

**ARTICLE IX**

**TOWN OF LEEDS  
PLANNING BOARD ORDINANCE**

**Adopted: March 5, 1989**

## ARTICLE IX

### TOWN OF LEEDS PLANNING BOARD ORDINANCE

1. Pursuant to municipal home rule authority in Article VIII, pt. 2, Section 1 of the Maine Constitution and 30 M.R.S.A. Section 2151-A, the Town of Leeds Planning Board, originally established in 1965, is hereby re-established subject to the provisions of this ordinance.
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) alternate members.
  - c. The term of each member shall be (3) years, except for the initial appointment which shall be for (1, 2, and 3) years respectively. The term of office of an alternate shall be (1) year.
  - 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 fails to attend (4) consecutive regular meetings, or fails to attend at least 75% of all meetings during the preceding (12) month period. When a vacancy occurs, the chairman of the board shall immediately so advise the municipal officers 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.
  - e. A municipal officer may not be a member or alternate member.

### **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 (1) year with eligibility for re-election.
- b. When a member is unable to act because of interest, physical incapacity, absence or any other reasons satisfactory to the chairperson, the chairperson shall designate an alternate member to sit in his or her 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 (3) members or alternate members authorized to vote. The board shall act by majority vote; a majority shall consist of a minimum of (3) members or alternate members authorized to vote. Any vote for which a majority cannot be obtained will be tabled until the next regular meeting.
- g. The board shall adopt rules for transacting business, and the secretary shall keep a record of its resolutions, transactions, correspondence, findings and determinations. All records shall be deemed public and may be inspected at reasonable times.

### **4. Duties and Powers**

- a. The board shall prepare and periodically update a Comprehensive Plan as defined by 30 M.R.S.A. Section 4961.
- b. The board shall perform such duties and exercise such powers as are provided by the Leeds Ordinance and the laws of the State of Maine.
- c. The board may obtain goods and services necessary to its proper function within the limits of appropriations made for the purpose.