

SUBJECT: Technical Review Group (TRG)

STATEMENT:

The purpose of the TRG is to review projects that are submitted for review to the Planning Board, including site plans and subdivisions. The applicant/agent presents plans to the TRG which comments on the plans and suggests changes in accordance with various City regulations, laws, and policies.

PROCEDURE:

The Economic Development Manager or designee is chair of the Technical Review Group. The Planning Department creates the schedule of meetings for the year and distributes the schedule to the TRG members and to engineers/agents. Meetings are held at 10:00am on Thursdays, on the Thursday the week after new submittals and the week prior to Planning Board regular meetings and workshops.

An email is sent to the TRG a few days before the meeting to remind them of the upcoming meeting and to let them know which projects will need signoffs. If there are no commercial projects to discuss it is helpful to point that out to the Economic Development Manager, or designee, so that they need not attend.

The TRG members will need to complete the sign off sheet when a project is ready for final action by the Planning Board.

Members should sign off on projects by the TRG meeting prior to the Planning Board meeting at which approval is expected. If members cannot attend the meeting or are not ready to sign off they should come to the planning office or enter their comments into Viewpermit by the end of the day Friday following the TRG meeting so that their comments can be incorporated into the Staff Recommendations.

The TRG members include:

- Chief Planner or designee,
- City Engineer
- Director of Code Enforcement
- Fire Marshall
- Police Captain
- Economic Development Manager, or designee (who chairs the group)
- Representative of the Conservation Commission

TRG meetings are not considered public meetings for public notice purposes so no notices need to be sent. There are no minutes taken for the meeting

The Chief Planner, or designee, sends an email to the applicant shortly after the meeting recapping the issues that were raised and the procedure that will be followed thereafter. He copies the TRG on this email.

*****NOTE:** *If there are no new cases, an email is sent to the TRG group letting them know there will not be a meeting.*