



MONTGOMERY COUNTY PLANNING BOARD
THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

**APPROVED
MINUTES**

The Montgomery County Planning Board met in regular session on Thursday, November 16, 2017, at 9:09 a.m. in the Montgomery Regional Office in Silver Spring, Maryland, and adjourned at 4:20 p.m.

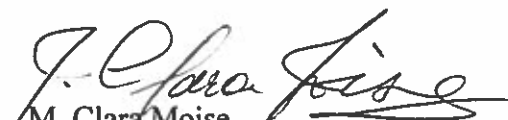
Present were Chair Casey Anderson, Vice Chair Norman Dreyfuss, and Commissioners Gerald R. Cichy and Tina Patterson. Commissioner Natali Fani-González joined the meeting at 9:31 a.m. during discussion of Item 3.

Items 1B through 5 are reported on the attached agenda.

The Board recessed for lunch at 1:20 p.m. and reconvened in the auditorium 2:35 p.m.

Items 1A, 6, and 7 are reported on the attached agenda.

There being no further business, the meeting was adjourned at 4:20 p.m. Due to the Thanksgiving holiday, there is no Planning Board meeting scheduled for Thursday, November 23, 2017. The next regular meeting of the Planning Board will be held on Thursday, November 30, 2017, in the Montgomery Regional Office in Silver Spring, Maryland.


M. Clara Moise
Sr. Technical Writer/Editor


James J. Parsons
Sr. Technical Writer/Editor

**Montgomery County Planning Board Meeting
Thursday, November 16, 2017
8787 Georgia Avenue
Silver Spring, MD 20910-3760
301-495-4600**

1. Consent Agenda

***B. Record Plats**

Subdivision Plat No. 220170410 - 220170430, Clarksburg Town Center

CRT zone, 88 lots and 14 parcels; located in the vicinity of Clarksburg Square Road, Overlook Park Drive and Ebenezer Chapel Drive; Clarksburg Master Plan.

Staff Recommendation: Approval

Subdivision Plat No. 220170850, Burning Tree Valley

R-200 zone, 1 lot; located on the south side of Beech Tree Road, 700 feet west of Burning Tree Road; Bethesda-Chevy Chase Master Plan.

Staff Recommendation: Approval

BOARD ACTION

Motion: CICHY/PATTERSON

Vote:

Yea: 4-0

Nay:

Other: FANI-GONZÁLEZ ABSENT

Action: Approved staff recommendation for approval of the Record Plats cited above, as submitted.

C. Other Consent Items*1. Edgemont at Bethesda II**

A. Extension of Sketch Plan No. 320180030, Edgemont at Bethesda II, CR 2.50 C 0.25 R 2.50 H 75T, CR 2.50 C 0.25 R 2.50 H 150T and the Bethesda Overlay (BOZ) zones, 1.65 acres, Request to extend the regulatory review period from November 16, 2017, to (and including) January 11, 2018; for a multi-family residential building with up to 186,000 square feet for up to 160 residential units; located at the corner of Woodmont Avenue and Edgemoor Lane; 2017 Approved and Adopted Bethesda Downtown Plan.

Staff Recommendation: Approval of the Extension Request

B. Extension of Preliminary Plan No. 11984058A, Edgemont at Bethesda II, CR 2.50 C 0.25 R 2.50 H 75T, CR 2.50 C 0.25 R 2.50 H 150T and the Bethesda Overlay (BOZ) zones, 1.65 acres, Request to extend the regulatory review period from November 16, 2017, to (and including) January 11, 2018; for a multi-family residential building with up to 186,000 square feet for up to 160 residential units; located at the corner of Woodmont Avenue and Edgemoor Lane; 2017 Approved and Adopted Bethesda Downtown Plan.

Staff Recommendation: Approval of the Extension Request

2. Elizabeth Square

A. Sketch Plan No. 320170090 --- Request to extend the review period to December 7, 2017, for a mixed-use development totaling 996,109 square feet, including up to 906 residential units, up to 5,451 square feet of non-residential uses, and 137,148 square feet of publicly owned or operated facility; located in the northwest quadrant of the intersection with Second Avenue and Apple Avenue; Silver Spring CBD Sector Plan.

Staff Recommendation: Approval of the Extension Request

B. Preliminary Plan Amendment No. 12015003B --- Request to extend the review period to December 7, 2017, for a mixed-use development totaling 996,109 square feet, including up to 906 residential units, up to 5,451 square feet of non-residential uses, and 137,148 square feet of publicly owned or operated facility; located in the northwest quadrant of the intersection with Second Avenue and Apple Avenue; Silver Spring CBD Sector Plan.

Staff Recommendation: Approval of the Extension Request

C. Site Plan No. 820170140, Elizabeth Square, CR 3.0, C 2.0, R 2.75 H 90T and CR 5.0, C 4.0, R 4.75, H 145T zones, 3.62 acres, Request to extend the review period to December 7, 2017, for a mixed-use development totaling 996,109 square feet, including up to 906 residential units, up to 5,451 square feet of non-residential uses, and 137,148 square feet of publicly owned or operated facility; located in the northwest quadrant of the intersection with Second Avenue and Apple Avenue; Silver Spring CBD Sector Plan.

Staff Recommendation: Approval of the Extension Request

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***C. Other Consent Items**

CONTINUED

3. Priddy Property: Extension Request for Preliminary Plan No. 120170160 --- Request to extend the regulatory review period by three months to March 1, 2018; to subdivide the Subject Property into 8 lots for 8 detached single family houses, located at 13511 Query Mill Road; 26.925 acres, RE-2; 2002 Potomac Sub-Region Master Plan.

Staff Recommendation: Approval of the Extension Request

BOARD ACTION

Motion: **1. & 3. CICHY/DREYFUSS**
 2. DREYFUSS/PATTERSON

Vote:

Yea: **1. to 3. 4-0**

Nay:

Other: **FANI-GONZÁLEZ ABSENT**

Action: **1. Approved staff recommendation for approval of the Sketch Plan and Preliminary Plan Extensions cited above.**

2. Approved staff recommendation for approval of the Sketch Plan, Preliminary Plan, and Site Plan Extensions cited above.

3. Approved staff recommendation for approval of the Preliminary Plan Extension cited above.

***D. Approval of Minutes**

Planning Board Meeting Minutes of November 2, 2017

BOARD ACTION

Motion: CICHY/PATTERSON

Vote:

Yea: 4-0

Nay:

Other: FANI-GONZÁLEZ ABSENT

Action: Approved Planning Board Meeting Minutes of November 2, 2017, as submitted.

2. Roundtable Discussion

- Parks Director's Report

BOARD ACTION**Motion:****Vote:****Yea:****Nay:****Other:****Action: Received briefing.**

Parks Department Director's Report – Parks Department Director Mike Riley briefed the Board on the following ongoing and upcoming Parks Department events and activities: the status of the Warner Circle property in Kensington, specifically the search for a long-term tenant for the vacant Warner Mansion, with a recent tour and meeting attended by Parks and Planning Departments staff, real estate development professionals, representatives from the Urban Land Institute (ULI), and representatives from the Town of Kensington Warner Circle Committee, during which it was decided to pursue the feasibility of using the mansion for either housing, a multi-disciplinary arts center, or low-impact office uses; the status of the Platt Ridge Drive extension project, with the County Council Government Operations and Fiscal Policy (GO) Committee recommending that the County provide additional environmental parkland mitigation within North Chevy Chase Local Park, including reforestation, non-native invasive plant management, and stormwater management improvements; the recent third annual Seeking Empowerment, Employment, and Community (SEEC) Employer Networking and Recognition Breakfast held on October 18, at which the Parks Department won the 2017 Employment Trailblazer Award; the status of the Enterprise Division disability training, with the Program Access Office reaching a milestone of training 1,000 Parks staff with training programs regarding the Americans with Disabilities Act, customer service, awareness, and behavior management; the recent community meeting for the renovation of Acorn Urban Park held on November 15 at the Eastern Village Cohousing; the recent sixth annual Trees Matter Symposium held on November 1, which focused on the health and welfare of trees in increasingly developed landscapes; the recent naming of staff member Carole F. Bergmann, the County-wide Forest Ecologist/Field Botanist, as the recipient of the Joe Howard Environmental Award; the upcoming Montgomery County Thanksgiving Parade scheduled for Saturday, November 18 in downtown Silver Spring; and the upcoming Brookside Garden of Lights Preview Night event scheduled for November 21.

There followed a brief Board discussion.

3. Applications for Siting Private Telecommunications Facilities on Montgomery Parks Property --- Three applications from private telecommunications carriers to collocate on existing telecommunications facilities in various Montgomery Parks:

- A) Verizon @ Sligo Creek Golf Course radio tower
- B) T-Mobile @ Wheaton Maintenance Yard/Wheaton Regional Park monopole
- C) T-Mobile @ Blair Local Park monopole

Staff Recommendation: Approve the three site location requests with Conditions

BOARD ACTION

Motion: A., B., & C. DREYFUSS/CICHY

Vote:

- Yea:** A. & B. 5-0
C. 4-0-1
- Nay:** C. PATTERSON

Other:

Action: A. & B. Approved staff recommendation for approval of the Applications for Siting Private Telecommunications Facilities on Montgomery Parks Property as cited above, and subject to conditions.

C. Approved staff recommendation for approval of the Application for Siting Private Telecommunications Facilities on Montgomery Parks Property as cited above, and subject to revised conditions discussed during the meeting.

Parks Department staff offered a multi-media presentation and discussed three applications to site private telecommunications facilities on Montgomery Parks property. All three proposed facilities will be co-located with existing facilities. Staff offered background information, noting that in 2014, the Board adopted the current administrative procedures for telecommunications facility siting on park property, in accordance with the Telecommunications Act of 1996, which requires the Board to act on such siting requests. All requests are reviewed by Parks Department staff and the Montgomery County Tower Coordinator, and must receive a recommendation from the Montgomery County Telecommunication Facility Coordination Group (TFCG), which consists of representatives from the County land use and land-owning agencies, prior to presentation to the Planning Board. Staff added that there are currently several existing telecommunications facilities on five Montgomery Parks properties.

Staff then discussed the siting applications, which include a request by Verizon Wireless to install a new antenna on a Commission-owned radio tower with two AM radio station tenants in Sligo Stream Valley Park at Sligo Creek Golf Course, a request by T-Mobile Northeast to install new equipment on an AT&T-owned cell tower with three additional carrier tenants in

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3. Applications for Siting Private Telecommunications Facilities on Montgomery Parks Property

CONTINUED

Wheaton Regional Park at the maintenance yard, and another request by T-Mobile to install new equipment on a Commission-owned light monopole in Blair Local Park that was formerly owned, operated, and then abandoned by Sprint, who removed the equipment and left the monopole.

At the Board's request, Legal Counsel discussed siting application requests, noting that the current Zoning Ordinance allows for limited use on an approved existing structure, which is what Counsel believes the proposed uses are. Counsel added that although the construction of the Sprint equipment at Blair Local Park required a Special Exception that was never approved, the proposed use on an existing monopole, which is a lawful structure, is compatible and conforms to the current Zoning Ordinance requirements.

The following speakers offered testimony: Mr. William Meyer, representing the Montgomery County Coalition for the Control of Cell Towers; Ms. Sue Present of La Grande Road; Ms. Therese Gibson, representing the Blair High School Parent/Teacher/Student Association; and Ms. Janis Sartucci, representing the Parents Coalition of Montgomery County.

There followed extensive Board discussion with questions to staff, Legal Counsel, and some of the speakers, during which the Board recommended an additional condition that requires all maintenance employees contracted by T-Mobile to report to Blair High School administration prior to the performance of any maintenance work.

Mr. Ed Donahue of T-Mobile Northeast offered comments and was amenable to the condition.

Citing the need for additional community input, Commissioner Patterson opposed the approval of the T-Mobile application for the installation of new equipment at Blair Local Park.

***4. Hillandale Gateway Sketch Plan No. 320180020** --- Request to approve a Sketch Plan to allow a 430,175-square-foot multi-family residential building with structured parking, a separate retail building of 24,500 square feet with a drive-thru, and related public use space, recreation amenities, stormwater management, and landscape improvements; 6.60 acres, zoned CRT-1.75, C-0.05, R-1.5, H-85, located at 10110 and 10140 New Hampshire Avenue, Silver Spring, northwest corner of New Hampshire Avenue and the Capital Beltway; within the 2014 White Oak Science Gateway Science Master Plan area

Staff Recommendation: Approval with Conditions

BOARD ACTION

Motion: CICHY/PATTERSON

Vote:

Yea: 5-0

Nay:

Other:

Action: Approved staff recommendation for approval of the Sketch Plan cited above, subject to conditions, as stated in the attached adopted Resolution.

Planning Department staff offered a multi-media presentation and discussed a proposed Sketch Plan request to construct a mixed-use development. The 6.6-acre two-lot site is located at the southwest quadrant of the intersection of New Hampshire Avenue (MD650) and Powder Mill Road, and is zoned Commercial/Residential/Town in the White Oak Science Gateway Master Plan area. The 4.35-acre south lot, owned by the Housing Opportunities Commission (HOC), is currently developed with 96 affordable, age-restricted apartment units identified as Holly Hall. The north lot, owned by the Duffie Companies, is currently vacant, though a Site Plan has been approved for a bank with drive-thru lanes. The two lots are separated by an access easement of varied width owned by the Amalgamated Transit Union International Headquarters that is currently only being used by Holly Hall.

The applicant proposes to replace the existing 96-unit Holly Hall building with two new five-story buildings for a maximum of 430,175 square feet for multi-family residential apartments, and approximately 22,000 square feet of ground floor retail on the south lot, and a free-standing 2,500-square foot building for a coffee shop with a drive-thru is proposed on the north Lot. The proposed apartment unit mix includes replacement of the 96-affordable, age-restricted Holly Hall apartments, and 404 additional residential units to include a minimum of 15 Moderately Priced Dwelling Units (MPDUs) and the remaining as market-rate units for a combined total of approximately 500 units. Structured parking for the residential buildings for 750 vehicles will be located along the Interstate 495 (I-495) westbound on-ramp, with approximately two-thirds of the spaces to be located at or above grade. The proposed garage will

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***4. Hillandale Gateway Sketch Plan No. 320180020**CONTINUED

also house a loading area and trash disposal dumpsters. On-street parking will also be provided along the front of the two mixed-use buildings on both sides of the mutual access easement. The residential buildings will be accessed from MD650 and Powder Mill Road via two full-movement driveways, with the mutual access easement at MD650 providing access to the parking garage. The proposed coffee shop will be accessed from Powder Mill Road. Pedestrian access to the three proposed buildings will be provided from interconnected sidewalks from MD650 and Powder Mill Road. The applicant will provide 25,906 square feet of open space, which will include a public use space, a courtyard, and an outdoor seating/patio area. Staff then briefly discussed minor corrections to the staff report.

Mr. William Kominers, attorney representing the applicant, offered comments and concurred with the staff recommendation.

Mr. Shane Pollin, member of the applicant's team, also offered comments.

The following speakers offered testimony: Mr. Peter Fosselman of the Office of the County Executive; Ms. Eileen Finnegan of Sweetbriar Parkway; and Mr. Dan Wilhelm, representing the Greater Colesville Citizens Association.

There followed a brief Board discussion.

***5. Bloom Montgomery Village: Preliminary Plan No. 120170150 and Site Plan No. 820170130**

A. Preliminary Plan No. 120170150: Request to create up to 494 lots (26 detached houses, 2 duplexes, 466 townhouses), various stormwater management, common open space, private road, HOA parcels, and parcels for dedication to Montgomery Village Foundation and M-NCPPC Parks; split-zoned Property with up to 383 lots under MPDU Optional Method Development (12.5% + 1 MPDU) on 120.3 acres in the TLD Zone, and up to 111 lots under Standard Method Development (12.5% MPDUs) on 26.7 acres in the CRN 0.5 C-0 R-0.5 H-65 Zone; located at the intersection of Montgomery Village Avenue and Stewartown Road; within the 2016 Montgomery Village Master Plan area.

Staff Recommendation: Approval with Conditions

B. Site Plan No. 820170130: Request to allow construction of up to 494 dwelling units (26 detached houses, 2 duplexes, 466 townhouses) including a total of 68 MPDUs; split-zoned Property with up to 383 units, including 54 MPDUs (14.1%), under MPDU Optional Method Development on 120.3 acres in the TLD Zone, and up to 111 lots, including 14 MPDUs (12.5%), under Standard Method Development on 26.7 acres in the CRN 0.5 C-0 R-0.5 H-65 Zone; Located at the intersection of Montgomery Village Avenue and Stewartown Road; within the 2016 Montgomery Village Master Plan area.

Staff Recommendation: Approval with Conditions

BOARD ACTION

Motion: **A. CICHY/DREYFUSS**
 B. CICHY/PATTERSON

Vote:
 Yea: **A. & B. 5-0**

Nay:

Other:

Action: **A. Approved staff recommendation for approval of the Preliminary Plan cited above, subject to revised conditions discussed during the meeting, and as stated in the attached adopted Resolution.**

B. Approved staff recommendation for approval of the Site Plan cited above, subject to revised conditions discussed during the meeting, and as stated in the attached adopted Resolution.

Planning Department staff offered a multi-media presentation and discussed the proposed Preliminary Plan and Site Plan requests to subdivide a property for the construction of a residential development. The 147-acre site, consisting of five non-contiguous parcels, straddles Montgomery Village Avenue from Ridgeline Drive north to Arrowhead Road, west to Watkins

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***5. Bloom Montgomery Village: Preliminary Plan No. 120170150 and Site Plan No. 820170130**

CONTINUED

Mill Road, and consists of five areas, identified as Areas 2 through 6, zoned Townhouse Low Density (TLD) and one 26.7-acre portion, identified as Area 1, zoned Commercial/Residential/Neighborhood (CRN) in the Montgomery Village Master Plan area. A Pepco/Excelon easement and transmission line stretches across the property on both sides of Montgomery Village Avenue. The site contains an abandoned golf course with associated fairways, cart paths, and irrigation ponds. Although most of the former golf course improvements remain in place, the clubhouse and maintenance buildings have been removed. A portion of the Cabin Branch Stream and 70.38 acres of associated stream buffer, large expanses of floodplain, and steep slopes that come down to meet the streamvalley are also located on the property. Staff noted that the Preliminary Plan application has been reviewed under the Subdivision Regulations effective prior to February 13, 2017, and the Site Plan application has been reviewed under the current Zoning Ordinance.

Staff offered background information, noting that in 2015, the Applicant filed a Development Plan Amendment requesting approval to build up to 86 townhouses (75 market rate and 11 MPDUs) on a 17.3-acre portion of the former golf course between Montgomery Village Avenue and Arrowhead Road, within Area 4 of the current application, which was denied due to inconsistencies with the Gaithersburg Vicinity Master Plan recommendations.

According to staff, the current proposal is a modified version of two previous submissions that proposed units to be located within the floodplain in Areas 1 and 2. Staff worked with the applicant to relocate units and to realign proposed Stewartown Road in order to reduce the impacts to the floodplain and environmental buffers, resulting in the relocation of 13 townhouses in the northeast corner of Area 1 to Area 2. Also, townhouses proposed to the south of Stewartown Road in the center of Area 2 were relocated further east, outside of the environmental buffers. The applicant now proposes to construct 494 total units consisting of 26 detached houses, 2 duplexes, and 466 townhouses. The TLD zoned portion of the property will include 383 units, including 54 Moderately Priced Dwelling Units (MPDUs) using MPDU Optional Method Development. Within the CRN portion of the property, the applicant proposes 111 units, including 14 MPDUs, using the Standard Method of development. The applicant will dedicate approximately nine acres to the Montgomery Village Foundation (MVF) for a park and open space, which will include two dog parks, two playgrounds, a community garden, and a network of trails; 3.32 acres for public right-of-way for the extension of Stewartown Road in Areas 1 and 2; and approximately 49 acres to the M-NCPPC Parks Department for a park to be located within Area 6. The proposed 49 acres of parkland will be placed in a modified Category I Forest Conservation Easement until the completion of required site remediation and stream restoration work as per a Parks Facilities Agreement. Afforestation will be required in phases as the project is constructed. Staff then noted additional language for Site Plan condition of approval 16f, and a new condition 16r regarding the relocation of a proposed tot lot. Staff did

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***5. Bloom Montgomery Village: Preliminary Plan No. 120170150 and Site Plan No. 820170130**CONTINUED

receive correspondence from community members expressing concern regarding the proposed project density, potential flooding hazards, road maintenance, lack of recreation space, and the maintenance of the existing stormwater management systems.

Staff then discussed environmental issues, noting that the site contains 0.79 acres of forest, with 0.35 acres located within existing utility easements, and the applicant proposing to retain 0.43 acres in Category I Conservation Easement. The applicant is also requesting a variance to remove 83 specimen trees and impact 16. As mitigation, the applicant will be required to plant approximately 377 trees within approved forest planting areas in the streambuffer.

The following speakers offered testimony: Mr. Jerome Leonard of Darlington Drive; Ms. Marnie Abramson, representing Future Montgomery Village; Mr. Peter Young, representing the Montgomery Village Foundation; Ms. Linda Moore of Duffer Way; Mr. Frank Mondell of Chatteroy Place; and Mr. David Lechner, representing the Montgomery Village Green Space Alliance.

Ms. Patricia Harris, attorney representing the applicant, offered comments, and concurred with the staff recommendation with the exception of Site Plan condition of approval 7e regarding the Master Plan recommendation for a shared-use path along Stewartown Road, recommending instead the retention of the existing sidewalk along Stewartown Road and the construction of a new shared-use path along an alternative route south of Stewartown Road along the southern boundary of the proposed development.

Messrs. Eric Aulestia, Joshua Sloan, and Russell Hines, members of the applicant's team, also offered comments.

There followed extensive Board discussion with questions to staff and the applicant's representatives, during which the Board, in order to allow flexibility regarding the shared-use path, recommended that the applicant be permitted to construct a path along an alternative route with the stipulation that the path is constructed within a limited time period.

Following a short break during which the applicant's team conferred with Ms. Harris, Planning Department staff, and Legal Department staff, Legal Counsel stated that the applicant had agreed to a revised Site Plan condition 7e that requires the applicant to complete an eight-foot wide shared-use path between Montgomery Village Avenue and Private Road J in Area 6 prior to the issuance of a permit for the three-hundredth residential unit of the proposed development. Counsel added that the revised condition will require additional revisions to Site Plan condition 16f, and Preliminary Plan condition 10f.

There followed a brief Board discussion.

1. Consent Agenda

1A. Adoption of Resolutions

Resolution MCPB 17-112 - Memorializing Board decision to appoint Karen L. Tobat as a Public Member of the M-NCPPC Audit Committee

BOARD ACTION

Motion: CICHY/PATTERSON

Vote:

Yea: 4-0

Nay:

Other: DREYFUSS TEMPORARILY ABSENT

Action: Adopted Resolution MCPB 17-112 cited above, as submitted.

6. **Zoning Text Amendment No. 17-12, Definitions – Rear Building Line** --- ZTA 17-12 amends the Montgomery County Zoning Ordinance to add a definition for “rear building line.”

Staff Recommendation: Transmit Comments to the County Council

(NOTE: Action required for County Council public hearing of 11/28/17)

BOARD ACTION

Motion: CICHY/PATTERSON

Vote:

Yea: 5-0

Nay:

Other:

Action: Approved staff recommendation to transmit comments to the County Council regarding Zoning Text Amendment 17-12 cited above, as stated in the attached transmittal letter.

In keeping with the November 9 technical staff report, Planning Department staff discussed Zoning Text Amendment request (ZTA) 17-12, which amends the Montgomery County Zoning Ordinance to add a definition for rear building line. Staff noted that there are lots in Montgomery County that have frontages on two different streets on opposite sides of the lot, and these lots are called “through lots”. The Zoning Ordinance defines a through lot as an interior lot fronting on two streets, excluding corner lots. Under the current code, through lots have no backyard and owners of these lots are required to apply for a building permit to add a structure in the back of their house. The Department of Permitting Services (DPS) requires the approval of a variance before issuing a permit. The sponsor of the ZTA, after consultation with DPS and the Board of Appeals staff, believes that this process is overly burdensome. The approval of ZTA 17-12 would eliminate the need for a variance in most situations. Staff added that all setback requirements would continue to be in effect, and staff has no objection to the proposed ZTA.

There followed a brief Board discussion with questions to staff.

7. Approval of FY19 Budget Session #2 --- Planning, CAS, Commissioners' Office and Parks

Staff Recommendation: Approval

BOARD ACTION

Motion: FANI-GONZÁLEZ/DREYFUSS

Vote:

Yea: 5-0

Nay:

Other:

Action: Approved staff recommendation for approval of the proposed FY19 Budgets for Central Administrative Services (CAS); the Planning Department, the Commissioners' Office, and the Parks Department.

In keeping with the November 9 memorandum to the Planning Board, Ms. Patricia Barney, Executive Director, and Mr. John Kroll, Corporate Budget Manager for the Commission, briefly discussed the latest updates to the CAS FY19 proposed budget and noted that there are minor changes to the previously proposed FY19 budget discussed at the Planning Board meetings of November and October 16, 2017.

Mr. Adrian Gardner, General Counsel, and Mr. Mazen Chilet, Chief Information Officer (CIO) for the Commission, also briefly discussed their respective proposed FY19 budgets. Mr. Chilet noted that the proposed FY19 budget for the CIO Office has been revised following the Planning Board's and the Information Technology (IT) Council's recommendations.

Ms. Gwen Wright, Planning Department Director, and Ms. Karen Warnick, Chief, Management Services Division also discussed the proposed revised FY19 budget for the Planning Department.

Ms. Joyce Pettigrew Garcia, Special Assistant to the Planning Board, briefly discussed the final proposed FY19 budget for the Commissioners' Office.

Mr. Mike Riley, Parks Department Director; Ms. Nancy Steen, Budget Manager; Ms. Mitra Pedoeem, Deputy Director of Administration; and Ms. Shuchi Vera, Chief, Management Services Division discussed the final revised FY19 budget request for the Parks Department.

There followed discussion, during which the Planning Board commented on the hiring of a new staff person to focus on diversity in the Parks Department, and requested staff to provide information regarding marketing and outreach efforts. The Board recommended that funding for the position be kept in the FY19 budget until the Board decides on the best use for these funds. The Board also noted that staff should schedule follow-up discussions with the marketing team, as well as presentation to the County Council and discussion of marketing tools and alternatives.