

Planning Board

Town of Chelsea

Meeting of the Planning Board

At Chelsea Town Office

December 14, 2015

Members Present: Allen Hallett
Craig Hitchings
Maria Jacques
Andrea Smith

Members Absent: Nate Grant
Palmer Sargent

Others Present: Bill Butler (Code Enforcement Officer)

Public: None

1. **Call to order:** Maria Jacques called the meeting to order at 7:05 PM. Maria will also chair the meeting on January 11th.
2. **Review of Minutes:** Motion by Craig to approve the November 2015 minutes as written, seconded by Allen, approved with a 4-0 vote.
3. **Public comment:** No public comment.
4. **CEO Corner:** Bill (CEO) provided a summary of his efforts to approach several landowners whose property presents a hazard to themselves and potentially the town. He will continue with a targeted approach to enforce clean-up of the worst. Bill and Scott (Town Manager) met November 18th with the DEP to discuss the need for the town to comply with the 2006 State Shoreland Zoning Ordinance. Scott took the action to request an updated shoreland zone map for Chelsea from KVCOG.
5. **Old Business:**
 - a. Site Plan Review Ordinance Development. The Board reviewed individual efforts to compare initial sections of the KVCOG template ordinance and the Chelsea 2007 site plan review draft ordinance not approved by the town. The Board has decided to follow the KVCOG site plan review template incorporating some of the impact consideration language from the 2007 draft version developed by the town. Developing a site plan review ordinance is an action in the Comprehensive Plan (CP) approved by the town in 1996. Scott has initiated discussions with KVCOG to provide an estimate of the effort to update the town's 1996 CP. The site plan review ordinance must be consistent with any changes to the CP, so the Board will need to monitor these efforts. The Board will not have a site plan review ordinance developed for the next town meeting, but will be actively drafting it over the coming months.

6. **New Business:**

- a. Application Checklist for Subdivision Applicants. The Board acknowledged the need for a new checklist that correlates to the amended subdivision ordinance approved at the 2015 town meeting. Andrea agreed to work on updates.
 - b. Shoreland Zoning Ordinance Revision. Following a discussion of Bill's meeting with the DEP and the requirement for the town to become compliant, the Board will proceed with a process to adopt the 2006 shoreland ordinance. The Board will also review several enhancements to the 2006 ordinance in a 2015 version highlighted by Bill such as clarified building footprint expansion and timber harvesting in the shoreland zone. Bill took the action to develop a tracked changes version of the 2006 and 2015 documents for Board review. After the meeting, Craig requested, and KVCOG agreed to provide a new shoreland zone map for the January meeting. The Board also discussed the Selectmen desire to have the new draft ordinance ready for town meeting. Based on the effort required (review 2006 and 2015 documents; produce and review shoreland zone map; conduct informational public meetings to discuss potential impacts; develop a draft ordinance; selectmen review of ordinance; public hearings;...) a new ordinance will not be ready for the 2016 town meeting
7. **Other Actions:** The Board plans to meet on the 2nd Monday of every evening at 7:00 PM on a permanent basis. Craig has informed Scott and requested he update the town calendar and any requisite public notices to reflect this.
 8. **Distribution/Correspondence:** The Board reviewed the Town Manager's report and distributed a Maine Townsman.
 9. **Next Meeting:** January 11th (MONDAY) at 7:00 PM.
 10. **Adjournment:** Meeting adjourned at 8:37 PM.