



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

6611 Kenilworth Avenue • Riverdale, Maryland 20737

Commission Meeting  
Open Session Minutes  
December 18, 2019

The Maryland-National Capital Park and Planning Commission met at the Prince George's Parks and Recreation Administration Building Auditorium in Riverdale, Maryland.

PRESENT

Prince George's County Commissioners

Elizabeth M. Hewlett, Chair  
Dorothy Bailey  
A. Shuanise Washington

Montgomery County Commissioners

Casey Anderson, Vice-Chair  
Gerald Cichy  
Natali Fani-Gonzalez  
Tina Patterson

NOT PRESENT

William Doerner  
Manuel Geraldo

Partap Verma

Chair Hewlett convened the meeting at 10:02 a.m.

ITEM 1

APPROVAL OF COMMISSION AGENDA

Chair Hewlett acknowledged Secretary-Treasurer Zimmerman, who requested to add Item 6e. Recognition of Award of Excellence in Financial Reporting from the Government Finance Organization Association for the Fiscal Year 2018 Comprehensive Annual Financial Report. The agenda was also amended to move the item, "Prince George's County Zoning Rewrite" from 6e to 6f.

ACTION: Motion of Commissioner Geraldo to approve the amended Commission agenda  
Seconded by Commissioner Bailey  
The motion was unanimously passed

ITEM 2

APPROVAL OF COMMISSION MINUTES

Open Session – Meeting of November 20, 2019  
Closed Session – Meeting of November 20, 2019

ACTION: Motion of Vice-Chair Anderson to approve the minutes  
Seconded by Commissioner Bailey  
The motion was unanimously passed

ITEM 3

GENERAL ANNOUNCEMENTS

Chair Hewlett announced the following for the month of December:

- a) Universal Human Rights Month
- b) National Drunk and Drugged Driving Prevention Month
- c) AIDS Awareness Month
- d) Prince George's Department of Parks and Recreation's Annual Winter Festival of Lights at Watkins Park (through January 1)

- e) Montgomery Parks Department Winter Garden Walk-Through Holiday Lights Display at Brookside Gardens (through December 31)
- f) Chair Hewlett thanked staff who worked to plan and execute a wonderful One-Commission Employee Appreciation Open House earlier in the month.

ITEM 4 COMMITTEE MINUTES/BOARD REPORTS (For Information Only)  
*No Executive Committee Meeting held in December*

- a) Employees' Retirement System Board of Trustees regular meeting of November 5, 2019

ITEM 5 ACTION AND PRESENTATION ITEMS

- a) Actuarial valuation of Other Post-Employment Benefits (OPEB) (Zimmerman/Bolton Partners)  
 Secretary-Treasurer Zimmerman introduced Kevin Binder, Senior Actuary from Bolton Partners to present the annual actuarial valuation of the 115 Trust. Secretary-Treasurer Zimmerman noted the 115 Trust Committee made a recommendation to adjust the employer contribution to the fund for fiscal year 2021. Mr. Binder introduced Tim Barry, Consulting Actuary of Bolton Partners, who worked on the valuation and the resulting recommended adjustment.

Mr. Binder reviewed actuarial valuations between 2018 and 2019, explaining that shifts in contribution levels were due to various factors including increases in medical costs, the discount rate, and other actuarial assumptions. The recommended employer contribution level is intended to maintain a stable trust balance.

Commissioner Fani-Gonzalez thanked Mr. Binder and Mr. Barry for the actuarial work and input during the 115 Trust meetings.

- b) Budget transfer between Chief Information Officer (CIO) and Commission-Wide Information Technology (CWIT) Internal Service Funds (Kroll/Zimmerman)  
 No discussion.

ACTION: Motion of Commissioner Washington to approve the transfer  
 Seconded by Fani-Gonzalez  
 The motion was unanimously passed

- c) Resolution 19-23, Approval of the Fiscal Year 2021 Proposed Operating and Capital Budgets of the Maryland-National Capital Park and Planning Commission (Chiang-Smith/Kroll):  
 Corporate Budget Director John Kroll presented the Proposed Fiscal Year 2021 Budget. He noted minor changes to the packet schedule and memo. Changes included minor corrections to the proposed budget amount to Capital Equipment in the staff report; and minor corrections to the Capital Equipment Fund and Group Insurance Fund totals. Mr. Kroll noted the majority of the report has already been before the respective Planning Boards for their input and review.

Mr. Kroll discussed revenue from property taxes. He said the Prince George's County budget is within the tax rate, but the Montgomery County budget requires a tax rate increase due to actual property tax revenue not meeting projections for the 3<sup>rd</sup> consecutive year. Montgomery County addressed this shortfall by increasing income tax. No revenue increase in Montgomery County is currently projected for Fiscal Year 2021. The County will be providing direction to the M-NCPPC between now and March.

General Counsel Gardner clarified that the minor changes that Mr. Kroll had described did not impact Resolution 19-23 in the originally published packet.

ACTION: Motion of Commissioner Washington to approve Resolution 19-23, noting the changes in supplemental material.  
Seconded by Patterson  
The motion was unanimously passed

d) Resolution 19-24, Amendment to the Employees' Retirement System Fiscal Year 2020 Operating Budget (Rose)

No discussion.

ACTION: Motion of Commissioner Cichy to approve Resolution 19-24.  
Seconded by Bailey  
The motion was unanimously passed

e) Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers' Association (GFOA) for the Comprehensive Annual Financial Report (CAFR) for FY2018 (Zimmerman) (item added).

Chair Hewlett praised and congratulated Secretary-Treasurer Zimmerman and his staff on receiving the GFOA Certificate of Achievement for the CAFR for the Fiscal Year that ended June 30, 2018. This award marks the 45<sup>th</sup> recognition for the agency and represents a significant accomplishment by a government agency and its management. The M-NCPPC is tied with Chicago Metropolitan Water Reclamation District for the greatest number of times an agency has been awarded with this certificate.

Secretary-Treasurer Zimmerman introduced his team that worked on the Fiscal Year 2018 CAFR, as well as those who are working on the CAFR for Fiscal Year 2019.

f) Prince George's County zoning rewrite update (Checkley)

Prince George's County Planning Director Andree Checkley introduced Acting Deputy Director Derick Berlage, who presented on the history and development of the new 21<sup>st</sup> century Prince George's County zoning ordinance. Deputy Director Berlage said the zoning ordinance has been approved by the Prince George's County Council and is scheduled to take effect in 2020. He described county's demographics and the transformative changes the county has seen over the past decade in transportation, job growth, and infrastructure growth. These improvements occurred despite the obsolescence of the old zoning code which had become far too complex.

At the direction of the Prince George's Planning Board and County Council, and from the input of the community, the Planning Department began to update the code 5 years ago. This process included more than 400 community meetings and social media campaigns to involve stakeholders. Two documents served as the foundation for the new code – the new General Plan, titled Plan 2035, and the new Economic Development Plan. The new ordinance code was designed to be interactive and user-friendly with flowcharts to supplement the text.

The number of zone types were reduced from 73 to 43, uses were reduced from over 1,000 to fewer than 250, and the overall page count was reduced by half. Other major changes include defining new mixed-use zones. There are still zones designed for single-use, but all other zones in the new code allow for a variety of uses. Innovative new zones include Commercial/General Office Zones, which upgrades the old "office park" and "strip mall"

type zones of the late 20<sup>th</sup> century to mixed-use zones. Transit-Oriented Development (TOD) and Town Center (TC) zones include accommodation for pedestrians, high-quality design, and close-to-street buildings. All zones will be laid down on transit station areas, based on the General Plan approved 5 years ago. The General Plan flows naturally into the new zones.

Deputy Director Berlage described other aspects of the new zones, including Form and Design Standards, Green Building Standards and reduced parking minimums to reflect the more pedestrian-friendly TOD and TC Zones, particularly in higher-density areas inside the Capital Beltway.

The approval process of zoning rewrites in Prince George's County differs from the process in Montgomery County. Prince George's County follows a two-step approval process. The County has approved the code and the 43 new defined zones. Now that the zones are approved, the final step is to conduct a massive remapping of more than 300,000 properties across the entire county. It is a complex, technical process. The remapping will be coordinated with one last push of community engagement to explain the new zones, including a visual guide. The visual guide will include descriptions of the transitions as most properties in the county will transition to new zones. The project, which started in 2014 and runs through 2020, will culminate with approval of the Countywide Map Amendment, resulting in even more positive development in Prince George's County.

Chair Hewlett thanked Director Checkley and Deputy Director Berlage, adding the team did a spectacular job, particularly considering that an election took place in the middle of the process. Commissioner Cichy also complimented the team, adding the agency may have an opportunity to get surplus land right-of-way from abandoned Department of Transportation projects. He said if the State abandons a transportation project, legislation allows a local jurisdiction to acquire at no cost, state land associated with such a project if it is used for transportation purposes (e.g., a fire station serves the needs of drivers). Under the new TOD Zoning, the agency might be permitted to receive transferred surplus state property for housing or affordable housing projects. Deputy Director Berlage indicated his team would investigate that possibility. Commissioner Cichy added the M-NCPPC's new Executive Director was employed by the Department of Housing and Community Development and might be an asset in that area.

ITEM 6      OFFICERS' REPORTS (For information only)

Executive Director's Report

- a) Employee Evaluations Not Completed by Due Date (November 2019)

Secretary Treasurer Report

No Report

General Counsel

- b) Litigation Report, August 2019  
c) Legislative Update

General Counsel Gardner asked for positions from the Commission on certain legislative matters, and provided his recommendations as follows:

- PG/MC 104-20 General Counsel recommended no position;
- PG/MC 101-20 General Counsel recommend supporting the legislation;

- PG/MC 102-20 General Counsel recommend supporting the legislation which changed the date on reporting lobbying activities; Chair Hewlett asked for clarification on what constitutes lobbying. General Counsel Gardner indicated that this clarification is being addressed and will be available for Commissioners and staff.
- PG/MC 105-20 General Counsel recommend supporting the legislation;
- PG/MC 108-20 General Counsel recommend opposing or holding the legislation, requiring the M-NCPPC to undertake a pilot program for math, reading and science; General Counsel Gardner explained the project should be assumed by the school system rather than M-NCPPC. He suggested the M-NCPPC might offer to partner with them. Chair Hewlett agreed, and said the proposal was outside the agency's jurisdiction. After discussion, General Counsel Gardner recommended holding the legislation.
- PG/MC 107-20 bill was withdrawn. No position necessary.

ACTION: Motion of Commissioner Washington to support the General Counsel's recommendations.  
 Seconded by Bailey  
 The motion was unanimously passed

Chair Hewlett asked for a motion to enter closed session at 10:57 a.m. Vice Chair Anderson made the motion and Commissioner Bailey seconded. The motion was unanimously passed.

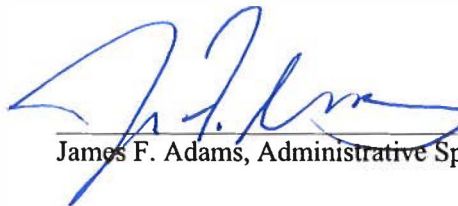
*Pursuant to Maryland General Provisions Article of the Annotated Code of Maryland, Section 3-305(b)(7), a closed session is proposed to consult with counsel for legal advice.*

Open session resumed at 11:45 a.m.

ITEM 7 CLOSED SESSION ITEM RATIFICATION

ACTION: Vice Chair Anderson moved to ratify the actions taken in closed session.  
 Seconded by Bailey  
 The motion was unanimously passed

There being no further business to discuss, the meeting ended at 11:45 a.m. Chair Hewlett wished everyone happy holidays, and a prosperous and happy new year.

  
 James F. Adams, Administrative Specialist II

  
 Asuntha Oniang-Smith, Executive Director