

Planning Board Alternate Member

Job Responsibilities

2020

The Town of Newport Town Board has established a Planning Board for the Town consisting of five members and one Alternate member. Each member is appointed by the Town Board and one of the members is appointed as the Chairman of the Planning Board. The Planning Board is responsible to ensure the Comprehensive Plan and Zoning Ordinance of the Town of Newport address the residential and business needs of the community. The appointment as a member brings the following responsibilities.

Meetings:

1. Attend regular monthly meetings of the Planning Board
2. Contribute to issues brought to the Planning Board
3. Alternate members have no voting rights on Planning Board decisions, unless there is an absence of a Planning Board member
4. Assist, as requested by Chairman, with research and preparations for upcoming meetings

Training:

1. Take required bi-annual training as required
2. Annual NYS Harassment training