

Planning Board Minutes

Town of Chelsea

Meeting of the Planning Board

At Chelsea Town Office

March 11, 2014

Members Present: Elizabeth (Beth) Cousins, Chair
Timothy (Tim) Coitrone
Craig Hitchings
Palmer Sargent

Members Absent: Maria Jacques –excused
Doug Crochere-excused
Marshall Swan-not excused

1. **Call to order:** Chairman Beth Cousins called the meeting to order at 7:12 PM.
2. **Review of Minutes:** Tim moved to accept the minutes of the February 11, 2013 meeting as written, seconded by Palmer, no discussion, vote was 4-0 to approve.
3. **Public comment:** No public comment.
4. **Old Business:**
 - a. Schedule of public hearing for revised Subdivision Ordinance: The public hearing will be April 9th. Beth distributed a paper copy of the proposed revision. Beth will be sending a copy of the advertisement to Scott for publication. Beth made one minor edit to the open space option in section 2.a. This section now reads: "For every one-acre house lot, an equal one-acre of open space must exist."
 - b. Subdivision Ordinance revision for fire pond/cistern: Following discussion regarding the inclusion of language in subpart B of the ordinance regarding the requirement for a fire pond/cistern if there is not an accessible water source in a proposed subdivision, the board developed the following language: "To reduce the burden on Town services, a fire pond or cistern may be required at the discretion of the Fire Chief." Tim moved this be added to Subpart B., paragraph 4). Palmer seconded and the board approved 4-0. Beth will add this to the ordinance revision under consideration at the upcoming public hearing on April 9th.
 - c. Update on site plan review process and possibility of updating Chelsea's Comprehensive Plan: Beth attended the Selectboard meeting and suggested the board consider forming a committee to update the Comprehensive Plan approved by the Town in 2003. Further she informed that the planning board wants to work on a site plan review process for businesses interested in locating in the Town. The Town Manager asked if the board would consider working on a site plan review process in parallel with the Comprehensive Plan update since this could be a lengthy endeavour. The board will review site plan processes in place at other towns comparable to Chelsea in the coming months as an initial step.

5. **New Business:** None.
6. **Correspondence:** Maine Townsman.
7. **Next Meeting:** April 8th at 7:00 PM.
8. **Adjournment:** Meeting adjourned at 7:52 PM.