

The City of Altoona is looking to fill a vacancy on the Plan Commission. The Plan Commission is established by the City of Altoona and is governed by Wisconsin State Statute 62.23. The Plan Commission consists of seven members. Members of this committee serve 3-year terms and new vacancies can become available throughout each year. Meetings are held on the second Tuesday of the month. Special meetings may be called for on an occasional basis. The Plan Commission Member must be a City of Altoona resident and will be appointed by the Mayor. The role of Plan Commissioner is a volunteer role.

The Plan Commission is a public, primarily advisory body that reviews proposals and advises the City Council on public and private activities involving the physical, social, and economic development of the City. The Commission also reviews and advises the City Council on matters concerning long range planning for land within the City boundaries and areas outside the City boundaries which relate to the City's long-range planning.

The Commission is supported by the Altoona Planning Director and appropriate city staff. The Plan Commission may be asked to approve, review, or provide recommendations for the following matters: conditional use permits, site plans, plats and land divisions, ordinance amendments, annexations, and rezones, etc. In addition to regular planning / development applications, the Plan Commission is the primary body to review and make recommendations on new master plans and amendments to the City's Comprehensive Plan.

#### Additional Duties:

May attend conferences and/or training sessions to keep abreast of current trends in municipal planning and/or to better understand the role of a Plan Commission. May conduct field trips, either as a Commission or individually as Commissioners, to view property that may be proposed for development or annexation to better understand the relationship of the proposed development or annexation with surrounding land uses. May attend other meetings such as the City Council's, or other various boards or committees, as deemed necessary. All training / travel / lodging expenses are covered by the City.

#### Skills / Qualifications:

There are no minimum skills and abilities that an applicant must have to be appointed as a Plan Commissioner, however, the following list has been identified as those skills and abilities that make a quality Plan Commissioner:

- Attention to detail, open mindedness, patience, and willingness to listen and learn.
- Ability to compromise and work within a team framework
- Ability to make decisions based on the best interests of the community.
- A rudimentary understanding of the planning process, land use issues or law, construction and development practices, natural resources, or economic development.
- Ability to read maps and plans.
- Ability to speak and write clearly.
- Willingness to speak in a public forum in the capacity of a public official.

Anyone interested in volunteering for this role, please submit a cover letter and resumé to Cindy Bauer, Altoona City Clerk at [cindyb@ci.altoona.wi.us](mailto:cindyb@ci.altoona.wi.us).

If you need more information, please contact Taylor Greenwell, Planning Director/Zoning Administrator at: [taylorg@ci.altoona.wi.us](mailto:taylorg@ci.altoona.wi.us). Thank you!