

Montgomery Planning's Development Review Committee Retreat

- 2019 retreat with DRC agencies
- Fall 2022 DRC retreat with developers, engineers, attorneys, and architects



Average Days Between DRC and Resubmittal

- Administrative Subdivision- 77.2 days
- Preliminary Plan- 41.6 days
- Site Plan- 31.2 days
- Sketch Plan- 38.8 days

Action Items

- The attendees of the retreat successfully generated doable action items. Many of these items have already been completed in the immediate months following the retreat.
- The items were broken into short term, midterm, and long-term categories, depending on the complexity of implementing the item.

Action Items- Short Term

- **Short term**

- Staff will work with the applicant beforehand to determine if more time is necessary for the DRC item.
- The DRC agenda will be posted outside the room.
- Lead Reviewer should recognize who needs to be at the DRC meeting and make sure they are invited if they are outside of the core group (ie. DOT project managers for bike lanes).
- Lead Reviewer to send major issues beforehand to the applicant so they are prepared to discuss them.
- We will emphasize the importance of receiving agency comments on time. Have everything in the written comments so there aren't surprise comments at DRC.
- Applicants to list multiple people in E-plans as contacts so everyone receives the comments.
- In the new E-Plans, all comments are compiled on one page, including mark ups. This resolves issues of having comments in multiple places.
- DRC agencies should focus on identifying and resolving conflicting comments prior to DRC meeting.

Action Items- Mid Term

- **Mid term**
 - Send DRC comments to the applicant by 10am on Friday.
 - Institute a DRC work session occurring the week after the meeting for each item to hash out issues and resolve them by actively marking up a plan with the appropriate agencies involved (maybe Monday or Tuesday afternoon?).
 - Lead Reviewer to work on prioritized the comments for DRC.
 - Request Agencies to avoid boiler plate comments and provide project specific comments.

Action Items- Long Term

- **Long term**
 - Explore having more agencies at the presubmission meetings so everyone is involved at the very beginning of the project.
 - Potential ZTA to change the 65 day final submittal date prior to Planning Board to allow more flexibility.