

## Town of Greensboro Seeks Planning Commission Member

The Planning Commission is a public advisory board and its purpose is to review and advise the Select Board on public and private activities involving the physical, social, and economic development of the town and to review and make a comprehensive long-range plan for the development of the town. The Commission also reviews and advises the Select Board on creation and revision of town bylaws and ordinances. This is a volunteer position; a nominal stipend of \$10 per meeting is available, should the appointee choose to take it.

The Commission affords residents the opportunity to participate in the planning of the town and its welfare; to learn all facets of the regulations governing such functions; interact with a variety of citizens participating in shaping Greensboro's future; and assume an active role in regulation changes involving zoning, environmental protection, and economic growth.

**ESSENTIAL DUTIES:** The following duties of the Planning Commission are illustrative only: the Commission has the primary responsibility for creating the town plan. This document includes policy statements and action plans on areas such as land use, transportation, recreation and culture, natural resources, flood resiliency, energy conservation, education, housing, and economic development and other areas as selected by the Planning Commission in the planning process. The Commission reviews all proposed amendments to the comprehensive plan and periodically conducts special studies to keep the plan current or assigns supporting work to subcommittees, town staff, or consultants. The Commission cooperates with other municipal boards and committees, and with our regional planning commission, and other agencies or groups, to further local planning programs and to assure harmonious and integrated planning for the area. Commission members sometimes serve as full members of or liaisons to other related committees and task forces. The role of the Commission liaison is to provide a bridge between the various boards mentioned by reporting activities of the Board to the Planning Commission and providing Planning Commission's point of view to the Board. Examples might include a housing subcommittee or an environmental task force.

**ADDITIONAL DUTIES:** May attend conferences and/or training sessions to keep abreast of current trends in municipal planning and/or to better understand the role of a Planning Commission. May conduct field trips to view property that may be proposed for development or rezoning. May attend other meetings such as the Select Board, Development Review Board, or other various boards or committees.

**TIME REQUIREMENTS:** Attending regularly scheduled meetings, a minimum of 1 night per month, (currently the 1st Tuesday of each month), plus any additional meetings deemed necessary by the Commission or Select Board. Liaisons may serve 1 or more additional evening(s) per month for the individual liaison to other Boards or committees as necessary. A minimum of 2 to 4 hours per month is spent reviewing agenda items submitted in the Planning Commission packets. Additional time will be required during plan or bylaw revision periods.

**SUPERVISION RECEIVED:** The Commission receives direction from, and is responsible to, the Select Board, and is supported by the Zoning Administrator and Town Clerk. The NVDA supports the Planning Commission in all areas of its work.

**SUPERVISION EXERCISED:** In the preparation of plans the Commission has the authority to conduct open public hearings, investigations, studies, surveys, prepare maps, charts, exhibits, reports, and to perform all other acts and duties necessary to the promotion of public interest and understanding of the Commission's programs and plans.

**QUALIFICATIONS:** Candidates for the Planning Commission must be a citizen of the United States and a registered voter. A majority of members must be residents of Greensboro.

**SKILLS AND ABILITIES** There are no minimum skills and abilities required; however, the following list has been identified as those skills and abilities that make a quality Planning Commissioner: • Attention to detail • Patience • Ability to think in abstract terms • Open mindedness; • Willingness to listen and learn • Willingness (obligation) to contribute (speak in a public forum) • Ability to compromise and work within a team framework • Ability to make decisions based on the best interests of the community, rather than the interests of the applicant, or other special-interest groups • Fluency in collaborative tools such as Google Suite, Zoom, and online calendaring.

**TERMS OF OFFICE:** The Commission consists of 3 to 7 members who are appointed by the Select Board after appropriate interviews. Commission members serve 3-year terms.

Please send a letter of interest to Kent Hansen, Chair, [khansen@greensborovt.gov](mailto:khansen@greensborovt.gov) PO Box 119, Greensboro, VT 05841.