



City of Osseo

415 Central Avenue
Osseo, MN 55369-1195

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Position Title:	Planning Commission Member
Length of Term:	3 years (members serve staggered terms)
Appointed by:	Majority vote of the City Council
Compensation:	Per diem for meetings attended, paid annually
Meeting schedule:	3 rd Monday of the month at 6 pm, as needed. If Monday is a holiday, the meeting is moved to Tuesday.

General Definition of Work:

The Planning Commission offers an opportunity to actively participate in planning for Osseo's future, to learn many aspects of regulations governing development, and assume an active role in regulation changes involving zoning and subdivision activities. The Planning Commission is an advisory commission to the City Council. It is responsible for preparing and maintaining the City's Comprehensive Plan. The Planning Commission reviews amendments to the Comprehensive Plan and ensures the city's actions are in accordance with the plan. The Commission is responsible for making recommendations to the City Council involving development projects and zoning issues, including but not limited to zoning amendments, re-zonings, variances from requirements in the Zoning Ordinance, Conditional Use Permits (for uses that may or may not be appropriate with relation to their surroundings), purchase and sale of City properties, and other matters. The Commission holds public hearings on these matters as needed.

Membership:

The Planning Commission is comprised of seven members, including Osseo residents or business owners. At least 6 of the 7 members must be Osseo residents. The Planning Commission is supported by the Osseo City Planner and the city's planning, engineering, and legal consultants as assigned.

Essential Functions:

- Review applications for land use approvals for consistency with the City's plans, ordinances, and policies. Be familiar with the City's plans, ordinances, programs, policies, and operations
- Attend board meetings and appropriate committee meetings. Review agenda and supporting documents prior to meetings
- Strictly adhere to conflict of interest policies
- Strictly adhere to Open Meeting Law and the Minnesota Government Data Practices Act

Additional Duties:

- May attend conferences or training sessions to keep up-to-date on trends and issues in Planning and Community Development or to better understand the role of a Planning Commissioner
- May conduct field trips, either as a Commission or individually as Commissioners, to view properties or land uses being considered by the Commission
- May attend other meetings, such as City Council meetings, as deemed necessary

Knowledge, Skills and Abilities:

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

- Attention to detail
- Patience
- Ability to think in abstract terms
- Open mindedness and willingness to listen and learn
- Willingness to contribute and speak in a public forum
- Ability to make decisions based on the best interests of the community, rather than the interests of the applicant, or other special-interest groups
- Ability to read drawings, blueprints, and architectural plans

Osseo has an interest in providing a diverse membership on the Planning Commission. Commission members with any combination of the following skills and experiences are desirable:

- Background in land use planning, engineering, or construction
 - Background of community involvement
 - Experience with business ownership
 - Interest in neighborhood and community issues
 - Interest in historical preservation
 - Interest in natural resource preservation
 - Knowledge of real estate acquisition, development, and/or law
 - Willingness and ability to commit to requirements of position.
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Time Demands:

- Review meeting information in advance of monthly Commission meetings. Meeting packets are distributed on the Thursday preceding a meeting.
 - Attend and actively participate in monthly Commission meetings (typically 1 hour in length, on the 3rd Monday of the month, or Tuesday if Monday is a holiday) unless excused by the Chairperson. Meetings are cancelled when there is no business to discuss.
 - Attend and actively participate in ad hoc subcommittee meetings and related work (typically 1-2 hours per meeting & 2-3 meetings per year, depending on the breadth of topics discussed).
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Special Requirements:

Commission members should maintain a means for public contact—either a public email address or phone number. Communications on behalf of the City are subject to Minnesota Data Practices Law.

Meeting information is distributed electronically via email and web access. Printed materials can be available for members without internet access.

Working Conditions:

This position primarily conducts business indoors (98%) completing tasks such as reading and reviewing reports, plans, and other documents plus listening to presentations by staff, applicants, and the public. This position requires a lengthy attention span and involves intermittently sitting (96%), walking (2%), and standing (2%).

Last Updated: March 2019