

**Planning Board**

**Town of Chelsea**

**Meeting of the Planning Board**

**At Chelsea Town Office**

**November 18, 2014**

**Members Present:** Elizabeth (Beth) Cousins, Chair  
Timothy (Tim) Coitrone  
Allen Hallett  
Craig Hitchings  
Maria Jacques  
Rob Riley  
Palmer Sargent

**Members of Public:** Norm Pruell

1. **Call to order:** Chairman Beth Cousins called the meeting to order at 7:02 PM.
2. **Review of Minutes:** October 14, 2014 meeting minutes motion to approve by Maria, seconded by Rob, approved and approved after correction of a misspelled name with a 7-0 vote.
3. **Public comment:** No public comment.
4. **Order of business:** Tim made motion to take business out of order by addressing a shoreland zoning waiver request prior to old business. Motion seconded by Maria and with 7-0 vote.
5. **New Business:**

Shoreland zoning waiver request discussion: Beth distributed a series of emails and rough sketch of Mr. Pruell's property which is within the shoreland zone. Mr. Pruell informed he has met with the MDOT, received permission to construct a driveway to his property from route 226, and that his property is a conforming lot. Palmer requested a letter stating the property is buildable prior to taking any added steps, and Maria requested a copy of the MDOT permission to build a driveway. Mr. Pruell is seeking a permit from the town for the driveway as a first phase. He was informed a waiver is required to construct both the driveway and any subsequent building on the property. Mr. Pruell intends to submit an application for a waiver and meet with CEO prior to the December board. The board requested Mr. Pruell apply for a permit for everything he intends for the property to preclude a later denial after initial phases are complete. Beth will request the Town Manager submit the application form to Mr. Pruell for completion and presentation to the board at the December meeting. *Note: Mr. Pruell returned to the meeting later to leave a copy of his driveway permission letter from the MDOT.*

6. **Old Business:**
  - a. Subdivision ordinance reorganization update: Maria led the board through a review of the reorganized ordinance cross referencing back to the existing ordinance, checklists, and State

statutes. Any changes in language from the existing ordinance will be clearly noted and visible to the public. Board members discussed requiring a road association for new subdivisions and adjusting the fee schedule to cover the town's cost for considering a new subdivision. These points will be brought to the Selectboard for feedback prior to inclusion. The latest draft ordinance will be reviewed at the December 9 meeting then forwarded to the town attorney prior to review by the Selectboard.

- b. Update on site plan review process: The board now has a copy of the draft 2007 ordinance presented at town meeting. Beth suggested the board review this at a future meeting with the model process Joel Greenwood provided at the October meeting.
- c. Junk yard ordinance definitions: The board will consider the addition of several definitions to the existing ordinance at the December meeting.

7. **Information on board of appeals feedback.** Beth informed that the board of appeals approved a multi-unit dwelling at 5 Sylvan Way. The CEO informed the board at the September 9, 2014 planning board meeting this request would not be approved due to inadequate lot size (.7 acre, 4 acres required) and failure to meet state plumbing requirements. The planning board questioned the validity of this decision given the clear noncompliance to standards and the fact a member of the planning board also serves on the board of appeals.

8. **Correspondence/Announcements:** none

9. **Next Meeting:** December 9, 2014 at 7:00 PM.

10. **Adjournment:** Meeting adjourned at 8:51 PM.