

Montgomery County Rapid Transit System (RTS) Corridor Advisory Committees

Planning Outline for Structure and Selection Procedures

Effective¹ 10/7/2014

RTS Corridors to Have Corridor Advisory Committees (CACs)

- This process follows Master Plan guidance as approved by the County Council: “A vital facet of facility planning is to *receive input and feedback from affected property owners, civic and business groups, and transit riders and road users*, including public forums and workshops, electronic newsletters, and other forms of outreach... Accordingly, *a citizens’ advisory group comprised of residents, business owners and other relevant stakeholders must be created for each corridor* [emphasis added] which enters into facility planning to make recommendations to the County on the design, construction and proposed station locations for the transit corridor.”²
- 7 initial Corridor Advisory Committees (CAC) would correspond to the initial 5 RTS corridors being studied:
 - MD 355 North corridor CAC (*Frederick Road/Hungerford Drive* from Clarksburg to Rockville Metrorail station).
 - MD 355 South corridor CAC (*Rockville Pike/Wisconsin Avenue* from Rockville Metrorail station to Bethesda).
 - US 29 corridor Section 1 CAC will cover the segment of the RTS corridor from Burtonsville to New Hampshire Avenue. [The full *Colesville Road* RTS corridor runs from Burtonsville to downtown Silver Spring.]
 - US 29 corridor Section 2 CAC will cover the segment of the RTS corridor from New Hampshire Avenue to downtown Silver Spring. [The full *Colesville Road* RTS corridor runs from Burtonsville to downtown Silver Spring.]
 - MD 97 corridor Section 1 CAC will cover the segment of the RTS corridor from Olney to Connecticut Avenue. [The full *Georgia Avenue North* RTS corridor runs from Olney to Wheaton Metro.]
 - MD 97 corridor Section 2 CAC will cover the segment of the RTS corridor from Connecticut Avenue/Aspen Hill Shopping Center to the Wheaton Metro. [The full *Georgia Avenue North* RTS corridor runs from Olney to Wheaton Metro.]
 - MD 586 corridor CAC (*Veirs Mill Road* from the Rockville Metro to the Wheaton Metro).

¹ This version is guidance for civic officers to use in selecting a representative of their community.

² Countywide Transit Corridors Functional Master Plan.

Purpose (Mission Statement for the CACs)

The tasks of each committee will be governed and directed by these guidelines:

- 1) Give community participants the opportunity to provide input to all planning and design;
- 2) Provide the opportunity to discuss study assumptions and methodologies;
- 3) Fulfill County Council requirements for transparency and community involvement;
- 4) Provide the opportunity for interaction and information sharing among directly impacted residents/communities, transportation agency representatives, and transportation system users;
- 5) Study and address potential community impacts in a comprehensive manner that leads to cost effective and context and community sensitive implementation outcomes; these outcomes should minimize negative impacts, so that quality of life is maintained for local and corridor residents;
- 6) Serve as a clearinghouse for sharing of timely and accurate information on the studies and plans in each corridor; and
- 7) Provide leadership and build consensus within the community to coalesce diverse interests and address stakeholder issues.

Features

- 1) Meeting frequency: we anticipate holding *quarterly* meetings for each CAC.
- 2) Size: the final size of each CAC will reflect interest from the community, i.e., the number of nominations submitted directly from civic organizations and local chambers of commerce (see below), and those selected to serve as “at large” members. In no case will the total number of members exceed 40, to ensure a manageable group.
- 3) Make up: each CAC would reflect Direct Corridor Representatives-- constituencies/stakeholders of each corridor community (including residents residing along the corridor and property owners, businesses, institutions, or major employers located along the corridor, and At Large Representatives-- other interested parties. The numbers of each group and the number from any particular segment of the community will depend on nominations received, but will be constrained by the maximum CAC size noted above, the maximum at large member size, and a ratio of Direct Corridor to At Large representation of no less than 3:1. Civic and chamber officers are encouraged to give priority in their selections according to the criteria noted in Features, section 3) a through e. below. Note that a “frequent transit user” or a “frequent road user” (car driver) representative may also be a representative from a residential community or business/institutional entity. The selection process is as noted below.

1. **Civic officers will select Direct Corridor Representatives** (residents residing along the corridor. Each civic organization may nominate 1 representative to serve on the CAC. This includes any civic organization (civic association, homeowners association, condominium association, or similar body) *located directly adjacent to the corridor whose boundaries are within 150-feet of the main road of the RTS corridor.*

Each civic organization operating in each corridor will select their representative for that corridor and provide the name to MCDOT. In the case of unaffiliated residents from neighborhood subdivisions whose boundaries are within 150-feet of the main road of the RTS corridor and where no civic organization exists or is operational, MCDOT will select 1 representative from each such area within the impacted corridor that it receives nominations from, assuming the total size of the CAC does not exceed the maximum specified above.

Note to civic officers: *You are encouraged to give priority to individuals who meet the criteria noted in Features, section 3) a through e. below.*

2. Local Chamber of Commerce will select Businesses and Large Employers (property owners, businesses, institutions, or major employers located along the corridor and provide the names to MCDOT.
3. MCDOT will select At Large Representatives (residents not residing along the corridor; property owners, businesses, institutions, or major employers not located along the corridor; other interested individuals or groups who reside or have a location in Montgomery County). Each CAC will have up to 10 representatives of these types, but in each case the combined number of resident and business/large employer representatives residing/operating along the corridor will exceed the number of at large members by *a minimum of a 3 to 1 ratio*. Nominations will be directed to MCDOT for selection. *MCDOT will give priority to those individuals or groups who:*
 - a. *represent subdivision populations or employers at locations in closer geographic proximity to the corridors they are interested in serving;*
 - b. *represent populations, institutions, or employers who have the potential to experience a high degree of impact from the RTS project;*
 - c. *represent the largest subdivision populations for resident representatives or represent the largest number of employees/congregants/constituents for business/major employer representatives;*
 - d. *add diversity to the CAC (such as business size or type, organization mission, etc.);*
 - e. *are frequent transit users within the corridor they are interested in serving;*
 - f. *are frequent road users of the corridor they are interested in serving.*

- 4) Individuals representing any of the above groups are limited to serve on only one CAC at any given time. An individual may resign from one CAC and apply to serve on another.
- 5) Individuals serving on any CAC must be residents of Montgomery County.
- 6) Individuals who are registered as a transportation lobbyist are prohibited from serving on any CAC.
- 7) Individuals currently serving on the RTS Project Steering Committee are prohibited from serving on any CAC.

Formation Process

- 1) Timing to announce: Late summer, 2014.
- 2) Lead MCDOT staff: Joana Conklin, RTS Development Manager, with assistance provided from Tom Pogue, Community Relations, Director's Office. Contact MCDOT at 240.777.7155 or rapid.transit@montgomerycountymd.gov.
- 3) Procedure to solicit members:
 - a. A *nomination form* will be available. The nomination form will contain a consistent, general mission statement outlining the broad goals of each advisory committee.³
 - b. MCDOT will make announcements through regular media channels, as well as through direct outreach to civic organizations and local chambers and directly to those residents, businesses, and major employers who are situated on the corridor, as defined above.
 - c. *Residents will be instructed to send their nominations to their civic organizations* and businesses will be instructed to send their nominations to their local chamber of commerce. *These organizations will select the CAC corridor representatives*. At large representatives will be instructed to send their nominations to MCDOT, as will residents who live in a subdivision that does not have an active civic organization.

Operation

- 1) Timing: all 7 CACs in place by the fall-winter, 2014.
- 2) Lead MCDOT staff: Joana Conklin, RTS Development Manager.
- 3) MCDOT and the State's consultants will hold an initial *CAC Kick-Off meeting* with all members of the seven CACs in attendance. The meeting will welcome the representatives, go over the general process under which the committees will operate, review the guidelines of operation (see above), and introduce staff who will be facilitating and supporting the members.
- 4) Operation of each CAC:
 - a. Consultants will handle logistics, support, and facilitation of the CACs.
 - b. Facilitators will produce a *Meeting Summary* after each meeting which will be forwarded to the relevant corridor's design team, to the RTS Steering Committee, and be available to the general public via posting on the MCDOT RTS website.
 - c. CAC members will serve *without term limits*.
 - d. Each CAC will continue to exist for as long as the corridor project is funded and active.

³ Suggested and draft was provided by community representatives. This is reflected in the Purpose section.

- e. CAC members are *expected to attend all meetings*. CAC members who miss an excessive number of meetings will be approached by the consultant, and may be subject to replacement on the committee.
- 5) Procedure to replace or add CAC members:
- a. Any vacated position on a CAC shall be replaced by a new member who represents the same constituency as the departing member. Resident vacancies will be filled by the appropriate civic organization (or in the case of unaffiliated residents from neighborhoods where no civic organization exists, by MCDOT through outreach to such geographic areas within the impacted corridor); business/major employer vacancies will be filled by the appropriate chamber of commerce. At large members will be filled by MCDOT through advertising of the vacancy.
 - b. In the event additional parties, who represent residents or employers directly adjacent to the corridor, come forward after the initial appointment phase, MCDOT will determine, in consultation with the RTS Steering Committee, if such parties may be added to the existing CAC serving that corridor. If deemed appropriate, the appointment will be made following the procedure described above.