



**Town of Bremen**  
**Planning Board Ordinance**  
**January 3, 2019**

**Section 1. Establishment**

As voted by the Town at a Special Town Meeting on June 29, 1974 and in accordance with the Home Rule Powers conferred upon municipalities in Article VIII, Part Second of the Maine Constitution and Title 30-A M.R.S.A. Section 3001, the Town of Bremen, Maine has established a Planning Board (hereinafter referred to as the Board). It is the intent of this new Planning Board Ordinance to repeal and replace the Planning Board Ordinance adopted on June 29, 1974 and all amendments thereto.

**Section 2. Membership**

- A. Board members shall be elected to three-year, staggered terms by secret ballot vote at Annual Town Meeting.
- B. The Board shall consist of seven (7) regular members and two (2) alternate members, all of whom are registered voters of the Town of Bremen.
- C. Vacancies can be created by resignation from or nonacceptance of the office, death or permanent disability, removal from the municipality or other failure to qualify for office, failure to elect a person to the office, or from recall by petition and election as described in Title 30-A M.R.S.A. Section 2505. When a vacancy arises, the Select Board may appoint a person to serve for the remainder of the unexpired term.
- D. Members of the Select Board and Town officials or Town employees with some authority over land use and construction activities shall be prohibited from serving as a member of the Board.

**Section 3. Organization and Rules**

- A. Board procedures including those for the election and duties of officers and the conduct of meetings shall be set forth in the Board's duly adopted bylaws.
- B. A secretary to the Board shall be appointed by the Select Board. The secretary shall perform duties as set forth in the Board's duly adopted bylaws.
- C. The Board shall keep a regular meeting date each month, with reasonable adjustment to be determined for holidays and weather, and may schedule additional meetings at the discretion of the chair or, in case of absence or incapacity of the chair, at the discretion of the vice-chair.
- D. No regular meeting shall be called to order without a quorum of four (4) members or alternate members present.
- E. The Board shall act on each agenda item put before the Board by majority vote of those members present and duly authorized to vote on that item.

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

The Board shall perform such duties and exercise such powers as are provided for by local ordinances and the laws of the State of Maine, including serving as the Town's Municipal Reviewing Authority in all matters pertaining to land use and zoning. These duties shall include reviewing applications for certain types of land use and construction within the Board's jurisdiction, determining whether or not to approve such proposals, and making a record of its decisions.

#### **Section 5. Severability Clause**

Should any section or provision of this Ordinance be declared by the courts to be invalid, such decision shall not invalidate any other section or provision of this Ordinance.

#### **Section 6. Jurisdiction**

- A. In addition to the duties and powers as described in Section 4 above, the Board shall administer the process for revision and adoption of the Town's Comprehensive Plan, in accordance with applicable provisions of Title 30-A M.R.S.A. Chapter 187.
- B. The Board may also act in an advisory capacity to the Select Board on other matters pertaining to sound development of the Town's resources and public facilities.

#### **Section 7. Effective Date**

The effective date of this Ordinance is \_\_\_\_\_, 2019, except that it does not apply to any matters pending on that date as provided in Title 1 M.R.S.A. Section 302.