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Chapter 11
TOWN OF SKOWHEGAN

PLANNING BOARD ORDINANCE

Adopted March 11, 1991, Annual Town Meeting, Article #38

Amended February 14, 2012, Special Town Meeting, Article #4

1. Establishment. Pursuant to Art. VIII, pt2. Section 1 of the Maine Constitution and 30-A MRSA, Section 3001, the Town of Skowhegan hereby establishes the Skowhegan 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 seven (7) members **and two (2) alternate members.**
 - C. The term of each member shall be five (5) years, except the initial appointments, which shall be staggered to prevent expiration of the term for more than two (2) members in any one-(1) year. **The term of office of alternate members shall be five (5) years.**
 - D. When there is permanent vacancy, the municipal officers shall within 60 days of its occurrence appoint a person to serve for the un-expired 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 meeting, 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 municipal officer 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.
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 (1) year with eligibility for re-election.
 - B. **When a member is unable to act because of conflict of interest, physical incapacity, lateness or absence, the Chairperson shall designate an alternate as a voting member for that relevant portion of the meeting.**
 - C. **An alternate 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 chairman shall call at least one (1) regular meetings of the board each month. Special meetings can be called at the discretion of the Chairman or the Board based on their By-laws. No meeting of the board shall be held without a quorum consisting of four (4) members **or alternate members** authorized to vote.
- F. 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 a record shall be kept of its resolutions, transaction, and correspondence, finding and determination. All records shall be deemed public and may be inspected at reasonable times.

4. Duties: Powers

- A. The Board shall serve as the Comprehensive Planning Committee for the Town of Skowhegan as defined by 30-A MRSA Section 4234.
- B. The board shall review and approve or deny all applications for subdivision as defined in Section 30-A, 4401.
- C. The board shall perform those duties and exercise those powers conferred upon it by municipal ordinances and the laws of the State of Maine.
- D. The board may obtain goods and services necessary to its proper function within the limits of appropriations made for the purpose.

The Skowhegan Planning Department shall provide administrative and staff support for the Planning Board.