

SCOPE AND RESPONSIBILITIES ACCESS PERMIT STAKEHOLDER REVIEW COMMITTEES

Three committees have been established to evaluate the Access Permit Process. The role of each committee is to assess the current procedures, review best practices nationwide, and develop recommendations for new policies, procedures, regulations, and/or potential legislation. Each committee should meet separately (in-person, by conference call and/or email) and the Committee Chair reports their findings to the full Task Force at each subsequent meeting. It is expected that each committee will:

- Conduct a SWOT analysis
- Prioritize issues
- Identify best practices nationwide
- Recommend innovative strategies
- Assess the current practices/procedures to identify what is working
- Evaluate the use of technology
- Develop recommendations for new policies, procedures, regulations and potentially legislation

In addition to these aspects, the committee specific responsibilities will be the responsibility of each committee. The focus should be on the big picture without focusing on individual project details or experiences.

CUSTOMER SERVICE COMMITTEE

Doug Austin (Chair), Kathleen Maloney, Tom Ballentine, Tom Bozzuto, Ken Miller, Cole Schnorf, Nancy Slepicka, and the SHA Staff Representative – Norie Calvert

Work Group Meetings will be held by web conference June 2 @ 3:00 pm and June 9 @ 3:00 pm.

This committee should identify timeliness, transparency, consistency/predictability and reporting system related issues. Explore and identify best practices within Maryland and nationwide for good customer service examples. The committee should include ideas for project details under any reporting system strategy. Identify the top three to five issues with strategies and recommendations.

REVIEW AND SUBMITTAL PROCESS/TRAFFIC IMPACT STUDIES COMMITTEE

Glenn Cook (Chair), Torrence (Tory) Pierce, Tom Pilon, Ramon Benitez, Stuart Foard, Kim Morgan, Ken Pensyl, and the SHA Staff Representative – Steve Foster

Work Group meetings will be held May 26 and June 8 at 8:00 am at St. Johns Properties headquarters.

The committee should identify the pros and cons of current practices that affect the timeliness, consistency, and predictability of the existing process. By its very nature, project traffic studies and design plan submissions, schedules and other factors benefit from concurrent activities while some elements are dependent on a linear process. Explore and identify best practices of agencies that have a documented process that contributes to acceptable review timelines. Identify the top two to three issues for Traffic Impact Studies and plan submissions with strategies and recommendations. The committee should include

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ideas for project details under any reporting system strategy. Identify opportunities for use of technology to improve the process and communication.

LOCAL COORDINATION COMMITTEE

Greg Africa (Chair), Larry Twele, Ed Adams, John Reardon, Greg Bowen, Fern Piret, Andy Scott and the SHA Staff Representative – Barb Solberg

Work group meetings scheduled for May 27 and June 8 at 2:30 pm at MDOT headquarters.

The committee should identify the current practices between SHA and local jurisdictions (both Planning and Zoning Departments and Public Works Departments) to identify best practices and opportunities for improved communication. Define how the coordination between agencies can address discrepancies in criteria that may affect timeliness, consistency, and predictability. Identify county timelines, methodology, design criteria and other issues that influence the overall agencies length of the process. The committee should include opportunities for technology improvements and information sharing of project details to streamline the process.