



**The Maryland-National Capital Park and Planning Commission**  
Office of the General Counsel

Montgomery County – Wheaton Headquarters  
2425 Reedie Drive, Suite 14-406  
Wheaton, Maryland 20902  
(301) 495-4646 [www.mncppc.org](http://www.mncppc.org)

January 31, 2022

M E M O R A N D U M

TO: Montgomery County Planning Board

FROM: Emily J. Vaias, Principal Counsel *EM*

RE: Revised Planning Board Rules of Procedure

---

The Montgomery County Planning Board’s Rules of Procedure (“Rules of Procedure”) were last revised and adopted in 2007. In an effort to update and better explain the Board’s processes and procedures, we have revised, reorganized and restated the Rules of Procedure (a copy of the proposed Rules of Procedure are attached as Attachment A, and for reference, a copy of the existing Rules of Procedure are attached as Attachment B). The proposed Rules of Procedure will clarify how the public can engage and participate in Planning Board hearings; identify those quasi-judicial matters subject to the Rules of Procedure; provide flexibility for the Chair to manage meetings and allow evidence; better define the rules for requesting a continuance and adopting or reconsidering resolutions; provide express language, notice and procedures for approving matters as part of the Consent Agenda by identifying Procedural Matters and Summary Hearing Matters; and aligning the Rules of Procedure with relevant laws and regulations. If adopted, these Rules of Procedure will require slight modifications to the Planning Board’s website and sign up process so that the public can more easily participate, and will change the format of the Meeting Agendas to reflect the new language.

I am happy to address any questions or concerns that you may have and will be available at the February 10, 2022 Board Meeting.