

MUNICIPAL PLANNING BOARD ORDINANCE

TOWN OF PATTEN

Pursuant to 30-A MRSA, below is a formal Ordinance for the Establishment, Organization and Administration of the Planning Board for the Town of Patten. The residence of the Town of Patten hereby adopts this Planning Board Ordinance for the Town of Patten.

APPOINTMENT:

1. Planning Board members shall be appointed by the Board of Selectmen and sworn by the Town Manager or other designated authorized individual to administer the oath.
2. The Planning Board shall consist of five (5) members and two (2) associate members.
3. The term for each member shall be for a period of three (3) years, except the initial appointments which shall be for one (1), two (2), or three (3) years respectively.
 - a. The term of office for associate members shall be one (1) year.
 - b. Not more than two (2) non-residents of the Town of Patten may serve as a member or associate member.
4. When there is a permanent vacancy the Board of Selectmen shall, within sixty (60) days of the occurrence, appoint a person to serve for the unexpired term.
 - a. A vacancy shall occur upon the resignation of any member,
 - b. When a member fails to attend four (4) consecutive regular meetings, or
 - c. Fails to attend at least seventy-five (75%) percent of all meetings, during a twelve (12) month period.
5. When a vacancy occurs the Chairman of the Planning Board shall advise the Board of Selectmen in writing. The Planning Board may recommend to the Board of Selectmen that the attendance provision be waived for cause, in which case no vacancy will then exist, until the Board of Selectmen disapprove the recommendation.
 - a. In the event of scheduling conflict and the above cannot be accomplished prior to the next scheduled Planning Board meeting, The Planning Board Chairman may appoint an Associate Member temporary voting authorization.
6. The Board of Selectmen may remove members of the Planning Board by unanimous vote for cause after notice and hearing.

7. A member of the Board of Selectmen may not be a member or associate member of the Planning Board.

ORGANIZATION AND RULES:

1. The Planning Board shall elect a Chairman and a Secretary from among the members and create and fill such other offices as it may deem necessary. The term of all offices shall be one (1) year with eligibility for re-election.
2. When a member is unable to act because of interest, physical incapacity, absence, or any other reasons satisfactory to the Chairman, the Chairman shall designate an associate member to sit in that member's position.
3. An associate member may attend all meetings of the Planning Board and participate in its proceedings and may vote only when designated by the Chairman to sit for a member.
4. Questions of whether a member shall be disqualified from voting shall be decided by a majority vote of the members, except for the member being challenged.
5. The Chairman shall call at least one (1) regular meeting of the Planning Board each month unless more frequent meetings are needed.
6. No meeting of the Planning Board shall be held without a quorum consisting of four (4) members or associate members in attendance authorized to vote.
7. Any question of a member or associate member disqualification to participate in a vote on a particular issue will be decided by a majority vote of the remaining voting membership.
8. No vote of the Planning Board shall be valid unless at least three (3) authorized members in attendance shall agree.
9. The Planning Board shall adopt for transaction of business and the Secretary shall keep a record of all resolutions, transactions, correspondence, findings and determinations.
 - a. The Secretary will record minutes of all meetings which will be reviewed and signed by Planning Board members. All records shall be deemed public and may be inspected by request at the Town of Patten, Town Office.

DUTIES:

The Planning Board shall prepare a Comprehensive Plan for the Town of Patten as defined by Maine Growth Management Act 30-A MRSA - §4326.

1. The Planning Board will review the Comprehensive Plan and make revisions as deemed necessary as the Town of Patten changes and grows. This will be an ongoing process.
2. The Planning Board shall perform such duties and exercise such powers as are provided by the Town of Patten town ordinances and the laws of the State of Maine.
3. The Planning Board may obtain goods and services necessary to its proper function within the limits of appropriations made for that purpose.

ADOPTION:

The Town of Patten Planning Board Ordinance is prepared and approved by its members during May 2018.

1. Severability - is intended throughout and within the provisions of this ordinance. Should any provisions, including interalia any exceptions, part, phrase or term, or the application thereof to any person or circumstances be held invalid, the application of other provisions of the Ordinance shall not be affected thereby and the validity of this ordinance in any and all other respects shall not be adversely affected.
2. This ordinance supersedes and replaces any and all like or comparable ordinances, policies or decisions previously enacted and in force within the Town of Patten, and shall remain in effect or unless revoked or superseded by action of the voters of the Town of Patten.
3. From time to time, circumstances may require that portions or sections of this ordinance be amended, revised or deleted. Such action shall be proposed to the voters at a town meeting by the Board of Selectman. Approval of any amendments, revisions, or deletions rest exclusively with the voters of the Town of Patten.

This Ordinance was submitted to the voters of the Town of Patten and adopted at a Special Town Meeting held on 10th day of July, 2018

Approved by Planning Board on May 15, 2018; Approved by Selectmen on June 13, 2018