

## Marshfield Planning Commission Meeting Minutes

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7:00 p.m. • Thursday, May 5, 2012 • Old School House Common

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Members present: Jon Groveman, Rich Baker, Bob Light, Julie Medose, Michael Schumacher, and Faeterri Silver. Members absent: none. Guests present: none. Also present: Barbara Burkhalter, recording secretary.

Jon called the meeting to order at 7:00 p.m.

The Planning Commission members reviewed and approved the minutes of meeting dated April 19, 2012.

### 1. Zoning Administrator's Report

Bob reported and the Planning Commission looked at: the filling of a quarry, complaints and a discrepancy in the Forest and Conservation District where it comes (on the map) all the way down to Creamery Street (everywhere else the district is 600' off the road). Also discussed were violations and possible solutions for a junk yard and a home occupation.

### 2. Regional Planning Commission Report

None.

### 3. Discuss proposed changes to subdivision bylaws Planning Commission has agreed upon to date

Rich asked about the status of the Town Plan and Jon said that he has given it to the Selectboard and there have not been any concerns raised or changes suggested yet. Rich suggested that it might be good to have a joint meeting with the Selectboard; Jon will check into this.

As all the members of the Planning Commission are present, this meeting and the next will be spent getting everyone up to speed; revisiting things tentatively agreed on, reviewing the bullet list compiled from several of the past meetings and the points on the flip-chart from the last meeting.

Rich pointed out that a majority of the subdivisions are 2 or 3 lot subdivisions, and that there are rarely 4 or more lot subdivisions.

Simple 2 lot subdivision when no development is planned, how is this policed? The subdivision permit will be recorded in land records, a copy put in the parcel file and noted on the Mylar. This concept (deferral) is to give people a choice to skip the design process, and place the responsibility on the future buyer/builder. Rich said to consider placing a size limitation, e.g. 3 acre lot, should they have a plan or go with the deferral?

Major subdivisions: the burden will be on the developer and building envelopes will be required, but if a large parcel is left over then they will have the option of deferral. A deferral will carry for property in the forest and conservation district. The criteria for major subdivisions will be higher and less restrictions/regulations for simple subdivisions (e.g. mom and pop dividing off property for children).

The PC discussed the idea of moving the 600' setback for the Agricultural/Rural Residential District, and decided to revisit it at a later time.

Planned Use Development is allowed in the forest and conservation district (10 acres to 1 building) with a cluster provision.

Sketch plan review only required for major subdivisions: Rich noted that a couple of years ago the DRB requested that the required sketch plan review be deleted and replaced with an optional informal information meeting; why require people to go through a longer process if they don't need to? For major subdivisions having the applicants getting in touch with the Zoning Administrator from the start and having a required sketch plan review will help the process go smoother by catching issues at the beginning. The members would like to stream-line the process even more. For example, the process as follows can take up to five months: sketch plan review, informational meeting

(which is informal, unwarned and optional), and hearing (where the formal application is submitted before the DRB). Rich ran through a couple different example scenarios. The members discussed a process where the applicants would start off by talking to the Zoning Administrator, having a sketch plan review, then holding a preliminary warned hearing where the DRB would have the option to waive the final hearing if everything is in order.

Rich asked Bob how much time does he spend with people going over their plans and Bob said that the more time he spends with them the better, because it helps to be able to avoid/address problems before a lot of money is spent. This will enable applicants to come before the DRB with having already met the requirements. The members would like to provide the Zoning Administrator with more tools (e.g. a more comprehensive checklist), and have the Town Clerk refer all applicants to talk to the Zoning Administrator first. The Zoning Administrator needs to be the one receiving permit and subdivision applications, and he will approve, deny or refer the application to the DRB once he has determined that it has met all the requirements.

Regarding the Zoning Administrator taking care of all lot-line adjustments, Bob said this would be fine with him if the PC came up some sort of threshold. Rich said that in Stowe they have a minimal alteration which includes lot-line adjustments up to a point. The members talked about whether or not the Zoning Administrator could deal with all 2-lot subdivisions where no development is planned, and Bob said that he is not sure that would be a good idea. The members discussed a one-meeting process for these applications; having the applicants come to the hearing with a preliminary plan and sketch, and if the DRB found no problem with the application they would have the option to go ahead and approve it; then when the applicants brought in the Mylar to be recorded two DRB members would verify that it was the same one that was approved and sign it.

Everything covered in the last several meetings has been procedural; the next step will be to go through the revisions, based on what Rich wrote, section by section.

#### **4. Discuss agenda for next meeting**

Jon will not be able to attend the next meeting, but will draw up an agenda. Rich nominated Michael as Vice-Chair, and Bob seconded the motion; all were in favor. Jon will send the agenda to Michael.

The meeting was adjourned at 8:55 p.m.

Respectfully submitted,  
Barbara S. Burkhalter