

Olney Town Center

ADVISORY COMMITTEE

MINUTES

Olney Town Center Advisory Committee
Tuesday, May 27, 2008 – 7:30 p.m.
Olney Library, Large Meeting Room, Olney, Maryland

Olney Town Center Advisory Committee (OTCAC) members in attendance: Jim Smith-Chair, Bob Beard, Eileen Cahill, Mark Feinroth, Joe Fritsch, Paula Kahla, Walter Lee, Nancy DeLalio and Helene Rosenheim.

Others present: Jim Haddow, Hallowell HOA; Katie Dowdy, Mid-county Recreation services; Edie and Phil Zlotnick, residents; Kim Damion, Carl M. Freeman Companies; Joseph Eagan, MCPL Olney Library.

Call to Order/Acceptance of Agenda/Approval of Minutes/Announcements

Chair Jim Smith called the regular meeting of the OTCAC to order at 7:30 pm. The agenda was accepted with the change that Karen Rollings would not be presenting this evening due to a family emergency. The minutes of the March 15, 2008 meeting was approved with no additions or corrections. The minutes of the April 22, 2008 meeting were approved with minor changes from Bob Beard.

Guest Announcements

Edie Zlotnick has been a resident of Olney for 30 years. She voiced her concern over the large pothole located near the drainage grate in the parking lot of the 7/11 and Jerry's Subs and Pizza shop that is a hazard to vehicles. She has spoken with both shop owners regarding the repair of this hazard and neither owner is claiming responsibility for repair. Edie would like to know who is responsible for maintenance of shared parking lots. She asked if OTCAC would call the property owners. Bob Beard recommended contacting GOCA. Walter indicated that property owners have responsibility per zoning and the Department of Permitting Services enforces zoning rules. Khalid confirmed that potholes are a maintenance enforcement issue and the Department of Permitting Services or 'code enforcement' would be the place to call. Helene offered to follow up through her office, Mid-County Services Center.

Nominations of Vacant Seats

Helene Rosenheim reported that the **Nominating Subcommittee recommended approval of Kim Damion's application for membership on the OTCAC as a representative of Carl M. Freeman Companies to fill the seat vacated by Mike Reilly.** Her experience is primarily in marketing. She is a resident of Olney and has been involved with various groups in the past. The Subcommittee recommended appointment, but requested that from time to time someone from the development realm of Freeman Companies attend the OTCAC meetings to help educate the committee. Kim voiced concern that her OTCAC involvement having been nominated by Freeman would also allow her to bring her other interests to the table.

Some aspects of the Freeman proposal cannot be discussed until the development plans and Company are ready to discuss them with the public. Kim interacts with all the tenants and is an active member of the Chamber. Bob reiterated that all members have to balance views of who they represent and their own views.

Kim Damion's nomination approval was recommended by the Subcommittee and approved by all.

Helene also noted that Joe Fritsch had notified Jim Smith that he would be continuing for one more year both on the Mid-County Recreation Advisory Board and on the OTCAC. During that year, the Subcommittee would continue to look for a replacement for Joe after June 2009 who is associated with youth recreation activities in the greater Olney area.

Discussion of Nancy DeLalio's Seat on the OTCAC

Jim Smith noted that he had received an email Tony Macaluso, President, Hallowell HOA raising some questions about Nancy DeLalio's current membership on the OTCAC. Nancy is still serving on Hallowell's Architectural Control Committee but no longer is a resident of the community. Tony asked what the process would be if Hallowell wants to proceed with the recall of their nominee. He noted that Hallowell would be comfortable with her staying on the OTCAC with an additional member from Hallowell HOA on the OTCAC. According to the OTCAC's Rules and Procedures, 2 HOA slots are required to be contiguous to the town center boundary. Williamsburg Village Civic Association and Environs HOA are contiguous. Hallowell and Oatland Farm are not contiguous. No HOA is granted a permanent seat on the committee according to the bylaws. And, while some members were nominated by their homeowners associations, they do not specifically represent their homeowners association, but serve on the OTCAC as residents of the greater Olney community bringing that perspective to the committee, versus the members serving as business owners, property owners, or members or staff of government/organizational entities.

Since Nancy still lives in Olney, she could change homeowner's association affiliation. Eileen suggested a homeowners association subcommittee, but it was noted that Bob Beard generally serves in this capacity as GOCA representative.

Mark indicated the rules specifically state that the committee members can represent any interest, therefore, all 12 members are essentially at large members. The members are nominated by a particular interest but do not perpetually "represent" only that interest. The rules committee will revisit the rules to consider how they can be modified to represent the consensus of the group on this issue.

Hallowell was invited to join subcommittees and participate in any and all other forms of participation including making nominations for upcoming vacancies on the committee.

SUBCOMMITTEE REPORTS

Executive Report – Jim presented the draft work plan for 2008-2010 to the committee. Jim Smith is chair. Helene Rosenheim is vice chair. And, Nancy DeLalio is recording secretary.

The comments below reference the activities in the Draft Work Plan attached:

Activity 1: Executive subcommittee and Khalid to develop booklets.

Activity 2: List development issues. Nancy suggested a checklist for review items by July meeting. This checklist will have details / explanations in the draft design guidelines.

Activity 3: Nancy and Laura to discuss and have estimated date of completion by the July meeting.

Activity 4: Develop a Program of Requirements for a civic center and town commons that will specify functional requirements and explore opportunities for partnerships.

Activity 5: Eileen asks how would new development / redevelopments know about the OTCAC requirement. Is there a way for OTCAC to know when Park and Planning has been approached? Khalid indicated that park and planning is putting more information on the web when it is filed. Khalid also confirmed that he is the conduit for getting this information to the committee.

Activity 6: Hospital space development outside 90-acre parcel. How is this addressed? Institutional use always planned to be developed offices. Medical use. Master plan recognizes this. This development is not in conflict with the master plan.

Activity 7: County capital improvement projects. A tool we can use to develop 2 year process with supplemental in the middle of the process. 09-11 and 12-14 budget years. Eileen Cahill volunteered to head this.

Activity 8: No comment.

Activity 9: Develop guidelines and program of requirements. Provide two documents. What has been vetted to community and what is further development?

Activity 10: Joe Buffington to help this.

Activity 11: Khalid is involved with the Georgia Ave Corridor. This study could be used as a tool for Olney regarding the pedestrian issues. Work into draft after review with design guidelines. Khalid offered to share the draft when it is ready. Eileen – keeping Georgia moving so important for economic development. Khalid – illustrative concept plan is for Olney. Eileen volunteered to track progress and meetings. Khalid to advise at next meeting of the Planning Board agenda which is available on their website.

End of June, hope to submit draft to the Planning Board.

Illustrative Concept Plan Subcommittee – Nancy reported that the presentation boards have been updated and posted in the Olney Library for public view. The draft design guidelines are being updated to reflect the changes in graphics for the community outreach sessions. The text of the guidelines will need to be reviewed and discussed among the committee to determine if other edits, additions are required.

Rules Subcommittee – Mark Feinroth reviewed open meeting statute (state) and found that advisory committees are exempt from complying. Mark looked for County statute, but didn't find one. Eileen expressed concern over county ordinance, Eileen to review her materials for this information.

Outreach Subcommittee – Bob Beard reported that the Subcommittee's April 30th presentation went well with 40+ people attending. There was good interaction among business and land owners as well as some residents - and a good sense of response from personal invitations to business owners. May 17th Olney Days Town Meeting with over 30 people attending. Possibly

half were new to the concepts. A potential developer for Karen Rolling's Olney station was there as well.

Next item- Rotary meeting June 17th, time to be clarified. Jim requested a more detailed report of outreach activities for the Planning Board to be able to gauge attendance. The subcommittee updated the display boards posted in Library. Bob Beard requested that he be copied on all meeting notes from community outreach efforts.

Website Subcommittee – Helene is ongoing with website maintenance.

High Priority Pedestrian Crossings Subcommittee – Helene distributed high priority pedestrian crossings information. Goal 2 implies directing more traffic in neighborhoods; this will serve the residents of Olney not the through traffic. Walter requested that Spartan on the north side of Rte. 108 be a higher priority. The Appomattox intersection is not considered as high a priority. Map shows the needed new proposed major crosswalks. Suggested adding enhanced crosswalk designations.

PROGRAM OF REQUIREMENTS

Jim Smith confirmed the people assigned to different sections of the program of requirements. He hopes to get information out for next meeting. Helene will contact Gina about progress on putting together information on the town commons/farmer's market. Discussion to be resumed at the next meeting.

NEW BUSINESS/ANNOUNCEMENTS

Bob wants to encourage an open forum on agenda at the beginning of meetings. Time limits suggested renaming member guest announcements to open forum public comments etc. with required sign up. Jim – not looking to expand open comments session while so much work still to be done.

Jim – Freeman Properties has two dates in mind early in July, the week after the 4th to meet with a small group of OTCAC members. Jim is to send a confirmation email. Jim suggested creating a subcommittee for developers to go to when just starting their plans. Kim noted that the open forum format is uncomfortable for the Freeman Company to present early plans to the committee since this might give the public an opportunity to review and comment on proposals prior to reviewing them with tenants. Their plans had only just been presented internally last month. They anticipate a September - October time frame before presenting to their tenants. 2009 leases will be extended to 2010 coming this fall.

A suggestions was made that membership requirements be outlined as at least "x" numbers for each representation types. Jim offered to provide draft rule revisions for next meeting. Eileen offered to tweak the review.

The meeting was adjourned at 10:00 PM

Submitted by Nancy DeLalio

Work Program
May 2008 through April 2010
Olney Town Center Advisory Committee
DRAFT May 27, 2008

The purpose of this document is to outline a clear description of the goals for the Olney Town Center Advisory Committee proposed by the Executive Committee during the second term for officers—May 2008 through April 2010.

Below are four high-level goals comprising eleven specific activities that are designed to address the core objectives of our charter. These goals will be presented to the committee in the May 2008 meeting for discussion. Revisions are expected as a result of input by the members followed by approval at the June 2008 meeting.

Goal I. Education of Committee (May 2008 – April 2010)

Activity 1: Orient new members to the information resources needed to accomplish our goals. Maintain a core set of materials that will be delivered to new members in the future. (Executive Subcommittee and Planning Staff)

Activity 2: Continue to improve the committee's understanding of development issues required to make informed decisions on upcoming development proposals. (Executive Subcommittee and Planning Staff)

- Invite guest speakers to committee meetings.
- Seek written resources on relevant topics.
- Identify additional nearby locations that offer relevant examples of mixed-use urban planning forms and other styles of urban design.

Goal II. Complete the Illustrative Concept of the Master Plan and the Program of Requirements for a Civic Center/Town Commons (May 2008 – June 2009)

Activity 3: Complete the Illustrative Concept of the Master Plan to provide a common community-based vision of what the future town center could look like and how it might function in relation to the surrounding neighborhoods. Deliver the document to the Planning Board. (Illustrative Concept Plan Subcommittee, July 2008)

Activity 4: Create a Program of Requirements (POR) for a civic center and town commons that will specify functional requirements and explore opportunities for partnerships. (Executive Subcommittee, June 2009)

Goal III. Review Development Proposals (Ongoing)

Activity 5: Review development proposals that are slated to go to the Planning Board and formulate our committee's recommendation. Appear before the Planning Board for all development proposals in the town center to present our recommendation. Form a new subcommittee to lead this activity. (New subcommittee, Ongoing)

Activity 6: Monitor development proposals for neighboring developments and provide input related to design and functional use as appropriate. (Executive Subcommittee, Ongoing)

Activity 7: Develop recommendations for capital improvement projects that support the realization of the vision in the Illustrative Concept Plan. Identify a point person or new subcommittee for this activity. (New subcommittee, Ongoing)

Goal IV. Maintain a Level of Outreach to the Community (Ongoing)

Activity 8: Maintain www.olneytowncenter.org so that it is current and accurate and provides useful information to the public, to members, and to developers. (Website Subcommittee, Ongoing)

Activity 9: Develop and implement an effective outreach plan for the Program of Requirements for the civic center/town commons. (Outreach Subcommittee, June 2009)

Activity 10: Develop and implement an effective plan to collect input from and facilitate communication among property owners in the town center and disseminate information relevant to their interests such as the opportunities afforded by mixed-use zone. Form a Property Owners Subcommittee for this activity. (Property Owners Subcommittee, Ongoing)

Activity 11: Participate in any county-wide visioning exercises or planning activities impacting the Olney Town Center that occur during the period of this work plan. (All members, Ongoing)