

## Marshfield Planning Commission Meeting Minutes

7:00 p.m. • Thursday, March 7, 2013 • Old School House Common

Members present: Jon Groveman, Julie Medose, Michael Schumacher, Faeterri Silver (also acting as recording secretary) and Bob Light. Guest present: Melissa Seifert.

Jon called the meeting to order at 7:05 p.m. The members reviewed and approved the minutes of the meeting dated February 21, 2013.

### 1. Review of Town Meeting Day

The Planning Commission briefly discussed Town Meeting Day. We also briefly explained to our guest the process of the Planning Commission (PC)'s work, which is then forwarded to the Selectboard and if they agree, drafts go to the town's people for vote.

### 2. Zoning Administrator's Report

No report. The Development Review Board (DRB) is in need of another member. Jon and Bob will search for new members.

### 3. Regional Planning Commission

No report. Upcoming conferences and meetings were discussed. The PC members will indicate at our next meeting who wants to attend the 2013 Town Officer Education Conferences in April. Michael expressed interest in being on the DRB. Faeterri expressed interest in being Marshfield's representative for the Regional Planning Commission (RPC) and will attend the next meeting. Jon will speak with the Selectboard about them appointing Michael on the DRB and Faeterri on the RPC.

### 4. Review and discuss revisions to subdivision regulations

The PC reviewed, discussed, and agreed with Rich Baker's suggestions on the following subdivision language.

#### **New definition to be added to Section 1070**

**Minimum Alterations:** Minimal Alteration shall mean a change to existing parcels that either 1) involve the alteration, reconfiguration or relocation of existing property lines between existing parcels in a manner which does not result in any additional lots, plots, parcels of land (also referred to as a lot line adjustment) or movement of town highway and does not result in more than a 20% change in existing area of any existing lots or 2) involves the alteration, reconfiguration or relocation of existing approved driveways and related easements or 3) involves the alteration, reconfiguration or relocation of existing approved building /clearing zones which do not change the area of the building/clearing zone by more than 10%.

**Section 2010:** discussed renaming to **Applicant First Point of Contact** and modified to read as:

Prior to submission of a formal application, a potential applicant and/or an authorized representative shall meet with the Zoning Administrator to discuss the subdivision application process and general requirements for submission. No testimony regarding a potential application shall be taken and no findings shall be made. No formal decision will be prepared or issued based upon the informational meeting. The applicant shall have no vested rights of approval based upon an informal meeting.

#### **New Section 2070**

Section 2070 Deferral of Design Review

The Board has the right to waive a design review when a subdivision applicant does not have plans to develop all or some of the lots. Deferral of design review is available for all minor subdivisions or for proposed lots over 25 acres. No development requiring zoning review shall occur on a deferred lot without further review and approval by the

Development Review Board. A note shall be included on the recorded plan stating that the deferred lots shall not be developed without review and approval by the Development Review Board in accordance with the Subdivision and Zoning Regulations.

### **New Section 3032 Minimal Alterations**

#### **A. Minimal Alterations**

Minimal alterations may be approved by the Zoning Administrator and are not required to follow the notice and hearing requirements of proposed subdivisions requiring Development Review Board approval.

#### **B. Minimal Alteration Application**

All minimal alterations require approval of the Zoning Administrator. The application shall be submitted to the Zoning Administrator by the owner of record, an optionee, or by their agent. The application shall include a preliminary layout and information set forth in these regulations, and shall be accompanied by a fee for processing, payable to the Town, in an amount established by the Selectboard. The Zoning Administrator shall review the plan in accordance with the General Standards for Subdivision in lieu of the Development Review Board. The Zoning Administrator shall refer a minimal alteration application to the Development Review Board for review and approval where it is found that the proposed alteration will substantially alter the most recent Development Review Board approval, or where it is found that the proposed alteration will result in a substantial impact under the General Standards for Subdivision Review. The approved plan shall be recorded in accordance with Section 2040.

#### **C. Public Notice**

A notice of approval shall be posted within view of the nearest public right-of-way until a 15-day appeal period has expired.

### **Article III, Section 3020 Remove 'PRD'.**

Faeterri will forward to Jon who will forward to Bobbi the draft of subdivision regulations with a disclaimer.

The Commission will continue to do work on procedural content:

**Article II, Table 1** needs total revision, will strike and revise with public forum input and to reflect Section 2010 above;

**Section 2020/30:** to reflect Section 2010, to include language on sketch plan review and process through DRB approval. Jon will come up with language for this.

**Section 2070:** draft language for deferred minor subdivision process, and to look at Conditional Use at a later time to be clear.

**Section 3032:** Jon to draft language for process for approval of simple lot line adjustment, (written, not mapped, as in a deed to be on file.) Bob will check with Vermont League of Cities and Towns to find out what other towns have language on this.

Create a **Zoning and Subdivision Guide** that includes an explanation, a checklist, flow chart Appendix A), Table 1 and the current fee schedule.

Barbara **edit task:** word search all acronyms so they can be spelled out.

Next meeting: March 21, 2013 7 p.m. \*Work on structure for our first forum April 18; Focused topic and general Q&A; Assign action items in our next meetings.

The meeting was adjourned at 9:20 p.m.

Respectfully submitted,  
Faeterri Silver

*Final approved March 21, 2013*