Montgomery Planning
THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Transportation Adequacy Form

Instructions: Applicants must submit a *Transportation Adequacy Form* as a Word document to Montgomery Planning staff for review and approval prior to filing a development application for any project that requires an Adequate Public Facilities (APF) finding. Email the completed form to transportation.review@montgomeryplanning.org.

The *Transportation Adequacy Form* must be approved by agencies applicable to the project context, including Montgomery Planning, the Montgomery County Department of Transportation (MCDOT), and the State Highway Administration (SHA), and/or the Local Jurisdiction, prior to initiating an LATR Study or submitting a development application. It is the responsibility of the Applicant to obtain approval, which is demonstrated via the signature of the relevant agency representatives.

Upon receipt of a completed *Transportation Adequacy Form*, Planning will provide feedback within 15 business days. Large and/or complex projects may require additional time and/or may warrant a meeting.

Transportation Adequacy Form Approval
For Staff Use Only

Montgomery Planning Name : Richard Brockmyer Date: 8/22/2025	X Richard L. Brockmyer Montgomery Planning	State Highway Administration (if applicable) Name : Click and type. Date: Click and type.	X State Highway Administration
Montgomery County Department of Transportation (if an LATR Study is required) Name : Click and type. Date: Click and type.	X MCDOT	Local Jurisdiction (if applicable) Click and type. Name : Click and type. Date: Click and type.	X Local Jurisdiction

Applicant Information (Required for All)

Project Name	A To Z Fun Care		
Applicant / Developer Name	Leila Nassaj	**Project Location** (include address if known)	6030 Grosvenor Lane Bethesda, MD 20814

Exhibit 20(b)
OZAH Case No: CU 25-09

Transportation Consultant and Contact Information		**Date Form Submitted to Planning Staff**	Select date.

Part A: Project Information (Required for All)

Transportation Policy Area(s) List Name and Color See GIP Area Map	*North Bethesda Policy Area – Corridor-Focused Growth Area*	**Master Plan or Sector Plan Area(s)** See MCATLAS	North Bethesda Garrett Park Master Plan
		Complete Street Area Type See MCATLAS	Area Connector, Boulevard, Downtown Boulevard, Neighborhood Connector

Application Type(s)
Check all apply

☐ Preliminary Plan	☒ Conditional Use	☐ Amendment
☐ Site Plan	☐ APF at Building Permit	☐ Mixed Income Housing Community (MIHC) Plan
☐ Sketch/Concept/ Pre-Preliminary	☐ Local Map Amendment	
☐ Other:		

Project Description Outline the project's key details, including a description of the planned development program. This should cover land use, unit count, square footage, project phasing, and applicable zoning/subdivision regulations.	Part of existing basement space of St. Lukes Episcopal Church was previously used as a School for the Church. There are existing learning rooms and staff rooms so A To Z Fun Care will be taking the space as is. While the School has not been active the past few years, the traffic was setup so that children would be dropped off and picked up on the weekends; however, the current traffic might not be fully represented since the School has been inactive. A To Z will be operating during the weekdays and with up to 70 Children in the Day Care.
Existing Use & Prior Approval Outline the current uses of the site, including land use categories, unit count or square footage, site activities, construction year, and any other pertinent details. Note any prior approvals or proposals.	Existing basement of the Church was previously used as the Church's School on the weekends. The School has been inactive for a few years so the current traffic does not meet what was intended for the area. Parents were dropping-off and picking-up their children to the School on the weekends; but A To Z Fun Care will have children dropped-off and picked-up during the weekdays. A To Z Fun Care will be taking 4,353 square feet of the existing basement which was designed for learning rooms. There are 76 existing parking spaces on site and the Church will provide 13 parking spaces for the proposed Day Care in the rear parking lot.
Site Access Describe proposed site access points for all modes. Show curb cut locations (proposed and existing), access controls (e.g., right-in/out, signalized), connections between parcels, internal movement, private roads, parking/loading areas,	Please see Sheet-Z100 for site access, curb cut locations, connections between parcel, parking lot, and nearby roads. The site entrance is located on Southport Drive and the drive aisle for the Day Care will wrap around the existing parking to the left of the Church. There is an existing walkway leading from the left side parking lot to one of the ingress and egress points through the basement. There are 2 existing ADA parking spaces located at the rear corner of the Church with ADA access to the walkway. Although there will be 20 Staff Members for the Day Care, 10 of the 20 Staff Members will be car-pooling or ride sharing to and from the Day Care.

and other site access details. Include maps or graphics as an attachment.	☒ Map(s) or graphic(s) attached

Part B: Transportation Adequacy Screening (Required for All)

Trip Generation Estimates

Provide site-generated trip estimates, using the most recent version of the ITE *Trip Generation Manual* or another agreed upon methodology such as manual driveway counts at similar facilities. Estimates must be provided by land use and development phase during weekday AM and PM peaks, and include daily totals.

Include trip generation for existing site, current approvals, proposed uses, and net changes. Show calculations and clearly cite sources and methodology including use of ITE average trip rates, ITE land use code(s), and version of ITE TripGen. Include and identify policy area adjustment factors and trip reductions.

Include detailed calculations as an attachment.

See Section 2.B1 of the LATR Guidelines for trip generation instructions and guidance on policy area adjustment factors, acceptable trip reductions, and other methodologies.

☒ Trip generation estimates **<u>are not required</u>** for a proposed development with five or fewer single-family dwellings and no other uses. Check box if applicable and select LATR Study Exempt under LATR Study Determination.

Totals Summary:	**AM Peak-Hour Weekday**	**PM Peak-Hour Weekday**	**Daily (Weekday)**
Proposed Motor Vehicle Trips	29 Enter + 26 Exit = **55**	25 Enter + 29 Exit = **54**	**148**
Existing Motor Vehicle Trips (credit)	Click and type.	Click and type.	Click and type.
Net New Motor Vehicle Trips	**46**	**45**	**123**

☒ Trip Generation description, detailed calculation, and tables attached

Maximum Net New Peak-Hour Motor Vehicle Trips **46 PM Peak-Hour Trips**
(the greater of the AM and PM peak-hour trips)

LATR Study Determination *Check all that apply.* *See Section 2.B2 of the LATR Guidelines for more information.*	☒ **LATR Study Exempt** Go to Part C: LATR Study Exempt ***Note:*** *If fewer than 30 maximum net new peak-hour weekday motor vehicle trips are determined, the project is exempt from the LATR Study. Other exemptions are listed in Part C: LATR Study Exempt and in the LATR Guidelines.*	☐ **LATR Study Required** Go to Part D: LATR Study Data Collection ☐ **Vision Zero Statement** Required with LATR Study. ☐ **Non-Motor Vehicle Analysis** Required with LATR Study. ☐ **Motor Vehicle Analysis** Required with LATR Study, except for Red Policy Areas and Downtowns, which are exempt. Go to Part D, then Part E.

Part C: LATR Study Exempt

Only to be completed for projects that are LATR Study Exempt.

LATR Study Exemption Statement

Select the reason(s) for the exemption and provide a brief statement that justifies the exemption.

The statement can be attached if more room is needed.

See Section 2.C of the LATR Guidelines for more information.

Reason(s) for exemption:
Check all that apply.

- ☐ Fewer than 30 maximum net new peak-hour weekday motor vehicle trips.
- ☒ Daycare use with fewer than 50 maximum net new peak-hour weekday motor vehicle trips.
- ☐ Bioscience use.
- ☐ Mixed Income Housing Community (MIHC) Plan or equivalent.
- ☐ North Bethesda (formerly White Flint) Metro Station Policy Area.
- ☐ White Oak Local Area Transportation Improvements Program (LATIP) Area.
- ☐ Potomac Policy Area, project not impacting select intersections.

Statement:

☐ Statement attached (as needed)

End of Part C. If LATR Study Exempt, **go to Acknowledgements (on last page).**

Part D: LATR Study Required—Vision Zero and Non-Motor Vehicle Analysis

Only to be completed by Applicants of projects that require an LATR Study. The purpose of this section is to determine the parameters of LATR Study and the extent of data collection and analysis. The completed LATR Study must comply with all requirements in the *LATR Guidelines*, including those not listed on this form.

Vision Zero Statement *Speed Study Locations* All LATR studies must develop a Vision Zero Statement. The Applicant must conduct speed studies, report findings, and suggest safety countermeasures. Indicate locations for speed studies. The maximum number of required speed studies is based on the maximum net new weekday peak-hour motor vehicle trips. Include map(s) depicting the speed study locations as an attachment. *See Section 3.A1, Table 1 of the LATR Guidelines for speed study requirements.*	**Locations for Speed Studies:** 1. Click or tap here to enter text. 2. Click or tap here to enter text. 3. Click or tap here to enter text. 4. Click or tap here to enter text. ☐ Map(s) attached
Non-Motor Vehicle Analysis *Study Area Extent* All LATR studies must analyze non-motor vehicle adequacy. Select the appropriate study area network distance based on the maximum net new weekday peak-hour motor vehicle trips. Include maps that show the site, the network-distance study area, and a buffer from the property boundary equal to the listed network distance. *See Section 3.B1, Table 2 and Figure 3 of the LATR Guidelines for study area and analysis requirements.*	**Study Area Network Distance for Analysis:** Pedestrian Level of Comfort: Select distance. Illuminance: Select distance. ADA Compliance: Select distance. Bicycle: Select distance. Bus Transit: Select distance. ☐ Study area map(s) attached

Programmed Transportation Projects *Background Conditions* List all programmed roadway, transit, bicycle, and pedestrian projects within a ¼-mile buffer of the property boundary. Programmed projects include those fully funded for construction in the County or State budget in the next 6 years and conditioned developer projects. *See Transportation Commitments Map for info.*	

End of Part D. **If Motor Vehicle Analysis is required, go to Part E.**
For projects in Red Policy Areas and Downtowns, go to Part F.

Part E: LATR Study Required—Motor Vehicle Analysis

Only to be completed by Applicants of projects that require an LATR Study with Motor Vehicle Analysis. LATR Studies must include an assessment of Motor Vehicle Adequacy, except for developments in Red Policy Areas and Downtowns, which are exempt from this requirement. The purpose of this section is to determine parameters of LATR Study, including the extent of data collection and analysis. The completed LATR Study must comply with all requirements in the *LATR Guidelines*, including those not listed on this form.

Study Scenarios Propose an appropriate set of scenarios to analyze. Other scenarios may be requested by reviewing agencies. Note the anticipated build-out year and project phasing. *See 3.C1 of the LATR Guidelines for requirements.*	**Scenarios**: ☐Existing ☐ Background (No Build) ☐Total Future ☐ Future with Mitigation (as needed) **Existing Year**: Click or tap here to enter text. **Phases / Build-out Year(s):** Click or tap here to enter text. **Study Periods:** ☐ AM ☐ PM ☐ Mid-day ☐ Saturday ☐ Sunday ☐ Other: Click to enter text. **Additional Scenarios:** Click and type to enter text.

Software Requirement Select software type and describe methodology and analysis for specific intersections. *See 3.C1 of the LATR Guidelines for requirements.*	**Software Type(s):** ☐Synchro ☐ VISSIM ☐ CORSIM ☐ SIDRA ☐ SimTraffic ☐CLV ☐Other Click to enter text. **Provide methodology (analysis and software) for specific intersections:**	
Study Intersections Identify study intersections. Applicants must study a minimum number of significant signalized and non-signalized intersections. The number of required intersection tiers is based on weekday peak-hour motor vehicle trips. *See 3.C2 of the LATR Guidelines for requirements.*	1. 2. 3. 4. 5. 6. 7.	8. 9. 10. 11. 12. 13. 14.
Multimodal Intersection Counts Counts must be collected no more than 12 months prior to the acceptance of the LATR Study. Indicate if counts will be new or existing, and list locations and dates of any existing counts. *See 3.C2 of the LATR Guidelines for requirements.* *See Montgomery Planning's Intersection Analysis Database*	**Intersection count collection:** *Check all that apply.* ☐ New intersection counts (not yet collected) ☐ Existing intersection counts (must be collected no more 12 months before LATR Study acceptance date) **If using any existing counts, list location(s) and date(s) of counts:**	

Trip Distribution Determine trip distribution percentages using Appendix 2 of the LATR Guidelines. Provide sources and justification for any proposed changes to listed distributions. Include a map and a list or table as an attachment. *See Appendix 2 of the LATR Guidelines for detailed guidance and trip distribution percentages.*	☐ Trip Distribution graphic(s) attached
Pipeline Developments *Background Conditions* List all approved but unbuilt developments or concurrently pending applications in the vicinity of the study area. Include project name, plan number, land uses, and densities. *See Montgomery Planning's Development Pipeline webpage for info.*	
Additional Analysis Indicate any anticipated site-specific analysis, including analysis type, location, and software type. Additional analysis may be requested after LATR Study submittal. *See 3.C2 of the LATR Guidelines for information.*	☐ Queuing Analysis ☐ Signal Warrant Analysis ☐ Weaving/Merge Analysis ☐ Crash Analysis **Location(s) and software requirement(s) for each analysis. Provide explanations as needed:**

End of Part E. **Go to Part F: Mitigation.**

Part F: Mitigation

Only to be completed by Applicants of projects with an LATR Study Required. The purpose of this section is to highlight Montgomery Planning's approach to mitigation and to identify the Proportionality Guide amount, which represents a guiding upper limit for the cost of mitigation. Any mitigation strategies discussed at this stage and included in the *Transportation Adequacy Form* are considered non-binding until formally evaluated in the LATR Study and committed to as a condition of a development approval.

Proportionality Guide Amount Calculate the estimated Proportionality Guide Amount. This is for informational purposes only and is subject to change. *See 4.A of the LATR Guidelines for instructions.*	*To calculate the estimated Proportionality Guide Amount, multiply the Net New Daily Motor Vehicle Trips (found in Part B) by the Proportionality Guide Rate. The Guide Rate is $765, as of January 1, 2025.* Proportionality Guide Amount: Click to enter text. Cost Estimation Tool Version Expected to be Used for Mitigation Cost Estimates: Click to enter text.
Potential Mitigation Strategies (Optional) Describe any potential mitigations that are under consideration or master-planned within the study boundary. This is for informational purposes only and subject to change. The completed LATR Study must detail all proposed mitigations. *See 4.B of the LATR Guidelines for mitigation priorities.*	

End of Part F. **Go to Acknowledgements.**

Acknowledgements and Topics for Discussion

For All Applicants

- The Applicant must comply with all other requirements of the *LATR Guidelines* not listed on this form.
- **Before submitting a development application or initiating an LATR Study**, projects requiring an APF finding must have this form approved by Montgomery Planning and other agencies applicable to the project context.
- **If the development proposal significantly changes** after this form has been approved, the Applicant must amend the form and receive a new approval**.**

For LATR Study Required projects

- **To make changes to the trip generation and/or trip distribution methodology** between the approval of this form and the LATR Study submittal, the Applicant must amend this form and receive Planning staff concurrence.
- **If physical improvements are proposed as mitigation,** the LATR Study must demonstrate feasibility with regards to right-of-way and utility relocation (at a minimum).
- **A receipt from MCDOT** showing payment of the LATR Study review fee must be included with the LATR Study submittal.
- **Traffic model files (Synchro, VISSIM, etc.)** must be sent to MCDOT and SHA, when applicable.
- **Intersection counts and pedestrian and bike data verification data** must be uploaded to Montgomery Planning's database.
- **An electronic copy of the LATR Study** and appendices must submitted to ePlans and sent to Planning staff via transportation.review@montgomeryplanning.org.

☒ The Applicant acknowledges Montgomery Planning's policies listed in this form and described in the *LATR Guidelines*.

Describe any additional assumptions, special circumstances, or other topics for discussion not covered by this form:

Submit the completed form to transportation.review@montgomeryplanning.org

End of form.

Proposed Daycare Net Trip Calculations:
Per the ITE Trip Generation Manual 11th Edition, based upon the Planning Staff's provided worksheet
Total AM Trips = 55 Trips
Total PM Trips = 54 Trips

The Directional Distribution for a Daycare in the AM is 53% Enter and 47% Exit.
AM Entering Trips: 55 x .53 = 22.26 = **29 Entering Trips**
AM Existing Trips: 55 x .47 = 19.74 = **26 Exiting Trips**

The PM Directional Distribution is 47% Enter and 53% Exit.
PM Entering Trips: 54 x .47 = **25 Entering Trips**
PM Exiting Trips: 54 x .53 = **29 Exiting Trips**

North Bethesda Policy Area Adjustment Factor = 83%.
Total Policy Area AM Trips: 55 Trips x .83 = **46 AM Trips Total**
Total Policy Area PM Trips: 54 Trips x .83 = **45 PM Trips Total**
Total Policy Area Daily Trips: 148 Trips x .83 = **123 Trips Total**

Net New Trips Calculations:
Net New Trips (AM): = **46 Net AM Trips**
Net New Trips (PM): = **45 Net PM Trips**
Net Daily Total Trips = **123 Net Daily Total Trips**

ITE Trip Generation Manual				
Proposed Daycare	**AM Peak Period**		**PM Peak Period**	
Average Trip Rates	Based on Planning Staff WS		Based on Planning Staff WS	
	Enter	**Exit**	**Enter**	**Exit**
Directional Distribution	53%	47%	47%	53%

2024-2028 Policy Growth Area Map
North Bethesda Policy Area