

Bethesda Downtown Implementation Advisory Committee

Rules of Procedure

November 2020

PURPOSE

As outlined in the *Approved and Adopted Bethesda Downtown Sector Plan* (the “Plan”), the Planning Department has created a representative and balanced Implementation Advisory Committee to facilitate and monitor the progress of development and address implementation of the recommendations in the Plan. This committee replaced 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 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 will also serve as an interface between developers and County agencies in implementing the Plan recommendations.

The IAC's responsibilities 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, open space and improvements.

COMMITTEE COMPOSITION AND TERM

The IAC will have fourteen (14) members. According to the 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 by Planning staff 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. Members of the IAC may also solicit members to apply for appointment.

The fourteen-member IAC 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 beginning in January. At the IAC's inception in 2017, six members were appointed for two years, six members for three years, and two members for four years (the "Original Appointments"). After expiration of the Original Appointments, the terms of membership will be staggered and will be three years for all members. Members may serve two full consecutive terms, not including the Original Appointments, with the second term subject to submission of a letter of interest and approval by the Planning Board as part of the appointment process. Members appointed to complete an unfinished term may serve two full subsequent consecutive terms, with submission of a letter of interest and approval by the Planning Board as part of the appointment process. When terms are expiring or a member resigns from the IAC and a position needs to be filled, Planning Staff will send notice of the position to the relevant organizations as listed above and to individuals who previously applied for positions on the IAC informing them of the deadline for submitting a letter of interest. IAC members may also contact potential members. Interested persons must submit a letter of interest to Planning Staff and Planning Staff will review and make recommendations to the Planning Board. The Planning Board will vote on all members of the IAC, including those being reappointed. When terms are expiring at the end of the calendar year, Planning Staff will send notices in October, letters of interest will be submitted in November, and the Planning Board will vote in December, such that new and renewing members are officially appointed before the first meeting in January. Members who resign before completion of their term will be replaced as quickly as possible according to these procedures.

The IAC 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 IAC will be guided by the vision, goals, and recommendations in the Plan, the *Bethesda Downtown Design Guidelines*, and the Bethesda Overlay Zone.

It is not the role of the IAC to challenge the approved Sector Plan recommendations. The role of the IAC is to coordinate and monitor the progress of development and address implementation of the recommendations in the Plan. The IAC will not have a formal role in the regulatory process. Property owners who submit a development application to the Montgomery County Planning Department will be encouraged to meet with the IAC 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 IAC will help to ensure transparency and accountability in the implementation of the Plan, *Design Guidelines*, and Bethesda Overlay Zone. It will help the Planning Board, the County Council, the County Executive and their staffs to maintain the objectives of the Plan, *Design Guidelines* and Bethesda Overlay Zone. The IAC will strengthen the monitoring of implementation, development, and construction of the various projects comprising the Plan.

The IAC 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, and issues appropriate to and pertaining to the achievement of the objectives of the Plan.

PROCESS

The IAC will meet regularly once a month at a time determined by the Committee members. IAC members with the guidance of the co-chairs will determine meeting length, generally or for specific meetings depending on the agenda.

The commercial and residential members of the committee as respective groups will each annually elect a member to serve as co-chairs. Co-chair election starting in 2021 will take place in January. If either co-chair resigns as co-chair or IAC member before the end of their term as co-chair, the affected group will elect a new co-chair at that time.

The co-chairs will provide vital leadership, strategic and management direction to the committee. 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, with each co-chair's role to be determined between them
- Ensure the discussion is on topic, productive and professional
- Ensure notes are complete, accurate, and retained electronically
- Serve a one-year term as co-chair, with the opportunity to be reelected for one additional consecutive term

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. Presence of a quorum must be mentioned in the meeting notes.

- Eligible decision makers are those individuals who have been formally appointed by the Planning Board.
- The committee may by agreement of the majority present create ad hoc subcommittees to address particular areas of interest or concern to the committee. Members of such subcommittees will be volunteers and will report back to the committee in writing and/or orally at the monthly meeting and have no independent authority to make decisions on behalf of the IAC.
- Although this committee is not anticipated to vote regularly, the majority vote rules in the event a co-chair calls for a clear decision.
- The Committee must work to find consensus on issues where a written comment is being submitted to the Planning Board, County Council or other agencies. Where there are significant and different opinions or alternatives, these can be included without suggesting opposing positions, and still maintaining the goal of providing helpful and cohesive guidance to relevant parties.
- When committee members have a financial interest and/or direct involvement in an item up for discussion, the affiliation should be included in the discussion and the notes, and the member should recuse himself/herself from any relevant vote.
- Nonmembers may voice their opinions if time permits and 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 who are not co-chairs should be certain to speak as individual citizens and not represent the committee.
- The Rules of Procedure may be amended by majority vote of the IAC with guidance from Planning Staff.