



To: Anthony Wilson (Belgrade Town Manager), Peter Rushton (Belgrade Planning Board Chair), the Select Board of Belgrade (Melanie Jewell, Ernst Merckens, Barbara Allen, Rick Damren, Dan Newman)

CC: Gary Fuller (Belgrade Code Enforcement Officer), Joel Greenwood (KVCOG Planning Director)

From: Charles Tetelman (KVCOG Community Planner)

Date: July 28, 2021

Subject: Belgrade Subdivision Ordinance Update – Summary of Changes

This memo provides a summary to accompany the Final Draft of the Belgrade Subdivision Ordinance rewrite that the Planning Board has undergone alongside Kennebec Valley Council of Governments. In November 2020, Charles provided the Planning Board with a draft of a new Subdivision Ordinance based off the ‘*Model Subdivision Regulations for Use by Maine Planning Boards*’. This model ordinance, written by the Southern Maine Regional Planning Commission with assistance from the Department of Agriculture, Conservation, and Forestry’s Municipal Planning Assistance Program, was created in 2006 to supplement the changes to Title 30-A M.R.S.A. Subchapter 4: Subdivisions.

Currently, the existing Belgrade Subdivision Ordinance separates Subdivisions into two categories: Major and Minor. Minor subdivisions are currently defined as “any subdivision containing not more than six (6) lots, dwelling units, or other Subdivision units, and in which no street is proposed to be constructed”. Major Subdivisions are currently defined as “any subdivision containing more than six (6) lots, dwelling units or other Subdivision units, or any Subdivision containing a proposed street”. The Planning Board wanted to maintain the distinction between the two subdivisions in order to lower the burden on small developments. However, the proposed Subdivision Ordinance changes the definition of Minor Subdivisions. As written, Minor Subdivisions will be limited to “Residential subdivisions only; no more than three additional lots or dwelling units (leading to a total of

4 lots); no new roads; total area of subdivided lots no larger than 200,000 sq. ft.”. Major subdivisions, as proposed, will include all proposals not considered a minor subdivision.

As for the application process, the proposed Subdivision Ordinance maintains separate application processes for minor and major subdivisions. However, all proposals will have the same Sketch Plan Meeting and On-Site Inspection, Final Approval and Filings, and Revisions to Approved Plans standards. The designation of Minor or Major will be decided at the Sketch Plan Meeting allowing applicants to prepare for the respective Preliminary Plans. For the most part, the application requirements for both Minor and Major have remained the same. The Planning Board may require additional submissions Minor Subdivision Applicants because the requirements aren't as burdensome therefore some proposals may need additional information. Conversely, Major Subdivision applicants may request a waiver for certain proposals because Major Subdivisions are subject to all requirements.

Article XIII: Performance and Design Standards is the bulk of the proposed Subdivision Ordinance. The existing 'Article X: General Standards' lays out a minimum list of standard requirements based in old standards and resources. Article XIII of the proposed Subdivision Ordinance enhances the Performance and Design Standards in Belgrade and brings them back in line with state statute. The proposed section includes updated references to State and Federal resources for guidelines and requirements. Article XIII also includes a series of tables outlining the requirements for road design standards.

Finally, the proposed Subdivision Ordinance includes an updated appeals section taken almost entirely from the existing Belgrade Appeals Board Ordinance which has been viewed and approved by the Appeals Board.

Unfortunately, KVCOG drafted the proposed Subdivision Ordinance as a new document so there is no way to track every specific change. The changes noted above are the most noticeable and important and reflect the critical conversations between KVCOG and the Planning Board. This process has been collaborative at every step, and we've reached a final document that reflects the values of Belgrade while following the requirements from the State.

Please feel free to reach out to KVCOG Community Planner Charles Tetelman at (207) 453-4258 ext. 222 or ctetelman@kvkog.org if you have any questions.