

TO: Yvette Meunier, Jason Lorrain, and Jay Hodde

FROM: Leah B. Rachin

DATE: February 19, 2026

RE: Proposed Amendments to Articles 9 and 10

This will follow up on my memo from earlier today and will address the proposed revisions to Articles 9 and 10, pdfs of which are attached hereto.

As you will recall, because the proposed revisions to Articles 9 and 10 are so extensive, a full-redline showing all of the reformatting changes becomes confusing. Accordingly, Jay created clean copies that do not show all changes but rather highlight only substantive changes in redline text.

I have reviewed the latest versions of the proposed Article 9 and 10 amendments that Jay sent me this morning and have the following comments and summary:

Article 9: I have a few suggestions/comments, which I placed in the margins for the Board's attention. The proposed changes and comments are summarized as follows:

- Reorders/reformats various sections (i.e., putting sections relating to submission requirements before sections relating to review procedures)
- Changes references from "the municipality" to "the Town"
- Changes number of required copies of various submissions from 8 or 10 to 9
- Minor grammatical and punctuation changes (non-substantive)
- Renames the term "staff workshop" to "pre-application planning meeting"
- Replaces the term "Town Planner" with "Town Planning Department Staff" relating to authority to conduct certain administrative tasks
- Reorganizes provisions relating to site inventory and analysis
- Adds deadline within which planning staff must determine whether site inventory and analysis submission is complete (7 days)
- Changes references from "the Board" to "the Planning Board"
- Adds notification requirements when a subdivision application is submitted to require notification of the Planning Board, Town Manager, Code Enforcement Officer, Public Works Director, and Fire Chief, and where appropriate, Harbormaster and Water District of the pending application.
- Changes the requirement that applicants must obtain applicable approvals from DEP, DHS, and US Army Corps prior to Planning Board being able to grant approval, to making Planning Board approval conditional upon receipt of said agency approvals

- Edits the provision allowing the Town to maintain private streets. As noted in my comment, I recommend that this provision be removed entirely from the ordinance based on Maine law that prohibits use of public funds to maintain private roads (absent a public easement in said road and town meeting approval to do so).
- Updates various statutory citations

Article 10: I did not make any comments in the document itself. Proposed changes are summarized as follows:

- Reorders/reformats various sections (i.e., puts submission requirements before review procedure)
- Delegates certain administrative tasks to CEO rather than to Town Planner
- Clarifies that only Large Solar Energy Systems require site plan review (which is consistent with Article 5's Land Use Table)
- Changes references from "development" to "project"
- Changes requirement for 8 copies of certain submissions to 9 copies
- Adds introductory text to section on Tier II and Tier III submission requirements
- Renames the term "staff workshop" to "pre-application planning meeting"
- Changes references to "the Board" to "the Planning Board"
- Reworks and adds specific timelines to section regarding site inventory and analysis and site plan application review procedures
- Updates various statutory citations
- Relocates submission criteria for commercial complexes
- Requests the Planning Board's guidance regarding the inclusion (or deletion) of "Nursery Schools"
- Removes standards for "Solar Energy Systems"

At this point, my preliminary work is finished. Once the Planning Board has reviewed and provided feedback on all of the various proposed amendments, let me know and I can make whatever revisions are necessary. Alternatively, I can provide word versions of the pdfs and you can make whatever changes are required on your end. In the interim, please feel free to reach out if you have any questions.