

**Tamworth Planning Board**  
**Work Session**  
**September 21, 2022**  
**7 pm**

The work session was called to order at 6:02 pm by Sheldon Perry. Present are: Andy Fisher, Randall Dearborn, Pat Farley, Sheldon Perry, Lianne Prentice, Ian Haskell, Nick Grant. Paul King is also present.

Andy Fisher continued with the review of the proposed revisions to the Subdivision Regulations.

Section V. –

C. Subdivision - It was struck as it was repetitive and is in the definitions. Sheldon feels that it should remain in place, as long as the language is consistent. Lianne recommends referring to where the definition is rather than repeat the definition. This will direct people to where the definition is. Same to be done with Boundary Line Adjustment. As section 1 is staying, keep section 2 as it is.

Section 3 – resulting lots must be buildable – Paul clarified how some lots do not have to be buildable, for example, open space, playground lots, conservation land, etc. Sheldon feels that this is a legal question. Andy spoke about a waiver process that is available for situations like this. Paul feels that the wording should be changed, as there is no definition for buildable lots, for example, all lots must be consistent with IV.D .

Boundary Line Adjustment – keep consistent with formatting of subdivision. Remove the lines about processes of notification, hearings, etc. (Items 4&5) Those are listed in later sections. Lianne recommends creating a chart for all the different types of applications.

5. Lot merger – informational rather than regulatory.

Waiver request – should not be in the application section, there is already a waiver section. Remove this section.

Fees – advertising costs could be omitted if we are just posting notices as opposed to publishing. Fee schedule will need to be edited. Double check with legal on this.

E. Signatures – property owners or authorized agent – physical proof must be submitted. Leave as is. Change to say “the application” Sheldon made a motion to leave 1 and 2 as originally presented.

Paul notes that sections B, C,D and E are parts of the completed application and should be included as part of section A. Reformatting of these sections needs to be done.

Or: Lianne suggests – Heading of - Submission Requirements for completed application

A. Completed application form

B Abutters List, etc

Plat Requirements should have its own heading – The first part of this should be included with the submission requirements – Should say 4 copies and a mylar.

Then plat requirements becomes Section 7.

G. Should become part of Submission Requirements. Make Plat requirements G.

Randall spoke about the decision about clean and cluttered copies of plans. Paul spoke about having a clean plan recorded. The sub reg review committee shall define what is to be shown on clean/cluttered plan.

Recording plan and public record plan are the titles we should use:

Mylar to include:

F1, 2, 3, 4 struck, 5,6,7, first 2 items of 8, 9 – items have some changes. 10 struck and 15 to go on mylar to be recorded.

11, 12,13 and 14 would go on the public information plan.

Check with other towns to see what is required on a mylar?

Sheldon suggests taking Andy's recommended list and reviewing it item by item with the entire board to decide what might possibly be removed from the mylar.

#1 – add tax map and number, Paul feels that this should be a street address, mailing address should not be on the final plan.

OTHER INFORMATION SECTION (may not be G anymore)

#6 – State subdivision approval number is required. Strike the middle section of this, regarding plat. Require 1 copy of the plat that is submitted to the State.

H. Boundary Line Adjustment – strike – not needed

I. Waivers – need to be re-worded in general. Combine and clarify.

B. Notification – changes to process noted.

State Building Code Review – there are two, Building Code Review and Fire Code Review. The Building Code Review includes the Fire Code. Keep this section as it is.

Conditional approval – move to Board Action section (I)

Selectboard is going to be used as a term instead of Board of Selectmen.

Special Flood Hazard Area – many changes notes and reviewed. Floodplain Development Ordinance will need to be reviewed in the future.

Road section will be left in for now.

Lianne will be the backup person for Zoom/owl when Randall is not able to attend.

Schedule meetings for the subdivision review -

Randall made a motion to adjourn at 8:05 pm, Ian seconded. The meeting was adjourned.

Respectfully submitted,  
Melissa Donaldson  
Recording Secretary