

PLAN COMMISSION JOB DESCRIPTION

Town of East Troy

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 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 decide the following matters: conditional use permits, rezoning applications, variances, 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. It is important to consider each request independent of the person submitting the application. Commission members are expected to attend periodic training sessions to keep abreast of current trends and information and to better understand and fulfill its role. Special positions such as chair, vice-chair, and secretary will be elected after the plan commission is appointed.

TIME COMMITMENT:

The plan commission meets twice per month for approximately two hours, depending upon the number and complexity of tasks on its agenda. Anticipate one hour of preparation time for each hour of meeting time. Plan commission terms last three years.

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 understanding 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.

SUPERVISION:

The plan commission receives direction from, and is responsible to, the local governing body which is the Town Board. The plan commission is supported by staff of the Planning and Zoning Department and contracted consultants.

WORKING CONDITIONS:

The plan commission conducts 95 percent of work indoors in an intellectual capacity, but occasionally visits outdoor sites 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.

PLANNING COMMISSION ORDINANCE 2.80 SUMMARY

Town of East Troy

Planning Commission Structure & Governance

- **Total Members: 7** (1 Chairperson and 6 Commissioners).
 - **Town Appointments and Terms:**
 - **Appointees serve at the pleasure of the Town Board.**
 - Members serve **staggered 3-year terms.**
 - **Time Commitments:**
 - **Meets twice a month** for approximately **1-2 hours each meeting.**
 - Initial requests / Public Hearing, 1st Wednesday of the month.
 - Decision making of the Planning Commission, 3rd Wednesday of the month.
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2050 Master Plan

- **Purpose:** To guide thoughtful, healthy, and efficient development of the town in a way that benefits everyone (health, safety, prosperity, etc.).
- **Core Function:** To create and adopt a master plan for the town's physical development.
- The master plan mainly serves as a **guiding tool**, not a binding regulation.
- The plan **may cover** (but isn't limited to):
 - **Transportation infrastructure, Public spaces and facilities & Utilities**
 - **Land use planning for zoning and redevelopment:**
 - **Changes to existing infrastructure or use**

★ Additional Powers

- May **amend, extend, or add to** the master plan over time.
 - Can **go into more detail** on any part of the master plan.
 - May **adopt rules** to guide how it does business.
 - Must keep a **public record** of all decisions and actions.
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Commission Powers

- Can **make reports and suggestions** to local officials and groups.
 - Can recommend **public improvements** and how to pay for them.
 - May **request information** from public officials.
 - Has authority to **access land** for surveys or marking purposes.
 - Basically, has any powers needed to do its job well.
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Review Duties

Before final decisions are made, the following **must be referred** to the Commission:

- Public building designs and locations.
 - Monuments, parks, streets, utilities, etc.
 - Land use changes (buying, selling, leasing).
 - Plat approvals under Wisconsin Statute Ch. 236.
 - Changes to housing, congestion relief, or related public welfare efforts.
 - Repeal or amendment of related ordinances.
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Architectural Control

- The Commission has formal authority over design and aesthetics in certain matters.
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