

**TOWN OF WINNECONNE
INFORMATION PROFILE FOR
PUBLIC SERVICE APPOINTMENT CONSIDERATION**

NAME: _____ HOME/CELL PHONE: _____

ADDRESS: _____

CITY/STATE/ZIP: _____ BUSINESS PHONE: _____

E-MAIL ADDRESS (for Committee related contact use only): _____

Please *circle* the days and list times that you are **AVAILABLE FOR MEETINGS**:

MON-TUES-WED-THUR TIME: _____ P.M.

RESIDENCY: Years in Town: _____

AREAS OF POSSIBLE INTEREST: Please mark your choices

_____ Plan Commission

_____ Sanitary District Commissioner

_____ Board of Zoning Appeals

Please indicate your reason for applying for this position, *any education or experience that would be relevant to the specific committee(s) you have requested* and any other pertinent information that you feel would be helpful in selecting you for a position.

Please return to: Office of the Town Clerk
6494 County Road M, Winneconne, WI 54986-8639
E-mail: tn.winn@northnet.net
Phone: (920) 582-3260 Fax: (920) 582-3207

SANITARY DISTRICT COMMISSIONER JOB DESCRIPTION

- Must reside in the Sanitary District. The Butte des Morts Consolidated Sanitary District includes parts of the Town of Winneconne, Oshkosh and Vinland. All other Sanitary Districts are in the Town of Winneconne.
- Must be available for at least one monthly meeting and other meetings as required.
- This is a voluntary position with a \$50.00 stipend per meeting.
- Members are appointed for staggered six year terms

DESIRED QUALIFICATIONS

- Ability to speak and write clearly
- Ability to read maps and plans
- 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 land use issues or law, construction practices and natural resources
- An understanding of State and County laws
- Ability to work with representatives from the DNR and oversee the completion of reports to the DNR
- Mechanical ability
- Understanding of the budgeting process

PLAN COMMISSION JOB DESCRIPTION

- The Plan Commission is comprised of two Town Board members and three citizens for a total of five members. Citizen members are appointed for a three year staggered term by the Town Board. There is one additional alternate member.
- 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 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 recommend regarding the following matters: conditional use permits, rezonings, survey maps and plat approval.
- 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 public comments when making decisions.
- The Plan Commission meets once a 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.
- 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.
- The Plan Commission receives direction from, and is responsible to the Town Board.
- The Plan Commission conducts 95% of work indoors in an intellectual capacity, but occasionally visits outdoor sites for information gathering or inspection.
- This is a voluntary position with a \$50.00 stipend per meeting. Funding for authorized training sessions and a handbook are available.

ZONING BOARD OF APPEALS JOB DESCRIPTION

- The Town of Winneconne has adopted a Zoning Ordinance. State Statutes require that the Town appoint a Zoning Board of Appeals. The primary role of a Board of Appeals is to review and decide cases where there is an alleged error in a zoning decision made by the Zoning Administrator or where a relaxation of the ordinance is sought.
- The Town Zoning Board of Appeals is comprised of three members plus two additional alternates. Members must reside in the Town. Members are appointed by the Town Board for three year staggered terms.
- Members should have some knowledge of land use law and be able to read site plans and related maps.
- Members should have a commitment to community service and continuing education. Most importantly members must understand that the Zoning Board of Appeals is not a policy-making body and that it must apply the law to specific fact situations whether or not they agree with the law in question.
- The Zoning Board of Appeals meets as needed.
- This is a voluntary position with a \$50.00 stipend per meeting. A handbook is available.