

 Roundtable:
 FY 2015 Development Application Submissions and Processing
 Item No.

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MCPB

Description

A major function of the Development Applications and Regulatory Coordination (DARC) Division is the processing and tracking of all development applications submitted to the Planning Department. Staff will provide the Planning Board a synopsis of the number of plans submitted; plans approved; and review times for various application types. Wherever possible, staff will compare fiscal year 2015 data to previous years' data.

Summary

- Number of development applications continues a decreasing trend since fiscal year 2012
- Number of natural resource inventories/forest stand delineations are slightly higher in fiscal year 2015 than in fiscal year 2014 but still 10% less than fiscal year 2013
- Number of new site plan applications have decreased by 46% since fiscal year 2013
- Amendments to previously approved plans outplace new applications
- Average review times for record plats approved in fiscal year 2015 that were submitted and reviewed with ePlans are 1/3 the time as the paper submissions approved in fiscal year 2014

Plans Accepted

The number of development applications accepted by the Planning Department for fiscal year 2015 continues a decreasing trend from a high of 728 in fiscal year 2012 to 649 in fiscal year 2015. Applications submitted in the past few years focus more on redevelopment areas than green field. This trend continued in fiscal year 2015.

The data also indicates that the number of new site plans continued to decrease in fiscal year 2015 relative to fiscal year 2014. In fiscal year 2015, the number of new site plans submitted is 54 percent of number submitted in fiscal year 2013. The number of new preliminary plans slightly increased in fiscal year 2015 but is still below the number of preliminary plans submitted in fiscal year 2012. Amendments to previously approved site and preliminary plans also decreased in fiscal year 2015 compared to 2014.

The number of building permit applications forwarded to the Planning Department for review decreased in fiscal year 2015. This is a result of a greater understanding by the Montgomery County Department of Permitting Services on which permits the Planning Department needs to review for the Planning Department was receiving some building permits that were not necessary for us to review. Exhibit 1 below identifies the number of plans accepted by plan type for the past five fiscal years.

Exhibit 1. Plans accepted by Application Type and Fiscal Year									
Application Type	FY2011	FY2012	FY2013	FY2014	FY2015				
Preliminary Plans									
New Applications	38	36	23	26	23				
Amendments	<u>_18</u>	<u>_21</u>	<u>_30</u>	35	<u>_25</u>				
Site Plans	56	57	53	61	48				
And and a second se	14	19	26	16	14				
New Applications Major Amendments	3	3	20	3	8				
Limited Amendments	8	13	20	10	12				
Consent Amendments	13	3	5	11	8				
Admin. Amendments	<u>30</u> 68	<u>_28</u> 66	36	<u>39</u> 79	27				
Project Plans	68	66	89	/9	69				
New Applications	1	4	7	1	4				
Amendments	5	3	3	1	4				
	6	<u>3</u> 7	10	2	<u>4</u> 8				
Sketch Plans									
New Applications	3	5	0	4	7				
Amendments	<u>0</u> 3	0	_1	<u>0</u> 4	<u>2</u> 9				
	3	5	1	4	9				
Preapplication Plans		-1							
Staff Review Only	8	2	8	1	9				
Staff & PB Review	<u>_3</u> 11	<u>4</u> 6	<u>5</u> 13		<u>9</u> 18				
Record Plats	151	204	155	161	130				
Subdivision Review Waivers	2	2	0	2	1				
Natural Resource Inv./Forest Stand	Delin.								
New Applications	89	74	82	67	74				
Forest Conservation Exemptions	141	122	131	136	155				
Forest Conservation Plans									
Preliminary Plans	29	35	29	30	31				
Site Plans	4	10	25	20	19				
Special Exceptions	8	8	2	1	3				
Mandatory Referrals	18	8	9	9	3				
Park FCP	5	5	5	1	6				
Sediment Control FCP	22	<u>_19</u>	<u>_17</u>	_25	<u>_19</u>				
	86	85	87	86	81				
Special Protection Areas	5	9	4	6	6				
Special Exceptions	41	38	24	6	17				
Development Plan Amendments	3	4	2	2	1				
Local Map Amendments	2	5	2	3	1				
Mandatory Referrals	37	44	40	52	31				
TOTAL DEVELOPMENT	701	728	693	668	649				
APPLICATONS	10.00 12.0	3		19735718 19					
Building Permits	1,233	1,409	1,468	1,669	1,197				
TOTAL	1,934	2,137	2,161	2,337	1,846				

Fiscal year 2015 showed a 10 percent increase in the number of Natural Resource Inventories/Forest Stand Delineations (NRI/FSDs) and a 14 percent increase in the number of forest conservation plan exemptions when compared to fiscal year 2014. Even though the number of development applications decreased in fiscal year 2015 the increase in NRI/FSDs and forest conservation exemptions is a good indicator that the number of development applications in fiscal year 2016 should remain constant or increase as compared to fiscal year 2015. NRI/FSDs and forest conservation exemption plans are the precursor to future preliminary plan of subdivisions, mandatory referrals, and special exceptions.

Plans Approved

Once an applicant submits a development application and it is accepted by the Planning Department relevant application data is entered into Hansen, our electronic tracking database, and each plan is given a unique identifier number. Hansen requires that the date the application is accepted, the date regulatory clocks are started and the date the application is approved or completed be recorded in the database. This data then allows the tracking of applications by numerous means including the number of plans accepted and approved, by division, during any specific timeframe including fiscal year. Exhibit 2 below indicates the number of plans received for fiscal year 2015 by Planning Department division. The exhibit also shows the number of plans, by plan type, that received a "final decision" in fiscal year 2015. Please note, plans with a final decision in fiscal year 2015 could have been accepted by the Planning Department in earlier fiscal years and, therefore, the number of plans with a "Final decision" may be greater than the number of plans received for a specific plan type. "Final decision" includes Planning Board approvals and denials on development applications, Planning Board recommendations and referrals on special exceptions, mandatory referrals, and zoning cases, and staff approvals and denials of certain forest conservation plans, NRI/FSDs, and forest conservation exemptions. It does not include plans that were voluntarily withdrawn by applicants or withdrawn by the Planning Department as a result of applicant's prolonged inactivity with the case.

Exhibit 2. Plans Accepted with a Final Decision by Application Type								
	ar	ld Divis	ion for l	FY 2015				
	Area		Area	a 2 .	Area	a 3	DA	RC
Application Type	Accepted ¹	Final Decision ²	Accepted ¹	Final Decision ²	Accepted ¹	Final ² Decision	Accepted ¹	Final 2 Decision
Preliminary Plans		12				182	17	
New Applications Amendments	7 <u>4</u> 11	3 _ <u>4</u> 7	7 <u>9</u> 16	8 <u>9</u> 17	9 <u>12</u> 21	15 <u>17</u> 32	n/a	n/a
Site Plans	1977							
New Applications Major Amendments Limited Amendments Consent Amendments Administrative Amendments	3 1 2 5 <u>7</u> 18	6 1 2 <u>2</u> 12	4 4 1 <u>7</u> 24	4 3 6 2 <u>3</u> 18	7 3 2 2 <u>13</u> 27	4 2 2 <u>1</u> 11	n/a	n/a
Project Plans New Applications Amendments	4 2 6	2 2 4	0 0 0	0 0 0	0 2 2	0 <u>0</u> 2	n/a	n/a
Sketch Plans								
New Applications Amendments	6 <u>1</u> 7	3 _0 3	1 _1 _2	0 _0 0	0 0 0	0 <u>0</u> 0	n/a	n/a
Preapplication Plans	1926							
Staff Review Only Staff & PB Review	0 <u>2</u> 2	0 _1 _1	1 <u>0</u> 1	1 _0 1	8 _7 15	2 _1 _3	n/a	n/a
Record Plats							130	140
Subdivision Review Waivers	0	0	0	1	1	0	n/a	n/a
Natural Resource Inv./Forest Sta	nd Delin.	7	21	17	42	29		
New Applications		1	21	17	42	29	155	. 148
Forest Conservation Exemption	5						100	140
Forest Conservation Plans Preliminary Plans Site Plans Special Exceptions Mandatory Referrals Park FCP Sediment Control FCP	10 1 0 0 0	0 1 0 0 0	7 10 1 3 <u>1</u>	5 2 0 1 1 3	14 8 2 3 <u>18</u>	7 1 0 1 <u>14</u>	n/a	n/a
Antonio fuel Braze para (Fateral Antonio	11 0	1	23 2	12 0	47	24 0	n/o	nla
Special Protection Areas	4			0	4			n/a
Special Exceptions		2		0	6	1	n/a	n/a
Development Plan Amendments	0	0	1	0	0	0	n/a n/a	n/a
Local Map Amendments	10	8	7	5	13	13	n/a 1 ³	n/a
Mandatory Referrals Building Permits	10	°	/	5	13	13	<u>1 °</u> 1,197	1 ³ 1,302
TOTAL	80	46	105	71	178	115	1,181	1,591
1 "Accepted" refers to the number of new plan typ	1 30 1 1							

1. "Accepted" refers to the number of new plan types submitted and accepted as complete.

2. "Final Decision" refers to plans approved, denied, or forwarded with a recommendation to other branches of County government, and plans that were approved, denied, or not confirmed by staff.

3. These plans were reviewed and processed by the Functional Planning (FFP) Division and not the Development Applications and Regulatory (DARC) Division.

The data continues to indicate that Area 3 receives the most development applications among the area teams. Area 3 received 49 percent of the development applications accepted by the Planning Department in fiscal year 2015. Exhibit 3 below shows the percentage of applications received by each area team.

Exhibit 3. Number and Percent of Total Development Applications Accepted and Assigned to Area Teams for Fiscal Year 2015							
	Plans	Accepted ¹					
	Number	% of Total					
Area 1	80	22%					
Area 2	105	29%					
Area 3	178	49%					
Total	363	100%					
 Number of plans accepted does not included plans assigned to DARC or FFP divisions. 							

Exhibit 4 shows the number of applications with a final decision by area team. The data shows that Area 3 has the greatest percentage of plans with a final decision.

	Plans with	Final Decision ¹
	Number	% of Total
Area 1	46	20%
Area 2	71	31%
Area 3	115	49%
Total	232	100%
Board and recommen includes approvals and	des approvals and denials m dations to other governmer d denials of natural resource ich are made by the Directo	nt agencies. It also e inventories/forest

Staff further analyzed the approval times to determine the percentage of plans approved within 6, 12, 18, 36, and 60 months from the date of application was accepted. Exhibit 5 below shows the results of this analysis.

	Exhibit 5.														
			Decis	ion R	lates f	rom	FY201	0 to I	FY201	5					
	New Applications	Арр	orovals	Арр	provals	Арр	provals	Арр	provals	Арр	orovals	Pe	nding	Wit	ndrawn
		0 to	6 Mths	0 to	12 Mths	0 to ⁻	18 Mths	0 to 3	36 Mths	0 to 6	60 Mths				
Submi	tted in FY 2010														
34	Preliminary Plans	7	21%	18	53%	19	56%	25	74%	27	79%	1	1%	6	18%
12	Site Plans	8	67%	10	83%	10	83%	10	83%	11	92%	0	0%	1	8%
5	Project Plans	5	100%	5	100%	5	100%	5	100%	5	100%	0	0%	0	0%
153	NRIs	114	75%	117	76%	118	77%	119	78%	119	78%	0	0%	34	22%
<u>139</u>	FCP Exemptions	<u>102</u>	<u>73%</u>	<u>112</u>	<u>81%</u>	<u>116</u>	<u>83%</u>	<u>116</u>	<u>83%</u>	<u>116</u>	<u>83%</u>	<u>0</u>	<u>0%</u>	<u>23</u>	<u>17%</u>
343	Total	236	69%	262	76%	268	78%	275	80%	278	81%	1	1%	64	18%
Submi	tted in FY 2011														
38	Preliminary Plans	9	24%	15	39%	21	55%	28	74%	29	76%	1	3%	8	21%
14	Site Plans	8	57%	11	79%	13	93%	13	93%	13	93%	0	0%	1	7%
1	Project Plans	1	100%	1	100%	1	100%	1	100%	1	100%	0	0%	0	0%
89	NRIs	55	62%	60	67%	60	67%	63	71%	64	72%	0	0%	25	28%
<u>141</u>	FCP Exemptions	<u>121</u>	<u>86%</u>	<u>130</u>	<u>92%</u>	<u>130</u>	<u>92%</u>	<u>132</u>	<u>94%</u>	<u>134</u>	<u>95%</u>	1	<u>1%</u>	<u>6</u>	<u>4%</u>
283	Total	194	69%	217	77%	225	80%	237	84%	241	85%	2	1%	40	14%
Submi	tted in FY 2012														
36	Preliminary Plans	6	17%	18	50%	28	78%	31	86%	34	94%	2	6%	0	0%
19	Site Plans	8	42%	18	95%	19	100%	19	100%	19	100%	0	0%	0	0%
4	Project Plans	2	50%	4	100%	4	100%	4	100%	4	100%	0	0%	0	0%
5	Sketch Plans	4	80%	4	80%	4	80%	4	80%	4	80%	1	20%	0	0%
74	NRIs	64	86%	68	92%	68	92%	70	100%	70	100%	0	0%	4	5%
122	FCP Exemptions	<u>112</u>	<u>92%</u>	113	<u>93%</u>	<u>113</u>	<u>93%</u>	<u>113</u>	<u>93%</u>	<u>113</u>	<u>93%</u>	<u>0</u>	0%	9	<u>7%</u>
260	Total	196	75%	225	87%	236	91%	241	93%	244	94%	3	1%	14	5%
Submi	tted in FY 2013														
23	Preliminary Plans	9	39%	15	65%	16	70%	18	78%	18	78%	4	17%	1	4%
26	Site Plans	13	50%	21	81%	22	85%	23	88%	23	88%	1	4%	2	8%
7	Project Plans	6	86%	6	86%	6	86%	6	86%	6	86%	0	0%	1	14%
0	Sketch Plans	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
82	NRIs	61	74%	66	80%	68	83%	72	88%	72	88%	4	5%	6	7%
131	FCP Exemptions	115	88%	116	<u>89%</u>	116	<u>89%</u>	116	<u>89%</u>	116	<u>89%</u>	0	0%	<u>15</u>	11%
269	Total	204	76%	224	83%	228	85%	235	87%	235	87%	9	3%	25	10%
Submi	tted in FY 2014														
26	Preliminary Plans	3	12%	11	42%	15	58%	18	69%	18	69%	8	31%	0	0%
16	Site Plans	7	44%	11	69%	11	69%	12	75%	12	75%	3	19%	1	6%
1	Project Plans	1	100%	1	100%	1	100%	1	100%	1	100%	0	0%	0	0%
4	Sketch Plans	3	75%	4	100%	4	100%	4	100%	4	100%	0	0%	0	0%
67	NRIs	58	87%	63	94%	63	94%	64	96%	64	96%	2	3%	0	0%
136	FCP Exemptions	<u>116</u>	<u>85%</u>	<u>117</u>	<u>86%</u>	118	<u>87%</u>	<u>118</u>	<u>87%</u>	118	<u>87%</u>	9	<u>7%</u>	9	<u>7%</u>
250	Total	188	75%	207	83%	212	85%	217	87%	217	87%	22	9%	10	4%
	tted in FY 2015														
23	Preliminary Plans	4	17%	7	30%	7	30%	7	30%	7	30%	16	70%	0	0%
14	Site Plans	5	36%	7	50%	7	50%	7	50%	7	50%	7	50%	0	0%
4	Project Plans	0	0%	2	50%	2	50%	2	50%	2	50%	1	25%	1	25%
7	Sketch Plans	2	29%	2	29%	2	29%	2	29%	2	29%	5	71%	0	0%
74	NRIs	56	76%	57	77%	57	77%	57	77%	57	77%	17	23%	0	0%
155	FCP Exemptions	<u>145</u>	94%	145	94%	145	94%	145	94%	145	94%	4	3%	<u>6</u>	<u>4%</u>
277	Total	212	77%	220	79%	220	79%	220	79%	220	79%	± 50	18%	= 7	3%

For the most part, the data indicates that more than 85% of the plans submitted receive a final decision within 18 months of the application acceptance date. Few plans remain to be acted upon after 18 months. The data for fiscal year 2015 can be misleading since any plan submitted after January 15, 2015 would still be within the first six month period but falls into the pending status if it has not received a final decision. Those plans can still potentially receive a final decision within the first six months of the Planning Department acceptance of the application.

Outstanding Plans

Exhibit 6 below summarizes the number of plans pending, as of July 1, 2015, based on the second to last column in Exhibit 5 above. These are plans in which the Hansen review clocks are stopped. Not surprising, but 56 percent of the outstanding plans were submitted in fiscal year 2015. Some of the plans shown as outstanding in the Exhibit below may have been approved in July 2015, but since July is the beginning of fiscal year 2016, those approvals will be captured in the 2016 report.

Exhibit 6. Number Development Applications Submitted from July 1, 2009 to June 30, 2015 Needing a Final Decision						
Plan Type	Number					
Preliminary Plan	32					
Site Plan	11					
Project Plan	1					
Sketch Plan	6					
NRI/FSDs	23					
Forest Conservation Exemptions	14					
Total	87					

Changes to the zoning ordinance and future changes to the subdivision process that set review timelines will make it more difficult for submitted plans to languish and the number of preliminary and site plans waiting a final decision will decrease.

For plans that have had no activity within the previous 12 months, the Planning Department sends letters to the applicant apprising them that they have 30 days to provide a justification as to why the plan should not be withdrawn. During fiscal year 2015, the Department withdrew 6 applications because of inactivity. Letters were also sent to other applicants for plans that appeared inactive, but after further analysis, it was determined that the applicants were working with other development review agencies to resolve issues. Therefore, these plans remain active. All withdrawals were done in full accordance with the Development Review Manual.

Application Review Times (in Days)

The Hansen database allows staff to track application processing and review times. Exhibit 7 below indicates the average number of review days for various plan types for fiscal year 2015 as compared to fiscal years 2012 to 2014. The data does not include any time or delays that may have occurred while waiting for an applicant to respond to comments, or when the Planning Department is waiting for other agency approvals before scheduling a Planning Board hearing. The average review times refers to the average number of days it takes for staff to process all applications of a particular type from plan acceptance to the Planning Board hearing.

Exhibit 7. Number of Plans with a Final Decision and									
Average Review Days by Plan Type									
for Fiscal Years 2012 to 2014 and 2015									
	FY 12 to 14	FY 12 to 14	FY 2015	FY 2015					
Application Type	Plans with Final Decision ¹	Average Review Days ²	Plans with Final Decision ¹	Average Review Days ²					
Preliminary Plans		-							
New Applications	86	111	26	147					
Amendments	60	73	30	102					
Site Plans									
New Applications	56	131							
Approved under old zoning ordinance			13	134					
Approved under new zoning ordinance			1	101					
Major Amendments	6	50	6	110					
Limited Amendments	35	76	9	59					
Consent Amendments	17	49	6	52					
Administrative Amendments	79	58	6	57					
Project Plans									
New Applications	9	95	2	179					
Amendments	2	78	2	121					
Sketch Plans	7	113	3	108					
Pre-application Plans									
Staff Review Only	4	79	4	35					
Staff and PB Review	11	97	2	64					
Record Plats	378	380							
Pre eplan review			108	544 ⁴					
Post eplan review			32	91					
Subdivision Review Waivers	4	40	1	286					
NRI/FSDs									
New Applications	221	40	53	36					

Exhibit 7. Number of Plans with a Final Decision and Average Review Days by Plan Type for Fiscal Years 2012 to 2014 and 2015									
Application TypeFY 12 to 14FY 12 to 14FY 2015FY 2015Application TypePlans withAveragePlansAverage ReiFinalReviewwith FinalDays²Decision1Days²Decision1Decision1									
Forest Conservation Exemptions	378	11	148	9					
Forest Conservation Plans Park and Sediment Control FCP ³	63	74	19	38					
Special Exceptions	29	126	3	136					
Mandatory Referrals	86	43	27	80					

1. "Final Decision" refers to plans approved; plans with a recommendation to other County government agencies; and plans that were approved, denied, or not confirmed by staff.

2. Review days are calculated from plan acceptance to final decision minus all review stops.

3. Data is only available for forest conservation plans associated with a park permit application and sediment control plans. All other forest conservation plans are subordinate to the parent plan such as a preliminary or site plan.

4. Data is shown as calendar days and not review days.

There are some exceptions that need to be noted with Exhibit 7 above. First of all the zoning ordinance that became effective in late October 2015 instituted a 120-day review clock for all new site plans. The previous zoning ordinance did not have the same review clock. Since the effective date of the new zoning ordinance only 1 site plan submitted, after the effective date, was approved in fiscal year 2015. Exhibit 8 below provides greater review data for the 14 new site plans approved in fiscal year 2015.

Exhibit 8. Detailed Information on Review Times for Site Plans Approved in Fiscal Year 2015								
Site Plan	Number Approved	Average Review Time in Calendar Days	Median Review Time in Calendar Days	% of Average Review Time by Gov't Agencies	% of Average Review Time by Applicants			
Old Ordinance	13	386	206	35	68			
New Ordinance	1	134	NA	78	22			

The data for site plans submitted and reviewed under the old ordinance is skewed by one site plan which took 2,094 days from plan acceptance to Planning Board approval. Approximately 6 percent of the review time was attributed to the review agencies and 94 percent to the applicant for this one plan.

The second exception of note relates to the review and approval of record plats. Since July 2015 the Planning Department instituted the submission and review of plats electronically. The electronic review, as well as other changes instituted in fiscal years 2014 and 2015 has made a noticeable decrease in the time it takes from the Planning Department final acceptance of a plat application to a final decision. These changes include, but are not limited to: no separate plat drawing submission to DPS, consolidated

review agency comments are sent to the applicant, and a reduction in the number of "standard" notes required for each plat. In fiscal year 2015 staff approved 140 record plats. Exhibit 9 below summarizes the differences in review times for plats approved in fiscal year 2015.

Plats	Number Approved	Average Review Time in Calendar Days	Median Review Time in Calendar Days	% of Average Review Time by Gov't Agencies	% of Average Review Time by Applicants				
Pre-ePlan	108	544	369	NA ¹	NA ¹				
Review									
Post-ePlan	32	160	174	56	44				
Review									
1. The 108 non-ePlans reviewed plats were not tracked as closely in the Hansen database as were other plan									
types such as preliminary and site plans. The only information available is the number of calendar days from									
	types such as preliminary and site plans. The only information available is the number of calendar days from the date of Planning Department acceptance of the plat application to the final decision. As such, the information does not track the amount of time allocated to agency reviews versus time spent by applicants.								

It is difficult for staff to speculate as to why it took so long for the plats submitted prior to the implementation of ePlans to be approved; however, some of the plats approved in fiscal year 2015 were submitted in 2005 and 2007 before the last economic decline occurred.

Change in GFA and Dwelling Units for Fiscal Year 2015

The Planning Department received many different application types for fiscal year 2014. Some applications are for the creation of new gross floor area (GFA) and dwelling units (DUs), some are for amendments to previously approved plans that change a plan element but have no impact on GFA or DUs. In fiscal year 2015 the Planning Board approved 28 development applications, which will add approximately 0.51 million square feet of gross floor area and 1,236 residential dwelling units to the pipeline.