



# Ashton Village Center Implementation Advisory Committee

## Rules of Procedure

July 2022

## Purpose

The Montgomery County Council approved the 2021 *Ashton Village Center Sector Plan* through Resolution #19-904 on June 15, 2021. The approved and adopted plan includes the following recommendation to establish an advisory Committee:

This Plan supports the creation of an advisory group to address its implementation. The formation of any new advisory group should be staffed by the Planning Department in close coordination with the civic/neighborhood groups within the Ashton area.

This advisory group would work in coordination with the Regional Services Center that covers the area of a project by providing specific community and redevelopment expertise. It would also serve as an interface between community members, county agencies, and developers in implementing recommendations of the Ashton Village Center Sector Plan. This new group should be structured to include representatives from the various constituencies interested in successful implementation of the Plan.

Notification and participation in the development review process should occur at the earliest stage of the process.

The Ashton Village Center Implementation Advisory Committee (AVCIAC or Committee) is an integral part of the *Ashton Village Center Sector Plan*. The AVCIAC's responsibilities should include monitoring the Sector Plan recommendations, monitoring Montgomery County's Capital Improvements Program (CIP), and recommending action to the Planning Board, the Office of Zoning and Administrative Hearings (OZAH), the County Council, or other government agencies

to address issues that may arise, including, but not limited to, density, community impacts, site design, and location of parks, open spaces and improvements therein.

## Committee Composition and Team

The master plan does not provide specific details on the composition or operation of the Committee, but Planning staff recommended ten members as providing a good balance between having a diversity of viewpoints and still being a manageable size. The Planning Board approved the initial ten members at its meeting on May 5, 2022.

Members serve three-year terms, although those selected for the initial group of members will serve staggered terms so that the entire Committee does not get replaced all at once after three years; this will allow for some consistency and overlap. Five members of the initial group will serve for three years and five for two years before reverting to three-year terms for all members. These groups were selected at random during the first meeting on June 6, 2022.

The Implementation Advisory Committee will be staffed by the Planning Department. Representatives of the Regional Services Center will also be invited to Committee meetings.

As members leave the Committee, Planning staff will send electronic messages to area Homeowners Associations and Civic Groups soliciting new members. Those on the email list for the Sector Plan will also be notified. All new members will be approved by the Planning Board. Other means of recruiting new members may also be utilized if necessary.

## Role of the Implementation Advisory Committee

The Implementation Advisory Committee will be guided by the vision, goals, and recommendations in the *Approved and Adopted Ashton Village Center Sector Plan* and the *Sandy Spring/Ashton Rural Village Overlay*.

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 Ashton Village Center Sector Plan*. The 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 AVCIAC should submit written comments to the Planning Board regarding specific development projects and is encouraged to testify at public hearings when deemed necessary by the committee.

The Committee will help to ensure transparency and accountability in the implementation of the *Ashton Village Center Sector Plan* and the Sandy Spring/Ashton Rural Village Overlay Zone. It will help the Planning Board, the County Council, the County Executive, and other government agencies and their staff maintain the objectives of the Sector Plan and the 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, County Executive, and other government agencies on the county's outreach, interaction with affected communities and businesses, and on other issues appropriate to and pertaining to the achievement of the objectives of the Sector Plan.

## Process

The AVCIAC will not meet regularly. The Sector Plan area is relatively small, so development proposals and other implementation projects are not expected often. The AVCIAC will meet at the discretion of the Chair of the Committee, through request of at least 3 Committee members, or at the recommendation of the Planning staff representative, but the Committee shall meet at least once a year. The frequency, time and location of the meeting shall be 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.

The Committee is subject to the requirements of Maryland's Open Meetings Act.

The Committee shall elect three officers: one member to serve as Chair, one to serve as Vice Chair, and one to serve as Secretary. Officers may serve no more than three sequential terms of one year.

## Chair

The Chair will provide vital leadership and direction to the Committee. The Chair shall:

- In consultation with the staff representative 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 the Planning staff representative and other Committee members, establish and confirm an agenda for each meeting
- Officiate and conduct meetings
- Ensure the discussion is on topic, productive, and professional
- Testify at public hearings on behalf of the AVCIAC, where that testimony has been reviewed & agreed upon by a majority of the Committee prior
- Serve a one-year term.

## Vice Chair

The Committee should also select one member to serve as Vice Chair. The Vice Chair shall:

- Serve the functions of the Chair if the Chair is unable to do so and accept any delegated tasks from the Chair
- Serve a one-year term.

## Secretary

The Committee should also select one member to serve as Secretary. The Secretary shall:

- Ensure minutes are complete and accurate and posted on the website maintained by the Montgomery County Planning Department
- Ensure meeting agenda and relevant documents are circulated to the members, on a timely basis
- Serve a one-year term.

## Additional Committee Processes

- A majority of the Committee (6 of 10 members) is a required quorum for official meetings.
- Attendance Policy: Active involvement of all members is required for the board to be effective. If a member must miss a committee meeting, he or she should notify the committee Chair and Vice Chair. A member who is absent from three (3) or more of the scheduled meetings during the term/year is considered to have resigned from the board. When a member resigns through absence, or by member's request, the Chair notifies the assigned Planning Board Staff. The Planning Board may waive the resignation for illness, emergency, or other good cause.
- A majority vote rules in the event the Chair calls for a decision of the Committee. The majority opinion should be included in meeting minutes and letters to the Planning Board or other government agency.
- Opinions and concerns of a significant minority of the AVCIAC (at least 3 of 10 members) should also be included in meeting minutes and letters to the Planning Board or other government agency.
- When there is a tie vote, this should be mentioned and both sides presented in meeting minutes and letters to the Planning Board or other government agency.
- The affiliation of Committee members with a financial interest and/or those with direct involvement in an item up for discussion should be noted in the discussion and any correspondence. Members with any financial interest and or those with direct involvement in an item up for discussion should recuse themselves for a vote.
- Members of the public are expected to have a chance to voice their opinions during discussions, after each agenda item, in two-minute intervals at the discretion of the

Chair, and prior to any vote. Members of the public may also choose to submit their opinions in writing. The Committee may have further discussion post non-member input prior to voting.

- The Chair is authorized to make official statements to the press on behalf of the Committee, following agreement among the majority of the committee on the content of the statement. Other members of the Committee should speak as individual citizens and not as a representative of the Committee.
- The Committee may create and appoint members to subcommittee(s) for the purpose of obtaining information on matters before the Committee. The subcommittee(s) are delegated authority only to collect information, but do not have the authority to make official statements on behalf of the Committee.
- The Committee may revisit these Rules and Procedures at the request of at least 3 Committee members, and revise with the agreement of a majority of the members.