

Planning Commission Secretarial **Job Description**

Attendance requirements:

- Planning Commission Monthly Meetings
- Planning Commission Site Viewing/Special meetings

Knowledge requirements:

- Knowledgeable Plan Commission By-laws
- Knowledge of the Town of Troy boundaries
- Knowledgeable of the Walworth County Shoreland Zoning Ordinances
- General computer and/or office equipment operation and maintenance
- Working knowledge of Walworth County Interactive Mapping System

General Public Duties:

- Receive/return calls regarding Planning Commission matters
- Supply the general public with requested information
- Referral of general public to other resources when necessary
- Dispersal of Planning Commission Applications
- Review applications for completeness and proper documentation requested on forms
- Generate and file application copies and monies
- Open Property File with proper copies

Commission Secretarial Duties:

- 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
- 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 Wednesday, same day 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

Resource Material & Contacts:

Web site:

- Walworth County Interactive Mapping System**
www.co.walworth.wi.us
1. click – county departments
 2. click – information systems/land information
 3. click – interactive mapping system
 4. click – AGREE to open

Wisconsin Towns Association

www.wisctowns.com

W7686 County Road MMM

Shawano, Wi 54166-6086

e-mail:

wtowns @frontiernet.net

Walworth County

262-741-3394 262-741-3266 fax

Public Hearing Procedures

Check List:

- Call Public Hearing to order
- Read petition (or have PC Secretary read petition) aloud
- Petitioner(s) present information
- Commissioners ask questions
- Testimony of General Public
- Must state their name and address for record
- Will be allowed to speak only once
- Statements FOR petition
- Statements AGAINST petition
- Statements regarding the petition in general
- Petitioner(s) rebuts testimony, presents other information
- Commissioners ask further questions and pursue discussion
- Determine need for a Site Viewing/Special Meeting
- Set Site Viewing time and date (if necessary)
- Inform petitioner of Decision Meeting's date (if secretary doesn't)
- Adjourn Public Hearing