

DEAB Subcommittee Issues List

As of 6/28/2021

#	Discussion Item	Suggested Solution
1	Inapplicable code sections sometimes listed in PACs such as 40.200, 40.310.	Discuss with staff, change language in PAC to state only need to address if applicable, create list for techs of sections that are not required.
2	Comp Plan should only be listed as required in narrative for zone changes	Discuss with staff, change language in PAC to state only need to address if applicable
3	Have staff provide project specific comments, not boilerplate language in PACs	Discuss with staff. Discuss when "boilerplate" language is applicable with committee. Ask staff to tailor specific comments to proposed plan and then state other review may be required if plan changes. Add overview/narrative to required submittal items to help staff understand proposal.
4	Address questions in final PAC reports	Discuss with staff. Hard to find where to list PAC questions, so updated to include on master application form. Make sure to discuss questions, in PAC pre-meetings and address in final report.
5	Mention "soft" approvals in PACs	Can only discuss feasibility, doesn't appear to meet idea of "soft" approval to include in PAC report. Can't include in writing until full application submitted. Addressed in road mod committee.
6	Clarify when some applications are required such as CARA and floodplain. If staff don't know if application will be required, change language to say "if required".	Discuss with staff, change language in PAC to state only need to address if applicable
7	Applicants must contact staff to determine if additional applications are required during FC. Can be difficult to get response.	Applicant/applicant's engineer to send an email and copy DE Admin staff. DE engineer will respond. Copying admin staff will notify the admin to ensure DE engineer responds.
8	If critical areas are clearly avoided, clearly state in PAC	Discuss with staff. Don't know for sure until determination is received, so cannot state outright.
9	Include final review fees, building fees in PACs	See new sheet to be included in PACs.
10	Combine the FSR and ENG processes	Started on 5/1/2021.
11	Stop requiring lighting, irrigation plans at prelim.	Required by code. Discuss with staff. Address in PAC if this is required or not.
12	Modify some SEPA thresholds	Verified that an exempt project with more than 1,000 cubic yards of grading is still exempt. Other changes would require a code change.
13	Consolidate application forms	See new application form.

14	Make changes to submittal checklist	See updated submittal checklist.
15	Change process to remove fully complete certified	Remove from web when submittal checklist changes implemented. If all checklist items are received and valid at Counter Complete, will utilize a 14-day review timeline. If items are missing or expired, will use the 21-day timeline. Will no longer utilize Fully Complete Certifications.
16	Require a submittal checklist with each application and identify items provided and those not provided.	Most applicants do this now and it is very helpful for FC review.
17	Do .pdf file names need to start with a number or letter so that they match submittal checklist item numbers and order?	Yes. Most applicants do this now and it is very helpful for FC review.
18	If above is done, is TOC still needed?	Yes, we use TOC for items that aren't numbered on the checklist such as CARA, Wet-Hab, Road Mod, Floodplain, FPA, etc.
19	When do things have to be valid - at FC or at submittal of FC?	Currently, we are doing everything at the FC date (GIS, PAC, sewer, water).
20	Allow zip files to be uploaded	Reviewed with staff and will allow now.
21	Notify recent applicants of all changes	Send out email to recent applicants after DEAB meeting, to include: - New development application form (attachment) - Final ENG/Site Plan handout (attachment) - Updates to PAC Process (attachment) - Submittal checklist updates (attachment) - End of FC Certified program