



Town of Berne PLANNING BOARD MEMBER Job Description

The Planning Board plays a critical role in the development of Berne. 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 in regulation, laws, and plans applicable to the Town, and protect the public health, safety, morals, and general welfare of the residents, the environment, and community character of the Town of Berne.

Powers and Duties of the Planning Board

The Planning Board has both regulatory and advisory powers.

The Planning Board upholds and implements Berne'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 Conservation Advisory Board and the Albany 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: 5 years, ending on December 31

Time Commitment: Approximately 8 hours per month

- Meetings: 1-3 hours each
- Preparatory time for meetings and hearings, including site visits: highly variable; plan on 1-2 hours per case
- Training: 8 hours per year

Meeting Schedule

- Regular monthly meetings are held on the 1st Thursday of every month
- Second and working meetings are held on the 3rd Thursday of the month, as called by the Chair
- All meetings and hearings are held at 7 PM at the Community Center located at 1360 Helderberg Trail unless otherwise noticed

Planning Board Member Appointment and Compensation

All Planning Board members are appointed by and serve at the discretion of the Town Board. Comprised of five members, the Town Board appoints a Chair from these appointees annually, rotating from among the members when practicable.

Planning Board members receive an annual stipend that is determined by the Town Board.

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 8 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
 - Code of the Town of Berne, including Zoning, Subdivision Laws, and Local Laws
 - Town of Berne Comprehensive Plan
 - New York’s State Environmental Quality Review Act (SEQR)
 - New York State Open Meetings Law
- Complete preparation necessary to function effectively at all meetings
 - Review and be familiar with each pertinent case file prior to hearings
 - Access and review Town Code when necessary to inform decision-making
 - Any other task assigned by the Chair
- Provide positive assistance to applicants in support of their goals while maintaining adherence to all regulations
- Understand your role as representative of the Town of Berne

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, social settings, and through social media
- Speak in a respectful, professional manner to all Planning Board members, applicants, or other individuals attending meetings

I have read and understand the commitments, expectations, duties, and responsibilities as outlined above.

Print name

Signature

Date

06/2019