

TOWN OF PALMYRA PLANNING BOARD ORDINANCE

Adopted in 1973 and revisions accepted at Town Meetings March 19, 2005, March 11, 2006, and March 12, 2022

Proposed Revisions 12-2023

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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

III.

- A. Appointments to the Planning Board shall be made by the Municipal Officers.
- B. The Planning Board shall consist of five members and two alternate members.
- C. The term of each Planning Board 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. Alternate members will serve for three (3) year terms.
- 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 alternate members first consideration. A vacancy shall occur upon:
 - The resignation or death of any Planning Board member.
 - When a member ceases to be a voting resident of the Town.
 - When a member fails to attend four (4) 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 Planning 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.

IV. Organization and Rules

- A. The Planning Board shall elect a Chairman and Vice Chairman from among its Planning Board members yearly. The Planning Board may also create and fill other positions as it may determine. The terms of Chairman, Vice Chairman, and other positions created by the Planning Board shall be one year, with eligibility for re-election. If a person holding the position of Chairman, Vice Chairman, and other positions created by the Planning Board is no longer a member of the Planning Board, an election shall be held to fill the position. The duties of Secretary will be performed by a staff member of the Town Office or hired individual and have non-voting rights.
- B. When a member is unable to act because of conflicting interests, physical incapacity, absence or any other reason satisfactory to the Chairman, the Chairman shall designate an alternate member to sit in their absence.
- C. An alternate member should attend all meetings of the Planning Board and participate in its proceeding but may vote only when they have been designated by the Chairman to sit in for a regular 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 of the Planning Board, except the member who is being challenged.
- E. The Chairman shall call at least one regular meeting of the Planning Board each month.
- F. No meeting of the Planning Board shall be held without a quorum consisting of one of the following, all of which must be authorized to vote:

- Three (3) regular or alternate members

To be approved, ANY application must be approved by a positive vote of a majority of the Planning Board in attendance.

- G. The Planning 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 information and may be inspected at reasonable times.

V. Duties and Powers

- A. The Planning Board shall perform such duties and exercise such powers as are provided by Town of Palmyra's adopted ordinances and the laws of the State of Maine.
- B. The Planning Board may obtain goods and services necessary to its proper function within the limits of appropriations made for the purpose.

VI. Amendments

- A. An amendment to this Ordinance may be initiated by a majority vote of the Selectmen, Planning Board, or by a written petition by a number of voters equal to at least 10 percent (10%) of the number of votes cast in the municipality in the last gubernatorial election.
- B. All proposed amendments shall be referred to the Planning Board for their recommendation. The Planning Board will hold a public hearing on all proposed amendments. The public shall be notified of the time, date, and place of hearing at least 14 days prior to the date of the hearing.
- C. An amendment may only be adopted by a majority vote of the voters at a Town Meeting.

I certify that the foregoing ordinance was originally adopted in 1973. Revisions

adopted at Town Meeting:

March 19, 2005 – major revisions March 11,

2006 – revision to III. F

March 12, 2022 – revision to III. A and IV.