



COUNTY OF NEVADA
COMMUNITY DEVELOPMENT AGENCY
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DRC MEETINGS

General Guidelines and Expectations for when the Applicant Attends

- I. **Prior to Scheduling DRC Meeting**
- A. Project Planner (Planner) shall contact each agency to get an idea about the scope of comments that will be provided and whether or not the application will be deemed incomplete.
 - i. This should help shape the order of presenters during the DRC meeting and determine amount of time should be dedicated to the Staff only portion of the meeting.
 - B. During this time, should an agency identify a glaring major issue that may render the application incomplete and keeps them performing their review, they should contact the Planner to notify them of this need as soon as possible and request that the DRC meeting be postponed until such time that the information is provided.
 - C. If application is being deemed incomplete, Planner should determine whether or not a DRC Meeting is appropriate at this time or should be scheduled at a later date.
 - D. Planner is responsible for contacting applicant regarding the DRC meeting.
 - i. When inviting applicant to meeting, Planner shall let them know ahead of time what the potential cost estimate will be for the meeting based on feedback from item I.A (*as a default, assume 1 hour for Fire, Agriculture, Planning, EH and Building*).
 - a. Each agency's representative is responsible for logging the time spent for this meeting into the project in C-PLUS.
 - ii. When inviting applicant to meeting, planner should ask applicant the following:
 - a. What key information are they hoping to get out of the meeting?
 - b. Are there specific agency areas that are of the greatest interest/concern?
- II. **Introductions and Purpose (Planner is facilitator for DRC Meeting) (5 mins)**
- A. Very brief project description based on application submittal.
 - i. This should include whether or not the application is deemed incomplete/complete.
 - B. Each Agency should introduce themselves and provide a very quick overview of why they are at the meeting (*e.g. Name, Title, Specialty*) (*Planning shall prepare generic agency name plates for each agency represented*).
 - C. Discuss timing for meeting (*e.g. try to keep it to 1 hour*).
 - i. Planner shall provide outline of which agencies will present in which order based on item I.A above.

- ii. Pre-application DRC meetings may be scheduled differently depending on the feedback received as a result of item I above.
 - D. Brief overview of the purpose of DRC
 - i. Emphasize that that DRC is intended to assist the applicant with ensuring that their project meets the minimum standards so the County can recommend the project for approval;
 - ii. To outline any potential incomplete issues;
 - iii. To go over potential conditions of project approval;
 - iv. Reiterate that incomplete issues and/or conditions will be provided in writing;
 - v. Stress that Applicant should feel free to ask questions at anytime and specifically after each agency provides their individual comments.
 - a. Planner is responsible for keeping Q&A on track, including asking for clarification of technical terms and jargon, etc.
- III. Applicant's Presentation of Project (5 mins)
 - A. The project in their own words (what their vision is, etc.).
- IV. Project Design/Application Incomplete Issues (45 minutes total for both items IV and V)
 - A. Outline what information is needed to allow further review based on what was submitted (e.g. what is required so project can be deemed complete for processing). Be definitive on what will be required. (e.g. *Applicant will need to do a Noise Study.* Not "*Applicant may need to do a Noise Study*"). If specific information is needed to make this determination be specific about what is required to make these decisions.
 - B. Outline potential design flaws (e.g. *Your site plan only shows five parking spaces and the Zoning Ordinance requires ten. Please revise your site plan to show how you can accommodate all of these spaces on the site*); where possible provide alternative ideas.
 - C. Where possible avoid technical speak, acronyms and jargon.
- V. Project Conditions
 - A. Provide an overview of potential conditions, focusing on big ticket items.
- VI. Question and Answer (5 minutes)
 - A. Open it up for any additional questions from the applicant.
- VII. DRC Recap
 - A. Planner provides a brief summary of information provided, specifically focusing on next steps/incomplete items.

NOTE: For the first few DRC meetings following this format, we may wish to de-brief following the meeting to discuss what worked, what did not work and what we would do differently to improve these meetings.