

**Town of Chelsea
Regular Meeting of the Planning Board**

**At Chelsea Town Office
June 11, 2018**

Members Present: Andrea Smith
Hank Mastrianno
Palmer Sargent
Carol Belanger

Guests: Tonia Burns, CEO

Absent: Maria Jacques
Marc Fecteau
Richard Condon

Call to Order:

The meeting was called to order by Andrea Smith at 7:04 pm.

Public Comment:

There was no public comment.

New Business

General discussion regarding the Minimum Lot Size Ordinance. Members present each provided comment regarding the Town's current ordinance. The Board also looked at Minimum Lot Size Ordinances from several other communities (Smithfield, Rome, Liberty, Madison and Georgetown) by means of comparison. Before doing anything further, the Board agreed having clear guidance from the Board of Selectmen would be helpful. Andrea will communicate with the Board of Selectmen asking for the Selectmen to provide the Planning Board with direction regarding what ordinance(s) need to be worked on. The communication will also ask the Board of Selectmen to prioritize the ordinances, provide a timeline in which they would like the ordinance review completed, and to provide any additional information or specific issues that have arisen regarding an ordinance, that would be helpful for the Planning Board to be aware of as they undertake ordinance review.

Tonia also mentioned the Town's attorney may have some thoughts as to what ordinances need work as well. The communication to the Board of Selectmen will reference this as well.

Due to upcoming elections, the Planning Board understands the Board of Selectmen may not have time to focus on this request until after July 1st as the first Board of Selectmen meeting, in July, will be after the Planning Board's regularly scheduled July meeting. The Planning Board will not meet in July.

The Board also briefly talked about the status of the Town's discussions with the Hallowell Water District (HWD) as it relates to the status of the water and capacity for economic development in Chelsea. Andrea will follow-up with Selectmen Ben Smith, who has been the primary contact with HWD, to get an update.

Old Business

Site Plan Review Ordinance—The Site Plan Review Ordinance, as amended at the Board of Selectmen’s Public Hearing, is on the Town Warrant, Article 4, for the Town Meeting scheduled for June 14, 2018.

CEO Corner

Tonia Burns reported that she visited 495 properties in May and, at the time of the Planning Board meeting, had visited another couple hundred in June. At the request of the Board of Selectmen, Tonia has been asked review properties for violation of the [Automobile Graveyard Junkyard Permitting Ordinance](#) and/or the [Putrescible Solid Waste and Junk Ordinance](#). Tonia indicated she had delivered 15 notices for violations of one or both ordinances. Tonia said she was encouraged by the response to these visits and notices, as she has been contacted by property owners to address the violation(s) and discuss how to work out a resolution and by other property owners who had already begun work to remedy the violation(s).

Review May 7, 2018 Minutes:

Palmer Sargent made a motion to approve the draft minutes of the May 7, 2018 Planning Board Minutes. Hank Mastrianno seconded the motion. The vote to approve the minutes was 4-0.

Next Meeting

There will be no July meeting to give the Board of Selectmen time to respond to the Planning Board’s request for ordinance review prioritization and direction. The next regular meeting will be at 7:00 pm on August 13, 2018.

Adjournment

The meeting was adjourned at 8:28 pm.