



Job Description

SHERIDAN COUNTY, WYOMING

PLANNING & ZONING COMMISSIONER

DEFINITION:

The Planning and Zoning Commission is a public advisory board and its purpose is to review and advise the County Commissioners on public and private activities involving the physical development of the County.

The Planning and Zoning Commission affords residents the opportunity to actively participate in the planning of the County and its welfare; to learn all facets of the regulations governing such functions; interact with a wide variety of citizens participating in shaping Sheridan County's future; and assume an active role in regulation changes involving zoning and subdivision activity.

ESSENTIAL DUTIES:

The following duties of the Planning and Zoning Commission are illustrative only and are not intended to be all inclusive:

The Planning and Zoning Commission has the responsibility for maintaining the County's comprehensive plan. This document includes County policy statements on growth, transportation, services and facilities, natural resources and regional cooperation. The Commission reviews the comprehensive plan and periodically conducts special studies to keep the plan current. The Commission advises the County Commissioners on implementation of the comprehensive plan, zoning related issues, and subdivision development.

The Commission co-operates with other municipal planning commissions, and other agencies or groups, to further local planning programs and to assure harmonious and integrated planning for the area.

ADDITIONAL DUTIES:

May attend conferences and/or training sessions to keep abreast of current trends in planning and/or to better understand the role of a Planning and Zoning Commission.

May visit sites to view property that may be proposed for development to better understand the relationship of the proposed development with surrounding land uses.

May attend other meetings such as the County Commissioner's, or other various boards or committees, as deemed necessary.

TIME REQUIREMENTS:

A minimum of one (1) night per month, (the first Thursday of each month), attending Planning and Zoning Commission meetings.

An average of two (2) to four (4) Work Sessions per year to review contemporary planning related items in the County.

An average of two (2) to (3) hours per month reviewing agenda items submitted in the Planning and Zoning Commission packets.

Special meetings may be called at the request of the Chair, the County Planner, or any three (3) members of the Commission.

SUPERVISION RECEIVED:

The Commission receives direction from, and is responsible to, the County Commissioners, and is supported by staff of the Planning Office.

SUPERVISION EXERCISED:

The Commission has the authority to conduct open public hearings, investigations, studies, surveys, prepare maps, charts, exhibits, reports, and to perform all other acts and duties necessary to the promotion of public interest and understanding of the County's programs and plans, as County resources are available.

WORKING CONDITIONS:

This position primarily conducts business indoors completing tasks such as reading and reviewing reports, plans, and other documents plus listening to presentations by staff, applicants, and the public.

QUALIFICATIONS:

At least three members shall reside in the unincorporated area of the County.

SKILLS AND ABILITIES

There are no minimum skills and abilities that an applicant must have to be appointed as a Planning and Zoning Commissioner, however, the following list has been identified as those skills and abilities that make a quality Planning and Zoning Commissioner:

- Attention to detail;
- Patience;
- Ability to think in abstract terms;
- Open mindedness;
- Willingness to listen and learn;
- Willingness (obligation) to contribute (speak in a public forum);

- Ability to compromise and work within a team framework;
- Ability to make decisions based on the best interests of the community, while balancing the needs of an applicant, or other special-interest groups;
- A basic understanding of the development process; and
- Ability to read drawings, blueprints, and engineering/surveying plans.

TERMS OF OFFICE

The Planning and Zoning Commission shall consist of five (5) members who shall be appointed by the County Commissioners. Planning and Zoning Commission members shall serve terms of three (3) years, No member shall serve more than two (2) full consecutive terms.