

## Marshfield Planning Commission Meeting Minutes

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7:00 p.m. • Thursday, February 2, 2012 • Old School House Common

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Members present: Jon Groveman, Julie Medose, and Michael Schumacher. Members absent: Parker Nichols, Bob Light. Guests present: None. Also present: Barbara Burkhalter, recording secretary.

Jon Groveman called the meeting to order at 7:14 p.m.

### 1. Zoning Administrator report

None.

### 2. Review of draft subdivision regulations revision

Sketch Plan Reviews were discussed and it was agreed that they are very helpful and that it would be good if they were warned and to have adjoining land owners attend.

It was discussed where to draw the line between major and minor subdivisions. Calais classifies a 4 or more lot subdivision as major, and lot-line adjustments and 3 or fewer lot subdivision as minor, with all minor subdivisions being reviewed by the zoning administrator. Middlesex also has its zoning administrator review minor subdivisions, but the zoning administrator may forward it to the planning commission. Middlesex has a good list for preliminary sketch plan requirements. East Montpelier has a good list of application requirements in grid form.

Calais has its zoning administrator set as the first point of contact for all subdivision applications; the zoning administrator goes over the process with applicants prior to them meeting with the DRB for the Conceptual Plan Review, which is noticed, and within 30 days the DRB issues a letter of recommendation to the applicant, and within 6 months the applicant must submit a full application.

- Too many “may”s put more pressure/decision making in the DRB’s court
- Major subdivision = 4 or more lot subdivision
- Minor subdivision = 3 or less lot subdivision, or lot-line adjustment
- ZA first point of contact for all subdivision applications, informing the applicant about the process and going over zoning regulations
- Develop a process checklist for the ZA to give applicants, and to have available at the Town Clerk’s Office next to the permit applications
- ZA to take care of all lot-line adjustments
- ZA to take care of all simple 2-lot subdivisions where no development is planned; any future development on said land will have to be reviewed by the DRB, following subdivision standards
- Warned Sketch Plan Review for major subdivisions, DRB adjourn briefly to discuss and may issue an oral recommendation after deliberation, or send out a recommendation letter within 30 days; adding a meeting is an additional step, but it will make for a better process by addressing procedural issues at the very beginning
- Clarify/define PUD in the zoning regulations, 4+ same-use structures on one lot need a PUD plan
- Recording secretary to compile all the bullet points into one list
- PC to go over this list with the DRB

The next step for the PC will be to address standards and design issues.

The meeting was adjourned at 9:03 p.m.

Respectfully submitted,  
Barbara S. Burkhalter