



# CASTINE MAINE U.S.A.

## RESOLUTION ESTABLISHING THE TOWN OF CASTINE

### ORDINANCE REVIEW COMMITTEE

#### DEFINING ITS PURPOSE, MEMBERSHIP, DUTIES, AND OPERATING PROCEDURES:

**WHEREAS**, the Select Board recognizes the necessity for a systematic and periodic review of the Ordinances of the Town of Castine to ensure that they remain current, effective, consistent, and in compliance with state and federal law; and

**WHEREAS**, a dedicated committee is the most effective means to conduct such a comprehensive review and to recommend necessary revisions, additions, or deletions; and,

**NOW THEREFORE BE IT RESOLVED** by the Castine Selectboard that a dedicated committee for these purposes be created and titled the "Ordinance Review Committee (ORC)".

**BE IT FURTHER RESOLVED** that the Committee be established with the following by-laws and provisions:

#### **I. Purpose and Scope**

##### **Section 1. Establishment and Purpose.**

A standing committee to be known as Castine Ordinance Review Committee (ORC) is hereby established. The ORC's primary purpose is to review the ordinances of the Town of Castine and to recommend amendments and updates to the Selectboard.

##### **Section 2. Scope of Review.**

The scope of the ORC's review shall include, but not be limited to, the following areas:

- **Clarity and Consistency:** Identifying ambiguous language, conflicts between ordinances, and inconsistencies with current local practice.
- **Legal Compliance:** Ensuring all ordinances are compliant with the most recent federal and state statutes and regulations.
- **Relevance:** Recommending the repeal of outdated, obsolete, or non-enforceable ordinances.
- **Organization:** Recommending improvements to the structure of the ordinances it reviews when necessary.

#### **II. Membership and Term of Office**

##### **Section 1. Composition.**

The ORC shall consist of six (6) members, all of whom shall be residents of Castine; and one (1)



# CASTINE MAINE U.S.A.

seasonal resident. The membership shall strive to include a diversity of professional backgrounds and interests within the community.

The recommended makeup of the committee should include:

- One member of the Castine Zoning Board of Appeals
- One member of the Castine Planning Board
- One member of the Castine Historic Preservation Commission
- One Member of the Castine Utility Board
- One member representing the Maine Maritime Academy
- One year-round resident of Castine
- One seasonal resident of Castine

## **Section 2. Ex-Officio Non-Voting Members.**

The following individuals shall serve as non-voting, ex-officio resources to the Committee:

- The Municipal Attorney (or a designated representative).
- The Castine Town Manager.
- The Castine Code Enforcement Officer.
- One member of the Castine Selectboard shall act as a liaison.

## **Section 3. Membership and Term of Office.**

Initial citizen members shall be appointed for staggered terms to ensure continuity:

- Two (2) members shall serve a one (1) year term.
- Two (2) members shall serve a two (2) year term
- One (1) member shall serve a three (3) year term.
- Thereafter, all appointments shall be for a three (3) year term.
- Three unexcused absences in a given year shall denote abandonment of membership on committee. When three unexcused absences are reached; the Committee Chair shall notify the Selectboard of an unexpired term opening in need of appointment.

## **III. Duties and Responsibilities**

### **Section 1. Duties.**

The ORC shall have the following specific duties:

- To conduct regular meetings for the purpose of systematic ordinance review.
- To solicit input from municipal staff, boards, and the general public regarding potential ordinance amendments.
- To review changes suggested in the goals and objectives of the Castine Comprehensive Plan.



# CASTINE MAINE U.S.A.

- To review and analyze existing ordinances, noting any conflicts, ambiguities, or outdated provisions.
- To draft clear, well-supported recommendations for new ordinances, amendments, or repeals.
- To present its findings and recommendations to the Selectboard in a timely and formal manner, accompanied by a report detailing the rationale for the proposal.

## **IV. Operations and Procedures**

### **Section 1. Organization.**

The ORC shall elect a Chair, a Vice-Chair and a note taker from among its voting members at its first meeting and annually thereafter. The Chair shall preside over meetings and act as the primary spokesperson for the committee. The notetaker shall supply meeting minutes to the Town Clerk.

### **Section 2. Meetings.**

- The ORC shall meet at least once per month or as determined by the Chair or a majority of the members.
- All meetings shall be subject to the Maine Freedom of Access/Open Meeting Act.
- A quorum shall consist of a majority of the appointed voting members.

### **Section 3. Reporting.**

The ORC shall submit a formal progress report to the Selectboard at least quarterly, and a comprehensive work plan upon its initial formation.

## **V. Enactment and Effective Date**

### **Section 1. Effective Date.**

This Resolution shall take effect immediately upon its adoption by the Selectboard.

**Adopted** on this **21<sup>st</sup> day of January 2026** by the Castine Selectboard:

Daniel Leader  
Selectboard, Chair

Amy Gutow  
Selectboard, Member

Roberta Boczkiewicz  
Selectboard, Member