



## CITY OF MONTROSE

### POSITION DESCRIPTION – PLANNING AND ZONING COMMISSION

POSITION TITLE:	Commission Member
COMMISSION:	Planning & Zoning
COMPENSATION:	\$25.00 Per Meeting (Payable on an annual basis)
MEETINGS:	Second Wednesday of the month at 7:00 p.m.
LOCATION:	Montrose Community Center, 200 Center Avenue South

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#### POSITION SUMMARY

The primary duty of the Montrose Planning & Zoning Commission is to advise the City Council on the preparation and adoption of a Comprehensive Plan for the city. Comprehensive planning is an important tool for cities to guide future development of land to ensure a safe, pleasant, and economical environment for residential, commercial, industrial and public activities. Once a Comprehensive plan exists, the Commission studies and proposes to the City Council reasonable and practical means for putting the plan sections into effect. The Commission will also periodically review the plan and recommend amendments as necessary.

#### POSITION QUALIFICATIONS

Applicants shall be open-minded and team oriented, with the willingness to offer comments and speak on topics during a public forum. Patience and respect are key attributes of a successful Planning Commissioner, as well as the ability to remain focused and not allow personal agendas to interfere with the good of the city. Individuals with the ability to read blueprints and architectural plans and a basic understanding of the development process would be a valuable asset to the Planning Commission.

#### COMMISSION MEMBER REQUIREMENTS

The Planning Commission consists of members appointed by the City Council. There are seven seats available. An eligible member shall be a resident of the City of Montrose and an eligible voter in the State of Minnesota.

Persons interested in being considered for appointment to a current vacancy on the Planning and Zoning Commission should submit an application form to Montrose City Hall, 311 Buffalo Avenue South, Montrose, MN 55363.