

RULES OF PROCEDURE  
THE MONTGOMERY COUNTY PLANNING BOARD

Consent Agenda  
(excerpted from full [Rules of Procedure](#) document)

**4.12 Consent Agenda.**

4.13.1 **Scope of Rule.** The Planning Board may, without holding a public hearing, take any of the following actions in a Consent Agenda:

- a. approve, with or without conditions, an Amendment to a previously approved plan if the proposed Amendment and any conditions are supported by Planning Staff and not opposed by any Party;
- b. adopt a Resolution to take a Board Action that the Board previously approved in substance;
- c. approve a Record Plat of subdivision under § 50-8 of the Subdivision Regulations.

4.12.2 **Notice of Consent Agenda.** The Planning Staff must provide written notice of any item on a Consent Agenda, except Resolutions, by website or other publication readily available to the public at least 10 days before the Board meeting during which the Consent Agenda is scheduled.

4.13.3 **Board Action.** The Chairman must not allow any public testimony or discussion regarding any item on the Consent Agenda, but a Board member may seek clarification regarding a Consent Agenda item from the Planning Staff. The Board must act on all items on a Consent Agenda by a single motion for approval, but a Board member may move to sever any item as provided in Rule 4.13.4. A Board member must not vote on a Resolution in the Consent Agenda if that member did not participate in or review the record of the underlying Board Action. The vote to approve the Consent Agenda constitutes the approval of each item as if it had been acted on individually.

- 4.13.4 **Removal of Item from Consent Agenda.** Any item on a Consent Agenda must be severed from the Agenda if any Board member so moves. Any Person may request that an item be severed from a Consent Agenda. After an item is severed, the Board may act separately on the item or, if appropriate, schedule a public hearing on it.
- 4.13.5 **Abstention.** A Board member may abstain from the vote on any item on the Consent Agenda. The abstaining member should state the reason for abstaining on the record (including, where applicable, the member's absence when the Planning Board considered or voted on the item). A Board member's abstention under this Rule does not require an item to be severed unless the number of members abstaining results in the lack of a quorum to vote on the item.

4.14 **Consent Agenda for Record Plats.**

- 4.14.1 Each Record Plat appearing on the Consent Agenda must be accompanied by a Certificate of Compliance submitted by the Applicant, together with a brief Planning Staff Report to (a) confirm that the Staff has reviewed the Application for a Record Plat and that the Application conforms to the requirements of any applicable Preliminary Plan of Subdivision, Certified Site Plan, and all other applicable regulations; and (b) express an unqualified Staff recommendation to approve that Final Plat.
- 4.14.2 **Action on Severed Plat.**  
If any Record Plat is severed from the Consent Agenda for Record Plats, a motion to approve, table, or re-refer to the Planning Staff is then in order.