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**Bethesda Downtown Design Advisory Panel, Rules of Procedure Revisions**

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### STAFF RECOMMENDATION

Revise the Bethesda Downtown Design Advisory Panel Rules of Procedure to clarify the process for renewal of panel member terms.

### BACKGROUND

The Bethesda Downtown Design Advisory Panel (DAP) is an integral part of the Bethesda Overlay Zone. The role of the DAP is to provide advice and recommendations that will heighten design excellence and improve the quality of architecture, urban design and landscape architecture in downtown Bethesda.

The DAP is composed of five volunteer members and an ex-officio member representing the Planning Director's Office. The panel currently includes three registered architects, one of which represents the local community; one registered landscape architect; and a member of the development community.

### RECOMMENDED REVISIONS TO THE RULES OF PROCEDURE

DAP members are serving staggered initial terms of two, three and four years and then will move to three-year terms. The first two-year term for two of the panel members will conclude at the end of September 2019. The Rules of Procedure attached do not include a procedure for renewal of panel member terms. Staff recommends the following text additions to the Rules of Procedure to clarify the panel member renewal process. This language is similar to the Art Review Panel Policies and Procedures recently adopted by the Planning Board in April 2018.

- Upon official acceptance of an appointment, each voting member may serve two consecutive three-year terms. After serving two terms, DAP members must take a one-year absence at a minimum from service before being considered for an additional term.
- Prior to completion of their first term, DAP members interested in remaining on the panel must submit a letter requesting to renew their term to the Planning Board for approval.

- If a DAP member's term is ended early, a new member may be approved by the Planning Board to serve the remainder of the term. If approved, the new panel member may renew for one additional term.

The Bethesda Design Advisory Panel may find that future minor revisions to the Rules of Procedure are necessary to improve the panel review process and logistics. Staff recommends adding the following language to the Rules of Procedure to allow DAP members to vote on minor revisions to the Rules of Procedure without obtaining approval from the Planning Board.

- Members of the DAP may vote to make minor revisions to the Rules of Procedure as necessary to improve the panel review process and logistics. These revisions are subject to Planning Director approval, but do not require approval from the Planning Board. The Planning Board will be updated on minor revisions at the next major change update.

**ATTACHMENT:** Bethesda Downtown Design Advisory Panel Rules of Procedure