

**MARLOW PLANNING BOARD
NOVEMBER 10, 2016**

Unapproved Minutes of the Meeting

The meeting was called to order at 7:05

In Attendance: Carl MacConnell, Chairman, Lyle Handy, Bob Allen, Selectmen, Judi Ryner, Secretary, Matt Smith, Curtis White, Alternate. Jim Strickland, observing.

Approval of Minutes of the previous Meeting: Minutes from the ADU Workshop on 10/26/16 were used for discussion and review in establishing the basis for the proposed ADU By-Law.

Communications: none.

Report of Officers and Committees:

Accessory Dwelling Review: Because Ben Frost's ADU Guidelines have not been completed the Board used the Minutes of our Work Session to finalize a draft form of Marlow's ADU by-law. The following represents the updated draft.

1. The By-Law will be regulated by the Planning Board under a Conditional Use Permit. Conditional Use criteria will be included in the By-Law and will be summarized in the form for the application. The form will not be part of the by-law.
2. There will be one ADU unit allowed per dwelling.
3. Either the main residence or the ADU must be owner occupied.
4. The maximum size of the ADU will be 40% of the existing dwelling or 750 square feet whichever is larger but cannot exceed the size of the principal building.
5. There should be one additional parking space for the ADU. Parking requirements already exist in our zoning by-laws (307.1).
6. The Board decided to omit this section on Aesthetic Continuity as it seemed subjective and not entirely applicable to our rural setting.
7. The Board agreed to allow ADUs as inclusive, attached and detached. The detached must be in a pre-existing building or if new construction, must meet all zoning setbacks.
8. The number of bedrooms in each ADU will be limited to two.
9. There will be no changes in lot size requirements.
10. The ADU may be serviced by the existing home septic system or by a separate one as long as all codes are met.
11. The ADU must have a connecting door with the main residence when included or attached. This should be stated in the application. 911 may require a separate address number. This would be covered at the issuance of the building permit.
12. The ADU must functionally operate as a dwelling unit separate from the principal unit with which it is associated. Independent exterior access to the ADU or access through a common space such as a hallway to an exterior door must be provided.

Carl will work at putting these items in regulation format as soon as Ben Frost's format becomes available. We will have another meeting on the 13th to go over and finalize the ADU By-Law that will be presented at a Public Hearing.

The Board then discussed Tax Maps. Carl would like to see the the Town move toward digitized Tax Maps that could then be overlaid with soil, wetland, tax, zoning, current use, and 911 maps. These would be of great use in making decisions to the Planning Board as well as the Town. There was a discussion of cost and funding, as well as the company to do this. The plan for this work will begin next year with emphasis being focused on tax maps, blotters and tax cards, as the initial step. Access to Tax Map Files was discussed and tabled.

Meeting Adjourned: 8:30 Next Regular Meeting: Tuesday, December 13th.

Respectfully Submitted, Judi Ryner, Secretary