



CITY OF OGDENSBURG BOARD OF PLANNING & DEVELOPMENT BOARD MEMBER JOB DESCRIPTION

POSITION: Member of the Planning & Development Board
Alternate Member of the Planning & Development Board

LENGTH OF TERM: 3 years

RESPONSIBLE TO: Advisory board to City Council, also a quasi-judicial body

TIME COMMITMENT: Approximately 5 hours per month

PLANNING BOARD MEMBERSHIP:

The Planning Board is an advisory board composed of seven (7) citizens appointed by the Mayor to serve a three (3) year term. The Mayor appoints a chair and the Board annually elects a vice-chair and officers from their membership. The Planning Board has final agency authority on numerous land use applications as well as acting in an advisory capacity to City Council on various other land use matters.

ALTERNATE MEMBERSHIP

Two alternate members may be appointed by the Mayor to substitute for a regular member of the Planning Board in the event that a regular member is unable to participate in matters before the Planning Board because of a conflict of interest, illness or other absence.

EXPECTED ATTENDANCE:

<u>FUNTION</u>	<u>DATE</u>	<u>TIME</u>	<u>APPROXIMATE MONTHLY HOURS</u>
Regular Board Meeting	Monthly, 1 st Tuesday	6:00 PM	1-3 hours
Special Board Meetings	Variable	N/A	1 hour
Work Sessions, Field Trips Special Presentations, Training, etc.	Variable	N/A	1 hour

RESPONSIBILITIES OF THE PLANNING BOARD:

The primary responsibility of the Planning Board is to advise the City Council, City staff and other agencies and boards on matters affecting community development. In particular, the powers of the Planning Board are:

- (1) Community plan. The Planning Board may prepare a community plan as will provide for the improvement of the City and its future growth, protection and development, and will afford adequate facilities for housing for all income levels, transportation, distribution, comfort, convenience, public health, safety and segments of the common general welfare of its population.
 - (2) Land use regulations. The Planning Board may draft and recommend the adoption or amendment of land use regulations to the City Council.
 - (3) Review subdivisions. The Planning Board may approve, conditionally approve or disapprove subdivision plans for the purpose of providing for the orderly and wise development of the City and affording adequate facilities for housing, transportation, distribution, comfort, convenience, safety and the health and welfare of its population.
 - (4) Review site plans. The Planning Board may review and approve, approve with modifications or disapprove site plans according to standards set forth in this chapter.
 - (5) Official Map. The Planning Board shall review and make a recommendation to the City Council, within 30 days of such referral, to change or add to the Official Map of the City so as to lay out new streets, highways or parks or to widen or close existing streets, highways or parks. The City Council's adoption or revision of the Official Map does not obligate the City to commence condemnation proceedings to acquire land in the bed of a street as shown on the map, nor does it compel the City to open a street shown on the map.
 - (6) Report on referred matters. The Planning Board may report on all matters referred to it by the Zoning Board of Appeals and the City Council, including proposed amendments to this chapter.
 - (7) Investigations and reports. The Planning Board shall have authority to make investigations, maps and reports and recommendations relating to the planning and development of the City as it deems desirable, provided that the total expenditures of such actions shall not exceed the appropriations for its expenses.
 - (8) Special permits. After public notice and hearing, site plan review by the County Planning Board, proof of receipt of all applicable federal and state permits and after taking into consideration the public health, safety and general welfare and subject to appropriate conditions and safeguards, a special permit may be granted.
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SPECIFIC DUTIES OF PLANNING BOARD MEMBERS:

- Recognize and avoid or make public any conflict of interest your position may place you in; don't pursue special privileges; maintain confidentiality; and let your behavior contribute to the smooth operation of your board. Much acrimony can be avoided this way.
- Become familiar with the law that covers public open meetings and hearings and review the materials you were given when you were sworn in.
- Complete a minimum of five hours of relevant training within one year from the date of initial appointment to the Planning Board and four hours of relevant training in each subsequent year of membership.
- Attend monthly Planning Board meetings to review and discuss upcoming agenda items, development issues, work program activities, and to review and make decisions on land use development applications, changes to the City's land use regulations, City wide, neighborhood and sub-area plans.
- Attend occasional special work sessions with the City Council, various interest groups and other planning related presentations and field trips.
- Be available on a periodic basis to represent to Commission on the Comprehensive Plan Task Force or other Advisory Board or Committee.
- Have a willingness and dedication to commit both time and personal energy to the City Board of Planning & Development.
- Have an interest in comprehensive community planning, zoning and subdivision of land, and the protection of the environment.
- Have a desire to assist in implementing the City of Ogdensburg's Vision Statement and land use policies, including the Comprehensive Plan, Subdivision Ordinances, Zoning Ordinances and environmental policy, for the purpose of protecting the health, safety and welfare of the residents.
- Have a willingness to encourage and accept input from citizens, organizations and those directly affected by land use related actions made by the Board of Planning & Development.

The following is a message from Mayor William D. Nelson:

Thank you for considering joining the Planning Board! As a Citizen Planner you are looking forward to a rich and challenging experience. Remember that being an effective Planning Board Member requires you to get involved in the community, become informed, and use common sense, fairness, and objectivity towards all that comes before you. It is your responsibility to balance the public good with private rights and interests.

Your involvement and service is a critical component in shaping our community's future. Never forget that you are serving the common good of all the residents of the community.

*Thanks again,
Bill*
