

# **Town of Plainfield**

## **Planning Commission Policy**

### **I. PURPOSE**

It is the goal of the Plainfield Selectboard to have a policy that conveys the responsibilities and duties of the members of the Planning Commission. The Selectboard also believes it is important to list expectations of how members will interact with each other and the general public. The Selectboard will appoint residents who represent a variety of points of view and who work well with others. The Selectboard recognizes the value of volunteers, respects the commitment shown by incumbents, and encourages new people to request appointment to the Planning Commission.

### **II. Terms of Office**

Established by resolution of the Selectboard, the term of office for membership to Planning Commission is for a three year term, not to exceed nine consecutive years, commencing April 15.

### **III. Responsibilities and Duties**

- Prepare the town plan and applicable amendments for consideration by the Selectboard, and review applicable amendments initiated by others as set forth in 24 V.S.A. 117, subchapter 5.
- Prepare and present to the Selectboard proposed zoning regulation bylaws and recommendations to the Selectboard on proposed amendments to such bylaws as set forth in 24 V.S.A. Chapter 117, subchapter 6.
- Undertake studies and make recommendations on matters of land development, transportation, economic and social development, village beautification and design improvements, historic and scenic preservation, the conservation of energy, the development of renewable energy resources and forest, agricultural and wetland protection.
- Prepare and present a recommended capital budget and program for a period of five years for action by the Selectboard.
- Hold public meetings as required.
- Require from other departments, agencies, and commissions of the Town such available information as relates to the work of the planning commission.
- Enter upon land to make examinations and surveys in the performance of its functions.
- Participate in a regional planning program.
- Retain staff and consultant assistance in carrying out its duties and powers.
- Undertake comprehensive planning, including related preliminary planning and engineering studies.

- Perform such other acts or functions necessary or appropriate to fulfill the intent and purposes.
- Adopt rules of procedure (including conflict of interest) necessary to carry out its duties.
- Establish a regular monthly meeting schedule.
- Maintain a written record of all meetings
- Ensures appropriate and timely training of all commission members.
- Responsible for nominating the Town Zoning Administrator.
- Perform such other acts or functions necessary or appropriate to fulfill the intent and purposes of 24 V.S.A Chapter 117.

#### **IV. Expectations of Individual Commission Members**

- Attend training sessions
- Treat other Planning Commission members with respect
- Engage in constructive and collaborative discussions and decision making
- Listen with respect and courtesy to public concerns
- Actively participate in Planning Commission projects and duties
- Attend the majority of Planning Commission meetings
- Represent the Town in a professional manner
- Avoid the appearance of any conflict of interest
- Meet as a group with the Development Review Board at least one time per year (more if necessary) to review and resolve any issues.
- Demonstrate a willingness to have an open mind
- Seek to ascertain the public interest and how best to further the interests of the community as a whole.
- Seek broad public involvement
- Keep activities open and inclusive

Duly adopted by the Plainfield Selectboard this 16th day of December 2009.

Witness to all: Linda B. Wells

Keith E. Terry

Gary Graves

Claudia Clark