



1333 State Road Eliot, ME 03903 - Phone (207) 439-1817 - Fax (207) 439-1415

Planning Board Schedule and Application Queue

The Planning Board schedule for May through December 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 Upcoming Meeting Schedule

Meeting date	Type of meeting
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)
December 3	Administrative; Comprehensive Plan
December 10	Application review; year-end wrap-up
Rest of December	No meetings (holiday break)

Planning Board Application Queue

Address	Application	Status
76 Cedar Rd.	SUB: 5 single-family lots (formerly 6 lots)	Preliminary plan application received 4/1/24; staff comments sent in April; updated app. expected May
708 River Rd.	SUB: 4 single-family lots	Preliminary plan application approved 3/19/24; final plan application received 4/25/24
276 HL Dow Hwy.	SPR: Building addition: equipment, vehicle, boat, and materials storage	Full SPR application received 5/1/24
178 HL Dow Hwy.	SPR: Elderly housing, commercial bldg. expansion	Initial sketch plan review 3/19/24 and site walk/PB continued review held on 4/16/24
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
1 HL Dow Hwy.	SLZ: Expansion of existing natural gas regulator station	Application received 4/1/24; under review
22 Quail Ln.	SPR: Facility for basketball lessons in multi-use commercial bldg.	Application received
7 Maclellan Ln.	SPR: Update vegetated buffer; eliminate medical portion, expand adult use portion of co-located medical caregiver/adult use marijuana retail store	Application received

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