



# THE TOWN OF MOUNTAINAIR

## JOB DESCRIPTION

### PLANNING AND ZONING COMMISSION

#### SUMMARY

The Town of Mountainair Planning and Zoning Commission is a volunteer board that exists to:

1. Institute a continuing process to advise the Governing Body on matters pertaining to long-range comprehensive planning for the Town of Mountainair and its legally constituted planning area.
2. Establish a permanent body for studying the problems of future growth and development in the area and to guide and control such development in accordance with adopted Ordinances, Regulations, and the adopted generalized land use plan and public polices established to assure orderly development.
3. Achieve compatible, harmonious land uses within the Town and its planning area, and protect and conserve the natural resources of the area.

#### GENERAL DUTIES:

- The Planning Commission shall advise the Mayor and the Town Council on all matters relating to Municipal Planning, Subdivisions and Platting, and Zoning policies and administrative and enforcement procedures pertaining to the aforementioned matters.
- Make recommendations to the Governing Body concerning programs for public improvements and their financing.

#### RESPONSIBILITIES:

- Transmit its finding and recommendations in official reports to the Governing Body and make these a part of the public record.
- Make the necessary examinations to assure that any charts, plats, or maps requiring Planning Commission approval are in compliance with State Statues regarding the proper surveying of land.
- Request information from any public agency or official. Such requests will be made in writing and request response within a reasonable time as provided for under Municipal Code.

#### SPECIFIC DUTIES:

- Able to meet once a month.
- Keep records of all proceedings
- Research topics pertaining to planning and zoning.
- Interpret Zoning Ordinance, Zoning Maps, Subdivision Regulations, and other polices and laws pertaining to planning and zoning.
- Report to Governing Body recommendations and findings.
- Other duties as assigned.

#### COMMISSIONER ELIGIBILITY:

To be eligible to be appointed to the Planning and Zoning Commission, appointees must be residents of the planning and platting jurisdiction of the Town of Mountainair or shall own real property within the Town, but not employees or officers of the Town. Administrative Officials of the Town may be appointed as ex-officio, non-voting members of the Planning and Zoning Commission.

#### TERMS:

Three members and two members shall be appointed on staggering, two-year terms, appointed in the month of April. They shall be appointed by the Governing Body.