

**Town of Chevy Chase
Long-Range Planning Committee**

**Minutes of the November 13, 2006 Meeting
7:30 p.m. - Town Hall**

Diane L. Mooney, minute taker

Members in Attendance: Pat Burda, Chair; Kathy Strom, Town Council Liaison; Stephanie Brown; Tina Coplan; Tamara Harris; David Lublin; Diane Mooney; John Navratil; Tillman Stirling.

Members Absent: Virginia Ceaser

Handouts:

1. Agenda
2. Town of Chevy Chase Strategic Plan, adopted July, 2006
3. Standing Committee Operating Procedures and Roles & Responsibilities
4. Discussion Document: charge from Council, draft Mission Statement, Initial Tasks Assigned by Council
5. Issues for Committee Review

Call to Order: Pat Burda convened the meeting at 7:30

Committee Business: It was agreed that future responsibility for minute taking for Committee meetings will rotate among members.

Pat reviewed the following Council documents with the group:

1. Standing Committee Operating Procedures – To support the Town Strategic Plan; to advise on and take responsibility for issues; roles and responsibilities of members (appointments, attendance at monthly meetings); role of Committee Chair (oversight of activities, point-of-contact with Town staff, to communicate with other standing committee chairs).
2. Strategic Plan (dated July 12, 2006) – Committee goal to see to implementation of Strategic Plan and develop a system to monitor same.
3. Charge to Committees from Town Council – To assist the Town Council in identifying issues that require long-term planning; to prepare Mission Statement; initial tasks (implement Strategic Plan and system to monitor; advocate with Town at other governmental levels as may be necessary).

Committee Discussion:

Members discussed and revised the draft Committee Mission Statement as follows:

The Long-Range Planning Standing Committee will assist the Town of Chevy Chase in meeting the needs of its residents and in protecting the high quality of life in the Town. It will do this by diligently monitoring local, county, and state initiatives to identify potential challenges and opportunities that may affect the

Town; by providing analyses of emerging issues as needed; by assuring timely implementation of the Town's Strategic Plan; and by evaluating the Plan's effectiveness. The work of the Committee will be in service to the Town's Council and will be in support of the Town's goals as articulated in the Strategic Plan, adopted July, 2006.

This Mission Statement will be finalized at the next Long-Range Planning Committee meeting.

Members discussed the document entitled Long-Range Planning Issues for Committee Review (Bethesda development, long-range green space, monitoring implementation of Strategic Plan, potential Town grants to the community, monitoring new technologies, miscellaneous long-range issues). It was decided to finalize, prioritize and assign member responsibility for particular issues at the next Committee meeting.

Calendar: Members generally agreed to meet at 7:30 p.m. on the first Thursday of each month, although the next meeting is scheduled for Thursday, December 14.

Preparations Prior to Next Meeting:

- 1) Pat and Kathy will meet with the Town Manager to discuss monitoring local, county, and state issues;
- 2) Members will review the Mission Statement and make any additional comments prior to the next meeting, when the document will be finalized;
- 3) Members will bring additional issues they would like to consider to the next meeting.

Adjournment:

The meeting was adjourned at 9:40 p.m.