



Final Minutes – September 17, 2021
Approved – January 22, 2022
MD APA Executive Committee Meeting

Time: 10:00 am- 12:00 pm
Location: Zoom Call

1 Call to Order: Helen Spinelli

1.1 Meeting was called to order at 10:00 AM with the following attendees:

Helen Spinelli	Rich Hall
Sarah Diehl	Dr. Siddhartha Sen
Chris Jakubiak	Steve O'Connor
Jacqui Rouse	Olivia Vidotto
David Levy	Jasmine Forbes
Joe Griffiths	Sophie Kotzker
Alan Feinberg	

1.2 **Action on proposed agenda:** Sarah had an update on the YPT Baltimore Transportation Camp. YPT has provided her with a flyer for the October 2 scavenger hunt. MD APA logo is included as a sponsor, does not appear to be a monetary need; instead, the help is needed to advertise the event. Sarah will send the flyer to Andrew and April.

1.3 **Minutes Approval for July 2021 Meeting** – David motioned for approval: unanimous approval.

2 Housekeeping Issues

2.1 Schedule and location of ExCom meetings for 2021

- 2.1.2 Annual Meeting and Presentations – Friday, October 15, 2021
- 2.1.3 November – No meeting.
- 2.4.1 Thursday, December 9, 2021 – Holiday gathering

Annual Meeting Discussion

- The group decided to go completely virtual for the annual meeting as this is a constantly evolving situation.
 - Jacqui noted that for City of Annapolis buildings, masks are required inside. This would include Pip Moyer Center. There is also a form that you must fill out when entering city buildings. No one is coming into the office full time anymore; Board of Appeals is also re-visiting in-person meetings for November, but everyone would still have to wear a mask.
 - Dr. Sen added that National is also going virtual for conference.
- There will be no fee for virtual conference.
- Meeting content: Helen mentioned housing policy and the zoning updates and changes that APA National is pushing.
 - Steve added that we could host the conference from 9-12 since people do not have to travel. Seems like housing and comprehensive plans are the two top topics we have discussed.
 - David agreed; Rockville just completed comprehensive plan and is about to update zoning ordinance. Housing is right at the center.

- Joe mentioned HB 90 that passed last session that modified housing element requirements. Helen suggested we have a presentation on HB 90 followed by a panel. It would be good to have panelists from different locations (rural, etc.)
- Rich suggested that we should note a few aspects of the housing topic and focus our panel on that.
- Helen will work with April to get flyer out for the event; 9am start time.
 - 9 am start for business meeting; Helen will introduce ExCom; Chris can give a quick treasurer's update; Sarah could do an update on where to find meeting minutes/info; Jacqui could do a PDO update.
- Helen noted she might be able to get someone from APA National to talk about national zoning issues and then we go to HB 90 and then get the local perspective.
 - Joe mentioned talking to John Papagni at DHCD for insight on HB 90.
 - Jacqui agreed; thought it would be a great opportunity for DHCD to give an overview of the bill.
- David asked if we thought the delegate who sponsored HB 90 would be interested in coming?
- Draft outline for housing based on conversation:
 - Jason /Emily from APA National with their perspective.
 - Delegate or John to discuss to state legislation.
 - Joe to react from state view.
 - David/rural planner to bring to the local level.
- Helen asked if we should we focus just on housing or do housing and comprehensive plans?
 - Joe noted that HB 90 impacts comprehensive plans.
 - Olivia agreed; make the topic housing and comprehensive plan elements could always be mixed in.
- Chris suggested Eric Leshinsky from Annapolis to cover the smaller metro area perspective.
 - Jacqui noted that the issues that Annapolis is facing are many that a lot of small towns might not be facing.
- Rich suggested the Baltimore County perspective (BMC), considering current circumstances.
- Chris noted he has had to persuade a lot of small towns to deal with some of these planning issues; but can talk about a lot of favorable things too like PUDs – he agreed to be a part of the panel.
- Helen will be developing a final timeline and will share with the group; perhaps she or Rich will be the moderator of the panel.
- David asked how we can diversify the panel?
 - Helen will think about that, open to suggestions on how we can diversify.
- Jacqui suggested we go to 1:00 for the meeting; could include a virtual lunch hour.
- Helen will work with April to get a notice out next week.

3 Chapter Administration Issues: Action Items

3.1 Treasurer proposal for AICP Exam Scholarship & Treasurer's Report Update:

- Chris asked for this to be tabled for next year; noted that national has the same redundant scholarships. He will continue to think about this.

3.2 Treasurer's Report – Chris Jakubiak

- Chris noted we have spent about 9% of total budgeted expenditures for the year; we have obtained 75% of expected.
- He has shifted \$50,000 from checking into savings.
- Insurance payment this month was only expense.
- Helen will draft budget for next year; noted it will look a lot like last year but hopefully we will have some more activity.

3.3 Strategic Plan from 2019 update – David Levy

- Noted that he connected with Peter Conrad who told him the process had been started. A SWOT analysis had been completed with the APA board as well as a member survey and literature review. Did not go beyond that.
- David asked if it is worth an agenda topic for after the annual meeting – do we want to do a new strategic plan/perhaps we should outline goals as a full entity. He will provide materials as to where we are and what has been met, we can talk about where we want to go after the annual meeting.
- Helen will include this as an agenda topic for January.

4 **New Business**

4.1 **Election Results-** Sarah Diehl

- Sarah noted that 21 people voted. The website has been updated.

4.2 **October Annual Meeting – additional conversation**

- Jacqui noted the importance for a key information sheet for presenters – presenter’s names, phone numbers, etc. in case of technical difficulties.
- Jacqui added she had conversations with local land use attorney who has been working with other organizations to bring in a presenter on the missing middle. Asked if we would be interested in pursuing further to potentially being a sponsor?
- Jacqui made motion to sponsor; Sarah seconded.
 - David asked what sponsorship means – Jacqui noted we could decide on an amount when we get the details – could just make a monetary contribution.
 - David asked if there as a line item for these sorts of things – Per Helen, yes, we have regional presentations budgeted for.
 - Chris noted that we should follow a budget and come back with a proposal
 - Jacqui agreed – she just wants agreeance to look into this further. Was asking if everyone was ok with her looking into this further.
 - Alan abstained, remaining members support. Motion passes – Jacqui noted that if you have any concerns email her.

5 **Regional Representative Reports**

5.1 **Western Maryland – Alan Feinberg**

- Alan noted he has been impressed with what VA, OH, and TX has done in terms of adapting to new normal; these are things that we should know about and shouldn’t just bring in one person to lecture on.
 - Alan added he and Joe’s involvement with the Mid-Atlantic Planning Collaboration. They meet monthly.
 - Joe mentioned the webinars on Compatible Use, Ag Tourism; there is a Land Use Law session coming being put on by the WV Land Use Law clinic. They are also discussing collaboration with MPCA about hosting a public meeting session.
- Alan added he likes brown bag meetings and having people get together in small groups perhaps we try and do this just once a month.
 - He noted a presentation what was done a couple of months ago on the Chesapeake Bay. We need to think about how to best use our resources- need to go back to budget perhaps collaborate more with other states and learn from them, on diversity in particular.
- Alan asked about MPCA conference topics-
 - Per Joe, that conference is now virtual. Topics include Frederick County annual reporting process as a planning tool, one focused on Leonardtown, session on national flood insurance, Calvert County is also doing a panel session.
 - Olivia is also working with Joe to do 1.5 hour credited session; speaker on planning and agriculture- will be working to get that finalized for AICP credits and will send out to everyone.

5.2 **Statewide – Rich Hall; will look to give update at later date as he was just elected to position.**

5.3 **Baltimore** – Lynda unavailable.

5.4 **Eastern Shore** – Steve O’Connor

- Steve noted he will be a part of the panel for the Annual meeting and mentioned that he was recently at the MACO conference in Ocean City.

Miscellaneous Discussion

- Jacqui made motion to sponsor MPCA conference, Olivia seconded
 - David asked Joe if they needed the money for the virtual conference this year and where would the money go?
 - Per Joe, the MPCA would use the money for future regional workshops and conferences.
 - The money wouldn’t specifically help run this upcoming conference but would be used for future events.
 - Jacqui noted the sponsorship page on the MPCA website and how it outlines where the money will go.
 - Jacqui noted the value of these meetings – they are well received by the staff in Annapolis that goes.
- Joe will send the new registration link for the MPCA conference when it is up.
- Motion: \$1,000 sponsorship for MPCA, MD APA logo would be included in conference materials in return.
 - Motion passed unanimously
- Helen and Chris will take care of sponsorship, information is online for where to send the check.

5.5 **Southern Maryland** – Olivia Vidotto (already covered)

5.6 **Committee Updates** – EPG: Jasmine Forbes

- Jasmine will be hosting another round of virtual AICP study sessions in the fall, every Monday 9/27-11/15.

Student Updates

- Sophie (UMD) noted their student planning association is holding a federal planning panel. She is currently working at DHCD.
 - Helen noted Jim Potter involvement on the federal side; she will send Sophie contact info.
- David asked about new uses of GIS and planning – Andrew is teaching GIS/Tech class at UMD, there are a lot of new features – can build interactive dashboards.
 - Noted a GIS panel on GIS and planning could be interesting – board agreed.
- Dr. Sen noted that Morgan State is in the process of selecting new student rep- should be on board for next meeting.

Miscellaneous

- Steve asked about dry run before conference- per Helen yes, will send out a notice a week before (10/8), will have zoom setup by next week.
- Jacqui asked about PowerPoints; suggested just one person to share screen.

6 **Adjourn:** Olivia motion to adjourn; approved at 11:48

ACTION ITEM SUMMARY

1. Sarah to send YPT flyer to Andrew/April to share.
2. Helen to finalize details for annual meeting: work with April to send out notices; secure speakers from APA National, set up Zoom, and work with ExCom members to secure panelists.
3. Helen to draft budget for next year.
4. Jacqui to look further into APA sponsorship of missing middle presentation.
5. Chris and Helen to take care of MD APA sponsorship for MPCA.
6. Helen to send Jim Potter’s contact information to Sophie.