



## Job Description for Planning Commission Board Member

**The Planning Commission is comprised of five (5) members, required to be a resident of Swanton:**

- Prepare and present to the Town of Swanton proposed bylaws and make recommendations to the Selectboard on proposed amendments to such bylaws;
- 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 wetland protection;
- Require from other departments and agencies of the municipality such available information as relates to the work of the planning commission;
- Participate in a regional planning program;
- Undertake comprehensive planning, including related preliminary planning and engineering studies;
- Perform such other acts or functions as it may deem necessary or appropriate to fulfill the duties and obligations imposed by, and the intent and purposes of, Vermont Statutes Annotated Chapter 117.

**Members of this board must meet the following criteria:**

- Be a resident of Swanton;

**Members of this board will be appointed for 4-year staggered terms.**

**Historically, this board regularly meets once a month on the third Wednesday night at 6:30 pm lasting approximately 2 hours.**

**In addition, members of this board will be expected to:**

- Attend all scheduled meetings, or if a meeting must be missed, let the chair and Zoning Administrator know ahead of the meeting if they will not be able to attend;
- Review any materials provided to the board ahead of time;

- Act from a spirit of cooperation and with respect towards other board members, staff members, and members of the public appearing before the board;
- Avoid actual or apparent conflicts of interest or bias;
- When deciding a controversy or responding to a request, conduct themselves in a fair and impartial manner;
- Comply with all aspects of the Vermont Open Meeting and Access to Public Records laws;
- Take Ethics training as required by the State of Vermont.
- Consider fairly the interests of all individuals and organizations whose interests may be affected by their actions as a Town official.
- Attend training sessions to keep abreast of current trends in municipal planning.

Interested parties should send a letter of intent to:

Town of Swanton

Att. Brian Savage Town Administrator

P.O. Box 711

Swanton, VT 05488

Or in Person

By Friday June 13, 2025 at 4:30 pm