

Planning Board Chairman

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 chairman brings the following responsibilities.

Meetings:

1. Schedule regular monthly meetings of the Planning Board
2. Chair Planning Board Meetings
3. Designate a Deputy Chair to conduct meetings in the chairman's absence
4. Personally or assign a Planning Board Member to represent, the Planning Board at monthly Town Board Meetings to address questions of the Town Board

Training:

1. Take required bi-annual training
2. Ensure all Planning Board members have required bi-annual training
3. Ensure training records of all Planning Board Members are maintained
4. Annual NYS Harassment training

Public Hearings:

1. Plan and schedule Public Hearings as required
2. Notify, by Registered mail, adjacent property owners of public hearing as required
3. Prepare public notice to be published in local papers
4. Ensure public notices are submit to local paper
5. Ensure Public hearing is posted on Town Web site