#### 35th Annual

Maryland Planning Commissioners Association Conference

Citizen and Professional Planners:

A Vital Partnership

October 25 and 26, 2018 Holiday Inn, Gaithersburg







## Welcome Message from MPCA President, Robert Reed



Welcome to the 35th annual conference hosted by the Maryland Planning Commissioners Association. I am delighted to be holding this year's conference in the City of Gaithersburg in Montgomery County. It's a joy to have worked with the local hosts of the county and its municipalities to put together two full days of informative and insightful sessions.

This year's theme, Citizen and Professional Planners: A Vital Partnership, is in response to feedback we received during last year's outreach project. We heard from Planning Commissioners

and professional staff that they would like to work more closely and effectively as a team. Both groups have essential roles in supporting vibrant and healthy Maryland communities, and when they collaborate, our neighborhoods are the better for it. Please take the time to network with planners of all types and responsibilities during our time here in Gaithersburg.

The 2018 conference will deliver you enriching sessions and bring you in contact with citizen planners and practitioners from across the state to exchange ideas. Don't miss this opportunity to network and learn from your colleagues. After all, the citizen planning puzzle is solved with a solid foundation of education.

Sincerely,

Robert W. Reed

President, Maryland Planning Commissioners Association and Member, Calvert County Planning Commission

# Special Secretary of Smart Growth Wendi Peters Friday Lunch Keynote Speaker

Wendi Peters is the Special Secretary of Smart Growth in Governor Larry Hogan's administration. She previously served as both Secretary and Deputy Secretary of the Maryland Department of Planning.

Secretary Peters has been a community leader in Mount Airy, Maryland for more than two decades, including two terms as Councilwoman, chair of Mount Airy's Recycling and Sanitation Commission, Board of Appeals, Planning Commission, and Downtown Revitalization Committee as well as Committee Chair for the Maryland Municipal League.

She was inducted into the Mount Airy Hall of Fame for her leadership and commitment to community. Secretary Peters was twice selected as one of Maryland's Top 100 Women for her leadership, community service, and mentoring.

Under Governor Hogan's leadership and in coordination with the Maryland Department of Planning, Secretary Peters is currently overseeing the development of a new state development plan, known as *A Better Maryland*.

Secretary Peters is a graduate of Villa Julie College and Loyola University Maryland and is also a Fellow of the Academy for Excellence in Local Governance.

#### **At-A-Glance**

#### Thursday, October 25, 2018

8:00am - 10:00am Registration and vendor set up

10:00am - 1:30pm Concurrent Sessions

A Planning Commissioners Training Course

Whetstone Chuck Boyd

Joe Griffiths Paul Cucuzzella

B Academy of Excellence Certified Training -

Goshen Open Meetings Act

John Mathias Frank Johnson

1:30pm - 2:30pm Panel Discussion: 30 years of New Urbanism

**Whetstone** Jennifer Russel

Matt D'Amico Trudy Schwarz Mike Watkins

2:30pm - 5:30pm Tour of New Urbanism areas including

Spectrum, Kentlands, Crown and

Washingtonian-RIO

City of Gaithersburg Staff

6:00pm Reception with dinner to follow

**Washingtonian** John Schlichting

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#### Schedule\*

#### Friday, October 26, 2018

7:00- 8:30am Registration and Breakfast

8:30 - 9:00am Welcome from the Mayor of Gaithersburg

Walker/Whetstone The Honorable Jud Ashman

9:00 - 10:00am Concurrent Sessions

A Nuts and Bolts

Whetstone Helen Spinelli

B A Better Maryland

**Goshen** Joe Griffiths

10:15 – 11:45am Concurrent Sessions

A Ethics/Ex Parte Communication

**Whetstone** Thomas McCarron

Bill Butts

**B** Resources for Reinvestment and Revitalization

**Goshen** Pat Haddon

Michael Bayer Sylvia Mosser Deborah Bilek

12:00 - 1:30pm Lunch and Keynote Speaker

Walker/Whetstone Wendi Peters

Special Secretary of Smart Growth

State of Maryland

1:30 - 2:15pm Annual Meeting

Walker/Whetstone Strategic Plan Overview

Election and Officers

Bill Butts Rob Reed

2:30 - 4:00pm Citizen and Professional Planners:

A Vital Partnership

Walker/Whetstone Pete Gutwald

Phyllis Grover John Bauer Cindy Unangst Britany Waddell

4:00pm Closing Remarks

Rob Reed

<sup>\*</sup> See all speaker bios at the end of the program

#### **Conference Sponsors**

MARYLAND DEPARTMENT OF







#### Maryland Planning Commissioners Association 2018 Conference October 25-26, 2018 Program Thursday, October 25

8:00 am Conference Opening
Registration and Morning Coffee

10:00 am Planning Commissioners
Training Course

10:00 am Open Meetings Act Training

12:00pm Lunch

1:30 pm Panel Discussion: 30 years of New Urbanism

Current and previous Gaithersburg planning staff members, along with other planning experts, explore the history and legacy of New Urbanism concepts and developments in the city and in Maryland. Take this opportunity to learn about the developments that will be the focal points of the tour.

Jennifer Russel Matt D'Amico Trudy Schwarz Mike Watkins

## 2:30 pm Tour of New Urbanism areas including Spectrum, Kentlands, Crown and Washingtonian-RIO

Gaithersburg, incorporated in 1878, transitioned from an agrarian based town to a city in 1968. In 1988, the city participated in a charrette which led to the development of the first year round neo traditional neighborhood in the United States, known as Kentlands. Since then the city has developed several mixed use developments within its 10+ square miles. This tour will visit Spectrum, Kentlands, Crown and Washingtonian-RIO. The tour also visits other parts of the city including the Olde Towne area and Gaithersburg's first historic district. As part of the tour, there will be a 20-minute walking portion in Kentlands, so please wear comfortable shoes

6:00 pm Reception and Dinner

#### Friday, October 26

7:00 am Registration and Breakfast

8:30 am Welcome from the Mayor of Gaithersburg

Honorable Jud Ashman

#### 9:00 am Concurrent Sessions 1

A Nuts and Bolts Here's a chance to learn the basics of being a planning commissioner or board of appeals member, including the steps in the development process, how to make a motion, and more. This is a wonderful refresher for the experienced and a MUST for new commissioners and boards of appeals members consequat.

Helen Spinelli, Queen Anne's County

B A Better Maryland Join in the dialogue about the Maryland Department of Planning's new State Development Plan, A Better Maryland. The project is currently engaged in its second round of community outreach and seeks the feedback of Citizen Planners on 56 draft strategies promoting environmental preservation and economic development.

Joe Griffiths, Maryland Department of Planning

#### 10:15 am Concurrent Sessions 2

A Ethics/Ex Parte Communication The Town of Mt. Airy's Attorney, along with one of its planning commissioners, will address the context and critical requirements for professional and ethical conduct by citizen and professional planners as they attempt to serve the public interest. Examples, guidance, and recommendations will be presented. The session will also offer examples and commentary as to why ex-parte communications is often at odds with that objective, as well as suggest ways to avoid and/or manage ex-parte communication.

Thomas McCarron, Town Attorney, Mt. Airy Bill Butts, Planning Commissioner, Mt. Airy

B Resources for Reinvestment and Revitalization A panel of public and private industry experts will discuss the resources available to Maryland jurisdictions looking to revitalize their existing communities. The panel will present successful examples from throughout the state, best practices for redevelopment and funding, and methods for resource access.

Pat Haddon, President, Maryland APA Michael Bayer, Maryland Department of Planning Sylvia Mosser, Maryland Department of Planning Deborah Bilek, ULI Washington

#### 12:00 pm Lunch and Keynote Speaker

**Wendi Peters,** Special Secretary of Smart Growth, Office of the Governor

#### 1:30 pm MPCA Annual Meeting

Strategic Plan Overview

**Election and Officers** 

Bill Butts, MPCA Board Member Rob Reed, President of the MPCA

#### 2:30 pm Citizen and Professional Planners: A Vital Partnership

(1.5 CM Credits Available)

Best practices, tools, techniques, and processes for maximizing the working relationship of citizen and professional planners in the local planning context. The session will emphasize how these two vital planning groups can best support each other and collaborate to achieve proper efficiency, transparency, and public responsiveness.

Attendees will learn/understand:

- How a planning or other local government department can best recruit and cultivate new planning commissioners
- Best practices, procedures, and systems for effective citizen and professional planner communication, training, and professional development
- Effective citizen and professional planner collaboration on large scale planning efforts, including comprehensive planning and significant development projects
- Best practices for collaborative interpretation of planning policies and regulations

Pete Gutwald, Planning Director, City of Annapolis Phyllis Grover, Planning Director, City of Aberdeen John Bauer, Planning Commission Chair, City of Gaithersburg

Cindy Unangst, Town Planner, Town of Middletown Britany Waddell, Deputy Director, Calvert County P&Z

## 4:00 pm Conference Adjournment and Closing Remarks

Rob Reed, President of the MPCA

#### MPCA 2018 Annual Conference

#### **Presenter Bios**



Jud Ashman
Mayor, City of Gaithersburg

Mr. Jud Ashman was elected to the Gaithersburg City Council in 2007. He was elected Mayor of Gaithersburg in 2014. Mayor Ashman has overseen the steady growth of the city to a population of almost 70,000.

Gaithersburg was recently named one of the top 50 Best Cities in which to live in America. Mr. Ashman has always engaged in the local community in and around Gaithersburg, Montgomery County, and the Washington Metropolitan Area. Mayor Ashman is the Chair and originator of the Annual Gaithersburg Book Festival, which is held every 3rd Saturday in May and attracts over 20,000 participants of all ages and bestselling authors. He is the president and owner of Web Mobile Images, LLC, a web design and marketing firm.



#### **John Bauer**

John was appointed to the Gaithersburg Planning Commission in 2000 as an alternate, made a regular member in 2001, and is currently the Chair. In that time, the population of the City of Gaithersburg has grown by approximately 20,000. Most of that population growth has been reflected in a range of

development throughout the city from small single-lot redevelopment to large scale, mixed use New-Urbanism projects. Prior to the planning commission, John chaired the Gaithersburg Historic Preservation Advisory Committee (precursor to the Historic District Commission) and worked with the Smart Growth Policy Committee and various master plan update committees. John's formal background is architecture and as his day job, he works for a large hospitality company in their global design division.



#### Michael Bayer, AICP

Michael Bayer joined the Maryland Department of Planning in November as the Manager of Infrastructure and Development. In this position, he serves as the department's designee on the Interagency Committee on School Construction (IAC), helps to execute the annual work plan for the

Maryland Department of Transportation, manages the Smart Growth Information Clearinghouse, and supports a variety of redevelopment initiatives, including *Reinvest Maryland*.



#### **Deborah Bilek**

Deborah Kerson Bilek is the Senior Director of Community Outreach at ULI Washington, a district council of the Urban Land Institute. If you were to ask Deb to describe her job, she would say, "I put people in rooms and make them talk to each other." Deb is passionate about building community, and her work

centers on facilitating multisector collaboration to achieve a common purpose. She facilitates groups and individuals with different interests around issues of importance to the economic competitiveness of the Metropolitan Region. Most recently, the programs she manages touch on issues related to economic development, equity of opportunity, housing affordability, and transportation.



#### **Chuck Boyd, AICP**

Mr. Boyd is the Director of Planning Coordination within the Maryland Department of Planning's Division of Planning Services. He is responsible for coordinating, preparing, and implementing major policy and management initiatives related to local planning

assistance, environmental planning, and infrastructure policy planning. Tasked with a wide range of assignments, he works with staff from the department, other State agencies, local officials, stakeholders, and the public. He has over 30 years of planning experience working in both the public and private sector



#### **Paul Cucuzzella**

Mr. Cucuzzella currently serves as Counsel to the Maryland Department of Planning and Maryland Historical Trust, a position he has held since 2013. From 2002 to 2013, he served as Assistant Attorney General and Senior Counsel for Litigation to the Maryland Department of Natural Resources. During

his career with the Office of the Attorney General, Mr. Cucuzzella has appeared in nearly all county circuit courts for the State of Maryland, the State Appellate Courts, U.S. District Courts for the Districts of Maryland and the District of Columbia, and the U.S. Court of Appeals for the Fourth Circuit. From 2001 to 2002, Mr. Cucuzzella was employed as a Commercial Litigation Associated with the Baltimore firm of Shapiro Sher Guinot & Sandler, and from 1997 to 2001 served on active military duty with the U.S. Army Judge Advocate General's Corp. Mr. Cucuzzella is a Military Judge in the U.S. Army JAG Corps Reserves serving in the rank of Colonel. He is also an Adjunct Professor at the University of Baltimore School of Law, where he teaches legal writing.



#### Matt D'Amico, PLA, ASLA

Matt D'Amico is the director of Design Collective's Planning, Urban Design and Landscape Architecture studio. He has built the firm's planning and landscape practice from a small group in 1990 into a regional planning and urban design practice with national reach. Under his leadership, the firm's expertise

has grown to include visioning, planning, urban design, and public engagement for neighborhoods, urban revitalization, corridors, downtowns, station areas, new neighborhoods, and large, mixed-use master plans. Matt is exceptionally experienced in public engagement processes, having facilitated over 100 workshops, charrettes, and visioning sessions. His projects have won CNU, ULI, APA, AIA, Smart Growth, and numerous other awards of excellence.



#### Joe Griffiths

Joe manages the Maryland Department of Planning's Local Assistance and Training Division. Joe previously worked for the Loudoun County Department of Planning and Zoning, where he oversaw outreach and support functions for the county's major planning initiatives. He was program manager

with the Pathways Community Development Corporation, directing brownfield remediation and workforce development efforts. Joe holds an undergraduate degree in History from the College of William and Mary and a Master in Urban and Regional Planning from Virginia Commonwealth University.



#### **Phyllis Grover**

Phyllis Grover is the Director of Planning, Economic Development, and Community Development for the City of Aberdeen's Department of Planning and Community Development. She provides direction and supervision to the Senior Planner and Economic Development Assistant. She prepares all grant

applications, funding and reimbursement requests, and grants administration for all State and Federal agencies. Ms. Grover prepares the department's annual budget and capital improvement requests. She is responsible for preparing and implementing the Comprehensive Land Use Plan, a strategic planning tool for the city.



#### Pete Gutwald, AICP

Pete has an undergraduate degree from the University of Maryland and a graduate degree from University of Baltimore. He is a member of the American Planning Association and American Institute of Certified Planners. Pete has 30 years of experience in the Planning field in areas ranging from zoning,

transportation, land use and design, community development, environment, and preservation. He served on the Baltimore Regional Transportation Board and Chesapeake and Atlantic Coastal Bays Commission. Pete was the Director of Planning and Zoning for Harford County from 2005 to 2014 and has been the Planning Director for the city of Annapolis since 2014.



#### Patricia Haddon, AICP

Patricia Haddon is a retired principal planner, most recently with Calvert County. Employed initially as a transportation planner, she has extensive experience with planning functions such as transportation, water and sewer, other infrastructure planning, and

comprehensive Town Center planning, She also participated in public education, outreach, and the creation and adoption of plans and regulations that supported county programs and policies. Patricia has been a local government planner for over 20 years. She holds a Master of Science in Zoology and Ecology from the University of Maryland. Patricia is a resident of North Beach, Maryland and is the Vice Chair of its Planning Commission. Although she is retired, Patricia can't get away from planning, working with the Tri-County Council of Southern Maryland part time.



#### **Frank Johnson**

Frank Johnson has served local government as staff, an appointed official, and an elected official, and in those roles has worked on open meetings act issues in several contexts since 2000. He is certified by the Academy for Excellence in Local Governance as an Open Meetings Act trainer. After serving on several

local boards and commissions, including the planning commission, he was elected in 2000 to the Mt. Airy Town Council, and Mayor in 2006. He has served as an appellate attorney for the U.S. Department of Justice and as Assistant Attorney for Carroll County and Montgomery County, Maryland, and since 2014 the City of Gaithersburg. There he serves as counsel to the Planning Commission, Board of Appeals, Historic District Commission, and several other city boards.



#### John Mathias

John Mathias has served as the Frederick County Attorney since 1988, providing legal advice on the Open Meetings Act to seven different Boards of Frederick County Commissioners, and now to the initial Frederick County Council and Executive. Previously, he was an Assistant Attorney General for

the State of Maryland, an in-house counsel for a major oil firm, and an attorney in private practice. He has lectured many times on the Maryland Open Meetings Act and has testified before the Maryland General Assembly on amendments to the Act.



#### **Thomas McCarron**

Mr. McCarron is Principal and Chairman of the Baltimore law firm, Semmes, Bowen & Semmes. He has extensive experience in various aspects of civil litigation, including in commercial and land use matters, and has tried numerous cases to verdict.

Since 2007, Mr. McCarron has served as the Town Attorney for the Town of Mt. Airy and has represented other municipalities in code enforcement matters, as well as in other types of litigation. He is an active member of the Maryland Municipal Attorneys' Association and has presented to that group on the topic of planning commission and legislative roles in finalizing master plans, which ultimately led to a clarification or change in law, with the Maryland Municipal League's endorsement. He has taught several courses on legal subjects and has also served his community as the President of his local community organization. In 2015, Mr. McCarron was granted fellowship in the American College of Trial Lawyers.



#### Sylvia Mosser, AICP

Sylvia Mosser is a Resource Conservation Planner with the Maryland Department of Planning who is working on a brownfield redevelopment outreach initiative for the State. Sylvia previously worked as a Project Manager for a New Jersey environmental consulting firm where she managed environmental assessment,

investigation, and remediation projects for commercial and industrial facilities. Sylvia graduated from Carnegie Mellon University with a Bachelor of Arts in professional writing and a minor in minority studies, and she earned her Master of City and Regional Planning (M.C.R.P.) with a concentration in environmental planning from Rutgers University Edward J. Bloustein School of Planning and Public Policy. During graduate school, she studied abroad in Australia where she researched human dimensions of sustainability and marveled at kangaroos and koalas.



#### Jennifer Russel

Jennifer Russel is a Principal at Rodgers Consulting, Inc., a civil engineering and planning firm headquartered in Germantown, Maryland, largely responsible for the bulk of the engineering work completed at Kentlands and neighboring Lakelands during the early days of neo-traditional

town planning. The Planning team at Rodgers is well-known for its expertise in acquiring entitlements for New Urbanist, infill development, and mixed-use development projects in Montgomery and Frederick Counties. Ms. Russel is responsible for monitoring the regulatory environment and knowledge-based issues at the county and municipal levels.



#### John Schlichting

John Schlichting became Director of Planning and Code Administration for the City of Gaithersburg, Maryland in July, 2012, after 27 years as one of the most active real estate developers of mixed-use projects in the Washington DC metropolitan region. He holds a BS in Architecture from the University

of Virginia and an MBA from The University of North Carolina, Chapel Hill. As Director of Planning and Code Administration, he oversees four divisions; Planning, Permits & Inspections, Permitting Administration, and Neighborhood Services directing a staff of 55. The department is responsible for all aspects of zoning and land use within the city and staffs the planning commission, the historic district commission, the board of appeals, the Commission on Landlord/Tenant Affairs, and the Animal Control Board.



#### **Trudy Schwarz, CFM**

Trudy Schwarz is the City of Gaithersburg's Planning Division Chief. She manages and directs programs and activities related to planning, zoning, subdivision regulations, and zoning ordinance with an amazing staff of 10. The division supports the planning commission, mayor and city council as they

formulate, and implement the comprehensive master plan, rezoning, land development code amendments, site plan review process, and development of city planning policies.



#### Helen M. Spinelli, AICP

Helen M. Spinelli is Principal Planner at Queen Anne's County Planning and Zoning Department and Adjunct Professor at Morgan State University Graduate School of Architecture and Planning teaching Land Use Law. As Principal Planner she leads all long range planning and comprehensive plan implementation efforts for

the department. This includes the development of comprehensive plans and community plans for the designated growth areas in the county, along with assisting the county's eight municipalities with their long-range planning needs. Creating the implementation tools to realize the plans is germane to long range planning as well. Helen was Economic Development and Tourism Director for Caroline County, and prior to that a Comprehensive Planner II, Water & Sewer for Carroll County responsible for infrastructure planning. She has a BA and MA in Economics from Fordham University, New York, NY, and completed an Honours Economics graduate program at Delhousie University in Halifax Nova Scotia Canada. Helen is a trained Community Mediator.



#### **Cindy Unangst**

Cindy Unangst has been Town Planner with the Town of Middletown in western Frederick County for 12 years. Prior to that she was an Environmental Planner for 4 years with the Bucks County Planning Commission in Doylestown, PA. She has a bachelor

degree in Forestry from Michigan Technological University and a master degree in Natural Resource Management from University of Michigan.



#### Mike Watkins, FAICP

Michael Watkins is the founder and principal of Michael Watkins Architect, LLC, an urban design and architecture firm dedicated to designing and implementing communities that are beautiful, diverse, and lasting. The firm's work includes the preparation of master plans for towns,

neighborhoods and hamlets, revitalization and extension plans for existing communities, preparation of design guidelines, various town architect services for new and existing communities, and leading and participating in urban design charrettes. He serves as the Town Architect for Norton Commons in Louisville, Ky., Whitehall near Wilmington, Del. and as an Urban Design Officer for Leander, Tex. He collaborates with numerous other New Urbanist firms, among them Urban Design Associates, TortiGallas and Partners, Placemakers, and the Prince's Foundation for Building Community.



#### **Britany Waddell, AICP**

Britany J. Waddell is the Deputy Director of Planning & Zoning for Calvert County, where she oversees long-range planning and development review. She is a land use planning professional dedicated to community relations through grass-

roots relationship building and open communication that promotes positive outcomes. She is experienced in municipal land use planning, government administration, and stakeholder engagement related to planning practices and town/gown issues. Britany spent four years as a land use planner for the City of Monroe, NC. She managed public-private ventures to provide low-income housing, administered the city's housing grant and down payment assistance programs and served as the city's community development coordinator. She holds a bachelor degree from the University of North Carolina at Chapel Hill, a master degree in Liberal Studies from Wake Forest University, and a master degree in Urban and Regional Planning from Georgetown University.

## MPCA 2018 Annual Conference

## Maryland Planning Commissioners Association Executive Board



### Rob Reed President

Rob Reed became president of the MPCA when Ben Gary Glen passed away in office in 2015, and has been re-elected three times since. He has degrees in psychology and sociology from the University

of Louisiana Monroe, as well as a master degree in forensic science from Antioch University. Rob retired from the Anne Arundel police department, criminal investigation division.



#### **Danny Winborne**

**Vice President** 

Danny Winborne currently serves as the Vice-President and Secretary of the MPCA Executive Board for the Conference year 2018, as well as Chairman of the 2018 Conference Planning Committee. Danny

was recently nominated to run for President of the MPCA for the 2019 Conference year. Danny is a Planning Commissioner for the City of Gaithersburg, Maryland, serving since 2001 and is currently Vice-Chair. He helps to direct the growth and development of the City by reviewing all annexation requests, zoning applications, subdivision plats, development review plans, applications, and plans for municipal improvements. Danny has worked in the Information Technology field in both the Public and Private Sector for the past 35 years. He holds a Bachelor of Arts Degree in Economics (with a concentration in Systems Analysis and Design) from Morgan State University, a Master of Science in Business Information Technology Management from Johns Hopkins University, and an MBA from John Hopkins University.



**Doug Wright** 

**Treasurer** 

Doug was born and raised in Hagerstown. Since 1988 he has served on the City of Hagerstown's Planning Commission, where he has had the honor to serve as it's Chairperson since 1990. Doug has also been a

member of Maryland Planning Commissioners Association Board for three years and currently serves as its Treasurer.



#### **Roxanne Hemphill**

Roxanne Hemphill has been a Planning Commission Member in the town of Mount Airy since 2015 and before that was a member of the Board of Appeals for 12 years, 9 years as its chair. She holds a Master in Education from McDaniel College and has been a licensed real estate agent since 1990, serving

Maryland and Northern Virginia. She is certified by the National Association of Realtors as a Short Sale and Foreclosure Specialist. She is also active in her church, singing in various choirs and committees within her church.



#### **Bill Butts**

Bill has been a member of the Mt. Airy Planning Commission since 2010, and its chair from 2011-16. During that time, he directed an update of the Town Master Plan. In his professional capacity as a Registered Financial Advisor & Licensed Insurance Broker, Bill designs and develops financial programs

and plans for individuals and small companies responsive to their financial goals and needs. Bill is very active in civic and youth programs in his community. He joined the MPCA Board in early 2018.



Planning.Maryland.gov/mpca



State of Maryland
Larry Hogan, Governor
Boyd Rutherford, Lt. Governor



Maryland Department of Planning Robert S. McCord, Secretary

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