


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**

Adopted by the Town Meeting: July 1, 2007
Effective: July 1, 2007
Amended June 11, 2016
Amended June 8, 2024



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 five (5) members appointed by the Select Board. 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. The Select Board may establish additional, uniform, and lawful criteria for appointment to the Planning Board. 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 Select Board 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 two members expiring in the next year, and the terms of office of one member 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 Select Board 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 Select Board, asking them to replace the member. A member may also be removed for cause after notice and hearing by the Select Board.

C. Organization and Rules

1. The Board shall annually elect a Chairman, a Vice-Chairman, and a Secretary. Officers shall serve one-year terms and shall be eligible for re-election.

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2. Three (3) members of the Board shall constitute a quorum.
3. A majority favorable vote of those Board members in attendance and eligible to participate shall constitute approval of any motion or decision of a meeting or hearing.
4. The Board shall adopt rules and regulations for the transaction of its business.

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5. 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.
6. All records of the Board shall be public records and may be inspected at reasonable times.
7. All meetings shall be held pursuant to public notice and be held in a public building.

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 Select Board, 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 annually submit a report of the Planning Board's actions and a proposed budget to the Town Administrator to be approved by Town Meeting.

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 perform its duties, subject to the availability of funds appropriated therefor by the Town Meeting.

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.