

**DRAFT MINUTES
Tamworth Ordinance Review Committee
Monday, June 7, 2010**

Draft minutes to reviewed and approved at a subsequent meeting.

Present: William Farnum, Ned Beecher, Dom Bergen

Called to order at 7:07 pm.

Review of the minutes of May 3, 2010. Moved by Dom, seconded by Ned to approve the minutes as presented. All approved.

Final Reviews of Forms:

- Raffle Permit Application: need to change the header on the second page to say “Raffle Application” (not Floodplain...). Also deleted “If you are signing for anyone else...” line and added second signature line, thus requiring two representatives of the non-profit organization – one of them an Officer or Member of the Board of Directors – to sign.
- Floodplain Development Application: approved as presented.
- Floodplain Permit: approved as presented.

Document Control: Ned presented a one-page document describing the protocol for document control. It was approved as presented.

Subdivision Application(s):

There are several current application forms, some of which reference things incorrectly. There was discussion of the application process, what works and what needs improvement, and how to make the forms work well. Willie had created an initial new set of application drafts.

- Clarify: Check to Carroll County Registry of Deeds must be submitted with the application.
- Waivers are dealt with frequently. There is an older application form for “Request for Waiver of Subdivision Regulations” (Form A-10), as well as a note at the bottom of the Subdivision Application Checklist that says to attach a detailed waiver request form (A-10).
- Application form should state that you should consider design review (requires notice of abutters) or conceptual review, because once an application is submitted, at 19 days prior to the Board’s noticed meeting, the application cannot be substantively changed, especially at the meeting.
- Should there be a period of time outside of the 19-day requirement allowing for an initial review for application completeness by a representative of the Planning Board (e.g. the Secretary)? Make it clear that if you want to have a quick review by the Secretary, you have to submit the application by some set early date; otherwise, you lose your chance at that. There was discussion about how long the period between the initial submittal the 19 days required by the ordinance should

be. Ideally, the ordinance should be changed to jive with the 15-day submittal requirement of the state. The advance review period would be 4 – 6 days. It was noted that the 19 days submittal time was established in the past due to the publishing requirements of the Carroll County Independent, which no longer apply.

- It was agreed to have 3 applications under the subdivision regulations: full application, preliminary review, and conceptual review (this last one requires no noticed public hearing and abutter notification, but cannot include maps/plats.
- Add a place on the application for stamps and sign-offs by officials: 1. Date received. 2. Date that Secretary or other person completes review of application and finds it likely to be complete. (Only the full Board can deem it complete at a noticed meeting about which abutters have been notified.)
- The discussion continued regarding who should review applications for completeness – an appointee of the Board, such as the Secretary – or should it be only the whole Board (i.e. at their noticed meeting)?

Other discussion:

- Clarify in application Section 6 about what it means to have a driveway permit “as applicable” - spell out what they should be looking for regarding getting a driveway permit.
- What is the mechanism for tracking timelines for bonds held and actions to be completed under bonds – which can go on for years... Planning Board can keep a calendar.

Willie and Ned will make an attempt to update the three application forms and present new final drafts at the next meeting.

Next Meeting Date: Monday, July 5, 7 pm.

Adjournment: Dom moved, Ned seconded, and all approved.