



# Planning Commission Member

## Position Description

The Maple Plain Planning Commission's mission is to assist with long-range planning in the community and to foster high quality development. The Commission's duties are to prepare and periodically review the City's comprehensive plan, adopt and enforce official controls to implement the City's plan and to review and make recommendations on all development applications. The Planning Commission serves as an advisory board to the City Council and recommends items to the Council for consideration.

### Commission Logistics

#### **Membership:**

The Planning consists of seven members appointed by the City Council Council. Each commissioner is appointed to 3-year terms with no maximum term limit. Members do not receive monetary compensation. The City Council also appoints a liaison member who does not have a vote in Planning Commission matters.

#### **Meetings:**

Meetings are held the first Thursday of the month at 6:00 p.m. at City Hall. Special meetings are held as needed and determined by the Commission and/or City Council.

### Position Summary

A Maple Plain Planning Commissioner discusses and addresses issues and public policy concerning planning and zoning; receives and considers advice and professional recommendation concerning City actions related to planning and zoning; advises the City Council regarding the same, and exercises all authority and power delegated to the Planning Commission by the Council and the State of Minnesota in an open, respectful, and lawful manner.

#### **Duties:**

- Consider and vote on various Planning Commission actions.
- Consider the interests and needs of City residents, private businesses, and public organizations regarding community and economic development
- Develop knowledge of the City of Maple Plain Municipal Code
- Attend and prepare for all Planning Commission events, meetings, and work sessions
- Establish goals and objectives for planning and zoning, and provide direction to City Staff
- Recommend budget actions and decisions to the City Council
- Conduct Planning Commission business in compliance with City policies and State statute.

#### **Qualifications:**

##### Required:

A Planning Commission member be a resident of Maple Plain. Members must have familiarity or interest in local government operations concerning planning and zoning.

##### Desired:

Previous experience with community and/or economic development; previous business or non-profit development experience.