

# Mebane Technical Review Committee (TRC)

## *Submission Guidelines*

**Meetings:** Mebane TRC meetings are held at 10 a.m. on the second and fourth Tuesdays of every month at the Mebane City Hall Front Conference Room. Given current circumstances, TRC meetings are held over Zoom, which will remain an option when the current State of Emergency is over. Calendar invites with the agenda and Zoom participation information are sent prior to scheduled TRC meetings. A tentative schedule for the remaining fiscal year's TRC meetings is on the next page.

**Timeline:** Submissions should be submitted four weeks in advance of the desired TRC meeting and sent to City Planner Ashley Ownbey at [aownbey@cityofmebane.com](mailto:aownbey@cityofmebane.com). Minor revisions to a project under review may be submitted two weeks prior to the TRC meeting, at Department discretion.

**Submission:** An electronic copy of the plans is required, as is the review fee (see the City's Fee Schedule). Paper copies may also be needed, depending on the submission and the preferences of TRC members. Paper copies will be requested of any project advancing to the Planning Board.

**Comments:** The City of Mebane TRC has shifted to using shared documents for commenting. Most applicants will receive two documents with comments: 1) a document listing comments by department, and 2) redlined plans. Comments are generally communicated the day prior to the scheduled TRC meeting.

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*Tentative Schedule, September 2020 – June 2021*

<b>TRC Meeting Dates</b>
September 8, 2020
September 22, 2020
October 13, 2020
October 27, 2020
November 10, 2020
November 24, 2020
December 8, 2020
December 22, 2020
January 12, 2021
January 26, 2021
February 9, 2021
February 23, 2021
March 9, 2021
March 23, 2021
April 13, 2021
April 27, 2021
May 11, 2021
May 25, 2021
June 8, 2021
June 22, 2021

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## *Contact Information*

<b>Name</b>	<b>Department</b>	<b>Email</b>
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