

Appleton Planning Board  
Monthly Meeting Minutes  
October 25, 2021

Attending: Board members: Ed Carroll, David Kelley, Gary Roberts, Dan Wyman

- 1) The minutes of the September meeting were approved.
- 2) There was a review of Ed Carroll's 10/20/21 letter to Jessica Beck and 9/29/21 letter to Heidi and Roger Smith and a discussion of the process of sending out final approval letters. The Board was fine with the current process. There was a discussion of the site plan review process of more complex cases. The possibility of asking the Code Enforcement Officer to meet with applicants and work with them on their application materials, before they come before the Board, was discussed. The use of application examples to help applicants understand the requirements was also noted.
- 3) There was a discussion of ordinance reviews for public hearing and the next Town meeting. The site plan review ordinance needs to be revised to add language regarding notice to abutters.
- 4) "Public way excavation" ordinance; Gary Roberts reported that MMA was sending information and he provided drafts of a possible ordinance and application process. Ed Carroll noted that he would draft a letter to the Select Board regarding their handling of applications prior to an ordinance being implemented.

The meeting was adjourned.