

MONTGOMERY COUNTY ARCHIVES

Guide to the Records of the MONTGOMERY COUNTY COUNCIL 1962-1993; 1997-1998 Microfilm, 1884-1987, 1949-2000

Record Group 2: County Council

**October 23, 1997
Updated 2018**

Montgomery County Archives
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ADMINISTRATIVE HISTORY

The first Montgomery County Council took office on January 18, 1949. The Council was established by the Charter which had been approved in 1948, replacing the county commissioner form of government. The first Council set up citizens' advisory committees, published zoning decisions, took steps to improve the County's financial condition, and provided funds for the building of schools. It was composed of seven members, one from each of the five Council Districts and the other two from the County at large. The County Council served as both the chief executive authority and as the legislative branch. It was required to sit in executive session at least once in each calendar month, and met in both open and closed executive sessions at least once every week.

However, the County Council-County Manager system was seen to be inadequate for the rapidly growing population of the County. A new charter was adopted, providing for the election of a County Executive in 1970 who would be responsible for administering all Montgomery County government departments. Day-to-day operations would be supervised by a Chief Administrative Officer appointed by the County Executive. The Council would continue to make laws, set tax rates, approve budgets, and deal with planning, zoning and land subdivision problems.

Today, the County Council consists of nine members, five elected by district and four County-wide. The Council continues to enact all local laws, oversee zoning and planning, appropriate funding for the budgets of County agencies, set property tax rates, and also meets as the County Board of Health. The Council holds regular weekly sessions and conducts public hearings and work sessions throughout the year. Each Councilmember serves on two of the following six Council Committees: Education; Health and Human Services; Management and Fiscal Policy; Planning, Housing, and Economic Development; Public Safety; and Transportation and Environment. Each Councilmember has a small staff which is responsible for carrying out the Councilmember's projects, and a Confidential Aide provided for by the County Charter.

EXTENT

4.5 cubic feet: 3 record boxes, 5 letter-size Hollinger.

SCOPE AND CONTENT

The records date from 1962 to 1993, with additional material from 1997-1998, and were created by or for the Montgomery County Council to assist it in the conduct of its business and to inform the public of its activities. The records consist of correspondence, memoranda, minutes, reports, studies, public testimony, transcripts, petitions, resolutions, lists, clippings, photographs, and maps. Significant topics include wastewater and solid waste disposal, resource recovery, and master plans for Silver Spring, Gaithersburg and Potomac. The bulk of the material dates from 1976-1982, relating to planning documents and wastewater/sewage treatment issues.

The records also contain microfilm (1,256 reels) of material dating from 1884-1987 and 1949-2000 regarding Montgomery County Council bills; correspondence; information on boards, committees, and commissions; closed executive session meeting minutes; committee files;

committee minutes; general files; index journals; laws of Montgomery County; legislative minutes; legislative sessions; mail log sheets; minutes and journals; ordinances; packet material; press releases; public hearings; resolutions; and zoning text amendments.

The materials are arranged into four series:

Series I: Administration

Series II: Planning

Series III: Waste Disposal and Resource Recovery

Subseries 1: Solid Waste Disposal

Subseries 2: Wastewater and Sewerage

Series IV: County Council Approved Meeting Minutes

Folders in Series I-III are in alphabetical order; Series IV is in chronological order.

SERIES DESCRIPTIONS

Series I: Administration, 1962; 1964; 1975

(3 folders)

This series consists of staff comments on a 1962 public administration service report, a summary of testimony before the County Council in 1964 regarding a recommendation by the Public Administration Service to abolish the Maryland-National Capital Park and Planning Commission, and a transcript of a public hearing held by the Committee for the Observance of Martin Luther King, Jr. Day on January 14, 1975.

Series II: Planning, 1973-1988

(0.8 cubic feet)

The material in this series relates to planning, zoning and growth, and contains plans for various parts of the County, especially the 1983-1984 Master Plan for Gaithersburg and the 1969 Master Plan for Potomac. Of significance are the extensive materials prepared for and the testimony delivered during a November 4, 1976 public hearing on the Silver Spring East Master Plan and the December 15, 1976 Council work session. The records consist of proposals, correspondence, clippings, reports, maps, photographs, minutes, memoranda and transcripts of testimony given at public hearings. A procedures handbook compiled in the late 1970s is also included.

Records in Series II located in the Audiovisual RG 19 are:

- Master Plans: Silver Spring East Public Hearings – 1976, c. 1976

Series III: Waste Disposal and Resource Recovery, 1972-1979

(1.2 cubic feet)

This series consists primarily of reports and memoranda relating to environmental and waste management issues. It is divided into two subseries: Solid Waste Disposal, and Wastewater and Sewerage.

Subseries 1: Solid Waste Disposal, 1973-1982

(0.5 cubic feet)

Records in this subseries relate to the Ten-Year Solid Waste Management Plan adopted in 1978, its subsequent amendments, landfill site selection, resource recovery, disposal systems, and environmental concerns. It also documents the public hearing held on September 22, 1976 and the work session on October 18, 1976 relating to this ten-year plan, and includes all items submitted to the Council, statements, transcripts, and other related records.

Subseries 2: Wastewater and Sewerage, 1972-1988

(0.7 cubic feet)

This subseries contains plans, reports and updates relating to water supply and wastewater and sewerage treatment and disposal. It specifically includes a briefing document for the Rock Run Advanced Wastewater Treatment facility and a 1973 Potomac Electric Power Company (PEPCO) proposal to Montgomery County for the issuance of pollution control revenue bonds. It also contains reports, statements, and exhibits relating to a February 7, 1977 public hearing on the annual amendment to the Ten-Year Water Supply and Sewerage System Plan for Fiscal Years 1978 to 1987, and an April 19, 1977 public hearing on a request for approval from the Washington Suburban Sanitary Commission to allow it to undertake construction of a project to supply Potomac water to Prince George's County.

Series IV: County Council Approved Meeting Minutes, 1989-1993; 1997-1998

(2.5 cubic feet)

This series consists of approved and corrected meeting minutes from Montgomery County Council and its subcommittees, including minutes from closed Executive sessions. There is a complete run with minimal gaps from January 31, 1989 to December 16, 1993; and another set from January 16, 1997- October 10, 1998. This series is arranged in chronological order.

CONDITIONS GOVERNING ACCESS

This collection is open for research.

LANGUAGE

English.

PROVENANCE

These records were transferred from the Rockville Library vertical files in 1996, 1997, and 1998. The relevant records are Accessions #1996-21, originally 1 cubic foot, #1997-20, originally 1 cubic foot, and #1998-37, originally 2 cubic feet.

RELATED RECORDS

Material relating to the subject matter of these records can be found in:

Record Group 1: County Executive, Printed Materials

Record Group 2: County Council, the Papers of Neal Potter

Record Group 8: Department of Environmental Protection, Division of Solid Waste Management

Record Group 8: Department of Environmental Protection, Division of Resource Protection

USING THESE RECORDS

To request records listed in this finding aid, the following information should be given to the archivist:

Record Group 2, **Records of the Montgomery County Council**, Series Number and Name, Box Number and Folder Title(s).

The preferred citation for materials from these records is:

Montgomery County Archives; Gaithersburg, Maryland. Record Group 2: County Council. Records Title: The Records of the Montgomery County Council. Series number and series name. Box number and folder title, if appropriate.

PROCESSING PROCEDURES

General processing procedures consisted of discarding duplicates, unnecessary binders, and routine transmittals. Oversized documents and photographs were removed from the original location in their assigned series and placed in separate containers. Separation sheets were inserted in the original location within the folder to indicate the new location of any records placed elsewhere.

Preservation copying of newspaper clippings was performed whenever feasible. Records in folders were arranged, unless otherwise indicated, in forward chronological order, with undated records appearing at the end of the folder.

PROCESSING STAFF/FINDING AID AUTHOR

MCA Staff.

BOX INVENTORY

Series I: Administration, 1962; 1964; 1975

Box 1

Staff Comments on Public Administration Service Report, 1962
Summary of Testimony on Public Administration Service Report, 1964
Proceedings of Public Hearing of Committee for the Observance of Martin Luther King Day, 1975

Series II: Planning, 1973-1988

(Box 1, Cont'd)

Contee Properties Proposal, 1981
Master Plans: Gaithersburg, Correspondence, 1984
Master Plans: Gaithersburg, Final Draft, 1983
Master Plans: Gaithersburg, General, 1983-1984
Master Plans: Gaithersburg, General, 1984
Master Plans: Potomac, Public Hearing, 1979
Master Plans: Potomac, Testimony, 1979
Master Plans: Silver Spring East, Public Hearing Correspondence, 1976-1977

Box 2

Master Plans: Silver Spring East, Public Hearing Exhibits, 1976
Master Plans: Silver Spring East, Public Hearing Resolution, 1977
Master Plans: Silver Spring East, Public Hearing Statements and Testimony, 1976
Master Plans: Silver Spring East, Public Hearing Transcript, 1976
Planning and Zoning: Procedures Handbook, 1973-1988 (2 folders), n.d.
Water's Landing, 1980

Series III: Waste Disposal and Resource Recovery, 1972-1979

Subseries 1: Solid Waste Disposal, 1973-1982

(Box 2, cont'd)

Attributes of Mass Burn Furnace for Municipal Waste Disposal, 1982
Continuation of Work Session on Issues Relating to Energy Recovery Facility, 1982
Findings of Out of County Waste Disposal Study, 1982

Box 3

Seminar on Health and Effects of Solid Waste Disposal Plant Questions, 1982
Solid Waste Management Plan Sanitary Landfill Site Selection, 1973
Ten Year Solid Waste Management Plan, 1975
Ten-Year Solid Waste Management Plan, Amendment, 1982
Ten Year Solid Waste Management Plan, FY 1978-1987 Amendments re. Landfill Siting Public Hearing, 1978
Ten Year Solid Waste Management Plan, Landfill Siting, FY 1978-1987 Public Hearing, 1978

(Subseries 2: Wastewater and Sewerage, 1972-1988, Cont.)

(Box 3, cont.)

- Ten Year Solid Waste Management Plan, FY 1978-1987 Public Hearing, 1976
- Ten Year Solid Waste Management Plan, FY 1978-1987 Public Hearing, Correspondence and Petitions, 1976-1977
- Ten Year Solid Waste Management Plan, FY 1978-1987 Public Hearing, Resolutions, 1976
- Ten Year Solid Waste Management Plan, FY 1978-1987 Public Hearing, Transcript, 1976
- Annual Amendment to 10 Year Water Supply and Sewerage System Plan, FY 1978-1987 Public Hearing Comments and Exhibits, 1977
- Revision of Ten Year Solid Waste Management Plan, FY 1983-1992, adopted 1984 Sep 4, Resolution #10-938
- Comprehensive Solid Waste Plan, Amendments, Resolution #10-1446, #11-382, #11-733, and #11-734, 1985-1988

Box 4

- Annual Amendment to Ten Year Water Supply and Sewerage System Plan, FY 1978-1987, Public Hearing, Comments, and Exhibits, 1977
- Annual Amendment to Ten Year Water Supply and Sewerage System Plan, FY 1978-1987, Public Hearing, Recommendations and Findings, 1977
- Annual Amendment to Ten Year Water Supply and Sewerage System Plan, FY 1978-1987, Public Hearing, Reports, 1977
- Annual Amendment to Ten Year Water Supply and Sewerage System Plan, FY 1978-1987, Public Hearing, Requests for Water and Sewer Service Category Changes, 1976
- Annual Amendment to Ten Year Water Supply and Sewerage System Plan, FY 1978-1987, Public Hearing, Resolutions, 1977
- Annual Amendment to Ten Year Water Supply and Sewerage System Plan, FY 1978-1987, Public Hearing, Transcript, 1977
- Council Briefing Document for the Rock Run Advanced Wastewater Treatment Facilities Project on the Project Development Report, 1982

Box 5

- Operations Plan for the 216 Land Containment Site for Undigested Sewage Sludge, 1976, 1986
- Potomac Electric Power Company Proposal to Montgomery County, 1973-1974
- Recommendations on Water and Sewer Category Change Applications to Update the Comprehensive Ten Year Water Supply and Sewerage Systems Plan for FY 1986-1995, 1988
- Report on the Use of Temporary Wastewater Treatment Plants: Standards and Procedures for Elimination of Health Hazards, 1972
- Supplemental Approval, WSSC Capital Budget FY 1977 and Addition to WSSC Approved CIP FY 1977-1982, Public Hearing, Exhibits and Statements, 1977
- Supplemental Approval, WSSC Capital Budget FY 1977 and Addition to WSSC Approved CIP FY 1977-1982, Public Hearing, Transcripts and Resolutions, 1977

Series IV: County Council Approved Meeting Minutes, 1989-1998

Box 6

Approved Minutes, March 22, 1989-June 29, 1989
Approved Minutes, October 3, 1989-December 14, 1989
Approved Minutes, January 9, 1990-February 13, 1990
Approved Minutes, February 15, 1990-March 29, 1990
Approved Minutes, April 3, 1990-July 3, 1990
Approved Minutes, July 5, 1990-December 18, 1990
Approved Minutes, January 8, 1991-February 14, 1991
Approved Minutes, February 15, 1991-March 28, 1991
Approved Minutes, April 1, 1991-April 30, 1991
Approved Minutes, May 1, 1991-July 1, 1991
Approved Minutes, July 2, 1991-September 30, 1991
Approved Minutes, October 1, 1991-December 12, 1991
News and Announcements, 1991

Box 7

Approved Minutes, January 2, 1992-January 30, 1992
Approved Minutes, February 3, 1992-March 31, 1992
Approved Minutes, April 2, 1992-May 15, 1992
Approved Minutes, June 1, 1992-July 30, 1992
Approved Minutes, August 3, 1992-October 29, 1992
Approved Minutes, November 4, 1992-December 10, 1992
Approved Minutes, January 11, 1993-February 25, 1993
Approved Minutes, March 1, 1993-March 30, 1993
Approved Minutes, April 1, 1993-April 30, 1993
Approved Minutes, May 1, 1993-June 30, 1993

Box 8

Approved Minutes, July 6, 1993-September 30, 1993
Approved Minutes, October 4, 1993-December 16, 1993
Approved Minutes, January 16, 1997-March 31, 1997
Approved Minutes, April 3, 1997-May 2, 1997
Approved Minutes, June 9, 1997-September 30, 1997
Approved Minutes, October 6, 1997-December 8, 1997
Approved Minutes, February 29, 1998-October 10, 1998

Microfilm – Montgomery County Council – 1884-1987, 1949-2000 (1,256 reels)

Bills, 1958-1994 (158) reels

“Blues,” 1971-1990 (41 reels)

Board, Committees, and Commissions (BCC), 1975-1990, n.d. (28 reels)

Closed Executive Session Meetings Minutes, 1983-1986 (1 reel)

Committee Files, 1981-2000 (165 reels)

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(Microfilm – Montgomery County Council – 1884-1987, 1949-2000, Cont.)

Committee Minutes, 1981-1987 (2 reels; **MISSING**)

General Files, 1981-1994 (325 reels)

Index Journal, 10/7/69-5/11/72 (2 reels; **MISSING**)

Laws of Montgomery County, 1970-1988 (5 reels)

Legislative Minutes, 1949-1985 (6 reels)

Legislative Sessions, 1949-1958 (1 reel; **MISSING**)

Mail Log Sheets, 1981-1982 (1 reel)

Minutes/Minutes and Journals, 1884-1987 (51 reels)

Ordinances 1950-1986 (6 reels)

Outgoing Correspondence, 5/7/79 (1 reel)

Packet Material, 1973-2001 (188 reels)

Press Releases, 1971-1980 (4 reels)

Public Hearings, 1949-1998 (190 reels)

Resolutions, 1953-1988 (30 reels)

 Begins with Resolution 2-2099, 9/29/53

 Ends with Resolution 11-2211

“Whites,” 1981-1988 (3 reels)

Zoning Text Amendments, [1973]-1986 (48 reels)