

**Selectboard Meeting  
on October 18, 2023**

**The Selectboard will hold a meeting at  
The Chebeague Island Hall on  
Wednesday, October 18, 2023, at 7:00PM**

**I. Call Public Meeting to Order**

**II. Public Comments for items not on the agenda for discussion not action.**

**III. Town Reports**

Town Administrator  
Public Works  
Coastal Waters Committee  
Planning Board

**IV. Regular Business**

**23-090 To discuss the Town Administrator position and take any necessary action.**

**23-091 To elect a Selectboard Chair and a Selectboard Vice-Chair for the balance of the fiscal year.**

**23-092 To discuss a new Selectboard meeting time and format and take any necessary action.**

**23-093 To review the suggested 2024-2025 Budget Schedule and take any necessary action.**

**23-094 To discuss and take any necessary action regarding the establishment of a Finance Ad Hoc Task Force.**

**V. Other Business**

**VI. Communications**

**VII. To approve minutes from September 20, 2023, September 27, 2023,  
and October 04, 2023**

**VIII. Items to be placed on future agenda**

**IX. Adjourn**



# Town of Chebeague Island

**To:** Members of the Select Board

**From:** Viktoria G. Wood, Town Administrator

**Date:** October 13, 2023

**RE:** Town Administrators Report

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**Hiring Employees-** I have received a handful of applicants for the Deputy Clerk position. Chris Auffant and I have looked at the resumes and I have reached out to try to set up some interviews. I will keep the board updated on anything promising. In the meantime, Kathy Kuntz has agreed to come back one day a week and Hannah Hatfield who has family connections on the island, will be helping the office out on Mondays through the interim. Hannah works for 2 other towns, so she is familiar with the systems that we use.

**Dredging-** USACE and Prock Marine came to the island on Friday, October 6<sup>th</sup> for a coordination meeting. Matt Ridgway (CTC), Genaro Balzano (Harbormaster) and I met them at the boat. The work is scheduled to begin on November 1. They are expecting to be onsite for a couple of weeks. It is anticipated that dredging will take place at nighttime so it will have minor impact on the fishermen who will be using the pier to remove their equipment. Everyone is aware of this situation; Genaro was going to be in contact with fisherman to make sure they were aware. CTC will stay in touch with the crew to make sure they are not in the way and can still operate as usual and be available in case of a rescue.

**Soule Rd Right of Way to Shore Repair-** I have received basic information from the residents involved in this. The work is starting this week.

**Road Signs-** Public Works put up new signs as directed by the board this week.



Town of Chebeague Island Department of Public Works  
49 Littlefield Road  
Chebeague Island, ME 04017

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Phone: 207-846-6419

ps1@chebeague.net

Fax 207-846-6413

September 2023

Monthly Report

This month we continued to mow the side of the roads with the new road side mower and put the bushhog on and mowed Sunset and Lovers Lane off Roses Point and the Town office and the triangle at South Road and John Small Road. We also mowed the ball field at the school twice. We also mowed land fill next to the dump. Brought some gravel down to Roses to fix road before I dragged it. Took 55 yards of gravel to Charleston and fixed the road and then dragged Charleston and Roses Point roads. Dragged East Shore Drive, Soul Road, Capps Road, Fenderson, Central Landing, Jinks Road, South Shore Drive and Chandlers Beach Road. Started ditching Little Field Road near the Commons. We helped Fire Dept get Starter on truck 4 replaced. Filled some sink holes on Stone Pier. We fixed cemetery lawn mower. Took 5 cages of electronics down to Chandlers Dock and will be bringing cages back as they send them back. We changed float chains on Cousins Island Float. We are going to finish sweeping dump road and drag it to get it ready for winter. We will be doing clean up and ditching on the other side of Littlefield Road next month. I also had a couple meetings with TA about changes coming to the town in the near future...

Public Works

Town of Chebeague Island  
192 North Road  
Chebeague Island, ME 04017

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Phone: 207-846-3148

[www.townofchebeagueisland.org](http://www.townofchebeagueisland.org)

Fax-207-846-6413

**MEMO**

**To: Vika Wood, Town Administrator**  
**From: Genaro Balzano, Harbormaster**  
**Date: October 12, 2023**  
**Re: Monthly Report September 2023**

**Stone Pier**

Season ended well. Coastal Waters met this week. Some Discussion pertaining to the Stone Pier were floats, new float, float rotation, maintenance etc.

**Chandlers**

Need an inspection as discussed in coastal water.

**Cousins**

No issues.

**Moorings.**

All good still collecting.

**Aquaculture**

Reviewed with Coastal waters 4 completed applications..... John Jordan SR. and JR Gene Robinson (2apps), One renewal.... Bangs Island mussels and one preapp. For more info I refer you to the DMR website under pending lease applications and renewals. Harbormaster questionnaires will be submitted before the due dates for each.

**Shellfish**

The flats are open to all shellfish.

**Town Vessel**

Respectfully submitted.

**Genaro Balzano**

Town of Chebeague Island Code of Ordinances  
Chapter 17 — Land Use & Planning  
Article V — Administration

**PLANNING BOARD**  
**ORDINANCE**  
**of the Town of Chebeague Island**  
**MAINE**

(edits proposed & approved by the Planning Board, 03/13/23)

Adopted by the Town Meeting: July 1, 2007  
Effective: July 1, 2007  
Amended June 11, 2016

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Attest:  
Town Clerk  
Seal:

**SECTION 101. PLANNING BOARD**

**A. Establishment of Planning Board**

The Planning Board of the Town of Chebeague Island is hereby created pursuant to 30-A M.R.S.A. § 3001.

**B. Appointment, Qualifications, Tenure and Vacancies**

1. The Planning Board shall consist of ~~seven-five (57)~~ members appointed by the Board of Selectmen. They shall serve without compensation.
2. Members ~~must be at least 18 years old, a resident of the Town of Chebeague Island, and a U.S. citizen shall be residents of the Town of Chebeague Island.~~ The Selectmen may establish additional, uniform, and lawful criteria for appointment to the Planning Board. ~~Four-Three~~ or more members of the Board shall constitute a quorum of the Board. A decision of a quorum of the Board made in conformance with applicable law shall be valid and binding.
3. Members of the Board of Selectmen and of the Board of Adjustment and Appeals shall not serve as members of the Planning Board.
4. The term of office of each regular member shall be three years. The terms of office shall be staggered with the terms of office of two members expiring in one year, the terms of office of ~~three-two~~ members expiring in the next year, and the terms of office of ~~two-one~~ members expiring in the third year.
5. Vacancies may occur by reason of resignation, death or removal from the Town or State. Vacancies shall be filled by the Board of Selectmen for the unexpired term.
6. If a member fails to attend two regular or special, meetings in a row without providing an excuse, a majority of the Board may certify this failure to the Selectmen, asking them to replace the member. A member may also be removed for cause after notice and hearing by the Board of Selectmen.

**C. Organization and Rules**

1. The Board shall annually elect a Chairman, ~~and~~ a Vice-Chairman, ~~and~~ a Secretary.

Town of Chebeague Island Code of Ordinances

Chapter 17 — Land Use & Planning

Article V — Administration

Officers shall serve one-year terms and shall be eligible for re-election.

2. Three (3)~~Four~~ members of the Board shall constitute a quorum.
3. The Board shall adopt rules and regulations for the transaction of its business.

Town of Chebeague Island Code of Ordinances  
Chapter 17 — Land Use & Planning  
Article V — Administration

4. Any question of whether a particular issue involves a conflict of interest sufficient to disqualify a member from voting thereon shall be decided by a majority vote of the other members present.
5. All records of the Board shall be public records and may be inspected at reasonable times.
6. All meetings shall be held pursuant to public notice and be held either in a public building or by means of publicly accessible electronic media.

**D. Duties**

The Planning Board shall have the following duties and powers:

1. The Board shall prepare a Comprehensive Plan for the Town of Chebeague Island in accordance with the provisions of 30-A MRSA 4323 and 4326. This plan shall be recommended for adoption to the Town Meeting under 30-A MRSA 4324.9.
2. The Board shall periodically review the land use ordinances of the Town of Chebeague Island and submit to the Town Meeting proposed amendments thereto, consistent with said Comprehensive Plan.
3. The Board shall investigate and make reports and recommendations upon such planning and land use matters as it may deem appropriate or as may be formally referred to it by the Town Meeting, the Board of Selectmen, other Town committees or the Town Administrator.
4. The Board shall give the public ample opportunity to be heard concerning the development of the Comprehensive Plan, land use ordinances and other land use policies.
5. The Board shall serve under 30-A MRSA 4403 as the municipal reviewing authority of all requests for subdivision approval. The Board shall approve the naming of all streets in proposed subdivisions.
6. The Board shall serve under the Zoning Ordinance of the Town of Chebeague Island, as the reviewing authority for all requests for site plan approval.

~~7. The Board shall, with the Town Administrator, develop and review the Capital Improvement Plan and the annual capital budget.~~

~~8.7.~~ The Board shall annually submit a report of the Planning Board's actions and a proposed budget to the Town Administrator to be approved by Town Meeting.

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Town of Chebeague Island Code of Ordinances  
Chapter 17 — Land Use & Planning  
Article V — Administration

**E. Assistance from Other Town Officials**

The Town Administrator and the Code Enforcement Officer shall provide such technical, administrative and clerical assistance as required by the Planning Board. The Board may request the Town Administrator to engage such professional help as it may require to ~~carry out~~ perform its duties, subject to the availability of funds appropriated therefore by the Town Meeting. ~~The Board shall annually, through the Chairman, request operating appropriations in a manner prescribed by the Administrator.~~

**F. Appeal**

An appeal from a decision of the Planning Board shall be taken directly to Superior Court, pursuant to the provisions of the Maine Rules of Civil Procedure, unless otherwise specified in the Town's Zoning Ordinance or Shoreland Zoning Ordinance.

**G. Savings Provision**

The invalidity of any provision of this ordinance shall not affect the validity of any other provision thereof.

## **Comprehensive Plan Update 2023:**

The 2023 Comprehensive Plan Update was created by the Planning Board to summarize as briefly as feasible the essential, high priority land use themes of the original Comprehensive Plan to guide the Board in its work revising Chebeague's zoning ordinances. It records achievements and summarizes actions yet to be taken. The Board envisions presenting it to the community for approval and then appending it to the original Comprehensive Plan

## **Zoning-Related Takeaways:**

The following is a summary set of "takeaways" from the Comprehensive Plan Update 2023 relevant to the Zoning Ordinance revision project.

- The Zoning Ordinance (ZO) should preserve the rural, small-town character of the island, and should be revised in a straightforward and simplified form to reflect Chebeague's values and needs.
- The 1.5 acre minimum residential lot size should be retained, but higher density may be allowed in open space (clustered) developments.
- The island should have more unified district zoning, rather than being artificially split into residential and business districts that already contain (and allow) both residential and business uses.
- The list of permitted uses in the district(s) should be simplified; all non-listed uses will be considered as exceptions to be reviewed and approved or denied by the Planning Board.
- Non-listed uses must meet performance criteria with respect to neighborhood impacts as specified in the ZO before approval is granted.
- Important historical and archaeological resources should be protected.
- The ZO should promote housing affordability; it must, by law, incorporate the affordability concepts contained in the new state law LD 2003.
- ZO protections of the important water resources of the island (aquifer, surface water, ocean) should be clarified and strengthened as appropriate.
- Solid waste provisions in the ZO should restrict hazardous or aesthetically harmful and/or dangerous solid waste disposal; hazardous abandoned vehicles, vessels, and derelict structures should be prohibited.
- The revised ZO will recognize the need to incorporate climate change adaptation strategies.

# **Chebeague Island Comprehensive Plan**

## **Update 2023**

(version 3)

### **Historical Perspective:**

The Town of Chebeague Island's original comprehensive plan resulted from the state's response to a perceived threat of unmanaged and perhaps rampant development in Maine, particularly on the coast and in rural areas. The legislature passed the *Maine Comprehensive Planning and Land Use Act of 1988* which mandated that municipalities write comprehensive plans replete with statistical and graphic inventories of their resources and goals for managing development. Zoning ordinances would naturally follow these plans and be written to achieve community-desired development patterns.

When Chebeague Island seceded from Cumberland and became an independent town in 2007 it became necessary, appropriate, and important for the new town to create its own island community relevant comprehensive plan and zoning ordinance distinct from that of its former parent mainland suburban community.

The Comprehensive Plan Committee was established in 2008 involving nearly two dozen volunteers (and, in fact, the whole community) and began the laborious tasks of collecting data, analyzing trends and conditions, creating 65 maps, conducting a citizens' survey that ranked priorities, and holding a series of public meetings for community input and guidance. In 2011, the Committee issued the *Town of Chebeague Island Comprehensive Plan*, nearly 300 pages that set forth a future vision for Chebeague followed by goals, recommendations, and implementation strategies to fulfill the promise of that vision.

Under the LePage administration, the State Planning Office, which oversaw municipal comprehensive planning, was eliminated and therefore so was the original legislated mandate for towns to write and maintain comprehensive plans. While the formerly mandated ten-year update/rewrite of the entire plan is no longer officially required, it makes sense to revisit the comprehensive plan and provide an update on its current validity, which of its goals were achieved, what remains to be accomplished, and how; this update attempts to do so with a particular eye to ongoing Planning Board efforts to rewrite the town's Zoning Ordinance with the Comprehensive Plan serving to guide the process.

### **Vision Affirmed:**

*A Future Vision For Chebeague* is the opening, defining piece in the original Comprehensive Plan. Back in 2011, the "future" was 2020, and the vision sets forth desired aspects of and achievements to benefit the island community. At its core is the central theme of sustainability of the community, particularly the year-round

population. The plan then goes point by point in describing the many necessary elements of governance, regulation, and public/private effort that are necessary to achieve the vision. The last line of the vision statement serves as a fairly good summation of how Chebeague sees its future: "We preserve our past and our small-town character as we continue to plan for the future."

In 2015, the Planning Board began work on a revision of the Comprehensive Plan, issuing a draft in December of that year. While there are a plethora of environmental, social, and governmental factors involved in guaranteeing Chebeague's survival, some recurrent themes emerged in the original plan as important in maintaining a viable, self-sustaining year-round/seasonal island community: adequate affordable housing, protection of the fresh water aquifer, sustaining the island school, preserving the island's character, and maintaining transportation linkages to the mainland. While these themes are embedded throughout the entire extensive and detailed original comprehensive plan, the revision authors realized that the plan's 136 goals could be synthesized and distilled into a more practical, workable 15 goals that incorporate and address the themes, very briefly summarized here:

1. Maintain the K-5 school
2. Maintain mainland transportation linkages
3. Maintain/build suitable wharfs & related parking
4. Maintain/improve Town Public Safety services
5. Prepare 5-year capital improvement plan
6. Improve electronic communications
7. Preserve the year-round community
8. Maintain island natural and historical character
9. Produce Chebeague-specific zoning ordinances
10. Maintain traditional maritime and agricultural employment
11. Increase affordable housing
12. Protect the aquifer
13. Regulate sub-surface disposal systems and pesticide use
14. Regulate solid waste disposal
15. Adopt climate adaptation strategies

The authors summarized and restated the original plan's goals with an eye to how these goals were related not only to the ongoing governance process but also to the proposed efforts to rewrite the town's ordinances and regulations, in particular the Zoning Ordinance. While they did not add new goals to the revision, they basically affirmed and re-emphasized the original plan's goals and philosophy. Over the past decade, the Town has changed and grown, but the people have maintained their desire to achieve the vision stated in the original comprehensive plan. The nature of the above-listed goals is that they not only represent ongoing community and town government efforts, but also that they are not transitory; rather they are durable and lasting, desirable goals. At this time, in 2023, there is no apparent need or movement to change direction of the original comprehensive plan's philosophy.

But this is a good opportunity to: 1) organize its goals into a useful framework to guide the revision of the Zoning Ordinances to be consistent with the stated beliefs in the comprehensive plan and the vision presented therein; 2) report on progress and/or achievements to date of satisfying the plan's goals, and 3) discuss the remaining goals with some possible strategies to achieve them.

### **Goals Re-categorized:**

The 15 goals fall into three categories that, while not entirely mutually exclusive, identify distinct themes: **necessity**, **character**, and **environment**. Indeed some goals may have relevance in more than one category, but the categories help to bring focus to the zoning ordinance revision effort.

#### ***A) Necessity***

The first six goals fall into a category best described as administrative or infrastructural necessities for the continued survival, vitality, and improvement of the Chebeague year-round and seasonal community. There may be some linkage to the zoning ordinance in terms of regulations covering town-owned and maintained infrastructure, but these goals are primarily financial and administrative in nature and have minimal relevance to zoning ordinance revisions.

##### *Goal 1) Maintain the K-5 school*

The Chebeague Island School is recognized as a vital element of the year-round community's sustainability. Maine coastal history has shown repeatedly that when island schools close, the year-round community suffered, and, in too many cases, disappeared. This was rated as a high priority in the original comprehensive plan's public survey, and the recommendation was to "encourage families that include school age children to live on Chebeague by providing excellent education." This has remained a high priority on the island and has been addressed by achieving and maintaining an undeniably high level of quality in primary education services with commitments of substantial community volunteerism and budgetary funding. The school population has nevertheless declined significantly in recent years primarily because of relatively high housing costs and limited island employment opportunities. Ongoing affordable housing projects and completion of a daycare center are examples of efforts to address those issues.

##### *Goal 2) Maintain mainland transportation linkages, and Goal 3) Maintain/build suitable wharfs & related parking*

These two goals are discussed together as they are obviously linked. They were accorded a medium-high priority rating in the plan's public survey. Chebeague is served by Casco Bay Lines (out of Portland at the state pier on the western end of the island, Chebeague Transportation Company (CTC) at the Stone Wharf on the

eastern end of the island, and private vessels and commercial water taxis & barges at various points on the island.

The Town is committed to maintaining and improving the current landing facilities, while fostering continued positive relationships with marine transportation service providers and the mainland towns Cumberland and Yarmouth where parking and landing facilities are located. The Stone Wharf has been studied and proposals have been received that address needed repairs, capacity issues such as parking and traffic/pedestrian flow, barge ramp improvements, and sea level rise. Floats and ramps are being maintained or replaced as needed. Dredging is scheduled. CTC change its business structure to non-profit status allowing for reductions in taxes and increased eligibility for grant funding. A new ferry was commissioned and is now in service. While the goals have not been fully achieved, the projects under consideration will, combined with ongoing maintenance, ensure that Chebeague has more than adequate transportation between the island and the mainland for years to come.

#### *Goal 4) Maintain/improve Town Public Safety services*

This goal also received a high priority in the public survey. Fire and rescue are rightly viewed as vital to the island's livability and sustainability. Accordingly, the Town has replaced the fire trucks and ambulance as necessary, as well as investing in other firefighting and lifesaving equipment as needed. Current concerns are that there are insufficient numbers of volunteers necessitating hiring further employees and also that the current firehouse is inadequate. A facilities committee was established and is currently reviewing town-owned buildings. Efforts have begun to research and design a new fire station that would adequately house public safety equipment as well as provide sleeping quarters for employees.

#### *Goal 5) Prepare 5-year capital improvement plan*

This was a high priority goal in the public survey. The need for a "realistic capital plan" was expressed to provide funding reserves to meet anticipated long-term capital expenditures. This has obvious implications for Town public safety, public services, roads, solid waste management, and administration, as well as for transportation and communication services provided by others. Capital reserves are determined year by year as part of the annual budget, but thought is given by the Select Board to needs projected out a number of years. Given the substantial anticipated expenses on the Stone Wharf and a new fire station looming in the future, plus the fact that the current capital reserve additions account for 15% of the annual town budget, it is highly advisable that a well-researched and definitive long-term (5 years at a minimum, 10 would be better), rolling capital plan be written and adhered to. One way to achieve this goal would be to re-form the Finance Committee as defined by ordinance and give it the autonomy, and budget, necessary to work with the Select Board, Town Administrator, department representatives, and outside consultants (if necessary) to develop a valid long-term spending plan.

### *Goal 6) Improve electronic communications*

Another high priority, and the recent pandemic experience made it even more urgent. Chebeague has recognized for years that its level of electronic communications services was woefully inadequate. Efforts to improve speed and bandwidth have been made by Chebeague.net, Axiom, and Consolidated, but these have been mere bandaids. The Town voted to work with Axiom to run fiber optic cable to every residence and business on the island in 2023. A plan has been made and approved, grants have been secured, and bonding is sought to construct a town-owned network that is paid for, over time, by subscriber fees and run by Axiom. The anticipated bandwidth is sufficient for the near future and likely can be expanded to meet future needs. By the end of the year, this goal will have been achieved.

### **B) Character**

Goals 7 through 11 are primarily concerned with the elements of Chebeague that define its “character”. They are more subjective and social in nature than the foregoing relatively objective, concrete, administrative goals, but are considered important aspects that make Chebeague the place it is and help achieve the future vision stated in the comprehensive plan. The final line in the vision statement summarizes a philosophy that underscores planning on Chebeague: “We preserve our past and our small-town character as we continue to plan for the Town’s future.”

A critical element of that planning effort is to craft a zoning ordinance that reflects the vision while providing regulatory guidelines that are fair, clear, and directed towards maintaining an island environment that reflects islanders’ desire to preserve the aesthetics, ambience, lifestyle, and community ethic of a vibrant, small Maine coastal town.

### *Goal 7) Preserve the year-round community*

This goal focused on policies that would promote an age-diverse, viable year-round community on Chebeague with an emphasis on fostering growth in the 18 – 40 age group. Strong mention was made of the importance of reliable, economic water transportation, quality of the island school, and improved electronic communication capabilities, as covered in the above-discussed goals 1, 2, 3, and 6. But the plan went on to stress the importance of promoting traditional and new island businesses, as well as the need for housing availability and affordability (housing is discussed in the section on goal 11, below).

A large portion of the plan’s discussion of this goal focuses on traditional agricultural and forestry businesses, suggesting that zoning ordinances could be modified to reduce restrictions and/or limitations on timbering, wood product

manufacturing, and animal/crop husbandry. Any rewrite of the zoning ordinance should carefully consider modifications that remove unreasonably onerous provisions in the existing ordinance while still protecting the island's character and residential owners' right to peaceable enjoyment of their property. The plan stresses the need for preservation/protection of open space that may lend itself to agricultural/forestry activities. A rewritten zoning ordinance should contain provisions that promote retention of open space, such as requiring or encouraging open space development (clustering of residences) that preserves land in an undeveloped state. Also, it should be noted that the Planning Board has written an Open Space Plan for approval at Town Meeting that lays out policies and strategies to identify and preserve island open spaces.

The plan goes further, discussing the island economy and strongly suggesting new business enterprises be fostered by modifying the zoning ordinance to remove restrictions that may unduly hamper business creation and operation. Current permitted uses within the ordinance's Island Residential and Island Business Districts are relatively proscribed as they were inherited from suburban Cumberland and therefore may not be applicable to the island and its distinct economic and social needs. Any revision of the ordinance would have to balance the need for business growth with residential property owners' rights, and strike a reasonable balance that accommodates both. To that end, a set of well-defined performance standards (addressing, for example; noise, property value degradation, lighting, traffic, parking, and odor) should be assembled and used when permitting decisions are being made on business uses that are not specifically permitted in the zoning ordinance.

#### *Goal 8) Maintain island natural and historical character*

While this goal received relatively low prioritization in the public survey, its elements are important to the maintenance of island "character" that is an integral piece of the future vision statement. The zoning ordinance should contain provisions for the protection of important historical and archaeological resources. As well, a zoning ordinance could contain elements that protect architectural aesthetics in terms of size, design, and location of structures. Restrictions of this type are often contentious as they can impose on individual property rights. Consideration could be given to establishing "historic districts". Potential inclusion of any of the foregoing would involve substantial community involvement and discussion.

#### *Goal 9) Produce Chebeague-specific zoning ordinances*

There is an urgent need to rewrite the zoning ordinances. Much of the Shoreland Zoning Ordinance (separated from the original Zoning Ordinance in 2018) is impacted directly by state rules and regulations, but needs review for specific details that may run counter to island needs and desires. The Zoning Ordinance that

covers the lands outside of the shoreland zone was inherited from Cumberland when Chebeague seceded in 2007. As such, it is a suburban ordinance modified to account for and promote the island's fishing industry but has residential and business development restrictions and provisions that are either inappropriate for the island, obsolete, or internally inconsistent. The plan had a specific goal of a simplified rewritten zoning ordinance as a strategy for achieving the important goals to fulfill the stated vision, by having one unified zoning district permitting. An important companion to simplified and unified zoning would be "performance standards" for any proposed business enterprise or construction project that, combined with thorough Board of Appeals or Planning Board review, would protect both neighbors' property rights and the island's character. Also suggested were revisions to the subdivision ordinance for the purposes of simplification and encouragement of preservation of open space. Further, it was suggested that the current 1.5 acre minimum residential zoning standard be retained.

The Planning Board's revision of the zoning ordinances is underway and a primary focus over the next two years. Simplified, consistent, and island-appropriate zoning ordinances will be presented to the Town for discussion, editing, and eventual approval at Town Meeting.

#### *Goal 10) Maintain traditional maritime and agricultural employment*

As part of the over-arching goal of maintaining the island's character as well as recognition of the importance to the island economy of traditional farming and fishing enterprises, this goal was accorded high priority in the original plan's citizens' survey. While the plan made many suggestions as to how these enterprises could be fostered, a recurring theme emerged that zoning could be modified to remove barriers to timber harvesting and agriculture. The planned ordinance revision will take this into account, again balancing the need for viable enterprise maintenance and growth with residential property owners' concerns and needs. Also, maintaining the maritime industry and associated employment requires vigilant enforcement of Chebeague's shoreland zoning ordinance to protect the waters and ocean bottom around the islands. While burdensome or inconsistent requirements should be modified or eliminated from the ordinance, the revision process should make sure that adequate protections remain in place to protect the resource. As aquaculture is rapidly growing in importance and looks destined to become a permanent maritime business sector on Chebeague, the ordinances should be reviewed to make certain that there are neither onerous restrictions on the enterprises nor obvious areas that need zoning regulation, although much of the regulation is already state-initiated and controlled.

#### *Goal 11) Increase affordable housing*

Affordable housing remains a strong concern for the island in its desire to retain and attract younger, working families thereby assuring the continued viability of a year-round island population. Over the past two decades there have been two affordable

housing projects and more are under consideration. Maine, like much of the nation, is experiencing a housing shortage and an affordability crisis. Two non-profits on the island are exploring potential projects aided by the cooperation of Town government, availability of public, funding, and private donations.

Elements of the zoning ordinance can be enhanced to promote the creation of affordable housing. Cluster development, simultaneously permitting both increased density and open space preservation, is one zoning tool that may be employed. Similarly, reduced limitations on accessory dwelling units and multifamily residential development can be considered in a revised zoning ordinance. The state legislature has passed LD 2003 which addresses some of the foregoing issues and essentially mandates that Maine towns incorporate these development strategies in their ordinances. The law will take effect in the summer of 2023, although a bill is currently pending to delay implementation until 2025 to allow towns time to review and rewrite their zoning ordinances. Clearly, the revision of Chebeague's zoning ordinance must carefully look at, and reduce as practically possible, any restrictions or limitations on the reasonable creation of affordable housing.

### **C) Environment**

The remaining goals 12 through 15 are environmental in nature, primarily dealing with ground and ocean water resources, solid waste management, and climate change impacts. These goals relate to the importance of protecting the island fishery and aquaculture industry, as well as promoting public health and safety.

Goal 12) *Protect the aquifer*

Goal 13) *Regulate sub-surface disposal systems and pesticide use*

These two goals are interrelated and inseparable, so are considered together. Most of the plan's suggestions revolved around monitoring and studying the island's water resources. Implicit in the plan's focus is that the water resource is both extremely important and very vulnerable to human-related degradation. The zoning ordinance revision must consider carefully those provisions that deal with wells, septic systems, run-off & drainage requirements, pesticide use, and shoreland development limitations to ensure protection of this vital and endangered resource, strengthening them where appropriate.

Goal 14) *Regulate solid waste disposal*

Solid waste is not only a costly item in the Town's annual budget, but if unregulated can present a health hazard as well as detracting from the traditional aesthetic nature of the island community as described in the original comprehensive plan. The plan calls for continued monitoring of the old landfill and efficient non-polluting collection, compacting, and off-island shipment of solid waste. The zoning ordinance revision could make sure that aquifer protections as mentioned in the discussion of

goals 12 and 13 apply to the Town's landfill, brush dump, and solid waste operation as well.

Further, the zoning ordinance be reviewed and revised if necessary to prohibit environmentally hazardous or dangerous solid waste disposal on private or public property. This concept could be extended to hazardous and unsightly derelict structures and unregistered or abandoned vehicles, heavy equipment, and vessels.

*Goal 15) Adopt climate adaptation strategies*

The comprehensive plan was mute as to the impacts of climate change on the island. It was very concerned with aquifer quality and quantity, mainland access, protection of shoreland areas, and maintaining the maritime industries. All of these are vulnerable to the impacts of rising sea levels caused by ongoing climate change, and therefore the authors of the 2015 draft update of the comprehensive plan made climate adaptation a goal. The proposed revision of the zoning ordinance needs to look carefully at the regulations governing the shoreland zone as well as those dealing with the aquifer and make sure that climate impacts and land use strategies to deal with them are fully part of the zoning ordinance.

**Summary:**

The original Chebeague Comprehensive Plan written in 2011 continues to represent what the community desires with respect to the physical and social aspects of the island. The original, lengthy set of goals have been re-categorized into groups that reflect aspects of the future vision of Chebeague stated in the plan. Many have been addressed or are "works in progress", but serve as ongoing guides for island decision-making efforts. Many of the goals are strongly related to, and impacted by, the zoning ordinances that are in need of simplification, modernization, clarification, and being made more relevant to the needs and desires of the island community. Using the goals, as well as the detailed suggestions in the original comprehensive plan, the Planning Board should embark on a revision of the zoning ordinances that will match the community's ethic and promote the vision of the plan.

**2024-2025 (FY 25) BUDGET SCHEDULE**

<b>Date</b>	<b>Task</b>
Wed. 1/3/2024	January BOS Meeting - Discuss Budget Goals/Priorities 7:00PM
Wed. 1/17/2024	Budget Workshop - First draft of budget presented & Capital Expenditures 7:00PM
Saturday 2/10/2024	Budget Workshop - Departmental Budgets 9:00AM
Wed. 2/21/2024	Budget Workshop - Second draft of budget & discussion 7:00PM
Saturday 2/24/2024	Budget Workshop - Non-Profits' Presentations & Capital Expenditures II 9:00AM
Wed. 3/6/2024	March BOS Meeting - Third draft of budget presented 7:00PM
Wed. 4/3/2024	April BOS Meeting - Fourth draft of budget presented 7:00PM
Tues. 4/17/2024	Joint meeting with the School Committee 7:00PM
Wed. 5/1/2024	Final Budget presented for review and approval
Saturday 6/8/2023	Annual Town Meeting 9:00AM

## Planning Board update to Select Board; 10/18/2023

The goal of this update is to inform the Select Board of what the PB is doing but also to seek guidance on some of our ongoing and upcoming efforts. Pardon me if I read this, but there's a lot of ground to cover, I don't want to forget anything, and I want to do so as efficiently as possible! Please don't hesitate to stop me at any time with questions...

- 1) The Planning Board is pleased that an interim code officer is on board. Reflecting on our history with the prior CEO, our strong hope is that both interim and future permanent appointees will work closely and cooperatively with the Planning Board, recognizing that we're all on the same team with the same goals.
- 2) In your packet is the new, revised, re-re-edited Planning Board Ordinance. Biggest change is reducing Board membership to 5. No other surprises, just minor administrative edits. **We plan to have this ready for the 2024 Town Meeting warrant for voter approval.**
- 3) Also in your packet is the Comprehensive Plan Update along with a summary of "takeaways". The purpose of the update was to: a) revisit and affirm the original Comprehensive Plan's intent and direction; b) comply with the defunct state requirement to rewrite the Plan every 10 years, even though it's not required any longer, it's still a good idea; c) cherry-pick the highest priority goals from the Plan; d) note any goals achieved so far; e) re-categorize the 15 selected goals into 3 groups, Necessary, Character, and Environment.

The whole idea of the update was to revisit and do a head-check, affirm the concepts and themes that the Comprehensive Plan laid out, and to summarize it in an easily accessible format for general use and also to provide guidance to the planning Board for Zoning Ordinance revision work. **We plan to have this ready for the 2024 Town Meeting warrant to be approved as an appendix to the original Comprehensive Plan.**

- 4) After considerable discussion and back & forth, the Planning Board has decided to do a short-term interim edit of the Zoning Ordinance with a long-run view to a total rewrite. The Ordinance was viewed as too complex and substantial to get done in a timely enough fashion to address current district & permitted uses concerns and to incorporate the mandates of LD2003. These were both viewed as requiring more immediate action. The plan is to edit the Zoning Ordinance to address the districts, leaving them as they are mapped, but removing some of the distinctions that made no sense. The goal is to, on the one hand, make the permitted uses lists more open and less restrictive while, on the other hand, protecting property owners by requiring either/or Board of Appeals or Planning Board review employing carefully structured, objective performance standards for any new proposed use. Zoning Ordinance lot regulations and the section on "conversions" need to be

rewritten to incorporate LD2003 mandates (primarily its focus on density increases achieved by permitting accessory dwelling units on standard 1.5 acre lots). Further, the Planning board will review both the Zoning Ordinance and the Shoreland Zoning Ordinance to assure that they are consistent regarding districts, permitted uses, and density requirements. Obviously, much further work lies ahead to fully edit/rewrite the ordinances, but these short-term changes are both necessary and achievable. **We plan to have these edits ready for the 2024 Town Meeting warrant for voter approval.**

- 5) Short-term rentals have cropped up as a nationwide concern in recent years. Concerns include, among others, that STRs reduce both market and affordable housing stock, and can be responsible for increased noise, unruly parties, overcrowding, burdening public safety departments, uncertain personal security, increased litter, and a lack of respect for local custom. Absentee landlords have been cited as unable or unwilling to manage the on-the-ground details of rentals. In general, many municipalities across the country are wrestling with the prospect of STRs' potential and existing negative impacts on their neighborhoods. **Should Chebeague have a STR Ordinance which might include registration of STRs, regulations, and/or fees?** Portland and Freeport, for example, have done so. Accountability and enhanced responsibility of the owners would be the goal here, not necessarily prevention or reduction of STRs. This is a chance to head off any untoward issues that might arise from increased numbers of STRs (we already have, under LD2003, the right as a municipality to regulate STRs with respect to implementation of LD2003's mandates).
- 6) And last but not least, Cumberland's old subdivision ordinance that we adopted has never really fit Chebeague; a rewrite is necessary. Current Planning Board thinking is to streamline to one category of subdivision that follows the state's definition of dividing property into "3 or more lots within a 5 year period". It's already in the current Zoning Ordinance that the Planning Board is "authorized to require" that any subdivision be a "clustered development". It would not be a huge stretch to rewrite the Subdivision Ordinance to incorporate this "open space" clustered requirement while also making certain it complied with the dictates of LD2003. By my not-so-quick and dirty review of the tax commitments, there are over 70 properties that are divisible into 3+ lots. Such a rewrite might have a substantial long-run impact on the island's character & ambience. **Should the Planning Board pursue such an ordinance rewrite?**