

# Municipal Offices

## Town of Wayne

### CERTIFICATION OF TOWN OF WAYNE PLANNING BOARD ORDINANCE

We the undersigned Board of Selectmen of the Town of Wayne hereby certify that the text of an ordinance entitled "Town of Wayne Planning Board Ordinance" shall be submitted to a vote at the 1994 annual Town Meeting and shall be attested by the Clerk for posting with the warrant calling that meeting.

Signed,

*Patricia D. Johnson*

Patricia D. Johnson  
Town Clerk  
June 14, 1994

*Linda N. Kendej*

*Dorothy Foxham*

*Peter A. Ault*

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Shall an ordinance entitled "Town of Wayne Planning Board Ordinance" be enacted?

## TOWN OF WAYNE PLANNING BOARD ORDINANCE

1. **PURPOSE AND EFFECTIVE DATE:** The purpose of this ordinance is to provide governance for the Town of Wayne Planning Board. This board shall perform duties expected of planning boards under state law and any other applicable ordinances. This ordinance is adopted pursuant to Art. VIII, Part 2, Section 1 of the Maine Constitution and 30-A MRSA Section 3001. It shall become effective upon its adoption.

### 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) alternate members.

C. The term of each member shall be five (5) years . The term of office for each alternate member shall be five (5) years.

D. **Transition.** The members, including alternate members, of the Town of Wayne Planning Board as it has heretofore existed shall continue to serve the terms for which they have been appointed, in order to preserve the staggering of terms that has heretofore existed. Members and alternates may be reappointed for subsequent terms as provided in this ordinance.

E. **Ratification.** All actions taken heretofore by the Wayne Planning Board, including but not limited to actions taken in which one or more alternate members have participated in discussion or voting, are hereby declared to be the acts of the legally constituted planning board of the Town of Wayne.

F. When there is a permanent vacancy, the municipal officers shall 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, attend at least 75% of all meetings during the preceding twelve (12) month period. When a vacancy occurs, the chairperson of the board shall immediately so advise the municipal officers. 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.

G. A municipal officer may not be a member or alternate member.

### 3. ORGANIZATION AND RULES

A. The board shall elect a chairperson and a vice chairperson from among its members. The term of office shall be one (1) 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 alternate member to sit in that member's stead.

C. An alternate 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 (3) members or alternate members authorized to 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 secretary shall keep a record of its resolutions, transactions, 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 MRSA Section 4960-C.

B. The board shall perform such duties and exercise such powers as are provided by the Wayne ordinance and the laws of the State of Maine.

C. The board may request goods and services necessary to its proper function from the Board of Selectmen.