

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

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 Chair and Vice Chair 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. If an officer is no longer a member of the Planning Board, an election shall be held to fill the office. The duties of Secretary will be performed by a member of the Town Office or hired individual and have non-voting rights.
 - 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 has 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 Chair 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 perform such duties and exercise such powers as are provided by Town ordinance and the laws of the State of Maine.
- B. 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.

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.

Diane White, Town Clerk