

## **PLAN COMMISSION JOB DESCRIPTION**

### **PRIMARY DUTIES:**

The Plan Commission is appointed to advise the governing body regarding community planning and land use management. The Plan Commission responsible for developing and recommending the community plan and implementing policies, procedures and ordinances to the Town Board for adoption. The Commission is responsible for involving the public in the planning and decision-making and must comply with applicable rules related to open meetings, ethical conduct, etc. The Commission may be asked to review and/or decide the following matters: conditional use permits, rezoning, subdivision/land division plat approval, driveway permits, etc.

### **ADDITIONAL DUTIES:**

The Plan Commission is responsible for reading and reviewing plan-related documents and background materials prior to meetings and hearings. Members are expected to listen to and consider staff presentations and public comments when making decisions. Commission members are expected to attend periodic training sessions to keep abreast of current trends and information and to better understand and fulfill their role. Special positions such as chair will be appointed by the Town Chair and approved by the Town Board. Other positions such as vice-chair and secretary will be elected after the Plan Commission is appointed by the Town Board.

### **TIME COMMITMENT:**

The Plan Commission meets once a month for approximately two hours, depending up the number and complexity of tasks on the agenda. Anticipate one hour of preparation time for each hour of meeting time. Plan Commission terms last three years.

### **SUPERVISION:**

The Plan Commission receives direction from and is responsible to the Town Board.

### **WORKING CONDITIONS:**

The Plan Commission conducts 95% of work indoors in an intellectual capacity, but occasionally visits outdoor site for information gathering or inspection.

### **BENEFITS:**

This is a voluntary position with a \$25 stipend per meeting. Funding for authorized training sessions is also available.