



Department of Permitting Services Advisory Committee

September 18, 2025, Meeting Minutes

Meeting Location

[Remote Teams/Zoom Meeting link](#)

Attendance

Members Present (Remote)

- Dean Packard, Chair
- Neil Blanc, Vice Chair
- Rexie Fernando
- Arquilla Ridgell
- Mark Rittenburg
- Sharon Wilder
- Debra Wylie

Members Not Present

- Leonard Newman
- Sean Soboloski

Proof of Quorum

A quorum was reached at 4:48 p.m.

Staff Present (Remote)

- Rabbiah Sabbakhan
- Ehsan Motazed
- Linda Kobylski
- Gail Lucas
- Leah Ortiz

Guests (Remote)

- Steven Karr
- David Merrick

Handouts

- Agenda
- July Meeting Minutes

Call To Order

The meeting was called to order at 4:33 p.m.

Welcome and Introductions

David Merrick and Steven Karr were introduced to the board as members of the public who had recently completed interviews to join the committee.

Review and Approval of Previous Meeting Minutes

A motion to approve the July meeting minutes was passed.

Meeting Minutes Agenda Items

1. Staffing Updates
 - a. Critical department position, IT Manager, has been filled.
 - b. Two new FTE vacancies in the Commercial Division.
2. CERB Report
 - a. Update on status was provided to the committee.
 - b. Vacant committee positions were reviewed.
3. Bonds
 - a. ROW bonds would increase by 50%.
 - b. Chapter 49 restricts reductions to one time.
 - c. However, DPS is allowing multiple reductions to ROW bonds.
4. Comprehensive Flood Plain Plan
 - a. Department of Environmental Protection (DEP) effort.
 - b. DEP is launching a tool to assist in predicting the effects of climate change on a property.
 - c. Several county departments and agencies, including DOT and Planning, are discussing storm drain issues and piping under residential homes, including equity issues and infrastructure funding.
5. Housing Needs Assessment
 - a. The Planning Board will initiate a housing needs study. The last study was completed in 2019 – 2020.
6. Data Governance
 - a. DPS has formed a committee to monitor data coming from DPS.
7. Strategic Plan
 - a. DPS would like the committee to evaluate the strategic plan before it is implemented.
8. Stakeholders Forum
 - a. The department asked the committee for feedback on the 2024 forum.
 - i. The breakout sessions were beneficial.

- ii. Hold separate forums for the public and industry-specific groups.
 - iii. Hold an in-person forum and separate virtual forums.
- 9. Outreach
 - a. The department asked the committee for suggestions on new groups to reach out to for new outreach efforts.

Next Meeting

The next meeting will be on November 20, 2025, at 4:30 p.m.

Adjournment

The meeting was adjourned at 5:34 p.m.