

SITE PLAN REVIEW WORKING GROUP RECOMMENDATIONS Implementation Program Schedule

| | | | Month, Calendar Year 2015 | | | | | | |
|----------------|---|--|---------------------------|------|--------|-----------|---------|----------|----------|
| Recommendation | Tasks | Responsibility | June | July | August | September | October | November | December |
| 1 | Restructure SPRC Meeting Agenda | A. Review full meeting agenda for standard project review and revise as necessary* | ----- | | | | | | |
| | | B. Update SPRC Operating Guide, Section VI Master Issues Agenda for Site Plan Meeting to include incorporating new agendas developed for new processes | ----- | | | | | | |
| 2 | Establish Optional Preliminary Review Process | A. Develop Guidelines/Structure/Procedures for the Optional Preliminary Review Process | | | | | | | |
| | | B. Establish fees for Optional Preliminary Review | | | | | | | |
| | | C. Review established process and materials with staff, County Manager, NAIOP, and SPRC. | | | | | | | |
| | | D. Update SPRC Operating Guide Section V, Site Plan Meetings, to include an agenda for Optional Preliminary Review | ----- | | | | | | |
| | | E. Develop and Incorporate into the SPRC Operating Guide a report form to document the outcome of the Optional Preliminary Review Meeting | ----- | | | | | | |
| | | F. County Board Review and Adoption of fee schedule to include Optional Preliminary Review Fee | ----- | | | | | | |
| 3 | Clarify Role of Commissions, Advisory Boards and Civic Associations | A. Review and revise Section I of the SPRC Operating Guide, "Scope of Duty for Site Plan Review Committee" | ----- | | | | | | |
| | | B. Develop a SPRC orientation program that is both in-person and online (self-guided) | ----- | | | | | | |
| | | C. Planning Commission member training to implement the orientation program | ----- | | | | | | |
| | | D. Update SPRC Operating Guide to Incorporate Information Regarding Training | ----- | | | | | | |
| 4 | Establish Streamlined Review Process | A. Establish criteria for certain types of site plan applications that could be considered for a streamlined review and submission process | ----- | | | | | | |
| | | B. Develop Checklist of Submission Materials | ----- | | | | | | |
| | | C. Establish fees for Streamlined Review | ----- | | | | | | |
| | | D. Develop Streamlined Review Process Meeting Agenda | ----- | | | | | | |
| | | E. Complete a Zoning Ordinance Amendment to enable submission of a streamlined review in less than 120 days from Filing | ----- | | | | | | |
| 5 | Revise SPRC Committee Membership | A. Update SPRC Operating Guide Section III Membership and Section IV SPRC Roles, Section for All SPRC Members | ----- | | | | | | |
| | | B. Update SPRC database of members maintained by the County for meeting notifications, etc. | ----- | | | | | | |
| | | C. Provide training/orientation to members on roles and responsibilities in participating on the SPRC | ----- | | | | | | |
| 6 | Clarify Role of SPRC Chairs | A. Update SPRC Operating Guide, Section IV SPRC Roles | ----- | | | | | | |
| | | B. Participate in meeting facilitation training | ----- | | | | | | |
| | | C. Revise/Update SPRC Chair Report Form and update within the Operating Guide, Appendix 1 | ----- | | | | | | |
| | | D. Update SPRC Chair Guide and including the "Draft Meeting Choreography" developed by the SPRWG | ----- | | | | | | |
| 7 | Clarify Submission Requirements | A. Review and revise Administrative Regulation 4.1 submission requirements and checklist | ----- | | | | | | |
| | | B. Develop and incorporate checklists for Optional Preliminary Review and Streamlined Review into the Administrative Regulation 4.1 | ----- | | | | | | |
| | | C. Incorporate review process for PDSPs in Administrative Regulation 4.1 | ----- | | | | | | |
| | | D. Review and update submission requirements provided in the Administrative Regulation 4.1 | ----- | | | | | | |
| | | E. Update procedure documents regarding submission materials for SPRC meetings, timing, etc. | ----- | | | | | | |

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| 8 Other | A. Update and revise, as appropriate, report and presentation templates, forms and process documents related to SPRC review and meetings | Staff | | | | | | | |
| | B. Train staff on new processes, forms, etc. | Staff | → | | | | | | |
| | C. Work with communications staff to create opportunity through SPRC website for comments/questions to be submitted on projects for the meetings. | Staff | | | | | | | |