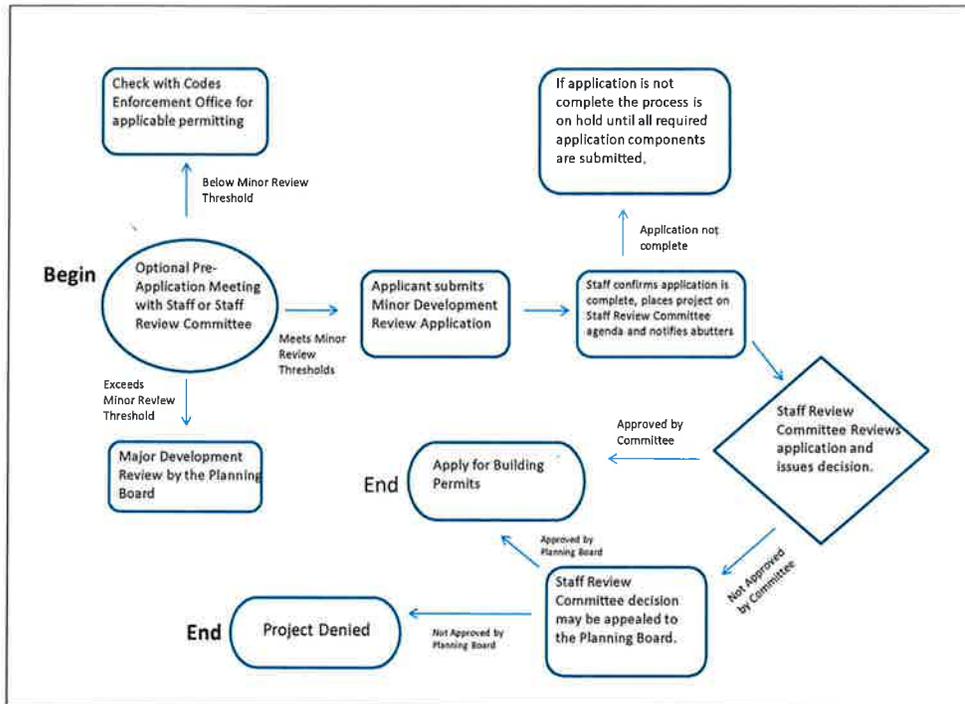


Chapter 5 - Administration
 Section 5.2 Specific Procedures
 Subsection 5.2.10 Development Review



- a. This section outlines the review procedures for Minor Development Review Applications. Development Review shall be conducted in one step: Final Plan in accordance with the Development Review Time and Processing Requirements, Table 5.2.7.1 and further illustrated by Figure 5.2.7.G.1. In reviewing the application, the Staff Review Committee shall first determine whether or not to grant any requested submission waivers, based upon criteria set forth in Subsection 005.2.7.M(2) (2) Waiver Criteria(2) Waiver Criteria. The Director shall make recommendations concerning any requested waiver. If a waiver request is denied, the application shall be deemed incomplete at which time the applicant may either revise or withdraw the pending application.
- b. When Staff makes a preliminary determination that an application for Minor Development Review is complete, in accordance with Subsection 5.1.4, the Director shall so notify the applicant. The Director shall also request the applicant to submit ten (10) additional copies of the complete application materials to the Department of Planning and Development for distribution to Staff Review Committee members. Such materials shall be received at least fourteen (14) 10-working days prior to the Staff Review Committee meeting.
- c. In issuing its decision to deny or approve the application, the Staff Review Committee shall make written findings of fact in accordance with the criteria in Subsection 005.2.7.G (0. Review Criteria 0. Review Criteria. The date of plan approval, denial or conditional approval shall be the date of Staff Review Committee action.
- d. The Staff Review Committee shall take public comment at its meeting for all applications under its consideration. in accordance with Subsection 5.1.3.C.

Comment [AB233]: Revised since staff will now be making determination and reference to standard 5/26/16.

Comment [AB234]: Referenced subsection 5/27/16

Chapter 5 - Administration
Section 5.2 Specific Procedures
Subsection 5.2.10 Development Review

- e. The applicant or an abutter may appeal the decision of the Staff Review Committee to the Planning Board by submitting an appeal application to the Director within 30 days of the date of the action. The Planning Board shall render its decision following the procedures in Subsection 005-2.7.N (N. Findings of Fact by Review AuthorityN. Findings of Fact by Review AuthorityFindings of Fact by Review Authority).
- f. All references to the Staff Review Committee shall be construed to be the same as references to the Planning Board if the Planning Board conducts the Minor Development Review.

(2) Major Development Review Procedures

This section outlines the review procedures for Major Development Review Applications. Major Development Review shall be conducted in accordance with the Development Review Time and Processing Requirements, Table 5.2.7.I and further illustrated by Figure 5.2.7.G.2. in two steps: Sketch Plan and Final Plan. An applicant may submit a site plan application using the Streamlined Major Development Review procedure (Subsection 5.2.10.G(3)5.2.10.G(3)5.2.7.G(3)); however, for larger projects, an applicant is strongly encouraged to use the two-step Major Development Review procedure.

a. **Sketch Plan**

The Planning Board shall review the sketch plan and provide direction to the applicant in accordance with all pertinent provisions of this Ordinance. After completing its review of the application, the Planning Board shall vote to deny, approve, or approve the application with conditions. The date of Sketch Plan approval, denial or conditional approval shall be the date that the Planning Board takes action on the application.

Chapter 5 - Administration
 Section 5.2 Specific Procedures
 Subsection 5.2.10 Development Review

- i. When a public hearing is to be conducted, the Director shall prepare a notice of the date, time and place of the hearing with a brief description of the application and its location.
- ii. This notice shall be distributed to the applicant and the owners of all property located within a 200-foot radius of the boundaries of the parcel containing the proposed development.
- iii. This notice shall be published at least two times in a newspaper having general circulation in Town. The date of the first publication must be at least seven days before the hearing.

d. **Public Comment**

The Planning Board shall take public comment at its meetings for all development review applications under its consideration in accordance with Subsection 5.1.3.C. at its meetings for all development review applications under its consideration.

(3) **Streamlined Major Development Review Procedures**

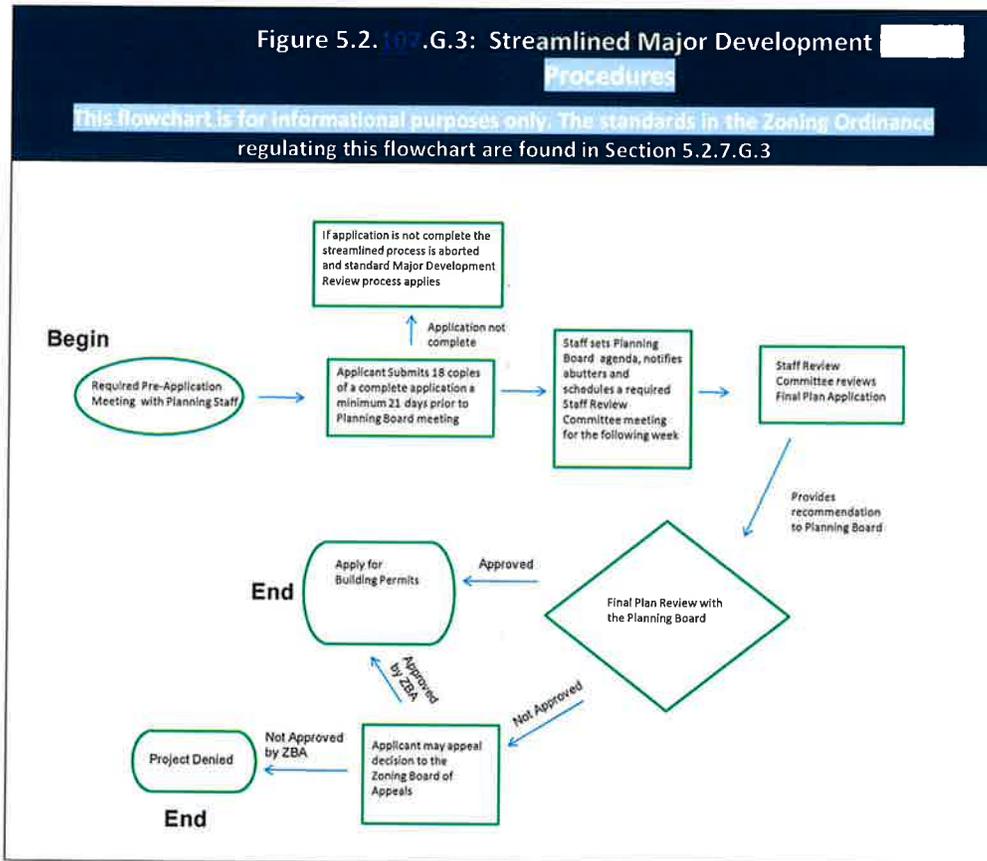
The following outlines the review procedure for Streamlined Major Development Review. Development review shall be conducted in accordance with this subsection and further illustrated by Figure 5.2.7.G.3.

Comment [AB236]: Reference same as others 5/27/16

Figure 5.2.7.G.3: Streamlined Major Development Procedures

This flowchart is for informational purposes only. The standards in the Zoning Ordinance regulating this flowchart are found in Section 5.2.7.G.3

Comment [AB237]: Went back to 21 days prior to PB meeting.



Chapter 5 - Administration
 Section 5.2 Specific Procedures
 Subsection 5.2.10 Development Review

Table 5.2. I: Development Review Time and Requirements			
Timing	Minor Development Review (Staff Review Committee)	Standard Major Development Review (Planning Board)	Streamlined Major Development Review (Planning Board)
No more than 30 days after application is deemed complete by the Review Authority staff.	The Review Authority shall consider an application unless postponement is requested or agreed to by applicant.		
NOTES: 1. If application lacks any required submittal materials, the streamlined process shall be terminated and the application shall revert back to the Major Development Review process.			

J. Submission Requirements

The submission requirements contained in Appendix D - shall apply to all Minor Development, Major Development, and Streamlined Major Development Review applications, unless a waiver is granted. Proposed development applications shall be submitted to the Director. For each item listed in Appendix D the applicant shall either submit the requested information or request a waiver from the information requirement, pursuant to Section ~~005-2.7.4 (M. Waiver Provisions)~~ ~~Waiver Provisions~~ 005-2.7.4 (M. Waiver Provisions).

K. Town Processing of Development Review Applications

(1) Receipt

Upon receipt of an application, the Town shall provide the applicant a dated receipt.

(2) Determination by Staff of Completeness of Application

Within five ~~working (5)~~ days of receiving a Major Development Review application or within three (3) days of receiving a Minor Development Review application, the Director shall make a determination whether the application is complete in accordance with Subsection 5.1.4. If the application ~~was is~~ for a Streamlined Major Development Review and the application is incomplete, the streamlined review process is terminated and the application is treated as an application for Major Development Review. If an item is missing from the application and no applicable waiver request has been submitted, the Director shall notify the applicant in writing that the application is considered incomplete and request the additional required information. The applicant shall submit the additional information and the procedure in this paragraph shall be repeated until the application is complete.

(3) Required Notification

The Town shall notify the owners of all property located within a 200 foot radius of the boundaries of the proposed development in accordance with Subsection 5.1.3.B, giving a general description and specific location. The Town shall mail notifications via first-class mail no less than 10 days prior to a scheduled review for which it is required.

Review Process: General Provisions

(4) Additional Studies

The Review Authority may undertake or require the applicant to undertake any study that it reasonably deems essential to ensure that the development can satisfy the Review Criteria set forth in Section ~~005-2.7.9 (O. Review Criteria)~~ 005-2.7.9 (O. Review Criteria). The reasonable cost of any such study shall be paid by the applicant.

Comment [AB242]: Starting new review material for 6/1/16 ZORC meeting

Comment [AB243]: Reference to standard 5/26/16

Comment [AB244]: Referenced subsection 5/26/16

Appendix B - Street Standards

This Appendix outlines street standards necessary for dedication to the Town, and also provides guidelines for the development of private roads.

B.1 Public Dedication Roadway Standards

All streets proposed for public dedication in a proposed subdivision shall must be designed and constructed in accordance with Article VI of the Brunswick Code of Ordinances, Street Acceptance and Standards Ordinance, as amended. to comply with the following minimum standards, and must be constructed according to the specifications of the Brunswick Public Works Department. In no case shall such a street qualify for acceptance as a Town road, unless and until it is paved with bituminous concrete in accordance with the specifications of the Brunswick Public Works Department. The cost of all road construction including the upgrading of a private way for public acceptance, must be paid by the applicant. All new streets shall comply with Section 4.8.1.A4.7.1.A (Development of New Streets).

Comment [AB255]: Z ORC discussion. Staff recommends deleting this section since we refer to the Town Street Acceptance Ordinance. 5/26/16

	Collector	Local	Minor
1a. Minimum Right of Way Width, Curbed	66 feet	50 feet	50 feet
1b. Minimum Right of Way Width, Uncurbed	66 feet	60 feet	50 feet
2a. Minimum Pavement Width, Curbed	30 feet	28 feet	24 feet
2b. Minimum Pavement Width, Uncurbed	34 feet	24 feet	20 feet
3. Maximum Grade	8%	8%	12%
4. Minimum Centerline Radius	200 feet	175 feet	125 feet
5. Minimum Tangent Between Reverse Curves	100 feet	75 feet	50 feet
6. Minimum Shoulder Width	4 feet	4 feet	4 feet
7. Maximum Length of Dead End Street	1,500 feet	1,500 feet	1,500 feet
8. Minimum Braking Site Distance for Vertical and	150 feet	150	n/a

	Collector	Local	Minor
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Appendix B - Street Standards

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2b. Minimum Pavement Width, Uncurbed	34 feet	24 feet	20 feet
3. Maximum Grade	8%	8%	12%
4. Minimum Centerline Radius	200 feet	175 feet	125 feet
5. Minimum Tangent Between Reverse Curves	100 feet	75 feet	50 feet
6. Minimum Shoulder Width	4 feet	4 feet	4 feet
7. Maximum Length of Dead End Street	1,500 feet	1,500 feet	1,500 feet
8. Minimum Braking Site Distance for Vertical and	150 feet	150	n/a

	Collector	Local	Minor
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Appendix B - Street Standards
Section B.2 Private Street Standards
Subsection B.1.1 Sight Distances

1. Minimum/Maximum Grade	90 degrees	90	90
Maximum Grade within 100 feet of Centerline	2%	2%	2%
Minimum Curb Radius	20 feet	20	25 feet
Minimum Property Line Radius	20 feet	20	20 feet
Minimum Centerline Distance Between Intersections Same Side of Street	300 feet	250 feet	250 feet
Minimum Centerline Distance Between Intersections Opposite Side of Street	150 feet	150 feet	150 feet
Minimum Tangent Length from Intersection	50 feet	50	50 feet

B.1.1. Sight Distances

The minimum sight distance at intersections shall be determined according to the most current edition of "A Policy on Geometric Design of Highways and Streets" published by the American Association of State Highway and Transportation Officials (A.A.S.H.T.O)

B.1.2. Turnaround

A suitable means for reversing direction shall be provided at the end of a dead-end street in the form of a center-island cul-de-sac or a hammerhead "T" turnaround. A center-island cul-de-sac shall have a minimum island radius of 35 feet, a minimum outside pavement radius of 55 feet and a minimum property line radius of 75 feet. A hammer head turnaround shall be constructed to comply with the applicable standards of this section, except that the perpendicular cross-piece of the "T" shall have a minimum pavement width of 14 feet, and shall extend a minimum of 40 feet to either side of the centerline of the dead-end street. The cross-piece of the "T" shall be located within a 50 feet wide right-of-way that shall extend at least 20 feet beyond the ends of the pavement. No lot may be accessed from any part of a hammerhead turnaround.

B.2 Private Street Standards

The following standards are an alternative to be used for roadways not proposed for public dedication. These requirements relate only to Local and Minor Streets, as defined in Subsection 4.8.1.A4-8.1.A4-7.1.A (Development of New Streets). All private streets shall comply with Section 4.7.1.A.

Comment [AB256]: To include in Appendix.

Table B.2: Private Street Standards

Streets	Local	Minor	Lane
Minimum Right of Way	50 feet	40 feet	25 feet
Minimum pavement width, curbed roads	20 feet	n/a	n/a
Minimum pavement width, uncurbed roads	18 feet	12 feet	12 feet
Maximum grade	12%	12%	12%
Design Speed; does not apply to "L" turns in a street.	20 mph	20 mph	n/a
Minimum tangent between reverse curves	n/a	n/a	n/a
Minimum shoulder width	2 feet	n/a	n/a
Maximum length of dead-end street	1,500 feet	1,500 feet	n/a
Minimum sight distance for vertical and horizontal curves	100 feet	75 feet	75 feet
Sidewalks	Required in Growth districts only		n/a
Intersections	Class 2	Class 1	Lane

Appendix B - Street Standards
Section B.3 Brunswick Landing Street Standards
Subsection B.3.1 Existing Streets

Minimum/ maximum angle of intersecting streets	60-120 degrees	60-120 degrees	80-100 degrees
Maximum grade within 100 feet of intersection	5%	5%	5%
Minimum curb radius	15 feet	n/a	n/a
Minimum center-line distance between intersections (excludes lanes); does not apply to "L" Turns in a Street	Same Side 150 feet; Opposite Side 100 feet	n/a	n/a
Minimum tangent length from intersection centerlines	n/a	n/a	n/a

B.3 Brunswick Landing Street Standards

Comment [AB257]: To keep in Appendix.

~~Public and private~~All private streets in the Brunswick Landing area shall conform to the provisions of the Subsection ~~4.8.1.A4.8.1.A4.7.1.A (Development of New Streets)~~, and Appendix ~~B.1 (Public Dedication Roadway Standards)~~ and Appendix B.2 (Private Street Standards) except as provided for in this subsection. Where the provisions of this subsection differ from the provisions of Subsection ~~4.8.1.A4.8.1.A4.7.1.A~~ or Appendix ~~B.1B.1B.12~~, the standards of this subsection shall apply.All streets proposed for public dedication shall be designed and constructed in accordance with Article VI of the Brunswick Code of Ordinances, Street Acceptance and Standards Ordinance, as amended.

B.3.1. Existing Streets

The Planning Board may approve a subdivision or development proposal that includes a private street that existed as of the date of adoption of this subsection even if the existing private street does not conform to the requirements of Section ~~4.8.1.A4.8.1.A4.7.1.A~~, Appendix ~~B.12~~, and this subsection—including, but not limited to, the standards for minimum right-of-way width, minimum pavement width, and minimum distance between intersections,—if the Planning Board finds that the layout and design of the private street conforms to the standards to the maximum extent practical and will provide for safe traffic movement and emergency access given the anticipated use of the private street.

B.3.2. On-Street Parking

The design of public and private streets in the ~~BM7-GM7~~ district located on the former BNAS lands must provide for on-street parking where such parking is practical and consistent with the overall street network. In other land use districts, the provision of on-street parking is encouraged where appropriate.

B.3.3. Standards for Public-Private Streets

In the Brunswick Landing area, certain standards for private streets ~~for public dedication~~ are as follows. The provisions of Table ~~B.1B.2.A (Private Street Road Standards for Town Dedication)~~ shall apply to all standards not addressed in the following table:

Comment [AB258]: Need review by MRR and John Foster 5/24/16

Table B.3.3: Brunswick Landing Area ~~Public-Private~~ Street Standards

Standard		Collector or Commercial Street	Local Street	Minor Street
Minimum Right-of-Way Width, Curbed	no on-street parking	50 feet	50 feet	50 feet
	on-street parking on one side of the street	58 feet	54 feet	52 feet
	on-street parking on both sides of the street	66 feet	60 feet	58 feet

Appendix B - Street Standards
Section B.3 Brunswick Landing Street Standards
Subsection 0

Minimum Right-of-Way Width, Uncurbed	no on-street parking	60 feet	54 feet	50 feet
	on-street parking on one side of the street	66 feet	60 feet	56 feet
	on-street parking on both sides of the street	74 feet	66 feet	62 feet
Minimum Pavement Width, Curbed	no on-street parking	26 feet	24 feet	22 feet
	on-street parking on one side of the street	32 feet	30 feet	28 feet
	on-street parking on both sides of the street	40 feet	36 feet	34 feet
Minimum Pavement Width, Uncurbed	no on-street parking	26 feet	22 feet	20 feet
	on-street parking on one side of the street	32 feet	28 feet	24 feet
	on-street parking on both sides of the street	40 feet	34 feet	30 feet
Minimum Centerline Radius (see Note 1)		200 feet	140 feet	100 feet
Minimum Shoulder Width (Uncurbed)		2 feet	2 feet	2 feet
Minimum Curb Radius		15 feet - 30 feet	15 feet - 30 feet	10 feet - 25 feet

Note 1: The Planning Board may approve the layout of streets with L-Turns or right angle turns that do not meet these requirements if the design of the turn conforms to the standards for an intersection and the turn is part of a street network.

B.3.4. Standards for Private Streets

~~The standards for private streets as set forth in Table B.2 (Private Street Standards) shall guide the design and layout of private local streets, minor streets, and lanes in the Brunswick Landing area. Notwithstanding the provisions of Section B.2 (Private Street Standards), the Planning Board may approve private commercial or collector streets in the Brunswick Landing area. The design and layout of private commercial or collector streets shall be guided by the appropriate standards for the same type of public street.~~

Comment [AB259]: Under review by MRRA and John Foster 5/24/16