Technical Review Committee Policy and Process

Approved 5/16/2025

1. PURPOSE AND AUTHORITY
   The Technical Review Committee (TRC) is established to provide coordinated, comprehensive review of development projects requiring multiple agency input. This policy establishes procedures for process driven review of major development proposals to ensure compliance with applicable regulations, coordination between reviewing departments, division and outside agencies, and efficient processing of submissions.

2. SCOPE AND APPLICABILITY
   2.1. Projects Requiring TRC Review
   - Major subdivisions involving new infrastructure development
   - Large commercial development projects
   - Industrial development projects
   - Other projects as determined by the Development Services Director

   2.2. Reviewing Agencies
   The TRC consists of representatives from:
   - Lincoln County Natural Resources Division
   - Lincoln County Planning Division
   - Lincoln County Public Utilities Division
   - Lincoln County Fire Marshal's Office
   - Lincoln County Public Health – Environmental Health Division
   - North Carolina Department of Transportation (NCDOT)

3. ORGANIZATIONAL STRUCTURE
   3.1. TRC Coordinator
   The Development Services Director serves as the TRC Coordinator and chairs all TRC meetings. The TRC Coordinator is responsible for:
   - Scheduling and conducting TRC meetings
   - Coordinating application review processes
   - Ensuring compliance with review timelines
   - Serving as primary liaison for applicants
   - Overseeing distribution of review comments

   3.2. Reviewing Department/Division Responsibilities
   Each reviewing Department/Division shall:
   - Designate a primary reviewer and alternate
   - Review applications within established timelines
   - Attend TRC meetings and provide written comments
   - Enter review comments into Central Square Community Development software (CommDev)
   - Provide redline comments in Bluebeam, when applicable

4. MEETING SCHEDULE AND PROCEDURES

4.1. Regular Meetings
TRC meetings are held on the third Thursday of each month at 9:00 AM in the Vesuvius Conference Room, located at 115 W. Main Street, Lincolnton, North Carolina.

4.2. Submittal Deadlines
Applications must be submitted through the eTRAKiT Project Portal no later than thirty one (31) days prior to the desired TRC meeting date. A calendar with TRC meeting dates and submittal deadlines is maintained on the TRC website (www.lincolncountync.gov/trc)

4.3. Meeting Attendance
- TRC meetings are open to applicants and their attendance along with the design team is highly encouraged
- Department/Division reviewers are required to attend TRC meetings when a project warrants review comments from the Department/Division.
- Reviewers are expected to be prepared to discuss their comments at the TRC meeting.

5. APPLICATION PROCESS
5.1. Application Submission & Verification
- Applications must be submitted through the eTRAKiT Project Portal. Only registered contacts may submit applications. Staff will provide guidance for creating accounts for new users.
- Submittal completeness and consistency between hard copy (required by Public Utilities and Natural Resources) and digital submittals are verified prior to acceptance and placement on the next TRC agenda.
- When a project is submitted for review the TRC Coordinator will send an email to the project applicant to validate the revision date of the digital submittal against the separate hard copy submittals. Public Utilities and Natural Resources staff will also verify the revision date on their hard copy submittal against the digital submittal. Submittals that do not match or are not complete according to the submittal requirements of the reviewing departments/divisions will be rejected. This process will be completed for new submittals and revision submittals.
- Applicants will be advised of submittal deficiencies within three (3) days of submittal.
- Incomplete applications will not be processed until all required components are submitted.

5.2. Submittal Distribution
- Plans are distributed to internal Departments/Divisions through Bluebeam Studio sessions and are available as Attachment in CommDev.
- Plans are distributed to NCDOT through their FTS site
- Emails are sent to reviewers informing them of the accepted submittal(s). The email will contain information about all projects scheduled for review

along with links to the Bluebeam session and reference to the CommDev Project number.

5.3. Required Application Components
A complete application includes:
- Basic project information
- Project parcel identification
- Project contact information
- Required document uploads including but not limited to:
    - Complete digital plan set including all offsite improvements
    - State and Federal Permits

6. <mark>SUBMISSION REQUIREMENTS [DRAFT – *Still in development* – guidance only]</mark>
Below is an overview of each reviewing department/division submittal requirements. Please visit each department/division webpage for a complete listing of submittal requirements.

6.1. Natural Resources Division
- Erosion and sediment control plans
- Stormwater management plans
- Stream buffer delineation
- Tree preservation areas

6.2. Planning Division
- Site plans and development layouts
- Zoning compliance documentation
- Landscape and buffer plans
- Development agreement documentation

6.3. Public Utilities Division
- Water system plans and hydraulic analyses
- Sewer system plans and capacity studies
- Utility easement documentation
- Utility coordination plans

6.4. Fire Marshal's Office
- Fire protection and suppression plans
- Emergency access plans
- Hydrant location and spacing plans
- Building code compliance documentation
- Fire department connection details

6.5. Public Health – Environmental Health Division
- Soil evaluation report
- Constraint map showing steep slopes and unsuitable soils
- Proposed septic system and repair areas for each lot

- Proposed well locations with setbacks

6.6. North Carolina Department of Transportation
- Driveway connection permits
- Signal warrant studies (when applicable)
- Right-of-way dedication documentation
- Access management plans

7. REVIEW PROCESS AND TIMELINES
7.1. Initial Review Period
- Reviewers are provided twenty-eight (28) days to complete initial review
- Major review comments are discussed at the TRC meeting
- Comments are entered into CommDev by Reviewers on the Friday following the TRC meeting
- Finalized comments are distributed by the TRC Coordinator within seven (7) days of the meeting

7.2. Review Status
This following review status option are available for each review:
Complete – Should not be used for TRC projects
Resubmittal Required – Revisions to the plans are required to meet departmental criteria
Approved – Plans as submitted meet all department approval criteria
Disapproved – Plans as submitted have major deficiencies that make the project unbuildable without Major Project Modifications
Not Applicable – Plan submittal is not applicable to the reviewing department/division

7.3. Comment Documentation
- Each reviewer enters comments directly into CommDev
- Redline comments are made in Bluebeam, when applicable
- NCDOT provides comments via email due to their external status
- Comments are to be provided by the close of business on the day after the TRC meeting

7.4. Comment Distribution
Comments for each reviewing Department/Division are assembled by the TRC Coordinator and distributed within seven (7) days of the TRC meeting.

7.5. Non-Responsive Reviewers
If a reviewing agency fails to provide comments within the required timeframe:
- Review comments are distributed without input from the non-responsive reviewer
- The non-responsive agency's supervisor is contacted regarding the missed deadline
- The review process continues without delay

- The non-responsive reviewer is responsible for reaching out to the Applicant to provide comments. Documentation of this follow-up shall be documented in Project Chronology and the TRC Coordinator shall be advised of the follow-up.

7.6. Project Modifications Assessment

Following initial review, the TRC Coordinator will determine if project modifications are Major or Minor:

7.6.1. Major Project Modifications

Major modifications require full resubmittal and include changes that:
- Alter the overall project layout or arrangement
- Increase number of lots/units
- Decrease the number of lots/units by more than 5%
- Modify infrastructure locations (roads, utilities, stormwater facilities) requiring new easements or right-of-way
- Change project access points or traffic patterns
- Modify utility service methods or capacity requirements
- Change building footprints or impervious surface coverage by more than 15%
- Trigger additional regulatory requirements or permits

7.6.2. Minor Project Modifications

Minor modifications are defined as modifications that do not meet or exceed the criteria of Major Project Modifications and will follow the standard resubmittal process described in Section 8.

8. RESUBMITTAL PROCESS

8.1. Resubmittal Scheduling
- Resubmittals may be made anytime through the eTRAKiT Project Portal
- Resubmittals are distributed to reviewers on the 2nd and 4th Thursday of each month
- Resubmittals shall be received by the Monday prior to the 2nd or 4th Thursday to be processed in the next review period.
- Submittal verification process is repeated for completeness and consistency

8.2. Resubmittal Requirements
   All resubmittals must include:
- Comment-by-comment response letter addressing all review comments
- Summary of any additional revisions made
- Clouded revisions on all modified plan sheets
- Plan sheets with major revisions may omit the revision cloud if agreed to by the TRC Coordinator. This leniency is provided to encourage legibility of plan sets.
- Updated application information, if applicable

8.3. Resubmittal Review Timeline

- Reviewers have fourteen (14) days to complete follow-up review
- Comments are processed following the same distribution timeline as initial reviews

8.4. Resubmittal Comment Distribution
Comments for each reviewing Department/Division are assembled by the TRC Coordinator and distributed within seven (7) days of the TRC meeting.

9. FINAL APPROVAL
Once approval is obtained from all reviewing agencies, a TRC Notice to Proceed is issued by the TRC Coordinator.

10. APPEALS PROCESS
10.1.   Administrative Appeal
Applicants may request an administrative appeal by:
- Submitting written request to TRC Coordinator within twenty-eight (28) days of receiving review comments
- Upon receipt of the appeal the TRC Coordinator shall schedule a meeting with the applicant, reviewer and affected department/division head(s)
- Written response documenting the status of the appeal will be provided within fourteen (14) days of the meeting

10.2.   Formal Appeal
If an Administrative Appeal does not resolve the issue:
- Applicant may file formal appeal with County Manager within fourteen (14) days of transmission of the Administrative Appeal decision
- County Manager or their designee will review the written appeal
- Written decision will be provided within fourteen (14) days of receipt

11. FEES AND COSTS
All fees associated with TRC review are established in the adopted fee schedule of Lincoln County, North Carolina. Current fee schedules are available through the county website and are updated as adopted by the Lincoln County Board of Commissioners.

12. RECORDS RETENTION
All TRC documents, applications, and related materials are retained according to the requirements defined by the State Archives of North Carolina General Records Schedule for Local Government Agencies.

13. POLICY IMPLEMENTATION AND AMENDMENTS
13.1.   Effective Date
This policy becomes effective upon adoption by the Development Services Director.

13.2.   Policy Amendments

This policy may be amended as necessary to reflect changes in regulations, procedures, or organizational structure. Amendments require approval by the Development Services Director.