

TOWN OF SANGERVILLE
PLANNING BOARD ORDINANCE

1. ESTABLISHMENT

Pursuant to art. VIII, pt.2, Section 1 of the Maine Constitution and 30 M.R.S.A. Section 2151-A, the Town of Sangerville hereby establishes the Sangerville Planning Board.

2. APPOINTMENT

- a. Board members shall be appointed by the municipal officers and sworn by the clerk or other person authorized to administer oaths.
- b. The board shall consist of five (5) members and two (2) associate members.
- c. The term of each member shall be three (3) years, except the initial appointments which shall be for one (1), two (2) and three (3) years respectively. The term of office of an associate member shall be one year; All appointments expire at the March Town Meeting of the year of expiration of term.
- d. When there is a permanent vacancy, the municipal officers shall within sixty (60) days of its occurrence appoint a person to serve for the unexpired term. A vacancy shall occur upon the resignation or death of any member, or when a member ceases to be a legal resident of the town, or when a member fails to attend four (4) consecutive regular meeting, or fails to attend at least seventy-five percent (75%) of all meeting during the preceding twelve (12) month period. When a vacancy occurs, the chairperson of the 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 until 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.
- e. A municipal officer may not be a member or associate member.

3. ORGANIZATION AND RULES

- a. The board shall elect a chairperson and vice-chairperson from among its members. The board shall elect a secretary from among its members. The term of all offices shall be (1) 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 chairperson, the chairperson shall designate an associate member to sit in that member's stead.
- c. An associate member may attend all meetings of the board and participate in its proceedings, but may vote only when he or she has been designated by the chairperson to sit 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 chairperson 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 (3) three members or associate members authorized to vote. 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 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. DUTIES & POWERS

- a. The board shall prepare or supervise the preparation of a Comprehensive Plan as defined by 30 M.R.S.A. Section 4960-C.
- b. The board shall perform such duties and exercise such powers as are provided by Town of Sangerville 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.

- d. Any additional by-laws and policies deemed necessary for the proper function of the Board may be recommended by the Board and final approval of these by-laws and policies rest with a majority vote of the selectmen after a public hearing.

This ordinance was certified by us to the Town Clerk on September 21, 1995.

Selectmen of the Town Of Sangerville:

Barry Carleton
Barry Carleton (1st)

Bradley Nuite
Bradley Nuite (2nd)

Lance Burgess (3rd)

"Attest: A true copy of an ordinance entitled "Town of Sangerville Planning Board Ordinance" as certified to me by the municipal offices of Sangerville on the 21st day of September, 1995.

Signature Alice Moulton
Town Clerk of Sangerville