



## **TOWN OF UNION VALE PLANNING BOARD MEMBER JOB DESCRIPTION**

**POSITION:** Member of the Planning Board  
Alternate Member of the Planning Board

**LENGTH OF TERM:** Seven years is a regular term; one member's term expires annually;  
Alternates serve for three years

**RESPONSIBLE TO:** The local legislative body (Town Board) creates the Planning Board and authorizes it to undertake planning activities in accordance with general municipal and town law.

**TIME COMMITMENT:** Approximately 5 hours per month. Board members who are unable to attend 75% of the scheduled monthly meetings in a single calendar year may be ineligible to continue on the Planning Board.

### **PLANNING BOARD MEMBERSHIP:**

The Planning Board is an advisory board composed of seven (7) citizens appointed by the Town Board to serve a seven (7) year term. The Town Board appoints a chair. The Planning Board has final agency authority on numerous land use applications as well as acting in an advisory capacity to Town Board on various other land use matters.

### **ALTERNATE MEMBERSHIP:**

Two alternate members may be appointed by the Town Board to substitute for a regular member of the Planning Board in the event that a regular member is unable to participate in matters before the Planning Board because of a conflict of interest, illness or other absence.

### **COMPENSATION:**

Members and Alternate members of the Planning Board will be paid \$100 for every Regular Board meeting attended. Alternate members attend a Regular Board meeting only when requested to do so by the Chair.

### **TRAINING REQUIREMENTS:**

The New York State law requires a minimum training standard of four hours each year for all members (including alternates) of county, city, town and village planning and zoning boards. Training credits in excess of four hours obtained in any given year may be carried over to meet the next year's requirement. Board members who fail to receive the required minimum training are ineligible for reappointment to their board, unless exempted by the legislative body, the Union Vale Town Board.

The local legislative body of each municipality determines which courses, programs or other activities may meet the training requirement. The Land Use Secretary will establish a system for keeping track of training received by board members.

## **EXPECTED ATTENDANCE:**

<u>FUNCTION</u>	<u>DATE</u>	<u>TIME</u>	<u>APPROXIMATE MONTHLY HOURS</u>
Regular Board Meeting	Monthly, 2 <sup>nd</sup> Thursday	7:30 PM	1- 3 hours
Special Board Meetings	Variable	N/A	1 hour
Work Sessions, Field Trips Special Presentations, Training, etc.	Variable	N/A	1 hour

## **RESPONSIBILITIES OF THE PLANNING BOARD:**

The primary responsibility of the Planning Board is to advise the Town Board, town staff and other boards on matters affecting community development. In particular, the powers of the Planning Board are:

- (1) The Master or Comprehensive Plan. The Planning Board will have an understanding of the Master Plan as it relates to the town code and will make decisions based on the future growth, protection and development of the Town of Union Vale.
- (2) Land use regulations. The Planning Board may draft and recommend the adoption or amendment of land use regulations to the Town Board.
- (3) Review subdivisions. The Planning Board may approve, conditionally approve or disapprove subdivision plans for the purpose of providing for the orderly and wise development according to the Master Plan and subdivision section of the Town Code.
- (4) Review site plans. The Planning Board may review and approve, approve with modifications or disapprove site plans according to standards set forth before the Board.
- (5) Official Map. The Planning Board shall review and make a recommendation to the Town Board, within 30 days of such referral, to change or add to the Official Map of the Town so as to lay out new streets, highways or parks or to widen or close existing streets, highways or parks.
- (6) Report on referred matters. The Planning Board may report on all matters referred to it by the Zoning Board of Appeals and the Town Board, including proposed amendments to town code.
- (7) Investigations and reports. The Planning Board shall have authority to conduct investigations, produce maps and reports and recommendations relating to the planning and development of the Town as it deems desirable, provided that the total expenditures of such actions shall not exceed the appropriations for its expenses.
- (8) Special use permits. After public notice and hearing, site plan review by the County Planning Board, proof of receipt of all applicable federal and state permits and after taking into consideration the public health, safety and general welfare and subject to appropriate conditions and safeguards, a special use permit may be granted.

## **SPECIFIC DUTIES OF PLANNING BOARD MEMBERS:**

- (1) Recognize and avoid or make public any conflict of interest your position may place you in; don't pursue special privileges; maintain confidentiality; and maintain courtesy and let your behavior contribute to the smooth operation of your board. Much acrimony can be avoided this way.
- (2) Become familiar with the law that covers public open meetings and hearings and review the materials you were given when you were sworn in as a Public Officer.
- (3) Complete a minimum of four hours of relevant training each year of membership. Seek training programs on land use matters that interest you from the following sources:
  - a. **Dutchess County Planning Federation:**  
<http://www.dutchessny.gov/CountyGov/Departments/Planning/17348.htm>
  - b. **Department of State – Division of Local Government Services**  
<https://www.dos.ny.gov/lg/lut/index.html>
  - c. **NYCOM – NY Conference of Mayors and Municipal Officers**  
<https://www.nycom.org/meetings-training/workshops-webinars.html>
- (4) Attend monthly Planning Board meetings. Become familiar with the specifics of the application in advance of the meeting. Prepare to discuss upcoming agenda items, development issues, work program activities, and to review and make decisions on land use development applications and changes to the Town's land use regulations.
- (5) Attend occasional special work sessions with the Town Board, Zoning Board of Appeals, various interest groups and other planning related presentations and field trips.
- (6) Have a willingness and dedication to commit both time and personal energy to the improvement of the Town of Union Vale.
- (7) Have an interest in comprehensive community planning, zoning and subdivision of land and the protection of the environment.
- (8) Have a desire and knowledge to assist in implementing the Town of Union Vale's Master Plan and land use policies, including Subdivision Ordinances, Zoning Ordinances and environmental policy, for the purpose of protecting the health, safety and welfare of the residents.
- (9) Have a willingness to encourage and accept input from citizens, organizations and those directly affected by land use related actions made by the Planning Board.