

## **Technical Review Committee Procedures**

### **1. Establishment**

The City Council has established the Technical Review Committee (TRC) in Section 2.68.040 of the City of Newport Code of Ordinances to conduct technical reviews of applications for subdivisions and land development projects subject to Planning Board jurisdiction, as outlined in the Land Development and Subdivision Regulations, Development Plan Review in accordance with Chapter 17.88 of the City of Newport Code of Ordinances, and provide technical assistance to the Planning Board generally. In the case of advisory reviews, in no case shall the recommendations of the TRC be binding on the Planning Board in its activities or decisions.

### **2. Development Plan Review: Failure to Act**

Failure of the TRC to vote on a decision in cases where it is the review body shall waive Development Plan Review. Time periods for Development Plan Review outlined in Section 17.88.060 of the City of Newport Code of Ordinances shall commence from the date of the next regular meeting date of the TRC subsequent to the application deadline for that meeting (8 business days prior to the meeting) following the petition submission. Additional or updated documentation should be provided as far in advance of a meeting as possible and shall not be acted upon if received less than 8 business days prior to the meeting at which it is considered. The time period for review shall be reset upon the receipt of additional or updated information.

In cases where the Planning Board is the review body, the Planning Board shall begin Development Plan Review. A report from the TRC may be issued following an affirmative vote of a quorum of the TRC any time subsequently and will be considered by the review body and permitting authority accordingly. Time periods for Development Plan Review outlined in Section 17.88.060 of the City of Newport Code of Ordinances shall commence from the date of the next regular meeting date of the Planning Board subsequent to the application deadline for that meeting (one month prior to the meeting) following the petition submission.

### **3. Development Plan Review: Pre-application conference required**

Given the extreme stormwater issues in Newport, all petitions for Development Plan Review require a pre-application conference with the Department of Utilities. A pre-application conference with the Department of Planning and Economic Development is highly encouraged.

### **4. Development Plan Review: Application submission**

Petitions, including all required materials and the required fee (check made out to the City of Newport, preferred, or cash), shall be submitted to the Zoning Clerk at City Hall via mail or during regular business hours. In addition to one original, a hard copy shall be made by the applicant for every TRC member who requests it. Architectural drawings (floor plans and elevations identifying materials) shall be submitted for all substantial new construction. The site plan shall identify the location of all above-ground utility infrastructure. A traffic report may be required if the use is perceived by the Administrative Officer or the TRC to impact traffic in this heavily-trafficked city. When Development Plan Review is conducted by the Planning Board

and conditional to approval by the Zoning Board of Review, all traffic reports should be vetted by the TRC prior to acceptance as an exhibit.

#### 5. Administrative Officer

The City Planner, as the Administrative Officer to the TRC, serves to coordinate petitions and other agenda items of the TRC, as well as provide meeting information and technical services to TRC members, applicants, objectors, and members of the public. The City Planner also prepares all reports and decisions of the TRC and maintains the records of the TRC.

#### 6. Meetings

It is highly recommended that all petitioners and their design consultants (architect, landscape architect, site engineer, traffic engineer) attend TRC meetings at which their petition is being reviewed. The TRC shall annually publish a meeting agenda with at least one regular meeting each month. Meetings may be cancelled when there are no agenda items. The Administrative Officer to the Planning Board serves as the Chair of the TRC. In the event of their absence, a temporary Chair for the meeting shall be elected from the TRC membership. Meetings shall be conducted in accordance with federal, state, and local law; these regulations; and Robert's Rules of Order or by unanimous consent of the membership present.

#### 7. Decisions

All decisions of the TRC shall be signed and recorded in the Office of Land Evidence Records by the Administrative Officer. A copy shall be posted and the original shall be sent to the applicant (or their representative) via first-class mail. The appeal period shall begin from the date of recording.

#### 9. Appeals

In the event of an appeal of a decision of the TRC, the TRC shall designate a representative to represent the matter to the Zoning Board of Review.