

## MEMORANDUM

TO: Planning Board  
FROM: Maureen O'Meara, Town Planner  
DATE: February 5, 2013  
SUBJECT: Subdivision Ordinance Overhaul

Enclosed are two versions of the Subdivision Ordinance Amendments. The red-lined version shows all the changes from the current to the proposed ordinance. There are countless places where existing language has been cut and pasted into a different section of the ordinance. Moving text is *not* shown as a change, at the Planning Board's request.

The second version presents the Subdivision Ordinance with changes excepted. The table of contents has not yet been revised and I would recommend that not be done until adoption is imminent.

Since the Planning Board's last review, the following have been substantively changed:

1. Appendix A, Minor Subdivision Submission requirements. The Planning Board has previously reviewed this section. The major change is to the pollution submission section. All items in bold are intended to be shown on a plan.
2. Appendix B, Major Subdivision Submission requirements. The Planning Board has not yet reviewed this section. Most of the revisions mirror the changes made to Appendix A. A major difference from Appendix A is that submission requirements are more meaningfully divided between preliminary and final approval. Preliminary plan review is set up as more of a concept review, with the requirement for submission of engineering design details included in the final subdivision review submission.
3. The turnaround design has been moved to its own Appendix D and the road designs will be Appendix E. Appendix D is being redrawn to show the turnaround on the right side, as required by the ordinance. We will also be reviewing the road designs and making revisions as needed to reflect the road design standards in the ordinance.
4. To complement the standard boundary survey requirement in Appendix A and B, a standard boundary definition has been added to the definition

section. This is the same definition recently adopted by the Town Council as part of the Survey Zoning Ordinance Amendments.

5. A bit more detail has been added to what must be included in a public notice.
6. The requirement for temporary markings has been added to the procedure section under site walks.
7. A new provision has been added to the Subdivision Amendments that allows for the Town Council to vacate a subdivision in its entirety.

If the Board agrees that the amendments are wrapping up, the Planning Board may want to put the Subdivision Ordinance Amendments on the next Planning Board regular meeting agenda so that a public hearing can be scheduled. This would still allow some time for additional fine-tuning.