

## **The TECHNICAL REVIEW COMMITTEE**

The Technical Review Committee (TRC) is an advisory body that reviews development proposals within the Louisville Metro area. The TRC identifies, negotiates and resolves technical issues and conflicting agency requirements to enable staff to approve plans as delegated by the Planning Commission.

**MEMBERSHIP** - There are three levels of membership in the TRC: Core, Full and Advisory. *Core members* (Planning and Design Services, MSD, Public Works, and Inspections, Permits & Licenses) are required to attend meetings and provide written comments on plans. *Full members* (Environmental Health, County Fire Protection Districts, Air Pollution, Kentucky Department of Transportation, Metro Development Authority, Historic Preservation and TARC) are required to provide written comments and may attend meetings. *Advisory members* (Louisville Gas & Electric, Louisville Water Company, TKR Cable, Kentucky Division of Water, BellSouth, and County Code Enforcement) receive copies of plans and may provide comments or attend meetings as necessary. Information regarding proposed plans and TRC meetings is also provided to Police, Metro Council, small cities, and the Planning Commissioners.

**NOTIFICATION** - Adjoining property owners and neighborhood groups are both notified early in the process that a major subdivision is being proposed in their neighborhood. Developers are required to invite adjoining property owners and interested neighborhood group representatives to a meeting that includes an explanation of their proposal. This meeting must be conducted before a case can be formally filed.

In addition, an information packet is sent to you at the same time that reviewing agencies, such as Public Works and MSD, receive the actual plan for their review and comment. The packet includes a letter of notification, a reduced copy of the plan, and portions of the developer's application that contain vital information. The notification letter provides names and phone numbers of contact persons who can answer questions you may have concerning drainage, sewer, and other aspects of the development. The name and phone number of the case manager overseeing the application is also included. A copy of the complete application and the preliminary plan are available for review in the Planning and Design Services offices, located at 444 S. 5<sup>th</sup> Street, Suite 300 (574-6230). You are encouraged to comment on the development, either verbally or in writing. The developer will receive a list of citizen and agency comments prior to the TRC meeting. Your notification letter includes the date, time, and location when the major subdivision preliminary plan will be reviewed by the TRC. You may attend this meeting, along with the developer, to express your concerns or ask questions.

**PROCESS** - The following is a brief outline of steps involved in gaining approval for a major subdivision preliminary plan:

- Developer meets with adjoining property owners and neighborhood group representatives
- Formal application is filed with Planning & Design Services
- The application and plan are distributed to TRC member agencies, adjoining property owners, and neighborhood / community groups
- Agency and citizen comments are compiled and distributed by Planning & Design Services
- A Formal TRC meeting is held with the applicant and citizen(s)
- Recommendations are made by the TRC
- Review requests by the applicant or citizen petitions are due within 7 days of the TRC meeting
- Staff review the revisions or the Development Review Committee (DRC) of the Planning Commission reviews requests and/or petitions, and waivers
- Formal decision is made

The TRC reaches decisions by consensus, not majority vote. If you are not in agreement with specific items of the plan agreed to by the TRC, you may petition DRC for review. Petitioned items and waivers are automatically scheduled for DRC review. Your petition must be filed within 7 calendar days of the TRC meeting. Forms may be obtained from Planning and Design Services. You will be notified of the date for review by DRC and should attend the meeting.

**APPROVAL** - If matters are successfully negotiated at the TRC, the applicant submits a revised plan. Staff review the plan against the revision list generated at the TRC meeting. If the revised plan is in compliance, staff will approve the preliminary plan. Plans requiring waivers will be submitted to DRC or the Planning Commission, as appropriate.