

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

**At Chelsea Town Office
December 10, 2018**

Members Present: Andrea Smith
Maria Jacques
Scott Arnold
Richard Condon
Hank Mastrianno
Carol Belanger
Sherri Truman

Members Absent:

Guests: Tonia Burns, CEO

Call to Order:

The meeting was called to order by Andrea Smith at 7:00 pm.

Public Comment:

There was no public comment.

Old Business

Ordinance Work Discussion:

- **Minimum Lot Size Ordinance:** The Board reviewed definitions including Back Lot, Residential Dwelling Unit, Multi Residential Unit, Duplex, Accessory Apartments, Recreational Vehicle and Mobile Home. Still to be considered is how Tiny Homes might fit into the ordinance as well as a definition for Condominium. The Board then reviewed the remainder of the additions to the ordinance including Applicability, Appeals and Variances, Waiver and Modifications, and Administration. The next meeting will discuss topics not currently in the Ordinance for possible inclusion. Andrea Smith will update the draft prior to the next meeting.

The Board outlined a schedule to get this ordinance ready for the June Town Meeting:

January: Finish a complete draft

February: Share draft with Select Board

March: Consider modifications offered by Select Board

April: Public Hearing

- Life Safety Ordinance: The Board agreed to prioritize the Life Safety Ordinance after the Minimum Lot Size Ordinance.

New Business

- Streaming of Meetings: The Board reviewed the request for the Select Board to stream the Planning Board Meetings. The Board agreed to try it.

Correspondence:

- Andrea Smith reviewed information on the Heart & Soul project starting in Chelsea. The Committee is seeking volunteers.

CEO Corner

Tonia Burns reported that it has been quiet and has focused on follow up and issuing permits.

Review of November 5, 2018 Minutes:

Maria Jacques made a motion to approve the minutes of the November 5, 2018 meeting. Hank Mastrianno seconded the motion. The motion carried.

Next Meeting

The next regular meeting will be at 6:30 on January 14, 2019. **This is a new time** which Andrea will share with the Town Manager. Should the meeting be cancelled due to snow, the Board will meet on January 28, 2019 at 6:30 pm.

The Board will focus on the Minimum Lot Size Ordinance.

Adjournment

Maria Jacques made a motion to adjourn the meeting. Hank Mastrianno seconded the motion. The meeting was adjourned at 8:45 pm.