

Planning Board

**Town of Chelsea
Planning Board**

**At Chelsea Town Office
December 19, 2016 at 7:00 pm**

Members Present: Nate Grant
Maria Jacques
Palmer Sargent
Andrea Smith
Jared Heath
Hank Mastrianno

Public: Bryan Sites, Volunteers of America
Melissa Morrill, Volunteers of America
Jessica Lowe, Kennebec Journal

1. Call to order

The meeting was called to order by Andrea Smith at 7:15 pm following the close of the Public Hearing on the Cabins in the Woods project.

2. Public comment

Andrea Smith asked for public comment. There was no comment.

3. Old Business

Cabins in the Woods

The Chelsea Planning Board reviewed the 100 Percent design plans, of the Cabins in the Woods project, and completed the Subdivision Final Approval and Filing review. The checklist provided below includes references to those items that have been satisfactorily addressed or where there is documentation that needs to be provided to the Board, from Volunteers of America, in order to make a final decision. The Board agreed to hold a special Planning Board meeting on January 3, 2017 at 7:00 pm to complete its review. Andrea Smith said she would reach out to the Superintendent of the RSU for his input and send a letter to Volunteers of America of the Board's review including any deficiencies.

Chelsea – Subdivision Final Approval and Filing Checklist:

- All information required for preliminary plan
- Existing and final proposed lines of streets, ways, lots, easements for utilities or drainage and public area with the Subdivision. **Document what the current width of the right of way is. Provide written confirmation, from Togos, that they have no intention of the Town taking over this right of way.**

- Sufficient data to determine the exact location, direction and length of every street line easement, lot line and boundary line and to reproduce these lines upon the ground.
- Location of all permanent monuments wherever, in the opinion of the Planning Board, they are necessary to determine locations on the ground.
- Lot numbers and letters in accordance with the prevailing policy on existing tax maps. **The project must comply with the Town of Chelsea's 911 Ordinance.**
- Designation of location, size, planting and landscaping of such parks, esplanades or other open spaces as may be proposed or prescribed. **N/A**
- A phosphorus control plan with illustration on final plan demarking the areas affected to prevent unreasonable levels of phosphorus migration into the water body (if applicable).
- The embossed seal of a licensed engineer and certification by a certified land surveyor as well as any other licensed professional who prepared part of the plan attesting that the plan is correct (water, sewerage, drainage, must be designated by a licensed engineer).
- Map scale 1 inch: to 50 feet. Drawn on linen or mylar with three (3) dark line copier. Plan may be on one or more sheets numbered as an example 1 of 3.2 of 3.3 of 3. **Provide one mylar of the Site Plans.**
- The final plan shall be accompanied by certification from authorized local public officials or agencies that the design of or sewer and drainage facilities, streets, and utilities in the proposed Subdivision conform to the requirements of all pertinent local codes and ordinances. **Provide letter from DEP including letter/plan from the Greater Augusta Utility District.**
- A letter from the Fire Chief indicating his/her review of the plan and approval of the development. **Provide Memorandum of Understanding between Togus and Volunteers of America.**
- A list of improvements and maintenance thereof, with both capital and annual operating estimates, which must be financed by the municipality or school district. The applicant shall provide an estimate of the net increase in the 7 assessed valuation at the completion of the construction of the subdivision. These lists shall include but not be limited to:
 1. Schools, including bussing **The Planning Board will acquire information to address this matter from the RSU Superintendent.**
 2. Street maintenance, snow removal and other public works **Provide Memorandum of Understanding between Togus and Volunteers of America.**
 3. Police and fire protection **Provide Memorandum of Understanding between Togus and Volunteers of America.**

4. Solid waste disposal Provide copy of application and supporting documentation from DEP
5. Recreational facilities Provide Memorandum of Understanding between Togus and Volunteers of America.
6. Storm water drainage Provide copy of application and supporting documentation from DEP
7. Waste water treatment Provide copy of application and supporting documentation from DEP
8. Water supply Provide copy of application and supporting documentation from DEP
9. Utilities, including pole locations. Provide Memorandum of Understanding between Togus and Volunteers of America.
10. Postal Service Provide Memorandum of Understanding between Togus and Volunteers of America.

Site Plan Review

Andrea Smith suggested to table work on this ordinance until the Board of Selectmen clarified the Planning Board's priorities. Members agreed.

4. **New Business**

Review of 2017 Meeting Schedule and Work Plan

Andrea asked if the second Monday of the month worked for all Planning Board members as the regular meeting of the Board. There were no objections.

Andrea Smith discussed her efforts to clarify the priorities of the Planning Board with both the Town Manager and the Board of Selectmen. She sent a report to the BOS reviewing the accomplishments of the Planning Board over the past year and the progress on the Site Review Ordinance. The BOS requested Andrea attend the December 28th meeting of the BOS (6:30 pm) to discuss priorities. Andrea encouraged all members to attend if possible.

Review of Proposed Construction of Fisher House at Togus VAMC

Andrea Smith indicated that the Planning Board would be reviewing plans for the Construction of the Fisher House to be located on the grounds of the Togus VA soon.

5. **CEO Corner**

Bill Butler went over various enforcement issues

6. **Review of November 14, 2016 Minutes**

Palmer Sargent made a motion to approve the minutes; Hank Mastrianno seconded the motion. The motion carried.

7. **Next Meeting**

Special Meeting Tuesday, January 3, 2017 at 7:00 pm for final review of Cabins in the Woods

Regular Meeting Monday, January 9, 2017 at 7:00 pm

8. **Adjournment**

Maria Jacques made a motion to adjourn the meeting at 8:55 pm; Hank Mastrianno seconded the motion. The motion carried.