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Planning Board Schedule and Application Queue

The Planning Board schedule for April through November 2024 is below. The Planning Board typically meets on the first and third Tuesdays of the month. This schedule can change based on Board workload, holidays and town elections, weather-related cancellations, member availability, and other factors. In addition to application review, the Planning Board has administrative duties, such as developing land use ordinance amendments. Some meetings – typically the first Tuesdays – address these administrative matters.

When the Planning Board has multiple applications in the queue, they and the Planning Office make the best effort to agendize these applications as soon as possible. Per the Board's bylaws, the Chair prepares meeting agendas. Board workload, time-sensitive matters (e.g. public hearings, ordinance amendments), the lack of a quorum at a meeting, when an application was submitted, whether a site plan amendment might be major or minor, and other factors influence what is placed on an agenda and when. Submitting an application by a certain date does not guarantee it will be heard at a certain meeting. Applications lacking required information may be set aside until that information is provided.

Board members are citizen volunteers who volunteer their time not only at meetings, but also in preparation for meetings, reviewing agenda packets that are sometimes 100 or more pages. Accordingly, the number of items on any one agenda is limited to enable a thorough, focused review of those items. Meeting minutes and Notices of Decision (documents that list the Board's findings, decision, and approval conditions for an application) also require time at meetings.

The Planning Board's meeting agendas will be available approximately a week before the meeting. Applications and other public records submitted to the Planning Board may be viewed by any member of the public, by visiting the Planning Office during normal business hours. You may also visit our website at www.eliotmaine.org for meeting information and applicable forms.

Questions about a Planning Board application? We are here to help answer questions about the Planning Board process and ordinance requirements.

Kim Tackett, Land Use Administrative Assistant: ktackett@eliotme.org

Planning Board Schedule April-November 2024

Meeting date	Type of meeting
April 2	Planning Board retreat
April 16	Application review
May 7	Administrative; application review
May 21	Application review
June 4	Administrative
June 18	Application review
June 25	Administrative; application review (if necessary)
Most of July	Planning Board break
July 30	Administrative; application review (if necessary)
August 6	Administrative
August 20	Ordinance amendments public hearing; application review
September 3	Application review
September 17	Application review
October 1	Application review; administrative
October 15	Application review
October 29	Application review; administrative (if necessary)
November 5	No meeting (Election Day)
November 12	Application review
Rest of November	No meetings (Thanksgiving break)

Planning Board Application Queue

Address	Application	Status
76 Cedar Rd.	SUB: 5 single-family lots (formerly 6 lots)	Sketch plan approved 12/5/23; waiting for preliminary plan application (due by 6/5/23)
708 River Rd.	SUB: 4 single-family lots	Preliminary plan application approved 3/19/24; waiting for final plan application
276 HL Dow Hwy.	SPR: Building addition: equipment, vehicle, boat, and materials storage	Application received 11/7/23; Jan 2024 mtg with applicant regarding vegetated buffer compliance; sketch plan review 2/20; waiting for full SPR application
324 Goodwin Rd.	HB: Professional office and equipment storage	Application deemed complete on 3/19/24; PH scheduled for 5/7/24
32 Brook Rd.	SPR: Addition of medical marijuana products manufacturing facility	Application received 1/18/24; more information requested of applicant, needs new SLZ as current SLZ presumptively expired, SPR nearing expiration
178 HL Dow Hwy.	SPR: Elderly housing, commercial bldg. expansion	Initial sketch plan review 3/19/24; site walk scheduled for 4/16/24 at 4pm
21 Cedar Rd.	SPR/SLZ: New self-storage development	SPR application submitted with sketch plan; as part of proposed development is in shoreland zone, waiting for submittal of SLZ
21 Cedar Rd.	SPR: Child care facility/indoor sensory gym in existing building	Req for PB Action form submitted week of 3/18
Route 236 / Beech Rd.	SLZ: Route 236 Water-Sewer Extension Pump Stations	Request for renewal of SLZ permits

SPR = Site Plan Review Application, SLZ = Shoreland Zoning Permit Application, SUB = Subdivision Application, HB = Home Business Application, PH = Public Hearing