



**MONTGOMERY COUNTY PLANNING DEPARTMENT**  
 THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING  
 COMMISSION

**MCPB**  
**Item # 11**  
**12/13/07**

**MEMORANDUM**

December 10, 2007

TO: Montgomery County Planning Board

FROM: Rose Krasnow, Chief *RK*  
 Development Review Division

SUBJECT: Amendment to the Rules of Procedure

**STAFF RECOMMENDATION:** Approve the proposed change and authorize staff to transmit it to the County Council for their approval under Method 2 procedures.

**SUMMARY**

Section 4.11.4 of the Planning Board's Rules of Procedure contains the procedure for correcting a Resolution after it has been adopted by the Planning Board. Under this procedure, the Planning Director may note any error in the Resolution and must promptly report the error to the Board and place a corrected Resolution on the Board's Consent Agenda. This process has proven to be time consuming and seems unnecessary when the correction being made is not substantive, but merely typographical.

To address this issue, staff is recommending that this section of the Rules be amended as follows:

**RULES OF PROCEDURE FOR PUBLIC HEARINGS**

\* \* \*

**4.11 Board Vote and Resolution.**

\* \* \*

**4.11.4 Correcting Errors in Resolutions.** Any Party may notify the Development Review Division in writing that a Resolution contains an error. After the Board adopts a Resolution, the Planning Director may note any error in the Resolution and, with the exception of typographical errors, must promptly report the error to the Board and place a corrected Resolution on the Board's Consent Agenda. Typographical errors may be

corrected by issuance of a corrected Resolution approved by the Planning Director under the following process:

- a. The lead reviewer, after verifying that such an error was made, will document the error in a cover memo to the Planning Director.
- b. The Planning Director will sign off on the memo, which, along with the written notification of the error, will be scanned into Hansen and placed in the Application file.
- c. A redlined copy of the revised Resolution will be mailed to all Parties for their information.
- d. The Technical Writers will keep the official copy of the corrected Resolution.

The Planning Director must present a monthly report to the Board indicating any typographical corrections approved by the Planning Director in the previous month and provide a copy of the report to the Office of the General Counsel.

This revision to the Rules of Procedure provides a simplified process for typographical corrections that will reduce staff effort and overall processing time. Staff recommends that the Planning Board adopt the proposed changes and authorize us to forward them to the County Council for approval under Method 2.