



DEVELOPMENT REVIEW COMMITTEE MEETINGS

WHAT IS THE DRC?

The term "DRC" stands for the "Development Review Committee". The purpose of the DRC in the City of Terrell is to assist citizens and developers with their developments and to advise them on City policies and regulations. The committee is made up of a representatives from the following Departments:

- Municipal Development Department
- Engineering Department
- Fire Department
- Building Inspection Department

When necessary, personnel from other municipal departments will participate in the development review.

WHO SHOULD MEET WITH THE DRC?

Developers, architects, engineers, construction contractors, property owners and others who are involved in the preparation of the development project in the City of Terrell.

WHY MEET WITH THE DRC?

A meeting with the DRC is not a mandatory requirement of the permit application process. It is, however, strongly recommended for the following benefits:

1. An opportunity to consult with staff while considering a development.
2. An enhanced understanding of the City's regulations and review process.
3. Avoids unnecessary expenses and loss of valuable time by identification of potential problems during the concept stage.
4. Allows a chance to review plans with staff for advice on City policies and regulations prior to completing final designs on a development.
5. Coordinates the review efforts of several departments in a single meeting that otherwise would have taken more time.
6. Provides a chance for the exploration of alternatives to problems discovered during the review process.

WHEN ARE DRC MEETINGS?

Required information must be submitted to the Municipal Development Department via e-mail to Janna Wampler at jwampler@cityofterrell.org

Upon receipt of required information you will be contacted to schedule DRC appointment. The DRC has one hour slots open from 9:00 to 11:00 AM on Tuesday's.

PREPARING FOR THE DRC MEETING

In order for the DRC to adequately review and schedule your development proposal, the following information must be submitted:

1. A complete DRC request form
2. A preliminary scaled site plan/conceptual plan
3. A location map of the proposed development
4. Copy of the final plat of the property or meets and bounds survey (if the property is not platted)
5. List of specific questions for

RULES OF THE DRC MEETING

1. Due to the number of key staff personnel who must coordinate their time for a DRC meeting, deviations from the appointment or meeting schedule described above will be extremely difficult. For persons who cannot meet with the DRC during its pre-determined schedule, individual members of the DRC are available for consultation during regular office hours.
2. A development that has already been reviewed by the DRC will not be scheduled for a second appointment, unless conditions have changed substantially to warrant another meeting.
3. **The comments provided by Staff at DRC meetings are informational only and DO NOT confer approval of any plan or project. Additional comments related to the project will be provided upon review of a formal development application. A meeting with the DRC is not intended as a substitute for reading and applying the appropriate City development codes and ordinances to your project.**