



TOWN OF WINSLOW, MAINE

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114 Benton Avenue
Winslow, ME 04901

Public Hearing: January 10, 2022

TOWN COUNCIL

ORDINANCE NO. 01-2022

AN ORDINANCE

Providing for: An Amendment to Ordinance 33-1973 to change the membership of the Planning Board from five (5) members and two (2) alternates to a seven (7) member board with no alternates, to clarify that votes will be decided by a majority of members present rather than a majority of the full Planning Board, and to establish the first regular meeting in January as the date upon which the Planning Board will elect its officers by adding the underlined (underlined) and deleting the strikethrough (~~strikethrough~~) language in the attached section.

BE IT ORDAINED by the Town Council of the Town of Winslow, as follows:

WHEREAS, the Planning Board members were consulted and unanimously indicated their desire to add two full member positions and eliminate the alternate positions; and

WHEREAS, alternate members attend all regular meetings of the Planning Board, but have no authority to participate in discussions or vote on agenda items unless appointed by the Chair to act in the stead of an absent full member; and

WHEREAS, the addition of two full member positions will serve to enhance the functions of the Planning Board by incorporating a broader scope of input into the decision-making process, particularly when absences occur, and no detrimental effect of such change has been identified; and

WHEREAS, adding the statement, "Decisions of the Planning Board shall be made by a majority of members present and voting," clarifies that there need not be four or more members to constitute a majority vote, only a majority of those actually participating in the vote at hand; and

WHEREAS, clarifying the month of the meeting at which new officers will be elected eliminates confusion as to the correct time for leadership appointments and brings the Planning Board calendar in to line with the Town Council calendar; now, therefore

BE IT ORDAINED by the Town Council that Ordinance 33-1973 be amended by adding the underlined (underlined) and deleting the strikethrough (~~strikethrough~~) language in the attached section.

SPONSORED BY: Administration

IN THE TOWN COUNCIL

January 10, ²⁰²²~~2021~~

First Reading 7 0
accepted rejected

February 14, 2021

Second Reading 7 0
adopted rejected

[Signature]
Town Clerk

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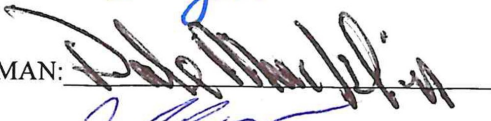
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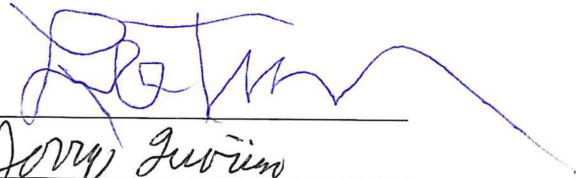
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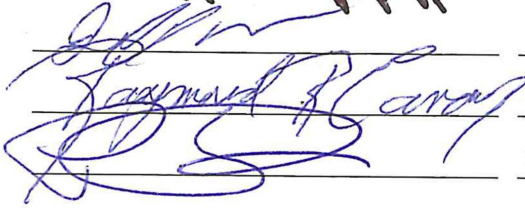


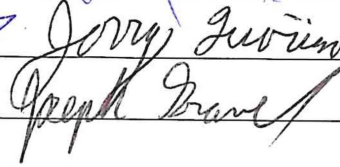
APPROVED: February 14, 2021

CHAIRMAN:









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Article III
Planning Board

[Adopted 12-10-1973 by Ord. No. 33-1973]

§ 2-11 Planning Board; establishment.

A Planning Board shall be established for the Town.

§ 2-12 Advisory status; submission of regulations to council.

- A. The Planning Board shall be an advisory board established for the purpose of advising the council on all matters pertaining to land subdivision, zoning ordinances, zoning adjustments, comprehensive planning, and any other planning duties that the council may specifically delegate to the Planning Board.
- B. All regulations pertaining to subdivisions promulgated by the Planning Board shall be submitted to the council for approval prior to implementation.

§ 2-13 Board; appointment; composition; residency; term; vacancies.

- A. Appointments to the board shall be made by the council. The board shall consist of ~~five~~ seven members ~~and two associate members. An associate member shall have voting privileges only in the absence of a regular member and authorized to vote by the chairman of the Planning Board.~~
- B. All members shall be qualified voters residing in the Town.
- C. The term of each member ~~and associate~~ shall be for five years in staggered terms.
- D. The Council shall fill any vacancy by appointment to fill the unexpired term.

§ 2-14 Notice of de facto vacancy.

A notice of de facto vacancy due to absence of a member ~~or an associate~~, of 40% of the regular board meetings in 12 consecutive months may be referred to the council after a majority vote of the Planning Board at a regular meeting.

§ 2-15 Meetings; place; special.

The Planning Board shall establish by board resolution a regular place and time for holding its regular meetings. The meetings shall be at least once a month. The board shall also provide a method for calling special meetings. All meetings of the board shall be open to the public.

§ 2-16 Quorum; notice of meeting.

The majority of the Planning Board shall constitute a quorum for the transaction of business, but a smaller number may adjourn from time to time. At least eight hours' notice of the time and place of holding such adjourned meeting shall be served on all members who were not present at the meeting from which adjournment was taken. Decisions are made by a majority of members present and voting.

§ 2-17 Board officers.

The Planning Board shall annually select a chairman, vice-chairman, and secretary at its first regular meeting in January.

§ 2-18 Procedures.

The board shall adopt procedures for conducting its business.

§ 2-19 Minutes as record.

The Planning Board shall maintain, as a permanent record, the minutes of its meetings and proceedings at public hearings. A copy of the minutes of all meetings and proceedings shall be forwarded to the council.

§ 2-20 Annual report.

The Planning Board shall advise the council annually of its planned activities for the coming year along with applicable recommendations.