



**Plan Review Schedule: Adoption**

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**Completed: 12/2/15**

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**Description**

Staff recommends the Planning Board adopt the attached Plan Review Schedules for site plans and sketch plans for calendar year 2016.

**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. 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.

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.

### **Analysis**

Staff created a plan review schedule for site plans and second schedule for sketch plans. 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 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 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, the Planning Director can postpone the 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 Section 7.3.3 and 7.3.4 of the zoning ordinance. In order to come up with a schedule staff charted the key milestone dates. The DRC committee runs on a two-week schedule but meets weekly to discuss cases. The first DRC 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 14 days from date of plan distribution. The applicant team is provided comments the Friday before the DRC to allow for meaningful dialogues at the DRC meeting. At the DRC meeting Staff meets with applicant team to discuss issues and hopefully resolve some of the 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 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. Exhibit A provides a schematic with individual time periods necessary for each site plan milestone. Exhibit B is the proposed Plan Review Schedule for site plans.

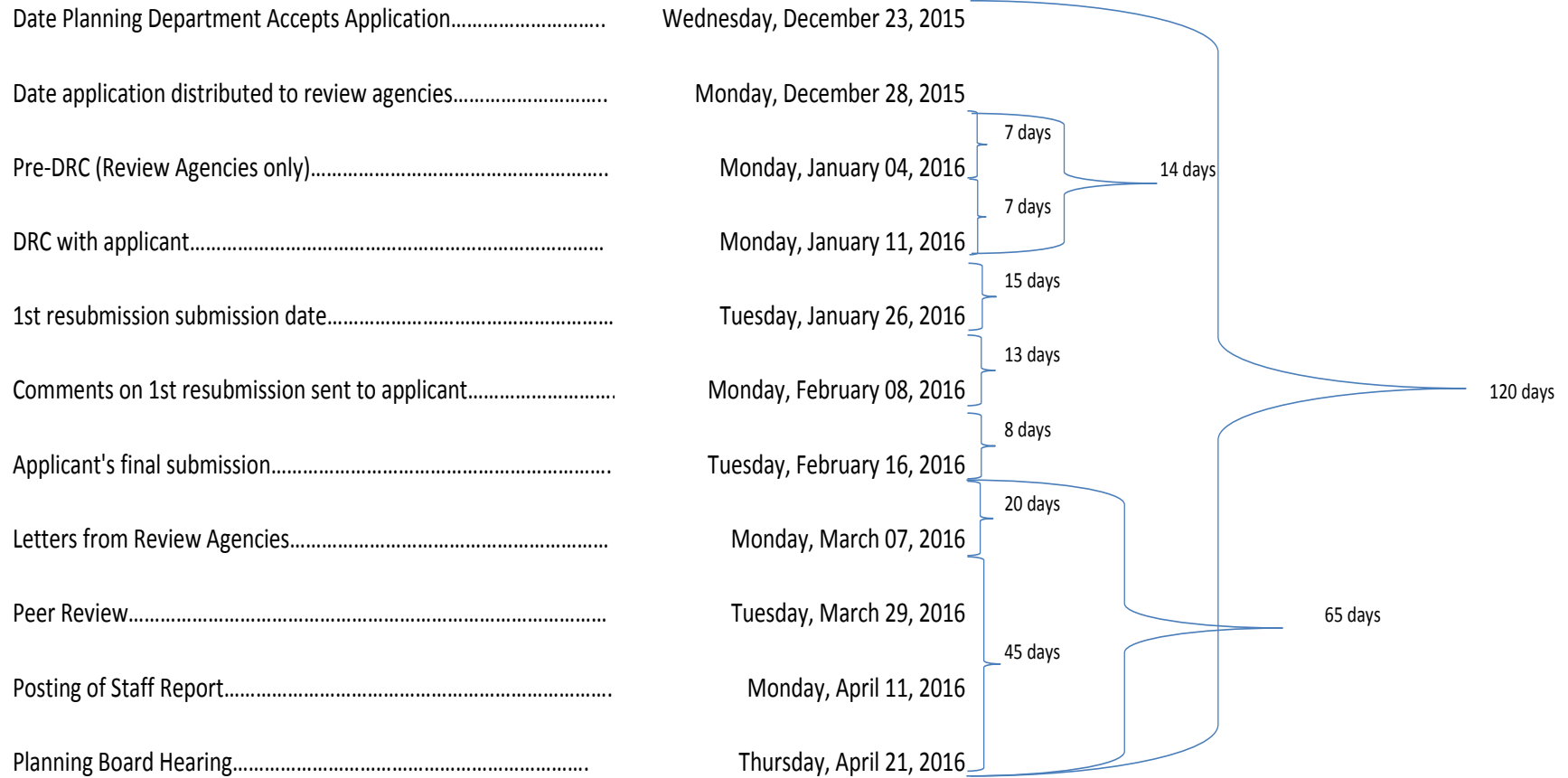
A similar Plan Review Schedule was created for sketch plans. This schedule is based on similar presumptions. That is, the DRC meeting with applicants occurs once every 2 weeks, all known Commission and Planning Board holidays were considered, and that the regulatory clock for sketch plans is 90 days. 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 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 Site Plan and Sketch Plan Review Schedules. Staff is also requesting that the Planning Board delegate the authority to adopt future Site Plan and Sketch Plan Schedules to the Planning Director.

## Exhibit A



## Exhibit B. 2016 DRC and Planning Board Schedule for Site Plans (120 day schedule)

Final Application Submitted During the Weeks Starting On	Final Departmental Acceptance Date	Plan Distribution Date to Review Agencies	Initial DRC Comments submitted to Planning Department	DRC with Applicant	Applicant's First Resubmission	Comments from Staff on First Resubmission	Applicant's final submission Due Date (65 days from PB Hearing)	Final Recommendation from Review Agencies (45 days from PB Hearing)	Publication of Staff Report	Planning Board Public Hearing Date
Monday, December 07, 2015	Wednesday, December 23, 2015	Monday, December 28, 2015	Thursday, January 07, 2016	Monday, January 11, 2016	Tuesday, January 26, 2016	Monday, February 08, 2016	Tuesday, February 16, 2016	Monday, March 07, 2016	Monday, April 11, 2016	Thursday, April 21, 2016
Monday, December 21, 2015	Wednesday, January 06, 2016	Monday, January 11, 2016	Thursday, January 21, 2016	Monday, January 25, 2016	Tuesday, February 09, 2016	Monday, February 22, 2016	Tuesday, March 01, 2016	Monday, March 21, 2016	Monday, April 25, 2016	Thursday, May 05, 2016
Monday, January 04, 2016	Wednesday, January 20, 2016	Monday, January 25, 2016	Thursday, February 04, 2016	Monday, February 08, 2016	Tuesday, February 23, 2016	Monday, March 07, 2016	Tuesday, March 15, 2016	Monday, April 04, 2016	Monday, May 09, 2016	Thursday, May 19, 2016
Monday, January 18, 2016	Wednesday, February 03, 2016	Monday, February 08, 2016	Thursday, February 18, 2016	Monday, February 22, 2016	Tuesday, March 08, 2016	Monday, March 21, 2016	Tuesday, March 29, 2016	Monday, April 18, 2016	Monday, May 23, 2016	Thursday, June 02, 2016
Monday, February 01, 2016	Wednesday, February 17, 2016	Monday, February 22, 2016	Thursday, March 03, 2016	Monday, March 07, 2016	Tuesday, March 22, 2016	Monday, April 04, 2016	Tuesday, April 12, 2016	Monday, May 02, 2016	Monday, June 06, 2016	Thursday, June 16, 2016
Monday, February 15, 2016	Wednesday, March 02, 2016	Monday, March 07, 2016	Thursday, March 17, 2016	Monday, March 21, 2016	Tuesday, April 05, 2016	Monday, April 18, 2016	Tuesday, April 26, 2016	Monday, May 16, 2016	Monday, June 20, 2016	Thursday, June 30, 2016
Monday, February 29, 2016	Wednesday, March 16, 2016	Monday, March 21, 2016	Thursday, March 31, 2016	Monday, April 04, 2016	Tuesday, April 19, 2016	Monday, May 02, 2016	Tuesday, May 10, 2016	Monday, May 30, 2016	Monday, July 04, 2016	Thursday, July 14, 2016
Monday, March 14, 2016	Wednesday, March 30, 2016	Monday, April 04, 2016	Thursday, April 14, 2016	Monday, April 18, 2016	Tuesday, May 03, 2016	Monday, May 16, 2016	Tuesday, May 24, 2016	Monday, June 13, 2016	Monday, July 18, 2016	Thursday, July 28, 2016
Monday, March 28, 2016	Wednesday, April 13, 2016	Monday, April 18, 2016	Thursday, April 28, 2016	Monday, May 02, 2016	Tuesday, May 17, 2016	Monday, May 30, 2016	Sunday, July 10, 2016	Monday, July 25, 2016	Monday, August 29, 2016	Thursday, September 08, 2016
Monday, April 11, 2016	Wednesday, April 27, 2016	Monday, May 02, 2016	Thursday, May 12, 2016	Monday, May 16, 2016	Tuesday, May 31, 2016	Monday, June 13, 2016	Sunday, July 10, 2016	Monday, July 25, 2016	Monday, August 29, 2016	Thursday, September 08, 2016
Monday, April 25, 2016	Wednesday, May 11, 2016	Monday, May 16, 2016	Thursday, May 26, 2016	Tuesday, May 31, 2016	Wednesday, June 15, 2016	Monday, June 27, 2016	Tuesday, July 05, 2016	Monday, July 25, 2016	Monday, August 29, 2016	Thursday, September 08, 2016
Monday, May 09, 2016	Wednesday, May 25, 2016	Tuesday, May 31, 2016	Thursday, June 09, 2016	Monday, June 13, 2016	Tuesday, June 28, 2016	Monday, July 11, 2016	Tuesday, July 19, 2016	Monday, August 08, 2016	Monday, September 12, 2016	Thursday, September 22, 2016
Monday, May 23, 2016	Wednesday, June 08, 2016	Monday, June 13, 2016	Thursday, June 23, 2016	Monday, June 27, 2016	Tuesday, July 12, 2016	Monday, July 25, 2016	Tuesday, August 02, 2016	Monday, August 22, 2016	Monday, September 26, 2016	Thursday, October 06, 2016
Monday, June 06, 2016	Wednesday, June 22, 2016	Monday, June 27, 2016	Thursday, July 07, 2016	Monday, July 11, 2016	Tuesday, July 26, 2016	Monday, August 08, 2016	Tuesday, August 16, 2016	Monday, September 05, 2016	Monday, October 10, 2016	Thursday, October 20, 2016
Monday, June 20, 2016	Wednesday, July 06, 2016	Monday, July 11, 2016	Thursday, July 21, 2016	Monday, July 25, 2016	Tuesday, August 09, 2016	Monday, August 22, 2016	Tuesday, August 30, 2016	Monday, September 19, 2016	Monday, October 24, 2016	Thursday, November 03, 2016
Monday, July 04, 2016	Wednesday, July 20, 2016	Monday, July 25, 2016	Thursday, August 04, 2016	Monday, August 08, 2016	Tuesday, August 23, 2016	Monday, September 05, 2016	Tuesday, September 13, 2016	Monday, October 03, 2016	Monday, November 07, 2016	Thursday, November 17, 2016
Monday, July 18, 2016	Wednesday, August 03, 2016	Monday, August 08, 2016	Thursday, August 18, 2016	Monday, August 22, 2016	Tuesday, September 06, 2016	Monday, September 19, 2016	Tuesday, September 27, 2016	Monday, October 17, 2016	Monday, November 21, 2016	Thursday, December 01, 2016
Monday, August 01, 2016	Wednesday, August 17, 2016	Monday, August 22, 2016	Thursday, September 01, 2016	Tuesday, September 06, 2016	Wednesday, September 21, 2016	Monday, October 03, 2016	Tuesday, October 11, 2016	Monday, October 31, 2016	Monday, December 05, 2016	Thursday, December 15, 2016
Monday, August 15, 2016	Wednesday, August 31, 2016	Tuesday, September 06, 2016	Thursday, September 15, 2016	Monday, September 19, 2016	Tuesday, October 04, 2016	Monday, October 17, 2016	Tuesday, November 01, 2016	Monday, November 21, 2016	Monday, December 26, 2016	Thursday, January 05, 2017
Monday, August 29, 2016	Wednesday, September 14, 2016	Monday, September 19, 2016	Thursday, September 29, 2016	Monday, October 03, 2016	Tuesday, October 18, 2016	Monday, October 31, 2016	Tuesday, November 08, 2016	Monday, November 28, 2016	Monday, January 02, 2017	Thursday, January 12, 2017
Monday, September 12, 2016	Wednesday, September 28, 2016	Monday, October 03, 2016	Thursday, October 13, 2016	Monday, October 17, 2016	Tuesday, November 01, 2016	Monday, November 14, 2016	Tuesday, November 22, 2016	Monday, December 12, 2016	Monday, January 16, 2017	Thursday, January 26, 2017
Monday, September 26, 2016	Wednesday, October 12, 2016	Monday, October 17, 2016	Thursday, October 27, 2016	Monday, October 31, 2016	Tuesday, November 15, 2016	Monday, November 28, 2016	Tuesday, December 06, 2016	Monday, December 26, 2016	Monday, January 30, 2017	Thursday, February 09, 2017
Monday, October 10, 2016	Wednesday, October 26, 2016	Monday, October 31, 2016	Thursday, November 10, 2016	Monday, November 14, 2016	Tuesday, November 29, 2016	Monday, December 12, 2016	Tuesday, December 20, 2016	Monday, January 09, 2017	Monday, February 13, 2017	Thursday, February 23, 2017
Monday, October 24, 2016	Wednesday, November 09, 2016	Monday, November 14, 2016	Thursday, November 24, 2016	Monday, November 28, 2016	Tuesday, December 13, 2016	Monday, December 26, 2016	Tuesday, January 03, 2017	Monday, January 23, 2017	Monday, February 27, 2017	Thursday, March 09, 2017
Monday, November 07, 2016	Wednesday, November 23, 2016	Monday, November 28, 2016	Thursday, December 08, 2016	Monday, December 12, 2016	Tuesday, December 27, 2016	Monday, January 09, 2017	Tuesday, January 17, 2017	Monday, February 06, 2017	Monday, March 13, 2017	Thursday, March 23, 2017
Monday, November 21, 2016	Wednesday, December 07, 2016	Monday, December 12, 2016	Thursday, December 22, 2016	Tuesday, December 27, 2016	Wednesday, January 11, 2017	Tuesday, January 24, 2017	Tuesday, January 31, 2017	Monday, February 20, 2017	Monday, March 27, 2017	Thursday, April 06, 2017
Monday, December 05, 2016	Wednesday, December 21, 2016	Monday, December 26, 2016	Thursday, January 05, 2017	Monday, January 09, 2017	Tuesday, January 24, 2017	Monday, February 06, 2017	Tuesday, February 14, 2017	Monday, March 06, 2017	Monday, April 10, 2017	Thursday, April 20, 2017
Monday, December 19, 2016	Wednesday, January 04, 2017	Monday, January 09, 2017	Thursday, January 19, 2017	Monday, January 23, 2017	Tuesday, February 07, 2017	Monday, February 20, 2017	Tuesday, February 28, 2017	Monday, March 20, 2017	Monday, April 24, 2017	Thursday, May 04, 2017

\*In accordance with the zoning ordinance there is 120-days from when a site plan is accepted to the Planning Board Hearing date. However, in these instances, 120 days from the acceptance of the application occurs during a known and regularly scheduled Planning Board holiday. Therefore, an extension is necessary. The Planning Board hearing date is moved to the next available hearing date.

## Exhibit C. 2016 DRC and Planning Board Schedule for Site Plans (90 day schedule)

Final Application Submission Starting	Final Departmental Acceptance Date	Plan Distribution Date to Review Agencies	Initial DRC Comments submitted to Planning Department	DRC with Applicant	Applicant's First Resubmission	Comments from Staff on First Resubmission	Applicant's Final Submission	Final Recommendation From Review Agencies	Publication of Staff Report	Planning Board Public Hearing Date
Monday, December 07, 2015	Wednesday, December 23, 2015	Monday, December 28, 2015	Thursday, January 07, 2016	Monday, January 11, 2016	Tuesday, January 26, 2016	Friday, February 05, 2016	Monday, February 15, 2016	Tuesday, February 23, 2016	Monday, March 14, 2016	Thursday, March 24, 2016
Thursday, December 24, 2015	Wednesday, January 06, 2016	Monday, January 11, 2016	Thursday, January 21, 2016	Monday, January 25, 2016	Tuesday, February 09, 2016	Friday, February 19, 2016	Monday, February 29, 2016	Tuesday, March 08, 2016	Monday, March 28, 2016	Thursday, April 07, 2016
Thursday, January 07, 2016	Wednesday, January 20, 2016	Monday, January 25, 2016	Thursday, February 04, 2016	Monday, February 08, 2016	Tuesday, February 23, 2016	Friday, March 04, 2016	Monday, March 14, 2016	Tuesday, March 22, 2016	Monday, April 11, 2016	Thursday, April 21, 2016
Thursday, January 21, 2016	Wednesday, February 03, 2016	Monday, February 08, 2016	Thursday, February 18, 2016	Monday, February 22, 2016	Tuesday, March 08, 2016	Friday, March 18, 2016	Monday, March 28, 2016	Tuesday, April 05, 2016	Monday, April 25, 2016	Thursday, May 05, 2016
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Thursday, February 18, 2016	Wednesday, March 02, 2016	Monday, March 07, 2016	Thursday, March 17, 2016	Monday, March 21, 2016	Tuesday, April 05, 2016	Friday, April 15, 2016	Monday, April 25, 2016	Tuesday, May 03, 2016	Monday, May 23, 2016	Thursday, June 02, 2016
Thursday, March 03, 2016	Wednesday, March 16, 2016	Monday, March 21, 2016	Thursday, March 31, 2016	Monday, April 04, 2016	Tuesday, April 19, 2016	Friday, April 29, 2016	Monday, May 09, 2016	Tuesday, May 17, 2016	Monday, June 06, 2016	Thursday, June 16, 2016
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Thursday, November 24, 2016	Wednesday, December 07, 2016	Monday, December 12, 2016	Thursday, December 22, 2016	Tuesday, December 27, 2016	Tuesday, January 10, 2017	Friday, January 20, 2017	Monday, January 30, 2017	Tuesday, February 07, 2017	Monday, February 27, 2017	Thursday, March 09, 2017
Thursday, December 08, 2016	Wednesday, December 21, 2016	Monday, December 26, 2016	Thursday, January 05, 2017	Monday, January 09, 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

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