

## Town Of Eagle

820 E Main Street

PO Box 327

Eagle, WI 53119

(262) 594-5800

# TOWN PLANNING AND ZONING COMMISSIONER

## POSITION DESCRIPTION:

**NATURE OF WORK:** This position description is intended as an illustration of the various types of work performed by this position. Unless otherwise stated, all duties, responsibilities, and qualifications stated herein are essential functions of this position. The Planning and Zoning Commission (hereafter referred to as P&Z) receives directions from and is responsible to the Town Board. The P&Z usually meets once a month for approximately two hours depending upon the number and complexity of tasks on its agenda, however additional meetings may be required. Anticipate one or more hours of preparation time for each hour of meeting time. The plan commission conducts approximately 95 percent of work indoors in an intellectual capacity but is occasionally expected to visit outdoor sites for information gathering or inspection. This is a voluntary position with a stipend paid per meeting.

**PURPOSE OF POSITION:** The primary role of the P&Z is to act as an advisory body to the Town Board. They are responsible for directing the short-range and long-range growth and development of the Town through maintenance and implementation of the Town's comprehensive plan, policies, procedures, and ordinances presented to the Town Board for adoption. They recommend the boundaries of zoning districts and the regulations that should be enforced within them. P&Z recommendations can be upheld, overturned, modified, or sent back for further study by the Town Board's decision. The commission may be asked to review and/or decide the following matters: conditional use permits, rezonings, subdivision/land division plat approval, driveway permits, etc.

## PLANNING:

Planning is a proactive process that establishes goals and policies for directing and managing land use and development. Plans address fundamental community issues such as the location and type of development, infrastructure, mobility, housing availability, natural resource allocation, hazard mitigation, and economic development. Planning helps account for future demand for services, including roads and fire protection. Planning decisions impact public safety, public health, access to resources and environmental quality, and can exacerbate economic and racial inequities. During the planning process, commissioners can make the following positive impacts from thoughtful planning decisions:

- **Saves Money.** Good planning can result in cost savings on infrastructure and essential services.
- **Sets Expectations.** Planning establishes the ground rules for development. A comprehensive general plan sends a clear signal about the goals and vision of the community. This will not entirely eliminate conflicts, but it sets expectations that can help minimize them.
- **Supports Economic Development.** Planning can assure community amenities and quality development that attracts businesses and residents.
- **Provides a Forum for Engaging the Entire Community.** Planning processes, such as the development of the general plan, provide a forum for seeking wide community input. Planning efforts should always involve broad and diverse segments of the community to ensure that the resulting plan fully addresses the needs of the entire community.
- **Promotes Public Health.** The physical design of a community can expand opportunities for biking, walking and other healthy activities. The location and design of uses can encourage activity and reduce negative environmental health impacts, such as air pollution.

- **Mitigates Hazards.** Planning can require that appropriate development and infrastructure are built in areas with a high risk of fire and flood to reduce the risk of property damage and injury to residents.
- **Increases Equity and Reduces Barriers to Opportunities.** Planning can increase housing supply, including affordable housing, and support transit to provide mobility and access to resources such as education, jobs and other community amenities.
- **Reduces Environmental Damage and Conserves Important Community Resources.** Planning helps identify important natural, cultural and historic resources and can channel development in a way that protects or augments these resources and maintains unique community character and sense of place.
- **Helps Establish the Need for Historical Site Preservation.** Planning facilitates the formation of historical districts, design review overlays and the establishment of scenic corridors.

#### **MEMBERSHIP:**

The P&Z will consist of three citizens, a public works employee, and three Town Board members appointed by the Town Chair with a review on an annual basis. The Town Board establishes compensation for the P&Z members.

These are some Wisconsin statutes related to P&Z:

- **59.69** This statute gives counties the authority to establish a planning and zoning committee or commission. The county executive appoints the commission members, subject to board confirmation.
- **SUBCHAPTER VIII Land Use and Planning**
  - **60.61** General zoning authority. This statute establishes a general zoning enabling act for towns without village powers.
  - **60.62** Zoning authority if exercising village powers
  - **60.625** Required notice on certain approvals.
  - **60.627** Town construction site erosion control and storm water management zoning
- **62.23** This statute establishes a general zoning enabling act for cities, villages, and towns with village powers.
- **62.23(2)** This statute requires cities to establish an official map that shows the location of airports, streets, highways, and other features.
- **62.23(7)(e)** This statute establishes the procedures for appealing a decision made by an officer.
- **66.55** This statute gives cities, villages, towns, and counties the authority to impose impact fees on new development.
- **236.45** This statute gives cities, villages, towns, and counties the authority to regulate subdivisions.
- **946.12(3)** Public officials cannot exercise discretionary power in a way that is inconsistent with their duties or the rights of others. They also cannot give or receive anything of value that could influence their vote or judgment.
- Wisconsin also has a farmland preservation program that focuses on planning and zoning for agricultural uses. The Wisconsin Department of Agriculture, Trade, and Consumer Protection administers the program.

#### **RESPONSIBILITIES**

- **Zoning – P&Z commissioners** advise the Town Board on a variety of planning and land development proposals. This includes recommendations on zoning issues, annexations, subdivision development, planned development districts and site plan reviews. P&Z will hold hearings on and act upon zoning ordinances, maps, conditional use permits, variances, and subdivision applications.
- **Zoning Districts – P&Z commissioners** recommend the boundaries of zoning districts and the regulations that should be enforced within them.
- **Variances – P&Z commissioners** approve or deny zoning codes, development plans, and variances.
- **Planning – P&Z commissioners** act as an advisory commission to the Town Board on all planning and development issues; cooperate with other agencies and commissions to further local planning programs; assures that all land use decisions are consistent with the policies and plans adopted by the Town Board; advocates for the best interests of all community members regarding land use and development policy.

- Comprehensive Plan - P&Z commissioners review proposed amendments to the comprehensive plan and conduct special studies to keep the plan current. P&Z will hold hearings on and act upon proposed amendments to the plan.

#### **DUTIES:**

1. Review existing community planning policies, plans and regulations.
2. Understand County laws that impact local planning.
3. Understand parliamentary rules adopted by the agency.
4. Understand the priorities of the Town Board.
5. Attend meetings to ensure a quorum and facilitate the business of the commission. Failure to regularly attend meetings may result in the removal of a commissioner.
6. Provide advance notice of a meeting absence to commission staff.
7. Reviewing plan-related documents and background materials prior to meetings and hearings.
8. Expected to listen to and consider staff presentations and public comments when making decisions.

#### **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Attention to detail and the ability to exercise independent judgement while performing duties within the rules and regulations set forth by the Wisconsin State Statutes.
- An understanding of the planning process, land use issues or law, construction and development practices, natural resources, and economic development.
- Open mindedness, patience, and willingness to listen and learn.
- Enjoy working as a team and being flexible in meeting the needs of the P&Z.
- Ability to make decisions based on the best interests of the community.
- Able to distinguish between fact and opinion.
- Must focus on what is fair and within the law.
- Able to express themselves clearly and concisely in public.
- Some familiarity with land use, traffic, engineering, and development is a plus.
- Ability to speak and write clearly.
- Ability to read maps and plans.
- Stay abreast of current trends and information to fulfil this role.

*This position description does not constitute an employment agreement. This position description is intended to describe the functions and minimum requirements for this job. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements. In addition, the position may have functions added, changed or deleted at any time. This position description supersedes all previous position descriptions for this position.*

Date

3/25/25

Chairman

(Chris Mommaerts)

Chris Mommaerts

Town Clerk/Treasurer

(Mercia Christian)

Mercia Christian