

SECTION VI: TECHNICAL REVIEW COMMITTEE

6.1 PURPOSE:

The Technical Review Committee (TRC) is hereby established to assist the Planning Board in its review of major site plan and subdivision applications as defined by Stratham’s Subdivision and Site Plan Regulations.

The TRC reviews proposals to ensure compliance with all applicable regulations and further evaluates the need for technical aspects of the proposal, including (but not limited to) traffic impacts, public and life safety, stormwater management, utility infrastructure, and building design. Condominium conversions are subject to review by the TRC. Depending on the complexity of the proposal, the TRC may also review additional Planning Board applications as necessary, including (but not limited to) minor site developments, minor subdivisions, and conditional use permits.

6.2 MEMBERS:

The Technical Review Committee (TRC) shall be comprised of the Director of Planning & Building (who shall act as the Chair), the Police Chief (or their designee), the Fire Chief (or their designee), the Code Enforcement Officer, the Director of the Public Works Department (or their designee), a Conservation Commission member, a Heritage Commission member and a Planning Board member. Other Town departments, commissions, committee members, or Subject Matter Experts of the community may participate as needed.

6.3 PROCEDURE:

- a. Upon receipt of a major site plan or subdivision application, the Director of Planning and Building (or their designee) will conduct an initial review of the application to ensure all required information has been provided, after which a meeting of the TRC will be scheduled. Said meeting(s) shall serve to assist the applicant in preparing a development proposal that is technically sound and conforming to the regulations contained herein.
- b. Members of the public may attend meetings of the TRC but may not address the TRC members with any comments, questions, or concerns. Comments, questions, or concerns may be addressed by the public to the Planning Board at its scheduled meeting(s).
- c. Planning and Building Department staff shall inform the applicant (or its representative) not less than ten days prior to the scheduled TRC meeting date if said application requires such a postponement.
- d. Following the Technical Review Committee meeting, the Director of Planning and Building (or designee) will provide a written summary of TRC’s feedback to the Planning Board.

6.4 AMENDMENT:

These procedures governing the Technical Review Committee (TRC) may be supplemented by the Planning Board as deemed necessary to improve the efficiency and effectiveness of the land use review process, by amendments to the Stratham Subdivision and Site Plan Regulations.