

Planning Commission Secretary

Job Description

Attendance requirements:

- Secretary hours to be kept manually on Town of Troy Time Report Sheets and submitted to Clerk (part-time position with variable hours, generally ranging from 5-10 hours per month)
- Planning Commission Monthly Meetings
- Planning Commission Site Viewing/Special meetings
- Planning Commission Training as required

Training requirements:

- Become knowledgeable of Wisconsin Open Meeting Laws and Robert's Rules of Order as well as purpose and role of Plan Commissions in municipal government
- Become familiar with Plan Commission By-laws
- General knowledge of the Town of Troy boundaries
- Develop expertise with the Walworth County Zoning Ordinances
- General computer, software and/or office equipment operation
- Develop working knowledge of the Walworth County GIS Interactive Mapping System

General Public Duties:

- Receive/respond to all communications (including phone calls) regarding Planning Commission matters
- Supply the general public with requested information (ex. explain to applicants, the steps involved in common land-use procedures, such as Conditional Use Permits etc.)
- Referral of general public to other resources when necessary
- Maintenance and Dispersal of Planning Commission Applications
- Review applications for completeness and proper documentation requested on forms
- Generate and file application documentation and generated fees
- Open Property File with proper documentation

Commission Secretarial Duties:

- Assist plan commission members in gaining appropriate training.
- Responsible for the proper posting and public notifications
- Responsible for the proper and legal procedures needed to conduct Public Hearings
- Notification of Planning Commissioners, Town Board and general public of meetings and/or hearings through posted and/or published Agenda and Legal Notices (affidavit)
- Record, maintain and submit of Attendance Records to Town of Troy Clerk
- Preparation of Planning Commission recommendations for the Town Board (Unapproved Minutes aka Meeting Report)
- Generation, maintenance and filing of Planning Commission Minutes, Postings, Agenda and recordings of meetings
- Maintain Planning Commission Property Files/records and computer files/records
- Research Zoning or Conditional Use Permit matters as needed
- Apprise Planning Commissioners of changes to Walworth County Shoreland Zoning Ordinances
- Record all Application 'actions', review before closing file

Meeting Duties:

- Preparation of meeting room
- Copies of Agenda and Applications for Commission member's folders
- Recording of meeting and/or notes for Minutes
- FYI Notification to News Media regarding meeting times and places

- Affidavit (Posting) in Newspaper for Public Hearings: clip from newspaper and file in applicant's folder for verification it was legally published.
- Notification of Public Hearing to neighboring Property Owners

Year-end Duties:

- Close current year's Records Book
 - Open new year's Records Book
- File housekeeping – check pending status on current files
 - Contact all continuing sources for missing agendas, decisions and dates

Time Table Regular Monthly Planning Commission Meetings:

*denotes DUE date/time, can normally be submitted and/or completed earlier

Monthly:

- Regular Monthly Meeting
 - 1st Wednesday of the month
- Generate and submittal of Meeting Report
 - *Noon the Monday, Week of Town of Troy Monthly Board Meeting
- Submittal of Planning Commission Secretarial Hours for previous month
 - *Noon, Monday before Town of Troy Monthly Board Meeting
- Generate Affidavit for Public Hearings
 - *Noon Monday prior to 1st Wednesday edition it needs to appear in
- Agenda for next scheduled Monthly Planning Commission Meeting
 - * 2 weeks prior to meeting date, post marked –
- Final Agenda Postings and FYI faxes to news media
 - *24 hours prior to Monthly and or Special Planning Commission Meeting

Quarterly:

- Quarterly Commission Members Attendance sheet
 - *Noon, Monday before Town of Troy Monthly Board Meeting March, June, September and December
- File housekeeping – check pending status on current files
 - Contact all continuing sources for missing agendas, decisions and dates

Yearly:

- January of each year, for Appointments ending in April
 - Add Commission Members Appointment ending discussion to Agenda
- May, every 2 years – with appointment of new Planning Commission Chair
 - Review of Planning Commission By-laws and Procedures