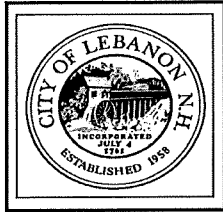


**Agenda  
Planning Board  
August 24, 2020**

**Agenda Item #3B  
Committee Reports**

# **Proposed Technical Review Committee**



## CITY OF LEBANON ~ PLANNING & DEVELOPMENT

### MEMORANDUM

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**TO:** Planning Board

**FROM:** Planning & Development Department Staff

**RE:** Proposed Technical Review Committee per NH RSA 674:43, III

**DATE:** August 18, 2020

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At the August 24<sup>th</sup> work session, Planning staff would like to assess whether the Board is generally interested in creating a Technical Review Committee ("TRC") to review and approve minor site plans as authorized by NH RSA 674:43 ("Power to Review Site Plans"). NH RSA 674:43, III provides as follows:

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 chosen by the planning board from the departments of public works, engineering, community development, planning, or other similar departments in the municipality. [...] This special site review committee may have final authority to approve or disapprove site plans reviewed by it [...], provided that the decision of the committee may be appealed to the full planning board so long as notice of appeal is filed within 20 days of the committee's decision. [...] [T]he planning board shall adopt or amend its regulations specifying application, acceptance and approval procedures and defining what size and kind of site plans may be reviewed by the site review committee prior to authorizing the committee.

Creating a TRC would allow the Planning Board to spend less time reviewing small-scale projects and more time on larger applications and on other non-regulatory matters such as master planning, CIP, zoning amendments, and site and subdivision regulation amendments. Applicants would benefit from a streamlined review process, and the City in general could benefit by expanding the scope of projects subject to site plan review. Communities in NH that utilize a TRC to review and approve minor site plans per NH RSA 674:43, III include Boscawen, Concord, Durham, Hanover, Hudson, Laconia, Londonderry, Pembroke, Peterborough, Somersworth and more (Keene is currently evaluating a proposal to establish a TRC).

If there is a general consensus among the Planning Board members that creating a TRC is worth exploring, Planning staff will work with the Development Regulations Subcommittee to craft a specific proposal for consideration by the full Planning Board. Such a proposal will need to categorize thresholds for determining if a development is either (i) a "major" site plan requiring Planning Board review, (ii) a "minor" site plan subject to TRC review, (iii) subject to administrative review by the Planning & Development Department only, or (iv) exempt from any site plan review. Staff anticipates the minor site plan category will contain exemptions that will require certain minor projects to be reviewed by the Planning Board instead of the TRC (for example, applications requesting a waiver). The TRC proposal will also need to establish submission and design requirements for minor site plans and identify the TRC membership and its rules of procedure.

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