



PLANNING AND DEVELOPMENT REVIEW OUTREACH FREDERICK COUNTY, MARYLAND

30 North Market Street • Frederick, Maryland 21701
301-600-1138 • FAX 301-600-1645 • TTY Use Maryland Relay
<http://www.frederickcountymd.gov>

OUTREACH AGENDA Wednesday June 26, 2013

PAGE 1 OF 2

Meeting – 30 N. Market Street, Basement meeting room

ITEM	TIME	TIME PER ITEM
9:00 A.M. –30N. Market Street		
1. <u>INTRODUCTION</u> Eric Soter		2 min
2. <u>PLANNING & DEVELOPMENT REVIEW</u> • Staff Responsibilities • Zoning Text Amendments • Pre-application Meetings and Submittal Deadlines • Design Standards, Density and Denials Eric Soter		15 min
3. <u>New Standard SWM</u> (stormwater management) deed of easement and maintenance agreement Dave Crable		15 min
4. <u>New Fee Schedule effective July, 1 2013</u> Gary Hessong		10 min
5. <u>ADA Compliance within County R.O.W.</u> Ron Burns		10 min
6. <u>DUSWM Business Friendly Improvement Area items</u> Kevin Demosky, Rod Winebrenner		10 min
7. <u>Accounting for Growth policy</u> Shannon Moore		5 min
8. <u>Discussion – move meetings to 2 x per year from the existing 4 x per year</u> Gary Hessong		5 min
9. <u>New Business-</u> Open Discussion		15 min
10. <u>List serve-</u> sign-up directions		



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General Instructions- To subscribe to the Development-outreach-review distribution list/listserv:

The easiest way to send a subscription request is to send a blank email to listname-subscribe-request@lists.frederickcountymd.gov (where listname is the actual name of the list you want to subscribe to).

Example: (case does not matter)

Development-review-outreach-subscribe-request@lists.frederickcountymd.gov

Depending on how the owner has the list set up, you will either receive an email in your inbox stating that your request has been submitted to the list owner for approval or you will be subscribed immediately. The owner may also require confirmation and if this is the case just follow the instructions in the email. The purpose of the confirmation is to ensure that you really want to join, thus not allowing any other person to subscribe your email account to the list against your wishes.

You will receive an email stating that you have been added to the list. Please save this email as there will also be lots of other information about how to contact the list owner, unsubscribe etc.. To get started, look for these two points of interest in the email:

```
*****
* SETTING A SERVER-LEVEL PASSWORD *
*****
```

In this section you will be given a link to use to set your password. After you have set your password and confirmed it you will be able to log into a web interface and view all of your subscriptions and list archives. Those instructions are given in the section below.

```
*****
* INTERACTING WITH LISTSERV VIA THE WWW *
*****
```

Subscription settings and preferences can be set using LISTSERV's web interface. Once you have set a server password as explained above, you may log in and set your preferences. Once again, a link will be provided.

To unsubscribe from the distribution list/listserv:

To unsubscribe, simply do the following using the same example and you should then get a return message stating that you have been unsubscribed. Development-review-outreach-unsubscribe-request@lists.frederickcountymd.gov

How most listservs work:

When a list member sends an email to the distribution list, it is then forwarded to everyone on the list. This will come in handy for such purposes as county equipment swapping. This way, only people who want to see equipment available in their mailbox, will be by being a member of that list. Everyone else will be spared these rather large emails.

Some listservs restrict who can join by making subscription requests require the list administrators approval before they can join. This keeps inappropriate parties from seeing list messages.

Some may be configured to only allow the administrator to send to the list, thus everyone else will just get the sent emails. An example of when this would be applicable would be regular newsletters, where replies to everyone on the list would not be appropriate.

If you have any questions about a specific list, direct them to the list owner. The list owner is always reachable by email at an address formatted like this: (still following the same example)

Development-review-outreach-request@frederickcountymd.gov