



# THE CITY OF CHARLESTON

## TECHNICAL REVIEW COMMITTEE (TRC)

### SKETCH PLAN WEDNESDAY SOP

#### What is Sketch Plan Wednesday Meeting?

Sketch Plan Wednesdays, (SPW) are weekly virtual meetings held between City Staff and the applicant/engineer team to discuss the conceptual nature of a future project. These meetings are meant to not only fulfill the requirements of Sec. [54-809](#) when applicable, but are open to any project potentially requiring TRC review. Board of Architectural Review (BAR), Design Review Board (DRB), and Planning staff may also attend and provide comments on the preliminary concept relative to their purview. The meetings are held at 9:00, 9:45, and 10:30 on Wednesdays. Appointments are reserved on a first-come first-served basis. Scheduling is arranged by contacting the TRC Coordinator for date and time availability.

#### To Request A Sketch Plan Meeting:

Please complete the following steps to request a Sketch Plan Meeting with the City of Charleston:

1. Compile the required documents:
  - a. [Sketch Plan Meeting Request Form](#)
    - i. Note that a desired meeting date can be requested based on the posted [SPW Schedule](#).
  - b. 8 1/2 x 11 City Zoning Map of Subject Parcel(s)
  - c. Sketch of proposed project.
  - d. Optional documents that are suggested but not required are existing conditions survey/ aerial photo and a project narrative.
2. After the sketch plan documents are compiled, submit via the [CSS Portal](#). An account is needed for this process.

A screenshot of the City of Charleston's CSS Portal. At the top, there are several buttons: 'All', 'Trending', 'My History', 'LICENSES', 'PERMITS', and 'PLANS' (which is highlighted in blue). Below these, there is a search bar with a magnifying glass icon and a 'Sketch Plan Review' section. This section contains a pencil icon, the category name 'Plans', and a description 'Sketch Plan Review'. There is also an 'Apply' button.

3. The TRC Coordinator will respond with the next available meeting date and time on a first-come basis and there are only three sessions per meeting date.
4. Confirm the meeting date.



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5. Accept the calendar/Zoom meeting invite sent by the TRC Coordinator. Forward the calendar/Zoom meeting invite to any other members of the design team that may find the Sketch Plan Meeting relevant.

#### **During the Meeting:**

Applicants are encouraged to arrive to the meeting 5 minutes prior to the assigned start time.

- a. If the previous meeting is running ahead of schedule, the TRC Coordinator will reach out via email with the option to start earlier if the project team is prepared.
- b. If the previous meeting is running behind schedule, the TRC Coordinator will reach out via email to notify the applicant.

Please see the following general agenda of the Sketch Plan Meeting:

1. Introductions and Meeting Protocols by the TRC Administrator
2. Project Description by the Applicant.
  - c. The applicant will be given screen share ability
2. City of Charleston Staff Review check lists presented in a round robin format.
3. Questions and Answers portion.

#### **After the meeting:**

By close of the business day on the Friday following the TRC Coordinator will compile the staff check lists and send them out to the applicants to have for reference while preparing to submit for the first Technical Review Committee (TRC) Submittal.