

GLENBURN PLANNING BOARD ORDINANCE

1. Establishment. Pursuant to M.R.S.A. Const. Art. VIII-A and 30 M.R.S.A. 1917, the Town of Glenburn hereby ordains that the Glenburn Planning Board be established.

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 5 members and 2 associate members.

C. The term of each member shall be for 3 years or until the member's successor is appointed and qualified except that the initial appointments made under this ordinance shall be as follows: two regular members, 3 years; two regular members and one associate member, 2 years; one regular member and one associate member, one year. Each term shall commence at the beginning of the Town's fiscal year.

D. A vacancy shall exist whenever:

a. A member dies

b. A member resigns from the Board

c. A member ceases to be a voting resident of the Town

d. A member is removed from the Board by the Municipal Officers

e. A member is not appointed to the Board by the Municipal Officers at the commencement of a new term

E. When there is a vacancy, the Municipal Officers shall within 60 days of its occurrence appoint a person to serve for the unexpired term.

F. A Municipal Officer may not be a member or associate member.

G. The Municipal Officers may remove any member of the Planning Board for any one of the following reasons:

a. Failure by any member of the Board to attend three (3) consecutive regular meetings;

b. Failure of any member to attend at least 75% of all meetings during the preceding twelve (12) month period;

c. For cause.

Removal based on either a. or b. above shall not require notice and hearing and shall only require a majority vote of the Municipal Officers. The Planning Board may recommend to the Municipal Officers in writing against removal pursuant to a. or b. above whenever it finds that the absences of the member subject to removal are excusable.

Removal based on c. above shall require notice and hearing to the member affected and shall be by unanimous vote of the Municipal Officers.

3. Organization and Rules.

- A. At their first meeting of each fiscal year, the Board shall elect a Chairman and a Secretary from among its members and create and fill such other offices as it may determine. 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 Chairman, the Chairman shall designate an associate member to sit in his stead.
- C. An associate member may attend all meetings of the Board and participate in its proceedings, but may vote only when he has been designated by the Chairman 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 Board shall hold its regular monthly meeting on the second Tuesday of each month. The Chairman may call special meetings when necessary.
- F. No meeting of the Board shall be held without a quorum consisting of three members or associate members authorized to vote.
- G. The Board shall adopt rules for transaction of its business.
- H. The secretary shall keep a record of its resolutions, votes, 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 a Comprehensive Plan as defined by 30 M.R.S.A. S 4961.
- B. The Board shall perform such duties and exercise such powers as are provided by Glenburn ordinance and the laws of the State of Maine.
- C. The Board shall, upon the call of the Town Manager, annually prepare a recommended budget for the operation of the Planning Board for the following year. The Town Manager shall use the budget recommendations as a guide in his preparation of the Planning & Zoning portion of the budget to be recommended to the Town Council for eventual consideration by the Town Meeting.
- D. The Board may obtain goods and services necessary to its proper function within the limits of appropriations made for the purpose.
- E. The Board shall each year prepare a report of all of its activities for Inclusion in the town's annual report. Included in the report shall be a listing by name of land use permits Issued, subdivisions approved, and other activities of the Board.

5. Effective Date

The effective date of this ordinance shall be July 1, 1986.

6. Repeal of Conflicting Ordinances

The ordinance entitled "ESTABLISHMENT OF GLENBURN PLANNING BOARD ORDINANCE" adopted on December 20, 1982 and the December 8, 1983 amendment thereto are hereby repealed.

ORDINANCE HISTORY

ADOPTED: 12/20/82

AMENDED: 12/08/83

AMENDED: 07/01/86

PLANNING BOARD REGULATIONS

Pursuant to Section 3G of the Glenburn Planning Board Ordinance, the following rules for transaction of business are hereby adopted.

A. AGENDA AND MINUTES

1. Agendas for all meetings shall be developed by the Planning Board Chairman in conjunction with the Code Enforcement Officer. Office staff will assist with typing, mailing, and posting. Copies of the agenda will be distributed to the Planning Board members and will be posted in conspicuous locations about town. Such posting will be accomplished at least seven days before the meeting.
2. Action taken by vote of the Planning Board during regular or special meetings will normally be limited to prior stated agenda items. To accomplish this end, applications for Planning Board review must be submitted to the Code Enforcement Officer at least 14 days prior to the meeting at which the application will be considered.
3. The Secretary will prepare minutes of each regular and special Planning Board meeting. Copies of the minutes shall be mailed to each Planning Board member, the Code Enforcement Officer, and the Town Office no later than the Friday prior to the meeting. Office staff will assist with the typing and mailing if the draft is submitted in sufficient time.

B. GENERAL CONDUCT AT PLANNING BOARD MEETINGS

1. All meetings will be called to order promptly at the scheduled time.
2. All Planning Board members including alternates are expected to attend all meetings. It shall be the responsibility of the Planning Board Assistant to notify the members and alternate members of any regular or special meetings.
3. During Planning Board review of land use applications, the Chairman shall at all times maintain strict control of the meeting. It shall be at the discretion of the Chairman whether a podium is desired for the meeting. The Chairman shall follow the following procedure in reviewing applications.
 - a. The Chairman will allow the applicant or his representative to present information concerning the proposal.
 - b. The Chairman will then allow comments in favor of the proposal to be made by any interested parties.
 - c. The Chairman will then allow comments against the proposal to be made by any interested parties.
 - d. The Chairman will then allow comments of inquiry about the proposal to be made by any interested parties.
 - e. The Chairman will then allow comments from Town Officials.
 - f. The Chairman will then allow the applicant to respond to any previous comments.
 - g. The Chairman will then close discussion.

h. The Planning Board will then proceed with the review of the application.

4. After the review is complete, the Board will vote on the application. The Secretary will record the affirmative or negative vote of each member.

C. ISSUANCE OF PERMIT

Following receipt of the minutes of the meeting, the CEO shall prepare the Land Use Permit. The Code Enforcement Officer is hereby authorized to sign in behalf of the Planning Board on the permit.

D. RECORD KEEPING

1. The Secretary shall be responsible for the maintenance of complete Planning Board Records. Original records will be kept in proper files in the vault in the town office.
2. The types of records to be kept will include but will not be limited to the following:
 - a. Official minutes of all Planning Board meetings, special workshops, on—site inspections, and any other gathering of the Board members.
 - b. Case records of all permit applications reviewed by the Board under the zoning or land use ordinances. A case record will be opened for each permit application submitted. The case record will contain the application, a record of pertinent discussion of the case, a record of any conditions imposed and reasons therefore, final action on the case, and a copy of the permit issued. The case record will contain any other pertinent information. All documents related to a particular case will be kept in one or more file folders bearing the case number, the name of the applicant, and the tax map and lot numbers of the parcel of land involved.
 - c. Case records of all subdivisions. A case record will be opened for each subdivision application submitted. The case record will contain all documentation relating to the particular subdivision. The case record will be given a case number, the name of the applicant, the name of the subdivision, and the tax map and lot numbers of the parcel being subdivided.

ADOPTED BY PLANNING BOARD VOTE ON 07/08/86

AMENDED BY PLANNING BOARD VOTE ON 03