

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

A RESIDENT'S GUIDE TO THE

Park and Planning Commission in Montgomery County

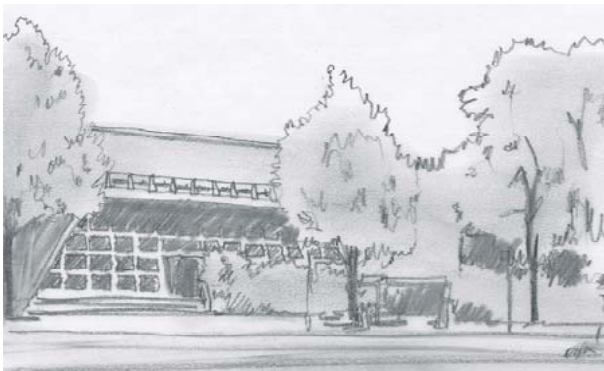
8787 Georgia Avenue, Silver Spring, MD 20910, 301-495-4600, TTY 301-495-1331, www.mc-mncppc.org

This is one in a series of brochures designed to help you participate in the land use planning, park planning, zoning and subdivision processes for your Montgomery County community. The Maryland-National Capital Park and Planning Commission (M-NCPPC) and its Montgomery County Planning Board value your input and encourage your participation in their processes. We hope you will find the information useful in learning how to present your views effectively and contribute positively to the future development of your neighborhood and your County.

This brochure will give you some basic information about the Commission and its planning, zoning and parks in Montgomery County.

NEED DETAILS RIGHT NOW?

- **Community Outreach and Media Relations**, Room 211, 8787 Georgia Avenue, Silver Spring, MD 301-495-4600, TTY 301-495-1331
- **Land Use Information, Master Plans, Publications, Subdivision Records and Zoning**, 2nd floor, 301-495-4610
- **Employment Office**, 6611 Kenilworth Avenue, Riverdale, MD, 301-454-1411
- **Park Information and Customer Service Office**, 9500 Brunett Avenue, Silver Spring, MD, 301-495-2595



MONTGOMERY COUNTY PLANNING BOARD

301-495-4605, FAX 301-495-1320

E-mail: mcp-chairman@mncppc-mc.org

In Montgomery County, The Maryland-National Capital Park and Planning Commission operates through a five-member Planning Board which has full and final

authority to administer the Subdivision Ordinance, the site plan review process, and the optional method of development process in Montgomery County; and for planning, acquiring, developing, maintaining and operating the County's extensive park system. (See *A Resident's Guide to Montgomery County Parks* and the *Subdivision and Site Plan Review Processes* brochures.)

In addition, the Planning Board:

- Prepares master plans that provide a vision for change and growth over a 20-year period for the County Executive's review and County Council's consideration and approval. (See *A Resident's Guide to the Land Use Master Planning Process* brochure for more details;)
- Advises the Council on text changes to the Zoning Ordinance. (See *A Resident's Guide to Zoning of Land in Montgomery County* brochure for details;)
- Makes recommendations to the County Hearing Examiner on applications for zoning map amendments, which are changes to the zoning for specific properties outside the master plan context;
- Makes recommendations to the Board of Appeals on applications for special exception land uses and variances to the standards;
- Makes recommendations to local, state and federal agencies on their construction projects in Montgomery County. These items are called "mandatory referrals." (See *A Resident's Guide to Mandatory Referral Review of Public Land Uses*.)

The Planning Board meets every Thursday, and at other times as needed, to act on park plans, preliminary plans of subdivision, site plans, zoning applications, master plans and other matters. You should consult the Planning Board's weekly agenda (see next page) if you want to find out when the Board will review specific items. The Board encourages residents to participate by writing letters and testifying in person.

When the Planning Board makes decisions pertaining to subdivision plans, site plans and project plans (see the *Subdivision and Site Plan Review Processes* brochures), the proposals are subject to *ex-parte* provisions and Board members cannot speak to anyone on these issues outside the public record. This means that residents wishing to express their views on these issues should not attempt to communicate directly with members of the Planning Board, but should submit oral or written testimony for the public record at the appropriate Planning Board hearing. Letters may be submitted in advance of the public hearing and will be included in the public record.

The Planning Board's weekly agenda is available online (www.mc-mncppc.org) and copies are mailed to County civic/homeowners associations and any other group or individual who asks to be placed on the mailing list. The Commission's Development Review division maintains and updates the agenda mailing list. Adjoining and confronting property owners who will be affected by a subdivision or other development activity also receive official notice from the staff. You're encouraged to find out about items coming before the Board by reviewing the weekly agenda or by calling 301-495-4600 and to testify before the Board or submit comments in writing.

PLANNING BOARD MEMBERS

The five members of The Maryland-National Capital Park and Planning Commission's Montgomery County Planning Board are appointed for staggered four-year terms. Planning Board members may serve a maximum of two full paid terms and no more than three members may belong to the same political party. The Montgomery County Council appoints and the County Executive confirms all members of the Board.

For more information about individual Planning Board members, visit our website at www.mc-mncppc.org. To assist the Board, the Commissioners' Office includes Community Outreach and Media Relations, the Chairman's Office and the Technical Writers.

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

The Maryland-National Capital Park and Planning Commission (M-NCPPC or the Commission) welcomes residents' participation in planning for the orderly physical development of Montgomery and Prince George's Counties in Maryland. M-NCPPC enjoys a long history of award-winning programs and excellent service to both Counties.

In 1927, the Maryland legislature created M-NCPPC to acquire land and implement plans for a system of parks and conservation areas, to determine the location of highways, to exercise control of the subdivision of land and to implement zoning regulations. Maryland State Law (Article 28, known as the Regional District Act) provides the basic planning and zoning authority for The Maryland-National Capital Park and Planning Commission. On this authority, the M-NCPPC and the County Councils, acting as a District Council for each County, exercise their various planning and zoning powers.

M-NCPPC has 10 Commissioners, five appointed by the Montgomery County Council and five by the Prince George's County Executive. Meeting on the third Wednesday of most months, the five Commissioners from each County together serve as the Commission. The Planning Boards meet separately to facilitate, review and administer the land use matters affecting only their respective Counties. To carry out their functions, the

County Planning Boards meet separately on Thursdays at 8787 Georgia Avenue, Silver Spring and 14741 Governor Oden Bowie Drive, Upper Marlboro, respectively.

Each year, the County Councils approve the Commission's operating budget and set priorities for the Planning Boards' park and planning work programs. The Councils also approve the six-year Capital Improvements Program (CIP) budget.

The Commission handles regional planning and park matters and decides on administrative policies of interest to both Counties. The Chairs of each Planning Board serve full time and act as Chair and Vice Chair of the Commission on an annual rotating basis.

M-NCPPC'S MONTGOMERY COUNTY DEPARTMENT OF PARKS AND PLANNING DEPARTMENT

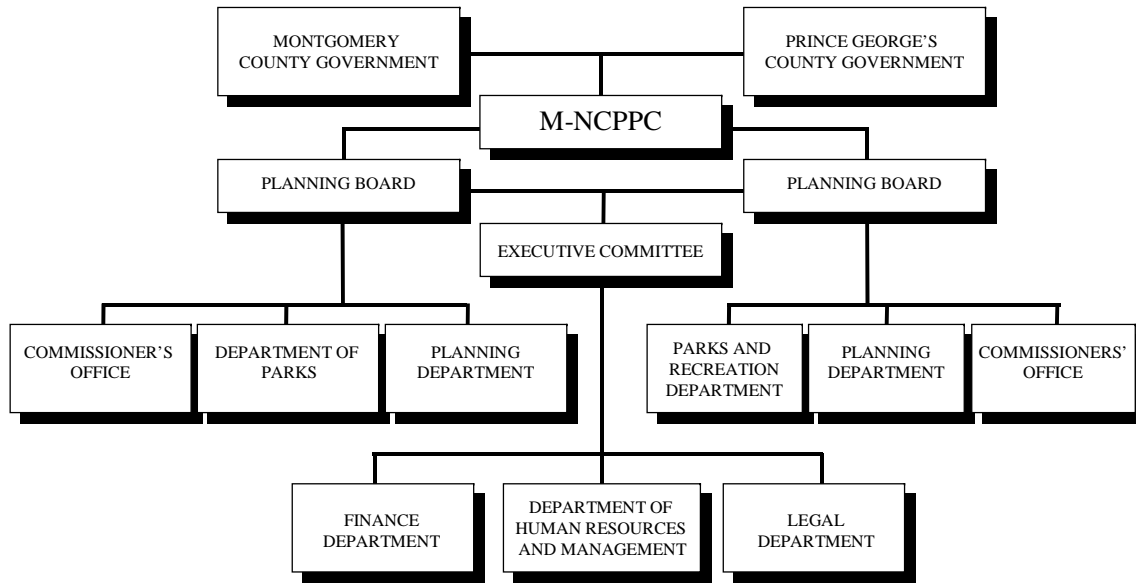
The Montgomery County Department of Parks and Planning Department perform the detailed staff work in long-range master planning, transportation and environmental planning, park planning and development, park operations and maintenance, zoning, demographics and other research, historic preservation and community outreach. In addition, regulatory responsibilities include preliminary plans of subdivision, site plans, project plans, and record plats, plus mandatory referrals, special exceptions, technical briefings and other work for the Montgomery County Planning Board. (See the entire series of *A Resident's Guide* brochures for a more complete overview of the Montgomery County Department of Parks and Planning Department's work.)

YOUR PARK SYSTEM 301-495-2500

In addition to land use, subdivision and zoning, the Montgomery County Planning Board plans, acquires, develops, maintains and operates Montgomery County's highly acclaimed park system, including more than 32,900 acres of parkland in 395 parks. Two-thirds of the land in regional parks remains undeveloped and in a natural state to help protect our environment. Together with conservation areas and stream valley parks, the regional parks provide a significant amount of undisturbed natural area for public enjoyment and environmental protection.

THE MARYLAND-NATIONAL CAPITAL PARK & PLANNING COMMISSION

ORGANIZATIONAL CHART



Department of Parks

Mary Bradford, Director of Parks, 301-495-2500
 Central Maintenance Division, 301-670-8100
 Natural Resources Division, 301-650-2600
 Northern Region, 240-773-3400
 Park Development Division, 301-495-2535
 Park Planning and Resource Analysis 301-650-4370
 Park Police Division, 301-949-8010
 Southern Region, 301-299-1971
 Terry Brooks, Special Program Coord., 301-495-4726
 Park Information and Customer Service Office
 301-495-2595

Planning Department

Faroll Hamer, Acting Director,
 Planning Department, 301-495-4500
 Bill Mooney, Acting Deputy Director, 301-495-4510
 Community-Based Planning Division, 301-495-4555
 Countywide Planning Division, 301-495-4540
 Development Review Division, 301-495-4595
 Management Services Division, 301-495-4560
 Research and Technology Center, 301-495-4700
 Strategic Planning Division, 301-495-4509
 Community Outreach and Media Relations 301-495-4600

COUNTY GOVERNMENT
MONTGOMERY COUNTY COUNCIL
240-777-7900



Each year, more than 13 million park visitors enjoy a wide variety of popular and attractive facilities including:

- national award-winning gardens
- conference and meeting centers
- individual and group picnic areas
- children's playgrounds, carousel and miniature trains
- hiker/biker, equestrian and pedestrian trails
- riding stables, ice skating rinks and in-line skating rink
- indoor and outdoor tennis and basketball courts
- ballfields (soccer, football, baseball and softball)
- nature centers, recreation centers and campgrounds
- dog exercise areas
- and more.

You're encouraged to participate in the future of your parks by reviewing the parks' construction budget called the Capital Improvements Program (CIP) and all proposed park plans, then testifying before the Planning Board or in writing.

See *A Resident's Guide to Montgomery County Parks* brochure for more details, or call 301-495-2595 for information and 301-495-2525 or 301-495-2480 for park permits.

PARK POLICE ENSURE PARK SAFETY
301-949-8010, TTY 301-942-1645
(Emergencies 301-949-3010)

Adequate security helps ensure that our residents feel safe using our parks. To that end, the nationally accredited Maryland-National Capital Park Police division keeps order and prevents crime within the park system and on park roads, working closely with the Montgomery County Police Department.

The County Council appoints the Planning Board with the consent of the County Executive, and the Council sets priorities for the Planning Board. Each year the Council approves the Board's operating budget and work program. Twice a year, the Council reviews the Commission's work program and may revise priorities to meet current needs or change requirements.

The nine-member County Council includes four at-large and five district Councilmembers. Voters throughout the County elect the four at-large members, while the five district members must reside in the district they represent and are elected only by the voters from their Council district.

COUNTY EXECUTIVE
240-777-2500

Article 2 of the Montgomery County Charter describes the Executive Branch and gives executive power to a County Executive, elected by the voters of the entire County. Provisions for the Executive's role in the planning, zoning and subdivision processes are included in Article 28. Each year, the County Executive reviews the Commission's budget and makes recommendations to the County Council on that budget. However, the County Council makes the final decision to approve the Commission's work program and budget. Residents have many opportunities to participate in these processes.

WE WELCOME YOUR INPUT

The Maryland-National Capital Park and Planning Commission and its Montgomery County Planning Board encourage you to participate in all the processes for zoning, planning, subdivision, park operations and other matters.



**The Maryland-National Capital
Park and Planning Commission**

8787 Georgia Avenue, Silver Spring, MD 20910
301-495-4600, www.mc-mncppc.org

M-NCPPC encourages the participation of all individuals in its programs and services. For accommodations, please call 301-495-4600, TTY 301-495-1331.

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