



February 8, 2019

To: Columbia Association Board of Directors
(**E-mail: Board.Members@ColumbiaAssociation.org**)
CA Management

From: Andrew C. Stack, Board Chair

The Columbia Association Board of Directors Work Session will be held on Thursday, February 14, 2019 at 7:00 p.m. at Columbia Association headquarters, 6310 Hillside Court, Suite 100, Columbia, MD 21046.

AGENDA

- | | 5 min. | Page Nos. |
|---|-----------------|------------------|
| 1. Call to Order | | |
| (a) Announcement of Directors/Senior Staff Members in Attendance | | |
| (b) Reminder that work sessions are not recorded/broadcast | | |
| (c) Reminder of the five civility principles | | |
| (d) Inquire if any Board Members are attending remotely via phone | | |
| 2. Approval of Agenda | 1 min. | |
| 3. Resident Speakout
3 Minutes per Individual; 5 Minutes per Group; 2 Minutes for Response to Questions | | |
| 4. Chairman's Remarks | 3 min. | 2 |
| 5. President's Remarks; Follow-Up Questions from the Board Members | 5 min. | |
| 6. Work Session Topics | 125 min. | |
| (a) 3 rd Deliberation by the Board on the Conditional FY 2020 Budget with proposed additions and deletions from stakeholders | (60 min.) | 3 |
| (b) Howard County State Delegation Legislation Discussion | (30 min.) | 4-11 |
| 1. Howard County 12-19 Public Ethics-Developer Contributions | | |
| (c) Motion re: change in policy to require a CA Board member running for any elected office to resign the CA Board position | (15 min.) | 12-21 |
| (d) Draft Charter for the Millennials Advisory Committee | (20 min.) | 22-27 |
| (e) Discussion of the Most Recent Development Tracker | (15 min.) | 28-44 |
| 7. Adjournment – Anticipated Ending Time: Approximately 9:45 p.m. | | |

Next Board Meeting

Thursday, February 28, 2019 – 7:00 p.m.

ARRANGEMENTS FOR AN INTERPRETER FOR THE HEARING IMPAIRED CAN BE MADE BY CALLING 410-715-3111 AT LEAST THREE DAYS IN ADVANCE OF THE MEETING.

CA Mission Statement

Working every day in hundreds of ways to make Columbia an even better place to live, work, and play.

CA Vision Statement

Making Columbia the community of choice today and for generations to come.

February 8, 2019

Chair's Remarks February 14, 2019 CA Work Session

<u>Date</u>	<u>Activity</u>	<u>Time</u>
Feb 11, 2019	Columbia Archives' inaugural Black History Month program (Slayton House)	7:00 PM
Feb 11, 2019	Wilde Reading Series - Holley/Luce (Columbia Art Center)	7:00 PM
Feb 14, 2019	CA Board Work Session	7:00 PM
Feb 19, 2019	Information session for potential candidates for CA Board	7:00 PM
Feb 19, 2019	Columbia Aquatics Advisory Committee (Hickory Ridge)	7:00 PM
Feb 20, 2019	International & Multicultural Advisory Committee meeting	7:00 PM
Feb 20, 2019	Tennis Advisory Committee (Long Reach Indoor Tennis Facility)	7:00 PM
Feb 21, 2019	New County Courthouse information session (Howard High School)	6:00 PM
Feb 21, 2019	Crescent Hotel proposal community meeting (Slayton House)	7:00 PM
Feb 23, 2019	Information session for potential candidates for CA Board	10:00 AM
Feb 23, 2019	Evening in the Stacks (East Columbia Library)	7:00 PM RR
Feb 25, 2019	BOC meeting	7:30 PM
Feb 26, 2019	Golf Advisory Committee	7:00 PM
Feb 28, 2019	Solar Cooperative session (Owen Brown)	7:00 PM
Feb 28, 2019	CA Board meeting	7:00 PM

RR = Registration Required or there is a Cost associated with this Activity

I encourage you to attend the Columbia Archives event on Feb 11th (see above).

Also remember that the Undesign The Red Line exhibit will be at the Central Library through February. You can find additional information on the Howard County Library web pages (hclibrary.org/classes-events/undesign-the-redline-august-16-december-31-at-central-branch/).



February 8, 2019

To: Columbia Association Board of Directors
Milton W. Matthews, President/CEO

From: Susan Krabbe, Vice President and Chief Financial Officer

Re: Budget Discussion at the February 14, 2019 Board Work Session

The February 14, 2019 CA Board work session agenda includes an item entitled "3rd Deliberation by the Board on the Conditional FY 2020 Budget with proposed additions and deletions from stakeholders." The back-up for that agenda item is the Proposed Amendments to the FY 2020 Conditionally Approved Operating and Capital Budgets binder which was delivered to the CA Board on January 4, 2019.

The file is too large to post with the agenda materials, but it is on the CA website. To access the material on the website, please go to <http://www.columbiaassociation.org>; select About Us; Financials; Budgets; and FY 2019-FY2020 Budget Materials. Then select "Proposed Amendments to the FY 2020 Budget."

If you have any questions, please let me know.



TO: COLUMBIA ASSOCIATION BOARD OF DIRECTORS
FROM: SHERI FANAROFF
RE: 2019 PROPOSED LEGISLATION
DATE: FEBRUARY 1, 2019

This memo follows up on my January 4 and 17, 2019 memos. Part A provides an update on bills described in my earlier memos that were proposed by the Howard County Delegation for filing during the 2019 General Assembly Legislative Session as well as previously described County Council bills. Part B provides information on bills of interest that have been newly filed with the General Assembly. Part C sets out a table with the hearing dates for the bills.

A. UPDATE ON DELEGATION AND COUNTY COUNCIL BILLS

Ho.Co. 1-19 - Howard County Board of Education – Elected School Board

This bill provides for five members of the Board of Education to be elected by the voters of their Councilmanic districts and two members to be elected at large by the voters of the County. The delegation voted in favor of the bill on 1/23/19, and it will therefore be filed in the General Assembly.

Ho.Co. 4-19 - Howard County – Authority to Impose Fees for Use of Disposable Bags

This bill, which would allow the County to impose a fee not to exceed five cents per bag, on a retail store that provides plastic disposable bags to customers at point of sale, was discussed at the delegation's January 30 meeting. A vote was postponed until their next meeting on February 6. CA has submitted a letter in support of the bill with a request that the amount of the fee be increased to not exceed ten rather than five cents.

Ho.Co. 5-19 - Howard County - Butterfly Building for Visual Arts Gallery and Guest Services - Design and Build \$250,000 (Revised)

This bond request has been adjusted by the Delegation from \$2 million to \$250,000 for the design of the Butterfly Building. The request is on the agenda for the delegation's February 6 meeting. CA has submitted a letter in support of the bond request.

Ho.Co. 6-19 - Howard County - Alcoholic Beverages - Marketplace License

This bill, which would create a "marketplace" liquor license in Howard County allowing different food vendors within a facility to sell liquor under the food hall owner/operator's license, was

discussed at the delegation's January 30 meeting. A vote was postponed until their next meeting on February 6. CA has submitted a letter in support of the bill.

Ho.Co. 12-19 - Howard County – Public Ethics – Developer Contributions

This bill, which would prohibit applicants for zoning amendments or participants in applications for comprehensive zoning plan amendments from making contributions to elected officials during the pendency of those applications and also would prohibit County Council members who received contributions within 36 months before an application was filed from voting on or participating in a proceeding on the application, was discussed at the delegation's January 30 meeting. A vote was postponed until their next meeting on February 6.

Ho.Co. 16-19 - Property Tax Credit – Elderly Individuals – Eligibility

This bill would have broadened eligibility for the property tax credit by requiring that the claimant have lived in the same county rather than the same dwelling for 40 years. This bill was withdrawn on 1/23/19.

Council Bill 4-2019

This bill, which would remove the Necessary Disturbance provision from County Code Section 16.116. Protection of wetlands, streams, and steep slopes, could prohibit CA from building and/or maintaining paths and other structures that might be in wetlands or on steep slopes. This bill is scheduled for consideration on February 4, 2019. CA has submitted a letter requesting an amendment to the bill that would exempt open space.

B. NEWLY FILED MARYLAND GENERAL ASSEMBLY BILLS

SB 280/HB 166 - Labor and Employment – Payment of Wages – Minimum Wage and Enforcement (Fight for Fifteen)

These bills would set the state minimum wage beginning on July 1, 2019 at \$11/hour with a \$1/hour increase annually until the minimum wage reaches \$15/hour effective July 1, 2023. Each year thereafter beginning on July 1, 2024, the minimum wage would increase by the average percentage growth in the Consumer Price Index. Among other categories of employees excepted from the law are camp counselors and employees under age 16 working less than 20 hours per week. The bill eliminates an existing exception that allows an employer operating a seasonal swimming pool to pay employees working at that pool 85% of the minimum wage. The estimated increase in CA's compensation costs for all employees currently paid less than \$15/hour would be \$2.2 million if the minimum wage is set at \$15/hour.

SB 316 - Vehicle Laws – Plug-In Electric Drive Vehicles – Reserved Parking Spaces

This bill would prohibit non-electric vehicles from parking in electric vehicle charging spaces, impose certain requirements with respect to signage for such parking spaces, and permit a privately owned parking facility to have a vehicle towed if parked in violation of this statute. CA has a number of electric vehicle charging spaces in its parking lots.

SB 330 - Public Buildings and Places of Public Accommodation – Diaper-Changing Facilities

This bill would require the installation in a place of public accommodation, which includes any establishment offering services and recreation, of a diaper-changing facility in at least one public restroom, or if the restrooms are divided by gender in at least one men's and one women's restroom,

if the establishment or restroom is constructed or the restroom is substantially renovated after October 1, 2019. An exception to this requirement is provided if a building inspector determines that installation of a diaper-changing facility is not feasible or would result in a failure to comply with access requirements for individuals with disabilities. This bill would impact CA to the extent that it constructs a new facility or installs a new bathroom or substantially renovates an existing bathroom after October 1, 2019.

HB 207 - Condominiums and Homeowners Associations – Amendment of Governing Documents

This bill would allow the amendment of a homeowners association's governing documents by 60% of the lot owners, notwithstanding any provisions in the governing documents. The bill contains an exemption for homeowners associations that can issue bonds, which CA can do.

HB 220 - Prince George's County – Condominiums and Homeowners Associations – Reserve Studies – Annual Budgets

This bill would impose certain requirements on homeowners associations to conduct reserve studies at certain intervals. At present, this bill would only apply to homeowners associations in Prince George's County. The bill contains an exemption for homeowners associations that can issue bonds.

HB 341 - Labor & Employment – Family and Medical Leave Insurance Program – Establishment (Time to Care Act of 2019)

This bill would establish a Family and Medical Leave Insurance Program providing up to 12 weeks of benefits annually to an employee taking unpaid or partially paid leave to care for a newborn or newly adopted child or a family member with a serious health condition, or because of the employee's serious health condition causing him/her to be unable to perform the functions of his/her job, or because of exigent circumstances arising from a family member's military deployment. The weekly benefit amount would be a certain percentage of the employee's average weekly wage, up to a limit of \$1,000/week during the year commencing July 1, 2021. Thereafter, the amount would increase each year by the average percentage increase in the Consumer Price Index. The Department of Unemployment Insurance would administer the Program, which would be funded beginning on January 1, 2020 by employer and employee contributions at rates to be determined in regulations to be promulgated by the Unemployment Insurance Division. It is not possible at present to calculate the potential financial impact of this legislation on CA.

HB 392 - Real Property – Condominiums and Homeowners Associations – Dispute Settlement

This bill sets out a procedure to address rule violations by property owners. The procedure would include a right for the violator to request a hearing by the board of directors at which the violator would be able to present evidence and cross-examine witnesses. The procedure also would require in all violation cases that the Board of Directors deliberate and determine whether a violation occurred and the appropriate sanction. The bill contains an exemption for CA.

C. HEARING DATES

Hearing Date – Time	Bill Number	Title	Cross-filed Bill
2/6 – 8:30 a.m.	Ho.Co. 4-19	Howard County - Authority to Impose Fees for Use of Disposable Bags	---
2/6 – 8:30 a.m.	Ho.Co. 5-19	Bond Request - Butterfly Building for Visual Arts Gallery and Guest Services - Design and Build, Ho.Co. 05-19, \$2,000,000 \$250,000 (Revised)	---
2/6 – 8:30 a.m.	Ho.Co. 6-19	Howard County – Alcoholic Beverages – Marketplace License	---
2/6 – 8:30 a.m.	Ho.Co. 12-19	Howard County - Ethics - Limit on Developer Contributions	---
2/21 – 1:00 p.m.	SB 280	Labor and Employment - Payment of Wages - Minimum Wage and Enforcement (Fight for Fifteen)	HB 166
2/13 – 12:00 p.m.	SB 316	Vehicle Laws - Plug-In Electric Drive Vehicles - Reserved Parking Spaces	---
2/14 – 12:00 p.m.	SB 330	Public Buildings and Places of Public Accommodation - Diaper-Changing Facilities	---
1/22 – 1:00 p.m.	HB 8	Business Regulation - Amusement Attractions - Maryland Rider Safety Act	---
2/8 – 12:30 p.m.	HB 166	Labor and Employment - Payment of Wages - Minimum Wage and Enforcement (Fight for Fifteen)	SB 280
2/12 – 1:00 p.m.	HB 207	Condominiums and Homeowners Associations - Amendment of Governing Documents	---
TBD	HB 220	Prince George's County - Condominiums and Homeowners Associations - Reserve Studies - Annual Budgets PG 402-19	---
2/12 – 1:00 p.m.	HB 341	Labor and Employment – Family and Medical Leave Insurance Program – Establishment (Time to Care Act of 2019)	---
2/19 – 1:00 p.m.	HB 392	Real Property - Condominiums and Homeowners Associations - Dispute Settlement	---
1/22 – 7:00 p.m.	CB 4-2019	County Council of Howard County, Maryland: Bill No. 4-2019	---



TO: COLUMBIA ASSOCIATION BOARD OF DIRECTORS
FROM: SHERI FANAROFF
RE: 2019 PROPOSED LEGISLATION
DATE: FEBRUARY 11, 2019

This memo follows up on my memos of January 4 and 17 and February 1, 2019. Part A provides an update on bills described in my earlier memos. Part B provides information on bills of interest that have been newly filed with the General Assembly. Part C sets out a table with the hearing dates for the bills.

A. UPDATE ON DELEGATION AND COUNTY COUNCIL BILLS

Ho.Co. 5-19 - Howard County - Butterfly Building for Visual Arts Gallery and Guest Services - Design and Build \$250,000 (Revised)

This bond request for \$250,000 for the design of the Butterfly Building was approved by the Howard County delegation and will now go to the House Appropriations Committee.

Council Bill 4-2019

This bill, which would have removed the Necessary Disturbance exemption from County Code Section 16.116. Protection of wetlands, streams, and steep slopes, has been amended to retain that exemption, but would now require that all applicants for necessary disturbances apply in writing to the Department of Planning and Zoning (DPZ). DPZ on a quarterly basis would be required to post information on its website reporting on such applications. The amended bill also would obligate DPZ when granting a necessary disturbance exemption to require the least damaging design as well as environmental remediation. This bill has now been passed by the Council.

B. NEWLY FILED MARYLAND GENERAL ASSEMBLY BILLS

SB 500 - Labor and Employment - Family and Medical Leave Insurance Program - Establishment

This is the parallel bill to HB 341, which was described in my February 1 memo.

SB 514 - Commercial Law – Automatic Renewals

This bill would require that consumers who have accepted automatic renewal contracts online be allowed to terminate the automatic renewal online. This bill would impact CA to the extent that members have agreed to their membership contracts online, since those contracts automatically renew on a month-to-month basis after the first year.

SB 612/HB 709 - Homeowners Associations – Powers, Boards of Directors, Voting, Meetings and Rules

These bills are similar to several bills filed last year that covered a wide variety of topics. They enumerate the authority of the board of directors to undertake various operational/management functions, and were clearly intended to address the operations of a homeowners association without a professional staff. The bills also address meeting notices to lot owners, voting and elections, the board's adoption of rules, and notice to mortgage holders. The bills are unclear in many respects, and would negatively impact CA by requiring CA to alter many of the procedures that we already have in place to handle these issues.

SB 681 - Labor and Employment – Maryland Healthy Working Families Act – Seasonal Temporary Workers

This bill would amend the Act to provide that an employer is not required to allow employees to take earned sick leave during the first 120, rather than the current 106, days of employment. This means that CA would not be required to provide paid sick leave to temporary summer employees (primarily camp counselors and lifeguards).

SB 721/HB 737 - Real Property – Common Ownership Communities – Registration

These bills are similar to bills filed in past years, and would require all HOAs to register with the State on an annual basis and provide certain information on their residential units. The bills already contain an exemption for CA.

SB 723 - Real Property – Condominiums and Homeowners Associations – Dispute Settlement

This is the parallel bill to HB 392, which was described in my February 1 memo.

SB 745 - Homeowners Associations – Adopted Annual Budget – Submission to Lot Owners

This bill would require an HOA to submit its annual budget to lot owners within 30 days after the budget's approval, by emailing it or posting it on the HOA's website. CA already posts its budget on its website.

SB 822 - Real Property – Installation and Use of Electric Vehicle Recharging Equipment

This bill, which was filed last year, would prohibit an HOA from enforcing unreasonable restrictions on the installation or use of electric vehicle recharging equipment in a property owner's parking space. An unreasonable restriction is one that significantly increases the cost or decreases the efficiency of such equipment. The bill requires that the HOA's "governing body" process applications for such equipment. The bill also would require a governing body to approve the installation of such equipment in a common area if the lot owner meets certain conditions. This bill could negatively impact CA by requiring that we allow multiple property owners to install this equipment in our open space.

HB 825 - Condominiums and Homeowners Associations – Amendments to Declarations and Governing Documents

This bill would prescribe a procedure for notice to mortgage holders in the event that the HOA's governing documents require action by mortgage holders in order to amend those documents. CA's governing documents do not contain such a provision.

HB 869 - Howard County – Alcoholic Beverages – Marketplace License Ho. Co. 06-19

This bill is the filed version of Ho. Co. 6-19. This bill, which would create a “marketplace” liquor license in Howard County allowing different food vendors within a facility to sell liquor under the food hall owner/operator’s license, was approved by the delegation and will now go to the House Economic Matters Committee.

HB 1166 - Howard County - Authority to Impose Fees for Use of Disposable Bags Ho. Co. 04-19

This bill is the filed version of Ho. Co. 4-19. This bill, which would allow the County to impose a fee on a retail store that provides plastic disposable bags to customers at point of sale, was approved by the delegation and will now go to both the House Economic Matters and Environment and Transportation Committees.

HB 1244 - Public Buildings and Places of Public Accommodation - Diaper-Changing Facilities

This is the parallel bill to SB 330, which was described in my February 1 memo.

C. HEARING DATES

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2/13 – 12:00 p.m.	SB 316	Vehicle Laws - Plug-In Electric Drive Vehicles - Reserved Parking Spaces	---
2/14 – 12:00 p.m.	SB 330	Public Buildings and Places of Public Accommodation - Diaper-Changing Facilities	HB 1244
TBD	SB 500	Labor and Employment - Family and Medical Leave Insurance Program - Establishment	HB 341
2/27 – 1:00 p.m.	SB 514	Commercial Law - Automatic Renewals	---
2/28 – 12:00 p.m.	SB 612	Homeowners Associations - Powers, Boards of Directors, Voting, Meetings, and Rules	HB 709
2/21 – 1:00 p.m.	SB 681	Labor and Employment - Maryland Healthy Working Families Act - Seasonal Temporary Workers	---
2/28 – 12:00 p.m.	SB 721	Real Property - Common Ownership Communities - Registration	HB 737
2/19 – 12:00 p.m.	SB 723	Real Property - Condominiums and Homeowners Associations - Dispute Settlement	HB 392
2/28 – 12:00 p.m.	SB 745	Homeowners Associations - Adopted Annual Budget - Submission to Lot Owners	---
2/28 – 12:00 p.m.	SB 822	Real Property - Installation and Use of Electric Vehicle Recharging Equipment	---
1/22 – 1:00 p.m.	HB 8	Business Regulation - Amusement Attractions - Maryland Rider Safety Act	---
2/8 – 12:30 p.m.	HB 166	Labor and Employment - Payment of Wages - Minimum Wage and Enforcement (Fight for Fifteen)	SB 280
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2/12 – 1:00 p.m.	HB 341	Labor and Employment – Family and Medical Leave Insurance Program – Establishment (Time to Care Act of 2019)	SB 500
2/19 – 1:00 p.m.	HB 392	Real Property - Condominiums and Homeowners Associations - Dispute Settlement	SB 723
2/26 – 1:00 p.m.	HB 709	Homeowners Associations - Powers, Boards of Directors, Voting, Meetings, and Rules	SB 612
TBD	HB 737	Real Property - Common Ownership Communities - Registration	SB 721
TBD	HB 825	Condominiums and Homeowners Associations - Amendments to Declarations and Governing Documents	---
2/18 – 1:00 p.m.	HB 869	Howard County – Alcoholic Beverages – Marketplace License Ho. Co. 06–19	---
TBD	HB 1166	Howard County - Authority to Impose Fees for Use of Disposable Bags Ho. Co. 04-19	---
TBD	HB 1244	Public Buildings and Places of Public Accommodation - Diaper-Changing Facilities	SB 330
1/22 – 7:00 p.m.	CB 4-2019	County Council of Howard County, Maryland: Bill No. 4-2019	---

Background for Agenda Item 6(c) - Ethics Policy change

In the COLUMBIA ASSOCIATION, INC. CODE OF ETHICS AND BUSINESS CONDUCT AND CONFLICTS OF INTEREST POLICY: SPECIAL REQUIREMENTS FOR MEMBERS OF THE BOARD OF DIRECTORS, insert the following language in Section 2c Restrictions on Board Member Activity:

“(xii) Simultaneously serve on the Board of Directors and run for election to public office.”



COLUMBIA ASSOCIATION, INC.
CODE OF ETHICS AND BUSINESS CONDUCT AND CONFLICTS OF INTEREST POLICY:
SPECIAL REQUIREMENTS FOR MEMBERS OF THE BOARD OF DIRECTORS

The Columbia Association, Inc. ("CA") Code of Ethics and Business Conduct (the "**Code**") and the Conflicts of Interest Policy (the "**Policy**") cover a wide range of business practices, procedures and policies and set forth rules for the ethical conduct of CA personnel. The provisions of the Code and Policy also apply to and are binding on individuals serving on the CA Board of Directors (each a "**Board Member**" and collectively, the "**Board Members**"). Board Members also are subject to unique obligations (these "**Special Requirements**") in addition to the provisions of the Code and Policy. The purpose of these Special Requirements is to outline additional duties and obligations of Board Members relative to the Code and Policy. The provisions of these Special Requirements are intended to supplement and expand upon the provisions of the Code and Policy.

If a law conflicts with a policy in these Special Requirements, you must comply with the law. Where a custom conflicts with these Special Requirements, however, you are expected to comply with these Special Requirements. In the event of a conflict between these Special Requirements and the provisions of the Code or Policy, you are expected to comply with these Special Requirements but only with respect to the issue subject to the conflict. Questions about any such conflicts should be directed to CA's principal ethics officer (the "**PEO**"), who is currently CA's General Counsel. Any capitalized terms not defined herein, shall have the meanings given to them in the Code or Policy, as applicable.

1. Board Member Rights

Each Board member has a right to:

- Communicate publicly on issues that affect those the Board Member serves, provided that the Board Member unequivocally expresses that he/she is communicating solely as an individual and not as a representative of CA or the CA Board of Directors;
- State publicly that the Board of Directors has taken action on a matter (provided that such action was taken in an open Board meeting) or that the Board of Directors has not taken action and to state individual disagreement with such action or inaction as long as the Board Member does not solicit others to act in a manner or work toward the achievement of a result that is contrary to the Board of Directors' action; and
- Act in reliance on information and reports received from regular sources that the Board Member reasonably regards as trustworthy.

2. Additional Duties and Obligations of Board Members

In addition to the duties and obligations of Board Members set forth in the Code, Board Members are expected to understand and comply with the following legal strictures governing their behavior.

- (a) **The Standard of Care.** Compliance with a standard of care is required by the Annotated Code of Maryland, Corporation and Associations Article, Section 2-405.1. That standard of care requires that a director act in good faith, in a manner the director reasonably believes to be in the best interests of the corporation, and with the care an ordinarily prudent person in a like position would exercise under similar circumstances. A board member may not act simply as a representative of a particular village or constituency. Once all constituent perspectives are established and acknowledged, they must be considered in relation to the perspective of the entire community of Columbia.
- (b) **Responsibilities of Board Members.** In addition to the requirements of the Code, each Board Member shall:

 - (i) Be informed regarding CA's governing documents including its Charter, Bylaws and such policies as the Board of Directors may adopt as well as applicable Maryland law, so that each Board Member can assist the Board of Directors in the decision-making process.
 - (ii) Be informed regarding the purposes of CA, a copy of which are attached hereto as Exhibit A.
 - (iii) Be informed regarding the aspirational values of CA's Board of Directors, a copy of which are attached hereto as Exhibit B.
 - (iv) Be informed about the services and programs provided by CA.
 - (v) Share equitably in the work of the Board of Directors.
 - (vi) Formulate CA strategic policies.
 - (vii) Exercise independent and informed judgment on all corporate decisions.
 - (viii) Carry out fiduciary responsibilities of the Board of Directors, including oversight and approval of the CA budget and review of CA financial statements.
 - (ix) Serve on committees of the Board of Directors.

- (x) Regularly attend meetings and work sessions of the Board of Directors and applicable committees.
- (xi) Review agendas, supporting materials, and prior meeting minutes before meetings and work sessions of the Board of Directors and applicable Board committees, and otherwise prepare for such meetings and work sessions.
- (xii) Take responsibility for and follow through on assignments arising from meetings and work sessions of the Board of Directors and applicable Board committees.
- (xiii) Participate in formulating the strategic plan for CA, including review of data.
- (xiv) Attend special events and functions of the Board of Directors and individual Village Community Associations as well as community-wide CA events.
- (xv) Present reports of actions of the CA Board of Directors at village board meetings.
- (xvi) Work with CA's President to establish performance objectives.
- (xvii) Evaluate the performance of CA's President, while providing the necessary support for CA's President to further CA's goals.
- (xviii) Remain in good standing with respect to all financial obligations, covenants and regulations contained in CA's Declaration (as defined in Exhibit A) and in the governing documents of the Village Community Association that elected the Board Member as a Columbia Council Representative.

(c) Restrictions on Board Member Activity. In addition to the other requirements of the Code, no Board Member shall:

- (i) Engage in any writing, publishing or speech-making on behalf of CA that defames any other Board Member or CA team member.
- (ii) Discuss the confidential proceedings of the Board of Directors or release confidential information.
- (iii) Act in a way that is intended to intimidate another person in the conduct of their office or which a reasonable person would conclude had such intent and which, in fact, did intimidate.

- (iv) Undermine the authority of the Board of Directors, the Chair of the Board of Directors or CA's President to perform his/her duties, or interfere with the duties of CA's management and staff.
- (v) Knowingly misrepresent facts or the Board of Director's position on an issue to a resident or property owner in the Columbia community for the purpose of advancing the Board Member's personal cause or influencing the Columbia community to place pressure on the Board of Directors to advance the Board Member's personal cause.
- (vi) Speak for or act on behalf of CA unless specifically authorized to do so by the Board.
- (vii) Conduct themselves in a manner that assumes any greater rights and privileges than any other resident in the Columbia community.
- (viii) Within one (1) year following termination of their term on the Board of Directors assist or represent another party for compensation in a case, contract or other specific matter involving CA if that matter is one in which the member participated while affiliated with CA.
- (ix) While serving on the Board and within one (1) year following termination of their term on the Board of Directors be employed by or enter into any contract for compensation in excess of \$2,500 with CA either personally or in a manner from which they would so benefit directly.
- (x) Simultaneously serve on the Board of Directors and as a sworn partisan public officer.
- (xi) Allow any family member to receive any remuneration for any work performed for CA, except when the family member is a dependent child employed on a part time or seasonal basis or is already a CA employee at the time of the Board Member's election to the board, unless the family member is part of senior management (defined as the President, Department Directors, Division Directors, the internal auditors, the treasurer, the comptroller, and the general counsel).

3. Board Compensation

Any action by the Board of Directors to provide for or increase the compensation for Board Members for expenses incurred for attendance at meetings of the Board of Directors or for other expenses associated with the performance of the duties of a Board Member shall not become effective until two (2) years after the date of the public meeting at which such action

was approved. Board Members are entitled, however, to receive without such passage of time such indirect benefits as attendance at relevant conferences and meetings, travel in CA's ***Sister Cities Program*** to accompany youth participants, and other such benefits as are reasonably related to the conduct of CA's affairs and activities as shall be approved in a public meeting in accordance with federal and state laws and regulations.

4. Commitment and Certification

Board Members are required to provide Confidential Financial Disclosure Reports in accordance with the provisions of the Policy.

Your commitment to conduct yourself in accordance with these Special Requirements, in addition to the provisions of the Code, the Policy and the CA Policy for Reporting Violations is essential to their success. CA requires that each Board Member certify that he/she has received and read these Special Requirements, the Code, the Policy and the CA Policy for Reporting Violations, understands their contents and agrees to conduct him/herself in accordance with their standards.

Approved by the CA Board of Directors on January 26, 2017

ACKNOWLEDGEMENT OF RECEIPT

COLUMBIA ASSOCIATION, INC.

**CODE OF ETHICS AND BUSINESS CONDUCT AND CONFLICTS OF INTEREST POLICY: SPECIAL
REQUIREMENTS FOR MEMBERS OF THE BOARD OF DIRECTORS**

I, _____, acknowledge and confirm that I have received a copy of the Columbia Association, Inc. Code of Ethics and Business Conduct and Conflicts of Interest Policy: Special Requirements for Members of the CA Board of Directors, and the CA Policy for Reporting Violations of the Code of Ethics and Business Conduct and the Conflicts of Interest Policy, as revised and approved by the CA Board of Directors on January 26, 2017, and have read and understand those standards. I agree that I will conduct myself in accordance with those standards.

Witness

Signature

Name

Date

Exhibit A: Columbia Association Purposes

The purposes for which CA is formed are as follows:

1. To organize and operate a civic organization which shall not be organized or operated for profit, but which shall be organized and operated exclusively for the promotion of the common good and social welfare of the people of the community of Columbia and its environs ("**Columbia**" being defined as the community developed and to be developed on that tract of land in Howard County, Maryland (the "**County**"), presently consisting of 14,744.382 acres of land, more or less, the fee of which, or the leasehold interest in which is presently subjected to the "Declaration," as hereinafter defined. Said tract of land, together with any additional land in the County which may hereafter be subjected to the Declaration by any amendment or supplement thereto filed among the Land Records of Howard County, Maryland, being sometimes hereinafter referred to as ("**the Property**").

2. CA shall have no members other than the Columbia Council Representatives, as hereinafter defined, and no part of the net earnings of CA shall at any time in any manner inure to the benefit of any member, director or individual. No substantial part of the activities of CA shall consist of carrying on propaganda or otherwise attempting to influence legislation, provided that CA may elect to have its allowable expenditures for such purpose determined in accordance with the provisions of section 501(h) of the Internal Revenue Code of 1954, as amended; nor shall it in any manner or to any extent participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office; nor shall CA engage in any activities that are unlawful under applicable Federal, state or local laws.

For the general purpose aforesaid, and limited to that purpose (hereinafter sometimes referred to as the "**Purpose**"), CA shall have the following specific purposes:

1. To aid, promote, and provide for the establishment, advancement and perpetuation of any and all utilities, systems, services and facilities within Columbia which tend to promote the general welfare of its people with regard to health, safety, education, culture, recreation, comfort or convenience to the extent and in the manner deemed desirable by the Board of Directors;

2. To exercise all the rights, powers and privileges and to perform all of the duties and obligations of CA as set forth and undertaken in the Deed, Agreement and Declaration of Covenants, Easements, Charges and Liens (the "**Declaration**") dated December 13, 1966 between CA as grantor and C. Aileen Ames as grantee and filed among the Land Records of Howard County, Maryland, at Liber 463, Folio 158, as heretofore modified and supplemented or as may be modified or supplemented from time to time as therein provided;

3. To operate and maintain, or provide for the operation and maintenance of, any properties which may from time to time be designated or conveyed to CA for operation and

maintenance as areas serving the general welfare of Columbia and the people thereof with regard to health, safety, education, culture, recreation, comfort and convenience, all pursuant to the Declaration and subject to the provisions thereof;

4. To enforce all covenants, restrictions, reservations, servitudes, profits, licenses, conditions, agreements, easements, and liens provided in the Declaration, and to assess, collect, and disburse the charges created under such Declaration and to use the proceeds of such charges for the promotion of any and all of the purposes heretofore mentioned in any lawful manner determined by the Board of Directors, pursuant to and subject to the provisions of the Declaration; and

5. To do any and all lawful things and acts that CA may from time to time, in its discretion, deem to be for the benefit of Columbia and the inhabitants thereof or advisable, proper or convenient for the promotion of the interests of said inhabitants with regard to health, safety, education, culture, recreation, comfort or convenience.

Exhibit B: Columbia Association Board of Directors Values

Represent constituent interests assertively and make decisions based on the welfare of the entire community.

Recognize diverse perspectives, such as ethnicity, age, economic circumstances, differing village life cycles, and varying tenures of Columbia residents.

Once all constituent perspectives are established and acknowledged, weigh them in relation to the perspective of the entire community.

Engage in open discussions that encourage and respect differing positions.

“Seek first to understand, then to be understood.”

When differing with someone’s position, first acknowledge it by summarizing his or her point of view. (Or, ask for such a summary if someone differs with you. “Did you understand my intention? What was it?”)

Strive for consensus, but agree to disagree based on the merits.

Argue to seek a better understanding, not to win the argument. Use inquiry to probe positions with which you may not agree. Call the question after points have been established.

Speak as a Board of Directors through unified messages that present both majority and minority positions.

If consensus cannot be reached, end the discussions by summarizing both sides to their mutual satisfaction.

When speaking outside of meetings of the Board of Directors, identify whose opinion you are discussing (your own or the Board of Directors’).

Cultivate trust by showing respect for others, by accepting responsibility for your role in the process.

When discussing issues focus on the issues not the people with whom you are discussing the issue.



To: Columbia Association Board of Directors (CA Board)

Through: Jane Dembner, Director of Planning and Community Affairs

From: Jessica Bellah, Community Planner

Subject: Draft Millennial Advisory Committee Charter and Charge

Date: January 29, 2019

At the January 24th CA Board meeting, the Board directed the CA President to have staff draft a Charter for the establishment of a Millennial Advisory Committee (Committee). The attached draft charter outlines the mission, goals, and procedures staff believes will best enable this group to contribute to CA's mission.

In addition to the Charter, we recommend the Committee undertake specific work items during their first year of operation. This draft Charge is also attached for the Board's consideration.

Recommendation

Staff recommends that the Board discuss and edit, as needed, the Charter and Charge for the Committee at its February Work Session on February 14 and then approve the finalized Charter and first year Charge at the February Board meeting on February 28th.

**COLUMBIA ASSOCIATION
MILLENNIAL ADVISORY COMMITTEE CHARTER
Draft, January 29, 2019**

Mission Statement

The mission of the Millennial Advisory Committee (the “Committee”) is to provide input and suggestions to the Columbia Association on how existing or new programming, facilities, services and offerings can best meet the needs, interests, and concerns of Columbia’s millennial community and to facilitate increased millennial participation and engagement with Columbia Association.

Goals

In July of each fiscal year, the Committee will submit for approval by the CA Board a Charge consisting of three to four initiatives related to its mission to be addressed by the Committee over the remainder of the fiscal year. The initiatives must be aligned with CA’s Strategic Plan. The Committee’s Charge may include some or all of the following:

1. Monitor the implementation of recommendations from the Millennials Work Group report, “Exploring Ways to Better Serve Millennials.” (Accepted by the Board on January 24, 2019).
2. Review and advise on CA programs and services as they relate to the mission of this committee.
3. Explore, inform and advise Columbia Association on community issues and opportunities as they relate to the mission of this committee.
4. Provide volunteer assistance at and/or host Columbia Association events or programs targeted toward Columbia’s millennial population.
5. Encourage businesses, organizations and associations to address the needs, interests and concerns of Columbia’s millennials so that Columbia is a city that appeals to a wide range of age cohorts.
6. Assist Columbia Association in disseminating information to the community as it relates to the mission of this committee
7. Assist Columbia Association by engaging with other Columbia Association Advisory Committees to provide the millennial perspective and input on the work undertaken by these committees as it relates to the mission of the Committee.

Procedures

ARTICLE I: MEMBERSHIP

Section 1

The Committee shall consist of up to fifteen (15) residents ages 19 through 35 years of age. Members shall be selected from the community at-large with the intention that the Committee’s membership will be reflective of diverse backgrounds and interests, including both residents and those employed but not living in Columbia.

Section 2

A Columbia Association staff member will be appointed by Columbia Association's President/CEO to serve as a staff liaison to the Committee. The Columbia Association staff member will recommend and the CA Board will select the committee members from nominations received in response to a public announcement soliciting members.

Section 3

Committee members will be appointed for a one-year term, with member renewal determined by the Columbia Association President/CEO or his/her designee.

Section 4

Members may be removed from the Committee by a two-thirds vote of the Committee for not fulfilling their duties as defined in Article III or for failing to adhere to the Columbia Association Board Values, or otherwise at the discretion of the CA Board.

Section 5

Any vacancies occurring during the term of a member shall be filled for the remainder of the unexpired term in accordance with the requirements outlined above.

ARTICLE II: OFFICERS

Section 1

The officers of the Committee shall be a Chairperson and Vice-Chairperson. Officers shall be elected by a majority vote of members present at the first regular meeting of the Committee each fiscal year, and shall hold office for their one-year term.

Section 2

The Chairperson, with the assistance of the CA staff liaison (see Article VII: Staff Support), shall be responsible for preparation of the meeting agendas and shall preside over meetings of the Committee.

Section 3

The Vice-Chairperson shall preside over meetings in the Chairperson's absence and assist the Chairperson in the performance of his/her duties.

ARTICLE III: DUTIES OF MEMBERS

Section 1

By accepting a position on the Committee, each member agrees to attend and actively participate in regular and special Committee meetings.

Section 2

The Committee advises on special topics, matters and issues as directed by the CA Board.

Section 3

The Committee may recommend policy to the CA Board, but will have no policy-making authority for CA. The Committee also shall have no authority to direct or oversee the day-to-day work of CA staff.

Section 4

If the Committee intends to request funds from CA, the Committee Chair shall provide testimony during the budget process to support that request.

ARTICLE IV: MEETINGS

Section 1

Regular meetings of the Committee shall be held at least quarterly and all meetings shall be open to the public, unless closed pursuant to the provisions of the Maryland Home Owner Association Act. More frequent meetings may be established by the membership.

Section 2

The Chairperson may call special meetings at any time and shall notify all members and the public, at least one week prior to such meeting, as to the time, place and purpose of such special meetings.

Section 3

Additionally, at the request of the majority of the members, the Chairperson shall cause a special meeting to be called. The request must be made in writing and be received at least two weeks before the requested scheduled date and must state the purpose for the meeting. No business but that specified in the notice may be transacted without the unanimous consent of those in attendance.

Section 4

A majority of the Committee's membership is required to be present at a meeting to constitute a quorum.

Section 5

On any matters brought to a vote before the Committee, each member shall be entitled to one vote.

ARTICLE V: AMENDMENTS

The Committee may vote at any regular or special meeting to recommend to the Columbia Association Board amendments to this Charter. The recommendation must be accomplished by a vote of two-thirds of the entire Committee. Proposed amendments must be communicated to the membership at least 15 days prior to the meeting at which a vote will be taken with respect to such amendment. Columbia Association Management may recommend charter amendments to the Columbia Association Board at any time.

ARTICLE VI: PARLIAMENTARY AUTHORITY

The rules of parliamentary practice set forth in "Robert's Rules of Order, Newly Revised" shall govern all proceedings of this Committee, subject to such special rules as may be adopted.

ARTICLE VII: STAFF SUPPORT

The CA staff liaison to the Committee will provide support to the Committee by working with the Chairperson to prepare and distribute the agenda, maintaining a schedule of Committee meetings and notifying the public of meetings, preparing and posting minutes of meetings, and otherwise carrying out the responsibilities described in "Responsibilities of Staff Liaisons for CA Advisory Committees." The staff member also will assist the Committee in gathering, assessing and presenting information to the CA Board. Requests for additional support are dependent upon available resources.

ARTICLE VIII: REPORTS AND PRESENTATIONS

The Committee will provide a written report to the CA Board by June 15 each year listing the Committee's major accomplishments in relationship to its Charge, stating its recommendations to the Board, if any, and outlining its proposed Charge for the remainder of the fiscal year.

Approved by the CA Board of Directors – _____, _____

Proposed Charge, Millennial Advisory Group for the period the committee is established in FY19 through FY 20 (April 30, 2020).

1. Explore whether Columbia Association membership and pricing structures are inharmonious or cost prohibitive for a majority of Columbia's millennials and, in response, provide specific recommendations on potential membership pricing and discounts for Columbia's millennials.
2. Provide feedback on new and existing programming and events designed to respond to those Priority recommendations outlined in the Millennials Work Group report, "Exploring Ways to Better Serve Millennials." (Accepted by the Board on January 24, 2019)
3. Provide an implementation report on the recommendations in the Millennials Work Group Report, Exploring Ways to Better Serve Millennials." (Accepted by the Board on January 24, 2019)



To: Columbia Association Board of Directors (CA Board)

Through: Jane Dembner, Director of Planning and Community Affairs

From: Jessica Bellah, Community Planner

Subject: February, 2019 Development Tracker

Date: February 7, 2019

At the February 14th CA Board work session, we will be providing a briefing of Columbia Association's Development Tracker published for the month of February. During the meeting, staff will highlight noteworthy cases of new or updated proposed developments occurring within and nearby Columbia. Staff will make a brief presentation and answer questions.

Attached is the most recently prepared tracker of CA's Development Tracker. The tracker is also posted on our website at columbiaassociation.org/about-us/planning-development/columbia-planning-development-tracker/.

Columbia Development Tracker

February 4, 2019



The Columbia Development Tracker incorporates projects or development proposals going through their entitlement and/or planning review process. The tracker is composed of four separate sections, which are listed below in order of appearance:

1. Upcoming development related public meetings
2. Previous development related public meetings and decisions
3. Newly submitted development plans
4. Previously submitted development proposals and decisions/status

This monthly report is produced by CA's Office of Planning and Community Affairs with information compiled from Howard County Government

Upcoming Development Public Meetings

Project	Village	Meeting Date, Time, and Location	Meeting Type	Stage in the Development Review Process	CA Staff Recommendation
<p>Ellicott Gardens II</p> <p>The owners of property at 5513 & 5511 Waterloo Road are proposing to develop an 80 unit apartment building on 3 acres of property partially developed with an existing surface parking lot. This is a Howard County Housing Commission project.</p>	Near Long Reach	<p>2/6/2019 6:00 pm</p> <p>Linden Hall 4765 Dorsey Hall Drive Ellicott City, MD 21042</p>	Pre-submission Community Meeting	Community meeting prior to submission of development plans	No action recommended – the proposed development of this parcel is consistent with the surrounding density and zoning.
<p>BA-18-027V</p> <p>Residential Variance submission to reduce the required 7.5-foot side yard setback to 0.3 feet and the required 10-foot rear yard setback for accessory structures to 0.6 feet for a shed at 6241 Copper Sky Court.</p> <p>The property abuts orchard Marbella Community Assoc. Open Space on its rear property line.</p>	Near Oakland Mills	<p>2/11/2019 5:00 pm</p> <p>3430 Court House Drive Ellicott City, MD 21043</p>	Hearing Examiner	Decisions of the Hearing Examiner may be appealed to the Board of Appeals.	No action recommended - request is minor in nature and more detailed information about the details of the request is pending.
<p>The Dar Al Taqwa Mosque is seeking an expansion of an existing religious facility to enlarge their existing parking lot.</p>	Near Harper's Choice	<p>2/12/2019 6:00 pm</p> <p>On-site, Dar Al Taqwa Mosque 10740 Clarksville Pike Ellicott City, MD 21043</p>	Pre-submission Community Meeting	Community meeting prior to submission of development plans	No action recommended. Project's impact on surrounding area is minimal.

Upcoming Development Public Meetings

Project	Village	Meeting Date, Time, and Location	Meeting Type	Stage in the Development Review Process	CA Staff Recommendation
<p>Downtown Columbia – Crescent Neighborhood</p> <p>A proposed amendment to Site Development Plan 18-005 (Crescent Neighborhood, Phase 1, Area 3, Phase 2). Parcel D-7 is proposed to be developed as a 210 room hotel on 0.86 acres. SDP-18-005 was previously approved for two mixed-use buildings with 423 apartments (including 26 moderate income housing units), 1 restaurant, and 1 retail site.</p>	Downtown Columbia, Non-Village	<p>2/21/2019 7:00 pm</p> <p>Slayton House 10400 Cross Fox Lane Columbia, MD 21044</p>	Pre-submission Community Meeting	Community meeting prior to submission of development plans	Staff will attend the meeting and review potential impacts to adjacent CA open space property and to understand where the moderate income housing units will be built.
<p>New Howard County Circuit Courthouse</p> <p>A new Circuit Courthouse will be constructed on the site of the current Howard County Government Thomas Dorsey Building (the Dorsey Building). The Dorsey Building will be demolished. Demolition is scheduled to begin in June 2019. The plan submitted by Edgemoor-Star America Judicial Partners includes a courthouse (238,000 square feet) and a 682-space parking garage adjacent to the new Courthouse. The plan also includes road improvements at the intersection of Bendix and Edgar Roads and Bendix Road and Judicial Way.</p>	Near Long Reach	<p>2/21/2019 6:00 – 8:00 pm</p> <p>Howard High School cafeteria 8700 Old Annapolis Road Ellicott City, MD 21043</p>	Outreach Meeting	Community engagement prior to official development review process	CA staff will attend and continue to monitor this project

Upcoming Development Public Meetings

Project	Village	Meeting Date, Time, and Location	Meeting Type	Stage in the Development Review Process	CA Staff Recommendation
Glen Oaks Place The owner of property at 9570 & 9580 Glen Oaks Lane, near the northwest intersection of Route 32 and I-95, is proposing to develop 18 single-family attached dwelling units on 2.48 acres of land zoned R-SA-8 High Density Residential.	Near Columbia Non-village, North of MD 32 near intersection of Oakland Mills Rd & Guilford Rd	3/4/2019 6:00 pm Hammond High School 8800 Guilford Road Columbia, MD 21046	Pre-submission Community Meeting	Community meeting prior to submission of development plans	No action recommended – the proposed development of this parcel is consistent with the surrounding density and zoning.

Upcoming Development Public Meetings

Project	Village	Meeting Date, Time, and Location	Meeting Type	Stage in the Development Review Process	CA Staff Recommendation
<p>Erickson at Limestone Valley ZB-1118M</p> <p>A proposal to rezone 62.116 acres from B-2 & RC-DEO to CEF-M for development of a continuing care retirement community and to permit the expansion/relocation and architectural enhancement of the existing Freestate Gasoline Service Station. Property under consideration is located off MD 108 at 12170 Clarksville Pike.</p>	Near River Hill	<p>2/7/2019 7:00 pm</p> <p>Meeting Time Updated:</p> <p>3/21/2019 7:00 pm</p> <p>3430 Court House Drive Ellicott City, MD 21043</p>	Planning Board – Advisory Role	<p>Evaluation for change to CEF-M zoning</p> <p>Planning Board will make recommendation to the Zoning Board.</p>	<p>CA staff is monitoring this proposal. CEF zone requires enhancements that exceed minimum standards and staff is evaluating the applicant's proposed amenities. Amenities could include parks, dog parks, recreation facilities, enhanced environmental open space, bike, pedestrian, and transit improvements, etc.</p>

Previous Development Related Meetings and Decisions

Project	Village	Meeting Date, Time, and Location	Meeting Type	Decision	Stage in the Development Review Process	CA Staff Recommendation
AA-18-016 Administrative Adjustment to correct a zoning map error that erroneously showed a piece of property on FDP-178-A-4 as having R-12 zoning. The correct zoning of New Town will be applied.	King's Contrivance	1/2/2019 10:00 am 3430 Court House Drive Ellicott City, MD 21043	Department of Planning and Zoning	Petition to correct the drawing error was granted on 2/1/2019.	DPZ was petitioner, appeal to Board of Appeal.	No action recommended – correction of errors in the zoning map is supported by staff.
ZB-1120M – Community Homes A proposal to amend the Columbia New Town District Preliminary Development Plan to increase the allowable number of approved dwelling units (excluding Downtown) by 300 for the purpose of redeveloping five mixed-income multi-family developments containing 300 existing affordable housing units. The redevelopment proposal is for a total of 600 multi-family units (300 affordable units and 300 market rate) on properties located in West Columbia.	Harper's Choice & Wilde Lake	1/3/2019 7:00 pm 3430 Court House Drive Ellicott City, MD 21043	Planning Board - Advisory	The Planning Board voted 4-0 to recommend approval of the PDP change to the Zoning Board.	Next Step: Zoning Board for final action. A Zoning Board hearing has not yet been scheduled.	CA staff is supportive of this proposal. CA Board voted to have staff send a letter of support for the Zoning Board hearing. Staff is awaiting Zoning Board scheduling.

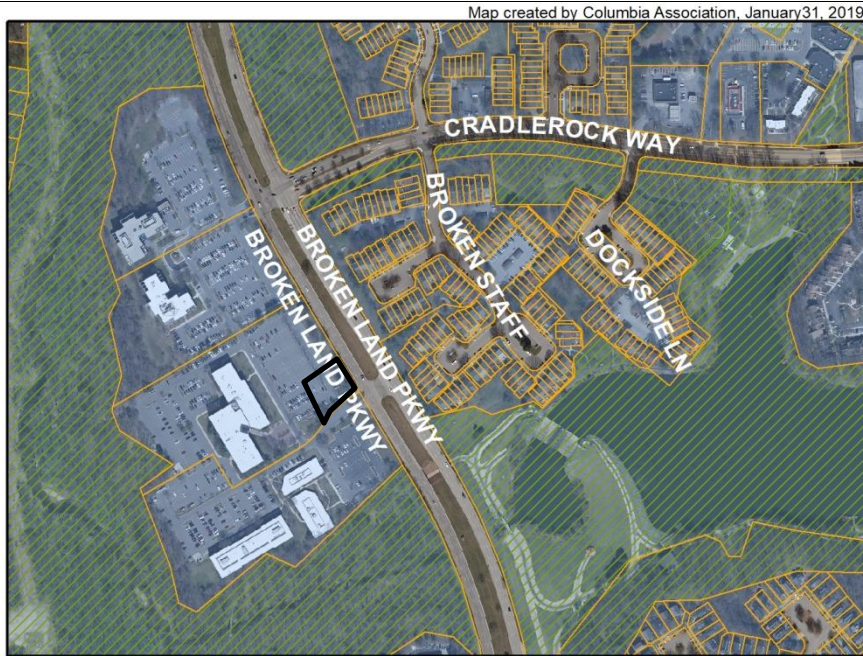
Previous Development Related Meetings and Decisions

Project	Village	Meeting Date, Time, and Location	Meeting Type	Decision	Stage in the Development Review Process	CA Staff Recommendation
<p>Jordan Overlook</p> <p>The owner of property at 9211, 9214, 9215, & 9219 Jordan River Road (access from Canvasback Dr.) is proposing an active adult residential development consisting of 21 lots (3 sticks of single-family attached townhomes and 6 duplexes) on 5.45 acres of property. The proposal would be a conditional use, requiring approval of the Hearing Examiner.</p>	Near Oakland Mills	<p>1/9/2019 6:30 pm</p> <p>3430 Court House Dr Ellicott City, MD 21043</p>	<p>Design Advisory Panel – reconsideration by the DAP of a reconceived site plan to address previous DAP comments.</p>	<p>The Design Advisory Panel indicated that they felt the project was out of scale with the neighborhood and did not meet the review standards for an age-restricted conditional use.</p> <p>DAP voted to recommend the applicant revise the site plan in accordance with R-20 lot zoning.</p>	<p>Should the applicant choose, they may submit a conditional use application to the Hearing Examiner.</p> <p>DAP's comments and recommendations would be part of the record.</p>	<p>If the applicant pursues a conditional use approval, CA planning staff recommended CA submit a letter detailing our concerns with the project.</p> <p>CA Board voted to have staff send a letter of opposition in this scenario.</p>
<p>BA-760D</p> <p>Administrative Appeal by Howard Research and Development Corporation who is appealing the calculation of the amount of building excise tax for an open-air above grade garage located at 6275 Mango Tree Road, Columbia (Area 3 of Merriweather Crescent District)</p>	Crescent Neighborhood Non-village near Town Center	<p>1/25/2019 9:30 am</p> <p>3430 Court House Drive Ellicott City, MD 21043</p>	Hearing Examiner	Meeting was cancelled	Decisions of the Hearing Examiner may be appealed to the Board of Appeals.	No action recommended

Newly Submitted Development Plans

ECP-19-038, Lakeview Retail

Village of Owen Brown



property CA Owned or Leased Property Columbia Area

Project Description: An Environmental Concept Plan was submitted for 1 commercial parcel located on Broken Land Parkway north of Patuxent Woods Dr. The plan is associated with a proposal to construct two retail buildings, (~ 10,200 SF total) on pad sites between Broken Land Parkway and the existing office buildings at 9801, 9821, & 9861 BLP.

Submitted: 1/25/19

Zoning: NT, New Town

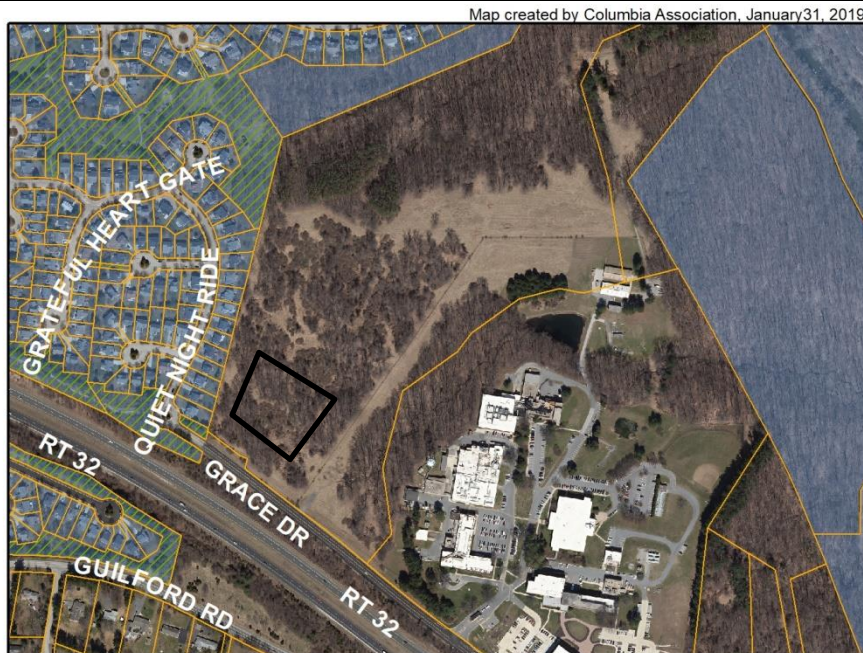
Decision/Status: Under Review

Next Steps: Technical review and decision by DPZ staff. Then plan submission for landscape evaluation.

CA Staff Recommendation: Staff is monitoring this project and will review plans for landscaping/signage impacts.

SDP-19-022, Cedar Creek - Phase 1

Near River Hill



property CA Owned or Leased Property Columbia Area

Project Description: The owner of property at 7600 Grace Drive submitted a site development plan for 7 buildable lots (five single-family attached homes & 2 single family detached) which are part of a larger development proposal at this site

Submitted: 1/18/19

Zoning: CEF-R, Community Enhancement Floating-Res

Decision/Status: Under Review

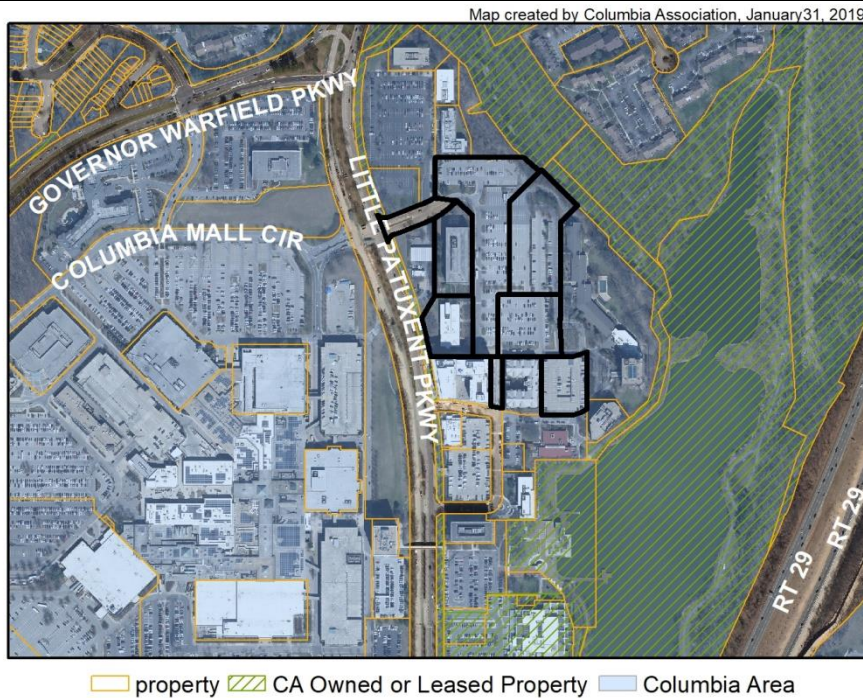
Next Steps: DPZ staff level review and decision

CA Staff Recommendation: No action recommended – project is consistent with prior approvals and substantially conforms to the approved concept plan.

Newly Submitted Development Plans

FDP-DC-L-2

Downtown Columbia, Non-Village



Project Description: Howard Research and Development Corporation submitted a Final Development Plan for an area in the Lakefront North neighborhood of Downtown Columbia. The proposal includes mixed-use retail, medical office, and residential development consisting of 775 units on 13 acres of property located between Little Patuxent Pkwy and Lake Kittamaqundi and north of Wincopin Circle.

Submitted: 1/17/19

Zoning: NT, New Town

Decision/Status: Under review

Next Steps: Planning Board Hearing

CA Staff Recommendation: No action recommended. CA staff will review plans.

Newly Submitted Development Plans

SDP-19-036, Wilde Lake Multi-use Pathway

Wilde Lake Village

Map created by Columbia Association, November 29, 2018



Property Boundary CA Owned or Leased Property Columbia Area

Project Description: As part of the Downtown Columbia Plan Community Enhancement, Programs, and Public Amenities (CEPPA) #18 requirements, Howard Research and Development Corporation is proposing to construct a pedestrian and bicycle side path facility on the northern side of Twin Rivers Road from Faulkner Road to Governor Warfield Parkway. (predominantly within CA open space)

Submitted: 1/11/2019

Zoning: NT, New Town

Decision/Status: Under review

Next Steps: Planning Board Meeting

CA Staff Recommendation: CA planning staff is supportive of this project and is reviewing plan submittals in coordination with the CA Open Space and Facilities team to evaluate impacts to CA property and coordination on required easements.

Columbia Development Tracker (February 2019)

Last Updated 2/1/2019

This is the monthly status summary of previously proposed development and redevelopment projects in Columbia.

Previous Development Proposals and Decisions

Project	Latest Submission or Meeting Date	Project Description	Village	Zoning	Decision/Status	Stage in the Development Review Process / Next Steps	CA Staff Recommendation
SDP-18-047	3/1/2018, 11/28/2018	Locust United Methodist Church, located at 8105 Martin Rd, submitted a site development plan for expansion of church facilities and a parking lot addition including the construction of an activity room and ADA improvements.	Near Hickory Ridge	R-SC	Under Review	Final DPZ staff-level review	No action recommended - Project will have minor impact to neighborhood.
SDP-17-010	2/16/2018	Site Development Plan submitted to redevelop an existing warehouse for recreational and office uses. The project includes reconfiguration of the parking lot.	Near non-village land, Gateway	M-1	Time extension granted per WP-18-122; applicant must submit revised plan by 4/26/2019	Final DPZ staff-level review	No action recommended - Project does not substantially change use or operations.
ECP-18-037	3/6/2018, 4/12/2018	An Environmental Concept Plan was submitted for the construction of a new elementary school and demolition of the existing Talbott Spring Elementary School. The State Interagency Commission on School Construction supports the request to build a new school, reversing a previous ruling that approved renovation/addition project instead on demolition and replacement.	Oakland Mills	NT	Submit revised	Environmental Concept Plans (ECP) are an initial evaluation of site planning and undergo DPZ staff-level technical review.	No action recommended - The applicant will need to meet current design standards as determined by the Development Engineering Division.
F-18-087 Hidden Ridge	4/24/2018, 8/7/2018	The owner of property at 10685 & 10689 Owen Brown Road submitted a subdivision plan for 1 open space lot and 12 single-family attached homes on ~4.9 acres of land behind the Abiding Savior Lutheran Church.	Near Hickory Ridge	R-SC	Applicant should submit revised plan	Final subdivision plan prior to submitting a SDP	CA staff is monitoring this case as it relates to the adjacent Mas Tec Network cell tower project.
F-18-083	4/2/2018, 6/29/2018, 9/21/2018	A Final Plan was submitted for a proposal to build 6 single-family detached homes on 2.74 acres at 7440 Oakland Mills Road in the Guilford neighborhood, southeast of Snowden River Parkway.	Near Columbia non-village	R-12	Applicant must submit revised plan.	Final subdivision plan prior to submitting a SDP	No action recommended – the proposed development of this parcel is consistent with the surrounding density and permitted zoning.
F-18-041 Cedar Creek - Phase 1 (Renamed from Simpson Oaks)	5/7/2018, 10/16/2017	The owner of property on Grace Drive submitted a final plan for phase 1 of their development of ~60 acres. The plan consists of 46 single-family detached home lots and 83 town home lots, 12 open space parcels and 8 future residential parcels to be developed under Phase 2.	Near Hickory Ridge and River Hill	CEF-R	Applicant must submit revised plan.	Final subdivision plan prior to submitting an SDP	No action recommended, plan appears consistent with original site plan concepts and previous plan submissions.
F-18-109 Name Change to: Cedar Creek – Phase 2 Previously: Simpson Oaks - Phase 2	6/15/2018, 9/17/2018, 12/14/2018	The owner of property on Grace Drive submitted a final plan for phase 2 of their development of ~60 acres. The plan consists of 55 single-family detached home lots which are part of a larger development.	Near Hickory Ridge and River Hill	CEF-R	Submit revised application by 12/14/2018	Final subdivision plan prior to submitting a SDP	No action recommended - The subdivision plan appears to be in line with the concept plan associated with the CEF-R zone.

Columbia Development Tracker (February 2019)

Last Updated 2/1/2019

This is the monthly status summary of previously proposed development and redevelopment projects in Columbia.

Previous Development Proposals and Decisions

Project	Latest Submission or Meeting Date	Project Description	Village	Zoning	Decision/Status	Stage in the Development Review Process / Next Steps	CA Staff Recommendation
F-18-116 Antwerpen Properties	6/18/2018	Final plan was submitted for a property located at the northwest quadrant of Ten Oaks Road and Clarksville Pike (MD 108) for the purpose of donating land to the State Highway Administration as dedicated public right-of-way to accommodate road widening.	Near River Hill	B-2	Approved - final plan and plat was recorded on 12/21/2018	Final DPZ staff-level review - new ROW will be recorded.	No action recommended - impact is minimal and necessary.
SDP-18-044 River Hill Square	6/15/2018, 8/16/2018, 10/15/2018	The owner of property at 12171 Clarksville Pike (MD 108) submitted a site development plan for a commercial redevelopment project that will include a post office, bank, and two retail sites with associated landscaping/parking area. Project will also result in the realignment of Sheppard Lane and new stormwater management.	Near River Hill	B-1	Deemed technically complete on 11/20/2018	Submission of final approved documents for signature.	No action recommended - project is consistent with development standards for this zone.
ECP-18-056	6/12/2018	An environmental concept plan was submitted for a piece of property at 6205 Waterloo Road (east side of Route 108). The owner is proposing to build 3 single-family detached dwelling units on 0.76 acres of property currently containing 1 existing single-family home.	Near Long Reach	R-SC	Submit Revised	Environmental Concept Plans (ECP) are an initial evaluation of site planning and undergo DPZ staff-level technical review.	No action recommended - The applicant will need to meet current design standards as determined by the Development Engineering Division.
F-18-099 Sheppard Lane	7/6/2018, 10/4/2018	Recordation of a residential use easement at the SW side of Sheppard Lane intersection with Clarksville Pike for the purposes of realigning Sheppard Lane in association with the River Hill Square redevelopment project.	Near Hickory Ridge and River Hill	RC-DEO	Deemed technically complete on 11/14/2018	Complete following recordation of easement.	Staff is monitoring this project and reviewing all submittals. No action recommended at this time.
SDP-19-009 Dorsey Overlook Apartments	8/3/2018	Proposal to construct 114 apartment units and 20 MIHU apartment units on 4.5 acres of land located at the NE quadrant of the intersection of Route 108 and Columbia Rd.	Near Dorsey's Search	R-APT	Submit Revised	Final DPZ staff-level review (on hold as applicant is pursuing a conditional use approval for age-restricted units)	Staff is monitoring this project and reviewing all submittals. No action recommended at this time.
F-18-118 Willow Nook	8/23/2018, 11/16/2018, 1/24/2019	The owners of property at 7079 Guilford Road have submitted a final subdivision plan for two single family detached lots on 1.14 acres currently developed with one single family home.	Near River Hill	R-20	Submit Revised	DPZ schedules Subdivision Review Committee Meeting 3 to 4 weeks after application date (in-house review only). If approved, applicant submits site development plan.	The applicant will need to cross CA open space and CA is negotiating to annex the property into Columbia.

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SDP-19-014 Larrick Subdivision	9/21/2018, 12/4/2018	The owner of property at 6604 & 6608 Allen Lane submitted a site development plan proposing to construct four single family detached homes on two lots currently consisting of two existing homes on a combined 2.25 acres.	Near Long Reach	R-12	Deemed technically complete on 12/17/2018	Final approval/signature by DPZ staff -> proceed to permits	No action recommended – the proposed development of this parcel is consistent with the permitted density and redevelopment of large lots with infill development to match surrounding densities.
ECP-19-005 Robinson Overlook	9/5/2018, 11/21/2018	The owner of property at 7410 Grace Drive submitted an Environmental Concept Plan for 50 dwelling units spread between five residential apartment buildings. This project is being developed in partnership with the Howard County Housing Commission with low, moderate, and mixed income housing structure.	Near Hickory Ridge	POR	Approved - 12/13/2018	Subdivision and Site Development Plans subject to Planning Board Approval.	CA staff will continue to monitor this project through upcoming plan submittals. CA staff is supportive of this mixed-income proposal.
SP-18-003 Eden Brook	10/23/2018, 1/18/2019	A preliminary equivalent sketch plan was submitted in association with the proposed development of 24 single-family attached age-restricted houses at the SW corner of Guilford Road and Eden Brook Drive on the historic Wildwood House site.	Near Kings Contrivance	R-12	Submit Revised	Staff-level review by the Subdivision Review Committee and assessment of APFO. Next step: Final Plan	CA staff submitted comments to the Subdivision Review Committee indicating the Hearing Examiner's requirements that the applicant coordinate the shown trail connections with CA and noting that the Applicant has not yet reached out to CA to do so.
ECP-19-006 Taco Bell	10/18/2018, 12/12/2018	An Environmental Concept Plan was submitted for the Taco Bell located at 7102 Minstrel Way. The existing building will be replaced with a new building (also Taco Bell) and adjustments made to the site design.	Village of Owen Brown	NT	Under review	Submission of FP & SDP	No action recommended - The applicant will need to meet current design standards as determined by the Development Engineering Division.
ECP-18-053 Shiraz Property	10/17/2018, 12/19/2018	The owner of property at 6135 Waterloo Road submitted an Environmental Concept Plan for the construction of one single family detached unit on 0.9 acres of land currently containing 1 existing single-family home.	Near Long Reach	R-SC	Under Review	Submission of subdivision and site development plans	No action recommended - project is consistent with development standards for this zone.
F-18-121 Glen Oaks Place	11/27/2018	The owner of property submitted a Final Plan to construct 6 single-family attached dwelling units on 1.34 acres of land located at 9570 & 9580 Glen Oaks Lane, near the northwest intersection of Route 32 and I-95.	Near Columbia Non-village, North of MD 32	R-SA-8	Under Review	Submission of SDP	No action recommended – the proposed development of this parcel is consistent with the surrounding density and zoning.

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F-19-039	11/20/2018	A record plat was submitted to grant Howard County an access easement to open space Lot 522, located south of Homespun Dr. and west of Oakland Mills Road. CA Board previously approved this easement in order that Howard County can take over maintenance responsibilities for the pond on this property.	Village of Owen Brown	NT	Recorded on 12/21/2018	Technical review and decision by DPZ staff.	No action recommended.
SDP-19-034	11/21/2018	This SDP is for stream restoration work at 9190 Red Branch Road associated with ECP-17-043 and a development proposal to demolish the existing building and replace it with four buildings. The stream restoration is required to address mediation of prior site violations currently under active enforcement measures.	Columbia Non-Village, Oakland Ridge Industrial Park	NT	Applicant must submit revised plan.	If approved, applicant may proceed to permits.	No action recommended – application is being submitted to address prior violations and is needed to mediate current site issues.
ECP-19-027 Dorsey Overlook	11/26/2018, 1/18/2019	An Environmental Concept Plan was submitted for a development proposal to construct a two story clubhouse and 5 age-restricted apartment buildings for a total of 120 units on 4.5 acres of land located at the NE quadrant of the intersection of Route 108 and Columbia Rd.	Near Dorsey's Search	R-APT	Under Review	DAP,FP, and SDP DPZ staff level review	No action recommended - The applicant will need to meet current design standards as determined by the Development Engineering Division.
WP-19-043 Willow Nook	11/16/2018	An alternative compliance request was submitted in association with a minor subdivision at 7079 Guilford Road requesting the removal of 2 out of 7 specimen trees and requesting to not add streetlights.	Near River Hill	R-20	Approved on 1/4/2019	If approved, WP will apply to future plan submissions for this project.	No action recommended – the proposed development is consistent with adjacent developed areas and there are currently no street lights on Guilford Road. Review by DPZ staff is pending.
SDP-19-023 Enclave at River Hill	11/2/2018, 12/27/2018	A site development plan was submitted for 8 single family detached homes on property at the SW corner of Clarksville Pike and Guilford Road. Part of a multi-phase development project consisting of 151 total homes	Near River Hill	R-20	Under Review	Final step in development review process. Review by DPZ technical staff.	No action recommended – project is consistent with prior approvals.
ECP-19-025 Wilde Lake Multi-Use Pathway	11/16/2018, 12/21/2018	As part of the Downtown Columbia Plan Community Enhancement, Programs, and Public Amenities (CEPPA) #18 requirements, Howard Research and Development Corporation is proposing to construct a pedestrian and bicycle side path facility on the northern side of Twin Rivers Road from Faulkner Road to Governor Warfield Parkway. (predominantly within CA open space)	Wilde Lake Village	NT	Approved 1/7/2019	Submission of subdivision and site development plan	CA planning staff is supportive of this project and is reviewing plan submittals in coordination with the CA Open Space and Facilities team to evaluate impacts to CA property and coordination on required easements.

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SDP-19-032 Brightview Columbia	11/13/2018, 1/7/2019	A site development plan was submitted in association with the proposed development of a 90 unit age-restricted apartment on ~ 6.69 acres for property located at the southeast quadrant of Martin Road and Seneca Drive.	Near Hickory Ridge	CEF-M	Under Review	Review by DPZ technical staff. Final step in development review process pending conditional use approval by the Hearing Examiner for the proposed age-restricted use.	No action recommended – development is consistent with concept plan approved as part of CEF-M zoning change.
SDP-19-025 Cedar Creek Bridge and Trail	11/21/2018	An SDP was submitted for an environmental trail connecting the Cedar Creek development to the Robinson Nature Center. This project is a community enhancement and a condition of approval for CEF-R associated with the adjacent Cedar Creek residential development on Grace Drive.	Near River Hill & Hickory Ridge	NT	Applicant must submit revised plan.	Technical review by staff	No action recommended – development is consistent with concept plan approved as part of CEF-R zoning change.
ECP-19-023, Hilltop Landing	12/6/2018, 1/29/2019	The owner of property at 10949 Hilltop Lane submitted an Environmental Concept Plan associated with the proposal for four single-family detached homes on 1 acre with an existing single family home.	Near Hickory Ridge	R-SC	Under Review	Technical review and decision by DPZ staff.	No action recommended - The applicant will need to meet current design standards as determined by the Development Engineering Division.
SP-18-002 Lufti Property	12/3/2018	The owner of property at 6301 Guilford Road submitted a preliminary equivalent sketch plan proposing the development of five single family detached homes on a 1.56 acre property currently consisting of one single family home.	Near River Hill	R-12	Applicant must submit revised plan.	Staff-level review by the Subdivision Review Committee. Next step: Final Plan	No action recommended – the proposed development of this parcel is consistent with the surrounding density and zoning.
SDP-19-037	12/7/2018	Howard Research and Development Corporation submitted a site development plan for a 0.6 acre public square at the lakefront area of Downtown Columbia located between Columbia Association lakefront land and the Whole Foods north of the Whole Foods site.	Downtown Columbia, Non-Village	NT	Applicant must submit revised plan.	Planning Board - Decision making role	No action recommended. CA staff has provided comments on the submitted plan and will continue to monitor this project and communicate with HRD.
WP-19-050, Hilltop Landing	12/6/2018,	The owner of property at 10949 Hilltop Lane submitted an alternative compliance proposal to remove one specimen tree that is in poor condition from one of the proposed lots of for four single-family detached homes on 1 acre with an existing single family home.	Near Hickory Ridge	R-SC	Approved 1/4/2019	Technical review and decision by DPZ staff.	No action recommended - project is consistent with development standards for this zone.

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WP-19-055, Eden Brook	12/14/2018	A Waiver Petition was submitted requesting alternative compliance in order to remove 18 specimen trees with 2:1 replacement and to provide a private access road rather than a public road. WP was submitted in association with the proposed development of 24 single-family attached age-restricted houses at the SW corner of Guilford Road and Eden Brook Drive on the historic Wildwood House site. The WP is consistent with the approved concept plans reviewed as part of the conditional use Hearing Examiner's approval process.	Near Kings Contrivance	R-12	Decision Deferred Applicant must address agency comments	Review and decision by DPZ staff.	CA staff submitted a letter to DPZ staff objecting to the proposed removal of all specimen trees from this site.