

# Avon Township Planning Commission Policies, Procedures, Performance Standards

**Purpose:** *The role of the Avon Township Planning Commission is to:*

1. Make recommendations to the Supervisors concerning variances, conditional use permits, and interim use permits
2. hold public hearings
3. assist the Supervisor's with tasks as assigned; and
4. serve on the Joint Planning Commission (if appointed)

**Policies/Timeline:**

- Terms are for three years.
- Meetings are held on the last Wednesday of the month.
- Terms of service begin with the April meeting.
- The Chair of the Planning Commission is selected at the April meeting.
- Planning Commission members who want to be considered for reappointment to another term must contact the Clerk by the February meeting of the Supervisors.
- In February the Supervisors will conduct, at their discretion, an annual performance review of all Planning Commission members. A Planning Commission member who wants to be considered for reappointment to another term must undergo a performance review before possible re-appointment.
- When there is a new opening on the Planning Commission, it will be posted in February.
- New applicants who want to be considered for appointment to the Planning Commission must complete an application and submit it to the Clerk by the March Supervisor meeting.
- Candidates may be interviewed at the Qualification meeting in mid-March.
- At the April meeting, Supervisors review the applicants for the position and appoint (or reappoint) a member for a 3-year term.

**Performance Standards:** *Planning Commission members are expected to:*

1. attend meetings
2. be on time for meetings and other scheduled activities
3. participate fully in PC business
4. be respectful to the public and other members
5. have no conflicts of interest or other personal reason to gain from participating on the board
6. become familiar with appropriate Stearns County (i.e., 439), and Town (i.e., MOU) ordinances and planning documents.