

**VILLAGE OF DIMONDALE**  
**Job Description**

**PLANNING COMMISSSIONER**

**Supervised by:** N/A  
**Supervises:** No supervisory responsibilities  
**FLSA Status:** Non-Exempt

**Position Summary:**

The Planning Commission (PC) meets at 7:00 p.m. on the 4<sup>th</sup> Monday of every month. This seven-member board works with the Village Manager to determine the planning and zoning needs of the community. Items of business are presented in an agenda format and the appointed Chairperson guides the progress and controls the order of the meetings. Though advisory in nature, the PC has certain statutory decision-making powers. Issues that a planning commissioner may expect to address include: land use matters, master plan development, zoning ordinance examination, site plan review and capital improvement planning. Planning Commissioners are appointed by the Village Council for a term of three years and the average time commitment is one to two hours per month. This position is compensated at \$35/meeting.

**Essential Job Functions:**

*An appointee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the appointee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Land Use: reviews proposals to allow for development that is consistent with the existing or planned character of the community and provides guidance for development in the Village.
2. Master Plan: develops a plan that describes the community, outlines goals and objectives, and defines areas for various land uses; maps a vision for the intended use of land at the end of a planning process; cooperates with surrounding municipalities regarding land use planning; prepares a comprehensive program of public improvements for the ensuing six years.
3. Zoning Ordinance: reviews, amends and develops language as needed to meet the changing needs of the community; studies proposals and prepares recommendations to the Village Council for the following uses: special use permits, non-conforming classifications, off-street parking variances and rezoning requests.
4. Site Plan Review: visits specific locations to gather information on which to base a decision; reviews and approves or denies site plans to ensure that standards of the zoning ordinance are met for yards, signs, parking, etc.
5. Capital Improvement Planning: annually develops and approves a six-year plan for capital improvements, primarily infrastructure, throughout the Village.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

*The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.*

- Must be a resident of the Village of Dimondale.
- Ability to critically assess situations and solve problems in a group setting.
- Ability to communicate effectively and present ideas and concepts orally in a public setting.
- Willingness and commitment to serve the community.

**Physical Demands and Work Environment:**

*The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

While performing the duties of this job, the official functions in a group setting in the Village Council Chambers with a controlled climate while sitting for a period of time. Travel throughout the Village over rough or uneven terrain may be required.