

TOWN OF HOLLIS
PLANNING BOARD ORDINANCE

1. Establishment: Pursuant to State of Maine statute, the Town of Hollis hereby redefines the Hollis Planning Board, and revises the Hollis Planning Board Ordinance approved at the June 14, 2022 Annual Town Meeting.
2. Appointment
 - A. Board members shall be appointed by the Hollis Select Board and sworn by the Town Clerk or other person authorized to administer oaths.
 - B. The Planning Board shall consist of seven (7) members plus two (2) alternates.
 - C. The term of each member shall be for three (3) years. Members may be reappointed by the Select Board for additional three-year terms.
 - D. When there is a permanent vacancy, the Select Board shall within sixty (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 voting resident of the town, or when a member fails to attend seventy-five (75) percent of all meetings during the preceding twelve (12) months. When a vacancy occurs, the Board Chair shall immediately advise the Select Board in writing. The Planning Board Chair may recommend to the Select Board that the attendance provision be waived for cause, such as medical or personal leave. The Select Board may remove a member of the Planning Board by unanimous vote.
 - E. A municipal officer may not be a member.
3. Organization and Rules
 - A. The Planning Board shall elect annually a Chair and a Vice-chair from among its members. The Vice-chair shall include secretarial responsibilities. Minutes will be recorded by a non-member secretary hired by the Select Board.
 - B. The Chair shall call a minimum of twelve (12) meetings per year.
 - C. No official meeting of the Board shall be held without a quorum consisting of four (4) members. Workshops, public hearings, and site visits may be held with fewer members present.

- D. The Board shall adopt rules for transaction of business, and the recording secretary shall keep a record of the Board's resolutions, transactions, correspondence, findings and determinations. All records shall be deemed public and may be inspected at reasonable times during regular business hours.


4. Duties and Powers

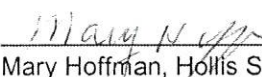
- A. The Board shall participate in the preparation of a Comprehensive Plan as defined by MRSA #4961.
- B. The Board shall perform such duties and exercise such powers as are provided by Hollis Zoning Ordinance, Hollis Shoreland Zoning Ordinance, Hollis Subdivision Regulations, and the laws of the State of Maine.
- C. The Board may obtain goods and services necessary to properly function within the limits of appropriations made for that purpose.
- D. The Board shall submit an annual report to be included in the town's annual report.
- E. The Board shall submit an annual budget request to the Select Board.
- F. The Board shall collect fees from applicants. These fees are intended to cover the costs of the municipality's administrative processing of the applicant and application. These fees must be paid to the municipality and evidence of payment must be included with the application. The fees to be charged can be found in *Policy #10: Schedule of Fees*, updated annually by the Select Board.

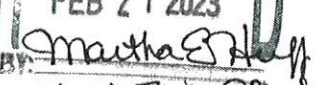
Town of Hollis Planning Board Ordinance
Enacted: March 3, 1984. Last Amended: Jun 12, 2018.

Amendment to The Town of Hollis Planning Board Ordinance was voted in under Article 39 at the Hollis Annual Town Meeting on June 14, 2022.


David McCubrey, Hollis Select Board Chair


John S. Rogala, Hollis Select Board


Mary Hoffman, Hollis Select Board

RECEIVED
FEB 21 2023
BY: 
Hollis Town Clerk