

Glocester Technical Review Committee Policies and Procedures

Policies and Procedures

Policies are guiding principles and procedures are a set of methods or forms established to conduct the business of the Technical Review Committee. These Policies and Procedures are established by the Planning Board and can be amended by the Planning Board.

I. Establishment of the Technical Review Committee

a. Establishment

- i. The Technical Review Committee is established by the Gloucester Town Council and the Gloucester Planning Board per the authority granted to them in the Subdivision Regulations Article VII – Administration, Section 7.02, and R.I. Gen. Laws § 45-23-56(b).
- ii. These Policies and Procedures shall serve to satisfy the requirement of Gloucester Land Development and Subdivision Regulations, Article VII – Administration, Section 7.02 D.

II. Technical Review Committee Membership

a. Membership

- i. The membership of the Technical Review Committee shall be:
 1. Administrative Officer
 2. Building Official or designee
 3. Director, Department of Public Works or designee
 4. Minimum of two (2) but up to three (3) members of the Planning Board

b. Organization

- i. The Administrative Officer shall serve as the Chair of the Technical Review Committee.
- ii. All other members shall serve in an equal capacity.
- iii. A minimum of three (3) members must be present to constitute a quorum.
- iv. The concurring vote of a majority of members of the Technical Review Committee present at a meeting is required to decide any matter within the discretion of the Committee.
- v. Minutes of the meetings shall be retained by the Planning Department.

c. Additional Expertise

- i. The Administrative Officer shall have the ability to seek input to be used by the Technical Review Committee on an as needed basis depending on specific project related issues or topics. The Technical Review Committee may consider comments from:

1. Police Chief or designee
2. Fire Chief of applicable Fire District or designee
3. Peer review engineers, consultants and other experts as needed.

d. Planning Board Members

- i. The Planning Board, by majority vote of members present at the meeting, shall designate a minimum of two, and up to three, members to sit on the Technical Review Committee. These members shall be appointed yearly, to coincide with the appointment of officers for the Planning Board.
- ii. The Planning Board, by majority vote of members present at the meeting, may appoint a substitute Planning Board member for Planning Board members that are unable to attend specific meetings.
- iii. In the case of a Planning Board member being unable to fulfill their term on the Technical Review Committee, the Administrative Officer shall place the item on the next regular Planning Board meeting agenda for discussion and selection of a replacement member to fulfill the remainder of that term.

III. Technical Review Committee Meeting and Meeting Procedures

a. Meeting

The Technical Review Committee shall meet as needed.

b. Agenda

- i. The Administrative Officer or his/her designee shall be responsible for posting an agenda as required by the Secretary of State and in accordance with the Open Meetings Act, R.I. Gen. Laws § 42-46-1, et. seq., as amended.
- ii. The agenda shall be posted in the same locations as agendas posted for Planning Board meetings.

c. Meeting Record

The Administrative Officer or his/her designee shall take official meeting notes at the Technical Review Committee meetings. Those official meeting notes shall be available for public review.

d. Modification of Meeting

The date, time, and location of meetings as necessary to accommodate applicants or members is at the call of the Technical Review Committee Chair. Any change to a previously posted meeting location, date, and time must comply with the requirements of the Open Meetings Act, R.I. Gen. Laws § 42-46-1, et. seq., as amended.

IV. Technical Review Committee Application Requirements

a. Complete Applications

- i. Only applications that have been determined to be complete by the Administrative Officer and issued a Certificate of Completeness stating such are considered complete applications shall be eligible for review by the Technical Review Committee (“Complete Application”).
- ii. A Complete Application is intended to be and to have the same meaning as a Complete Application submitted for approval by the Planning Board or Administrative Officer as the case may be.

b. Submission Requirements

- i. Applicants must submit collated and folded Complete Application packages in the quantity identified on the application checklist; if not stated in the checklist, three (3) paper copies in addition to the number of copies required by the Administrative Officer for submission to the Planning Board, shall be submitted. Applicants must additionally provide a digital copy of the Complete Application package as a single PDF document.
- ii. Copies of Complete Application packages for the Technical Review Committee must be received by the Planning Department no later than seven days after a Certificate of Completion is granted. Application materials will be sent by either, or both, paper or electronic copy (at the preference of the member) to Technical Review Committee members.

V. Adoption and Amendments to Policies and Procedures

a. Adoption

The Policies and Procedures of the Gloucester Technical Review Committee are hereby adopted by the Gloucester Planning Board and effective November 12, 2024.

b. Amendment

- i. These Technical Review Committee Policies and Procedures may be amended by the affirmative vote of a majority of the members of the Planning Board present at the meeting. Before the Policies and Procedures may be amended, notice of the proposed amendments must be properly posted on the meeting agenda in accordance with the Open Meetings Act, R.I. Gen. Laws § 42-46-1, et. seq., as amended.
- ii. The Technical Review Committee can formally request amendments to the

11/12/24

Policies and Procedures by sending a written request to the Planning Board through the Administrative Officer. The request should clearly state the requested changes and provide a summary of why the changes are being requested. The Planning Board will consider the requested changes at their next available meeting.