the Mayor and Council of Rockville as its meeting of June 2, 2025.

Sara Taylor-Ferrell, City Clerk and
Director of Council Operations

Resolution No. [REDACTED]

RESOLUTION: To establish and modify the list of at-will Classified Civil Service positions placed in the City of Rockville Non-Merit Civil Service.

RECITALS

WHEREAS, in accordance with Article VIII, Section 5 of the Rockville City Charter, (i) the Classified Civil Service for the City of Rockville shall be divided into Non-Merit Civil Service and Merit Civil Service, (ii) the Mayor and Council shall establish by ordinance the Non-Merit Service, and (iii) the Merit Service shall comprise all positions except those placed in the Non-Merit Service; and

WHEREAS, the terms and conditions of employment for all offices and positions included in the Merit Service are subject to and governed by the City of Rockville Personnel Policies and Procedures (the “PPM”), and the terms and conditions of employment for all offices and positions included in the Non-Merit Services are subject to and governed by employment agreements, unless otherwise provided; and

WHEREAS, pursuant to Section 15-2(4) of the Rockville City Code the Mayor and Council shall provide by resolution those positions which shall be placed in the Non-Merit Civil Service; and

WHEREAS, on October 12, 1987, pursuant to Resolution No. 24-87, the Mayor and Council established and placed certain Classified Civil Service positions in the Non-Merit Civil Service; and

WHEREAS, on May 22, 1989, pursuant to Resolution No. 12-89, the Mayor and Council modified the list of Classified Civil Service positions established in Resolution No. 24-87, and placed the following positions in the Non-Merit Civil Service: (i) all “Department Heads,” (ii) the “Administrative Assistant to the City Manager,” (iii) the “Assistant City Manager,” and (iv) “Part-time, temporary and unpaid offices and positions, except for permanent part-time classified employees”; and

WHEREAS, the Mayor and Council desires to establish and further modify the list of at will Classified Civil Service positions placed in the Non-Merit Civil Service by adding the Deputy City Manager and the Deputy City Attorney and removing the Administrative Assistant to the City Manager.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF ROCKVILLE as follows:

Section 1. Pursuant to the authority of Article VIII, Section 5(b) of the Rockville City Charter, and Section 15-2 of the Rockville City Code, the Mayor and Council of Rockville hereby establishes and modifies the Non-Merit Civil Service by placing the following specific at-will positions in the Non-Merit Civil Service:

- 1) Deputy City Manager
- 2) Deputy City Attorney
- 3) Assistant City Manager
- 4) Department Directors including:
 - a) Director, Communications and Community Engagement Department
 - b) Director, Community Planning and Development Services Department
 - c) Director / Chief Financial Officer, Finance Department
 - d) Director, Housing and Community Development Department
 - e) Director, Human Resources Department
 - f) Director / Chief Information Officer, Information Technology Department
 - g) Director, Procurement Department
 - h) Director, Public Works Department
 - i) Director, Recreation and Parks Department
 - j) Director / Chief of Police, Rockville City Police Department
- 5) [Part-time, temporary and unpaid offices and positions, except for permanent part-time classified employees]

Section 2. This Resolution supersedes Resolution No. 12-89 and shall become effective as of July 1, 2025.

* * * * *

I hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the Mayor and Council of Rockville as its meeting of June 2, 2025.

 Sara Taylor-Ferrell, City Clerk and
 Director of Council Operations

Resolution No. [REDACTED]

RESOLUTION: To amend the Amended and Restated City of Rockville Pension Plan, effective as of July 1, 2024.

RECITALS

WHEREAS, pursuant to Article VIII, Section 7 of the Rockville City Charter, the Mayor and Council has the authority to “do all things necessary to include its officers and employees, or any of them, within any retirement system or pension system; and

WHEREAS, on May 6, 2024, the Mayor and Council approved the Amended and Restated City of Rockville Pension Plan, effective July 1, 2024 (the “**City of Rockville Pension Plan**”), which, among other things, added a Deferred Retirement Option Program (DROP) benefit for Police employees, and included a reduction in the number of months related to the final average earnings calculation for Police employees; and

WHEREAS, pursuant to Section 15-81(b) of the Rockville City Code, amendments to the City of Rockville Pension Plan require approval by the Mayor and Council; and

WHEREAS, the Mayor and Council desires to approve certain amendments to the City of Rockville Pension Plan to provide that certain at-will Classified Civil Service positions that the Mayor and Council placed in the Non-Merit Civil Service pursuant to a Resolution adopted June 2, 2025, shall receive the Thrift Plan Supplemental Contribution under the City of Rockville Pension Plan.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF ROCKVILLE as follows:

1. Article I of the City of Rockville Pension Plan is hereby amended by inserting the following definition “At-Will Non-Merit Civil Service Employees” at subsection 1.3, and subsequently renumbering the remaining definitions sequentially (e.g., “Beneficiary” will be renumbered 1.4, “City” will be renumbered 1.5, etc.):

ARTICLE I
DEFINITIONS

* * * * *

1.3 “**At-Will Non-Merit Civil Service Employees**” means the following Classified Civil Service positions that were placed in the Non-Merit Civil Service by the Mayor and Council on June [REDACTED], 2025:

- (a) Deputy City Manager
- (b) Deputy City Attorney
- (c) Assistant City Manager
- (c) All Department Directors

2. Article II, Section 2.2, of the City of Rockville Pension Plan is hereby amended and hereinafter shall be read as follows:

2.2 A contract Employee who is in a highly paid or managerial position may be excluded from the Plan under the terms of his/her employment contract with the City. Effective April 1, 1989, a contract Employee who does not join the Plan when first employed, but subsequently joins the Plan, shall be treated as though his/her date of employment were the date he/she begins participation in the Plan and no Credited Service shall be given for prior service. Notwithstanding the foregoing, all At-Will Non-Merit Civil Service Employees ~~non-appointed at will contract employees~~ of the City whose terms of employment ~~contracts~~ contain provisions authorizing Thrift Plan Supplemental Contributions, shall receive such Thrift Plan Supplemental ~~e~~Contributions under the Thrift Plan.

3. Article XVI, Section 16.4, of the City of Rockville Pension Plan is hereby amended and hereinafter shall be read as follows:

16.4 The Thrift Plan Supplemental Contribution set forth in this Section 16.4 covers all charter-appointed employees, and all At-Will Non-Merit Civil Service Employees ~~non-appointed at will contract employees~~ of the City whose terms of employment ~~contracts~~ contain provisions authorizing this benefit. For each payroll period, the City shall provide an employer contribution equal to 10% of the amount of base salary paid for such payroll period for each Employee eligible therefor under this Section 16.4.

4. Appendix A, Cost-of-Living-Adjustments Since January 1, 1988, of the City of Rockville Pension Plan is hereby amended to add the following subsection (t):

(t) Increase Effective January 1, 2025:
Each Retired Employee who commenced to receive Retirement Benefits prior to January 1, 2024, shall receive a 1.0% increase in his/her Retirement Benefits.

NOTE: ~~Strikethrough~~ indicates material deleted
Double underlining (red) indicates material added

I hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the Mayor and Council of Rockville as its meeting of June 2, 2025.

Sara Taylor-Ferrell, City Clerk and
Director of Council Operations

Ordinance No. _____ **ORDINANCE:** To amend Chapter 15 of the Rockville City Code so as to amend the provisions regarding nonmerit positions; to amend the provisions regarding the Personnel Appeals Board; and to rename the Director of Personnel to the Director of Human Resources

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF ROCKVILLE, a body corporate and municipal corporation of the State of Maryland, that Chapter 15 of the Rockville City Code entitled “Personnel” be amended as follows:

Chapter 15
PERSONNEL

ARTICLE I. IN GENERAL

Sec. 15-1. Application and effect.

There is hereby established a City Civil Service, consisting of both a merit and nonmerit system, for the City. All offices, employments and positions now existing and hereafter created within the City service (except those filled by election of the people, the positions of City Manager, City Clerk/Director of Council Operations, City Attorney, and such other appointments as may be required by statute) are hereby placed under Civil Service and shall be subject to such rules and procedures as may be included within, or established pursuant to, this chapter or as provided by resolution of the Council. Where such rules and procedures conflict with the provisions of a written agreement between the City and any employee or employee organization, the provisions of the written agreement shall apply and take precedence over City rules and procedures, but only to the extent of any conflict.

Sec. 15-2. Council's responsibilities.

The Council shall:

- (1) ~~Approve Personnel Policies and Procedures for the regulation of personnel matters in conformity with and in furtherance of this chapter.~~
- (2)(a) Adopt a classification plan and set compensation rates as part of the annual budget for all Civil Service positions, both merit and nonmerit.
- (3)(b) Approve, when necessary, procedures and rules governing relationships between the City and any employee organization which may be created for the purpose of representing a group of City employees on matters relating to conditions of employment including: recognition of such employee organization, bargaining and negotiation with an employee organization, and adoption of a written agreement with an employee organization. Any agreement entered into with a recognized employee organization may include provisions concerning the administration of personnel matters which alter procedures set forth in this chapter but which do not alter the intent

or application thereof. Any written agreement with an employee organization shall be approved by the Council before it becomes effective.

- ~~(4)~~(c) Provide by resolution those positions in the Civil Service which shall be placed in the nonmerit Civil Service.
- ~~(5)~~(d) Approve the contracts of employment for the City Manager, City Attorney, and City Clerk/Director of Council Operations, ~~nonmerit Civil Service employees~~, which contracts and not this chapter, shall govern the terms and conditions of employment, unless otherwise provided.

Sec. 15-3. City Manager.

- (a) Except as provided in subsection (c) below, the responsibility for implementing the provisions of this chapter and for general supervision of the Civil Service is vested in the City Manager. Authority to administer and direct the provisions of this chapter may be delegated to the Director of Human Resources Personnel by the City Manager.
- (b) These responsibilities include:
 - (1) Approve the letter agreements of employment and maintain the existing contracts for certain nonmerit civil service employees whose agreements, not this chapter, shall govern the terms and conditions of employment unless otherwise provided.
 - (2) Recommendations to the Council for the establishment and the classification or reclassification of all positions in the Civil Service;
 - ~~(2)~~(3) Recommendations for, and after adoption by the Council, the administration of rates of compensation covering all classes of positions in the Civil Service. Such recommendations shall be included each year as a part of the budget recommendations of the City Manager;
 - ~~(3)~~(4) Establishing standards of qualifications for all employment positions established by the Council;
 - ~~(4)~~(5) Recruiting, examining, investigating and determining qualifications of applicants for all positions in the Civil Service;
 - ~~(5)~~(6) The appointment, transfer, promotion, demotion, suspension, dismissal or any other change in status of an employee;
 - ~~(6)~~(7) Maintenance of such personnel records as may be required;
 - ~~(7)~~(8) Recommending measures calculated to increase efficiency and to promote the interest and welfare of employees;
 - ~~(8)~~(9) Approve and implement, policies, procedures and rules governing relationships between the City and individual employees, employee groups, and/or employee organizations which may be created for the purpose of representing a group of City employees on matters relating to conditions of employment for the regulation of personnel matters in conformity with and in furtherance of this chapter (Personnel Policies and Procedures);
 - ~~(9)~~ Establishing and proposing for approval by the Mayor and Council ~~Personnel Policies and Procedures implementing this chapter and the policies of the Mayor and Council~~

~~and otherwise governing personnel matters and employment with the City. A summary of any proposed Personnel Policies and Procedures, and any amendments thereto, shall be transmitted to the Mayor and Council. If within fifty five (45) days of said transmittal no action is taken by the Mayor and Council to formally consider the proposal, said proposed Personnel Policies and Procedures, or any amendments thereto, shall be deemed to have been approved by the Mayor and Council and shall become effective upon the expiration of said fifty five (45) days or upon such other date set by the City Manager, whichever date comes later. Any provision of this chapter that requires approval by the Mayor and Council may be approved as part of the approval of the Personal Policies and Procedures.~~

- (10) Establishing or authorizing supervisors to establish, work rules for their subordinates. Work rules so established shall not require the approval of the Mayor and Council.
- ~~(11) Devising necessary administrative policies and procedures to execute and implement the approved Personnel Policies and Procedures and any work rules. Such administrative policies and procedures shall not require the approval of the Mayor and Council.~~
- ~~(12)~~(11) Administering such rules and procedures as may be set forth relating to the Civil Service.

* * *

Sec. 15-4. Records, forms and reports.

The Director of Human Resources Personnel shall maintain appropriate files each Civil Service employee containing records, memoranda or other data which will aid in developing a record of the employee's service within the City.

Sec. 15-5. Classification of positions.

The Director of Human Resources Personnel shall recommend to the City Manager classification of all the positions in the Civil Service, both merit and nonmerit, assigning to each the appropriate title and prerequisites for appointment. The classification plan shall be so developed as to designate appropriate salary grades and/or rates of compensation for all recommended classes and positions. A classification plan shall be reviewed and adopted with or without modification by the Council as part of the annual budget. Between budgets, the City Manager may make provisional classifications of positions and appointments thereto provided that such positions are classified consistently with the system adopted by the Council and that funds are budgeted for personnel services for the programs in which the positions exist.

Sec. 15-6. Part-time merit system employees.

* * *

Sec. 15-7. Health care and life insurance.

The Director of Human Resources Personnel may arrange for, and administer health care and life insurance programs and plans for coverage of all merit system City employees.

Sec. 15-8. Hours of work.

The number of hours in a normal work week shall be established either by resolution of the Council or by the approved Personnel Policies and Procedures, provided that all authorized work in excess of the prescribed working hours per week, as listed in the adopted compensation plan, shall be compensated for at the rate prescribed in section 15-24.

Secs. 15-9, 15-10. Reserved.

ARTICLE II. APPOINTMENTS

Sec. 15-11. Nondiscrimination policy.

All appointments to the City Civil Service shall be made on the basis of merit without discrimination because of any factor as defined in Chapter 11, Article 1, Section 11-1, of the Rockville City Code. It shall be the policy of the City to ensure equal opportunities for its employees without any discrimination.

Sec. 15-12. Vacancies.

- (a) In the event that a vacancy occurs in any position established under the Civil Service system, the Director of Human Resources Personnel shall seek the best qualified job applicant available by advertisement or by such other means as may be deemed appropriate.
- (b) All vacancies will be announced within the organization.
- (c) All applicants for employment shall be required to complete an application on forms provided by the City, complete information as to education, special training, experience and skills, as well as a chronological statement of previous employment together with references and such other information as may be deemed necessary by the Director of Human Resources Personnel.
- (d) The Director of Human Resources Personnel shall make, or cause to be made, such investigation as is necessary to verify the facts, contained in the application and shall manage the conduct of such oral interviews as may be deemed necessary. The Director of Human Resources Personnel may conduct such tests and examinations as may be deemed necessary.

Sec. 15-13. Probational appointments.

- (a) Except as provided under section 15-34, all appointments to merit system positions shall be subject to a one (1) year probationary period; provided however, that a probationary period of shorter duration may be permitted for employees in classes of positions covered by a written agreement between the City and any employee organization. Terms of probation may be extended to offset absences without pay or periods of required training on a day for day basis.
- (b) During the probationary period, the appointee's performance shall be closely reviewed to determine the appointee's ability to carry out assigned tasks, efficiency, and other characteristics relative to the requirements of the position. Such a review shall be conducted by the appointee's immediate supervisor and reviewed by the appropriate department director, and by the Director of Human Resources Personnel.

- (c) If the Director of Human Resources Personnel determines that continued employment is not in the best interest of the City, the Director of Human Resources Personnel may recommend to the City Manager release of the probationary appointee from the job with appropriate notice. Only the City Manager may approve the release of an appointee. A probationary appointee may be released for any non-discriminatory reason and the probationary employee is not entitled to the protections of the merit system. If the appointee so released was promoted or transferred to the position from within the Civil Service and the appointee's work was satisfactory prior to the transfer or promotion, the appointee shall be returned to the previous position or to another suitable position in the same class as previously held, if such a position is available.

Sec. 15-14. Regular appointments.

Upon satisfactory completion of the prescribed probationary period, each employee in a merit system position shall be granted a regular appointment in the Civil Service merit system. In each case, the Director of Human Resources Personnel shall include in the appointee's personnel file a statement evaluating the employee's performance during the probationary period. In the event the Director of Human Resources Personnel is unable to make a determination as to whether an employee subject to a probationary period shall be granted a regular appointment at the end of the probationary period, the Director of Human Resources Personnel may extend the employee's probation for up to an additional six (6) month period, at which time the decision must be made whether or not to grant the probationary employee a regular appointment.

Sec. 15-15. Temporary appointments.

* * *

Secs. 15-16—15-20. Reserved.

ARTICLE III. COMPENSATION PLAN

DIVISION 1. GENERALLY

Sec. 15-21. Generally.

* * *

Sec. 15-22. Initial pay rate.

The minimum rate established for a class shall be paid upon appointment unless the City Manager shall determine upon advice of the Director of Human Resources Personnel that due to extraordinary difficulty in recruitment or extraordinary qualifications of an individual applicant, appointment at another step is necessary.

Sec. 15-23. Reimbursement for travel, etc.

* * *

Sec. 15-24. Overtime pay and compensatory time.

- (a) Employees may be compensated for overtime as defined by the Federal Fair Labor Standards Act (FLSA), City of Rockville Personnel Policies and Procedures, and/or any contractual agreement. Overtime hours worked must be required by an actual emergency or such other unusual circumstances requiring the assignment of employees to overtime hours of work and must be certified by the department director and approved by the City Manager or a designee.
- (b) Compensatory leave time may be granted, in lieu of overtime pay, to any employee in accordance with such rules as the City Manager may establish as long as it does not conflict with State or Federal law. Exempt employees (as defined by the FLSA) shall be eligible only for compensatory leave time.
- (c) The City Manager shall make such rules and regulations as are necessary to carry out the provisions of this section relating to additional compensation for work in excess of regular hours worked.
- ~~(d) Nothing in this section requires the payment of overtime compensation to an employee who, because of a secondary part time job with the City, works in excess of forty (40) hours per week, provided those hours in excess of the forty (40) hours for the City are performed in a different capacity from the employee's regular job, and nothing in the United States Fair Labor Standards Act requires the payment of overtime.~~

Secs. 15-25—15-30. Reserved.

DIVISION 2. PAY ADJUSTMENTS

Sec. 15-31. Limitations and career incentive plans.

* * *

Sec. 15-32. Anniversary dates for increment purposes.

For the purpose of granting increments, anniversary dates shall be as established by the City Manager ~~or by contractual agreement.~~

Sec. 15-33. In-grade salary increases.

An in-grade salary increase may be granted new merit system appointees after completion of the employee's probationary service if the Director of Human Resources ~~Personnel~~ determines that the quality of performance is satisfactory. In the event an in-grade salary increase is granted after the probationary service period, the employee will not be eligible for regular in-grade increment for one (1) full year from the date thereof.

Sec. 15-34. Promotions or position upgrade.

* * *

Sec. 15-35. Demotion or reassignment to lower grade.

In the event an employee is demoted or reassigned to a lower grade, the Director of Human Resources Personnel shall have the authority to place the employee in any pay rate of the grade in which the new position is classified.

Secs. 15-36—15-40. Reserved.

ARTICLE IV. EMPLOYEE DISCIPLINE

DIVISION 1. GENERALLY

Sec. 15-41. Non-Civil Service employees.

Personnel subject to appointment by the Council and not covered under Civil Service as provided in section 15-1 shall serve at the pleasure of the Council.

Sec. 15-42. Political activities.

- (a) No employee shall directly or indirectly use or seek to use the employee's official position, authority or influence to control or modify the political action of any other person, nor shall any employee, during duty hours, engage in any form of political activity.
- ~~(b) With respect to City elections, employees shall not take part in any political movement, nor actively support any candidates or group of candidates in any manner other than by casting their own ballots.~~
- ~~(e)~~(b) No public officer or employee shall receive or be in any manner concerned with receiving any money or things of value from any other City employee for any political purpose.
- ~~(d)~~(c) Violation of any provision of this section is grounds for immediate dismissal.

Sec. 15-43. Outside employment.

Employees shall not take any employment other than their regular City position without the express permission of the City Manager, City Attorney, or City Clerk/Director of Council Operations. Violation of this section is grounds for immediate dismissal.

Secs. 15-44—15-50. Reserved.

DIVISION 2. CIVIL SERVICE EMPLOYEES

Sec. 15-51. Generally.

- (a) The City Manager, through the Director of Human Resources Personnel, may establish as part of the approved Personnel Policies and Procedures, or through appropriate work rules and other administrative policies and procedures, such rules and regulations governing the behavior and discipline of employees in accordance with existing laws, applicable labor union agreements, accepted labor relation standards and principles of progressive discipline as may be appropriate.
- (b) Disciplinary measures shall include, but not be limited to, oral warnings, written warnings, reprimands, demotion, transfer, disciplinary probation, suspension, and dismissal.

Sec. 15-52. Grievance procedure.

A grievance procedure shall be established as part of the approved Personnel Policies and Procedures. The grievance procedure shall provide for an appeal to the City Manager whose decision on the grievance shall be final, except that an appeal from the City Manager's decision to the Personnel Appeals Board shall be available in cases of disciplinary dismissals. At any time prior to the conclusion of the grievance process, the employee and the City may reach a binding settlement of the grievance.

Secs. 15-53—15-60. Reserved.

DIVISION 3. PERSONNEL APPEALS BOARD

Sec. 15-61. Composition.

- (a) The Council shall appoint a Personnel Appeals Board of three (3) persons for the purpose of hearing appeals by employees from disciplinary dismissals. Membership upon the Board shall be restricted to qualified voters of the City who are not City employees and who are not officials of the City. Appointments shall be for terms of three (3) years.
- (b) The Mayor shall designate a Chairman for the Board.

Sec. 15-62. Procedure for appeal to Personnel Appeals Board.

- (a) Any regular employee who has been subject to disciplinary dismissal and is not satisfied with the decision of the City Manager, may within seven (7) calendar days file a written notice of appeal to the Personnel Appeals Board. The notice of appeal shall be filed with the City Clerk/Director of Council Operations.
- (b) The notice of appeal shall contain particulars as to the nature of the grievance and the remedy requested, and may not raise any issue not previously raised before the City Manager during the grievance process.

Sec. 15-63. Hearing of appeal by Personnel Appeals Board.

- (a) Upon the timely filing of the notice of appeal, the Personnel Appeals Board shall schedule a hearing as soon as practicable, but no later than ~~sixty (60) thirty-five (35)~~ days from the filing of the notice of appeal, unless a later date is required due to the unavailability of any member of the Personnel Appeals Board.
- (b) The hearings shall be closed to the public unless the parties agree otherwise. The employee may be represented by counsel, and may present witnesses or other evidence in their own behalf. The employee, insofar as administratively possible, may request the presence of City employees as witnesses. The City shall require such witnesses, up to a maximum of three (3), to attend the hearing and such witnesses shall be considered to be in a duty status during the time they serve as witnesses. All testimony shall be upon oath or affirmation given by the person duly authorized to administer oaths within this State, and a verbatim transcript of the hearing shall be taken. The City Attorney shall act in behalf of the City. The right of cross-examination of all witnesses shall be available.
- (c) At any time prior to the decision of the Personnel Appeals Board, the employee and the City may reach a binding settlement of the grievance.

Sec. 15-64. Decision and opinion by Personnel Appeals Board.

Within thirty (30) ~~fifteen (15)~~ calendar days following the hearing, the Personnel Appeals Board shall render a written opinion in which findings of fact are made with respect to whether the employee violated any law, City policy, rule, regulation, or directive ~~the action taken~~. The Board shall have the power to approve, rescind, or modify the dismissal action, and shall file the decision with the City Clerk. ~~Within fifteen (15) calendar days of issuance of the Personnel Appeals Board’s decision, the City Manager, City Clerk/Director of Council Operations, or City Attorney, as applicable, shall issue a final decision regarding dismissal, taking into consideration the findings of the Board. The decision of the City Manager, City Clerk/Director of Council Operations, or City Attorney, as applicable, shall be final.~~

Secs. 15-65—15-70. Reserved.

ARTICLE V. LEAVE

Sec. 15-71. Records.

The Director of Human Resources Personnel ~~Personnel~~ shall cause to be maintained adequate current records for leave accounting. The records shall be a part of the personnel and/or fiscal records of the City.

Sec. 15-72. Types of leave.

Regular merit system employees may be eligible for various forms of leave as defined by personnel policies and procedures. Such leave may include, but not be limited to, leave of absence without pay, official leave, administrative leave, jury leave, family and medical leave, military leave, annual leave, sick leave, death leave, job injury leave, and holiday leave. Such leave may be paid or non-paid in accordance with the policy and procedures as established by the City Manager ~~as approved by the Council.~~

Secs. 15-73—15-80. Reserved.

NOTE: ~~Strikethrough~~ indicates material deleted.
Underlining indicates material added.
Asterisks * * * indicate material unchanged by this ordinance.

I hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the Mayor and Council of Rockville as its meeting of June 2, 2025.

Sara Taylor-Ferrell, City Clerk and
Director of Council Operations



Actions Related to Reorganization and Revisions to Chapter 15 – Personnel

Action Item

Mayor and Council, June 9, 2025



Requested Actions

1. Adopt an ordinance to create the Departments of Procurement, and Communications and Community Engagement
2. Adopt a resolution to establish and modify the list of Classified Civil Service positions placed in the Non-Merit Civil Service
3. Adopt a resolution to update the Pension Plan document
4. Adopt ordinance to revise Chapter 15 – Personnel of the City Code

Ordinance #1: Departments

Creates the:

- ❑ Department of Procurement
- ❑ Department of Communications and Community Engagement

Resolution #1: Non-Merit Civil Service Positions

- ❑ Establishes and updates certain positions as nonmerit Civil Service positions to include:
 - *Deputy City Manager;*
 - *Deputy City Attorney;*
 - *Assistant City Manager; and*
 - *Department Directors*
 - *Part-time, temporary, and unpaid offices and positions, except for permanent part-time classified employees*



Resolution #2: Pension Plan Document

- ❑ Amends the Pension Plan document to align with Non-Merit Civil Service positions established by Resolution #1.

Ordinance #2: Revisions to Chapter 15 (Personnel) of the City Code

- ❑ Administrative approval of personnel policies and procedures
- ❑ Mayor and Council approval of appointed officials' employment contracts
- ❑ Non-Merit Civil Service employment agreements to be approved by their respective appointed official
- ❑ Personnel Appeals Board findings be limited to whether an employee violated any law, City policy, rule, regulation, or directive.

Staff Recommendation

Ordinance #1:

- ❑ Staff recommends that the Mayor and Council adopt the Ordinance to create the Departments of Procurement and Communications and Community Engagement.

- ❑ Steps:
 - One Councilmember introduces the ordinance.
 - Move to waive the layover period.
 - Vote to adopt the Ordinance as stated above.

Staff Recommendation

Resolution #1 and #2:

- ❑ Staff recommends that the Mayor and Council adopt the Resolution to establish and modify the list of Classified Civil Service Positions placed in the City of Rockville Non-Merit Civil Service and the Resolution to amend the July 1, 2024, Amended and Restated City of Rockville Pension Plan Document

- ❑ Motion:

I move to adopt the Resolution to establish and modify the list of at-will Classified Civil Service positions placed in the Non-Merit Civil Service and the Resolution to amend the July 1, 2024, Amended and Restated City of Rockville Pension Plan Document

Staff Recommendation

Ordinance #2:

- ❑ Staff recommends that the Mayor and Council adopt the Ordinance to amend Chapter 15 – Personnel, of the Rockville City Code

- ❑ Steps:
 - One Councilmember introduces the ordinance.
 - Move to waive the layover period.
 - Vote to adopt the Ordinance



MAYOR AND COUNCIL Meeting Date: June 9, 2025
Agenda Item Type: ADOPTION
Department: CITY MANAGER'S OFFICE (CMO)
Responsible Staff: LINDA MORAN

Subject

Consider Approval of 2026 Proposed Maryland Municipal League Legislative Action Requests

Department

City Manager's Office (CMO)

Recommendation

Discuss the recommended 2026 MML Legislative Action Requests and approve three for submittal to the Maryland Municipal League.

Discussion

Consideration of proposed Maryland Municipal League (MML) Legislative Action Requests (LAR) is the first step in the Mayor and Council's development of the City of Rockville's comprehensive 2026 State legislative program. MML has invited each member municipality to submit as many as three LARs for consideration to be included in the League's priority program. MML members are required to have their elected officials approve the LARs by July 1, 2025.

LARs are issues that are resolved through State legislation and have a broad impact on the MML membership. The League does not typically advocate for issues that impact a small number of municipalities and does not engage with State legislation introduced by local Delegations. As the lead entity with whom decision makers in Annapolis engage on State legislation affecting municipalities, MML focuses on high-profile issues with significant impact on its membership. The Legislative Committee meets in the summer and selects up to four priority program issues to recommend to the Board of Directors for approval.

Rockville-specific State legislative issues are discussed and approved by the Mayor and Council in the fall, after the MML priority program is adopted. Rockville's approved LARs are incorporated into the City's comprehensive State legislative priority program. In recent years, advocating in support of educational needs across the spectrum, including capital and operating funding, legislation in support of the City's vision zero and pedestrian master plan, climate action plan goals, and legislation supporting renters are examples of items that are Rockville-specific that have been included in Rockville's State legislative program. In recent years, the Mayor and

Council’s comprehensive State legislative program has included MML-adopted priorities and Rockville-specific initiatives.

MML’s LAR process includes a limit on repeat requests. In a four-year term (Governor and General Assembly), MML will not accept an LAR that is similar to or substantially similar to an item that has not been selected by the Legislative Committee twice in the term. The City’s previous LAR for legislation would expand access to the State property tax credit to low- and medium-income homeowners, including senior residents, and individuals with disabilities, providing relief from inflationary pressures driving cost-of-living increases, was not selected by the MML Legislative Committee in 2024 and 2025. Therefore, per MML’s requirements, Rockville is precluded from submitting an LAR on this issue for the 2026 Session. Rockville can continue to advocate for this priority as part of the City’s State legislative priorities program. The recommended 2026 LARs are based on high-priority issues of interest to the Mayor and Council, and legislation the body supported in the 2025 Session. Staff has included four potential LARs for consideration. The Mayor and Council can discuss and select the three LARs that are of most importance to the City.

Proposed 2026 Legislative Action Requests

1. Admissions and Amusement Tax Legislation

This issue has been an MML and a Rockville priority in the 2024 and 2025 Sessions. SB 324 – Admissions and Amusement Tax – Food and Beverage was provided with a favorable report by the Senate Budget and Taxation Committee in 2025. However, the legislation failed. The progress made in the 2025 Session indicates increasing awareness in the General Assembly of the need for expanded municipal revenue sources. MML is interested in continued advocacy in support of this legislation.

The legislation would expand the ability of counties and municipalities to raise resources beyond the property tax by expanding the Admissions and Amusement Tax to capture revenue from food and beverage for all on-site consumption, which includes restaurants. The bill provides enabling authority for local governments to charge up to 3% for on-site food and beverage purchases at establishments that have facilities for the consumption of food and beverages on the premises.

The expansion of the Admissions and Amusement Tax would require individuals that visit establishments in municipalities and counties and benefit from local government services to pay the tax. If this legislation were to pass, it would relieve pressures on the property tax, which is solely funded by property owners in local communities.

2. Statewide Stop Sign Monitoring Systems Legislation

In the 2025 Session, the Montgomery County Delegation sponsored a local Bill (4-25) which was approved by the Montgomery County Delegation and was introduced as HB 1032. The City supported this bill. While HB 1032 passed the House and Senate, it did not receive concurrence from the chamber of origin (House) and failed.

The amended bill authorized the use of stop sign monitoring technology in Montgomery County and Baltimore City in school zones under a pilot program existing in Prince George's County. Those in violation would be subject to a \$40 fine. By December 1, 2027, jurisdictions would be required to provide a report to the Governor and General Assembly and include information relating to program data, cost, and implementation. The bill would have taken effect on July 1, 2025, and terminated on June 30, 2029.

It is recommended that the LAR broaden the application of the bill to apply across the State, which would meet a key criterion for MML to consider the LAR. This legislation aligns with the Mayor and Council's Vision Zero priority.

3. Preserve and Protect Municipal Highway User Revenues and Police Aid

This Legislative Action Request seeks to preserve full funding for Municipal Highway User Revenue and Police Aid funding.

Highway User Revenues (HUR) are the share of the gas tax and vehicle titling tax dedicated to the construction and maintenance of local roadways and bridges. All the revenues are levied by the State, as there are no local gas taxes in Maryland. Since local governments maintain most roads in Maryland, the State has historically shared a portion of these revenues through a formula with County and municipal governments. Municipal Highway User Revenues help to fund municipal transportation projects, including street and sidewalk maintenance, and pedestrian safety initiatives. In the 2025 Session, FY26 Municipal HURs were preserved. Rockville's FY26 Highway User Revenue allocation is \$4.7 million.

The State Aid for Police Protection Fund is a formula-driven funding program used to supplement resources for police protection in counties and municipalities. The State funds provide additional revenue to support the operational costs of local and county police agencies by providing additional funds for salaries, equipment, and other resources. Rockville's FY26 Police aid allocation from the State is \$1.1 million.

While the General Assembly's actions in the 2025 Session addressed a projected \$2.8 billion gap for FY26, the outlook in future years is negative. According to the Maryland Department of Legislative Services, the FY 27 structural gap is \$155 million, \$1.9 billion in FY28, \$2.3 billion in FY29, and \$3.0 billion in FY30. Continued uncertainty related to the Federal transition, budget, and tax measures could result in additional negative impacts on the State. It will be critical in the 2026 Session and beyond to preserve these State resources that help the City to maintain its transportation infrastructure and provide Police protection for Rockville residents. This LAR aligns with the Mayor and Council's public safety and stewardship of infrastructure priorities.

4. Regional Transportation Authorities Legislation

In the 2025 Session, Rockville supported HB 1073/SB 881 - Regional Transportation Authorities - Transportation, sponsored by Delegate Spiegel. The legislation establishes regional transportation authorities in three regions: Baltimore, Capital, and Southern

Maryland for the purpose of implementing regional transportation plans. A transportation surcharge is imposed in those regions on retail sales, use of a taxable service, hotel lodging, and transfer of real property.

Thirty percent of revenue generated in a municipality is distributed to that municipality (same for counties), and 70 percent is distributed to the State. Revenue may only be used for transportation purposes. This legislation is based on Virginia's model and offers a solution to the State's waning transportation trust fund revenues resulting from increased use of high-efficiency, hybrid, and electric vehicles. There was no further action after the bills were heard, and the legislation failed. This LAR aligns with the Mayor and Council's Vision Zero priority as it would generate additional funding for transportation infrastructure.

Impact Statements

Equity – The statewide Stop sign monitoring LAR supports equity in that the legislation would increase safety and support communities that do not have access to a vehicle and walk, roll, and use public transportation. The Admission and Amusement Tax expansion LAR, Preservation of Municipal Highway User Revenue and Police Aid, and the Regional Transportation LARS also support equity as they would generate or preserve resources used to invest in public infrastructure used by communities who walk, bike, roll, and use public transportation.

Environment – The LAR for the Preservation of Municipal Highway Revenues and Police Aid and the LAR for Regional Transportation Authority legislation supports additional investment in public infrastructure designed to facilitate and enhance safety for walking, rolling and use of transit which supports the environment by reducing greenhouse gas emissions and aligns with Rockville's Climate Action Plan goals.

Economy – The Admissions and Amusement LAR and the Regional Transportation Authority LAR would generate additional municipal revenues, which could stimulate Rockville's investment in public infrastructure and other critical city services. Quality public infrastructure may attract private development in the City, which would generate additional economic activity in Rockville.

Mayor and Council History

The Mayor and Council annually discuss and approve LAR items to forward to MML for consideration in the League's priority program for the next General Assembly Session.

Next Steps

Staff will forward the approved LARs to MML for consideration by the League's Legislative Committee.

Staff will update the Mayor and Council on the priority issues that are approved for the 2026 MML priority program.

The Mayor and Council will consider and approve Rockville-specific priorities in its discussion of the City's comprehensive 2026 State legislative priorities program in the early fall of 2025 (TBD), after MML's priorities are adopted.

Attachments



MAYOR AND COUNCIL Meeting Date: June 16, 2025
Agenda Item Type: MOCK AGENDAS
Department: CITY CLERK/DIRECTOR OF COUNCIL OPERATIONS OFFICE
Responsible Staff: SARA TAYLOR-FERRELL

Subject

Mock Agenda

Recommendation

Staff recommends the Mayor and Council review and comment.

Attachments

June 16, 2025 Mock Agenda Rev. 1



MAYOR AND COUNCIL

Meeting No. 17-25
Monday, June 16, 2025 - 6:30 PM

MOCK AGENDA

Agenda item times are estimates only. Items may be considered at times other than those indicated.

Any person who requires assistance in order to attend a City meeting should call the ADA Coordinator at 240-314-8108.

Translation Assistance

Individuals who wish to participate in-person at Mayor and Council meetings during Community Forum or Public Hearings and who may need assistance with translation service other than English, please contact the City Clerk's Office at 240-314-8280, 3 business days prior to the meeting date (the Wednesday before the Monday meeting) or email at cityclerk@rockvillemd.gov, or by using this form: <https://www.rockvillemd.gov/FormCenter/City-Clerk-11/Sign-Up-for-Translation-Assistance-at-Co-368>

Note: In-Person Speakers will be called upon to speak before those who have signed up to speak virtually for Community Forum and Public Hearings.

In-Person Attendance

Community members attending in-person who wish to speak during Community Forum, or a Public Hearing, should sign up using the form at the entrance to the Mayor and Council Chamber. In-person speakers will be called upon in the order they are signed to speak and before virtual speakers.

Viewing Mayor and Council Meetings

The Mayor and Council are conducting hybrid meetings. The virtual meetings can be viewed on Rockville 11, Comcast, Verizon cable channel 11, livestreamed at www.rockvillemd.gov/rockville11, and available a day after each meeting at www.rockvillemd.gov/videoondemand.

Participating in Community Forum & Public Hearings:

If you wish to submit comments in writing for Community Forum or Public Hearings:

- Please email the comments to mayorandcouncil@rockvillemd.gov no later than 10:00 am on the date of the meeting.

If you wish to participate virtually in Community Forum or Public Hearings during the live Mayor and Council meeting:

1. Send your Name, Phone number, For Community Forum and Expected Method of Joining the Meeting (computer or phone) to mayorandcouncil@rockvillemd.gov no later than 10:00 am on the day of the meeting. Each speaker will receive 3 minutes.
2. Send your Name, Phone number, the Public Hearing Topic and Expected Method of Joining the Meeting (computer or phone) to mayorandcouncil@rockvillemd.gov no later than 10:00 am on the

day of the meeting.

3. On the day of the meeting, you will receive a confirmation email with further details, and two Webex invitations: 1) Optional Webex Orientation Question and Answer Session and 2) Mayor & Council Meeting Invitation.
4. Plan to join the meeting no later than approximately 20 minutes before the actual meeting start time.
5. Read for <https://www.rockvillemd.gov/DocumentCenter/View/38725/Public-Meetings-on-Webex> meeting tips and instructions on joining a Webex meeting (either by computer or phone).
6. If joining by computer, Conduct a WebEx test: <https://www.webex.com/test-meeting.html> prior to signing up to join the meeting to ensure your equipment will work as expected.

Participating in Mayor and Council Drop-In (Mayor Ashton and Councilmember Van Grack)

The next scheduled Drop-In Session will be held by phone or in-person on Monday, July 21 from 5:15-6:15 pm with Mayor Ashton and Councilmember Van Grack. Please sign up by 10 am on the meeting day using the form at: <https://www.rockvillemd.gov/formcenter/city-clerk-11/sign-up-for-dropin-meetings-227>

1. **Convene - 6:30 PM**
2. **Pledge of Allegiance**
3. **Proclamation and Recognition - NONE**
4. **Agenda Review - 6:35 PM**
5. **City Manager's Report - 6:40 PM**
6. **Boards and Commissions Appointments and Reappointments - NONE**
7. **Community Forum - 6:45 PM**
8. **Special Presentations - 7:05 PM**
 - A. Special Presentation - Preservation of Affordable Housing in Rockville
9. **Consent Agenda - 7:25 PM**
 - A. Award and authorize the City Manager to Execute a Rider Agreement for the purchase of comprehensive technical support services with DSI (DISYS Solutions Inc.) of Ashburn, VA to renew the City's expiring support agreement for a wide range of support services, including hardware replacement, software updates, technical assistance, and proactive diagnostics, required to maintain functionality of the City's productional network, security and telecommunications infrastructure in an amount not to exceed \$1,190,015.26.
 - B. Approval of the City of Rockville Standard Form FY 2026 Community Services and Enrichment Grant Agreement, and Authorization for the City Manager to Execute Thirty-Four FY 2026 Community Services and Enrichment Grant Agreements in order to disburse a total of \$1,531,110 in city grant funds to selected nonprofit

organizations

- C. Approval and Authorization of the City Manager to execute the First Amendment to the REDI Funding Agreement for Fiscal Years 2025-2027.
- D. Authorize the City Manager to enter into a Memorandum of Agreement with Montgomery County for the provision of a Mental Health Specialist for the Rockville City Police Department.

10. Public Hearing - 7:30 PM

- A. Public Hearing on the Proposed Amendments to Modify Economic Development Revenue Bonds Previously Issued for the Benefit of The Village at Rockville, Inc.

11. Action Items - 7:40 PM

- A. Adoption of Resolution Authorizing Amendments to Modify Economic Development Revenue Bonds Previously Issued for the Benefit of The Village at Rockville, Inc.

12. Worksession - 7:45 PM

- A. Chapter 18 - Rental Facilities and Landlord-Tenant Relations - Rewrite: Transparency
- B. Worksession Part 2 - City Election Reform with Consultant - Gant Group (Note: Materials associated with the Worksession will be forthcoming)

13. Mock Agenda - 10:30 PM

- A. Mock Agenda

14. Old / New Business - 10:35 PM

15. Adjournment - 10:45 PM