

The Department of Public Works' Development Review Committee (DRC) provides expert review to support and complement the development review process. The DRC meets with applicants in order to fully understand the scope and intent of the proposed development and to have all questions and concerns addressed.

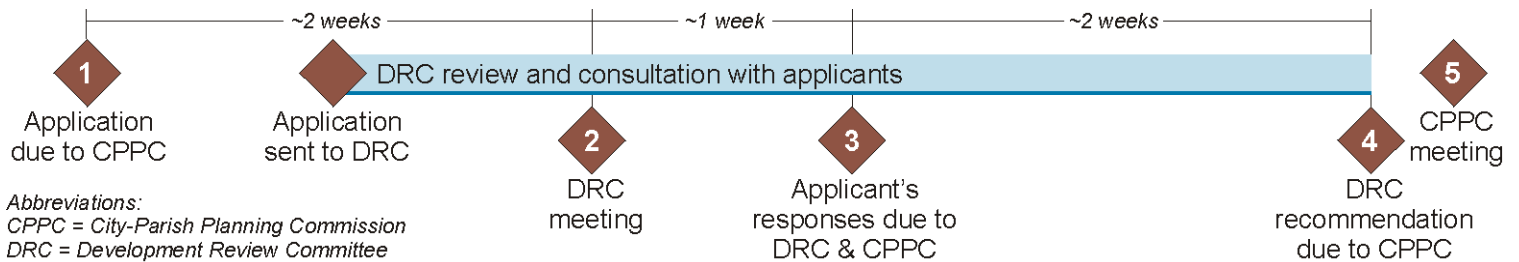
DRC and the development review process

1: Application due. The completed development application is submitted to the CPPC. If a Drainage Impact Study, Water Quality Impact Study or Stormwater Management Plan is required, it should be stamped by the CPPC and then submitted to DPW Drainage Engineering. All applications should submit a request for Traffic Impact Study to DPW Traffic Engineering and a request for Sewer Capacity Analysis to DPW Sewer Administration.

2: DRC meeting. The consulting engineer for the application is given a 30-minute appointment to give a brief presentation of the proposed development and answer any questions from each DRC member. Final written comments from the DRC are forwarded to the applicant about 2 days after the meeting.

3: Applicant's responses due. The applicant has about 1 week to address the DRC comments and provide a written response. If any response includes major changes to the plans, the revised plans should also be submitted. The applicant should correspond directly with each DRC member in order to best address each comment, but at a minimum, written responses should be sent to the Subdivision Office and CPPC. "No Response" is not acceptable.

Once the response has been submitted, the applicant may continue to work with the DRC to address the comments, but only minor, non-geometric changes to the application will be accepted.



2009 DRC Schedule

1 Application Due	2 DRC Meeting	3 Applicant Responses	4 DRC Rec.	5 PC Meeting
January 8	January 23	February 2	February 12	February 16
February 5	February 19	March 2	March 12	March 16
March 12	March 26	April 6	April 16	April 20
April 9	April 23	May 4	May 14	May 18
May 14	May 28	June 8	June 18	June 22
June 11	June 25	July 6	July 16	July 20
July 9	July 23	August 3	August 13	August 17
August 13	August 27	September 7	September 17	September 21
September 10	September 24	October 5	October 15	October 19
October 8	October 22	November 2	November 12	November 16
October 29	November 17	November 23	December 3	December 7
December 17	December 30	Jan 11, 2010	Jan 21, 2010	Jan 25, 2010

4: DRC recommendations. On the Thursday before the scheduled CPPC meeting, the DRC transmits its final recommendations for each application to the CPPC. There are 4 possible recommendations:

1. Approve. The DRC recommends that the CPPC approve the application.
2. Approve with stipulations. The DRC recommends that the CPPC approve the application, provided that certain stipulations are included with the approval. (Stipulations will vary with each application.)
3. Defer. The DRC recommends that the CPPC defer the application to the next scheduled CPPC meeting so that outstanding issues can be resolved. Potential reasons for a deferral:
 - Failure to satisfactorily address all DRC comments.
 - Failure to provide adequate information, either with the application or during the review process, to allow the DRC to conduct a thorough review.
 - Failure to attend a scheduled DRC meeting. (The applicant will be asked to attend the DRC meeting during the next application cycle.)
4. Deny. The DRC recommends that the CPPC deny the application.

Types of development reviewed by the DRC

- Preliminary plats of **Subdivisions** consisting of more than 5 lots
- Concept and final development plans for **Planned Unit Developments (PUD)** and **Traditional Neighborhood Developments (TND)**
- Development plans for **Small Planned Unit Developments (SPUD)**
- **Site Plans** for developments containing more than 75 residential units or 30,000 sf of commercial
- **Conditional use permits**

Scheduling the DRC meeting

The DPW Subdivision Office will contact the applicant's engineer a few days prior to the DRC meeting to schedule an appointment. Because the number of applications being reviewed by the DRC can vary, DRC meeting appointments can occur at any time on the scheduled day, but are typically between 8:00 a.m. and noon. It is the DRC's policy to attempt to schedule applications with the same engineer for back-to-back appointments for the engineer's convenience.

DPW DRC member divisions

- Chair, Chief Operations Engineer:
Tom Stephens, PE
(225) 389-3158; tstephens@brgov.com
- Drainage Engineering: Jim Ferguson, PE
(225) 389-3189; jferguson@brgov.com
- Infrastructure Planning: Melissa Guilbeau, AICP
(225) 389-3158; mguilbeau@brgov.com
- Landscape & Forestry: Steve Shurtz, ASLA
(225) 389-8835; sshurtz@brgov.com
- Permit & Inspection: Carey Chauvin
(225) 389-3205; cchauvin@brgov.com
- Sewer Engineering: Greg Wiley, PE
(225) 389-5623; gwiley@brgov.com
- Subdivision Engineering: Shannon Dupont, PE
(225) 389-3198; sdupont@brgov.com
- Traffic Engineering: Cyndi Pennington, PE
(225) 389-3246; cpennington@brgov.com