



Draft of Administrative Regulations for Chapter 50



Cathy Conlon, Master Planner/Supervisor, DARC catherine.conlon@montgomeryplanning.org, 301.495.4542



Candy Bunnag, Planner Coordinator, DARC candy.bunnag@montgomeryplanning.org, 301.495.4543



Mark Pfefferle, Chief, DARC mark.pfefferle@montgomeryplanning.org, 301-495-4730



Completed: 2/17/17

Recommendation

The attached document contains the staff draft of proposed administrative regulations for the recently enacted rewrite of Chapter 50, Subdivision of Land. Staff recommends approval by the Board to release these regulations as the Public Hearing Draft and to tentatively schedule a public hearing on the draft for no earlier than April 6, 2017.

Summary

In December 2007, the Planning Board adopted a “Manual of Development Review Procedures” that was forwarded to, and approved by, the County Council under Method 2 procedures. The manual contains Planning Department practices related to the review and processing of development applications that are acted upon by the Planning Board or Planning Director under Chapter 50 and Chapter 59 of the County Code. When Chapter 59 was rewritten in 2014, these practices were changed and codified as part of new provisions for Administration and Procedures (Article 59-7). We recognized that similar updates would be needed as part of our recent rewrite of Chapter 50, but we decided to include them as regulations rather than put them in the chapter. The provisions of Chapter 59, and these regulations once adopted, will formally replace the existing manual.

The purpose of the original manual and these proposed regulations continues to be to:

- Clearly explain the Planning Department’s overall regulatory review process for applicants, staff, residents and other interested parties.
- Clarify standards and procedures for submission of timely and relevant information by applicants.
- Provide for timely participation by public agencies in the review of applications.
- Provide for participation by interested parties so their views can be known by staff and the Planning Board before action is taken.

The plan applications covered by these regulations include: pre-preliminary submissions, preliminary and administrative subdivision plans, amendments to such plans, and record plats. The provisions from Chapter 59 that cover sketch plans and site plans are also referenced for information and the benefit of users.