

## Planning Board Minutes

### Town of Chelsea

#### Meeting of the Planning Board At Chelsea Town Office October 8, 2013

**Members Present:** Elizabeth (Beth) Cousins, Chair  
Craig Hitchings  
Palmer Sargent

**Others Present:** Shawn Ramage – Chelsea Fire Chief  
Scott Tilton – Town Manager

1. **Call to order:** Chairman Beth Cousins called the meeting to order at 7:17 PM.
2. **Review of Minutes:** Craig made an edit to properly reflect the Planning Board participants of the Stoney Creek subdivision site walk. Palmer moved to accept the minutes of the September 10, 2013 meeting as edited, seconded by Craig, no discussion, vote was 3-0 to approve.
3. **Public comment:** No public comment.
4. **Old Business:**
  - a. Review Subdivision Ordinance (addition of fire ponds or cisterns): Chief Shawn Ramage provided a history of prior efforts to include fire ponds/cisterns including willingness of recent Stoney Creek developer to install a fire pond and dry hydrant to draw water. Planning board members were receptive to an ordinance adjustment based on a “sample” provided by the Town Manager from the Arundel ordinance. Chief Ramage expressed concerns having adequate water for any subdivision with over 4 lots with a long access road. All agreed the Arundel performance standards for fire water supply could be used as a baseline following added consideration and feedback from Chief Ramage:
    - i. 30,000 to 60,000 gallon pond or equivalent underground storage adequate?
    - ii. Consideration of road length and number of lots
    - iii. Consideration of dry hydrant distance from individual lot/home in accordance with NFPA standard
    - iv. Consideration of safety around open pond and liability (fence should be a requirement for an open pond)
    - v. Offer alternative of fire pond or underground (cistern) water storage. Cistern more expensive but open pond may not be an option for developer if there is insufficient run-off.
    - vi. Accessibility to dry hydrant, particularly during the winter, and design considerations to ensure hydrant is protected from plow damage
    - vii. Assign responsibility of the fire pond (or cistern) and dry hydrant maintenance to the subdivision Road Association. This should not be a Town/Fire Department responsibility.

5. **New Business:**

- a. Clustered mailboxes: Town Manager, Scott Tilton, introduced suggested options for including “clustered” mailboxes in the Chelsea subdivision ordinance. Currently mailboxes leading into Chelsea subdivisions are inconsistent in appearance, present hazards regarding snow removal, and are difficult to access by postal workers. The Planning Board reviewed sample language, endorsed moving forward with a change to the ordinance, and discussed the following change as an option for future consideration:

***A group or common mailbox system shall be located on-site in a convenient location so that it is accessible to all tenants or residents of the subdivision. Such mailbox system and location shall be approved by the local postmaster or assigned representative.***

6. **Correspondence:** Stoney Creek subdivision extension correspondence and copy of affidavit signed by Planning Board Chair regarding 421 Nelson Road (Harrison property).

7. **Other Business:**

- a. **Logan Ridge Subdivision Amended Subdivision Plan:** Approved plan required adjustments. Scott Tilton will follow-up with Jim Coffin on revisions for approval by Planning Board.
- b. **Long Range Planning:** Palmer suggested the Planning Board focus on a site review plan ordinance over the winter months. Palmer has some documentation/guidelines from the former Site Planning Office and will take this initiative on to provide references to the Chair for non residential development.
- c. **Other changes to subdivision ordinance:** The Planning Board needs to incorporate a number of changes to the subdivision or other ordinances including: open space, windmills, and pending fire ponds and mailboxes.

8. **Next Meeting:** November 12<sup>th</sup> at 7:00 PM.

9. **Adjournment:** Meeting adjourned at 8:15 PM.