

## **MINUTES**

### **Tamworth Ordinance Review Committee**

**October 4, 2010**

*Draft minutes to be reviewed and approved at a subsequent meeting.*

**Present:** Ned Beecher, Dom Bergen, Willie Farnum.

**Also attending:** David Little, Sam Martin

#### **Formatting Subdivision Regulation Applications**

Ned provided the Committee with copies of six draft applications he developed from prior applications and the Subdivision Regulations. These were reviewed and discussed, with edits and changes suggested. Ned will revise the forms and present them to the Committee.

- update the fee schedules on these applications and make sure all applications are consistent with each other
- It was noted that the \$100/lot application fee helps offset the costs of the Planning Board.
- Ned noted additional edits on marked-up copies of the forms.

#### **Other General Recommendations**

It was suggested that the Planning Board could show income in its report to the Town each year, to show how some of its costs are reimbursed by applicant fees.

It was suggested that it would be nice to have all of the application forms we have completed online and downloadable as PDF forms that can be completed on a computer.

Application process: Town Clerk should keep one copy of every application that comes in. Her files are the publicly accessible copies of all submittals. Each copy submitted should be stamped and dated upon receipt. One copy of plats

Will do training on document control with Town Clerk and Office Staff.

Recommendation to Planning Board: clarify that the Subdivision Regulations should be clearer and more thorough about a Boundary Line Adjustment and that a complete plat should be provided and that "minimum lot size required" by the Subdivision Regulations should be equivalent to what would result from a permitted subdivision. Also, should clarify that both parties in a Boundary Line Adjustment should be part of the process and both of their sets of abutters' should be notified.

Also, regarding Boundary Line Adjustments, to help ensure signed deeds are completed with the BLA, the Board should grant only conditional approvals of BLAs contingent on receiving copies of all signed deeds and having them attached to the plat (this condition will have to appear on the plat, so the Registry will see that the deeds are supposed to be with the plat before they record it).

#### **Adjournment**

Dom moved, Ned seconded, all approved.