

**Planning Board**

**Town of Chelsea**

**Meeting of the Planning Board**

**At Chelsea Town Office**

**November 9, 2015**

**Members Present:** Nate Grant  
Allen Hallett  
Craig Hitchings  
Maria Jacques  
Palmer Sargent

**Members Absent:** Andrea Smith (excused)

**Others Present:** Bill Butler (Code Enforcement Officer)

**Public:** None

1. **Call to order:** Maria Jacques called the meeting to order at 7:03 PM. Maria will also chair the meeting in December.
2. **Review of Minutes:** Motion by Craig to approve the October 2015 minutes as written, seconded by Allen, approved with a 5-0 vote.
3. **Public comment:** No public comment.
4. **Old Business:**
  - a. Meeting with Selectmen. The Board met with the Selectboard on October 28<sup>th</sup>. The primary focus will be a Site Review ordinance, acknowledging it will not likely be ready in time for the next Town Meeting. The Board also requested any tasks be identified early for action.
  - b. Site Review Plan. The Board began the process of reviewing the 2007 site plan review ordinance not approved by the town and the template ordinance developed by KVCOG. Each Board member will review sections 1 thru 9 on the KVCOG model ordinance and articles 1 through 6 in the Chelsea draft ordinance then be prepared at the December meeting to present individual proposed changes. The new draft ordinance must be within the boundaries of the Comprehensive Plan.
5. **New Business:**
  - a. Deer Run Subdivision. David Brunelle approached the CEO requesting the possible discontinuance of a planned hammer head turn submitted and approved by the Board in July/August 2012. As an alternative he wants to connect Deer Run Drive to Jane Way for the requisite road frontage to develop additional lots without improving Jane Way to town standards. Mr Brunelle was expected to attend the meeting, but was not present. The Board directed the CEO communicate to Mr Brunelle that any adjustments to the 2012 approved plan must be submitted via application through

the CEO to the Board for consideration at a future meeting. Note: Following the meeting, the CEO contacted Mr Brunelle who advised he will be following the 2012 approved plan with the hammer head turn.

- b. Shoreland Zoning. Bill (CEO) noted the Shoreland Zoning ordinance has not been updated since 1992 and must comply with the State 2006 standard. Further, the shoreland zoning map is unreadable and in dire need of update. Maria believes the 2006 standard was adopted and will research the town meeting warrant for 2007. DEP has no record of an update. Bill and Scott are meeting with the DEP (Colin Clark) to address needed next steps to meet the minimum standard.
6. **Other Actions:** Maria noted the Board needs to develop an application form/checklist based on the updated Subdivision Ordinance for new or amended subdivision applicants.
7. **Distribution/Correspondence:** The Board reviewed the Town Manager's report and distributed a Maine Townsman.
8. **Next Meeting:** December 14th (MONDAY) at 7:00 PM.
9. **Adjournment:** Meeting adjourned at 8:37 PM.