

Town of Chelsea

**Meeting of the Planning Board
At Chelsea Town Office
September 11, 2012**

Members Present: Elizabeth (Beth) Cousins, Chair
Timothy (Tim) Coitrone
Douglas Crochere
Craig Hitchings

1. **Call to order:** Chairman Elizabeth Cousins called the meeting to order at 7:03 PM.
2. **Introductions:** Dispensed with introductions. No members of the public were present.
3. **Review of Minutes:** Doug moved to accept the minutes of August 14, 2012 as presented, seconded by Tim, no discussion, vote was unanimous (4-0) to approve.
4. **Public comment:** none
5. **Old Business:** There was no update on the "Sugar Hill Maple Terrace" subdivision carried over from the August meeting. Beth will contact the CEO, Gary Quintal, for an update.
6. **New Business:**
 - a. Ordinance Housekeeping Changes: It was brought to the attention of the Board in August by the CEO that housekeeping changes are required to the Chelsea Minimum Lot Size Ordinance to change the reference from Title 30 to Title 30A. Beth suggested the Board review ordinances for housekeeping issues over the coming year and suggested ordinances be divided among Board members. Tim indicated the Board recommended a change to the Minimum Lot Size Ordinance that allowed a minimum lot less than 2 acres if a portion of the lot was taken through actions not within the landowner's control. This recommended change was not forwarded to the Town Meeting several years ago, so should go through the public hearing process. Tim will take the lead for this ordinance. Beth is willing to review all ordinances dealing with roads. Beth will assign ordinances for review to Doug and Craig. This will be an ongoing agenda item for future board meetings.
 - b. Training for Planning Board Members: Beth and Craig have been registered for a Planning Board Workshop/Training at the Maine Municipal Association on October 10, 2012.
7. **Correspondence:** Reviewed. Nothing substantive.
8. **Next Meeting:** The October Board meeting will be on Monday the 15th and the November Board meeting will be on Monday the 19th due to schedule conflicts. Beth will notify the Town Manager of these changes to ensure there is adequate notice provided for the public.
9. **Adjournment:** Craig moved to adjourn, seconded by Doug, vote unanimous.