

Marshfield Planning Commission Meeting Minutes

7:00 p.m. • Thursday, March 20, 2014 • Old School House Common

Members present: Michael Schumacher, Faeterri Silver, Melissa Seifert, and Bob Light. Member absent: Jon Groveman. Also present: Barbara Burkhalter.

Faeterri called the meeting to order at 7:06 p.m. The Planning Commission (PC) members reviewed and approved the minutes of meeting dated February 20, 2014.

1. Zoning Administrator's Report

Bob said that there is not much happening and that he would like to talk about an application for lot-line adjustments (to be discussed later). He mentioned that the O'Rourke's house (on Route 2 outside of town) is going up for auction and was wondering if it would be an option for elder housing. Michael mentioned that the house has mold problems.

2. Regional Planning Commission Report

Faeterri attended a Regional Planning Commission (RPC) meeting on March 11, 2014; Paul Luciano, the Emergency Management Director, and Kim McKee (CVRPC) spoke on emergency planning and how plans intersect and funding available. Towns will be coordinating with the VT representative for Homeland Security. Marshfield's plan is up to date. The PC agreed to research what work has been done since the last two floods and find out if there are ways that the PC can assist in coordinating the Emergency Planning. The PC would like to sit down with the Selectboard, Fire Department, the constables, and Green Mountain Power. It would be good to do some research and find out what the worst case scenario would be. Faeterri said she will bring this before the RPC.

3. Subdivision Process Forms

Melissa started working on a flow chart, which will make reference to a detailed explanations list, which is separate from, but supplemental to, the Subdivision Regulations. Applicants will be encouraged to make themselves familiar with the Subdivision Regulations, but the flow chart will be a helpful guide.

Bob said that according to the new regulations he (the Zoning Administrator) he is able to process minimal alterations (lot-line adjustments) and whether or not there should be an application for them. The PC decided that Bob will work with Bobbi to draft a minimal alteration application for the PC to review. If two parties are involved in a minimal alteration, they will each fill out an application. The PC decided that the subdivision application needs to be revised to fit all the criteria (major and minor subdivisions and minimal alterations) and reflects the new regulations.

Action items:

- Faeterri will ask the RPC if there are any resources for possible flooding research
- Faeterri will ask Bobbi about the tax bills (Does a property owner whose mortgage company pays the tax bill get their tax bill mailed to them?)
- Melissa and Julie will work on the layout for the flow chart
- Michael will work on an easy to understand explanations list that will tie into the flow chart, working from the list that Faeterri has already compiled
- A checklist (to include with applications) needs to be drafted
- The PC will work on revising the subdivision application in-meeting

The next meeting will be on April 3, 2014. The meeting was adjourned at 8:53 p.m.

Respectfully submitted,

Barbara S. Burkhalter

Final

Approved April 3, 2014