

PLANNING BOARD ORDINANCE  
FOR THE TOWN OF PALMYRA

- I. Establishment  
Pursuant to M.R.S.A. Art. VIII-A and 30 M.R.S.A. ss 1917, the Town of Palmyra hereby establishes the Municipal Planning Board
- II. Appointment
  - A. Appointments to the Board shall be made by the Municipal Officers.
  - B. The Board shall consist of five members and two associate members
  - C. The term of each member shall be three(3) years, except for the initial appointments, which were staggered, and were made in 1973 when the Planning Board was originally established. Associate members will serve for three(3) years.
  - D. When there is a permanent vacancy, the Municipal Officers shall within 60 days of its occurrence appoint a person to serve the unexpired term, giving an associate member first consideration. A vacancy shall occur upon the resignation or death of any member or when a member ceases to be a voting resident of the Town or when a member fails to attend four consecutive regular meetings or fails to attend at least 75 percent of all meetings during the preceding twelve month period. When a vacancy occurs, the Chairman of the Planning Board shall immediately so advise the Municipal Officers in writing. The Board may recommend to the Municipal Officers that the attendance provision be waived for cause, in which case no vacancy will then exist unless the municipal Officers disapprove the recommendation. The Municipal Officers may remove members of the planning Board by unanimous vote, for cause, after notice and hearing.
- III. Organization and Rules
  - A. The Board shall elect a Chairman, Vice Chairman and Secretary from among its members yearly. The Board may also create and fill such other officers as it may determine. The terms of all offices shall be one year with eligibility for re-election.
  - B. When a member is unable to act because of interest, physical incapacity, absence or any other reason satisfactory to the Chairman, the Chairman shall designate an associate member to sit in his/her stead.
  - C. An associate member should attend all meetings of the board and participate in its proceeding, but may vote only when he/she been designated by the chairman to sit in for a member.
  - D. Any question of whether a member shall be disqualified from voting on a particular matter shall be decided by a majority vote of the members except the member who is being challenged.

- E. The Chairman shall call at least one regular meeting of the board each month.
- F. No meeting of the Board shall be held without a quorum consisting of three(3) members or associate members authorized to vote. To be approved ANY application must be approved by a positive vote of a majority of the Board.
- G. The Board shall adopt rules for transaction of business and the Secretary shall keep a record of its resolutions, transactions, correspondence, findings and determinations. All records shall be deemed public and may be inspected at reasonable times.

IV. Duties and Powers

- A. The Board shall prepare a Comprehensive Plan as defined by 30 M.R.S.A. ss 4961.
- B. The Board shall perform such duties and exercise such powers as are provided by Town ordinance and the laws of the State of Maine.
- C. The Board may obtain goods and services necessary to its proper function within the limits of appropriations made for the purpose.

I certify that the foregoing ordinance was originally adopted in 1973 with a major revision accepted at Town Meeting on March 19, 2005. A revision was made to III, F on March 11, 2006.

Joan R. Bradley, Town Clerk