

Town of Grand Isle – Adopted 3/18/25, Revised 05/19/2025

Job Description - Planning Commissioner

Classification: Appointed, Exempt position – Volunteer

Scope of Position:

The principal responsibility of the Planning Commission (PC) is to prepare and amend the Town Plan and the land use regulations (*Grand Isle Zoning Bylaws & Subdivision Regulations*). The Planning Commissioners (PCs) meet regularly to oversee municipal planning projects and assist the Selectboard (SB) in implementing planned projects. New members are recommended by the PC to the SB, for appointment to two- or three-year terms, as outlined in 24 VSA Chapter 117.

Duties and Responsibilities:

- Undertake capacity studies and make recommendations on matters of land development, urban renewal, transportation, economic and social development, urban beautification and design improvements, historic and scenic preservation, the conservation of energy and the development of renewable energy resources and environmental protection.
- Develop and amend the Town Plan for SB approval
- Review and propose changes to Town Bylaws for SB and voter approval
- Provide recommendations to the SB on appointment of Grand Isle Zoning Administrator
- Work in conjunction with the SB and the town Treasurer to propose and maintain the capital budget
- Coordinate with other departments and boards/commissions of the municipality as it relates to the work of the PC
- Participate in a regional planning program and coordinate with other town agencies.
- Undertaking comprehensive planning, including related preliminary planning and engineering studies and additional duties as requested by the SB
- Review and recommendation of upcoming available grants to the SB
- When approved by the SB, coordinate, prepare and apply for grants related to PC activities
- Grant administration and reporting when delegated by the SB
- Administer town bylaws in the event that the DRB cannot meet in a quorum

Administrative:

- Follow SOPs for Grand Isle Boards/Commissions as adopted by the SB 3/3/25
- Conduct PC meetings in compliance with VT Open Meeting Law rules
- Keep an open mind and treat your fellow board/commission members, staff and everyone who comes before the PC with respect
- Maintain applicable digital and hard copy records, publish applicable records as required
- Display good ethical behavior and avoid conflicts of interest (recuse as needed)
- Take advantage of training that is available and participate in any required training or certification deemed necessary
- Always seek to ascertain the public interest and how best to further the interests of the community.

Requirements of Work:

- Knowledge of the Grand Isle community and its needs
- Must be a resident, own property, or be a stipend or salaried employee of the Town of Grand Isle
- Excellent oral and written communication skills
- Professional demeanor and interpersonal skills
- Ability to act objectively and fairly
- Be comfortable with using Microsoft Office and other online tools