DPS Advisory Committee Meeting Minutes
Thursday, November 21, 2024
4:30 p.m. (Virtual) Microsoft Teams

DPSAC Members

Chair Dean Packard; Vice Chair Neil Blanc; Karem Carpio; Tamika Graham; Nasser Kamazani; Arquilla Ridgell; Mark Rittenberg; Sean Soboloski; Rebecca Torma; Sharon Wilder; and Debra Wylie.

DPS Staff

Director Rabbiah Sabbakhan; Deputy Director Ehsan Motazedi; Land Development Division Chief Linda Kobylski; Customer Support & Outreach Division Chief Gail Lucas; Customer Support & Outreach Manager Crystal Roberts; and Senior Executive Administrative Aide Leah Ortiz.

The meeting was called to order at 4:33 p.m.

Approved draft minutes from the October 10 meeting.

SWM agenda item: The board suggests creating an approved list of SWM practices in the county. An internal list is in the works; each practice requires additional items, and DPS would like it on its website.

Housing Construction Tracking: Precise data would help the board members to identify the effects of County policies such as rent control. DPS should have information sometime in early 2025.

Permit Issuance Correspondence Letter: A discussion on creating an Outstanding Conditions Letter (OCL) – an effective way to communicate what you need to get a permit to issuance. WSSC uses an OCL and a software system that highlights what is completed and what is outstanding. DPS Reviewers and PT staff did not want to use a checklist system, but DPS is open to revisiting the issue.

CERB Questionnaire: No update; the next step is meeting with the CERB in mid-2025.

DPS Presenters: The board considered 15-minute presentations from DPS managers on different topics and challenges for the board to provide feedback on.

Design for Life Program (DFL): Board members are asked to develop a list of contractors who want to be listed as DFL contractors on our website and to share the program with their counterparts in the community. DPS will create a revised DFL permitting program by the end of December 2024.

Variation Request: The board recommends that DPS implement a variation request system like MCDOT. WSSC also has a variance program.

Old Business: Project file cleaning—Each section is cleaning its files. The board suggests posting a notification on the website to alert customers and encourage reporting of old files.

The meeting adjourned at 5:37 p.m.

The next meeting will be held on January 16, 2025, at 4:30 p.m.