

Planning Board

Town of Chelsea

Meeting of the Planning Board

At Chelsea Town Office

September 9, 2014

Members Present: Elizabeth (Beth) Cousins, Chair
Allen Hallet
Craig Hitchings
Maria Jacques
Palmer Sargent

Members Absent: Timothy (Tim) Coitrone (excused)

Members of Public: None

1. **Call to order:** Chairman Beth Cousins called the meeting to order at 7:03 PM.
2. **Review of Minutes:** August 12, 2014 meeting minutes motion to approve by Maria, seconded by Palmer, approved with 5-0 vote.
3. **Public comment:** No public comment.
4. **Old Business:**
 - a. Update on site plan review process: Beth spoke with the State Planning Office who lack the resources to meet with us. She did contact the Kennebec Council of Government, and Joel Greenwood has agreed to attend the October meeting and share some site plan review templates. Beth also presented a copy of the Montville site plan review ordinance. Gary has been unable to locate the site plan review process presented at the 2007 town meeting. The search continues for this document to be used as a baseline.
 - b. Subdivision ordinance reorganization: Maria distributed her realignment of the ordinance sections to the table of contents from the Town of Perry subdivision ordinance. The board provided feedback for further reorganization within the various sections. The current town ordinance has multiple checklist application requirements. The board agreed a single comprehensive checklist should be part of the ordinance, include the state statute requirements, and be consistent with the board review criteria. Next steps are to finalize the realignment of the ordinance in appropriate sections and reformat the application preliminary and final requirements to better guide applicants through the process. The underlined edits in the final draft ordinance presented in public hearing will reflect actual changes in wording, not realignment of sections.

5. New Business:

- a. Accessory dwelling unit: The applicant did not attend the meeting, but Gary informed the applicant on 5 Sylvan Way was denied developing a self-contained in-law apartment due to minimum lot size (.7 acre exists, 4 acres required) and state plumbing requirements. No action required by the planning board.
- b. Junk yard definitions: Gary informed there has been some legal wrangling with a local business regarding junk yard definitions. The town manager and attorney have requested that added "terms" be included in the junk yard ordinance. The board will consider any added definitions when presented at a future meeting.

6. Correspondence: Maine Townsman and Town Manager report.

7. Next Meeting: October 14, 2014 at 7:00 PM.

8. Adjournment: Meeting adjourned at 8:38 PM.