

**From:** Gowan, Amy [mailto:agowan@howardcountymd.gov]  
**Sent:** Friday, October 28, 2016 4:58 PM  
**Subject:** RE: Follow-up to DPZ - HCCA 12 Oct 2016 Meeting

Stu et al,

Thank you for following up from our meeting on October 12<sup>th</sup>. Here are some accomplishments and announcements related to the topics we discussed.

**Boards and Commissions:** DPZ is working on enhancements to the Planning Board and Historic Preservation Commission (HPC) agendas and webpages so that the public can more easily understand the role of each Board for various types of items and the corresponding procedures to testify. To this end, we are excited to share the following information:

- The Planning Board webpage now lists the “Role of the Board” for each item on the upcoming agenda (i.e. decision making, advisory, etc.) and contains a section reference to the applicable Rules of Procedure. Planning Board and HPC agendas specify the “Role of the Board” for each item as well.
- Both the HPC and Planning Board webpages contain a section entitled “Testimony.” This section will be enhanced on both pages to include summaries and full procedures for testimony. We expect these updates to be completed in the next few weeks. I have attached an FAQ regarding testifying at a Planning Board hearing. Based on our discussion with HCCA, this summary has been revised to clarify that only testimony in ‘support’ or in ‘opposition’ is permitted at quasi-judicial hearings.
- Decisions and Orders (D&O’s) and Meeting Minutes are posted on both the Planning Board and HPC web pages. As mentioned, we have a backlog of meeting minutes to complete for past Planning Board meetings. We have solicited assistance from additional staff in the Department to address that backlog and have already begun the effort. Please note that not all cases have D&O’s associated with them. Some cases require recommendations, which are posted as well.
- DPZ is in the process of developing a training for members of the Planning Board. The training will cover such topics as: Board member roles and responsibilities, meeting management, attendance, ex-parte communication, conflicts of interest, the Open Meetings Act, making motions, and others.

**Traffic Studies:** Traffic Studies associated with Planning Board items will be posted to the webpage for review by the public.

**PDox:** DPZ Research Division Chief, Jeff Bronow, attended a PDox seminar this past week and will be sharing course information with us. Once this occurs, we expect to provide more information on this topic.

**Ellicott City Recovery:** The County will be holding three upcoming community meetings planned for residents and stakeholders from the greater Ellicott City area. The purpose of these facilitator-led meetings is to begin to form a planning vision for the entire Ellicott City watershed area with a focus on rebuilding together, stronger and more resilient. Each meeting will focus on a different topic (Environment, Historic Preservation and Economic Development). Please see attached for: 1) A description of the upcoming meetings and 2) A notification and registration for the next meeting.

Finally, not discussed at the Oct 12<sup>th</sup> meeting but requested by a member of HCCA is a “New Town Development Process and Procedures Webpage” located at:

<https://www.howardcountymd.gov/Departments/Planning-and-Zoning/Land-Development/Development-Process-and-Procedures/New-Town-Development-Process-and-Procedures>

This page was created in response to a request from an HCCA member for DPZ to host a web-based one-stop shop for regulations, procedures, etc. related to New Town development.

We hope that you find these resources useful. We look forward to continuing the dialogue and sharing more email updates in the future as new information is available.

**Warm Regards,**

--Amy

**Amy Gowan, Deputy Director**  
Department of Planning and Zoning  
3430 Courthouse Drive  
Ellicott City, MD 21043  
[agowan@howardcountymd.gov](mailto:agowan@howardcountymd.gov)  
(410) 313-4340