



Planning Commissioner

JOB DESCRIPTION

The Planning Commission is a public advisory board. Its purpose is to review and advise the City Council on public and private activities involving the physical, social, and economic development of the City and to review and make a comprehensive plan for the physical development of the City. The Commission also reviews, advises and makes recommendations to the City Council on matters concerning long range planning for land within the City boundaries and areas outside the City boundaries which relate to the City's long range planning.

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

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

- The Planning Commission has the primary responsibility for approving the City's Comprehensive Plan. This document includes City policy statements on annexation, growth, transportation, economic development, parks and open space and the environment.
- The Commission reviews all proposed amendments to the Comprehensive Plan and periodically conducts special studies to keep the plan current or assigns related studies to City Staff or to consultants.
- The Commission recommends to the City Council on annexations, zoning related issues, subdivision development, and architectural and site plan reviews.
- The Commission reviews Use Permit applications. Use Permits are conditional uses which may or may not be appropriate in a particular location depending on the nature of the proposed use, its relationship to surrounding land use, its impact on traffic capacities, and potential environmental effects. These applications are reviewed so the community is assured that the uses are compatible with their locations and surrounding land uses.
- The Commission co-operates with other regional planning commissions, and other agencies or groups, to further local planning programs and to assure harmonious and integrated planning for the area.

ADDITIONAL DUTIES:

- The Planning Commission member may attend conferences and/or training sessions to keep abreast of current trends in municipal planning and/or to better understand the role of a Planning Commission.
- May conduct field trips, either as a Commission or individually as Commissioners, to view property that may be proposed for development to better understand the relationship of the proposed development or annexation with surrounding land uses.



- May attend other meetings such as the City Council's, or other various boards or committees, as deemed necessary.

TIME REQUIREMENTS:

- A minimum of one (1) night per month, (the third Monday of each month) attending Planning Commission meetings.
- Three (3) unexcused absences in one year are generally grounds for dismissal from the Commission.
- An average of four (4) to six (6) hours per month reviewing agenda items submitted in the Planning Commission packets.

QUALIFICATIONS:

Candidates for the Planning Commission must be registered voters and must have resided within the City of Riverdale for at least one year.

SKILLS AND ABILITIES

There are no minimum skills and abilities that an applicant must have to be appointed as a Planning Commissioner, however, the following list has been identified as those skills and abilities that make a quality Planning 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, rather than the interests of the applicant, or other special-interest groups;
- A rudimentary understanding of the development process; and
- Ability to read drawings, blueprints, and architectural plans.

TERMS OF OFFICE

The City of Riverdale's Planning Commission shall consist of five (5) members who shall be appointed by the City Council after appropriate interviews. Planning Commission members shall serve terms of four (4) years, and their terms shall be staggered so that the terms of no more than two (2) members of the Planning Commission shall expire at any one time.



Planning & Zoning Committee Membership Application

The selection requirements, requires prospective and existing committee members to fill out an application, be duly registered to vote in Clayton County, and be a resident or an owner of real property in the City of Riverdale. The selection process also prohibits a person from serving on a committee if that person has been convicted of a felony, unless their civil rights have been completely restored.

Name: _____ Application Date: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Tel. #: _____ Work #: _____ Cell #: _____

Name of Employer: _____

Title/Position Held: _____

Date of Birth: _____ Email Address: _____

ELIGIBILITY STANDARDS

Requirements	Yes	No
Have you been a City of Riverdale resident for at least one year?		
Do you own property or a business in the City of Riverdale?		
Are you registered to vote in the City of Riverdale?		
Have you ever been convicted or found guilty, regardless of adjudication, of a felony in any jurisdiction? Any plea of no contest shall be considered a conviction for purposes of this question. If yes, have your civil rights been restored and will you consent to a standard criminal background check?		
Potential Conflict of Interest		
Do you currently serve on any other City of Riverdale board and or committee?		
Are you related to any of the City of Riverdale's elected officials by blood, adoption or marriage?		
Have you ever been engaged in the management of any business enterprise that has a financial interest with the City of Riverdale? On a separate sheet of paper, please provide details, such as the name of the enterprise, the nature of the business, and the positions you hold or have held.		

INTERESTS AND EXPERIENCE

Briefly state your interest in serving on a City board or committee. Please include information relating to prior service on any governmental board or committee, and any specialized skills or training you feel will help you to qualify for membership on the desired City board or committee.

X _____
Name of Applicant Date

For Official Use

Candidate's Selection Approved Yes No

X _____
Mayor/Council Date