

**TOWN OF CEDAR FORT**

**PUBLIC NOTICE**

**Cedar Fort Planning Commission Member 5 Year Term Position Available**

The Town of Cedar Fort is hereby accepting applicants for the position of a  
**Planning Commission Member 5-year term**  
See Job Description Attached

Interested person must submit a letter containing a statement of your desire to be considered for the position together with any relevant skills and experience.

Mail Letter to:  
David Gustin  
Town of Cedar Fort  
PO Box 389  
Cedar Fort Utah 84013

**Letters must be RECEIVED by the Town on or before July 14, 2021 at 5:00 p.m.**

The Town Council intends to act on applications at their July Town Council Meeting to be held  
on July 15, 2020  
at the Cedar Fort Town Hall  
50 East Center  
Cedar Fort Utah

For Questions, call Mayor or Town Clerk at 801-768-2147

## Job Description

**Title: Planning Commission Alternate Member** (To implement the General Plan, the Planning Commission is empowered to administer the Towns Zoning Laws, Towns Ordinances, Rules and Regulations which: A Planning Commissioner's primary job is to make land use decisions that are consistent with the policies and ordinances formally adopted by the Town Council.)

### **TERM:**

### **GENERAL PURPOSE:**

The Planning Commission is an advisory body to the Town Council, which is responsible for directing the short and long range of growth and development of the Town through maintenance and implementation of the Town's General Plan. It is composed of five Commissioners who shall be residents of the Town of Cedar Fort, and be appointed upon the basis of a majority affirmative votes of members of the Town Council, based on nominations from members of the Town Council. Each Commissioner will be appointed to a five-year term after appointment.

### **ESSENTIAL JOB FUNCTIONS:**

- In order to implement the General Plan, the Planning Commission is empowered to administer the Town's Zoning Laws, Ordinances, Rules and Regulations which:
- Regulate the use and appearance of buildings, structures and land,
- Regulate location, height, size of buildings and structures; the size and use of lots, yards, courts, and other open spaces; the percentage of a lot which may be occupied by a building or structure; the intensity of land use.
- Establish and maintain building setback lines.
- The Planning Commission also reviews environmental documents and capital improvement programs.

### **Desirable Qualifications:**

A Planning Commissioner's primary job is to make land use decisions that are consistent with the policies and plans formally adopted by the Town Council. Therefore, the first priority of a Planning Commissioner must be to develop decision-making skills and knowledge of Town policies. It is not critical to have training in fields such as planning, architecture, law, civil engineering, geology, economics, or demography.

These are skills that are available to the Commissioner from staff, consultants, and the applicant. The commissioner's job is to weigh the professional input given in staff reports, environmental impact reports, and consultant reports. A commissioner is much like a judge who is trained to render a legal decision based on the testimony of experts and others who appear as witnesses in a trial.

## Planning Commission

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Suggested qualifications for a Planning Commissioner include:

- A willingness and ability to research and report on issues, programs and policies related to development issues.
- A willingness to attend night meetings on a regular basis.
- A willingness to assist in implementing projects as decided upon by the Town Council.
- The ability to sustain harmonious working relationships with Commission members, the Town Council, residents, and the public.
- A willingness to attend extracurricular meeting and training seminars related to regional planning uses.