



# Planning Board Process Improvement/General Needs

## Project Scheduling:

- Historically... the town has scheduled projects for PB hearing at the time of submission. This is unique and not something I am accustomed to. This creates a scenario whereby Town staff become in effect... the quasi-applicant to hustle projects through. Also creates situations where projects aren't 'ready' for hearing, but are placed on the agenda and 'heard'
- Is the Planning Board comfortable with this scenario and the 'cure' being Conditional Approval with Town Staff shepherding changes to projects after the meeting... **or**
- Would the PB prefer to have projects in a more complete status, limiting the number of issues to correct post-meeting?
- Tradeoff between moving projects and being flexible and potentially having unripe projects before the Planning Board.



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## Staff Reports:

- Thoughts on them... Too much information... Too little information... More pictures, less pictures?
- In a perfect world... when would you like to receive them?
- Comments from other departments shown in total or only those that affect the application directly?
- Town Staff is aware that a couple PB members would like to get paper copies, but Staff would prefer that we stay with the current electronic disbursement if at all possible. We don't have the time or the manpower to make packets. We can provide one offs or copies of site plans at request.



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## Agenda/What's posted on the website

- What does the PB want to see in the materials that are posted on the website as far as what constitutes the packet?
- Staff report and for example... site plan or CUP only... **or**
- Staff report and complete package (with application and background materials) such that I've been doing so far.



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## Meeting flow:

- Staff supports the current method of allowing the applicant to make their presentation and then supplementing information after their presentation. But...
- Idea to have Town Staff (Town Planner) very minimally set the application up prior to the applicant making their presentation with a baseline of info and whether or not there are any waivers or a deeper explanation of what the application is for if it is complicated, etc. or...
- Keep as current?
- Discussion about number of items on the agenda (reminder that the PB Rules prohibit beginning items after 10 PM unless is specifically votes to do otherwise...)



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## General Discussion

- Questions... Comments... Feedback?