

**MINUTES
MARLBOROUGH PLANNING BOARD
MARLBOROUGH, MA 01752**

Call to Order

March 22, 2021

The **remote meeting** of the Marlborough Planning Board was called to order at 7:00 pm. Members present- Barbara Fenby, Matthew Elder, Sean Fay, Phil Hodge, George LaVenture, and Chris Russ. Meeting support provided by City Engineer, Thomas DiPersio and Assistant City Solicitor, Jason Piques.

1. Meeting Minutes

A. March 08, 2021

On a motion by Mr. Elder, seconded by Mr. Fay, the Board voted to accept and file the March 08, 2021 meeting minutes. Yea: Elder, Fay, Hodge, LaVenture, and Fenby. Nay: 0. Motion carried. (Russ had video difficulties and did not vote.)

2. Chair's Business

A. Conflict of Interest Law for Board Members- Action Required by April 1, 2021

Dr. Fenby reminded all Board members that they have received it in their packages and should sign and send the acknowledgement to Krista and to the City Clerk.

The City Legal Department has set up a fifteen-minute remote webinar on tips for city board and commission members conducting remote public meetings. It was useful and will be available online for Board members to review.

3. Approval Not Required (None)

4. Public Hearings (None)

5. Subdivision Progress Reports (None)

6. Preliminary/Open Space /Limited Development Subdivision (None)

7. Definitive Subdivision Submissions (None)

8. Signs (None)

9. Correspondence (None)

10. Unfinished Business

- A. Working group discussion – Planning Board Rules and Regulations
 - i. Rules and Regulations – Continued Recommendations

Mr. LaVenture provided an update to the Board on the Working Group's most recent meeting on March 17, 2021. He thanked the Engineering Division and Legal Dept. for their work and participation. Mr. LaVenture walked through each of the recommendations as shown in the summaries below:

§ A676-2 Definitions.

As used in this ~~(REMOVE) chapter~~ (ADD) these Rules and Regulations, the following terms shall have the meanings indicated (ADD), the word "shall" is intended to be mandatory, the word "may" is merely

permissive, the singular includes the plural, the plural includes the singular, and the present tense includes the future and other words and phrases have the following meanings:

(ADD)
AGENT

A person other than the owner who has permission to speak on behalf of the owner.

APPLICANT

A person (as hereinafter defined) who applies for the approval of a plan of a subdivision or a plan believed not to require approval or a person who applies under Article V. "Applicant" shall include an owner, or his agent or representative, or his assigns.

BOARD

The Planning Board of the City of Marlborough.

(ADD – new 03-22-21)

CALIPER

The diameter of a tree purchased at a nursery measured 12 inches above the root ball.

(ADD – new 03-22-21)

DIAMETER BREAST HEIGHT (DBH)

The diameter of an existing tree measured 4-½ feet above the highest existing grade at the base of the tree.

(ADD)
DEVELOPER

The person who oversees the installation of utilities and the construction of the roadway.

Discussion ensued regarding the best definition of Developer. Mr. Fay suggested:

“The person who invests in and improves the urban and suburban potentiality of real estate and is ultimately responsible for all obligations under these Rules and Regulations and for completing the proposed subdivision and the proposed utilities and roadways.”

Reason for addition and change:

Clarity

Current regulation:

§ A676-10 Definitive plan.

B. Contents.

- (2) The definitive plan shall contain the following information:
- (o) Location and species of proposed trees and trees to be retained with trunks over four inches in diameter, measured 12 inches above the finished ground level, located within 20 feet of the street right-of-way line of existing or proposed streets.

Proposed change:

- (o) ~~(REMOVE) Location and species of proposed trees and trees to be retained with trunks over four inches in diameter, measured 12 inches above the finished ground level, located within 20 feet of the street right-of-way line of existing or proposed streets.~~ (ADD) All trees over 12 inches diameter (DBH), within the subdivision, shall be evaluated for health and structural integrity by a Certified Arborist, hired by the applicant and approved by the Planning Board. A report, prepared by the Certified Arborist, shall be utilized by the Design Engineer to minimize the

number of such trees that would be removed in order to facilitate the design of the subdivision. The report shall be presented to the Planning Board when the Definitive Subdivision Plan is presented to the Planning Board.

Reason for change:

To reduce the number of mature trees removed without a valid reason for doing so.

Mr. Fay noted that Design Engineer should not be capitalized.

Current regulation:

§ A676-10 Definitive plan.

I. Release of performance guarantee.

- (4) Prior to releasing the City's interest in a performance bond or deposit or covenant, the Planning Board shall receive from the applicant the following written statements of approval or 15 days shall elapse after the request for said approval without action:

Proposed change:

- (4) Prior to releasing the City's interest in a performance bond or deposit or covenant, the Planning Board shall receive from the applicant the following written statements of approval (ADD): ~~(REMOVE) or (ADD) 15 if days shall elapse (REMOVE) after the request (ADD) without having received the required letters for said approval (ADD) the Planning Board will take no action on the request: (REMOVE) without action:-~~

Reason for change:

Clarity

The Board thought the wording was awkward. Mr. LaVenture said the working group would reconsider and represent at the next Board meeting.

Current Regulation:

§676-22 (Reserved) formerly Alternative Design Standards

Proposed change:

§676-22 (NEW) Tree Preservation and Protection Plan.

- A. The intent of the Tree Preservation and Protection Plan is to encourage the preservation and protection of trees during land clearing and subdivision layout. Locations of mature trees as noted in the required report submitted by a Certified Arborist shall be taken into consideration when designing the subdivision roadway layout. Trees are recognized for their abilities to mitigate heat island effects; provide shade cover; reduce energy consumption; improve air quality; reduce noise pollution; reduce topsoil erosion and storm water runoff; provide wildlife habitat; sequester carbon; enhance the quality of life and the environment of the city; increase property values; and enhance the overall appearance of the community. The Planning Board strongly encourages the preservation of existing significant vegetation and as such will not allow the total "clear cutting" of subdivision property as a convenience to the developer. No part of this

tree preservation requirement shall discourage the removal of Hazardous Trees, an act which may be important to public health and safety.

- B. The Tree Preservation and Protection Plan shall show the existing conditions of the subdivision property, noting the size and type of all trees 12 inches in diameter or greater @ DBH along with the roadway right-of-way layout, all easement layout lines and zoning setbacks (rear, sides and front) and the limits of proposed grading within the lots that could adversely affect the health and viability of existing trees.
- C. After reviewing and taking into account the Certified Arborist's report the Tree Preservation and Protection plan shall be prepared to show the extent of tree removal and tree preservation for the proposed subdivision design. If feasible, shade trees 12 inches in diameter or greater @ DBH, located in the side and rear yard building setbacks for each individual lot depicted on the Definitive Plan, shall be retained. All trees that would be removed as part of the subdivision design would be noted as (REM.) for to be removed or as (RET.) for to be retained.

Mr. LaVenture explained that Mr. Russ had proposed a new sheet in the Detailed Design plan called Tree Preservation and Protection. The working groups intent is to preserve and protect trees giving new subdivisions a more mature look and feel.

Mr. Fay asked if there was a definition for 'hazardous tree' and how grading would fit in? City Engineer DiPersio noted that this was a substantial tool for the Board. It declares our intent and provides developers a starting place for a discussion with the Board. He added it was on the developer to convince the Board that preservation was infeasible. Mr. Fay added that the intent should be to preserve the largest number of mature trees as possible.

Mr. LaVenture noted that Mr. Russ wished to include language specifically calling out 24-inch trees. The working group will discuss this at its 24 March meeting.

Current regulation:

§ A676-7 Adequate access.

B. Standards of adequacy.

Proposed change:

(ADD)

(3) Easement and fee interest. All land required for access to a subdivision must be held in fee by the Owner.

Reason for change:

Clarity.

Mr. Fay requested addition of language to make the requirement read:

“All land required for access to a subdivision and all proposed lots depicted on the Definitive Plan must be held in fee by the Owner.”

Current regulation:

§ A676-12 Streets

B. Alignment

- (5) Property lines at street intersections shall have a radius equal to 30 feet at intersections involving a major street and 25 feet at other intersections.

Proposed change:

- (5) Property lines at street intersections shall have a radius (ADD) rounding (ADD) adequate to accommodate a commercial vehicle with a 40-foot wheelbase (defined by AASHTO as WB-40) without being in conflict with the granite curbing or the centerline of the adjoining street.

Reason for change:

Defines “rounding” and adjusts the intersecting radius based on the new cross-section pavement widths.

Mr. Fay asked if this would vary vehicle to vehicle and would be open to interpretation. City Engineer DiPersio replied it did and there was an engineering standard. Mr. Fay asked if that could be added.

Current Regulation (proposed):

§ A676-3 Plan believed not to require approval (ANR)

- (1) Any person who wishes to cause to be recorded in the Registry of Deeds or to be filed with the Land Court a plan and who believes that that their plan does not require approval under the Subdivision Control Law may submit two single matte three mil mylar copies of their plan and application Form A (see Appendix A) to the Planning Board accompanied by the necessary evidence to show that the plan does not require approval

Proposed change:

- (1) Any person who wishes to cause to be recorded in the Registry of Deeds or to be filed with the Land Court a plan and who believes that that their plan does not require approval under the Subdivision Control Law may submit two single matte three mil mylar copies of their plan and application Form A (see Appendix A) to the Planning Board (ADD) along with all applicable fees (see Appendix K) accompanied by the necessary evidence to show that the plan does not require approval

Current Regulation (proposed):

§ A676-9 Preliminary plan.

A. General.

- (2) A properly executed application Form B (see Appendix B) shall be filed with the preliminary plan submitted to the Planning Board (ADD) along with all applicable fees (see Appendix K). The applicant shall also file by delivery or registered mail a notice with the City Clerk stating the date of submission for such approval of a preliminary plan and accompanied by a copy of the completed application Form B.

Proposed change:

- (2) A properly executed application Form B (see Appendix B) shall be filed with the preliminary plan submitted to the Planning Board along with all applicable fees (see Appendix K). The applicant shall also file by delivery or registered mail a notice with the City Clerk stating the date of submission for such approval of a preliminary plan and accompanied by a copy of the completed application Form B.

(ADD)

- (a) The applicant shall submit with Form B an Advertising/Mailing Deposit Fee as defined in Appendix K.

- (b) The applicant will receive an invoice statement for the required advertising/ mailing costs along with a check issued by the City of Marlborough for the unused balance of the Advertising/ Mailing Deposit Fee.
- (c) Should additional funds be required to fully process the application, those funds must be paid before a Public Hearing can be scheduled.

Current Regulation (proposed):

§ A676-10 Definitive plan.

F. Public hearing.

- (1) Before taking any action to approve, modify and approve, or disapprove a definitive plan, the Planning Board shall hold a hearing at which parties in interest shall have an opportunity to be heard, in person or by agent or attorney. Notice of the time and place of such hearing and the subject matter, sufficient for identification, shall be published in a newspaper of general circulation in the City once in each of two successive weeks, the first publication to be not less than 14 days before the day of the hearing, or if there is no such newspaper in such City, then by posting such notice in a conspicuous place in the City Hall for a period of not less than 14 days before the day of such hearing. Notice shall also be provided to property owners within 500 feet of the subdivision.

Proposed change:

(ADD)

- (a) The applicant shall submit with Form D an Advertising/ Mailing Deposit Fee as defined in Appendix K.
- (b) The applicant will receive an invoice statement for the required advertising/ mailing costs along with a check issued by the City of Marlborough for the unused balance of the Advertising/ Mailing Deposit Fee.
- (c) Should additional funds be required to fully process the application, those funds must be paid before a Public Hearing can be scheduled.

Reason for change.

The Planning Board is responsible for setting the Public Hearing, preparing the notices and mailing the notices. The developer is responsible for the costs associated with the Public Hearing notices and the notices to the abutters. Having the Planning Board administer the notices provide an assurance that the proper notification has been made.

APPENDIX K SUBDIVISION REGULATION FEE SCHEDULE

The Planning Board shall require fees for *all submissions, reviews, approvals, changes and requests as listed below*. ~~submission, review and approval of Approval Not Required Plans, Preliminary Subdivision Plans, and Inspections.~~ Said fees shall be as adopted by the Board and according to the Schedule of Fees posted in ~~(REMOVE) City Hall~~ (ADD) DPW – Engineering Division and available from the City Clerk’s Office. Said fees shall be tendered at the times specified in the Schedule of Fees.

The Planning Board fees are established to cover all administrative costs borne by the City ~~(REMOVE) whether by City employees or by consultants.~~

~~(REMOVE) The fees cover application filing, public notices, and advertising for hearings, data collection, analysis, Department of Public Works review, Planning Department review, zoning and subdivision regulation compliance, legal review of covenants, establishing bonding amounts, review and filing of bonding instruments, issuing lot releases, field testing, and inspections of roadways and utilities under construction, administration of acceptance of streets, issuance of street names and numbers.~~

~~(ADD) Filing fee shall consist of a fixed application fee plus any variable proposed roadway fee supplemental fee listed below.~~

~~(ADD) Costs of public notices and advertising for hearings, including any processing and mailing costs, will be paid directly by applicant.~~ *Public Hearing Deposit Fees and Mailing Deposits Fees shall be collected and a copy of the paid invoices for advertising and mailing shall be delivered to the applicant along with a check from the City of Marlborough for the unused portion of the Deposit Fees.*

INFORMAL DISCUSSION: No fees required.

APPROVAL NOT REQUIRED PLAN

~~(REMOVE) \$50.00 (ADD) \$100.00 filing fee, plus (REMOVE) \$50.00 (ADD) \$100.00 for each lot (REMOVE) described on the plan (ADD) altered and for each building lot created.~~

~~To be paid at the time of (REMOVE) plan (ADD) complete application submission.~~

Application Fee: \$100.00

*Supplemental Fee: \$50.00 for each lot altered
\$50.00 for each lot created*

Mailing Deposit Fee: Equal to twice the current rate for first class mail, for each property owner, for properties in whole or in part, within 100 feet of the proposed lot(s).*

* sufficient to mail one envelope and four sheets of paper – currently \$0.55

PRELIMINARY SUBDIVISION PLAN

~~(REMOVE) \$200.00 (ADD) \$400.00 filing fee plus (REMOVE) \$1.00 (ADD) \$2.00 per linear foot of proposed roadway~~

~~(REMOVE) Plus \$100.00 for advertising for public hearing, if held.~~

~~(REMOVE) Plus mailing costs.~~

~~To be paid at the time of (REMOVE) plan (ADD) complete application submission.~~

Application Fee: \$400.00

Supplemental Fee: \$2.00 per linear foot of proposed roadway

Mailing Deposit Fee: Equal to twice the current rate for first class mail, for properties in whole or in part, within 100 feet of the lots shown on the proposed Preliminary Plan.

DEFINITIVE SUBDIVISION SUBMISSION

~~(REMOVE) \$500.00 (ADD) \$1,000.00 filing fee plus (REMOVE) \$2.00 (ADD) \$3.00 per linear foot of proposed roadway less 80 percent (80%) of (REMOVE) all (ADD) the application and proposed roadway fees paid for preliminary subdivision plan if filed within seven (7) months of filing of preliminary plan.~~

~~(REMOVE) Plus \$100.00 for advertising for public hearing.~~

~~(REMOVE) Plus mailing costs.~~

~~To be paid at the time of (REMOVE) plan (ADD) complete application submission.~~

Application Fee: \$1,000.00

Supplemental Fee: \$3.00 per linear foot of proposed roadway

*Public Hearing Deposit Fee: \$200.00***

Mailing Deposit Fee: ***Equal to twice the current rate for first class mail, for each property owner, for properties in whole or in part, within 500 feet of the lots shown on the proposed Definitive Plan.***

** based on twice the advertising cost for two postings on the “Public Hearing Notice” form – currently \$99.84

CHANGES TO SUBDIVISION PLAN SUBSEQUENT TO APPROVAL

(REMOVE) \$200.00 (ADD) \$400.00 filing fee

(REMOVE) Plus \$100.00 for advertising for public hearing, if held.

(REMOVE) Plus mailing costs.

To be paid at the time of (REMOVE) plan (ADD) complete application submission.

Application Fee: ***\$400.00***

Public Hearing Deposit Fee: ***\$200.00***

Mailing Deposit Fee: ***\$1.00 for each property owner, for properties in whole or in part, within 500 feet of the lots shown on the proposed Definitive Plan.***

(REMOVE) INSPECTION OF SUBDIVISION CONSTRUCTION

\$50.00 plus \$1.00 linear foot of proposed roadway.

To be paid after approval of subdivision plan and expiration of appeal period, but prior to signing of Definitive Plans by Planning Board.

LIMITED DEVELOPMENT SUBDIVISION

Application Fee: ***\$400.00******

Supplemental Fee: ***\$50.00 for each lot proposed***

Mailing Deposit Fee: ***\$1.00 for each property owner, for properties in whole or in part, within 100 feet of the lots shown on the proposed Preliminary Plan.***

*** Application fee is equal to the Preliminary Subdivision Application Fee. A preliminary Plan is required to determine the number of lots that can be created by Special Permit, as if they were ANR lots (non-roadway subdivision). Supplemental Fee is equal to the ANR Supplemental Fee for each lot created.

OPEN SPACE DEVELOPMENT

Application Fee: ***\$1,400.00*******

Supplemental Fee: ***\$3.00 per linear foot of proposed roadway in final plan submission***

Public Hearing Deposit Fee: ***\$200.00***

Mailing Deposit Fee: ***\$1.00 for each property owner, for properties in whole or in part, within 500 feet of the lots shown on the proposed Definitive Plan.***

**** Application fee is equal to the Preliminary Subdivision Application Fee and the Definitive Subdivision Application Fee. A preliminary Plan is required to determine the number of lots that can be created under conventional zoning to determine the number of lots to be allowed by Special Permit. Supplemental Fee is equal to the Definitive Supplemental Fee for each foot of roadway proposed.

(ADD) COMPLETION DATE EXTENSION

\$200.00 application fee

To be paid at the time of request.

(ADD) SCENIC ROAD REQUEST

Application Fee: ***\$50.00 application fee***

Public Hearing Deposit Fee: \$200.00

Mailing Deposit Fee: \$1.00 for each property owner, for properties in whole or in part, within 100 feet of the proposed work.

~~To be paid at the time of request.~~

(ADD) SIGN VARIANCE REQUEST

\$50.00 application fee

~~To be paid at the time of request.~~

SPECIAL STUDIES BY CONSULTANTS

All expenses in connection with any special consultant's study, (such as traffic, impact, ground water, or sub-surface study) considered necessary by the Planning Board shall be borne by the applicant in full and shall be in addition to the filing fee or paid directly to the consultant.

All fees are to be paid at the time of submission to the Planning Board.

All fees to be in the form of a check made payable to the City of Marlborough.

Mr. LaVenture noted that the working group recommends changing the shown proposed mailing rate wording of "twice the current rate" to 'the then in force mailing rate' for all Mailing Deposit Fee requirements. This would preclude needing to change the rate as rates rise.

Mr. Fay noted that since two (2) public hearings would be required for the Open Space Subdivision the proposed language might best be split out.

Current Regulation:

§ A676-10 Definitive plan.

D. Review by other City officials.

(2) One copy each to the City Solicitor for review of easement and agreements, the Commissioner of Public Works, the City Engineer, the City Planner, the **Fire Chief and the Conservation Officer**.

(3) Before the definitive plan is approved, the Planning Board will obtain written statements from the above officials that the proposed improvements are laid out to their satisfaction in the following respects (or, if 35 days have elapsed since transmittal of the definitive plan by the Clerk of the Planning Board to the officials without such written approval, approval will be assumed):

(a) The City Engineer as to street names and the City Solicitor as to the form of easements, covenants and performance guarantees.

(b) The Commissioner of Public Works as to the design of the street system, location of easements, monuments and drainage system.

(c) The Commissioner of Public Works as to the design of the water system and, if applicable, the sewage system.

(d) **(Reserved)**

Proposed change:

§ A676-10 Definitive plan.

D. Review by other City officials.

(2) One copy each to the City Solicitor for review of easement and agreements, the Commissioner of Public Works, the City Engineer, ~~(REMOVE) The City Planner, the Fire Chief and the Conservation Officer.~~ (ADD) the Fire-Chief, Conservation Officer, the Postmaster and other city departments or agencies that the Planning Board deems necessary.

(3) Before the definitive plan is approved, the Planning Board will obtain written statements from the above officials that the proposed improvements are laid out to their satisfaction in the following respects (or, if 35 days have elapsed since transmittal of the definitive plan by the Clerk of the Planning Board to the officials without such written approval, approval will be assumed):

(a) The City Engineer as to street names and the City Solicitor as to the form of easements, covenants and performance guarantees.

(b) The Commissioner of Public Works as to the design of the street system, location of easements, monuments and drainage system.

(c) The Commissioner of Public Works as to the design of the water system and, if applicable, the sewage system.

(d) (Reserved) [\(ADD\) The Postmaster as to the locations of the mailboxes.](#)

Reason for Change.

Clarity.

Mr. LaVenture noted that while the working group was still discussing mailbox placement, Assistant City Engineer Collins had reached out to the Marlborough Postmaster and we have added the Postmaster to allow comment.

REQUEST FOR MODIFICATION OF ACTION BY THE PLANNING BOARD

*File one completed form with the Planning Board and one copy
with the City Clerk in accordance with the requirements of §A676-10.*

Marlborough, Massachusetts

(Date)

To the Marlborough Planning Board:

I the undersigned, herewith submits a request for the modification to the Approval of a Definitive Subdivision Plan, as allowed under the Subdivision Control Law and the Rules and Regulations governing the Subdivision of Land of the Planning Board in the City of Marlborough.

The modification request(s) is for the following:

- ☐ Modification of time to complete subdivision
- ☐ Modification of the Performance Guarantee
 - ☐ Covenant to Surety amount to complete subdivision
 - ☐ Surety amount to complete subdivision
- ☐ Start of One-year Maintenance Period

Subdivision: _____

Approval Date: _____

Expiration of Approval Date: _____

Performance Guarantee: ☐ Covenant

☐ Expiration Date: _____

☐ Surety

Amount: _____

List any previous modifications to approval, time extensions and Performance Guarantee:

_____ modification to:	_____ description of action taken
_____ modification to:	_____ description of action taken
_____ modification to:	_____ description of action taken
_____ modification to:	_____ description of action taken

Attach the following items to the Request for Modification:

- Letter from Code Enforcement – property is free from blight.
- Letter from Tax Collector – property is free from tax liens.
- Letter from Auditor – owner/developer/contractors are free of outstanding warrants.
- Construction Schedule, showing a completed item timeline and a proposed timeline.

Name of Developer/Owner: _____

Signature

Mr. Fay asked that “is free from tax liens” be changed to ‘taxes have all been paid in full to date’.

APPLICATION FOR A SCENIC ROAD HEARING

*File one completed form with the Planning Board and then file a copy
with the City Clerk in accordance with the requirements of §497 Scenic Roads.*

Marlborough, Massachusetts

*Note: Use as many sheets as necessary to fully describe
the intended work and the properties affected.*

(Date)

To the Marlborough Planning Board:

The undersigned, request consent from the Planning Board to undertake the following work on the following scenic road in accordance with Massachusetts General Law 405, Section 15C and Marlborough City Council Order No. 92-4365A:

SCENIC ROAD LIST – CITY OF MARLBOROUGH

- | | | |
|---|---|---|
| <input type="checkbox"/> ASH STREET | <input type="checkbox"/> ELM STREET | <input type="checkbox"/> PARMENTER STREET |
| <input type="checkbox"/> BEACH STREET | <input type="checkbox"/> FARM ROAD | <input type="checkbox"/> PLEASANT STREET |
| <input type="checkbox"/> BERLIN ROAD | <input type="checkbox"/> FITCHBURG STREET | <input type="checkbox"/> ROBINHILL STREET |
| <input type="checkbox"/> BIGELOW STREET | <input type="checkbox"/> FRAMINGHAM ROAD | <input type="checkbox"/> SPOONHILL AVENUE |
| <input type="checkbox"/> BRIGHAM STREET | <input type="checkbox"/> HEMENWAY STREET | <input type="checkbox"/> STEVENS STREET |
| <input type="checkbox"/> CHURCH STREET | <input type="checkbox"/> HEMENWAY STREET EXT. | <input type="checkbox"/> STOW ROAD |
| <input type="checkbox"/> CLOVERHILL STREET | <input type="checkbox"/> HOSMER STREET | <input type="checkbox"/> SUDBURY STREET |
| <input type="checkbox"/> CONCORD ROAD | <input type="checkbox"/> MILLHAM STREET | <input type="checkbox"/> WAYSIDE INN ROAD |
| <input type="checkbox"/> DUDLEY STREET | | <input type="checkbox"/> WEST HILL ROAD |
| <input type="checkbox"/> EAST DUDLEY STREET | | <input type="checkbox"/> WESTBORO ROAD |

Specific location: _____

for the purpose of:

- | | |
|--|---|
| <input type="checkbox"/> Roadway repair | <input type="checkbox"/> Roadway reconstruction |
| <input type="checkbox"/> Roadway maintenance | <input type="checkbox"/> Roadway paving work |

that will involve the following actions:

- ☐ Cutting or removal of trees within the roadway layout
☐ Tearing down of stone walls, or portions thereof

1. Name of Applicant: _____

Address: _____

Email: _____ Telephone: _____

2. Property address, description of work taking place on the property. Map: _____ Parcel: _____

- ## Owners

Property Address

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

Required Fees

- Public Hearing Deposit Fees:

- Total Application Deposit Fee received:

\$

Received by: _____

Planning Board Administrator

Fees for the City of Marlborough are waived at time of application.

The dates for the Public Hearing will be set at the next Planning Board meeting following receipt of this application.

Signature of Owner

Print

Address: _____

Signature of Applicant

Print

Address: _____

Mr. Fay noted that the MGL citation should be changed from "405" to '40'.

City Engineer DiPersio added that the Planning Boards of some other municipalities hold hearing over driveway cuts and stonewall of they are disturbed.

Mr. Fay requested that the working group ask Assistant City Solicitor Piques review the finding letter that former City Solicitor wrote to the Board.

Without further discussion the proposed changes were forwarded to Legal for review.

11. Calendar Updates (None)

12. Notices from other Cities and Towns (None)

On a motion by Mr. Elder, seconded by Mr. Russ, the Board voted to adjourn the meeting. Yea: Elder, Fay, Hodge, LaVenture, Russ. Nay: 0. Motion carried.

Respectfully submitted,



George LaVenture/Clerk

/kih