

Plan Commission Member Role Description

PRIMARY DUTIES

The Plan Commission is appointed to advise the governing body regarding community planning and land use management. The Plan Commission is responsible for developing, reviewing and recommending the community plan and implementing policies, procedures and ordinances to the governing body for adoption. The Commission is responsible for involving the public in 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 make recommendations to the governing body in the following matters: conditional use permits, rezonings, subdivision/land division plat approval, etc.

ADDITIONAL DUTIES

The Plan Commission is responsible for reading and reviewing plan-related documents and background materials prior to meetings and hearings. Members must be 18 years of age and a resident of the Town of Lind. Members are expected to listen to and consider staff and public presentations and comments when making decisions. Commission members are encouraged to attend yearly training sessions to keep abreast of current trends and information and to better understand and fulfill its role. Special positions such as vice-chair, and secretary will be elected by appointed Commission members.

ATTENDANCE

The Plan Commission meets once a month for approximately 1-2 hours, depending upon the number and complexity of tasks on its agenda. Plan Commission members shall notify the Chairperson or Secretary as soon as possible regarding an absence. The Secretary shall keep attendance records and shall notify the Board Chairperson if any member of the Commission is absent from 3 consecutive regularly scheduled meetings. That member shall be considered delinquent which is grounds for the Governing Body to remove the member for nonperformance of duty.

DESIRED QUALIFICATIONS

The following skills and traits are desired of Plan Commission members:

- Attention to detail, open mindedness, patience, and willingness to listen and learn.
- Ability to work as a team and make decisions based on the best interests of the community.
- An understand of the planning process, land use issues or law, construction and development practices, natural resources, or economic development.
- Ability to read maps and plans.
- Ability to speak and write clearly.
- Basic computer and email skills

Plan Commission Member Role Description (Continued)

SUPERVISION

The Plan Commission receives direction from, and is responsible to, the local governing body. The Plan Commission is supported by staff of the Planning and Zoning Office and contracted consultants.

BENEFITS

This is a voluntary position with a per diem paid per meeting and authorized training sessions.

Application for Appointment to the Plan Commission

The Town of Lind is soliciting applications from individuals interested in serving on the Plan Commission. Members will be appointed to serve a minimum three-year term. Please refer to the attached member role description for Plan Commission duties, expectations, and compensation.

NAME _____

HOME ADDRESS _____

LENGTH OF RESIDENCE _____ EMAIL ADDRESS _____

PHONE (DAY) _____ PHONE (EVENING) _____

OCCUPATION _____

- 1) Have you ever volunteered for or been affiliated with other public or private boards, commissions, community groups, or professional associations? If yes, please describe:

- 2) Please identify personal and professional skills, traits and experiences that qualify you for appointment to the Plan Commission: (Elaborate as needed)

Experience:

- Agriculture
- Natural Resources
- Real Estate
- Construction
- Business
- Administrative
- Local Government

Skills/Traits:

- Open-Minded
 - Detail-oriented
 - Attentive listener
 - Clear speaker
 - Good writer
 - _____
- Conduct Public Meetings
 - Read plans and maps
 - Analyze Alternatives
 - Computer skills
 - _____
 - _____

- 3) Why would you like to serve on the Commission?

Your signature constitutes your willingness to be considered by the Town Board for membership to the Plan Commission and your ability to meet the requirements of the job description. Please return completed application form to a Lind Town Board member via email or place in mailbox at Town Hall.

Signature

Date