

Planning Board Minutes

Town of Chelsea

Meeting of the Planning Board At Chelsea Town Office January 14, 2014

Members Present: Elizabeth (Beth) Cousins, Chair
Craig Hitchings
Timothy (Tim) Coitrone
Palmer Sargent

Others Present: Gary Quintal – Code Enforcement
Shawn Ramage – Chelsea Fire Chief
Dan Simpson

1. **Call to order:** Chairman Beth Cousins called the meeting to order at 7:08 PM.
2. **Review of Minutes:** Craig moved to accept the minutes of the December 10, 2013 meeting as written, seconded by Tim, no discussion, vote was 4-0 to approve.
3. **Public comment:** No public comment.
4. **Old Business:**
 - a. Review Subdivision Ordinance (addition of fire ponds or cisterns): Chief Ramage provided sample language from several towns including Bridgton. The Planning Board suggested the language for the ordinance include reference to the NFPA standards for water supplies and leave subsequent guidelines to the Fire Chief. Chief Ramage will use this approach in developing a draft for presentation by the next meeting in February. Public hearing will be tentatively at the March meeting.
 - b. New draft of open space and clustered mailboxes: The following open space option revised language was deemed ready for public hearing at a prior meeting:

***Revise** A.1. Open Space subdivisions are added as an alternative to the existing Chelsea subdivision ordinance with the express intent of integrating open space and naturally occurring features into the siting of house lots. Applicants for this option to the conventional subdivision are eligible for reductions of dimensional requirements.*

***Replace** B.1. with existing B.2. (defines the minimum size of a house lot as 1 acre)*

***New** B.2. For every house lot in the open space subdivision, an equivalent area of land must be allocated to the open space for the entire subdivision. The total number of house lots allowable within an open space subdivision shall equal but not exceed the number of units that would otherwise be allowed in a conventional subdivision.*

Language regarding requirement for clustered mailboxes in a subdivision follows:

For any subdivision with six (6) or more lots, the developer shall provide a group or common mailbox system on site in a convenient location so that it is accessible to all tenants or residents. Such mailbox system and location shall be approved by the local postmaster or representative of the postmaster.

This language will be presented during a public hearing at the March meeting.

- c. Long range planning for site plan review: Members have reviewed the Site Plan Review document for commercial development, and there is a web site where the document can be downloaded. Any Site Plan developed should be consistent with the Town Comprehensive Plan which has not been adjusted since 2003. Beth will approach the Selectboard to ask if the Comprehensive Plan requires update as a first step.

5. New Business:

- a. Approved subdivision on Williams Road potential reversion: Dan Simpson approached the CEO regarding the potential abolishment of an approved 2002 subdivision consisting of 5 lots off the Williams Road. Mr. Simpson's primary impetus for abolishing the subdivision is for property tax considerations. Gary distributed a draft letter provided by MMA that could serve as a template for abolishing a subdivision. Mr. Simpson can edit the draft and submit it to the Planning Board for consideration if he decides to pursue this further in the future. *Palmer Sargent made a motion that if a landowner drafts a letter to the Planning Board requesting an approved subdivision be abolished and returned to a single lot, the Planning Board will consider the request. Craig seconded. Vote was 3 in favor and 1 abstention. Motion passes.*

6. Correspondence: Maine Townsman Magazine – December 2013.

7. Next Meeting: February 11th at 7:00 PM.

8. Other:

- a. Maine Statute Books. Gary Q. asked the board if there is interest in ordering books with latest State laws applicable. Following an affirmative vote on a motion to buy books, Gary will order 5 copies.
- b. Added Planning Board Members needed. Only 4 members of a required 7 are active on the Planning Board. Prior to the next meeting, Beth will follow-up with Scott Tilton regarding the addition of Maria Jacques, and Craig will check with Doug Crochere to assess his continued interest in serving.

9. Adjournment: Meeting adjourned at 8:10 PM.