

## **CARBON COUNTY** **PLANNING AND ZONING COMMISSION**

### Planning and Zoning Commission – Member

The Carbon County Planning and Zoning Commission is organized pursuant to Wyo. Stat. §18-5-201, et seq., as amended.

#### **General Responsibilities:**

The Planning and Zoning Commission (Commission) makes recommendations to the Board of County Commissioners concerning the preparation and amendments to the Carbon County Comprehensive Land Use Plan. The Commission reviews all land use proposals in accordance with State enabling law and the County Zoning Resolution and Subdivision Regulations. The Commission works to promote the goals, strategies and actions identified in the County Comprehensive Land Use Plan and works to increase public awareness, understanding and support of the role of the Planning and Zoning Commission. Each Commission member is expected to vote their position after careful consideration of the issues. Support the resolutions and actions of the Planning and Zoning Commission irrespective of personal opinion as to any such resolution or action. The Commission works directly with the County Planning Director and staff although the Director and staff are County employees and the Planning Director reports to the Board of County Commissioners.

#### **Term:**

The Commission is composed of five (5) members that are appointed by the County Commissioners. At least three (3) Commission members must reside in the unincorporated area of Carbon County. Members are appointed to a three (3) year term, except when filling an unexpired term and may be reappointed. The Officers of the Commission shall be a Chairman and a Vice-Chairman elected from members of the Commission each year at its meeting in February. The officers shall serve until their successors are duly elected and qualified.

#### **Criteria:**

- Willing to accept and promote the mission, goals and objectives of Carbon County and the Carbon County Comprehensive Land Use Plan.
- Has demonstrated significant leadership capability in the community and is willing to provide that expertise to the operation of the Commission.
- The Commission should represent a cross section of interests and its membership should possess varied experience and expertise needed to make sound land use recommendations to the County Commissioners.
- Willing to represent one or more constituencies needed to provide balance to the Commission's membership.

**Criteria – Continue:**

- Able and willing to work cooperatively with the Planning Staff and to serve effectively as a public representative of the organization and involve others in the work of the Planning and Zoning Commission.

**Specific Tasks:**

Participate by attending regularly scheduled Planning and Zoning Commission meetings and special meetings or work sessions as necessary.

- Works with the Planning Director to prepare and monitor the annual budget for presentation to the Board of County Commissioners.
- Spend time studying and evaluating the County Comprehensive Land Use Plan, the Zoning Resolution and Subdivision Regulations to become informed and prepared to discuss and vote on case files and issues associated with land use and development.
- Tasks which will require preparation and a vote by Commission members include:
  - Nomination and election of members as Chairman and Vice Chairman.
  - Recommendations on routine and potentially controversial land use decisions such as zone changes, conditional use permits and subdivision of land.
  - Participation with other Commission members and staff in the formulation, updating, and approval of long range plans, strategies and objectives;
  - Monitoring and evaluation of the effectiveness of the County Comprehensive Land Use Plan, the Zoning Resolution and Subdivision Regulations to assure these programs are progressing toward achieving stated objectives.

**Time Demands:**

The Commission holds regular meetings monthly on the Monday prior to the Carbon County Board of County Commissioners meeting that is scheduled for the first Tuesday of each month. If the Commission meeting falls on a holiday, the Commission meeting will be held on the next business day.

In the event it is not possible for a quorum of the Commission to be physically present at the meeting, one or more of the Commission members may participate by telephone.

**Regular Meetings:**

\*Monday 10 am -12 pm

Monthly meetings  
Special meetings

**Estimated Time Demands:**

\*Typical meeting-meetings can be longer, as needed.  
2 hour/month  
4 hours/year