Submitted April 4, 2018
Approved as of
Date April 4, 2018

MINUTES OF THE ROCKVILLE PLANNING COMMISSION
MEETING NO. 4-2018
Wednesday, March 14, 2018

The City of Rockville Planning Commission convened in regular session in the Mayor and Council Chambers at 7:00 p.m.
Wednesday, March 14, 2018

PRESENT

Gail Sherman - Chair

Anne Goodman	Sarah Miller
Don Hadley	John Tyner, II
Charles Littlefield	Jane Wood

Present: Cynthia Walters, Deputy City Attorney
Jim Wasilak, Chief of Zoning/Acting Director of CPDS

I. WORKSESSION

A. Rules of Procedure

The Commission discussed several aspects of the Rules of Procedure, resulting in recommendations for the following changes:

- Expansion of the applicant presentation time to 15 minutes. Additional time to be allotted at the discretion of the Chair.
- Delete the last sentence in Sec. V.N.5, "At the conclusion of the testimony of each speaker, cross examination may take place under such terms and conditions as the Commission may set."

The Commission discussed the sentence in Sec. V.A, "No new agenda items will be taken up after 10:00 p.m., unless two-thirds of the Commissioners consent to extending the meeting," and directed staff to bring back some language for consideration that reflects the discussion.

Chair Sherman asked that commissioners review the Rules of Procedure and provide comments to Jim Wasilak in one week so that they may be incorporated into a draft for the next meeting.

The Commission discussed making motions, and Commissioner Tyner noted that the City Attorney had previously provided guidance on making motions. The Commission agreed that this should be distributed to current members.

Cynthia Walters provided general guidance on ex parte communications, reminding the Commission that any communications related to a quasi-judicial matter must be on the record and not private. If

private communications do occur, they must be disclosed by the member. Such rules do not apply to legislative matters that apply to the City as a whole.

Mr. Wasilak clarified that Pre-applications (PAMs) that have been filed are subject to ex parte communication rules, although a potential application for which a PAM has not been filed would not be subject to ex parte rules.

B. Potential Worksessions

The Commission discussed potential future worksessions with the Mayor and Council, who have scheduled a worksession on the Stonestreet study in May and which would be of interest to the Commission. Other potential worksessions include park/school sites in the city, a potential North Pike master plan, Bus Rapid transit (BRT) and transportation issues, parking policy and affordable housing. Mr. Wasilak said he would discuss these with the City Manager and City Clerk and report back to the Commission, and volunteered to report on upcoming worksessions held by the Mayor and Council.

The Commission also would like to have a joint worksession with the Traffic and Transportation Commission sometime in 2018.

C. Action items for 2018

Mr. Wasilak reported on upcoming development and text amendment applications, and well as Master Plan deliberations.

D. Other Items

The Commission agreed that the next meeting would be April 4, which would combine the agendas for March 28 and April 11. Commissioner Hadley requested that the agenda items for the April 4 meeting be provided early. Mr. Wasilak agreed to send out a revised calendar for the Commission's use.

II. COMMISSION ITEMS

A. Staff Liaison Report – none
B. Old Business – Commissioner Tyner asked for updates as needed on two tables previously distributed – number of storage units built and proposed in the City, and residential pipeline in the Twinbrook area, including White Flint II.
C. New Business - none
D. Minutes – none
E. FYI Correspondence - none

III. ADJOURN

There being no further business to come before the Planning Commission, Commissioner Wood moved to adjourn the meeting, and the meeting was unanimously adjourned at 8:33 p.m.

Respectfully Submitted,

R. James Wasilak

Commission Liaison