

## **TAMWORTH PLANNING BOARD**

Work Session – Draft Minutes

February 8, 2023

6:00 P.M.

In-person: Town Office Building, 84 Main Street

- 1). Call Meeting to Order – The meeting was called to order at 6 pm by Sheldon Perry. Present are: Sheldon Perry, Andy Fisher, Randall Dearborn, Lianne Prentice – Select Board Representative, Pat Farley, Nick Grant. Ian Haskell is absent. Paul King is present.
- 2). Continue the Review/Discussion of the Draft of Potential Revisions to Subdivision Regulations  
Left off at the end of page 9 – reserve strips.  
Septic systems – municipal was removed. Paul indicates the board has nothing to do with construction and maintenance of the systems and it should be struck. The Board feels this is informational, and to leave as is.  
C. Subdivision – strike the word it and make it “this includes resubdivision.” Leave as whatever the lawyer says subdivision should be. Paul feels it is important not to have definitions anywhere other than the definitions section. Multiple definitions can be contradictory. Board consensus - C.1 will match the definition as listed previously.  
A&B – refer to preliminary conceptual or sub review phase – do they belong in a different place in the regulations? They are separate applications and should remain as is.  
3 – change to say “resulting lot(s) must comply with section IV of these regulations.” Paul recommends striking this, as not all need to be met, waivers can be granted. Sheldon – waivers are a part of compliance. Paul indicates that waivers are not part of section IV. Keep as written for now. Change section VI to IV.  
Boundary Line Adjustment – see definition above is recommended. It is not necessary, do not include. Defer to committee for language. Be consistent.  
3. Resulting lots must be buildable lots. – must comply with section IV. Strike the remainder. Strike Boundary Line Adjustment parts 4&5.  
  
Waivers – there were areas that the definition was partially included in this section. Waiver is not listed in the definitions – needs to be placed there. The waiver information needs to be combined into one section. There is no waiver application, so it should not be in this section. Remove it from here and place in the waiver section.  
  
Section VI – requirements for “Completed Applications”  
Completed Application “Form”  
C. Advertising costs – striking – publishing will be skipped, posting will happen. Nix this section.  
  
F. Plat requirements – Committee would like Board input. Information plat for the Board vs. recorded plan – the Board is supportive of this concept. What should be included on the cleaner version?  
Clean plan for registry  
Add tax map and lot #  
Vicinity map – should be drawn such that someone could look at the plan and see where the property is. Scale is not needed. Suggested wording is sufficient. Nearest intersection, approximate distance are possibilities. Leave as written on draft.  
Found, set or to be set is how it was written. That portion was struck (to be set) as any final plan requires that the bounds are set.

5. existing water mains, sewers – these are more dealing with municipal stuff or larger subdivisions. Ignore or waiver requested. Larger subdivisions are more what these requirements are focused on. That is why this section was suggested for removal. It should be there for the occasional application that does require it. Paul recommends placing it at the end of 12 if it is being left in. For systems involving sewers...use wording in number 5. Lianne recommends placing it in G.4. Paul agrees that this would be an acceptable area for it. It will be moved.

6. existing easements, rights of way, existing driveways. – currently reads “driveways” – we have been asking for existing driveways. Make it say “existing and proposed driveways”. Paul feels that the two should be separated. Proposed are hypothetical. Everything should be included on the “cluttered plan” and items that are not necessary be removed from the recorded plan.

Water courses, ponds, etc. – “as necessary” was added by the Committee. Change to “if relevant to the application”.

Streets – committee considered “roads” – still working on the definitions.

10 – stricken. Put it in G.

Topographic contours – see on cluttered plan but not necessary on recorded plan. Lydar data or aerial. NRCS Web Soil Survey was added as this is the resource that is used now.

Floodplain development ordinance was amended in 2016. Change date.

Cluttered plan vs. recorded plan – Sheldon feels that the informational plan for the Board and a clean plan for the Registry is agreeable. The Board supports this.

Recorded

9, 10 11 and 12 are on the cluttered plan only along with proposed driveways

Portion of 10 that relates to flood zone should be on the mylar. 1-5(except proposed driveways) should be included.

Andy likes to see soil data (lot sizing information) on the plan. He feels parts of 10 should be included. Paul thanked the Board for changing this.

Committee to fine tune this section.

G. Sections are moving into this area regarding items that may be required. Paul - Moving road profiles, culverts, etc. here is not necessary as it is in Appendix B.

H. – Boundary Line Adjustment – this is redundant, already in the application stuff.

Waivers – refer back to the other sections – definition should be done, then all waiver information move to one Waiver category. Randall suggests placing it after Other Information. The Committee will work on this. 4.F to move here. Paul indicates that it needs to be in this section to list what is wanted from the applicant, and it also needs to go into section 7.J. The Board needs to decide what they want for information with a waiver request. Criteria for a waiver must be listed somewhere. The waiver presented to the Board should be short on words. Pat wants to make sure that the list of criteria for a waiver be included in the waiver section.

Waivers will be done at the Committee level.

Procedures –

Certified changed to verified mail

Publication in newspaper – not necessary

Post on Town website

Town hall, post office, town website. Remove words “and the”

Special flood hazard areas – needs to be gone through, review of the floodplain ordinance needed.

Appendix A – brought back around and is part of the body of the document.

Appendix B – road stuff – not done at this time.

Plat differentiation and Waivers are the two main items that are left to be worked on, as well as wordsmithing and formatting.

Committee will meet, have the draft cleaned up by Harrison, present that draft to the Board, then it will go to legal review.

Paul suggests Juno as an option for the formatting.

- 3). Adjournment – Randall made a motion to adjourn at 7:36 pm, Andy seconded. The meeting was adjourned.

Respectfully submitted,  
Melissa Donaldson  
Planning Board Clerk