

# **Municipal Planning Board Ordinance** **Appleton, Maine**

1. Establishment. Pursuant to Art. VIII, pt. 2, Section 1 of the Maine Constitution and 30-A M.R.S.A. § 3001, the Town of Appleton hereby establishes a Planning Board.

2. Elections.

A. Board members shall be elected by the voters of the town and sworn by the clerk or other person authorized to administer oaths.

B. The board shall consist of five (5) members and two associate members.

C. The term of each member shall be three (3) years, except the initial election which shall be: one member for one year, two members for two years, and two members for three years respectively. The term of office of the associate members shall be three years.

D. When there is a permanent vacancy, the municipal officers shall within 30 days of its occurrence appoint a person to serve until the next annual town meeting. A vacancy shall occur upon: the resignation of any member, death of any member, when a member ceases to be a legal resident of the town of Appleton, or any other provision provided for in Title 30-A M.R.S.A. § 2602. When a vacancy occurs, the chairperson of the board shall immediately so advise the municipal officers in writing. The person appointed by the municipal officers serves only until the next annual town meeting at which time a new member shall be elected.

E. A municipal officer may not be a member or associate member.

3. Organization and Rules.

A. The board shall elect a chairperson, vice chairperson, and a secretary from among its members. The term 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 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 three members or associate members authorized to vote. The board shall act by majority vote of the voting members present.
- 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 perform such duties and exercise such powers as are provided by the Municipal Planning Board Ordinance of Appleton 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.

5. Certificate of Adoption

I hereby attest that this is a true copy of the Municipal Planning Board Ordinance for the town of Appleton, Maine duly adopted on \_\_\_\_\_.

\_\_\_\_\_  
Appleton Town Clerk

\_\_\_\_\_  
Appleton Town Seal

\_\_\_\_\_  
Date