




# Job Description

## Planning Commission Member

### Background

Reports to:	Planning Dept.	Approved by:	
Supervise:	none	Printed Name:	John P. Hanrahan
		Date:	
		Wage Scale:	Planning Commission
		Work Comp Code:	
Category (mark one):	Exempt	<b>Non-Exempt</b> (that is, can be paid overtime)	
Union Affiliation (mark one):	<b>None</b>	Teamsters	POLC

### Function

The Planning Commission protects the character of the community by making land use decisions to guide development which is consistent with the existing and/or planned vision as defined in the Master Plan which is supported by the Zoning Ordinance. The Planning Commission consists of a nine member board that serves individual three year terms.

### Key Responsibilities and Duties

- Be available for required Planning Meetings dates (*work sessions are held the 1<sup>st</sup> Tuesday of the month & voting meetings the 3<sup>rd</sup> Tuesday of the month*).
- Helps to create, recommend and carry out policies regarding the physical development of the community.
- Reviews, drafts and recommends Master Plan revisions and amendments to City Council.
- Reviews, drafts and recommends Zoning Ordinance amendments and property rezonings to City Council.
- Review site plans for new development ensuring compliance with Master Plan and Zoning Ordinance.
- Hold public hearings to hear the views of our neighbors regarding new developments, Master Plan updates, rezoning and ordinances changes.
- Prepare for meetings by reviewing materials submitted by staff in a timely manner.

### Necessary Qualifications

A qualified candidate will demonstrate the following skills and background.

- Is a current resident of the City of Chelsea.
- Demonstrates basic knowledge of being able to interpret a site plan.
- Have patience, listening and diplomacy skills to interact effectively with the public and developers.
- Demonstrates an ability to clearly express oneself in speech and writing.

### Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those a board member encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

While performing the duties of this job, the board member is regularly required to communicate in person and by telephone and be mobile in an office setting. The board member occasionally

is required to use manual dexterity to type and enter data and must regularly lift or move light weight items to maintain files and other systems.

While performing the duties of this job, the board member regularly works in a business office setting where the noise level is usually quiet to moderate. The board member frequently is required to sit; use hands to finger, handle, or feel; and talk or hear. The board member frequently is required to stand, walk and reach with hands and arms. Specific vision abilities include close vision and distance vision.