

Development Review Committee (DRC) Facilitation Cheat Sheet

Our goal is to have planners assigned to each DRC project facilitate the item (i.e. lead the meeting) when it is being considered at the DRC. As the meeting facilitator, your job is to keep the meeting moving and to make sure everyone understands the purpose of the DRC, knows who is participating in the meeting, and understands the next steps. Here are some recommended talking points:

1. **Preamble:** Introduce yourself and welcome the applicant to the DRC Meeting and describe the purpose of the meeting:
 - a. To review projects for completeness prior to formal submittal
 - b. To summarize general requirements
 - c. To identify any significant issues related to the development
 - d. Let them know they will receive a written summary of comments in 7-10 days, but encourage them to take their own notes.
2. **Introductions:** Have everyone around the table introduce themselves.
3. **Project Description:**
 - a. Planner briefly describes project, and then turns it over to applicant.
 - b. Applicant describes project
4. **Planning Review**
 - a. Confirm contact information of those who will receive the DRC comments (i.e. applicant and owner if possible)
 - b. Ask the following screening questions:
 - i. Are there any easements, conditions of zoning, CC&Rs or other title restrictions that you are aware of that would restrict the development of this property?
 - ii. Will the owner sign an authorization allowing this development?
 - c. Review any other planning comments, re: use, property development standards, etc.
SUGGESTION: If in your pre-DRC review you find significant planning issues with the project, for example, the use is not allowed in the zone, it is recommended that you alert your supervisor immediately and call the applicant prior to the meeting.
5. **Comments from Partner Depts. and Agencies**
 - a. Call on each department present to provide their comments.
 - b. Make sure to let the applicant know if a department is absent, so they are aware that some comments may be missing. Follow up with the missing department and include their comments in your DRC memo if possible.
6. **Closing**
 - a. When all Partner Agencies and Departments have commented, thank the applicant and remind them that they will receive a memo in 7-10 days summarizing the comments.