

TOWN OF ACTON

Land Use Department

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Joyce Bakshi, Planning Board Chair

MEMORANDUM

To: The Town of Acton Board of Selectman

Date: July 17, 2019

From: Joyce Bakshi, Chair, Acton Planning Board

Subject: Acton Planning Board Update

Since reporting to the Board of Selectmen on May 14, 2019, Planning Board Members addressed the following issues:

- Approval of a Site Plan Review to establish a warehouse / boat storage / dock showroom on Route 109;
- A preliminary report from Southern Maine Planning and Development Commission regarding the proposed twenty-two lot subdivision on Youngs Ridge Road has been received;
- Approval of a Conditional Use Permit to establish a home day care operation on Milton Mills Road;
- Approval of an Extractive Use Permit on 11th Street;
- A modification to an existing approved Conditional Use Permit allowing hosting outdoor events. The property owner is requesting to convert an existing barn to host small indoor events. A site visit was conducted;
- Changes to the Zoning Ordinance regarding Timber Harvesting approved at the June 22, 2019 Town Meeting;
- Approval of two Best Practical Locations to relocate structures further from the water;
- The Board elected Gavin Maloney as Interim Vice Chair.

Planning Board workshops have been suspended for the summer.

Since we have a new Selectmen, I would like to explain Planning Board procedure. I am including the following information:

- an outline of an average timeline application procedure. As you can see, under ideal circumstances this would involve at least ten meetings which span about three months;

- approximate revenues generated by the Land Use Department / Planning Board for FY 18/19 was approximately \$123,850, as a reminder, all fees generated by the Department, including copying, are approved by the Board of Selectmen:

As a reminder, Planning Board meetings are held the first and third Thursday of each month at 7:00 p.m. in the Thomas A. Cashin (TAC) Meeting Room. Again, the Public is invited and encouraged to attend any of these meetings.

PLANNING BOARD APPLICATION TIMELINE

Number of
Meetings

1. Applicant meets w/Deputy CEO to review application process
2. Meet w/Deputy CEO to review application requirements
3. Meet with Planner to review application
4. Meet w/Planner final application review
5. Planning Board Agenda to review application; if accepted as complete, schedule sitewalk
6. Site Walk (notices of special meeting have been posted)
7. Planning Board Agenda to review site walk
8. Planning Board Agenda to schedule Public Hearing
9. Planning Board Public Hearing (notices posted, notices in local newspaper (2 times), abutters notified)
10. Planning Board Agenda - final plan review; review process checklist; review Standards and findings of facts; possible approval