



**Plan Review Schedule: Adoption**

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**Description**

Staff recommends the Planning Board adopt the attached Plan Review Schedules for preliminary plans, site plans and sketch plans for calendar year 2017.

**Background**

Chapter 59.7.6.3.C. of the County code (zoning ordinance) requires the Planning Board adopt Sketch and Site Plan Review Schedules for each calendar year. The schedule must be in accordance with the timeframes established in Sections 7.3.3 and 7.3.4 of the zoning ordinance for site plans and sketch plans. The schedule must set the following:

- a. The date an accepted application will be distributed to the Development Review Committee.
- b. The date initial comments are due for Staff and reviewing agencies.
- c. The date of the Development Review Committee meeting.
- d. The date by which an applicant resubmit plans addressing the Development Review Committee comments.
- e. The date when final Staff and agency recommendations and conditions are due.
- f. The date of the public hearing.

The recently approved subdivision regulations do not require the Planning Department to identify a specific review schedule, however, the new regulations do require preliminary plans to have a public hearing before the Planning Board within 120 days from plan acceptance. In order to meet this schedule the same six items identified in above were considered in developing a review schedule to the meet the 120 day public hearing schedule.

Sketch Plans

Section 7.3.3 of the zoning ordinance further identifies two key milestone dates for sketch plans, which are:

- a. The Planning Board must schedule a public hearing to begin within 90 days from the date an application was accepted, and
- b. The Planning Director must publish a report and recommendation at least 10 days before the public hearing.

### Site Plans

Section 7.3.4 of the zoning ordinance identifies the milestone dates for Site Plans, which are:

- a. The Planning Board must schedule a public hearing to begin within 120 days from the date an application was accepted.
- b. Reviewing State and County agencies and utilities must submit initial comments, to the Planning Department, before the Development Review Committee meeting
- c. The applicant must submit revised drawings in response to comments 65 days before the Planning Board hearing.
- d. State and County agencies and utilities must submit a final recommendation to Staff on the application at least 45 days before the Planning Board public hearing.
- e. The Planning Director must publish a report and recommendation at least 10 days before the public hearing.

### Preliminary Plans

Section 50.4.1.E and 50.4.2.B of the subdivision regulations identifies the milestone dates for Preliminary Plans, which are:

- a. The Planning Board must schedule a public hearing to begin within 120 days from the date an application was accepted.
- b. Reviewing State and County agencies and utilities must submit initial comments, to the Planning Department, before the Development Review Committee meeting
- c. The applicant must submit revised drawings in response to comments 65 days before the Planning Board hearing.
- d. State and County agencies and utilities must submit a final recommendation to Staff on the application at least 45 days before the Planning Board public hearing.
- e. The Planning Director must publish a report and recommendation at least 10 days before the public hearing.

### **Analysis**

Staff created two plan review schedules. The first schedule, which is applicable to both site plans and preliminary plans conforms to the zoning ordinance and the subdivision regulation. The second schedule is for sketch plans and also conforms to the zoning ordinance. Two schedules are necessary because the number of days from final acceptance to the Planning Board hearing is 30 days shorter for Sketch Plans than it is for Site/Preliminary Plans. In addition, the sketch plan timeline is a more flexible in that final drawings do not need to be submitted 65 days in advance of the Planning Board's public hearing. In either case, if an application is not ready for a Planning Board public hearing an extension can be granted. Extensions can be requested by the applicant or Staff. Under the zoning ordinance, and the subdivision regulation, the Planning Director can postpone the public hearing by up to 30 days once without Planning Board approval. Extensions beyond 30 days must be approved by the Planning Board.

In developing the review schedule staff considered the Development Review Committee (DRC) meeting frequencies, known Commission and Planning Board holidays, and the requirements established under Sections 7.3.3 and 7.3.4 of the zoning ordinance and Chapter 50.4.1.E and 50.4.2.B or the subdivision regulation. In order to come up with a schedule staff charted the key milestone dates. Starting in January 2017 the DRC meetings will occur every 15 days. Previously, the DRC committee met every 14 days. The committee members will continue to meet weekly to discuss cases. The first staff meeting, which is known as the Pre-DRC meeting, occurs 7 days after the distribution of new applications. At this meeting each agency identifies issues with the submission. If there are conflicts between agencies they are discussed at this stage. The applicant is not present at the Pre-DRC meeting. The DRC meeting, with the applicant, occurs 15 days from date of plan distribution. The applicant's team is provided comments the Friday before the DRC meeting. At the DRC meeting Staff meets with applicant team to discuss issues and start resolving issues. Once DRC is complete, the applicant has 15 days to revise drawings and upload the new drawings into ePlans. Following the re-submission, Staff and review agencies have 13 days to review and provide final comments on the preliminary and site plan drawings. Then the applicant team has 8 days to revise and upload their final submission. At this time 55 days have lapsed since the application was accepted as complete, which is also 65 days prior to the Planning Board public hearing. The zoning ordinance and subdivision regulations both require applicants to make their final submission 65 days prior to the public hearing. Exhibit A provides a schematic with individual time periods necessary for each preliminary and site plan milestone. Exhibit B is the proposed Plan Review Schedule applicable to both preliminary plans and site plans.

A similar Plan Review Schedule was created for sketch plans. This schedule is based on similar presumptions. That is, the DRC meeting with applicants occurs once every 15 days, all known Commission and Planning Board holidays were considered, and that the regulatory clock for sketch plans is 90 days. Since the clock from acceptance to a Planning Board hearing is shorter, the time

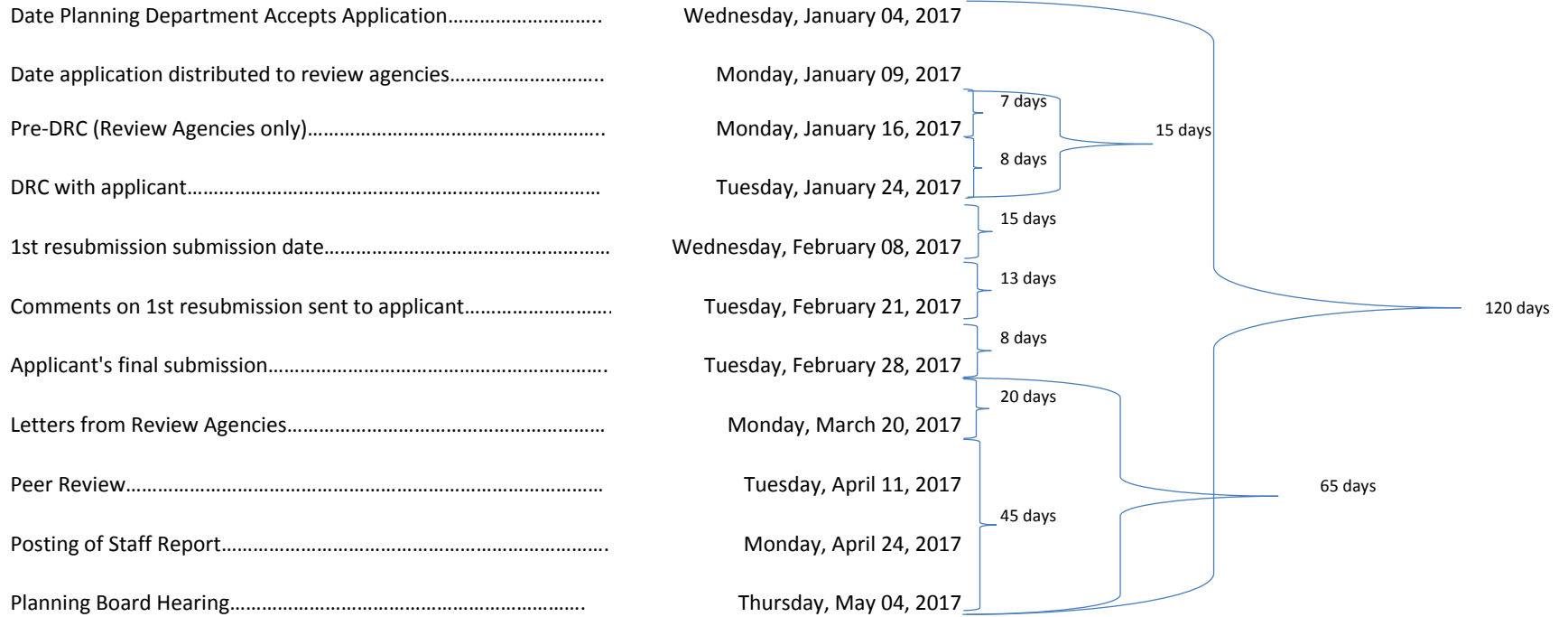
available to review submissions and for applicants to respond must also be shorter. Exhibit C is the proposed Plan Review Schedule for Sketch Plans.

In both Plan Review Schedules, if a DRC meeting was scheduled for a holiday the DRC meeting with the applicant was shifted to the next business day. Similarly if the proposed Planning Board public hearing date occurs on a known Commission or Planning Board holiday the public hearing was shifted to the first available Thursday after the holiday. For applications that were submitted and either the 90 or 120-day regulatory time clock occurs on holiday, an extension to extend the review schedule will be necessary.

**Recommendation**

Staff recommends the Planning Board adopt the Preliminary/Site Plan and Sketch Plan Review Schedules.

## Exhibit A



## Exhibit B. 2017 DRC and Planning Board Schedule for Preliminary and Site Plans (120 day schedule)

Plan Distribution Date to Review Agencies	DRC with Applicant	Applicant's 1st Resubmission	Comments from staff on Resubmission	Applicant's final submission Due Date (65 days from PB Hearing)	Agencies final recommendations to Planning Department (45 days from PB hearing)	Posting of Staff Report on Planning Board's Website	Planning Board Public Hearing Date
Tuesday, December 27, 2016	Tuesday, January 10, 2017	Wednesday, January 25, 2017	Tuesday, February 07, 2017	Tuesday, February 14, 2017	Monday, March 06, 2017	Monday, April 10, 2017	Thursday, April 20, 2017
Monday, January 09, 2017	Tuesday, January 24, 2017	Wednesday, February 08, 2017	Tuesday, February 21, 2017	Tuesday, February 28, 2017	Monday, March 20, 2017	Monday, April 24, 2017	Thursday, May 04, 2017
Monday, January 23, 2017	Tuesday, February 07, 2017	Wednesday, February 22, 2017	Tuesday, March 07, 2017	Tuesday, March 14, 2017	Monday, April 03, 2017	Monday, May 08, 2017	Thursday, May 18, 2017
Monday, February 06, 2017	Tuesday, February 21, 2017	Wednesday, March 08, 2017	Tuesday, March 21, 2017	Tuesday, March 28, 2017	Monday, April 17, 2017	Monday, May 22, 2017	Thursday, June 01, 2017
Tuesday, February 21, 2017	Tuesday, March 07, 2017	Wednesday, March 22, 2017	Tuesday, April 04, 2017	Tuesday, April 11, 2017	Monday, May 01, 2017	Monday, June 05, 2017	Thursday, June 15, 2017
Monday, March 06, 2017	Tuesday, March 21, 2017	Wednesday, April 05, 2017	Tuesday, April 18, 2017	Tuesday, April 25, 2017	Monday, May 15, 2017	Monday, June 19, 2017	Thursday, June 29, 2017
Monday, March 20, 2017	Tuesday, April 04, 2017	Wednesday, April 19, 2017	Tuesday, May 02, 2017	Tuesday, May 09, 2017	Monday, May 29, 2017	Monday, July 03, 2017	Thursday, July 13, 2017
Monday, April 03, 2017	Tuesday, April 18, 2017	Wednesday, May 03, 2017	Tuesday, May 16, 2017	Tuesday, May 23, 2017	Monday, June 12, 2017	Monday, July 17, 2017	Thursday, July 27, 2017
Monday, April 17, 2017	Tuesday, May 02, 2017	Wednesday, May 17, 2017	Tuesday, May 30, 2017	Tuesday, July 04, 2017	Monday, July 24, 2017	Monday, August 28, 2017	Thursday, September 07, 2017 *
Monday, May 01, 2017	Tuesday, May 16, 2017	Wednesday, May 31, 2017	Tuesday, June 13, 2017	Tuesday, July 04, 2017	Monday, July 24, 2017	Monday, August 28, 2017	Thursday, September 07, 2017 *
Monday, May 15, 2017	Tuesday, May 30, 2017	Wednesday, June 14, 2017	Tuesday, June 27, 2017	Tuesday, July 04, 2017	Monday, July 24, 2017	Monday, August 28, 2017	Thursday, September 07, 2017
Tuesday, May 30, 2017	Tuesday, June 13, 2017	Wednesday, June 28, 2017	Tuesday, July 11, 2017	Tuesday, July 18, 2017	Monday, August 07, 2017	Monday, September 11, 2017	Thursday, September 21, 2017
Monday, June 12, 2017	Tuesday, June 27, 2017	Wednesday, July 12, 2017	Tuesday, July 25, 2017	Tuesday, August 01, 2017	Monday, August 21, 2017	Monday, September 25, 2017	Thursday, October 05, 2017
Monday, June 26, 2017	Tuesday, July 11, 2017	Wednesday, July 26, 2017	Tuesday, August 08, 2017	Tuesday, August 15, 2017	Monday, September 04, 2017	Monday, October 09, 2017	Thursday, October 19, 2017
Monday, July 10, 2017	Tuesday, July 25, 2017	Wednesday, August 09, 2017	Tuesday, August 22, 2017	Tuesday, August 29, 2017	Monday, September 18, 2017	Monday, October 23, 2017	Thursday, November 02, 2017
Monday, July 24, 2017	Tuesday, August 08, 2017	Wednesday, August 23, 2017	Tuesday, September 05, 2017	Tuesday, September 12, 2017	Monday, October 02, 2017	Monday, November 06, 2017	Thursday, November 16, 2017
Monday, August 07, 2017	Tuesday, August 22, 2017	Wednesday, September 06, 2017	Tuesday, September 19, 2017	Tuesday, September 26, 2017	Monday, October 16, 2017	Monday, November 20, 2017	Thursday, November 30, 2017
Monday, August 21, 2017	Tuesday, September 05, 2017	Wednesday, September 20, 2017	Tuesday, October 03, 2017	Tuesday, October 10, 2017	Monday, October 30, 2017	Monday, December 04, 2017	Thursday, December 14, 2017
Tuesday, September 05, 2017	Tuesday, September 19, 2017	Wednesday, October 04, 2017	Tuesday, October 17, 2017	Tuesday, November 07, 2017	Monday, November 27, 2017	Monday, January 01, 2018	Thursday, January 11, 2018 *
Monday, September 18, 2017	Tuesday, October 03, 2017	Wednesday, October 18, 2017	Tuesday, October 31, 2017	Tuesday, November 07, 2017	Monday, November 27, 2017	Monday, January 01, 2018	Thursday, January 11, 2018
Tuesday, October 03, 2017	Tuesday, October 17, 2017	Wednesday, November 01, 2017	Tuesday, November 14, 2017	Tuesday, November 21, 2017	Monday, December 11, 2017	Monday, January 15, 2018	Thursday, January 25, 2018
Monday, October 16, 2017	Tuesday, October 31, 2017	Wednesday, November 15, 2017	Tuesday, November 28, 2017	Tuesday, December 05, 2017	Monday, December 25, 2017	Monday, January 29, 2018	Thursday, February 08, 2018
Monday, October 30, 2017	Tuesday, November 14, 2017	Wednesday, November 29, 2017	Tuesday, December 12, 2017	Tuesday, December 19, 2017	Monday, January 08, 2018	Monday, February 12, 2018	Thursday, February 22, 2018
Tuesday, November 14, 2017	Tuesday, November 28, 2017	Wednesday, December 13, 2017	Tuesday, December 26, 2017	Tuesday, January 02, 2018	Monday, January 22, 2018	Monday, February 26, 2018	Thursday, March 08, 2018
Monday, November 27, 2017	Tuesday, December 12, 2017	Wednesday, December 27, 2017	Tuesday, January 09, 2018	Tuesday, January 16, 2018	Monday, February 05, 2018	Monday, March 12, 2018	Thursday, March 22, 2018
Monday, December 11, 2017	Tuesday, December 26, 2017	Wednesday, January 10, 2018	Tuesday, January 23, 2018	Tuesday, January 30, 2018	Monday, February 19, 2018	Monday, March 26, 2018	Thursday, April 05, 2018

\* The 120 calendar would have the public hearing date scheduled for a known Planning Board recess, therefore the hearing date is delayed to the first Planning Board hearing date after the recess. An request to extend the regulatory clock will be necessary.

## Exhibit C. 2017 DRC and Planning Board Schedule for Sketch Plans (90 day schedule)

Plan Distribution Date to Review Agencies	DRC with Applicant	Applicant's First Resubmission	Comments from Staff on First Resubmission	Applicant's Final Submission	Final Recommendation From Review Agencies	Last Day Publish Staff Report on Planning Board's Website	Planning Board Public Hearing Date
Tuesday, December 27, 2016	Tuesday, January 10, 2017	Tuesday, January 24, 2017	Friday, February 03, 2017	Monday, February 13, 2017	Tuesday, February 21, 2017	Monday, March 13, 2017	Thursday, March 23, 2017
Monday, January 09, 2017	Tuesday, January 24, 2017	Tuesday, February 07, 2017	Friday, February 17, 2017	Monday, February 27, 2017	Tuesday, March 07, 2017	Monday, March 27, 2017	Thursday, April 06, 2017
Monday, January 23, 2017	Tuesday, February 07, 2017	Tuesday, February 21, 2017	Friday, March 03, 2017	Monday, March 13, 2017	Tuesday, March 21, 2017	Monday, April 10, 2017	Thursday, April 20, 2017
Monday, February 06, 2017	Tuesday, February 21, 2017	Tuesday, March 07, 2017	Friday, March 17, 2017	Monday, March 27, 2017	Tuesday, April 04, 2017	Monday, April 24, 2017	Thursday, May 04, 2017
Tuesday, February 21, 2017	Tuesday, March 07, 2017	Tuesday, March 21, 2017	Friday, March 31, 2017	Monday, April 10, 2017	Tuesday, April 18, 2017	Monday, May 08, 2017	Thursday, May 18, 2017
Monday, March 06, 2017	Tuesday, March 21, 2017	Tuesday, April 04, 2017	Friday, April 14, 2017	Monday, April 24, 2017	Tuesday, May 02, 2017	Monday, May 22, 2017	Thursday, June 01, 2017
Monday, March 20, 2017	Tuesday, April 04, 2017	Tuesday, April 18, 2017	Friday, April 28, 2017	Monday, May 08, 2017	Tuesday, May 16, 2017	Monday, June 05, 2017	Thursday, June 15, 2017
Monday, April 03, 2017	Tuesday, April 18, 2017	Tuesday, May 02, 2017	Friday, May 12, 2017	Monday, May 22, 2017	Tuesday, May 30, 2017	Monday, June 19, 2017	Thursday, June 29, 2017
Monday, April 17, 2017	Tuesday, May 02, 2017	Tuesday, May 16, 2017	Friday, May 26, 2017	Monday, June 05, 2017	Tuesday, June 13, 2017	Monday, July 03, 2017	Thursday, July 13, 2017
Monday, May 01, 2017	Tuesday, May 16, 2017	Tuesday, May 30, 2017	Friday, June 09, 2017	Monday, June 19, 2017	Tuesday, June 27, 2017	Monday, July 17, 2017	Thursday, July 27, 2017
Monday, May 15, 2017	Tuesday, May 30, 2017	Tuesday, June 13, 2017	Friday, June 23, 2017	Monday, July 03, 2017	Tuesday, July 11, 2017	Monday, August 28, 2017	Thursday, September 07, 2017*
Tuesday, May 30, 2017	Tuesday, June 13, 2017	Tuesday, June 27, 2017	Friday, July 07, 2017	Monday, July 17, 2017	Tuesday, July 25, 2017	Monday, August 28, 2017	Thursday, September 07, 2017*
Monday, June 12, 2017	Tuesday, June 27, 2017	Tuesday, July 11, 2017	Friday, July 21, 2017	Monday, July 31, 2017	Tuesday, August 08, 2017	Monday, August 28, 2017	Thursday, September 07, 2017
Monday, June 26, 2017	Tuesday, July 11, 2017	Tuesday, July 25, 2017	Friday, August 04, 2017	Monday, August 14, 2017	Tuesday, August 22, 2017	Monday, September 11, 2017	Thursday, September 21, 2017
Monday, July 10, 2017	Tuesday, July 25, 2017	Tuesday, August 08, 2017	Friday, August 18, 2017	Monday, August 28, 2017	Tuesday, September 05, 2017	Monday, September 25, 2017	Thursday, October 05, 2017
Monday, July 24, 2017	Tuesday, August 08, 2017	Tuesday, August 22, 2017	Friday, September 01, 2017	Monday, September 11, 2017	Tuesday, September 19, 2017	Monday, October 09, 2017	Thursday, October 19, 2017
Monday, August 07, 2017	Tuesday, August 22, 2017	Tuesday, September 05, 2017	Friday, September 15, 2017	Monday, September 25, 2017	Tuesday, October 03, 2017	Monday, October 23, 2017	Thursday, November 02, 2017
Monday, August 21, 2017	Tuesday, September 05, 2017	Tuesday, September 19, 2017	Friday, September 29, 2017	Monday, October 09, 2017	Tuesday, October 17, 2017	Monday, November 06, 2017	Thursday, November 16, 2017
Tuesday, September 05, 2017	Tuesday, September 19, 2017	Tuesday, October 03, 2017	Friday, October 13, 2017	Monday, October 23, 2017	Tuesday, October 31, 2017	Monday, November 20, 2017	Thursday, November 30, 2017
Monday, September 18, 2017	Tuesday, October 03, 2017	Tuesday, October 17, 2017	Friday, October 27, 2017	Monday, November 06, 2017	Tuesday, November 14, 2017	Monday, December 04, 2017	Thursday, December 14, 2017
Monday, October 02, 2017	Tuesday, October 17, 2017	Tuesday, October 31, 2017	Friday, November 10, 2017	Monday, November 20, 2017	Tuesday, November 28, 2017	Monday, January 01, 2018	Thursday, January 11, 2018*
Monday, October 16, 2017	Tuesday, October 31, 2017	Tuesday, November 14, 2017	Friday, November 24, 2017	Monday, December 04, 2017	Tuesday, December 12, 2017	Monday, January 01, 2018	Thursday, January 11, 2018
Monday, October 30, 2017	Tuesday, November 14, 2017	Tuesday, November 28, 2017	Friday, December 08, 2017	Monday, December 18, 2017	Tuesday, December 26, 2017	Monday, January 15, 2018	Thursday, January 25, 2018
Monday, November 13, 2017	Tuesday, November 28, 2017	Tuesday, December 12, 2017	Friday, December 22, 2017	Monday, January 01, 2018	Tuesday, January 09, 2018	Monday, January 29, 2018	Thursday, February 08, 2018
Monday, November 27, 2017	Tuesday, December 12, 2017	Tuesday, December 26, 2017	Friday, January 05, 2018	Monday, January 15, 2018	Tuesday, January 23, 2018	Monday, February 12, 2018	Thursday, February 22, 2018
Monday, December 11, 2017	Tuesday, December 26, 2017	Tuesday, January 09, 2018	Friday, January 19, 2018	Monday, January 29, 2018	Tuesday, February 06, 2018	Monday, February 26, 2018	Thursday, March 08, 2018
Tuesday, December 26, 2017	Tuesday, January 09, 2018	Tuesday, January 23, 2018	Friday, February 02, 2018	Monday, February 12, 2018	Tuesday, February 20, 2018	Monday, March 12, 2018	Thursday, March 22, 2018

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