

# How to Make a Motion & The Steps of a Development Application

Maryland Planning Commissioners Association  
Nuts and Bolts Session: 10:45 – 11:45 am

A stepwise guide to those vexing questions:

- “What decision am I making now?”
- “How can I use parliamentary procedure to get what’s best for my community?”, and
- “What happens next?”

Bob McGrory

# Moving It Along

## Motions and emotions in the life of a development proposal

This session will explore how effective (or other) motions can have a critical role in a development project, how they fit in to the approval steps of a proposed subdivision or site plan, and how to channel your and your community's sometimes emotional response to a project into a (literally) constructive outcome.

**Bob McGrory**

# Presenter

Bob McGrory

## Background

- City Administrator – City of Brunswick
  - Capable in-house FT Planning & Zoning Admin
- Town Manager – Town of Centreville
  - Reliant on contract Planner & PT Zoning Admin
- Mayor – Town of Bladensburg
  - No Planning and Zoning Authority
  - Local Planning by County Council & MNCPPC





# Planning/Development Process

- Concept Plan (aka Sketch Plan)
- Preliminary Plan
- Engineering Plans
- Final Plan
- Public Works Agreement(s)
- Final Approval
- Construction



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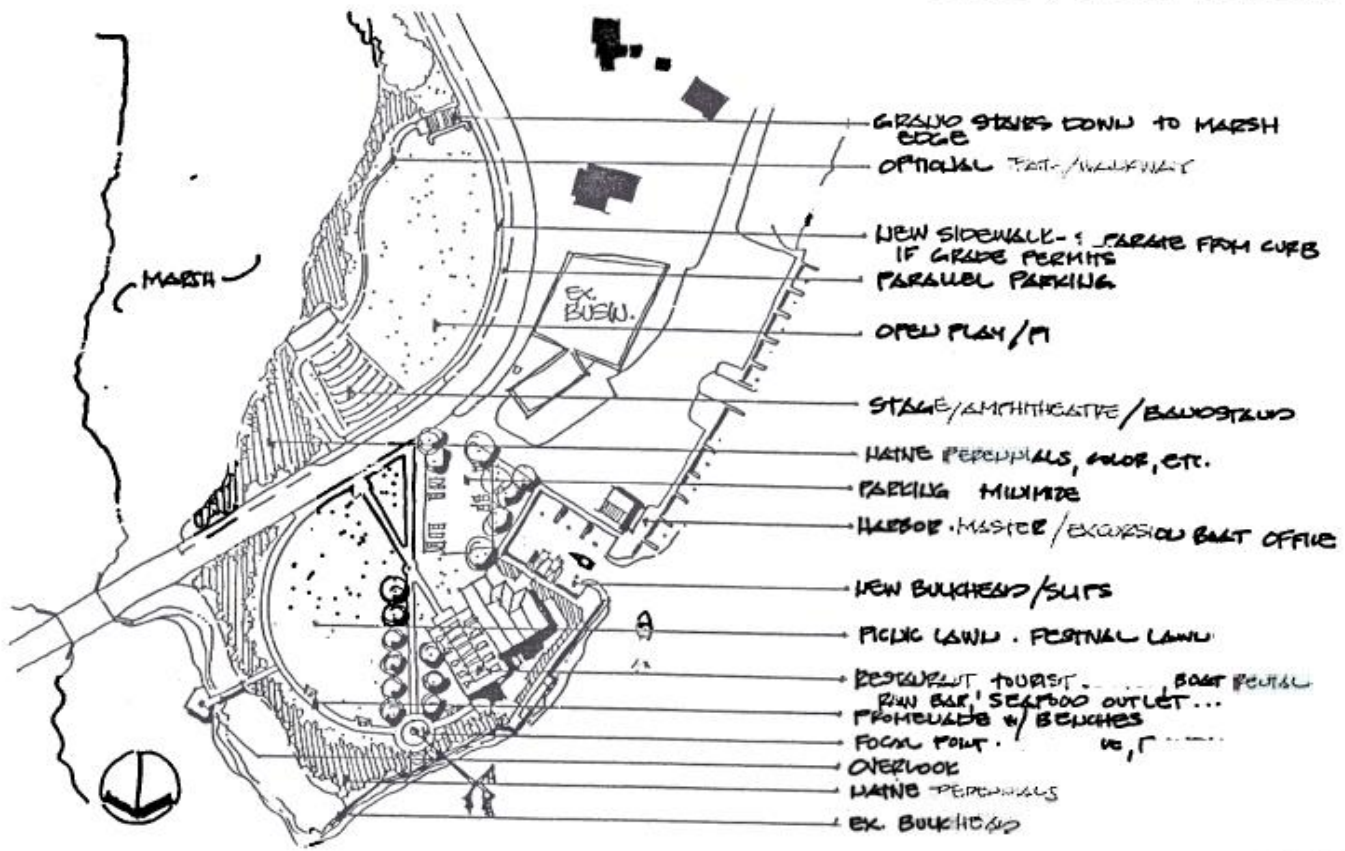
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**CENTREVILLE WHARF  
 . SITE PLAN CONCEPT.**







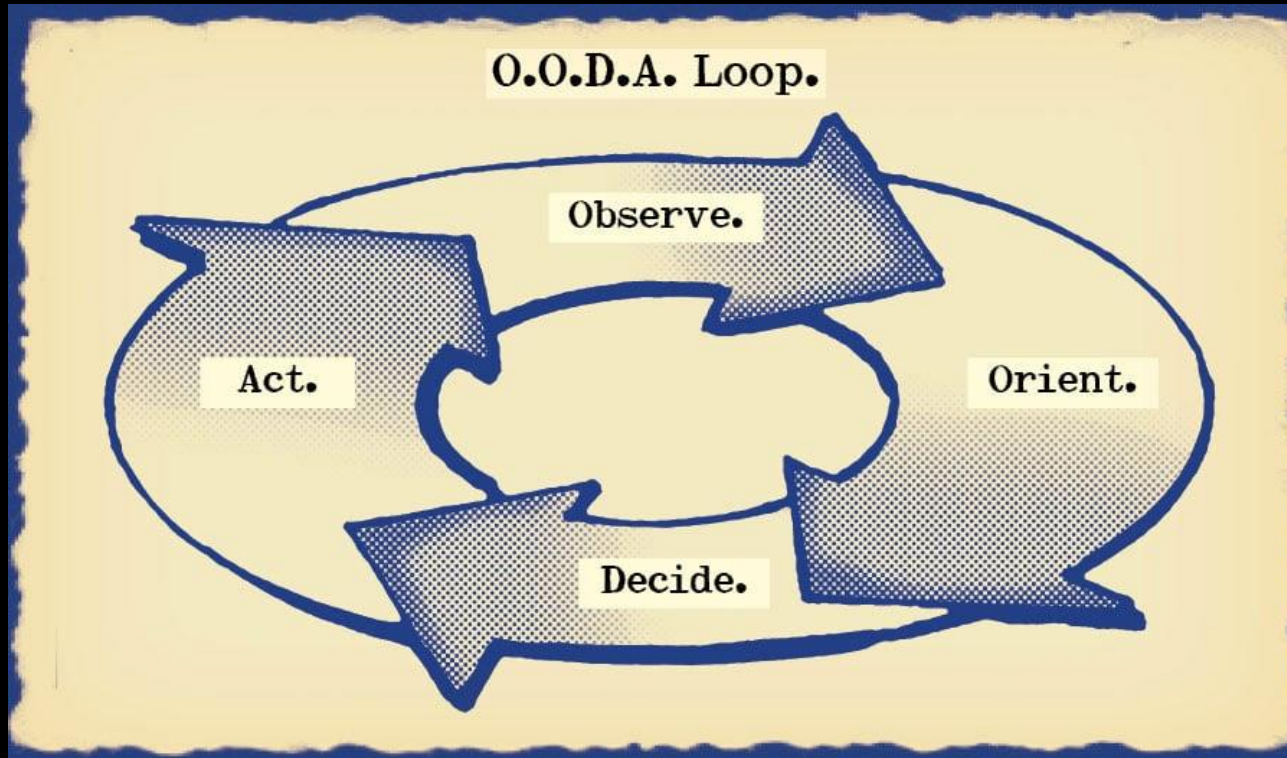


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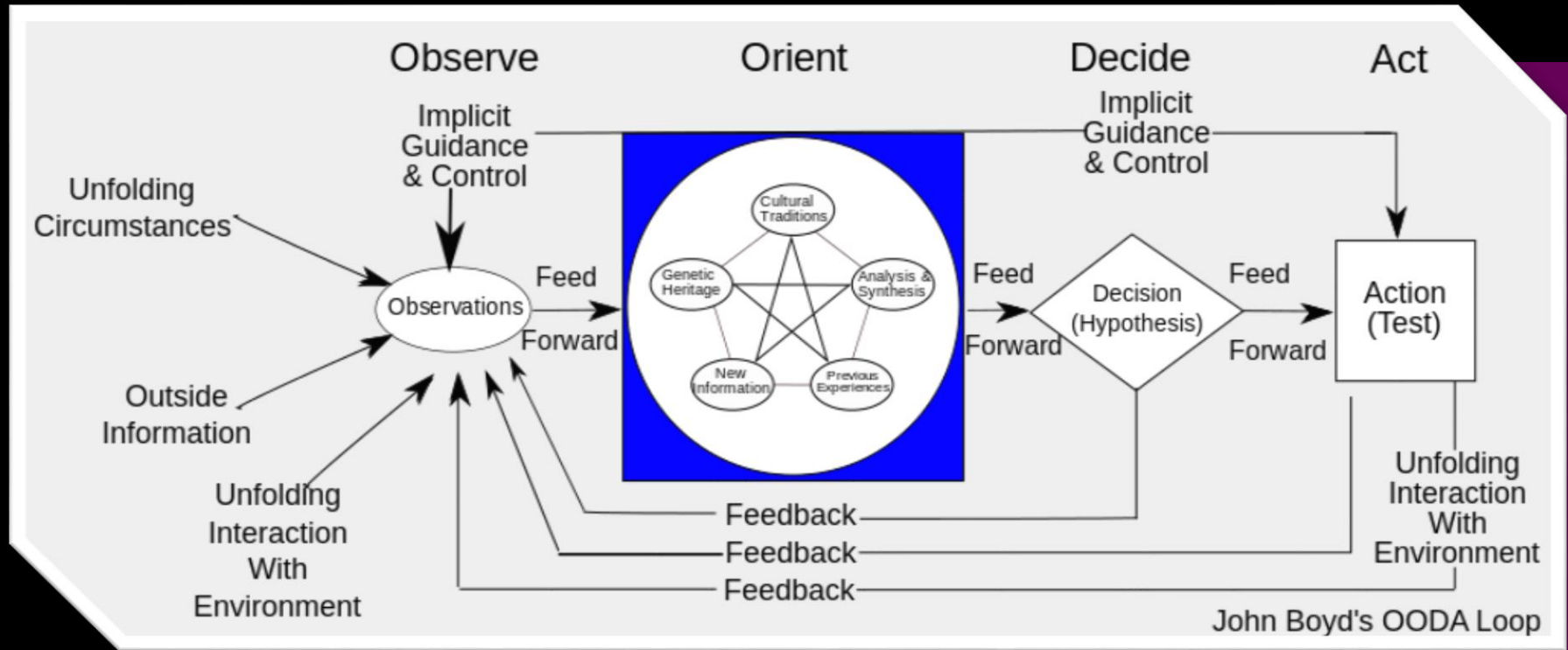
# The OODA Loop with Planning



Derived from Col. John Boyd, USAF

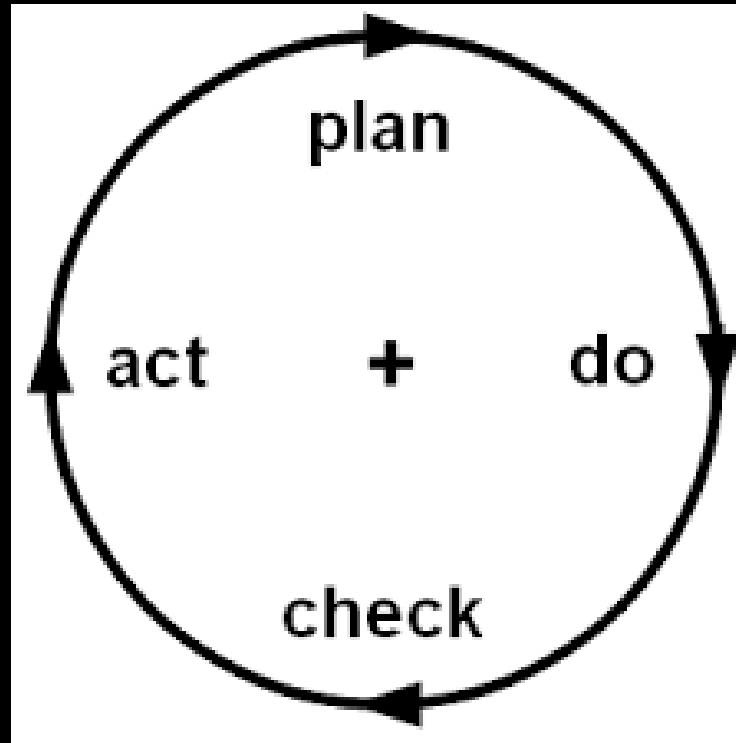


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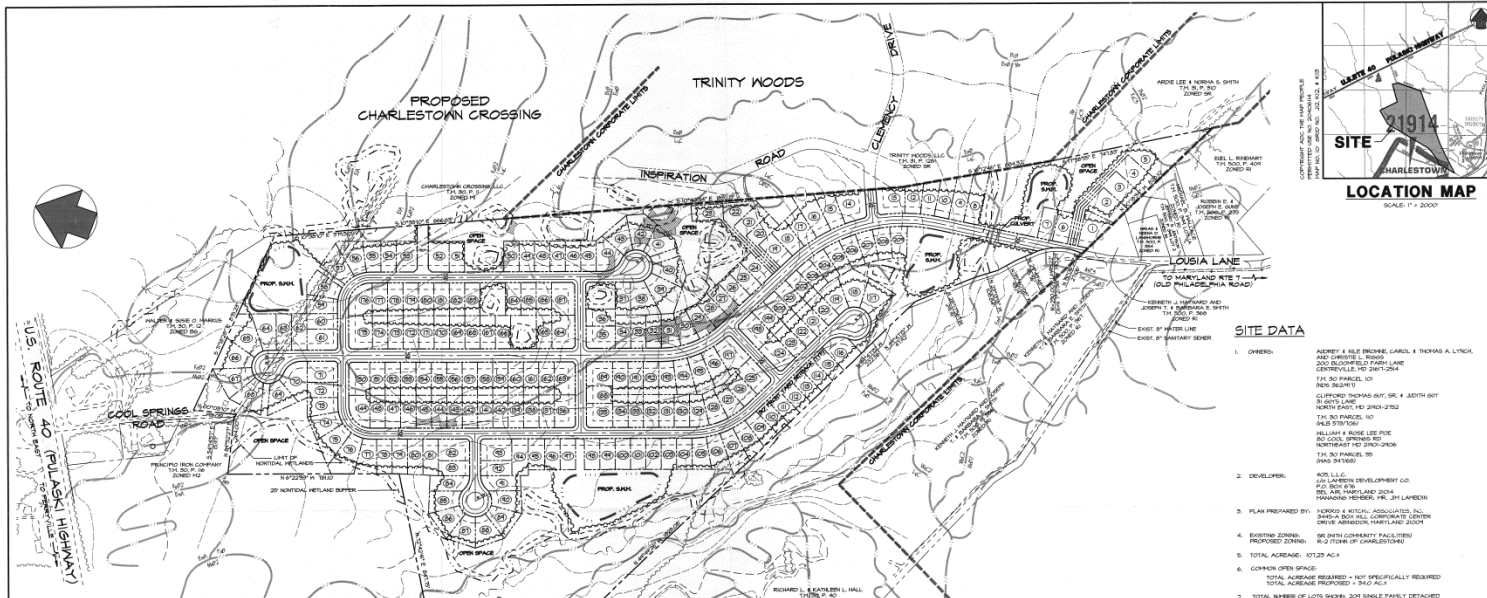
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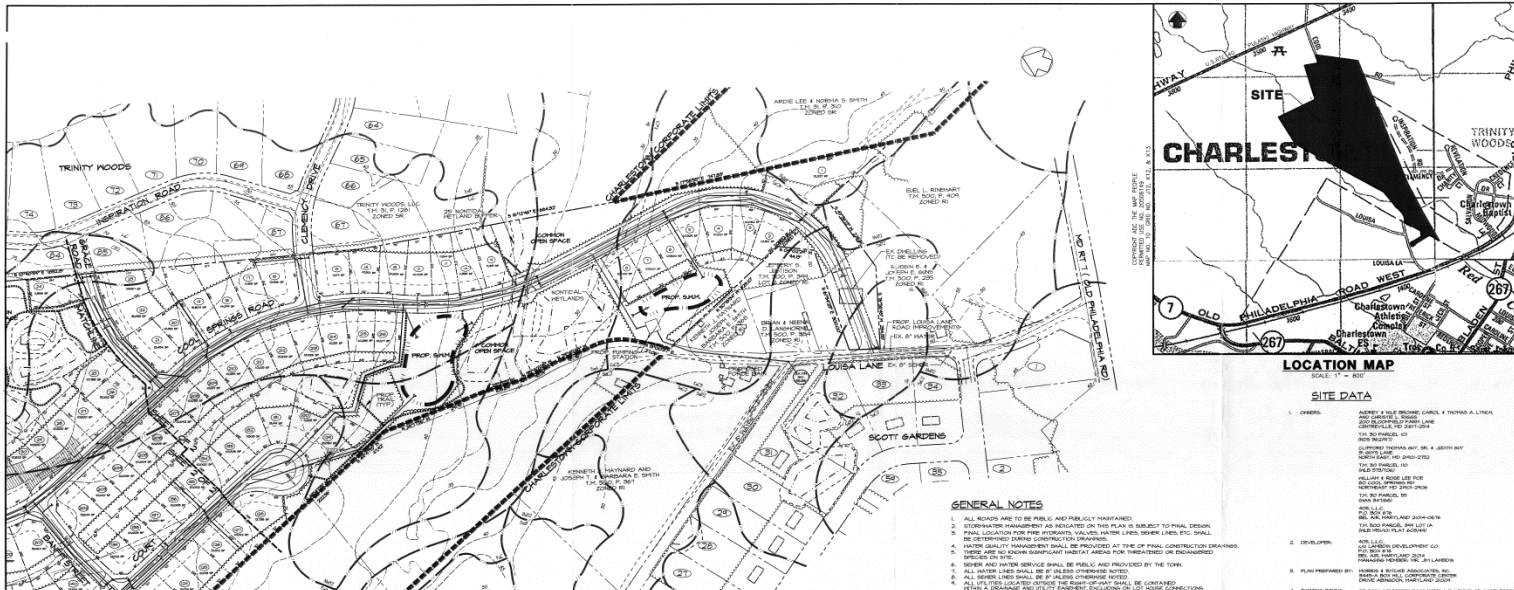
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# Concept or Sketch Plan



- Consistency with Comprehensive Plan
- Consistency with Zoning/Subdivision Regulations
- Density/Intensity
- General Road/Pedestrian Layout
- Amount of Open Space
- Relationship to Adjacent Development

# Preliminary Plan

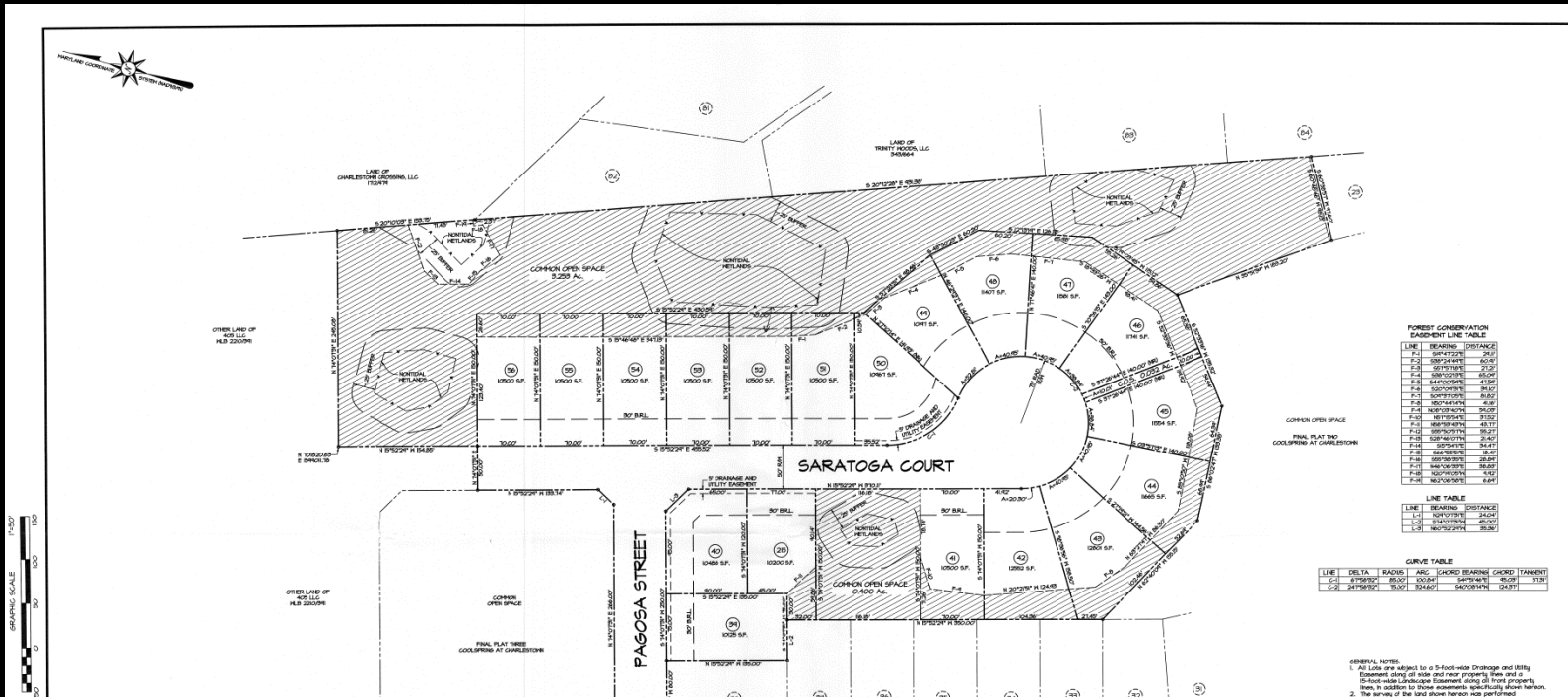


- More Detailed Information
- Field Run Topography
- Existing and Proposed Utilities
- Stormwater Management Facilities (ESD to the MEP)
- Road/Sidewalk Widths
- Sensitive Areas – Field Delineated Wetlands, Slopes, etc.
- Basis for Engineering Plans

# Engineering Plans

- Roads/Storm Drains
- Utilities – Water and Sewer
- Open Space Improvements
- Landscape Plans
- Stormwater Management
- Erosion and Sediment Control
- Off-Site Improvements

# Final Plan



- Engineering Complete or Nearly Complete
- Record of Subdivision
- Lot Dimensions
- Rights-of-Way, Easements
- Survey Monuments

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# Public Works Agreement(s)

- ⦿ Executed with Elected Officials
- ⦿ Guarantee of Public Improvements
- ⦿ Financial Surety
- ⦿ Water and Sewer Allocation
- ⦿ Other Conditions

# Final Approval

- All Conditions Met
- Signature of Planning Commission Chair/Secretary or Planning Staff
- Subdivisions Recorded in Land Records

# Construction

- Pre-Construction Meeting
- Inspections
- Acceptance of Improvements
- Dedication
- **GRAND OPENING!**

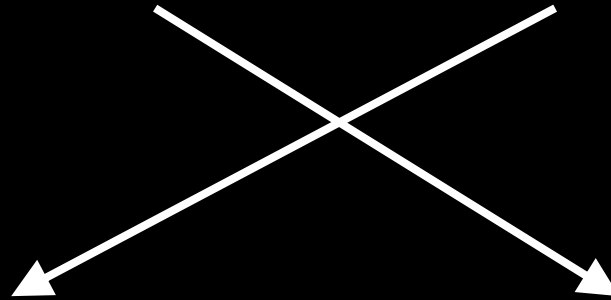
Or, for Subdivisions:

“Phew, we sold the last lot!”

# Do It Right The First Time!

- Making a Motion to Move Forward

Or Is It...



- Move Forward by making the **RIGHT** Motion

# If you want it done right...



Time spent thinking through  
your motions is well spent.



# Is this the motion you were looking for?



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Let's practice, shall we?

Do I hear a motion?





Who are we here to serve?

# Are you comparing?



# Does your motion motivate good?



The Town of Centreville has  
doubled in size in a decade.

The City of Brunswick will  
double in size in the next decade.

Does that mean they do  
development right?



# How about another try?

# Do I hear a motion?

# Training

Knowledge

useful abilities.  
backbone of co  
quired for a tr  
today

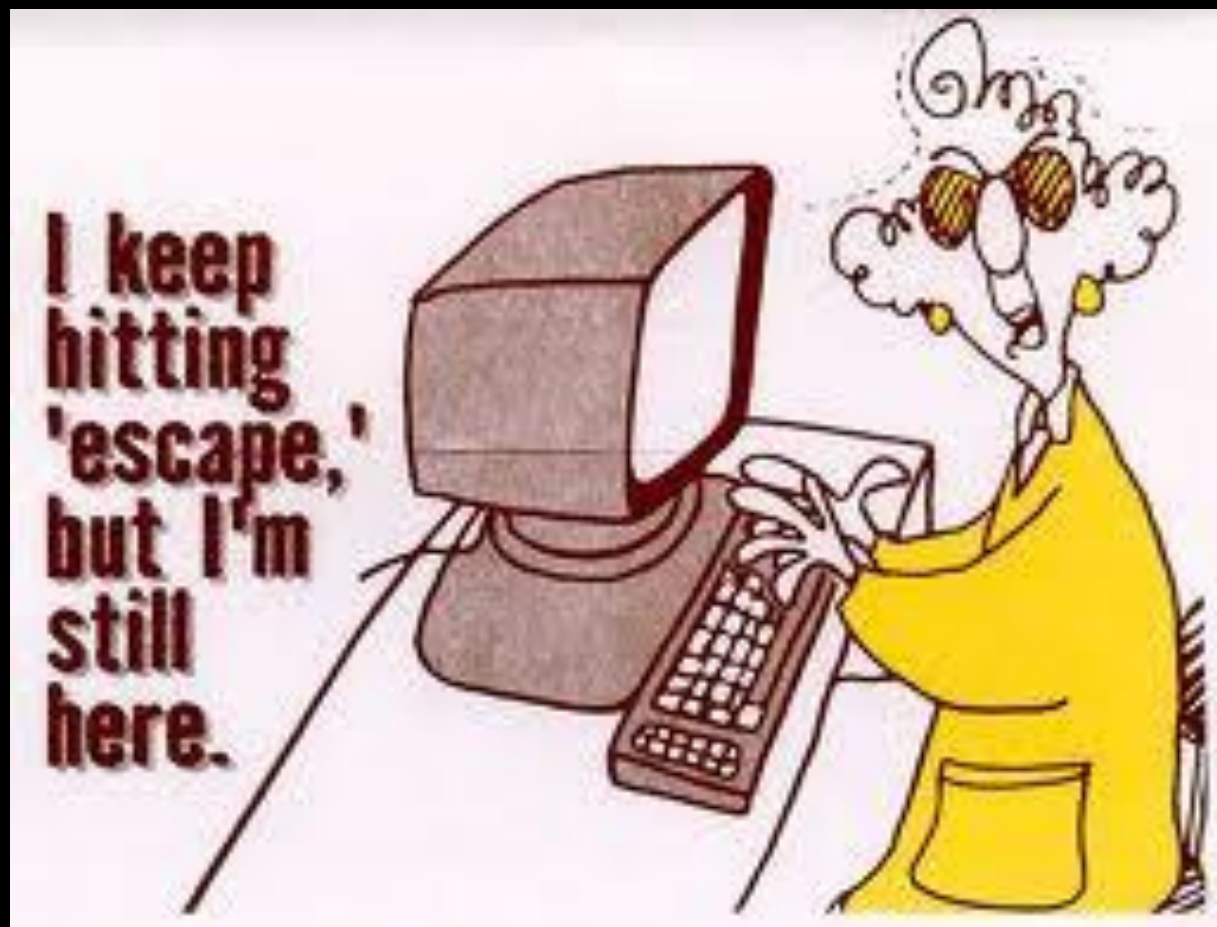


# Be Part of the Team



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# No Excuse for Not Being Effective







# Receiving Maryland APA Award for best Comprehensive Plan (Small Community)

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# Why Good Planning?

## The Hat Trick



Three goals in Playoffs last night!



# QUESTIONS?

Bob McGrory

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With much help from planners - and friends:

- Hon. Tim McCluskey; Commissioner Bob Elliot
- Chris Rogers, AICP, AECOM
- Helen Spinelli, AICP, Queen Anne's County
- Chris Frank, AIA; Bruce Dell, City of Brunswick

# ◎ HOW DID WE DO?

Please complete your  
evaluations

Thank you for coming!

Keep Training and Learning!

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# “What is my role as a Planning Commissioner?”

- Tim McCluskey – Council Member, Centreville



# How you can be an effective Planning Commissioner





“Volunteers aren’t paid, not because they’re worthless, but because they are priceless”

# The Planning Commission's Powers



# Follow the Law & Do it right the first time



# Why is it important to follow the law?





# “How does a development project get from idea to built?”

## Credits:

- Chris Rogers, AICP – Senior Planner, AECOM



But the motion wasn't clear,  
so I didn't know what to do.





# “How can I help end this meeting?”

or

“Using an effective motion to help the customer,  
guide the staff, and make the meeting run  
smoothly and efficiently”

- Bob McGrory

# Does the motion keep us moving ahead?



# Take Action

