

PLANNING BOARD ORDINANCE

1. ESTABLISHMENT

Pursuant to Article VII, pt. 2, Section 1 of the Maine Constitution and 30 MRSA Section 1917, the Town of Machiasport hereby establishes the Machiasport Planning Board.

2. APPOINTMENT

- A. Board members shall be appointed by the Selectmen and sworn in by the Town clerk or other person authorized to administer oaths.
- B. The Board shall consist of five (5) members, and
- C. The term of each member shall be three years, except the initial appointments which shall be two (2) members appointed for three years and three (3) members appointed for two years.
- D. When there is a permanent vacancy, the Selectmen shall within thirty (30) days of its occurrence appoint a person to serve the unexpired term. 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 (4) consecutive regular meetings, or fails to attend at least 75% of all meetings during the preceding twelve (12) month period. When a vacancy occurs, the chairman of the board shall immediately so advise the Selectmen in writing. The Board may recommend to the Selectmen that the attendance provision be waived for cause, in which case no vacancy will then exist until the Selectmen disapprove the recommendation. The Selectmen may remove members of the Planning Board by unanimous vote, for cause, after notice and hearing.
- E. A Selectman may not be a member of the Board.
- F. Board members shall be voting residents of the Town of Machiasport.

3. ORGANIZATION AND RULES

- A. The Board shall elect a chairperson and vice chairperson from among its members. The election will occur at the first Planning Board meeting after the Annual Town Meeting. The term of both offices shall be one (1) year, with eligibility for re-election.

Originally adopted August 13, 1987
Planning Board Public Hearing June 14, 2007
Revision adopted June 26, 2007

- B. A Secretary who is not a member of the Board shall be hired by the Town subject to approval by the Planning Board and the Board of Selectmen. Compensation for the Secretary will be set by the Board of Selectmen.
- C. Any member who perceives that he or she has a conflict of interest on an issue before the Board shall disqualify themselves from voting on matters pertaining to the issue.
- D. Any questions arising concerning conflict of interest 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 of three (3) members. The Board shall act by majority vote calculated on the basis of the number of members present and voting.
- G. The Board shall adopt rules for the 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.

4. COMPENSATION

- A. The Board members will be compensated \$25.00 for each meeting attended.

5. DUTIES AND POWERS

- A. The Board shall prepare a Comprehensive Plan as defined by 30 MRSA, Section 4961.
- B. The Board shall perform such duties and exercise such powers as are provided by the Machiasport Ordinances and 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.

6. EFFECTIVE DATE _____

Attested By:

Town Clerk

Date