



Plan progress report

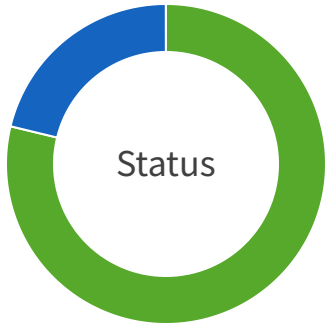
FAST Phase 2

Current Reporting Date: May 01, 2026 - May 31, 2026

Report Created On: May 21, 2026

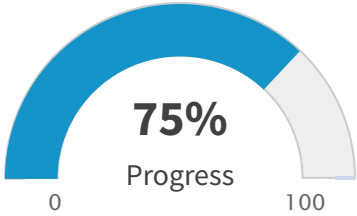
9 Topic Area	17 Strategy	33 Action Items
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Overall Summary



- On Track
- Completed

%
79
21



Report Legend



Priority



No Update



Overdue

Topic Area 1

Progress 88%

Revise code requirements to streamline processes

Owner: John Foreman

Strategy: 2

Action Items: 8



	%	#
● On Track	100	8

Strategy 1.1

Progress 91%

Streamline processes through the Zoning Ordinance Rewrite (ZOR)

Owner: John Foreman

ZOR

Action Items: 7



	%	#
● On Track	100	7

Description

For all processes, consider changes to the approving authority where a different body or process could ensure that all requirements are met while reducing time, cost, and risk.

Action Items 1.1.1

Oct 02, 2024 - Jul 31, 2026

On Track

Progress 95%

Streamline site plan approval process

Owner: John Foreman

Cloned as Action Item 1.8.6 (Rockville Housing Strategies) and Action Item 1.4.6 (Rockville Housing Strategies)

ZOR

Update provided by Holly Simmons on May 21, 2026 16:43:19

This is included in Article 4 (Development Applications, Permits, and Procedures) of the Revised Staff Draft Zoning Ordinance, which was published on April 20, 2026.

The Mayor and Council's review of the Staff Draft Zoning Ordinance and zoning map is being conducted from April to June of 2026, including six public hearings and four work sessions. A Final Staff Draft Zoning Ordinance is planned to be published on June 15. A new Zoning Ordinance and zoning map are planned to be adopted on June 29, 2026.

Action Items 1.1.2

Oct 01, 2024 - Jul 31, 2026

On Track

Progress 95%

Streamline project plan approval process

Owner: John Foreman

Cloned as Action Item 1.4.7 (Rockville Housing Strategies) and Action Item 1.8.7 (Rockville Housing Strategies)

ZOR

Update provided by Holly Simmons on May 21, 2026 16:43:41

This is included in Article 4 (Development Applications, Permits, and Procedures) of the Revised Staff Draft Zoning Ordinance, which was published on April 20, 2026.

The Mayor and Council's review of the Staff Draft Zoning Ordinance and zoning map is being conducted from April to June of 2026, including six public hearings and four work sessions. A Final Staff Draft Zoning Ordinance is planned to be published on June 15. A new Zoning Ordinance and zoning map are planned to be adopted on June 29, 2026.

Action Items 1.1.3

Oct 01, 2024 - Jul 31, 2026

On Track

Progress 95%

Streamline Planned Development (PD) Amendment process

Owner: John Foreman

Cloned as Action Item 1.4.8 (Rockville Housing Strategies) and Action Item 1.8.8 (Rockville Housing Strategies)

ZOR

Update provided by Holly Simmons on May 21, 2026 16:44:18

This is included in Article 4 (Development Applications, Permits, and Procedures) of the Revised Staff Draft Zoning Ordinance, which was published on April 20, 2026.

The Mayor and Council's review of the Staff Draft Zoning Ordinance and zoning map is being conducted from April to June of 2026, including six public hearings and four work sessions. A Final Staff Draft Zoning Ordinance is planned to be published on June 15. A new Zoning Ordinance and zoning map are planned to be adopted on June 29, 2026.

Action Items 1.1.4

Oct 01, 2024 - Jul 31, 2026

On Track

Progress 65%

Streamline change of use/minor site plan amendment process.

Allow certain changes of use such as changes to similar commercial uses or changes from higher impact uses to lower impact uses to be processed through the Occupancy Permit process without triggering a site plan amendment. This action would significantly reduce the requirements for certain changes of use that do not produce the need for improvements on the site.

Owner: John Foreman

ZOR

Update provided by John Foreman on May 21, 2026 17:13:36

This is included in Article 4 (Development Applications, Permits, and Procedures) of the Revised Staff Draft Zoning Ordinance, which was published on April 20, 2026.

The Mayor and Council's review of the Staff Draft Zoning Ordinance and zoning map is being conducted from April to June of 2026, including six public hearings and four work sessions. A Final Staff Draft Zoning Ordinance is planned to be published on June 15. A new Zoning Ordinance and zoning map are planned to be adopted on June 29, 2026.

Updates to the OCC and TEN permits have been added to the 2026 MGO work plan to allow for water/sewer review that was previously done on site plans. Next steps on transportation items will be coordinated with CTR updates.

Action Items 1.1.5

May 30, 2024 - Jul 31, 2026

On Track

Progress 95%

Streamline subdivision plat process.

Allow the Planning Commission to delegate final plat approval to an administrative officer as allowed by state law.

Owner: Holly Simmons

Cloned as Action Item 1.8.9 (Rockville Housing Strategies) and Action Item 1.4.9 (Rockville Housing Strategies)

ZOR

Update provided by Holly Simmons on May 21, 2026 16:44:44

This is included in Article 12 (Subdivision and Plats) of the Revised Staff Draft Zoning Ordinance, which was published on April 20, 2026.

The Mayor and Council's review of the Staff Draft Zoning Ordinance and zoning map is being conducted from April to June of 2026, including six public hearings and four work sessions. A Final Staff Draft Zoning Ordinance is planned to be published on June 15. A new Zoning Ordinance and zoning map are planned to be adopted on June 29, 2026.

Action Items 1.1.6

Sep 30, 2024 - Jul 31, 2026

On Track

Progress 95%

As identified in the Historic Resources Work Plan, review and add an Administrative Level Certificate of Approval (COA) into Chapter 25. Assess Historic District Commission applications and develop a proposed list of Administrative or Staff-Level Approvals.

Owner: Katie Gerbes

Cloned as Action Item 1.8.10 (Rockville Housing Strategies) and Action Item 1.4.10 (Rockville Housing Strategies)

ZOR

Update provided by Holly Simmons on May 21, 2026 16:45:22

This is included in Article 11 (Historic Preservation) of the Revised Staff Draft Zoning Ordinance, which was published on April 20, 2026.

The Mayor and Council's review of the Staff Draft Zoning Ordinance and zoning map is being conducted from April to June of 2026, including six public hearings and four work sessions. A Final Staff Draft Zoning Ordinance is planned to be published on June 15. A new Zoning Ordinance and zoning map are planned to be adopted on June 29, 2026.

Action Items 1.1.7

Sep 30, 2024 - Jul 31, 2026

On Track

Progress 95%

Convert most special exceptions to conditional uses to yield a shorter, less costly process.

Owner: Holly Simmons

Cloned as Action Item 1.8.11 (Rockville Housing Strategies) and Action Item 1.4.11 (Rockville Housing Strategies)

ZOR

Update provided by Holly Simmons on May 21, 2026 16:46:01

This is included in Article 6 (Uses & Use Standards) of the Revised Staff Draft Zoning Ordinance, which was published on April 20, 2026.

The Mayor and Council's review of the Staff Draft Zoning Ordinance and zoning map is being conducted from April to June of 2026, including six public hearings and four work sessions. A Final Staff Draft Zoning Ordinance is planned to be published on June 15. A new Zoning Ordinance and zoning map are planned to be adopted on June 29, 2026.

Strategy 1.2

Progress 70%

Streamline processes in Chapter 21 of the City Code (Road Code)

Owner: Sean Murphy



	%	#
● On Track	100	1

Action Items: 1

Description

Chapter 21 (Streets, Roads, Rights-of-Way, and Public Improvements) – allow staff additional flexibility by further delegating more common approvals to the Director for efficiencies and to approve some waivers based upon criteria.

Update provided by Sean Murphy on Feb 14, 2025 14:37:26

Staff is drafting code amendments and conferring across departments.

Action Items 1.2.1

Jan 01, 2022 - Sep 30, 2026

On Track

Progress 70%

Chapter 21 (Streets, Roads, Rights-of-Way, and Public Improvements) – allow staff additional flexibility by further delegating more common approvals to the Director for efficiencies and to approve some waivers based upon criteria.

Owner: Sean Murphy

DPW Assigned Items

Update provided by Sean Murphy on May 18, 2026 20:40:31

A draft of code amendments has been completed and shared with other departments for input and legal review. To initiate the adoption process, an introduction of the ordinance and worksession with Mayor and Council is being scheduled for Summer 2026.

Topic Area 2

Progress 95%

Streamline public meetings through the ZOR

Owner: John Foreman

Strategy: 1

Action Items: 1



	%	#
● On Track	100	1

Strategy 2.1

Progress 95%

Streamline public meetings through the ZOR

Owner: Holly Simmons

ZOR

Action Items: 1



	%	#
● On Track	100	1

Description

Streamline the process by combining the preapplication and postapplication area meetings into a single meeting with the neighborhood.

Action Items 2.1.1

Sep 30, 2024 - Jul 31, 2026

On Track

Progress 95%

Streamline the process by combining the preapplication and postapplication area meetings into a single meeting with the neighborhood.

Owner: Holly Simmons

Cloned as Action Item 1.8.12 (Rockville Housing Strategies)

ZOR

Update provided by Holly Simmons on May 21, 2026 16:46:41

This is included in Article 3 (Administration) and Article 4 (Development Applications, Permits, and Procedures) of the Revised Staff Draft Zoning Ordinance, which was published on April 20, 2026.

The Mayor and Council's review of the Staff Draft Zoning Ordinance and zoning map is being conducted from April to June of 2026, including six public hearings and four work sessions. A Final Staff Draft Zoning Ordinance is planned to be published on June 15. A new Zoning Ordinance and zoning map are planned to be adopted on June 29, 2026.

Topic Area 3

Progress 96%

Use a variety of tools to ensure public notification of development projects

Owner: John Foreman

Strategy: 4

Action Items: 5



	%	#
On Track	40	2
Completed	60	3

Strategy 3.1

Progress 95%

Ensure mailed notice requirements remain in the ZOR

Owner: John Foreman

ZOR

Action Items: 1



	%	#
On Track	100	1

Description

Require mailed notification for area meetings and public hearings before the Planning Commission and Mayor and Council.

Action Items 3.1.1

Sep 30, 2024 - Jul 31, 2026

On Track

Progress 95%

Require mailed notification for area meetings and public hearings before the Planning Commission and Mayor and Council.

Owner: Holly Simmons

ZOR

Update provided by Holly Simmons on May 21, 2026 16:47:09

This is included in Article 3 (Administration) and Article 4 (Development Applications, Permits, and Procedures) of the Revised Staff Draft Zoning Ordinance, which was published on April 20, 2026.

The Mayor and Council's review of the Staff Draft Zoning Ordinance and zoning map is being conducted from April to June of 2026, including six public hearings and four work sessions. A Final Staff Draft Zoning Ordinance is planned to be published on June 15. A new Zoning Ordinance and zoning map are planned to be adopted on June 29, 2026.

Strategy 3.2

Progress 100%

Develop an option for postcard notices

Owner: John Foreman

Action Items: 1



	%	#
Completed	100	1

Description

Continue to provide the initial packet of information for public notice on applications while limiting subsequent mailings to postcards.

Action Items 3.2.1

Jan 02, 2025 - Jul 01, 2025

Completed

Progress 100%

Continue to provide the initial packet of information for public notice on applications while limiting subsequent mailings to postcards.

Owner: Kimia Zolfagharian

Update provided by Kimia Zolfagharian on Aug 31, 2025 04:00:01

Postcard is ready to be used and has been implemented in the Development Review Manual.

Strategy 3.3

Progress 100%

Improve online notification outreach

Owner: Tyree Dodson

Action Items: 2



	%	#
Completed	100	2

Description

Encourage residents to sign up for online notification or through social media for those who want to do so.

Action Items 3.3.1

Mar 03, 2025 - Feb 27, 2026

Completed

Progress 100%

Improve our notifications of public meetings on the city's webpage by creating a central location for all notices.

Owner: Tyree Dodson

Update provided by Tyree Dodson on Mar 31, 2026 04:00:01

Area meeting has been posted to the website under the new "Development Review" tag on the city calendar. The upcoming Planning Commission meeting was also flagged with this tag. Future development meetings will be added to the calendar and tagged to show when using this filter.

The communications Manager has also added a "View Upcoming Meetings" button to the Development Watch webpage that will link directly to the calendar filtered to "Development Review" items.

The "notify subscribers" option is also available to share updates regarding these calendar additions/edits.

Action Items 3.3.2

Mar 03, 2025 - Feb 27, 2026

Completed

Progress 100%

Encourage residents to sign up for online notification or through social media for those who want to do so.

Owner: Tyree Dodson

Update provided by Tyree Dodson on Mar 31, 2026 04:00:01

Reoccurring announcements are scheduled to be sent notifying the public to sign up for development watch at the same time the development watch updates are sent with Rockville Reports.

A temporary sign has been posted at the CPDS front counter with information advising customers to sign-up for the Development Watch Newsletter updates.

The "Sign Up for Meeting Alerts" page has been updated to show specific meeting categories that allow the user to subscribe to certain groups for updates.

Strategy 3.4

Progress 85%

Improve the notice sign

Owner: Mercedes Delgado

Action Items: 1

Description

Improve the appearance and legibility of the posted notice sign.



	%	#
● On Track	100	1

Action Items 3.4.1

Sep 01, 2025 - Jul 31, 2026

On Track

Progress 85%

Improve posting sign requirements.

Owner: Mercedes Delgado

Update provided by Mercedes Delgado on May 20, 2026 20:48:10

Mock up full size printouts of the proposed signs (one commercial and one residential sign type) were displayed for other staff members to provide input on designs.

All sign design templates are being sent to the City's Graphic Department for review and final design editing to include margin adjustments, spacing and scaling of language on the proposed sign design templates along with any other recommendations made by the department. Graphics has indicated the final templates may take up to two (2) weeks for completion from the date of submission.

Topic Area 4

Progress 74%

Benchmark timeframes to other jurisdictions to ensure Rockville is competitive.

Owner: John Foreman

Strategy: 1

Action Items: 4



● On Track	%	#
	100	4

Strategy 4.1

Progress 74%

Compare Rockville's target and actual review timeframes to those of select other jurisdictions.

Owner: Shaun Ryan

Action Items: 4



● On Track	%	#
	100	4

Description

Benchmark key processes to similar processes from other jurisdictions to match or exceed best practices. In addition to benchmarking, examining other jurisdictions' processes provides an opportunity to identify and implement best practices.

Update provided by Shaun Ryan on Jan 31, 2026 05:00:01

Sent reminder email for 2/27/26 1st draft review deadline for report.

Action Items 4.1.1

Feb 13, 2025 - Oct 30, 2026

On Track

Progress 70%

Update provided by Nelson Ortiz on May 19, 2026 14:57:11

Work continues on drafting the Benchmarking report for completion later this year.

Benchmark Planning Processes

Owner: Nelson Ortiz

Action Items 4.1.2



Feb 13, 2025 - Oct 30, 2026

On Track

Progress 56%

Update provided by Chris Dempwolf on Mar 31, 2026 04:00:01

Benchmarking team is working on drafting a report of findings and recommendations.

Benchmark Building Permits

Owner: Chris Dempwolf

Action Items 4.1.3



Feb 13, 2025 - Oct 30, 2026

On Track

Progress 70%

Update provided by James Lapping on Apr 30, 2026 04:00:01

No change. Waiting for other departments to draft their narratives.

Benchmark Department of Public Works (DPW) Permits

Owner: James Lapping

DPW Assigned Items

Action Items 4.1.4

Feb 13, 2025 - Oct 30, 2026

On Track

Progress 98%

Update provided by Shaun Ryan on May 21, 2026 17:37:51

Draft benchmark materials completed and entered into the draft report authored by Shaun Ryan. Latest comments addressed; no comments outstanding.

Benchmark Forestry applications

Owner: Anthony Mazza

Topic Area 5

Progress 60%

Update the Comprehensive Transportation Review (CTR) to clarify thresholds and requirements

Owner: John Foreman

Strategy: 1

Action Items: 2



● On Track	%	#
	100	2

Strategy 5.1

Progress 60%

CTR Updates

Owner: Bryan Barnett-Woods

Action Items: 2



● On Track	%	#
	100	2

Description

Clarify the transportation report requirements for all types of projects through the CTR.

Action Items 5.1.1

Apr 01, 2025 - Dec 31, 2026

On Track

Progress 60%

Develop new thresholds for transportation report requirements through the CTR, allowing for de minimis cases where qualifying small or minor projects would be exempt from the requirement of submitting a transportation report.

Owner: Bryan Barnett-Woods

DPW Assigned Items

Update provided by Bryan Barnett-Woods on May 20, 2026 19:22:32

The Traffic and Transportation Division has completed a draft CTR update. This update includes new development thresholds to determine which projects are required to submit a transportation report and related requirements to address/mitigate traffic impacts from development. The update also includes changes to thresholds for Transportation Improvements Fees as well as new exemptions.

Staff has completed the initial review and has shared the document with CPDS staff. An introduction of the CTR updates is tentatively scheduled for a Mayor and Council session in July 2026.

Action Items 5.1.2

Apr 01, 2025 - Dec 31, 2026

On Track

Progress 60%

Clarify the transportation report requirements for all types of projects through the Comprehensive Transportation Review (CTR).

Owner: Bryan Barnett-Woods

Cloned as Action Item 1.8.13 (Rockville Housing Strategies)

DPW Assigned Items

Update provided by Bryan Barnett-Woods on May 20, 2026 19:22:55

The Traffic and Transportation Division has completed a draft CTR update. This update includes new development thresholds to determine which projects are required to submit a transportation report and related requirements to address/mitigate traffic impacts from development. The update also includes changes to thresholds for Transportation Improvements Fees as well as new exemptions.

Staff has completed the initial review and has shared the document with CPDS staff. An introduction of the CTR updates is tentatively scheduled for a Mayor and Council session in July 2026.

Topic Area 6

Progress 53%

Update various guidelines associated with development

Owner: John Foreman

Strategy: 1

Action Items: 3



● On Track	%	#
	100	3

Strategy 6.1

Progress 53%

Incorporate guidelines as requirements into relevant sections of City code, as appropriate. Where guidelines will remain and not be codified, update the guidelines.

Owner: John Foreman

Action Items: 3



● On Track	%	#
	100	3

Description

Incorporate guidelines as requirements into relevant sections of City code, as appropriate.

Action Items 6.1.1

Oct 01, 2025 - Dec 31, 2026

On Track

Progress 51%

Update the Forest Conservation Manual following the adoption of revisions to the Forest and Tree Preservation Ordinance.

Owner: Anthony Mazza

Update provided by Anthony Mazza on May 20, 2026 20:39:51

The content of the Forest Conservation Manual is currently being reviewed and edited. A working draft is slated for end of July and a polished version by end of year.

Action Items 6.1.2

Oct 01, 2024 - Dec 31, 2026

On Track

Progress 68%

Update Environmental Guidelines by determining what elements of the guidelines should be removed and included in other locations (ZOR or elsewhere) and what elements should be updated and/or remain in the guidelines.

Owner: Anthony Mazza

Update provided by Anthony Mazza on May 20, 2026 20:41:07

Our working group is slated to have a completed working draft, including all technical information included and reviewed, by July 31. A polished version presented for publication is slated for end of the year.

ZOR

Action Items 6.1.3

Nov 04, 2024 - Sep 30, 2026

On Track

Progress 40%

Update Landscape, Lighting, and Screening Manual by codifying certain requirements in the ZOR and revising remaining requirements that will remain in the updated manual.

Owner: Shaun Ryan

Update provided by Shaun Ryan on May 20, 2026 20:10:31

Met with zoning staff to discuss the drafted lighting manual and the path toward approval.

ZOR

Topic Area 7

Progress 97%

Create a virtual One-Stop Shop, where customers can submit all applications associated with development and permitting.

Owner: John Foreman

Strategy: 2

Action Items: 3



	%	#
On Track	33	1
Completed	67	2

Strategy 7.1

Progress 95%

Set up and launch the virtual One-Stop Shop

Owner: Kelly Mendelsohn

Action Items: 2



	%	#
On Track	50	1
Completed	50	1

Description

Complete virtual One-Stop Shop by including all development and permitting applications in a comprehensive system.

Action Items 7.1.1

Nov 01, 2024 - May 30, 2025

Completed

Progress 100%

Update provided by Kelly Mendelsohn on Aug 31, 2025 04:00:01

All Planning applications/requirement sets have been created and in MGOC. We went live with everything 7/1.

Configure and launch development review (planning) applications in city's online system.

Owner: Kelly Mendelsohn

Cloned as Action Item 1.8.14 (Rockville Housing Strategies)

Action Items 7.1.2

Jul 03, 2024 - Jun 30, 2026

On Track

Progress 90%

Update provided by Kelly Mendelsohn on May 21, 2026 17:33:53

We have gone live with the remaining DPW applications. Continuing to make improvements to processes.

Set up Public Works applications in the online system, including utility permits, stormwater, sediment control, and other public works permits.

Owner: Kelly Mendelsohn

Cloned as Action Item 1.8.15 (Rockville Housing Strategies)

DPW Assigned Items

Strategy 7.2

Progress 100%

Application streamlining

Owner: John Foreman

Action Items: 1



	%	#
Completed	100	1

Description

Where possible, streamline the process by combining separate applications and fees.

Action Items 7.2.1

Oct 01, 2024 - Mar 31, 2026

Completed

Progress 100%

Where possible, streamline the process by combining separate applications and fees.

Owner: John Foreman

Cloned as Action Item 1.8.16 (Rockville Housing Strategies)

Update provided by John Foreman on May 20, 2026 13:30:41

Along with progress toward several other action items, this item has been completed. Examples of combining previously separate processes include:

- Incorporating CTR scoping intake form and fees into site plan and project plan applications through MGO;
- Incorporating the occupancy permit into the building permit process (was previously a standalone permit requiring separate application);
- After adoption of revisions to the FTPO, combining the review of the tree save plan with the review of individual single-family permit;
- including Montgomery County Health review directly into MGO; and
- combining various previously separate checklists into one consolidated document per process

Although this item is marked complete this will be an ongoing effort. Staff will look for opportunities to streamline and reduce the need for separate applications where possible to improve the customer experience.

Topic Area 8

Progress 50%

Update and provide additional resources for customers

Owner: John Foreman

Strategy: 2

Action Items: 3



	%	#
On Track	67	2
Completed	33	1

Strategy 8.1

Progress 58%

Update the Development Review Procedures Manual

Owner: John Foreman

Action Items: 2



	%	#
On Track	50	1
Completed	50	1

Description

Update guidance documents such as the Development Review Procedures Guide and application checklists. Update the City's website to make this information more accessible.

Action Items 8.1.1

Update provided by Nelson Ortiz on Mar 31, 2026 04:00:01

Jan 02, 2024 - Feb 27, 2026

Completed

Progress 100%

The Development Review Manual update is completed and available on the City's website or upon request.

Perform minor updates to the Development Review Procedures Manual in advance of the ZOR.

Owner: Nelson Ortiz

Action Items 8.1.2

Update provided by Nelson Ortiz on May 19, 2026 14:36:09

Mar 02, 2026 - Oct 30, 2026

On Track

Progress 15%

Currently reviewing ZOR draft and notating potential updates to the Development Review Manual.

Perform extensive updates to the Development Review Procedures Manual along with and following adoption of the ZOR.

Owner: Nelson Ortiz

Strategy 8.2

Progress 35%

Provide the public online access to approved documents where possible.

Owner: Christopher Davis

Action Items: 1



	%	#
On Track	100	1

Description

Post information such as approved site plans, use permits, and other information online for the public to access.

Action Items 8.2.1

Jul 01, 2025 - Aug 31, 2026

On Track

Progress 35%

Post information such as approved site plans, use permits, and other information online for the public to access. Currently preparing strategy for posting development approval information online. Key decisions include determining appropriate information (approved plans, decision letters, etc.), appropriate posting web location (Development Watch, separate webpage, etc.) and order of posting information (chronological, location, level of review, etc.).

Owner: Christopher Davis

Update provided by Christopher Davis on May 11, 2026 19:45:26

Staff has developed framework for digital approval files and is working towards establishing full setup of online web map. Testing and further configuration are still to come.

Topic Area 9

Progress 44%

Building permit review process improvements

Owner: John Foreman

Strategy: 3

Action Items: 4



Category	%	#
On Track	75	3
Completed	25	1

Strategy 9.1

Progress 33%

Permit Review Performance Measurement

Owner: Kina Campbell

Action Items: 1



Category	%	#
On Track	100	1

Description

Consistently meet published review targets.

Update provided by Kina Campbell on Jan 31, 2026 05:00:01

Staff is continuing to work with MGO to review the available reports and building out new reports.

Action Items 9.1.1

Mar 01, 2025 - May 29, 2026

On Track

Progress 33%

Ensure all reviewers consistently meet timeframes, including those in other departments

Owner: John Foreman

Cloned from Action Item 5.1.1.8 (Mayor & Council Initiatives)

Description Details

Work with all sections such as Development Review, Forestry, DPW Engineering, Traffic and Transportation, and any others to roll out reports that show if timeframes are met. Develop mutually agreeable methods to track and ensure timeframes are met.

Lead Department

CPDS

Support Department(s)

DPW

Update provided by Chris Dempwolf on May 12, 2026 14:01:01

Building plans examiners remain at 96% of initial reviews completed in timeframes for FY26-to-date. Other sections are exploring MGO performance reports to work on uniform reporting of review performance.

Tracking reports have been updated to provide additional data to better track deadlines.

Strategy 9.2

Progress 20%

Permit Review Process Comparison

Owner: Kina Campbell

Action Items: 1



Category	%	#
On Track	100	1

Description

Ensure we are on par or faster than neighboring municipalities building permit process.

Update provided by Kina Campbell on Jan 31, 2026 05:00:01

Staff is continuing to work with MGO to review the available reports and building out new reports. In addition, the initial pilot period for the Express Permit Program has ended. The pilot program will be extended thru the Spring to collect more data on its use and effectiveness.

Action Items 9.2.1



Update provided by Kina Campbell on Jan 31, 2026 05:00:01

Staff is continuing to work with MGO to review the available reports and building out new reports.

Mar 01, 2025 - Jun 30, 2026

On Track

Progress 20%

Ensure we are on par or faster than neighboring municipalities building permit process.

Owner: Kina Campbell

Cloned as Action Item 1.8.18 (Rockville Housing Strategies)

Strategy 9.3

Progress 62%

Permit Review Timeframe Reductions

Owner: John Foreman

Action Items: 2



Category	%	#
On Track	50	1
Completed	50	1

Description

Build on the current expedited process for residential sheds and fences, which are currently reviewed by CPDS within 3 days of submittal.

Action Items 9.3.1

Update provided by Chris Dempwolf on May 12, 2026 14:01:52

The critical action items supporting this item (5.1.1.5, 5.1.1.7, 5.1.1.8) are progressing, and will provide a clear picture of how frequently existing timeframes are met for all sections and review types. This will inform whether there are sufficient resources to effectively reduce timeframes and remain consistent.

Building plans review is capable of maintaining the current review timeframes and delivering on those timeframes around 97% of the time. That said, there are already a number of permit types that should be reviewed but are not. Staff has been working towards establishing consistency first before expanding review to cover standalone trades permits. To reduce timeframes further while providing quality and consistent service, additional resources are necessary. If maintaining consistency and quality is a priority, the timeframes cannot be further reduced with current capacity.

The data suggests that with current staff and average workload:

- Timelines reduced by 5 business days would result in less than 80% of plans reviewed in timeframes
- Timelines reduced by 10 business days would result in less than 55% of plans reviewed in timeframes

Limited benchmarking against other jurisdictions has shown that Rockville is within +/- one week of most published timeframes for building permit reviews, and our consistency measures higher when compared to jurisdictions that track and provide these metrics.

Jan 04, 2025 - Jul 01, 2026

On Track

Progress 23%

Reduce review timeframes for Inspection Services Division (ISD) reviewed permits

Owner: Chris Dempwolf

Cloned from Action Item 5.1.1.3 (Mayor & Council Initiatives)

Description Details

Research industry best practices and standards to create a program to streamline and reduce the review timeframes for permits reviewed by ISD. First, we must move over to MGOC. Permits reviewed by outside depts. not involved.

Lead Department

CPDS

Support Department(s)

DPW

Action Items 9.3.2

Update provided by Nicole Walters on Sep 02, 2025 16:58:01

Mar 01, 2025 - Sep 02, 2025

Completed

Progress 100%

The pilot is live.

Reduce review timeframes for certain permits subject only to zoning review - such as shed <200, fences, mechanical applications that include HVAC, & Generator.

Owner: Nicole Walters

Cloned from Action Item 5.1.1.2 (Mayor & Council Initiatives)

Description Details

A reduced timeframe will help customers get their permits sooner.

Lead Department

CPDS