

**Planning Board**

**Town of Chelsea**

**Meeting of the Planning Board**

**At Chelsea Town Office**

**October 14, 2014**

**Members Present:** Elizabeth (Beth) Cousins, Chair  
Timothy (Tim) Coitrone  
Craig Hitchings  
Maria Jacques  
Rob Riley  
Palmer Sargent (arrived at 7:15PM)

**Members Absent:** Allen Hallet

**Code Enforcement** Gary Quintal

**Guests:** Joel Greenwood, Kennebec Valley Council of Government – Community Planner

**Members of Public:** Katie Riley

1. **Call to order:** Chairman Beth Cousins called the meeting to order at 7:05 PM.
2. **Review of Minutes:** September 9, 2014 meeting minutes motion to approve by Maria, seconded by Craig, approved with 5-0 vote. (Palmer arrived following vote)
3. **Public comment:** No public comment.
4. **Old Business:**
  - a. Update on site plan review process: Joel Greenwood provided some general information on site plan review ordinances and answered some general questions from the board. He reinforced that a site plan review ordinance does not require zoning, but the overall purpose is to guide non-residential development. Joel provided a few copies of a site plan review ordinance template and will email a copy to Beth for distribution to the entire board.
  - b. Subdivision ordinance reorganization update: Maria updated the board on continued progress with the reorganization of the current ordinance and checklists into an improved format. The next step is to focus on definitions to incorporate. The board agreed that the effort to reorganize the ordinance is on track, and a goal of the board is to bring the document for approval to the Town Meeting. The strategy will include a narrative of the rationale for reorganizing the ordinance and identify any minor changes for inclusion in the warrant to accompany the actual ordinance. The board discussed added requirements in the ordinance regarding road standards and secondary access for public safety. The board decided not to include the Open Space option in the ordinance this year.

**5. New Business:**

- a. Junk yard definitions: Gary presented several suggested definitions for incorporation in the Automobile Graveyard/Automobile Recycling and Junkyard Permitting Ordinance. The definitions are based on several points raised during recent hearings by an attorney supplemented by Gary.
- b. Citing on duplex (information only): Gary discussed recent events regarding a property at the end of Hallowell Road. The owner has met with the Selectboard multiple times for a variance for a structure on a nonconforming lot that was a former business and is now a duplex without a permit. No action required by the planning board.

**6. Correspondence/Announcements:** Maine Townsman. Scott T. also forwarded the board information on MMA planning board training in December. Interested members should approach Scott. Gary informed he is stepping down as CEO and has accepted for a new position in Readfield. The board thanked Gary for his service over the past several years and wished him well.

**7. Next Meeting:** November 18, 2014 at 7:00 PM.

**8. Adjournment:** Meeting adjourned at 8:20 PM.