

**Planning Board**

**Town of Chelsea**

**Meeting of the Planning Board**

**At Chelsea Town Office**

**June 13, 2016**

**Members Present:** Nate Grant  
Craig Hitchings  
Palmer Sargent  
Andrea Smith

**Members Absent:** Maria Jacques

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

**Public:** Julia Wilcock, VP Facilities, Volunteers of America (VOA)  
Kevin Wilcock  
Peter Cayouette, Peer Support, Togus VA  
Dan Howard, Associate Director, Togus VA  
Jessica Lowell, Reporter, Kennebec Journal  
Mike Emmons, Chief of police, Togus VA  
Wendy Thomas, Homeless Coordinator, Togus VA  
George Moody, Clinical Social Worker, Togus VA  
Melissa Morrill, VP Operations, VOA

1. **Call to order:** Craig Hitchings called the meeting to order at 7:00 PM.
2. **Review of Minutes:** Motion (Andrea) and second (Palmer) to approve the May 2, 2016 minutes as written, approved with a 4-0 vote.
3. **Public comment:** None
4. **Old Business:**
  - a. Togus Cabins Review. Julia Wilcock provided a brief overview of the project to build cabins on the Togus VA complex to permanently house homeless veterans and their families. No residents of Chelsea attended the meeting aside from Board members. The Board did anticipate town residents to attend, particularly since letters were mailed to all abutting Togus VA landowners, and the project has had visibility in the community. The Board was provided copies of the 50% plans for review in advance of the meeting with the continued commitment from the VOA and Togus VA to partner with the town as the project plans refine, the site is developed, and the site is occupied with residents. Currently, the VOA expects up to 21 veteran occupied cabins, an added cabin housing VOA staff to oversee the facility residents, and a community center. Prerequisites for approval to reside in a cabin include: income under 50% of area median, no criminal history in prior 5 years, name not on sex offender register, agreement to participate in case management, and others. VOA is actively coordinating with the State Fire Marshall, DEP, VA Engineering, and Maine Housing during

design and development. The VOA will issue 75%, 90%, and 100% plans for the project which will also be sent to the town for input. Services relative to law enforcement will be provided by Togus VA within existing staff augmented by the State Police and Kennebec County Sheriff per existing agreements. Fire protection will also be provided by Togus VA within existing staff levels. Several of the cabins may have school aged children and the VOA will need to coordinate possible impacts with the Chelsea School. The VOA built a similar project in Saco that is fully operational. Bill will follow up with Saco officials for any information pertinent to the project locally. The VOA representatives anticipate the project to be built and ready for occupancy in late summer 2017.

5. **Shoreland Zone Ordinance and Map Revisions.** Andrea has coordinated the final draft ordinance with Colin Clark at the DEP. Colin has confirmed the draft is consistent with the Act and guidelines. Colin also requested he review the final map prior to approval from the town for inclusion in the ordinance. The Board and CEO reviewed the May draft of the map provided by Joel Greenwood from KVCOG. The map is final following feedback from Joel on three areas designated Resource Protection (RP) and Limited Residential (LR). 1) Area adjacent to the Wellman Road designated RP; 2) Area on Kennebec at end of Ferry Road designated LR; and 3) Area on Kennebec south of Ferry Road designated LR. (Note: Craig has followed up with Joel who attempted to match the districts in the 1993 map. Based on the Board's review of the map, area 1) is changed from RP to LR; area 2) remains LR, and area 3) is changed from LR to RP. Joel has provided the updated map per request). Following final review of the map by the Board and Colin, we will submit the ordinance with map to the Town Manager for consideration by the Selectmen for a future scheduled town meeting and vote.
6. **New Business:** None
7. **CEO Corner:** Bill is actively working on a report to the Selectmen regarding resident complaints of farm animals on a local property, changes to the solid waste ordinance, and life safety issues.
8. **Public comment:** None.
9. **Distribution/Correspondence:** Letter from Maine Forest Service Director reminding the Planning Board of the requirement to update its Shoreland Zone Ordinance and the options regarding forest harvesting. Town Manager's report copy. Townsman magazine.
10. **Next Meeting:** July 11<sup>th</sup> at 7:00 PM. Agenda will include the Site Plan Review and next steps to complete in the upcoming year. Andrea will email the latest draft in advance of the July meeting.
11. **Adjournment:** Meeting adjourned at 8:45 PM.