



Town of Greenwich PLANNING BOARD MEMBER Job Description

The Planning Board plays a critical role in the development of Greenwich. Its decisions will positively or negatively impact neighborhoods, our community, and the landscape surrounding them, and will set precedent for future actions. It is essential, therefore, that all decisions are based on regulation, laws, and plans applicable to the Town and Village, and protect the public health, safety, morals, and general welfare of the residents, the environment, and community character of the Town and Village of Greenwich.

Planning Board Membership: The Planning Board consists of 7 members appointed by the Town and Village Board to serve a 7 year term. The Planning Board annually elects a Chair and Vice-Chair and other officers from their membership. The Planning Board Clerk is appointed by the Town and Village Board annually.

Alternate Membership: One alternate member may be appointed by the Town and Village Board to substitute for a regular member of the Planning Board in the event that a regular member is unable to participate in matters before the Planning Board because of a conflict of interest, illness or other absence.

Powers and Duties of the Planning Board

- The Planning Board has both regulatory and advisory powers.
- The Planning Board upholds and implements the Town and Village of Greenwich's Zoning as it is written through the review and approval of subdivisions, site plans, and certain special use permits. It conducts site visits and solicits reports from the Washington County Planning Board as part of the review process and holds public hearings for minor subdivisions and certain site plans.
- The Planning Board advises the Zoning Board of Appeals on major subdivision plats, variance requests, and other special use permits. It advises the Town Board on matters of planning and zoning and may also put forth suggested changes to the existing zoning.

Length of Term: 7 years, ending on December 31.

Time Commitment: Approximately 5 hours each month

- Meetings: 1-3 hours each
- Preparation time for meetings and hearings, including site visits: highly variable depending on the type of application.
- Training: 4 hours per year

Meeting Schedule:

- Regular monthly meeting are held on the 3rd Thursday of every month
- Workshop meetings are held on the 2nd Thursday of every month as called by the Chair.

- All meetings and hearings are held at 7 PM at the Town Office Building located at 2 Academy Street unless otherwise noticed.

Responsibilities of Appointed Planning Board Members

- Attendance at all regular meetings and hearings, and second or working meetings as called by the Chair, arriving in a timely manner.
- Complete a minimum of 4 hours of relevant training yearly.
- Understand the powers and duties of the Planning Board and Zoning Board of Appeals.
- Develop a working knowledge of regulations, laws, and plans applicable to the Planning Board.
 - o Code of the Town of Greenwich and the Village of Greenwich, including Zoning, Subdivision Laws and Local Laws.
 - o Town and Village Joint Comprehensive Plan
 - o New York State's Environmental Quality Review Act (SEQR)
 - o New York State Open Meetings Law
- Complete preparation necessary to function effectively at all meetings.
 - o Review and be familiar with each pertinent case file prior to hearings.
 - o Access and review Town and Village code when necessary to inform decision-making.
 - o Any other tasks assigned by the Chair.
- Provide positive assistance to applicants in support of their goals while maintaining adherence to all regulations.
- Understand your role as a representative of the Town and Village of Greenwich.

Ethical Responsibilities of Appointed Town Officials

- Recuse yourself from any issue which presents a personal or professional conflict of interest.
- Pursue no special privilege.
- Maintain confidentiality.
- Conduct yourself in a professional manner in meetings and through social media.
- Speak in a respectful, professional manner to all Planning Board members, applicants, or other individuals attending meetings.