

Thank You for your interest in serving on Camden's Planning Board!

Because none of the other Boards or Committees of the Town requires quite the same level of commitment in terms of time and effort as does serving on the Planning Board, we have developed this check-list to help citizens considering applying for a seat on the Board understand exactly what is required to become a productive member of the Planning Board.

Prospective members should be prepared to:

- Attend as many meetings as possible of the Board during their tenure. The Board has a voluntary Attendance Policy, a copy of which is attached here, and serious consideration should be given to whether or not any applicant is willing to commit to this policy before they seek appointment to the Board. This level of commitment continues year-round, so members of the public who travel or who are absent for a good portion of the year may want to consider service on a different board or committee where regular attendance is not so important.
- Become familiar with the Comprehensive Plan, the Zoning Ordinance, Site Plan Review and the Subdivision Ordinance (all are available to review on the Town's website at <http://camdenmain.gov>)
- Develop the technical skills necessary to read blueprints and site plans and gain the expertise needed to apply this information during review of applications. There is often a great deal of pre-meeting preparation required prior to the Board's review of applications, and prospective members must be willing to make a commitment to come to meetings familiar with the various agenda items;
- Understand the function of Town Government and how the various committees and boards interact relevant to Planning Board responsibilities in applying, and amending, the Plans and Ordinances noted above;
- Be comfortable speaking in a public forum that is often televised; and
- Be very confident that they can follow ordinances and conduct reviews without letting their personal beliefs interfere. Applicants should be aware that the procedures of the Planning Board are quasi-judicial in nature and that the Board's decisions on applications are subject to review by the Appeals Board and/or the courts. Members must be prepared to recuse themselves when conflict exists, and they must remain objective, acting without prejudice, during the entire process of review.

Members of the Board are happy to speak with prospective members about the Board and to answer any questions. Thanks again for your interest.

Lowrie Sargent, Chair
Camden Planning Board

Planning Board Attendance Policy

Purpose:

Members are expected to voluntarily adopt the Planning Board's Attendance Policy for the purpose of:

- Ensuring a quorum of members will be present to conduct the Board's business;
 - Promoting fair, informed and expeditious review of applications;
 - Providing for the full benefit of a variety of viewpoints and opinions in deliberation and discussion;
 - Using each review and discussion as an opportunity to become familiar with the details and complexities of Camden's Zoning Ordinance and Comprehensive Plan;
 - Distributing equitably among members the assignments to subcommittees, attendance at outside workshops, and the work involved in special projects assigned to the Board;
- and
- Promoting good will among members.

This non-mandatory policy is as follows:

1. Planning Board Members are expected to attend each meeting which begins promptly at 5:00 pm on the first and third Wednesdays of each month.
2. Absences due to illness, accidents, family emergencies or similar unanticipated situations are excused. When possible, members should call the Code Office prior to the meeting to inform the CEO that they will not be attending.
3. Absences *not* due to illness, accidents, etc., are generally not excused.
4. A member is granted no more than three unexcused absences in a year after which the Chair may ask the member for a re-commitment to adhering to this policy.
5. If a member continues to be absent without excuse or explanation the Board as a whole may vote to:
 - Request that the member consider submitting his or her resignation to the Select Board so a new member, committed to serving the public as a fully participating member of the Board, can be appointed; or
 - Recommend to the Select Board that the member not be reappointed to the Board.



TOWN OF CAMDEN
TOWN COMMITTEE/BOARD INTEREST FORM

Please fill out this form if you wish to be considered for membership on a Town committee/board:

NAME: _____ DATE: _____

STREET ADDRESS: _____ HOME PHONE: _____

MAILING ADDRESS: _____ WORK PHONE: _____

FAX # _____ E-mail: _____

I am interested in serving on the

- | | |
|---|---|
| <input type="checkbox"/> Assessment Review | <input type="checkbox"/> Historic Resources Committee |
| <input type="checkbox"/> Budget Committee/Budget Nominating | <input type="checkbox"/> MCSWC Board of Directors |
| <input type="checkbox"/> Cemetery Committee | <input type="checkbox"/> Megunticook Dams Committee |
| <input type="checkbox"/> Community Economic Development Com | <input type="checkbox"/> MSAD School Board of Directors |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Opera House Committee |
| <input type="checkbox"/> CR Pathways Committee | <input type="checkbox"/> Parks & Recreation |
| <input type="checkbox"/> Energy Committee | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Harbor Committee | <input type="checkbox"/> Zoning Board of Appeals |

Please tell us about yourself and why you would like to serve on the committee(s) you've listed above.

Signature: _____ **Date** _____

You are invited to attend the Camden Select Board meeting when they are considering committee appointments and make a brief presentation to the Select Board. Although your presence at a Select Board meeting is not required, the Board does enjoy meeting the citizens who wish to serve the Town. If you have any questions, please call Janice Esancy at the Camden Town Office at 236-3353 or fax: 236-7956