PLANNING & ZONING COMMISION

The Town of Salem appreciates your interest in serving on its **Planning and Zoning Commission**.

PURPOSE: To analyze requests made of the Planning and Zoning Commission by property owners within the Town. Recommendations are given to the Town Board. The Planning and Zoning Commission makes its opinion known via a Monthly Planning and Zoning Commission meeting.

Requirement:
- Town of Salem must be their primary residence
- Must be 18 years of age or older
- Time: as agenda warrants

Expectations of an appointed Planning and Zoning Commissioner

Activities
- Attend monthly Town of Salem Planning and Zoning Commission meetings
- Attend special meetings that apply to Planning and Zoning Commission
- Actively participate in questioning and deliberation with other commissioners
- Visit unfamiliar sites under consideration for a Planning and Zoning Commission decision
- Notify the appropriate Town Staff at the earliest possible moment of your inability to attend a meeting.
- Research information for agenda items. This may include talking with staff or county personnel to understand all aspects of the request.
- Follow and abide by the ethics rules of the State.
- Visit with Town of Salem Planning and Zoning staff for orientation
- Attend local educational sessions and meetings pertaining to zoning, variances and development, when schedule permits.
- Be fair and impartial in all decision making processes and vote; treat each request individually without precedence.
- Attend County Board of Adjustment meeting, if schedule permits and requested by the Commission Chairman and Town Board, to represent the Town of Salem.

Development
- Understand basic building drawings, property surveys and topographical maps.
- Become familiar with the use of interactive mapping on the Kenosha County Website and how to read the different maps and overlays.
- Attend Town Board meetings as a representative of the Planning and Zoning as designated by Commission Chairman and Staff, when schedule permits.

TOWN OF SALEM

APPOINTMENT PROFILE

TOWN COMMISSIONS, COMMITTEES, & BOARDS

(Please type or print)

Name:_____

First Middle Last

Residence Address: _____

Previous Address if above less than 5 years: _____

Occupation: _____

Company Title

Telephone Number: Residence _____ Business _____

Do you or have you done, for profit, business with any part of Town of Salem in the past 5 years? Yes ( ) No ( )

If yes, please attach a detailed document.

Affiliations: List affiliations in all service groups, public service organizations, social or charitable groups, labor, business or professional organization, and indicate if it was a board or staff affiliation.

_____

_____

_____

Interest & Experience: Summarize your interest in serving on the Town of Salem Planning & Zoning Commission and any beneficial experience you have with regard to Ordinance variances, zoning districts and development.

_____

_____

_____

_____

_____

_____

*If more space is needed, please attach another sheet

Governmental Services: List services with any governmental unit.

_____

_____

Additional Information: List any qualifications or expertise you possess that would benefit the Board, Committee, Commission, etc.

_____

_____

Conflict Of Interest: It would be inappropriate for you, as a current or prospective appointee, to have a member of your immediate family directly involved with any action that may come under the inquiry or advice of the appointed board, commission, or committee. A committee member declared in conflict would be prohibited from voting on any motion where "direct involvement" had been declared and may result in embarrassment to you and/or the Town of Salem.

_____
Signature of Nominee

_____
Date

Please Return To: Land Development Coordinator
Salem Town Hall
9814 Antioch Road, P.O. Box 443
Salem, WI 53168

(For Office Use Only)

Appointed To: _____
Commission/Committee/Board

Term: Beginning _____ Ending _____

Confirmed by the Town Board on: _____

New Appointment _____ Reappointment _____

Previous Terms: _____
_____