

Minutes of the meeting of the Town of Chebeague Island Planning Board August 23, 2007 at 7:15 at the Hall

Present: Tom Adams, Sam Birkett, Ernie Burgess, Mabel Doughty, Jane Frizzell, Beth Howe and Tad Runge

Visitor: Donna Damon

At the request of the Board of Selectmen, Beth Howe was the convener of the meeting. She handed out notebooks of the Town of Chebeague Island Land Use Ordinances. She suggested taking item 4 on the agenda first since a review of the Planning Board Ordinance would be a good way to think about what the Planning Board does. . The suggestion was accepted without objection.

4. Review of the Planning Board Ordinance: The group worked through the ordinance: Beth explained that in Maine a planning board has two quite different roles.

When it considers individual applications under the Zoning and Subdivision Ordinances it acts in a quasi-judicial role. The ordinances set out criteria that must be met for an application to be approved. The Board holds hearings and makes findings of fact from the evidence that is submitted and presented. When the Planning Board needs expert advice on a particular application, the application fees allow for charging the developer a fee to hire a consultant. But basically it is the responsibility of the Planning Board to do the analysis of whether an application satisfies the criteria in the ordinance or requires modification.

The Planning Board's other role is to develop land use policies for the Town. This coming year the Planning Board and the Comprehensive Planning Committee will prepare a Comprehensive Plan for the Town. We have a grant from the State Planning Office to help with this so we can hire consultants. Also we will be helped by an Island Fellow from the Island Institute who will serve as staff to the Planning Board for its meetings and for the comprehensive plan, and who will do GIS mapping for the plan. After the Comprehensive Plan has been developed the Planning Board will work on revising the land use ordinances inherited from Cumberland which are inappropriate in a number of ways for a small rural community. All policies developed by the Planning Board must be accepted by the Town Meeting and will be subject to public hearings, review by the Board of Selectmen and other Town committees.

1. Election of Chair and Vice-Chair

Tom Adams moved, seconded by Jane Frizzell that Beth Howe be elected Chairperson. Tad Runge moved, seconded by Mabel Doughty, to close the nominations. This passed unanimously. The vote on electing Beth as chair was unanimously in favor.

Jane Frizzell moved, seconded by Tom Adams, that Tad Runge be elected as Vice – Chair. Mabel Doughty moved to close the nominations, seconded by Jane Frizzell. The

vote to close the nominations was unanimously in favor. The vote to elect Tad Runge as Vice-Chair was unanimously in favor.

2. Selection of a regular meeting date

The group decided by consensus to meet on the third Thursday of each month.

3. Selection of a meeting place

The group decided by consensus to meet at the Hall.

4. Administrative Procedures for Planning Board Meetings

The group worked through the Cumberland Planning Board's Rules of Procedure, adopting many of the provisions, revising some and adding some. See attached draft of the Administrative Procedures

5. Initial Training for Members

The Board asked Donna whether she was planning to try to set up training on Chebeague by the Maine Municipal Association. She said she wanted to get either MMA or someone from Brann and Isaacson, the Town's attorneys. Everyone expressed interest in attending if she did arrange such training.

Beth Howe also offered to provide some more "hands-on" training, focused on examples of planning applications from Chebeague. It was agreed to hold this session on Sunday September 9 at 3:00 in the Firehouse conference room. Tad Runge will check with Tom Calder to see if the room is available.

Respectfully submitted,

Beth Howe