



DPS Advisory Committee Meeting Minutes
Thursday, Jan. 18, 2024
4:30 p.m. (Virtual) Microsoft Teams

DPSAC Members

Chair Dean Packard; Vice Chair Neil Blanc; Karem Carpio; Rexie Fernando; Nasser Kamazani; Elizabeth Kellar; Len Newman; Arquilla Ridgell; Sean Soboloski; Rogers Stanley; Rebecca Torma and Debra Wylie.

DPS Staff

Director Rabbiah Sabbakhan; Deputy Director Ehsan Motazed; Land Development Division Chief Linda Kobylski; Customer Support & Outreach Division Chief Gail Lucas; Manager Bryan Bomer; Community Outreach Manager Sonya Burke and Senior Executive Administrative Aide Leah Ortiz.

Meeting called to order at 4:31 p.m.

Approved draft minutes from the November 16 meeting.

Floodplain GIS mapping

- Two additional GIS maps will be released to include residential and commercial.
- Website launch pending location determination on DPS' website.
- StormNET dataset, the master storm drain inventory maintained by the Montgomery County Department of Transportation, may be included in the Land Development GIS mapping site along with other mapping inventories.

Code Updates

- Currently in final review stages by DPS staff. Approval is needed by County Executive followed by a public comment period.
- The deadline for adoption is May 24, 2024.
- The fire code deadline is April 2024.

Street lighting and traffic control plan reviews by DPS

- Applicants are directed to submit all documents to DPS.

Water meters in ROW

- DPS met with WSSC to discuss.
- DPS takes no issue provided meters are not in a paved area.
- Additional information from WSSC has been requested by DOT.

DPS plan for 2024

- Committee members are encouraged to view DPS' latest podcast which provides insight into 2024 plans.
- Finalize budget, refine guidance documents for permit stakeholders and strategic plan.

Old Business

- ProjectDox 9.2 update – some hiccups but mostly internal; not systemic and Avolve is working on it. Timing seems to be the issue. Well & septic and U & O applications do not exist online; extensive electronic updating going on. Specific tasks will be assigned. Workflows are taking place by section and once complete, the launch will take place. 13 workflows will consolidate to 4 or 5.
- Checklists were discussed again, and outstanding questions were answered; a frequently encountered issues section was suggested to be added to the checklists.
- Peer Review update – no new certified peer reviewers; currently have 6. An update on the number of reviews was provided to the members. The program has been successful to date.

Staff Updates

- Communications update on DPS podcast, social media sites and DPS website updates.
- Committee members agreed to the annual meeting calendar with Teams link.

Meeting adjourned at 5:47 p.m.

Next meeting will be held on March 21, 2024, at 4:30 p.m.