Welcome to OSI’s PLAN Monthly Webinar Series!
The webinar will begin shortly. Please mute and turn off camera.

Check out OSI’s Planning and Zoning Training website page for:
• Slides and recording of all completed webinars in the PLAN series
• Schedule for upcoming webinars
• A short, anonymous online survey to gather feedback and topics for future webinars

www.nh.gov/osi/planning/planning-training.htm
Webinar Logistics

• Presentation then Question and Answer session
  o Type questions into Chat box

• Please be sure to **turn off** your camera and your microphone now.
  o We will be **recording** the presentation portion of this webinar. Any camera videos that are on during this portion may become part of the recording.
What is a Technical Review Committee? (TRC)

June 17, 2021

Stephanie N. Verdile, Principal Planner, OSI

Matt Monahan, Principal Planner, Central NH Regional Planning Commission
Agenda

• RSA review related to the planning board, its regulations, and authority

• What is a TRC and its roles and responsibilities?

• Types of TRCs used in the development review process with either approval authority or as an advisory committee

• Municipal examples
Enabling RSA’s

• **673:1 Establishment of Local Land Use Boards.** – I. Any local legislative body (City Council/Town Meeting) may establish a planning board, the members of which shall be residents of the municipality.

• **674:18 Adoption of Zoning Ordinance.** – The local legislative body may adopt a zoning ordinance under RSA 674:16 only after the planning board has adopted the mandatory sections of the master plan as described in RSA 674:2, I and II.

• **674:16 Grant of Power.** – I. For the purpose of promoting the health, safety, or the general welfare of the community, the local legislative body of any city, town, or county in which there are located unincorporated towns or unorganized places is authorized to adopt or amend a zoning ordinance under the ordinance enactment procedures of RSA 675:2-5.
RSA’s continued

• **674:35 Power to Regulate Subdivisions.** –
  I. A municipality may by ordinance or resolution authorize the planning board to require preliminary review of subdivisions....

• **674:43 Power to Review Site Plans.** –
  I. A municipality, having adopted a zoning ordinance as provided in RSA 674:16, and where the planning board has adopted subdivision regulations as provided in RSA 674:36, may by ordinance or resolution further authorize the planning board to require preliminary review of site plans and to review and approve or disapprove site plans for the development or change or expansion of use of tracts for nonresidential uses or for multi-family dwelling units, which are defined as any structures containing more than 2 dwelling units, whether or not such development includes a subdivision or resubdivision of the site.

• **674:43.III** The local legislative body of a municipality may by ordinance or resolution authorize the planning board to delegate its site review powers and duties in regard to minor site plans to a committee of technically qualified administrators...
What is a TRC?

• A committee appointed and authorized by the Legislative bodies of the municipality either by the City Council or Town Meeting vote.

• Made up of municipal officials, department heads, other board or commission members. There is a Chair and Vice-Chair of the TRC. It is an arm of the planning board.

• Legislative bodies determine the type of TRC either with site plan review authority or without review authority.
Roles and Responsibilities of a TRC

• Can be either advisory or have approval authority.
• Part of the development review process.
• Provide technical assistance to applicants on the development process.
• Informs all town departments on development projects.
• Create communication with the planning board and municipal departments.
TRC with Site Plan Approval Authority

• TRC with Approval Authority over Minor Site Plan Review process
  ▪ Planning Board must create criteria for what constitutes minor site plans

• TRC needs to be included in either the zoning ordinance or planning board regulations as well as in the site plan review regulations.

• TRC should have same rules as planning board i.e. what a completed application should be, approval process, denials, waivers, rules of procedures meeting dates, application, and review process, etc.
TRC Approval Authority cont’d

• Examples of types of criteria for applications for minor site plan review:
  • New construction or additions for nonresidential buildings between 1,000 and 5,000 sf
  • Change of use in an existing commercial building where no new facilities or utilities are required
  • Construction of new parking spaces or lot less than 2000 sf
  • Major Home Business
  • Temporary Events

• Applicant or TRC member can request review in front of planning board at their discretion.
TRC Approval Authority cont’d

- TRC with approval authority:
  - Alleviates the planning board from having to review minor site plans
  - Streamlines the development process for the applicant
  - Can save municipality and the developer time and money in the development process
  - Can provide Conceptual Consultation review input for applicant
TRC as Advisory Committee

- Set up with municipal authorization (BOS, City Council)
- Designed to provide technical assistance to applicants
- Streamline the development process
- Review and comment on subdivisions and site plans
- Can provide Conceptual Consultation review input for applicant
- Can save municipality and the developer time and money in the development process
- Chair of the TRC (or planning staff) reports to planning board on all applications before the TRC
Overall Benefits of a TRC

• Fosters cooperation and communication with municipal departments over development projects
• Inform departments of large projects
• Can assist departments with budgets and CIP
• Can provide Conceptual Consultation review input
• Flexibility in procedures and application review
How to “do” a TRC

• First, it is important to remember the intent of establishing a TRC:
  • Open early communication between the “Town” and the applicant
  • Provide as much feedback and concrete information to the applicant as early in the process as possible
  • Provide as much clarity on what the community is looking for
  • At its most basic level, a TRC provides information as early as possible for an applicant which leads to better clarity, speed, accuracy, and compliance with regulations.

• Second, there are several models for the establishment of a TRC. Variations include:
  • Where in the timeline
  • Level of meeting flexibility
  • Topic or event-specific, and much more!
How to “do” a TRC (cont.)

- Should include an invitation to all department heads.
- Can include an option to email comments to TRC if department head can’t attend or if comments are limited. Also can allow for “no comment” department heads the option to choose to attend or not.
- Third party participants for the community (planner, engineer, attorney) can either be paid via escrow by the applicant or by the municipality.
- Discussion should include: department head comments relevant to their areas; zoning, regulation, and checklist issues from the PB perspective.
- Minutes or notes should be provided to the Planning Board and other participants either as part of a review memorandum or as a separate document.
- Feedback (i.e. a review memo recapping the TRC and any other issues) should be provided to the applicant as soon as possible to allow time for revisions.
- Don’t consider any new materials submitted after the plans are noticed or after the specified submittal deadline.
- A community can offer/suggest other TRCs to the applicant as needed provided the applicant agrees with additional TRCs that are not formally part of the process (more on this later).
Allenstown Model

- Takes place after plans submitted
- Meeting scheduled on a flexible basis within a week of submittal
- Includes: department heads, CNHRPC planner, PB Chair, Town Engineer (if needed), Town Attorney (if needed)
- Department heads with no comment can opt out of attending; department heads with simple comments may submit comments via email before the meeting
- Applicant provides escrow for any 3rd party participation (planner, engineer, attorney)
- No new material is considered after plans are noticed and the PB meeting (taken up the following meeting)
- If applicant needs more time between TRC and the first meeting they request to be scheduled by the board at a later meeting in writing (i.e. email)
- CNHRPC planner issues 1\textsuperscript{st} review memo (PB, TRC, and applicant)
- CNHRPC planner issues 2\textsuperscript{nd} review memo after changes are made (PB, TRC, and applicant)
- Other TRCs outside the formal process may be held as needed
Pembroke Model

- Takes place after submittal
- Held on a regularly scheduled date and time
- Includes: department heads, a Planning Board representative, Town Engineer (if needed), Town Attorney (if needed)
- Applicant provides escrow for any 3rd party participation (CNRPC planner, engineer, attorney)
- No new material is considered after plans are noticed and the PB meeting (taken up the following meeting)
- If applicant needs more time between TRC and the first meeting they request to be scheduled by the board at a later meeting in writing (i.e. email)
- Planner issues review memo after revisions received (PB, TRC, and applicant)
- Other TRCs outside the formal process may be held as needed
Chichester Model

- Takes place before submittal
- For major site plan and subdivision applications only, recommended for minor
- Includes: department heads, PB Chair, CNHRPC planner, Town Engineer (if needed), Town Attorney (if needed)
- Applicant provides escrow for any 3rd party participation (planner, engineer, attorney)
- CNHRPC planner issues 1st review memo (PB, TRC, and applicant)
- CNHRPC planner issues 2nd review memo after changes are made (PB, TRC, and applicant)
- No new material is considered after plans are noticed and the PB meeting (taken up the following meeting).
Boscawen Model

- TRC has approval authority delegated for minor site plans
- Process follows typical Planning Board site plan approval process
- Applicant, TRC, or abutters may request Planning Board review
- Appeals are made to the Planning Board
- Membership consists of: Planning and Community Development Director, Building Inspector, Code Enforcement Officer
Last summer, 2 large projects included additional, optional TRCs
Agreed upon by the TRC and the applicants
Recommended by Planner and PB Chair to the applicants
One project saw an extra, pre-submittal TRCs take place to identify issues during the early design phase
Another project used two pre-application optional TRCs to assist in the design process.
This second project also held a transportation-specific TRC after the first Planning Board meeting and before the second one to address multiple transportation issues identified at the first PB meeting
All of these “optional” TRC meetings included 3rd party participants (planner and engineer) paid for by the applicant
Special Event TRCs
Outdoor-Large Gathering Events

Example-Laconia Motorcycle Technical Review Committee (MTRC)

• Committee member make-up is slightly different from the “regular” TRC but, has the same review and approval authority over site plan applications

• Can help municipalities organize and plan for large outdoor events without burdening the planning board or one department
Final Thoughts

• TRC is designed to ensure that information is provided to the applicant as early as possible
• There are many ways to use the TRC process
• TRC will result in better clarity for all involved, as well as ensure greater speed, accuracy, and compliance
• For communities with TRC after submittal, an applicant that needs more time between TRC and the PB meeting should make such a request in writing.
• Flexibility benefits applicant and municipality
• Assists the planning board in its workload buy assuming minor site plan review, conceptual reviews, etc.
If you would like to ask a question, please either raise your hand and unmute yourself or type your question in the Chat box. If on the phone, lines have been unmuted.
Contact Information:

Stephanie N. Verdile,  
Principal Planner, OSI  
• Stephanie.N.Verdile@osi.nh.gov  
• 271-1765

Matt Monahan, Principal Planner  
Central NH Regional Planning Commission  
• mmonahan@cnhrpc.org  
• 226-6020

Planning Lunches at Noon (PLAN)  
Monthly Webinar Series

• Slides and recordings of all completed webinars  
• Schedule for 2021 upcoming webinars  
• A short, anonymous online survey to gather feedback and topics for future webinars

www.nh.gov/osi/planning/planning-training.htm