

Planning Board

Town of Chelsea

Meeting of the Planning Board

At Chelsea Town Office

February 10, 2015

Members Present: Elizabeth (Beth) Cousins, Chair
Craig Hitchings
Maria Jacques
Rob Riley
Palmer Sargent (arrived at 7:10 PM)

Members Absent: Tim Coitrone (excused)
Allen Hallett (excused)

Members of Public: none

1. **Call to order:** Chairman Beth Cousins called the meeting to order at 7:05 PM.
2. **Review of Minutes:** Rob noted the January 13, 2015 meeting minutes required one edit to change the meeting adjournment time to 8:35 PM. Motion to approve by Maria, seconded by Rob, approved with a 4-0 vote.
3. **Public comment:** No public comment.
4. **Old Business:**
 - a. Update on subdivision ordinance: The final draft ordinance was not sent to the attorney for review by Scott Tilton as requested and anticipated by the Board after the January meeting. Maria noted Scott had several issues with the ordinance. First, he wants specifics in the ordinance regarding the requirement for a fire pond/cistern in a subdivision. The Planning Board ("Board") carefully considered this in prior meetings and determined the requirement should be left to the discretion of the Fire Chief, and that the language should not be adjusted. Second, Scott would like to include a professional engineer review of roads constructed in a subdivision funded by the developer to ensure the roads are built to the town road construction standards. The ordinance currently requires a Road Commissioner inspection of roads constructed. The Board agreed this should be added given the Road Commissioner typically lacks the skill required for the task. Maria will circulate some draft language to include the engineering review for Board comment and approval prior to the next meeting. Beth will contact Scott to convey the Board's position on fire ponds/cisterns, and that the Board will include the engineering review of roads. Beth will again forward the document to the appropriate attorney (town or MMA) through Scott with the clear expectation the board will have comments back for the next meeting on March 10th. Following incorporation of any edits, Beth will request a public hearing on the revised ordinance at soonest practicable meeting of the Selectboard.

- b. Minimum lot size ordinance: The BOS wants the board to review the Minimum Lot Size ordinance to provide appropriate definitions for allowing the Board of Appeals to hear and/or rule on variance appeals. Further, the BOS would like inclusion of definitions for a “residential unit” and “additional residential unit”. Following the January meeting, Beth requested the attorney provide several residential unit definitions in conjunction with the review of the subdivision ordinance through Scott. Since Scott chose not to forward the subdivision ordinance to the attorney, no definitions were requested or provided. The Board position on the minimum lot size ordinance is that a complete review and revision similar to the subdivision ordinance is needed, including language allowing variations by the Planning Board, and the Board of Appeals the authority to adjust the decisions of the Planning Board. A review and revision of the ordinance is beyond the workload scope of the Board, and should be addressed during municipal year 2015-2016. Further, the Board feels it appropriate to join with a broader cross-section of Chelsea residents to consider developing/adjusting an ordinance to place reasonable controls on residential, business, and mixed use areas in the town consistent with an updated Comprehensive Plan. The Board also believes an updated minimum lot size ordinance may include allowance of a “mother-in-law” apartments in a single family residential unit with the stipulation the residence cannot be later turned into a multi-family residence.
5. **New Business:** none
6. **Correspondence/Announcements:** Townsman magazine, Legislative Bulletin, BOS minutes, BOS agenda, and the January 14th Town Manager report were distributed as requested. Craig announced he will not be present at the March and April meetings due to travel.
7. **Next Meeting:** March 10, 2015 at 7:00 PM.
8. **Adjournment:** Meeting adjourned at 7:55 PM.