

# Bethesda Downtown Implementation Advisory Committee

## Rules of Procedure

December 2017

### PURPOSE

As outlined in the *Approved and Adopted Bethesda Downtown Sector Plan*, the Planning Department is seeking to create a representative and balanced Implementation Advisory Committee to facilitate and monitor the progress of development and address implementation of the recommendations in the *Approved and Adopted Bethesda Downtown Sector Plan*. This committee will replace the Woodmont Triangle Action Group (WTAG) established by the 2006 Woodmont Triangle Amendment to the 1994 CBD Sector Plan.

The Implementation Advisory Committee (IAC) is an integral part of the *Bethesda Downtown Sector Plan*. This advisory group will work in coordination with the Montgomery County Planning Department, Bethesda Urban Partnership, Bethesda Chevy-Chase Regional Services Center and Bethesda Green by providing specific community and redevelopment expertise that would also serve as an interface between developers and County agencies in implementing the *Bethesda Downtown Sector Plan* recommendations.

The IAC's responsibilities should include monitoring the Plan recommendations and the overall cap on development square footage, monitoring the CIP and recommending action to the Planning Board and County Council to address issues that may arise, including, but not limited to, overall density, community impacts and design and the status and location of public benefits, parks and open space and improvements.

### COMMITTEE COMPOSITION AND TERM

The Implementation Advisory Committee will have fourteen members. According to the *Bethesda Downtown Sector Plan*: "This new group should reflect the current makeup of the Woodmont Triangle Action Group (WTAG) in that it will be structured to include representatives from the various constituencies interested in successful implementation of the plan."

Nominations for members will be solicited from the community and from organizations including but not limited to: CBAR, NAIOP, the Greater Bethesda Chamber of Commerce, Bethesda Green and various civic and condo associations.

The fourteen-member committee includes members from the following groups:

1. property owners/business community
2. residents of the community (Homeowners/Civic/Condo Associations)

It is expected that members of the IAC will act in a professional manner, and will be mindful of any financial conflicts of interest from associations with development teams, property owners or associations.



Members must be approved by the Planning Board and will serve three-year staggered terms. At initial appointment, six members will serve for two years, and six members will serve for three years and two members will serve for four years. The terms of membership will be staggered from this point onward.

The Implementation Advisory Committee will be staffed by representatives from the Planning Department, the Bethesda-Chevy Chase Regional Services Center, Bethesda Green and the Bethesda Urban Partnership.

## ROLE OF THE IMPLEMENTATION ADVISORY COMMITTEE

The Implementation Advisory Committee will be guided by the vision, goals and recommendations in the *Approved and Adopted Bethesda Downtown Sector Plan*, the *Bethesda Downtown Design Guidelines*, and the Bethesda Overlay Zone.

It is not the role of this committee to challenge the approved Sector Plan recommendations. The role of the Committee is to coordinate and monitor the progress of development and address implementation of the recommendations in the *Approved and Adopted Bethesda Downtown Sector Plan*. Like the WTAG, the Implementation Advisory Committee will not have a formal role in the regulatory process. Property owners that submit a development application to the Montgomery County Planning Department will be encouraged to meet with the Implementation Advisory Committee early in the process regarding their project to receive feedback from the committee. The IAC may submit written comments to the Planning Board regarding specific development projects.

The committee will help to ensure transparency and accountability in the implementation of the *Bethesda Downtown Sector Plan*, *Design Guidelines* and Bethesda Overlay Zone. It will help the Planning Board, the County Council, the County Executive and their staff to maintain the objectives of the *Bethesda Downtown Sector Plan*, *Design Guidelines* and Bethesda Overlay Zone. The Committee will strengthen the monitoring of implementation, development, and construction of the various projects comprising the Sector Plan.

The committee is to provide advice and guidance to the Planning Board, County Council and County Executive staff on the County's outreach, interaction with affected communities and businesses, advice on the issues appropriate to and pertaining to the achievement of the objectives of the Sector Plan.

## PROCESS

The IAC will meet regularly once a month at a time determined by the Committee members. The meetings are anticipated to be no more than one hour long, but may go longer depending on the specific agenda.

Additionally, the committee should elect two members to serve as co-chairs. The co-chairs will provide vital leadership, strategic and management direction to the committee. The committee should elect one member from the property owners/business community and one member from the residents' representation. Co-chairs shall:

- In consultation with Staff Representatives and other committee members, schedule dates, times and location for meetings
- Ensure meetings are called and held in accordance with the committee's purpose and procedures



- In consultation with Staff Representatives and other committee members, establish and confirm an agenda for each meeting
- Ensure meeting agenda and relevant documents are circulated to the members
- Officiate and conduct meetings
- Ensure the discussion is on topic, productive and professional
- Ensure minutes are complete and accurate, retained
- Serve a one-year term as Co-chair.

Additional committee process:

- Committee quorum is a protection against unrepresentative actions in the name of the committee. Therefore, 2/3 of the committee (currently 9 of 14) is a required quorum for official meetings.
- Eligible decision makers are those individuals that have been formally appointed by the Planning Board.
- Although this committee is not anticipated to vote regularly, the majority vote rules in the event a Co-chair calls for a clear decision.
- Opinions and concerns of a significant minority of the IAC should also be included in meeting minutes and letters to the Planning Board.
- Committee members with a financial interest and/or those with direct involvement in an item up for discussion, the affiliation should be noted in the discussion.
- Nonmembers may have a chance to voice their opinions at the discretion of the presiding chair.
- Co-chairs are eligible to make official statements to the press on behalf of the committee. Members of the committee that are not Co-chairs should be certain to speak as individual citizens and not represent the committee.

