Approved Minutes: Marlboro Planning Commission October 8, 2024

In attendance: Tim Segar, Don Sherefkin, Jennifer Girouard, Patti Smith
Mary Sargent, zoning administrator
Via Zoom: Tracy Subject

Meeting opened at 5:05 pm

Minutes: Minutes from September 10, 2024 approved unanimously.

Correspondence:

The town office and DRB and members of Select Board have been discussing advertising a position for 3-4 hours per month to record minutes for town boards and commissions. Tim will reply that we support this ad and potential position.

Discussions

Reviewing and Editing on Subdivision Regulations

We review the subdivision regulations and discuss proposed edits.

We review and discuss Table 2.2; Subdivision Application Requirements which currently operates as a checklist.

- We discuss best terminology for the first submission as previous document says 'sketch plan' and we have discussed calling it instead 'preliminary plan'. We review the definition and decide that "Sketch Plan" should continue in the text and when we review the section on definitions then we should edit and confirm its accuracy. We should also review the definition for subdivision.
- We propose changes such as:
    - Requiring application copies to be 1 hard copy and 1 digital rather than 6 copies
    - Changing the check marks in 'intermediary' and 'final' column for application to wording that says to see a table on fee structure as there can be different fees at different times after the initial application.
- We discuss if this table is useful or whether it could be removed or re-worked.

We discuss that a useful next step could be to review the first 9 pages and vote in some of the proposals. Jennifer will translate the revised Table 2.1 into a digital copy for review at the next meeting as well.

We discuss planning grants to aid in this work especially in thinking about conservation subdivision and seeing if Windham Regional could send someone to join a meeting. Patti volunteers to work on this grant when they open up again for applications as well as seeing if Windham Regional is available to attend a meeting.

In future meetings, we will want to address the definitions in the subdivision regulations as well as consider sections that are not relevant (such as 3.5 and 3.8 which could instead point to state regulations). Don will review other towns for examples of how they refer to state regulations such as wastewater. We should also visit the topic of cost in notifying abutters and a proposal to address this.

We also need to schedule a meeting with the lawyer Bob Fisher to review our changes.

We also need to reach out to the Select Board to discuss the Village Town plan.

Meeting adjourned at 6:58pm.
The next meeting is scheduled for November 12, 2024 at 5pm.
Respectfully submitted,
Jennifer Girouard