**Town of St Albans, ME Planning Board Ordinance**

 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 St. Albans hereby establishes a Planning Board. The board which has been acting as a Planning Board for the Town of St Albans is hereby re-established as the legal Planning Board for the purposes of this ordinance.  The actions which the board took prior to the adoption of this ordinance are hereby declared to be the acts of the legally constituted Planning Board of the Town of St Albans.

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 7 members.

C. The term of each member shall be for 5 years

D. When there is a permanent vacancy, the municipal officers shall within 60 days of its occurrence 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.  When a vacancy occurs, the chairman of the board shall immediately so advise the municipal officers in writing.  The municipal officers may remove members of the Planning Board by unanimous vote, for cause, after notice and hearing.

E. A municipal officer may not be a member.

F.  No person may serve as a Planning Board Member and a Board of Appeals Member at the same time.

3.  Organization and Rules.

A. The board shall elect a Chairman, Vice Chairman and Secretary from among its members. The term of all offices shall be one year with eligibility for re-election.

B.  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.

C. The Chairman shall call at least one regular meeting of the board each month unless there are no agenda items.

D.  No meeting of the board shall be held without a quorum consisting of four members authorized to vote. The board shall act by majority vote of the members present and voting.

E. The board shall adopt rules for transaction of business and the Secretary shall record the meeting minutes and turn over to the Town Manager’s Administrative Assistant for proper filing.  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 Town of St Albans ordinance 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 and through the Town Manager or Code Enforcement/Plumbing Inspector.

C. Other-The Code Enforcement Officer/Plumbing Inspector shall attend all Planning Board meetings and coordinate with the Planning Board Chairman such meetings.

**Ordinance History:**

Adopted at Special Town Meeting 9/12/2011

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