



Rules of Procedure of the Memphis and Shelby County Technical Review Committee

Adopted September 26, 2019

I. Membership

The membership of the Technical Review Committee is outlined in Sub-Section 9.1.8A of the Memphis and Shelby County Unified Development Code (the “UDC”).

II. Applications

Land use applications subject to review by the Technical Review Committee are listed in Sub-Section 9.1.8B of the UDC.

III. Calendar

The Technical Review Committee shall meet in accordance with a calendar issued each year by the Memphis and Shelby County Office of Planning and Development (“OPD”). These meetings shall be conducted no later than two weeks prior to the next regular meeting of the Memphis and Shelby County Land Use Control Board (the “LUCB”).

IV. Meetings

All meetings of the Board and its committees shall be open to the public. The Administration of OPD, or his or her designee, shall chair the meeting. The meetings shall be conducted as follows:

- A. Applicants shall sign their name and case number on a sign-in sheet provided at the meeting. Review of each application shall be done in the order as provided on the sign-in sheet, except in instances of minor subdivision which shall be heard first once the applicant is present. Applicants requesting a review by the Technical Review Committee that are neither required by the UDC or by OPD personnel shall be heard at the discretion of the chair.

- B. For each application, the project manager from OPD shall present the case and ask any questions of the applicant. This shall be followed by any questions that other agencies and departments may have of the applicant.
- C. For applications styled as minor subdivisions, a public hearing shall be conducted after all technical issues have been addressed by OPD and the other agencies and departments present. The public hearing shall be conducted as follows:
 - 1. Any member of the public wishing to speak in favor of the application, including the applicant, shall have ten minutes to testify on the matter. This ten minute period is cumulative and shall include all speakers. Should any speakers have questions, those may be asked in successive order and answered during the time allotted below. Unused time may be reserved for the applicant's rebuttal period.
 - 2. Any member of the public wishing to speak in opposition of the application shall have ten minutes to testify on the matter. This ten minute period is cumulative and shall include all speakers. Should any speakers have questions, those may be asked in successive order and answered during the time allotted below.
 - 3. The applicant shall have two minutes of rebuttal, plus any additional unused time from his or her originally allotted ten minutes. This rebuttal time does not include any question and answer period between the applicant and OPD, agency and department staff.
 - 4. The public hearing shall be concluded. Personnel with OPD and other agencies and departments may further deliberate on the matter, but no additional testimony shall be provided by the applicant or any other supporters or opposition unless the public hearing is re-opened, at which time both sides shall be given an equal amount of time to provide further testimony.
 - 5. The Administrator of OPD may either make a decision on the matter or hold the matter under consideration for a period not to exceed 24 hours before a decision is made to allow public notice to be mailed the following day in the instance of rejection, which necessitates the need for a public hearing before the LUCB.
- D. After all applications have been heard according to the sign-in sheet, the meeting shall be adjourned.