

Avon Township Planning Commission

Guidelines and Procedures

The role of the Avon Township Planning Commission is to:

1. Make recommendations to the Supervisors concerning variances, conditional use permits, and interim use permits
2. hold public hearings
3. assist the Supervisor's with tasks as assigned; and
4. serve on the Joint Planning Commission (*if appointed*)

Recommended Timelines:

- Terms are for three years.
- Meetings are held on the last Wednesday of the month.
- Terms of service begin with the April meeting.
- The Chair of the Planning Commission is selected at the April meeting.
- At their March meeting, the Supervisors may conduct, at their discretion, an annual performance review of all Planning Commission members.
- When there is a new opening on the Planning Commission, it will be posted.
- Planning Commission members whose terms are expiring in March
 - will be asked prior to the March Supervisors meeting if they want to be reappointed.
 - A Planning Commission member who wants to be considered for reappointment to another term should undergo a performance review before possible re-appointment.
 - At the April meeting, Supervisors review the applicants for an open position and appoint (or reappoint) a member for a 3-year term.
- Filling a Vacancy
 - New applicants who want to be considered for appointment to the Planning Commission must complete an application and submit it to the Clerk.
 - New candidates may be interviewed by the Supervisors at their next available meeting.
 - The new candidate would complete the term of the vacant position.

Performance Standards: *Planning Commission members are expected to:*

1. attend meetings
2. be on time for meetings and other scheduled activities
3. participate fully in PC business
4. be respectful to the public and other members
5. have no conflicts of interest or other personal reason to gain from participating on the board
6. become familiar with appropriate Stearns County (*i.e.*, 439), and Town (*i.e.*, MOU, Ordinance #5) ordinances and planning documents.

Date: April 2025 (*supersedes any previous policies and guidelines*)