

# JOB DESCRIPTION

Title:	Planning Commissioner	Effective Date:	ASAP
Range:	Volunteer / Unpaid Position	Last Revised:	January 5, 2026

## General Purpose

Serves as a volunteer member of the Spring Lake Planning Commission and acts in an advisory capacity to the Town Council on matters relating to land use, zoning, development, and long-range planning. Performs statutory duties as established under Utah State Code, including reviewing land use applications, making recommendations on land use policies and ordinances, and helping guide the orderly growth and development of the community in accordance with the General Plan.

## Supervision Received

Works under the general direction of the Town Council, with administrative support provided by staff as designated by the Mayor or Council.

## Supervision Exercised

None.

## Essential Functions

Serves as a member of the Planning Commission as established by Utah State Code and local ordinance; attends regular and special Planning Commission meetings and hearings; participates in discussions, deliberations, and votes on matters properly before the Commission.

Reviews and makes recommendations to the Town Council on land use matters, including but not limited to zoning ordinances, subdivision applications, site plans, conditional use permits, variances (where applicable), annexation-related land use issues, and amendments to the General Plan or land use regulations, in accordance with Utah law and adopted local procedures.

Assists in the development, review, and periodic update of the General Plan and land use ordinances to ensure consistency with community goals, state laws, and sound planning principles.

Conducts public hearings as required by Utah law and local ordinance; reviews staff reports, application materials, maps, and supporting documentation prior to meetings; considers public testimony and evidence presented during hearings.

Applies adopted ordinances, plans, and policies in a fair, impartial, and consistent manner; bases decisions and recommendations on the factual record, applicable standards, and the public interest.

Participates in training opportunities related to land use law, planning practices, ethics, and public meeting requirements, including compliance with the Open and Public Meetings Act.

Demonstrates professionalism, integrity, and respect in interactions with applicants, staff, elected officials, and members of the public; discloses conflicts of interest as required by law and abstains from participation when necessary.

Performs other related duties as required or assigned by the Town Council consistent with Utah law.

## **Minimum Qualifications**

### **Education and Experience**

No formal education or planning experience is required, but prior planning experience is preferred.

### **AND**

Must be a registered voter of the municipality, unless otherwise permitted by local ordinance and Utah law.

### **Knowledge, Skills, and Abilities**

#### **Working knowledge of:**

General principles of land use planning, zoning, and community development; the purpose and function of a General Plan; basic understanding of Utah land use laws and local ordinances governing planning and zoning; public hearing procedures and quasi-judicial decision-making.

#### **Ability to:**

Read and understand planning documents, maps, and development proposals; apply adopted ordinances and policies objectively and consistently; listen to public testimony and

evaluate evidence presented at hearings; ask thoughtful questions and engage in respectful deliberation; communicate effectively and professionally in a public meeting setting; work collaboratively with fellow commissioners, staff, and elected officials; comply with ethics requirements, conflicts-of-interest rules, and public meeting laws.

### **Special Qualifications**

Must be willing and able to attend scheduled meetings, training, and hearings, which may occur during evenings or occasional weekends.

Must complete any training required by Utah law or local ordinance during the term of appointment.

### **Work Environment**

Duties are primarily performed in a public meeting or office setting. Physical demands may include sitting for extended periods, standing during meetings or hearings, and reviewing documents. Job functions require the ability to see, hear, speak, and communicate effectively in person and electronically. Mental application includes judgment, attention to detail, ethical reasoning, and the ability to consider complex and sometimes controversial issues in a public forum.